



The Corporation of the Township of Billings

Council Meeting Agenda

October 3rd, 2023 7:00 p.m.

Park Centre – 39 Henry Drive, Kagawong

Council

Bryan Barker, Mayor

David Hillyard, Deputy Mayor

Jim Cahill, Councillor

Vince Grogan, Councillor

Michael Hunt, Councillor

Staff

Emily Dance, CAO/Clerk

Tiana Mills, Deputy Clerk

Todd Gordon, Municipal Project Manager

1. Call to Order

Mayor Bryan Barker to call the meeting to order.

2. Approval of Agenda

2.1. Confirm approval of the agenda.

3. Disclosure of Pecuniary Interest

4. Adoption of Minutes

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

4.1. Regular Council Meeting – September 19th, 2023

5. Delegation

6. Committee Reports

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

6.1.1. Billings Museum Committee Minutes – August 14th, 2023

6.1.2. Community Policing Advisory Committee Minutes – September 13, 2023

7. Staff Reports

7.1. MPM-2023-10-20 Old Mill Accessible Entrance Project Update

7.2. MPM-2023-10-21 Fire Hall Project Update (8)

7.3. MPM-2023-10-22 Kagawong River Pedestrian Bridge

7.4. PW-2023-10-09 Kagawong Landfill – Proposal for Topographic Survey

7.5. PW-2023-10-10 Island Wide Waste Management Meeting (3)

7.6. CAO-2023-10-23 Employee Salary Ranges By-Law

7.7. CAO-2023-10-24 Council Remuneration

7.8. CLK-2023-10-28 November Council Meeting Change/2023 Municipal Office Holiday Closure

8. Correspondence Requiring Direction

9. Information

9.1. [2022 Annual Report for Public Health Sudbury and Districts](#)

9.2. October Mindemoya Emergency Department Closures

9.3. Manitoulin-Sudbury District Services Board 2023 Second Quarter Activity Report

9.4. Manitoulin-Sudbury District Services Board 2023 Second Quarter Unaudited Financial Report

9.5. National Chronic Pain Society Introduction Letter

9.6. Fire Protection and Prevention Act Interpretation

9.7. Responding to the Housing Affordability Task Force's Recommendations

9.8. NOMA/FONOM/NOSDA Mental Health and Addictions and Housing AMO Delegation Package

9.9. October 23, 2023 Office Closure – Emergency Management Training Session

Due to a mandatory Emergency Management Control Group training session requiring three Municipal Office Staff members, the Municipal Office will be closed. Notice of the closure will be posted on the township website, Facebook page and front door.

10. Accounts for Payment

10.1. Accounts for Payment to September 28, 2023

11. By-Laws and Agreements

11.1. 2023-97 Old Mill Upper-Level Edwards Studio Lease Agreement By-Law

11.2. 2023-98 Health and Wellness Spending Account Policy By-Law

11.3. 2023-99 Building By-Law

11.4. 2023-100 Authorize Fire Hall Renovation Change Order 004 By-Law

12. Notice of Motions

13. Closed Session

THAT the Township of Billings Council hereby moves into Closed Session pursuant to [s. 239(2)(d)] Labour relations or employee negotiations, Personnel matter (2) AND returns to open session upon completion.

14. Report out of Closed Session

15. Confirmatory By-Law

15.1. By-Law No. 2023-101 Being the October 3rd, 2023 Confirmatory By-Law

16. Adjournment

16.1. Motion to Adjourn

Document Accessibility

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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.

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



The Corporation of the Township of Billings
Council Meeting Minutes
September 19th, 2023 7:00 p.m.
Park Centre – 39 Henry Drive, Kagawong

Council

Bryan Barker, Mayor
David Hillyard, Deputy Mayor
Jim Cahill, Councillor
Vince Grogan, Councillor
Michael Hunt, Councillor

Staff

Emily Dance, CAO/Clerk
Todd Gordon, Municipal Project Manager
Chris Cyr, Public Works Superintendent

1. Call to Order

Mayor Barker called the Council meeting of the Township of Billings to order at 7:00 p.m.

2. Approval of Agenda

2.1. Confirm approval of the agenda.

2023-464

Moved by Hunt Seconded by Cahill

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

Carried.

3. Disclosure of Pecuniary Interest

None noted

4. Adoption of Minutes

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

4.1. Regular Council Meeting – September 5th, 2023

2023-465

Moved by Grogan Seconded by Hillyard

THAT the September 5th, 2023 Regular Council Meeting Minutes adopted as presented.

Carried.

5. Delegation



6. Committee Reports

6.1. Members of Council were provided with an opportunity to report on Committee and Board meetings. – *No updates provided*

6.1.1. Manitoulin Planning Board Meeting Minutes – August 22, 2023
2023-466

Moved by Grogan Seconded by Hillyard

THAT the Township of Billings Council hereby receives for information all items listed in Section 6, Committee Reports.

Carried.

7. Staff Reports

7.1. BP-2023-09-09 Building By-law
2023-467

Moved by Grogan Seconded by Cahill

THAT the Township of Billings Council hereby approves Report BP-2023-09-09 AND authorizes repealing By-Law No. 94-10 being the Building Permit By-Law to remove outdated legislation AND provide for a Building By-Law to regulate the erection, alteration, construction and demolition of various types of structures within the Township of Billings as amended to include the definition for shed AND FURTHER authorizes the appropriate By-Law coming forward.

Carried.

7.2. MPM-09-14 Shoreline Stabilization Project Update (ICIP-COVID Resilience Stream)
2023-468

Moved by Hunt Seconded by Hillyard

THAT the Township of Billings Council hereby approves Report MPM-2023-09-14 AND FURTHER approves continuation of the project on a time and materials basis with H&R Noble Construction within the parameters of the grant.

Carried.

7.3. PW-2023-09-07 Public Works Quarterly Update
2023-469

Moved by Hunt Seconded by Hillyard

THAT the Township of Billings Council hereby receives for information Report PW-2023-09-07.

Carried.

7.4. PW-2023-09-08 2023/2024 Winter Maintenance Plan
2023-470



Moved by Grogan Seconded by Hillyard
THAT the Township of Billings Council hereby approves Report PW-2023-09-07 AND approves the 2023/2024 Winter Operations Planning Document as presented.

Carried.

7.5. TR-2023-09-12 Old Mill Upper Lease Request
2023-471

Moved by Hunt Seconded by Hillyard

THAT the Township of Billings Council hereby approves Report TR-2023-09-12 AND approves entering into a lease agreement with Richard and Barbara Edwards for the Old Mill Upper space for a three-year term at rate of \$5,049.72 per year AND FURTHER authorizes the appropriate By-coming forward.

Carried.

7.6. CAO-2023-09-21 Health and Wellness Spending Account Policy (2)
2023-472

Moved by Cahill Seconded by Barker

THAT the Township of Billings Council hereby approves Report CAO-2023-09-21 AND approves the adoption of a Health and Wellness Spending Account Policy with the following amendment: include a cumulative cap of \$2,500 applies for the Employee Benefit Package Overages only AND FURTHER authorizes the appropriate By-Law coming forward.

Carried.

7.7. CLK-2023-09-27 Strategic Plan Request for Proposal
2023-473

Moved by Hillyard Seconded By Grogan

THAT the Township of Billings Council hereby approves Report CAO-2023-09-27 AND approves the proposal of Capital Park Consulting Inc in the amount of \$29,765 plus HST to provide a five-year strategic plan for the Township of Billings AND FURTHER approves the appropriate By-law coming forward on tonight's agenda.

Carried.

7.8. CLK-2023-09-29 Committee Update
2023-474

Moved by Hunt Seconded by Hillyard

THAT the Township of Billings Council hereby approves report CLK-2023-09-29 AND directs staff to advertise for members of the public to sit on the Climate Action



Committee, the Lake Kagawong Resource Committee, the Parks Recreation and Wellness Committee and the Billings Library Board.

Carried.

8. Old Business

- 8.1. Procedural By-Law Update- Due to the current priority projects, the procedural by-law update has been delayed, staff propose to have a draft to Council at the beginning of 2024.
- 8.2. Council members are provided with an opportunity to bring up Old Business items. *By consensus, Council agreed the standing agenda item Old Business be removed from the agenda. Members of Council are to e-mail the CAO/Clerk to request any updates that are not included in staff reports.*

9. Correspondence Requiring Direction

- 9.1. FONOM – September 10, 2023 Resolution FONOM has made a request for Council support regarding Northern Ontario School of Medicine – Physician Shortage

2023-475

Moved by Grogan Seconded by Hunt

THAT the Township of Billings Council hereby supports the resolution presented regarding the Northern Ontario School of Medicine – Physical Shortage.

Carried

2023-476

Moved by Grogan Seconded by Hunt

WHEREAS the Township of Billings recognized the urgent need for physicians in Northern Ontario as it is experiencing a shortage of trained physicians and specialist physicians

WHEREAS life expectancy of Northern residents is more than two years lower than the Ontario average, and mental health and addictions are at a four-times higher rate

WHEREAS one in eight Northern residents does not have access to a family doctor, and many must travel long distances to access healthcare services representing the failure of healthcare in Northern Ontario

WHEREAS communities in Northern Ontario require access to equitable health care, especially underserved rural, Indigenous, and Francophone communities



WHEREAS in April of 2022, the Government announced an unprecedented medical expansion for NOSM University's medical programs
AND WHEREAS the current base funding rates for the Northern School of Medicine University (NOSM) have not been increased sufficiently to accommodate growth and expansion

THEREFORE, BE IT RESOLVED THAT the Township of Billings strongly requests the Provincial Government grant NOSM University's request for a permanent increase in annual base funding by \$4.0 million before the end of this fiscal year so it can continue to deliver on the mandate that the Conservative Government initially established in response to the needs of Northern municipalities.

FURTHER BE IT RESOLVED THAT a copy of this motion be forwarded to Premier Doug Ford, Minister of Health and Deputy Premier Sylvia Jones, Minister of Colleges and Universities Jill Dunlop, MPPs Greg Rickford, Vic Fedeli, George Pirie, Ross Romano, Kevin Holland, Association of Municipalities of Ontario, Northern Ontario School of Medicine University, Federation of Northern Ontario Municipalities, Northern Ontario Academic Medicine Association and all the Municipalities on Manitoulin AND FURTHER directs the Mayor to also include the letter to the premier on behalf of the Township of Billings

Carried

Mayor Barker noted that the MMA sent a letter to the Township the day of the meeting regarding support for local physicians. The Clerk read the letter aloud. *The letter to form part of the minutes.*

2023-477

Moved By Hunt Seconded By Grogan

THAT the Township of Billings Council hereby endorse support to the MMA regarding support for additional physicians AND FURTHER directs the Mayor to draft a letter to the Minister of Health on behalf of the Township requesting prompt and practical solutions for the health crisis on Manitoulin Island.

Carried.

10. Information

- 10.1. Increasing Deadstock Capacity Initiative
- 10.2. OPP: Distribution of Police Record Check Revenue to Municipalities

2023-478

Moved by Hunt Seconded by Grogan



THAT the Township of Billings Council hereby receives for information all items listed in Section 10.

Carried.

11. Accounts for Payment

11.1. Accounts for Payment to September 14, 2023
2023-479

Moved by Hunt Seconded by Cahill

THAT the Township of Billings Council hereby approves, ratifies, and confirms the September 14th, 2023 Accounts for Payment as presented.

Carried.

12. By-Laws and Agreements

12.1. 2023-94 Service Recognition Policy By-Law
2023-480

Moved by Hillyard Seconded by Grogan

THAT By-Law No. 2023-94 being the Adopt a Service Recognition Policy By-Law be read a first, second and third time and finally passed this 19th day of September, 2023.

Carried

12.2. 2023-95 Capital Park Consulting Inc Strategic Plan RFP By-Law
2023-481

Moved by Grogan Seconded by Hillyard

THAT By-Law No. 2023-95 being the Capital Park Consulting Inc Strategic Plan RFP By-Law be read a first, second and third time and finally passed this 19th day of September, 2023.

Carried

13. Notice of Motions

None noted.

14. Closed Session

14.1. **Move into Closed Session**
2023-482

Moved by Hunt Seconded by Hillyard

THAT the Township of Billings Council hereby moves into Closed Session pursuant to [s. 239(2)(f)] advice that is subject to solicitor-client privilege including communications



necessary for that purpose – Old Mill Road Waterline project AND FURTHER returns to open session upon completion.

Carried.

15. Report out of Closed Session

2023-487

Moved by Hunt Seconded by Hillyard

THAT Mayor Barker reported a closed meeting was held where direction was given to staff regarding advice subject to solicitor-client privilege related to the Old Mill Road Waterline project.

Carried

16. Confirmatory By-Law

16.1. By-Law No. 2023-96 Being the September 19th, 2023 Confirmatory By-Law
2023-488

Moved by Grogan Seconded by Cahill

THAT By-Law No. 2023-96 being the September 19th, 2023 Confirmatory By-Law be read a first, second and third time AND finally passed this 19th day of September, 2023.

Carried.

17. Adjournment

17.1. Motion to Adjourn

2023-489

Moved by Hunt Seconded by Grogan

THAT the Township of Billings Council hereby adjourns at 10:58 p.m.

Carried.

Mayor Bryan Barker

CAO/Clerk Emily Dance



The Corporation of the Township of Billings

Museum Committee Minutes

Monday August 14, 2023 7:00 PM

Old Mill Heritage Centre, Kagawong

Members Present

Councillor Michael Hunt, Chair

Barb Edwards

Deb Flaxman – Regrets

Dianne Fraser

Diane Larocque

Brad MacKay

Wes Newburn

Staff

Rick Nelson, Museum Curator

Tina Beckerton, Recording Secretary

1. Call to Order

Chair Michael Hunt called the meeting to order 7:00PM

2. Approval of Agenda

Motion to approve the agenda

Motion

Moved By Wes Newburn

Seconded By Diane Larocque

THAT the Billings Museum Committee hereby approves the August 14, 2023 agenda as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures noted.

4. Adoption of Minutes

There was a discussion on previous motions regarding the purchase of tokens of appreciations for the speakers at the events. They were inadvertently missed and will be included as notes for future references. (Section 11)

Motion

Moved By Barb Edwards

Seconded By Diane Larocque

THAT the Billings Museum Committee hereby approves the July 10, 2023 minutes as presented.

Carried



5. Financial Report

Staff reported that there was an error in the reporting of the bank balance at the last meeting. The correct balance is \$64,847.15. The Committee requested more detailed banking information for upcoming meetings.

Motion

Moved By Brad MacKay Seconded By Barb Edwards

THAT the Billings Museum Committee hereby received the verbal financial report.

Carried

6. Curators Report

6.1. **CU-2023-08-03**- July 2023 Curator Report

Motion

Moved By Dianne Fraser Seconded By Wes Newburn

THAT the Township of Billings Museum Committee hereby receives for information Curators Report – August 2023

Carried

7. Old Business

7.1. Museum Committee Working Chart discussion- August 14, 2023

Motion

Moved By: Seconded By

THAT the Township of Billings Museum Committee hereby approves the direction as given regarding the museum committee working chart.

Carried

8. New Business

- Future Exhibit
- Township Budget
- Debit Machine
- Park Centre: Stage & Steps, status of lower level
- Entrance Way: Inside & Out
- History Day
- Banner & Signs: Tubes
- Historical Sign still on the ground
- Plaque for sailors lost at sea

Motion

Moved by Barb Edwards Seconded by Diane Larocque

THAT the Billings Museum Committee hereby approves the actions regarding new business AND FURTHER that the actions be included in the working chart for further reference.

Carried



9. Council Report

9.1. Councillor Hunt provided an update on recent Council Developments.

10. Meeting Schedule

Monday September 11, 2023 7:00 pm Museum

Monday October 2, 2023 7:00 pm Museum

Monday November 6, 2023 7:00 pm Museum

11. Notes from July 10 2023 Billings Museum Meeting

Tokens of Appreciation

- 8 members 7/4 box & 1/8 box of chocolates
- Picture for Mark
- Steve Large Hoodie
- Art Mills CHQ +
- Mantha XL Quarter Zip
- Jib box of chocolates 16 pieces

Sub Committee

- Deb, Diane, Dianne to p/u cheese and gifts
- Diane and Deb to be responsible for refreshments (already at PC)


12. Adjournment

12.1. Motion to Adjourn

Motion

Moved by Barb Edwards Seconded by Wes Newburn

THAT the Billings Museum Committee hereby adjourns at 7:57PM


Chair Michael Hunt


Recording Secretary Tina Beckerton

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MINUTES
COMMUNITY POLICING ADVISORY COMMITTEE MEETING
Wednesday 13 September 2023
CENTRAL MANITOULIN COUNCIL CHAMBERS, MUNICIPAL OFFICE, MINDEMOYA ON
7:00 P.M.

PRESENT: A /Insp. Robert WALSH – OPP
Al BOYD – NEMI
Kelly CHAYTOR – GORE BAY
Jack BOULD – GORDON / BARRIE ISLAND
Frank KLODNICKI – ASSIGINACK
Steve SHAFFER – CENTRAL MANITOULIN
Steve WOOD – TEHKUMMAH
Kim MIDDLETOWN – BURPEE/MILLS
Bryan BARKER - BILLINGS

PUBLIC: Tom SASVARI – Manitoulin Expositor
Minutes Taken by Kelly CHAYTOR – Gore Bay

CALL MEETING TO ORDER

Al BOYD, called a meeting to order at 6:58 pm and welcomed all in attendance.

ADOPTION OF AGENDA

Al BOYD asked if any changes or additions to the agenda. None were presented.

Moved by Steven WOOD and seconded by Frank KLODNICKI that the agenda be adopted.
CARRIED.

ADOPTION OF MINUTES

Al BOYD asked for any additions, corrections, or changes to the last meeting 10 May 2023 minutes.

None were presented.

Moved by Steve WOOD and seconded by Steve SHAFFER that the agenda be adopted.
CARRIED.

BUSSINESS ARISING

WELCOME

Al BOYD welcomed all members to the meeting and congratulated Inspector R. WALSH and his promotion to Det. Commander for Manitoulin. All committee members went around the table to introduce their names and municipalities they represent.

SUMMER OPP & MARINE OVERVIEW

Det. Commander R. WALSH advised the Opp Marine team was made of five officers.

Over the summer the Manitoulin detachment has increased in staff and in the process of increasing assets (vehicles).

TRAFFIC STATS TO RMS REPORTS

Traffic reports were provided to each committee member for their Manitoulin community. Along with Highway Traffic Act Charges Manitoulin detachment (Island Only) April 2023 to August 2023. Infraction report was explained by columns – Warnings number does not match number of stops, PART III number of charges with court dates where fines will be determined in court.

Offence Notices – number of traffic tickets that were issued.

NEW BUSINESS

OPP DETACHMENT COMMANDER COMMENTS

Det. Commander R. WALSH advised there is a Bail Support Team being created. The members of this team will be following up on warrants provincially wide. This program is happening thanks to the OPP commissioner calling for changes to repeat offenders.

As of August 2023, the number of calls attended has already surpassed 2022 total numbers. Commander R. WALSH noted this is due to more officers on staff.

There have been many mental health calls to where they currently have two mental health officers (specialist) with a third being hired to assist on those calls. Domestic abuse has also taken a rise on Manitoulin Island.

POLICE SERVICES BOARD LETTER

Letter was circulated. The new Board has been approved by the ministry. There will be one board for Manitoulin and one board for Espanola. Each board will have six council seats, 2 community representative seats and two provincial appointed seats totaling ten seats. Currently the Community Policing Advisory Committee is made up of eight seats of either council or community representatives.

Currently there are still a lot of unknown details of this new board. How will the members be representing the communities, training required and who covers expenses? This board set up has been started in 2019 and current letter from ministry states will take place in 2024. If any committee member hears any update or information, it has been asked to share with everyone. For now, the CPAC will continue as it is until we are all notified of the new board start date.

ROUND TABLE

Steve SHAFFER – Central Manitoulin – Presented councils concerns as to patrol within town and along school zone. Also noted the request for a satellite office within Central Manitoulin area.

Kelly CHAYTOR - Gore Bay – Community has a concern of speeding on Gore Street, Main Street and Water Street, asked what Commander WALSH recommends for town to do about speeding. Commander WALSH advised three options 1. Use of the OPP radar machine 2. Speed Spy Machine 3. Call non-emergency number 800-310-1122 to create analytical records to assist the OPP's service delivery model which will signal the need for police presence within the area.

Jack GOULD – Gordon/Barrie Island – No community concerns brought forward.

Frank KLODNICKI – Assiginack – Suggested the slow sign to be moved further down Cardwell Street and turned to face the opposite direction. Also advised the S.S. Norisle will be leaving town between Sept 25th –30th and there could be a crowd present when the ship is moved.

Bryan BARKER – Billings - Noted the presence of the OPP Marine force in Kagawong was great this summer.

Kim MIDDLETOWN – Burpee/Mills Twp - **Some** community members have concern of theft, or suspicious people in town. Commander WALSH recommended calling the non-emergency number to report anything suspicious. 800-310-1122

Steve WOOD – Tehkummah – No community concerns, noted that there has been more police present in community.

Al BOYD – NEMI – Very pleased with the traffic infraction reports provided. Noted traffic numbers were hugely increased over the summer and this happening could be reason for height of traffic infractions in NEMI. Ie. Bridge light running

FINAL REMARKS

Al BOYD Thanked everyone for attending and commented it was great to have more police officers in the Manitoulin detachment.

MEETING AJOURNED

Meeting was adjourned at 8:18 pm

DATE and TIME OF NEXT MEETING.

Wednesday November 8th, 2023 – 7 p.m., Central Manitoulin Council Chambers Mindemoya



COUNCIL REPORT

Department: Municipal Project Management

Date: October 3, 2023

Report Number MPM-2023-10-20

File: Old Mill Heritage Centre – Accessible Entrance

Staff Recommendations:

THAT the Township of Billings Council hereby approves Report MPM-2023-10-20 AND accepts the proposal of Allan Avis Architects Inc. to complete a site visit and design brief for an accessible entrance for the Old Mill Heritage Centre in the amount of \$14,700 plus HST AND FURTHER authorizes the appropriate by-law coming forward.

Background:

The entrance to the Old Mill building, which houses both the municipal office and the Old Mill Heritage Centre, does not meet current accessibility standards and has been deteriorating for some time. While every effort has been made to maintain the current entrance system, staff have been aware for some time that improvements needed to be made. The MPM (EDO at the time) became aware of a federal grant program through Employment and Social Development Canada (ESDC) in 2020.

Staff applied to the program for a project to replace the ramp/stairs and convert the main exterior door and interior municipal office entrance door to fully accessible door systems. The original application did not receive approval. However, several months later, the program contacted the municipality inquiring if we were still interested in pursuing the project. Of course, the answer was “yes.” However, the combined realities of being mid-pandemic and an abundance of other projects in-process meant that this project took on somewhat of a lower priority. Staff reached out to the program – which had also experienced considerable staff turn-over - earlier in 2023 and negotiated an extension to the project timeline.

At the time of application, the funding request was for the maximum grant available, which was \$100,000. Costing for new ramp and stairs was very rough – we had no engineering input at the time, and in fact, could not even engage a concrete contractor (concrete construction was envisioned at the time, but this not necessarily *the* solution) to assist us in providing crude cost estimating. The fully accessible doors *were* costed reasonably accurately *at the time* – remembering that this was prior to the serious cost-inflating effects of the pandemic – because the application package included accessible door purchase and installation “calculators.”

The project has been granted a completion end-date extension to December 31st 2024, which will allow the municipality to complete the project and use the funding effectively in making our main municipal office and the Old Mill Heritage Centre as accessible as possible.

Discussion:

Project stages

Stage 1 – Site Visit, and Assessment - This will be for a consultant to perform a site visit to review all existing conditions in order to outline all the accessible deficiencies.

Stage 2 – Conceptual Design – this stage will review the recommended design solution and provide the Township with an overall general scope of work and establish a budget

Stage 3- Design development and Construction Drawings – Conceptual designs moved into construction drawings that can be used for the tender documents.

Stage 4 – Construction

As the project is specialized and focuses on accessibility, staff reached out to three consultants to provide a quote.

| | Consultant | Price | Comment |
|---|--|-------------------|--|
| 1 | Cion Engineers & Building Scientists (Toronto) | \$12,410 plus HST | Clients include Canada Post, CIBC, Government of Canada. |
| 2 | Allan Avis Architects Inc. (Goderich) | \$14,700 plus HST | Clients include Town of Goderich, Canadian Coast Guard, Huron County, University of Windsor. |
| 3 | J.L. Richards (Sudbury) | \$12,900 plus HST | Clients Canadian Tire, University of Guelph, Health Sciences North. |

As illustrated in the chart, all three consultants are qualified and have appropriate experience; however, the quotes received are not the same.

Consultant No. 1 Cion Engineering provided a quote for the site visit, accessibility audit, report, conceptual design and design brief.

Consultant No. 2 Allan Avis included a quote for a site visit and design brief, and construction costs for each option provided in the design brief.

Consultant No. 3 JL Richards included a site visit, accessibility report and sketch.

Staff reviewed the proposals and based on the proposed scope of the work, experience in heritage projects as well as proven municipal experience are recommending that Allan Avis be awarded the contract to complete a site visit, design brief and provide estimated construction costs.

The inclusion of the designs that incorporate heritage design and accessibility as well as construction costs are integral to the decision-making process. Once complete this will allow a report to come forward to Council with estimated costs to determine if the project can move forward into the construction drawing/tendering process.



To note, staff does have concerns with the grant amount covering the actual construction costs.

Financial Impacts:

| | |
|--|-----------|
| Enabling Accessibility Grant (ESDC) | \$100,000 |
| Project Costs Budgeted for 2023 – Design, Engineering, Etc. (no impact on the tax rate) | \$32,425 |

As per the Township of Billings Purchasing and Procurement Policy a written quote is required for goods and services and it is estimated that the total value is \$10,000 or more, but less than \$25,000. The initiating department head shall solicit and review a minimum of three written quotes.

Upon completion of stages 1 to 3 above – i.e., design and engineering recommendations, design brief, and preliminary cost estimates (Class “C”), if Council wishes to proceed with the project, cost information will inform the 2024 budget deliberations.

Alignment to Strategic Plan:

2. Continue to pursue rational, cost-effective, and efficient use of municipal property, buildings, and facilities, to maximize the availability of public space, in the context of the results of the structural condition assessment report.

Alignment to the CEEP:

The township will need to consider general best practices for energy efficiency and net-zero planning every time a renovation or new building is considered in the asset management planning process.

Respectfully Submitted by:

Todd Gordon, MPM, and
Emily Dance, CAO/Clerk

Reviewed By:

Emily Dance, CAO/Clerk



COUNCIL REPORT

Department: Municipal Project Management

Date: October 3, 2023

Report Number MPM-2023-10-21

File: Fire Hall Renovation Project

Staff Recommendations:

THAT the Township of Billings Council hereby approves Report MPM-2023-10-21 AND approves Contract Change Order (CCO) #004, in the amount of \$13,187.97, resulting in a revised contract price of \$1,657,575.31 AND FURTHER authorizes the appropriate By-Law coming forward on tonight's agenda.

Background:

CCO #001

Demolition of the existing fire hall structure and hazardous materials abatement.

CCO #002

Revised construction costs, as per final re-build drawings and specifications.

CCO #002B

Addressing changes that occurred in the project as a renovation: 1) moving costs; and 2) additional abatement related to double drywall.

CCO #003

Addressing project delay costs.

Discussion:

Change order CCO #4 contains 3 items, two of which represent additional costs.

Item No. 1, deals with cabinetry etc., in the kitchenette on the mezzanine floor (meeting room). Changes to the cabinetry were agreed to by staff, based on extensive back-and-forth with the project managers (Tulloch) and representatives from Quinan Construction. The solution reached and agreed upon represented the most effective kitchenette outcome with the least impact on project timeline at the time.

Item No. 2, addresses a combination of electrical changes that were not foreseen in the cost proposal from Quinan. These included the following:

- A new mast and meter base: It wasn't clear, earlier, whether the new Hydro One connection would be overhead, or underground.
- re-instating services already provided through agreement to municipal partners:
 - Oakville Energy (OEC) – their monitoring station behind 91 Main St., and



- Vianet – part of their Kagawong wireless system is on the tower behind the fire hall and powered from the fire hall.
- Electrical for the washer-drier combination (outside of contract)
- Sewage pump upgrades

Note that with most changes of this type, the additional costs incurred include those of the sub-contractors, and also associated work by the main contractor.

A substantial completion walk-through, coordinated by the project managers, Tulloch Engineering, was completed on September 19th. Quinan Construction representatives were present, as were the Municipal Project Manager, Public Works Superintendent, the Fire Chief and members of the Volunteer Fire Department. There were only minor deficiencies found that are anticipated to be addressed in the coming few days – some have already been addressed. Staff does not anticipate any further change orders.

We expect the Fire Department to be able to move into the new hall within the next week, and we will schedule an opening event/ribbon-cutting ceremony soon after (final date to be determined).

Financial Impacts:

Firehall Project: Construction costs reflecting change orders

| Item | Change Order Amount | Cummulative |
|--|---------------------|-----------------|
| Original Contract Price | | \$ 1,042,000.00 |
| CCO #001 (abatement and demolition) | \$ 151,000.00 | \$ 1,193,000.00 |
| CCO #002 (foundation/wall) | \$ 370,800.00 | \$ 1,563,800.00 |
| CCO #002B (original renovation extras) | \$ 14,699.04 | \$ 1,578,499.04 |
| CCO #003 (delay costs) | \$ 65,888.30 | \$ 1,644,387.34 |
| CCO #004 | \$ 13,187.97 | \$ 1,657,575.31 |
| Total to date | \$ 615,575.31 | \$ 1,657,575.31 |

Once all the invoices are received, and grant funding made public, a report will be brought forward to Council to finalize the Infrastructure Ontario long-term lending agreement.

Alignment to Strategic Plan:

1. Continue to pursue rational, cost-effective, and efficient use of municipal property, buildings, and facilities, to maximize the availability of public space, in the context of the results of the structural condition assessment report.

Alignment to the CEEP:

The township will need to consider general best practices for energy efficiency and net-zero planning every time a renovation or new building is considered in the asset management planning process.



Respectfully Submitted by:

Todd Gordon, MPM

Reviewed By:

Emily Dance, CAO/Clerk

COUNCIL REPORT

Department: Project Management

Date: October 3, 2023

Report Number: MPM-2023-10-22

File: Kagawong River Pedestrian Bridge

Recommendation:

THAT the Township of Billings Council hereby receives for information Report No. MPM-2023-10-22.

Background:

A tender for the construction of the Kagawong River Pedestrian Bridge was issued on January 3, 2023, and closed on January 18th, 2023. Council awarded the bridge construction project to Ferguson Aggregate at the January 31st Special Meeting. The municipality has been fortunate in receiving substantial funding for this project from the Ontario Trillium Foundation, under their Community Building Fund – Capital Stream.

Discussion:

In an effort to take advantage of the bridge project logistics (i.e., access to the East bank, equipment on-site, and the need to restore access to the site), Manitoulin Streams, who has been a community partner with the municipality in Lower Kagawong River ecological restoration and management for many years, accelerated their project schedule and tendered restoration site 142 for work in 2023. Site 142 is immediately downstream from the new bridge site. The site 142 work was also awarded to Ferguson Aggregates.

Similarly, in a parallel process, which also coincided timing-wise with the bridge project, Manitoulin Streams re-tendered their angling platform project (which Billings is also partnered in) and the associated restoration site 180 (river mouth). This work was also awarded to Ferguson Aggregates. Note that Manitoulin Streams experienced the same lack of bids and extremely high bid-cost for their angling platform and site work – both originally tendered in 2022 - as Billings did for the first bridge tender process (2022)

The combination of projects awarded to Ferguson Aggregates has created some over-all synergy, as well as simplifying engineering and project management to some extent. However, it has also (not unexpectedly) pushed the contractor hard with respect to timing. As a result, the bridge project is behind schedule. The anticipated project end-date, and that presented to the Ontario Trillium Fund, was September 30th. However, staff have requested, and received a project completion date extension to November 30th.



There has also been a need to improve communication between the project engineer and the contractor regarding timing and process for site inspection. The MPM is working with the project engineer to make sure that the contractor fully understands site inspection procedures and requirements and that any necessary remedies are in place. With the project timeline extension, we anticipate a successful conclusion to the project.

Financial Impacts:

Project Revenue

| | |
|---|--------------|
| Ontario Trillium Fund (Community Building Fund – Capital) | \$500,000.00 |
|---|--------------|

Anticipated Project Costs (January 31, 2023)

Figures include HST

| | |
|--|---------------------|
| Construction | \$325,870.21 |
| Project Engineering Costs, as Contracted | <u>\$46,431.70</u> |
| Total | <u>\$372,301.91</u> |

Costs To-Date (as of Sept 27, 2023)

Figures include HST

| | |
|--------------|--------------------|
| Engineering | \$21,970.95 |
| Construction | <u>\$51,577.51</u> |
| Total | <u>\$73,548.46</u> |

Respectfully Submitted By:

Todd Gordon, MPM

Reviewed By:

Emily Dance, CAO/Clerk



COUNCIL REPORT

Department: Public Works

Date: October 3, 2023

Report Number PW-2023-10-09

File: Kagawong Landfill – Proposal for Topographic Survey

Attachment: Pinchin Proposal for Topographic Survey

Staff Recommendation:

THAT the Township of Billings Council hereby approves report PW-2023-10-09 AND accepts the proposal from Pinchin for the Topographic Survey for the Kagawong Landfill in the amount of \$3,360 plus HST AND FURTHER authorizes the appropriate By-Law coming forward.

Background:

On September 5, 2023 Council received a delegation from Pinchin Environmental regarding the Kagawong waste disposal site. During the delegation, Pinchin proposed that the Township of Billings complete a Topographic Survey of the landfill in performing internal due diligence to monitor annual waste disposal volumes.

Discussion:

The scope of the work to be completed is to capture the geodetic elevation of the waste disposal areas, as well as key site features. A waste volume calculation will be estimated using the information collected as compared to the previous survey completed in 2019.

Pinchin is proposing to complete the work in the fall of 2023 and will obtain the services of an appropriately licensed contractor to complete the topographic survey using Transport Canada compliant processes. The results will be used as a baseline for future waste capacity estimates.

Staff have reviewed the proposal and are recommending moving forward with the proposal as presented.

Financial Impacts:

The estimated costs for the completion of topographic survey is \$3,360 plus HST. The minimal expense can be included under contracts for 2023 with any cost savings incurred.

Alignment to Strategic Plan:

5. Continue to improve municipal waste site efficiency including waste diversion and recycling.
6. Improve the 'visitor' waste management situation (i.e., access to waste and recycling bins/receptacles).

Alignment to the CEEP:

N1: Increase local capacity, knowledge sharing and educational opportunities by teaming up with local partners to deliver grant application support and services for local businesses to sequester more carbon and protect, preserve, and enhance natural spaces.

Respectfully Submitted by:

Emily Dance, CAO/Clerk



September 25, 2023

Corporation of the Township of Billings
15 Old Mill Road, PO Box 34
Kagawong, Ontario P0P 1J0

E-mail: edance@billingstwp.ca

Attention: Emily Dance, CMO, AOMC
CAO/Clerk

Re: Proposal for Topographic Survey
Kagawong Landfill Site, Kagawong, Ontario
Pinchin File: 229152.005

Further to your request for proposal following the council meeting held on September 5, 2023, Pinchin Ltd. (Pinchin) is pleased to provide Corporation of the Township of Billings (the Township) with the following proposal to complete a Topographic Survey for the Kagawong Landfill (Site). It is Pinchin's understanding that the Topographic Survey is required for internal due diligence purposes to monitor the annual waste disposal volumes.

1.0 BACKGROUND

The Site is located at Universal Transverse Mercator (UTM) coordinates Zone 17T, 400,100 metres (m) Easting and 5,083,500 m Northing (North American Datum 1983). Landfill coordinates were obtained using a Global Positioning System and are accurate within 10 m.

The Site is an operational landfill currently under management by the Township with oversight by the Ontario Ministry of the Environment, Conservation and Parks (MECP, formerly known as the Ministry of Environment and Climate Change (MOECC)). The Site is approved and operated under Certificate of Approval (CofA), now referred to as an Environmental Compliance Approval (ECA), Number **A550501** (issued March 20, 1980). The Site is approved for the use and operation of a 1.0 hectare (ha) waste disposal site within a total site area of 60.2 ha having a maximum capacity of 40,000 m³, and is approved to accept domestic and commercial waste as early as 1980.

2.0 SCOPE OF WORK

The work completed under this project will be performed in general accordance with standard environmental consulting practices and focus on the volumetric difference between surveys and the associated timespan.

2.1 Topographic Survey

A topographic survey will be completed at the Site to capture the geodetic elevation of the waste disposal areas, as well as key site features. A waste volume calculation will be estimated using the information



collected during the topographic surveys as compared to previous surveys (most recent survey conducted in 2019). It is proposed that the topographic survey be completed during the fall of 2023, while there is minimal vegetation to interfere with the topographic contours.

Pinchin will obtain the services of an appropriately licensed contractor to complete the topographic survey using a Transport Canada Compliant UAV/RPAS, the senseFly eBee Plus RTKPPK system, consisting of a fixed wing platform, equipped with a high-resolution electro optical (RGB) sensor and a Stonex A900 GNSS RTK base station (or equivalent).

The result will be a comprehensive survey dataset with 3-centimetre (cm) (or better) Ground Sample Distance (GSD) horizontal accuracy and 5 cm (or better) vertical accuracy. The accuracy is assured by both Real Time Kinematic (RTK) calibration using an RTK substation and the use of precision ground control points for quality control. The result is rendered as a fully dynamic 3D model, fully compatible with any CAD/GIS datasets.

Deliverables will include all raw data, surveyed grids, high density point cloud, Digital Surface Model (DSM) and high resolution orthophotography.

In addition to supporting this project with the data required to do aerial data collection, the product will ensure high accuracy topographical data for landfill capacity and detailed volumetric information of all stockpiles on the property. The data is presented in .las format and is fully compatible with subsequent UAV/RPAS survey mission that could occur in the future.

The results of the topographic survey will be post processed and provided to the client to serve as a baseline for future waste capacity estimates.

3.0 COST ESTIMATE

The estimated costs to implement the recommended work program detailed above are presented below:

| | |
|---|-------------------|
| Field Work (Topographic Drone Survey) | \$3,360.00 |
| Total Estimated Cost (applicable taxes not included) | \$3,360.00 |

It should be noted that the estimated cost is based on Pinchin’s current knowledge of Site conditions. Should conditions vary during the course of the investigation resulting in additional work time due to unforeseen ground conditions or Site constraints, Pinchin reserves the right to modify the work program; however, no budgetary changes will be made without notification and consent from the Township. Pinchin will utilize our Standard Rates and Disbursement Schedule for such additional costs. The estimated cost presented is for the proposed scope of work as outlined herein and does not include client meetings, obtaining municipal or other required permits, preparation of proposals/cost estimates for follow-up work or remediation activities, or additional work beyond the Topographic Survey scope of work and assumes



that work will be completed during the regular business hours of 8 AM to 5 PM, Monday through Friday. Time expended outside of the identified base of 7.5 hours will be charged at a multiple of 1.5 times of the above hourly rates. Travel time is chargeable. Where appropriate, hours of field work will be scheduled to accommodate time sensitive inspections or surveys to meet client needs. A 6% administration fee of all Pinchin profession fees will be applied.

Miscellaneous Expenses

| Expense | Charge |
|-----------------------|---------------|
| Subcontractor Charges | Cost + 10% |
| Mileage | \$0.60 per/km |
| Out Of Town Per Diem | \$200/day |

The proposed Topographic Survey work is offered subject to the Terms and Conditions given in the Authorization to Proceed, Limitation of Liability and Terms of Engagement contract form (attached as Appendix I).

At the time this proposal was prepared, the ongoing pandemic and various government directives could impact the ability of Pinchin to conduct the project and the ability of the Township to provide access to the project site at any time with no notice. Should a work stoppage be necessary, this will be considered a force majeure event, and no liability will accrue to either party as a result of the work stoppage. Pinchin will provide Township with an invoice for all work performed to date, including any necessary reasonable de-mobilization costs, and Township agrees to pay such invoice according to the payment terms of the contract or sooner as mutually agreed.

4.0 PROJECT SCHEDULE

Pinchin anticipates that the Topographic Survey will be completed within 6 weeks from receipt of the signed Authorization to Proceed, Limitation of Liability and Terms of Engagement contract form as noted below:

| Task | Duration |
|--|--------------------------|
| Collection and review of background information. | August to October 2023 |
| Completion of topographic survey. | October to November 2023 |



5.0 CLOSING

We trust that the information provided herein is sufficient for the Township to evaluate Pinchin's proposal. To authorize Pinchin to initiate the Topographic Survey activities, please sign and date the attached Authorization to Proceed, Limitation of Liability and Terms of Engagement (Appendix I) and e-mail an electronic (pdf) copy of the executed Authorization to Proceed, Limitation of Liability and Terms of Engagement to Alana Valle at avalle@pinchin.com. If you have any questions or require additional information, please do not hesitate to contact the undersigned.

We look forward to working with you on this assignment.

Sincerely,

Pinchin Ltd.

Prepared by:

Reviewed by:

Aezlyn Nisbet
Project Technologist

705.521.0560
anisbet@pinchin.com

Tim McBride, B.Sc., P.Geo., QP_{ESA}
Practice Specialist – Hydrogeology
Director, Northern Ontario
705.521.0560
tmcbride@pinchin.com

Encl.: Appendix I – Authorization to Proceed, Limitation of Liability and Terms of Engagement

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Template: Phase II ESA Stage II PSI Proposal Template, EDR, May 15, 2023

APPENDIX I

Authorization to Proceed, Limitation of Liability and Terms of Engagement



Authorization to Proceed, Limitation of Liability & Terms of Engagement

| | | |
|---|---|---|
| Date: September 25, 2023 | Pinchin Project Name: Topographic Survey | |
| Client: Township of Billings | Pinchin Project Number: 229152.005 | Project Value: \$3,360.00 (plus applicable taxes) |
| Site Address: Kagawong Landfill, Kagawong, Ontario | Pinchin Project Manager: Tim McBride | |
| | Pinchin Project Manager e-mail: tmcbride@pinchin.com | |

This confirms Township of Billings (Client) authorizes Pinchin Ltd. (Pinchin) to proceed with the performance of services as outlined in our proposal dated September 25, 2023, for a value of \$3,360.00 (plus applicable taxes). The proposal (if any) and the terms of this Authorization to Proceed, Limitation of Liability and Terms of Engagement constitute the entire agreement between Pinchin and Client.

Terms and Conditions

1. Client is to identify all known actual and potential hazardous conditions that exist within the building, on the property or in the area of work including but not limited to the presence of confined spaces, work at heights, areas causing heat stress, traffic, pinch points and actual or potential environmental contamination. Client is to identify any specific training required for access and entry to the building, property and area of work and to provide any necessary site-specific training at its own cost to Pinchin staff, its contractors and subcontractors. Client must provide safe access to the site and compliance with all applicable safety codes and standards for matters under the control of Client which could affect the safety of Pinchin staff, its contractors and subcontractors on site.
2. Pinchin makes no representations or warranties whatsoever, either expressed or implied, as to its findings, recommendations, plans, specifications or professional advice and including concerning the legal significance of its findings, or as to other legal matters touched on in the report, including but not limited to ownership of any property or the application of any law to the facts set forth herein. With respect to regulatory compliance issues, regulatory statutes are subject to interpretations and these interpretations may change over time and Pinchin undertakes no, and expressly disclaims, any obligation to advise Client of such change.
3. **In the event of any claim of any nature whatsoever by Client against Pinchin, its staff, officers, directors, shareholders, agents, contractors and subcontractors (collectively "Pinchin"), including but not limited to claims based on negligence and/or breach of contract, the total aggregate liability of Pinchin shall be limited to the lesser of: (i) any actual damages incurred by the client. (ii) all fees actually paid by Client to Pinchin in connection with the specific project in respect of which the claim is being made.**
4. **Pinchin will not be responsible for any consequential, incidental or indirect damages, including but not limited to financial losses, credit and property transactions, financing costs, property values, loss of profit or revenue, permitting/licensing issues, follow-up actions and costs. Pinchin shall not be liable for the failure of any manufactured product or system of components which are supplied by Pinchin to perform in accordance with the manufacturer's specifications or other product literature on which Pinchin reasonably relied. Pinchin will only be liable for direct damages resulting from negligence and/or breach of contract of Pinchin. Pinchin will not be liable for any losses or damage if Client has failed, within a period of two (2) years following the date upon which the claim is discovered, to commence legal proceedings against Pinchin to recover such losses or damage ("Claim Period") unless the laws of the jurisdiction which governs the limitation period which is applicable to such claim provides that the applicable limitation period is greater than the Claim Period and cannot be abridged by this Agreement, in which case the Claim Period shall be deemed to be extended by the shortest additional period which results in this provision being legally enforceable.**
5. If Client brings any form of claim against any third party relating to the work and if the third party claims against Pinchin for contribution and indemnity, Client shall not seek to recover and waives any right to recover from the third party any portion of any losses or damage which may be attributed to the fault or negligence of Pinchin.
6. Pinchin's proposal was prepared for the consideration of Client only. Its contents may not be used by or disclosed to any party without prior written consent from Pinchin.
7. Pinchin's proposal shall be open for acceptance for a period of thirty (30) days from date of issue. The acceptance period may be extended by mutual agreement of the Client and Pinchin in writing. Pinchin reserves the right to revise the proposal beyond the stated acceptance period.
8. Any work performed by Pinchin will be conducted in accordance with generally accepted engineering or scientific practices current in this geographical area at the time the work is performed.



9. Client acknowledges that risks arise from subsurface and hidden conditions that even comprehensive testing and analysis may fail to detect and that actual conditions may differ from those inferred from inspection, testing and analysis. Pinchin can only comment on the conditions observed on the date(s) the assessment is performed.
10. The work will be limited to those locations and/or areas and/or materials of concern identified by Client or scope of work as outlined in our proposal. Other areas of concern may exist but will not be investigated within the scope of this assignment.
11. Any budget and work estimates provided are preliminary and subject to verification and change unless otherwise agreed.
12. Information provided by Pinchin is intended for Client use only. Pinchin will not provide copies of reports, results or information to any party other than Client, unless Client, in writing, requests information to be provided to a third party or unless disclosure by Pinchin is required by law. Unless consented to by Pinchin, which consent may be unreasonably and/or arbitrarily withheld, any use by a third party, of reports or documents authored by Pinchin, or any reliance by a third party on or decisions made by a third party based on the findings described in said documents, is the sole responsibility of such third parties. Pinchin accepts no responsibility for damages, suffered by any third party as a result of decisions made or actions conducted by any party.
13. As used in this Agreement, "Work Product", means without limitation all reports, plans, data, writings, notes, drawings, art work, templates, documents, products, ideas, formulas, inventions, research, programs, derivative works, processes, procedures, techniques, scientific methods, designs, technologies, forms, formulas, discoveries, know-how, improvements and any and all products of any type, including all rights and claims, prepared in part or in full by Pinchin.
14. Pinchin shall exclusively own the copyright and all other intellectual property rights in all "Work Product" including rights to claim Scientific Research and Development Tax Claims. The services and documents provided by Pinchin under the terms of this agreement are "Work Made for Hire" and are the sole and exclusive property of Pinchin; they are provided to Client for one time use only. To the extent that any other Intellectual Property Rights of, or under the control of, Pinchin are embodied or otherwise required to exploit the "Work Product", Pinchin grants Client a revocable worldwide, exclusive, one-time license under all such Intellectual Property Rights as required, in accordance with the terms of this agreement.
15. Notwithstanding any other provision, Pinchin reserves the exclusive right to pool data provided by, or produced for, Client at its sole discretion and to use that data to aid in the completion of any and all future projects. Pinchin will utilize de-identification processes which may include, but are not limited to, pseudonymizing or anonymizing the data to preserve client confidentiality. Pinchin will ensure that all identifiable and pooled data is protected and stored securely through the use of appropriate processes and technologies, which may include, but are not limited to, data encryption and the use of the principle of least privilege.
16. Client agrees to indemnify, defend, and hold harmless Pinchin, its affiliates, and their officers, directors, employees, agents, and subcontractors against all claims, demands, suits, liabilities, costs, expenses (including reasonably incurred legal fees), damages and losses suffered or incurred by Pinchin arising out of any actual or alleged infringement of intellectual property rights arising out of Client's use of "Work Product" or any other items provided by Pinchin to Client.
17. Invoices will be issued monthly or upon project completion unless otherwise agreed. Applicable taxes (GST, HST, QST) are additional. Amounts not received within thirty 30 days of invoice date will bear interest thereafter at a rate of 1.5% per month (18% per annum) until paid.

Acceptance Authorizes:

1. The release, to Pinchin, of information requested in connection with this work. Pinchin undertakes to maintain the confidentiality of all such information ("Information").
2. The release by Pinchin of Information to others necessary to perform the work.
3. Entry and access to all areas of the property and buildings on the property, by Pinchin staff or representatives, as required, to perform the proposed services. Client shall identify limitations, conditions or terms regarding entry and access ("Access Restrictions").

It is understood that Client will be liable for all additional costs incurred by Pinchin in the performance of the proposed work caused by changes to the terms, delays, postponements or cancellations or other unseen or unknown conditions that are beyond the control of Pinchin including, without limitation, delays caused by failure to provide Information on a timely basis or Access Restrictions not revealed to Pinchin prior to the date hereof.

By signing below Client provides authorization to proceed and accepts the terms and conditions outlined above and in the referenced proposal (if applicable). In the event Pinchin provides services requested by Client, in addition to those identified above or in the proposal (where applicable), Client agrees to compensate Pinchin either on a time and material basis using the



Pinchin standard rates (in effect at the time the service is provided), or as per a written amendment to the terms and conditions originally agreed upon.

Authorized Representative Acceptance of Contract:

| | |
|---------------|--|
| Signature: | |
| Name, Title: | |
| Company Name: | |
| Date: | |

Address Pinchin's Invoice to:

| | |
|---|--|
| PO Number: | |
| Company Name and Mailing Address: | |
| Contact Name (responsible for approving the invoice for payment): | |
| Contact Phone Number: | |
| Contact Email Address: | |
| Email Invoice to (if different than contact above e.g. ap@pinchin.com): | |

Billing: 2360 Meadowpine Blvd. Unit 2, Mississauga, ON L5N 6S2, | PH: 1.855.746.2446

| | | |
|---|---------------------------------------|--|
| Pinchin Project Manager: Tim McBride | Pinchin Project Number: 229152.005 | Project Value: \$3,360.00 (plus applicable taxes) |
|---|---------------------------------------|--|

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Template: Master Authorization to Proceed, EDR ONLY, HO, July 12, 2022



Payment Methods Accepted by Pinchin

| Pay by Cheque | Pay by EFT or Wire Payments | Pay by Interac E-Transfer |
|---|---|---|
| Remit payment to: Pinchin Ltd. 2360 Meadowpine Blvd, Unit 2, Mississauga, ON L5N 6S2 | Remitters in Canada: Pinchin Ltd. Canadian Imperial Bank of Commerce, Meadowvale Banking Centre 6975 Meadowvale Town Centre Circle, Unit N1, Mississauga, ON L5N 2W7 Account # 6627919 Institution # 010 Transit # 08222 SWIFT/BIC: CIBCCATT Deposit confirmations and/or remittance advice to be sent to accountsreceivable@pinchin.com | Contact Pinchin's Accounts Receivable Coordinator (info below). The Accounts Receivable Coordinator will send a Request Money link in order to execute this transaction. |

All payment methods must include reference to the **Pinchin Invoice Number** or the **Pinchin File Number**.

For assistance, contact an Accounts Receivable Coordinator accountsreceivable@pinchin.com or
 905.363.0678 and option 5.



COUNCIL REPORT

Department: Public Works

Date: October 3, 2023

Report Number PW-2023-10-10

File: Island Wide Waste Management (3)

Attachment: September 14th, 2023 Island Wide Waste Management Meeting Notes

Staff Recommendation:

THAT the Township of Billings Council hereby approves Report PW-2023-10-10 AND commits to being the Municipal Lead on the Island Wide Waste Management Solution initiative and temporarily pausing the Climate Action Committee.

Background:

The first Island Wide Waste Management Meeting was held at the Kagawong Park Centre on Thursday June 15th, 2023 with representatives from: Billings, Burpee & Mills, Central Manitoulin, Dawson, Gordon/Barrie Island, M'Chigeeng First Nation, NEMI, Robinson, Tehkummah Township, Whitefish River First Nation and Wiikwemikoong. Also, in attendance was MPP Michael Mantha, representatives from GFL, the Dodge Landfill, OFA, Manitoulin Eco Park, WEST and Eco Growth Environmental.

On September 5 2023 Council committed to including \$5,000 in the 2024 Township of Billings Budget to move the initiative forward.

Following a second Island Wide Waste Management Meeting was held on Thursday September 14, 2023 at 7:00 pm at the Park Centre.

Discussion:

At the second Island Wide Waste Management meeting the group committed to continuing with the initiative. Members of the public submitted their names to Township staff to be on a working group with Councillor Grogan being the Chair.

In order to continue with the initiative, staff recognise that a municipality will need to take the lead. This will include organizing and managing meetings, drafting a business plan, communicating with stakeholders including local municipalities and First Nation Communities, provincial government and granting organizations, applying for grant funding and reporting.

This is a significant undertaking by the municipality and will require support from both the CAO/Clerk and an administrative assistant. The Township of Billings operates with a lean number of staff. In addition to the day-to-day operations, Council has directed staff to focus on the strategic plan, financial management, asset management, new website, additional public engagement and the completion of already committed capital projects, Old Mill waterline, Old Mill Road bridge, accessible entrance, firehall and Old Church on the Hill.



If Council supports the Township of Billings taking the lead on the project, then concessions will need to be made, this could include a shift from the Climate Action Committee to the Island Wide Waste Management initiative for a short time to determine if the initiative has island wide support. Should the initiative garner island wide commitment and financial support, a contract administrative position could be considered that could support both the Climate Action Committee and the Island Wide Waste Management initiative.

Alternatively, staff could compile the list of members of the public that have volunteered to sit on the Committee and send an email to the group to allow them to collaborate and determine a path forward. The risk of this option is that grant funding is only provided through a municipality.

Financial Impacts:

Staff time to organize and manage the events and research funding opportunities. The Township of Billings staff does not have the capacity to manage a project of this size independently.

Alignment to Strategic Plan:

- 5. Continue to improve municipal waste site efficiency including waste diversion and recycling.
- 6. Improve the 'visitor' waste management situation (i.e., access to waste and recycling bins/receptacles).

Alignment to the CEEP:

N1: Increase local capacity, knowledge sharing and educational opportunities by teaming up with local partners to deliver grant application support and services for local businesses to sequester more carbon and protect, preserve, and enhance natural spaces.

Respectfully Submitted by:

Emily Dance, CAO/Clerk



The Corporation of the Township of Billings Island Wide Waste Management Meeting Notes

September 14th, 2023 7:00 p.m.
Park Centre – 39 Henry Drive, Kagawong

1. Mayor's Welcome

Mayor Barker welcomed everyone to the Township of Billings for the second Island Wide Waste Management Meeting and went over housekeeping items

Mayor Barker announced that the Township of Billings formally committed to working together to secure long-term solutions to manage the islands garbage and have dedicated \$5,000 in the 2024 municipal budget to enforce this support.

Mayor Barker introduced Brendan O'Farrell, Senior Environmental Officer at the Ministry of the Environment Conservation and Parks. Mr. O'Farrell said a few words to the group and indicated he would be able to take questions and provide assistance if needed.

2. Meeting Introduction

Councillor Grogan thanked everyone for coming and noted that it shows they do care about Manitoulin Island and noted that his goal for the evening was to agree to find solutions to our mutual problem and that trucking was not a viable solution.

Mr. Grogan explained that every truck generates 230 metric tonnes a year of carbon. But it is his personal biggest fear in the event the trucks that transfer your/our waste off island is involved in an accident on HWY 6 that it could cost both human and natural disasters and lives.

Mr. Grogan stated that he is hopeful that the group can agree to form a committee with both a laser sharp focus, and deadlines to present solutions through a request for a delegation to all communities to keep all stake holders informed and request financial support to move the initiative forward. .

He noted that in order to allow the group to access government funding the group will need to first start with a feasibility study. This study will look at all our individual situations and needs to come up with a solution.

The Committee could look for diversion options for,

*Glass



-
- *Corrugated and paper
 - *Tin and steel
 - *"Recyclable Plastic Products"
 - *Compostables and food oil/grease waste.
 - *Non-recyclable Product ie: Mattress, pillows fabric.
 - **We kindly request residents rinse all container, aluminum tins, and plastic bottles.

The goal of this committee can include researching possible private sector partnership opportunities, state of the art environmental solutions and available grants, but most importantly wide-reaching messaging and education.

This committee should also look for a small footprint at each "transfer station" to encourage rehabilitation, restoration, and new life for unwanted products, Kagawong has requested our licence be modified to encourage our neighbours to let their clutter have second chance and completely divert those gems.

3. Roundtable Discussion

The members at the front table went around and noted any concerns or issues that have come up since the last meeting

4. Business Arising from meeting of June 15, 2023

4.1. Creation of a Sub-Committee

Councillor Grogan suggested that a committee be formed that is manageable. Ideally the first item of business for this committee will make delegations to the island municipalities and First Nation Communities to get formal support and to provide some financial funding.

4.2. Funding Opportunities

CAO/Clerk Emily Dance noted that Township of Billings Staff have researched funding opportunities for this initiative and have found that FCM under the Green Municipal Fund has funding available to implement innovative waste-management solutions and reduce, recover, and recycle solid waste.

Funding is available in grants or loans combined with grants for all stages of the project's life cycle. Should the group wish to go through the funding process with FCM the first step is to apply for funding for a feasibility study to assess potential high impact waste challenges. This study is a requirement to move forward with any funding for a pilot project or capital project. This study could be waste management or waste reduction and diversion.



| Project | Funding |
|-------------------|--|
| Feasibility Study | Grant for up to 50 % of eligible costs to a maximum of \$175,000 |
| Pilot Project | Grant from 50 to 80% of eligible costs up to a maximum of \$500,000 |
| Capital Projects | Financing for up to 80% of eligible costs to a maximum combined financing of \$10M |

Ms. Dance explained that the exact costs for a feasibility study is not known as it would depend on the parameters set from the group a feasibility study typically includes

- The problem to be addressed, context background on the options considered, and criteria used to select the proposed option according to predetermined criteria.

If the group decides this is the path they would like to proceed with then more conversations can be held with the staff at FCM.

5. Next Steps

The floor was opened to allow the group to make comment and provide suggestions. Points discussed

- Need to know different costs for trucking for the different communities
- Where does the group see the Sub-Committee going, what does it look like?
- Have the communities of this size and scale addressed the same problem?
- What is involved in a landfill expansion.
- Education a big part of the solution
- Details and ideas need to be hashed out for the Committee
- Think outside the box
- Communities need to step up financially, should not be just one municipality

A discussion with Mr. O’Farrell took place, where Mr. O’Farrell explained the process for applying for a landfill expansion. The Ministry does not suggest solutions, they provide expertise, approve applications and monitor and enforce. He noted support for a feasibility study for the project.

By consensus of the group, it was decided that members would leave their name and contact details with Township of Billing staff to sit on an Island Wide Waste Management Solutions working group.

6. Adjourn

The meeting adjourned at 8:37 p.m.



COUNCIL REPORT

Department: Chief Administrative Officer

Date: October 3, 2023

Report Number: CAO-2023-10-23

File: Employee Salary Ranges By-law

Attachment: By-Law No. 2021-59 Being a By-Law to Update Employee Salary Ranges

Recommendation:

THAT the Township of Billings Council hereby approves Report CAO-2023-10-23 AND

1. approves amending the Employee Salary Ranges By-law to include an increase based on the consumer price index of between 1% and 4%
2. remove the provisions for a bonus should a staff member be at the top of the salary grid
3. direct staff to draft a request for proposal for a compensation review

AND FURTHER authorizes the appropriate policy and By-Law coming forward.

Background:

The Township of Billings passed By-Law 2021-59 being a By-Law to update employee salary ranges that included provision for grid increases, when an employee would be red circled and eligibility to receive a bonus.

Discussion:

In preparation for the 2024 budget the CAO/Clerk reviewed the current salary grid and is making the following recommendations to ensure equitable compensation and treatment for all employees. Confirm the by-law complies with all employment legislation for statutory equity and manages salary costs utilizing a balanced approach to ensure fiscal responsibility and transparency.

| Current | Recommended |
|---|--|
| <p>3. That the salary grid set out in Schedule "A" shall be increased each year effective January 1, by the November Ontario Consumer Price Index – All items for the previous calendar year.</p> <p>2022- 6.8% 2021 – 6.4% 2020 – 0.9% 2019 – 2.2%</p> | <p>It is understood that annual economic / cost of living increases are to enable the wage grid to keep pace with inflation; however, increases similar to 2021 and 2022 are not sustainable.</p> <p>It is proposed that annual increases for employees will be adjusted annually for inflation using the July to July CPI rates for the previous year with a maximum increase of 4% per year and a minimum increase of 1% per year.</p> <p>In the event of a negative in CPI compared to the previous year, the wage grid will be frozen at current year rates for the upcoming year. In the following year, the negative percentage will be netted against the following year positive percentage.</p> |



| | |
|--|--|
| | <p>The annual adjustment is not automatic every year and will be dependent on the Township’s finances and affordability and will be approved by Council in advance of the budget process.</p> |
| <p>6. That any employee that is at the top of their category are eligible to receive a bonus based on recommendation by the CAO/Clerk.</p> | <p>The bonus structure is not common in the public sector. It is recommended that this section be removed in its entirety.</p> |
| <p>7. That the salary grid shall be reviewed in the second year of each term of Council.</p> | <p>Council took office in 2022; therefore, a salary grid review is required in 2024.</p> <p>It is recommended that a compensation review be performed that includes both wages and benefits. A review can be performed in-house or by a qualified consultant.</p> <p>For a consultant review of up to twelve positions it is estimated that the cost will be between \$10,000 and \$15,000 and take approximately 2 months.</p> <p>This would include:</p> <ul style="list-style-type: none"> • a review of up to eight comparator municipalities and report of findings for each position. • Assessment of current statutory equity • Creation of internally equitable pay grid • Review of employee benefit • Report to Council <p>Should Council support a comparative review by a consultant it is also recommended that a fire department market review also be completed as the current structure is unique and is based on the number of firefighters that report on scene and not an hourly wage.</p> |

Financial Impacts:

Wage expenses fluctuates depending on staff grid levels and turn-over therefore an actual increase is hard to determine however, the 2023 Budget included a total wage budget of \$715,350. An increase of 6.8% could result in an increase of \$48,643.80 vs an increase of between \$7,153.50 (1%) and \$28,614 (4%).



The expense for a consultant to perform a compensation review would be approximately \$10,000 to \$15,000 and could be provided for in the 2024 budget.

Alignment to Strategic Plan:

Priority #20: Address organizational human resource and workload concerns.

Alignment to the CEEP:

No direct alignment.

Respectfully Submitted By:

Emily Dance, CAO/Clerk

**The Corporation of the
Township Of Billings**

By-Law 2021-59

Being a By-Law to Update Employee Salary Ranges

WHEREAS Council of the Corporation of the Township of Billings established a salary grid through By-law 2021-08; and,

WHEREAS employee positions have been changed since the passing of By-law 2021-08 and Council deems it appropriate to update the salary grid accordingly;

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

1. That Schedule "A" forms part of this by-law;
2. That employee remuneration shall be paid in accordance with the salary range grids set out in Schedule "A", as determined by Council;
3. That the salary range grid set out in Schedule "A" shall be increased each year, effective January 1, by the November Ontario Consumer Price Index – All Items for the previous calendar year;
4. That employees shall progress one step up the salary grid set out in Schedule "A" six months after their hire date, and annually each year thereafter, pending a satisfactory performance review;
5. That a 'red circle rate' be used to provide salary protection for any employee whose new pay grid is lower than the current pay grid and that the red circle rate continue until the salary range meets or exceeds the employee's red-circled salary;
6. That any employee that is at the top of their category are eligible to receive a bonus based on recommendation by the CAO/Clerk.
7. That the salary grids set out in Schedule "A" shall be reviewed in the second year of each term of Council;
8. That By-Law 2021-08 and By-Law 2021-20 are rescinded; and
9. That this by-law shall come into force and take effect on January 1, 2022.

READ A FIRST, SECOND AND THIRD TIME AND ENACTED this 20th day of December, 2021.



Ian Anderson, Mayor



Kathy McDonald, CAO/Clerk



COUNCIL REPORT

Department: Chief Administrative Officer

Date: October 3, 2023

Report Number: CAO-2023-10-24

File: Council Renumeration By-law

Attachment: By-Law No. 2020-39 Council Remuneration

Recommendation:

THAT the Township of Billings Council hereby approves amending the Council Renumeration By-law to include a cap on the consumer price index of 4% AND provide for clear definitions of stipend and per diem for meetings AND FURTHER authorizes the appropriate Policy and By-Law coming forward.

Background:

When reviewing the cost-of-living increase for the salary grid, staff took the opportunity to research any other applicable By-Laws and Policies. It was found that the Township of Billings = By-Law 2020-39 being a By-Law to update Mayor and Councillor remuneration also included that stipends be increased each year effective January 1 by the November Ontario Consumer Price Index.

Discussion:

The CAO/Clerk has reviewed the current By-law and is making the following recommendations to ensure equitable compensation and treatment for all Council members that manages costs utilizing a balanced approach to ensure fairness, fiscal responsibility and transparency.

| Current | Proposed |
|--|--|
| Mayor \$425 per month and \$95 per Board/Committee Meeting | Mayor \$425 per month stipend. \$95 per Council, Board and Committee meeting, training day per diem |
| Councillors \$300 per month and \$75 per Board/Committee Meeting | Councillors \$300 per month stipend \$75 per Council, Board and Committee meeting, training day per diem |
| | <p>Definition</p> <p>Stipend: The amount received as a discharge of their duties as a member of Council. This amount is meant to cover meeting preparation, discussions with ratepayers and staff, answering e-mails and the like.</p> <p>Per diem: Shall mean the amount paid to the member of Council when in attendance at a Council, Board and Committee meeting and includes any Special meetings of Council and training days.</p> |



| | |
|---|---|
| | <p>Should two meetings be held consecutively at one time only one per diem will apply.</p> <p>For example, A Committee of the Whole meeting followed by a Council meeting or a Council Meeting that includes a Closed Meeting, only one per diem will apply.</p> <p>Council remuneration is exclusive of any additional remuneration paid for participation in other boards or committees</p> |
| <p>Stipends shall be increased each year effective January 1 by the November Ontario Consumer Price Index</p> | <p>Annual increases will be adjusted annually for inflation using the July to July CPI rates for the previous year with a maximum increase of 4% per year and a minimum increase of 1% per year.</p> <p>The proposed annual increase will be approved by Council in advance of the budget process.</p> <p>The annual adjustment is not automatic every year and will be dependent on the Township’s finances and affordability.</p> <p>In the event of a decrease in CPI compared to the previous year, the wage grid will be frozen at current year rates for the upcoming year. In the following year, the negative percentage will be netted against the following year positive percentage.</p> |
| <p>Review of Remuneration – not included</p> | <p>Review of Remuneration It is recommended that a market remuneration review be performed on the fourth year of the term of Council.</p> <p>The review will be performed in-house using eight comparators’ municipalities and will be brought forward in a staff report to Council.</p> |
| <p>Mileage costs - \$0.52 per kilometre</p> | <p>Mileage will be based on the Government of Canada (CRA) reasonable per-kilometre allowance for the year the expense is incurred and will be updated on January 1 on the current year.</p> <p>2023 – \$0.68 per kilometre for the first 5,000 kilometres driven, \$0.66 per kilometre driven after that.</p> |



Financial Impacts:

The 2023 Council remuneration is \$30,000. A COL increase between 1%-4% for 2024 would be approximately \$300-\$1,200 compared to a 6.8% increase of \$2,040.

With clarity on when a per diem is applied, an increase in per diems may occur for 2024 and will be dependant on the number of Council meetings, Special Meetings and Board Meetings.

Alignment to Strategic Plan:

19. Continue to modify and refine the council committee system to improve organizational effectiveness and communication, and to meet the legislated requirements for council/committee activity.

Alignment to the CEEP:

No direct alignment.

Respectfully Submitted By:

Emily Dance, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP BILLINGS

BY-LAW 2020-39

Being a by-law to update Mayor and Councillor remuneration

WHEREAS the Ontario *Municipal Act*, as amended, Section 283 (1) allows a municipality to pay any part of the remuneration and expenses of the members of any local board of the municipalities and of the officers and employees of a local board; and,

WHEREAS the Ontario *Municipal Act*, as amended, Section (2) allows that the municipality may only pay the expenses of the members of its council or of a local board of the municipality and of the officers and employees of the municipality or local board if the expenses are of those persons in their capacity of members, officer or employees and if, (a) the expenses are actually incurred; or (b) the expenses, are, in lieu of the expenses incurred, a reasonable estimate, in the opinion of the council or local board, of the actual expensed that would be incurred;

NOW THEREFORE the Council of the Corporation of the Township of Billings hereby declares that stipends shall be as follows:

Mayor: \$425 per month and \$95 per Board/Committee meeting

Councillors: \$300 per month and \$75 per Board/Committee meeting

All members of Council \$75 per day for conference/educational sessions and travel days if overnight accommodations are required.

Attendance Registers are to be submitted to the Treasurer no later than the last day of the month of March, June, September and December.

AND FURTHER that the stipends shall be increased each year, effective January 1, 2021 by the November Ontario Consumer Price Index – All items for the previous calendar year;

AND FURTHER that the expense repayment to Councillors shall be dispersed only when the activity is authorized by Resolution of Council at these rates:

Actual meal costs up to \$90.00 per day

Actual accommodation costs

Mileage costs for use of own vehicle when another staff or municipal vehicle is not duplicating the trip, for meetings held outside of the Township of Billings at the rate of \$0.52 per kilometre.

AND FURTHER that this by-law shall repeal any other by-laws that are inconsistent with the provision hereof.

AND FURTHER that this by-law comes into effect January 1, 2020.

Read a first time this 19th day of October, 2020

Read a second and third time and enacted this 16th day of November, 2020.



Ian Anderson, Mayor



Kathy McDonald, CAO/Clerk



COUNCIL REPORT

Department: Clerks

Date: October 3, 2023

Report Number: CLK-2023-10-28

File: November Council Meeting Change / 2023 Municipal Office Holiday Closure

Recommendation:

THAT the Township of Billings Council hereby approves report CLK-2023-10-28 AND

1. Approves changing the second Council meeting in November to November 28, 2023
2. Approves the closure of the Municipal Office on December 27, 28 and 29, 2023.

Background:

Council Meeting November

On December 6, 2022 Council approved the Council meeting schedule for 2023. The meeting dates in November are November 7 and November 21.

Holiday Schedule

Christmas, Boxing Day and New Years Day are statutory holidays and the Municipal Office will be closed on these three days (December 25, 26, 2023 and January 1, 2024).

Discussion:

Council Meeting November

The second meeting in November falls on deer hunting week on Manitoulin Island. In order to accommodate staff and members of Council that participate in hunting, it is recommended that the meeting date be changed to November 28, 2023.

Holiday Schedule

The Municipal Office is traditionally closed for the week between Christmas and New Years each year, reopening the day after New Years Day (Tuesday January 2nd, 2024) to accommodate staff vacation and observance of the holidays; staff is recommending that the office be closed on December 27, 28 and 29, re-opening on January 2, 2024.

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---|---|---|---|---|----------|
| 24 | 25 CHRISTMAS OFFICE CLOSED | 26 BOXING DAY OFFICE CLOSED | 27 **SUGGESTED OFFICE CLOSURE | 28 **SUGGESTED OFFICE CLOSURE | 29 **SUGGESTED OFFICE CLOSURE | 30 |
| 31 | 1 NEW YEARS DAY OFFICE CLOSED | 2 OFFICE RE-OPEN | 3 | 4 | 5 | 6 |



Financial Impacts

Office staff use their vacation days and banked hours for these three additional days when the office is closed.

Alignment to the Strategic Plan:

Address organizational human resource and workload concerns.

Alignment to the Community Energy and Emissions Plan (CEEP)

None.

Respectfully Submitted By:

Tiana Mills, Deputy Clerk

Approved By:

Emily Dance, CAO/Clerk



□ **Little Current Site**

Box 640, Little Current, ON P0P 1K0
(705) 368-2300

www.mhc.on.ca

□ **Mindemoya Site**

Box 170, Mindemoya, ON P0P 1S0
(705) 377-5311

FOR IMMEDIATE RELEASE

September 19, 2023

PUBLIC SERVICE ANNOUNCEMENT

Due to a shortage of available doctors, Manitoulin Health Centre will only be operating one of its two Emergency Departments for several days in October.

The Little Current Emergency Department will remain open 24/7 while the Mindemoya Emergency Department will be closed on several days throughout October. Closure dates will be shared publicly as they are confirmed.

All other hospital operations in Mindemoya will be operating normally. Residents may call telehealth at 1-866-797-0000 for health care advice.

Residents on Manitoulin Island will continue to receive excellent emergency health services by either calling 9-1-1 or attending Manitoulin Health Centre's other Emergency Department in Little Current.

We are working diligently to limit the closures. More details will be released closer to the closure dates. We truly apologize for any inconvenience this may cause.

Paula Fields RN BScN MHM

(she/her/hers)

President & CEO

Manitoulin Health Centre

Phone: (705)-368-2300 ext. 2200

Email: pfields@mhc.on.ca



*'Putting patients first,
as we lead and collaborate
with our partners'*





2023 Second Quarter Activity Report September 21, 2023

The following is the most recent consolidated Quarterly Report that the DSB will be sending to member municipalities and posting on the public website. Expect Quarterly Reports in February, May, September, and November of each year.

The program statistics are provided separately and updated monthly. They are available on the website by clicking the following link: [Monthly Program Statistics](#)

CAO Overview

The DSB 2023 Second Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$300,644**. Ontario Works and Children's Services expenses are forecasted to be on budget. Community Housing is forecasted to be under budget by \$364,301. Paramedic Services is forecasted to be over budget by \$417,232. Interest revenue on non-reserve accounts is forecasted to be \$353,574 more than budgeted.

The DSB quarterly financial reports are available on the DSB website by clicking the following link: [Quarterly Financial Reports](#)

Paramedic Services

The following provides some insight into the major activities involving the Paramedic Services Department during the months of April, May & June of 2023.

Community Paramedicine (CP)

Our CP team staffing has stabilized thanks to a successful recruitment campaign. Onboarding is complete and our 3 new Community Paramedics are well on their way to completing their Community Paramedic Practitioner Training Program. We have also received notice that Ontario Health North will increase our base funding to support all the high intensity support services our team provides in going forward. All of this on the heels of the Provincial Government's [announcement](#) that the Community Paramedicine for Long Term Care funding will continue for another 2 years beyond April of 2024.

Non-Urgent Patient Transportation Services

As the Collective Agreement (CA) had expired on December 31, 2022, we had scheduled several days of bargaining to arrive at a tentative agreement. We signed a tentative settlement on June 5th (4th day of bargaining) and both sides were able to ratify the CA by the second week in June. The Union and the Employer are now working on finalizing a document in order to execute the terms therein. This includes the creation of Full-Time full-time positions with a stable, sustainable scheduling model.

Spring Recruitment

Like several other Paramedic Services across the province, our service is being impacted by the staffing crisis. Although we have seen a modicum of success with our open posting for regular part-time Paramedics, we unfortunately had zero applicants this past spring where historically we would have seen anywhere from 60 to 90 applicants. We have managed to sporadically onboard new recruits as applications are received, however these “one offs” are not sufficient to adjust for expected and unexpected attrition rates. Our active recruitment campaign is in full force, and we are hopeful it will prove successful in attracting potential recruits in the months and years to come.

Integrated Human Services

The following provides some insight into the Integrated Human Services Department during the months of April, May & June of 2023.

Children’s Services

In the second quarter, the average enrollment in licensed child care was 562 children, 452 full fee and 110 subsidized. Compared to last quarter there has been a 0.2% increase and compared to last year at this time, enrollment has increased by 7.5%.

The waitlist for licensed childcare at the end of the second quarter is 432 children. The highest waitlist are ages 0-5 years. The demand for licensed child care has been high for some time and will likely continue to see an increase as licensed child care has become more affordable under the new CWELCC System. This has been exasperated by workforce shortages which are preventing child care providers from meeting current needs in their communities.

The number of total visits to EarlyON Child & Family Centres by parents/caregivers and children was 3032, and the total activity kits provided was 32. Compared to last quarter the number of visits increased by 4%, activity kits provided decreased by 64%. Compared

to last year at this time, number of visits increased by 31%, and activity kits provided decreased by 93%.

The Manitoulin Sudbury Network for Children and Families Strategic Planning

The Manitoulin-Sudbury Network for Children and Families has come together to build upon to the common goals of influencing positive change that benefit children, families, and communities.

The importance of the early learning system has risen as a national and provincial priority. Regional demands for childcare spaces have surpassed the ability of the child care providers to fulfil them due to staffing shortages.

The Network seeks to address system-wide critical challenges, improve professionalism, parent, and community engagement, and raise the quality standards. The Network has acknowledged the unique barriers of the communities we serve, and the support needed for communities as being a critical component to develop an integrated network system. The first planning session was held in April, and the second in June with three sessions to follow for the balance of the year.

Local Service Providers Networks

The Service Providers Networks work collaboratively to promote and facilitate the coordination of children's services for families and children in the Lacloche, Manitoulin, Sudbury East, and Sudbury North districts.

Local Service Provider Networks (LSPN) have been very active during the second Quarter this year. Each of the LSPN's have hosted [Family Fun Screening Days](#) in their respective areas. These events were put on pause during the pandemic and were well attended by families and children who enjoyed the activities.

Mosaic of Marks Exhibit

The [Mosaic of Marks Exhibit](#) was held in Sudbury from April 16 to May 14, 2023. The Manitoulin-Sudbury DSB in partnership with the City of Greater Sudbury were fortunate to be chosen as one of the three selected sites for the exhibit in Ontario, the other two sites were in Toronto and Ottawa.

Educators, students, parents, and all interested members of the community were welcomed and invited to work together to elevate the view of the child in our culture. There were over 1000 visitors to the exhibit. The visitors said that the exhibit changed their views. Many committed to spending more time listening to young children as they draw and tell their stories.

2023 Licensed Child Care Data Collection

A [memo](#) was received on April 11, 2023 from MEDU informing staff of the launch of its annual survey. Information is collected directly from licensed child care licensees on hours of operation, child enrolment, parent fees, fee subsidies, and staff wages.

Canada-Wide Early Learning and Child Care

The Ministry released a high-level [discussion paper](#) on April 5, 2023, proposing the conceptual framework for the 2024 CWELCC funding formula with an opportunity to provide feedback. Staff prepared a submission indicating there is not enough information to fully capture what might be missing and potential impacts based on a benchmark approach. An [Issue Report](#) was presented to the Board on May 18, 2023.

A [memo](#) was received from MEDU on May 24, 2023 providing further information regarding CWELCC allocations that will support fee reduction, workforce compensation and administration in alignment with Service System Managers Directed Growth Plan for 2023.

On June 7, 2023 a [memo](#) from MEDU provided updated [CWELCC guidelines](#), a Start Up Grant Sample application form and a finalized [Access and Inclusion Framework](#) to support the development of local plans.

Proposed Amendment to O. Reg. 138/15 of the Child Care and Early Years Act, 2014 (CCEYA)

On June 14, 2023, a [memo](#) was received informing that the ministry is seeking feedback on a proposed draft amendment to Ontario Regulation 138/15 under the CCEYA. The proposal would require Service System Managers to process applications for financial assistance with the cost of a child care service based on the date the application was received and to work cross-jurisdictionally to facilitate access to care. This change will not impact our process, we already process based on date of application.

Ontario Works

In the second quarter of 2023, the Ontario Works/Temporary Care Caseload average was 507. Compared to last year at this time, the caseload has decreased by 0.97%.

Centralized Intake

132 applications were received by the Manitoulin-Sudbury District Services Board in the second quarter of 2023. Of the 132 applications received, 63 were granted by the Intake and Benefits Administration Unit (IBAU), 34 were referred by the IBAU to the Manitoulin-Sudbury DSB for processing, and 15 were transfers from another Ontario Works (OW) office. The remaining 20 applications were processed at the local office as certain applications, are not yet being processed by the IBAU or there are extenuating circumstances which require the applications to be completed locally.

The initial goal of Centralized Intake was to have 70% of applications completed by the IBAU. During the second quarter of 2023, 48% of applications were completed by the IBAU.

Employment Services Transformation

On June 28, 2023, FONOM/NOMA/NOSDA wrote a [letter](#) to Minister McNaughton with concerns regarding the Employment System Transformation. While the groups support the concept of Service System Management, there are some concerns over the implementation in the North. The Ministry plans to use the 15 economic regions in Ontario which would allow for only two Service System Managers in the North where the population is spread across a large geographic area.

In addition to the large geographic area, transportation systems in the North pose challenges for travel to education, training, and employment with only 9 of the 144 municipalities with a transit system.

The province plans to negotiate employment performance zones with the successful Service System Managers as they set their performance targets. FONOM/NOMA/NOSDA are asking the province to consult with them as well due to the uniqueness of the region. The determination of the employment performance zones will be critical to the success of Employment Transformation in Northern Ontario

Employment Ontario

The Employment Services (ES), Youth Job Connect (YJC) and Youth Job Connect Summer (YJCS) programs continue to be advertised and delivered from the Chapleau office.

From April to June 2023:

- There were 7 new registrations for Employment Services and 12 files were closed for various reasons including 8 for employment.
- There were 2 new registrations for the YJC program.
- Training for YJCS was completed in May and there were 16 new registrations. 12 of the 16 registrants completed their training. There are currently five individuals placed with employers.
- 389 individuals and 12 employers were assisted by Employment Services.

Community Housing

Waiting list (Applicants)

Total applications at the end of the second quarter are 854. The applicant breakdown is as follows:

| | | | |
|-----------|-----|-----------|----|
| 1 Bedroom | 666 | 2 Bedroom | 89 |
| 3 Bedroom | 59 | 4 bedroom | 40 |

Direct Shelter Subsidy (DSS)

Staff continue to identify and complete the application process with eligible applicants for the DSS program. All applicants receiving the benefit are deemed housed. As of the end of this quarter there were 199 active DSS recipients. At the end of Q1 of this year there were 196 recipients and at this time last year there were 214.

Income Mixing

Per DSB Policy, every effort is being made where the waitlist allows us to mix the Community Housing Buildings with RGI, Affordable and Market Rent Tenants. As of the end of this quarter we have successfully secured 11 market rent tenants and 106 affordable rent tenants. This represents 4% and 39% of our portfolio. This represents an increase of 2 market rent tenants and 7 affordable from last quarter. Last year at this time we had 11 market rent tenants (4%) and 92 affordable (33%)

Smoke Free Housing – Unit Count-down

As of the end of the 2nd quarter of 2023, 200/275 of the portfolio's units are designated as Smoke-free. This represents 72% of the full portfolio currently. Units are designated as turnover occurs.

Housing and Homelessness Plan – Year Eight Update

Through the Long-Term Affordable Housing Strategy (LTAHS) and with the passing of the Housing Services Act (HSA), 2011, the Province completed the devolution of Ontario's affordable housing to municipalities.

The Province required the development of a [10-Year Housing and Homelessness Plan](#) to reflect certain principles or 'interests' that the government had prescribed in addition to considering and responding to local needs.

The year [eight report](#) highlights how the DSB has been working towards each goal set out in the Housing and Homelessness Plan. Reports on all eight years are posted on our website.

Homelessness Prevention Program Investment Plan (HPP)

In May the Board approved the [Homelessness Prevention Program \(HPP\) Investment Plan Issue Report](#). The [investment plan](#) requires staff to forecast and outline spending of HPP funds in the upcoming fiscal year, across the following categories: Community Outreach and Support Services, Emergency Shelter Solutions, Housing Assistance, Supportive Housing Capital and Administration.

Services and activities will continue to prioritize keeping seniors in their own homes and continuing to provide a direct shelter subsidy to assist those on the Community Housing wait list maintain their current accommodations without accessing their basic needs.

The Homelessness Prevention Program is monitored closely to assess the number of households accessing benefits. Partnerships will continue with Canadian Mental Health Association to provide on-site supports to prevent homelessness and to work with the most vulnerable throughout our district.

Staff will continue to take part in the Rapid Mobilization Table in Espanola and Sudbury East. Community partnerships will continue to support transitional housing support for people with Mental Health and Substance Abuse needs.

Continued support will be provided to our local foodbanks throughout the district, food security challenges have been identified in all parts of the district. Support is also provided to local foodbanks to expand services to Youth and Homeless individuals in more remote areas.

With the Ministry's approval, the Supportive Housing funding will be pooled over three years to construct a new supportive housing facility in Espanola. The centralized wait list and By-Name list demonstrate that a mix of one- and two-bedroom supportive units are needed in Espanola.

Staff have developed and continue to grow the "Change Team". The Change Team is comprised of community partners who provide a variety of human service supports, including but not limited to Criminal Justice, Crisis, Mental Health & Substance Abuse, and Cultural Supports. Through continuous and ongoing growth of the Change Team staff and community partners gain and share knowledge of services available to BNL participants.

Little Current Project – New Build

The project in [Little Current](#) has progressed rapidly since last quarter. The pod interiors are completed and appliances in place. There are minor interior touch ups to be done and contractor cleaning. Staff have been on site for a tour and to collect relevant documents for appliances and heating systems. Applicants are now being screened for units.

Capital Projects with Housing Services Corporation

Manitoulin

The Scheduled Electrical Work for Little Current and Manitowaning is now complete with little disruption to the residents.

Balcony repairs and rehabilitation in Little Current and Manitowaning have also been completed.

In Mindemoya, a contractor has been procured and work on the balcony will commence next quarter.

Lacloche-Manitoulin

The Roof Replacements in Espanola and Gore Bay have been completed.

There are 2 new tenders either in progress or submitted for a study of the Make Up Air Handlers and the Administrative Office HVAC systems as well as the review of the Gogama Base for possible Asbestos Abatement.

Work Orders

In Q2 a total of 249 Work Orders were generated: 196 for Community Housing; 11 for Administration Offices, and 42 for Paramedic Services. There was a total of 138 Work Orders closed or resolved during that time. There were 9 work orders for unit turnovers; 1 family unit and 8 for apartments. Work orders are closed if the work is done in-house, or when the invoice is paid from an outside source.

Provincial Funding

In June the Board approved the [Canada-Ontario Community Housing Initiative \(COCHI\), and Ontario Priorities Housing Initiative \(OPHI\) Issue Report](#) outlining the Investment Plan in principle to be submitted to the Ministry of Municipal Affairs and Housing once the template is released.

Donna Stewart

Chief Administrative Officer

Manitoulin-Sudbury District Services Board

Phone: 705-222-0499

E mail: donna.stewart@msdsb.net

Website: www.msdsb.net

| | | | | Manitoulin-Sudbury DSB | | | | |
|---------------------------|---------------|---------------|----------------|--------------------------------|--------------|---------------|---------------|--------------|
| | | | | 2nd Quarter Report (Unaudited) | | | | |
| | | | | AS AT 6/30/2023 | | | | |
| | | | | | | | | |
| <u>Total Gross Budget</u> | | | | <u>Municipal Share Budget</u> | | | | |
| | YTD | YTD | OVER(UNDER) | ANNUAL | YTD | MUNICIPAL | MUNICIPAL | Over(Under) |
| | ACTUAL | BUDGET | BUDGET | BUDGET | MUNICIPAL | SHARE | SHARE | Budget |
| | | | | | | FORECAST | BUDGET | Forecast |
| Ontario Works | \$ 1,203,774 | \$ 1,213,068 | \$ (9,295) | \$ 2,457,230 | \$ 584,109 | \$ 1,043,031 | \$ 1,043,031 | \$ - |
| 100% Funded | \$ 2,989,138 | \$ 3,266,003 | \$ (276,865) | \$ 6,529,697 | | | | |
| Child Care | \$ 6,356,409 | \$ 6,435,222 | \$ (78,813) | \$ 11,055,146 | \$ 334,019 | \$ 668,038 | \$ 668,038 | \$ - |
| Community Housing | \$ 1,185,539 | \$ 1,442,818 | \$ (257,279) | \$ 2,843,611 | \$ 1,185,539 | \$ 1,977,612 | \$ 2,341,913 | \$ (364,301) |
| 100% Funded | \$ 146,179 | \$ 401,239 | \$ (255,060) | \$ 802,478 | | | | |
| Paramedic Services | \$ 8,766,099 | \$ 8,704,615 | \$ 61,484 | \$ 16,684,916 | \$ 3,840,883 | \$ 7,531,773 | \$ 7,114,541 | \$ 417,232 |
| Wiikwemikong, PTS, CP | \$ 2,225,984 | \$ 2,405,873 | \$ (179,889) | \$ 4,811,750 | \$ 62,424 | \$ 120,000 | \$ 120,000 | \$ - |
| TOTAL EXPENSES | \$ 22,873,121 | \$ 23,868,838 | \$ (995,717) | \$ 45,184,828 | \$ 6,006,974 | \$ 11,340,453 | \$ 11,287,523 | \$ 52,930 |
| Interest Revenue | \$ (326,369) | \$ (49,582) | \$ (276,787) | \$ (99,163) | \$ (326,369) | \$ (452,737) | \$ (99,163) | \$ (353,574) |
| TOTAL EXPENSES | \$ 22,546,753 | \$ 23,819,256 | \$ (1,272,503) | \$ 45,085,665 | \$ 5,680,605 | \$ 10,887,716 | \$ 11,188,360 | \$ (300,644) |

| Actual to Budget | NET Municipal Variance | Explanation of Unaudited Municipal Share- AS OF June 30, 2023 |
|--------------------|------------------------|---|
| Ontario Works | \$ - | Municipal share of administration expenses are forecasted to be on budget. |
| Child Care | \$ - | Municipal share of Child Care expenses are forecasted to be on budget. |
| Community Housing | \$ (364,301) | <p>(29,406) + (\$30,124) + (\$214,171) + (\$90,600) = (\$364,301) surplus</p> <p>Federal Funding forecasted to be (\$29,406) more than budgeted, resulting in a surplus.</p> <p>Direct operated rev & exp and program support allocation is forecasted to be (\$30,124) under budget</p> <ul style="list-style-type: none"> - Rental Revenues are forecasted to be (\$20,308) more than budgeted. - Direct operating expenses are forecasted to be \$104,880 over budget due to: <ul style="list-style-type: none"> utilities \$27,378 over budget, salaries & benefits for custodians (\$20,348) under budget, maintenance expenses over budget \$106,369, other admin expenses over budget \$8,192; - Program Support Allocation is forecasted to be (\$131,407) under budget. <p>Rent Supplement program is forecasted to be (\$214,171) under budget.</p> <p>Non-Profit, Rent Supp, and Urban Native expenses are forecasted to be (\$90,600) under budget.</p> |
| Paramedic Services | \$ 417,232 | <p>Paramedic Services municipal share is forecasted to be \$417,232 over budget.</p> <p>The MOHLTC funding is forecasted to be under budget by \$42,487 with the First Nation and 50-50 Funding letter received in August 2023.</p> <p>Medic Staffing and Benefits is forecasted to be over budget by \$495,597.</p> <p>Admin Staffing and Benefits is forecasted to be under budget by (\$112,702)</p> <p>Non Wages are forecasted to be under budget by (\$8,150)</p> <ul style="list-style-type: none"> - Transportation & Communication is forecasted to be (\$31,077) under budget - Program Support is forecasted to be (\$66,381) under budget - Vehicle repairs and maintenance are forecasted to be over budget by \$17,777. - Building repairs and maintenance, grounds and utilities are forecasted to be \$30,599 over budget - Supplies are forecasted to be \$40,932 over budget. |
| Interest Revenue | \$ (353,574) | Interest Revenue is forecasted to be (\$353,574) more than budgeted which results in a municipal surplus. |
| | \$ (300,644) | |



May 2023

Your Worship,

Whether you live in a large, cosmopolitan city or a small hamlet, you have been faced with the opioid crisis facing Canadians.

The National Chronic Pain Society is asking for your assistance to help patients suffering from chronic pain from becoming addicted to opioids.

Recently, the Ontario College of Physicians and Surgeons has made a decision that will lead more people who suffer from chronic pain to turn to opioids to alleviate their pain. The College is targeting community pain clinics by requiring the use of ultrasound technology in the administration of nerve block injections by licensed physicians. They are not mandating this requirement for physicians in any other capacity, such as epidurals in hospitals. This requirement will increase the time it takes to administer the nerve block and, therefore, reduce the number of patients a physician can see in a day.

Also, the Ontario Health Insurance Plan (OHIP) is proposing to reduce coverage for several vital healthcare services, including a drastic reduction in the number and frequency of nerve block injections a patient can receive. These changes have been proposed without any consultation with pain management medical professionals or with their patients. This cut will force chronic pain clinics to shut down, putting a greater strain on family physicians and emergency rooms.

With the reduction in the number of nerve blocks being administered, many patients, looking for pain relief, will turn to overcrowded emergency rooms, opioid prescriptions from doctors or opioid street drugs.

We are asking that your Council pass a motion requesting that the Government of Ontario maintain OHIP coverage for chronic pain treatments and continue to provide much-needed care for the people of Ontario.

Further if you can please communicate that motion to the Premier, Minister of Health, Associate Minister of Mental Health and Addictions and your local MPP(s),

Thank you for your kind consideration of this matter. If you have any question, please do not hesitate to contact me at 1-800-252-1837, or by email at info@nationalchronicpainsociety.org. You may also contact me through Elias Diamantopoulos of GTA Strategies at (416) 499-4588 ext. 6, or at elias@gtastrategies.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Leeann Corbeil".

Leeann Corbeil, Executive Director
National Chronic Pain Society



COMMUNIQUÉ

OFFICE OF THE FIRE MARSHAL
BUREAU DU COMMISSAIRE DES INCENDIES

September 6, 2023

No. 2023-09

Interpretation of s. 6(3) of the *Fire Protection and Prevention Act*

The Office of the Fire Marshal (OFM) has received a number of enquiries from the fire service about fire chiefs' roles and responsibilities with respect to reporting to municipal council. In light of these enquiries, the Fire Marshal has determined that it is appropriate to provide an interpretation of Section 6(3) of the [Fire Protection and Prevention Act, 1997](#) (FPPA).

Section 6(1) of the FPPA stipulates that if a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities shall appoint a fire chief for the fire department.

Section 6(3) of the FPPA then specifies the relationship between the fire chief and council as follows:

Responsibility to council

6(3) A fire chief is the person who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services.

While a municipality may choose to have the fire chief report through an administrative organizational structure, the fire chief remains accountable directly and individually to council for all aspects of fire safety and the delivery of fire protection services within the municipality.

It is also important that any consideration of these matters be risk-based, as communities are required under [O. Reg. 378/18: Community Risk Assessments](#) to use their community risk assessments to inform decisions about the provision of fire protection services by no later than July 1, 2024.

If you have any questions, please speak with your Fire Protection Adviser.



September 15, 2023

Dear Head of Council,

**Subject: Responding to the Housing Affordability Task Force's
Recommendations**

As you know, in February 2022, the Housing Affordability Task Force delivered [its final report](#) with recommendations to help Ontario tackle the housing supply crisis and build at least 1.5 million homes by 2031. Including sub-items and appendices, the Task Force made 74 unique recommendations, some of which apply to all communities in Ontario, with others more specific to large and urban municipalities. While Ontario has made progress in acting on these recommendations — with 23 implemented to date helping to achieve the highest level of housing starts in over three decades — as the province grows at incredible speed, all levels of government need to do more.

To bring the dream of home ownership into reach for more people, I have asked my ministry to renew its efforts to review and, where possible, implement the Task Force's remaining recommendations with minimal delay. As part of that review, I am asking for you, as head of council, to prioritize your top five recommendations for future consideration. For these top five priorities, this could include your advice to revisit the way a recommendation has been implemented up to this point, as well as how some of the recommendations could or should be implemented with amendments.

Accompanying this letter, you will find a chart with space to rank the top five Task Force recommendations. While I know that some of the recommendations may not be applicable to all small, rural, and Northern communities, I ask that you rank those recommendations that you feel would be, or have been, the most useful in increasing housing supply in your community.

As we look to do more to solve the housing supply and affordability crisis together, it's important for the province to have a full understanding of our municipal partners' positions on these recommendations as quickly as possible. I ask that you **please return the completed chart to housingsupply@ontario.ca no later than October 16, 2023.**

I look forward to continuing our work together to ensure that more people can afford a place to call home.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul Calandra', with a stylized flourish at the end.

The Hon. Paul Calandra
Minister of Municipal Affairs and Housing

- c: Hon. Rob Flack, Associate Minister of Housing
- Kirstin Jensen, Interim Chief of Staff, Minister's Office
- Martha Greenberg, Deputy Minister
- Joshua Paul, Assistant Deputy Minister, Market Housing Division
- Sean Fraser, Assistant Deputy Minister, Planning and Growth Division
- Caspar Hall, Assistant Deputy Minister, Local Government Division

Attachment:

Top Five Housing Affordability Task Force (HATF) Recommendations for Response



**NOMA/FONOM/NOSDA - Multi-Ministry Notes
Monday August 21, 2023, 8:15-9:00am (EST)
Windsor Club Room, 2nd floor of the DoubleTree by Hilton - London**

Attendees:

Mayor Wendy Landry of Shuniah, President of NOMA
Councillor Danny Whalen of Temiskaming Shores, President of FONOM
Councillor Michelle Boileau of Timmins, Chair of NOSDA
Mayor Fred Mota of Red Lake, Executive Vice President of NOMA
Mayor Ken Boshcoff of Thunder Bay, NOMA Executive Board Member
Mayor Rick Dumas of Marathon, NOMA Executive Board Member
Mark Figliomeni, CAO/Clerk of Red Rock, NOMA Board Member
Councillor Mark King of the City of North Bay, FONOM Board Member
Tammy MacKenzie CAO at District of Parry Sound Social Services Administration Board
Donna Stewart, CAO of the Manitoulin-Sudbury District Services Board
Debbie Ewald, Board Member Rainy River District Social Services Administration Board
Andrea Strawson, Executive Director of NOMA
Mac Bain, Executive Director of FONOM
Fern Dominelli, Executive Director of NOSDA

Employment Services System

We are here to discuss an essential initiative that is underway in the Province of Ontario - the transformation of our employment services system in Northern Ontario. This transformation is driven by the Ministry of Labour, Immigration, Training and Skills Development, with the aim of creating a more efficient, streamlined, and outcome-focused system that better serves the needs of job seekers, businesses, and local communities.

The foundation of this transformation lies in the integration of employment services from social assistance into Employment Ontario. By doing so, we hope to reduce fragmentation, eliminate duplication, and, most importantly, improve the quality of service provided to our clients. The Ministry of Labour, Immigration, Training and Skills Development has designated 2 geographical regions in the North, being Northeastern Ontario and Northwestern Ontario.

The 789,519 people (2021 census) who live in Northern Ontario are spread across a land mass of 806,708 square kilometers, we have 0.98 people per square kilometer. By comparison, the City of Toronto has a land mass of 630.2 square kilometers with a population of 2,794,356 (2021 census) or 4,434 people per square kilometer.

NOSDA members are concerned that the two Northern regions are too large and vast a geographic area for only two Service System Managers. I am proud to share that the

Northern Ontario Service Deliverers Association (NOSDA) wholeheartedly supports this integration. NOSDA has been actively collaborating with colleges in Northern Ontario to develop a comprehensive employment service system. This collaborative approach leverages the expertise and resources of educational institutions, ensuring that we address the unique needs of job seekers and employers in our region. One key area in establishing Service System Managers in Northern Ontario will be the creation of employment performance zones. Basically, in order for a Service System Manager to receive their funding, they must achieve specific employment related targets negotiated with the Ministry.

Now it may be easier for a Service System Manager to achieve their targets in large urban centres in Northern Ontario, but the real challenge will be establishing performance zones where targets must be achieved within a sprawling geographic area. We are talking areas with unsophisticated transportation systems, minimal broadband connectivity, limited employment opportunities, lower education rates, etc. As you can imagine, achieving targets in rural and remote parts of Northern Ontario will require comprehensive planning and many meaningful partnerships.

This is where we believe CMSM's and DSSAB's can play a vital role in the success of the employment transformation. We are already well-established across the North and understand the uniqueness of our northern communities.

To ensure the success of this transformation, we present two key recommendations:

Engaging CMSMs and DSSABs: We believe it is crucial to involve Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs) as full partners in determining and finalizing the employment performance zones. By doing so, we can ensure that the services and employment planning in Northern Ontario are precisely aligned with our region's unique requirements. This collaborative effort will foster better coordination and understanding, leading to more effective and tailored service delivery.

Expanding Services in Rural and Remote Areas: It is of utmost importance that we cater to the needs of job seekers and employers in our rural and remote areas. To achieve this, we recommend incentivizing our Service System Managers to expand their services to every corner of Northern Ontario. We must ensure that individuals in these regions have access to essential in-person resources to support their entry or re-entry into the local labour markets. While online services can complement these provisions, we must not do away with the invaluable 'human touch' in these regions.

In conclusion, it is critical that the transformation of our employment services system in Northern Ontario is achieved in partnership with us Northerners. By integrating services, collaborating with colleges, engaging CMSMs and DSSABs, and incentivizing Service System Managers, we can significantly enhance client service, improve accountability, and achieve better outcomes for both job seekers and employers. We urge the Ministry of Labour, Immigration, Training, and Skills Development to take the necessary steps to implement these recommendations. Let us work together to ensure a brighter future for our communities and workforce, and to support sustainable development in the region.

Centre of Excellence & Northern Ontario School of Medicine

We would like to know the Ministry of Health's response to our recommendation in January regarding creating an advisory table for our 11 districts that would have direct dialogue with the Regional and Clinical Leads of the Ontario Centre of Excellence.

Also, our Organizations would like to speak to the urgent financial need of the Northern Ontario School of Medicine. They require a permanent increase in annual base funding of \$4.0 million before the end of this fiscal year. We want a commitment from the Minister of Health and Deputy Premier Sylvia Jones, Minister of Colleges, and Universities Jill Dunlop, MPPs Greg Rickford, Vic Fedeli, George Pirie, Ross Romano, and Kevin Holland that they act now to is the annual base increased by 4 million, not wait until March.

Analysis

In January, we recommended the creation of an advisory table for each of the eleven districts in the North instead of a separate Northern Centre of Excellence. That would ensure a local strategic vision for a district's priority areas. These tables would have direct and continuous dialogue with the Regional and Clinical Leads of the Ontario Centre of Excellence.

This Government believes Ontario has different Health and Housing challenges than other Provinces in the Federation. Our three organizations believe we have different needs than the heavily populated Southern Ontario. We also acknowledge and know it to be true that Dryden and Temiskaming Shores have different needs and challenges. Therefore, Northern Ontario should be viewed as a One-Window Approach.

Our members lobbied for the creation of the Northern School of Medicine. Our members were thrilled when in 2022, this Government proclaimed NOSM a standalone university, becoming Canada's only independent medical university. Also, increasing the number of medical Doctors and Postgraduates spots was very well received.

The Northern School of Medicine has achieved its Vision by providing Innovative education and research for a healthier North. They have graduates that are our family physicians and specialists. But Northern Ontario still requires over 350 more physicians to serve those who don't have a family Doctor this morning.

The Northern School of Medicine Board has a zero-deficit policy, considering recent history is prudent. Therefore, an increase in annual base funding is required to allow for continuity and growing enrollment. This base funding increase is needed today to make the Northern School of Medicine what you and Northerners need to address our healthcare challenges.

Homelessness, Mental Health, & Addictions Series Upcoming Publication

In 2021, Northern Policy Institute partnered with the Northwestern Ontario Municipal Association, the Federation of Northern Ontario Municipalities, and the Northern Ontario Service Deliverers Association to analyze the state of homelessness, mental health, and addictions in Northern Ontario. The first report, titled “*More than Just a Number: Addressing the Homelessness, Addiction, and Mental Health Crisis in the North*,” established a baseline around homelessness, mental health, and substance use disorders in Northern Ontario and recommended eight strategies for government and community practitioners to address these issues.

The second report, “*Homelessness, Mental Health, and Substance Use in Northern Ontario, Revisited*,” provided concrete steps decision-makers and community practitioners can take to implement three of those recommendations in Northern Ontario: amend the *Health Protection and Promotion Act* to support service hub communities; support new and existing culturally sensitive community housing facilities for Indigenous peoples; and establish a Northern Mental Health and Addictions Centre in Northern Ontario.

The third report aims to expand on another three of the eight strategies recommended by the first piece: provide long-term funding for capital repairs on community housing units, support new and existing Housing First programs, and establish mandated mobile crisis intervention teams (MCIT) in municipalities throughout Northern Ontario. This report will be provided to government at ROMA 2024.

The steps identified in this report will be informed not only by the analysis of the initial paper’s findings highlighting that current efforts are not enough to address the worsening homelessness, addiction, and mental health crisis in Northern Ontario, but also by real-world case studies and best practices that will be gathered from literature and community members in Northern Ontario. From this information, this third report will be a guide tool that can inform decision-makers and community practitioners.

The health care crisis experienced across Northern Ontario is alarming. Municipalities are struggling to effectively fund public health care and retain adequate physicians and nurses to provide care to our residents. According to NOSM we need 364 physicians (211 family doctors and 153 medical specialists) in the North. Despite this need, as of April 1, 2023, your government reduced the number of Ministry of Health allocated physician spots on the Rural Northern Physician Group Agreement for multiple medical centres including Red Lake & Atikokan Hospitals among others. We need to retain funding for these health care professionals to avoid further exasperating the health care deficit.

Mental health, addiction, and homelessness cases are on the rise and municipalities are in desperate need of solutions. Municipalities across the North are experiencing serious financial pressures, most notably from inflation and funding inequities. Municipalities in Northern Ontario need financial relief and our organizations ask the province to restore the previous public health funding ratio of 75%/25% for all cost-shared programs and to assume 100% funding once again for those programs identified as such in the public health budget for 2018-2019. Additionally, we ask that you continue the current mitigation funding until such time as the cost-shared arrangement is restored to 75%/25% to account for the additional costs we experience to provide health care in the North.

To: Delegation during AMO Conference August 2023
From: FONOM Board
Date: August 21, 2023
Subject: Recommendation to address Ontario's Mental Health & Addictions Crisis

ISSUE:

There has been a system-wide overload of Health and Social programs to handle our communities' current Mental Health and Addiction crisis. The existing systems were not designed to address the increasing numbers of the now concurrent and converging mental health and addiction issues that are partly driving homelessness.

Further complicating the situation is the lack of authority to safely and humanely support those actively suffering on our streets. Currently, no legislation provides authority to temporarily detain individuals that are highly intoxicated from a drug or substance when their own, or others, safety is at risk.

Often, drug-intoxicated individuals walk carelessly into traffic; many lay unconscious in alleys/ vestibules, suffer head trauma from falling, are victimized for theft/assault, and at times accost members of the general public.

Secondly, if such authority existed, there is no place currently to hold and medically support those who are grossly intoxicated for their safety while they stabilize.

As a result, the public feels unsafe in their communities, witnessing gross intoxication, drug-induced psychosis, and at times, being confronted by those suffering from severe mental health and addiction issues. Conversely, those suffering from Mental Health and Addictions are left to their own devices, lacking support and initiated care. Municipalities are facing the brunt of the impacts due to these issues.

ANALYSIS:

FONOM/NOMA/NODSA's work on Mental Health, Addiction, and Homelessness and the Bail Reform Taskforce have converged to address a problematic convergence of Social Issues. Agencies, Hospitals, and many of our communities are spending considerable resources to tackle Mental Health, Addiction & Homelessness issues. Despite best efforts, Mental Health incidents and drug overdose numbers are steadily increasing, and our municipal infrastructure cannot handle the growing need.

The Mental Health Act, circa 1990, now 33 years old, and in the opinion of our municipal citizens and human service providers, needs review and modernization to address the current crisis. Although significant changes were made in 2000, much has evolved since that time, including the closure of the North Bay Psychiatric Hospital, the availability and high potency of illicit street drugs, the overdose crisis, and a global pandemic that inadvertently removed in-person social supports and services while government and human service agencies struggled to find a solution.

The Liquor Licence and Control Act, 2019, Sec 31(2) provides the authority for a police officer or conservation officer to arrest without warrant any person who is intoxicated by alcohol if, in the opinion of the officer, it is necessary to do so for the safety of any person. Over time, the incidents of gross intoxication and harm have increased due to drug consumption, not alcohol, rendering this particular authority inapplicable and creating a void in support.

Historically, Police Services would house individuals arrested for public intoxication; however, due to increasing awareness of medical concerns and public safety, Police cells are no longer a viable option for intoxicated individuals, thus creating the additional need for secure detoxification and support beds.

Secure detoxification beds offer individuals a safe and medically supported opportunity to stabilize without charge. Before release, and now with a clearer mind, social supports can be provided to address root causes and navigate the mental health/addictions ecosystem if services are accepted. This type of

interaction offers the best-case scenario for a safe and sober connection to services.

The funding of Secure Beds can not be done by the Province alone. The Federal Government must provide Ontario with new funding for this approach. FONOM would like to help the Ministers as they work with their Federal partners to secure the financing. Municipalities also have a role as more communities are contributing to supportive housing. FONOM will continue encouraging these often-supported measures through our membership and other municipal associations.

RECOMMENDATION:

FONOM recommends that the Attorney General, the Solicitor General, and the Minister of Health work together to address the current Mental Health and Addiction Crisis by reviewing the Mental Health Act and the Controlled Drugs and Substances Act, providing an opportunity to update definitions and authorities to the current need. Particularly, legislation that could address the ability to arrest without warrant, those found intoxicated by drugs or other substances, without charge, for the safety of the individual and/or the safety of others, and language recognizing and affirming the comorbidity and concurrence of Mental Health and Addictions.

FONOM also recommends that the Attorney General, the Solicitor General, and the Minister of Health work together to establish medically (and socially) supported secure beds for individuals to stabilize safely for 24hrs-48hrs. These stabilization and detox beds would hold those in a safe and medically supportive environment, providing 24-hour supervision, assessment, and offers of treatment support. FONOM would work with the Province to secure additional funding from the Federal Government, as they have a significant role in addressing this issue across the country.

FONOM believes that short of the Province establishing Psychiatric Facilities, **Ontario Homes** to secure the most dangerous in our community. FONOM believes the review and changes to the Mental Health Act and the Controlled Drugs and Substances Act, along with funding support for Secure Detox Beds, is the necessary next step and approach to addressing the mental health epidemic and addictions in our communities.

To: Delegation during AMO Conference August 2023

From: FONOM Board

Date: August 22, 2023

Subject: Provincial Grant Provided to Northern Ontario Health Units

ISSUE:

Northern Ontario Municipalities are concerned with any reduction of the Provincial Grant provided for Northern Ontario Health Unit funding. Also, if the mitigation funding is decreased, many of our members would face great hardship. Responses from our membership show that Health Unit levies range from 0.79% – 3.23% of a Municipalities' Budget (the average Health Unit levy in Northeastern Ontario is 1.44%).

RECOMMENDATION:

The Federation of Northern Ontario Municipalities (FONOM) requests that the Government of Ontario increase the grant they provide today by moving back to funding levels for Northern Ontario Health Units to the 2018 percentage of 75. Further, the Province again assumes 100% funding for those programs identified as such in the public health budget 2018-19.

ANALYSIS:

The Services provided by the Health Units to our member communities are vital, and with considerable financial support from the Province during COVID, they provided exceptional Health Care to residents. This Government and its Ministries appreciate how vast Northern Ontario is, but the area overseen by the Porcupine Health Unit is 270,000 sq km (note Southern Ontario area is 114,217 sq km).

Many of our communities are geographically isolated, and providing universal Public Health Care is challenging and costly. The Health Units also oversee Public Health in unorganized areas with Provincial funding.

Northern Medical Officers of Health and their Boards have repeatedly asked for increased and sustainable base funding that considers the unique challenges faced in Northern Ontario. It is vital to Public Health to work effectively on the many public health disparities northern residents face. Public Health takes the lead or takes part in many of the foundations for action to improve health equity in the North. Leveling up public health funding and other funding in the North will make Health Units more resilient to the next emergency and allow Northerners to achieve better health overall.

"Under the Health Promotion and Protection Act, since 1997, municipal governments are legally responsible for 100% of public health costs."

The Funding for most of the Health Units programs in the Province was 75% funded by the Provincial Government and 25% by the Unit's Municipal Partners. There were also uniquely funded programs that the Province fully funded. The Units are responsive to the Ontario Public Health Standards: Requirements for Programs, Services, and Accountability (Standards) set by the Ministries of the Government. The Municipal Partners had representation on the Unit Boards and the Provincial Appointees but had no input on the Standards.

The Provincial Budget 2019 announced that the Government was changing the Grant amount they contribute to the Units. The Budget document stated: *"the current structure of Ontario's public health units does not allow for consistent service delivery, could be better coordinated with the broader system and better aligned with the current Government priorities."* Following the Budget announcement, the Health Units in the North increased their levy by 10% and planned for the same next year, which would have meant a 42% increase by 2021.

The Province also spoke to Public Health Modernization and consolidation. FONOM has previously shared, in August 2020, our opposition and concerns with any amalgamation with the Province.

Then the Government and the Medical Officer of Health worked together, with so many others, to bring the Province through the Pandemic.

Now that the Pandemic is behind us, FONOM wants to share with you that our membership in the Northeastern part of the Province cannot afford any increases more significant than 1.44% (*note that for many, that amount will be a hardship*). There is great concern that any further shift onto small, northern, and rural Ontario municipalities will be a financial burden.

FONOM still believes that public health in Northern Ontario is funded through regular provincial taxation, not property taxation (*especially with an amalgamation*). Until the Government fully assumes Public Health, we ask the Province to move back to funding level Northern Ontario Health Units to the 2018 percentage of 75. Further, the Province again assumes 100% funding for those programs identified as such in the public health budget 2018-19.

Documents

[Northern Ontario Health Equity Strategy](#)

[Being Ready - Ensuring Public Health Preparedness for Infectious Outbreaks and Pandemics –](#)

[Ontario Atlas of Adult Mortality](#)

[Funding Letter from NBPSHU](#)

| | 2023 increase | % of Annual Budget |
|------------------------|------------------|-----------------------|
| NBPSHU | | |
| Parry Sound | 0.90% | 1.50% |
| Perry | 3% | 1.55% |
| Seguin | 6% | 0.71% |
| Mattawan | 0.04% | 1.00% |
| Burks Falls | 0.98% | 0.88% |
| Callander | 0.01% | |
| McKellar | 0.97% | 0.79% |
| Nipissing | -1.02% | 1.00% |
| South River | 0.97% | 2.49% |
| Machar | 0.96% | |
| Tem HU | | |
| Cobalt | 0.01% | 1.50% |
| Kirkland Lake | 2.68% | 3.24% |
| Latchford | 1.13% | |
| Armstrong | 1% | |
| Coleman | 0.05% | |
| Englehart | 0.94% | 0.98% |
| Coleman | 0.97% | |
| Evanturel | 0.91% | 3.30% |
| McGarry | 0.96% | |
| SUD District HU | | |
| St. Charles | 1.20% | 1.60% |
| Killarney | 1.12% | |
| Spanish | 0.90% | 1.80% |
| Assiginack | 0.91% | 0.80% |
| Algoma HU | | |
| MMA&A | | 2.55% |
| Huron Shores | 0.89% | 0.01% |
| Wawa | | 2.09% |
| Plummer | 0.91% | 1.79% |
| St.Josephs | 1.16 | 1.20% |
| Porcupine | | |
| Hearst | 0.97% | 1.20% |
| Kapuskasing | | 1.50% |
| Mattice Val Cote | 1.05% | |
| Greenstone | 0.00% | 0.00% |
| Smooth Rock Falls | 0.96% | 0.90% |
| Hornepayne | 0.94% | |
| Val Rita-Harty | | |
| Renfrew | | |
| South Algonquin | 0.10% | |

To: Delegation during AMO Conference August 2023
From: FONOM Board
Date: August 21, 2023
Subject: School Board Trustee Elections in 2026

ISSUE:

Municipal Staff oversees the Municipal and multiple School Board elections. The ratepayers of the Municipality are currently responsible for covering all costs associated with the Elections, even when there is no Municipal Election.

RECOMMENDATION:

The Federation of Northern Ontario Municipalities (FONOM) requests that the Government of Ontario make school boards responsible for conducting their own trustee election or that the school boards fully compensate municipalities for overseeing such trustee elections.

ANALYSIS:

The Boards often will not allow their facilities (school) to be used on Election Day. The biggest challenges Municipality have with the School Board Elections are;

Citizens do not understand the rules that go along with being able to vote for a particular board (i.e., their children go to catholic school, but the parents are not catholic, so they cannot vote for the Trustee for the Catholic Board). The 2026 Election will be even more confusing for School Board Elections with the Province taking over the voters' list. Currently, MPAC cannot share an individual's school board designation with the province. FONOM knows they are still working on this issue, but if MPAC cannot share this information, this will add an extraordinary amount of work for the Clerk's Department. Going so far as saying the municipality will hire additional election assistants to have one person dedicated to ensuring everyone's school board information is correct.

School Board Elections and “non-resident” Electors are always confusing for Election workers. If you do not live in the Municipality (non-resident), you cannot vote for a school board trustee – you must vote for the trustee in the Municipality you reside in.

80-90 % of the calls the Clerks Department receives before and on Election Day are related to School Board issues.

Also, 31 Municipalities in 2022 had Councils that were acclaimed. Those Municipalities still had to prepare and operate School Board Elections at ratepayers’ expense. We polled those Municipalities, and their costs were between \$3000-30,000. The total cost of 2022 Municipal and two of the four School Board Elections in North Bay was \$324,735.00, with the Clerk attributing 50% of the cost to the School Board Elections (noting that the Ballot cost only \$0.29; it is the education of the election worker and citizens is the challenge)

Due to Provincial Legislation, there currently is no financial support for a Municipality to help offset the cost of the Trustee Election. When there is no Municipal Election, the Municipality still has the responsibility and cost.

Due to the challenges, costs, and responsibility to conduct the trustee elections. FONOM believes the School Boards operate their own elections or financially compensate the municipality for the costs incurred.

| Municipal Councils that were Acclaimed | Amount for Trustee Elections |
|--|---|
| 1 Township of Armour | - |
| 2 Township of Armstrong | |
| 3 Town of Blind River (6 acclaimed of 7 member council, 1 vacancy) | \$ 26,044.06 |
| 4 Township of Brethour | |
| 5 Township of Chamberlain (also 2018) | |
| 6 Township of Chapleau | |
| 7 Municipality of Charlton and Dack (also 2018) | |
| 8 Township of Dawn-Euphemia | 13,310.69 |
| 9 Township of Dorion (also 2018) | |
| 10 Township of Drummond/North Elmsley | \$ 29,126.00 |
| 11 Township of East Garafraxa (also 2018) | \$ 3,302.75 |
| 12 Town of Enniskillen (also 2018) | \$ 4,026.30 |
| 13 Township of Evanturel (also 2018) | |
| 14 Front of Yonge Township | |
| 15 Municipality of Gordon/Barrie Island (also 2018) | |
| 16 Township of Hilliard (4 acclaimed, 5 member council, 1 vacancy) | |
| 17 Township of Hilton (also 2018) | |
| 18 Village of Hilton Beach | |
| 19 Township of Hornepayne | - |
| 20 Township of Howick | \$ 14,702.00 |
| 21 Township of Kerns (also 2018) | |
| 22 Township of Lake of the Woods | |
| 23 Town of Laurentian Hills | |
| 24 Town of Minto | \$ 62,000.00 |
| 25 Village of Oil Springs (also 2018) | \$ 5,932.14 |
| 26 Township of Perry | \$ 3,012.00 |
| 27 Township of Sioux Narrows-Nestor Falls | |
| 28 Village of South River | |
| 29 Township of Tay | \$ 29,526.00 |
| 30 Township of The Archipelago | |
| 31 Town of Thessalon | \$ 4,425.29 |
| 32 Village of Thornloe (also 2018) | |

Comments

- We are not experts on the questions that candidates have with regard to each board, this again would be further justification to have the boards run and manage their own elections.
- It was difficult at times trying to get timely information from the school boards. We were left trying our best to answer questions about districts, lead municipality, compensation etc., for the candidates running in the school board election.

- What isn't included is all the soft costs, as time is not tracked and all the administrative and coordination required from our Clerk and Deputy to administer the school board election. Being a small rural township, our School Board election candidate-ward boundaries are combined with three other municipalities, and as you can imagine it's a bit of a challenge.
- I should note that I do not book admin time for election purposes. The expenses are direct payouts by the Township for materials, wages, and advertising. Advertising was shared by most of the County municipalities to reduce costs. I should also note that we made use of the existing inventory of election forms and ballot boxes.
- No school board Election - However, there was an expense of almost \$18,000.00 for the election due to having to pay for the electronic voting and training, regardless of whether it was used or not.
- Including advertisements, mailing costs for Voter Information cards to electors, payments to Simply Voting and Datafix for online

Accounts for Payment September 28, 2023

| Payment | Account | Amount | Description |
|---------|---|------------|--|
| EFT | A.J. Stone Company | 8,708.97 | BFD Firefighting Gear (Helmets, Gloves & Boots) |
| EFT | A.J. Stone Company | 33,109.00 | BFD Bunker Gear (Grant Funding - Firehouse Subs) |
| CHQ | Allens Auto Parts | 1,036.65 | Commercial Batteries (Public Works) |
| MC | Amazon | 117.98 | Maintenance Tools (Pulic Works) |
| EFT | BJ's & Addison's | 282.50 | Annual Safety Inspection International HV6 & T05 |
| 8085 | CSD du Grand Nord | 537.42 | Quarterly Remittance (Education) |
| CHQ | Denis Gratton Construction | 386,549.69 | Old Mill Watermain Progress Payment #2 |
| EFT | EXP Services Inc. | 13,959.77 | Old Mill Watermain Period Ending 25AUG23 |
| EFT | Freelandt Caldwell Reilly LLP | 7,390.20 | Professional Services Rendered |
| CHQ | G. Stephen Watt LLB | 593.25 | Professional Services Rendered |
| CHQ | Laurentian Business Product | 410.95 | Monthly Contract Fees |
| CHQ | Make-Way Environmental Technologies | 646.81 | Septic Service Inspection (Bi-Monthly) |
| 8086 | Rainbow District School Board | 75,299.85 | Quarterly Remittance (Education) |
| CHQ | Tulloch Engineering Inc. | 4,365.42 | Professional Services Rendered Through31AUG23 |
| 8083 | Quinan Construction | 380,348.08 | Progress Draw #8 Fire Department Const. |
| CHQ | Wally's Septic Service & Portable Toilets | 282.50 | KAGMAR Pump Out |
| CHQ | Weaver Simmons LLP | 1,911.96 | Professional Services Rendered |

Total 915,551.00

Total Accounts for Payment \$ 915,551.00



BY-LAW NO 2023-97

BEING A BY-LAW TO ENTER INTO A LEASE AGREEMENT WITH
RICHARD AND BARBARA EDWARDS FOR THE OLD MILL BUILDING
UPPER-LEVEL

WHEREAS Richard and Barbara Edwards desire to lease the back room at the Aus Hunt Marina for the purposes of an art studio/gallery/workshop “Edwards Studios”, from the Township of Billings.

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

- 1.0 THAT the Mayor and CAO/Clerk are hereby authorized to execute a Lease agreement on behalf of the Township, attached hereto as Schedule A; and,
- 2.0 THIS By-Law shall come into full force and effect upon passing.
- 3.0 THIS By-Law may be cited as “Old Mill Upper-Level Edwards Studio Lease Agreement By-Law”

READ a FIRST and SECOND TIME this 3rd day of October, 2023

READ a THIRD TIME and FINALLY PASSED this 3rd day of October, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk



The Corporation of the Township of Billings
Being a Lease agreement between the Township of Billings (Landlord) and Richard and
Barbara Edwards
Operating as Edwards' Studios (Tenant)

LEASE

Dated this 3rd day of October, 2023

Between the Township of Billings (Landlord)
AND
Richard and Barbara Edwards (Tenant)

For

The Old Mill Building Upper Level from October 1st 2023 – September 30th, 2026

The Corporation of the Township of Billings
Being a Lease agreement between the Township of Billings (Landlord) and Richard and
Barbara Edwards
Operating as Edwards' Studios (Tenant)

LEASE

Dated this 3rd day of October, 2023

Between the Township of Billings (Landlord)
AND
Richard and Barbara Edwards (Tenant)

For

The Old Mill Building Upper Level from October 1st 2023 to September 30th, 2026

INTERPRETATION

Definitions: In this Lease:

- a) "building" means the public building and lands and premises on which is situate, located at Kagawong in the Township of Billings.
- b) "demised premise" means that portion of the building demised and leased to the Tenant hereunder.
- c) "lease" means that period of time from October 1st, 2023 to September 30th, 2026

PREMISES

WITNESSETH that in consideration of the rents, covenants and agreements hereinafter reserved and contained on the part of the Tenant to be paid, observed and performed, the Landlord has demised and leased and by these presents doth demise and lease the demised premises to the Tenant.

TERM

TO HAVE AND TO HOLD the demised premises for and during the term of twelve (12) months to be computed from and inclusive of the 1st day of October 2023 and from henceforth next ensuing and fully to be completed on the 30th day of September 2026. The Landlord guarantees the continuation of the lease for the 3-year term, provided the tenant meets all terms and conditions of this current lease or any alterations that may be agreed to in future. The Tenant may discontinue the least at any one-year anniversary, with 90 days' notice in writing.

RENT

YIELDING AND PAYING THEREFORE unto the Landlord during the said term hereby granted the sum of \$410.55 plus HST at current rate in lawful money of Canada, per month. Payments are to be made on the 1st day of each month starting October 1st. There will be a 2.5% increase each year (2023 Rent: \$410.55/month + HST, 2024 Rent: \$420.81/month + HST, 2025 Rent: \$431.33/month, 2026 Rent: \$442.11/month).

THE TENANT COVENANTS WITH THE LANDLORD AS FOLLOWS:

UTILITIES

That the Landlord shall pay as the same become due respectively, all charges for electrical power, including electrical heating, and water used upon or in respect of the demised premises and for fittings, machines, apparatus, meters or other things leased in respect thereof and for all work or services performed by any corporation or commission in connection with such public utilities.

In no event shall the Landlord be liable for any injury to the Tenant, its servants, agents, employees, customers and invitees or for any injury or damage to the demised premises or to any property of Tenant or to any property of any other person, firm or corporation on or about the demised premises caused by an interruption or failure in the supply of any such utilities, including water, to the demised premises.

REPAIRS and MAINTENANCE

The Tenant, after obtaining confirmation with the Landlord, shall repair the demised premises and shall maintain the demised premises and every part thereof in a clean and sanitary condition and in accordance with all laws, directions, rules and regulations of the governmental agencies having jurisdiction and will keep the portions of the demised premises used by the business in good order and repair, and otherwise presentable; and will maintain in good order and operating condition, and replace whenever required, all structural elements and services and equipment installed in the

demised premises, provided however that the obligation of the Tenant hereunder shall not extend to damage by fire, lightning, tempest, or other perils against which the Landlord is insured.

REPAIR ON TERMINATION

The Tenant will, upon expiration or sooner determination of the said term, peacefully surrender and yield up unto the Landlord, the said premises hereby demised with the appurtenances, together with all buildings or erections which at any time during the said term shall be made therein or thereon, in good and substantial repair and condition, damage by fire, lightning and tempest or other perils against which the Landlord is insured only excepted.

COST OF REPAIRS and MAINTENANCE

The cost of repairs and maintenance shall be negotiated between the Tenant and Landlord prior to any repair or work for maintenance being undertaken. The Landlord shall accept responsibility for the proper functioning of this structure. The Landlord is relying upon the expedient notice from the Tenant should any problems in this structure arise. The Municipal Clerk shall be considered as the contact for repair and maintenance issues, emergency and otherwise.

COMPLY WITH ALL LAWS

The Tenant shall comply promptly with and conform to the requirements of all applicable statutes, laws, by-laws, regulations, ordinances and orders from time to time or at in time in force during the term hereof and affecting the condition, equipment, maintenance, use or occupation of the demised premises and with applicable regulation, order and requirement of the Canadian Fire Underwriters Association or anybody having similar functions or of any liability or fire insurance company by which the Landlord and the Tenant or either of them may be insured at any time during the term hereof, and in the event of a default of the Tenant under the provision of this paragraph, the Landlord may itself comply with any such requirements as aforesaid and the Tenant will forthwith pay all such costs and expenses shall be recoverable by the Landlord as if the same were additional rent reserved and in arrears under this lease; notwithstanding the generality of this paragraph, the Tenant shall comply with all applicable governmental requirements concerning snow removal but only during the period for which the business is in operation and only applying to those locations necessary for egress and ingress to the business.

INSURANCE

The Tenant shall throughout the term of this lease provide, at its own expense, and keep in force for the benefit of the Landlord and the Tenant the following insurance coverages:

- a) comprehensive general liability insurance in respect of injury to or death of one or more persons or property damage with limits of not less than two million dollars.
- b) insurance against loss or damage by fire in respect of the contents, and all improvements and equipment appurtenances thereto, to the full insurable value thereof, under an all-risk policy and covering loss of rent by the Landlord during any reconstruction period set out in Section 2.12 thereof.
- c) the Tenant shall provide the Landlord with insurance indicating the township as an additional insured.

All insurance shall be affected with insurers in an amount and upon terms and conditions satisfactory to the Landlord. The policies are to be endorsed to provide that in the event of any change in them which could affect the Landlord 30 days prior to the effective date of such change or cancellation. The Tenant shall promptly furnish to the Landlord copies of insurance policies and other evidence satisfactory to the Landlord as to such insurance and any renewals thereof. In the event that the Tenant fails to insure as herein required or fails to promptly furnish to the Landlord satisfactory evidence of such insurance or of the renewal thereof prior to its expiration, the Landlord may from time to time effect such insurance for the benefit of the Tenant or the Landlord or both of them for a period not exceeding one year and any premium paid by the Landlord shall be recoverable by the Landlord as if the same were additional rent reserved and in arrears.

The Landlord and Tenant agree that all insurance requirements contained in this lease will be reviewed from time to time and insurance coverages will be adjusted to the amount and types normal for comparable properties in the Province of Ontario. Any dispute concerning the amount of any of the foregoing coverages shall be conclusively determined by a qualified insurance adjuster appointed by the Landlord.

USE OF PREMISES (INSURANCE)

The agreed upon use of the demised premise shall be for an Art Studio/Gallery/Workshop. Neither the tenant nor its officers, directors, agents, servants, licensees, concessionaires, assignees or sub-tenants shall bring onto the demised premises anything which shall cause the rate of insurance, or by reason of anything done or permitted to be done or omitted by its officers, directors, agents, servants, licensees, concessionaires, assignees, or subtenants or by anyone permitted by the Tenant to be upon the demised premises, the Tenant shall pay to the Landlord forthwith upon demand the amount of such increase.

ELECTICAL FACILITIES

The Tenant shall not install or use any electrical or other equipment or electrical arrangement which may overload the electrical or other service facilities. The Tenant shall make no changes until they first submit plans and specifications to the Landlord and obtains the Landlord's written approval for such plans and specifications which will not be unreasonably withheld. The tenant will be responsible for cost associated with these changes.

ALTERATIONS

The Tenant shall not make any alteration, addition or improvement without first submitting the plans and specifications (including material to be used) thereof to the Landlord and without first obtaining the approval in writing thereof to the Landlord, such approval not be unreasonably withheld. All work shall be done to Ontario Building Code standards and shall be first approved in writing by the Landlord, such approval not be unreasonably withheld. Any erection, improvement or addition placed upon the demised premises shall be subject to all the provisions of this lease, and if removed as hereinafter provided, the Tenant shall repair all damage caused by the installation and removal thereof.

LIABILITY TO INVITEES, LICENCEES

The Landlord shall not in any event whatsoever be liable or responsible in any way for any personal injury or death that may be suffered or sustained by the Tenant or any employee of tenant or any other person who may be upon the demised premises or any common areas or for any loss or damage or injury to any property belonging to Tenant or common areas or for any loss or damage or injury to any property belonging to Tenant or to its employees or to any other person while on the demised premises and in particular (but without limiting the generality of the foregoing) Landlord shall not be liable for any such damage to any such property caused by steam, water rain or snow which may leak into, issue or flow from any part of the building or any adjoining premises or areas or from the water, steam, sprinkler, or drainage pipes or plumbing works of the same or from any other place or quarter or for any damage caused by anything done or omitted to be done by the Tenant.

TENANTS INDEMNITY OF LANDLORD

The Tenant will indemnify and save harmless landlord of and from all liabilities, fines, suits, claims, demands, and actions of any kind or nature to which Landlord shall or may become liable for or suffer by reason of any breach, violation, or nonperformance by Tenant of any covenant, term or provision hereof or by reason of any injury or death resulting from, occasioned to or suffered by any person or persons or property by reason of any act, neglect or default on the part of Tenant or any of its agents or employees; such indemnification in respect of any such breach, violation or nonperformance, damage to property, injury or death occurring during the term of the lease to the contrary notwithstanding.

OCCUPANCY LIMIT

The tenant covenants to limit occupancy of the demised premises to forty (40) persons as required by the Ontario Building Code.

CANCELLATION OF LEASE

The Tenant covenants with the Landlord to allow the landlord to opt out of and cancel this lease with ninety (90) days' notice of its intention to cancel the lease. The Landlord also covenants with the tenant to opt out of and cancel this lease with ninety (90) days' notice of its intention to cancel the lease.

THE LANDLORD COVENANTS AND AGREES WITH THE TENANT AS FOLLOWS:

QUIET ENJOYMENT

Provided the tenant pays all rent reserved herein and performs all the covenants herein contained on its part to be performed, the Tenant shall have quiet enjoyment of the demised premises.

FIXTURES

That the Tenant when not in default under the terms of this lease, may remove any fixtures that the Tenant installed at any time during the term of this lease. Removal of said fixtures will require the Tenant to return those areas of his demised premises to their original condition. Should the Tenant opt not to remove his installations, alterations, additions, partitions and fixtures by the completion of this lease, these installations, alterations, additions, partitions and fixtures or anything in the nature of a leasehold improvement made or installed by or for the Tenant, the Tenant is to make good any damage caused to the demised premises by such installation or removal.

RENEWAL

Renewal is negotiable by the two parties involved, with no guaranteed right of renewal.

ADDITIONAL REQUIREMENTS

The tenant agrees as follows:

- 1) No signs or lettering shall be affixed to the exterior of the demised premises or to the surface of the glass portions of same without consent of the Landlord being obtained.

- 2) No loudspeakers, phonographs, television, radios or other devices shall be used in a matter so as to be heard or seen outside the demised premises without the prior written consent of the Landlord.
- 3) In the event that the Landlord does Capital upgrades to the building, the lease will increase to a rate decided upon at the time of the improvements.

IN WITNESS WHEREOF the parties hereto have executed this indenture:

Bryan Barker, Mayor _____ Date _____

Emily Dance, CAO/Clerk _____ Date _____

Richard Edwards (Tenant) _____ Date _____

Barbara Edwards (Tenant) _____ Date _____



BY-LAW NO 2023-98

BEING A BY-LAW TO ADOPT A HEALTH AND WELLNESS SPENDING
ACCOUNT POLICY

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 Township of Billings deems it expedient to establish policies;

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 hereby adopts a Health and Wellness Spending Account Policy as attached as Schedule 'A' and forming part of this By-Law.
- 2.0 THIS By-Law shall come into full force and effect upon final passage.
- 5.0 THIS By-Law may be cited as "Health and Wellness Spending Account Policy By-Law"

READ a FIRST and SECOND TIME this 19th day of September, 2023

READ a THIRD TIME and FINALLY PASSED this 19th day of September, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk



Policy – Employee Health and Wellness Spending

Account Policy

By-Law No: 2023-98

Revision

Date: October 3, 2023

Policy Statement:

The Township of Billings recognizes that its human resources are its most important asset and resource and is committed to supporting workplace health.

Purpose:

All permanent full-time and permanent part-time employees of the Township of Billings are eligible for the health care spending account.

Each eligible participant of the Township of Billings shall receive an annual benefit of up to \$500.00 for health care expenses not covered by the group health benefits.

Eligible participants include full-time and permanent part-time employees. Permanent full-time employees will receive \$500 per year and permanent part-time employees' amount will be reflective on the average weekly hours worked compared to full time. For example, permanent staff work 35 hours per week (40 hours for public works), a permanent part-time staff member working 17.5 hours per week would be eligible for a spending account of \$250 per year.

The expenditure must be for the employee or an eligible dependent, as defined by the group benefit plan and further defined in Appendix A.. As part of the benefit, claims can also be made for fees paid for the cost of registration or membership for the employee to participate in a program of physical activity.

The health care spending account is cumulative, no interest will apply.

Each employee will be presented with an annual statement of the balance available in their respective health care spending account.

Employee Benefit Package Overages can carry over from year to year up to a maximum of \$2,500 in order to save for a large approved expenditure (example: orthodontics or dentistry). Large expenditures may be submitted and payments made to the employee as they accumulate.

Any unused balance is not transferable upon termination of employment.



An employee shall not be eligible for the health and wellness spending account until successful completion of the probationary period, after which the benefit will be prorated.

In the event that a medical expense or health care procedure is covered or partially covered by the group benefit plan, employees must first make a claim through the carrier before using the health care spending account and provide a copy of the carrier’s statement.

All claims shall be submitted to the CAO/Clerk and original receipts must be provided to document expenditures. All expenses shall be submitted within the calendar year in which they occur, unless otherwise authorized by the CAO/Clerk.

Eligible expenses include (others may be permitted on a case-by-case basis):

| | |
|-----------------------------------|---|
| Employee Benefit Package Overages | <ul style="list-style-type: none"> • Any unpaid amounts not covered under the Employee Benefit Package, examples: <ul style="list-style-type: none"> ○ Eye Glasses/Contact Lenses ○ Orthodontics and Cosmetic Dentistry ○ Massage ○ Prescription Drugs ○ Hearing aids/protection |
| Fitness and Wellness | <ul style="list-style-type: none"> • Health club membership/fitness programs, gym membership/classes (e.g., yoga, Pilates, aerobics, etc.) • Fitness equipment (treadmill, home gym, exercise bike, etc.) • Sport registration fees |
| Wellness | <ul style="list-style-type: none"> • Personal interest courses (cooking, crafting etc.) |

The CAO/Clerk has the ability to approve and reject any submission.

Coverage:

These funds are available to all permanent full-time and permanent part-time employees.

Review:

This policy will be reviewed on an annual basis.



Appendix 'A' – Health and Wellness Spending Account

Definitions

Dependant

Your Spouse or Child who is insured under the Provincial Plan.

Spouse

Your legal spouse, or a person continuously living with you in a role like that of a marriage partner.

Child

Your natural or adopted child, or stepchild, who is:

- unmarried
- under the age stated below:
- under age 21, or under age 25 if a full-time student;
- not employed on a full-time basis
- not eligible for insurance as an employee under this or any other Group Benefit Program
- a child who is incapacitated on the date he or she reaches the age when insurance would normally terminate will continue to be an eligible dependant. However, the child must have been insured under this Benefit Program immediately prior to that date
- a child is considered incapacitated if he or she is incapable of engaging in any substantially gainful activity and is dependant on the employee for support, maintenance and care, due to a mental or physical disability. Manulife Financial may require written proof of the child's condition as often as may reasonably be necessary
- a stepchild must be living with you to be eligible
- a newborn child shall become eligible from the moment of birth
- birth is defined as the complete live delivery of a child from its mother



BY-LAW NO 2023-99

BEING A BY-LAW TO REGULATE THE ERECTION, ALTERATION, CONSTRUCTION AND DEMOLITION OF VARIOUS TYPES OF STRUCTURES WITHIN THE TOWNSHIP OF BILLINGS

WHEREAS Section 7 of the Building Code Act, S.O. 1992, Chapter 23 as amended, empowers a Council to pass certain by-laws respecting construction, demolition, change of use permits and inspections;

NOW THEREFORE the Council of the Corporation of the Township of Billings ENACTS as follows;

SHORT TITLE

This By-law may be cited as “The Building By-law.”

Part 1- DEFINITIONS

1.1 Words or terms not defined in this By-law shall have the meaning ascribed to them in the Act or the Building Code.

1.2 In this By-law;

“**Act**” means the Building Code Act, S.O. 1992, c.23 as may be amended from time to time;

“**Applicant**” means the owner of a building or property who applies for a permit or any person authorized by the owner to apply for a permit on the owner’s behalf including but not limited to the Architect, Professional Engineer, Contractor and/or Builder;

“**As Constructed Plans**” means as constructed plans as defined in Div. A, Section 1.4.1.2. of the regulations;

“**Building**” means a structure as defined in Section 1(1) of the Building Code Act;

“**Building Code**” or “**OBC**” means the regulations made under Section 34 of the Act;

“**Chief Building Official**” means a chief building official or acting chief building official appointed by By-Law of the Corporation of the Township of Billings for the purpose of enforcement of the Act;

“**Construct**” means to do anything in the erection, installation, extension or material alteration or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere, and “construction” has a corresponding meaning;

“**Corporation**” means the Corporation of the Township of Billings;

“**Demolish**” means to do anything in the removal of a building or and material part thereof, and “demolition” has a corresponding meaning;

“Electronic Submission” means the filing of an application for permit or alternative solution, including all required forms, documents and drawings, submitted through an electronic means approved by the Chief Building Official;

“Farm Building” means a farm building as defined in Div. A, Section 1.4.1.2 of the regulations;

“Inspectors” means an inspector appointed by By-law of the Corporation of the Township of Billings for the purpose of enforcement of the Act;

“Occupancy Permit” means a permit authorizing occupation of a building or part of a building prior to its completion as set out in Div. C, Section 1.3.3. of the regulations;

“Owner” means the registered owner of a property and includes a lessee, a mortgagee in possession, and any person who proves to the satisfaction of the Chief Building Official that they are the authorized agent of the owner of the property;

“Partial Permit” means a permit issued by the Chief Building Official to construct part of a building;

“Permit” means written permission or written authorization from the Chief Building Official to perform work regulated by this By-law and Act, or change the use of a building or part of a building or parts thereof or, in the case of an occupancy permit, to occupy a building or part of a building or parts thereof;

“Permit Holder” means the owner to whom a permit has been issued or where a permit has been transferred, the new owner to whom the permit has been transferred;

“Plumbing” means plumbing as defined in Section 1(1) of the Act;

“Regulations” means the regulations made under the Act;

“Sewage System” means a sewage system as defined in Section 1(1) of the Act;

“Shed” for the purposes of Schedule ‘A’ minimum permit requirements - means a structure no more than 161 square feet (15m²) in gross area; no more than one storey in building height, not attached to a building or any other structure; is used solely for storage purposes ancillary to a principal building on the lot; and does not have plumbing.

“Township” means the Township of Billings;

“Zoning” shall mean the zoning regulations established by the Township of Billings.

Part 3 -PERMITS

3.1 Classes of Permits

Classes of permits required for any stage of construction, demolition, change of use, or occupancy of a building, or part of it shall be set out in Schedule “A” of this By-Law.

3.2 Application for Permit

To obtain a permit, an applicant shall file an application electronically or in writing on forms prescribed by the Province of Ontario and available from the Chief Building Official or from the Ministry of Municipal Affairs website,

www.mah.gov.on.ca, and supply any other information relating to the application, as required by the Chief Building Official.

Every application for a permit shall be submitted to the Chief Building Official.

3.3 Construction Permits

3.3.1 Where an application is made for a Construction Permit under 8(1) of the Act the applicant shall:

- 1) use the provincial application form, "Application for a Permit to Construct or Demolish";
- 2) include complete plans and specifications, documents and other information as required by Div. C, Section 1.3.1.3.(5) of the Building Code and as prescribed in this By-law for the work to be covered by the permit; and
- 3) provide a completed Commitment for General Review by Architect and Engineer form where a building is required to be designed by an Architect or a Professional Engineer [Div. C Section 1.2.1. of the Building Code].

3.4 Demolition Permits

3.4.1 Where an application is made for a Demolition Permit under 8(1) of the Act the applicant shall:

- 1) use the provincial application form, "Application for a Permit to Construct or Demolish"; and
- 2) include complete plans and specifications, documents and other information as required by Div. C, Section 1.3.1.1.(3) and Div. C, Section 1.3.1.3.(5) of the Building Code and as prescribed in this By-law for the work to be covered by the permit.

3.5 Conditional Permits

3.5.1 Where an application is made for a Conditional Permit under 8(3) of the Act the applicant shall:

- 1) use the provincial application form, "Application for a Permit to Construct or Demolish";
- 2) include complete plans and specifications, documents and other information as required by Div. C, Section 1.3.1.3.(5) of the Building Code and as prescribed in this By-law for the work to be covered by the permit;
- 3) provide a completed Commitment for General Review by Architect and Engineer form where a building is required to be designed by an Architect or a Professional Engineer [Div. C Section 1.2.1. of the Building Code];
- 4) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
- 5) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
- 6) state the time in which plans, and specifications of the complete building will be filed with the Chief Building Official; and
- 7) be subject to the applicant entering into an agreement as provided for in Section 8(3) of the Act.

3.6 Change of Use Permits

3.6.1 Where an application is made for a Change of Use Permit under 10(1) of the Act the applicant shall:

- 1) use the provincial application form, "Application for a Permit to Construct or Demolish";

- 2) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
- 3) identify and describe in detail the current and proposed occupancies of the building or part of the building for which the application is made;
- 4) include complete plans and specifications showing the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code, including: floor plans; details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities;
- 5) state the name, address, and telephone number of the owner; and
- 6) be signed by the owner or their authorized agent who shall certify the truth of the contents of the application.

3.7 Partial Permits

3.7.1 A Partial Building Permit may be issued under Section 8(1) of the Act where:

- 1) in order to expedite work, approval of a portion of the building or project is desired prior to the issuance of a permit for the complete building or project and where the construction authorized by the permit complies with the Act, Building Code, and other applicable law;
- 2) the required information to issue the permit will be determined by and to the satisfaction of the Chief Building Official;
- 3) a Partial Permit is requested the full building or project application is deemed to be incomplete; and
- 4) a permit is issued for part of a building or project, such permit shall not be construed to authorize construction beyond the plans for which approval was given nor that approval will necessarily be granted for the entire building or project.

3.8 Occupancy Permits

3.8.1 Buildings described in Div. C, sentence 1.3.3.1. (1) of the OBC:

An occupancy permit for buildings described in Div. C, sentence 1.3.3.1.(1) of the OBC, other than dwelling units, including additions and renovations to those buildings, shall be issued where the Chief Building Official has determined that the requirements for occupancy in Div. C, sentence 1.3.3.1.(2) of the OBC have been met and has authorized the occupancy of the building or part thereof.

3.8.2 New residential buildings described in Div. C, article 1.3.3.4. of the OBC:

An occupancy permit for new residential buildings described in Div. C, article 1.3.3.4. of the OBC, [including detached, semidetached and most townhomes], shall be issued where the Chief Building Official has determined that the requirements for occupancy in Div. C, sentence 1.3.3.4.(3) of the OBC have been met and has authorized the occupancy of the building or part thereof.

3.8.3 Buildings described in Div. C, article 1.3.3.5. of the OBC:

An occupancy permit for buildings described in Div. C, article 1.3.3.5. of the OBC shall be issued where the Chief Building Official has determined that the requirements for occupancy in Div. C, sentence 1.3.3.5.(3) of the OBC have been met and has authorized the occupancy of the building or part thereof.

3.8.4 Non-refundable fee:

Each occupancy permit shall be accompanied by a non-refundable fee as stipulated in Schedule "A" of this By-law.

Part 4- SUBMISSION REQUIREMENTS

4.1 Plans and Specifications

- 4.1.1 Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition, change of use, etc. will conform with the Act, the Building Code and applicable law.
- 4.1.2 Each application shall, unless otherwise specified by the Chief Building Official, be:
- 1) an electronic submission which includes a complete set of plans, documents and specifications as described by this By-law and Schedule "B" attached to this By-law; or
 - 2) accompanied by one complete set of plans, documents and specifications as described by this By-law and Schedule "B" attached to this By-law.
- 4.1.3 An electronic submission is to be made in a Portable Document Format (PDF). Plans, specifications, documents, and other information are to be legible when printed to scale. Drawings to be a minimum size of 8.5" x 11" and shall be complete, fully dimensioned and to scale.
- 4.1.4 Plans described in 4.1.2(2) of this By-law shall be drawn to scale on paper or other durable material and legible. Drawings to be a maximum size of 11" x 17" and shall be complete and fully dimensioned.
- 4.1.5 Site plans shall be referenced to an up to date survey, and when required by the Chief Building Official to demonstrate compliance with the Act, the Building Code, or other applicable law, a copy of the survey shall be submitted to the Chief Building Official. Site plans shall show:
- 1) rights-of-way, easements and municipal services;
 - 2) lot size and the dimension of property lines and setbacks to any existing or proposed buildings; and
 - 3) existing and proposed finished ground levels.
- 4.1.6 A surveyor's certificate, prepared by a registered Ontario Land Surveyor, when required by the Chief Building Official, shall be submitted and approved prior to commencement of the framing or above grade portion, and shall show the location of the foundation or foundations on the lot. Elevations for the top of foundation(s) may be required.
- 4.1.7 On completion of the construction of a building, part of a building, or lot grading and drainage the Chief Building Official may require a set of as constructed plans including a plan of survey prepared and certified by an Ontario Land Surveyor showing the location of the building.

4.2 Alternative Solutions

- 4.2.1 Where a proposed material, system or building design differs from the "acceptable solution" in Division B of the OBC, then it is treated as an "alternative solution". The following information shall be provided to the Chief Building Official in support of the alternative solution:
- 1) a description of the proposed material, system or building design for which an alternative solution is requested;
 - 2) documentation that the alternative solution will achieve the level of performance required by the applicable acceptable solutions in Division B of the OBC in respect to the objectives and the functional statements attributed to the applicable acceptable solutions in MMA Supplementary Standard SA-1, as stipulated in Div. A, 1.2.1.1(1)(b);

- 3) documentation described in Div. C, 2.1.1.1. and such other information or documentation as may be required by the Chief Building Official; and
- 4) each application for consideration of an alternative solution shall be accompanied by a fee as stipulated in Schedule "A" of this By-law.

4.3 Revisions to Permit

4.3.1 Where there is material or system change during construction and/or to the plans, specifications, documents or other information on the basis of which a permit was issued, the owner or authorized agent is required under Section 8(12) of the Act to notify the Chief Building Official and shall submit the following:

- 1) use the prescribed form; and
- 2) revised plans and specifications illustrating the changes, including all supporting documentation as may be requested by the Chief Building Official.

4.4 Discretion of Chief Building Official

4.4.1 The Chief Building Official may waive the requirements of Part 4 of this By-law or Schedule "B" attached to this By-law with respect to any particular applications. Where the Chief Building Official exercises his/her discretion as set out in this section, the requirements of this By-law are deemed to be modified accordingly.

Part 5

PERMIT ABANDONMENT, TRANSFER, CANCELLATION, AND REVOCATION

5.1 Inactive Permit Application

5.1.1 Where an application for permit remains incomplete or inactive for six months after it is made, the application may be deemed by the Chief Building Official to have been abandoned. Once an application is deemed by the Chief Building Official to be abandoned, it may be cancelled, and a new application will be required for the proposed work.

5.2 Transfer of Permit Application and Permit

5.2.1 Where the ownership of land changes after a permit application has been submitted and the fees paid or where a permit has been issued, the applicant for the permit or the person to whom the permit was issued, may submit a request to the Chief Building Official requesting a transfer of the permit application and fees or the permit as identified in Section 7.(1)(h) of the Act by submitting the following:

- 1) the name and address of the person to whom the permit application and fees or the permit are to be transferred;
- 2) the name and address of any contractors that have changed from those listed on the permit application or permit;
- 3) the name and address of Architect(s) and Professional Engineer(s) responsible for the design and field review of construction that have changed from those listed on the permit application or permit;
- 4) the names and addresses of the previous and new owner and the date the change in ownership took place; and
- 5) shall be accompanied by a fee as stipulated in Schedule "A" of this By-law.

5.2.2 The new owner shall, upon transfer of a permit, be the permit holder for the purpose of the Act and the Building Code.

5.3 Cancellation of Permit

5.3.1 A permit holder of an issued permit can submit a request in writing to the Chief Building Official to cancel a permit where no substantial work has been performed. The Chief Building Official, after considering the implication of cancelling a permit may agree to cancel the permit as requested. The Chief Building Official may impose conditions for the cancelling of a permit. Fees shall be refunded in accordance with this By-law.

5.4 Revocation of Permit

5.4.1 Prior to revoking a permit under Section 8(10) of the Act, the Chief Building Official may serve a notice by personal service, electronic service, or registered mail at the last known address of the permit holder.

5.4.2 A permit holder may, within 10 business days from the date of service of a notice under this part, request in writing that the Chief Building Official defer the revocation by stating reasons why the permit should not be revoked. The Chief Building Official having regard to any changes to the Act, Building Code, or other applicable law may allow the deferral in writing.

Part 6 -FEES AND REFUNDS

6.1 Fees

6.1.1 Fees for a required permit shall be set out in Schedule "A" of this By-law.

6.1.2 No permit shall be issued until the fees are paid in full.

6.1.3 Where the applicant for a building permit requests a conditional permit the fees shall be paid for the complete project.

6.1.4 The Chief Building Official shall determine permit fees not described or included in Schedule "A" of this By-law.

6.1.5 Where the applicant for a building permit or other permit makes material changes to plans, specifications, or calculations after submission for approval, the Chief Building Official may increase the required permit fee or fees and require payment of such increased fee before the applications for permit, permits, or approvals are issued.

6.2 Refunds

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.

6.2.2 Notwithstanding 6.2 of this By-law, no refund shall be given where the amount less than \$100.00.

Part 7 - NOTICE REQUIREMENTS FOR INSPECTION

7.1 General Requirements

7.1.1 The permit holder shall notify the Chief Building Official of each stage of construction for which a mandatory notice is required under Div. C, 1.3.5.1. of the Building Code. The permit holder shall provide the notice of completion as prescribed by Section 11 of the Act, or where occupancy is required prior to completion, notice of inspection to ensure that the requirements of Section 11 of the Act and Div. C, 1.3.3. of the Building Code are complied with.

- 7.1.2 A notice pursuant to this part of the By-law is not effective until received by the Chief Building Official.
- 7.1.3 Upon receipt of proper notice, the inspector shall undertake a site inspection of the building to which the notice relates in accordance with the time periods stated in Div. C 1.3.5.3. of the OBC and Section 11 of the Act.

Part 8 - REGISTERED CODE AGENCIES

8.1 General Requirements

- 8.1.1 The Chief Building Official is authorized to enter into and sign contracts and service agreements with Registered Code Agencies and appoint them to perform one or more of the specified functions described in Section 15.15 of the Act
- 8.1.2 Registered Code Agencies shall be used only during work overloads and for specialized projects.

Part 9 - FENCING

9.1 General Requirements

- 9.1.1 Construction fencing shall be provided around a demolition or construction site that presents a hazard to the public.
- 9.1.2 Construction fencing shall;
- 1) create a continuous barrier to deter unauthorized entry;
 - 2) have a height not less than 1.2m;
 - 3) be maintained in a vertical plane in good repair; and
 - 4) have all openings closed when the site is unattended.

Part 10 - SEVERABILITY

- 10.1** Should any section, subsection, clause or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof, other than the part so declared to be invalid.

Part 11 - SCHEDULES

- 11.1** The Schedules attached to this By-law are a part of this By-law.

Part 12 - PREVIOUS BY-LAWS

- 12.1** This By-Law supersedes By-law 94-10, for the Township of Billings

Part 13 - EFFECTIVE DATE

- 13.1** This By-law shall take effect on October 3rd, 2023.

READ a FIRST and SECOND TIME this 3rd day of October, 2023

READ a THIRD TIME and FINALLY PASSED this 3rd day of October, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

**SCHEDULE 'A' to By-Law No. 2023-99
CLASSES OF PERMITS AND PERMIT FEES**

| <u>CLASS OF PERMIT</u> | <u>FEE</u> |
|---|--|
| New Residential, Residential additions & Mobile Homes | Fees for a required permit shall be as set out in the Township's "Consolidated Fee" By-law, as amended |
| New Accessory Buildings over 108 square feet and additions thereto (includes Decks, Etc.) Sheds over 161 square feet and additions thereto | |
| New farm buildings and additions thereto | |
| New Commercial, Industrial or Institutional and additions thereto | |
| Liquid Manure tanks – Free Standing and Under Barn | |
| Separate installations of silos | |
| Separate installations of steel grain bins | |
| Change of use | |
| Any construction project that is started without first obtaining necessary permit | |
| Demolition Permit | |
| Occupancy Permit | |
| Renovations and repairs to existing buildings | |
| Miscellaneous Inspections & Reinspection | |
| Transfer of Building Permit | |
| Review by Consultant / Engineer / Solicitor Deposit (Actual cost to be paid from deposit. When the actual cost is less than the deposit the difference to be refunded. When the actual cost is greater than the deposit the difference is owing.) | |
| Wind Turbines | |
| Any building construction, renovation or repair not listed above | |
| Plumbing Permit | |

INTERPRETATIONS

The following explanatory notes are to be observed in the calculation of permit fees:

- Floor area of the proposed work is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls (including residential garages, crawl spaces, slabs on grade, finished basements and unfinished basements).
- In the case of interior alterations or renovations or where a fee is based on the construction value of the proposed work, the construction value of the proposed work shall mean the total cost of all work regulated by the permit including the cost of all material, labour, equipment, overhead and professional and related services.
- Mechanical penthouses and floors, mezzanines, lofts, habitable attics, and interior balconies are to be included in all floor area calculations.
- Except for interconnected floor spaces, no deductions are made for openings within the floor area (i.e. stairs, elevators, escalators, shafts, ducts, etc.).
- Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional charge is applicable.
- Where demolition of partitions or alteration to existing ceilings is a part of an alteration or renovations permit, no additional charge is applicable.
- Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major classification for the floor area on which they are located.
- Where the building permit fee is based on actual construction costs the Chief Building Official may place a valuation on the cost of the proposed work for the purposes of establishing the permit fee and where disputed by the applicant, the applicant shall pay the required fee under protest and, within six months of completion of the project, shall submit an audited statement of the actual costs, and where the audited costs are determined to be less than the valuation, the Chief Building Official shall issue a refund.

SCHEDULE 'B' to By- Law No. 2023-99
SCHEDULE OF DRAWINGS, SPECIFICATIONS AND DOCUMENTS
REQUIRED FOR CONSTRUCTION, DEMOLITION AND CHANGE OF USE
PERMITS

Unless otherwise specified by the Chief Building Official, an electronic submission containing drawings, specifications and documents or one set of drawings, specifications and documents is required to be submitted in order for the various types of Building Permit Applications listed to be considered a complete application pursuant to Section 7(1)(b) of the Act. Depending upon the nature, scope and scale of a project other additional supporting drawings, specifications and documents may be required to demonstrate compliance with the Building Code at the discretion of the Chief Building Official.

REQUIRED DOCUMENTATION

Where applicable the following supporting documentation shall accompany applications for a permit unless otherwise waived by the Chief Building Official:

- a) Approval by the Sudbury and District Health Unit for the use, design and construction of a private sewage disposal and if applicable water supply systems.
- b) Driveway access permit approved by the Township Roads Superintendent.
- c) Approved nutrient management plan and/or strategy.(if applicable)
- d) Confirmation of compliance with Minimum Distance Separation 1 or 2.
- e) Real property report (survey plan) prepared by an Ontario Land Surveyor.
- f) Where a building is required to be reviewed by a Professional Engineer [Div. C, 1.2.2.3. of the Building Code], provide a completed Commitment to General Reviews by Architect and Engineers form.
- g) Energy Efficiency Design Summary (EEDS)
- h) Heat loss / heat gain calculations and furnace make/model and duct design layout
- i) Geotechnical investigation report
- j) Such other approvals as may be required to demonstrate compliance with Applicable Law.

REQUIRED DRAWINGS BY TYPICAL PROJECT TYPE

- 1) Demolition (Full or Partial)
 - a) Description of the structural design characteristics of the building and method of demolition prepared by a Professional Engineer where deemed necessary by the Chief Building Official, Div. C, 1.3.1.1..
- 2) Residential Deck or Porch
 - a) Site Plan
 - b) Foundation Plan
 - c) Floor Plan (framing)
 - d) Cross-section and detail of guards
 - e) Lot grading, drainage and servicing plan, where applicable
- 3) Residential Accessory Building
 - a) Site Plan
 - b) Foundation Plan
 - c) Floor Plan (one per floor & including framing)
 - d) Roof Framing Plan

- e) Elevation(s)
 - f) Building section
 - g) Lot grading, drainage and servicing plan, where applicable
- 4) Residential Addition and Renovation
- a) Site Plan
 - b) Foundation Plan
 - c) Floor Plan (one per floor & including framing)
 - d) Roof Framing Plan
 - e) Elevation(s)
 - f) Building section
 - g) Lot grading, drainage and servicing plan, where applicable
- 5) New Residential Detached or Semi-Detached House
- a) Site Plan
 - b) Foundation Plan
 - c) Floor Plan (one per floor & including framing)
 - d) Roof Framing Plan
 - e) Elevation(s)
 - f) Building section
 - g) Lot grading, drainage and servicing plan, where applicable
- 6) New Non-Residential Building or Addition (Part 3 or 9)
- a) Approved Site Plan (agreement and drawings), where applicable
 - b) Approved lot grading, drainage and servicing plan, where applicable
 - c) Site Plan
 - d) Foundation Plan
 - e) Floor Plan (one per floor)
 - f) Floor and Roof structural plans
 - g) Elevation(s)
 - h) Building section(s)
 - i) Window & door / hardware schedules, where applicable
 - j) Room finish schedules, where applicable
 - k) Wall sections and/or details, where applicable
 - l) Mechanical drawings (plumbing and HVAC), where applicable
 - m) Electrical drawings (lighting and fire alarm system), where applicable
 - n) Sprinkler drawings, where applicable
 - o) Standpipe drawings, where applicable
- 7) Non-Residential Renovation (Part 3 or 9)
- a) Site Plan
 - b) Floor Plan (one per floor)
 - c) Floor and Roof structural plans, where applicable
 - d) Elevation(s), if exterior work proposed
 - e) Building section(s), where applicable
 - f) Window & door / hardware schedules, where applicable
 - g) Room finish schedules, where applicable
 - h) Wall sections and/or details, where applicable
 - i) Mechanical drawings (plumbing and HVAC), where applicable
 - j) Electrical drawings (lighting and fire alarm system), where applicable
- 8) Designated Structures
- The following plans prepared and stamped by a Professional Engineer or Architect:
- a) Approved lot grading, drainage and servicing plan, where applicable
 - b) Site Plan
 - c) Foundation Plan, where applicable
 - d) Floor Plan (one per floor), where applicable

- e) Floor and Roof structural plans, where applicable
- f) Elevation(s), where applicable
- g) Sections and/or details, where applicable

DRAWING COMPLETENESS

Unless otherwise specified by the Chief Building Official, plans or working drawings showing and detailing the following information shall accompany all building permit applications. Depending upon the nature, scope and scale of a project other additional information may be required to demonstrate Building Code compliance at the discretion of the Chief Building Official.

- 1) The site plan drawing shall show:
 - a) Property boundaries and dimensions;
 - b) The location, use, height and dimensions of any existing and proposed building(s) including, but not limited to front, side, and rear yard dimensions and relationships to adjoining property lines, condominium corporation lines and buildings, common element lines, where applicable;
 - c) Relation of buildings and finished grade to existing elevations and storm water drainage control plan on site, where applicable, and
 - d) All existing and proposed parking layouts, retaining walls, swimming pools, accessory buildings and any other such physical additions necessary to the site.

- 2) The lot grading, drainage and servicing plan(s) shall show:
 - a) The property lines, building location, sidewalks, driveways, curb cuts, swales, all utility services and new/existing service connections;
 - b) Existing and proposed spot elevations for this project and adjacent properties, slopes of driveways, sidewalks and swales, direction of drainage flow; and
 - c) Location of storm water catchment area, catch basins, below grade and above grade utilities and connections into services at property line.

- 3) The architectural drawings shall show:
 - a) Building Code matrix, where applicable;
 - b) Foundation plan and grade details; and
 - c) Each floor plan with exact dimensions of the layout of all proposed areas and identify each with room names;
 - d) All wall thickness and type of construction, window and door openings and schedules, elevator, sections and details of all walls, stairs and exits, fire walls, fire separations, shaft and duct openings and other related pertinent information;
 - e) Building elevations, cross sections and wall sections showing all floor to floor heights, materials and thickness, etc.; and
 - f) Specifications where applicable.

- 4) The structural drawings shall show:
 - a) All foundation, floor, roof and wall structural elements indicating sizes, shapes and proper locations, and all dead and live design loads and conditions of loading;
 - b) All reinforced concrete work indicating thickness and strength of concrete, size spacing minimum cover and type of reinforcing steel;
 - c) All lintel, column and beam locations and their size;
 - d) Engineered roof and floor truss designs, where applicable; and
 - e) Specifications, where applicable.

- 5) The mechanical and electrical drawings shall show:

- a) Mechanical drawings are to show the plumbing, heating, ventilation and air conditioning including legends and schedules for compliance with the Building Code. For Part 9 buildings, this information can be shown on the same plan as the architectural;
- b) Electrical drawings are to show lighting, emergency lighting, exit signs, fire alarm systems and their legends and schedules for compliance with the Building Code. For Part 9 buildings, this information can be shown on the same plan as the architectural;
- c) The location of all fire protection equipment such as early warning, detection and suppression systems; and
- d) Specifications, where applicable.

**SCHEDULE 'C'
REFUND OF FEES**

The permit fees that may be refunded under section 6.2 of this By-law will be a percentage of the permit fees payable under this By-law.

| STATUS OF APPLICATION | PERCENTAGE OF FEE ELIGIBLE FOR REFUND |
|---|---|
| Application filed. No processing or Review of Plans submitted | 90% |
| Application filed. Plans reviewed | 45% |
| Permit issued. No field inspections have been performed | 35% |
| Permit issued and field inspections have been performed subsequent to the permit issuance | 35% reduced by 5% for each field inspection performed |

No refund shall be given where the amount is less than \$100.00.

No refund shall be given unless a written request has been made by the owner or authorized agent and unless the permit is returned to the Chief Building Official or the Municipal Clerk for cancellation.

No refund shall be made where the Chief Building Official has revoked a permit under Subsection 8(10) of the Act.



BY-LAW NO 2023-100

BEING A BY-LAW TO AUTHORIZE A CHANGE ORDER FOR THE FIRE HALL PROJECT – QUINAN

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 Council of the Corporation of the Township of Billings passed By-law No. 2022-46 authorizing the tender for the Fire Hall Renovation for a total upset cost of \$1,042,000;

AND WHEREAS Council of the Corporation of the Township of Billings passed By-Law No. 2023-15 to amend the tender with supplementary conditions to change the work to include the abatement and demolition of the existing fire hall resulting in a total revised contract price of \$1,193,000 plus HST under change order 001;

AND WHEREAS Council of the Corporation of the Township of Billings deems it expedient to further amend the tender with supplementary conditions to change the work to include the abatement and demolition of the existing fire hall and the reconstruction of the firehall at a cost of \$1,563,800 plus HST under change order 002;

AND WHEREAS Council of the Corporation of the Township of Billings deems it expedient to further amend the tender with supplementary conditions to change the work to include moving services and drywall asbestos abatement of the existing fire hall at a cost of \$1,563,800 plus HST under change order 002B;

AND WHEREAS Council of the Corporation of the Township of Billings deems it expedient to further amend the tender with supplementary conditions to account for the delay in construction of the firehall project at a cost of \$1,644,387.34 plus HST under change order 003;

AND WHEREAS Council of the Corporation of the Township of Billings deems it expedient to further amend the tender with supplementary conditions to change the work to include the installation of cabinetry and additional electrical and plumbing charges of the existing firehall project at a cost of \$1,657,575.31 plus HST under change order 004;

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 hereby ratifies and confirms change order 004 in the amount of \$13,187.97 plus HST which is attached as Schedule 'A' and forms part of this By-Law.
- 2.0 THAT the Corporation of the Township of Billings hereby authorizes the signing by the Mayor and CAO/Clerk on behalf of the Council for The Corporation of the Township of Billings
- 4.0 THAT By-Law No. 2023-73 is hereby repealed
- 5.0 THIS By-Law shall come into full force and effect upon final passage.

6.0 THIS By-Law may be cited as “Authorize Fire Hall Renovation Change Order 004 By-Law”

READ a **FIRST** and **SECOND TIME** this 3rd day of October, 2023

READ a **THIRD TIME** and **FINALLY PASSED** this 3rd day of October, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk



CHANGE ORDER NO. 004

| | |
|---|--|
| Design-Builder: Quinan Construction | Job No.: 221041 |
| Owner: The Township of Billings | Project: Township of Billings Fire Hall Renovations |
| Change Order Issue Date: July 31, 2023 | Name of Contract: Township of Billings Fire Hall Renovations |
| Contract Date: September 12, 2022 | Description of Change Order: Scope Amendments and Contract Price Increase |

Adjustment to the Contract Time is 0 day(s).
The Completion Date, as amended by this and all preceding Change Orders, is: _____.

Timely completion is of the essence. The costs and effect on the Contract Price, the Contract Time and the Completion Date of each Change Order shall be dealt with separately and shall be deemed to include all direct, indirect, and consequential costs associated with that Change Order, including without limitation all impact costs, overhead, and profits. No other claim shall be considered or paid by the Owner.

CHANGE ORDER DETAILS

Recitals

- A. Owner and Contractor entered into the CCDC-2-2020 Stipulated Price Contract, as amended by the Supplementary Conditions, dated as of September 12, 2022 (the "Contract").
- B. Owner and Contractor have agreed to effect a change in the Work, change in Contract Price and/or change in Contract Time, pursuant to the terms of the Contract.
- C. For value received, the Parties agree as follows.

Interpretation. Any defined term used in this Change Order that is not defined in this Change Order has the meaning given to that term in the Contract.

Contract Remains in Full Force. Except for the change in the Work, change in Contract Price and/or Contract Time set out in this Change Order and any previous Change Order(s), the Contract remains in full force, not otherwise amended.

Change Order Description. The Owner and the Contractor have agreed to the following change in the Work, change in Contract Price, and/or change in Contract Time, as set out below:

Item No. 1 (Extra) – Install New Cabinetry and Countertop

Detailed breakdown appended to this Change Order.

Total Change \$1,829.32

Item No. 2 (Extra) – Miscellaneous Electrical for New Build

Detailed breakdown appended to this Change Order.

Total Change \$11,511.65

Item No. 3 (Credit) – Plumbing

Detailed breakdown appended to this Change Order.

Total Change -\$153.00

TOTAL: \$13,187.97

CHANGE IN CONTRACT PRICE

The Owner hereby modifies the payments as follows: (Mark **NIL** in "Basis" not used)

| | | |
|-----------------------------------|--|--------------|
| Lump Sum Basis | Approval for increase in Contract Price. | \$ 13,187.97 |
| Unit Price or Force Account Basis | The Work authorized by this Change Order will be paid for at rates set out in the email quotation attached herein, or in the Contract, to a maximum amount of: | \$ NIL |



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CHANGE ORDER 004
NO.

ACCEPTED BY:

Owner per:

Design-Builder per:

Signature: _____

Signature: _____

Print Name: Emily Dance

Print Name: Dallas Bolyea

Date: _____

Date: _____

Authorized by the Owner as an amendment to the
Contract by:

TULLOCH Engineering

Signature: 

Print Name: Dan Moody

Date: July 31, 2023

SUMMARY

Original Contract Price \$ 1,042,000.00

Value of this Change Order \$ (+13,187.97)

Net change to Date \$ (+615,575.31)

Revised Contract Price \$ 1,657,575.31



BY-LAW NO 2023-101

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 October 3, 2023 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 "October 3, 2023 Confirmatory By-Law".

READ a FIRST and SECOND TIME this 3rd day of October, 2023

READ a THIRD TIME and FINALLY PASSED this 3rd day of October, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk