



The Corporation of the Township of Billings

Council Meeting Agenda

December 5th, 2023 7:00 p.m.

Virtual

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

Arthur Moran, By-Law Enforcement, Emergency Management, Health & Safety

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 – November 28th, 2023

5. Delegation

6. Committee Reports

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

7. Staff Reports

7.1. BE-2023-12-10- By-law Enforcement Bi-monthly update

7.2. EM-2023-12-03 – Emergency Management Quarterly Report

7.3. EM-2023-12-04 – Emergency Management Preparedness Grant Application

7.4. HS-2023-12-09 – Health and Safety Program Audit

7.5. HS-2023-12-10 – Health and Safety Bi-monthly Report

7.6. TR-2023-12-17 – Public Health Sudbury & District 2024 Budget

7.7. TR-2023-12-18 – Outdoor Rink Hockey Net Purchase- Prebudget approval

7.8. MPM-2023-12-28-EV ChargeON program Grant

7.9. MPM 2023-12-29 –Fire Hall Renovation Update

7.10. MPM-2023-12-30 – Pedestrian Bridge Update

8. Correspondence Requiring Direction

8.1. Manitoulin Streams – Outdoor Angling Trade Fair

Manitoulin Streams has started to plan for the upcoming Manitoulin Outdoor Angling Trade Fair and are seeking in-kind support to use the Kagawong Park Centre for a 2-day event in May 2024 (May 17th & 18th). The Parks, Recreation and Wellness Committee is in support of this partnership as discussed during the committee meeting on November 27th, 2023.

8.2. Concert Sponsorship/Partnership

Paul Darlaston requested a partnership with the Parks, Recreation and Wellness Committee to host a Concert at the Park Centre on January 18th, 2024. The Parks, Recreation and Wellness Committee is in support of this partnership as discussed during the committee meeting on November 27th, 2023.

9. Information

9.1. Inmate Partner Violence Resolutions

10. Accounts for Payment

10.1. Accounts for Payment to November 28, 2023

11. By-Laws and Agreements

11.1. 2023-111 GHD Digital Website By-Law

11.2. 2023-112 Authorize Change Order Firehall (5)

11.3. 2023-113 Authorize Change Order Pedestrian Bridge

12. Notice of Motions

13. Closed Session

13.1. THAT the Township of Billings Council hereby moves into Closed Session pursuant to [s. 239(2)(e)] Litigation or Potential Litigation – Insurance Claim AND [s. 239(2)(d)] Labour relations or employee negotiations -Director of Finance/Treasurer position FURTHER returns to open session upon completion

14. Report out of Closed Session

15. Confirmatory By-Law

15.1. By-Law No. 2023-114 Being the December 5th, 2023 Confirmatory By-Law

16. Adjournment

16.1. Motion to Adjourn

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The Corporation of the Township of Billings

Council Meeting Minutes

November 28th, 2023 7:00 p.m.

Virtual Meeting

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 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.

2023-542

Moved by Grogan Seconded by Hunt

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

Carried.

3. Disclosure of Pecuniary Interest

None.

4. Adoption of Minutes

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

4.1. Regular Council Meeting – November 7th, 2023

2023-543

Moved by Hunt Seconded by Hillyard

THAT the November 7th, 2023 Regular Council Meeting Minutes be adopted as presented.

Carried.

5. Delegation

None

6. Committee Reports



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

6.1.1. November 14, 2023 Island Wide Waste Management Resource Committee Meeting Notes

6.1.2. October 2, 2023 Museum Committee Minutes

6.1.3. October 10, 2023 Billings Public Library Board Minutes

6.1.4. June 22, 2023 Lake Kagawong Resource Committee Minutes

6.1.5. September 18, 2023 Parks, Recreation and Wellness Committee Minutes

6.1.6. September 13, 2023 Community Policing Advisory Committee Minutes

6.1.7. October 24, 2023 Planning Board Minutes

6.1.8. September 19, 2023 Provincial Offences Board of Management Minutes

6.1.9. Manitoulin-Sudbury District Services Board 2023 Third Quarter Activity Report with Budget and 2024 Budget

2023-544

Moved by Hillyard Seconded by Grogan

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-2023-11-10 Jerusalem Hill Road Land Exchange

2023-545

Moved by Cahill Seconded by Hunt

THAT the Township of Billings Council hereby approves Report BP-2023-11-10 AND approves initiating the land exchange process for Jerusalem Hill Road Allowance and Jerusalem Hill Road Travelled portion AND FURTHER authorize entering into a land purchase and sale agreement with Darren Taylor AND FURTHER authorize the appropriate By-laws coming forward.

Carried.

7.2. BP-2023-11-11 Lakeshore Road Waterline (Private) Easement Agreement

2023-546

Moved by Hunt Seconded by Hillyard

THAT the Township of Billings Council hereby approves Report PW-2023-11-11 AND authorizes entering into an easement agreement with the owners of 740 Lakeshore Road for the installation of a waterline under Lakeshore Road abutting 740 Lakeshore Road AND FURTHER authorizes the appropriate By-Law coming forward.

Carried.

7.3. MPM-2023-11- 26 Inclusive Community Grant Update

2023-547

Moved by Hillyard Seconded by Grogan

THAT the Township of Billings Council hereby approves Report MPM-2023-11-26 AND FURTHER directs staff to continue to seek funding opportunities for lighting at the Small Craft Basin.

Carried.

7.4. MPM-2023-11-27 Pedestrian Bridge Project Update (2)

2023-548

Moved by Hillyard Seconded by Hunt

THAT the Township of Billings Council hereby receives Report MPM-2023-11-27 AND FURTHER approves an exemption to the procurement policy requiring the submission of three quotes to allow partnering with Manitoulin Streams in jointly engaging J. Millete Forestry to conduct additional work in the amount of approximately \$25,000 SUBJECT to all applicable procurement obligations.

Carried.

7.5. TR-2023-11-15 – Asset Retirement Obligations Policy

2023-549

Moved by Grogan Seconded by Hillyard

THAT the Township of Billings Council hereby approves Report 2023-11-15 AND approves the Asset Retirement Obligations Policy AND FURTHER authorizes the appropriate By-Law coming forward.

Carried.

7.6. TR-2023-11-16 – Employee Wage Increase 2024

2023-550

Moved by Grogan Seconded by Hillyard

THAT the Township of Billings Council hereby approves Report 2023-11-16 AND approves a 3.3% employee wage increase for 2024 AND that the increase be given pre-budget approval for all full-time, part-time, contract and casual employees effective January 1, 2024 AND FURTHER that Schedule 'A' to By-law No. 2021-59 being the Employee Salary Ranges be amended accordingly.

Carried.

7.7. TR-2023-11-17 – Accept Tax Payments for First Nation Properties Transfer Payment Agreement

2023-551

Moved by Hunt Seconded by Cahill

THAT the Township of Billings Council hereby approves Report TR-2023-11-17 AND authorizes entering into an agreement with his Majesty the King in Right of Ontario as represented by the Ministry of Municipal Affairs and Housing to accept tax payment for



specified First Nations properties AND FURTHER authorizes the appropriate By-law coming forward on tonight's agenda.

Carried.

7.8. TR-2023-11-18 – 2024 Budget - Council Remuneration & Per Diem
2023-552

Moved by Hunt Seconded by Grogan

THAT the Township of Billings Council hereby approves Report 2023-11 -18 AND approves a 3.3% Council Remuneration and per diem increase for 2024 AND FURTHER the increase be given pre-budget approval and effective January 1, 2024 AND that Schedule 'A' to By-law No. 2023-104 be amended accordingly.

Carried.

7.9. CAO-2023-11-26 – Township Website RFP
2023-553

Moved by Hillyard Seconded by Grogan

THAT the Township of Billings Council hereby approves Report CAO-2023-11-26 AND approves the proposal of GHD Digital in the amount of \$20,475 plus HST for the design and development of a new website for the Township of Billings AND FURTHER approves the appropriate By-law coming forward.

Carried.

7.10. CLK-2023-11-29 – 2024 Council Meeting Schedule
2023-554

Moved by Hunt Seconded by Grogan

THAT the Township of Billings Council hereby approves Report CLK-2023-11-29 AND approves the 2024 Council Meeting Schedule as presented.

Carried.

8. Correspondence Requiring Direction

None.

9. Information

9.1. [2023/24 Ombudsman Annual Report](#)

9.2. [Public Health Sudbury & Districts 2024-2028 Strategic Plan](#)

9.3. 2024 Ontario Municipal Partnership Fund (OMPF) 2024 Allocation Notice

9.4. Town of Rainy River – Water Treatment Training Opportunities

9.5. The Corporation of the Municipality of Wawa – Amend Legislation Act, Digital Publications

9.6. The Corporation of the Township of Terrace Bay – Opposition to Strong Mayor Power in Aurora

9.7. Sustainable Northern Ontario Economic Development (SNOED) Course Flyer
2023-555

Moved by Hillyard Seconded by Barker



THAT the Township of Billings Council hereby supports the request of the Corporation of the Municipality of Wawa – Amend Legislation Act, Digital Publications AND FURTHER directs staff to distribute accordingly.

Carried

2023-556

Moved by Hillyard Seconded by Cahill

THAT the Township of Billings Council hereby receives for information all items listed in Section 9.

Carried.

10. Accounts for Payment

10.1. Accounts for Payment October 30, 2023 to November 21, 2023

2023-557

Moved by Hunt Seconded by Hillyard

THAT the Township of Billings Council hereby approves, ratifies, and confirms the October 30th, 2023 and November 21st, 2023 Accounts for Payment as presented.

Carried.

11. By-Laws and Agreements

11.1. 2023-109 Accept Tax Payments for First Nation Properties

2023-558

Moved by Cahill Seconded by Hunt

THAT By-Law No. 2023-109 being the by-law to authorize entering into an agreement to accept tax payment for specified First Nation Properties in the Township of Billings be read a first, second and third time and finally passed this 28th day of November, 2023.

Carried

12. Notice of Motions

None.

13. Closed Session

2023-559

Moved by Hillyard Seconded by Grogan

THAT the Township of Billings Council hereby moves into Closed Session pursuant to [s. 239(2)(b)] Personal matters about an identifiable individual (2) – Expected Conduct Policy; Personnel information AND [s. 239(2)(d)] Labour relations or employee negotiations -Director of Finance/Treasurer position FURTHER returns to open session upon completion.

Carried.

14. Report out of Closed Session

2023-565

Moved by Grogan Seconded by Hillyard



THAT Mayor Barker reported a closed meeting was held where information was received regarding an identifiable individual regarding the Expected Conduct Policy and direction was given to staff regarding the Director of Finance/Treasurer position.

Carried

15. Confirmatory By-Law

15.1. By-Law No. 2023-110 Being the November 28th, 2023 Confirmatory By-Law 2023-566

Moved by Hillyard Seconded by Cahill

THAT By-Law No. 2023-110 being the November 28th, 2023 Confirmatory By-Law be read a first, second and third time AND finally passed this 28th day of November, 2023.

Carried.

16. Adjournment

16.1. Motion to Adjourn
2023-567

Moved by Grogan Seconded by Hillyard

THAT the Township of Billings Council hereby adjourns at 9:41 p.m.

Carried.

Mayor Bryan Barker

CAO/Clerk Emily Dance



COUNCIL REPORT

Department: By-law

Date: December 5, 2023

Report Number: BE 2023-12-10

File: By-law Enforcement By-monthly Report

Recommendation:

THAT the Township of Billings Council hereby receives for information Report Number BE-2023-12-10.

Background:

To update Council on occurrences involving By-law Enforcement for the period of September, October and November 2023.

Discussion:

a) Listed below are the by-law contacts made since Report BE-2023-07-08

Type	Number of Calls	Calls to Date	Complaints
By-Law Enforcement	3	10	5
Chicken By-Law Inquiries / Inspection	0	1	0
Short-term Rental Inquiries / Inspection	0	17	0
Recreational Trailer/Vehicles	1	3	0
Property Standards	1	9	1
Feeding Wildlife and Feral Animal	0	2	0
Dog Control	1	2	2
Zoning By-Law	5	10	0
Noise	5	7	1
Parking/Traffic	0	1	0
Other (Open Air Burning)	2	6	0

Type	Number of Permits	Permits to Date
Short Term Accommodation Rental	1	7
Backyard Chicken License	0	1
Trailer Permit	0	9

b) A draft copy of the revised Open-Air Burning Bylaw has been completed and is currently being reviewed by the Clerk and the Fire Chief and will be brought forward with the public comments early 2024.

Financial Impacts:

The are not any financial impacts from this report.

Respectfully Submitted By:

Arthur Moran, Bylaw Enforcement Officer.

Reviewed By: Emily Dance CAO/Clerk



COUNCIL REPORT

Department: Emergency Management

Date: December 5, 2023

Report Number: EM-2023-12-03

File: Quarterly Report to Council

Recommendation:

THAT the Township of Billings Council hereby receives for information Report Number EM2023-12-03

Background:

To update Council on Emergency Management activities for the period of August through November, 2023.

Discussion:

Over the course of the latter summer and early fall as the dry conditions continued in the Township, regular monitoring of the daily provincial fire reports from PEOC took place as well as contacts with the Township Fire Chief regarding the status the of the fire ban situation.

Calls were fielded from residents regarding the Township's Emergency Response Plan and evacuation procedures in the event of a wildland fire situation.

The fall meeting of the EMPC/MECG was held on October 23, 2023. Highlights of the meeting were:

- a discussion regarding the mandatory minimum training for EMPC/MECG members was discussed, it was agreed that the CEMC will prepare a draft amendment for the Township ERP that will identify the training courses required.
- a discussion was held regarding ways of elevating the profile of emergency management among the Township residents, it was agreed that public education would be key in achieving that objective. Public education suggestions included:
 - Have members of the group set up information tables at public events.
 - Have Information/promotional handouts to distribute at public events.
 - Prepare an Emergency Management Flyer that can be inserted in tax notices or water billings.

A discussion was held regarding the components involved in the development of an emergency evacuation plan for the Township, it was agreed that a draft evacuation plan will be prepared by the CEMC and submitted for review. The CEMC highlighted an agenda attachment regarding National Research Council paper about communities interfacing with wildfire situations.

The EMPC/MECG participated in Emergency Management based training session that was led by Field Officers from Emergency Management Ontario (EMO). The EMPC/MECG participated in Emergency Management table top exercise that was led by Field Officers from Emergency Management Ontario (EMO).



The annual compliance report for the Township emergency management program that is required under the *Emergency Management and Civil Protection Act* has been submitted to EMO.

Financial Impacts

There are no financial impacts or budget implications associated with this report.

Respectfully Submitted By:

Arthur Moran, Community Emergency Management Coordinator (CEMC)

Reviewed By:

Emily Dance, CAO/Clerk



COUNCIL REPORT

Department: Emergency Management

Date: December 5, 2023

Report Number: EM-2023-12-04

File: Emergency Management Preparedness Grant Application

Recommendation:

THAT the Township of Billings Council hereby approves Report EM-2023-12-04 AND ratifies and confirms the grant application for funding under the Emergency Management Preparedness Grant (EMPG) for a generator for public works, chainsaws, electric current detector and handheld radios.

Background:

On October 27, 2023 the Provincial Government announced a grant for funding for [Emergency Management Preparedness](#). This is a grant that is for Municipalities with a population of under 100,00 residents and is to provide funding for emergency supplies, equipment and training.

The amount of funds available per application (only 1 application per community) is between \$5,000-\$50,000 with a closing date for EMPG applications is November 30, 2023.

Discussion:

Upon receiving news of the grant availability, staff discussed the grant opportunity and equipment and supplies that would best suit our municipality. In discussion with Public Works and the Township Fire Chief the following the priority items for funding included:

- i) A Generac generator system for the Public Works garage. Approximate value including purchase and installation is \$17,000+.
- ii) 2 chainsaws, Approximate value \$1,600-\$1,800.
- iii) 1 Limbing chainsaw. Approximate value \$700.00
- iv) 2 "Hotstick" electrical current detectors. Approximate value \$800.00
- v) 5 Handheld ARES compatible radios w/lapel mics and base unit. Approximate value \$6,000.

Due to the short time of the application and the Council meeting scheduled the application was completed, reviewed and submitted by the deadline. Staff is requesting Council ratify and confirm the application.

Financial Impacts

Staff time to submit the application, all items listed will be covered entirely by the grant.

Respectfully Submitted By:

Arthur Moran, Community Emergency Management Coordinator (CEMC)

Reviewed By:

Emily Dance, CAO/Clerk



COUNCIL REPORT

Department: Health & Safety

Date: November 28, 2023

Report Number: HS-2023-12-09

File: Health and Safety Program Audit

Recommendation:

THAT the Township of Billings Council hereby receives for information, Report No. HS-2023-12-09.

Background:

Information report regarding an audit and report of the Township of Billings Health and Safety program that was completed in September 2023.

Discussion:

- 1) As part of the process to meet the Occupational Health and Safety Act safety management system standards, there is a requirement that an annual audit of the H&S Program policies and procedures be performed.
- 2) In the spring of 2023, as part of previous training that I had to qualify as an accredited safety auditor under the International Safety Rating System (ISRS), I developed an internal H&S program audit for the Township using the ISRS audit process as a guide.
- 3) The H&S program audit score was 67.25.
- 4) Audit scoring and follow-up report are attached.

Financial Impacts:

There are no financial impacts related to this report

Alignment to Strategic Plan:

There is no alignment to the Strategic Plan

Alignment to the CEEP:

There is no alignment to the CEEP

Respectfully Submitted By:

Arthur Moran ,Health and Safety Coordinator

Reviewed By:

Emily Dance, CAO/Clerk



Township of Billings
Health and Safety Program Audit
Report and Recommendations



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Introduction

The need for a health and safety program and a safety management system to set parameters that assist in preventing and controlling personal injury/illness, damage to property and materials and damage to the environment has long been recognized as an essential component for any successful business.

One of the health and safety program objectives for 2023, was to ensure that the Township of Billings was in compliance with the OH&SA requirements of having a safety management system in place. To this end I sourced the Safety Management System Compliance Standards from the Ministry of Labour and Training Skills Development.

One of the required standards is that an organization shall perform an annual health and safety program audit. For any program to be successful and transparent, there is a requirement to perform timely internal audits and follow-up reports that will assist in identifying areas of the program that are underperforming, deficient or non-functional and that are needing adjustments or improvements.

In April of this year, I prepared a health and safety program audit system that is based on the International Safety Rating System (ISRS). The ISRS is a modern health and safety audit program that systematically evaluates 20 separate program components. The ISRS is the equivalent of an ISO 9000 style of audit program. This is a program that I am very familiar with as I have successfully completed the ISRS Accredited Safety Auditors Program.

In this report for the 17 audited components, I will be presenting the topic and sub topics rating score, an overview of each of the identified deficiencies and the suggested follow-up recommendations.

The contents of this audit and follow-up report are to be used as part of the overall workplace Health and Safety Programs' Continuous Improvement Policy. It is neither considered to be legal advice nor to be viewed as comprehensive and complete in and of itself.



Section 1: Leadership and Administration (Score: 315 out of a possible 445 = 70.79%)

1.1 General Policy (50/75)

Most of the points lost in this section were due to the Management Health and Safety Policy Statement not being posted in multiple workplace locations or referred to in employee training sessions.

Recommendation.

- a) Post copies of the Management Policy Statement on the safety bulletin boards in the office, museum, public works building and the library.
- b) Include the Management Policy Statement as part of all new hire and refresher training.

1.2 Program Coordinator (35/40)

Under the duties of the H&S Coordinator in the H&S Policy, there is not a provision for reporting to the CAO.

Recommendation

- a) Add the reporting to CAO provision to the H&S Coordinator listed duties in the H&S Policy.

1.3 Management Participation (60/100)

The point loss in this section was a result of there not being a provision for management performing and reporting on planned employee safety observations and that managers, supervisors and workers are not provided with the safety requirements listed in their job descriptions.

Recommendation

- a) Discuss with the CAO about performing employee safety performance observations and assisting with a JH&SC workplace inspection. (Update H&S Policy)
- b) Include the job description job safety requirements as part of the new hire/refresher training package.

1.4 H&S Objectives (10/40)

Points were lost here as a result of not having a provision in the H&S Policy where yearly program objectives are to be submitted and measured.

Recommendation

- a) Add, the requirement of setting and following-up annually on measurable H&S program objectives, to the duties of the H&S Coordinator

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

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

- a) Encourage follow-up on monthly inspections.
- b) Update the duties of JH&SC representatives training requirements in the H&S Policy.

1.6 Employee Work Refusal

Minor point loss for not having the work refusal procedures posted on safety bulletin boards.



-
- a) Include the work refusal process as part of new hire/refresher training.
 - b) Post work refusal process on safety bulletin boards.

1.7 Health and Safety Information (35/50)

Minor point loss for not having any H&S Policy references regarding the sourcing and distributing H&S publications

Recommendations

- a) Add, the requirement of distributing outside H&S publications and information on a timely basis, to the duties of the H&S Coordinator.

Section 2: Management and Employee Training (Score of 105 out a possible 130=80.77%)

2.1 Management Training (35/50)

Minor point loss due to not having provisions for managers to have refresher safety training and not having a provision for an annual training needs assessment that is well defined.

Recommendation

- a) Amend Training and Development Policy to include provisions for senior management H&S refresher training.
- b) Rewrite provision for training needs assessment under the duties of the H&S Coordinator.

2.2 Worker Training (45/50)

Minor Point loss for not having a provision for a written training needs assessment.

Recommendation

- a) Prepare a written training assessment.
- b) Develop an annual task list for the H&S Coordinator.

2.3 Program Coordinator Training (20/30)

Recommendation

Minor point loss for not having written provisions for H&S Coordinator training.

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

Section 3: Workplace Inspections (150 out of a possible 150=100%)

Section 4: Task Analysis Procedures (195 out of a possible 225=78.78%)

4.1 Hazard Recognition (35/50)

Minor point loss due to H&S policy for Hazard Recognition and Control not having a provision requiring an all-employee review of the list of hazards and that the list is reviewed on an annual basis.

Recommendation

- a) Amend Hazard Recognition and Control Policy to include an annual review of the job hazard list by all employees.

4.2 Hazard Assessment (45/60)



Minor point loss due to H&S policy for Hazard Recognition and Control not having a provision requiring an all-employee review of the hazard assessment and that the assessment is reviewed on an annual basis.

Recommendation

a) Amend Hazard Recognition and Control Policy to include a provision for an annual review of the hazard assessment list and that the review include all employees.

4.3 Hazard Control (45/60)

Minor point loss due to H&S policy for Hazard Recognition and Control not having a provision that details methods of hazard controls or a provision for having employees review the methods of control.

Recommendation

a) Amend the Hazard Recognition and Control Policy to include a provision that details methods of hazard controls.

b) Amend the Hazard Recognition and Control Policy to include a provision that includes employees in the methods of controls.

4.4 Safe Operating Procedures (55/55)

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

Minor point loss for the Accident/Incident Investigation Policy not having a provision for posting completed investigation reports on safety bulletin boards.

Recommendation

a) Amend the Accident/Incident Investigation to include a provision for posting completed accident/incident investigation reports.

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

Section 7: Task Observations (Score of 0 out of a possible 70=0.00%)

The H&S Policy does not have a stand alone policy regarding Task Observations.

Recommendation

a) Have the JH&SC discuss the need to include task observations as part of the H&S Policy.

b) If the decision is to include task observations in the H&S Policy, determine frequency and responsibilities.

Section 8: Emergency Procedures (Score of 190 out of a possible 235=80.85%)

8.1 Emergency Procedures (Workplace) (105/145)

Point losses for not having written procedures for emergency evacuation drills and follow-up reports and not having a provision in the policy that addresses the distribution of fire extinguisher and emergency lighting reports.

Recommendation

a) Amend the Emergency Procedures Policy to include provisions for emergency evacuation drills and the completion and distribution evacuation drill follow-up reports.

8.2 Emergency Procedures (Township) (85/90)

Minor point loss for not having a provision that identifies a requirement for having electrical back-up systems at emergency operation centres.

Recommendation

a) Review and possibly amend the Emergency Procedures Policy to include a provision regarding emergency power back-up systems at emergency operation centres.

Section 9: Organizational Rules (Score of 115 out of a possible 170=67.65%)

9.1 Organizational Rules (35/40)

Minor point loss for General Safety Rules Policy not having a provision regarding the posting of General Safety Rules.

Recommendation

a) Amend the General Safety Rules Policy to include a provision for posting the general safety rules and identifies the location of where they are posted.

9.2 Organizational Safety Rules Training (0/40)

Total point loss due to the lack of provisions regarding the organizational safety rules not being included in new-hire or refresher training and that there is not a provision for an employee to sign-off that they have received or understand the general safety rules.

Recommendation

a) Amend the General Safety Rules Policy to have a provision that includes a requirement to include general safety rules as part of the new-hire/refresher training.

b) Include a section in the new-hire/refresher training documentation to include a section for understanding the general safety rules.

9.3 Special Organizational Rules (70/90)

Point loss for the Organization Rules Policy not having provisions requiring excavation procedures or a permit issuing procedure for any of the tasks identified as special tasks.

Recommendation

a) Amend the Special Organizational Rules Policy to include provisions for Excavations.

b) Have the JH&SC discuss the need or use of issuing permits for tasks identified under Special Organizational Rules.

Section 10.0: Employee Training (Score of 145 out of a possible 245=58.82%)

10.1 Training Policy (65/100)

Point losses were due to the Training and Development Policy not having provisions regarding specific management training requirements, competency/proficiency requirements and providing an annual training needs assessment.



Recommendation

- a) Amend the Training and Development Policy to include a section specifically for management safety training requirements.
- b) Have the JH&SC discuss the need to amend the Training and Development Policy to include a section regarding proficiency and competency requirements for the various inhouse/outside training courses.
- c) Amend the Training and Development Policy to include a provision requiring departments provide an annual training needs assessment.

10.2 Employee Training (50/100)

Point losses were due to the Training and Development Policy not including provisions training technique requirements, issuing employees certificates/wallet card for the successful completion of in-house training and post training proficiency observations and follow-up.

Recommendation

- a) Amend the Training and Development Policy to include a training technique procedure for in-house training sessions.
- b) Have the JH&SC discuss the need to issue certificates/wallet cards for the successful completion of in-house training courses.
- c) Amend the Training and Development Policy to include provisions for follow-up proficiency observations for completed safety training courses.

10.3 JH&SC Training (40/50)

Minor point loss due to the Training and Development Policy not having a provision for JH&SC representatives to receive training regarding the use and sourcing of information from the OH&SA and the Regulations.

Section 11: Personal Protective Equipment (PPE) (Score of 45 out of a possible 110)

11.1 Policy and Procedure (25/60)

Point losses were due to the PPE Policy not having provisions for sourcing alternate hazard control measures prior to having to use PPE, planned inspections of shared PPE, planned observations and reports regarding the use PPE.

Recommendation

- a) Amend the PPE Policy to include a provision regarding the need to source alternate control measures before determining the use of PPE.
- b) Amend the PPE Policy to include a provision regarding the inspection of shared PPE and follow-up reports.
- c) Amend the PPE Policy to include a provision regarding observations and follow-up reports regarding the usage of shared PPE.

11.2 Care and Usage (20/50)



Point losses are due to the PPE Policy does not include provisions regarding PPE usage compliance, follow-up usage compliance observations, follow-up reports and follow-up employee and management discussions.

Recommendation

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

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

12.1 Identification Procedures (50/100)

Points were lost due to the Hazard Recognition and Control Policy not having provisions that identify how surveys regarding noise, radiation, illumination, vibration, temperature extremes, biological and ergonomic hazards are to be performed.

Recommendation

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

12.2 Hazard Training (50/60)

Minor point loss regard the Training and Development Policy not having a provision regarding the use of external health and safety literature and publications being shared and used as an information and training tool.

Recommendation

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

Section 13: Personal Communications (Score of 50 out of a possible 100=50.00%)

13.1 Communication Techniques (10/40)

Points were lost due to a lack of a Personal Communications Policy that has provisions for a personal communications code of conduct, requirements for effective communication training for managers, supervisors and workers and planned observations and contacts.

Recommendation

- a) Prepare a Personal Communications Policy that has provisions for a personal communications code of conduct, requirements for effective communication training for managers, supervisors and workers and planned observations and contacts.

13.2 Job Orientation (40/60)

Points were lost due to the lack of the Training and Development Policy not identifying a specific process for post new-hire or transferee training or any requirement for managers to have personal contacts with Employees.

Recommendation



-
- a) Amend the training and Development Policy to include a provision for a scheduled review of new hire or transferee training.
 - b) Develop a Personal Communication Policy requires management and supervisory personal contacts.

Section 14: Group Meetings (Score of 65 out of a possible 100=65.00%)

14.1 Policy and Procedures (65/100)

Points were lost here due to the JH&SC Terms of Reference being referred to in the JH&SC Policy and that there is not a reference to required supervisory safety discussions and a method of recording the safety discussion contents.

Recommendation

- a) Amend the JH&SC Policy to include provisions regarding the JH&SC Terms of Reference and meeting requirements.
- b) Amend the Training and development Policy to include a provision that supervisors are required to perform and document bi-weekly H&S discussions with departmental workers.

Section 15: General H&S Promotion (Score of 35 out of a possible 150=23.33%)

15.1 Policy and Procedure (20/70)

Point loss is due to the lack of a H&S General Promotions Policy.

Recommendation

- a) Develop and implement a General H&S Promotions Policy that would have provisions for health and safety promotional campaigns and the use of health and safety performance data.

15.2 Off the Job Health and Safety Promotion (5/50)

Point loss is due to the lack of a General H&S Promotions Policy

Recommendation

- a) Develop and implement a General H&S Promotions Policy that has provisions for off-the-job H&S information and promotions.

15.3 Awards and Recognition (0/30)

Points lost due to the lack of a General H&S Promotions Policy

Recommendation

- a) Develop and implement a General H&S Promotions Policy that has provisions for H&S performance awards.

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

16.1 Policy and Procedures (0/60)

Points were lost as there is a lack of a policy for the control of H& S documents

Recommendation

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



Section 17: Purchasing Controls (Score of 30 out of a possible 90=33.33)

17.1 Procurement of Equipment and Materials (0/60)

Points were lost here as there is a lack of a procedure for the procurement of equipment or materials
Recommendation

a) Develop and implement a purchasing control policy for the purchasing of materials and equipment.

17.2 Procurement of Contractors (30/30)

Audit Summary

When the Billings Township H&S Policy was developed in 2018, it was based on many of the guidelines that were part of the now defunct, WSIB Work Well Audit. Now, 5 years later, to compare the results of a more detailed corporate styled audit to what was originally produced in 2018, the Township has completed a very positive exercise in recognizing the need for continued program growth and improvement.

As you have seen in the scoring component and in this reporting component, many of the presented recommendations are to H&S program policies and procedures that stress the need for continued monitoring and documentation of personal health and safety performance, health and safety training performance and health and safety program performance. This type of documentation is a key component of any "Due Diligence" defence if it is ever required.

One of my goals when I first developed the H&S policy and procedures in 2018 was to have a document that was not overwritten. (The original document that I was presented with was in excess of 100 pages). To that end, there are identified needs from this audit for the addition of new policies to be included in the Township H&S Policies and Procedures.

While the score of this audit may appear low (67.25), it does demonstrate that there is need for continual program evaluation and improvements, It is important to remember that the current Billings Township H&S Policy and Procedures are solid in the fact that they are well established in the daily protection of the employees' while they are performing their work and that the policies and procedures do provide liability exposure protection in the event of a serious workplace accident or injury.

In closing, I believe that I was not biased, but that I was more brutally honest in my approach to creating and performing an audit for a program that I personally manage. I also believe that the follow-up and implementation on these presented results and recommendations will only enhance a well functioning program and present a higher score in future audits.

Respectfully Submitted

Arthur Moran
H&S Coordinator
Billings Township



Township of Billings
Health & Safety Program Audit
Scoring Booklet



INTRODUCTION

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

To assist in accomplishing the goal of having a successful Health and Safety Management System and Health and Safety Program, the Township of Billings has developed and implemented a health and safety program audit system that is based on the International Safety Rating System (ISRS). The ISRS is a modern health & safety program evaluation system that systematically evaluates 20 separate components of a health and safety program, for the Township of Billings audit, 17 of the components were used.

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

This audit will be performed on a yearly basis, as part of the Township's safety management system compliance, with the results and report being forwarded to the CAO, Supervisory Staff, Council and the JH&SC, as well as being posted on health and safety bulletin boards.

The contents of this audit and follow-up report are to be used as part of the overall workplace health and safety programs Continuous Improvement Policy. It is neither considered to be legal advice nor to be viewed as comprehensive and complete in and of itself.



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TOPIC # 1.0: Leadership and Administration

1.1 General Policy (75 Points)	Yes	No	Document Yes or No	Score



1.1.1. Is there a general policy statement that reflects a senior management commitment to health and safety? (10 Pts.)	Y		Y	10
1.1.2 Is the policy statement signed by the CAO? (10 Pts.)	Y		Y	10
1.1.3 Does the general policy statement include: (30 Pts.)				
a) Personal Injury?	Y		Y	5
b) Property Damage?	Y		Y	5
c) Occupational Health?	Y		Y	5
d) Fire?	Y		Y	5
e) Security?		N	-	0
f) Compliance with legislation?	Y		Y	5
1.1.4 Is the general policy statement: (25 Pts.)				
a) Contained in manuals?	Y		Y	5
b) Posted in various locations?		N	-	0
c) Included a part of a rule's booklet?		N	-	0
d) Referred to in training sessions?		N	-	0
e) Used in other ways		N	-	0
1.2 Program Coordinator (40 Pts)				
1.2.1 Has there been 1 person designated as the health and safety coordinator? (10 Pts.)	Y		Y	10
1.2.2 Does the health and safety coordinator report directly to a senior manager? (10 Pts.)	Y		N	5
1.2.3 Is the major proportion of the health and safety coordinators time devoted to health and safety and loss control? (10 Pts.)	Y		Y	10
1.2.4 Are there adequate staff to operate the health and safety program? (10 Pts.)	Y		Y	10
1.3 Management Participation (100 Pts.)				
1.3.1 Does the senior manager support the health & safety policy/program by letters or memos to the staff? (10 Pts.)		N	N	0
1.3.2 Does the senior manager perform planned health and safety observations of workers or workplace inspections? (10 Pts.)		N	Y	5
1.3.3 Does the senior manager attend JH&SC meetings? (10 Pts.)	Y		Y	10
1.3.4 Do other managers perform planned employee observations or workplace inspections? (10 Pts.)	Y		N	5
1.3.5 Are written checklists or aids used by managers performing observations or inspections? (10 Pts.)		N	N	0
1.3.6 Do managers (written) job descriptions include provisions for health and safety participation and responsibilities? (10 Pts.)	Y		Y	10
1.3.7 Do the managers job descriptions include any reference to legislative requirements? (10 Pts.)	Y		Y	10
1.3.8 Are managers/supervisors/workers provided with a written copy of their job description? (10 Pts.)		N	N	0
1.3.9 Is health and safety performance a component of yearly performance appraisals for all employees? (10 Pts.)	Y		Y	10



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

The total possible score for this section is 445 points.



Score for this section: 315

Topic # 2.0: Management and Employee Training

2.1 Management Training (50 Pts.)	Yes	No	Document Yes/No	Score
2.1.1 Are managers required to take health and safety orientation training courses? (10 Pts.)	Y		Y	10
2.1.2 Are managers required to take health and safety refresher training courses? (10 Pts.)	Y		N	5
2.1.3 Are managers required to take specific health and safety training courses? (10 Pts.)	Y		Y	10
2.1. 4 Are records kept of the managers health and safety training? (10 Pts.)	Y		Y	10
2.1.5 Are health and safety training needs assessments performed to determine managerial training needs. (10 Pts.)		N	Y	5
2.2 Worker Training (50 Pts.)				
2.2.1 Are workers required to take health and safety orientation training courses? (10 Pts.)	Y		Y	10
2.2.2 Are workers required to take health and safety refresher training courses? (10 Pts.)	Y		Y	10
2.2.3 Are workers required to take specific health and safety training courses? (10 Pts.)	Y		Y	10
2.2.4 Are records kept of the workers health and safety training? (10 Pts.)	Y		Y	10
2.2.5 Are health and safety training needs assessments performed to determine employee training needs? (10 Pts.)		N	Y	5
2.3 Program Coordinator Training (30 Pts.)				
2.3.1 Has the program coordinator completed advanced courses in health and safety from a recognized organization. (10 Pts.)	Y		Y	10
2.3.2 Has the program coordinator completed update health and safety training in the last 2 years? (10 Pts)		N	N	0
2.3.3 Is the program coordinator affiliated with any professional development organizations? (10 Pts.)	Y		Y	10

Total possible score for this section is 130 points.

Score for this section: 100

Topic # 3: Workplace Inspections



3.1 Inspection Policy & Procedures (80 Pts.)	Yes	No	Document Yes/No	Score
3.1.1 Does the health and safety policy and procedures include a policy and procedure for workplace inspections. (10 Pts.)	Y		Y	10
3.1.2 Does the inspection policy & procedures include workplace inspections other than the required JH&SC representative monthly inspections. (10 Pts.)	Y		Y	10
3.1.3 Does the policy & procedure include workplace inspections that require supervisor involvement? (10 Pts.)	Y		y	10
3.1.4. Does the policy and procedure include workplace inspections that require senior management involvement. (10 Pts.)	Y		Y	10
3.1.5 Does the policy and procedure require the use of inspection checklists? (10 Pts.)	Y		Y	10
3.1.6 Does the policy and procedure require that workplace inspection reports be prepared and distributed? (10 Pts.)	Y		Y	10
3.1.7 Does the policy and procedure include a follow-up process to correct identified deficiencies? (10 Pts.)	Y		Y	10
3.1.8 Does the policy and procedure require workplace inspection reports to be posted? (10 Pts.)	Y		Y	10
3.2 Preventative Maintenance (40 Pts.)				
3.2.1 Does the health and safety policy include a preventative maintenance policy and procedures? (10 Pts.)	Y		Y	10
3.2.2 Does the health and safety policy and procedures include requirements for pre-start-up inspections for vehicles and road maintenance equipment? (10 Pts.)	Y		y	10
3.2.3 Does the inspection policy and procedures include the use of check sheets or pre-use booklets when performing vehicle or equipment inspections? (10 Pts.)	Y		Y	10
3.2.4 Does the policy and procedures identify timelines for when inspections to be performed? (10 Pts.)	Y		Y	10
3.2 Alternate Reporting Methods (30 Pts.)				
3.2.1 Does the health and safety policy and procedures include alternate methods for reporting workplace hazards. (10 Pts.)	Y		Y	10
3.2.2 Is there a document used for reporting hazards not identified in regular inspection reports? (10 Pts.)	Y		Y	10
3.2.3 Is there a specific procedure for follow-up for the alternate methods of reporting hazards? (10 Pts.)	Y		Y	10

Total possible score for this section is 150 points.

Score for this section: 125

Topic # 4: Task Analysis Procedures

4.1 Hazard Recognition (50 Pts.)	Yes	No	Document Yes/No	Score



4.1.1 Is there a health and safety policy and procedures for the recognition and control of hazards. (10 Pts.)	Y		Y	10
4.1.2 Has there been an inventory performed that identifies specific tasks performed by departmental workers? (10 Pts.)	Y		Y	10
4.1.3 Does the task inventory list include hazards that are associated with each of the individual task identified on the task inventory? (10 Pts.)	Y		Y	10
4.1.4 Has the list of tasks and the identified hazards been reviewed by the departmental workers and the JH&SC? (10 Pts.)	Y		N	5
4.1.5 Is the list of tasks and identified hazards reviewed on an annual basis? (10 Pts.)		N	N	0
4.2 Hazard Assessment (60 Pts.)				
4.2.1 Is there a health and safety policy and procedures for assessing individual hazards identified in the task inventory list? (10 Pts.)	Y		Y	10
4.2.2 Are there specific documents used to assess the hazards identified in the task inventory? (10 Pts.)	Y		Y	10
4.2.3 Does assessment include the following: (20 Pts.)				
a) Possible severity of injury associated with the hazard.	Y		Y	5
b) Frequency of the task being performed.	Y		Y	5
c) Probability of an injury occurring.	Y		Y	5
d) Potential overall severity associated with the task.	Y		Y	5
4.2.4 Have the completed assessment documents been reviewed by the departmental workers and the JH&SC? (10Pts.)	Y		N	5
4.2.5 Are the assessment documents reviewed on an annual basis? (10 Pts.)		N	N	0
4.3 Hazard Control (60 Pts.)				
4.3.1 Is there a health and safety policy and procedure for controlling identified hazards. (10 Pts.)	y		N	5
4.3.2 Are there specific documents that are used to identify the methods of control for the identified hazards? (10 Pts.)	Y		N	0
4.3.3 Do the methods of control include the following: (20 Pts.)				
a) Engineering controls.	Y		Y	5
b) Safe operating procedures.	Y		Y	5
c) Task specific training.	Y		Y	5
d) Personal Protective Equipment (PPE)	Y		Y	5
4.3.4 Have the identified hazard controls been reviewed by the departmental workers and the JH&SC? (10 Pts.)	Y		N	5
4.3.5 Are the identified hazard controls reviewed on an annual basis. (10 Pts.)	Y		Y	10
4.4 Safe Operating Procedures (55 Pts.)				
4.4.1 is there a health and safety policy and procedure that identifies the use of safe operating procedures? (10 Pts.)	Y		Y	10
4.4.2 Do the safe operating procedures include the following: (25 Pts.)				
a) Purpose.	Y		Y	5
b) Legislative references.	Y		Y	5
c) Identified hazards.	Y		Y	5
d) Specific responsibilities.	Y		Y	5
e) Where identified, personal performance review.	Y		Y	5
4.4.3 Are new safe operating procedures reviewed by workers. (10 Pts.)	Y		Y	10



4.4.4 Are safe operating procedures reviewed an on annual basis. (10 Pts.)	Y		Y	10
4.4.5 Are there, worker signed documents of understanding that identify their safe operating procedure training?	Y		Y	10

Total possible score for this section: 225 Pts.

Total score for this section: 180

Section # 5: Accident/Incident Investigation and Analysis

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

Total available points for this section: 210

Total score for this section: 200



Section # 6.0: Modified/Return to Work

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

Total available points for this section: 50 Pts.

Total score for this section: 50

Section # 7.0: Task Observations

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

Total available points for this section: 70 Pts.

Total score for this section: 0



Topic # 8.0: Emergency Procedures

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

Total points available in this section: 235 Pts.

Total score for this section: 190



Section # 9.0: Organizational Rules

9.1 Organizational Rules (40 Pts.)	Yes	No	Document Yes/No	Score
9.1.1 Are there organizational health and safety rules listed in the health and safety policy and procedures? (10 Pts.)	Y		Y	10
9.1.2 Are the health and safety rules reviewed on an annual basis? (10 Pts.)	Y		Y	10
9.1.3 Are the health and safety rules posted in visible locations? (10 Pts.)	Y/N		Y/N	5
9.1.4 Is there a progressive disciplinary procedure in place to assist in enforcing health and safety rules. (10 Pts.)	Y		Y	10
9.2 Organizational Rules Training (40 Pts.)				
9.2.1 Are organizational health and safety rules reviewed as part of the new hire employees training? (10 Pts.)	N		N	0
9.2.2 Are new hire employees provided with a copy of the organizational health and safety rules? (10 Pts.)	N		N	0
9.2.3 Are organizational health and safety rules included as part of employee refresher training? (10 Pts.)	N		N	0
9.2.4 Do employees sign off that they have received, reviewed and understand the organization health and safety rules? (10 Pts.)	N		N	0
9.3 Special Organizational Rules (90 Pts.)				
9.3.1 Are work/job specific rules part of the health and safety policy and procedures? (10 Pts.)	Y		Y	10
9.3.2 Are the work/job specific rules (safe operating procedures) part of the new hire the new hire training process? (10 Pts.)	Y		Y	10
9.3.2 Do employees sign-off that they reviewed, received and understand the work/job specific training? (10 Pts.)	Y		y	10
9.3.4 Are work/job specific reviewed on an annual basis? (10 Pts)	Y		Y	10
9.3.5 Do the work/job specific rules include the following: (40 Pts.)				
a) Hot work procedures.	Y		Y	10
b) Confined space entry procedures.	Y		Y	10
c) Excavation procedures.		N	N	0
d) Lock out procedures.	Y		Y	10
9.3.6 Are permits required to perform the tasks identified in section 9.3.5? (10 Pts.)		N	N	0

Total points available in this section: 170 Pts.

Total points scored: 105



Topic # 10.0: Employee Training

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



10.3.2 Do JH&SC representatives receive training regarding how to source information using the OH&SA and the applicable Regulations? (10 Pts.)	N		N	0
10.3.3 Do JH&SC representatives receive training regarding how to perform workplace inspections. (10 Pts.)	Y		Y	10
10.3.4 Do JH&SC representatives receive training regarding accident investigations.	Y		Y	10
10.3.5 Are JH&SC members provided with the Terms of Reference for the JH&SC. (10 Pts.)	Y		Y	10

Total points available for this section: 250

Total points scored: 145

Topic # 11.0: Personal Protective Equipment (PPE)

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

Total points available in this section: 110 Pts.

Total points scored: 40

Topic # 12.0: Health Hazard Identification

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

Total points available in this section: 170 Pts.

Total points scored: 100

Topic # 13 Personal Communications

13.1 Communication Technique (40 Pts.)	Yes	No	Document	Score
13.1.1 Is there an employee code of conduct for interpersonal communications? (10 Pts.)	Y		Y	10
13.1.2 Is there, management/supervisory training provided to properly give task instruction? (20 Pts.)		N	N	0
13.1.3 Is there, management/supervisory training provided to develop employee coaching skills? (20 Pts.)		N	N	0
13.1.4 Is there, management/ supervisory training provided to develop planned employee observations and contacts? (20 Pts.)		N	N	0
13.2 Job Orientation (60 Pts.)				



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

Total available points in this section: 100 Pts.

Total points scored: 50

Topic # 14.0: Group Meetings

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

Total points available for this section: 100 Pts.

Total points scored: 65



Topic # 15.0: General Promotion

15.1. Policy and Procedures (70 Pts.)	Yes	No	Documents	Score
15.1.1 Is there a health and safety policy and procedure that identifies what health and safety materials are required to be posted. (10 Pts.)	Y		Y	10
15.1.2 Does the health and safety policy and procedure identify where information is to be posted? (10 Pts.)	Y		Y	10
15.1.3 Does the health and safety policy and procedures identify the person/persons responsible for updating posted information? (10 Pts.)		N	N	0
15.1.4 Are health and safety bulletin boards included in the workplace inspection checklist? (10 Pts.)	Y		Y	10
15.1.5 Does the health and safety policy and procedures identify requirements for planned workplace promotional campaigns? (10 Pts.)		N	N	0
15.1.6 Does the health and safety policy and procedures identify requirements for planned off the job promotional campaigns? (10 Pts.)		N	N	0
15.1.7 Are accident performance statistics posted on bulletin boards? (10 Pts.)		N	N	0
15.2. Off the Job Health and Safety (50 Pts.)				
15.2.1 Does the off the job health and safety promotions include information regarding mental wellness. (10 Pts.)	Y		N	5
15.2.2 Does the off the job health and safety promotions include information regarding exposure to mechanical or physical hazards? (10 Pts.)		N	N	0
15.2.3 Does the off the job health and safety promotions include information regarding motor vehicle hazards.		N	N	0
15.2.4 Does the off the job health and safety promotions include information regarding fire safety. (10 Pts.)		N	N	0
15.2.5 Does the off the job health and safety promotions include information regarding environmental hazards. (10 Pts.)		N	N	0
15.3 Awards and Recognition (30 Pts.)				
15.3.1 Do individuals receive recognition or awards for performance or contributions to the health and safety program? (10 Pts.)		N	N	0
15.3.2 Do specific departments receive recognition or awards for performance or contributions to the health and safety program? (10 Pts.)		N	N	0
15.3.3 Do departmental supervisors receive recognition or awards for performance or contributions to the health and safety program? (10 Pts.)		N	N	0

Total points available for this section: 150 Pts.

Total points scored: 35

Topic # 16.0: Control of Documents and Records

16.1 Policy and Procedures (60 Pts.)	Yes	No	Documents	Score
16.1.1 Does the health and safety policy and procedures identify the care and control of safety related documents? (10 Pts.)		N	N	0



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

Total points available for this section: 60 Pts.

Total points scored: 0

Topic # 17.0: Purchasing Controls

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

Points available in this section: 90 Pts.

Total points Score: 30



Audit Score Sheet

Topic	Total Points Available	Total Points Scored	Percentage
Leadership and Administration	445	315	70.79
Management/Employee Training	130	105	80.77
Workplace Inspections	150	150	100.00
Task Analysis Procedures	225	180	80.00
Accident/Incident Investigation and Analysis	210	200	95.42
Modified Duties/Return to Work Procedures	50	50	100.00
Task Observations	70	0	0
Emergency Procedures	235	190	80.85
Organizational Rules	170	105	61.67
Employee Training	250	145	58.00
Personal Protective Equipment	110	45	40.91
Health Hazard Identification	170	100	58.82
Personal Communications	100	50	50.00
Group Meetings	100	65	65.00
General Promotion	150	35	23.33
Control of Documents and Records	60	0	0
Purchasing Controls	90	30	33.33
Total	2625	1765	67.24

Audit performed by: Arthur Moran

Date of audit: September 11, 2023



COUNCIL REPORT

Department: Health & Safety

Date: December 5, 2023

Report Number: HS-2023-12-10

File: Bi-monthly Health and Safety Report

Recommendation:

THAT the Township of Billings Council hereby receives for information, Report No. HS-2023-12-10.

Background:

Information report to Council of the Health and Safety activities that have taken place during the months of September, October and November of 2023.

Discussion:

Joint Health and Safety Committee (JHSC)

- a) There were 4 JH&SC workplace inspections performed, the items identified minor housekeeping deficiencies which have been corrected.
- b) There was a JH&SC meeting held on November 27, 2023, highlights from the meeting included the following:
 - Draft Council Report regarding security cameras.
 - Follow up on incident/accident reports.
 - H&S program audit and report.
 - Annual review of H&S Policy and Procedures.
 - Revised JH&SC Terms of Reference
 - TSSA inspection report follow up.

Training Awareness

- a) All snow plow operators have completed Snow Plow Operators review training.
- b) A training session was held with the PW workers to discuss the circadian rhythm the and changes in hours of work.

TSSA Inspection

On September 25 an Inspector from the Technical Standards and Safety Authority (TSSA) performed a unannounced inspection at the Aus Hunt Marina.

In the inspector's report there were orders for the following items:

- i) Documentation for proof of Fuel Handling Procedures
- ii) Documentation for proof of Employee fuel handling training.
- iii) Documentation of shear valve and leak detection system inspection.
- iv) Installation of identification stickers and tags
- v) Refuelling safety signage.

*It should be noted that the marina was closed and there was not any person in the office with access to the requested documents when the inspection took place.



A follow-up report has been submitted to TSSA providing the required follow-up information and documentation.

Employee Wellness

The next Employee Wellness luncheon will be held in February 2024

Accident Investigations

There was one personal injury accident that occurred which resulted in a Township employee requiring professional medical attention and a period of modified duties. The incident has been investigated and recommendations have been followed up.

WSIB Excellence Program Submissions:

All 5 topical submissions have been approved by the WSIB validators and we are currently waiting for the premium rebate cheque of \$5,000

Financial Impacts:

There are not any financial impacts as a result of this report.

Alignment to Strategic Plan:

There is no alignment to the Strategic Plan

Alignment to the CEEP:

There is no alignment to the CEEP

Respectfully Submitted By:

Arthur Moran, H&S Coordinator

Reviewed By:

Emily Dance CAO/Clerk



COUNCIL REPORT

Department: Treasury

Date: December 5, 2023

Report Number: TR-2023-12-17

File: 2024 Public Health Sudbury & District Operating Budget

Attachments: 2024 Annual Billing Letter

Recommendation:

THAT the Township of Billings Council hereby approves Report TR-2023-12-17 and authorizes the 2024 Public Health Sudbury & District Operating Budget Cost Share in the amount of \$34,358 to be incorporated into the Township of Billings 2024 budget.

Background:

As per the [Health Protection and Promotion Act, R.S.O. c. H.7](#) municipalities are obligated to contribute to the Health Units for cost-shared programs and services.

For more information on the programs and services offered please visit <https://www.phsd.ca/>

Discussion:

On November 16, 2023 the Sudbury and District Board of Health approved their 2024 operating budget for cost-shared program and services in the amount of \$30,073,079. In accordance with the Health Protection and Promotion Act, the municipalities will be billed a total of \$10,548,731 for cost-shared programs.

The population for Sudbury and District is 161,188 equalling \$65.44 per person. Based on the September 9, 2022 MPAC Ontario Population Report the municipal levy for the Township of Billings is \$34,358.

Financial Impacts:

2023 Budget	2024 Budget	\$ Increase over 2023	% Increase over 2023
\$30,676	\$34,358	\$3,682	12%

Alignment to the Strategic Plan:

There is no alignment to the Strategic Plan

Alignment to the Community Energy and Emissions Plan (CEEP)

There is no alignment to the CEEP.

Respectfully Submitted By:

Emily Dance, CAO/Clerk



Public Health
Santé publique
SUDBURY & DISTRICTS

November 27, 2023

Emily Dance
Township of Billings
15 Old Mill Road, P.O. Box 34
Kagawong, ON P0P 1J0

Dear Emily Dance:

On November 16, 2023, the Board of Health approved a 2024 operating budget for the cost-shared programs of \$30,073,079. The Board of Health motion is as follows:

“THAT the Board of Health for the Sudbury and District Health Unit approve the 2024 operating budget for cost-shared programs and services in the amount of \$30,073,079.”

In accordance with the Health Protection and Promotion Act, the municipalities will be billed a total of \$10,548,731 as their share of the Board of Health approved operating budget for cost-shared programs. The 2024 per capita rate based on a population base of 161,188 is \$65.44. Based on the September 9, 2022, MPAC Ontario Population Report, your share of the municipal levy for 2024 is \$34,358.

Public Health Sudbury & Districts values its close relationships with area municipalities and the work we do in partnership with you to promote and protect health for all.

Sincerely,

France Quirion, B.A., M.B.A.
Director, Corporate Services

Sudbury

1300 rue Paris Street
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f: 705.522.5182

Rainbow Centre

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f: 705.677.9611

Sudbury East / Sudbury-Est

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Espanola

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1.866.522.9200

phsd.ca





COUNCIL REPORT

Department:

Date: December 5th, 2023

Report Number: TR-2023-12-18

File: Outdoor Rink Equipment Purchase- Pre-budget Approval

Recommendation:

THAT the Township of Billings Council hereby approves Report TR-2023-12-18 AND provides pre-budget approval for the purchase of two hockey nets from Riley Sports in the amount of \$4,452.20 (HST/shipping included).

Background:

The Parks, Recreation and Wellness Committee identified the need and discussed the purchase of two hockey nets for the upcoming 2023/24 outdoor skating season at the Kagawong Outdoor Rink.

The committee passed the following motion at their November 27th, 2023 Committee meeting:

PRW-2023-11-11 Outdoor Rink Recommendations (3)

Motion by: Andrew and Jenna

THAT the Township of Billings Parks, Recreation and Wellness Committee hereby receives report PRW2023-11-11 AND directs staff to purchase two new hockey nets and two rink shovels with the appropriate internal approval.

Carried.

Discussion:

After reviewing various products and quotes ranging from smaller pond size hockey nets to larger arena sized nets the committee agreed that two larger arena sized nets would be the preferred option. The existing nets were donated two seasons ago, each net was ~\$300 and due to the extensive use, the nets are not suitable to be used for the upcoming season. The committee is recommending the purchase of two higher grade/arena sized nets that will have a longer life and be able to withstand the wear of use at the Outdoor Rink.

As per the Procurement Policy (By-Law 2016-40), any purchase over \$5,000 up to \$10,000 requires a minimum of 3 verbal quotes to be solicited by the department head. It was anticipated that the costs would be over \$5,000; therefore quotes were requested.

Three quotes have been, collected by the Parks, Recreation and Wellness committee:

1. Riley Sports - \$4,452.20 includes HST/shipping.
2. Athletica Sports Equipment - \$6,226.28 includes HST/shipping.
3. Pro Net Sports - \$3,139.38 includes HST/shipping.



Equipment purchases were not requested in the 2023 budget by the Parks, Recreation and Wellness Committee.

Financial Impacts

Donations for rink boards and events are collected every year with the funds to be allocated to upkeep and the running of the outdoor rink. The amount collected in 2023 to date is \$6,672.53 it is anticipated a similar amount will be collected in 2024.

Alignment to the Strategic Plan

There is no alignment to the Strategic Plan.

Alignment to the CEEP

There is no alignment to the CEEP

Respectfully Submitted By:

Tiana Mills, Deputy Clerk

Approved By:

Emily Dance, CAO/Clerk



COUNCIL REPORT

Department: Municipal Project Management

Date: December 5, 2023

Report Number MPM-2023-12-28

File: Ministry of Transportation Electric Vehicle ChargeON program

Staff Recommendations:

THAT the Township of Billings Council hereby approves Report MPM-2023-12-28 AND directs staff to apply to the Ministry of Transportation Electric Vehicle ChargeON program for two EC charging stations for the Township of Billings AND THAT the unfunded amount be included in the 2024 budget.

Background:

On September 5, 2023 Council passed a resolution directing staff to review Electronic Vehicle Charging Station initiatives, costs and available grants or subsidies available and that further information be provided during 2024 budget deliberations.

Discussion:

On October 24, 2023 the Ministry of Transportation's (MTO) announced the Electric Vehicle (EV) ChargeON program. The EV ChargeON is a competitive, application-based funding program for eligible municipalities in Ontario to put forward project proposals that help enhance accessibility and availability of EV charging infrastructure throughout the province, tackle range anxiety and make long-distance EV travel easier.

Municipalities with populations under 170,000 are eligible to receive up to 75% of total project costs. The grant specifies that a minimum of four Level 2 ports be installed. The application period closes on January 31, 2024. Projects must be completed within 24 months of the date of the receipt of the Letter of Agreement.

Staff have reviewed the grant application and are recommending that the Township of Billings submit an application for two EV charging stations for the Township of Billings. Proposed location is at the Park Centre.

As part of the application, the Township is required to provide proof of a preliminary electrical feasibility assessment. Staff have contacted Hydro One will be attending the Park Centre site in approximately 2 weeks.

Financial Impacts:

An estimate for one Level 2 charger (2 ports) is approximately \$5,197 installation \$3,164 = \$8361.

Total Cost 2 Level 2 chargers = \$16,722

Less 75% = \$12,541.50



Total unfunded costs (approx.) = \$4,180.50

Additional yearly on-going costs include electricity consumption, operation, maintenance, networking fees, subscription fees etc.

Further details on costs for the user will be brought forward should the application be approved.

Alignment to Strategic Plan:

There is no alignment to the Strategic Plan

Alignment to the CEEP:

There is no alignment to the CEEP

Respectfully Submitted by:

Emily Dance, CAO/Clerk



COUNCIL REPORT

Department: Municipal Project Management

Date: December 5, 2023

Report Number MPM-2023-12-29

File: Fire Hall Renovation Project Change Order No 5

Staff Recommendations:

THAT the Township of Billings Council hereby approves Report MPM-2023-10-29 AND ratifies and confirms the Contract Change Order (CCO) #5 in the amount of \$17,708.25, AND FURTHER authorizes the appropriate By-Law coming forward on tonight's agenda.

Background:

The wastewater treatment system which services the fire hall, also services the waste-water flows from 91 Main St. This was an existing condition, prior to initiation of the fire hall renovation/re-build project, and this is the condition that 91 Main St. wastewater treatment has been returned to, as the fire hall project has been completed.

However, as the fire hall transitioned from a renovation to a re-build, many aspects of the project took on additional complexity. This applied to wastewater treatment, including addressing the flow from 91 Main:

- There was no documentation or reliable information of precisely where the connection from 91 Main St. to the fire hall treatment system ran underground.
- In the event, the wastewater line from 91 Main St. connected through a holding tank (dating from an earlier iteration of the fire hall treatment system). While excavating to address foundation repairs at the rear of the fire hall, the existing wastewater line was severed. Additionally, the historical, redundant holding tank was eventually back-filled as part of the project.
- The topography and limited space at the rear of the fire hall (the West side) resulted in the pumping chamber being damaged during the demolition and foundation repair stages, with some debris entering the chamber. Ultimately the pumping chamber was salvaged, but the sewage pump itself was replaced.
- Ultimately, the wastewater line from 91 Main St. to the treatment system was replaced, fully insulated, provided with a new heat trace from the fire hall electrical system, back-filled, and the site graded. The extensive insulation and heat trace line were installed because the installed depth is (and was) relatively shallow – with excavation being restricted by bedrock.

Discussion:

In capital projects, changes affecting the cost or significant aspects of a project's scope or timeline are normally addressed through Contract Change Orders (CCOs), allowing the client to pre-approve the changes because they materially alter the contract. However, there are



relatively rare occasions where the full extent or the specifics of the additional work required are not known, yet action needs to be taken to address the issue, because it *needs to be addressed* in some way, in the moment (or at least in a reasonable time-frame) – and keep the project moving. This is more likely to occur in a project like the fire hall, where the entire project, including the scope, changed substantially after the project was initiated.

Financial Impacts:

CCO#5, if approved, will add \$17,704.25 to the total costs of the project.

This will bring the total construction costs for the Firehall Renovation Project to \$1,675,283.56 plus HST.

Alignment to Strategic Plan:

There is no direct alignment with the strategic plan

Alignment to the CEEP:

There is no direct alignment with the CEEP.

Respectfully Submitted by:

Todd Gordon, MPM, and

Reviewed By:

Emily Dance, CAO/Clerk



COUNCIL REPORT

Department: Municipal Project Management

Date: November 28, 2023

Report Number MPM-2023-12-30

File: Pedestrian Bridge Project Update (3)

Staff Recommendations:

THAT the Township of Billings Council hereby approves Report MPM-2023-11-30 AND Further approves Engineering Contract Change Order (CCO) #1, in the amount of \$5,240.00 plus HST AND FURTHER authorizes the appropriate By-Law coming forward on tonight's agenda.

Background:

I refer Council to the recent lengthy report given at the November 28th regular meeting (MPM-2023-11-27) for comprehensive background on this project. Additionally, I can confirm that the bridge installation has been completed, and additional clean-up work has been completed with respect to the old bridge removal. Ed Gazendam, lead engineer/project manager for Water's Edge Environmental Solutions Team Ltd., project engineers, was on site November 30th.

Discussion:

As indicated in Report MPM-2023-11-27, staff had anticipated a request for some additional engineering costs, through an Engineering CCO. The additional fees and disbursements seem reasonable, given that the project engineers have "gone the distance" with us on a project whose implementation window has exceeded what any of us had anticipated at the outset. The requested fees will cover time and travel costs that will ensure good final inspection and contract administration services.

Financial Impacts:

There is no additional expenditure impact on the 2023 Township budget

The additional Engineering costs of \$5240.00, if approved will bring our total engineering costs to a total of \$46,330 plus HST up from the original contract value of \$41,090 plus HST

The OTF Grant will remain somewhat underspent.

Alignment to Strategic Plan:

There is no direct alignment with the strategic plan

Alignment to the CEEP:

There is no direct alignment with the CEEP.

Respectfully Submitted by:

Todd Gordon, MPM

Reviewed By:

Emily Dance, CAO/Clerk

Outdoor Angling Trade Fair– Billings Rec Committee Manitoulin Streams

Overview of event:

Will happen on a Friday and Saturday, two day event.

Vendors–

- Businesses involved in the outdoor industry
- Businesses making artisan goods from local environment
- Up to 60 business vendors
- **Food:** will have food trucks as well as traditional food and artisan food
- Interactive booths from educational organizations

Events, Competition, and Entertainment–

- **Live music** with seating under the covered area at a certain time
- **Guest speakers** on environmental/angling topics
- **Fish or game cleaning presentation**
- **Dunk tank**
- **Odawa Foundational Teachings**
- Offer **stream tours** at certain times to showcase restoration work.
- **Miniature Jackets and Jeans:**
 - Silent auction and raffle items in basement of centre
 - Small live auction
- **Competitions:**
 - Boat pull
 - Anchor toss
 - Fly fishing casting
- **Kids attractions**
- **Fishing Derby (Sunday after event)**

Involvement/Discussion

Businesses in town: how we will involve and benefit them with this event.

To Discuss:

What we ask of Billings and Recreation committee–

- In kind support of **donation of Facilities** for event, in exchange for the highest level of sponsorship available, will include promotion on social media, and promotion at and before the event.

- **Volunteer assistance from the recreation committee**, and other affiliated groups for tasks such as supervision, set up, take down, taking admission, directing parking, providing assistance by any means possible.

Thoughts on:

- **Parking**
- **angel bus**
- **security**

Committee's thoughts on additional ways to engage community–

- Is there anything else we can include that will engage the community and draw locals and tourists to the event?
- Is there anything we can include that has not been discussed so far that could benefit the township or local businesses?

Potential Dates–

- May 17th-18th
- May 24th-25th
- May 31st-June 1st

Tiana Mills

To: Tina Beckerton
Subject: RE: Re. Request to Parks, Recreation & Wellness Committee - proposed Concert featuring Ian Tamblyn - January 18, 2024 - Park Centre Upper - evening

From: [REDACTED] <[REDACTED]>
Sent: Tuesday, November 21, 2023 1:02 PM
To: Tina Beckerton <tbeckerton@billingstwp.ca>
Subject: Re. Request to Parks, Recreation & Wellness Committee - proposed Concert featuring Ian Tamblyn - January 18, 2024 - Park Centre Upper - evening

To:- Deputy Mayor Devid Hillyard, Chair of Parks, Recreation and Wellness Committee

Chairman David:

Last week, I spoke to you about the Ian Tamblyn event that I have begun organizing for the date of Thursday January 18 2024. [This somewhat spontaneously began in a conversation with Ian Tamblyn after he had played at a semi-private event at Highway #6 and Ten Mile Point for approximately 35 people. In the following days I mentioned it favourably on Facebook and a large number of people responded "I wish I'd been there!" I then asked – "if I check with Ian when his next tour will take place in this part of Canada, would there be enough folks interested? I got a very positive response. So I contacted Ian once again. He indicated that he had one empty date – Thursday January 18, 2024 – between a concert to the East of us and one at Sault-St-Marie. I presented this date back to my Facebook audience and approx.. 40+ responded "I'll buy One or Two or Four" Tickets – all Islanders – so with no advertising, we have potentially enough to cover costs (Ian Tamblyn's Fee; Rental of Park Centre). I obviously need Liability Insurance for this concert – costs not known. I believe the Park Centre seats 130 but I think for this concert it would lose its intimacy if the tickets sold exceed any more than 70. In my discussions with Mr. Tamblyn, he suggested that his fee is \$800 for an event like this. In my Facebook discussions no-one balked a price of \$30 per ticket. If we sold 70, revenues would be \$2100. Costs would be Mr. Tamblyn's Fee, HST, Liability Insurance (hopefully all or part of this would be covered as an Addendum to the PRW Committee own coverage); Advertising.

So – what is my ask of the Parks, Recreation and Wellness Committee?
First, that the Parks, Recreation and Wellness Committee sponsor this Concert. Second, that it include this event under its Liability Insurance Cover. Third, that the PRW Committee propose a reduced fee to Council for rental of Park Centre for this event and Fourth, That I continue coordinating this event, reporting to a designated member of the PRW Committee, and that Committee member be empowered to approve any advertising costs (Nominal but still an expense).

I can appear before the upcoming PRW Committee meeting if there are any further questions.

Respectfully

Paul Darlaston
[REDACTED]



The Corporation of the
City of North Bay

200 McIntyre St. East
P.O. Box 360
North Bay, Ontario
Canada P1B 8H8
Tel: 705 474-0400

OFFICE OF THE CITY CLERK
Direct Line: (705) 474-0626, ext. 2510
Fax Line: (705) 495-4353
E-mail: karen.mcisaac@northbay.ca

October 31, 2023

The Honourable Doug Ford
Premier of Ontario
Queen's Park
Legislative Building
Toronto, ON M7A 1A1

Dear Honourable Doug Ford:

This is Resolution No. 2023-401 which was unanimously passed by Council at its Special Meeting of Council held Monday, October 30, 2023.

Resolution No. 2023-401:

Whereas the jury that adjudicated the Carol Culleton, Anastasia Kuzyk and Nathalie Warmerdam Inquest (The Renfrew Inquest) issued 86 recommendations to the Province of Ontario on Intimate Partner Violence;

And Whereas recommendation #1 of the Inquest is for the Province of Ontario to declare Intimate Partner Violence an epidemic;

And Whereas, every six days in Canada a woman is killed by her intimate partner;

And Whereas, on any given night in Canada, over 6,000 women and children sleep in shelters because it is not safe for them at home;

And Whereas each year, over 40,000 arrests result from domestic violence, accounting for about 12% of all violent crime in Canada;

And Whereas over one in three women in Canada aged 15 years and older will experience IPV in their lifetime;

And Whereas the cost of violence against women costs the national justice system, social assistance budgets, and municipal budgets millions of dollars per year;

And Whereas IPV is preventable;

And Whereas at a municipal level, IPV contributes to an unsafe community, an increase in homelessness, decreased police and ambulance capacity, additional needs for social housing, and added pressures on the healthcare system and social services;

And Whereas in 2022, Victim Services received 475 calls for service for IPV and supported 400 female-identified IPV victims as well as 39 children, who were harmed or witnesses of IPV;

And Whereas 400 survivors of intimate partner violence accessed supports offered by the Community Counselling Centre of Nipissing in 2022;

And Whereas the North Bay Police Service had approximately 1200 domestic-related calls for service in 2022;


And Whereas North Bay City Council recognizes that issues of violence against women are of local importance to the health and wellness of our residents;

Therefore, be it resolved that the Council of the City of North Bay:

- recognizes the issues of violence against women and girls in North Bay as serious to the health and wellness of local families;
- is committed to engaging with community partners to educate and support our residents about the seriousness and long-term danger of violence in our community; and
- declares, in accordance with Recommendation #1 of the Renfrew Inquest, that Intimate Partner Violence and Violence Against Women are epidemic.

Be it Further Resolved that this resolution be circulated to The Honourable Doug Ford, Premier of Ontario, The Honourable Charmaine A. Williams, Associate Minister of Women's Social and Economic Opportunity, The Honourable Parm Gill Minister of Red Tape Reduction, Vic Fedeli, MPP., North Bay Parry Sound District Health Unit Board of Health, the North Bay Police Service Board, the Association of Municipalities of Ontario, the Federation of Canadian Municipalities and the Federation of Northern Ontario Municipalities.

Yours truly,



Karen McIsaac
City Clerk

KM/ck

OFFICE OF THE MAYOR

CORPORATION OF THE
CITY OF SAULT STE. MARIE

November 1, 2023

The Honourable Doug Ford, Premier of Ontario

Premier Ford:

I am writing further to a resolution passed by Sault Ste. Marie's City Council on October 30, 2023 – attached hereto for your reference – regarding Intimate Partner Violence.

Last week was one of the most challenging and heartbreaking in Sault Ste. Marie's history, following the tragic murder of three young children and a 41-year-old woman, and the shooting of a 45-year-old woman. As you can imagine, our community is still reeling in the wake of these heinous acts of intimate partner violence.

Everyone has the right to live free from violence. However, many Canadians continue to face violence every day because of their gender, gender expression, gender identity or perceived gender. During 2022, there were 1,351 calls for service made to Sault Ste. Marie Police Service related to intimate partner violence and with 80% of intimate partner violence unreported – according to Statistics Canada – we know the numbers are even more troubling.

The World Health Organization identifies intimate partner violence as a major global public health concern, as it affects millions of people and can result in immediate and long-lasting health, social and economic consequence. Right here in Ontario, the Renfrew County Inquest made several recommendations, including declaring intimate partner violence an epidemic. Unfortunately, it has not and Sault Ste. Marie's City Council is calling for the Government of Ontario to re-consider their previous decision and declare intimate partner violence and gender-based violence as an epidemic, and act on all of 86 recommendations from the Renfrew County Inquest by setting up a provincial implementation committee.

I want to express my frustration with the lack of support for our community to address the mental health and addictions crisis, which continues to get worse and impacts so many aspects of life in Sault Ste. Marie. To provide some examples, I can tell you that we need the return of Concurrent Disorders Day Treatment Programming. We need more stable funding for the Northern Ontario School of Medicine. We need provincial approval of consumption and treatment services to resume, along with the funding that needs to accompany these projects.

These are needs, not wants. We can't wait any longer. We can't take any more steps backward. I trust that this matter will receive the appropriate time and attention from your office, and I can make myself available to discuss this matter further at your convenience.

Sincerely,

MATTHEW M. SHOEMAKER
Mayor, Sault Ste. Marie



CITY COUNCIL RESOLUTION
Regular City Council Meeting

Agenda Number: 6.2
Title: Intimate Partner Violence
Date: Monday, October 30, 2023

Mover: Councillor A. Caputo
Seconded: Councillor L. Vezeau-Allen

WHEREAS the jury that heard the Carol Culleton, Anastasia Kuzyk, and Nathalie Warmerdam Inquest (The Renfrew County Inquest) issued 86 recommendations to prevent future deaths and delivered those recommendations to the Province of Ontario on Intimate Partner Violence; and

WHEREAS recommendation #1 of the Inquest is for the Province of Ontario to formally declare Intimate Partner Violence an epidemic; and

WHEREAS every six days in Canada a woman is killed by her intimate partner; and

WHEREAS this past year in Ontario, 52 women or one every week, were victims of femicide; and

WHEREAS gender- and sexually-diverse Indigenous individuals are particularly at risk, being five times more likely than non-Indigenous gender- and sexually-diverse individuals to experience intimate partner violence in their lifetime; and

WHEREAS in The City of Sault Ste Marie in 2022, there were 1351 Intimate Partner Violence calls for service made to Sault Ste Marie Police Service; and

WHEREAS according to Statistics Canada, 80% of intimate partner violence goes unreported; and

WHEREAS violence against women costs the national justice system, health care systems, social service agencies, and municipalities nearly \$10 billion dollars per year; and municipalities are on the front lines in addressing gender-based violence; and

WHEREAS over 60 municipalities and regions across Ontario have declared a gender-based violence and/or intimate partner violence epidemic; and

WHEREAS on August 20, 2023, Ontario Big City Mayors and Mayors and Regional Chairs of Ontario passed a motion declaring intimate partner violence and gender-based violence an epidemic; called on the Federation of Canadian Municipalities, the Association of Municipalities of Ontario, and all municipalities and regions in Ontario and Canada to do the same; and called for changes to the Criminal Code; and

WHEREAS Sault Ste Marie City Council recognizes that issues of gender-based violence and intimate partner violence are matters of local importance, including public health, EMS, community services, and community safety:

NOW THEREFORE BE IT RESOLVED

1. That Council of The City of Sault Ste Marie declare an epidemic in intimate partner violence and gender-based violence in accordance with recommendation #1 of the Renfrew County Inquest;
2. That the City request the Police Service Board to integrate intimate partner violence into the Police Service's Community Safety and Well Being Plan in accordance with recommendation #10 of the Renfrew County Inquest.
3. That Mayor Shoemaker be requested to write a letter to The Honourable Doug Ford, Premier of Ontario requesting that the Province of Ontario re-consider their previous decision and declare intimate partner violence and gender-based violence as an epidemic and act on all of 86 recommendations from the Renfrew County Inquest by setting up a provincial implementation committee to oversee comprehensive consideration of all of the recommendations;
4. That a copy of this motion be sent to The Honourable Arif Virani, Minister of Justice; The Honourable Doug Ford, Premier of Ontario; The Honourable Charmaine A. Williams, Associate Minister of Women's Social and Economic Opportunity; The Honourable Parm Gill, Minister of Red Tape Reduction; Sault Ste Marie MP Terry Sheehan; Sault Ste. Marie MPP Ross Romano; the Association of Municipalities of Ontario, the Federation of Canadian Municipalities; the Federation of Northern Ontario Municipalities; the Algoma District Municipal Association; Mayors and Regional Chairs of Ontario; and Ontario's Big City Mayors.

CARRIED



Matthew Shoemaker

THE CORPORATION OF THE TOWNSHIP OF HILTON

Resolution No. 2023 –

November 8, 2023

Moved by:

Mike Garside _____
Janet Gordanier _____
Dave Leask _____
Mike Trainor _____

Seconded by:

Mike Garside _____
Janet Gordanier _____
Dave Leask _____
Mike Trainor _____

WHEREAS the jury heard the Carol Culleton, Anastasia Kuzyk, and Nathalie Warmerdam Inquest (the Renfrew County Inquest) issued 86 recommendations to prevent future deaths and delivered those recommendations to the province of Ontario on Intimate Partner violence; and

WHEREAS recommendation #1 of the Inquest for the Province of Ontario to formally declare Intimate Partner Violence an epidemic; and

WHEREAS every six days in Canada a woman is killed by her intimate partner; and

WHEREAS this past year in Ontario, 52 women or one every week, were victims of femicide; and

WHEREAS gender-and sexually-diverse Indigenous individuals are particularly at risk, being five times more likely than non-Indigenous gender- and sexually-diverse individuals to experience intimate partner violence in their lifetime; and

WHEREAS according to Statistics Canada, 80% of intimate partner violence goes unreported; and

WHEREAS violence against women costs the national justice system, health care systems, social service agencies, and municipalities nearly \$10 billion dollars per year; and municipalities are on the front lines in addressing gender-based violence; and

WHEREAS over 60 municipalities and regions across Ontario have declared a gender-based violence and/or intimate partner violence epidemic; and

WHEREAS on August 20, 2023, Ontario Big City Mayors and Mayors and Regional Chairs of Ontario passed a motion declaring intimate partner violence and gender-based violence an epidemic; called on municipalities and regions in Ontario and Canada to do the same; and

called for changes to the Criminal Code; and

WHEREAS the Council of the Township of Hilton recognizes that issues of gender-based violence and intimate partner violence are matters of local importance, including public health, EMS, community services and community safety;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON declares an epidemic in intimate partner violence and gender-based violence in accordance with recommendation #1 of the Renfrew County inquest:

That the Township request the Ontario Provincial Police to integrate intimate partner violence into the Community Safety and Well Being Plan in accordance with recommendation #10 of the Renfrew County Inquest.

That a copy of this motion be sent to the Honourable Arif Virani, Minister of Justice; The Honourable Doug Ford, Premier of Ontario; The Honourable Charmaine A. Williams, Associate Minister of Women’s Social and Economic Opportunity; the Honourable Parm Gill, Minister of Red Tape Reduction; MP Carol Hughes, MPP Michael Mantha, the Federation of Canadian Municipalities, the Federation of Northern Ontario Municipalities and the Association of Municipalities of Ontario.

CARRIED _____

DEFEATED _____

Reeve, Rodney Wood

Clerk, Valerie Obarmyskyj

Emailed: Premier@ontario.ca

November 13, 2023

Honourable Doug Ford
Premier of Ontario
Legislative Building, Room 28, Queen's Park
Toronto, Ontario
M7A 1A1

Dear Premier Ford,

Re: Gender-Based Violence & Intimate Partner Violence – Declaration of Epidemic

The Council of the Corporation of the Township of Evanturel, at the regular council meeting of November 8, 2023, addressed the increased incidents of gender-based and intimate partner violence.

The increase of these incidents has prompted Council to declare **Gender-Based Violence AND Intimate Partner Violence** an epidemic; and recommends that the Province of Ontario declare this issue an epidemic. It is also necessary that all levels of government take action and address this growing epidemic.

Find enclosed a true copy of Resolution No. 5, passed in open council November 8, 2023, authorizing this declaration and recommendation to the Province of Ontario.

Yours truly,



Derek Mundle
Reeve
THE CORPORATION OF THE
TOWNSHIP OF EVANTUREL
Encl:

c.c. Honourable Justin Trudeau – Prime Minister of Canada - justin.trudeau@parl.gc.ca
Charlie Angus – MP – Timmins-James Bay - charlie.angus@parl.gc.ca
John Vanthof – MPP – Timiskaming-Cochrane - jvanthof-co@ndp.on.ca
Association of Municipalities of Ontario - Communicate@amo.on.ca
Englehart & Area Policing Committee - ednancy1@parolink.net
Temiskaming Municipal Association - tma@northernontario.ca
Federation of Northern Ontario Municipalities - fonom.info@gmail.com
Municipalities in the District of Temiskaming - *emailed*

Resolution of Council

Moved by: Councillor Belanger

Date: November 8, 2023

Seconded by: Councillor MacPherson

Resolution No: 5

WHEREAS Gender-Based and Intimate Partner Violence is reaching epidemic proportions;

AND WHEREAS a growing numbers of municipalities and regions are demanding action from all levels of government to address this growing epidemic;

NOW THEREFORE the Council of the Corporation of the Township of Evanturel hereby resolves to declare Gender-Based Violence and Intimate Partner Violence an epidemic;

AND FURTHER it be recommended that Gender-Based Violence and Intimate Partner Violence be declared an epidemic in the Province of Ontario;

AND FURTHER that this resolution be directed to the Premier of Ontario; and copies be forwarded to the Prime Minister of Canada, Charlie Angus, MP – Timmins – James Bay; John Vanthof – MPP – Timiskaming-Cochrane; Association of Municipalities of Ontario (AMO); Englehart & Area Community Policing Committee; Temiskaming Municipal Association (TMA); Federation of Northern Ontario Municipalities; and Municipalities in the District of Temiskaming.

Carried 
Derek Mundle - Reeve

DIVISION VOTE		
YEAS	NAME OF MEMBER OF COUNCIL	NAYS
	BARBARA BEACHEY, COUNCILLOR	
	GISELE BELANGER, COUNCILLOR	
	ROB MACPHERSON, COUNCILLOR	
	JOHN SIMMENS, COUNCILLOR	
	DEREK MUNDLE, REEVE	
	TOTALS	

Declaration of Pecuniary Interest – Report to Council TWP2019-05 – Form A – Reeve Mundle ___; Councillor

Certified to be a true copy of Resolution No. 5 of the Corporation of the Township of Evanturel passed in open Council on the 8th day of November 2023.


Virginia Montminy – Clerk
Township of Evanturel

Accounts for Payment November 28, 2023

Payment	Account	Amount	Description
8170	Beacon Images	345.43	Landfill Signage & Museum Banner
8171	Berry Boats Limited	147.91	Spark Plug, Cub Cadet Oil, Oil Change (PW)
8172	Bridal Veil Variety	332.26	Fuel (Public Works)
8173	Clayton Foster (Roofing)	3,051.00	Chimney Tear Down & Roof Repairs (Marina)
8174	Encompass	4,325.96	IT Services, Office 365 Fees & Licences
8175	John Turner	704.02	Parts & Services (PW)
8176	Laurentian Business Products	219.30	Printer Usage (Monthly Contract)
8177	Len's Clean Air	310.75	Heavy Duty Vehicle Emission Inspecting
8178	Ontario Clean Water Agency	1,066.50	CL2 Injection Valve, OT & HPL Troubleshooting
8179	Pitney Bowes Leasing	221.23	Postage Meter Leasing Contract (Monthly)
8180	PitneyWorks	339.00	Postage
8181	Preyde's Handy Andy	3,955.00	Outdoor Rink Clean Up (Donation Funds)
8182	Randy Noble Trucking	18,678.90	Winter Sand, Salt & Mix (Public Works)
8182	Randy Noble Trucking	6,887.35	Crush (Public Works)
8183	S.T.O.P. Restaurant Supply	1,024.01	Dura Plus Safety Blue, Ice Melt (Public Works)
8184	Steele's Home Hardware	132.29	Cord Conceal, Ethernet Cord, Cat 5E Network Cables (BFD)
8185	The Manitoulin Expositor	82.55	Fire Prevention Week Advert
8186	UCCM Castle Building Supply	6.88	Adapter / Galvanized Bushings (PW)
8187	Wally's Septic Service	904.00	Pump Outs - BFD, PC, PW Garage, 15 Old Mill
8222	Ontario Aboriginal Housing	18.99	Refund of Payment Made in Error
8223	Canada Heavy Equipment College	1,436.00	Snow School - 4 Participants
EFT	EXP	8,288.97	Progress Billing Old Mill Bridge Replacement
EFT	Signalisation Kalitec Inc	5,537.00	Radar Speed Display
EFT	Identifiable Individual	150.00	Santa Stipend Christmas in Kagawong (PR&W)
EFT	Criterion Pictures	423.75	The Princess Bride PP (Library)
DD	Bell Canada	512.96	Service / Usage Fee (Monthly)
DD	Hydro One	3,169.73	Hydro (Monthly)
DD	Eastlink	149.35	Internet Services
DD	MPAC	8,858.43	Recovery & Property Assessment Services (Quarterly)
DD	Superior Propane	753.21	Bulk Propane (Museum, PC & Pumphouse)

Total 72,032.73

Total Accounts for Payment \$ 72,032.73



BY-LAW NO 2023-111

BEING A BY-LAW TO ACCEPT A PROPOSAL WITH GHD DIGITAL TO
PROVIDE A NEW CORPORATE WEBSITE FOR
THE TOWNSHIP OF BILLINGS

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

AND WHEREAS the Municipal Act S.O. 2001, c 25, Section 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 of the Corporation of the Township of Billings included provisions for the design and development of a new corporate website in the 2023 budget;

AND WHEREAS the Council of the Corporation of the Township of Billings deems it expedient to accept a proposal for the design and development of a new corporate website;

NOW THEREFORE the Council of The Township of Billings Enacts as Follows:

- 1.0 THAT the Corporation of the Township of Billings Council hereby accepts the proposal of GHD Digital in the amount of \$20,475.00 plus HST to provide a new corporate website for the Township of Billings which is attached as Schedule "A" and forms part of this By-Law.
- 2.0 THAT the Mayor and CAO/Clerk are hereby authorized to sign any documents and necessary amendments thereto on behalf of the Township of Billings.
- 3.0 THIS By-Law shall come into force and effect upon passing.
- 4.0 THIS By-Law may be cited as "GHD Digital Website RFP By-Law"

READ a FIRST and SECOND TIME this 5th day of December, 2023

READ a THIRD TIME and FINALLY PASSED this 5th day of December, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk



BY-LAW NO 2023-112

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 hall resulting in a total revised contract price \$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 resulting in a total revised contract price \$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 resulting in a total revised contract price \$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 resulting in a total revised contract price \$1,657,575.31 plus HST under change order 004;

AND WHEREAS Council of the Corporation of the Township of Billings deems it expedient to further amend the tender for additional costs related to wastewater treatment, foundation repairs, and plumbing charges of the existing firehall project at resulting in a revised contract price of \$ 1,675,283.56 plus HST under change order 005.

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 005 in the amount of \$17,708.25 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. 2023-100 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 005 By-Law”

READ a FIRST and SECOND TIME this 5th day of December, 2023

READ a THIRD TIME and FINALLY PASSED this 5th day of December, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk



71 Black Road
 Unit 8
 Sault Ste Marie, ON
 P6B 0A3
 T. 705 949.1457
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 866 806.6602
 saultsternarie@tulloch.ca
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CHANGE ORDER NO. 005

Design-Builder: Quinan Construction	Job No.: 221041
Owner: The Township of Billings	Project: Township of Billings Fire Hall Renovations
Change Order Issue Date: November 20, 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) – Remedial Works to Address Encountered Sewage Discharge Line from the Adjacent Gym
 Including plumbing, electrical, and excavation costs.
 See below for combined costs.

Item No. 2 (Extra) – Remedial Works Associated with Decommissioning the Abandoned Cistern at Rear of Building
 Including excavation, backfill, plumbing, and electrical costs.
 See below for combined costs.

Strain Plumbing	\$2,778.48
Continental Spray Insulation	N/C
Dave Hall Electric	\$3,920.00
Kranston – Excavation	<u>\$8,700.00</u>
Subtotal	\$15,398.48
OH&P (15%)	<u>\$2,309.77</u>
TOTAL	\$17,708.25

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.	\$ 17,708.25
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 005
NO.

ACCEPTED BY:

Owner per:

General Contractor:

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: November 20, 2023

SUMMARY

Original Contract Price \$ 1,042,000.00

Value of this Change Order \$ (+17,708.25)

Net change to Date \$ (+633,283.56)

Revised Contract Price \$ 1,675,283.56



BY-LAW NO 2023-113

BEING A BY-LAW TO AUTHORIZE A CHANGE ORDER FOR THE
PEDESTRIAN BRIDGE PROJECT FOR WATER'S EDGE
ENVIRONMENTAL SOLUTIONS TEAM

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. 2022-20 entering into a contract with Water's Edge Engineering Inc for the Kagawong Pedestrian Bridge Design in the amount of \$41,090.00 plus HST;

AND WHEREAS Council of the Corporation of the Township of Billings deems it expedient to amend the contract to include additional engineering costs to cover time and travel costs for a final inspection and contract administration services in the amount of \$5,240.00 plus HST resulting in a total revised contract price of \$46,330 plus HST under change order 001;

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 approves change order 001 in the amount of \$5,240.00 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. 2022-20 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 Pedestrian Bridge Change Order 001 By-Law"

READ a FIRST and SECOND TIME this 5th day of December, 2023

READ a THIRD TIME and FINALLY PASSED this 5th day of December, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

November 28, 2023
WE 22021

Mr. Todd M. Gordon
Municipal Project Manager
Township of Billings
15 Old Mill Rd., P.O.Box 34
Kagawong, ON
POP 1J0

Dear Mr. Gordon:

**RE: RFP No: 2202-01
Kagawong River Pedestrian Bridge
Design and Engineering Services
Township of Billings
Water's Edge – Change Order #1**

Water's Edge was authorized by the Township of Billings to undertake the assessment, analysis, design, contract administration, and future monitoring of the construction of a new pedestrian bridge on the trail system in the Kagawong River Park.

Project design was initiated in 2022 while construction was initiated in Spring 2023 and continues to Fall 2023. Water's Edge was budgeted for part-time inspection and meetings with some limited engineering office support. These items have been exhausted. Due to the delays, both by the contractor as well as the bridge supplier, and due to construction deficiency rectifications on the contractor's side, Water's Edge is requesting 2 additional site inspections and additional review time to continue the work.

Therefore, Water's Edge is requesting a Change Order to the above noted project. The following table summarizes the funding related to our request for Change Order #1:

#	Item:	Cost:
1	Additional site inspections – 2 inspections/meetings and additional review time	\$4,640.00
2	Disbursements (mileage expenses for 2 additional trips)	\$600.00
3	Subtotal:	\$5,240.00

HST will be extra and applied to any invoice.

Should you have any comments or require clarification on any matter pertaining to the information contained in this report, please do not hesitate to contact Water's Edge.

Respectfully submitted,



Ed Gazendam, Ph.D., P.Eng.,
President, Sr. Geomorphologist



BY-LAW NO 2023-114

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 December 5, 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 "December 5, 2023 Confirmatory By-Law".

READ a FIRST and SECOND TIME this 5th day of December, 2023

READ a THIRD TIME and FINALLY PASSED this 5th day of December, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk