



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

### **Council Meeting Agenda**

January 17, 2023 7:00 p.m.

Park Centre – 39 Henry Drive, Kagawong

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#### 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 / Health and Safety

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

Mayor Barker to call the meeting to order.

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

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 – December 19<sup>th</sup>, 2022

#### **5. Delegation**

#### **6. Committee Reports**

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

6.2. Community Policing Committee Meeting Minutes – May 11, 2022

6.3. Library Board Committee Report – December 20, 2022

6.4. Library Board Committee Report – January 10, 2023

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

7.1. BE-2023-01-01 2022 By-Law Enforcement Year-End Report

7.2. BP-2023-01-01 Building Year End Report

7.3. MPM-2023-01-01 Bulk Water Update

- 7.4. MPM-2023-01-02 Firehall Renovation Project Update (3)
- 7.5. TR-2023-01-02 Firehall Financing Options
- 7.6. TR-2023-01-01 Borrowing By-Law & Interim Levy By-Law
- 7.7. CAO-2023-01-01 Revised Council Code of Conduct Report
- 7.8. CAO-2023-01-02 Office of the Integrity Commissioner
- 7.9. CAO-2023-01-03 Appoint Integrity Commissioner
- 7.10. CAO-2023-01-04 Strategic Plan
- 7.11. CAO-2023-01-05 Hiring Update
- 7.12. CLK2023-01-01 Special Occasion Permit Report

## **8. Correspondence Requiring Direction**

### **8.1. Support for Manitoulin Fine Arts Association**

Staff received an email dated December 8, 2022 from the Manitoulin Fine Arts Association requesting the Park Centre as a venue for the 2023 Manitoulin Art Tour. Artists are able to display and sell their works. To align with previous decisions regarding similar requests, staff recommends a reduced rental fee of 50% of total costs to cover administrative/cleaning fees for the event. Loss in revenue of \$339

### **8.2. Request for pre-budget approval - Museum Committee**

On December 6<sup>th</sup>, 2022 Council received the Museum Committee 2023 proposed budget. The Committee has requested pre-budget approval for works for the upcoming exhibit. There are the current funds available for the Museum Committee for the project in their existing account; therefore, staff recommends authorizing pre-budget approval in order for the work to be completed on the off-season.

### **8.3. Municipal Conferences**

Registration is now available for [Association of Municipalities Ontario](#) (AMO) (August 20-23, 2023) in London, ON and [Federation of Northern Ontario Municipalities](#) (FONOM) (May 8-10, 2023) in Parry Sound, ON. As per policy, Council requires a resolution authorizing member attendance at the conference.

### **8.4. Manitoulin Streams Request for Funding Support**

On January 5<sup>th</sup>, 2023 from Manitoulin Streams forwarded a request Council to consider the continuity of the \$2,500 donation for programs which benefits future restoration projects along the Kagawong River, waterfront and adapting the community for future climate change hazards.

### **8.5. Letter Concerning the Fire Hall and Public Works Garage - Sandy Cook/Ted Kilpatrick**



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On January 11, 2023 staff and Council received a letter by email from Sandy Cook and Ted Kilpatrick regarding an option to consider for the Firehall and Public Works Garage.

**9. Information**

- 9.1. 2023 Ontario Community Infrastructure Fund ([OCIF](#))  
December 2022, Corporation of the Township of Billings- \$113,493
- 9.2. Census Profile, 2021 Census of Population, [Township of Billings](#)
- 9.3. Manitoulin Secondary School Awards Night Thank You
- 9.4. Climate Change in Sudbury and Districts

**10. Accounts for Payment**

- 10.1. Accounts for Payment to January 12, 2023

**11. By-Laws and Agreements**

- 11.1. By-Law No. 2023-01 being the 2023 Township of Billings Borrowing By-Law
- 11.2. By-Law No. 2023-02 being the 2023 Interim Tax Levy By-Law
- 11.3. By-Law No. 2023-03 being the Next Generation 9-1-1- Authority Service Agreement By-Law  
*Agreement with Bell Canada to replace the Enhanced 9-1-1 service based on Internet Protocol (IP) technologies and supports 9-1-1- calls natively IP end-to-end. Ten (10-year term). Agreement contains confidential information of Bell Canada; therefore, can not be posted publicly.*

**12. Notice of Motions**

- 12.1. Church Notice of Motion follow-up from December 19, 2022

*Deputy Mayor Hillyard and Mayor Barker provided Notice of Motion at the December 19, 2022 Council meeting regarding direction for staff to research funding opportunities to renovate the Old Church on the Hill.*

WHEREAS the Corporation of the Township of Billings owns the Old Church on the Hill  
AND WHEREAS the Old Church is an asset to the Township of Billings and is of historical significance;

AND WHEREAS the Old Church requires renovations for water and septic services

AND WHEREAS the Old Church requires renovations to be accessible

AND WHEREAS The Green and Inclusive Community Buildings (GICB) Program supports green and accessible retrofits, repairs or upgrades of existing public community buildings and the construction of new publicly-accessible community buildings that serve high-needs, underserved communities across Canada

AND WHEREAS The GICB Program has two main funding streams: a continuous, non-competitive intake for small and medium retrofits, and a scheduled, competitive intake process for large retrofits and new builds.

AND WHEREAS eligible applicants with large projects to retrofit existing community buildings or projects to build new community buildings with total eligible costs ranging from \$3 million to \$25 million can apply now until February 28, 2023, 15:00 ET.



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AND WHEREAS applicants with small and medium retrofit projects are eligible under the GICB program continuous intake stream for small and medium retrofit projects across Canada. Small retrofit projects are those that range in size from \$100,000 to \$249,999 in total eligible costs AND Medium retrofit projects are those that range in size from \$250,000 to \$2,999,999 in total eligible costs can apply now until February 28, 2023, 15:00 ET.

THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF BILLINGS hereby directs staff to research GICB funding for renovations to the Old Church that will enhance the historical character of the building and address the servicing and accessibility constraints to turn the Old Church into a community hub for social activities AND FURTHER bring a report back to Council prior to the cut off date for funding.

**13. Closed Session**

**13.1. Motion to move to Closed Session**

THAT the Township of Billings Council hereby moves into Closed Session pursuant to [s. 239(2)(b)] Personal matters about an identifiable individual – Committee Appointments AND pursuant to [s. 239(2)(f)] Advice that is subject to solicitor-client privilege, including communications necessary for that purpose – Firehall Project AND FURTHER returns to open session upon completion.

**14. Report out of Closed Session**

**15. Confirmatory By-Law**

12.1 By-Law No. 2023-05 being the January 17<sup>th</sup>, 2023 Confirmatory By-Law

**16. Adjournment**

13.1 Motion to Adjourn

**Document Accessibility**

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

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

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



## THE CORPORATION OF THE TOWNSHIP OF BILLINGS

### COUNCIL MEETING MINUTES

December 19<sup>th</sup>, 2022 7:30 p.m.

PARK CENTRE

#### **Council Present**

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

#### **Staff Present**

Emily Dance, CAO/Clerk  
Tiana Mills, Deputy Clerk  
Todd Gordon, Municipal Project Manager  
Arthur Moran, By-Law/Health & Safety/Emergency Management

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

Mayor Barker called the Council meeting of the Township of Billings to order at 7:30 p.m.

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

2022-391

Moved by Hunt Seconded by Hillyard

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

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

I, Councillor David Hillyard, declare a potential direct pecuniary interest on Agenda Item No: 8.2 Item Title; Staff Reports Report MPM-2022-12-04 Bulk Water Solution Update for the following reason: I am a bulk water user.

I, Councillor Vince Grogan, declare a potential direct pecuniary interest on Agenda Item No: 8.2 Item Title; Staff Reports Report MPM-2022-12-04 Bulk Water Solution Update for the following reason: I have a yearly water permit.

#### **4. Public Tender Opening – Tax Sale**

4.1. Report TR-2022-12-02: Sale of Land by Public Tender- December 2022  
2022-392

Moved by Grogan Seconded by Hillyard

THAT the Township of Billings Council hereby receives for information Report TR-2022-12-02 AND proceeds with having the CAO/Clerk open the tenders for two tax sale properties within the Township of Billings.

Carried.

## **5. Adoption of Minutes**

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

### **5.1. Regular Council Meeting Minutes – December 6, 2022**

2022-393

Moved by Hunt Seconded by Grogan

THAT the December 6<sup>th</sup>, 2022 Regular Council Meeting Minutes be adopted as presented.

Carried.

## **6. Committee Reports**

### **6.1. Members of Council to give a brief summary of Board and Committee Meetings**

No summaries were given by members of Council.

## **7. Financial Reports – November 28, 2022**

2022-394

Moved by Grogan Seconded by Hillyard

That the Township of Billings Council hereby receives the November 28, 2022 Financial Report as presented.

Carried.

## **8. Staff Reports**

### **8.1. Report MPM-2022-12-03 – Firehall Update (2)**

Todd Gordon, Municipal Project Manager, added a verbal update that a significant portion of remaining cost uncertainty around the demolition/rebuild option has to do with what kind of demolition process that can be undertaken, which is dependent on abatement protocols – and these are not necessarily spelt out by the Ministry of Labour (MOL) for a situation like this.

The way abatement (the handling of asbestos-containing material) must be carried out, if/as prescribed by the MOL, would have a major influence on demolition, which in turn would have a major influence on cost. Quinan was discussing this with the MOL, and Dan Moody of Tulloch was expected to have some input to that conversation as of mid-day today (December 19th, 2022).

2022-395

Moved by Grogan Seconded by Hunt

THAT the Township of Billings Council hereby receives for information Report No.MPM-2022-12-03.

Carried.

8.1 Report MPM-2022-12-04 - Bulk Water Solution Update

Todd Gordon, Municipal Project Manager, added that after the agenda had been circulated, we had received email communication with both Kevin Woestenek, our water system operator, for OCWA, and his manager, Keith Stringer. Keith has provided us with a “ball park” estimate of \$12,000 to complete a bulk water system install at the water treatment plant. This would provide a system which is equivalent to what has been provided at the firehall: a 2” line (so high-volume), plus a ¾” hose for smaller quantity/volume filling. Keith has committed to following up with us via telephone so we can get more detailed costing on the components of this system.

2022-396

Moved by Cahill Seconded by Hunt

THAT the Township of Billings Council hereby receives for information Report No. MPM-2022-12-04.

Carried.

8.2 Report CLK-2022-12-05 - Boards and Committees (2)

2022-397

Moved by Grogan Seconded by Hillyard

THAT the Township of Billings Council hereby approves Report CLK-2022-12-05 AND defers the establishment of the Ad-Hoc Committee – Strategic Plan until the decision has been made regarding the updating of the Strategic Plan AND defers the decision on the establishing an Asset Management Advisory Committee until the update of the Strategic Plan AND FURTHER that the Economic Development Committee be placed on hold at this time.

Carried.

8.3 Report CAO-2022-12-02 Township of Billings Zoning By-Law

2022-398

Moved by Hillyard Seconded by Grogan

THAT the Township of Billings Council hereby approves Report CAO-2022-12-02 AND approves Zoning By-Law Amendments within the two-year period of passing the Township of Billings Zoning By-Law 2022-57 effective the day after the of enactment of the Zoning By-Law.

Carried.

8.4 Report CLK-2022-12-06 - Petition – Bill 23 – MPP Michael Mantha

2022-399

Moved by Cahill Seconded by Hunt

THAT the Township of Billings Council hereby approves Report CLK-2022-12-06 AND supports the motion of MPP Michael Mantha to petition the Legislative Assembly of Ontario to amend Bill 23, stop all plans to further remove protected land from the Greenbelt and protect exiting farmland in the province by passing the NDP's *Protection Agriculture Land Act* AND FURTHER directs staff to circulate the petition as amended to the office of Michael Mantha MPP, and all other municipalities on Manitoulin Island.

Carried.

8.5 Report CLK-2022-12-07 - Township of Billings Post 2022 Election Report –  
Accessibility  
2022-400

Moved by Grogan Seconded by Hunt

THAT the Township of Billings Council hereby approves Report CLK-2022-12-07 AND receives the Township of Billings 2022 Municipal Elections Accessibility Plan as presented.

Carried.

8.6 Report CLK-2022-12-08 – 2023 Conferences  
2022-401

Moved by Hunt Seconded by Cahill

THAT the Township of Billings Council hereby receives for information Report CLK-2022-12-08.

Carried.

8.7 Report HS-2022-12-01 - Year-End Health and Safety Report  
2022-402

Moved by Hunt Seconded by Cahill

THAT the Township of Billings Council hereby receives for information Report HS-2022-12-01 AND approves moving forward with the staff recommendations as outlined in the Year-end Health and Safety report.

Carried.

## **9. Correspondence Requiring Direction**

9.1. Letter from Barb Erskine

2022-403

Moved by Cahill Seconded by Hillyard

THAT the Township of Billings hereby receives for information the Letter from Barb Erskine dated December 12, 2022 AND thanks Ms. Erskine for her input.

Carried



## **10. Information**

- 10.1. Aurora – Modifications to York Region Official Plan
- 10.2. Aurora – More Homes Built Faster Act
- 10.3. 2023 Board of Health Approved Operating Budget & Cost Sharing  
2022-404  
Moved by Hunt Seconded by Grogan  
THAT the Township of Billings Council hereby receives for information all items listed in Section 10.

Carried.

## **11. Accounts for Payment**

- 11.1. Accounts for Payment to December 15, 2022  
2022-405  
Moved by Hunt Seconded by Hillyard  
THAT the Township of Billings Council hereby approves, ratifies, and confirms the December 15, 2022 Accounts for Payment as presented.

Carried.

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

None.

## **13. Notice of Motion**

- 13.1 (Continuation of Item 8.1 MPM-2022-12-03 Firehall Update (2))  
2022-406  
Moved by Cahill Seconded by Hillyard  
THAT the Township of Billings Council hereby directs staff to research an Option 3 being the relocation of the Firehall Facility relocate to the existing Public Works Building AND a new build for Public Works that staff provide a high-level costing for this option.

Carried.

- 13.2 Deputy Mayor Hillyard and Mayor Barker indicated intent for a Notice of Motion coming forward for staff to research funding opportunities to renovate the Old Church on the Hill.

## **14. Closed Session**

- 14.1. **Motion to move to Closed Session**  
2022-407  
Moved by Hillyard Seconded by Grogan  
THAT the Township of Billings Council hereby moves into Closed Session pursuant to [s. 239(2)(d)] Labour relations or employee negotiations, Personnel matter, AND FURTHER returns to open session upon completion.

Carried.

**14.2. Report out of Closed Session**

Mayor Barker reported that a closed meeting was held where Council discussed an item regarding personnel matter and direction was given to staff.

**15. Confirmatory By-Law**

15.1. By-Law No. 2022-70 being the December 15, 2022 Confirmatory By-Law 2022-412

Moved by Grogan Seconded by Hillyard

THAT By-Law No. 2022-70 being the December 19, 2022 Confirmatory By-Law be read a first, second and third time AND finally passed this 19<sup>th</sup> day of December, 2022.

Carried.

**16. Adjournment**

16.1. Motion to Adjourn  
2022-413

Moved by Hunt Seconded by Cahill

THAT the Township of Billings Council hereby adjourns at 9:13 p.m.

Carried.

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Mayor Bryan Barker

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CAO/Clerk Emily Dance

**MINUTES**  
**COMMUNITY POLICING ADVISORY COMMITTEE MEETING**  
**Wednesday 11 May 2022**  
**ZOOM TELECONFERENCE VIA INTERNET**  
**7:00 P.M.**

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**PRESENT:** Insp. Megan MORIARITY - OPP  
Al BOYD - NEMI  
John TURNER – Gordon / Barrie Island  
Bryan BARKER– Billings  
Jack CLARK – Gore Bay  
Dave MCDOWELL – Assiginack  
Rick GORDON – Tehkummah  
Wayne BAILEY - Burpee/Mills

**REGRETS:** Steve SHAFFER – Central Manitoulin – Steve sent regrets as he had a Community Special Meeting that he needed to attend.

**GUEST:** Nil

**PUBLIC:** Tom SASVARI – Manitoulin Expositor

**Minutes Taken by** Allan Boyd

**CALL MEETING TO ORDER**

Al BOYD, chairperson called meeting to order at 7:00 p.m. He thanked everyone for attending on Zoom conference. Al BOYD advised he would take the minutes.

**ADOPTION OF AGENDA**

Al BOYD asked if any changes to the agenda or additions for this meeting. A minor item to the agenda addition of item 4.3 POA Court. Al BOYD asked for motion to accept the changes of the agenda as circulated.

**Moved by Dave MCDOWELL and seconded by John TURNER that the agenda be adopted. CARRIED.**

**ADOPTION OF MINUTES**

Al BOYD asked if everyone received the minutes of the last meeting 09 Mar 22 and if there are any additions, corrections, or changes. Hearing nothing further Al BOYD asked for motion to move the minutes.

**Moved by Wayne BAILEY and seconded by Bryan BARKER that the agenda be adopted. CARRIED.**

## **BUSINESS ARISING FROM LAST MEETING**

### **INTRODUCTIONS:**

Al BOYD started the meeting by welcoming all members to another Zoom meeting to Insp MORIARITY and all councilors, Tom SASVARI Manitoulin Expositor all acknowledged with regrets from Councilor Steve SHAFFER.

### **BUSSINESS ARISING**

#### **PROJECT LIFESAVER**

Project Lifesaver is well under way with media releases on the large donation from Domtar and the partnership with the OPP and Manitoulin Northshore Victim services taking on the administrative roll of the program.

Al BOYD mentioned that Constable KASCH attended NEMI council to answer question of council on for municipal donations.

Insp. MORIARIY advised that donations are now being stopped as the amount required has been met and has asked Constable KASCH to stop canvassing for further donations. Many municipalities have donated already, and Inspector advised she would investigate the status and that maybe some of the money can be returned to the municipalities. She will have Constable KASCH contact each municipality that donated.

Bryan BARKER advised that his municipality just donated, and AL BOYD added that both NEMI and Central Manitoulin has also donated the Inspector advised she would follow up on this.

Insp MORIARITY wish to thank Victim Services for their efforts and all the municipalities with their support as this project had such great support from the communities.

Jack CLARK asked on how the rollout of the program was going to happen the Inspector responded that Victim Services will be doing all the administrative rollout of the equipment to the communities.

#### **POA COURT COSTINGS**

As a follow-up to the last meeting discussion Bryan BARKER who sits on the POA committee reports that at the last meeting on April 6<sup>th</sup> 22. The Gore Bay treasurer advised there was flaws in the past POA budget. This has all been worked out with outstanding fines being paid and early resolutions.

There was a discussion on the possibility to stop early resolutions however after a meeting with stakeholders like the Crown Attorney, OPP and POA Manager that early resolutions would continue for Manitoulin.

A program of online payment of fines was looked at however the cost of implementing this system was very costly with a surcharge per fine paid. So, it is not an option at this point of time. However, the POA office will accept e-transfer payments for fines.

## **NEW BUSINESS**

### **OGRA Conference**

AI BOYD advised that he attended the OGRA conference in Toronto in April 22. While there was really nothing on policing issues there was mention by Minister MULROUNEY from the Ministry of Transportation on kilometers of highway marked for new project of 2 for 1 lane and that pilot will be done in Ontario hoping to save lives.

### **OPP DETACHMENT COMMANDER'S COMMENTS**

Inspector MORIARITY asked if there were any questions in relation to the RMS reports sent to each municipality. There was no response.

Inspector advised that the OPP was working very closely with the UCCM Police Service on two major investigations, an attempt murder and a murder that occurred in M'chigeeng. While she could not go into details, she advised that individuals involved were not from Manitoulin and that drug element was a major factor. The investigation is continuing.

Many officers and families from Manitoulin attended a Police Memorial Service in Toronto to honor fallen officers and Constable Marc HOVINGH's plaque was placed on the wall to honor this hero.

2 new officers have started on Manitoulin adding to the compliment of the island staffing levels.

Large recruiting information sessions was held on the island and had a very successful turnout as the capacity was full. Espanola area is slated for next month.

OPP officers attended the swearing in ceremony of the new Police Chief for the UCCM Tribal Police Service.

AI BOYD asked the Inspector when the September meeting arrives if she would prepare stats over the summer months in relation to summer events like Haweater weekend and Pearson Cup plus other community events. She advised she would have this done.

### **ONTARIO GRANT TO SUPPORT ANTI-HATE CRIMES**

The Inspector asked CPAC to send out information on grants available to Support Anti hate Security Measures for Faith-Based and Cultural Organizations. This information was sent out to members. There were no further questions on this.

## **ROUND TABLE**

**Steve SHAFFER – Central Manitoulin – Nil as Steve was away**

**Jack CLARK - Gore Bay** – He advised he would like to bring three items to the attention of the OPP.

1. Speeding concerns in the Town of Gore Bay on Gore and Meredith Streets. Different time of day and night that this occurs.
2. Number of calls for service at the Woods Lane Apartments and what is this costing the town to respond to all these calls for service.
3. Future of the Gore Bay OPP Detachment and have Inspector MORIARITY attend a council meeting to meet council members.

The Inspector advised she will be happy to investigate all these issues and report back to Mr. CLARK.

**John TURNER – Gordon/Barrie Island** – Mostly all quiet in his municipality waiting for the stream of traffic and visitors this summer. He thanked the Inspector when he reached out for some information on an issue for the municipality and was received with a very quick response. On behalf of his council, it was very much appreciated.

**Dave MCDOWELL – Assiginack** – He asked about if the OPP were aware of Drones being used for Criminal Deliveries like weapons on an incident down south. The Inspector advised that while the OPP are aware of such activities, they have seen nothing of this type on Manitoulin to their knowledge.

**Bryan BARKER – Billings** – Now that things are opening his council have concerns on parking issues on Highway 540 at Bridal Vail falls area. Was wondering if a committee could be set up again like prior to Covid. Members of council OPP, MTO to combat the traffic issues. The Inspector advised that she investigate it and get A.S/SGT Mike PATTERSON to get back to him.

He would like to request the Mobile Radar Sign and to contact A/S/SGT. PATTERSON.

Thanked the OPP during this years late smelt season no issues.

**Wayne BAILEY – Burpee/Mills** – All quiet

**Rick GORDON - Tehkummah** – All quiet nothing to report.

**AL BOYD – NEMI** - Nothing to report all quiet. Now that summer is underway requested patrols of the Marine Units into McGregor Bay and Bay of Islands area and that in September if we could have an overview of the Marine program with charges laid and patrol ours for our municipality. Inspector advised she would do that. She also advised that she has two additional officers trained to operate the OPP Launch Vessel the 32-foot Hike will be more visible this summer.

#### **MEETING AJOURNED**

Meeting was adjourned at 7:54 pm

**Moved by Rick GORDON and Bryan BARKER**  
**Carried**

#### **DATE and TIME OF NEXT MEETING.**

Wednesday September 14, 2022 – 7 p.m., either on Zoom Conference or in person TBD.

Township of Billings  
Council Committee Report

Report To: \_\_\_\_\_ Date of Meeting: DEC 20 / 2022  
Report By: MICHAEL HUNT Committee: Library Board

Highlights/Matters of Interest:

|   |          |
|---|----------|
| PATRON Count for the Month of Nov was 100 |          |
| Computer / internet use                   | 9        |
| Overdrive (visits)                        | 79       |
| Circulation                               | 141      |
| Book Renewals                             | 13       |
| Inter Library Loans                       | 13       |
| Overdrive (items)                         | 116      |
| Total Circulation of                      | 283      |
| Desk Cash                                 |          |
| Photo Copies                              | 20.75    |
| Book Sales                                | 1.00     |
| Total                                     | \$ 21.75 |

The Silent auction was a great success  
Bringing in approximately \$3,500 from  
71 donated items.

Recommendations to Council:

Most Popular items where Gravel and  
Tickets to the ROM and Aquarium.

Township of Billings  
Council Committee Report

Report To: \_\_\_\_\_ Date of Meeting: JAN 10 / 2023  
Report By: MICHAEL HUNT Committee: Library Board

Highlights/Matters of Interest:

|                                       |           |
|---------------------------------------|-----------|
| PATRON Count for the month of Dec was | 78        |
| Computer/Internet use                 | 4         |
| Overdrive (visits)                    | 72        |
| Circulation                           | 139       |
| Renewals                              | 10        |
| Inter library loans                   | 4         |
| Overdrive (Items)                     | 102       |
| Total Circulation                     | 255       |
| Desk CASH                             |           |
| Photo Copies                          | 9.75      |
| Donations                             | 104.      |
| Book Sales                            | 8.        |
| Total                                 | \$ 121.75 |

Recommendations to Council: A Puzzle Swap will be held at the Library around January 28.  
Two old Computers will hopefully be donated to the Manitowish Family Resources.





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## COUNCIL REPORT

**Department:** By-Law Enforcement

**Date:** January 17, 2023

**Report Number:** BE-2023-01-01

**File:** Year-End By-Law Enforcement Report

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**Recommendation:**

THAT the Township of Billings Council hereby receives for information the attached 2022 By-Law Enforcement Year-End Report.

**Background:**

Year-end reports have detailed By-law activities submitted to Council for review.

**Discussion:**

For Council Review

**Financial Impacts:**

There are not any direct financial impacts from this report.

**Respectfully Submitted By:**

Arthur Moran, Billings Township By-law Enforcement Officer.

**Reviewed By:**

Emily Dance, CAO/Clerk



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## By-law Enforcement Report Year End 2022

### Overview

As identified in the Ontario Municipal Act, Municipalities are provided with the right to develop, implement, and enforce by-laws as part of its rights to govern its own affairs.

Since I have been appointed, in 2019, to the position of By-law Enforcement Officer and having completed the required training to qualify for the position of the By-law Enforcement Officer for Billings Township, I have been actively rewriting outdated by-laws, developing new by-laws and enforcing current by-laws.

The task of developing and rewriting by-laws is challenging, as by-laws need to be uniquely tailored toward the Townships needs of protecting its liability exposures and providing parameters where residents and property owners are allowed to enjoy their properties, but yet still have boundaries that respect the individual needs of others, without being overreaching of any individual human rights.

I have consistently used an educational enforcement technique that has proven to be very successful in obtaining compliance, leaving the issuing of citations as a last resort if compliance is not met.

With all of this being said, there is an underlying current in the Township where there are some residents who feel that all by-laws are an infringement on their personal rights and use of their property.

As the by-law enforcement officer, I have been tasked, on behalf of the Township, to respond to complaints from Township residents who have experienced some form infringement of their right of use of their property or to being able to feel safe on their property. But to be able to perform that task, there needs be provisions in place that provide the parameters of authority that the by-law enforcement officer requires to resolve the issues that are being brought forward.

As you see by this, by-law development, implementation and enforcement can be a complicated process.

In this report I have provided the information regarding the bylaws that were developed and implemented and draft bylaws that have not been brought forward. There is also information identifying the number and the types of bylaw contacts that I have made during 2022.

### By-law Development

#### By-laws Developed

Backyard Chicken By-law  
Authorized Monetary By-law  
Hearing Officer By-law  
Short Term Accommodation Rental By-law

#### By-law Status

Passed as By-law # 2022-29 (Roll out January 2023)  
Deferred  
Defeated  
Passed as By-law # 2022-49 (Roll out January 2023)

#### Draft By-laws

Lighting Control By-law  
Hunting in Subdivisions By-law  
Shoreline Road Allowance By-law  
Speed Limit By-law



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### By-law Contacts

| Reason for By-law Contact  | Number of Complaints |
|----------------------------|----------------------|
| Property Standards         | 5                    |
| Dog at Large               | 4                    |
| Trailer Complaints         | 4                    |
| Short Term Accommodation   | 2                    |
| Shoreline Road Allowance   | 2                    |
| Zoning (building setbacks) | 1                    |
| Trespass                   | 1                    |
| Noise                      | 1                    |
| Domestic Animal            | 1                    |
| Others                     | 1                    |

It should be noted that there were 4 by-law compliance patrols performed where multiple Township roads were patrolled and personal contacts were made.

### Conclusion

By-law compliance by the Township residents has been good, and when residents have been approached regarding by-law compliance concerns, I have been treated respectfully. I believe that the residents support and respect the process.

I also believe the process that the Township has used to review and pass by-laws has been inclusive of the general public as well as being transparent in its procedural process.

Going forward, the beginning of 2023 will be busy with the roll out and implementation of the Backyard Chicken and Short-Term Accommodation Rental by-laws.

It has been a gradual process to have the Township by-law program get to the point of where it currently is, and I believe that the continued support of Council, of the program will continue to provide a level of safety and support for the Township's residents.

Respectfully submitted

Arthur Moran  
By-law Enforcement Officer  
Billings Township

## COUNCIL REPORT

**Department:** Building and Planning

**Date:** January 17, 2023

**Report Number:** BP2023-01-01

**File:** C11 – Building Year End Report

### Recommendation:

THAT the Township of Billings Council hereby receives for information Report BP2023-01-01

### Background:

The Building Code Act provides the authority for the Province of Ontario to set regulations for new construction activity and renovations respecting safety of buildings with reference to public health, fire protection, accessibility, and on-site sewage systems.

This legislation requires Building Officials to provide plans examination and inspection services to the public for various construction activities. This report has been prepared as a requirement of Section 7(4) of the Building Code Act, S.O 1992, c.23, as amended, and for the purposes of public information and accountability.

### Discussion:

| Permit Type                                     | Permit Value | Permit Fee  |
|---|--------------|-------------|
| Dwelling (inc Seasonal)                         | \$3,542,960  | \$10,478.88 |
| Accessory Building (inc Garage/Storage/Bunkies) | \$546,000    | \$3,199     |
| Renovation                                      | \$372,225    | \$1,700     |

**Total Number of Permits 2022 – 34**

### Past Year Comparison

|                          | 2021        | 2022        |
|--------------------------|-------------|-------------|
| <b>Value</b>             | \$3,811,581 | \$4,461,185 |
| <b>Fee</b>               | \$18,270.33 | \$15,377.88 |
| <b>Number of Permits</b> | 50          | 33          |

### Financial Impacts

As noted above.

### Respectfully Submitted By:

Information supplied by Dan Osborne, Building Inspector

### Reviewed By:

Emily Dance, CAO/Clerk



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## COUNCIL REPORT

**Department:** Project Management

**Date:** January 17, 2023

**Report Number:** MPM-2023-01-01

**File:** Bulk Water Solution Update (3)

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**Recommendation:**

THAT the Township of Billings Council hereby receives for information Report No. MPM-2023-01-01.

**Background:**

Extensive bulk water system background information was provided in a report to Council on December 19, 2022 ([MPM-2022-12-04](#)).

At the December 6, 2022 Council Meeting, Council passed [motion 2022-389](#) directing staff to move forward with a solution to provide an alternate bulk water solution with an upset limit of \$15,000 AND FURTHER authorizes pre-budget approval for the expenditure.

**Discussion:**

Following Council direction, staff reached out to the Ontario Clean Water Agency (OCWA) for input on the options for providing bulk water at the Public Works building or at the water treatment plant. It was determined that the water treatment plant is the preferred option due to location, security and costing.

Keith Stringer, operations manager for OCWA (Espanola office) has provided a cost estimate of \$12,000 to install a bulk water system at the water treatment plant in Kagawong (75 Beach Street). This system will consist of a 2" line for high volume flow, as well as a 3/4" line for smaller quantities, and the installation will be back-flow protected.

The system will be plumbed to allow installation of a coin-operated (or other form of pay-per-use) system, should that be desired in future. The current installation will not include the coin operation, because the parts are not immediately available and this would have delayed the installation.

OCWA will be ordering the necessary supplies and performing the installation, and this work is expected to be completed by early February.

**Financial Impacts:**

Projected cost for basic bulk water system at the water treatment plant: \$12,000



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|   |          |
|---|----------|
| Upset limit approved by Council, December 6, 2022 (2022-389): | \$15,000 |
| Cost for a pay-per-use installation (should that be desired): | TBD      |

Once the final installation and invoices are received, staff will bring back information on user fees and options.

**Respectfully Submitted By:**

Todd Gordon, MPM

**Reviewed By:**

Emily Dance, CAO/Clerk

## **COUNCIL REPORT**

**Department:** Project Management

**Date:** January 17, 2023

**Report Number:** MPM-2023-01-02

**File:** Firehall Renovation Project Update (3)

**Attachments:** Quinan Construction Letter dated December 21, 2022 Option 2 ,  
Tulloch Engineering Letter dated January 12, 2023, Ministry of Labour Orders

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### **Recommendation:**

THAT the Township of Billings Council hereby approves Report No. MPM-2023-01-02 AND authorizes moving forward with Option 2 – Demolish the existing Fire Hall, erect new structure on site and utilize components of the current rehabilitation project AND FUTHER authorizes the appropriate By-Laws coming forward.

### **Background:**

At the December 4, 2022 Council Meeting, Council directed staff to request the Engineer provide further details on the shoring option and the demolition option on the same footprint of the firehall and provide the financial implications and timelines for Council consideration at the earliest time possible.

Following at the December 19, 2022 Council Meeting, Council directed staff to determine a very high-level (low precision) costing on a third option – that of constructing a new public works building on the same property as the existing public works garage, and converting the existing public works structure into a firehall.

On December 23, 2022, Quinan Construction presented the municipality and Tulloch Engineering with a proposal (attached) for Option 2 (demolition of the existing firehall and reconstruction from floor/foundation).

The MPM and CAO/Clerk discussed this proposal with Dan Moody, project manager with Tulloch Engineering, during a virtual meeting on December 27<sup>th</sup>, 2022. Following discussion of the Quinan proposal and the project generally, Mr. Moody was asked to provide:

1. Costing and feasibility for Option 1
2. Further commentary/information, on Option 2
3. A high-level costing for Option 3

### **Discussion:**

In response to the requests above, Mr. Moody provide a letter dated January 12<sup>th</sup>2023. That letter is attached, and it describes in detail the pros and cons of each option. The recommendation from Tulloch Engineering is that the municipality proceed with Option 2.



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The quote for Option 3 from Tulloch is at a high level; however, in review of other municipalities that have recently undertook similar new builds (Public Works Garage) the quote is comparable. For example, the Town of Hawksbury received a Staff report on [October 11, 2022](#) and supporting [Engineer Report](#) for the construction of a new Public Works garage with an estimated cost of \$7,245,000. (Basic Building cost \$6,520,000, Custom Systems \$250,000, Site Development \$475,000)

Note that the Tulloch letter cites a cost for option 2 that could be potentially “in excess of \$600,000,” which is significantly higher than the amount from the Quinan proposal. However, the Quinan proposal cost is not inclusive of HST, there have been some costs to Quinan related to delay, which are then passed on to the Township. In addition, although all parties, including Tulloch want to minimize additional engineering costs, there will be some, as also indicated in the Tulloch letter.

In addition, for Council information, on December 20, 2022 the Ministry of Labour, Immigration, Training and Skills Development Health and Safety Division (Sudbury) received a complaint regarding the Fire Hall project.

As a result of the complaint two orders were issued, one to the Township of Billings to provide a report bearing the seal and signature of a professional engineering stating the building is capable of supporting or withstanding the loads being applied and that the report be provided to the Ministry by January 13, 2023.

The second order was issued to Quinan Construction to ensure that the workplace is not disturbed other than for the purpose of the tests required for the order to the Township. (the orders are attached to the report for information)

The Township, Tulloch Engineering and our Contractor Quinan have been very diligent in maintaining the safety of the structure and on two occasions involved a Structural Engineer to attend on-site to inspect the project to ensure the safety of the public and workers.

As noted in the attached correspondence Tulloch Engineering will respond as per the work order. Upon confirmation from Ministry, the Township is hopeful we will be able to continue moving forward on the project without further delays and additional costs.

### **Financial Impacts:**

As indicated, pursuing Option 2 will add approximately \$600,000 to the cost of the project (Construction and Engineering). A further report detailing funding options is provided later on tonight’s meeting.

**Respectfully Submitted By:**





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Todd Gordon, MPM

**Reviewed By:**

Emily Dance, CAO/Clerk



55 Progress Drive, Unit No. 1  
Orillia, ON L3V 6H1  
Tel: 705-325-7704  
Fax: 705-325-2061

December 21, 2022

Tulloch Engineering Inc  
71 Black Road, Unit #8  
Sault Ste. Marie, ON  
P6B 0A3

Township of Billings  
15 Old Mill Road  
Kagawong, ON.  
P0P 1J0

**Attention:** Dan Moody, Todd Gordon

**Subject:** Township of Billings Firehall Rebuild – Option 2

Dear Sirs:

We are pleased to quote the supply all Labour, Equipment and Material to complete Option 2 at the above noted project location as per Tulloch direction received December 12 2022 via email. Some cost saving items have been included and are noted below. We anticipate a further 26 weeks once building resumes to complete the project.

Our price is **\$476,000.00 – Four Hundred Seventy Six Thousand Dollars plus HST** as a change to contract and in addition to the original contractual amount of \$1,042,000.00 to complete the work.

A brief breakdown of the costs (and savings) are as follows:

|  |              |
|--|--------------|
| Demo and Abatement                       | \$136,000.00 |
| Framing of Walls and Pitched Roof        | \$160,000.00 |
| Insulation Walls and Roof                | \$22,000.00  |
| GWB, VB and Finishing                    | \$15,000.00  |
| Steel Roof, metal finishes and Flashings | \$75,000.00  |
| Foundation Block Core Filling            | \$8,000.00   |
| Overhead Doors                           | \$20,000.00  |
| Electrical Allowances                    | \$10,000.00  |
| Additional General Conditions            | \$30,000.00  |
| GC Fees for Changes                      | Waived       |

1. We have allowed for use of R36 (10") Batt insulation in the exterior walls which has allowed for a savings of \$38,000.00 compared to sprayed insulation.
2. The interior stairs, upper landing and handrail would be constructed from SPF wood for a savings of \$27,000.00
3. We have allowed for the following Tulloch details with some modifications in addition to the remainder of work left to go from base contract:
  - salvage existing drinking water distribution unit and store on site for re-installation. – IF POSSIBLE.
  - with the use of an excavator, knock down the building. Demolition planning can be provided as required.
  - remove the steel and roofing materials for disposal
  - Abate and dispose of all vermiculite containing CMU in a landfill suitable for asbestos containing waste. Retain the bottom 2 courses of CMU on all sides. Grout block core solid to footing every 6 feet complete with 10m vert and ½" anchor bolt (or full depth ½" threaded rod with 4" projection).
  - at the west face, parge block and install blueskin membrane
  - construct new 2x10 stud walls. Space studs at 24" ctrs. Provide solid blocking at 1/3 points in each stud cavity. Provide a pressure treated bottom plate and sill gasket. Provide a double 2x10 top plate. Sheath walls with 1/2" plywood or 7/16" OSB.
  - provide R32 batt insulation in wall cavity.
  - provide 2" sub girts and vertical metal siding
  - provide insulated 2 ply 2x10 lintel at all windows and personnel door openings.
  - provide insulated 2 ply 11-7/8" LVL at each overhead door, c/w (1) 2x10 jack stud and (2) 2x10 king studs each end.
  - provide new gable style pre-engineered truss roof complete with 24" overhang. Sheath with ½" plywood with H clips and Ice and Water Shield. Install 2x4 strapping and Standing Seem Steel Roofing 28ga. Roofing compatible Show and Ice Guards over all doors. Provide 4' canopy over water dispensing equipment.
  - provide prefinished aluminum vented soffit and prefinished metal fascia.
  - provide R60 blown insulation in attic complete with morr venting
  - complete the installation of Concrete faced insulation at foundation as per design
  - provide 2x6 interior division wall between truck bays and admin space. Division wall to receive R22 sound attenuating insulation and double 5/8" type x drywall each side complete with fire stopping and all penetrations.
  - provide new mezzanine floor - 2x10@16" ctrs with bridging and 5x8" t&g plywood floor sheathing and 5/8" type x drywall ceiling. Floor to bear on joist hangers on 2x10 ledger on west exterior wall. Floor to bear on dividing wall at interior. Upper division wall to bear on the floor assembly.
  - all windows and personnel doors to be new as per design
  - provide seamless eaves trough and down spouts
  - address cistern as discussed previously.
  - install exterior stair as per design
  - all interior finishes as per design
  - all mechanical and electrical as per design
  - reinstall exterior water dispensing system
4. We have not included for:
  - foundation and slab engineering for new build, drawings, or any permits or inspections for new build.

- ESA, TSSA or other authorities having jurisdiction other than base contract work.
- Re-design of future unforeseeable issues.
- Service providers (i.e. Vianet or Hydro One) for disconnect and reconnect charges other than those in base contract.
- Delay Costs to date under the Notice of Delay Issued Nov 14 2022, attempted design and remedial work of the OHD deteriorating beams, Investigation into the existing Cistern / Septic Tank.

Logistical challenges regarding abatement and the required disposal of the ACM materials off of Manitoulin Island are contributing factors to the Demolition costs. The closest accepting landfill location is in Espanola through a private location for ACM waste.

The unused electrical allowance of \$10,000.00 noted above, will be credit back to the owner on final reconciliation.

We are proposing this as a firm quotation to move forward as time is of the essence and would only need to revisit this proposal if Dwgs and Design from Consultant do not reflect the intent of our proposal from above.

At this time, Quinan has received an MOL order to stop work and for the constructor to assure no activity at the Firehall until the TOB has completed an Engineered review for the structural integrity of same will not allow Quinan to complete a cost impact for Option 1. We are not able to find trades or workers willing to complete the work due to the possibility of a fatality. In addition, we COR certified and our project specific Health and Safety Matrix populated for this situation, will not allow us to continue work under any plans considered to date for Option 1.

We recognize this change is extremely large and we would be willing to work with the TOB and Tulloch to identify other cost savings through changes in scope to help assist with pricing. As noted earlier, Quinan has not added for any markup or profit (fees) for Option 2 to try and assist the TOB with the cost of this proposed change. Most of the work, if not all will be performed by subtrades although Quinan has included for General Conditions (expenses) such as labour, travel, room and board, winter heat, phones, trucks, trailers etc. By not including for available contractual fees at a minimum of 15% we have offered further savings of approximately \$70,000.00.

Please feel free to reach out and discuss with us at any time.

Thank you for this opportunity.

Sincerely



Dallas Bolyea  
Project Manager



Continental Insulation

# Quotation

**To:** Quinan

**Date:** December 16, 2022

**Attn:** Dallas Bolyea

**Ref:** **Fire Hall Renovation**  
Billings, ON  
**Asbestos Abatement & Demolition**

**Fax:** By email

| Item Description – Budgetary Numbers  | Amount              |
|---|---------------------|
| As per site visit and information provided, to perform complete demolition and asbestos abatement of existing building. | <b>\$135,774.00</b> |

**Notes:**

- HST Extra
- Third Party inspections, if required, by others
- All work to be performed in accordance with applicable regulations
- Assumes all work to proceed during normal business hours
- Access to potable water is required for decontamination facility
- Construction exclusion zone and fencing by others
- Utility disconnections by others prior to mobilization
- All permits by others
- All reasonable precautions will be taken to avoid damage to existing asphalt, however, should damage occur, Continental Insulation will not be liable for repairs
- Continental retains ownership of all salvaged materials

Please call if you have any questions.

Best Regards,

Nick Wilson  
Continental Insulation  
[nicholas@cisudbury.ca](mailto:nicholas@cisudbury.ca)



71 Black Road  
Unit 8  
Sault Ste. Marie,  
ON  
P6B 0A3

T. 705 949.1457  
F. 705 949.9606  
TF. 866 806.6602

[saultsternarie@TULLOCH.ca](mailto:saultsternarie@TULLOCH.ca)

January 12, 2023  
22-1041

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

**Re: Reconstruction Options  
Fire Hall / Public Works**

Dear Mr. Gordon:

As requested, we are pleased to provide the below summary document to identify and compare three (3) potential options for reconstruction of the Billings Fire Hall located in Kagawong, ON.

### **1.0 Background**

During the course of planned renovation of the Billings Fire Hall, once the interior finishes were removed it was determined that a series of horizontal mortar joints had become vertically separated due to advanced corrosion of the steel lintels over the windows and doors. The extents of this cracking were not previously known due to the high degree of relief on the exterior of the concrete masonry units and the finishes present on the interior of the walls.

High wind conditions acting on the weakened walls resulted in continued breakdown of the mortar joints. Portions of the south wall have shifted noticeably from their original alignment. The building is presently unsafe for occupancy.

TULLOCH, with assistance from the General Contractor (Quinan) has reviewed potential options to address the structural conditions of the fire hall. Those options are presented below.

*Note – cost estimates provided are to be considered preliminary only. A significant quantity of variables must be considered once a preferred option is selected. At that time, detailed costing for the preferred option will be prepared and presented for approval by Council.*

*In preparing the below cost estimates, no consideration has been made for applicable taxes, moving expenses, property acquisition costs or consulting fees.*

## **2.0 Potential Options**

The following three (3) options are presented for consideration:

### **Option 1 – Stabilize, Shore and Reconstruct the Affected Portion of the Fire Hall Building**

#### Description

This option would involve stabilizing the affected (south) wall, installing temporary roof shoring, removing the damaged masonry wall, and reconstructing the south wall. Structural reinforcement in select areas of the existing building as well as repointing of the affected masonry will also be required. The damaged masonry walls require all Asbestos containing vermiculite to be removed before the wall can be demolished and disposed of. The replacement wall would be of wood frame construction.

Once the new wall structure was in place, the materials currently included as part of the rehabilitation contract would be installed (siding, mechanical, electrical, interior finishes).

#### Pros

- Least costly option
- Shortest duration of construction
- Fully utilizes all materials currently paid for under contract with Quinan

#### Cons

- At present, no shoring sub-contractor is willing to accept the risk of working inside the building
- Additional time would be required to potentially find specialized sub-contractors to undertake the temporary shoring work
- Cost is disproportionately high when compared to Option 2

#### Cost

- **In excess of \$200,000 (these are costs in addition to the current contract)**
- Costs would generally include abatement, shoring, demolition of the affected wall, construction of the replacement wall, additional structural reinforcement within the building, exterior masonry repairs, anticipated delay costs, site securement costs, etc.

### **Option 2 – Demolish the Existing Fire Hall, Erect New Structure on Site & Utilize Components of the Current Rehabilitation Project**

This option involves the complete demolition of the fire hall building. Only the concrete floor slab and foundations would remain. A new wood frame structure would be constructed. The general configuration of the building would remain the same (potential changes to roof line).

Once the new structure was in place, the materials currently included as part of the rehabilitation contract would be installed.

#### Pros

- Utilize most of the materials currently paid for under contract with Quinan
- Allows for an alternate roof profile to potentially allow the building to become more aesthetically pleasing
- New structure would be structurally compliant with the requirements of the current Ontario Building Code
- New building would be compliant with the current Ontario Building Code with respect to thermal efficiency (insulation)
- As the new building size would remain unchanged, all materials currently being provided under contract will be utilized to supplement the new construction
- Demolition could commence shortly after approval

#### Cons

- Work completed prior to the discovery of the impacted wall would be discarded (new roof insulation and membrane and perimeter, below grade insulation).
- Duration of construction is longer than Option 1

#### Cost

- **Potentially in excess of \$600,000 (these are costs in addition to the current contract)**
- Costs would generally include abatement, demolition, new wood structure (walls and roof), new mezzanine and stairs, new metal shingle roof, new air barrier, insulation, vapour barrier, anticipated delay costs, site securement costs, etc.

### **Option 3 – Demolish the Existing Fire Hall, Move the Fire Hall to the Existing Public Works Building and Relocate Public Works to a New Facility**

This option involves the complete demolition of the fire hall building, including the concrete foundations. The resulting site could be retained by the municipality or sold.

The fire hall would be moved to the site of the current Public Works Building. The current Public Works building would receive focused renovations as required to ensure the functionality of the fire hall.

Public Works would be relocated to a newly constructed building across the parking lot from the existing.

#### Pros

- Larger building for fire hall operations
- Larger (assumed) building for Public Works operations
- Potential surplus property to be sold to offset construction costs

#### Cons

- Longest duration of construction
- Highest cost of all three presented options



- Although some of the material currently being provide under contract may be able to be utilized, much of it will become surplus (may be sold)

#### Cost

- **\$200,000** Demolition of existing fire halls
- **\$125,000** Minimum Renovations to the existing Public Works Building (generally as per the 2017 Building Condition assessment)
- **\$4,000,000** New 8,000 sf Public Works Building
- **\$25,000** Site servicing for new PW building (water)
- **\$25,000** Site servicing for relocated fire hall (larger water service for pumper fill and/or bulk fill)
- **\$100,000** Potential site development costs (parking lot, grading, ditching)
- **\$20,000** Potential bulk water distribution system

**Total \$4,495,000**

### **3.0 Recommendations**

It is the recommendation of TULLOCH that Option 2 (demolish the existing fire hall and reconstruct in the same location) be considered by Council.

Option 2 represents the best value to The Township of Billings. The resulting finished building will be new in every respect (except for foundations which have been observed to be in good condition). The improved energy efficiency features will potentially lower operational and maintenance costs.

Option 2 also represents the least risk to all stakeholders (risk due to temporary shoring as well as risk associated with renovation of the existing public works building and risks associated with unknown sub-surface conditions as the site the potential new Public Works Building).

Option 2 makes full use of all materials currently purchased under contract with Quinan.

Option 2, although representative of a longer construction schedule when compared to Option 1, could commence immediately after approval.

### **4.0 Ministry of Labour – Order to Comply**

The Ontario Ministry of Labour has issued an Order to Comply. This order requires that a Professional Engineer, licensed in the Province of Ontario verifies that the structure is capable of withstanding the loads applied to it. The response to the MOL will note that with the presence of snow on the roof structure, the building is unsafe for personnel to enter. Access to the site must be restricted and the site must be maintained in a secure manner to ensure that the building is not exposing personnel to physical injury in the event of a collapse. TULLOCH staff have prepared a response and will ensure that it has been submitted to the Ministry of Labour prior to the January 13<sup>th</sup> deadline.

## 5.0 Engineering Implications

TULLOCH Engineering's professional services are currently lump sum and have been based on a defined scope of services related to the current renovation project. Prior to the stoppage of work, remaining scope of services to be delivered were inclusive of several visits to site during construction as well as monthly contract administration services.

Since the work stoppage, senior TULLOCH staff have made three (3) visits to Billings to complete site reviews (Senior Structural Engineer – Randy Beltramin, P.Eng) as well to make a presentation to Council (Senior Project Manager – Dan Moody, A.Sc.T.). These visits, combined with cost estimating and reporting have exhausted any remaining fees, with some overage.

Requirements for design and services during construction will vary significantly among the various presented options. At such time that Council has selected a preferred option, TULLOCH will prepare a revised proposal for engineering services.

Cost estimates provided as part of the above presented options are not inclusive of engineering fees.

### Closing

TULLOCH remains committed to the Township of Billings. Our support will extend, as required, to include any of the above identified reconstruction options. TULLOCH staff will be available to meet virtually or in person with Council or Staff as required to move the project forward in a timely manner.

Yours truly,

**TULLOCH Engineering Inc.**



**Dan Moody, A.Sc.T.**  
Project Manager

DM/dm

Operations Division Occupational Health and Safety

Field Visit Report

Page 1 of 3

OHS Case ID: **04804RWLV094**  
 Field Visit no: **04804RWSN102** Visit Date: **2022-DEC-20** Field Visit Type: **INITIAL**

Workplace Identification: **QUINAN CONSTRUCTION LIMITED** Notice ID:  
**91 MAIN STREET, KAGAWONG, ON, CANADA P0P 1J0** **22eN674038**

Telephone: - JHSC Status: **Not required** Work Force #: **1** Completed %:

Persons Contacted: **MATTHIEU PETRIN - QUINAN CONSTRUCTION, DAN MOODY - TULLOCH ENGINEERING**

Visit Purpose: **RESPONSE TO MLITSD EVENT 04275RWLR093**

Visit Location: **PHONE DISCUSSIONS**

Visit Summary: **REQUIREMENTS ISSUED**

**Detailed Narrative:**

MLITSD Inspector discussed ongoing project, in response to MLITSD event #04275RWLR093.

The project consists of a planned major renovation to township fire hall building. Work on project is currently paused due to the discovery of potential structural deterioration with the building, particularly in area of south side concrete block wall.

Viewed photographs of building supplied by constructor.

| Recipient                  | Inspector Data  | Worker Representative |
|----------------------------|---|-----------------------|
| Name <u>Mathieu Petrin</u> | <b>PETER VAN BEEK</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER                                     | Name _____            |
| Title <u>HSE officer</u>   | 159 Cedar Street, Suite 301 Sudbury P3E 6A5<br>SudburyConstruction@ontario.ca<br>Tel: (343) 961-5409<br>Fax: (705) 564-7437 | Title _____           |
| Signature _____            | Signature _____   | Signature _____       |

Operations Division Occupational Health and Safety

Field Visit Report

Page 2 of 3

OHS Case ID: **04804RWLV094**

Field Visit no: **04804RWSN102**

Visit Date: **2022-DEC-20**

Field Visit Type: **INITIAL**

Workplace Identification: **QUINAN CONSTRUCTION LIMITED**  
**91 MAIN STREET, KAGAWONG, ON, CANADA P0P 1J0**

Notice ID:  
**22eN674038**

Order(s) /Requirement(s) Issued To:

To: **CORP OF THE TWP OF BILLINGS, THE** Org/Ind Role **Owner**

Mailing Address:  
**15 OLD MILL RD, KAGAWONG, ON, CA P0P 1J0**

Order(s) /Requirement(s) Description:

You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No | Type Code    | ActReg | Year | Sec. | Sub Sec. | Clause | Text of Order/Requirement   | Comply by Date |
|----|--------------|--------|------|------|----------|--------|---|----------------|
| 1  | Rqmt         | OHS    | 1990 | 54   | 1        | m      | An inspector may, for the purposes of carrying out his or her duties and powers under this act and the regulations, require in writing an owner, constructor or employer to provide, at the expense of the owner, constructor or employer, a report bearing the seal and signature of a professional engineer stating whether or not: | 2023-JAN-13    |
|    | 04804RWSN103 |        |      |      |          |        |   |                |

(ii) that a building, structure, or any part thereof, or any other part of a workplace, whether temporary or permanent, is capable of supporting or withstanding the loads being applied to it or likely to be applied to it,

The owner, the Corporation of the Township of Billings shall ensure that the above requirement is complied with in regards to the firehall structure located at 91 Main St, Kagawong, Billings ON, and that Inspector is supplied with report on or before January 13, 2023.

| Recipient                  | Inspector Data   | Worker Representative |
|----------------------------|--|-----------------------|
| Name <u>Matthew Petric</u> | <b>PETER VAN BEEK</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>159 Cedar Street, Suite 301 Sudbury P3E 6A5<br>SudburyConstruction@ontario.ca<br>Tel: (343) 961-5409<br>Fax: (705) 564-7437 | Name _____            |
| Title <u>HSE officer</u>   |  | Title _____           |
| Signature _____            | Signature _____  | Signature _____       |

Operations Division Occupational Health and Safety

Field Visit Report

Page 3 of 3

OHS Case ID: **04804RWLV094**

Field Visit no: **04804RWSN102**

Visit Date: **2022-DEC-20**

Field Visit Type: **INITIAL**

Workplace Identification: **QUINAN CONSTRUCTION LIMITED**  
**91 MAIN STREET, KAGAWONG, ON, CANADA POP 1J0**

Notice ID:  
**22eN674038**

Order(s) /Requirement(s) Issued To:

To: **QUINAN CONSTRUCTION LIMITED** Org/Ind Role **Constructor**

Mailing Address:  
**55 PROGRESS DR, ORILLIA, ON, CANADA L3V 6H1**

Order(s) /Requirement(s) Description:

You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No | Type Code    | ActReg | Year | Sec. | Sub Sec. | Clause | Text of Order/Requirement   | Comply by Date |
|----|--------------|--------|------|------|----------|--------|---|----------------|
| 2  | Rqmt         | OHS    | 1990 | 54   | 1        | i      | An inspector may, for the purposes of carrying out his or her duties and powers under this act and the regulations, (i) require that a workplace or part thereof not be disturbed for a reasonable period of time for the purposes of carrying out an examination, investigation or test. | 2023-JAN-13    |
|    | 04804RWSN105 |        |      |      |          |        |   |                |

The constructor, Quinan Construction Limited, shall ensure that the workplace at 91 Main St, Kagawong, Billings ON is not disturbed other than for the purposes of the tests required by R04804RWSN103.

| Recipient                | Inspector Data   | Worker Representative |
|--------------------------|--|-----------------------|
| Name <u>Matthe Rki</u>   | <b>PETER VAN BEEK</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER                                      | Name _____            |
| Title <u>HSE officer</u> | 159 Cedar Street , Suite 301 Sudbury P3E 6A5<br>SudburyConstruction@ontario.ca<br>Tel: (343) 961-5409<br>Fax: (705) 564-7437 | Title _____           |
| Signature _____          | Signature _____  | Signature _____       |

## **COUNCIL REPORT**

**Department:** Treasury

**Date:** January 17, 2023

**Report Number:** TR-2023-01-02

**File:** Firehall Renovation Project Funding Options

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### **Recommendation:**

THAT the Township of Billings Council approves Report TR-2023-01-02 AND approves a combined approach for financing the firehall project AND authorizes the CAO/Clerk to apply to Infrastructure Ontario for both short- and long-term lending AND FURTHER authorizes the appropriate By-Laws coming forward.

### **Background:**

When the fire hall renovation project was initially approved, the project was to be funded with a transfer from reserves and \$ 787,000 being borrowed from the Township of Billings Line of Credit with Bank of Montreal (rate prime plus 0.5%)

With the current situation of the firehall, additional funds will be required to finance the project for either Option 1 or Option 2. (If Council supports Option 3 further research will be required.)

Before entering into any debt, consideration must be given to the ability to manage new debt with any existing long-term debt or other financial commitments, the impact on current and future ratepayers and projects, the appropriate balance between debt and other forms of funding, limiting financial risk exposure, the timing and term of the debt, the useful life of the particular asset and the Townships maximum annual repayment limit.

Under [O.Reg 403/02](#) municipalities are provided with an annual repayment limit. This limit represents the maximum amount which the municipality has available to commit to payments relating to debt and financial obligations without having to go to the Ontario Land Tribunal (OLT) The 2022 Annual Repayment limit for the Township of Billings is \$701,452. As of December 31, 2022 the Township of Billings paid the last payment for long-term debt of \$16,280, leaving the Township with no long-term debt at this time.



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## **Discussion:**

Options for consideration

### 1. Infrastructure Ontario Lending

The [Infrastructure Ontario Loan Program](#) supports local infrastructure investments across Ontario. It provides affordable, long-term financing to public sector clients, allowing them to modernize and renew their infrastructure.

Clients may select repayment terms of 5 to 30 years; but in any event, the repayment period must not exceed the expected life of the capital asset. The loan interest rate varies with the term of the loan (i.e., a 10 year loan term would have a different rate than a 30 year loan).

Long-Term Financing Infrastructure Ontario will purchase a debenture from the client for up to the approved amount of the loan as per the Financing Agreement on an agreed upon date. Principal and interest payments are payable biannually with the first payment due six months after the date of purchase. The interest rate is fixed for the entire term of the loan. Debentures close on the 1st and 15th of every month. Infrastructure Ontario offers both amortizing and serial debentures to clients. With amortizing debentures borrowers pay equal amounts of blended principal and interest every six months. Alternately, with serial debentures borrowers pay equal amounts of principal every six months and interest is calculated on the declining balance.

Short-Term or Construction Financing Short-term (construction) financing is available to clients during the construction period of an approved project based on incurred costs. Interest is calculated and payable monthly on the 1st day of each month based on the applicable short-term rates. Short-term advances are processed on the 1st and 15th of every month and Infrastructure Ontario requires five business days notice to process a payment

The application process includes submission of various financial documents and a By-Law authorizing entering into an agreement with Infrastructure Ontario.

### 2. Internal Funding or Reserves

The balance in the reserve and reserve funds as per the 2021 Audited Financial Statement are is 1,539,450.

Using the entire reserves for either a transfer or to borrow would essentially deplete them or significantly impact the useability of the funds which are needed for the day-to-day operations. A repayment plan would be required to rapidly return funds to the reserves which could put a significant strain on the annual budget.



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### Bank of Montreal Line of Credit – 2 M (unsecured)

BMO Bank of Montreal has authorized a non-revolving demand loan up to the maximum of \$2M which is unsecured, bearing the interest at the bank's prime rate of interest plus 0.5% per annum. \$500,000 was used in 2021 for short-term borrowing for the Main Street project; however, the funds have been paid back, leaving the entire amount available.

### 3. Sell off Land Assets –

Staff could review current lands and assets that could be sold to generate funds. This option would take time with the current decline in the real estate market the sale revenue is unknown.

### 4. Grant Funding

Staff have spent a significant amount of time researching different grant opportunities. There are no substantial granting opportunities for capital projects related to firehalls. Staff will continue to monitor funding opportunities and different programs that may come up.

### Recommendation

Upon review of the funding options and in consultation with the municipal auditor staff is recommending a combined approach to financing the project.

It is recommended that the Township apply to Infrastructure Ontario for both short term financial and long-term debenture. This will allow the municipality to borrow at the best rates for short-term using either the Line of Credit or Short-Term financing, then following substantial completion of the project determine the best combination to service the long-term debt using current funds and a final debenture from Infrastructure Ontario.

### **Financial Impacts:**

Debt will continue to be an ongoing component of the municipality's funding structure. As such repayment should be structured in a manner that is fair and equitable to those who pay and benefit from the underlying assets over time. The servicing of long-term debt must be affordable and sustainable while allowing the flexibility to respond to emerging needs.

### **Respectfully Submitted By:**

Emily Dance, CAO/Clerk





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## COUNCIL REPORT

**Department:** Treasury

**Date:** January 17, 2023

**Report Number:** TR-2023-01-01

**File:** Borrowing By-Law & Interim Levy By-Law

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### **Recommendation:**

THAT the Township of Billings Council hereby approves Report TR-2023-01-01 AND authorizes a By-Law to levy amounts on the assessment of property in the Township of Billings for local municipal purposes as authorized by the Municipal Act AND FURTHER authorizes the Mayor and Treasurer to borrow from time to time by way or promissory note, such sums necessary to meet current expenditures AND FURTHER authorizes the appropriate By-Laws coming forward on tonight's agenda.

### **Background:**

#### Interim Tax Levy

Section 317 of the Municipal Act, 2001 authorizes a municipality to levy on all rateable properties, an interim tax levy based on 50% of the total amount of taxes levied on the property for the previous year.

For the Township to bill and collect the 2023 interim tax levy, an interim tax levy By-Law is required.

#### Borrowing to meeting Current Expenditures

Section 407 (1) of the Municipal Act, 2001 provides the authority for a municipality to authorize the Head of Council and the Treasurer to borrow from time to time by way of promissory note such sums as the Council considers necessary to meet current expenditures of the Corporation for the year.

### **Discussion:**

In February 2023, staff will commence the billing process for the 2023 interim taxes. To be consistent with previous years, the installment due dates for the interim levy for properties should be set at March 31, 2023. The interim tax By-Law also sets out the penalty rate of 1.25% per month which is the maximum rate permitted under the Municipal Act.

### **Financial Impacts**

The interim levy is required to provide the necessary cash flow to meet the obligations of the Township and the borrowing By-law is required to meet current and approved financial obligations.

### **Respectfully Submitted By:**

Emily Dance, CAO/Clerk



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## COUNCIL REPORT

**Department:** CAO

**Date:** January 17, 2023

**Report Number:** CAO-2023-01-01

**File:** Council Code of Conduct

**Attachment:** Council Code of Conduct By-Law - DRAFT

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### **Recommendation:**

THAT the Township of Billings Council hereby approves Report CAO-2023-01-03 AND approves the revised Council Code of Conduct AND FURTHER authorizes the appropriate By-Law coming forward.

### **Background:**

The Municipal Act, 2001, S.O. 2001, Chapter 25, Section 223.2 (1) provides that every municipality shall pass a code of conduct for members of Council of the municipality and its local boards.

[Ontario Regulation 55/18](#) prescribes that codes of conduct for members of Council of the municipality and its local boards must include the following subject matters: gifts, benefits, and hospitality, respectful conduct, including conduct towards officers and employees of the municipality or the local board, confidential information, and use of property of the municipality or of the local board; and

### **Discussion:**

On September 17, 2018 Council passed By-Law No. 2018-41 being the Council Code of Conduct to meet the legislative requirement. The CAO/Clerk reviewed the current Council Code of Conduct and in conjunction with Ontario Regulation 55/18 proposes some revisions be made while maintaining the general intent.

- provide a defined amount limit for the acceptance of gifts with a disclosure statement.
- include section that clarifies the requirement for members of Council to keep information received in closed meetings confidential and extends the requirement of confidentiality to the any aspect of the members work for the Township.
- process for Councillors to make inquires to the Integrity Commissioner
- An appendix that outlines an informal and informal complaint procedure

Attached is a recommended Council Code of Conduct that incorporates the suggested changes for Council to review.

### **Financial Impacts**

There are no financial impacts associated with this report.

### **Respectfully Submitted By:**

Emily Dance, CAO/Clerk



BY-LAW NO 2023-xx

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BEING A BY-LAW TO ESTABLISH A CODE OF CONDUCT FOR  
COUNCIL AND LOCAL BOARDS FOR THE TOWNSHIP OF BILLINGS

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

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

**AND WHEREAS** the Municipal Act, 2001, S.O. 2001, c. 25, Section 223.2 (1) provides that every municipality shall pass a code of conduct for members of Council of the municipality and its local boards;

**AND WHEREAS** Ontario Regulation 55/18 prescribes that codes of conduct for members of Council of the municipality and its local boards must include the following subject matters: gifts, benefits, and hospitality, respectful conduct, including conduct towards officers and employees of the municipality or the local board, confidential information, and use of property of the municipality or of the local board;

**AND WHEREAS** Council of the Corporation of the Township of Billings deems it necessary to repeal By-Law No. 2018-41 being the Council Code of Conduct;

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

1. That the Code of Conduct for Council and Local Boards is hereby adopted, and attached hereto as Schedule "A" and that Schedule "A" forms part of this By-Law.
2. That By-Law No. 2018-41 is hereby repealed
3. This By-Law shall come into full force and effect upon final passage.
4. This By-Law may be cited as the "Council and Local Boards Code of Conduct"

**READ a FIRST and SECOND TIME** this xx day of xx, 2023

**READ a THIRD TIME and FINALLY PASSED** this xx day of xx, 2023

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Bryan Barker, Mayor

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Emily Dance, CAO/Clerk

## CODE OF CONDUCT FOR MEMBERS OF COUNCIL & LOCAL BOARDS

### 1. Purpose

#### 1.0 Application and Purpose

1.1 The purpose of this Code of Conduct is to establish a general standard to ensure that all Members share a common basis for acceptable conduct, and to which all Members are expected to adhere to and comply with. This Code of Conduct augments other laws which Members are governed by and which requires Members to follow the Procedure By-law and other sources of applicable law, including but not limited to:

Municipal Act, 2001  
Municipal Conflict of Interest Act  
Municipal Elections Act, 1996  
Municipal Freedom of Information and Protection of Privacy Act  
Human Rights Code  
Occupational Health and Safety Act  
Provincial Offences Act  
Criminal Code

1.2 This Code of Conduct applies to all Members of the Council of the Township of Billings and, unless specifically indicated otherwise and with all necessary modifications, to all members of the Municipality's local boards.

1.3 While this Code of Conduct applies to members of the Municipality's local boards it is recognized that such members do not hold elected office nor do they represent the Municipality in general and at all times.

### 2.0 Statement of Principles

2.1 This Code of Conduct is intended to set a high standard of conduct for Members in order to provide good governance and a high level of public confidence in the administration of the Municipality by its Members as duly elected and/or appointed public representatives of local boards to ensure that they each operate from a foundation of integrity, transparency, justice, truth, honesty, and courtesy.

2.2 The principles set out in Sections 2.1 and 2.2 are intended to facilitate an understanding, application, and interpretation of the Code of Conduct – the principles are not operative provisions of the Code of Conduct and are not intended to be enforced independently as such.

All Members shall:

- serve and be seen to serve the public in a conscientious and diligent manner;
- observe and act with the highest standard of ethical conduct and integrity;
- avoid the improper use of the influence of their office and act without self-interest;
- perform their functions with honesty, integrity, accountability, and transparency;
- perform their duties of office and arrange their private affairs in a manner that promotes public confidence and that will bear close public scrutiny;
- be cognizant that they are at all times representatives of the Municipality and of Council, recognize the importance of their duties and responsibilities, take into account the public character of their function, and maintain and promote the public trust in the Municipality; and
- uphold the spirit and the letter of the laws of Ontario and Canada and the laws and policies adopted by Council.

### 3.0 Definitions

3.1 The following terms shall have the following meanings in this Code of Conduct:

- (a) "CAO" means the Chief Administrative Officer / Clerk of the Township of Billings or designate;
- (b) "child" means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family;
- (c) "Clerk" means the CAO/Clerk of the Township of Billings or designate;
- (d) "confidential information" means information or records that are in the possession, in the custody or under the control of the Municipality that the Municipality is either precluded from disclosing under the Municipal Act, 2001 or other applicable legislation, its Procedure By-law or any of its other by-laws, policies, rules or procedures, or that it is required to refuse to disclose under the Municipal Freedom of Information and Protection of Privacy Act or other legislation;
- (e) "conflict of interest" means a situation in which a member has competing interests or loyalties between the member's personal or private interests and his or her public interests as an elected representative such that it might influence his or her decision in a particular matter;
- (f) "Council" means the Council for the Corporation of the Township of Billings and includes, as the context may require and with all necessary modifications, any of the Municipality's local boards;
- (g) "family" means a member's spouse (including common-law partner or any person with whom the member is living as a spouse outside of marriage), parent (including step-parent and legal guardian), child (including step-child), grandchild, sibling, aunt, uncle, niece, nephew, first cousin, and in-law (including mother- and father-in-law, sister- and brother-in-law, daughter- and son-in-law);
- (h) "frivolous" means of little or no weight, worth, importance or any need of serious notice;
- (i) "gift" means any kind of benefit, contribution or hospitality that has any financial or monetary value and includes the forms of benefits, contributions and hospitality that are set out in Section 7.0;
- (j) "Integrity Commissioner" means the person appointed by Council pursuant to section 223.3 of the Municipal Act, 2001 to independently carry out the functions set out therein and such other functions as may be assigned by Council from time to time;
- (k) "local board" means a local board as that term is defined in subsection 1(1) and section 223.1 of the Municipal Act, 2001;
- (l) "media" includes any radio, television, newspaper, magazine, website, blog, social media, Twitter feed, YouTube, or any other vehicles for the public dissemination of information, whether digital, electronic, or print;
- (m) "meeting" means a regular, special, or other meeting of Council or a committee of Council where:
  - (i) a quorum of Members is present, and
  - (ii) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council;
- (n) "Member" means a Member of the Council for the Municipality or a member of a local board, including a member of a joint board if that member is appointed by the Council to the joint board;

(o) “Municipality” means The Corporation of the Township of Billings and includes, as the context may require and with all necessary modifications, any of the Municipality’s local boards;

(p) “non-pecuniary interest” means a private or personal interest that a member may have that is non-financial in nature and that would be considered by a reasonable person, apprised of all the circumstances, as being likely to influence the Member’s decision in any matter in which the non-pecuniary interest arises, and may include, but is not limited to, an interest that arises from a relationship with a person or entity;

(q) “parent” means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child;

(r) “pecuniary” means relating to or consisting of money or having financial, economic, or monetary value;

(s) “social media” means any third-party hosted technologies that allow the creation and exchange of user-generated content to share opinions, information, and documents, and includes blogs, discussion boards and forums, microblogs, photo-sharing sites, social networks and video sharing services;

(t) “spouse” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage;

(u) “staff” means the CAO/Clerk and all officers, managers, supervisors and all administrative staff, whether full-time, part-time, contract, seasonal or volunteer, as well as agents, consultants and volunteers acting in furtherance of the Municipality’s business and interest (not including a member);

(v) “vexatious” means troublesome or annoying in the case of being instituted without sufficient grounds and serving only to cause irritation and aggravation to the person being complained of.

#### **4.0 General Obligations**

4.1 A Member shall make every effort to:

(a) respect the individual rights, values, beliefs, and personality traits of any other person, recognizing that all persons are entitled to be treated equally with dignity and respect for their personal status regarding gender, sexual orientation, gender identity, gender expression, race, creed, religion, ability, and spirituality;

(b) not make statements that are or ought to be known to be false or with the intent to mislead or misinform Council or the public;

(c) not make disparaging comments about any other person (including a Member) or unfounded accusations about the motives of any person (including a Member); and

(d) conduct themselves with integrity, courtesy, and respectability at all meetings of the Council or any committee and in accordance with the Municipality’s Procedure Bylaw or other applicable procedural rules and policies.

#### **5.0 The Role of Staff – Respectful Conduct Towards Staff**

5.1 An individual Member neither directs nor oversees the functions of the staff of the Municipality. Council as a whole approves the budget, policies, and governance of the Municipality through its by-laws and resolutions.

5.2 Staff serve Council and work for the Municipality as a body corporate under the direction of the CAO/Clerk. Members shall acknowledge, respect and have regard for the administration, managerial and organizational structure of the Municipality when requesting information, advice or services from staff.

5.3 A Member shall comply with the Municipality’s Council and Staff Relations Policy.

5.4 A Member shall not publicly criticize Staff and any issue with respect to any Staff member shall be referred to the CAO/Clerk.

5.5 A Member shall respect the role of Staff in the administration of the business and governmental affairs of the Municipality, and acknowledge and appreciate that staff:

(a) provide advice and make policy recommendations in accordance with their professional ethics, expertise, and obligations and that a member must not falsely or maliciously injure the reputation of Staff members whether professional or ethical or otherwise;

(b) work within the administration of justice and that a Member must not make requests, statements or take actions which may be construed as an attempt to influence the independent administration of justice and, therefore, a Member shall not attempt to intimidate, threaten, or influence any Staff member from carrying out that person's duties, including any duty to disclose improper activity; and

(c) carry out their municipal duties based on political neutrality and without undue influence from any individual member and, therefore, a member must not invite or pressure any member of Staff to engage in partisan political activities or be subjected to discrimination or reprisal for refusing to engage in such activities.

## **6.0 Municipal Property**

6.1 Council is the custodian of the assets of the Municipality. The community places its trust in Council and those it appoints to make decisions for the public good in relation to these assets.

6.2 By virtue of their office or appointment, a member must not use or permit the use of the Municipality's property, including but not limited to land, facilities, equipment, supplies, services, staff, or other resources for activities other than the business of the Municipality, unless they are entitled to such use equally with any other resident and have paid fair market value for such use. No member shall seek financial gain for themselves, family or friends from the use or sale of the Municipality's intellectual property, computer programs, technological innovations, or other patent, trademarks, official marks, or copyright held by the Municipality.

6.3 A member shall not use any Municipality property for activities not associated with their duties of office unless prior approval has been granted by Council.

## **7.0 Gifts, Benefits and Hospitality**

7.1 Any gift to a member risks the appearance of improper influence. Gifts may improperly induce influence or create an incentive for a member to make decisions on the basis of relationships rather than in the best interests of the Municipality. A Member shall not accept any gift connected directly or indirectly with the performance of his or her duties except as provided in Section 7.3.

7.2 A gift provided to a member's family that is connected directly or indirectly to the performance of the Member's duties shall be deemed to be a gift to that member. Any doubt concerning the propriety of the gift should be resolved by the member not accepting or keeping it.

7.3 For greater clarity, despite Sections 7.1 and 7.2, a member is entitled to accept any compensation, remuneration or benefit authorized by law but shall not accept any gift other than in the following circumstances:

(a) a gift that normally accompanies the responsibilities of office and is received as an incident of protocol or social obligation as set out in 7.3(g);

(b) a political contribution otherwise reported by law, in the case of a member running for office;

(c) services provided without compensation by persons volunteering their time for a charitable or non-profit event or for the member's re-election campaign;

(d) nominal tokens, mementos or souvenirs received as an incident of protocol or social obligation that normally accompanies the responsibilities of elected office or at a function honouring the member;

(e) food, lodging, transportation, and entertainment provided by provincial, regional and local governments or any agencies or subdivisions of them or by the federal government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the member is either speaking or attending in an official capacity as a representative of the Municipality;

(f) entrance fees or food and beverages consumed at banquets, receptions, or similar events, if:

(i) attendance serves a legitimate municipal business purpose related to the business of the Municipality,

(ii) the person extending the invitation or a representative of the organization is in attendance,

(iii) the invitations are infrequent, and

(iv) the value is not greater than \$500.00 from a single source over a calendar year;

(g) a gift (other than gifts as set out in Section 7.3(f)) not having a value greater than \$250.00 from a single source over a calendar year; and

(h) a gift received as a door prize, raffle or similar draw at an event, conference or seminar attended by the member.

7.4 A member who has received and accepted a gift pursuant to Section 7.3(a), (f), (g) and (h) shall file a disclosure of the gift indicating the person, body, or entity from which it was received together with the estimated value of the gift in accordance with the Disclosure Statement set out in Appendix "A". A member shall submit the Disclosure Statement to the CAO/Clerk on an annual basis no later than March 31 for the preceding calendar year and it shall be a matter of public record.

7.5 A member shall not seek or obtain by reason of his or her office any personal privilege or advantage with respect to municipal services not otherwise available to the general public and not connected directly or indirectly to the performance of the Member's duties.

## **8.0 Confidential Information**

8.1 members receive confidential information from a number of sources as part of their work as elected officials. This includes information received in confidence by the Municipality that falls under the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act and other applicable privacy laws, and information received during closed meetings of Council or committees of local boards. Examples of types of information that a member must keep confidential, unless expressly authorized by Council, or as required by law, or the information is in the public realm, include, but are not limited to:

(a) matters related to ongoing litigation or negotiation, or that are the subject of solicitor client privilege;

(b) information provided in confidence, for example, the identity of a complainant where a complaint is made in confidence, personal information of an individual derived from municipal records or other information that a member receives in confidence by virtue of their office as an elected representative;

(c) price schedules in contract tender or request for proposal submissions if so specified;

(d) personal matters about an identifiable individual;



(e) “personal information” as defined in the Municipal Freedom of Information and Protection of Privacy Act;

(f) any census or assessment data that is deemed confidential; and

(g) the purchase or sale of personal or real property by the Municipality.

8.2 A member shall not disclose the content of any confidential information, or the substance of deliberations, from a closed meeting. A Member has a duty to hold any information received at closed meetings in strict confidence for as long and as broadly as the confidence applies. A Member shall not, either directly or indirectly, release, make public or in any way divulge any such information or any confidential aspect of the closed deliberations to anyone, unless authorized by Council or as required by law.

8.3 A member shall not disclose, use, or release confidential information in contravention of applicable privacy laws. Members are only entitled to information in the possession of the Municipality that is relevant to matters before the Council, or a committee. Otherwise, Members enjoy the same access rights to information as any other member of the community or resident of the Municipality and must follow the same processes as any private person to obtain such information.

8.4 A Member shall not misuse confidential information in any way or manner such that it may cause detriment to the Municipality, Council, or any other person, or for financial or other gain for themselves or others.

8.5 A Member shall respect the right to confidentiality and privacy of all clients, volunteers, and staff, and should be aware of their responsibilities under applicable legislation, municipal policies, procedures and rules, ethical standards and, where appropriate, professional standards.

8.6 A member shall not disclose any confidential information received by virtue of his or her office, even if the member ceases to be a Member.

## **9.0 Discrimination and Harassment**

9.1 A Member shall treat all members of the public, one another, and staff with respect and without abuse, bullying or intimidation and ensure that their work environment is free from discrimination and harassment.

9.2 A Member shall not use indecent, abusive, demeaning, or insulting words, phrases, or expressions toward any member of the public, another Member or staff.

9.3 A Member shall not make comments or conduct themselves in any manner that is discriminatory to any individual based on the individual’s race, colour, ancestry, citizenship, ethnic origin, place of origin, creed or religion, gender, gender identity, gender expression, sexual orientation, marital status, family status, disability, age or record of offences for which a pardon has not been granted.

9.4 A Member shall comply with the Municipality’s Corporate Violence, Discrimination and Harassment Policy.

## **10.0 Improper Use of Influence**

10.1 A Member shall not use the influence of their office or appointment for any purpose other than the exercise of his or her official duties in the public interest.

10.2 A Member shall not use the status of their position to influence the decision of another person to the private advantage or non-pecuniary interest of themselves or their family, or for the purpose of creating a disadvantage to another person or for providing an advantage to themselves.

## **11.0 Conflicts of Interest**

11.1 A Member shall recognize that they must comply with the requirements of the Municipal Conflict of Interest Act with respect to obligations relating to pecuniary

interests. A contravention of the Municipal Conflict of Interest Act by a Member shall not constitute a breach of the Code of Conduct but may be enforced in accordance with the provisions of the statute and section 223.4.1 of the Municipal Act, 2001.

11.2 A Member shall also avoid any conflict of interest that is a non-pecuniary interest in order to maintain public confidence in the Municipality and its local boards. If a Member has a non-pecuniary interest, the Member should declare the non-pecuniary interest and then leave the meeting at which the matter is being considered. Under no circumstance shall the Member participate in any discussion or vote on the matter or attempt to influence the voting on the matter in any way, before during or after the meeting.

## **12.0 Council Policies and Procedures**

12.1 A Member shall observe and strictly adhere to any policies, procedures and rules enacted and/or established from time to time by Council. These policies include, but are not limited

to:

Conference Attendance and Expense Reimbursement Policy

- Accountability and Transparency Policy
- Council-Staff Relation Policy
- Employment Responsibilities Policy
- Social Media Policy
- Purchasing and Procurement Policy

## **13.0 Election Activity**

13.1 A Member is required to conduct themselves in accordance with the Municipal Elections Act, 1996 and any of the Municipality's policies pertaining to elections. The use of the Municipality's resources, both property and staff time, for any election-related activity is strictly prohibited. Election-related activity applies to the Member's campaign and any other election campaigns for municipal, provincial, or federal office.

## **14.0 Communications and Media Relations**

14.1 In order to foster respect for the decision-making process of Council, Members shall fairly and accurately communicate the decisions of Council and respect Council's decision-making process even if they disagree with Council's ultimate determinations and rulings. Members may publicly express the reason for voting differently than the majority but shall always do so in a respectful manner that supports the decisions of Council.

14.2 Members shall not indicate, implicitly or explicitly, in any communications with the media that they speak on behalf of Council, unless they have been expressly authorized to do so by Council.

14.3 Members shall refrain from making comments of a disparaging nature about Members, staff or persons that relate to the business of the Municipality.

## **15.0 Social Media**

15.1 Members using social media shall:

- (a) ensure that all posts are accurate before uploading content to the internet;
- (b) obtain permission before posting any third-party content;
- (c) follow the same principles and guidelines as for other forms of communication by employing sound judgment and common sense, by acting with respect, dignity, courtesy, and empathy; and

(d) ensure that it is noted that communications that are Member and constituent-related do not necessarily reflect the existing or future opinions, views, or decisions of the Council.

## **16.0 Respect for the Code of Conduct**

16.1 A Member shall respect the process for complaints made under the Code of Conduct, applications under the Municipal Conflict of Interest Act or through any process for complaints adopted by the Municipality.

16.2 A Member shall not act in reprisal or threaten reprisal against any person, including another Member, who makes a complaint or provides information to the Integrity Commissioner during an investigation.

16.2 A Member shall interact courteously and respectfully with the Integrity Commissioner and with any person acting under the direction of the Integrity Commissioner. A Member shall not act in reprisal or threaten reprisal against the Integrity Commissioner or any person acting under the instructions of the Integrity Commissioner. The Integrity Commissioner is authorized to report any incidents of threats or reprisals to Council or the local board by a Member and may recommend penalties or remedial or corrections measures or actions against such Member. The Integrity Commissioner is also authorized to report to Council or the local board any attempt by a Member to use their office to influence any decision or recommendation of the Integrity Commissioner.

16.3 A Member shall cooperate with requests for information during any investigations or inquiries under the Code of Conduct and shall not:

- (a) interfere with or obstruct an investigation by the Integrity Commissioner;
- (b) destroy or damage documents or erase any digital or electronic communications or records;
- (c) refuse to respond to the Integrity Commissioner where a complaint has been filed under the Code of Conduct or any process for complaints adopted by the Municipality; or
- (d) attempt to influence any other Member or staff with respect to the subject matter of the investigation or inquiry except as may be permitted pursuant to subsections 5(2.1) and 5.2(2) of the Municipal Act Conflict of Interest Act.

16.4 Staff shall remain neutral and impartial, and not seek to interfere with or attempt to subvert or obstruct the Integrity Commissioner in any way in carrying out its responsibilities and functions. Staff shall comply with any requests from the Integrity Commissioner for any assistance or information.

## **17.0 Penalties for Non-Compliance with the Code of Conduct**

17.1 Where Council receives a report from the Integrity Commissioner that there has been a violation of the Code of Conduct by a Member, Council may impose the following penalties on the Member:

- (a) a reprimand; and/or
- (b) a suspension of the remuneration paid to the Member in respect of his or her services as a Member for a period up to ninety (90) days.

17.2 In the case of a local board, if the Council has not imposed either of the penalties set out in Section 17.1 on its Member, the Integrity Commissioner may report to the local board that, in his or her opinion, the Member has contravened the Code of Conduct in which case the local board may impose the penalties set out in Section 17.1.

## **18.0 Remedial Measures or Corrective Actions**

18.1 Council may, on the basis of a recommendation from the Integrity Commissioner, also take any or all of the following corrective actions or remedial measures, and require that the Member:

- (a) provide a written or verbal apology;
- (b) return property or make reimbursement of its value or of money spent;
- (c) be removed from or not be appointed to the membership on a committee of Council;
- (d) be removed from or not be appointed as chair of a committee of Council; and
- (e) comply with any other remedial measure or corrective action deemed appropriate by the Integrity Commissioner.

18.2 In the case of a local board, if the Council has not imposed either of the penalties set out in Section 17.1 on a Member or any remedial or corrective actions under Section 18.1, the local board may impose such remedial or corrective actions as are set out in Section 18.1(a)-(e).

### **19.0 Legal Fees**

19.1 A Member of Council is entitled to seek the advice of the Integrity Commissioner with respect to their own obligations under the Code of Conduct, any ethical procedure, policy or rule, and sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act. As such, a Member is solely responsible for their own legal costs if they retain a lawyer or paralegal to provide legal counsel, advice or representation on any matter related to the Code of Conduct, any ethical procedure, policy or rule, and sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act, including, but not limited to, an investigation and the imposition of penalties or remedial or corrective actions recommended by the Integrity Commissioner or as imposed by Council, a complaint to the Ontario Ombudsman or a judicial review application to the courts from a decision of Council based on a report and recommendations from the Integrity Commissioner, or any other related proceeding.

### **20.0 Complaint Protocol**

20.1 The Complaint Protocol is Appendix "B" to the Code of Conduct and applies to complaints under the Code of Conduct and applications under the Municipal Conflict of Interest Act.

APPENDIX "A"

DISCLOSURE STATEMENT FOR GIFTS OR BENEFITS

Member's Name: \_\_\_\_\_

Gift Received: \_\_\_\_\_

Received From: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_ Value or Estimate of Gift: \_\_\_\_\_

Please describe the circumstances under which the Gift was received:

\_\_\_\_\_  
\_\_\_\_\_

Please describe your intentions with respect to the Gift:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you anticipate transferring the Gift described above to the Municipality or the local board?

Yes, immediately \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_

Member's Signature Date

DRAFT

## APPENDIX "B"

### CODE OF CONDUCT COMPLAINT PROTOCOL FOR MEMBERS OF COUNCIL

#### **PART A - INFORMAL COMPLAINT PROCEDURE**

1. Any individual who identifies or witnesses behaviour or activity by a Member that they believe contravenes the Code of Conduct may seek to address the prohibited behaviour or activity themselves in the following manner by following the Informal Complaint Procedure:

(a) document the incident(s) where the Member may have contravened the Code of Conduct including dates, times, locations, other persons present, and any other relevant information;

(b) advise another person about the concerns regarding the Member's actions for the purpose of corroborating the incident(s) or actions;

(c) directly advise the Member that the behaviour or activity appears to contravene the Code of Conduct;

(d) identify to the Member the specific provision(s) of the Code of Conduct that may have been contravened;

(e) encourage the Member to acknowledge and agree to stop the prohibited behaviour or activity and to undertake to refrain from future occurrences of the prohibited behaviour or activity;

(f) if applicable:

(i) confirm to the Member that his or her response is satisfactory, or

(ii) advise the Member that his or her response is unsatisfactory;

(g) consider the need to pursue the matter in accordance with the Formal Complaint Procedure set out in Part B, or in accordance with any other applicable judicial or quasi-judicial process or complaint procedure.

2. Individuals are encouraged to pursue the Informal Complaint Procedure as the first means of remedying the behaviour or activity of a Member that they believe contravenes the Code of Conduct.

3. The Integrity Commissioner may be requested to assist in an attempt to settle or resolve the issue with the Member and the individual but the Integrity Commissioner will participate only if both or all parties have consented to its participation.

4. The Informal Complaint Procedure is not a precondition or a prerequisite to pursuing the Formal Complaint Procedure related to the Code of Conduct set out in Part B.

#### **PART B - FORMAL COMPLAINT PROCEDURE**

##### Formal Complaints

5.(1) Any individual who has reasonable grounds to believe that a Member has contravened a provision of the Code of Conduct may file a formal complaint ("Complaint") to request an inquiry by the Integrity Commissioner as to whether a Member has contravened the Code of Conduct in accordance with the following requirements:

(a) a Complaint shall be in writing on the prescribed form (Formal Complaint Form #1 attached hereto) and shall be dated and signed by an identifiable individual ("the complainant");

(b) a Complaint must set out reasonable grounds for the allegation that the Member has contravened the Code of Conduct and set out the evidence in support of the allegation; and

(2) Council may also file a Complaint against any of its Members of an alleged contravention of the Code of Conduct by passing a resolution requesting the Integrity Commissioner to undertake an inquiry.

(3) An elector, as defined in section 1 of the Municipal Conflict of Interest Act, or a person demonstrably acting in the public interest (collectively, “a complainant”) may file a formal application requesting that the Integrity Commissioner carry out an inquiry concerning an alleged contravention of section 5, 5.1 or 5.2 of that statute by a Member in accordance with the following requirements:

(a) an application (also referred to as a “Complaint” herein) shall be in writing on the prescribed form (Complaint Form # 2 attached hereto), dated and signed by an identifiable individual;

(b) the application shall include a statutory declaration attesting to the fact that:

(i) the complainant became aware of the contravention not more than six (6) weeks before the date of the application; or

(ii) in the case where the complainant became aware of the alleged contravention during the period of time described in paragraph 1 of subsection 223.4.1(5) of the Municipal Act, 2001, that the complainant became aware of the alleged contravention during that period of time;

(4) Council may also pass a resolution requesting the Integrity Commissioner to undertake an inquiry respecting an alleged contravention of section 5, 5.1 or 5.2 of the Municipal Conflict of Interest Act by a Member and provide a statutory declaration as required by Section 5(2) to be sworn by a Member of Council.

(5) Complainants who file a formal Complaint under Section 5 must provide a full and complete record of the evidence they purport to rely upon to substantiate or support the allegations set out in the Complaint to the Integrity Commissioner. The Integrity Commissioner is under no obligation whatsoever to, but may, seek additional information.

#### **Filing of Complaint and Classification by Integrity Commissioner**

6.(1) The Complaint may be filed either with the CAO/Clerk or with the Integrity Commissioner by hard copy or by email at the following mailing or email addresses:

(a) to the CAO/Clerk (who will provide a copy to the Integrity Commissioner):

Emily Dance  
CAO/Clerk  
15 Old Mill Road  
Kagawong, ON  
P0P 1J0  
[edance@billingstwp.ca](mailto:edance@billingstwp.ca)

or

(b) directly with the Integrity Commissioner:

Expertise for Municipalities (E4m)  
1894 Lasalle Blvd.  
Sudbury, ON  
P3A 2A4  
[ic@e4m.solutions](mailto:ic@e4m.solutions)

(2) The Integrity Commissioner shall initially review the Complaint to determine if the matter is, on its face, a Complaint with respect to a contravention of the Code of Conduct and not covered by other legislation or other Council procedures, policies or rules as set out in Section 7 or whether it is a Complaint with respect to an alleged contravention of section 5, 5.1 or 5.2 of the Municipal Conflict of Interest Act.

## **Complaints Outside the Integrity Commissioner's Jurisdiction or Not for Investigation**

7.(1) If the Complaint is not, on its face, a Complaint with respect to a contravention of the Code of Conduct or the Complaint relates to matters addressed by other legislation under another procedure, policy, or rule of the Municipality, or whether it is a Complaint with respect to an alleged contravention of section 5, 5.1 or 5.2 of the Municipal Conflict of Interest Act, the Integrity Commissioner shall advise the complainant in writing as follows:

### **Criminal Matter**

(a) if the Complaint is, on its face, an allegation of a criminal nature consistent with the Criminal Code, the complainant shall be advised that the complainant may pursue it with the appropriate police service if the complainant wishes to pursue any such allegation;

### **Municipal Freedom of Information and Protection of Privacy Act**

(b) if the Complaint is more appropriately addressed under the Municipal Freedom of Information and Protection of Privacy Act, the complainant shall be advised that the matter must be referred to the CAO/Clerk to deal with under any access and privacy policies of the Municipality under that statute;

### **Other Procedure, Policy or Rule Applies**

(c) if the Complaint appears to fall within the scope of another procedure, policy or rule of the Municipality, the complainant shall be advised to pursue the matter under such procedure, policy or rule with the appropriate municipal official or staff member; and

### **Lack of Jurisdiction**

(d) if the Complaint is, for any other reason not within the jurisdiction of the Integrity Commissioner (for example, it relates to a decision of Council as a whole and not one or more individual Members), the complainant shall be so advised and provided with any additional reasons and referrals, if any, as the Integrity Commissioner considers appropriate.

(2) If it becomes apparent to the Integrity Commissioner at any time that the Complaint with respect to a contravention of the Code of Conduct or with respect to an alleged contravention of section 5, 5.1 or 5.2 of the Municipal Conflict of Interest Act, relates to any of the following matters, the Integrity Commissioner shall advise the complainant in writing as follows:

### **Matter Already Pending**

(a) if the Complaint is in relation to a matter which is subject to an outstanding complaint under another process such as a court proceeding, a human rights or workplace harassment complaint or similar process, or to a civil matter that is pending before the courts, the Integrity Commissioner may, in his/her sole discretion, suspend any investigation, in whole or in part, pending the result of the other process;

### **Similar Matter Already Pending**

(b) if the Complaint is in relation to a similar matter which is subject to an outstanding Complaint before the Integrity Commissioner, the Integrity Commissioner may, in his/her sole discretion, consider the matter in conjunction with the similar matter or deal with it separately, including not undertaking an inquiry if the matter can be adequately addressed in any report and/or recommendations made with respect to the Complaint in the similar matter; and

### **Other Ethical Code or Policy Applies**

(c) if the Complaint is in relation to a matter which is governed by a code of conduct, ethical code or similar procedure or policy of another body or entity which also governs



the Members (for example, another board, body or committee to which the Member has been appointed), the Integrity Commissioner shall consider the most appropriate forum for the Complaint and may, in his/her sole discretion, defer consideration of the matter pending any determination made by the other body or entity and shall so advise the complainant and, if necessary, the Member.

(3) Nothing in Section 7 precludes the Integrity Commissioner from reporting to Council on any matter that is suspended, summarily dismissed, terminated or not otherwise investigated.

### **Limitation Period**

8.(1) The Integrity Commissioner shall not accept a Complaint under the Code of Conduct for which the event giving rise to the Complaint occurred more than six (6) months prior to the date of the filing of the Complaint, notwithstanding when it was discovered.

(2) The Integrity Commissioner shall not accept an application with respect to an alleged contravention of section 5, 5.1 or 5.2 of the Municipal Conflict of Interest Act more than six (6) weeks after the complainant became aware of the alleged contravention except in accordance with the requirements of subsections 8(3)-(7) of that statute and section 223.4.1 of the Municipal Act, 2001.

### **Refusal to Conduct Investigation**

9. The Integrity Commissioner always has a discretion as to whether to carry out an investigation. If the Integrity Commissioner is satisfied at any time, after considering the information contained in the Complaint, that the Complaint:

- (a) is frivolous or vexatious,
- (b) is not made in good faith,
- (c) constitutes an abuse of process,
- (d) discloses no grounds or insufficient grounds for an investigation,
- (e) does not warrant a full investigation, or
- (f) is not otherwise in the public interest, the Integrity Commissioner shall not be required to conduct an investigation and may summarily dismiss the Complaint, and, where this becomes apparent during the course of an investigation, the Integrity Commissioner shall terminate the investigation and provide notice to the complainant and, if necessary, to the Member. The Integrity Commissioner is under no obligation to report the refusal to conduct an investigation to Council.

### **Opportunities for Resolution**

10. Following receipt and review of a Complaint or at any time during an investigation where the Integrity Commissioner, in its sole discretion, believes that an opportunity to resolve the matter may be successfully pursued without a formal investigation, and both the complainant and the Member agree, efforts may be pursued to achieve an informal resolution.

### **Investigation**

11.(1) The Integrity Commissioner may proceed as follows, except where the Integrity Commissioner has a full factual record and believes, in its sole discretion, that no additional information is required, or where otherwise required by the Public Inquiries Act, 2009, or where the Integrity Commissioner has not otherwise terminated the inquiry:

- (a) provide the Member with a copy of the Complaint which shall not disclose:
  - (i) the identity of the complainant, or

(ii) the identity of any witnesses set out in the Complaint or persons that are to be questioned/interviewed by the Integrity Commissioner, unless it is essential for the Member to adequately respond to the Complaint, which determination shall be made by the Integrity Commissioner, in its sole discretion;

(b) request that the Member provide a written response to the allegations in the Complaint to the Integrity Commissioner within ten (10) calendar days;

(c) provide a copy of the Member's response to the complainant with a request that any written reply be provided by the complainant to the Integrity Commissioner within ten (10) calendar days.

(2) If necessary, after reviewing the submitted materials, the Integrity Commissioner may contact and speak to or correspond with any other persons, access and examine any other documents or electronic materials, including any materials on the Municipality's computers and servers, and may enter any municipal work location relevant to the Complaint for the purpose of investigation and potential resolution.

(3) Preliminary or proposed finding(s) may be provided to a Member if the Integrity Commissioner considers that the Member may have contravened the Code of Conduct.

(4) The Integrity Commissioner may, but is under no obligation, to provide the Member and the complainant with a draft of the proposed final report on the Complaint.

(5) The Integrity Commissioner may make interim reports to Council where the Integrity Commissioner considers it necessary or required to address any instances of interference, obstruction, intimidation, delay, reprisal or retaliation by the Member or by any other person encountered during the formal investigation, and may also disclose such information as is necessary in the Integrity Commissioner's opinion for the purposes of the interim report(s) or any final report(s).

(6) The Integrity Commissioner is entitled to make such additional inquiries and provide such additional reports to Council where necessary and as required to address any instances of non-compliance with any decision of Council including the failure to comply with any penalties or remedial measures/corrective actions imposed by Council or on any matter that the Integrity Commissioner considers necessary.

### **No Complaint Prior to Municipal Election**

12.(1) Notwithstanding any other provision of this Complaint Protocol, no Complaint may be filed with the Integrity Commissioner, nor shall any report shall be made by the Integrity Commissioner to Council during the period of time starting on nomination day for a regular municipal election year, as set out in section 31 of the Municipal Elections Act, 1996 and ending on the voting day in a regular election as set out in section 5 of the Municipal Elections Act, 1996.

(2) If the Integrity Commissioner has received a Complaint and has commenced an inquiry but has not completed the inquiry before nomination day in a regular municipal election year, the Integrity Commissioner shall terminate the inquiry on nomination day but may commence an inquiry in respect of the same Complaint if within six (6) weeks after the voting day in a regular municipal election the individual who made the request makes a written request to the Integrity Commissioner in accordance with subsection 223.4(8) of the Municipal Act, 2001.

### **Advice Provided to Member by Integrity Commissioner**

13.(1) Subject to Section 13(2), a Member is entitled to rely upon any written advice given by the Integrity Commissioner to the Member respecting the Code of Conduct in any subsequent consideration of the conduct of the Member in the same matter provided that the Member fully disclosed in writing all relevant facts known to him or her to the Integrity Commissioner and acted in accordance with the written advice provided by the Integrity Commissioner.

(2) If the Integrity Commissioner applies to a judge under section 8 of the Municipal Conflict of Interest Act for a determination as to whether the Member contravened section 5, 5.1 or 5.2 of the Municipal Conflict of Interest Act, the Member is entitled to advise the judge of any written advice given by the Integrity Commissioner provided that the Member fully disclosed in writing all relevant facts known to him or her to the Integrity Commissioner and acted in accordance with the written advice provided by the Integrity Commissioner.

(3) A Member under investigation by the Integrity Commissioner shall not request advice from the Integrity Commissioner as to the Member's rights under the Code of Conduct, the Municipal Conflict of Interest Act or generally at law with respect to any specific matter that the Integrity Commissioner is investigating or reviewing with respect to the Member, nor is the Member entitled to rely upon any statement(s) made by the Integrity Commissioner during the course of any investigation or review that may impact the Member's rights under the Code of Conduct, the Municipal Conflict of Interest Act or generally at law.

(4) If a Member under investigation by the Integrity Commissioner requests advice, such requests shall be delegated in writing to any person, other than another Member, that the Integrity Commissioner, considers capable of providing informed advice to the Member.

### **Authority to Abridge or Extend**

14.(1) Notwithstanding any timeline or time limit set out in the Code of Conduct or this Complaint Protocol, the Integrity Commissioner shall retain the right to abridge or extend any timeline or time limit therein if the Integrity Commissioner considers it, in its sole discretion, to be in the public interest to do so.

### **Investigation Report**

15.(1) The Integrity Commissioner shall seek, but is not obligated, to complete an investigation within ninety (90) days following:

- (i) the official receipt of any Complaint under the Code of Conduct; and
- (ii) any additional clarification or information necessary to complete the Complaint, whichever is later.

(2) Where the Complaint is sustained in whole or in part, the Integrity Commissioner shall report to Council outlining the findings, the terms of any settlement and/or any recommended penalties / remedial measures or corrective actions.

(3) A Member shall have the right to address the recommendations in a report that has made a finding of a contravention of the Code of Conduct by the Member when the report is considered by Council. The Member themselves may participate in the discussion of the recommendations but may not vote on the matter. A Member is not entitled to challenge, contest or question the findings of an Integrity Commissioner's report to Council.

(5) Where the Complaint is not sustained, the Integrity Commissioner is not obligated to report to Council on the result of the investigation or any findings but may do so at its discretion and may also include such information as it deems necessary in a report or as part of an annual or other periodic report by the Integrity Commissioner.

(6) The Integrity Commissioner shall complete the investigation under the Municipal Conflict of Interest Act no later than one hundred and eighty (180) days after the official receipt of any application validly made under Sections 5(3) or (4) of this Part.

### **Findings**

16.(1) If the Integrity Commissioner determines that:

- (a) there has been no contravention of the Code of Conduct, or section 5, 5.1 or 5.2

of the Municipal Conflict of Interest Act, or

(b) a contravention occurred but:

- (i) the Member took all reasonable measures to prevent it, including having sought and followed the advice of the Integrity Commissioner,
- (ii) it was trivial,
- (iii) it was committed through inadvertence, or
- (iv) it resulted from an error in judgment made in good faith, the Integrity Commissioner may so state in the report and may make appropriate recommendations pursuant to the Municipal Act, 2001, including but not limited to, a recommendation of no penalty and no imposition of remedial measures or corrective actions.

(2) If the Integrity Commissioner:

(a) considers it appropriate, once the investigation under Section 5(3) or (4) has concluded, to apply to a judge under section 8 of the Municipal Conflict of Interest Act for a determination as to whether the Member has contravened section 5, 5.1 or 5.2 of that statute; or

(b) does not proceed with an application to the judge, the complainant and the Member shall be advised in writing.

(3) The Integrity Commissioner shall provide a written report to Council providing the reasons for its decision under Section 16(2).

### **Report to Council**

17. (1) Upon receipt of a report from the Integrity Commissioner with respect to the Code of Conduct, the CAO/Clerk shall place the report on the next regular agenda of Council for consideration by Council at that meeting.

(2) A report from the Integrity Commissioner may also be considered by Council in advance of its next regular meeting should Council agree to hold a special or other meeting before its next regular meeting to consider the report.

### **Duty of Council**

18. Council shall consider and make a determination on the Integrity Commissioner's recommendations in a report under Section 17 at the same meeting at which the report is listed on the agenda in a session that is open to the public. Council shall not defer consideration of the report or its determination to another meeting.

### **Confidentiality and Public Disclosure**

19. (1) In order to maintain the integrity of any process of inquiry or investigation, every person interacting with the Integrity Commissioner, including the complainant, the Member, any witness or any other person, shall preserve confidentiality with respect to all matters and shall not disclose any information to any other person relating to investigation unless so authorized by the Integrity Commissioner. A breach of this provision by the complainant may result in a termination of the Complaint.

(2) The Integrity Commissioner shall retain all records related to the Complaint and investigation although copies may be provided to the Municipality's administrative staff, subject to the duty of confidentiality under subsection 223.5 of the Municipal Act, 2001.

(3) The identity of the Member who is the subject of the Complaint shall not be treated as confidential information in the Integrity Commissioner's report to Council. The identity of the complainant and of any other person, including any witnesses, will remain confidential but may be disclosed if deemed appropriate and necessary by the Integrity Commissioner, if consented to by the complainant or any other person, or such information has already been publicly disclosed.

(4) All reports from the Integrity Commissioner to Council shall be made available to the public by the CAO/Clerk and are published via the meeting agenda in which they are considered.

**Delegation by Integrity Commissioner**

20. The Integrity Commissioner may delegate in writing to any person, other than a Member, any of the Integrity Commissioner's powers and duties under Part V.1 of the Municipal Act, 2001.

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## Code of Conduct – Formal Complaint Form #1

### Part 1: Complainant Information

Last Name First Name

Address

Municipality Province Postal Code

Phone Number Email Address

### Part 2: Complaint Information

Name of Member(s)

Name of Board (if applicable)

What provision(s) of the Code of Conduct do you believe were contravened?

[Set out all provision(s) alleged to have been contravened.]

### Part 3: Complaint Description

Provide detailed reasons for why you have reasonable grounds to believe the Member has contravened the Code of Conduct?

[Set out detailed reasons on additional pages if necessary]

[Specify which actions or incidents relate to which provisions of the Code of Conduct]

I have attached supporting records and/or additional pages:  Yes  No

I also intend to file an application for an inquiry regarding a possible contravention of the Municipal

Conflict of Interest Act in relation to this matter:  Yes  No

Signature of Complainant Date (MM/DD/YYYY)

Suggestions

Complainants should review the full text of the Code of Conduct or relevant legislation.

Complainants should review the Municipality's Complaint Protocol and may contact the Integrity

Commissioner with questions about the process or procedure before filing.

The personal information on this form is collected under authority of the Municipal Act, 2001.

## Municipal Conflict of Interest Act – Complaint Form # 2

### STATUTORY DECLARATION

I, \_\_\_\_\_ (first and last name),

of the \_\_\_\_\_ in the Province of Ontario.

I SOLEMNLY DECLARE THAT:

1. I reside at: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

2. I have reasonable and probable grounds to believe that

\_\_\_\_\_ (name of Member) has contravened the following section(s) of the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50:

Section 5 Participated in the discussions and/or voted about a matter in which the Member has a direct or indirect pecuniary interest.

Section 5.1 Failed to file a written statement of a declared pecuniary interest.

Section 5.2 Used their office to attempt to influence a decision or recommendation of an officer or employee of the municipality and/or the board about a matter in which the Member has a direct or indirect pecuniary interest.

3. I became aware of the facts constituting the alleged contravention not more than six (6) weeks ago.

4. The facts constituting the alleged contravention are set out in Schedule "A" together with all applicable supporting materials, documents and records.

This declaration is made for the purpose of requesting that this matter be investigated by the

Municipality's Integrity Commissioner and for no other purpose.

DECLARED before me at )

the \_\_\_\_\_ of \_\_\_\_\_ )

on \_\_\_\_\_ (date) )

) \_\_\_\_\_

(Signature)

A Commissioner for taking affidavits etc.

Please note that signing a false declaration may expose you to prosecution under ss. 131 and 132 or 134 of the Criminal

Code, R.S.C. 1985, c. C-46 and also to civil liability for defamation.



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## COUNCIL REPORT

**Department:** CAO

**Date:** January 17, 2023

**Report Number:** CAO-2023-01-02

**File:** Office of the Integrity Commissioner

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### **Recommendation:**

THAT the Township of Billings Council hereby approves Report CAO-2023-01-02 AND establishes the Office of the Integrity Commissioner AND FURTHER authorizes the appropriate By-Law coming forward.

### **Background:**

[Section 223.3](#) of the Municipal Act, 2001, as amended authorizes municipalities to appoint an Integrity Commissioner who performs functions with respect to the application of the Code of Conduct, Sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act and other procedures, rules or policies governing their ethical behavior for members of Council and members of Local Boards;

[Section 223.4 to 223.8](#) of the Municipal Act, 2001 as amended provides that an Integrity Commissioner appointed under Section 223.3 has certain powers, duties and protections, including the exercise of powers under Section 33 and 34 of the Public Inquiries Act, 2009, Schedule 6 the duty to preserve secrecy with respect to all matters that come to their knowledge in the course of performing their functions and the protection of not being a competent or compellable witness in a civil proceeding in connection with anything done under Part V.1 of the Municipal Act, 2001;

### **Discussion:**

To ensure that members of Council and Local Boards conform to ethical standards of behavior in carrying out their duties and are held to account for the adherence to the Code of Conduct, Municipal Conflict of Interest Act and any other applicable procedures, rules or policies, staff is recommending that that the Township establish an Office of the Integrity Commissioner and a process for hearing complaints regarding elected Officials and Members of Local Boards.

The Office of the Integrity Commissioner By-Law will include provisions for the appointment, removal and term of the Integrity Commissioner, their role and duties, a process for making a complaint, penalties, conflict and delegation and indemnification and costs.

### **Financial Impacts**

The Township will be responsible for all associated costs to the Integrity Commissioner in their performance of duties as per the Integrity Commissioner Agreement.

### **Respectfully Submitted By:**

Emily Dance, CAO/Clerk



## **COUNCIL REPORT**

**Department:** CAO

**Date:** January 17, 2023

**Report Number:** CAO-2023-01-03

**File:** Integrity Commissioner Appointment

**Attachment:** Correspondence dated December 15, 2022

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### **Recommendation:**

THAT the Township of Billings Council hereby approves Report CAO-2023-01-03 AND appoints E4m as the Integrity Commissioner for the Township of Billings for a two-year term with the option to renew for an additional two-years AND FURTHER authorizes the appropriate By-Law coming forward.

### **Background:**

Upon passage of Bill 68, Modernizing Ontario's Legislation Act, 2017, all municipalities in Ontario were required to appoint an Integrity Commissioner for both council and its boards. The functions of an Integrity Commissioner are set out in [subsection 223.3\(1\)](#) of the Municipal Act, 2001.

An Integrity Commissioner has the power to deal with requests to investigate suspected contraventions of the Code of Conduct and the Municipal Conflict of Interest Act, has the right of free access to all records of a municipality, a Councillor or a local board that the Integrity Commissioner believes is necessary to investigate an inquiry. The full mandate of the Integrity Commissioner has four components and is as follows:

#### Advisory:

The Integrity Commissioner will provide written and oral advice to individual members of Council about their own situation respecting Code of Conduct and other by-laws/policies governing the ethical behaviour of members, including general interpretation of the Municipal Conflict of Interest Act; and providing the full Council with specific and general opinions and advice respecting compliance by elected officials with the provisions of governing Acts and other conduct policies;

#### Complaint Investigation:

The Integrity Commissioner has the power to assess and investigate complaints made to the Integrity Commissioner from a member of Council/public; or the whole Council, all pursuant to section 223.3 of the Municipal Act;

#### Complaint Adjudication:

The Integrity Commissioner will have the power to determine whether a member of Council has in fact violated the Code of Conduct, or a by-law or policy governing their ethical behaviour and to recommend a penalty as prescribed by the Municipal Act, except that Council shall make the



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final decision on whether any penalty recommended is imposed on the member found in contravention;

**Education:**

The Integrity Commissioner will publish an annual report on findings of typical advice and complaint cases, will provide, as required, outreach programs to members of Council and staff on legislation, protocols and office procedures emphasizing the importance of ethics for public confidence in municipal government; and will disseminate information regarding the Office of Integrity Commissioner to the public.

**Discussion:**

In 2018, the Township of Billings entered into a Letter of Engagement for Integrity Commissioner services with E4m. The term of the agreement has now expired.

Council can consider a couple options

1. Extend the agreement with E4m
2. Competitive procurement process for Integrity Commissioner Services

There are advantages associated with renewing the agreement with E4m. The rate charged by E4m for Integrity Commissioner services is significantly lower than appointing a law firm that specializes in this kind of work. There is also a benefit of continuing with the same person interpreting the Code of Conduct which provides Council with a degree of predictability and certainty in this highly sensitive area.

If Billings were to undergo a competitive procurement for the services, it would likely be for a higher rate and would take time to go through the process.

On December 15, 2022 E4m offered to extend their current services for the term of Council (2022-2026) or until such a time the Township appoints a new Integrity Commissioner.

Staff recommends appointing E4m as the Integrity Commissioner for the Township of Billings for a two-year term with the option to renew for an additional two years.

Also included in the correspondence from E4m was a proposed Council On-Boarding Program for Council consideration. With the past and future Council Orientation sessions, staff do not recommend a complete package at this time; however, the individual training session might be of interest in the upcoming term.

**Financial Impacts**

As per the Municipal Act, the Township is obligated to appoint and Integrity Commissioner and is responsible for all associated fees with the process.

**Respectfully Submitted By:**

Emily Dance, CAO/Clerk

1894 Lasalle Blvd.  
Sudbury, ON P3A 2A4

Tel. 705-863-3306

Fax. 705-806-4000

www.e4m.solutions

December 15, 2022

Sent by email. [edance@billingstwp.ca](mailto:edance@billingstwp.ca)

**Mayor and Council, Township of Billings**

**Township of Billings,  
CAO/Clerk Emily Dance**

Dear Ms. Dance,

**Please provide a copy of this letter to your Mayor and Council.**

**Re: Communications and On-Going Services from E4m as Your Integrity Commissioner**

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Congratulations on your recent election! Your commitment to your community is commendable!

E4m truly wishes each and everyone of you, success in meeting your mandate to represent the best interest of your municipality. We know that this is often a significant challenge. To assist Council to be successful, E4m has geared up to be available for in person or virtual onboarding sessions for those municipalities who decide they would like to offer training for new Council members and Mayors on a variety of municipal-related topics. Over the next week we will be sending a flyer for your consideration.

Additionally, we want to thank you for the opportunity to act as your municipality's Integrity Commissioner. We understand that as a new Council you may decide to seek proposals for Integrity Commissioner services for your term of Council. E4m is committed to empowering excellence in the municipal sector. To that end, E4m has not increased our fees since our appointment as Integrity Commissioner. Further, we are offering to extend our current service fees for this term of Council (2022-2026) or until such a time as you have appointed a new Integrity Commissioner. Our current fees are as follows:

- Inquiries/Investigations           \$125/hour
- Advice                                   \$100/hour
- No Retainer
- No Fee for an Annual Report

As the Integrity Commissioner in many communities in Ontario, it is our key responsibility and mandate pursuant to the *Municipal Act*, to oversee and make independent determinations on alleged breaches of Council's adopted Code of Conduct as well as the *Municipal Conflict of Interest Act* ("MCIA") by any elected member of municipal Council, committee of Council and local board. It is a role that educates on and enforces the statutory requirement for utmost transparency and accountability to the public by locally elected officials. The Integrity Commissioner also upholds other codes and policies that fall under its jurisdiction. This is a process that we take seriously and one that we undertake with great honour.

Over the past few years, E4m received a total of 227 requests for inquiry and not all resulted in a full inquiry. Of those, 29 were allegations of a member contravening the MCIA and 7 were adjudicated in court. In each case, the decision to move forward to court was not a decision this office takes lightly. For clarity, the Integrity Commissioner is encouraged to seek a court decision in matters where they believe a breach of the MCIA has occurred. Moreover, the Integrity Commissioner does not have the jurisdiction to recommend a penalty for contraventions of the MCIA. In deciding to proceed to court we considered several factors. In three (3) matters, the Councillor requested and received advice from the Integrity Commissioner and in one (1) matter the Councillor received advice from a municipal lawyer during a training. In all four (4) situations, the members of Council did not follow the advice they received. In fact, they knowingly acted against the advice. We fully recognize the financial impact to the municipalities involved. Unfortunately, in seven (7) matters the circumstances warranted seeking a court decision. Four (4) of the matters were withdrawn when the Councillor agreed to resign and not run in the 2022 election or agreed to a formal court reprimand. This type of unethical behaviour is the very reason the *Municipal Act* was amended to require a Code of Conduct and the appointment of an Integrity Commissioner.

You may have heard/seen derogatory statements about E4m in news media or on social media. What you will not have heard/seen is E4m defending itself in these mediums. We do not believe that doing so is effective or worth the cost to the municipality. What we will say to you about these situations is that:

1. The people complaining about the cost are either the person who was found in contravention of either the Code of Conduct or MCIA;
2. The Complainant who is not satisfied with having the matter dismissed or not result in the finding they wanted;
3. There has been no comparative cost data put forward that would provide a reasonable perspective;
4. At no time did E4m solicit or engage in unnecessary work; and
5. E4m has examples of fee discounts and time investments made by E4m

consultants that exceed the cost of inquiries.

If you have any concerns about what you have heard/seen about E4m please contact us for our side of the story.

We also want to remind municipalities who have appointed us as Integrity Commissioner that there are no costs associated to this office unless we receive complaints which are valid and warrant investigation.

Over the past few years, we have corresponded with communities about the **“true cost of unethical/unacceptable behavior”** by elected officials. With the nature of the complaints this office receives in communities, it is the continued unethical and suspicious behaviour by a few elected individuals that fail to uphold the Code of Conduct or violate the *MCI*A that ultimately end up being investigated and inevitably cost the municipality financial resources to expose and correct the issue. We continue to articulate to municipalities that cost of the Integrity Commissioner is directly proportional to the unethical/unacceptable behaviour of its elected and appointed officials not the Integrity Commissioner. And the small costs associated to advice and precautionary **training of Council** could result in thousands of dollars saved for the municipality in future legal costs.

As you may be aware, E4m is a non-profit association. We have an integrated network of municipal professionals with a wide array of competencies and experiences who have a passion for and commitment to providing small municipalities with affordable services including professional Integrity Commissioner services.

E4m believes in the following core principles:

- That by providing “on the ground” support services to small municipalities, in all aspects of their municipal operations, we can assist with the successful delivery of mandatory services in circumstances where there is a limited budget and/or human resources;
- That by holding relevant conferences, meetings, or training sessions this segment of the municipal sector will be strengthened through the professional development of its elected officials, employees and volunteers;
- That by assisting small municipalities with preparing presentations to government and/or the private sector we can help them to deliver on and advocate for their municipal mandate;
- That by sharing information collected resulting from research carried out by E4m, municipalities can be better equipped to address issues

and solve problems;

- That by promoting the principles of good municipal governance we can encourage municipalities to achieve strength and sustainability through sound governmental practices and public engagement; and
- That we can give back to the municipal sector by transferring knowledge and assisting to build capacity.

On that note, we would appreciate an opportunity to connect with you at your earliest convenience to discuss training and onboarding requirements, learning initiatives and further develop a sound understanding of the office of the Integrity Commissioner with your newly elected municipal officials. We truly appreciate the relationship with your office and look forward to hearing from you in the very near future. We also plan to establish a mutually convenient time to meet with you over the next few months.

Respectfully,



Peggy Young-Lovelace, Lead Representative  
President, E4m  
1894 Lasalle Blvd. Sudbury, ON, P3A 2A4  
Phone 705-863-3306  
Email [IC@e4m.solutions](mailto:IC@e4m.solutions)

# COUNCIL ONBOARDING PROGRAM

## In Person Onboarding Session Topics

### Session 1 (2022/2023)

#### Municipal Government Fundamentals

- Governance Basics
- Civility
- Decision Making
- How to Debate
- Law making
- Setting Priorities and planning Your Council Term
- Performance Management Basics
- Defining Levels of Service
- Local Hot Topics

### Session 2 (2024)

#### Building on Session 1

- Role and Responsibilities Refresher
- Council/Staff Relationship
- Leadership vs. Management
- Human Resource Best Practices
- Local Hot Topics

### Session 3 (2025)

#### Council Legacy

- Role and Responsibilities Refresher
- Future Thinking
- Defining Council's Legacy
- Local Hot Topics

## Your Onboarding Program Also Includes:

- Council Term Plan – working document for Council to assist them in accomplishing their priorities
- Building Relationships and Respect – Extended DISC Assessments and Training
- Coaching/Mentoring for Heads of Council and Councillors – allows Heads of Council and Councillors to contact a municipal expert for information/advice on municipal governance matters not including the ethical policies or the Municipal Conflict of Interest Act which is the role of the Integrity Commissioner
- Council Report Cards – Quarterly/Annual outline the activities that Council has undertaken in relation to their Term Plan etc. There are tools to keep the public informed
- CAO/Senior Administrator Performance Evaluations - facilitate Council and the CAO/Senior Administrator in setting annual performance expectations and carrying out the annual performance evaluation

# OVERVIEW

| WMG/E4m Onboarding Program  | Year      |      |                            |      | Item Cost           |
|---|-----------|------|----------------------------|------|---------------------|
|   | 2022/2023 | 2024 | 2025                       | 2026 |                     |
| Three (3) In Person Onboarding Sessions (\$8,600 per session unsubsidized)        | X         | X    | X                          |      | \$ 25,800.00        |
| Council Term Plan   | X         |      |                            |      | \$ 8,600.00         |
| Extended DISC Assessments* & Training   | X         |      |                            |      | \$ 2,700.00         |
| Coaching/Mentoring Head of Council Hours**  | X         | X    | X                          | X    | \$ 1,375.00         |
| Coaching/Mentoring Councillor Hours***  | X         | X    | X                          | X    | \$ 5,500.00         |
| Quarterly Council Report Cards (based on Council Term Plan)                       | X         | X    | X                          | X    | \$ 6,850.00         |
| Annual Council Report Card (based on Council Term Plan)                           | X         | X    | X                          | X    | \$ 2,500.00         |
| Annual Support to Set Performance Expectations for CAO/Senior Administrator ****  | X         | X    | X                          | X    | \$ 10,500.00        |
| Annual Support to Conduct Performance Evaluations of the CAO/Senior Administrator | X         | X    | X                          | X    | \$ 14,000.00        |
|   |           |      |                            |      |                     |
|   |           |      | <b>Total Cost of Items</b> |      | <b>\$ 77,825.00</b> |

\* Includes 6 Assessments additional Assessments can be purchased separately @375 per assessment

\*\*Based on five (5) total hours which may be used between 2022 and 2026 (Term of Council)

\*\*\*Based on five (5) total hours per Councillor which may be used between 2022 and 2026 (Term of Council)

\*\*\*\*Includes Policy/Program

Does not include HST or travel costs for in person sessions

## WMG/E4m Subsidy

Sign up for the full package before January 21, 2023 to receive a \$20,000 discount.

|              | Value        | Savings      | Investment          |
|--------------|--------------|--------------|---------------------|
| Full Package | \$ 77,825.00 | \$ 20,000.00 | <b>\$ 57,825.00</b> |

The annual investment is \$14,456.25

## Payment Plan

Any municipality signing up before December 31, 2022, would be eligible to make the following instalment payments:

| 2022                                  | 2023       | 2024        | 2025        | 2026        |
|---------------------------------------|------------|-------------|-------------|-------------|
| \$7,228.25                            | \$7,228.00 | \$14,456.25 | \$14,456.25 | \$14,456.25 |
| plus \$500 administration fee and HST | plus HST   |             |             |             |

Municipalities not interested in the full package can request a quote for select parts of the Onboarding Program.



# WMG/E4M TRAINING PROGRAM



## Training/Workshops for 2023/2024

- Head of Council Leadership Forum (Mayors & CAOs Senior Administrator) in 2023
- Bi-Annual Councillor Leadership Forum in 2024
- Communications/Public Relations/Social Media
- Evaluating the CAO/Senior Administrator's Performance
- Expectations for Your CAO/Senior Administrator
- Human Resource Management Policies
- Feedback Management
- Workplace Respect/Staff Council Relationship
- MFIPPA/Legislated Obligations



Expertise for  
Municipalities

[www.E4m.solutions](http://www.E4m.solutions)

*Wishart*  
LAW FIRM LLP

# THANK YOU

WE LOOK FORWARD TO WORKING  
WITH YOU



For more information contact:  
[support@e4m.solutions](mailto:support@e4m.solutions)



[www.E4m.solutions](http://www.E4m.solutions)

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## COUNCIL REPORT

**Department:** Chief Administrative Officer

**Date:** January 17, 2023

**Report Number:** CAO-2023-01-04

**File:** C08 – Strategic Plan 2023

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### **Recommendation:**

THAT the Township of Billings Council hereby approves Report CAO-2023-01-04 AND directs staff to schedule a Strategic Plan working session to review the current Strategic Plan AND FURTHER that \$30,000 be included for Strategic Plan planning in the 2023 Budget deliberations.

### **Background:**

In 2021 and into early 2022, Council began working on the next planning cycle for the Strategic Plan Planning process, however, due to pandemic and conflicting priorities the full process was not yet completed within the Council term.

### **Discussion:**

Strategic Planning is a process of discovery, reflection, discussion, community building and setting priorities. It is through this process that will define the overarching direction and strategy of Council and, set goals and develop the steps necessary to achieve those goals.

The Strategic Plan that will emerge from the process will be Billings Townships' blueprint for the next four years. It will clearly define the priorities that Council will focus on together for this term of Council and it will set strategic priorities for the 2023-2026 period.

The Strategic Plan for Billings Township will help the Township to:

- Identify a clear and agreed-upon set of goals
- Streamline and focus decision making
- Allocate human and fiscal resources in alignment with key Council-defined priorities
- Develop a forward-looking and forward-thinking vision for Billings Township
- Promote continuous improvement and service excellence.

Staff analysed the options for Council to consider to determine the process to update the Township of Billings Strategic Plan. This list is not exhaustive however includes common methods to update the strategic plan and includes the associated advantages and challenges.

If it is Councils wish to move forward with a complete and through Strategic Plan process including significant community and stakeholder involvement, staff is recommending that an



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RFP for consulting services for a strategic plan be drafted AND that \$30,000 be brought forward for discussion during 2023 budget deliberations. Staff is not recommending that pre-budget approval be given at this time in order to allow Council to review the ongoing projects and their financial impacts prior to committing to moving forward with the strategic planning process.

A shorter turn around time and financial savings could be realized if the current strategic plan was to be reviewed by current Council at a small working session where relevant priorities could be used for 2023 budget and planning. In parallel, staff could continue to seek out any funding opportunities that may come forward to move forward with an RFP when/if the funds become available.

### **Financial Impacts**

Consulting services for an RFP could run from \$20,000 to \$50,000 depending on the scope of the project. If Council supports in-house review, costs would be greatly reduced; however, staff will not have the same expertise and public engagement tools available.

### **Respectfully Submitted By:**

Emily Dance, CAO/Clerk



| Option   | Advantages  | Challenges   |
|--|---|--|
| 1. Small Staff/Council Working Session (early 2023)  | <ul style="list-style-type: none"> <li>• Can be completed prior to 2023 Budget deliberations.</li> <li>• Significant cost savings</li> <li>• Use the current plan for guidance</li> </ul>   | <ul style="list-style-type: none"> <li>• Limited public consultation/input</li> <li>• Small scale review</li> </ul>  |
| 1. Request for Proposal (2023 6-8 months)– immediate for consulting services for the development of a new Strategic Plan.          | <ul style="list-style-type: none"> <li>• Professional expertise</li> <li>• Can be completed in 2023</li> <li>• Clear timeline and deliverables</li> <li>• Lead the public engagement process.</li> <li>• Engage the public using various methods</li> <li>• Complete and thorough review</li> <li>• Unbiased</li> </ul> | <ul style="list-style-type: none"> <li>• Staff capacity to provide all necessary documentation to met timelines</li> <li>• Significant costs associated (\$20,000-\$50,000)</li> <li>• Budget constraints</li> <li>• Consultant lack of knowledge of area</li> </ul>   |
| 2. Ad-Hoc Committee (2024)<br><i>Due to the significant involvement for staff this option only available late 2023, early 2024</i> | <ul style="list-style-type: none"> <li>• Community Lead</li> <li>• Knowledge of area</li> <li>• Tailer engagement to specific areas</li> <li>• Lower costs</li> </ul>   | <ul style="list-style-type: none"> <li>• Significant staff involvement required</li> <li>• Reduced public engagement tools</li> <li>• Competing priorities of individual members</li> <li>• Lack of involvement in budget process</li> <li>• Lack of knowledge of legislative requirements</li> <li>• Revisions of current plan, can not perform a complete overhaul.</li> </ul> |

## COUNCIL REPORT

**Department:** Chief Administrative Officer

**Date:** January 17, 2023

**Report Number:** CAO-2023-01-05

**File:** 2023 Hiring Update

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### **Recommendation:**

THAT the Township of Billings Council hereby approves Report CAO-2023-01-05 AND directs staff to advertise for 1 public works student, 1 library student, 1 museum student and 2 marina students AND FURTHER directs staff to allocate funds for the summer students wages in the 2023 budget.

### **Background:**

#### Financial/ Administrative Position

The financial/administrative position became vacant 2 years due to a staff promotion and unfortunately was not filled during the last recruitment process. This position is the first point of contact for the public and is primarily responsible in assisting in the financial and administrative operations of the Township.

#### Summer Students

Every year the Township hires students to assist in the operations of the municipality. The Marina Students are required to operate the Marina under the Marina Manager, the Library Student will allow the Library to be open for patrons all summer, the Museum Student will allow for the Museum to be open seven days a week and the Public Works Student will assist with grounds maintenance and at the landfill.

### **Discussion:**

#### Financial/ Administrative Position

An advertisement for the Financial/Administrative Assistant position was sent to the Manitoulin Expositor to be published in the January 11th and 18th 2023 editions and was advertised on the municipal website, Facebook page and the Cambrian College/Employment Options Job Board (Manitoulin Campus). The application deadline for this position is Friday January 20th, 2023 at 12pm.

Following the interview process the CAO/Clerk will bring forward the recommended candidate for the position to be appointed by By-Law.



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### Summer Students

Staff have applied for funding through the Canada Summer Jobs, Young Canada Works and Summer Experience Program grants programs for 2023 summer student funding. Staff is suggesting that 1 Public Works Student (16 weeks), 1 Library Student (8 weeks), 1 Museum Student (8 weeks) and 2 Marina Students (2, 8-week positions) be hired for the 2023 summer season.

### **Financial Impacts**

The Financial/Administrative position is included in the yearly budget.

Although applications have been submitted for the 2023 summer student positions, we will not know whether we are successful or not in time to advertise for the 2023 spring/summer. Regardless of the outcome of the grant applications, each summer student position listed above is crucial to the Township and funds should be allocated for student wages in the 2023 budget.

### **Respectfully Submitted By:**

Tiana Mills, Deputy Clerk

### **Reviewed By:**

Emily Dance, CAO/Clerk



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## **COUNCIL REPORT**

**Department:** Clerk

**Date:** January 17, 2023

**Report Number** CLK-2023-01-01

**File:** Special Occasion Permit (SOP)

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### **Staff Recommendation:**

THAT the Township of Billings Council hereby approves Report CLK-2023-01-01 AND confirms that Council has no objections with Nicolas Harfield of Nic's Farm and Vineyard booking the upper portion of the Kagawong Park Centre at 39 Henry Drive in Kagawong, ON, on January 25<sup>th</sup>, 2023 for a private event AND deems the event as municipally significant.

### **Background:**

A Special Occasion Permit (SOP) is required any time alcohol is offered for sale, served, or consumed anywhere other than in a licensed establishment or a private place (for example, a corporate boardroom or a residence). SOPs are for occasional, special events only, and not for personal profit or running an ongoing business. There are three types of occasions for which a SOP may be issued: Private Events, Public Events, and Industry Promotional Events.

In this case, Nic's Farm and Vineyard requires an Industry Promotional SOP to promote a manufacturer's product(s). These events may be open to the general public or for invited guests only. They can be either "Sale" or "No Sale" liquor events. There can be no intent to profit from the sale of alcohol at the event. Samples for tasting at the event may be provided to those attending the event, and orders for alcohol may be taken.

### **Discussion:**

Nic's Farm and Vineyard will be hosting a Lamb: Nose to Tail dinner event catered by New Grain Kitchen and guest Chef Will Atherton at the Park Centre on January 25th. This dinner event will feature wines paired to each course of the meal, requiring the purchase of a Special Occasion Permit from Alcohol and Gaming Commission of Ontario (AGCO). Given that this is a for profit event, Nic requires a resolution from the township in order to obtain an SOP for the vent. Therefore, we kindly request this resolution from Council to support this exciting and novel dining event. Nic will provide a copy of the SOP and insurance to Staff before the booking as required.

Any further requests of a similar nature will be presented to Council under "Correspondence Requiring Direction."





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**Financial Impacts:**

Nic's Farm and Vineyard will be renting the upper portion of the Park Centre at the regular rate for this event. There are no financial impacts to the Township.

**Respectfully Submitted by:**

Tiana Mills, Deputy Clerk

**Reviewed By:**

Emily Dance, CAO/Clerk

## Tiana Mills

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**To:** Diane Carriere  
**Subject:** RE: Request for the Park Centre for the annual Manitoulin Art Tour

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**From:** Diane Carriere  
**Sent:** December 30, 2022 8:04 AM  
**To:** Tiana Mills <tmills@billingswp.ca>  
**Cc:** Christie Best-Pearson  
**Subject:** Request for the Park Centre for the annual Manitoulin Art Tour

Hi Tiana,

Hope all is well with you. Kagawong is buzzing with excitement with the successful market and all other “happenings” this year. On that note, the Manitoulin Art Tour would like to request July 14, 15 and 16 2023 to have the Park Centre as their venue for this event.

We would greatly appreciate if this would be Billings Township’s contribution. In the past, every artists displayed their works in their homes however, I am thinking to bring our local Kagawong artist’s works centralized at the Park Centre.

Looking forward to a decision of our request and so greatly appreciating your attention to this matter. I understand you were waiting for a Recreational and Wellness Committee to be formed by the new year. Looking forward hearing from you or from a committee member.

I will be away until the end of March however, I can be reached by this email address anytime.

Thank you,

Diane Carriere

Member of the Manitoulin Fine Art Association MFAA



December 8, 2022

Dear Tiana,

I am writing on behalf of the Manitoulin Fine Arts Association to request your support for the 27<sup>th</sup> Annual Manitoulin Art Tour, July 14, 15 and 16, 2023.

The Manitoulin Art Tour showcases the wide variety of art available in our local area and gives the public an opportunity to explore Manitoulin. Local and off-island visitors spend a weekend soaking in the beauty of the island as they travel between studios, galleries, and shops.

Your financial support would assist us in advertising, signage, and promotional materials for the art tour. Sponsors would receive recognition and thanks on our print brochure, online on our website, [www.manitoulinart.com](http://www.manitoulinart.com), and our Facebook pages. Municipalities may also support us by offering free rental of a municipal facility for participating artists.

The Manitoulin Fine Arts Association is a provincially registered non-profit organization (#1566382) and a receipt will be provided, deductible against business income, for your contribution. Please find attached a sponsorship form for your convenience.

Thank you for supporting the arts on Manitoulin and thank you for your consideration.

Yours truly,

Ingrid Splettstoesser  
Manitoulin Art Tour 2023 – Volunteer Coordinator, Fund raising  
[sweethollowsinfo@gmail.com](mailto:sweethollowsinfo@gmail.com)  
705-229-4916

# Manitoulin Fine Arts Association

## Manitoulin Art Tour 2023 - Sponsorship Form

Event Name - Manitoulin Art Tour 2023

Event Date - July 14, 15, 16, 2023

Event Location - Manitoulin Island (multiple locations)

Organization/Business/Town/Municipality

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Charitable Number (if applicable)

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Address \_\_\_\_\_

Contact email \_\_\_\_\_

Contact phone number \_\_\_\_\_

Donation amount (please select)

\$50       \$100       \$150       \$200

\$250      Custom amount \$ \_\_\_\_\_

Cheque # \_\_\_\_\_ payable to Manitoulin Fine Arts Association

Please mail this form and your cheque to:

Christie Pearson Anderson, Manitoulin Fine Arts Association,

357 Campbell Road, Evansville, ON P0P 1E0

Etransfer is available if you prefer.

If you have any questions, please contact Ingrid Splettstoesser

# Old Mill Heritage Centre

15 Old Mill Rd.

## Winter improvement projects 2023

Jan 3 2023

The following projects will be completed at the expense of the Old Mill Heritage Centre, using funds already raised.

- Lighting grid purchased and installed in Main Exhibit hall \$ 4,000.00
- Replacing fabric covering on 2 west windows with painted plywood. \$ 200.00
- Purchase and install 3 six foot commercial picture hanging systems *quote aprox only* \$ 1,500.00
- Display lighting - still waiting for final quotes , no budget approved at this time.

HST extra

*5700*  
*741*  

---

*6441*  

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All purchases and installations to be complete prior to 2023 exhibit set up.

On site grid installation will be completed by  
Manitoulin Cedar Products 10221 Hwy 540 Kagawong P0P 1J0  
All workers on site under Manitoulin Cedar Products covered under WSIB



Brad MacKay

**Tiana Mills**

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**To:** Tiana Mills  
**Subject:** RE: AMO 2023 Conference - Important Information on Booking Accommodations

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**From:** AMO Events  
**Sent:** January 9, 2023 2:01 PM  
**Subject:** AMO 2023 Conference - Important Information on Booking Accommodations



January 9, 2023

## **Book your Accommodations for the 2023 AMO Conference – 10 A.M. January 10, 2023**

AMO is excited to announce the release of hotel rooms for its 2023 Annual General Meeting and Conference, hosted by the City of London from August 20<sup>th</sup> to the 23<sup>rd</sup>, 2023.

**Hotel rooms for the AMO Conference tend to sell out very quickly, often within an hour of release!**

Following is information that will assist you in managing your accommodation needs for the 2023 AMO Conference.

### **Hotels and Rates**

A full list of hotels and conference rates is available [here](#). You will be able to take advantage of reservation rates as of **10:00 A.M. EST on January 10, 2023**.

Things to consider before booking at 10 A.M. on January 10<sup>th</sup>:

- **We strongly encourage booking online.** Many hotels use centralized telephone booking. For those who choose to book over the phone, calling in your reservation will delay your ability to make a reservation as you wait for an available operator and remain on hold. The online system manages simultaneous bookings without delay.
- A deposit must be made at the time of booking to confirm your reservation. For reservations of three or more nights, you will be charged three nights at the time of booking.

- If a reservation is cancelled more than 44 days prior to your arrival, a one-night non-refundable cancellation fee will be applied.
- Full deposits will be kept if a reservation is cancelled within 44 days of arrival.
- As of July 7, 2023, conference rates no longer apply.

**Registration for the 2023 event opens January 17, 2023. Check [here](#) for rates and to register**

Contact: [events@AMO.on.ca](mailto:events@AMO.on.ca)

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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Association of Municipalities of Ontario  
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

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# FONOM

*2023 FONOM Northeastern Municipal Conference*

*Hosted by the Town of Parry Sound*

*"Connecting the North"*

*date: May 8th - 10th, 2023*

*location: Charles W. Stockey Centre for the Performing Arts*

Preparations have begun for the upcoming  
2023 FONOM Conference.

This annual conference is the perfect opportunity to gain valuable insight into various municipal issues, while reconnecting with municipal colleagues from across Northeastern Ontario.

Conference Highlights Include:

- Information and insight on topical municipal issues
- Sessions focused on sharing municipal leading practices
- Banquet Dinner and Entertainment
- Annual Awards Presentation
- Annual FONOM Business Meeting



## Tiana Mills

---

**To:** Emily Dance  
**Subject:** RE: Request for donation

---

**From:** Manitoulin Streams  
**Sent:** January 5, 2023 10:05 AM  
**To:** Emily Dance <[edance@billingstwp.ca](mailto:edance@billingstwp.ca)>  
**Subject:** RE: Request for donation

Good morning Emily,

Hope you had a great holiday with friends and family! I'm attaching a letter for the new Council to consider renewing the funding agreement with Manitoulin Streams. If Council is interested in me or my co-worker coming out and presenting or talking to them I'd be willing to update them on our restoration program and what we do on Manitoulin Island.

Thanks for forwarding our letter to Council!

Take care,

Seija Deschenes  
Manitoulin Streams Project Coordinator  
25B Spragge St. Box 238  
Manitowaning, ON P0P 1N0  
[streams@amtelecom.net](mailto:streams@amtelecom.net)  
Ph: 705-859-1653



## **Manitoulin Streams**

---

25B Spragge St. Box 238  
Manitowaning, ON P0P 1N0  
Ph: (705) 859-1653  
Fax: (705) 859-3010  
streams@amtelecom.net  
www.manitoulinstreams.com

Jan 5, 2023

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

### **Re: Request for Funding Support for Stream Restoration Initiatives**

Dear Council,

Manitoulin Streams Improvement Association's Board of Directors appreciates the continued support by the Township of Billings in regards to their commitment toward our 2023 stream restoration initiatives. Manitoulin Streams has enjoyed our relationship with Billing, through its in-kind and cash contributions over the years.

In the past, Billings has generously donated \$2500 to Manitoulin Streams, which has provided us with continuity in our efforts to revitalize the sport fishing industry and improve water quality on Manitoulin Island. Your donations towards our programs also help to prove that there is local support for our efforts, which in turn allows us to leverage funds from other funding sources. We have been committed to contributing toward our Island communities by providing stream tours and educational presentations to community members, tourists and school groups, participating in community events like, guided river hikes, log jam removals, Green Living Expo, community garbage clean-ups, tree planting, and providing economic stimulus to local businesses that can provide us materials and supplies for our restoration efforts. We wish to thank you for your continued support and hope you will consider the continuity of your \$2500 donation on an annual basis for our program which benefits future restoration projects along the Kagawong River, waterfront and adapting the community for future climate change hazards.

Thank you for your time. Any contributions toward our efforts would be greatly appreciated!

Sincerely,

A handwritten signature in blue ink that reads "Seija Deschenes".

Seija Deschenes

January 11<sup>th</sup>, 2023

Dear Mayor Barker; Councillors Hillyard, Cahill, Grogan and Hunt; Emily Dance, Clerk/CAO;  
Tiana Mills, Deputy Clerk; and Todd Gordon, Municipal Project Manager:

Both Ted and I would like to begin by thanking each and every one of you for your time, energy and commitment to our Township. Having attended the initial Council Meetings of this term, we would also like to acknowledge the tremendous workload staff has in trying to manage the numerous infrastructure projects needing immediate attention, as well as recognize the pending workload for others not yet in crisis.

In the spirit of community-based collaboration, we would also like to offer our summary of costs on a new, larger, Public Works Building for your consideration in dealing with the Firehall. As mentioned in the December 15<sup>th</sup>, 2021 Staff Memo for the December 20<sup>th</sup>, 2021 Regular Council Meeting, *The Public Works Garage and Firehall cannot be considered in isolation*. Also indicated in this Memo, is that *the Public Works Garage is too small*. Therefore, we increased the size of the current Public Works Garage and based the accompanying cost estimate on 10,000 square feet. Building a new, larger, Public Works Garage on the current off-leash dog park would still permit access to the sand building and maintain its central location. Perhaps the Off-leash Dog Park could be relocated to the property previously purchased by the Township, at the top of Graham Road hill.

We arrived at 10,000 square feet by first measuring the current Public Works Garage at 80 ft. wide X 60 ft. long. Then we continued over and included the tractor and the sand building ...an additional 51 ft. While the 80 ft. width seems adequate, the new length of 111 ft. would allow for all vehicles to be under cover. The 80' X 111' footprint equates to 8,880 square feet. We rounded up to 10,000 square feet for this quote, more than 10% leeway. This enlarged size would allow for 5 large doors, hopefully 2 of which could be reutilized from the old Firehall. Similarly, materials already purchased for the old Firehall (electrical, plumbing, siding, etc.) could be itemized for use in either this new build or in the conversion of the existing Public Works Garage into the new Fire Hall.

We chose Olympia Steel Buildings Canada for this estimate. They have over 40 years of experience, are Better Business recommended, have done numerous large builds before (one of the most recent is to house uranium at Bruce Power), and have ~10 crews in Ontario. The cost of using one of their crews to construct the building is \$120,000 - \$140,000, well worth the cost for their expertise. This includes construction, using all their equipment and housing the crew. Savings could be had if we can utilize some of our equipment, or billet the workers. The Carter House appeared to work out well for the road construction crew last summer. Engineered permit plans, erection drawings and manual are provided. The engineered permit plans would be utilized to have engineered plans made for the concrete slab.

We obtained two quotes for engineering plans of the concrete slab. Olympia recommends using an engineer versed in pre-engineered steel building foundations as these buildings have a

different structural integrity than traditional stick building, requiring roughly a 2 foot thick edge, continuing 6" up from ground level. Olympia recommended A & D Engineering Ltd., New Market – well experienced with Olympia Steel buildings...Quoted \$3,600 + HST , with 10 day turn around after receive certified building drawings. (Dharmick Prajapa @ 647-542-2378). We also obtained a quote from Waddell Engineering Ltd. for providing stamped engineered concrete slab plans: ~\$750 - \$1,000 + tax. Waddell provided us with plans for our garage floor in 2020. Dave Bowerman provided the estimate for the concrete slab, detailed quote attached.

**Total Cost Estimate for new, larger, Public Works Garage**

|                                  |                     |                      |
|----------------------------------|---------------------|----------------------|
| Olympia Steel Building           | \$175,000           | \$200,000            |
| Insulation                       | \$50,000            | \$50,000             |
| Construction of Building by Crew | \$120,000           | \$140,000            |
| Engineered concrete floor plans  | \$750               | \$3,600              |
| Concrete slab cost               | \$160,000           | \$200,000            |
| <b>TOTAL:</b>                    | <b>\$505,750</b>    | <b>\$593,600</b>     |
|                                  | <b>Low Estimate</b> | <b>High Estimate</b> |

Above quote doesn't include heating, plumbing, nor electrical. Some plumbing, electrical, siding items already paid for in Old Firehall renovation cost need to be utilized in new builds.

Combine above estimate with conversion cost of ~\$100,000 to retrofit the old Public Works Building into the new Firehall [Dec. 20/'21 Council Meeting, 8.b) Firehall Scoping Plan Review], and the total estimate for two adequately sized buildings for the future of Billings Public Works and Volunteer Fire Department, plus demolition of Old Firehall, would be comparable to, if not less than, the total cost incurred to rebuild the current Firehall, given funds already spent on initial reno, tearing down old Firehall and rebuilding on same footprint.

Further savings could be realized if Council decided to demolish the old firehall forthwith which would alleviate Tulloch Engineering trying to come up with some way of safely salvaging it. As stated by Dan Moody at the Dec. 6<sup>th</sup>, 2022 Council Meeting, after reviewing the situation for three weeks at that time, they had *exhausted all options in front of us*. Every day we wait for a quote on salvaging the old Firehall costs Billings more money for Engineers to get creative.

We respectfully ask that you consider the above alternative solution for the aged Firehall. As Taxpayers, Township Staff and Council Members, we all share a common interest in maximizing value for our tax dollars while minimizing costs. The above proposal could assist the Township in achieving many of its previously stated goals including:

- 1) Reasonable cost, quality construction of essential infrastructure
- 2) Adequate housing of **two** essential Township services, Fire Department & Public Works
- 3) Minimal building maintenance costs for decades to come
- 4) Achieving accessibility standards for two important municipal buildings.

We look forward to your discussion of these alternatives at the upcoming Council Meeting on January 17th. Ted will be in attendance and willing to address any questions you may have for clarification... Sandy has Choir😊.

We sincerely thank-you for your time and consideration,  
Sandy Cook [REDACTED] and Ted Kilpatrick [REDACTED]



# QUOTE

P.O. Box 26, 6545 Hwy 540  
 M'Chigeeng, ON P0P 1G0  
 705-918-4757

DATE: JANUARY 11, 2023

TO Ted "Kagawong Garage"  
 Email: [REDACTED]@m

| SALESPERSON | JOB    | QUOTE TERMS                                      | PAYMENT TERMS |
|-------------|--------|--|---------------|
|             | Garage | Price varies depending on supply and fuel prices |               |

| DESCRIPTION  | QUOTE               |
|--|---------------------|
| <ul style="list-style-type: none"> <li>Slab for Garage/prep – 26 meter x 34 meter size</li> <li>all material and labour included</li> </ul>  | \$141,125.18        |
| Price includes:<br>Clear area where building is going, gravel, forms, set forms & Styrofoam, steel, tie steel, concrete, place & finish, saw cut slab, pumper truck, floating excavator, 2" Styrofoam inside slab, 2" Styrofoam outside 5' around outside slab |                     |
|  | GST \$ 18,346.27    |
|  | Quote \$ 159,471.45 |

To accept this quotation, sign here and return: \_\_\_\_\_

**Thank you for your business!**



Ontario Community Infrastructure Fund (OCIF)

**Revised Allocation Notice**

---

Ministry of Infrastructure

The Corporation of the Township of Billings

December 2022

*Disponible en français*

## **Ontario Community Infrastructure Fund (OCIF)**

### **Revised Allocation Notice**

---

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

---

#### **2023 OCIF Funding**

The amount of Funds the municipality named on this Revised Allocation Notice is eligible to receive under the Agreement in the 2023 Funding Year is as follows:

|                         |                  |
|-------------------------|------------------|
| 2023 formula allocation | <b>\$113,493</b> |
| 2022 formula allocation | <b>\$100,000</b> |

Previous years' OCIF allocations can be found at: [Ontario Community Infrastructure Fund recipients - Datasets - Ontario Data Catalogue](#)

#### **Terms and Conditions**

The provision of Funds to the Recipient are subject to the terms and conditions of the Agreement.

#### **OCIF Financial Reporting Requirements**

In addition to the other reporting noted in the Agreement (e.g., submission to Ministry of Municipal Affairs and Housing of the 2021 Financial Information Return, etc.), recipients are required to report on funding twice each year; providing information on how program funding is or will be used; and again at year-end on how funding was actually used.

In the spring, generally in April, prior to the start of the construction season, an **initial report** providing information on planned/proposed projects in which OCIF funding will be used/utilized should be submitted. The initial report is then later updated, to become a **final report for the year**, with actual annual expenditures and is to include a status update indicating whether each project is still in progress or completed. The final report is expected to be submitted starting the following January when interest earned amounts become available from financial institutions.

Standard reporting forms will be sent out close to each reporting timeline.

#### **Payments**

Subject to the submission and acceptance of all required financial reporting, the Province will make payments in accordance with the following schedule:

- Allocations of \$150,000 or less will be provided in one payment;
- Allocations greater than \$150,000 but less than \$1 million will be provided through six payments; and
- Allocations greater than \$1 million will be provided through twelve payments.



77030

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Printed in China

Thank  
You

... for everything!

Thank-you for the Billings  
Municipality Bursary; it will  
be a great help in covering  
my expenses this semester!

All the best,

Trish Patterson



## Tiana Mills

---

**To:** Emily Dance  
**Subject:** RE: Climate Change in Sudbury and Districts: Assessing Health Risks and Planning Adaptations Together/Changement climatique dans Sudbury et districts : évaluer les risques pour la santé et planifier les mesures d'adaptation ensemble

---

**From:** Penny Sutcliffe <[sutcliffep@phsd.ca](mailto:sutcliffep@phsd.ca)>

**Sent:** December 16, 2022 4:09 PM

**Subject:** Climate Change in Sudbury and Districts: Assessing Health Risks and Planning Adaptations Together/Changement climatique dans Sudbury et districts : évaluer les risques pour la santé et planifier les mesures d'adaptation ensemble

[Le texte français suit l'anglais](#)

Greetings, Boozhoo, Bonjour community partners,

As most are aware, climate change is an unprecedented global challenge. Collectively, we have an urgent responsibility to create climate resilient communities that are prepared to mitigate, respond to, and recover from climate change impacts.

Public Health Sudbury & Districts has developed a resource to support this important work: [Climate Change in Sudbury and Districts: Assessing Health Risks and Planning Adaptations Together](#). This resource will help municipalities, Indigenous communities, and other interested parties to assess health risks of climate change and make decisions that will further protect the health of residents in local communities.

This resource contains the following:

- a description of hazards increasing with climate change, such as extreme heat, flood, ice storms, wildfires
- information about related health risks
- a description of factors influencing vulnerability
- examples of individual and community adaptation
- climate modelling projections specific for each local community/geographic area
- tools to support Climate Change and Health Vulnerability and Adaptation Assessments

Public Health will be reaching out in early 2023 to explore opportunities for dialogue about ways to utilize this knowledge to inform action. We would welcome the opportunity to present the findings of the report and to learn about your community's climate change initiatives.

We look forward to working with you to assess local health risks and to building adaptive capacity to climate change thereby ensuring healthier communities now and for future generations.

Should you have any questions or require further information, please contact Burgess Hawkins, Manager, Health Protection by emailing [hawkinsb@phsd.ca](mailto:hawkinsb@phsd.ca) or by calling 705.522.9200, ext. 218 (toll-free 1.866.522.9200).

Thank you, Miigwetch, Merci,

Dr. Penny Sutcliffe

Medical Officer of Health and Chief Executive Officer/ Médecin-hygiéniste et directrice générale

Penny Sutcliffe, MD, MHSc, FRCPC (she/her/elle)

Medical Officer of Health and Chief Executive Officer / Médecin-hygiéniste et directrice générale

Public Health Sudbury & Districts / Santé publique Sudbury et districts

1300 rue Paris Street | Sudbury, Ontario P3E 3A3

[sutcliffep@phsd.ca](mailto:sutcliffep@phsd.ca)

Phone 705.522.9200 ext./poste 291 Fax 705.677.9606

phsd.ca @PublicHealth SD

Healthier communities for all/Des communautés plus saines pour tous

Public Health Sudbury & Districts operates within the traditional lands of the Robinson-Huron Treaty and Treaty 9. We also recognize that Wiikwemkoong remains unceded. These lands encompass strong and vibrant communities with Anishinabek, Ininiwak (Cree), and Métis Peoples. We acknowledge the original Peoples of this land. Their enduring presence and resilience is felt throughout our shared history and in present day.

Santé publique Sudbury et districts agit dans le cadre des terres ancestrales du Traité Robinson Huron et du Traité 9. Nous reconnaissons également que Wiikwemkoong demeure non cédé. Ces terres abritent des communautés dynamiques et fortes, dont les peuples anishinabek, oniniwak (cris) et métis. Nous reconnaissons les peuples autochtones de ces terres. Leur pérennité et leur résilience se font sentir dans notre histoire commune et dans le monde d'aujourd'hui.

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**Township of Billings**  
**Accounts for Payment**

**December 16 2022 to January 12, 2023**

| <b>Date</b> | <b>CK #</b> | <b>NAME</b>                              | <b>TOTAL</b>         |
|-------------|-------------|--|----------------------|
| Dec 16 2022 | 7671        | Identifiable Individual                  | 100.00               |
| Dec 23 2022 | 7672        | Identifiable Individual                  | 500.00               |
| Dec 23 2022 | 7673        | Identifiable Individual                  | 126.55               |
| Dec 23 2022 | 7674        | Bridal Veil Variety                      | 387.55               |
| Dec 23 2022 | 7675        | Identifiable Individual                  | 51.02                |
| Dec 23 2022 | 7676        | Federation of Canadian Municipalities    | 337.90               |
| Dec 23 2022 | 7678        | Freelandt Caldwell Reilly                | 1,830.60             |
| Dec 23 2022 | 7679        | Laurentian Business Product              | 160.08               |
| Dec 23 2022 | 7680        | Massey Wholesale Ltd                     | 382.92               |
| Dec 23 2022 | 7681        | McDougall Energy Inc.                    | 3,053.14             |
| Dec 23 2022 | 7682        | The Manitoulin Expositor                 | 269.12               |
| Dec 23 2022 | 7683        | Uline Canada Corporation                 | 3,093.92             |
| Jan 5 2023  | 7684        | Aeolian                                  | 395.50               |
| Jan 5 2023  | 7685        | Amberley Gavel Ltd.                      | 5,142.27             |
| Jan 5 2023  | 7686        | Association of Municipalities of Ontario | 1,386.87             |
| Jan 5 2023  | 7687        | Bell Mobility                            | 376.22               |
| Jan 5 2023  | 7688        | Brendan Addison Mobile Mechanical        | 1,233.47             |
| Jan 5 2023  | 7689        | Bridal Veil Variety                      | 246.68               |
| Jan 5 2023  | 7690        | Identifiable Individual                  | 50.00                |
| Jan 5 2023  | 7691        | Falcon Communications                    | 3,938.05             |
| Jan 5 2023  | 7692        | Lisa And Darren                          | 987.00               |
| Jan 5 2023  | 7693        | Mindemoya Home Hardware                  | 71.14                |
| Jan 5 2023  | 7394        | Municipality of Central Manitoulin       | 8,532.00             |
| Jan 5 2023  | 7695        | Ontario Clean Water Agency               | 492.68               |
| Jan 5 2023  | 7696        | Osborne, Dan                             | 845.00               |
| Jan 5 2023  | 7697        | PSD Citywide Inc.                        | 4,298.10             |
| Jan 12 2023 | 7698        | Encompass IT                             | 274.59               |
| Jan 12 2023 | 7699        | Ground Force Training                    | 168.37               |
| Jan 12 2023 | 7700        | Henderson Electric Manitoulin Inc        | 12,472.72            |
| Jan 12 2023 | 7701        | Lisa / Darren Hayden                     | 5,000.00             |
| Jan 12 2023 | 7702        | Municipality of Gordon & Barrie Island   | 5,011.36             |
| Jan 12 2023 | 7703        | Ontario Good Roads Asscn                 | 737.87               |
| Jan 12 2023 | 7704        | Identifiable Individual                  | 293.78               |
| Jan 12 2023 | 7705        | Quinan Construction                      | 160,024.44           |
| Jan 12 2023 | 7706        | Identifiable Individual                  | 239.71               |
| Jan 12 2023 | 7707        | UCCM Castle Building Supplies            | 14,137.06            |
|             |             | <b>Total</b>                             | <b>\$ 236,647.68</b> |

|              |    |  |                     |
|--------------|----|--|---------------------|
| Direct Debit |    |  |                     |
| Dec 31 2022  | DD | GFL Environmnetal Inc                        | 8,507.31            |
| Dec 25 2022  | DD | LBPC Leasing Ltd (Copier)                    | 175.00              |
| Dec 23 2022  | DD | Superior Propane                             | 31.97               |
| Dec 23 2022  | DD | Superior Propane                             | 1,253.89            |
| Jan 1 2023   | DD | Manulife                                     | 2,929.74            |
| Jan 3 2023   | DD | Manitoulin - Sudbury District Services Board | 30,545.33           |
|              |    | Total  | <u>\$ 43,443.24</u> |

**Total Accounts Payable \$ 280,090.92**



## BY-LAW NO 2023-01

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### BEING A BY-LAW TO MEET CURRENT EXPENDITURES DURING THE FISCAL YEAR ENDING DECEMBER 31, 2023

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**WHEREAS** the Municipal Act S.O. 2001, c 25, Section 407(1), as amended provides authority for a municipality by By-Law to authorize the head of Council and the Treasurer to borrow from time to time, by way of promissory note, such sums as the Council considers necessary, to meet current expenditures of the Corporation for the year;

**AND WHEREAS** the total amount may be borrowed from all sources at any one time to meet the current expenditures of the Corporation, except with the approval of the Municipal Board, is limited by Section 407(2) of the Municipal Act. S.O. 2001 c. 25.

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

- 1.0 The Mayor and the Treasurer are hereby authorized to borrow from time to time by way of promissory note during the year 2023 (hereinafter referred to as current year) such sums as may be necessary to meet, until the taxes are collected, the current expenditures of the Corporation and other amounts that are set out in Section 407 of the Municipal Act .
- 2.0 The lender(s) from whom the amounts may be borrowed under authority of this By-Law shall be the Bank of Montreal and other such lender(s) as may be determined from time to time by resolution of Council.
- 3.0 The total amount which may be borrowed at any one time under this By-Law, together with the total of any similar borrowings that have not been repaid, shall not exceed 50% of the uncollected balance of the estimated revenues of the Corporation as set forth in the estimates adopted for the current year.
- 4.0 The Treasurer shall, at the time when any amount is borrowed under this By-Law, ensure that the lender is or has been furnished with a certified copy of this By-Law, (a certified copy of the resolution mentioned in Section 2 determining the lender,) if applicable, and a statement showing the nature and amount of the estimated revenues for the current year not yet collected and also showing the total of any other amounts borrowed from any and all sources under authority of section 407 of the Municipal Act that have not been repaid.
- 5.0
  - a) If the estimates for the current year have not been adopted at the time an amount is borrowed under this By-Law, the 70% limitation on total borrowing, as set out in section 3 of this By-Law, shall be calculated for the time being upon the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, less all revenues received for and on account of the current year.
  - b) If the estimates for the current year have not been adopted at the time an amount is borrowed under this By-Law, the statement furnished under Section 4 shall show the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next

preceding year and the nature and amount of the revenues received for and on account of the current year.

- 6.0 All or any sums borrowed under this By-Law shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received; provided that such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any other lender.
- 7.0 The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this By-Law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
- 8.0 Promissory Notes made under Section 1 shall be sealed with the seal of the Corporation and signed by the Mayor or such other person as is authorized by By-law to sign it and by the Treasurer.
- 9.0 This By-Law shall come into full force and effect upon final passage.
- 10.0 This By-Law may be cited as the "2023 Borrowing By-Law"

**READ a FIRST and SECOND TIME** this 17<sup>th</sup> day of January, 2023

**READ a THIRD TIME and FINALLY PASSED** this 17<sup>th</sup> day of January, 2023

---

Bryan Barker, Mayor

---

Emily Dance, CAO/Clerk



## BY-LAW NO 2023-02

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### BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY

---

**WHEREAS** Section 317 (1) of the *Municipal Act, 2001*, as amended, provides that Council of a local municipality may, before the adoption of the estimates for the year, pass a by-law imposing an interim levy on the assessment roll for taxation in the current year for the property in the municipality rate table for local municipal purposes, and;

**WHEREAS** such levy shall not exceed fifty percent (50%) of the total taxes raised for all purposes in the previous year on a property-by-property basis.

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

- 1.0 THAT interim tax levies are hereby imposed on the whole of the assessment for real property for all property classes according to the assessment roll for taxation in the prior year and shall be in the amount of fifty percent (50%) of the final 2022 taxes on the property.
- 2.0 THAT the interim tax levy shall become due and payable on March 31, 2023.
- 3.0 THAT on taxes of the interim tax levies in default after March 31, 2023 interest will be added at a rate of 1.25 percent per month for each and every month the default continues, until December 31, 2023.
- 4.0 THAT on all other taxes and interest in default January 1, 2023, interest shall be added at a rate of 1.25 percent per month or fraction thereof, and all by-laws and parts of by-laws inconsistent with this policy are hereby rescinded.
- 5.0 THAT penalties and interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and shall form part of the unpaid interim tax levy.
- 6.0 THAT the Treasurer may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
- 7.0 THAT taxes are payable to the Treasurer, Township of Billings at 15 Old Mill Rd., PO Box 34, Kagawong, ON P0P 1J0, by mailed in cheque, in person by cash, cheque or credit, through a Financial Institution (online bill payment system or in-person) or through an arranged Electronic Funds Transfer (EFT).
- 8.0 THIS By-Law shall come into force and effect commencing January 1, 2023.
- 9.0 THIS By-Law may be cited as "2023 Interim Tax Levy By-Law"

**READ a FIRST and SECOND TIME** this 17<sup>th</sup> day of January, 2023

**READ a THIRD TIME and FINALLY PASSED** this 17th day of January, 2023

---

Bryan Barker, Mayor

---

Emily Dance, CAO/Clerk





BY-LAW NO 2023-03

---

BEING A BY-LAW TO AUTHORIZE ENTERING INTO A SERVICE AGREEMENT WITH BELL CANADA FOR NEXT GENERATION 9-1-1

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

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

**AND WHEREAS** The Council for The Corporation of the Township of Billings deems it expedient to enter into a Service Agreement with Bell Canada for Next Generation 9-1-1 Service.

**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 enters into an agreement with Bell Canada for Next Generation 9-1-1 Service which is attached as Schedule "A" and forms part of this By-Law.
- 2.0 That the CAO/Clerk is hereby authorized to sign on behalf of the Council for The Corporation of the Township of Billings, any contracts and other documents required to authorize the agreement and to affix the corporate seal of the Township of Billings.
- 3.0 THAT the Next Generation 9-1-1 Authority Service Agreement dated January 3, 2023 is hereby authorized, ratified, and confirmed.
- 4.0 THIS By-Law shall come into full force and effect upon final passage.
- 5.0 THIS By-Law may be cited as "Next Generation 9-1-1 Service Agreement By-Law"

**READ a FIRST and SECOND TIME** this 17<sup>th</sup> day of January, 2023

**READ a THIRD TIME and FINALLY PASSED** this 17<sup>th</sup> day of January, 2023

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Bryan Barker, Mayor

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Emily Dance, CAO/Clerk



BY-LAW NO 2023-05

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Being a By-law to Confirm the Proceedings of the  
Council of the Township of Billings

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

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

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

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

1. That the actions of the Council of The Corporation of The Township of Billings at its Council Meeting held on January 17, 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 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 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 "January 17<sup>th</sup>, 2023 Confirmatory By-Law".

**READ a FIRST and SECOND TIME** this 17<sup>th</sup> day of January 17<sup>th</sup>, 2023

**READ a THIRD TIME and FINALLY PASSED** this 17<sup>th</sup> day of January 17<sup>th</sup>, 2023

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Bryan Barker, Mayor

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Emily Dance, CAO/Clerk