

CORPORATION OF THE
TOWNSHIP OF BILLINGS

AGENDA

June 7th, 2022 7:30 p.m.

Electronic

1. OPEN
2. APPROVAL OF AGENDA
3. DISCLOSURE OF PECUNIARY INTEREST
4. ADOPTION OF MINUTES
 - a) May 16th, 2022 Regular Council Meeting Minutes
 - b) May 30th, 2022 Special Council Meeting Minutes
5. DELEGATIONS
6. COMMITTEE REPORTS
 - a) Parks, Recreation and Wellness Committee Report – May 24, 2022
 - b) Billings Museum Committee Report – May 2, 2022
 - c) Climate Action Committee Report – May 25, 2022
 - d) Climate Action Committee Earth Day Event Report – May 23, 2022
 - e) Lake Kagawong Resource Committee Report – May 26, 2022
7. OLD BUSINESS
8. NEW BUSINESS
 - a) Fire Hall Engineering
 - a) Museum Committee Member Application
 - b) 2022-29 Backyard Chicken By-Law

- c) 2022-30 Lake Kagawong Resource Committee Terms of Reference Revision
 - d) Proposed Blue Box Master Service Agreement Letter
- 9. CORRESPONDENCE
 - a) Gore Bay Request for Funds
 - b) Manitoulin Metal Request for Funds
 - c) St. John's Anglican Church "Treebilee"
- 10. INFORMATION
 - a) COVID-19 Support Line Conclusion
 - b) Parks, Recreation and Wellness Committee Minutes – May 24, 2022
 - c) Ontario Must Build It Right the First Time
 - d) District Services Board 2022 First Quarter Activity Report
 - e) District Services Board 2021 Audited Financial Statements
 - f) District Services Board Surplus Funds
 - g) Lake Kagawong Resource Committee Minutes – May 26, 2022
- 11. ACCOUNTS FOR PAYMENT
- 12. CLOSED SESSION
- 13. CONFIRMING BY-LAW
 - a) Labour Relations
- 14. ADJOURNMENT

Memorandum

To: Mayor, Council
cc: Staff, Public
From: Staff
Date: June 3rd, 2022
RE: June 7th, 2022 Council Meeting

4. Minutes

- a) May 16th, 2022 Regular Council Meeting Minutes

Please review the minutes for approval.

- b) May 30th, Special Council Meeting Minutes

Please review the minutes for approval.

5. Delegations

None.

6. Committee Reports

- a) Parks, Recreation and Wellness Committee Report – May 24, 2022

Councillor Sharon Jackson to deliver report to Council.

- b) Billings Museum Committee Report – May 2, 2022

Councillor Michael Hunt to deliver report to Council.

- c) Climate Action Committee Report – May 25, 2022

Councillor Bryan Barker to deliver report to Council.

- d) Climate Action Committee Earth Day Event Report – May 23, 2022

Councillor Bryan Barker to deliver report to Council.

- e) Lake Kagawong Resource Committee Report – May 26, 2022

Councillor Bryan Barker to deliver report to Council.

7. Old Business

- a) Fire Hall Engineering

Recommendation:

That Council hold a special meeting to discuss the Firehall Renovation with staff.

The RFP process closed for engineering services for the firehall renovations on May 26, 2022. We received only one response to the RFP, which was from Tulloch Engineering. The tender for engineering services was \$106,000.

Generally, the engineering cost for a new build is around 10-15%, and, in my opinion, the engineering for a rebuild should be less. We know that the costs of building have been greatly inflated since the beginning of Covid. We have been advised by a couple of different engineers that building costs have inflated over the last year by 20 to 30%.

Using the Scoping report information this is the staff estimate of the project costs:

Scenario 1

| | | |
|--------------------|----------------------|-------------------------|
| Original Est | \$ 555,250.00 | |
| 30% Cost Inflation | \$ 166,575.00 | |
| Sub-Total | \$ 721,825.00 | |
| Engineering Est | \$ 86,619.00 | at 12% of project cost* |
| Sub-Total | \$ 808,444.00 | |
| HST | \$ 105,097.72 | |
| Est. Grand Total | \$ <u>913,541.72</u> | |

Scenario 2

| | | |
|--------------------|----------------------|-------------------------|
| Original Est | \$ 555,250.00 | |
| 20% Cost Inflation | \$ 111,050.00 | |
| Sub-Total | \$ 666,300.00 | |
| Engineering Est | \$ 99,945.00 | at 15% of project cost* |
| Sub-Total | \$ 766,245.00 | |
| HST | \$ 99,611.85 | |
| Est. Grand Total | \$ <u>865,856.85</u> | |

Staff would like to have a meeting with Council to discuss these costs and present their ideas on how to proceed with this project.

8. New Business

- a) Museum Committee Member Application

Recommendation:

That Council accepts Wes Newburn's application to join the Billings Museum Committee.

b) 2022-29 Backyard Chicken By-Law

Recommendation:

That Council approves the Backyard Chicken By-Law

As requested in the Council meeting of May 16, 2022, I have prepared and attached a copy of the draft Backyard Chicken Bylaw for your review.

In preparing this bylaw I have researched bylaws from other Ontario municipalities (similar in size to our Township) that have recently passed bylaws regarding residents having Backyard Chickens for egg or meat consumption purposes. Based off of that research I was able to prepare a draft Backyard Chicken Bylaw that is applicable to our Township.

You will find in section 2.3 (a), I have given the option of the maximum number chickens that will be allowed on a single property. Another item that I leave open for your discussion is section 2.3(e), the allowing of slaughtering chickens.

I look forward to your direction and/or decisions.

Regards,
Arthur Moran, Bylaw Enforcement Officer

c) 2022-30 Lake Kagawong Resource Committee Terms of Reference Revision

Recommendation:

That Council approves the revised Terms of Reference of the Lake Kagawong Resource Committee.

d) Proposed Blue Box Master Service Agreement Letter

Recommendation:

That Council supports the letter as written and distributed by AMO directed to Circular Materials Ontario (CMO).

9. Correspondence

a) Gore Bay Request for Funds

Recommendation:

That Council directs staff to include this request in the Draft Budget.

The Town of Gore Bay is looking for funds to help cover the fireworks costs for the Canada Day Celebration in Gore Bay this year.

b) Manitoulin Metal Request for Funds

Recommendation:

That Council directs staff to include this request in the Draft Budget.

Manitoulin Metal is seeking an annual donation to support their Robotics Team annual operating costs.

c) St. John's Anglican Church "Treebilee"

Recommendation:

That Council approves the request of the St. John's Anglican Church to plant a flowering crab apple tree at the proposed site near the lighthouse in Celebration of the Queen Elizabeth's Platinum Jubilee or "Treebilee."

10. Information

There are a number of items attached for Council's information. Council may move any of these items to new business during the agenda approval for discussion at this meeting, or request that an item(s) be included on a future agenda for discussion.

- a) COVID-19 Support Line Conclusion
- b) Parks, Recreation and Wellness Committee Minutes – May 24, 2022
- c) Ontario Must Build It Right the First Time
- d) District Services Board 2022 First Quarter Activity Report
- e) District Services Board 2021 Audited Financial Statements
- f) District Services Board Surplus Funds
- g) Lake Kagawong Resource Committee Minutes – May 26, 2022

12. Closed Session

There will be a closed session to discuss a matter pertaining to labour relations.

The Corporation of the
Township of Billings
Regular Council Meeting

May 16th, 2022 7:30 p.m.

Electronic Meeting

Present: Mayor Ian Anderson, Councillors Bryan Barker, Sharon Alkenbrack, Michael Hunt and Sharon Jackson

Regrets: None.

Staff: Kathy McDonald, CAO/Clerk; Tiana Mills, Deputy Clerk; Todd Gordon, MPM; Arthur Moran, By Law Officer; Cheryl McCulligh, Treasurer; Chris Cyr, Public Works Superintendent

Media: Tom Sasvari

Members of the General Public

1. OPEN

2022-154 Barker - Alkenbrack

BE IT RESOLVED that this regular meeting of Council be opened with a quorum present at 7:30 p.m. with Mayor Anderson presiding.

Carried

2. APPROVAL OF AGENDA

2022-155 Hunt - Alkenbrack

BE IT RESOLVED that the agenda for the May 16th, 2022 regular meeting of Council be accepted as presented.

Carried

3. DISCLOSURE OF PECUNIARY INTEREST

I, Councillor Bryan Barker, declare a potential pecuniary interest on: Agenda Item 8b, Item Title 2021-31 Exotic Pets By-Law for the following reason: I have declared a potential pecuniary interest on this by-law numerous times in the past due to the keeping of bees and chickens. To not declare a conflict at this juncture would be unethical therefore I am declaring a conflict of interest.

4. ADOPTION OF MINUTES

a) May 3rd, 2022 Regular Council Meeting Minutes

2022-156 Alkenbrack - Barker

BE IT RESOLVED that the minutes for the May 3rd, 2022 regular meeting of Council be accepted as presented.

Carried

b) May 10th, Special Council Meeting Minutes

2022-157 Hunt - Jackson

BE IT RESOLVED that the minutes for the May 10th, 2022 special meeting of Council be accepted as presented.

Carried

5. DELEGATIONS

a) Corey Houle of Freelandt, Caldwell, Reilly

Council received presentation from Corey Houle on the 2021 Audited Financial Statements.

6. COMMITTEE REPORTS

None.

7. OLD BUSINESS

None.

8. NEW BUSINESS

a) 2021 Audited Financial Statements

2022-158 Barker - Hunt

BE IT RESOLVED that Council accepts the 2021 Audited Financial Statements as presented by Corey Houle.

Carried

b) 2021-31 Exotic Pets By-Law

2022-159 Alkenbrack - Hunt

BE IT RESOLVED that Council directs staff to prepare a new by-law dealing specifically with the keeping of backyard chickens.

Carried

c) Parks, Recreation and Wellness Committee Member Application

2022-160 Hunt - Jackson

BE IT RESOLVED that Council approves Meg Middleton's application to join the Parks, Recreation and Wellness Committee.

Carried

d) 2022-23 Amend Zoning By-Law 1980-11

2022-161 Barker - Alkenbrack

BE IT RESOLVED that Council accept By-Law 2022-23, being a By-Law to amend zoning by-law 1980-11, as presented.

Carried

9. CORRESPONDANCE

None.

10. INFORMATION

a) Manitoulin Planning Board 2021 Financial Statements

Council Received Report

b) Manitoulin Planning Board Final Requisition for Funding for 2022

Council Received Report

- c) **Regulation Changes Under the Aggregate Resources Act**
Council Received Report
- d) **Billings Museum Committee Meeting Minutes – May 2, 2022**
Council Received Report
- e) **Climate Action Committee Minutes March 23, 2022**
Council Received Report
- f) **Climate Action Committee Minutes April 6, 2022**
Council Received Report
- g) **Economic Development Committee Minutes March 9, 2022**
Council Received Report
- h) **Economic Development Committee Minutes April 13, 2022**
Council Received Report

11. ACCOUNTS FOR PAYMENT
2022-162 Alkenbrack - Jackson

BE IT RESOLVED that Council Authorizes the following accounts for payment:

General Accounts \$91,910.27

and that cheques numbered 7254 to 7271 be authorized for signing as described in the attached register.

Carried

12. CLOSED SESSION
None.

13. CONFIRMING BY-LAW
2022-163 Barker - Jackson

BE IT RESOLVED that By-law 2022-26, being a by-law to confirm the proceedings of Council be given first, second, third reading and enacted.

Carried

14. ADJOURNMENT
2022-164 Barker - Hunt

BE IT RESOLVED that this regular meeting of Council be adjourned at 8:37 p.m.

Carried

The Corporation of the
Township of Billings
Special Council Meeting

May 30th, 2022 7:00 p.m.

Electronic Meeting

Present: Mayor Anderson, Councillors Bryan Barker, Michael Hunt, Sharon Alkenbrack and Sharon Jackson

Staff: Todd Gordon, MPM; Cheryl McCulligh, Treasurer; Kathy McDonald, CAO/Clerk

Regrets: None.

1. OPEN

2022-165 Barker - Alkenbrack

BE IT RESOLVED that this special meeting of Council be opened with a quorum present at 7:00 p.m. with Mayor Anderson presiding.

Carried

2. APPROVAL OF AGENDA

2022-166 Hunt - Alkenbrack

BE IT RESOLVED that the agenda for the May 30th, 2022 special meeting of Council be accepted as presented.

Carried

3. DISCLOSURE OF PECUNIARY INTEREST

None.

4. ADOPTION OF MINUTES

None.

5. DELEGATIONS

None

6. COMMITTEE REPORTS

None.

7. OLD BUSINESS

None.

8. NEW BUSINESS

a) Dock System at the Aus Hunt Marina

2022-167 Alkenbrack - Barker

BE IT RESOLVED that Council pass by-law 2022-27, being a By-Law to enter into a contract with Kropf Industrial for the supply and installation of a new floating dock structure along the sheet piling at the Aus Hunt Marina in response to RFQ process 2022-03.

Carried

9. CORRESPONDENCE

None.

10. INFORMATION

None.

11. ACCOUNTS FOR PAYMENT

None.

12. CLOSED SESSION

None.

13. CONFIRMING BY-LAW

2022-168

BE IT RESOLVED that By-law 2022-28, being a by-law to confirm the proceedings of Council be given first, second, third reading and enacted.

Carried

14. ADJOURNMENT

2022-169

BE IT RESOLVED that this special meeting of Council be adjourned at 7:15 p.m.

Carried

Ian Anderson, Mayor

Kathy McDonald, CAO/Clerk

TOWNSHIP OF BILLINGS - COUNCIL COMMITTEE REPORT

Report to: Council Date of meeting: May 24, 2022
Report by: Sharon Jackson Committee: Parks, Recreation & Wellness

Highlights/Matters of Interest

New Committee member - Welcome to Meg Middleton.

Financial update- Bank balance is \$5255.09.

Walking routes - Chair to provide distance in kilometres for each of the three routes and report back to Tiana.

Easter egg hunt - Budget \$300.00. Total spent \$255.59. Discussion on how to ensure every child gets a fair amount of treats. It was suggested we hide chocolate in the plastic shells for younger kids (0-3 and 4-7) and scatter foil wrapped eggs for the oldest age group (8 and up).

Community sign usage agreement- A few proposed changes to be made from the current agreement. Events are typically posted from Sunday to Saturday. Any money collected (from non-profit organizations) goes towards purchase of letters.

June newsletter content- New item suggested was to thank everyone who participated in the Island wide clean up hosted by Manitoulin Streams.

Fitness Centre open house- Tiana advised we currently have 16 gym members who use the fitness centre based on two hour block of time. This number is down slightly from 21 members pre-Covid. Tiana advised there are some afternoon slots available. It was suggested we offer a drop in option for one or more days. It was also suggested this be posted on the Township Facebook page and monthly newsletter.

Flower boxes- Tiana advised there are 13 planter boxes available at the small craft harbour. Members expressed interest in planting flowers, however it was general consensus that the Committee felt it should not be the responsibility of members to purchase flowers, that it be the Township's to do so - from our tax dollars. The Township plants the silver mounds which are in each planter box and The Late Bloomers water them.

Regreening - new item brought forward following flower box discussion. Question to Tiana asking about regreening along Henry Drive. Tiana advised that an RFQ went out and the amount provided was much higher than what staff anticipated. Trees were purchased and planted with the assistance of marina manager Jim Fowlie and Public Works staff. The gate at entrance to the Cedar maze needs to be repaired/replaced as deer were able to gain entry and damaged the cedar trees. Tiana will ask Public Works to take a look.

Games night partnership

Unanimous support from members for PRW to sponsor board games night at the Park Centre. It is proposed to begin Friday, June 3 from 7 to 9 pm. A Facebook page has been created to promote this new community event that is open to all ages. A win-win for everyone.

Township of Billings
Council Committee Report

Report To:

Date of Meeting: May 2 / 2022

Report By: Michael Hunt

Committee: Billings Museum Committee

Highlights/Matters of Interest:

The Museum will open May 21, 22, 28, 29 from 10 am to 5pm.

From June 4th to the end of August the Museum will be open seven days a week from 10 am to 5pm. Signage will state that masks are recommended.

Exhibits are ready to go with a few items to add. In the store Deb has ordered 4 cases of Hawberry Jelly.

The sign outside the Museum was repaired by Public Works and is better secured. Also the sign will be replaced on the Billings Flats.

The New Donor Wall Picture of the light house was set up by Brad and the lighting has been changed to reduce glare.

History Day will be Aug 11, 2022 with two showings one at 3.30 pm and one at 7.30 pm.

Jabbawong Festival event has been changed to July 9th, and will be held at the Park Centre. The Museum Committee talked about having a BBQ for that date and what if it rains that day.

The Old artifacts that are in front of the flywheel will be moved to the Mariners Park. Brad suggested that 3/4 inch gravel be put down leveling the area and dressing it up.

COMMITTEE REPORT
CLIMATE ACTION COMMITTEE

25th May 2022 7:00 pm.

VIRTUAL

Meeting was called to order by the chair at 7:04 pm. By the chair.

PRESENT: Bryan Barker (Chair), Bob Clifford, Paul Darlaston, Chris Theijsmeijer, Todd Gordon (MPM)

ABSENT: John Hoekstra (connection issues)

OLD BUSINESS

I. Spring Event – Debrief

The event was attended by approx. 20-25 people. Most stayed for the entire afternoon to hear the presentation. Good interaction between presenter/booth operator and the public. Discussion as to why attendance was not better included limited advertising, too soon following COVID for a public event, a limited audience when dealing with climate change issues, and a very short planning process. Some of the solutions recommended where more advertising in the media and township social media pages and website and more exposure through CAC blog. Consensus from the committee was that overall better communication, over time, will give the events more exposure. With all things considered the vent was deemed a success with relevant content and choice of presented and booth displays.

II. CCIC Update – Staff advised that there is no further information on the hiring of a CCIC. Suggestion from the committee that the township start another round of advertising for the position. The consensus was that with universities, just graduating, there may be candidates seeking employment and it may be a good opportunity to fill the position.

III. CAC Blog – Request to make the CAC Blog a standing item. Consensus from the committee is the blog is valuable tool and should continue a regularly updated basis. The committee agreed that the information should be informative and relative to our community, so as not to be too overwhelming. Posting of current events due to climate change, events, and historical Island events such as forest fires etc. be posted to perhaps give a better understanding of why fire bans are imposed, was also suggested.

NEW BUSINESS

- I. **Re-Think Green Partnership** – During the Earth Day Event Simon Blakeley offered to attend a CAC meeting to give a presentation and potentially re establish a working relationship with Billings Township to assist with the implementation of the CEEP. The committee agreed to have Simon attend the next CAC meeting and give a presentation. An invitation will be extended to Re-Think Green to attend the next CAC meeting.
- II. **Steps Moving Forward** – Discussion regarding steps moving forward for the CAC until a CICC can be hired. Some suggestions were to try and identify funding opportunities through agencies such as FCM. Pick an action item from the CEEP, that may qualify for funding and start moving forward ex. a feasibility study for GHG reduction.

Ensure that the community that the CAC has a purpose. Assist in educating the community in GHG reductions and energy efficiency initiatives. Community surveys to identify deficiencies in residential homes and businesses and how to move forward with upgrades. Federal and Provincial governments are already falling short in the COP 26 commitments. Billings community can still do its part toward becoming more energy efficient and in the reduction of GHG emissions. Small steps.

Energy data tracking targets for GHG reductions in buildings. Natural Asset Management Plan. Municipal Natural Assets Initiative. Community composting programme. Encourage more local vendors/producers at the market. Community waste reduction initiatives.

- III. **National Adaptation Strategy Update** – Paul Darlaston gave an update on National Adaptation Strategy. The strategy outlines Canada’s plan, stages, and timelines to reduce GHG from Canada’s commitment to COP 26.
- IV. **Status of CAC following the 2022 Municipal Election** - Committee members were reminded that the present committee will dissolve following the fall municipal election. The new council will determine whether the CAC will continue and if a call for new members will take place.

CORRESPONDENCE

None

INFORMATION

None

CLOSED SESSION

None

RECOMMENDATIONS TO COUNCIL

None

NEXT MEETING

25th June 2022, 7:00 pm

MEETING ADJOURNED

8:38 pm.

Submitted by

Councillor Bryan Barker (Chair CAC)

Climate Action Committee

Earth Day Event Report

23 April 2022

Park Centre 1pm-4pm - Kagawong

At the spring Earth Day Event in April 2022, we had several service groups represented to raise awareness of opportunities for Billings Residents to take advantage of climate saving options. Here are a few highlights:

Canada Greener Home Grant

This program will help fund up to \$5000 in 'Green' home energy upgrades for Canadians. It will cover partial costs for improvements in many possible areas, depending on the needs of your home. All the upgrades and improvements are designed to reduce greenhouse gas emissions, while also saving homeowners money over longer periods. The program will also cover up to \$600 of fees for the required home inspections by a licensed Home Energy Inspector.

Examples:

- Improving insulation in walls or attics
- Upgrading windows/doors for reducing heat loss
- Upgrading home heating options for increased efficiency
- Installing green energy options in your home for increased efficiency
- Upgrading water systems, such as toilets or water heaters, for increased efficiency

How the Programme Works

- Register for the 'Canada Greener Homes Grant' and choose a "Green Energy Company" from the list provided to conduct your grant visits.
- Connect with a local Home Energy Inspector to have them come to your house for an inspection before work is done.
- The Home Energy Inspector discusses your ideas for improvements and recommends solutions that align with the options available with the grant.
- Install the improvements with a chosen local contractor.
- Have a post-installation visit from the Home Energy Inspector to ensure goals have been met for the program.

- Send in your receipts online to the Green Homes Grant Website.
- Receive a rebate check.

Home Energy 'Blow Test'

It is important to note that contact with the Home Inspector **MUST** occur before the work has been done to your home - they need to inspect your house first!

Additional questions can be directed to your local contractors, or to Chris T on the committee who has gone through the process already.

Managed Forest Tax Incentive Program

Anyone with at least 10 acres (4 hectares) of forest on a single property can apply, as long as they are a Canadian citizen or permanent resident

A 'Managed Forest Plan Approver' will visit and work with residents to develop a 10 year management plan for maintain the forest.

This plan will be reviewed after 5 years and requires updating after 10 years to continue with the program.

The basic premise is that maintaining forest is good for our communities and our province. So the government will provide a tax incentive to maintain forests. The most common question relating to this program is what is required to 'maintain' the forest. A local 'Managed forest Plan Approver' that presented at the event, Maria Diebolt, of Manitoulin Tree Services, suggests that all of these actions are still allowed while maintaining your forest for the tax credit:

- Maple Syrup collection
- Cutting for firewood
- Maintaining a road/path

Basically, you if you don't clear cut the forest, and act responsibility so the forest can remain healthy for generations it will qualify.

To get involved with the Tax Credit program, contact your local arborist, and connect with any of the local Plan Approvers. Estimated annual tax savings are likely in the hundreds of dollars.

Local Service Providers

There were several local service providers present displaying their wares for greener options to fight climate change at our April 2022 Earth Day Event. Many include options for under the government programs listed in our previous post, and but there were some additional options as well. We are grateful to all our participants!

Campbell Heating: Heat Pumps

Heat pumps are a modern alternative for heating your home. A heat pump run on electricity and extract heat from the outside air or ground, even at temperatures of -28°C, and then releases the energy into your home, with no exchange of air. Efficiency ratings (COP) are 3 to 4 times better than baseboard heating, so that with every unit of energy spent in electricity, you get 3-4 units of heat energy in your home. These devices also provide cooling in the summer just like air conditioning.

Manitoulin Off-Grid: Solar Systems

Solar energy is clean from the sun, and free, once you put up the system. Solar panels are continuously improving and becoming cheaper to buy so that this type of installation on your home is even more affordable than ever. You can either install a full system to go off-grid and be done with hydro bills completely, or register with the provincial net-metering program to sell your electricity back to the grid while still maintaining your public connection to power.

Manitoulin Tree Services: Arborists

Planting trees, maintaining your current trees, and cutting down dangerous ones safely are all an important part of maintaining the land on Manitoulin. Contact a local arborist to get help keeping trees around us as much as possible. They act as strong carbon syncs and as a renewable energy resource for our local economy.

Manitoulin Climate Consortium: A variety of programs

Manitoulin Climate Consortium brings together various local groups with the common goal of confronting the climate crisis. Current members include 'Cultural Seeds', Community Gardens, We Will Plant Lodge.

Manitoulin Streams: River Rehabilitation and Tree Planting

Manitoulin Streams has a long history of environmental projects completed on Manitoulin, more related to riparian work such as was conducted on the Kagawong River several years ago. They contribute in many other ways around the island as well, working with local interest groups, schools, and municipalities to help maintain our treasured ecosystems.

Eco-Growth Environmental: Composting Process for Fuel

This group has developed technology to convert ordinary compost into dehydrated 'pucks' that can be burned for heating your home. They are composting experts that can help turn this common waste into a useful fuel for businesses.

Re-think Green: Local and Municipal programs

Re-think Green is a Sudbury based non-profit organization that works primarily with municipalities and business to explore green options, opportunities, and funding. They can help groups apply for funding related to green projects or facilitate workshops to develop strategies for future planning.

The Billings Climate Action Committee would also like to thank the following groups for attending the spring Earth Day Event to help spread information for the benefit of our community:

Manitoulin Secondary School Eco-Hero's

Devin Whyte: Electric Cars

COMMITTEE REPORT
LAKE KAGAWONG RESOURCES COMMITTEE

26th May 2022 7:00 pm.

VIRTUAL (ZOOM)

Meeting was called to order by the chair at 7:01 pm. with a quorum present.

PRESENT: Bryan Barker (Chair), Sharon Jackson (Councillor), Bob Clifford, Stan Pierce, Steve Weber, Kathy MacDonald (CAO/Clerk, staff liaison)

REGRETS: John Hoekstra (connection issues)

OLD BUSINESS

- I. **Report on Water Levels** – Brian Foreshow reported that the water levels were 213.07, which is near the top of the Rule Curve. Starting the season with lots of water in the lake. 2022 Rule Curve has been set. (2) outside sleuth gates are closed the main sleuth gate is mostly closed.
- II. **Report on OEC Website** – Stan Pierce reported that the OEC website is up to date as of beginning of May. Bob Clifford reported that the generating station had been running strong and has shown the best first quarter since the beginning. Good news for the township and for OEC.
- III. **LKRC Stewardship – Amendment to LKRC TOR. wording** – Discussion regarding the LKRC taking on more of a stewardship role and changes to the wording of the current TOR Role of the Committee to add, as bullet, 4 monitor the quality of water and report back any concerns to Council.
- IV. The committee voted unanimously to make a recommendation to council to that effect.
- V. **MOE Inland Water Quality Testing – Update** – Bob Clifford reported that he had been in contact with the MOE Lake Partnership Programme regarding water quality testing on Lake Kagawong. Bob reported that the MOE had identified three test locations on Lake Kagawong; the northeast harbour north of Bass Island, west basin south in around Prior Bay and the east basin south near Mud Bay. The MOE is providing the test kit. Testing consists of water clarity, water quality (phosphorus, nitrogen, and sodium). This programme is currently taking place on Ice Lake, Lake Manitou, and Lake Mindemoya. Additional testing may kick in if water quality issues are identified.

NEW BUSINESS

- I. **WMP Data Gaps and Responsibilities** – The LKRC agreed to focus on identify data gaps in the WMP for the remainder of the committee’s term. The committee usually breaks for the summer, however, will continue this year. MNDMNR has agreed to assist the committee in identifying and filling relevant data gaps that impact the township. For example, one data that was identified is domestic water services on Lake Kagawong. CAO reported that there is data on file from a survey that was conducted in 2007-2008 by the Billings and neighbouring lake townships. Some of the data may be available and it's just a matter on identifying and compiling the information.
- II. **Committee Status Following the 2022 Municipal Election** – Committee members were reminded that the present committee will dissolve following the fall municipal election. The new council will determine whether the LKRC will continue and if a call for new members will take place.
- III. **Status of OEC Lease** – The CAO advised that the lease has gone to the OEC lawyer for review a few weeks, however, has not gone to the township lawyer. Question from the committee, will the committee’s recommendations to council will still be considered? The township is waiting to receive the lease from OEC but, recommendation should still be considered.

None

INFORMATION

None

CLOSED SESSION

None

RECOMMENDATION TO COUNCIL

That Council approves the revised Terms of Reference of the Lake Kagawong Resource Committee.

NEXT MEETING

23 June, 7:00 pm (virtual)

MEETING ADJOURNED

7:54 pm.

Submitted by Councillor Bryan Barker (Chair LKRC)



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

May 26, 2022
220001

15 Old Mill Road
Kagawong, Ontario
P0P 1J0

Attention: Mr. Todd Gordon
Municipal Project Manager

Re: Engineering Services – RFP 2022-04
Township of Billings Fire Hall Renovation Design

Dear Sir,

TULLOCH Engineering Inc., along with our design team of MET Energy Systems, are pleased to submit the following proposal for engineering services as required for the planned Fire Hall Renovations in the Township of Billings in, ON.

We trust you will find the enclosed complete and which comprehensively addresses the items contained within the above noted request for proposal.

We look forward to the opportunity to work with The Township of Billings. If you have any questions or require additional information, please do not hesitate to contact the undersigned.

Yours truly,
TULLOCH Engineering Inc.

A handwritten signature in black ink, appearing to read 'M. Figures'.

Meagan Figures, CET, rcsi
Associate Project Manager
MF/mf

1.0 INTRODUCTION

COMPANY PROFILES

TULLOCH ENGINEERING Inc. (Prime Consultant)

With humble beginnings in Thessalon, TULLOCH has maintained strong work relationships with many of the communities in Northern Ontario.

Safe, functional, and efficient facilities within the community are integral to growth and economic development. TULLOCH staff are proud to both work and live on Manitoulin Island, and the North Shore.

TULLOCH regards community growth and development as core values and welcomes all opportunities to contribute to them. We look forward to working with The Township of Billings on this exciting assignment.

TULLOCH's History



With clients across North America, TULLOCH Engineering Inc. is a well-established consulting engineering firm in Ontario. Our ambition is to provide a better life for the communities around us. Our employees are dedicated to one aim: to design and build world-class infrastructure and natural environments by providing a full range of integrated consulting services.

We have embraced this purpose by adhering to our core values. We treat our clients with the goodness and respect that characterizes the work we do. We strive for the highest standards in client and colleague relationships. We are dedicated to fostering long-term working relationships built on mutual respect and superior performance.

Shaped from several of Ontario's finest engineering, environmental and geomatics companies, TULLOCH offers clients unrestricted access to a deeply knowledgeable and integrated team of professionals. Simply put, our staff is the reason for our success. With a passion for tackling large-scale challenges, we cultivate a collaborative team approach.



TULLOCH Engineering Inc. appreciates the complex challenges that clients face in dealing not only with consultants, the public, and community stakeholders, but also with provincial and federal governmental agencies while carrying out a range of projects. Our widespread work for a variety of Clients includes the planning, design, and construction management of infrastructure facilities including buildings, roads, landfill design and monitoring, drainage and hydrology, wastewater collection and treatment, as well as water supply and treatment. We appreciate the opportunity to assist clients in achieving their maximum potential. We are dedicated to fostering long-term partnerships built on mutual respect and outstanding performance. Our goal is to make every project an ongoing success from design to construction, bringing projects to completion on time within sensitive budgetary constraints.

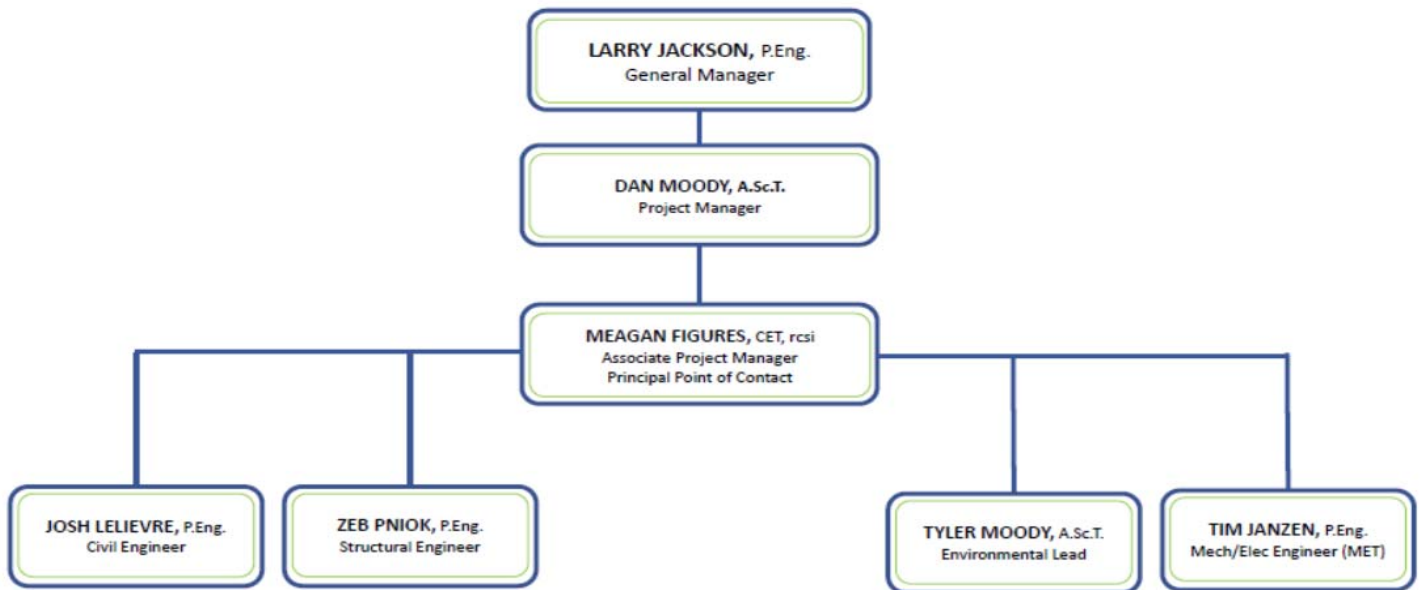
TULLOCH Engineering is a multi-disciplinary engineering firm with services in civil engineering, environmental

studies, geomatics engineering, LiDAR and mapping services, transportation engineering, geotechnical engineering, structural engineering, and forestry engineering. TULLOCH has grown to employ over 300 technical and professional staff. We have offices in Sault Ste. Marie, Thessalon, Elliot Lake, Espanola, Sudbury, Parry Sound, Huntsville, Ottawa, Hamilton and Thunder Bay as well as temporary construction sites across the country established on an as needed basis to manage specific projects.

Key Staff and Specialties

The team assembled for this assignment combines Project Management expertise with an experienced technical support staff. The diversity of the team will allow TULLOCH to offer The Township of Billings unparalleled oversight and guidance throughout the design, construction, and commissioning phases of the Fire Hall Renovation Design project.

At all times, the Project Management team assigned to this project has unrestricted access to all Professional and Technical Staff within the TULLOCH organization. This experience and depth of knowledge will facilitate the TULLOCH PM to fully understand and respond to all technical and/or contractual challenges that may arise during the project.



Organization Chart

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

Dan will fill the role of Project Manager for this assignment. He will be the principal point of contact for TULLOCH and will act on behalf of The Township of Billings during all phases of design, construction & contract administration. Mr. Moody will be responsible to coordinate all activities undertaken by the TULLOCH team.

Meagan Figures, CET, rcsi – *Associate Project Manager*

Mrs. Figures will be responsible for inspection services and assisting with contract administration and document management throughout the project.

Michael Lawrence (Larry) Jackson, P. Eng., *General Manager*

Larry is The General Manager of TULLOCH Engineering and is responsible for the overall management and direction of the Engineering Group. He is an accomplished engineering executive with over 31 years of experience in the municipal infrastructure, renewable energy, and environmental field. He has extensive experience working with municipalities, First Nations, the Provincial and Federal Governments and private developers covering a wide range of civil and environmental engineering projects.

Josh Lelievre, P.Eng. – *Project Manager*

Josh Lelievre is a professional engineer with more than fifteen years of experience in all aspects of municipal infrastructure design including stormwater management, lot grading, road design, and municipal servicing. Josh also has extensive experience in the completion of engineering surveys, construction materials, construction project management and municipal asset management. He will be responsible for all site grading design.

Zeb Pniok, P.Eng. – *Design Engineer*

Zeb is a professional engineer with more than twelve years of experience in all aspects of structural design (buildings and infrastructure). He will be responsible for all structural design activities.

MET Energy Systems



MET Energy Systems is a multi-disciplined consulting engineering firm specializing in mechanical, electrical, lighting and energy conservation design. We provide consulting engineering services for commercial and industrial clients of both the public and private sectors.

MET is authorized by the Professional Engineers of Ontario and is a licensed Designated Consulting Engineer with all of the required insurances and professional liability.

Mr. Tim Janzen, P. Eng. is the founder and Principal Engineer of MET Energy Systems. He leads the team with over 30 years' experience in the engineering field. Mr. Janzen's professional affiliations include:

- Association of Professional Engineers of Ontario
- Registered Consulting Engineer
- Registered Professional Engineer in State of Michigan, Maryland
- IESNA Illuminating Engineering Society of North America
- ASHRAE American Standard of Heating, Refrigerating, and Air Conditioning Engineers, Inc.
- LEED AP

Our present staff is comprised of a team of dedicated professionals who have multi-discipline experience in mechanical, electrical, energy conservations and plumbing design services and are proficient in all stages of successful project execution.

To reinforce our emphasis on quality in mechanical and electrical designs, the company uses internal quality assurance and quality control system and interfaces with designers from complimentary disciplines to review standards and specifications for specific project needs.

MET is staffed to provide a wide range of mechanical and electrical engineering services from inception through design, bid and construction completion and prides itself to complete projects on time and on budget.

Tim Janzen, P. Eng., PE

Mr. Janzen will be responsible for overseeing the design and construction of the mechanical and electrical requirements of the project.

Jim Liguori

Mr. Liguori will be responsible for assisting with the design and inspection services during construction of the mechanical and electrical requirements of the project.

Gennaro Ferlaino

Mr. Ferlaino will be responsible for assisting with the design and inspection services during construction of the mechanical and electrical requirements of the project.

2.0 APPROACH AND METHODOLOGY DESIGN AND ENGINEERING SERVICES

ENGINEERING PROJECT MANAGEMENT APPROACH

TULLOCH Engineering has been in business for more than 30 years and completes hundreds of projects each year. This has enabled us to hone our project management approach to ensure consistent and successful project delivery ranging from small studies to multi-discipline, complex projects. All of our Project Managers are mentored for several years by Senior Project Managers before taking on the role. In addition, many have formal project management training through the Project Management Institute or Professional Services Management Journal's Project Manager's Boot Camp.

Our approach starts with our flat and project-based organizational structure. Project Managers are senior personnel with decision making authority and the technical expertise to analyse and resolve complex issues quickly in consultation with the client.

In general, TULLOCH follows the PMBOK (Project Management Body of Knowledge) approach to project management. Regardless of which process a project is in (initiating, planning, executing, controlling or closing) communications is the key. This includes effective communications with the client, regulatory authorities, the public, contractors involved in the construction of the works and other interested parties. As issues arise, they must be dealt with in a timely matter to mitigate their potential effect to the furthest extent possible. Inaction on issues only makes matters worse and more often than not increases costs to resolve an issue.

The following sections outline our general project management approach during the engineering/design phase of the project and construction phase of a project.

ENGINEERING/DESIGN PHASE

A high level of communication, quality reviews for all deliverables and effective project control are all integral parts of TULLOCH's approach to the engineering design phase of a project. The processes to be followed to ensure effective project management during this phase are as follows:

Project Initiation – At the initiation phase of the project it is crucial to clearly define the project scope in consultation with the Township of Billings. TULLOCH's Project Manager and Lead Engineer will define the project scope in consultation with Township of Billings representatives and ensure the scope is clearly outlined in the engineering agreement. This will usually include a general outline of the schedule with key deliverable and completion dates to ensure the required project milestones are met.

Project Planning – Once the project scope has been clearly defined, TULLOCH's Project Manager will develop a detailed work plan and schedule for the assignment. The work plan will involve breaking the project scope down into discrete tasks and assigning manpower and resources requirements to ensure those tasks are successfully completed. Typically, this involves the creation of a detailed time/task matrix with a budget allocated to each identifiable task.

An integral part of the development of the project plan and time/task matrix is a determination of the staffing and external resources required to complete the project and the appropriate man hours to be committed. Based on this, the Project Manager and the Lead Engineer will assign staff to the project team. Team members are consulted as to the required time allotment for specific tasks to ensure there is "buy-in" and accountability as the project progresses.

Key aspects of the planning phase also include the following:

- Identification of any regulatory approvals or other stakeholders to be consulted during the course of the work; and,
- Identification of any external resources required for the completion of the work. This might include sub-consultants for such things as geotechnical studies or vendors for equipment.

Agreements with sub-consultants and vendors include a clause stating that no additional work shall be undertaken without the approval of the client and written authorization from TULLOCH Engineering. The

Project Manager stays in regular contact with the external resource until the scope of work is complete to ensure it stays on schedule and to deal with any issues that arise promptly.

Project Execution - Once the project plan has been developed and detailed schedule and scope agreed to by the Township of Billings, the Project Manager's sole focus is on execution of the engineering work. This starts with the assigning of project tasks to specific team members with appropriate deadlines and time allotments, tracking completion of specific tasks, effective communications with the project team, client, any external resources and stakeholders ensuring quality of deliverables and mitigating any risks or other issues that arise during the course of the engineering.

Project Control - TULLOCH Engineering Project Managers are accountable for controlling the completion of the engineering assignment and are provided the tools to effectively do so. Project control is accomplished as follows:

- **Scope Control** – Scope control is accomplished by ensuring that the detailed scope of the project is clearly indicated in the engineering agreement and detailed in the project plan. This scope is clearly communicated to all team members. If any potential scope changes arise, TULLOCH will not proceed with the work without the written authorization from the Township of Billings. The Project Manager will discuss the issue with the Township of Billings before proceeding. If Township of Billings indicates a willingness to proceed, TULLOCH will forward a proposed Scope Change with a clearly defined additional scope, budget and any schedule implications, for approval. TULLOCH will only proceed once approval for the Scope Change is received. Once again, the amended scope, if any, will be clearly communicated to all team members.
- **Costs/Budget Control** – The budget for an engineering assignment is controlled by ongoing tracking by the Project Manager over the course of the project. TULLOCH employs sophisticated, web-based project and time management software that enables Project Managers to track team members' time on a weekly basis and take corrective action immediately. Budgets are established based on project task allowing the Project Manager to immediately identify any over-runs and mitigate the affect.

Project Managers also complete comprehensive monthly reviews of time and costs to date on projects. They hold regular meetings with team members to review budget, progress to date, the status of deliverables, and any issues that arise.

Invoices from external resources such as sub-consultants and vendors must be reviewed and approved by the Project Manager before they are entered into TULLOCH's accounting system and approved for payment. Only invoices in accordance with compensation outlined in sub-consultant agreements will be approved for payment unless an appropriate Scope Change has been previously approved.

Schedule Control - Schedule control is achieved by properly planning the engineering assignment and clearly communicating the schedule commitments to the entire project team. A critical aspect in meeting any project schedule is permitting and approval requirements. TULLOCH's Project Managers achieve this by early identification of all permitting and approvals required for a project and early and ongoing communications with the appropriate regulatory authorities. This ensures approval requirements are known well in advance and can be allowed for. Any required background studies are commenced and completed as early in the process as possible. Actual applications are submitted for review as soon as possible and then tracked regularly by the Project Manager until appropriate approvals are in place. This typically involves regular communication with the approval authority and follow-up with the client.

In the event that projects fall behind schedule, TULLOCH team members regularly work additional hours and/or additional resources are committed to the project to get it back on track. Project Managers have the authority to authorize additional hours and overtime to ensure project milestones are met.

Quality Control - Quality control for engineering deliverables is critical to ensure a successful project. TULLOCH has a Quality Control Policy that requires review and signoff of all project deliverables including drawings, reports and specifications via a senior staff member with no other direct involvement in the project. Quality control reviews are conducted in cooperation with the Project Manager and design engineers to facilitate any necessary changes and ensure scheduling commitments are met.

Throughout the engineering assignment, regular communications with the Township of Billings, regulatory agencies and other stakeholders is critical to ensure deliverables meet expectations and scheduling commitments are met. TULLOCH Project Managers ensure effective project communications by scheduling regular project meetings, teleconferences, and issuing project updates at regular intervals throughout the assignment.

CONSTRUCTION PHASE

For the construction phase of a project, scope, budget and scheduling control are all very much inter-related. In general, if the scope of work is effectively controlled there should be minimal unforeseen, additional costs and minimal, if any, impacts to the project schedule. For construction works, a number of work processes are employed to control scope, budget and schedule as follows:

- Clear and concise contract documents. This is probably the most important element in controlling construction scope, and budget and is achieved through the following:
 - Employing skilled and experienced personnel in the preparation of contract drawings, specifications and tender documents. Most TULLOCH employees have many years of experience in the engineering and construction industry and are very adept at the preparation of contract documents and the pitfalls that can occur in a construction project;
 - Internal QA/QC reviews of all issued for tender and issued for construction contract drawings and tender documents by senior personnel with technical expertise and expertise in the drafting and language of contract documents;
 - Use of standard specifications, general conditions and other contract sections/clauses whenever possible. These documents have been developed and refined over many years and are proven to be fair and protect the owner's interests; and,
 - Internal constructability reviews prior to tendering of the works to identify any potential construction issues and accounting for them prior to tendering.
- Open Communication with the Contractor – It is important to maintain regular communication and obtain input from the contractor for a successful project. This will ensure prompt action when issues arise and a coordinated approach to mitigate any budgetary and scheduling impacts. Nobody wins when the relationship between the engineer/owner and contractor is adversarial. TULLOCH always treats contractors with respect and works with them for a successful project.
- Liaison with the Township of Billings – Project Managers stay in regular contact with the Township of Billings to keep them fully informed and obtain their input during construction. No extra work or significant changes impacting budget and/or schedule are authorized without written approval from the Township of Billings.

- Structured and Clear Change Management Procedures – Requirements for changes in the construction contract are clearly annunciated in the contract documents and are a specific agenda item at all pre-construction meetings. The contractor is reminded that no work shall proceed without written authorization for the work.
- Detailed Documentation – The Project Manager and Contract Administrator will maintain detailed documentation of any potential and authorized changes to the contract. A Change Order Log will be kept clearly indicating the status, price implications and any scheduling implications of all change orders. Change orders are issued to all parties on approval. In addition to contract changes, Project Managers hold regularly scheduled contract meetings with all parties. Detailed meeting minutes are prepared and issued promptly following the meeting.
- Liaison with Regulatory Authorities – Project Managers maintain regular communications with regulatory authorities during the construction process to ensure commitments made during the engineering phase are met.

Quality control during project construction is achieved by employing many of the same elements for scope and budget control. These include the following:

- Clear and concise specifications and contract drawings;
- Regular and detailed inspection of the construction to ensure compliance with specifications and drawings;
- Employing third party independent inspection and testing agencies when appropriate; and,
- Timely and detailed review of shop drawings, material samples and working drawings.

In addition to the above measures, TULLOCH Project Managers and Contract Administrators complete numerous tasks during the construction phase of the project to ensure it is completed successfully with a quality end product. These include the following:

- Assist the client and the contractor in the interpretation of the drawings and specifications and issue supplementary details and instructions during the construction period, as required;
- Review the construction schedule proposed by the contractor for approval, and comment on procedures, methods and sequence of work;
- Ensure that quality audits and technical reviews are carried out on schedule;
- Deal promptly and tactfully with members of the public and any complaints that arise;
- Liaise with other government ministries and outside agencies on matters pertaining to the project;
- Ensure that environmental controls are addressed and followed in the contract;
- Maintain data to verify monthly progress of the work and report on a weekly basis to the client on the contractor's work done that week, including the deficiencies;
- Recommend remedial action to correct all deficiencies and review the contractor's corrective work to ensure conformance to the contract requirements;
- Review and approve sub-consultant invoices as necessary;
- Recommend to the owner acceptance of the work to establish the start of the warranty period;
- Coordinate as-constructed drawings; and,
- Confirm all final payment quantities and any contract change orders with the contractor, establish the final contract price, prepare payment certificates as per the contract requirements.

TULLOCH will also verify and issue any required certificates relating to the construction of the works, including a Certificate of Substantial Performance and Completion Certificate. TULLOCH Engineering has performed contract administration and inspection services on hundreds of municipal projects involving

underground utilities, building infrastructure, structural rehabilitation, building envelope issues and accessibility upgrades. Our staff is familiar with the required inspection tasks, quality control requirements and documents of the construction operations.

Nearing completion of the construction project, TULLOCH Engineering will create a checklist and track construction closeout activities to ensure all final submittals and documents are in place, including the following:

- Any operation and maintenance manuals;
- Any product specific warranties;
- As-constructed drawings;
- Completion of all deficiencies and any items that arise during the warranty period.

ACCESSIBILITY

To achieve the best possible accessible environments, it is necessary to obtain a comprehensive understanding of the characteristics of human performance so that when decisions are made, they are made with full knowledge of the consequences and effects of those decisions upon the users of that environment. Promoting an understanding of the challenges encountered by people with disabilities is the foundation for developing the most appropriate solution is laid, which may, or may not necessarily be addressed by standards and code regulations.

As each project presents a different set of challenges, each project will require its own innovative set of solutions. It is difficult to create an environment which is specific to every individual's needs, however, it is possible to be sensitive to design issues which effect all users, such as elevator access, accessible washrooms, building access, appropriate contrast of colour, and light to prevent glare and create visual or tactile clues to location, etc. Through discussion with you and prioritization, we will identify the needs and proceed to accommodate them accordingly.

As an organization who will accommodate those with disabilities, a more comprehensive understanding of the characteristics affecting design for various degrees of mobility will be required. In our experience, we have found the best solutions involve a delicate balance of all the aspects affecting variations in individual abilities.

As part of the design process, the TULLOCH team will review all aspects of the fire hall renovation and make recommendations as may be appropriate to the township.

A variety of TULLOCH reference projects are attached in Appendix C.

3.0 UNDERSTANDING OF THE PROJECT & PROPOSED SCOPE OF WORK

We have reviewed and understand the requirements as noted in the RFP entitled:

REQUEST FOR PROPOSAL

**To Provide Professional Design, Engineering and Contract Administration Services
For the Township of Billings RFP 2022-04**

Fire Hall Renovation Design

Subject to the limitations and exclusions noted, TULLOCH proposes to provide all design, drafting, general review, and contract administration services as required to complete the project as generally defined in the above referenced RFP.

Our proposed scope of work includes the following:

1. Conduct virtual and in person design meetings
 - a. We have included for one (1) in person meeting to be held at the same time TULLOCH attends site for data gathering, and DSS sampling.
 - b. Attend the site to complete a detailed site assessment, data gathering, and complete measurements as required for the design.
 - c. Complete a project specific, intrusive designated substance and hazardous materials survey. We have included for the services of a commercial roofing contractor to complete a cut test and required patch. This information is required to facilitate design of roofing removals, replacement as well as environmental sampling.
 - d. Complete a localized topographic survey of the area immediately around the building to facilitate a review of grading and drainage.
 - e. We have included for one (1) in person meeting at the 90% completion of design.
 - f. We have included for up to 6 virtual design review meetings.
2. Complete design and drafting as required for the above noted features of construction
 - a. Format to be 11x17 size sheets
 - b. All drawings to be sealed by a Professional Engineer licensed in the province of Ontario
 - c. All specifications to be on drawings
3. Based on the approved final project scope, complete a pretender cost estimate
 - a. The proposed cost estimate would be Class D in nature (+/- 25%)
 - b. We will complete the above noted cost estimate with the assistance of a Sault Ste. Marie based General Contractor. This method of cost estimating allows clients to benefit from real time costing, which has become of critical importance in light of the volatile construction market.
 - c. The intent in engaging a Sault Ste. Marie General Contractor is to avoid any potential of providing an unfair advantage to any General Contractor that may be a likely candidate to bid the work.
4. Prepare a tender document
 - a. Based on CCDC2-2020 Stipulated Price Contract
5. Publicly Tender the Project
 - a. TULLOCH will attend the site to conduct a mandatory bidder's meeting for potential general contractors
6. Review submitted tenders and prepare a tender analysis for review by Council
7. Award the project to the successful general contractor
8. Execute a contract between the successful general contractor and The Township of Billings
9. Complete General Review During Construction for all involved disciplines
10. Complete contract administration services throughout construction
 - a. Respond to Requests for Information
 - b. Prepare Supplemental Instructions as required
 - c. Prepare Contemplated Change Notices as required

- d. Prepare Change Orders As required
- e. Review and process monthly requests for payment
- f. Prepare Certificate of Substantial Performance
- g. Prepare Certificate of Total Completion
- h. Prepare payment certificate for holdback release
- i. Receive project warranty and closeout documents
- j. Attend the site to complete an inspection one month prior to the expiration of the contractor's one year warranty period
- k. Prepare deficiency letter
- l. Follow up with Municipal officials to ensure deficiencies have been corrected

We propose to conduct the following during the construction process:

- Construction Kickoff meeting
- Eight (8) visits to complete General Review during Construction
- One visit for a warranty inspection one month prior to the expiration of the one-year warranty period

Our clients benefit from having access to a diverse group of specialists within TULLOCH. Architectural, Structural and Civil design as well as surveying are offered in-house. Mechanical and Electrical design will be provided by MET Energy Systems.

Should modifications to the scope of work be required, TULLOCH will fairly negotiate with The Township of Billings to revise the scope of work and associated fees for consulting services.

In preparing our Scope of Work and associated fees for this project, we have considered the below owner's statement of requirements. We understand that this list may evolve throughout the course of design. Should revisions to the project requirements necessitate significant change in required effort, TULLOCH reserves the right to negotiate with the Township of Billings a modified Scope of Work, including adjusted fees.

- Review of existing building for the presence of Designated Substances or Hazardous Materials
 - Shall include preparation of abatement specifications as required
- Remove existing roof insulation and roofing system and replace with new insulation and 60mill PVC membrane
- Remove all interior drywall
- Remove existing insulation on the exterior walls
- Install new insulation, vapour barrier and drywall (mud, tape, and paint) everywhere but truck bays
- In truck bays install as per above but replace drywall with 26 ga white metal liner panel
- Remove existing suspended ceiling and batt insulation (above) and install new suspended ceiling,
- Remove and replace all windows and doors – including overhead doors
 - Overhead doors to be powered with remote operators
 - The main personnel entry door shall be barrier free compliant
- Remove existing and create new main floor washroom (toilet, sink, tiled shower). Achieve the maximum conformance with Barrier Free Accessibility requirements (as per The Ontario Building Code 2012) as may be permitted by the current space
- Redesign the mezzanine level to include new flooring, cabinets, fixtures, window, doors, ceilings, etc.

- Design new Co/NOx detection and dedicated exhaust system
- Design of new vehicle exhaust system
- Design of new power and lighting throughout the building (including Truck Shore Power)
- Ensure that adequate provisions are made to accommodate the fire department's dispatch radio antenna
- Design new exterior lighting (dark sky compliant)
- Design oil interceptor including all permitting and approvals
- Review and modify internal floor drains as required to outlet into the oil interceptor
- Ensure provision of new automated external defibrillator (AED)
- Ensure provision of new commercial washer & dryer
- Design new Emergency backup generator including all permitting and approvals
- Exterior split face block to receive insulation and metal siding or Insulated Metal Panels
- New incoming electrical service
- New emergency backup generator and transfer switch
- New heating systems throughout
- Sand blast clean existing painted concrete floor and install new epoxy paint

Exterior Site

- Review of existing on-site septic system(s) and decommissioning of abandoned system
- Localized review of exterior grading/drainage and associated design of improvements as required
- Exterior bulk water dispenser to be reviewed and upgraded as required to ensure compliance with applicable codes and standards
 - Add an insulated and heat traced concrete splash pad with bollard protection
- Review and upgrade compressor installation to ensure compliance with applicable codes and standards

4.0 SCHEDULE OF FEES

We propose to perform the services outlined previously on a lump sum basis, subject to the exclusions made and limitations outlined. The estimated fees for our services are as follows:

| Task | Cost |
|---|--------------------|
| Design and Drafting | \$55,710.00 |
| Designated Substance and Hazardous Materials Survey | \$6,000.00 |
| Project Tendering | \$7,515.00 |
| Contract Administration | \$24,740.00 |
| ESTIMATED TOTAL (exclusive of HST) | \$93,965.00 |
| <i>(Above costs are inclusive of all vehicle mileage, prints, etc.)</i> | |

5.0 EXCLUSIONS

At the request of the client, TULLOCH Engineering is providing this quotation to complete design, drafting, project tendering, general review during construction and contract administration only. The following list of exclusions represents services or items that TULLOCH has not included as part of our price. Should you wish to engage TULLOCH to provide or arrange for the provision of any or all of these services or items, we would be pleased to provide a price to you, additional to this quotation.

- Geotechnical Investigation
- Environmental reviews (beyond the project specific DSS)
- Cost estimates more accurate than Class "D" (+/-25%)
- Legal surveying
- Design of a septic system
- Site servicing
- Design of water treatment or filtration systems
- Stormwater Management Design
- Permit Application Fees
- Application for MECP Approvals (if required)
 - until such time that a design review has been completed, we are unable to quantify the scope of work or required effort required for potential environmental approval or permitting related to the proposed oil interceptor. Once requirements have been determined, TULLOCH will fairly negotiate with the Township of Billings an adjusted scope and fees
- Landscape Architect Services
- Full time inspection during construction
- Design of any additions to existing Fire Hall footprint
- We have not included for costs associated with application fees for any required permit or compliance certification. Application fees will be paid directly by the Township

6.0 LIMITATIONS

TULLOCH will perform all professional services with the standard of care customarily observed by Professional Consulting firms performing similar services at the same time and location. The standard of care will include adherence to all applicable published standards of the profession and laws, regulations, by-laws, building codes and government rules.

In no event, will TULLOCH be liable for indirect or consequential damages including, without limitation loss of use or production, loss of profits or business interruption.

APPENDICES

- APPENDIX A - PROPOSAL FORM**
- APPENDIX B - SCHEDULE**
- APPENDIX C - REFERENCE PROJECTS**
- APPENDIX D - CLIENT REFERENCES**

THE TOWNSHIP OF BILLINGS

PROPONENTS INFORMATION FORM

PROPONENTS must complete this form and include with the Quotation Submission. Please ensure all information is legible.

| | |
|-----------------------------------|--|
| 1. Proponent's Contact Individual | Dan Moody |
| 2. Address | 71 Black Road, Unit 8, Sault Ste. Marie, Ontario |
| 3. Office Phone # | 705-949-1457 |
| 4. Toll Free # | |
| 5. Cellular # | 705-971-0435 |
| 6. E-mail address | Dan.moody@tulloch.ca |
| 7. Website (if applicable) | Tulloch.ca |

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addenda

| ADDENDUM # | DATE RECEIVED |
|------------|---------------|
| # _____ | _____ |
| # _____ | _____ |

Check here if NO Addendum received.

Proponent/Vendor: Tulloch Engineering Inc. Date May 26, 2022

Signature: 

THIS PAGE MUST BE INCLUDED WITH THE PROPOSAL SUBMISSION

To The Township of Billings, Hereafter called the "Owner":

I/WE TULLOCH Engineering Inc. the undersigned
declare:

1. THAT no Person(s), Firm or Corporation other than the one whose signature(s) of whose proper officers and the seal is or are attached below has any interest in this Proposal or in the Proposal proposed to be undertaken.
2. THAT this Proposal is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Proposal for the same Work and is in all respects fair and without collusion or fraud.
3. I/WE represent that no member of the Council, and no officer or employee of the Owner, is, or has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise howsoever in or on the performance of the said Proposal, or in the supplies, Work or business in connection with the said Proposal, or in any portion of the profits thereof, or of any supplies to be used therein, or in any monies to be derived there from.
4. THAT the several matters stated in the said Proposal are in all respects true accurate and complete.
5. THAT I/WE do hereby Proposed and offer to enter into an agreement to Supply and deliver all materials mentioned and described or implied therein including in every case freight, duty, currency exchange, H.S.T. in effect on the date of the acceptance of Proposal, and all other charges on the provisions therein set forth and to accept in full payment therefore, in accordance with the prices and terms set forth in the Proposal herein.
6. THAT additions or alterations to or deductions from the said Proposal, if any, shall be made in accordance with the prices stated in Provisional Items of the Schedule of Unit prices in strict conformity with the requirements of the Proposal and all unused monies in Provisional Items shall be deducted from the final cost of the Work and any quantities exceeding those shown shall be added.
7. THAT this Proposal is irrevocable and open to acceptance until the formal Proposal is executed by the awarded Proponent for the said Work or Sixty (60) Working Days, and prices for as long as stated elsewhere in the document, whichever event first occurs and that the Owner may at any time within that period without notice, accept this Proposal whether any other Proposal has been previously accepted or not.
8. THAT the awarding of the Proposal, by the Owner is based on this submission, which shall be an acceptance of this Proposal.
9. THAT if the Proposal is accepted, I/WE agree to furnish all documentation, security and certifications as required by the Proposal Document and to execute the agreement in triplicate within Seven (7) Working Days after notification of award. If I/WE fail to do so, the Owner may accept the next lowest or any Proposal or to advertise for new Proposals, or to carry out completion of the works in any other way they deem best and I/WE also agree to pay to the Owner the difference between this Proposal and any greater sum which the Owner may expend or incur by reason of such default or failure or by reason of such action as aforesaid on their part, including the cost of any advertisement for new

PART II

PROPOSAL FORM

Proposals, and shall indemnify and save harmless the Owner and their officers from all loss, damage, cost, charges, and expense which they may suffer or be put to by reason of any such default or failure on my/our part.

10. THAT I/WE agree to save the Owner, its agents, or employees, harmless from liability of any kind for the use of any composition, secret process, invention, article or appliance furnished or used in the performance of the Proposal of which the Proponent is not the patentee, assignee, or licensee.

11. THE PROPOSAL PRICE \$ 93,965.00 (amount in figures in Canadian Dollars)

HST \$ 12,215.45

TOTAL PROPOSAL PRICE \$ 106,180.45

The undersigned affirms that he/she is duly authorized to execute this Proposal.

PROPONENT'S SIGNATURE AND SEAL : Dan Moody

POSITION : Project Manager

WITNESS : Meagan Figures

POSITION : Associate Project Manager

(If Corporate Seal is not available, documentation should be witnessed)

DATED AT THE Sault Ste. Marie, Ontario
(City/Town)

THIS 26th DAY OF May, 2022.

THIS PAGE MUST BE INCLUDED WITH THE QUOTE SUBMISSION

APPENDIX B

TOWNSHIP OF BILLINGS – FIRE HALL RENOVATION DESIGN

SCHEDULE

Based on the scope of work for the above project, we estimate the project schedule to be as follows:

| | |
|---|--------------------------|
| Award Project to Consultant | June 20, 2022 |
| Project Kickoff Meeting | June 27, 2022 |
| Attend the site for Data Gathering/DSS | June 27 – June 30, 2022 |
| Preliminary Schematic Design & Drawing | June 30 – July 15, 2022 |
| Preliminary Schematic Design & Drawing Submission (33%) | July 15, 2022 |
| Client review of Schematic 33% Design submission | July 15 – 19, 2022 |
| Client/Consultant Meeting | July 19, 2022 |
| Design & Drawing Development | July 19 – August 2, 2022 |
| 66% Drawing Development Submission | August 2, 2022 |
| Client review of Schematic 66% Design submission | August 2 – 4, 2022 |
| Client/Consultant Meeting | August 4, 2022 |
| 99% Drawing Development | August 4 – 18, 2022 |
| 99% Drawing Development Submission | August 18, 2022 |
| Client review of Submission | August 18 – 22, 2022 |
| Client/Consultant Meeting | August 22, 2022 |
| Design finalization | August 22 – 31, 2022 |
| Bid Document Preparation | August 22 – 31, 2022 |
| Construction Award | September 2022 |
| Substantial Completion | May 2023 |
| Total Completion | May 2023 |



New Fire Hall, Municipality of Central Manitoulin

Client Reference: Silvio Berti, Municipal Coordinator
(Formerly with The Municipality of Central Manitoulin, currently employed by the Town of Tehkummah)
Township of Tehkummah
456 Highway 542A. PO Box 24
Tehkummah, Ontario P0P 2C0, 705-859-3293

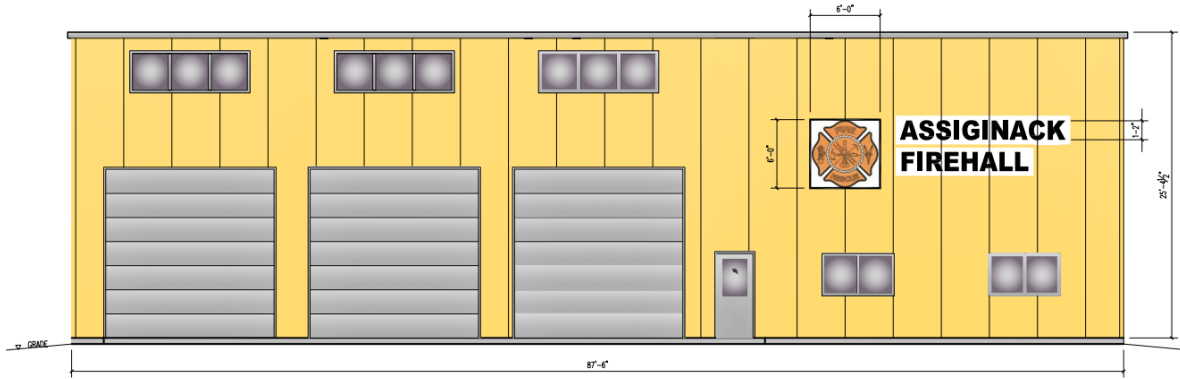
Key Staff: Cole Howson , P.Eng., Josh Lelievre, P.Eng., Dan Moody, ASc.T.

Scope of Work

Owner's Engineer services for this project commenced 6 months in advance of the project design phase. TULLOCH worked closely with the Municipality and several sub-committees to provide guidance with respect to financial, permitting and regulatory requirements of the project. Although the project was a conventional Design/Bid/Build, the nature of the building required TULLOCH to act on behalf of the client to review and perfect details of the pre-engineered building system that was chosen by the successful proponent.

TULLOCH was the Prime consultant (providing structural, building envelope and civil consulting) who along with MET Energy Systems and David Ellis Architect completed all design and contract administration services for a new 5,000ft² Municipal Firehall. TULLOCH worked closely with Council to ensure that all functional and aesthetic requirements were incorporated into the final design. TULLOCH also provided all general review during construction, as well as materials testing and inspection (concrete, rebar, structural steel).

Project Location: Mindemoya, ON
Owner: The Municipality of Central Manitoulin
Project Engineer: TULLOCH Engineering
General Contractor: Sheppard Custom Building
Start Date: October, 2016
Completion Date: November, 2018
Project Status: Complete and facility is in use.
Design Fees: \$150,000



New Fire Hall, Township of Assignack

Client Reference: Alton Hobbs, Chief Administrative Officer
 Township of Assignack
 P.O. Box 238
 156 Arthur Street
 Manitowaning, ON
 P0P 1N0
 705-859-3196

Key Staff: Cole Howson , P.Eng., Josh Lelievre, P.Eng., Dan Moody, AS.C.T.

Scope of Work

TULLOCH was the Prime consultant (providing structural, building envelope and civil consulting) who along with MET Energy Systems and David Ellis Architect completed all design and project tendering services for a new 3,500ft² Municipal Firehall. TULLOCH worked closely with Council to ensure that all functional and aesthetic requirements were incorporated into the final design.

Project Location: Township of Assignack, ON
 Owner: The Township of Assignack
 Project Engineer: TULLOCH Engineering
 General Contractor: Not Constructed
 Start Date: January, 2018
 Completion Date: August, 2018
 Project Status: Not constructed due to budget constraints.
 Approximate Design Fees: \$100,000.00



JD Aero Maintenance

Sault Ste. Marie Airport, Sault Ste. Marie, ON

Client Reference: Mr. Terry Bos, President & CEO

Key Staff: Cole Howson, P.Eng, Dan Moody, A.Sc.T., Matt Kirby, P.Eng.

Scope of Work:

Complete structural design for a new 2 storey, 18,000 sq. ft. office/warehouse addition between two existing aircraft maintenance hangars.

Complete structural and building envelope design for a 10,000 sq. ft. addition to an existing aircraft hangar. Design also included 44 ft. high, 8 leaf aircraft doors to accommodate a Boeing 737 Aircraft.

Approximate Design Fees: \$160,000



project summary



Algoma District Services Administration Board – 10 Unit Apartment

Echo Bay, ON

Client Reference: Lisa Krug, CPA, CGA
Director of Finance
1 Collver Road
Thessalon, Ontario
P0R 1L0
Tel (705) 842-3370, ext. 232

Key Staff: Cole Howson, P.Eng, Dan Moody, A.Sc.T., Brian Jennings, Meagan Figures, CET, rcsi

Scope of Work:

Geotechnical Investigation, Civil/Site Servicing, Structural Design and Materials Testing and Inspection. Building is a 10,000 s.f. apartment building. Construction consists of cast in place concrete foundations, wood frame roof/walls and masonry veneer façade.

Design Team: TULLOCH Engineering, David Ellis Architect, MET Energy Systems

General Contractor: SALDAN General Contractors Inc.

Approximate Design Fees: \$75,000.00



project summary

CLIENT REFERENCES

Ms. Patricia Mader
Municipal Coordinator
The Municipality of Central Manitoulin
P.O. Box 187 | 6020 Highway 542
Mindemoya, ON
P0P 1S0
Telephone: 705-377-5726

Work Performed: Consulting services for various municipal maintenance upgrades and capital renewal projects

Ms. Katie Scott
Clerk/CAO
The Town of Blind River
Elliot Lake, ON
P5A 1X5
Telephone: 705-848-2287

Work Performed: Design, project management, contract administration and general review during construction for a variety of municipal upgrades and capital renewal projects.

David Steele
Manager of Plant
Algoma District School Board
190 Northern Avenue West
Sault Ste. Marie, ON
Telephone: 705-945-7308

Work Performed: Design, project management, contract administration and general review during construction for a variety of elementary and high school renovation projects.

Township of Billings
Application Form

Museum

Committee

Date: MAY 21/2022 Email: [REDACTED]

Last name: NEWBURN First name: WESLEY

Address: [REDACTED] KAGAWONG Q.T.

Phone (daytime): [REDACTED] Phone (evening): [REDACTED] Phone (Cell): [REDACTED]

What skills, abilities, and/or specialized knowledge do you possess that would assist this group?

PREVIOUS MUSEUM CHAIRMAN

Why are you interested in serving the Township of Billings on this Committee?

LOVE OUR LOCAL HISTORY

What contribution do you believe you can make to this Committee?

What past contributions have you made to a similar group or organization?

What experience do you have in exchanging your views with others and in appreciating and respecting the skills, abilities and knowledge of others?

When a vacancy arises on the Committee, your application will be reviewed. Should you be contacted for an interview, you will have the opportunity to elaborate on your application. If you require additional information about the Committee appointment process or if you have any questions about any of the committees to which appointments are to be made, please contact the relevant township department.

NOTE: the personal information on the form is collected pursuant to the Freedom of Information and Protection of Privacy Act and the Municipal Act and will only be used for the purpose of processing your application.

CORPORATION OF THE TOWNSHIP OF BILLINGS

BYLAW 2022-29

Being a bylaw to regulate the keeping and licensing of backyard chickens

WHEREAS *Section 8 of the Municipal Act, 2001, c. 25* provides municipalities with the broad authority to govern affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS *Section 11 of the Municipal Act, 2001, c. 25* provides that a municipality may provide any services or thing that the Municipality considers necessary or desirable for the public in respect to the economic, social and environmental well-being of the municipality and the health, safety and well-being of persons;

AND WHEREAS *Section 11 of the Municipal Act, 2001, c. 25*, provides that a municipality may pass by-laws respecting matters within the following spheres of jurisdiction: animals;

AND WHEREAS *Section 8(3) Of the Municipal Act 2001, c. 25* provides that a municipality may pass bylaws providing for a system of licensing respecting matter;

AND WHEREAS The Council of the Corporation of the Township of Billings deems it necessary and in the public interest to regulate the keeping of backyard chickens for public health and safety and for nuisance and noise purposes.

Now Therefore the Council of the Corporation of the Township of Billings enacts as follows:

1.0 Definitions

- 1.1 "Application" means a document of request.
- 1.2 "Backyard Chickens/Hens" means female chickens that are raised for the purpose providing companionship, eggs or as a meat source.
- 1.3 "Clerk" means the Clerk of the Corporation of the Township of Billings or their designate.
- 1.4 "Coop" means a fully enclosed weatherproof and ventilated building where hens are kept and which the interior of includes nest boxes for egg laying, perches for the hens to sleep on, and food and water containers.
- 1.5 "Council" means the Council of the Corporation of the Township of Billings.
- 1.6 "Declaration" means a document that is a written statement in which the writer swears 'under penalty of perjury' that the contents are true.
- 1.7 "Dwelling" means one or more rooms in a building, designed as, or intended as, or capable of being used or occupied as a single independent housekeeping unit and containing living, sleeping, sanitary and food preparation facilities or facilities for the installation of kitchen equipment and has an independent entrance. For the purpose of this By-law, a dwelling unit does not include any commercial accommodation or a recreational trailer.
- 1.8 "Officer" means a Bylaw Enforcement Officer for the Township a person designated by the Council or an Officer of the O.P.P.
- 1.9 "Outdoor Run" means an area enclosed by wire screen intended for permitting a hen or hens to be outdoors.
- 1.10 "Person" means a human being or a corporation treated as having the rights and obligations.
- 1.11 "Permit" means a permit that is issued by the Township for a fee that allows the permit holder to raise Backyard Chickens at the address identified on the Permit.
- 1.12 "Property" means a parcel of land and any buildings or other structures on the land.
- 1.13 "Property Owner" means the registered owner(s) of a property within the Township of Billings.
- 1.14 "Rooster/Cock" means an adult male chicken.
- 1.15 "Sanitary Condition" means a condition that is not offensive to the senses, not injurious to the health of any person and conditions that prevent the spread of communicable diseases and protect the public health and welfare.
- 1.16 "Settlement Area" means urban areas within municipalities such as cities, towns, villages and hamlets that are: built up areas where development is concentrated and which have a mix of land uses.

- 1.17 “Slaughtering” means the killing of livestock for purposes that include the use of meat for food.
- 1.18 “Tenant” means a person who rents or leases a dwelling from a Property Owner.
- 1.19 “Township” means the Corporation of the Township of Billings.
- 1.20 “Zoning By-law” means Bylaw 1980-11, being a by-law passed under Section 34 of the Planning Act that restricts the use of land in the Township of Billings.

2.0 General Requirements

- 2.1 Persons who are wishing to raise Backyard Chickens, at a Dwelling, for eggs and food purposes in designated Residential Zones and Shoreline Residential Zones within the Township of Billings shall obtain a Permit issued by the Township prior to having chickens on there property. (See Schedule “C”)
- 2.2 To obtain a Permit to raise Backyard Chickens the applicant must complete an Application (See Schedule “A”) and a Declaration (See Schedule “B”) that includes the following:
- Date; Name, Address (Mailing and physical). Postal Code & Telephone Number. If the applicant is not the property owner, contact information for the property owner must be provided
 - Site sketch illustrating the location size, size and location of the Coop, location of the manure storage and the location and size of the Outdoor Run.
 - Prior to issuing a Permit the applicant will be required to pass a site inspection by the Bylaw Enforcement Officer or designate of the Chicken Coop, the Chicken Run and the location of the of these items on the property.
 - There will be a \$40.00 administrative fee upon submission of the application.
 - A declaration that states that the applicant has reviewed the Township of Billings raising Backyard Chickens information package.
 - A declaration that the applicant will provide suitable housing and shelter for the backyard chickens in their care and will maintain such housing in a clean and wholesome state, having regard for Biosecurity Recommendations for Small Flock Chicken Owners;
 - A declaration that the applicant will provide the backyard chickens with appropriate food, water, space and environmental conditions conducive to good health and the opportunity to socialize and engage in fundamental behaviours such as scratching, roosting and dust bathing; and,
 - A declaration that the applicant will abide by the provisions contained within this bylaw.
- 2.3 The Backyard Chicken/Hen requirements are as follows:
- A maximum of four (4, 5, 6) backyard chickens/hens shall be allowed on each permitted property.
 - All Backyard Chickens/Hens shall be at least four (4) months old.
 - The keeping of Roosters is strictly prohibited.
 - All deceased Backyard Chickens/Hens shall be disposed of promptly in a sanitary manner.
 - The slaughtering of Backyard Chickens/Hens on the property is prohibited.
 - The selling of eggs, manure, meat or other products derived from Backyard Chickens/Hens is prohibited.
- 2.4 The property set-back location requirements for Coop dimensions and Outdoor Run sizes for properties where Backyard Chickens will be kept are as follows:
- 2.4.1 Within a settlement area as defined by the Township’s Zoning By-law, no Backyard Chicken/Hen coop (including manure storage area) or outdoor run, shall be located within:
- A front yard or exterior side yard;
 - 3 m (9.8 ft.) of any dwelling;
 - 1.2m (3.9 ft.) of any lot line;
 - 1.5 m (4.9 ft) of any structure;
 - 3 m (9.8 ft.) from and downgradient of any well location to avoid potential water source contamination;
 - 3 m (3.9 ft.) of any private sewage system (including tile bed).
 - 20 m (66 ft.) from a shoreline road allowance.
- 2.4.2 Outside of a settlement area as defined by the Township’s Zoning By-law, no Backyard Chicken/Hen coop (including manure storage area) or outdoor run, shall be located within:
- A front yard or exterior side yard;
 - 5 m (16.4 ft.) of any dwelling;

- c. 3 m (9.8 ft.) of any lot line;
- d. 3 m (9.8 ft.) of any structure;
- e. 3 m (9.8 ft.) from and downgradient of any well location to avoid potential water source contamination;
- f. 3 m (9.8 ft.) of any private sewage system (including tile bed).
- g. 20 m (66 ft.) from a shoreline road allowance.

2.4.3 A maximum of one (1) Backyard Chicken/Hen coop and one (1) outdoor run shall be permitted per property. A Backyard Chicken/Hen Coop shall be provided that has:

- a. A maximum ground floor area of 9.0 m² (96.7 sq. ft.)
- b. At least 0.37 m² (3.96 sq. ft.) of floor area for each hen;
- c. A maximum height of 4.5 m (14.75 ft).
- d. The Backyard Chicken/Hen Coop and manure storage area, exclusive of the outdoor enclosure, shall not cumulatively exceed an area of 10 m².
- e. All Backyard Chicken/Hen Coops shall be a fully enclosed weatherproof structure or enclosure with ventilation and a heat source, built to prevent any rodent(s) from harbouring underneath or within its walls and to prevent entrance by any other animal. The interior shall include:
 - 1) At least one nest box for egg laying;
 - 2) At least one perch giving 0.3 m (9.8 ft) of space per hen;
 - 3) At least one food and water container.
- f. The Backyard Chicken/Hen Coop shall have a heat source that is a Canadian Standards Association (CSA) rated product and meets the Electrical Safety Authority (ESA) standards upon installation. It is the owner's responsibility to follow the manufacturer's instructions for the heat source to ensure proper use.
- g. All Backyard Chicken/Hen Coops must be kept in a clean and sanitary condition at all times, free of vermin, obnoxious smells and substances and in good repair.
- h. All Backyard Chicken/Hen Coops and outdoor runs shall be secured against the entry of predators.
- i. Backyard Chickens/Hens must be provided with food and clean water at all times, shelter, light, and ventilation to assist in keeping the hens in good health. Food and water shall be kept in solid, rodent proof and weather proof containers. Uneaten feed shall be removed in a timely manner.
- j. All stored manure shall be covered by a fully enclosed container. No more than three (3) cubic feet of manure shall be stored. All other manure not used for composting or fertilizing shall be removed daily from the hen coop and outdoor run.
- k. All Backyard Chickens/Hens must be kept securely in a coop or outdoor run at all times. Backyard chickens are not permitted to run at large.
- l. The Backyard Chicken/Hen coop must be locked from sunset to sunrise.

2.4.4 The inspection requirements for this bylaw are as follows:

- a. Every person who holds a Backyard Chicken licence shall allow, at any reasonable time, a Bylaw-Enforcement Officer or other authorized designate of the Township to inspect the property, other than any room or place used as a dwelling, to determine whether all requirements of this Bylaw are being complied with.
- b. No person shall obstruct or hinder or attempt to obstruct or hinder a Bylaw Enforcement Officer or other authorized employee or agent of the Township in the exercise of a power or the performance of a duty under this By-law.

3.0 Exemptions

3.1 For the purpose of this Bylaw, sections 6.3 Township Zoning bylaw 1980 – 11 which states that accessory buildings shall not be used for the keeping of animals other than domestic pets and sections 7.3 through 7.6 (Hamlet, Hamlet Residential, Shoreline Residential, Mobile Home Park) of the Zoning bylaws, does not identify any structures for raising domestic animals as being allowed, shall be exempt.

3.2 This bylaw does not apply to properties that are zoned as Rural or Agricultural as identified in Billings Township Zoning Bylaw 1980-11.

4.0 Prohibitions

4.1 No person shall raise Backyard Chickens without a permit, unless the it is on a property identified in section 3.1.

4.2 No person shall raise more than 6 Backyard Chickens on their property at one time.

- 4.3 No person I dispose of dead stock Backyard Chickens in an unsanitary manner.
- 4.4 No person shall slaughter chickens on their property.
- 4.5 No person shall sell products i.e., eggs, meat or manure, that are derived from the raising of Backyard Chickens.
- 4.6 No person shall raise Backyard Chickens without providing appropriate food and water.
- 4.7 No person shall raise Backyard Chickens without providing sanitary shelter and living environment.
- 4.8 No person raising Backyard Chickens in a Residential Settlement shall locate Coop and Outdoor Runs in a manner that is not consistent with the provisions identified in section 2.4.1 of this Bylaw.
- 4.9 No person raising Backyard Chickens in area Outside of a Settlement area shall locate a Coop and Outdoor Run in a manner that is not consistent with the provisions identified in section 2.4.2 of this Bylaw.
- 4.10 No person raising Backyard Chickens shall have a Coop that is built in a manner that is not consistent with the provisions identified in section 2.4.3 of this Bylaw.
- 4.11 No person raising Backyard Chickens shall allow Chickens to run at large.
- 4.12 No person raising Backyard Chickens shall have a Rooster.
- 4.13 No person raising Backyard Chickens shall hinder or obstruct an Officer from entering onto a property to inspect Coop, Outdoor Run locations and Sanitary Conditions.

5.0 Offence and Penalty Provisions

- 5.1 Every person who contravenes any of the provisions of this by-law shall be guilty of an offence and upon conviction is liable to a fine pursuant to the Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended. (See Schedule "D").
- 5.2 This bylaw will be enforced by the Bylaw Enforcement Officer, a person designated by Council or an Officer of the O.P. P
- 5.3 If this By-law is contravened and a conviction entered, the court in which the conviction was entered or any Court of competent jurisdiction may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

6.0 Severability

- 6.1 It is hereby declared that notwithstanding any section, subsections, clause, paragraph or provision of the By-law or parts thereof, may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Council to enact, such section or section or parts thereof shall be deemed to be severable and shall not affect the validity or enforceability of any other provisions of the By-law as a whole or part thereof and all other sections of the By-law shall be deemed to be separate and independent therefrom and enacted as such.
- 6.2 Whenever any reference is made in this By-law to a statute of the Legislature of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such

7.0 Administration

- 7.1 This By-law shall take force and effect upon final passage hereof.
- 7.2 This Bylaw shall apply to the areas within Billings Township identified within this Bylaw.
- 7.3 This Bylaw shall be referred to you as the Backyard Chicken Bylaw.

READ A FIRST, SECOND AND THIRD TIME AND ENACTED this 7^h day of June, 2022.

Ian Anderson, Mayor

Kathy McDonald, CAO/Clerk

CORPORATION OF THE TOWNSHIP OF BILLINGS

BYLAW 2022-29

Being a bylaw to regulate the keeping licensing of backyard chickens

Schedule "A"

Application for Permit to raise Backyard Chickens



BACKYARD CHICKENS PERMIT APPLICATION

Applicant Name:

Mailing Address:

Permit Address:

Phone Number:

Email:

Property Owner: Yes ___ No ___

(If you are a tenant, you must provide the contact information of the Property Owner)

Property Size:

On the reverse side, please provide a property diagram of lot dimensions, location of structures, location of proposed Coop and Outdoor Run.

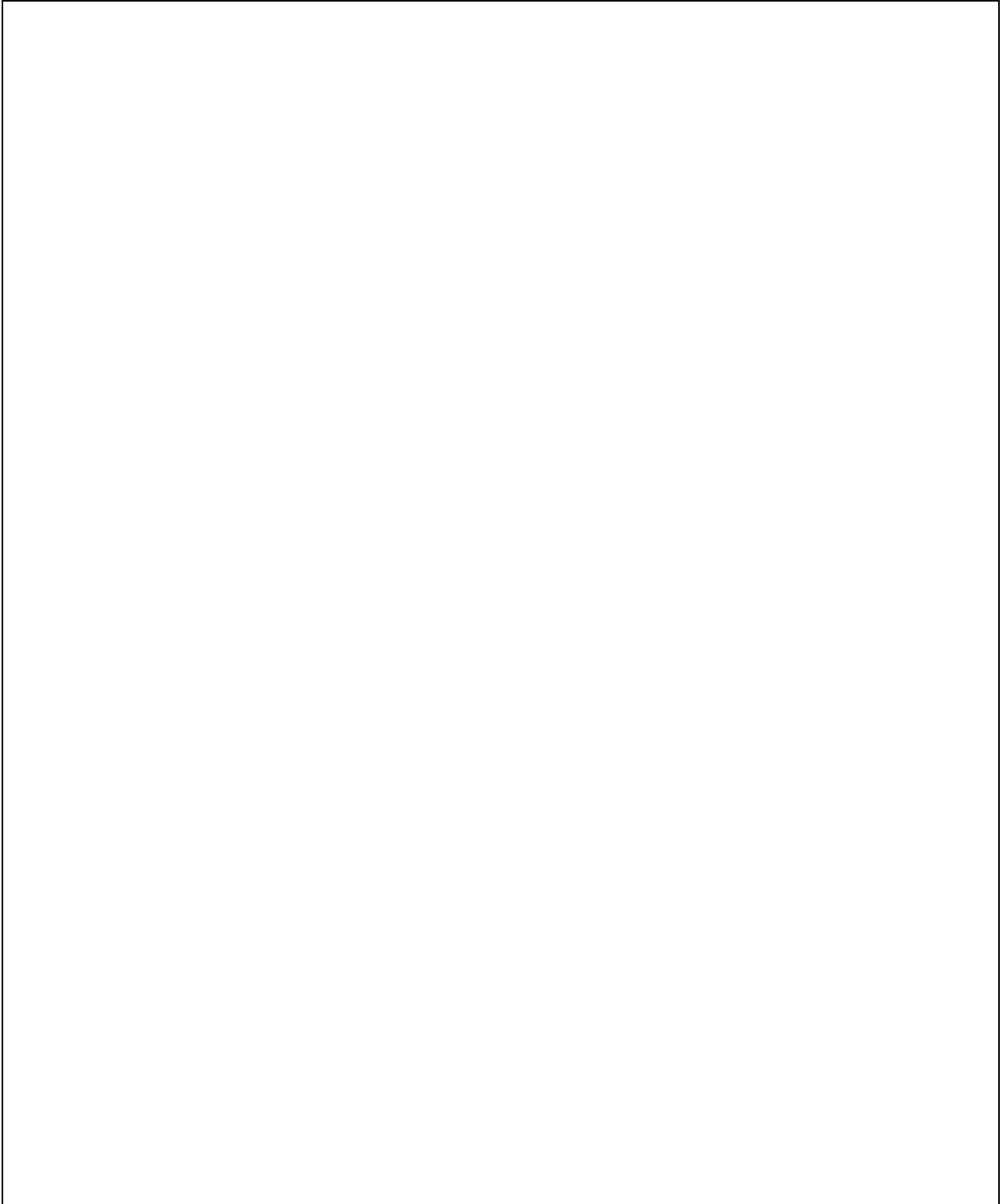
Applicant Signature: _____

Application Fee: \$40.00

False statements will void the approval of the Application and forfeit the Application Fee

Property Diagram

(Please identify any well heads, septic tank or septic bed locations)



CORPORATION OF THE TOWNSHIP OF BILLINGS

BYLAW 2022-29

Being a bylaw to regulate the keeping licensing of backyard chickens

Schedule "B"

Backyard Chicken Declaration



BACKYARD CHICKEN DECLARATION

I _____ agree with and that I will abide by the following declarations:

1. I have reviewed the Township information package regarding the raising of Backyard Chickens which includes the following OMAFRA Factsheets.
 - a. "Keeping Your Birds Healthy".
 - b. "Biosecurity Recommendations for Small Flock Poultry Owners".
 - c. "Small Flock Poultry: Raising Healthy Birds";
 - d. "Rodent Control in Livestock and Poultry Facilities";
 - e. "Keeping your family healthy with backyard poultry, including chicks and ducklings"
2. I declare that I will provide suitable housing and shelter for the backyard chickens in their care and will maintain such housing in a clean and wholesome state, having regard for Biosecurity Recommendations for Small Flock Chicken Owners.
3. I declare that I will provide the backyard chickens with appropriate food, water, space and environmental conditions conducive to good health and the opportunity to socialize and engage in fundamental behaviours such as scratching, roosting and dust bathing.
4. I will abide by the provisions contained within Billings Township Bylaw 2022-29

Permit Holder

Date: _____

Township Representative

Date: _____

CORPORATION OF THE TOWNSHIP OF BILLINGS

BYLAW 2022-29

Being a bylaw to regulate the keeping licensing of backyard chickens

Schedule "C"

Backyard Chicken Permit



BACKYARD CHICKEN PERMIT

Date of Issue: _____

Permit Holder: _____

Permit Address: _____

Permit Holder Signature

(Your signature verifies that you have read and that you will abide by the provisions of the Township Declaration and the Backyard Chicken Bylaw #2022-29)

Township Representative

Permit Fee \$10.00
(Permit is Valid from January 1 to December 31)

CORPORATION OF THE TOWNSHIP OF BILLINGS

BYLAW 2022-29

Being a bylaw to regulate the keeping licensing of backyard chickens

Schedule "D"

Part 1

Provincial Offenses Act

Fines Schedule

| Item | Short Form Wording | Provision Creating Offence | Set Fine |
|-------------|--|-----------------------------------|-----------------|
| 1 | Raise Backyard Chickens without a Permit. | 4.1 | \$500.00 |
| 2 | Possess more than 6 Chickens. | 4.2 | \$250.00 |
| 3 | Improper disposal of dead stock. | 4.3 | \$300.00 |
| 4 | Slaughter Chickens on property. | 4.4 | |
| 5 | Sell products derived from Chickens. | 4.5 | \$250.00 |
| 6 | Fail to provide food or water. | 4.6 | \$300.00 |
| 7 | Fail to provide sanitary shelter or environment. | 4.7 | \$300.00 |
| 8 | Improper location of Coop/Outdoor Run in a Settlement. | 4.8 | \$250.00 |
| 9 | Improper location of Coop/Outdoor Run outside of Settlement. | 4.9 | \$250.00 |
| 10 | Coop not built to identified specifications. | 4.10 | \$250.00 |
| 11 | Allow Chickens to run at large. | 4.11 | \$300.00 |
| 12 | Possess a Rooster. | 4.12 | \$300.00 |
| 13 | Hinder or obstruct an Officer | 4.13 | \$500.00 |

Note: The penalty provision for the offences indicated above is section 9.3 of this By-law No. 2022-29 which a certified copy has been filed.

THE CORPORATION OF THE TOWNSHIP OF BILLINGS

BY-LAW 2022-30

Being a by-Law to revise the Lake Kagawong Resource Committee Terms of Reference

WHEREAS Council of the Corporation of the Township of Billings is concerned about water levels on Lake Kagawong and the Kagawong River; and,

WHEREAS Council deems it beneficial to establish a standing advisory committee to advise them in this regard;

NOW THEREFORE BE IT RESOLVED that Council of the Corporation of the Township of Billings hereby enacts as follows:

1. That the Lake Kagawong Resource Committee be updated as outlined in the Terms of Reference attached hereto as Schedule "A".

Read a first, second and third time and enacted, this 7th day of June, 2022.

Ian Anderson, Mayor

Kathy McDonald, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF BILLINGS

BY-LAW 2022-30

TERMS of REFERENCE

LAKE KAGAWONG RESOURCE COMMITTEE

Date Established by Council: March 5, 2019

Resolution: 2019-065 2022-

REVISED: By-law 2022-30

Type of Committee: Advisory

Responsibilities

- It is the responsibility of all appointed committee members to comply with the following Acts and Township of Billings Policies:
 - the *Municipal Conflict of Interest Act*
 - the Code of Conduct for Members of Council and Local Boards of the Corporation of the Township of Billings
 - the Township of Billings Workplace Harassment, Discrimination and Violence in the Workplace Policy
 - the Township of Billings Accountability and Transparency Policy
 - the Township of Billings Procedural Bylaw
 - the Township of Billings Council-Staff Relationship Policy
 - any and all other applicable municipal bylaws
 - the *Municipal Act*
 - the *Municipal Freedom of Information and Protection of Privacy Act*
 - the *Occupational Health and Safety Act*
 - the Township of Billings Health and Safety Policy
- No individual member nor the committee as a whole, has the authority to make direct representations of the township to Federal or Provincial governments.
- Members shall abide by the rules outlined within the *Municipal Conflict of Interest Act*, shall disclose any pecuniary interest to the chair, and shall absent herself/himself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

ROLE OF THE COMMITTEE

To act as an advisory body to Billings Township council in matters concerning the agreement/lease, for drawing water from Lake Kagawong for the purposes of power generating, held between the Township of Billings (lessor) and Oakville Enterprises (lessee) by:

- having a better understanding of how the “Rule Curve” and other technical information, applies to the Lake Kagawong water levels, and how these levels are determined and monitored.
- ensuring that Oakville Enterprises are working within the guidelines of the agreement and to report any violations to the CAO and council.
- ensuring that businesses, seasonal and permanent residents and tourists to Lake Kagawong will be able to operate and enjoy their businesses and properties; and to minimize property damage and negative economic impact to Billings Township, due to low/high water levels. By, ensuring Oakville Enterprises are reporting accurate and timely information to Billings Township and to report any violations to the CAO and council.
- monitor the quality of water and report back any concerns to Council
- allowing business and property owners a voice to council.

COMMITTEE STRUCTURE

The Lake Kagawong Resource Committee is hereby established as a standing advisory committee and is comprised of the following members as appointed by council:

- i. two (2) members of council;
- ii. seven (7) members of the general public representing business and both permanent and seasonal residents;
- iii. Mayor sitting *ex officio*, with voting privileges when present; and
- iv. One (1) staff member to assist in committee administration, keep minutes and act as a resource person/liaison.

REPORTING

Any recommendations made by this committee will be in the form of a written report presented to council for their consideration. Time-sensitive infractions will be reported to the appropriate agency through the CAO as soon as possible for action.

MEETING TIMES and PROCEDURE

Committee should meet bi-weekly until established (approx. 2months) then monthly thereafter.

Meeting times will be 7:00 pm.

Meet at the Park Centre-Kagawong.

Committee members will respect the requirements of the *Municipal Act* and the township's procedural bylaw.

TERMS OF REFERENCE

Council may, at its discretion, change the Terms of Reference (TOR) for this committee at any time. Any changes proposed to these TOR shall be recommended to council through an appropriate report. The committee may also be dissolved by resolution of council.

Dear Circular Materials Ontario (CMO)

RE: Proposed Blue Box Master Service Agreement and Accompanying Statements of Work

We are writing to provide a high-level response to the Master Services Agreement and Statements of Work (e.g., Residence and Facility, Depot, Public Space and Promotion and Education) that have been posted on your website. We provide these comments with an understanding:

- Each municipal government will make their own decision on whether they want to continue to provide Blue Box services; and
- Producer responsibility means producers making their own decisions as to how to best set up a system to collect and process blue box materials.

We do, however, believe it would be helpful for producers to understand why municipal governments may find it difficult to assist producers in transitioning the Blue Box based on the terms provided. We want to be clear that for many this is not the preferred position - municipal governments have a vested interest in seeing the Blue Box system, which they have operated for over thirty years, transition smoothly. Our members want to be part of the solution, even just for the transition period, but the terms you have provided will make it very difficult for most.

There are four key of concern that have been raised and the details on each is not meant to be exhaustive but instead illustrative:

1. The terms provided introduce potential new requirements for current contracts that would mean municipal governments may need to re-negotiate with service providers at their own cost. These potential new requirements include, but are not limited to:
 - GPS tracking system for collection vehicles with a web-based interface
 - Posting of signs or logos provided by CMO and installed by the Contractor at no cost to CMO (e.g., trucks and depots)
 - Ministry of Labour approved system to protect workers from pinch points installed and permanently maintained on all collection vehicles¹
 - A dedicated toll-free telephone service with capability of transferring calls to CMO's telephone system with operation between 7:00am to 6:00pm
 - Collection vehicles disinfected inside and outside on weekly basis
 - Uniform requirements for depot staff
 - Requirements for depots to provide protection from the elements for fibre stream

¹ Note the Ministry of Labour has a mobile compacting equipment safety guideline (<https://www.ontario.ca/page/mobile-compacting-equipment-safety-guideline>) which employers are required to adhere to but it does not appear that they approve systems

- On-call depot employee must respond to CMO within 15 minutes of receiving communication or within 30 minutes of start of day if received outside of working hours
- If contamination is over 4% for six rolling months, the requirement for a remediation plan approved by CMO
- New procedures for routing, missed collections, inspections, unloading of blue box materials, non-compliant material, other reporting requirements
- Requirements to submit extensive contingency planning and remedies for any potential work disruption (e.g., strike, lock-out, labour disruption, fire)
- New health and safety training requirements (i.e., to be developed by CMO)
- Insurance values that may be higher than typical contracts
- Notification and reporting requirements (e.g., all accidents involving personal injury to the Contractor's personnel or the public, or damage to any property, must be reported to CMO within one hour)

The terms do not seem reasonable for the transition period if your intent is to utilize existing contracts. Producers and their PROs will have the ability to introduce whichever terms and conditions you prefer under new procurements and contracts. However, it is highly unlikely the terms and conditions you have proposed and as highlighted above can be accommodated or re-negotiated into existing contracts. While the intent may be to create consistent terms across the province, a one-size-fits-all approach will not work to with using existing contracts.

2. The terms add a number of potential new financial risks for municipal governments to administer current contracts, including, but not limited to:
 - The rejection of truckloads of blue box materials with over 4% contamination from receiving sites with costs to manage these materials falling back to the municipality
 - Liquidated damages for issues that might not be a part of current contracts or operations (e.g., employee behaviour, unscheduled downtime, inaccurate/failure reporting)
 - Reimbursement of the value of lost or damaged blue box material in delivery (e.g., truck fire).

While we understand the intent of the proposed terms, they will add risk for many municipalities where these are not included in their existing agreements. It is not understood why these additional requirements are required during the transition period to allow existing contracts to continue to be maintained.

3. The Master Services Agreement terms provides CMO with extraordinary powers and add unnecessary burden on municipal governments if they choose to be the contractor:
 - CMO has sole discretion:
 - to remove any supervisor or employee and the contractor will forthwith designate another supervisor or employee acceptable to CMO

- to find any work to not to be in compliance with the MSA, and the contractor at their own expense shall rectify the issue and pay costs to CMO to monitor, observe and inspect the work
 - to approve the contractor's health and safety program and safety plan
 - to force replacement the subcontractor at their cost
- High burden on documentation and proof of health and safety training
- The change management process is weighted heavily to CMO, requiring significant and open-ended information from the contractor:

"...use of competitive quotes with its subcontractors to minimize any increase in costs and maximize any reduction in costs, demonstrating that any expenditure to be incurred or avoided has been determined in a cost-effective manner, and any other evidence deemed appropriate by the Contractor and CMO"

with tight timelines (10 business days).
- Allows CMO the use of contractor's equipment, vehicles and facilities in case of a contract default, however it is unclear if municipal contracts could/would provide CMO right to their collection contractor's equipment, vehicles and facilities

These types of conditions may be difficult for municipal governments to accept (e.g., impacts on union agreements, administrative and financial risks), especially as this agreement is only meant to assist with the transition period.

4. The compensation terms may also cause issues for some municipalities:
 - Payments are quarterly which requires municipalities to cash flow costs when most pay their contractors monthly and contractors are not entitled to any interest on account of delay in payment by CMO
 - Record keeping and reporting requirements, which tie to payments, seem complex and highly administratively burdensome
 - Administrative costs are based on current Datacall (i.e., 3-5% of the contract) which does not reflect actual cost to administer contracts, manage staff and resources and provide additional services such as customer service and delivery of containers²
 - The current formula to establish a per stop collection cost incorrectly includes ineligible collection sites as the costs to service these collection sites are not included in the reported Datacall
 - In some cases, the simplified approach to curbside and depot may not be possible or accurately reflect the true cost to provide the collection services. Such cases may include:

² Publicly traded waste management companies regularly report selling and administrative expenses ranging from 10-15% of their costs which is closer to what Municipalities have experienced throughout the year of operating the program. The bulk of these administrative costs are related to collection.

- Where a Municipality has issued a new contract during part of 2020 or since
- Where a Municipality cannot extend the contract until December 31, 2025
- Where a Municipality can extend the contract but the extension costs are greater than the proposed adjustment
- Where a Municipality has a contract that includes post-collection services

We continue to work closely with municipal members to provide a better means for compensation.

Many of our members would be interested in a dialogue with you to see if there are practical solutions to have them continue to provide services during the transition period. The key issues they have identified are:

- Simplified terms and conditions that recognize servicing during transition is intended to maintain current programs and service delivery the community currently offers. If municipalities are to continue to provide servicing it will be completed primarily using existing contracts. This is unlikely if significant re-negotiations are required to accommodate the scope of new terms and conditions outlined in the MSA and SOW's.
- Fair compensation that recognizes their incurred costs

Please let us know if you have any questions or require further details. We look forward to further discussion with you.

Best regards,

AMO, Toronto, RPWCO, MWA

Municipal Office
15 Water Street
Telephone (705) 282-2420
Fax (705) 282-3076



Postal Box 590
Gore Bay, Ontario
POB 110

Office of the

CAO/Clerk

May 11, 2022

Kathy McDonald
CAO/Clerk
PO Box 34
Kagawong, ON POP 1J0

Re: Canada Day Fireworks Donation

Dear Kathy,

I am writing on behalf of the Town of Gore Bay to request a contribution towards Canada Day 2023.

As you know, Gore Bay puts on a fabulous fireworks display on Canada Day that is enjoyed by numerous communities and visitors to the island alike. However, this display comes at a price. For 2023 we have received an estimate for fireworks over \$10,000 for the same sized display as in previous years. This amount is almost double what the cost was in the past.

The Town of Gore Bay has received minimal funding through Celebrate Canada and the fire department collects donations to help offset costs.

Therefore, we must make every effort to raise the monies on our own to fund the Canada Day Fireworks display. It is our hope that your municipality will consider contributing to the fireworks. Any amount you may be able to contribute brings us one step closer to another great display.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stasia Carr'.

Stasia Carr
CAO/Clerk

Tiana Mills

To: Kathy McDonald
Subject: RE: Sponsorship Request Manitoulin Metal Robotics Team

From: Manitoulin Metal <6865mssrobotics@gmail.com>
Date: May 7, 2022 at 5:29:34 PM EDT
To: Mayor Ian Anderson <mayoranderson@billingswp.ca>
Subject: Sponsorship Request Manitoulin Metal Robotics Team



May 7, 2022.

Dear Mayor Anderson and the Billings Township Council:

Re: Manitoulin Metal Robotics Team Sponsorship

Manitoulin Secondary School is excited to be part of the FIRST Robotics Program and are seeking sponsors as well as mentors for our team, Manitoulin Metal. We are hoping Billings will become a sponsor and partner of our team. This ambitious team consists of young men and women representing grades 9-12 students from diverse backgrounds, communities, and First Nations across Manitoulin Island. With your support, these dedicated, motivated, and talented young people will have the same opportunities to innovate, invent, and have an impact as their urban

counterparts. In our first few seasons, the team has been recognized with prestigious Inspiration, Entrepreneurship, Leadership, and Judges awards.

The FIRST Robotics program promotes science, technology, real-world engineering, programming, cooperation, and positive competition. Our goal is to build a strong FIRST Robotics program at MSS that exemplifies commitment, creativity, teamwork, ingenuity, and environmental stewardship. In addition to robotics, Manitoulin Metal applies technology solutions to take action on environmental stewardship, including a net-zero season, battery and e-waste drives, monthly lights-out challenges, and green technology design. With your support, we will continue to build a sustainable program that will create opportunities for Manitoulin students for many years to come.

Our annual operating costs are \$18,000. Sponsorship cheques can be made out to Manitoulin Secondary School, Robotics Team (c/o Manitoulin Secondary School, 107 Bay St. M'chigeeng, ON, P0P 1G0). In order to plan year-to-year, we rely on sponsors who share our vision and would like to invest in youth. For this reason, we would greatly appreciate your ongoing support in the form of an annual donation. Every donation is very helpful as we develop the program.

All sponsors are recognized in many ways:

- Promotion on the Team 6865 website and social media:
<http://bit.ly/mss-robotics>
- Your business logo prominently displayed at all our events
- Sponsors announced at all events (regional, district, and world championships)
- Featured in a variety of press materials

If you have any questions, would like to hear a presentation, or would like to test drive our robot "SAM," please contact me at 705-368-7000 or email me at 6865mssrobotics@gmail.com. We thank you for your consideration.



Sincerely,

Jocelyn Kuntsi, Co-Captain
Manitoulin Metal Robotics Team (FRC 6865)

We invite you to check out some of our Highlights:

- Link to our Competition Season Highlights
(<https://bit.ly/2022Season-6865>)
- Manitoulin Metal Team Video: [Link](#)
- Instagram: <https://www.instagram.com/frc6865/>
- Facebook:
<https://www.facebook.com/manitoulinmetalrobotics>
- Twitter: <https://twitter.com/frc6865>
- Website: bit.ly/mss-robotics

St. John's Anglican Church



May 30, 2022

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

Attention: Mayor and Council

2022 is the Celebration of Queen Elizabeth's Platinum Jubilee or "Treebilee" and our Bishop, Anne Germond, has asked Anglican Parishes in our Diocese to plant a tree in recognition of this special event.

The congregation of St. John's, here in Kagawong, would like to honour this request and plant a flowering crabapple tree. As space is limited around the church, we would like to plant this tree up in the area of the lighthouse but to the right when facing the front of the lighthouse and past the apple and lilac trees (see attached sketch). Please accept this letter as a request to Council for consideration of this undertaking.

If this location is not suitable, we would be open to suggestions where such a tree could be planted within the Village of Kagawong in recognition of this important milestone.

Thank you for your considering our request. If further information or clarification is required, please feel free to contact us.

Yours truly,

Dianne Fraser

Dianne Fraser – Rector's Warden

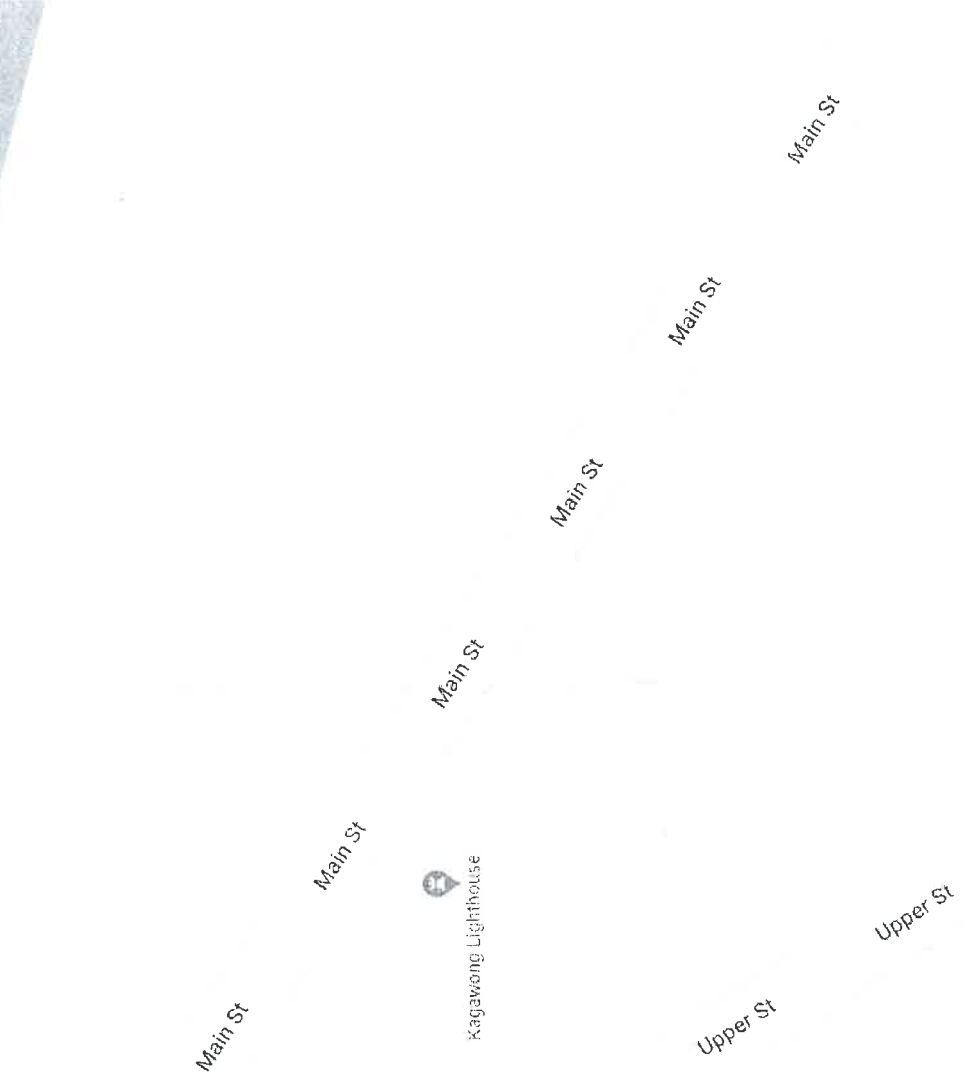
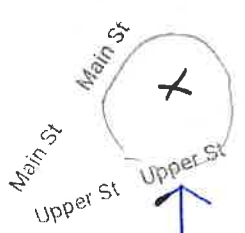
Charlene Chambers

Charlene Chambers – Peoples Warden



Proposed Site of

Flowering Crabapple Tree



May 13, 2022

MEMORANDUM TO: Municipal Chief Administrative Officers

SUBJECT: Conclusion of COVID-19 Enforcement Support Line

I would like to take the opportunity to acknowledge the collective efforts of our partners, who have worked relentlessly over the course of the COVID-19 pandemic.


On March 31, 2020, the Ministry of the Solicitor General established the toll-free COVID-19 Enforcement Support Line and ministry email account to provide support to law enforcement personnel regarding the enforcement of emergency orders under the *Emergency Management and Civil Protection Act* (EMCPA), as well as the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* (ROA), which was proclaimed into force on July 24, 2020. The dedicated line was only made available to police officers and other enforcement personnel who are designated as provincial offences officers for the purpose of enforcing orders under the EMCPA and ROA.

The Ontario government, in consultation with the Chief Medical Officer of Health, has cautiously and gradually eased public health and workplace safety measures. Effective April 27, 2022, all remaining measures, directives and orders ended with the exception of the masking and face covering requirements that will remain in place in certain settings under a Class Order made pursuant to Section 22 under Section 77.1 of the *Health Protection and Promotion Act* until June 11, 2022, unless extended or revoked.

As such, I am writing to advise that, effective immediately, the Ministry of the Solicitor General will discontinue the COVID-19 Enforcement Support Line and ministry email account in alignment with the expiry of orders under the EMCPA and ROA. In addition, the ministry will also be winding down province-wide reporting on enforcement of the EMCPA and ROA, in response to COVID-19.

Thank you once again for your continued support and collaboration during this challenging time.

Sincerely,



Richard Stubbings
Assistant Deputy Minister
Public Safety Division

TOWNSHIP OF BILLINGS
Parks, Recreation & Wellness Committee
Minutes

May 24, 2022

ZOOM

Present: Sharon Jackson (Chair), Tiana Mills (staff), Sharon Alkenbrack, Catherine Joyce, Meg Middleton and Shannon Smith

Regrets: Andrew Preyde

Delegation: None.

1. Opening

Motion by Sharon A, seconded by Catherine

THAT the meeting be called to order at 7:03 p.m. with Chair Jackson presiding.

Carried

2. Approval of Agenda

Motion by Shannon, seconded by Sharon A

THAT the agenda be accepted as presented.

Carried

3. Disclosure of Pecuniary Interest

None

4. Adoption of Minutes

Motion by Catherine, seconded by Shannon

THAT the minutes of the March 28, 2022 meeting be accepted as presented.

Carried

5. Delegation

None.

6. Council Update

Sharon Jackson provided the committee with a Council update.

7. Financial Report

Discussed under Old Business – Outdoor Rink Updates

\$5,255.09 in the Recreation Bank Account.

The only change from last month was the reimbursement of Sharon Jackson for Easter Egg Hunt Event.

8. Old Business

a) Walking Route Signage

The Committee discussed having one large map to be installed at the Park Centre.

This map would show three different walking/running routes.

Tiana is to send ideas to Beacon Images to develop a draft for committee approval.

Sharon J to determine km per route.

b) Easter Egg Hunt Event – Debrief

Approximately 60 children were in attendance.

The Committee brainstormed ways to make the event better, less plastic eggs for the youngest age group, more for the middle and older age groups or don't use plastic eggs for the oldest age group, just use the small foil eggs. Ideas on hiding shells only, some with a golden ticket, each kid must return plastic eggs at the end and receive a treat bag to ensure everyone gets an equal number of treats.

c) Community Sign Usage Agreement

Current rate is \$40 per week for non-shareholders (shareholders are Township of Billings, PRW, EDC, the museum and the church).

The Committee reviewed the new agreement.

d) June Newsletter Content

Include information about accepting rink donations and advertising.

Add a thank you to everyone who participated in Clean-Up week.

9. New Business

a) Fitness Centre Open House

An open house is not required with the current number of members that we do have. Promote drop in blocks via social media and the newsletter.

b) Flower Boxes

The Committee had a discussion about whether they would volunteer to plant flower boxes as they had the previous year. A couple committee members volunteered to plant as long as the Late Bloomers would water and maintain them.

Discussion was had to add Cedar Maze Security and Playground Greenery/Shade to the next agenda package.

10. Correspondence

None.

11. Information

a) Games Night Partnership

A community group has proposed a Games Night at the Park Centre every second Friday starting on June 3rd throughout the summer months. The Parks, Recreation and Wellness Committee will sponsor this series of events.

12. Notices of Motion

None.

13. Closed Session

None.

14. Next Meeting – **June 27, 2022**

15. Adjournment

Motion by Meg, seconded by Sharon A

That the Parks, Recreation and Wellness Committee meeting be adjourned at 8:25 p.m.

Carried



May 24, 2022

Ministry of Municipal Affairs and Housing
College Park, 17th Floor
777 Bay Street
Toronto, Ontario
M7A 2J3

ATTENTION: Honorable Minister Steve Clark

Dear Minister Clark:

RE: Ontario Must Build it Right the First Time

Please be advised that the Council of the Corporation of the Township of Lanark Highlands passed the following resolution at their regular meeting held May 10th, 2022:

Moved by Councillor Jeannie Kelso

Seconded by Reeve Peter McLaren

THAT, the Council of the Township of Lanark Highlands support the City of Waterloo's resolution re: Ontario Must Build it Right the First Time;

AND THAT, this resolution be provided to the Minister of Municipal Affairs and Housing and to all Ontario Municipalities.

Carried

Sincerely,

Amanda Noël

Amanda Noël,
Clerk

Encl.

c. c. All Ontario Municipalities

March 23, 2022

Hon. Steve Clark
Minister of Municipal Affairs and Housing
College Park, 17th Floor
777 Bay St.
Toronto, ON M7A 2J3

RE: Resolution from the City of Waterloo passed March 21st, 2022 re: Ontario Must Build it Right the First Time

Dear Minister Clark,

Please be advised that the Council of the Corporation of the City of Waterloo at its Council meeting held on Monday, March 21st, 2022 resolved as follows:

WHEREAS the Province of Ontario adopted greenhouse gas reduction targets of 30% by 2030, and emissions from buildings represented 22% of the province's 2017 emissions,

WHEREAS all Waterloo Region municipalities, including the City of Waterloo, adopted greenhouse gas reduction targets of 80% below 2012 levels by 2050 and endorsed in principle a 50% reduction by 2030 interim target that requires the support of bold and immediate provincial and federal actions,

WHEREAS greenhouse gas emissions from buildings represent 45% of all emissions in Waterloo Region, and an important strategy in the TransformWR community climate action strategy, adopted by all Councils in Waterloo Region, targets new buildings to be net-zero carbon or able to transition to net-zero carbon using region-wide building standards and building capacity and expertise of building operators, property managers, and in the design and construction sector,

WHEREAS the City of Waterloo recently adopted a net-zero carbon policy for new local government buildings and endorsed a corporate greenhouse gas and energy roadmap to achieve a 50% emissions reduction by 2030 for existing local government buildings and net-zero emissions by 2050 (provided the provincial electricity grid is also net-zero emissions),

WHEREAS the draft National Model Building Code proposes energy performance tiers for new buildings and a pathway to requiring net zero ready construction in new buildings, allowing the building industry, skilled trades, and suppliers to adapt on a predictable and reasonable timeline while encouraging innovation;

WHEREAS the Ministry of Municipal Affairs and Housing is consulting on changes for the next edition of the Ontario Building Code (ERO #: 019-4974) that generally aligns with the draft National Model Building Code except it does not propose adopting energy performance tiers, it does not propose timelines for increasing minimum energy performance standards step-by-step to the highest energy performance tier, and, according to Efficiency Canada and The Atmospheric Fund, it proposes adopting minimum energy performance standards that do not materially improve on the requirements in the current Ontario Building code;

WHEREAS buildings with better energy performance provide owners and occupants with lower energy bills, improved building comfort, and resilience from power disruptions that are expected to be more common in a changing climate, tackling both inequality and energy poverty;

WHEREAS municipalities are already leading the way in adopting or developing energy performance tiers as part of Green Development Standards, including Toronto and Whitby with adopted standards and Ottawa, Pickering, and others with standards in development;

WHEREAS the City of Waterloo is finalizing Green Development Standards for its west side employment lands and actively pursuing Green Development Standards in partnership with the Region of Waterloo, the Cities of Kitchener and Cambridge, and all local electricity and gas utilities through WR Community Energy;

WHEREAS while expensive retrofits of the current building stock to achieve future net zero requirements could be aligned with end-of-life replacement cycles to be more cost-efficient, new buildings that are not constructed to be net zero ready will require substantial retrofits before end-of-life replacement cycles at significantly more cost, making it more cost-efficient to build it right the first time.

THEREFORE BE IT RESOLVED THAT Council request the Province of Ontario to include energy performance tiers and timelines for increasing minimum energy performance standards step-by-step to the highest energy performance tier in the next edition of the Ontario Building Code, consistent with the intent of the draft National Model Building Code and the necessity of bold and immediate provincial action on climate change;

THAT Council request the Province of Ontario to adopt a more ambitious energy performance tier of the draft National Model Building Code as the minimum requirement for the next edition of the Ontario Building Code than those currently proposed;

THAT Council request the Province of Ontario provide authority to municipalities to adopt a specific higher energy performance tier than the Ontario Building Code, which would provide more consistency for developers and homebuilders than the emerging patchwork of municipal Green Development Standards;

THAT Council request the Province of Ontario to facilitate capacity, education and training in the implementation of the National Model Building Code for municipal planning and building inspection staff, developers, and homebuilders to help build capacity; and

THAT this resolution be provided to the Minister of Municipal Affairs and Housing, to area MPPs, and to all Ontario Municipalities.

Please accept this letter for information purposes only.

If you have any questions or require additional information, please contact me.

Sincerely,



Julie Scott
City Clerk, City of Waterloo

CC (by email):

Catherine Fife, M.P.P (Waterloo)
Laura Mae Lindo, M.P.P (Kitchener Centre)
Belinda C. Karahalios, M.P.P (Cambridge)
Amy Fee, M.P.P (Kitchener-South Hespeler)
Mike Harris, M.P.P (Kitchener-Conestoga)



2022 First Quarter Activity Report May 26, 2022

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

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

CAO Overview

The DSB 2022 First Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$124,811**. Children's Services and Ontario Works is forecasted to be on budget. Community Housing is forecasted to be under budget by \$131,152. Paramedic Services is forecasted to be under budget by \$11,904. Interest revenue on non-reserve accounts is forecasted to be \$18,245 less than budgeted.

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

Paramedic Services

COVID-19 Pandemic Response

After a long 2+ years of being the tip of the sword in the COVID-19 Pandemic Response, our service began experiencing some staffing pressures related to isolation requirements and close contact management. While we had been able to avoid critical staffing impacts observed in the other sectors, the advent of the Omicron variant, the re-opening of schools and the lifting of some Public Health measures presented increased exposure risks for Paramedics. Several of our staff tested positive during the first quarter and caused a significant increase in overtime shifts. As of March 31st, staffing appears to have stabilized as have our rate of infections. While significantly reduced, we are still supporting the Assessment Centres with homebound COVID-19 testing as required. The service is anticipating moving from response to recovery by the end of April. While provincial mask mandates have mostly been lifted, Paramedic Service continues to enforce a mandatory masking policy to maintain a safe workplace and mitigate the risk of infection in the workplace.

Wikwemikong Enhancements and LaCloche PRU Pilot

Paramedic Services received notice in late December 2021 from the Ministry of Health that the business cases submitted to replace the current PRU with a 12-hour/Day/7 day per week transporting unit along with the station modifications required to house a third ambulance had been 100% approved and funded. Given that we had one spare unit available, staff were able to quickly operationalize this transporting unit by using our Part-Time pool to upstaff an ambulance until an internal posting for 2 Full-Time employees could be completed. The transporting unit was deployed by January 9th and the Full-Time positions were filled by January 23rd, 2022. With these approvals also came the ability to redeploy the Wikwemikong PRU to the Little Current Station and commence a pilot that would see the PRU staffed 7 days/week from 08:00-20:00 hrs to enable a true balanced emergency coverage model and offset lost resources to out of town transfers for extended periods of time. This was also operationalized on January 9th and has already proven effective at maintaining balanced emergency coverage for Manitoulin Island. Planning for the capital building enhancements is ongoing with Housing Services Corporation acting as the Project Manager and an architectural firm has been engaged to commence the design-build process.

Community Paramedicine for Long-Term Care (CPLTC)

Our Community Paramedicine team continues to roster patients and provide vital services to our most vulnerable and marginalized populations. The Team deployed the Remote Patient Monitoring (RPM) program in late January a full month ahead of schedule and currently have 6 clients enrolled. Patients located as far as Cartier are now benefitting from this real time tool which helps bridge the geography gap that we face with in our region. RPM provides the patient with equipment and technology to assess their own vital signs daily which is automatically transmitted to our Dashboard. Our team monitors the RPM Dashboard daily to ensure that no big variations occur. If a minimum safe threshold is reached, such as a low heartrate, an email notice is sent to the entire team including the Deputy Chief and Chief. A team member follows up the alert by contacting the client by phone to perform a wellness check and if required, schedule a follow up home visit.

Non-Urgent Patient Transportation Service (NUPTS)

We continue to work with our funding partners to solidify the Non-Urgent Patient Transportation Service. The service was fortunate to receive approval of \$300,000.00 in annual base funding from the Ministry of Health which was very timely in order to help keep the service operational for years to come. The Governance Committee has met on several occasions to map out future states and opportunities for service improvements and have commenced investigating optimum staffing and scheduling profiles. A pilot has been deployed to explore the efficacies of moving to a 12-hour shift versus an 8-hour shift. The service is also exploring the benefits of staffing one PTS unit on weekends and measuring its impact on Paramedic Services weekend activities. A progress report should

be prepared by the first week of May. Additionally, the service held a recruitment to increase staffing capacity and agility for any new models being contemplated. The service successfully recruited 2 Personal Support Workers and 2 Patient Transportation Attendants. Onboarding commenced on March 22 and all 4 new employees will be added to the active roster by April 3rd, 2022.

Children's Services

Time-Limited Public Health Actions – Emergency Child Care

On January 4th the Province [announced](#) a range of time-limited public health actions, as part of this announcement, starting January 5, schools were closed for in-person learning. Targeted Emergency Child Care was re-instituted for school aged children on January 10, 2022. The government [announced](#) the return to in-person learning on January 17, 2022 and the provision of emergency child care for school-aged children ended on January 14, 2022.

2022 Funding Guidelines and Allocation

The Ministry of Education released the funding allocation and guidelines for 2022. The [funding approach](#) will continue to remain unchanged from 2021. As a result of additional investments outside of the provincial funding approach, the Manitoulin-Sudbury DSB funding has increased by \$794,955. New funding has been devoted to the Canada-Ontario Early Childhood and Workforce Agreement; the Manitoulin-Sudbury DSB allocation is \$576,491.

Also included is the renewed Canada-Ontario Early Learning and Child Care (ELCC) Agreement, to support childcare and early years program delivery. The Manitoulin-Sudbury DSB has received an additional \$109,169 for Child Care and \$109,295 for EarlyON.

As of January 1, 2022, the threshold for allowable administrative funding CMSMs/DSSABs can spend on childcare will be reduced from 10% to 5% excluding ELCC and EarlyON administration funding. The Ministry is providing a one-time transitional grant in 2022, to help offset and assist with the impact of the new administration threshold. The amount of the transitional grant is \$414,902.

Lifting of Health and Safety Measures in Child Care

Child Care Licensees received a [memo](#) from the Ministry of Education on March 9, 2022, Effective March 14th, 2022, instructions issued by the Ontario Chief Medical Officer of Health indicated licensees are no longer required to have a Covid-19 vaccine policy in place, unvaccinated individuals covered under the licensee's policies will no longer be required to test three times per week. Effective March 21, 2022, masks and eye protection are no longer required for staff, providers or children, cohorts and distancing are also no

longer required, nor will daily screening confirmation, self screening is still required. The government will continue to provide masks and eye protection for those providers who request it, and the ministry will also provide rapid antigen test kits for symptomatic children, staff and providers.

Remaining Health and Safety Measures in Child Care include hand hygiene, respiratory etiquette, cleaning, and disinfecting. Measures that will remain in place until the end of June include ventilation measures and absence reporting. The Ontario government released an updated [document](#) to align with the new [screening tool](#) to provide current information regarding testing, case, contact and outbreak management. Child Care Licensees will continue to submit [serious occurrences](#) to report program closures related to Covid-19.

Canada-Wide Early Learning and Child Care System

On March 28, 2022, the Ministry of Education [announced](#) that Ontario and Canada signed the Canada-Wide Learning and Child Care (CWELCC) agreement that will lower fees for parents. Ontario's plan will deliver \$10/day childcare, on average, by September 2025. Ontario families with children aged 0-5 in participating licensed childcare programs will see a fee reduction of up to 25%, retroactive to April 1, 2022. Parents can expect a further reduction by the end of December 2022, on average by 50%, a further reduction in September 2024, and a final reduction to \$10/day, on average, by September 2025. Ontario's fee subsidy program will continue. The agreement includes the creation of 86,000 new licensed childcare spaces, including more than 15,000 spaces created since 2019. Additionally, it will support compensation for Registered ECE's in licensed child care, including those providing care for children 6 to 13 years old.

The ministry will provide preliminary 2022 allocations to support local planning and engagement in this transformative work. The ministry will work closely with service system managers, licensees and other sector partners.

SmartStart Hubs: connecting families to child development services

A [memo](#) dated March 29, 2022, from Ministry of Children, Community and Social Services and the Ministry of Education regarding the launch of SmartStart Hubs which will connect children, youth, and their families to appropriate assessments and services. Children's Treatment Centres and relevant local organization will begin to plan for the implementation and delivery functions across the province and full implementation is expected across Ontario in Fall 2022.

Child Care Enrolment Data

In the first quarter, the average enrollment in licensed child care was 482 children, 361 full fee and 121 subsidized. Compared to last quarter there has been a 2% decrease and compared to last year at this time, enrollment has increased by 14%.

In Quarter 1, the number of total visits by parents/caregivers and children was 913 to EarlyON Child & Family Centres, and the total activity kits provided was 860. Compared to last quarter the number of visits decreased by 8%, and activity kits provided increased by 30%. Compared to last year at this time, number of visits decreased by 27%, and activity kits provided increased by 39%.

Ontario Works

Ontario Works Caseload

In the first quarter of 2022, The Ontario Works/Temporary Care Caseload average was 526. Compared to last year at this time, the caseload has increased 5%.

Social Assistance Vision

In September of 2020 the Ministry introduced the [Social Assistance Recovery and Renewal](#) as part of the plan in response to the COVID-19 pandemic. The focus at that time was economic “recovery”, preparing for the end of federal pandemic benefits.

The introduction of this new vision was followed with the piloting of Centralized Intake/ Intake & Benefits Administration Unit (IBAU). Centralizing benefits administration allows caseworkers to spend more time focusing on supporting clients. Centralized intake launched November 2, 2020; the Manitoulin-Sudbury DSB was phased into the Centralized Intake Process on June 21, 2021.

This January, the ministry released the “What We Heard Report”, outlining the main themes that have been heard through client and staff engagement. Provincial and municipal offices will be participating in another round of client engagement that will focus on groups that were underrepresented in the August 2021 engagement. The feedback is being used to inform the design of the new service and delivery model.

In February 2021, an expanded vision for the “renewal” piece of the plan was released. This plan included developing a new model for social assistance. The name of the initiative was then shortened from “Social Assistance Recovery and Renewal” to “Social Assistance Renewal”, signifying that this is a long-term endeavor to transform the system and is no longer tied to shifting economic circumstances.

In early February, the 4th issue of the [Social Assistance Renewal Highlights newsletter](#) was released. The ministry announced that the term “life stabilization” will be replaced with “stability supports”. This term better reflects the types of services that clients may be accessing without presuming the impact on someone’s circumstances. The underlying goals and objectives of Social Assistance Renewal remain unchanged.

Social Assistance Modernization

The modernization of social assistance has been an ongoing effort over the last few years. The ministry has implemented numerous initiatives with the intent to make staff’s work easier and to better help social assistance recipients.

The Electronic Document Management (EDM) team has been collaborating with Ontario Works delivery agents since May 2020 to implement digital mailrooms. By the end of April 2022, 75% of municipalities will have gone live with full EDM.

MyBenefits messaging service was released to all MyBenefits users on June 19, 2021. The messaging service allows for timely communication between clients and caseworkers. This initiative provides more choice and flexibility in how clients receive, manage, and report information. There is also the ability for clients to upload documents directly to the Social Assistance Management System (SAMS).

In November of 2021, phase 1 of a Digital DDP was piloted with a small group of Health Care Professionals. Prior to November 15th, 2021, the DDP was only available on printed paper and provided to clients. The digital DDP will improve the experience for both the client and the Health Care Professional, reduce the number of errors in applications, save money and time, reduce the amount of delayed or lost applications, and reduce the need for in person medical appointments to complete the DDP.

The pilot phase was completed March 2022, 69 HCPs were able to complete and submit the parts of the DDP that they are responsible for. HCPs were also able to upload an applicant's completed/signed consent and Self-Report forms on the applicant's behalf. The second phase of this project began April 7, 2022, as the Digital DDP is being expanded province wide.

Employment Ontario

All employment Ontario Delivery Partners received confirmation, that service provider allocations and targets would remain status quo for 2022-2023. This applies to [Employment Service](#), and [Youth Job Connection and Youth Job Connection Summer](#). These programs are delivered in our Chapleau office.

Community Housing

Waiting list (Applicants)

Total applications at end of quarter 1 is 633. The applicant breakdown is as follows:

| | | | |
|-----------|-----------|-----------|---------|
| 1 Bedroom | 491 (+29) | 2 Bedroom | 62 (+4) |
| 3 Bedroom | 46 | 4 bedroom | 34 (+7) |

Direct Shelter Subsidy (DSS)

Staff continue to identify and complete the application process with eligible applicants for the DSS program. All applicants receiving the benefit are deemed housed. As of the end of this quarter there were 219 active DSS recipients.

Income Mixing

Per DSB Policy, every effort is being made where the waitlist allows, to mix the Community Housing Buildings with RGI, Affordable and Market Rent Tenants. As of the

end of this quarter we have successfully secured 10 market rent tenants and 80 affordable rent tenants.

Smoke Free Housing – Unit Count-down

As of the end of the 1st quarter of 2022, 187/275 of the portfolio's units are designated as Smoke-free. This represents 68% of the full portfolio currently. Units are designated as turn-over occurs.

Homelessness Prevention Program 2022-23 Allocation

Staff received [correspondence](#) on March 7, 2022 regarding funding for the 2022-23 fiscal year, including details on the redesign of homelessness prevention and supportive housing programs, an extension to the Social Services Relief Fund (SSRF) and an update on the next phase of the National Housing Strategy investments.

The ministry is consolidating the Community Homelessness Prevention Initiative (CHPI), Home for Good and the Strong Communities Rent Supplement Program into one flexible Homelessness Prevention Program (HPP), beginning April 1, 2022.

The provincial investment has increased by \$25 million bringing the total provincial funding under the Homelessness Prevention Program to over \$463 million.

The HPP aims to address chronic homelessness across the province and will provide greater flexibility to support a wide range of homelessness prevention and supportive housing initiatives. The funding will also provide the necessary flexibility to fund capital projects and provide longer-term rental assistance as appropriate.

The ministry intends to review the funding allocation methodology for the HPP funding envelope, new and updated data sources and new indicators may be identified, the ministry intends to consult with service managers, more information will be provided over the next year.

Community Housing Program Facilities Management

COVID-19

Now that Public Health has released Covid-19 restrictions, staff have reopened building Common Rooms but have maintained room capacity. Residents seem to be very happy with this and more functions that occurred on site are also now resuming.

Work Orders

During the quarter (January – March 2022) a total of 301 Work Orders were generated: 207 for Community Housing; 16 for Administration Offices, and 78 for Paramedic Services. There was a total of 180 Work Orders closed or resolved during that time. Work orders are closed if the work is done in-house, or when the invoice is paid if from an outside source.

St. Charles – Window replacement/Overhead Doors and Brick Repairs

The St. Charles Building has received a substantial facelift by receiving new windows throughout. The project started in late fall and finished in late March. The trimming is now done, and final inspections done in April.

Little Current Project – New Build

[Correspondence](#) from the Ministry of Municipal Affairs and Housing received on January 20, 2022 advised that they have conditionally approved funding in the amount of \$623,865 for 2 of the Units at the new Seniors project in NEMI Township for the units to be deemed affordable under the OPHI program.

Capital Projects with Housing Services Corporation

Work is underway for the projects identified in the Capital Plan from the last report in Q-4. To date, there have been 3 projects that have gone out for Quote Requests and during the quarter the consultants have provided 2 reports for the Sudbury East Area. Also awarded during the quarter is the contract for the Thermal Scans to review the Community Housing Buildings Electrical Systems.

It is expected that the tender for the expected work at 3 S. E. locations will be levied in Q-2, as well as the RFQ for the balcony slab study and sanitary drain line inspections.

A summary of Capital Projects underway are below.

- Electrical Switch Gears – Little Current and Manitowaning
- Balcony rehabilitation – Little Current, Mindemoya and Manitowaning
- Sanitary Drain Line replacement – Marguerite (6 Units)

Summary

The DSB had a very busy quarter. If municipal Councils have any questions or would like DSB staff to attend a municipal Council meeting, please feel free to contact me directly.

Donna Stewart

Associate Chief Administrative Officer
Manitoulin-Sudbury District Services Board
Phone: 705-222-0499
E mail: donna.stewart@msdsb.net
Website: www.msdsb.net

Manitoulin-Sudbury DSB
1st Quarter Report (Unaudited)
AS AT 3/31/2022

| | <u>Total Gross Budget</u> | | | | <u>Municipal Share Budget</u> | | | |
|---------------------------|---------------------------|---------------|-----------------------|------------------|-------------------------------|--------------------------------|------------------------------|-----------------------------------|
| | YTD ACTUAL | YTD BUDGET | OVER(UNDER) BUDGET | ANNUAL BUDGET | YTD MUNICIPAL | MUNICIPAL SHARE FORECAST | MUNICIPAL SHARE BUDGET | Over(Under) Budget Forecast |
| Ontario Works | \$ 511,528 | \$ 574,373 | \$ (62,845) | \$ 2,457,231 | \$ 235,792 | \$ 1,043,031 | \$ 1,043,031 | \$ 0 |
| 100% Funded | \$ 1,571,384 | \$ 1,552,065 | \$ 19,319 | \$ 6,208,260 | | | | |
| Child Care | \$ 2,514,464 | \$ 2,490,998 | \$ 23,466 | \$ 10,026,568 | \$ 167,010 | \$ 668,038 | \$ 668,038 | \$ - |
| Community Housing | \$ 607,075 | \$ 764,368 | \$ (157,293) | \$ 2,954,945 | \$ 2,057,623 | \$ 2,167,623 | \$ 2,298,776 | \$ (131,152) |
| 100% Funded | \$ 1,054,401 | \$ 151,404 | \$ 902,997 | \$ 605,616 | | | | |
| Paramedic Services | \$ 3,968,812 | \$ 4,217,301 | \$ (248,489) | \$ 15,714,278 | \$ 1,590,587 | \$ 6,945,634 | \$ 6,957,538 | \$ (11,904) |
| 100% Funded | \$ 1,142,594 | \$ 979,971 | \$ 162,624 | \$ 3,919,882 | | | | |
| TOTAL EXPENSES | \$ 11,370,257 | \$ 10,730,480 | \$ 639,777 | \$ 41,886,780 | \$ 4,051,012 | \$ 10,824,326 | \$ 10,967,383 | \$ (143,056) |
| Interest Revenue | \$ (20,229) | \$ (24,792) | \$ 4,562 | \$ (99,163) | \$ (20,229) | \$ (80,918) | \$ (99,163) | \$ 18,245 |
| TOTAL EXPENSES | \$ 11,350,028 | \$ 10,705,688 | \$ 644,340 | \$ 41,787,617 | \$ 4,030,783 | \$ 10,743,409 | \$ 10,868,220 | \$ (124,811) |

| Variance Analysis March 31, 2022 | | |
|----------------------------------|------------------------|--|
| Actual to Budget | NET Municipal Variance | Explanation of Unaudited Municipal Share- ALL NUMBERS ARE FORECASTED AS OF MARCH 31, 2022 |
| Ontario Works | \$ 0 | Municipal share of administration expenses are forecasted to be on budget. |
| Child Care | \$ - | Municipal share of Child Care expenses is forecasted to be on budget. |
| Community Housing | \$ (131,152) | <p>\$3,402 + (\$147,043) + \$12,489 = (\$131,152) forecasted surplus</p> <p>Direct operated rev & exp and program support allocation is forecasted to be \$3,402 over budget</p> <ul style="list-style-type: none"> - Rental Revenues are forecasted to be (\$94,439) more than budgeted. - Direct operating expenses are forecasted to be \$58,025 over budget due to: <ul style="list-style-type: none"> utilities \$15,457 over budget, salaries & benefits for custodians (\$1,702) under budget, maintenance expenses over budget \$27,561, other admin expenses over budget \$16,709. - Program Support Allocation is \$39,816 over budget. - Direct Shelter Subsidy is forecasted to be (\$147,043) under budget due to expenses reallocated to 100% funding. <p>Non-Profit, Rent Supp, and Urban Native expenses are forecasted to be \$12,489 over budget.</p> |
| Paramedic Services | \$ (11,904) | <p>Paramedic Services is (\$11,904) under budget.</p> <p>The MOHLTC funding is on budget due to not all funding being announced to date.</p> <p>Medic Staffing and Benefits is forecasted to be (\$139,114) under budget due to additional COVID funding.</p> <p>Administration Wages and Benefits are (\$9,519) under budget.</p> <p>Non Wages are forecasted to be over budget by \$136,729.</p> <ul style="list-style-type: none"> - Transportation & Communication is \$20,448 over budget - Program Support is forecasted to be (\$48,735) under budget - Other revenues are forecasted to be (1,200) more than budget - Vehicle repairs and maintenance is over budget by \$134,341, due to projected fuel increases. - Building repairs and maintenance, grounds and utilities are \$38,451 over budget - Supplies are (\$6,576) under budget. |
| Interest Revenue | \$ 18,245 | Interest Revenue is forecasted to be \$18,245 less than budgeted which results in a municipal deficit. |
| | \$ (124,811) | |



Annual Report on Reserves

May 26, 2022

The purpose of this report is to annually summarize the various reserves whether they are working or committed reserve accounts held by this Board. The first portion of the report speaks to the need and value of reserves in general terms. There are two types of reserve accounts. Working reserves have no specific committed purpose although they may be needed to cover various outstanding obligations. Committed reserves are amounts which, although held by the Board, must be spent on activities approved by the appropriate ministry, legislation, collective agreements, Board resolutions or decisions reached as part of the Board budget process. The report will also discuss significant accounts within accrued liabilities and deferred revenue as these do have implications for the level of committed reserves, the operating budget, and the working reserve.

The report which follows sets out all reserve accounts. First is a discussion of the working reserve. Then the report describes each committed reserve and provides the rationale for that reserve. The actual amount of each reserve as of December 31, 2021 is included and is consistent with the amounts recorded in the final 2021 audit. Any annual transfer of operating funds into a committed reserve from the operating budget is noted.

There is a restriction in the District Social Services Administration Board Act (DSSAB) on the level of working reserves which the Board may have. The Board has a policy which provides for a maximum working reserve which is below the limits set in the legislation.

Through our discussions with this Board's auditor there appears to be no restriction on the level of committed reserves which the Board may hold. However, for each committed reserve there should be a sound rationale for the creation of the reserve, the amount of the reserve and any decision to add to that committed reserve. Funds should be withdrawn from a committed reserve only to meet those obligations or purposes for which the reserve was originally created. If the obligation or purpose for which the reserve was created is reduced this should be reflected in the amount of the reserve. If the obligation no longer exists or if the original purpose is no longer valid, then that committed reserve should be eliminated.

As part of the completion of this document we are providing specific recommendations related to the working reserve and each committed reserve. These recommendations attempt to take into consideration several factors.

These factors include:

- Recommendations in the report on [Housing Affordability and Needs Study](#).

- Results of the [Ten Year Capital Management Plan](#) completed on all DSB owned buildings by Housing Services Corporation will be used to develop long term capital plans for all Board properties.
- The development of the [10-Year Housing and Homelessness Plan](#) that is required by the Ministry of Municipal Affairs and Housing.
- The [End of Operating Agreements](#) for the Community Housing properties.
- The Community Housing responsibilities under [Duty to Accommodate](#).
- [Post-Traumatic Stress Disorder – Prevention Plan](#)

The recommendations are based on several principles including:

- Committed reserves established for a program should be kept within that program area since they often include provincial payments.
- Each committed reserve must have a rationale for its existence, its amount, and the appropriateness of any additional transfer from the operating budget.
- Where possible similar reserve accounts have been combined.
- If delays in adjusting the reserve are appropriate a future review date has been established.
- All committed reserves which include the annual revolving of funds must be reviewed annually through the creation of five year or greater estimated expenditure plans.
- Any specific expenses that fluctuate significantly from year to year that may cause significant increases to annual budget should be considered when creating revolving reserves.

Accrued Liabilities

Within the accrued liabilities section of the 2021 audit there is an amount of \$1,163,400. This amount represents monies set aside specifically for the payment of severance to Paramedic Services employees under a collective agreement. This severance obligation must be shown as a liability to the Board and be provided for.

Manitoulin-Sudbury DSB retained Mondelis Actuarial Services Corporation to perform a valuation of the severance benefit. In December 2021, the [Actuarial Report](#) states that the severance accrual should be \$1,163,400 as of December 31, 2021. At the end of 2021, the DSB ensured the severance accrual was \$1,163,400. The Actuarial Report forecast for the 2021 year-end is \$1,163,400.

Reasons for Reserves

The Board requires reserves for a variety of reasons.

Specific Liabilities:

Reserves are needed to cover specific liabilities. These liabilities include unpaid bills, legal proceedings, subsidy adjustments, etc.

Prevention of Borrowing:

The Board has several programs in which it expends reserves and then must wait for the retroactive payment of subsidies. The Board has developed a levy system in which it waits for the retroactive payment of municipal and unincorporated levies. If the Board has no reserve it must borrow, at significant cost, to cover these expenditures. The need for working reserves in the Ontario Works Program is somewhat mitigated by the upfront provincial funding of the allowances portion of this program.

Reduction/Elimination of Bank Charges:

Because the Board has reserves, it has been able, through a competitive tendering process, to negotiate very reasonable terms with a bank. Those terms provide for an interest payment at 1% and a set service fee of \$850 per month which covers all transactions. If reserves are not adequate the Board would pay high interest costs and bank charges.

Ability to Respond to Long Term Capital Needs:

The presence of committed working reserves allows the Board to respond to capital requirements. An example of this is the construction of the Little Current and Foleyet Paramedic Services bases. The purchase of Mindemoya and Massey Paramedic Services bases and the Chapleau Integrated Social Services Office were also funded in this manner.

In the Paramedic Services program, there is the need for ongoing capital repairs for the bases which the Board either owns outright or leases. Ambulances also need replacement as they age. The presence of reserves allows these two significant areas of Paramedic Services expenditure to occur without creating huge year to year shifts in the municipal levy.

In the Community Housing program, reserves are needed as the building components and fixtures move through their life cycle. The reserves allow us to deal with exceptional and recurring capital requirements. The Community Housing program requires reserves for future potential affordable projects in the district.

Ability to Respond to Significant Program Changes:

The Board operates several programs which have been subject to huge cost shifts. This can occur in the Ontario Works program due to changes in unemployment rates. Paramedic Services costs can and have dramatically changed by adjustments in the availability of local health care or as a result of unilateral provincial decisions. Since this Board delivers

provincially mandated programs, significant increases in costs can occur as a result of changes in provincial legislation.

Ability to Respond to Significant Grant or Cost Sharing Changes:

The Board is subject to the unilateral decisions of the Province and the Federal government to reduce grants or change cost sharing. This has been and will continue to be a reality with all four program areas under this Board's jurisdiction. Reserves provide some ability, at least in the short term, to offset these sudden unilateral decisions. In almost all the downloaded programs, open ended cost sharing has been replaced by unilaterally set grants.

Working Reserve

The total amount of the working reserve which the Board may retain is 15% of the Board's current year's estimates as set out in the District Social Services Administration Board Act and Regulations. The legislation does not speak to committed reserves.

The following excerpt from the regulations notes that the working reserve may be up to 15% of the total estimates of the Board for the year. The Board estimates are not simply the amount required by the Board for the municipal levy. The estimates include the amounts which the Board requires from senior levels of government to have a balanced budget.

District Social Services Administration Board Act - Ontario Regulation 278/98 *ESTIMATES AND RESERVES*

7. (1) *Each board shall in each year apportion among the jurisdictions in its district, in accordance with section 6, the amounts that it estimates will be required to defray the expenditures for social services for that year and shall on or before March 31 of that year notify,*
 - (a) *the clerk of each municipality of the amount to be provided by that municipality; and*
 - (b) *the Minister responsible for each social service of the amount to be provided by the Minister with respect to that social service under section 8 of the Act. O. Reg. 37/99, s. 5 (1).*
- (2) *If a board that has given notice of its estimated expenditures incurs additional costs for social services that were not anticipated at the time the notice was given, the additional costs shall be apportioned, and notification given in accordance with subsection (1). O. Reg. 278/98, s. 7 (2); O. Reg. 37/99, s. 5 (2).*
- (3) *In preparing the estimates, the board may provide for a reserve for working reserves in a year not to exceed 15 per cent of the total estimates of the board for the year. O. Reg. 278/98, s. 7 (3).*
- (4) *If the actual expenditures of a board for a year are greater or less than the estimated expenditures for that year, the board shall, in preparing the estimates of the amount required to defray its expenditures for the following year,*
 - (a) *make due allowance for any surplus that will be available from the preceding*
 - (b) *provide for any deficit of the preceding year. O. Reg. 278/98, s. 7 (4).*

This report completed in May 2022 uses the 2022 gross estimated operating costs from the approved budget. The gross estimated costs are used to be consistent with legislation and because the Board expends gross funds prior to receiving any offsets of provincial grants, cost sharing or the receipt of municipal levies.

The working reserve should not exceed 15% of the total estimated 2022 expenditures.
 2022 total estimated expenditures **\$41,787,617**.
 15% Working Fund Reserve amount is **\$ 6,268,143**.

Board - Working Reserves

The [Board Resolution 02-097](#) provides for a working reserve which is less than that provided for by the legislation.

2022 municipal share of the operating 2022 budget **\$10,868,220**.
 15% Working Fund Reserve amount is **\$1,630,233**.

| Summary of Working Funds Reserve | | |
|--|---------------------|-------------------------|
| Reserve Balance as of December 31, 2020 | \$ 1,856,165 | |
| | Amount | Board Resolution |
| Transfer to Capital reserve per 2020 report | \$ 256,511 | |
| Total Withdrawals | \$ 256,511 | |
| Deposits | | |
| Repayment to Reserve for all buildings | \$ 166,131 | |
| Total Deposits | \$ 166,131 | |
| Balance of Reserve on December 31, 2021 | \$1,765,785 | |

Based on the 2021 audit, the Board has Working Funding Reserves of **\$1,765,785**.
Based on the Municipal expenditures, the working reserves is overfunded by \$135,552. Based on DSSAB Act Gross expenditures, the working reserves is underfunded by \$4,502,358

#1 Recommendation:

Transfer \$135,552 from the Working Reserve to the Capital Building Reserve for any future affordable housing projects. Change the annual transfers to reserve for the repayment of borrowed funds for the purchase of buildings to the Capital Reserve instead of the Working Funds Reserve.

#2 Recommendation:

In resolution 21-55 adopted May 27, 2021, the Board approved following the DSSAB legislation during the COVID19 pandemic by allowing the gross expenditure calculation to determine the upper limit of the working reserve.

In resolution 02-097 adopted by the Board on May 23, 2002, the Board approved

- **maintaining a Working Reserve that is set at a maximum of 15% of the annualized municipal share of the DSSAB's operating current budget**
- **see any interest earned on the Working Fund Reserve first applied to maintaining the Working Reserve at its maximum of 15% level; and**
- **see any year end operating surpluses first applied to maintaining the Working Fund Reserve at its maximum of 15% level; and**
- **see all remaining Working Reserve Fund interest or annual operating surpluses returned to the municipalities as per the apportionment formula of the previous year.**

Given the short and long-term capital needs of the DSB; a new Paramedic base in Hagar, new business offices Espanola; Paramedic base in Espanola; new seniors build in NEMI and lack of affordable housing all of which will require the DSB to raise capital.

Staff are recommending that resolution 02-097 be revoked and replaced with the following resolution:

- **maintaining a Working Reserve in accordance with the DSSAB Act and Regulations set at a maximum of 15% of the annualized gross expenditures.**
- **see any interest earned on the Working Fund Reserve first applied to maintaining the Working Reserve at its maximum of 15% level; and**
- **see any year end operating surpluses first applied to maintaining the Working Fund Reserve at its maximum of 15% level; and**
- **see all remaining Working Reserve Fund interest or annual operating surpluses returned to the municipalities as per the apportionment formula of the previous year.**

Committed Reserves

In addition to the Board's working reserve, there are a number of committed reserves. These have been established by legislation, Board resolutions or as a result of decisions reached as part of the budget process. These funds are set aside for a specific purpose/obligation and are used to meet those specific purposes/obligations.

Each year, in some of these committed reserves, funds are flowed into the reserve and flowed out to meet the specific expenditure requirements. An example of this is the Vehicle and Equipment reserve. In that case, \$722,560 goes into the account annually and the number of required ambulances based on a 6- or 7-year renewal plan is purchased from that account each year, as well as any needed equipment. As a result, this committed reserve balance may change significantly from audit to audit. To identify those types of committed reserves we have added the title "Revolving" after the reserve title.

The existence of these committed reserves reduces the likelihood that the municipal share will vary significantly from year to year. An example of this is the ambulance replacement

reserve allows us to levy a consistent amount each year, even though the number of ambulances purchased may fluctuate dramatically from year to year.

Information Technology Refresh (IT) Committed Reserve (Revolving)
Balance end of 2021 is \$306,076.

Due to the rapid evolution of technology, and new hardware requirements as a result of provincially mandated systems, there is a need for a committed reserve to avoid significant year to year fluctuations. All the programs rely on the continuous functioning of a DSB wide IT system. Accordingly, funds must be available to immediately replace IT components that may fail.

In 2021 this reserve was augmented by a transfer of **\$118,532** from the operating budget.

DSB Building Capital Fund (Revolving)
Balance end of 2021 is \$3,396,399.

The Ministry has passed regulations requiring each Consolidated Municipal Service Manager or DSSAB to expend a prescribed amount each year for capital repairs for its directly operated public housing portfolio. In this jurisdiction, the public housing portfolio ownership is registered to the Board. Prior to devolution, the capital needs for the public housing portfolio were met by the Province from general revenues and from Federal subsidies.

As a result of Provincial regulations, the amount for the Board to expend each year for capital repairs of the public housing portfolio is \$803 per unit per year. For the transferred public housing units, the amount is 281 x \$803 = \$225,657. In the 2021 Budget the Board contribution was \$227,240 bringing the total amount to \$452,897 being levied each year as part of the Housing Services Budget. With the additional contribution to this reserve, it was decided that this reserve would become a “Revolving” reserve with the requirement that at minimum the \$225,657 in Federal Funding must be utilized on an annual basis. These funds are used each year to fund the capital repairs approved for that year.

In June 2013, staff prepared a report for the Board on the effect of End of Operating Agreements (EOA). The federal funding for the Community Housing buildings will decrease by \$56,053 by 2024.

Additionally, the [Building Condition Assessment Report](#) (BCA) that was prepared for Manitoulin-Sudbury DSB by Stonewall Group in 2010 indicated that an additional \$79,880 is required annually to maintain the capital reserve for the housing buildings. By 2024, the DSB will require an additional \$135,933 (\$56,053 + \$79,880) in municipal funding to maintain the capital infrastructure of its existing public housing stock.

In the June 26, 2013 [End of Operating - Issue Report](#), staff recommended that the Finance Committee consider increasing the capital repairs budget on an annual basis to eliminate the \$135,933 shortfall over the next 11 years. That would require an additional \$12,358 annually from 2014 to 2024 to eliminate the shortfall.

The approved 2022 Budget increased the contribution to the Capital Building Reserve by \$12,358. In 2022, the reserve contribution will be \$465,255.

In 2020 Ten Year Capital Management Plan was completed on all DSB properties. This report has allowed for the creation of a multi-year consolidated capital repair plan which may change the reserve transfer requirements. The plan will be finalized in the fall of 2021 and any changes to reserve transfers will be included in the 2022 Budget.

In 2021 this reserve was augmented by a transfer of **\$452,897** from the operating budget. In 2021 this reserve was also augmented by a transfer of **\$710,803** from the sale of properties, the 2020 surplus, and the 2020 working reserve surplus.

DSB Vehicle and Equipment Replacement Committed Reserve (Revolving)
Balance end of 2021 is \$ 677,878.

The DSB requires vehicles in all departments in order to operate. The two vehicle reserves and the equipment reserve have been consolidated in one reserve to ensure funding is available to replace vehicles on an annual basis without creating large budget fluctuations from year to year.

The ambulance replacement policy will remain on a cycle of 6 or 7 years. The other vehicles are replaced on an as needed cycle based on use and wear. However, the other vehicles are budgeted for replacement on a 5-year cycle.

The need for medical equipment can change from year to year due to Ministry requirements, disease outbreaks and product replacement cycles. To avoid significant fluctuations in the budget process year to year, an amount is being transferred by the budget process into this committed reserve.

The DSB 2022 budget includes \$58,395 for Paramedic uniforms, jackets, and helmets in the Equipment Reserve. In the latest OPSEU Collective Agreement, the mandatory annual allocation for uniforms and personal protective equipment has been eliminated. This has allowed for some efficiencies by moving dollars from the operational budget to a reserve to allow for annualized fluctuations.

Funds are flowed into this committed reserve and are flowed out to meet the specific expenditure requirements each year. In 2021 this reserve was augmented by a transfer of **\$738,786** from the operating budget.

Benefits Reserve (Revolving)
Balance end of 2021 is \$736,841

Prior to July 1, 2011, the DSB purchased insurance to cover the cost of prescribed drug benefits provided to employees in accordance with collective agreement commitments. Purchasing insurance to cover the cost of prescribed drugs meant that the DSB was billed an annual premium based on usage over the past years.

As of July 1, 2011, the DSB has moved away from insurance-based coverage to a self-funded benefits program which includes stop loss insurance in instances where one individual's claims exceed a threshold of \$10,000 annually. Many organizations have moved to self-funded drug benefit programs. What they have found is the creation of a reserve for

this purpose does alleviate the need for significant changes in year-to-year budgets as actual costs vary annually

This reserve is augmented when there is a year-end surplus in the benefits budget for any year. In 2021 this reserve was augmented by 30,119. The Benefits Reserve balance as of December 2021 is \$736,841.

Summary

This report, once approved, will be added to the Finance section of the Board website as an ongoing reference document and be updated annually based on the prior years’ audit and the current year estimates. See the summary chart in Appendix A.

| Appendix A Working Funds Reserve Balances | | | |
|--|--------------------|--------------------|--------------------|
| Title of Reserve | 2021 | 2020 | 2019 |
| Working Reserve | \$1,765,785 | \$1,856,165 | \$1,690,524 |
| DSB Capital Repair Reserve | \$3,396,399 | \$2,335,878 | \$1,725,832 |
| DSB Vehicle and Equipment Reserve | \$677,878 | \$ 694,607 | \$ 586,868 |
| Information Technology (IT) Reserve | \$306,076 | \$271,582 | \$241,610 |
| Benefits Reserve | \$736,841 | \$706,722 | \$706,722 |
| Total Reserves per Audited Financial Statements | \$6,882,979 | \$5,864,954 | \$4,951,556 |

**MANITOULIN-SUDBURY
DISTRICT SERVICES BOARD**

Financial Statements

Year Ended December 31, 2021

DRAFT - May 18, 2022

MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS

The accompanying financial statements of Manitoulin-Sudbury District Services Board ("Board") are the responsibility of the Board's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 2 to these financial statements. The preparation of the financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Board's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

The Board members meets with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by Freelandt Caldwell Reilly LLP, independent external auditors appointed by the Board. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Board's financial statements.

Chief Administrator Officer

Director of Finance

May 23, 2022

Date

INDEPENDENT AUDITORS' REPORT

To the Members of Manitoulin-Sudbury District Services Board and Members of Councils, Inhabitants and Ratepayers of Municipalities listed in Note 2

Opinion

We have audited the financial statements of Manitoulin-Sudbury District Services Board, which comprise the financial position as at December 31, 2021, and the statements of operations and changes in accumulated surplus, changes in net assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Manitoulin-Sudbury District Services Board as at December 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter

Our examination was made for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary information included in Schedules 1 through 7 is presented for purposes of management analysis, budgeting and funding provider analysis and is not a required part of the basic financial statements. The supplementary schedules have not been and are not intended to be prepared in accordance with Canadian generally accepted accounting principles. The supplementary schedules have been subjected to the auditing procedures applied in the examination of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Responsibilities of Management and Those Charged with Governance for the Financial Statements
Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

INDEPENDENT AUDITORS' REPORT (continued)

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

FREELANDT CALDWELL REILLY LLP

Chartered Professional Accountants
Licensed Public Accountants

Espanola, Ontario
May 23, 2022

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**Statement of Financial Position****Year ended December 31, 2021 with comparative figures for 2020**

| | 2021 | 2020 |
|---|------------|------------|
| | \$ | \$ |
| Financial Assets | | |
| Cash and cash equivalents | 16,331,147 | 17,360,035 |
| Accounts receivable | 1,118,287 | 488,661 |
| | 17,449,434 | 17,848,696 |
| Liabilities | | |
| Accounts payable and accrued liabilities | 8,080,299 | 8,798,856 |
| Post-employment benefit obligation (note 5) | 1,163,400 | 1,154,100 |
| Deferred contributions (note 6) | 1,302,692 | 2,271,894 |
| Capital lease obligation (note 8) | 721,264 | 280,109 |
| | 11,267,655 | 12,504,959 |
| Net assets (note 9) | 6,181,779 | 5,343,737 |
| Non-financial Assets (note 10) | | |
| Tangible capital assets (note 11) | 14,205,851 | 14,681,251 |
| Prepaid expenses | 445,108 | 219,238 |
| Prepaid assistance | 379,624 | 359,690 |
| | 15,030,583 | 15,260,179 |
| Accumulated Surplus | 21,212,362 | 20,603,916 |

Contingent liabilities (note 12)

Approved by the Board of Directors:

The accompanying notes are an integral part of the financial statements

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD
Statement of Operations and Changes in Accumulated Surplus
Year ended December 31, 2021 with comparative figures for 2020

| | 2021 | 2021 | 2020 |
|--|-------------------|-------------------|-------------------|
| | Budget | Actual | Actual |
| | \$ | \$ | \$ |
| Revenue | | | |
| Ontario Works Administration Programs | 8,446,614 | 7,314,155 | 7,643,913 |
| Paramedic Services | 18,107,664 | 19,678,458 | 18,345,092 |
| Community Housing | 4,707,969 | 5,507,766 | 4,493,252 |
| Child Care Programs | 9,791,645 | 9,955,310 | 7,361,499 |
| Homelessness Programs | 766,183 | 3,546,569 | 1,006,348 |
| Other revenue | 219,695 | 244,341 | 290,509 |
| Total revenue | 42,039,770 | 46,246,599 | 39,140,613 |
| Expenditures | | | |
| Ontario Works Administration Programs | 8,446,614 | 7,301,094 | 7,872,901 |
| Paramedic Services | 17,269,176 | 19,566,004 | 18,063,889 |
| Community Housing | 4,255,071 | 5,026,188 | 4,783,524 |
| Child Care Programs | 9,791,645 | 9,955,310 | 7,361,499 |
| Homelessness Programs | 766,183 | 3,546,569 | 1,006,348 |
| Other expenditures | 246,697 | 242,988 | 252,286 |
| Total expenditures (note 14) | 40,775,386 | 45,638,153 | 39,340,447 |
| Annual surplus (deficit) before undernoted item | 1,264,384 | 608,446 | (199,834) |
| Refund of prior years' Municipal Apportionment | | - | - |
| Annual surplus (deficit) | 1,264,384 | 608,446 | (199,834) |
| Accumulated surplus, beginning of year | 20,603,916 | 20,603,916 | 20,803,750 |
| Accumulated surplus, end of year | 21,868,300 | 21,212,362 | 20,603,916 |

The accompanying notes are an integral part of the financial statements

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**Statement of Changes in Net Assets****Year ended December 31, 2021 with comparative figures for 2020**

| | 2021 | 2021 | 2020 |
|--|---------------|---------------|---------------|
| | Budget | Actual | Actual |
| | \$ | \$ | \$ |
| Annual surplus (deficit) | 1,264,384 | 608,446 | (199,834) |
| Acquisition of tangible capital assets | - | (1,219,971) | (556,041) |
| Amortization of tangible capital assets | - | 1,676,890 | 1,496,239 |
| Loss (gain) on disposal of tangible capital assets | - | (130,000) | 243,551 |
| Proceeds on disposal of tangible capital assets | - | 148,481 | 417,508 |
| Change in prepaid expenses | - | (225,870) | (17,435) |
| Change in prepaid assistance | - | (19,934) | 18,310 |
| Change in net assets | 1,264,384 | 838,042 | 1,402,298 |
| Net assets, beginning of year | 5,343,737 | 5,343,737 | 3,941,439 |
| Net assets, end of year | 6,608,121 | 6,181,779 | 5,343,737 |

The accompanying notes are an integral part of the financial statements

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**Statement of Cash Flows****Year ended December 31, 2021 with comparative figures for 2020**

| | 2021 | 2020 |
|---|-------------|-------------|
| | \$ | \$ |
| Cash flows from operations | | |
| Annual surplus (deficit) | 608,446 | (199,834) |
| Non-cash items including amortization | | |
| Amortization of tangible capital assets | 1,676,890 | 1,496,239 |
| Loss (gain) on disposal of tangible capital assets | (130,000) | 243,551 |
| | 2,155,336 | 1,539,956 |
| Changes in non-cash assets and liabilities | | |
| Accounts receivable | (629,626) | (40,436) |
| Accounts payable and accrued liabilities | (718,557) | 4,186,383 |
| Post-employment benefit obligation | 9,300 | 20,600 |
| Deferred contributions | (969,202) | 1,178,131 |
| Prepaid expenses | (225,870) | (17,435) |
| Prepaid assistance | (19,934) | 18,310 |
| | (398,553) | 6,885,509 |
| Capital transactions | | |
| Proceeds on disposal of tangible capital assets | 148,481 | 417,508 |
| Cash used to acquire tangible capital assets | (608,171) | (556,041) |
| | (459,690) | (138,533) |
| Financing transactions | | |
| Repayment of capital lease obligation | (170,645) | (140,054) |
| Increase (decrease) in cash and cash equivalents | (1,028,888) | 6,606,922 |
| Cash and cash equivalents, beginning of year | 17,360,035 | 10,753,113 |
| Cash and cash equivalents, end of year | 16,331,147 | 17,360,035 |

The accompanying notes are an integral part of the financial statements

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD

Notes to the Financial Statements

Year ended December 31, 2021

1. NATURE OF ORGANIZATION

The Manitoulin-Sudbury District Service Board (The Board) is located in Espanola, Ontario and is a municipal service management organization created by the provincial government to oversee the local planning, coordination and delivery of a range of services and programs divested to the municipal order of government.

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Board are the representation of management. The financial statements are prepared using Canadian public sector accounting standards as recommended by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants.

a) Basis of accounting

The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

b) Cash and cash equivalents

Cash and cash equivalents consist of cash on hand and balances held by major financial institutions and short-term investments which are readily convertible into a known amount of cash and are subject to an insignificant risk to changes in fair value.

c) Leases

Leases are classified as either capital or operating leases. Leases that transfer substantially all of the benefits and inherent risks of ownership of property to the company are accounted for as capital leases. At the time a capital lease is entered into, an asset is recorded together with its related long-term obligation to reflect the acquisition and financing. Equipment recorded under capital leases is amortized on the same basis as described below. Payments under operating leases are expensed as incurred.

d) Tangible capital assets

Tangible capital assets are recorded at cost. The Board provides for the amortization using the straight-line method designed to amortize the cost, less any residual value, of the tangible capital asset over the estimated useful life of the asset. The annual amortization rates are follows:

| Assets | Basis | Rate % |
|--|---------------|-----------|
| Buildings | Straight-line | 4 |
| Computer equipment | Straight-line | 30 |
| Vehicles, machinery and equipment | Straight-line | 30 |
| Furniture, fixtures, and other equipment | Straight-line | 20 |
| Software | Straight-line | 100 |

Additions are amortized at the full annual rate in the year of acquisition. No amortization is recorded in the year of disposal.

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD

Notes to the Financial Statements

Year ended December 31, 2021

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

e) Revenue recognition and deferred contributions

Revenue from government grants and contributions are recognized in the period that the events giving rise to the government transfer have occurred as long as: the transfer is authorized; the eligibility criteria, if any, have been met; and the amount can reasonably be estimated. Government contributions received before these criteria have been met are recorded in the accounts as deferred contributions in the year of receipt and are recognized as revenue in the period in which all the recognition criteria have been met.

Other revenues including certain user fees, rents and interest are recorded on the accrual basis, when earned, if the amount to be received can be reasonably estimated and collection is reasonably assured.

Provincial Ministries subsidize the operations of the Manitoulin-Sudbury District Services Board. Since the operations are reviewed by the Ministries in the subsequent fiscal period, subsidy adjustments, if any, are recorded in the year in which the adjustments are determined.

f) Forgivable loans

Forgivable loans issued under the Investment in Affordable Housing (IAH) program are treated initially as a grant and expensed when issued. If the recipient meets all the conditions under the IAH program this loan is forgiven and no amount is recovered. If they fail to meet the conditions, the loan is recovered and recorded as a gain which is offset against the current year expense.

g) Retirement and Post-Employment Benefits

The Board provides retirement and post-employment benefits to Land Ambulance employees. These benefits are payable at death, termination, lay-off or retirement. The Board has adopted the following policies with respect to accounting for these employee benefits:

- i) The costs of post-employment benefits are determined using management's best estimate of health care costs, employee turnover rates and discount rates. Adjustments to these costs arising from plan amendments and changes in estimates are accounted for in the period of the amendment or change.
- ii) The expense related to the defined benefit pension plan are the employer's contributions to the plan in the year.
- iii) The discount rate used in the determination of post-employment benefits is 2.40%.

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD

Notes to the Financial Statements

Year ended December 31, 2021

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

h) Financial instruments

Measurement of financial instruments

The Board initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The Board subsequently measures its financial assets and financial liabilities at amortized cost, except for investments in equity securities that are quoted in an active market, which are subsequently measured at fair value. Changes in fair value are recognized in annual surplus in the period they occur.

Financial assets measured at amortized cost include cash and cash equivalents, and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and capital lease obligation.

Impairment

Financial assets measured at other than fair value are tested for impairment when there are indicators of possible impairments. When a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset or group of assets, a write-down is recognized in the annual surplus.

When events occurring after the impairment confirm that a reversal is necessary, the reversal is recognized in the annual surplus, in the period it is identified and measurable up to the amount of the previously recognized impairment.

i) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of certain assets and liabilities at the date of the financial statements and reported amounts of certain revenues and expenditures during the reporting period. By their nature, these estimates are subject to measurement uncertainty. The effect of changes in such estimates on the financial statements in future periods could be significant. Estimates used in the preparation of the accompanying financial statements include certain accounts receivable, allowances for accounts receivable, certain deferred contributions, amounts repayable to certain funders and the estimated useful lives of tangible capital assets.

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**Notes to the Financial Statements****Year ended December 31, 2021**

3. MUNICIPAL APPORTIONMENT

Municipal apportionment is allocated to programs as follows:

| | 2021 | 2020 |
|--------------------|-------------------|-------------------|
| | \$ | \$ |
| Paramedic Services | 6,793,382 | 6,784,711 |
| Community Housing | 2,254,678 | 2,227,660 |
| Ontario Works | 1,047,426 | 1,030,001 |
| Child Care | 668,038 | 668,038 |
| Administration | (99,163) | (99,163) |
| | 10,664,361 | 10,611,247 |

| | 2021 | 2020 |
|--|-------------|-------------|
| | % | % |
| Municipal Percentage Share | | |
| Town of Espanola | 11.270 | 11.270 |
| Township of Sables-Spanish Rivers | 6.310 | 6.330 |
| Township of Baldwin | 1.160 | 1.160 |
| Township of Nairn and Hyman | 1.440 | 1.440 |
| Municipality of Markstay - Warren | 5.450 | 5.470 |
| Municipality of St. Charles | 3.680 | 3.700 |
| Municipality of French River | 11.170 | 11.170 |
| Town of Chapleau | 1.850 | 1.870 |
| Township of Cockburn Island | 0.220 | 0.220 |
| Township of Gordon and Barrie Island | 2.720 | 2.700 |
| Township of Burpee and Mills | 1.400 | 1.390 |
| Town of Gore Bay | 1.310 | 1.320 |
| Township of Billings | 3.360 | 3.300 |
| Township of Central Manitoulin | 7.530 | 7.510 |
| Township of Tehkummah | 1.470 | 1.470 |
| Township of Northeastern Manitoulin and the Islands | 10.070 | 9.970 |
| Township of Assiginack | 3.560 | 3.530 |
| Municipality of Killarney | 6.190 | 6.280 |
| Other unorganized areas within the Manitoulin-Sudbury Districts | 19.900 | 19.900 |

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**Notes to the Financial Statements****Year ended December 31, 2021**

4. PENSION AGREEMENTS

The Board makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of the members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

The amount contributed to OMERS for 2021 was \$1,110,588 (2020 - \$1,087,121) for current service and is included on the statement of operations and changes in accumulated surplus.

At December 31, 2021, the OMERS pension plan had total assets of \$137.8 billion (2020 - \$122.5 billion) and an accumulated deficit of \$3.131 billion (2020 - \$3.211 billion deficit).

5. LIABILITY FOR POST-EMPLOYMENT BENEFITS PLANS

The Board provides a severance benefit plan for the Land Ambulance employees. The plan includes one week of pay per year of services to a maximum of 26 weeks. The benefit is payable at death, termination, lay-off or retirement. To be eligible, the employee must have completed five years of services. In addition, eligibility for retirement is at age 55, and eligibility for termination is if age plus service is greater than 80.

The Board measures its accrued obligations and the fair value of plan assets for accounting purposes as of December 31, each year. The most recent actuarial valuation of the benefit plan for funding purposes was as of December 31, 2021. Information about the Board's severance benefit plan is as follows:

| | 2021 | 2020 |
|--|-----------------------|-----------------------|
| Benefit Expense | \$ 166,300 | \$ 129,400 |
| Financial position - December 31 | | |
| Benefit obligation | 1,519,200 | 1,537,600 |
| Fair value of plan assets | - | - |
| Funded status - surplus (deficit) | (1,519,200) | (1,537,600) |
| Unamortized amounts - December 31 | | |
| Unamortized actuarial gains/(losses) | (355,800) | (383,500) |
| Prior service costs | - | - |
| Accrued Benefit Liability | \$ (1,163,400) | \$ (1,154,100) |

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**Notes to the Financial Statements****Year ended December 31, 2021**

5. LIABILITY FOR POST-EMPLOYMENT BENEFITS PLANS (continued)

Similar to most post-employment benefit plans in Canada, the Board's plan is not pre-funded, resulting in a plan deficit equal to the accrued benefit obligation offset by any actuarial gains/losses.

The main assumptions employed for the valuations are as follows:

| | |
|---|-------|
| Interest (discount) rate | 2.40% |
| Salary increase rate | 2.00% |
| Retirement age – later of age 62 and the valuation date | |
| Mortality – Canadian Pensioners' Mortality Table Public Sector Projected on a generational basis use CPM Improvement Scale B | |

6. DEFERRED CONTRIBUTIONS

Deferred contributions consist of unspent provincial subsidies for the following programs:

| | 2021 | 2020 |
|--------------------|-----------|-----------|
| | \$ | \$ |
| Ontario Works | 51,497 | 120,137 |
| Paramedic Services | 466,570 | 805,626 |
| Community Housing | 514,202 | 533,886 |
| Child Care | 231,054 | - |
| Homelessness | 39,369 | 812,245 |
| | 1,302,692 | 2,271,894 |

7. COMMITMENTS

The Board rents office and Paramedic Services space under leases with terms as follows:

| | Annual Rent | Expiry date |
|--------------------------------|-------------|-------------|
| | \$ | |
| Noelville - OW | 2,220 | 2026 |
| Noelville - Paramedic Services | 46,319 | 2029 |
| Little Current - OW | 26,105 | 2029 |
| Killarney - Paramedic Services | 38,731 | 2029 |

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**Notes to the Financial Statements****Year ended December 31, 2021**

8. CAPITAL LEASE OBLIGATION

| | 2021 | 2020 |
|---|---------|---------|
| | \$ | \$ |
| Stryker Canada LP | | |
| Repayable in blended monthly instalments \$11,671 including imputed interest at 2% per annum, secured by specified equipment with a carrying value of \$14,054 maturing June 2022 | 140,054 | 280,109 |
| Stryker Canada LP | | |
| Repayable in blended monthly instalments \$11,323 including imputed interest at 3.6% per annum, secured by specified equipment with a carrying value of \$581,210 maturing April 2026 | 581,210 | - |
| | 721,264 | 280,109 |

Capital leases are recorded at an amount equal to the lease payments using the lower of the company's incremental borrowing rate and the interest rate implicit in the lease. The interest rates on these obligations are 2% and 3.6%. The following is a schedule of the lease payments under capital leases:

| | \$ |
|------|---------|
| 2022 | 262,412 |
| 2023 | 122,358 |
| 2024 | 122,358 |
| 2025 | 122,358 |
| 2026 | 91,778 |
| | 721,264 |

Interest charges to the accounts of the organization on the lease during the year amounted to \$22,407 (2020 - \$6,183).

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**Notes to the Financial Statements****Year ended December 31, 2021**

9. NET ASSETS

The balance on the statement of financial position of net assets at the end of the year is comprised of the following:

| | 2021 | 2020 |
|--|------------------|------------------|
| | \$ | \$ |
| To be used: | | |
| for the general increase in (reduction of) annual operations | (701,200) | (521,217) |
| for reserves and reserve funds (schedule 7) | 6,882,979 | 5,864,954 |
| Total net assets | 6,181,779 | 5,343,737 |

10. NON-FINANCIAL ASSETS

Tangible capital assets, prepaid expenses and prepaid assistance are accounted for as assets by the Board, because they can be used to provide services in future periods. These assets do not normally provide resources to discharge liabilities of the Board unless they are sold.

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MANITOULIN-SUDBURY DISTRICT SERVICES BOARD

Notes to the Financial Statements

Year ended December 31, 2021

11. TANGIBLE CAPITAL ASSETS

| 2021 | Capital Work in Progress \$ | Land \$ | Buildings \$ | Furniture, fixtures, and other equipment \$ | Computer Equipment \$ | Vehicles, Machinery & Equipment \$ | 2021 Total \$ |
|---------------------------------|--|--------------------|-------------------------|--|--------------------------------------|---|------------------------------|
| Cost | | | | | | | |
| Balance, beginning of year | - | 4,444,726 | 22,145,853 | 2,581,539 | 334,728 | 3,670,694 | 33,177,540 |
| Additions | - | - | - | 611,800 | - | 608,171 | 1,219,971 |
| Disposals | - | - | - | - | - | (376,630) | (376,630) |
| Balance, end of year | - | 4,444,726 | 22,145,853 | 3,193,339 | 334,728 | 3,902,235 | 34,020,881 |
| Accumulated Amortization | | | | | | | |
| Balance, beginning of year | - | - | 13,761,556 | 2,082,166 | 306,629 | 2,345,938 | 18,496,289 |
| Disposals | - | - | - | - | - | (358,149) | (358,149) |
| Amortization expense | - | - | 756,641 | 380,727 | 14,049 | 525,473 | 1,676,890 |
| Balance, end of year | - | - | 14,518,197 | 2,462,893 | 320,678 | 2,513,262 | 19,815,030 |
| Net book value | - | 4,444,726 | 7,627,656 | 730,446 | 14,050 | 1,388,973 | 14,205,851 |
| 2020 | Capital Work in Progress \$ | Land \$ | Buildings \$ | Furniture, fixtures, and other equipment \$ | Computer Equipment \$ | Vehicles, Machinery & Equipment \$ | 2020 Total \$ |
| Cost | | | | | | | |
| Balance, beginning of year | - | 4,721,883 | 22,914,974 | 2,581,539 | 334,728 | 3,584,736 | 34,137,860 |
| Additions | - | - | - | - | - | 556,041 | 556,041 |
| Disposals | - | (277,157) | (769,121) | - | - | (470,083) | (1,516,361) |
| Balance, end of year | - | 4,444,726 | 22,145,853 | 2,581,539 | 334,728 | 3,670,694 | 33,177,540 |
| Accumulated Amortization | | | | | | | |
| Balance, beginning of year | - | - | 13,492,027 | 1,802,829 | 292,582 | 2,267,914 | 17,855,352 |
| Disposals | - | - | (487,110) | - | - | (368,192) | (855,302) |
| Amortization expense | - | - | 756,639 | 279,337 | 14,047 | 446,216 | 1,496,239 |
| Balance, end of year | - | - | 13,761,556 | 2,082,166 | 306,629 | 2,345,938 | 18,496,289 |
| Net book value | - | 4,444,726 | 8,384,297 | 499,373 | 28,099 | 1,324,756 | 14,681,251 |

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**Notes to the Financial Statements****Year ended December 31, 2021**

11. TANGIBLE CAPITAL ASSETS (continued)

Included in furniture, fixtures and other equipment are assets under capital lease with cost and accumulated amortization of \$1,592,181 (2020 - \$980,381) and \$962,687 (2020 - \$700,271), respectively.

During the year, amortization of assets financed by capital lease amounted to \$262,414 (2020 - \$140,054).

12. CONTINGENT LIABILITIES

The Board is contingently liable for accumulated sick leave in the amount of \$192,832 (2020 - \$183,288) for Paramedic Services employees. Accumulated sick leave is only payable to cover illness related absences and there is no liability to pay any amounts to employees on change or termination of employment.

No liability is reflected in these financial statements for the accumulated sick leave to Paramedic Services employees.

Provincial Ministries subsidize the operations of the Manitoulin-Sudbury District Services Board. Since the operations are reviewed by the Ministries in the subsequent fiscal period, subsidy adjustments, if any, are recorded in the year in which the adjustments are determined.

13. FORGIVABLE LOANS

Included in the Community Housing Program expenditures is \$NIL (2020 - \$73,651) in grants with forgivable conditions. These grants are issued to low income home owners as forgivable loans. The loans are to be written off over 10 years. However, if the house is sold before the 10-year forgiveness period, the home owner must repay a pro-rated amount back to the Board. If the Board receives funds because of a homeowner selling their property, the amount is used by the Board to grant a new loan to another low income home owner.

During the year, funds received back from homeowners under this program amounted to \$90,344 (2020 - \$80,593) which have been offset with the current year expense.

14. EXPENDITURES BY OBJECT

As required by Section 1201.086 of the Public Sector Accounting Board reporting requirements, these financial statements report on the Board's expenditures by function. The Board's expenditures by object are as follows:

| | 2021 | 2020 |
|---|-------------------|-------------------|
| | \$ | \$ |
| Salaries, wages and benefits | 17,176,425 | 17,424,904 |
| Contracted services | 13,103,970 | 10,152,234 |
| External transfers | 9,169,041 | 6,978,141 |
| Materials | 4,142,568 | 2,907,735 |
| Rents and financial items | 369,260 | 381,190 |
| Amortization of tangible capital assets | 1,676,889 | 1,496,243 |
| | <u>45,638,153</u> | <u>39,340,447</u> |

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**Notes to the Financial Statements****Year ended December 31, 2021**

15. BUDGET AND OPERATING RESULTS

The Budget adopted by the Board was not prepared on a basis consistent with that used to report actual results in the financial statements. The budget was prepared on a modified accrual basis while public sector accounting standards require the full accrual basis. The budget figures expense all tangible capital acquisitions and does not include a provision for amortization expense. As a result, the budget figures presented in the statements of operations and changes in net assets represent the budget adopted by the Board adjusted as follows:

| | 2021 |
|--|-------------|
| | \$ |
| Budget surplus approved by the Board | 1,264,384 |
| Add: Net budgeted transfers (to)/from reserves and reserve funds | (1,264,384) |
| | - |

Similarly, the actual operating results for the year are presented using public sector accounting standards which require the full accrual basis. Thus, the actual operating results presented in the statements of operations and changes in net assets represent actual results adjusted as follows:

| | 2021 |
|--|----------------|
| | \$ |
| Excess (deficiency) of revenue over expenditures before undernoted items per schedules/programs: | |
| Ontario Works Administration Programs - Schedule 1 | 230,698 |
| Paramedic Services - Schedule 2 | (74,614) |
| Community Housing Programs - Schedule 3 | 376,566 |
| Child Care Programs - Schedule 4 | - |
| Homelessness Programs - Schedule 5 | - |
| Other Revenue and Expenditures - Schedule 6 | (25,673) |
| | 506,977 |
| Add: Net transfers (to)/from reserves and reserve funds - prior | 340,795 |
| Municipal surplus before adjustments below | 847,772 |
| Adjustment to Canadian Public Sector Accounting Standards: | |
| Add: Net transfers (to)/from reserves and reserve funds - current | 677,229 |
| Less: Net tangible capital acquisitions, disposition proceeds, gains, and losses, amortization, and capital lease transactions | (916,555) |
| Annual deficit before refund of prior year Municipal Apportionment | 608,446 |

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**Notes to the Financial Statements****Year ended December 31, 2021**

16. COVID-19 PANDEMIC

The Covid-19 global outbreak was declared a pandemic by the World Health Organization in March 2020. The negative impact of Covid-19 in Canada and on the global economy has been significant. The global pandemic has disrupted economic activities and supply chains resulting in governments worldwide, and in Canada, enacting emergency measures to combat the spread of the virus and protect the economy, such as travel restrictions, closures of non-essential businesses, imposition of quarantines and social distancing and the introduction of government relief programs.

These financial statements have been prepared based upon conditions existing at December 31, 2021 and considering those events occurring subsequent to that date, that provide evidence of conditions that existed at that date. Although the disruption from the pandemic is expected to be temporary, given the dynamic nature of these circumstances, the duration and severity of the disruption and related financial impact cannot be reasonably estimated at this time

17. FINANCIAL INSTRUMENTS

Transactions in financial instruments may result in an entity assuming or transferring financial instruments to or from another party. The Board is exposed to the following risks associated with financial instruments and transactions it is a party to:

(a) Credit risk

Credit risk is the risk that one party to a financial transaction will fail to discharge a financial obligation and cause the other party to incur a financial loss. The Board is exposed to this risk relating to its cash and cash equivalents and accounts receivable.

The Board minimizes risk associated with cash and cash equivalents by ensuring these financial assets are placed with large reputable financial institutions with high credit ratings.

The Board incurs receivable transactions, in the normal course of operations, and is exposed to credit risk associated with its accounts receivable balances of \$1,118,287 (2020 - \$488,661). The Board minimizes this risk through management's on-going monitoring of amounts due to the organization and collections. Valuations of amounts due to the organization are performed on a regular basis and adjustments for amounts determined to be uncollectable are recorded when applicable.

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**Notes to the Financial Statements****Year ended December 31, 2021**

17. FINANCIAL INSTRUMENTS (continued)**(b) Concentration risk**

Concentration risk is the risk that an entity's balance due to the Board has a value of more than ten percent of the total accounts receivable and thus there is a higher risk to the Board in the event of a default by one of these entities. At December 31, 2021 receivables from two organization comprised approximately 56% (2020 – 36%) of the total outstanding receivables. The Board reduces this risk by regularly assessing the credit risk associated with these accounts and closely monitors any overdue balances.

(c) Liquidity risk

Liquidity risk is the risk that an organization cannot repay its obligations when they become due to its creditors. The Board is exposed to this risk associated with its accounts payable and accrued liabilities balances and post employment benefits obligation of \$9,243,699 (2020 - \$9,952,956). The Board reduces its exposure to liquidity risk by ensuring that it documents when authorized payments become due, and maintains adequate cash resources to repay creditors, mortgage interest and principal and capital lease obligation principal and interest as those liabilities become due.

(d) Interest rate risk

Interest rate risk is the potential for financial loss caused by fluctuations in fair value or future cash flows of financial instruments because of changes in market interest rates. The Board is exposed to this risk through its interest-bearing cash balances, the interest rates of which change over time due to a variety of financial market factors and may cause changes in interest earnings in future periods.

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD
ONTARIO WORKS ADMINISTRATION PROGRAMS
Schedule of Revenue and Expenditures
Year ended December 31, 2021 with comparative figures for 2020

| | 2021 | 2021 | 2020 |
|--|------------------|------------------|------------------|
| | Budget | Actual | Actual |
| | \$ | \$ | \$ |
| Provincial Subsidy | | | |
| OW General | 5,616,864 | 4,460,564 | 4,894,762 |
| OW Administration and Employment programs | 1,414,300 | 1,414,203 | 1,414,890 |
| Youth Job Connection | 176,900 | 196,787 | 119,298 |
| Employment Ontario | 191,124 | 174,002 | 172,121 |
| Other subsidy | - | 4,670 | 3,800 |
| Municipal apportionment | 1,047,426 | 1,047,426 | 1,030,001 |
| Total revenue | 8,446,614 | 7,297,652 | 7,634,872 |
| Expenditures | | | |
| OW General | 5,616,864 | 4,460,564 | 4,894,761 |
| Administration and Employment Expenses (Schedule 1A) | 2,341,326 | 2,317,532 | 2,588,700 |
| Youth Job Connection | 176,900 | 196,787 | 119,298 |
| Employment Ontario | 191,124 | 174,002 | 172,121 |
| National Child Benefit | 120,400 | 120,400 | 86,998 |
| Other subsidy expense | - | 4,670 | 2,400 |
| Total expenditures | 8,446,614 | 7,273,955 | 7,864,278 |
| Excess (deficiency) of revenue over expenditures before net transfers to reserves | - | 23,697 | (229,406) |
| Transfer to reserves - current | - | (23,696) | (21,500) |
| Transfer to reserves - prior | - | 230,697 | (133,539) |
| Net transfer to reserves | - | 207,001 | (155,039) |
| Excess (deficiency) of revenue over expenditures before undernoted items | - | 230,698 | (384,445) |
| Capital assets included in expenditures | | 47,848 | 52,234 |
| Proceeds on disposition included in expenditures | | (34,984) | (19,301) |
| Gain on disposition of capital assets | | 16,503 | 9,041 |
| Amortization of capital assets | | (40,003) | (41,556) |
| Excess (deficiency) of revenue over expenditures | - | 220,062 | (384,027) |

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD
Analysis of Ontario Works Administration Expenditures
Year ended December 31, 2021 with comparative figures for 2020

| | 2021 Budget \$ | 2021 Actual \$ | 2020 Actual \$ |
|---|----------------------|----------------------|----------------------|
| Administration and Employment Expenses | | | |
| Salaries and benefits | 1,490,040 | 1,577,429 | 1,780,476 |
| Purchased services | 232,506 | 355,175 | 401,768 |
| Employment funded expenses - CPE and ERE training | 272,194 | 114,541 | 83,631 |
| Computer software and hardware | 82,762 | 76,962 | 82,470 |
| Accommodation costs | 76,156 | 62,419 | 90,684 |
| Travel and training | 97,043 | 43,462 | 39,180 |
| Office supplies and postage | 28,166 | 24,781 | 31,951 |
| Insurance | 23,334 | 17,063 | 22,834 |
| Board travel, meetings | 19,282 | 16,984 | 21,792 |
| Telephone and communications | 11,121 | 16,170 | 23,043 |
| Audit and accounting fee | 7,250 | 6,500 | 7,144 |
| Legal and consulting fee | 736 | 5,286 | 2,851 |
| Advertising | 736 | 760 | 876 |
| | 2,341,326 | 2,317,532 | 2,588,700 |

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MANITOULIN-SUDBURY DISTRICT SERVICES BOARD
PARAMEDIC SERVICES
Schedule of Revenue and Expenditures
Year ended December 31, 2021 with comparative figures for 2020

| | 2021 | 2021 | 2020 |
|--|-------------------|-------------------|-------------------|
| | Budget | Actual | Actual |
| | \$ | \$ | \$ |
| Revenue | | | |
| Provincial Subsidy | | | |
| Operating | 8,873,771 | 8,461,195 | 8,477,488 |
| Wikwemikong (Schedule 2A) | 2,072,511 | 2,675,399 | 2,063,840 |
| Community Paramedicine | 28,000 | 1,169,467 | 29,467 |
| Patient Transfer Service | 340,000 | 429,214 | 354,527 |
| COVID-19 subsidy | - | 148,780 | 289,929 |
| Other | - | 1,021 | 518 |
| Pandemic pay subsidy | - | - | 343,544 |
| Municipal apportionment | 6,793,382 | 6,793,382 | 6,784,711 |
| Total revenue | 18,107,664 | 19,678,458 | 18,344,024 |
| Expenditures | | | |
| Salaries and benefits | 12,798,310 | 11,911,012 | 12,203,425 |
| Wikwemikong expenses (Schedule 2A) | 2,072,511 | 2,675,399 | 2,063,840 |
| Community Paramedicine expenses | - | 1,169,467 | 29,468 |
| Capital expenditures | - | 650,468 | 551,163 |
| Vehicle expenses | 540,791 | 619,231 | 581,326 |
| Transportation and communication | 523,461 | 565,606 | 331,558 |
| Patient transfer services | 460,000 | 549,214 | 354,527 |
| Administrative expenses | 257,592 | 306,388 | 280,585 |
| Building expenses | 375,683 | 299,552 | 364,561 |
| Medical supplies and equipment | 160,649 | 244,127 | 246,800 |
| COVID-19 expense | - | 148,780 | 289,929 |
| Other supplies and equipment | 32,860 | 139,423 | 142,712 |
| Interest expense | 47,319 | 47,319 | 50,507 |
| Pandemic pay expense | - | - | 343,544 |
| Total expenditures | 17,269,176 | 19,325,986 | 17,833,945 |
| Excess of revenue over expenditures before net transfers (to) from reserves | 838,488 | 352,472 | 510,079 |
| Transfer from reserves - current | - | 760,516 | 614,821 |
| Transfer to reserves - current | (838,488) | (963,485) | (900,783) |
| Transfer from reserves - prior | | (224,117) | 419,345 |
| Net transfer (to) from reserves | (838,488) | (427,086) | 133,383 |
| Excess (deficiency) revenue over expenditures before undernoted items | - | (74,614) | 643,462 |
| Capital assets included in expenditures | | 560,323 | 503,808 |
| Capital lease expenditures | | 170,644 | 140,054 |
| Proceeds on disposition included in expenditures | | - | (92,699) |
| Gain on disposition of capital assets | | - | 1,068 |
| Amortization of capital assets | | (970,985) | (781,107) |
| Excess (deficiency) of revenue over expenditures | - | (314,632) | 414,586 |

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD
Analysis of Wikwemikong Paramedic Services Expenditures
Year ended December 31, 2021 with comparative figures for 2020

| | 2021 Budget | January to March (3 months) | April to December (9 months) | 2021 Total | 2020 Total |
|-------------------------------------|--------------------|--|---|-----------------------|-----------------------|
| | \$ | \$ | \$ | \$ | \$ |
| Revenue | | | | | |
| Provincial subsidy | 2,072,511 | 1,147,659 | 1,405,196 | 2,552,855 | 1,968,941 |
| COVID-19 subsidy | - | - | 120,773 | 120,773 | 53,198 |
| Pandemic subsidy | - | - | 1,771 | 1,771 | 41,701 |
| Total revenue | 2,072,511 | 1,147,659 | 1,527,740 | 2,675,399 | 2,063,840 |
| Expenditures | | | | | |
| Salaries and benefits | 1,733,132 | 726,921 | 1,111,857 | 1,838,778 | 1,514,020 |
| Administration costs | 111,648 | 113,811 | 86,473 | 200,284 | 264,732 |
| One time expenses | 28,704 | 175,792 | (3,597) | 172,195 | 8,940 |
| COVID-19 expense | - | - | 120,773 | 120,773 | 53,198 |
| Vehicle expenses | 67,900 | 24,781 | 73,014 | 97,795 | 98,368 |
| Medical supplies and equipment | 33,078 | 27,912 | 31,588 | 59,500 | 18,377 |
| Other supplies | 20,994 | 12,783 | 43,537 | 56,320 | 7,856 |
| Building expenses | 33,018 | 20,961 | 35,289 | 56,250 | 24,310 |
| Transportation and communication | 25,097 | 25,551 | 20,011 | 45,562 | 25,797 |
| Other services | 18,940 | 19,147 | 7,024 | 26,171 | 6,541 |
| Pandemic pay expense | - | - | 1,771 | 1,771 | 41,701 |
| Total expenditures | 2,072,511 | 1,147,659 | 1,527,740 | 2,675,399 | 2,063,840 |

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD
COMMUNITY HOUSING PROGRAMS
Schedule of Revenue and Expenditures
Year ended December 31, 2021 with comparative figures for 2020

| | 2021 Budget \$ | 2021 Actual \$ | 2020 Actual \$ |
|--|----------------------|----------------------|----------------------|
| Revenue | | | |
| Rental income | 1,335,894 | 1,538,703 | 1,404,171 |
| Federal subsidy | 715,274 | 806,600 | 927,700 |
| Provincial Subsidy | | | |
| OPHI Subsidy | - | 483,844 | - |
| COCHI Subsidy | - | 273,384 | 100,825 |
| SIF program | - | 126,234 | 63,153 |
| IEC program/ New Horizons | - | - | 25,000 |
| IAH program | 402,123 | (89,174) | (1,597) |
| Municipal apportionment | 2,254,678 | 2,254,678 | 2,227,660 |
| Total revenue | 4,707,969 | 5,394,269 | 4,746,912 |
| Expenditures | | | |
| Wages and benefits | 1,023,950 | 601,473 | 829,713 |
| Utilities | 589,125 | 595,545 | 578,657 |
| Maintenance materials and services | 446,215 | 593,303 | 489,150 |
| OPHI Subsidy | - | 483,844 | - |
| Urban native rent supplement | 315,080 | 345,671 | 311,420 |
| Transfer to Non-Profit Housing | 287,252 | 323,825 | 387,000 |
| COCHI Subsidy | - | 273,384 | 100,825 |
| Housing mortgage costs | 235,770 | 236,060 | 235,770 |
| Municipal taxes | 206,923 | 206,177 | 206,765 |
| Rent allowance agreement | 418,395 | 195,731 | 412,944 |
| SIF expenses | - | 126,234 | 63,153 |
| Administration | 98,994 | 101,166 | 101,910 |
| Insurance | 93,425 | 92,668 | 84,557 |
| Capital expenditures | - | 90,827 | (94,616) |
| Bad debts - rental | - | 35,134 | 38,112 |
| Transportation and equipment | 57,496 | 31,184 | 36,067 |
| Housing rent supplement | 35,584 | 27,085 | 23,306 |
| Office rent | 30,753 | 24,654 | 32,588 |
| Professional fees | 8,986 | 11,786 | 11,178 |
| IEC / New Horizons expenses | - | - | 25,000 |
| Other | 5,000 | - | - |
| IAH program | 402,123 | (89,174) | (1,597) |
| Total expenditures | 4,255,071 | 4,306,577 | 3,871,902 |
| Excess of revenue over expenditures before net transfers (to) from reserves | | | |
| | 452,898 | 1,087,692 | 875,010 |
| Transfer from reserves - current | (452,898) | 204,324 | 210,895 |
| Transfer to reserves - current | | (568,075) | (738,530) |
| Transfer to reserves - prior | | (347,375) | (278,628) |
| Net transfer from (to) reserves | (452,898) | (711,126) | (806,263) |
| Excess revenue over expenditures before undernoted items | | | |
| | - | 376,566 | 68,747 |
| Amortization of capital assets | | (606,114) | (606,114) |
| Proceeds on disposition included in expenditures | | (113,497) | (305,508) |
| Gain(loss) on disposition of capital assets | | 113,497 | (253,660) |
| Deficiency of revenue over expenditures | - | (229,548) | (1,096,535) |

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD

CHILD CARE PROGRAMS

Schedule of Revenue and Expenditures

Year ended December 31, 2021 with comparative figures for 2020

| | 2021 Budget \$ | 2021 Actual \$ | 2020 Actual \$ |
|--|----------------------|----------------------|----------------------|
| Revenue | | | |
| Provincial Subsidy | | | |
| MEDU operating subsidy | 7,192,710 | 7,038,518 | 3,822,269 |
| Early On | 1,373,858 | 1,373,858 | 1,293,227 |
| Provincial Reinvestment | - | 335,788 | - |
| Indigenous Led Child and Family Programs | 320,650 | 320,650 | 320,650 |
| Administration | 130,413 | 245,629 | 120,605 |
| Emergency Child Care | - | 92,812 | 139,442 |
| Data Analysis Coordinator | 75,876 | 75,876 | 72,987 |
| Planning subsidy | 30,100 | 30,100 | 30,100 |
| Safe Restart | - | (225,959) | 894,181 |
| Municipal apportionment | 668,038 | 668,038 | 668,038 |
| Total revenue | 9,791,645 | 9,955,310 | 7,361,499 |
| Expenditures | | | |
| Child care | | | |
| Operating grant expenses | 2,743,925 | 2,942,097 | 1,614,413 |
| Expansion expenses | 2,393,482 | 2,393,483 | 682,542 |
| Special needs resources | 665,000 | 481,664 | 429,405 |
| ELCC expenses | - | 420,859 | 420,859 |
| Salaries and benefits | 383,306 | 404,766 | 378,677 |
| Wage enhancement | 432,832 | 383,217 | 205,513 |
| Capacity building | 328,400 | 344,376 | 240,571 |
| Provincial Reinvestment | - | 335,788 | - |
| Indigenous Led Child and Family Programs | 320,650 | 320,650 | 320,650 |
| Purchase of service | 655,362 | 184,753 | 232,787 |
| Ontario works | 121,424 | 121,424 | 86,009 |
| Emergency Child Care | - | 92,812 | 139,442 |
| Repairs and maintenance | 85,000 | 86,977 | 85,000 |
| Play based materials and equipment | 85,000 | 84,999 | 85,002 |
| Administration costs | 97,430 | 75,970 | 92,250 |
| Home child care expenses | - | 27,600 | 27,600 |
| Expansion admin expenses | - | - | 30,284 |
| Safe Restart | - | (225,959) | 894,181 |
| | 8,311,811 | 8,475,476 | 5,965,185 |
| Family support program | | | |
| Early On | 1,373,858 | 1,373,858 | 1,293,227 |
| Data analysis coordinator | 75,876 | 75,876 | 72,987 |
| Planning expenses | 30,100 | 30,100 | 30,100 |
| | 1,479,834 | 1,479,834 | 1,396,314 |
| Total expenditures | 9,791,645 | 9,955,310 | 7,361,499 |
| Excess (deficiency) of revenue over expenditures before net transfers to reserves | | | |
| | - | - | - |
| Transfer to reserves - current | | | - |
| Transfer to reserves - prior | | | - |
| Net transfer to reserves | - | - | - |
| Excess (deficiency) of revenue over expenditures | - | - | - |

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD
HOMELESSNESS PROGRAMS
Schedule of Revenue and Expenditures
Year ended December 31, 2021 with comparative figures for 2020

| | 2021 | January to | April to | 2021 | 2020 |
|---|---------------|-------------------|-----------------|--------------|--------------|
| | Budget | March | December | Total | Total |
| | \$ | \$ | \$ | \$ | \$ |
| Revenue | | | | | |
| Provincial subsidy - SSRF | - | 382,525 | 1,483,244 | 1,865,769 | 626,320 |
| Provincial subsidy - CHPI | 766,183 | 663,328 | 511,044 | 1,174,372 | 377,056 |
| CMHC subsidy | - | 504,947 | - | 504,947 | - |
| Provincial subsidy - OESP | - | 1,190 | 291 | 1,481 | 2,972 |
| | 766,183 | 1,551,990 | 1,994,579 | 3,546,569 | 1,006,348 |
| Expenditures | | | | | |
| Program expense | | | | | |
| - Social Services Relief | - | 372,971 | 1,492,798 | 1,865,769 | 626,319 |
| Program expense | | | | | |
| - Emergency Shelter Solutions | 175,893 | 205,013 | 329,784 | 534,797 | 124,258 |
| Program expense | | | | | |
| - CMHC mental health & additions | - | 504,947 | - | 504,947 | - |
| Program expense | | | | | |
| - Housing with Related Supports | 464,442 | 313,402 | 107,348 | 420,750 | 194,432 |
| Program expense | | | | | |
| - CHPI Administration Expenses | - | 76,618 | 38,377 | 114,995 | - |
| Program expense | | | | | |
| - Homelessness Prevention | 118,848 | 68,200 | 28,554 | 96,754 | 55,302 |
| Program expense | | | | | |
| - Other Services and Support | 7,000 | 95 | 6,980 | 7,075 | 3,065 |
| Program expense | | | | | |
| - OESP Expenses | - | 1,290 | 192 | 1,482 | 2,972 |
| Total expenditures | 766,183 | 1,542,536 | 2,004,033 | 3,546,569 | 1,006,348 |
| Excess (deficiency) of revenue over expenditures | - | 9,454 | (9,454) | - | - |

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD
OTHER REVENUE AND EXPENDITURES
Schedule of Revenue and Expenditures
Year ended December 31, 2021 with comparative figures for 2020

| | 2021 | 2021 | 2020 |
|---|-----------------|-----------------|-----------------|
| | Budget | Actual | Actual |
| | \$ | \$ | \$ |
| Revenue | | | |
| Other | 120,532 | 123,532 | 120,532 |
| Interest income | 99,163 | 120,809 | 169,880 |
| NOSDA | - | - | 97 |
| Total revenue | 219,695 | 244,341 | 290,509 |
| Expenditures | | | |
| Municipal apportionment | 99,163 | 99,163 | 99,163 |
| IT expenses | 147,534 | 84,038 | 85,560 |
| NOSDA expenses | - | - | 98 |
| Total expenditures | 246,697 | 183,201 | 184,821 |
| Excess (deficiency) of revenue over expenditures before net transfers (to) from reserves | (27,002) | 61,140 | 105,688 |
| Transfer from reserves - current | 147,534 | 84,038 | 85,560 |
| Transfer to reserves - current | (120,532) | (170,851) | (171,039) |
| Net transfer to reserves | 27,002 | (86,813) | (85,479) |
| Excess (deficiency) of revenue over expenditures before undernoted item | - | (25,673) | 20,209 |
| Amortization of capital assets | - | (59,787) | (67,465) |
| Deficiency of revenue over expenditures | - | (85,460) | (47,256) |

MANITOULIN-SUDBURY DISTRICT SERVICES BOARD
OTHER REVENUE AND EXPENDITURES
Schedule of Continuity of Reserves
Year ended December 31, 2021

SCHEDULE 7

| | Working Funds \$ | Tech Refresh \$ | Benefits Reserve \$ | Vehicle and Equipment Replacement Reserve \$ | Building Capital Funds \$ | Total \$ |
|--------------------------------|---------------------|-----------------------|---------------------------|--|---------------------------------|-------------|
| RESERVES | | | | | | |
| Balance, beginning of year | 1,856,165 | 271,582 | 706,722 | 694,607 | 2,335,878 | 5,864,954 |
| Transfers from (to) operations | (90,380) | 34,494 | 30,119 | (16,729) | 1,060,521 | 1,018,025 |
| Balance, end of year | 1,765,785 | 306,076 | 736,841 | 677,878 | 3,396,399 | 6,882,979 |

DRAFT - May 18, 2022

| Manitoulin-Sudbury DSB | | | | | | |
|------------------------------|---------------|--------------|---------------|-------------------------------|---------------|--------------|
| 4th Quarter Report (Audited) | | | | | | |
| AS AT 12/31/2021 | | | | | | |
| <u>Total Gross Budget</u> | | | | <u>Municipal Share Budget</u> | | |
| | YTD | OVER(UNDER) | ANNUAL | MUNICIPAL | MUNICIPAL | Over(Under) |
| | ACTUAL | BUDGET | BUDGET | SHARE | SHARE | Budget |
| | | | | | BUDGET | Forecast |
| Ontario Works | \$ 2,461,629 | \$ (97) | \$ 2,461,726 | \$ 1,047,426 | \$ 1,047,426 | \$ - |
| 100% Funded | \$ 8,383,057 | \$ 1,631,986 | \$ 6,751,071 | | | |
| Child Care | \$ 9,955,310 | \$ 301,052 | \$ 9,654,258 | \$ 668,038 | \$ 668,038 | \$ - |
| Community Housing | \$ 2,450,532 | \$ (519,420) | \$ 2,969,952 | \$ 1,530,736 | \$ 2,254,678 | \$ (723,942) |
| 100% Funded | \$ 794,288 | \$ 392,165 | \$ 402,123 | | | |
| Paramedic Services | \$ 14,992,735 | \$ (554,418) | \$ 15,547,153 | \$ 6,643,879 | \$ 6,793,382 | \$ (149,503) |
| 100% Funded | \$ 3,160,800 | \$ 595,672 | \$ 2,565,128 | | | |
| TOTAL EXPENSES | \$ 42,198,351 | \$ 1,846,940 | \$ 40,351,411 | \$ 9,890,079 | \$ 10,763,524 | \$ (873,445) |
| Interest Revenue | \$ (73,490) | \$ 25,673 | \$ (99,163) | \$ (73,490) | \$ (99,163) | \$ 25,673 |
| TOTAL EXPENSES | \$ 42,124,861 | \$ 1,872,613 | \$ 40,252,248 | \$ 9,816,590 | \$ 10,664,361 | \$ (847,771) |

| Variance Analysis December 31, 2021 | | |
|-------------------------------------|------------------------|---|
| Actual to Budget | NET Municipal Variance | Explanation of Audited Municipal Share |
| Ontario Works | \$ - | Municipal share of administration expenses are on budget. |
| Child Care | \$ - | Municipal share of Child Care expenses is on budget. |
| Community Housing | \$ (723,942) | <p>(\$91,326) + (\$468,617) + (\$222,664) + \$58,665 = (\$723,942) surplus</p> <p>Federal Funding is (\$91,326) more than budgeted.</p> <p>Direct operated rev & exp and program support allocation is (\$468,617) under budget</p> <ul style="list-style-type: none"> - Rental Revenues are (\$167,675) more than budgeted. - Direct operating expenses are (\$300,942) under budget due to: <ul style="list-style-type: none"> utilities (\$5,673) under budget, salaries & benefits for custodians (\$5,401) under budget, maintenance expenses over budget \$146,786, other administrative expenses under budget (\$16,938), administration wages & benefits are (\$308,421) under budget due to onetime administration funding available from 100% funded programs. - Program Support Allocation is (\$111,295) under budget. - Direct Shelter Subsidy is (\$222,664) under budget due to expenses reallocated to 100% funding. <p>Non-Profit, Rent Supp, and Urban Native expenses are \$58,665 over budget.</p> |
| Paramedic Services | \$ (149,503) | <p>Paramedic Services is \$47,519 + (\$197,192) = (\$149,673) under budget.</p> <p>The MOHLTC funding is less than budgeted by \$47,519 deficit.</p> <p>Medic Staffing is (\$44,140) under budget:</p> <ul style="list-style-type: none"> - Regular Wages are under budget by (\$144,227); Other and Replacement Wages are over budget by \$218,773 - Benefits are under budget by (\$118,686); WSIB is under by (\$137,336); CPP, EI and EHT are under by (\$4,605); Other Benefits, OMERS and In Lieu are over by \$23,255; <p>Administration Wages and Benefits are (\$315,058) under budget, due to reallocations to 100% funded programs.</p> <p>Non Wages are over budget by \$162,006.</p> <ul style="list-style-type: none"> - Transportation & Communication is (\$38,065) under budget - Vehicle repairs and maintenance is by \$78,439 - Building repairs and maintenance, grounds and utilities are \$10,901 over budget - Mal Practice insurance was not budgeted; it is \$31,347 over budget - Supplies are \$79,384 over budget. |
| Interest Revenue | \$ 25,673 | Interest Revenue is \$25,673 less than budgeted which results in a municipal deficit. |
| | \$ (847,771) | |



RESOLUTION 22-

DATE: May 26, 2022

MOVED BY:

SECONDED BY:

WHEREAS the Board has reviewed the Revised Audited Fourth Quarter Financial Report and the 2021 Audited Financial Statements which recorded a surplus of \$847,771; and

WHEREAS the DSSAB legislation allows 15% of gross estimated costs to determine the maximum working funds reserve in consideration of the fact that the Board expends gross funds prior to receiving any offsets from provincial grants, cost sharing and municipal levies. According to legislation and based on the 2022 operating budget of \$41,787,617, the working reserve should not exceed 15% or \$6,268,143.

THEREFORE BE IT RESOLVED THAT the Board approves the [Revised Audited Fourth Quarter Financial Report](#); and

FURTHER BE IT RESOLVED THAT 2021 the Municipal Surplus in the amount of \$847,771 be transferred to the DSB Working Fund Reserve.

CHAIR

| MEMBER | YEAS | NAYS | MEMBER | YEAS | NAYS |
|-------------------|------|------|----------------------|------|------|
| BEER, JILL | | | LOVELACE, EDGAR | | |
| BURKE, KEVIN | | | MALETTE, RICHARD | | |
| GORHAM, VERN | | | SANTI, DAVID | | |
| HAM, DAVID | | | SCHOPPMANN, PAUL | | |
| HAYDEN, ARTHUR | | | STEPHENS, RICHARD | | |
| KILLAH, BRUCE | | | VAN ALSTINE, MAUREEN | | |
| LEVESQUE, MICHAEL | | | WHYNOTT, NED | | |



RESOLUTION 22-57

DATE: May 26, 2022

MOVED BY: Kevin Burke

SECONDED BY: David Ham

WHEREAS the Board has approved the [2022 Annual Report on Reserves](#) and;

WHEREAS recommendation #2 contained within the 2022 Annual Report on Reserves recommends that resolution 02-097 be revoked.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approve recommendation #2 revoking resolution [02-097](#) and adopt the following:

- Maintaining a Working Reserve in accordance with the DSSAB Act and Regulations set at a maximum of 15% of the annualized gross expenditures.
- See any interest earned on the Working Fund Reserve first applied to maintaining the Working Reserve at its maximum of 15% level; and
- See any year end operating surpluses first applied to the Working Fund Reserve at its maximum of 15% level; and
- See all remaining Working Reserve Fund interest or annual operating surpluses returned to the municipalities as per the apportionment formula of the previous year.

Carried

CHAIR

| MEMBER | YEAS | NAYS | MEMBER | YEAS | NAYS |
|-------------------|------|------|----------------------|------|------|
| BEER, JILL | | | LOVELACE, EDGAR | | |
| BURKE, KEVIN | | | MALETTE, RICHARD | | |
| GORHAM, VERN | | | SANTI, DAVID | | |
| HAM, DAVID | | | SCHOPPMANN, PAUL | | |
| HAYDEN, ARTHUR | | | STEPHENS, RICHARD | | |
| KILLAH, BRUCE | | | VAN ALSTINE, MAUREEN | | |
| LEVESQUE, MICHAEL | | | WHYNOTT, NED | | |

The Township of Billings
Lake Kagawong Resource Committee
Minutes May 26, 2022

PRESENT (electronically): Bryan Barker (Chair) Bob Clifford, Brian Foreshew, Sharon Jackson, Kathy McDonald (staff), Stan Pierce and Steve Webber

Regrets: John Hoekstra

1. Opening

Motion by Brian Foreshew, seconded by Sharon Jackson

That this meeting of Lake Kagawong Resource Committee be Opened at 7:00 p.m. with Chair Bryan Barker presiding.

Carried

2. Additions to the Agenda

None

3. Approval of the Agenda

Motion by Brian Foreshew, seconded by Stan Pierce

That the agenda for the May 26, 2022 meeting be accepted as presented.

Carried

4. Disclosure of Pecuniary Interest

None

5. Adoption of the Minutes – March 24, 2022

Motion by Brian Foreshew, seconded by Bob Clifford

That the minutes of the March 24th, 2022, meeting be accepted as presented.

Carried

6. Delegations

None

7. Old Business

a) Report on Water Levels at the dam – Brian Foreshew

The water level today was 213.07

b) Report on the status of OEC Website – Stan Pierce

Stan reported that the last update to the website was May 15th.

c) LKRC Stewardship – Amendment to LKRC TOR wording

Motion by Brian Foreshew, seconded by Steve Webber

Recommendation to Council that the Terms of Reference for the Lake Kagawong Resource Committee be amended to include Water Quality.

Carried

8. New Business

a) Committee Status

Councillor Barker advised the committee that at the end of the term of Council, the new Council will decide whether this committee remains in place.

b) Status of OEC Lease

OEC has sent the lease to their lawyer for revision. Once completed it will go to our lawyer.

9. Correspondence

None

10. Information

None

11. Closed Session

None

12. Recommendations to Council

None

13. Next Meeting

June 23, 2022, electronically

14. Adjournment

Motion by Brian Foresheew, seconded by Stan Pierce
That the meeting be adjourned at 7:54 p.m.

Carried

Township of Billings
Accounts Payable June 7 2022

| Date | Ck# | Name | Total Due |
|-------------|------------|---------------------------------------|---|
| May 12 2022 | 7272 | Fowlie, James | \$ 113.00 |
| May 12 2022 | 7273 | Freddie's Welding | \$ 384.20 |
| May 12 2022 | 7274 | Ministry of Finance Policing | \$ 18,316.00 |
| May 18 2022 | 7275 | Twp of Billings (Float Marina, Musue | \$ 400.00 |
| June 1 2022 | 7276 | Manitoulin Northshore Victim Servic | \$ 1,000.00 |
| | | | Replacement Cheque Project Lifesaver |
| June 1 2022 | 7277 | Bridal Viel Variety | \$ 1,059.39 |
| June 1 2022 | 7278 | Farquhars Diary | \$ 510.06 |
| June 1 2022 | 7279 | Henderson Electric Manitoulin Inc | \$ 1,751.50 |
| June 1 2022 | 7280 | Island Promotional Products | \$ 339.51 |
| June 1 2022 | 7281 | J.L. Richards | \$ 4,078.58 |
| June 1 2022 | 7282 | Kiviaho, Connie | \$ 81.36 |
| June 1 2022 | 7283 | Massey Wholesale Ltd. | \$ 380.89 |
| June 1 2022 | 7284 | Ontario Clean Water Agency | \$ 700.00 |
| June 1 2022 | 7285 | Pat Noble Lumber | \$ 173.30 |
| June 1 2022 | 7286 | Public Health Sudbury & District | \$ 2,308.00 |
| June 1 2022 | 7287 | Steele's Home Hardware | \$ 157.89 |
| June 1 2022 | 7288 | The Manitoulin Expositor | \$ 179.42 |
| June 1 2022 | 7289 | Township of Billings (Petty Cash) | \$ 271.94 |
| June 1 2022 | 7290 | Turner, John | \$ 226.78 |
| June 1 2022 | 7291 | UCCM Castle Building | \$ 507.60 |
| June 1 2022 | 7292 | Wally's Septic Service | \$ 282.50 |
| June 1 2022 | 7293 | WPCI Cedar Pointe | \$ 1,167.96 |
| | | Total Outstanding: | \$ 34,389.88 |
| | | Less Replacement Cheque | -\$ 1,000.00 |
| | | Total Accounts Payable | <u>\$ 33,389.88</u> |
| | | <i>Pre-Authorized Payments</i> | |
| | | Name | Total Due |
| June 1 2022 | DD | Sudbury Manitoulin DSAB | \$ 30,545.33 |
| June 1 2022 | DD | Ontario Clean Water Agency | \$ 9,904.00 |
| | | Total Pre-Authorized Payments | <u>\$ 40,449.33</u> |
| | | Total Accounts Payable | <u>\$ 73,839.21</u> |