



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

Council

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

Staff

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

1. Call to Order

Mayor Bryan Barker to call the meeting to order.

2. Approval of Agenda

2.1. Confirm approval of the agenda.

3. Disclosure of Pecuniary Interest

4. Adoption of Minutes

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

4.1. Regular Council Meeting – September 5th, 2023

5. Delegation

6. Committee Reports

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

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

7. Staff Reports

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

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

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

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

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

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

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

7.8. CLK-2023-09-29 Committee Update

8. Old Business

8.1. Procedural By-Law Update- Due to the current priority projects, the procedural by-law update has been delayed, staff propose to have a draft to Council at the beginning of 2024.

8.2. Council members are provided with an opportunity to bring up Old Business items.

9. Correspondence Requiring Direction

9.1. FONOM – September 10, 2023 Resolution

FONOM has made a request for Council support regarding Northern Ontario School of Medicine – Physician Shortage

10. Information

10.1. Increasing Deadstock Capacity Initiative

10.2. OPP: Distribution of Police Record Check Revenue to Municipalities

11. Accounts for Payment

11.1. Accounts for Payment to September 14, 2023

12. By-Laws and Agreements

12.1. 2023-94 Service Recognition Policy By-Law

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

13. Notice of Motions

14. Closed Session

14.1. **Move into Closed Session**

THAT the Township of Billings Council hereby moves into Closed Session pursuant to [s. 239(2)(f)] advice that is subject to solicitor-client privilege including communications necessary for that purpose – Old Mill Road Waterline project AND FURTHER returns to open session upon completion.

15. Report out of Closed Session

16. Confirmatory By-Law

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

17. Adjournment

17.1. Motion to Adjourn

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The Corporation of the Township of Billings

Council Meeting Agenda

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

Park Centre – 39 Henry Drive, Kagawong

Council

Bryan Barker, Mayor

David Hillyard, Deputy Mayor

Jim Cahill, Councillor

Vince Grogan, Councillor

Michael Hunt, Councillor

Staff

Emily Dance, CAO/Clerk

Tiana Mills, Deputy Clerk

Todd Gordon, Municipal Project Manager

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

Martin Connell, Fire Chief

1. Call to Order

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

2. Approval of Agenda

2.1. Confirm approval of the agenda.

2023-422

Moved by Hunt Seconded by Cahill

THAT the Township of Billings Council hereby approves the September 5, 2023 Council Agenda as presented.

Carried

3. Disclosure of Pecuniary Interest

Councillor Cahill: Disclosed a pecuniary interest on an item in closed session.

(details are not required to be included in the open minutes)

4. Adoption of Minutes

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

4.1. Regular Council Meeting – August 1st, 2023

2023-423

Moved by Grogan Seconded by Hillyard



THAT the Township of Billings Council hereby approves the August 1, 2023 Council Meeting minutes as presented.

Carried

5. Delegation

5.1. Pinchin Environmental

Mayor Bryan Barker welcomed Pinchin Environmental to the Council meeting.

Tim McBride, B. Sc., P. Geo., QPEAS Practice Specialist – Hydrogeology, Director, Landfill and Municipal Services, Alana Valle, B. Eng., Project Coordinator, EIT and Meagan Bradley, B.A. Project Manager, Environmental Due Diligence & Remediation, provided a presentation on the Kagawong Waste Disposal Site.

6. Committee Reports

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

6.1.1. Museum Committee Minutes: July 10th, 2023

Motion 2023-424

Moved by Grogan Seconded by Hillyard

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

Carried

7. Staff Reports

7.1. BE-2023-09-09- By-Law Information Update

Motion 2023-425

Moved by Hunt Seconded by Grogan

THAT the Township of Billings Council hereby receives for information Report Number BE-2023-09-09 AND directs staff to bring forward the Township Open-Air Burning By-law for Council review including the amendments for Council consideration including proposed procedures.

Carried

7.2. HS-2023-09-07 Health and Safety Information Update

Motion 2023-426

Moved by Hunt Seconded by Cahill

THAT the Township of Billings Council hereby receives for information Report No. HS-2023-09-07.

Carried



7.3. MPM-2023-09-13 Old Mill Road Bridge Project (2)

2023-427

Moved by Hillyard Seconded by Grogan

THAT the Township of Billings Council hereby approves Report MPM-2023-09-05 AND approves amending the original engineering design contract with EXP to include the Old Mill Road Tendering Proposal, AND FURTHER authorizes the appropriate By-Law coming forward on tonight's agenda.

Carried

2023-428

Moved by Cahill Seconded by Hillyard

THAT the Township of Billings Council hereby approves the re-allocation of \$71,700 from asset management to the Old Mill Road Bridge project in the 2023 Township of Billings Project budget.

Carried

2023-429

Moved By Hunt Seconded By Cahill

THAT the Township of Billings Council hereby approves bridge configuration Option #2 in the Kagawong Permanent Bridge Cost Estimates being, a 7.5m Wide Bridge with No Curb & Sidewalk. This bridge option will include two 3.25m lanes, two 0.5m shoulders, and guiderails.

Recorded Vote:

Cahill - yes

Grogan - no

Hillyard - no

Hunt - yes

Barker - no

Defeated

2023-430

Moved By Hillyard Seconded By Grogan

THAT the Township of Billings Council hereby approves bridge configuration Option #1 in the Kagawong Permanent Bridge Cost Estimates being, 7.5m Wide Bridge with Curb & Sidewalk This bridge option includes two 2.75m lanes, two 0.25m shoulders, guiderails, concrete curb, and a 1.5m wide concrete sidewalk AND FURTHER the sidewalk be located on the river side.

Recorded Vote:

Cahill - yes

Grogan - yes

Hillyard - yes

Hunt - yes

Barker – yes

Carried

7.4. PW-2023-09-05 – Kagawong Landfill Monitoring Agreement – Pinchin
2023-431

Moved By Grogan Seconded By Hunt

THAT the Township of Billings Council hereby approves report PW-2023-09-05 AND accepts the proposal from Pinchin for the 2023 Annual monitoring and summary report for the Kagawong Landfill AND FURTHER directs Pinchin to aggressively pursue the approval with the Ministry on the Townships behalf AND direct staff to review costs for the drone survey and a re-use it centre for Council consideration AND FURTHER authorizes the appropriate By-Law coming forward on tonight's agenda for the Kagawong Landfill Monitoring Agreement.

Carried

7.5. PW -2023-09-06 Island Wide Waste Management (2)
2023-432

Moved By Grogan Seconded By Hillyard

THAT the Township of Billings Council hereby approves Report PW-2023-09-06 AND formally commits to partnering with all the municipalities and first nation communities on Manitoulin Island to support an Island Wide Waste Management Solution AND commits to including \$5,000 in the 2024 Township of Billings Budget to move the initiative forward.

Carried

7.6. TR-2023-09-11 Tariff of Fees – Planning
2023-433

Moved by Hillyard Seconded by Grogan

THAT the Township of Billings Council hereby approves Report TR-2023-09-11 AND authorizes repealing By-Law No. 84-10 being the Tariff of Fees By-Law for Planning Matters to remove outdated planning application fees AND provide for a Tariff of Fees By-Law that will require a deposit for the cost recovery of actual costs for



developments requiring review from professional consultants AND FURTHER authorizes the appropriate By-Law coming forward on tonight's agenda.

Carried

7.7. CAO-2023-09-18 Lake Kagawong Open House Information
2023-434

Moved by Hunt Seconded by Grogan

THAT the Township of Billings Council hereby receives for information Report CAO-2023-09-18.

Carried

7.8. CAO-2023-09-19 Service Recognition Draft Policy
2023-435

Moved by Hillyard Seconded by Grogan

THAT the Township of Billings Council hereby approves Report CAO-2023-09-19 AND approves the adoption of a Service Recognition Policy AND FURTHER authorizes the appropriate By-Law coming forward.

Carried

7.9. CAO-2023-09-20 Health and Wellness Spending Account Draft Policy
2023-436

Moved by Cahill Seconded by Hunt

THAT the Township of Billings Council hereby approves Report CAO-2023-09-20 AND approves the adoption of a Health and Wellness Spending Account Policy AND FURTHER authorizes the appropriate By-Law coming forward.

Deferred

Staff was directed to review the policy further to tighten up the allocated provisions and bring back the policy at a future meeting.

7.10. CLK-2023-09-26 eScribe Agreement – Agenda Management
2023-437

Moved by Grogan Seconded by Cahill

THAT the Township of Billings Council hereby approves report CLK-2023-09-26 AND ratifies and confirms the subscription agreement with eScribe for electronic meeting management software AND FURTHER authorizes the appropriate By-Law coming forward on tonight's agenda.

Carried



2023-438

Moved by Cahill Seconded by Hillyard

THAT the Township of Billings Council hereby approves extending the meeting past the automatic adjournment of 10:00 pm

Carried

8. Old Business

None.

9. Correspondence Requiring Direction

9.1. EV Charging Station

2023-439

Moved By Cahill Seconded By Hillyard

THAT the Township of Billings Council hereby directs staff to review the Electric Vehicle Charging Station initiative, costs, available locations and any grants or subsidies available AND FURTHER that the information be brought forward during 2024 budget deliberations.

Carried

10. Information

- 10.1. AMO Delegation Letter
- 10.2. Modernizing Environmental Assessment Act
- 10.3. Red Tape Reduction for Designation Broadband Projects
- 10.4. Building Faster Fund
- 10.5. MPAC Property Assessment Update
- 10.6. Manitoulin Phragmites Project

Locations: Newburn (treated August 16th), Grandor (treatment not required), Windjammer (not yet treated) and Mud Creek (missed during initial Council discussion, to be treated after labour day weekend)

2023-440

Moved By Grogan Seconded By Hunt

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

Carried

11. Accounts for Payment

- 11.1. Accounts for Payment to August 28, 2023 (*August 11, 2023 & August 28, 2023*)

2023-441



Moved By Hunt Seconded By Cahill

THAT the Township of Billings Council hereby receives, ratifies, and confirms the accounts for payment to August 28, 2023.

Carried

12. By-Laws and Agreements

12.1. 2023-86 eScribe Agreement By-Law
2023-442

Moved By Grogan Seconded By Cahill

THAT By-Law No. 2023-86 being the eScribe Agreement By-Law be read a first, second and third time and finally passed this 5th day of September, 2023.

Carried

12.2. 2023-87 Tariff of Fees By-Law
2023-443

Moved By Grogan Seconded By Hillyard

THAT By-Law No. 2023-87 being the Tariff of Fees By-Law be read a first, second and third time and finally passed this 5th day of September, 2023.

Carried

12.3. 2023-88 EXP Old Mill Road Bridge Engineering Amendment By-Law
2023- 444

Moved By Hunt Seconded By Cahill

THAT By-Law No. 2023-88 being the EXP Old Mill Road Bridge Engineering Amendment By-Law be read a first, second and third time and finally passed this 5th day of September, 2023.

Carried

12.4. 2023-89 - 2023 Pinchin Agreement for Annual Reporting and Monitoring for the
Kagawong Landfill

2023-445

Moved By Hunt Seconded By Grogan

THAT By-Law No. 2023-89 being the Pinchin Agreement for Annual Reporting and Monitoring for the Kagawong Landfill By-Law be read a first, second and third time and finally passed this 5th day of September, 2023.

Carried

13. Notice of Motions



None.

14. Closed Session

14.1. Move into Closed Session

2023-446

Moved By Seconded By

THAT the Township of Billings Council hereby moves into Closed Session pursuant to [s. 239(2)(d)] Labour relations or employee negotiations, Personnel matter (3 items), AND pursuant to [s. 239(2)(e)] Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality – Vehicle incident AND FURTHER returns to open session upon completion.

Carried

15. Report out of Closed Session

2023-458

Moved By Hunt Seconded By Hillyard

THAT Mayor Barker reported a closed meeting was held where direction was given to staff regarding three personnel matters, due to time constraints the information regarding advice subject to solicitor-client privilege related to the Old Mill Road Waterline project was deferred to a future meeting and information was received regarding litigation or potential litigation regarding a vehicle incident.

Carried

2023-459

Moved By Grogan Seconded By Hunt

THAT By-Law No. 2023-91 being the Amend Volunteer Firefighter Appointment By-Law be read a first, second, and third time and finally passed this 5th day of September, 2023.

Carried

2023-460

Moved By Grogan Seconded By Hillyard

THAT By-Law No. 2023-90 being the Appoint Tina Beckerton as Accounts Payable/Tax Clerk By-Law be read a first, second, and third time and finally passed this 5th day of September, 2023.

Carried

2023-461

Moved By Hunt Seconded By Hillyard



THAT By-Law No. 2023-92 being the Salary Ranges for the Employees of the Corporation of the Township of Billings Amendment By-Law be read a first, second, and third time and finally passed this 5th day of September, 2023.

Carried

16. Confirmatory By-Law

16.1. By-Law No. 2023-93 Being the September 5th, 2023 Confirmatory By-Law
2023-462

Moved By Grogan Seconded By Hunt

THAT By-Law No. 2023-93 being the being the September 5th, 2023 Confirmatory By-Law be read a first, second, and third time and finally passed this 5th day of September, 2023.

Carried

17. Adjournment

17.1. Motion to Adjourn
2023-463

Moved By Hunt Seconded By Grogan

THAT the Regular Council Meeting hereby adjourns at 11:00pm.

Carried

Mayor Bryan Barker

CAO/Clerk Emily Dance



MANITOULIN PLANNING BOARD

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

August 23, 2023

MINUTES OF PLANNING BOARD MEETING - August 22nd, 2023

At a Meeting of the Manitoulin Planning Board held at the Planning Board Office, Gore Bay, Ontario, on Tuesday, August 22nd, 2023, the following Members of Planning Board were present:

- | | | | |
|----|-------------|----|--------------|
| 1. | L. Hayden | 4. | R. Stephens |
| 2. | K. Noland | 5. | T. Mackinlay |
| 3. | D. McDowell | 6. | D. Osborne |

Regrets: D. Head, B. Barker, J. DeForge, R. Brown

Also in attendance for the meeting were:

Christopher Seguin for File No. B19-23 and 2022-05ZBL-23-002;
Shawn Morrison for File No. B19-23; Dustin Woods & Jennifer Woods for File No. B19-23;
Travis Haines & Justyna Haines for File No. B19-23; Nathan Hill for File No. B18-23; and
Neil Henman, interested party

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

The meeting was called to order at 7:00 p.m. by Chair L. Hayden, who welcomed all present.

The Chair asked if there were any Board Members who wished to declare a conflict of interest with any of the items listed on the agenda or having to do with the previous Board Meeting held on July 25th, 2023.

There were no conflicts declared.

1. ORDER OF BUSINESS

The Chair requested the adoption of the order of business.

MOTION

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

2. MINUTES OF PREVIOUS BOARD MEETING - July 25th, 2023

The Chair announced that the Minutes of the Board Meeting held on July 25th, 2023 had been circulated to the Board Members and requested that any errors or omissions be stated.

There was none.

MOTION

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

BUSINESS ARISING FROM MINUTES OF THE PREVIOUS BOARD MEETING - July 25th, 2023

There was none.

3. VARIABLE EXPENDITURES

There were no questions of the variable expenditures as circulated.

MOTION

It was moved by R. Stephens and seconded by D. McDowell that the variable expenditures be accepted as presented,
- Carried.

Board Minutes
August 22nd, 2023 - Continued

The Public Meeting for Amendment File No. 2022-05ZBL-23-002 was called to Order by Chair L. Hayden, who welcomed all present.

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

- l) File No.: 2022-05ZBL-23-002
Owner: Christopher Seguin
Location: Part Lot 19, Conc. VII
Surveyed as Part 1, Plan 31R-3754
(Located at #20473 Highway No. 540)
Township of Robinson, District of Manitoulin

Chair L. Hayden opened the Public Meeting at 7:05 p.m. prior to the regular meeting of Planning Board.

The required Public Meeting was held by the Manitoulin Planning Board on Tuesday, August 22nd, 2023 and Christopher Seguin, applicant, was present during the meeting.

A Zoning Amendment Application has been received from Christopher Seguin to permit by Special Provision, one (1) portable storage container to be located and used as a single detached dwelling (4 season home) in a Rural (R) Zone, within lands located at #20473 Highway No. 540, Township of Robinson.

The Secretary-Treasurer read a planning report and passed around pictures and plans of the proposed 'Portable Storage Container' home. A letter from SE Engineering was attached to the Board Meeting Agenda.

Mr. Seguin spoke to the application and answered questions from the Board Members.

There were no other members present that wished to speak in favour or in opposition of the proposed Amendment Application.

MOTION

It was moved by D. McDowell and seconded by D. Osborne that the Public Meeting be closed at 7:34 p.m.,
- Carried.

The Secretary-Treasurer presented the Application.

Christopher Seguin has submitted a Zoning Amendment request to permit one (re-constructed) portable storage container to be located on a site specific basis, and used on as a single detached dwelling (4 season home) in a Rural (R) Zone, within lands located at #20473 Highway No. 540, Township of Robinson.

Zoning By-law No. 2022-05 for the Unincorporated Townships of Robinson and Dawson was approved on September 28, 2022 during a formal process as required under the Planning Act. To date, the Planning Board has not given any approvals permitting the use of a portable storage container as a single detached dwelling. A Zoning Conformity Permit, No. LC21/22, has been issued for a (traditional) single detached dwelling.

Section 14.1 - Rural (R) Zone, permits a single detached dwelling. Section 4.1.6. allows Portable Storage Containers to be used for storage purposes in the General Industrial (M) Zone only.

Section 2.0 - Interpretation - states in part under Subsection 2.1:

' Nothing in this By-law shall be construed to exempt any person from complying with the requirements of any other By-law of the Planning Board or from any Law of the Province of Ontario or Canada.'

Section 4.1.6 - Portable Storage Containers states:

- 1. *Portable Storage Containers are only permitted in the General Industrial (M) Zone for storage purposes, only as an accessory use on a lot that has an established primary use.*
- 2. *Portable Storage Containers shall conform to the following provisions:*
 - a) *such containers shall be maintained in an orderly appearance, i.e. not rusted;*
 - b) *such containers shall be subject to the zone provisions of the primary use;*
 - c) *such containers shall not be located in any required parking space;*
 - d) *Portable Storage Containers shall be included in the lot coverage calculations.'*

Board Minutes
August 22nd, 2023 - Continued

Amendment File No. 2022-05ZBL-23-002 - Continued

The use of a Portable Storage Container for residential uses in the Rural (R) Zone is prohibited. Therefore an Amendment to the Zoning By-law No. 2022-05 is required.

The Manitoulin Planning Board has no mandate to ensure that the Ontario Building Code has been followed and safety inspections are not done for structural safety, proper anchorage, etc. The applicant will be responsible to follow the rules and regulations of the Ontario Building Code, the Public Health Unit, and Hydro One, etc.

The subject ±0.2 Hec. parcel of land, surveyed as Part 1, Plan 31R-3754, is an existing lot having a frontage of ±40.23 M. on Hwy No. 540, and has been owned by the applicant since October 21, 2022. The applicant is proposing to locate a Portable Storage Container within the lot, which is to be modified/re-constructed for a year round (4 season) residential use, as per the requirements of the Building Code .

During a site visit to the property of August 14th, 2023 it was discovered that a two-storey structure has been placed within the property. The applicant was contacted and he advised that the structure is a tool shed, placed within the property to be used during the construction of the dwelling. If the structure is to be an accessory structure and remain permanently within the property, a Zoning Conformity Permit will be required.

Residential uses exist to the west, to the east, and to the north across the Highway. There is a vacant parcel of land to the south.

The subject land is located within a Rural (R) Zone and will remain in a Rural (R) Zone. The proposal is to permit by Special Provision, on a Site Specific basis, one (1) portable storage container to be located and used as a single detached dwelling, in addition to uses permitted in the Rural (R) Zone.

The Official Plan designation is Village Area. The Official Plan is silent on the use of portable storage containers.

Official Plan Policy C.2.1 -Permitted Uses - states:

' Subject to other policies of this Plan, the following policies will apply in determining uses permitted on lands within Village Areas, as shown on Schedule A.

1. *Low density residential dwellings will be permitted;*
7. *The specific uses permitted and accessory uses will be established in the Zoning By-law.'*

The subject land will remain designated as being within a Village Area and all Official Plan (OP) Policies applicable thereto will continue to apply.

According to the application servicing will consist of a private well and private individual sewage disposal system. The Public Health Unit have advised that they will not comment on servicing as part of an Amendment Application.

Fire Protection is available via the Robinson Township Volunteers.

Garbage collection is available via the Robinson Township Local Services Board.

The applicant accesses his property from an existing entrance, #20473 Highway No. 540, a provincially maintained highway. An MTO entrance permit, No. EN-2022-54S-00000052-V1, dated October 26, 2022, accompanied the application. An MTO Building and Land Use permit, No. BL-2022-54S-00000025 V1, issued on October 26, 2022, also accompanied the Application.

Hydro One was circulated as part of the preliminary review of the application for comments. Hydro One advised that they have no concerns; that they have an unregistered easement; that they do not require an easement or occupational rights; and that they own the poles.

Section 3 of the Planning Act requires that decisions affecting planning matters *'shall be consistent with'* policy statements issued under the Act. Planning decisions for the Manitoulin Planning Area must be consistent with Policies of the Provincial Policy Statement (PPS) 2020. There does not appear to be any conflict or adverse impacts to policies expressed by the (PPS) 2020.

Board Minutes
August 22nd, 2023 - Continued

Amendment File No. 2022-05ZBL-23-002 - Continued

The application to amend Zoning By-law No. 2022-05 was circulated on July 31st, 2023 to the Township of Robinson Local Roads Board (RLRB), Ontario Power Generation, Metis Nation of Ontario, the Rainbow and District School Board, Bell Canada, and to all property owners within 120 metres as required by Ontario Regulation 545/06.

The Robinson Local Roads Board have not advised of any concerns or requested additional time to do so.

There have been no inquiries or concerns received from the agencies or the property owners circulated, or from the posting of the signs on the property.

Consideration of the application included:

-traditional built home vs portable storage container (modified) home; container home is similar to a modular home, comes in pieces that are put together; the container is welded together into one structure; designed for residential uses; a Zoning Conformity Permit has been issued for a (traditional) type home not a container home; minimum size requirement is 55 sq. m.; tool shed may not be in compliance with the Zoning By-law, no construction started; a container home is popular in Southern Ontario but not on Manitoulin Island (yet); do not know of other municipalities on Manitoulin Island that have approved a year round home designed from portable storage containers; approval for Barrie Island for seasonal container home where the building code is enforced; how to avoid rust and becoming unsightly; the proposed design is actually four containers reconstructed into one 640 sq ft. (59.5 sq. m.) structure; the building code is not enforced; no follow-up by a building inspector for structural safety, proper anchorage, safety inspections; cannot hire a building inspector to enforce the Building Code in the Unincorporated Townships; need to trust that the applicant will build according to the Building Code; this would be the first approval for this type of home, want to have all the information to make a Decision, want to do it right the first time; incomplete report, only an opinion of design; the report is how things should/could be done not how they will be done; the design plans are not stamped by an engineer; the documentation submitted does not satisfy the Ontario Building Code; need stamped engineered design plans; need engineered truss design to meet the snow load; could the approval be conditional on conformity to the Building Code?

Mr. Seguin spoke to the application and answered questions from the Board Members. He explained that the structure is manufactured in a plant in Southern Ontario, stamped/stickered for use in Canada, and delivered to the building site; has a third party for inspections at the manufacture plant; the proposed design is four containers put together into one structure and designed as a residential dwelling; the current design will have a roof to address the snow load for a four-season home; marine paint is to be used which has a life span of 3 to 5 years; the engineered drawings are not usually ordered until the construction begins, they are costly; he is not proposing any additional container homes in the Townships of Robinson or Dawson; he wants to live on the site with a container home if allowed and if not in a traditional built home; asked if the board would consider approval conditional on the engineered drawings being submitted for review.

The Secretary-Treasurer explained that if the Planning Board was to approve a By-law that it cannot be made conditional on conformity to the Building Code Act or stamped engineered plans.

D. Osborne, Board Member (and Chief Building Official (CBO) for other municipalities in the District of Manitoulin) advised that he was not opposed to reviewing the engineered plans and give an opinion, as he is not the CBO for the Unincorporated Townships of Robinson and Dawson.

Mr. Seguin was in agreement to provide engineered drawings to the Planning Board for further consideration.

The following Motion resulted:

MOTION

It was moved by T. Mackinlay and seconded by R. Stephens that Decision for Amendment File No. 2022-05ZBL-23-002 be deferred until engineered design plans including engineered truss designs for the roof design, are submitted and reviewed by the Planning Board,

- Carried.

Board Minutes
August 22nd, 2023 - Continued

5. PRESENTATION OF APPLICATIONS FOR CONSENT

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

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

6. APPLICATION FOR VALIDATION OF TITLE - FILE NO. V01-2023

Applicant:	Kevin Hutchinson (Trustee)
Owner:	J. Douglas Hutchinson
File No:	V01-2023
Property Description:	Part Lot 7, Conc. IV Surveyed as Part 1, Plan 31R-914 (#2205 Highway No. 542 Township of Sandfield, Municipality of Central Manitoulin District of Manitoulin

An Application for Validation of Title has been made by Kevin Hutchinson on behalf of the Estate of J. Douglas Hutchinson, to correct a contravention to Section 50 of the Planning Act.

File No: V01-2023 applies to the above mentioned parcel of land being a lot, surveyed as Part 1, Plan 31R-914, having a frontage of ± 26.9 M. (88.3 ft.) on Highway No. 542, a provincially maintained highway and an average depth of ± 39.4 M. (129.3 ft.), thereby containing an area of ± 0.11 Hec. (0.28 Acres). There is a dwelling and a garage located within this lot, which were built in the early 1940's. The dwelling is currently occupied by Sara Hull.

In the year of 1925 by Transfer 653, the subject parcel of land (which was not surveyed) was conveyed from the Manitou Fish Company Ltd. to Andrew Mitchell,

In the year 1939 by Transfer No. 865, the same parcel of land was conveyed from the Estate of Andrew Mitchell to Stanley S. Brown. This was a metes and bounds property description.

In the year 1970 by Transfer T-13466, the parcel of land was conveyed from the Estate of Stanley S. Brown to Elvern S. Brown.

A Plan of survey, No. 31R-914, was deposited on November 28, 1979. The property is now described as being Part 1, Plan 31R-914 and the abutting land is described as being Parts 2 & 3, Plan 3R-914.

In the year 1980 by Transfer T-31018, the parcel was conveyed from Elvern S. Brown to herself and her son Stanley G. Brown (jointly).

In 1984 by Transfer RM38658, the land was transferred from Elvern S. Brown and Stanley G. Brown (jointly) to Stanley G. Brown and Joyce Brown (jointly).

In 1986 By Transfer 42000, the parcel was conveyed from S. Goldwin Brown and Joyce Brown to J. Douglas Hutchinson and Mary C. Hutchinson. (It would appear that during this time 1984 and 1986 that Elvern Brown and Stanley G. Brown deceased)

At this point (1986) this parcel of land, surveyed as Part 1, Plan 31R-914 merged together with abutting land surveyed as Parts 2 & 3, Plan 31R-914 also owned jointly by J. Douglas and Mary C. Hutchinson. This was more than likely not intentional as the abutting lot contained a separate dwelling and garage that were built in the early 1950's.

In 1987 by Transfer RM43604, the parcel of land, Part 1, Plan 31R-914, was transferred from J. Douglas Hutchinson and Mary C. Hutchinson (jointly) to J. Douglas Hutchinson (sole ownership).

This is where the contravention to Section 50 of the Planning Act occurred. J. Douglas Hutchinson and Mary C. Hutchinson had an interest in abutting land, surveyed as Parts 2 & 3, Plan 31R-914. Consent to Sever approval was not granted. Under the provisions of the Planning Act the land transfer/deed No. RM43604 from J. Douglas Hutchinson and Mary C. Hutchinson (jointly) to J. Douglas Hutchinson (sole ownership) is 'Void Ab Initio' and of no legal effect and such transfer is thus void and of no legal effect. The transfer RM43604 is not valid. The current resident, Sara Hull, does not have a clear title to Part 1, Plan 31R-914.

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Validation File No. V01-2023- Continued

Since 1987, there have been two additional transfers of Part 1, Plan 31R-914.

In 1987 by Transfer 59015, the land was conveyed from J. Douglas Hutchinson to Karen Ruth Shaw.

In 2006 by Transfer RM76424, the land was conveyed from Karen Ruth Shaw to Sara Hull and James Hull.

In 2012 by Transfer RM81823 James Hull deceased and Sara Hull obtained (unclear) title to Part 1, Plan 31R-914. To date, it does not appear that ownership has been changed to S. Hull (solely) for Part 1, Plan 31R-914.

Transfers, 59015 and RM76424 as registered in the Land Registry Office in Gore Bay, Ontario also violate the Subdivision Control Provisions of the Planning Act. The transfers are void and have no legal effect.

Subdivision Control came into effect in June 1970, therefore Transfer RM43604 resulted in a contravention to Section 50 of the Planning Act. J. Douglas Hutchinson is now deceased and Kevin Hutchinson, executor of his estate, has made an application for a Validation Certificate to Validate Transfer RM43604 in order to correct the contravention and give clear title to Part 1, Plan 31R-914. If approved this will also give clear title to Parts 2 & 3, Plan 31R-914 in order to settle the Estate of J.D. Hutchinson.

- Access: is via an existing entrance, #2205A Highway No. 542, a provincially maintained highway.
- Servicing: no new services are required at this time; the subject lot has an existing class 4 septic system
- Fire Protection: Available - via Volunteer Fire Department
- School Bussing: Available
- Garbage Collection: Available

The subject land has been designated as being within a Village Area and is zoned Hamlet (H). There are no zoning changes proposed. The land subject to this validation application contains a dwelling and garage that were built in the early 1940's. The structures were built before the Township of Sandfield Zoning By-law No. 80-05 (1983) and before the Municipality of Central Manitoulin's current By-law No. 2002-07 (2002).

There are no building permits available. The existing residential uses are proposed to continue.

There does not appear to be any conflict or adverse impacts to policies expressed by the Provincial Policy Statement 2020.

Section 57 (8) of the Planning Act states:

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

Therefore, based on the aforementioned analysis it is recommended that the Planning Board may consider approval of the Validation of Title as proposed, conditional on:

- i) a copy of Survey Plan 31R-914;
- ii) a written confirmation from the Municipality that all outstanding property taxes have been paid; and
- iii) an undertaking from a Solicitor stating that a copy of the registration of the Transfer, and the new resulting Property Identification Number (PIN) will be provided to the Manitoulin Planning Board.

MOTION

It was moved by R. Stephens and seconded by T. Mackinlay that Planning Board approve the Validation of Title for File No. V01-2023 as proposed, subject to the three conditions as per the recommendation,

- Carried.

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August 22nd, 2023 - Continued

7. GENERAL, REGULAR AND NEW BUSINESS

Official Plan Amendment (OPA) No. A-3 for the Natural Heritage System Strategy (NHSS)

The Secretary-Treasurer reported that on July 25th, 2023 Arielle Zamdvaiz, Planner for the Ontario Ministry of Municipal Affairs and Housing (MMAH) had a telephone conversation with Planning Board staff, T. Carlisle and J. Diebolt regarding Official Plan Amendment (OPA) A-3 - Natural Heritage System Strategy (NHSS).

She advised that her comments would be verbal only and would not be followed by any written summary, as directed by the Minister of MMAH. She also advised that at this time, this was the same procedure for all OPA's and OP that are currently with MMAH. She required confirmation that the telephone conversation would not be recorded.

In review of OPA A-3 - NHSS the following verbal recommendations were:

1. The Ministry of Natural Resources and Forestry (MNRF) have requested that the Manitoulin Planning Board (MPB) provide a detailed document with supporting information to accompany the OPA with an explanation of where the information came from and how the information was used to prepare the text, mapping, and linkages using the Consultants Report, the Natural Heritage Manual, the Provincial Policy Statement, and any other supporting documentation.
2. The Ministry of Natural Resources and Forestry (MNRF) have requested that the MPB revisit/update the text for the Unevaluated Wetlands, Coastal Wetlands and Provincially Significant Wetlands to reflect the recent changes in the Ministry's role in Wetland Evaluations as implemented in the updated Ontario Wetland Evaluation System (OWES). The MNRF (effective December 2022) no longer review or approve Wetland Evaluations. Minor changes are needed to Section D.4(b).1. and Section D.4(b).2. to remove the requirement of provincial review and approval.
3. The Ontario Ministry of the Environment, Conservation and Parks (MECP) have requested that the current policies in the Official Plan under Section D. be included with the NHSS for consistency and easy reference and that good planning practices should reference the Lake Shore Capacity Handbook.

Ms. Zamdvaiz recommended that the Manitoulin Planning Board (MPB) and the member Municipalities hold Public Meetings and then the revised (as proposed) OPA - No. A-3 for the NHSS be re-submitted to MMAH as required under the Planning Act.

The Secretary-Treasurer informed the Board that in her opinion the Board had three options in considering the 'Next Steps' for the NHSS.

- a) the three recommendations could be implemented and then Notice of the 2nd Public Meeting could be made; or
- b) the NHSS could be kept as is (without the recommendations) and the Notice of the 2nd Public Meeting could be made; or
- c) the MPB could choose to wait until formal written comments are received from MMAH regarding the OPA-A3 and the NHSS, before considering the 'Next Steps'.

Discussion among the Board Members resulted in the following motion:

MOTION

It was moved by R. Stephens and seconded by T. Mackinlay that Planning Board will table the information presented and will wait until the Ministry of Municipal Affairs and Housing provide formal written comments regarding Official Plan Amendment No. A-3 for the Natural Heritage System Strategy (NHSS) before additional consideration is given to the 'Next Steps'.

- Carried.

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August 22, 2023 - Continued

Application File No.: B18-23 No. of Members Present: 6
Date of Decision: August 22, 2023
Location of Property: Part Lot 1, Conc. VIII, Lying North of Part 1, Plan 31R-3595,
Township of Burpee, Municipality of Burpee-Mills, District of Manitoulin

DECISION

The purpose of this application made under Section 53(1) of the Planning Act by Christopher Seguin on behalf of 2672818 Ontario Inc. (Travis Haines) is to provide for the creation of a new lot together with a right-of-way, for residential uses.

File No. B18-23 proposes to create a new lot having a frontage of ± 46.1 M. on Elizabeth Bay of Lake Huron and an average depth of ± 100.75 M., thereby containing an area of ± 0.46 Hec. There are two seasonal dwellings, which are part of the former 'Pine Haven Cottages' Tourist Business that are to be removed and relocated within the retained land. This lot will be together with right-of-way over an existing private access traversing the retained land, surveyed as Part 4, Plan 31R-2377 and will be subject to right-of-way in favour of three lots previously created by Consent to Sever, surveyed as Parts 1 to 3 & Parts 5 to 10, Plan 31R-2377. The applicant proposes to construct a seasonal dwelling within this lot.

The retained land has frontages of ± 197.6 M. on the travelled municipal marine allowance/Lake Huron, known as Beach Road and ± 418.4 M. on the non-maintained road allowance between the Township of Burpee and the Township of Robinson and an average depth of ± 380.9 M., thereby containing an area of ± 11.9 Hec. According to the application this parcel of land contains nine (9) cabins, a main lodge, three (3) trailers, two (2) shower houses, a garage, a storage shed and a privy, which are to be demolished and rebuilt and used for Commercial Recreational (CR) uses.

Mr. Seguin, agent for the application, provided the following covering letter dated July 4th, 2023:

Dear Board Members,

The Owner/Applicant has submitted a consent application to the MPB to sever one lot from the existing lot of record mentioned above. The purpose of this application is to allow the Owner/Operator to retain the new lot to construct a dwelling that will be used as a living quarters for the Owner/Operator that will run and maintain the existing cabin establishment.

The existing cabins were serviced using class 1 sewage system (privy), which will need to be upgraded to a communal class 4 sewage system. Public Health Sudbury District can only approve sewage systems up to a maximum daily sewage flow of 10,000 litres per day on any existing lot of record. The existing cabins on the property would require the entire proposed 10,000 litres communal system to service them alone, leaving no space that proposed communal system to support a separate dwelling that would be used by the Owner/Operator.

The Owner/Operator would like the Board Members to consider the need for a separate lot that would have a personal sewage system & personal drilled well installed, that would be able to service a dwelling/living quarters for the Owner/Operator. This proposed dwelling would require its own 1100-1600 Litre Class 4 Sewage Disposal System to be installed on approval of PHSD.

The proponent does not wish to sever anymore of the retained property via a subdivision plan in the future. The approval of this application for the consent to sever would allow the owner/Operator to maintain and operate the adjacent existing cabin establishment by living directly next door, along with also avoiding having to approach the MOE to install a larger more complicated sewage system that we feel is not required.'

This proposal was sent to the Municipality of Burpee-Mills for their consideration prior to being put into process for the reasons that approval would result in a 4th lot being created by the Consent to Sever process rather than by the Plan of Subdivision process; the proposed new lot is within a Commercial Recreational (CR) Zone; a communal class 4 septic system is proposed for the Business; and access will be via a private right-of-way surveyed ± 10.0 M. wide to the travelled non-maintained (Burpee) municipal road allowance and then to the maintained municipal road in Robinson Township. The preconsultation was done to obtain information and to guide the applicant on the approval process.

The Municipality of Burpee-Mills advised on August 3rd, 2023 of Resolution No. 2023-134 as follows:

'WHEREAS Council is in receipt of an Application for Severance for Concession 8, Part Lot 1, Burpee requesting a fourth severance. Council does not approve a fourth severance. Council has concerns; does not need lot for septic proposal.'

Mr. Seguin, agent for the application, was advised of the Municipal Resolution. He advised that they would like to proceed with the consent to sever application and instructed the Secretary-Treasurer to proceed with formal circulation of the application.

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August 22, 2023 - Continued

Application File No. B18-23 - continued
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There have been two previous applications for Consent to Sever involving the subject land.
File No. B60-91 provided for the creation of three new lots together with right-of-way, and subject to right-of-way, surveyed as Parts 1 to 10 on Plan 31R-2377; and
File No. B64-05 provided for Bell Canada Easements over the subject land, surveyed as Part 1, Plan 31R-3308.

The land subject to the current application is the resulting retained land of Consent to Sever File No. B60-91.

There has also been an application for Amendment and by By-law No. 91-12, rezoned the three lots, created by File No. B60-91 from Commercial Recreation (CR) Zone to Shoreline Residential (SR) Zone (Plan 31R-2377).

This application was circulated on July 7th, 2023 to the Wiikwemkoong Unceded Territory and to the United Chiefs and Councils of Mnidoo Mnising (UCCMM), as per Official Plan Policy F.5 - Consultation and Engagement.

The Wiikwemkoong Unceded Territory advised, via email, that they have no concerns or comments for the application.

Saul Bomberry, UCCMM, advised via email that the UCCMM have reviewed the material sent and have no comments.

According to the application services are proposed to be via private well and private individual septic system for the severed land and via communal well and communal class 4 septic system for the retained land. Currently there are no existing wells or septic systems.

The Public Health Unit Sudbury and District (PHSD) advised that they have no concerns and that the proposed severed and retained lots are capable of development for installation of a septic tank and leaching bed system.

For clarification, the Secretary- Treasurer contacted the Public Health Sudbury and District (SDHU) and spoke to Richard Auld and asked how many dwellings and/or bathrooms could be accommodated with a class 4 septic system with a daily flow rate of up to 10,000 litres per day. He advised that it depended on a number of things, but generally no more than thirteen (13) bedrooms and that any additional bathrooms would also factor into the calculation, i.e. main lodge. He advised that the capacity is based on all the bedrooms for all the dwellings even if there is more than one septic system on a lot and that if the flow rate was more than 10,000 litres per day, approval would be by the Ministry of the Environment, Conservation and Parks (MECP) and an engineered septic system may be required.

The subject land has been designated Shoreline Area and Rural Area and zoned Commercial Recreation (CR).

The Zoning By-law for the Township of Burpee, No. 80-9, under Section 7.7.1.1 - Commercial Recreation (CR) Zone - permits a dwelling unit or units in accordance with the provisions of Section 6.11 of the By-law.

Section 6.11 - Dwelling Unit in Non-Residential Building or Lot - states:

- ' a) *One single family dwelling unit for use by the owner or operator shall be permitted with a private water supply and sewage system where such has been approved by the Ministry of the Environment.*

It was explained to Mr. Seguin that an Amendment to the Municipal Zoning By-law for the proposed new lot would be required to rezone from Commercial Recreation (CR) Zone to Shoreline Residential (SR) Zone to permit a seasonal dwelling.

Official Plan Policy B.2.3 - Shoreline Areas - states:

' *The following policies apply to Shoreline Areas:*

1. *Locations of Shoreline Areas are illustrated on Schedule A. Shoreline Areas will accommodate predominately existing residential, commercial, recreational and open space, and related uses.*
2. *Limited growth and development may be accommodated through appropriate infill, in accordance with the policies of Section E.2 (Water and Sewage Systems), and through the development of vacant lands in accordance with the following:*
 - a) *environmental policies of Section D (Environment and Resource Policies) are complied with; and*
 - b) *an appropriate servicing system is provided in accordance with the policies of Section E.2.*

Policy E.2.3 - Private Water and Sewage Services states:

5. *Communal servicing systems to service new development will not be permitted*

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August 22, 2023 - Continued

Application File No. B18-23 - continued
August 22nd, 2023

There is a hydro line traversing the subject land and Hydro One was circulated as part of the preliminary review. Josh Waytowich advised via email that Hydro One has an unregistered easement over the subject land; they do not require an easement for occupational rights; and they own the poles.

Access for the severed land will be via private right-of-way, surveyed as Part 4, Plan 31R-2377 over the retained land, to the travelled non-maintained Burpee Township marine allowance, known as Beach Road to a maintained municipal road in the Township of Robinson, known as Beach Road South. Access for the retained land is also to be via Part 4, Plan 31R-2377 and over Beach Road to Beach Road South.

From information available, the subject land does not appear to have any natural heritage features or species at risk concerns. This proposal is considered to be in conformity with the Provincial Policy Statement (PPS) 2020.

The application was circulated on August 4th, 2023 to the Municipality of Burpee-Mills, to the Robinson Local Roads Board as an abutting Municipality, Bell Canada and to all property owners within 60 metres and by the posting of a notice, clearly visible and legible from a public highway or other place to which the public has access, as required by Ontario Regulation 197/96.

The Municipality of Burpee-Mills advised that the proposed new lot does not conform to the Municipal Zoning By-law and if Consent to Sever is granted that Council ask for an Amendment to rezone from Commercial Recreation (CR) Zone to Shoreline Residential (SR) Zone and Council would also request the location of the access may need a survey.

The Robinson Local Roads Board have not advised of any concerns or requested additional time to do so.

Bell Canada advised via email on August 8th, 2023 that they have no comments or concerns with the application.

There was a telephone inquiry on August 10th, 2023 from D. Woods, (#81 Beach Road) requesting additional information about the application and if this would be a fourth lot being created by the Consent to Sever process. By email received on August 22nd, 2023 he advised that he will be attending the Planning Board Meeting and requested to speak to the application. No written comments were received.

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

Christopher Seguin, agent for the application, Travis & Justyna Haines, land owner(s), Dustin and Jennifer Woods, owners of #81 Beach Road, Shawn Morrison, owner of #71 Beach Road, and Neil Henman, interested party, were in attendance during consideration of the application.

Chair Hayden requested comments from the Planning Board Members.

Discussion among the Board Members included:

- municipal comments stand; do not support a 4th lot; should stay with the OP Policy - 3 lots then Plan of Subdivision; a dwelling for the owner/operator is permitted in the CR Zone; the owner/operator could live on the CR property; no need for a 4th lot; engineered septic system would address the CR Zone uses; commercial septic system is better for a CR use; appears the development proposal is already beyond the 13 bedrooms; is current access ok for a fire truck; access should be improved to 20 metres wide; is the access on the marine allowance or on private land; Township needs to know if Beach Road encroaches onto private property - may need a survey; Beach Road is not snow ploughed; demolition permits received but not issued yet; proposal to rebuild on the same footprint for the cabins; approval is being asked for a 4th lot not approval of the septic system.

Chair Hayden then requested comments from those in attendance.

Mr. Seguin answered some questions and spoke to the application which included: a Plan of Subdivision is not feasible; could only create 4 or 5 lots; approval from MOE for a commercial septic system would allow bigger development; more trailers, more cabins; a commercial type septic system is expensive; the applicant does not want to do this; Beach Road appears to be on the municipal allowance not on the subject property according to his conversation with staff member, J.Diebolt.

Mr. Morrison answered some questions and spoke to the application which included: he was ok with the demolitions proposed; he was not opposed to the 4th lot; a 4th lot would ensure good access to his lot; not in favour of widening the right-of-way; big trucks can get through now; likes his privacy; he wanted to make sure the CR operation has the appropriate servicing.

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Application File No. B18-23 - continued
August 22nd, 2023

Mr. Haines answered some questions and spoke to the application which included: if a commercial septic system is being required he could put a lot more trailers and cabins on the lot if he wanted to; he wants to re-develop the lot according to requirements of a class 4 septic system; a commercial septic system is expensive and not necessary; needs a separate lot for the caretaker to have a class 4 septic system; wants to re-open the resort and bring business to the Township; may be in favour of improving or widening the right-of-way; he would not be living there; three season resort.

Mr. and Mrs. Woods answered some questions and spoke to the application which included: they were told a number of years ago that a Plan of Subdivision may be required for any additional lots; asked why a 4th lot is needed; supported a commercial septic system for the CR uses; they use the private right-of-way to access their property; would like to see the access improved; would like to see the cabins reconstructed before approval of a 4th lot.

Chair, Lee Hayden, asked the Board Members if they needed additional time to consider making a Decision. The Board were satisfied that they had enough information to make a conditional decision.

Consent is tentatively granted subject to the following conditions:

The following documents must be submitted to the Secretary-Treasurer of the Board within two (2) years from the date of the notice of decision for certification:

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

Accompanying the transfer documents shall be:

- i) a reference plan of survey which bears the Land Registry Office registration number as evidence of its deposit therein, illustrating the parcel(s) and right-of-way for access to which the consent approval relates;
- ii) a reference plan of survey which bears the Land Registry Office registration number as evidence of its deposit therein, illustrating the access along the municipal marine allowance and any portion located within the retained land, satisfactory to the municipality;
- iii) a written confirmation from the municipality that the access from the proposed severed land to the maintained municipal road, known as Beach Road South, has been constructed to a standard for travel by emergency vehicles satisfactory to the municipality;
- iv) a copy of an approved amendment to Zoning By-law for the Municipality of Burpee, rezoning the proposed new lot from Commercial Recreation (CR) Zone to Shoreline Residential (SR) Zone, as identified as a part number on a registered/deposited plan of survey;
- v) a fee of \$130.00 for each Transfer of Land submitted for Certification; and
- vi) a written confirmation from the municipality that all outstanding municipal taxes have been paid.

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

Note: Any shoreline improvements shall be done only with the approval of The Ministry of Natural Resources and Forestry (MNRF) and Department of Oceans and Fisheries (DFO) and the Municipality.

Note: Building permits for the subject lands must conform to the requirements of the Ontario Building Code, the municipal by-law, and the Public Health Sudbury and District.

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

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August 22, 2023 - Continued

Application File No.: B19-23 No. of Members Present: 6
Date of Decision: August 22, 2023
Location of Property: Part Lot 27, Conc. XIII, Surveyed as Part 1, Plan 31R-3787, Township of Campbell, Municipality of Central Manitoulin, District of Manitoulin

DECISION

The purpose of this application made under Section 53(1) of the Planning Act by Nathan and Ruth Hill is to provide for the creation of a new lot having a frontage of 90 M. on Dominion Bay of Lake Huron and a depth of ± 102.2 M., thereby containing an area of ± 0.77 Hec. The lot will be together with a right-of-way over the retained land and over an existing right-of-way, surveyed as Part 2, Plan 31R-3787, to the maintained municipal road, known as Dominion Bay Road. There is a tennis court located within this land. According to the application a single detached dwelling is proposed for rental purposes.

The land to be retained, located at #3 Dominion Bay Road, has a frontage of ± 114.2 M. on Dominion Bay of Lake Huron and an average depth of ± 162.5 M., thereby containing an area of ± 1.9 Hec. This land is together with a right-of-way over Part 2, Plan 31R-3787 to Dominion Bay Road, a maintained municipal road, and will be subject to right-of-way in favour of the proposed new lot. According to the application there is a single detached dwelling, a wood shed, a greenhouse, three (3) small sheds, a storage building, and three (3) guest cabins located within this land. There are no land use changes proposed.

According to Mr. Hill, agent for the application, all eleven (11) structures existed prior to his purchase of the property in March 2016. The Tourist Cabin Establishment, known as 'Dominion Bay Cottages', is within this land.

There have been four (4) previous applications for Consent to Sever involving the subject land.
File No. 04-51C-76-1172 proposed the creation of two new lots from Lot 27, Conc. XIII, but this file was not completed;
File No. B82-87 proposed the creation of a new lot from Lot 27, Conc. XIII, but this file was not completed;
File No. B29-10 provided for the creation of a new lot, surveyed as Part 1, Plan 31R-3787 together with a right-of-way over Part 2, Plan 31R-3787; and
File No. B03-12 provided for the creation of a new lot surveyed as Part 1, Plan 31R-3873 together with a right-of-way over Part 2, Plan 31R-3873 and over Part 2, Plan 31R-3787.

The current application involves Part 1, Plan 31R-3787, which is the lot created by Consent to Sever File No. B29-10.

According to the land transfer/deed that accompanied the application, Part 1, Plan 31R-3787 is subject to an easement as per Instrument No. T-14574. This appears to be an error as the easement as described, known as Manitou Road, does not traverse the subject land. It is north of the subject land, being the retained land resulting from Consent to Sever File No. B29-10. The land transfer also states that Part 1, Plan 31R-3787 is together with an easement as per Instrument No. T-14576. This easement is known as Manitou Road, which is now owned by the Municipality. It may be appropriate to have these two easements corrected from title.

There have also been three (3) Amendment Applications involving the subject land.

File No. 51ZO-00484-002 permits a year round dwelling within Part 1, Plan 31R-3787;
File No. 51ZO-00487-022 permits a seasonal dwelling within Part 1, 2 & 3, Plan 31R-1820;
and
File No. 51ZO-00495-005 permits one guest cabin in the Shoreline Residential (SR) Zone, within Lot 27, Conc. XIII.

The application was circulated on July 11th, 2023 to the United Chiefs and Councils of Mniidoo Mnising (UCCMM), and to the Wiikwemkoong Unceded Territory as per Official Plan Policy F.5 - Consultation and Engagement.

Saul Bomberry, UCCMM, advised via email that they have no comments to submit at this time.

John Manitowabi, Wiikwemkoong Unceded Territory, advised that they have no comments or concerns for the application to sever.

Access for the retained land, located (#3 Dominion Road), is via a 10 metres (33 ft.) wide private right-of-way over Part 2, Plan 31R-3787 to the maintained municipal road, known as Dominion Bay Road. Access for the proposed severed lot will be via right-of-way over the retained land and over Part 2, Plan 31R-3787 to Dominion Bay Road.

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Application File No. B19-23 - continued
August 22nd, 2023

The subject land has been designated Shoreline Area and zoned Shoreline Residential (SR). By approved amendment, File No: 51ZO-00484-002, a year round dwelling is permitted and by approved amendment, File No: 51ZO-00495-005, one guest cabin is permitted.

Zoning By-law No. 2002-07 for the Municipality of Central Manitoulin permits a single detached dwelling in the Shoreline Residential (SR) Zone if the lot has frontage on a public road or road allowance. The proposed new lot does not meet this criteria. Mr. Hill, agent for the application, was advised that an Amendment to the Zoning By-law is required to permit the proposed use. He advised that he may consider a seasonal residential rental use.

Section 6.33 of the Municipal Zoning By-law states:

' No person shall erect any habitable building in any zone abutting the Lake Huron shoreline below 178.3 metres Canadian Geodetic Datum (flood contour), unless the building or structure is located at least 61 metres from the high water mark and the building or structure is flood proofed to 179.6 metres Canadian Geodetic Datum.'

Section 6.3 - Accessory Structures states:

- ' b) Except as may be provided herein any accessory building shall be erected with a front line setback not less than twenty metres or to the rear of the building line of the main building, which ever is less, and shall comply with the other yard requirements of the zone in which such building is situated and such accessory uses shall not occupy more than ten percent (10%) of the lot area.;*
- c) Notwithstanding Sub-Paragraph (b) above, a boathouse, dock or wharf may be located in the front yard, side yard or rear yard where a lot abuts a navigable waterway, provided that the approval of any other government authority having jurisdiction has been obtained and provided that the boathouse, dock or wharf is located not closer than six (6) metres to the side lot line or does not encroach on adjacent frontage when the lot boundaries are extended into the water. Boathouses shall only be permitted in areas with un-opened lakeshore road allowance and where a 'Hold Harmless Agreement' has been registered on the adjacent land's title;*
- f) No accessory building shall exceed sixty-six square metres and ten (10) metres in height in a residential zone; and*
- h) Despite section (f), one guest cabin having a gross floor area not exceeding 46 square metres may be erected and used on the same lot as a seasonal dwelling.'*

As part of the preliminary review, a request was sent to the Municipality of Central Manitoulin of conformity to their Zoning By-law and for any building permits for the existing structures, including the three (3) guest cabins located within the subject land. Raymond McPherson, Chief Building Official, advised that there does not appear to be any building permits issued for the existing guest cabins.

Services consist of a private individual septic system and private well. Services will consist of a private individual septic system and private well or water supply from Lake Huron for the proposed new lot.

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

There is an unground hydro line identified within the subject land. As part of the preliminary review, a request for comments was sent to Hydro One and they provided the following comments, via email, on July 21st, 2023:

- Hydro One has an unregistered easement for the subject land;*
- Hydro One does not require an easement or occupational rights;*
- Services is via underground UG cabling not Hydro poles;*

A potential 'high category' Wildland Fire Hazard was identified within the entire subject land.

There is a Deer Wintering Area identified within the entire subject land.

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Application File No. B19-23 - continued
August 22nd, 2023

Official Plan Policy D.9.3. - Wildland Fire Hazards - states under:

- ' 1. *Development will generally be directed to areas outside of lands that may be susceptible to wildland fire hazards, as identified by the Province, due to the presence of hazardous forest types. However, development may be permitted where the risk is mitigated in accordance with wildland fire assessment and mitigation standards as identified by the Province; and*
4. *Wildland fire mitigation measures shall not be permitted in significant wildlife habitat, coastal wetlands, or significant areas of natural and scientific interest unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.'*

Official Plan Policy D.4.5.1 - Deer Wintering Areas - states under :

- '5. *In areas identified as Core Deer Yard or adjacent lands, shown on the land use schedules to this Official Plan, and outside of the identified urban areas and village areas, new development or site alteration may be permitted without an Environmental Impact Study (EIS) provided:*
- a) *The proposed new lots have a minimum 90 metre frontage and 90 metres depth, and vegetation retention is maximized through the use of tools such as development agreement or a subdivision agreement, miscellaneous notification agreement (and subject to other policies of this plan). Smaller lot sizes may be considered if through means of an Environmental Impact Study it can be demonstrated that no adverse impact will occur to the habitat or herd.*
- c) *Where development is proposed in shoreline areas, coniferous fringe habitat along the shoreline (providing deer browse and shelter) shall be conserved.'*

The Ontario Ministry of Natural Resources and Forestry (MNRF) were contacted for technical advise regarding the new development and impacts to the deer wintering area habitat and the wildland fire area and possible mitigation recommendations. The policies for deer wintering areas do not support the removal of vegetation (trees) which may impact the deer habitat and the Wildland Fire Policies recommend the removal of vegetation (trees) to ensure fire safety.

MNRF advised that an Environmental Impact Study (EIS) is a common means of assessing the potential impacts of development and site alteration on natural heritage features and areas such as wildlife habitat.

Mr. Hill, agent for the application, was in agreement to create a new lot that has a minimum frontage of 90 metres and a minimum depth of 90 metres to avoid having to submit an EIS. He also advised via email on July 5th, 2023, that due to insect damage a portion of the proposed new lot has already been cleared of trees. He provided pictures of the area, south of the existing Tennis Court on the proposed new lot. Any new construction and Wildland Fire mitigation would occur within the cleared area.

From information available, being the aerial imagery from 2021, the elevation data identifying the 180 metre elevation contour and the 178.3 metre flood contour, and the pictures provided by Mr. Hill showing the area of tree removal, it appears there would be a building envelope (as shown on the attached sketch) within the cleared area of the proposed new lot, south of the existing tennis court and north of the 178.3 metre contour that would conform to the Official Plan Policies and the Natural Heritage Policies of the Provincial Policy Statement (PPS) 2020.

The removal of the trees appears to address the Wildland Fire concerns and the impact on vegetation cover for the deer wintering area for the proposed severed land without the need for a scoped Environmental Impact Study (EIS).

This proposal is considered to be in conformity with the Provincial Policy Statement (PPS) 2020.

This application was circulated on June 9th, 2022 to Bell Canada, the Municipality of Central Manitoulin, and to all property owners within 60 metres and by the posting of a notice, clearly visible and legible from a public highway or other place to which the public has access, as required by Ontario Regulation 197/96.

Bell Canada advised that they have no comments or concerns regarding the application.

The Municipality advised that Council would recommend consent be given provided the proponent bring the retained land into conformity with the Municipal Zoning By-law.

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Application File No. B19-23 - continued
August 22nd, 2023

There were two visits to the Planning Board Office by Mary Allen, an abutting neighbour to the east, #3B Dominion Bay Road, which resulted in the following letter received on August 16th, 2023:

' Thank you for sending over notice of Nathan and Ruth Hill's application to sever their existing property for the creation of a new lot and right-of-way over retained land. As owner of the property that is adjacent to this proposed new lot, I am directly impacted by the Hill's development plans, and wish to share with you some of my concerns.

Manitoulin Island is a magical place due to its stunning natural beauty, and I can understand a property owner's inclination to fully exploit their own land. However, Manitoulin's natural beauty and environmental resilience is due in large part to careful planning that also takes into account the impact of new building

The Hill's application proposes to create a new lot that will increase housing density in an area that abuts environmentally sensitive and ecologically rare dune structures,' and is identified in Manitoulin's Official Plan and in the Natural Heritage System Strategy proposed guidance as a deer wintering transit zone. If a structure is ultimately allowed on this property, we request that permitting authorities ensure that it be set back far from the dunes and adjacent marsh, to minimize impact on the fragile and connected ecosystem and on rare and threatened species we believe we have observed living there.

When we built our home, we deliberately chose a small footprint and sited the structure on a piece of the property that had no vegetation to introduce as little impact on the local environment as possible – in building the entire structure and road to it, we removed as few trees as possible. We also built as far away as possible from the Hill's property to afford them maximum privacy. Currently, there are ten existing structures clustered along the beach edge of the Hill's property, some of which are not permitted. The severance application under review today is aimed at building yet one more along the same stretch of frontage – who knows how many more ancillary structures will be impacting the environment over the longer term.

I am also concerned about introducing a commercial structure into what is largely a residential neighbourhood. Some homeowners on Dominion Bay do indeed rent out their properties from time to time to vacationers who are visiting the island temporarily. But I believe this application would support an expansion of the Hill's existing rental business by adding a structure that is intended for ongoing year-round rental – it is certainly not meant as a long-term residence as the Hill's primary residence is the large structure identified on the site plan. I believe that intensification of commercial activity on this stretch of shoreline is out of character for the neighbourhood, and is particularly contrary to the interests of environmental stewardship, as high-volume recreational use can be damaging to dunes. Today, only the Hills leave a collection of plastic lounge furniture on the beach for renters, and dividing the property will allow an expansion of that business which will further impede other residents and the public's enjoyment of the beachfront.

As you weigh the merits of this application, I understand that you will consider multiple legal and environmental requirements. I hope you can also factor in the concerns of close neighbours and the need to preserve Manitoulin's unique ecosystem for generations to come.'

The letter was provided to Mr. Hill, agent for the application, and to the Planning Board Members.

J. Diebolt, staff member, as part of the application review and screening did not identify a dune system along the sand beach/shoreline of Lake Huron, in front of the subject land. The sand beach appears to be almost entirely within the 20.1 metres shoreline marine allowance, which is owned by the Municipality. The Municipality would have jurisdiction as to the use of the shoreline allowance. The location of the (new) dwelling within the proposed severed lot, with a setback of approximately 61 metres from the shoreline allowance would appear to address any dune disturbance. There may be building permit restrictions if a boathouse was proposed to be located in the front yard closer to the shoreline and a permit from the Ministry of the Environment, Conservation and Parks (MECP) may be required to avoid any negative impact to the potential dune system.

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

The Secretary-Treasurer provided the Board Members with elevation data and aerial imagery for consideration of the application.

Discussion among the Board Members included:

- is the 178.3 elevation contour accurate; trees already removed; good forest management; any mandate to clean up the fallen trees & brush; forest fire safety is encouraged; the setback for the new dwelling would be outside any potential sand dunes; the required setback of 41 metres from the front lot line should address Ms. Allen's concerns; contradiction between policies for wildland fire and deer yards; are confusing; seasonal use for the severed lot addressed at building permit stage; proposed rental for the new dwelling addressed at the building permit stage; operation of a Tourist Cabin Establishment in a SR Zone; properties need to conform to the municipal by-law; amendment is needed.

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August 22, 2023 - Continued

Application File No. B18-23 - continued
August 22nd, 2023

Nathan Hill, applicant and agent for the application, was in attendance during consideration of the application. He answered some questions and spoke to his application; Raymond McPherson, building inspector advised him that the municipality is proposing to update the Municipal By-law in the near future which could bring his property into conformity with the new By-law; he does not want to wait any longer and is agreeable to submit an Amendment Application if required to do so; the Tourist Cabin Establishment is a three season rental business; three log cabins; no plans for additional cabins; his understanding is that a guest cabin is permitted on the severed land; his neighbour Ms. Allen spent quite a bit of time establishing a building site with Mr. McPherson; he removed the trees due to insect infestation; he believes placing the new seasonal dwelling on the new lot away from the shoreline addresses Ms. Allen's concerns.

Chair, Lee Hayden asked the Board Members if they needed additional time to consider making a Decision. The Board were satisfied that they had enough information to make a conditional decision.

Consent is tentatively granted subject to the following conditions:

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

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

Accompanying the transfer documents shall be:

- i) a reference plan of survey which bears the Land Registry Office registration number as evidence of its deposit therein, illustrating the parcel(s) and right-of-way for access having a minimum width of 20.1 metres to which the consent approval relates;
- ii) a written confirmation from the municipality that the access from the proposed severed land to the maintained municipal road, known as Dominion Bay Road, has been constructed to a standard for travel by emergency vehicles satisfactory to the municipality;
- iii) a written confirmation from the municipality that the uses of the retained land and the proposed severed land are in conformity with the municipal zoning by-law, satisfactory to the municipality, i.e. building permits, number and type of structures, short-term or long term rental dwelling;
- iv) a copy of an approved amendment to the Municipal Zoning By-law No. 2002-07 permitting three (3) guest cabins within the proposed retained land, as identified on a sketch, approved by the municipality, satisfactory to the municipality;
- v) a fee of \$130.00 for each Transfer of Land submitted for Certification; and
- vi) a written confirmation from the municipality that all outstanding municipal taxes have been paid.

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

Note: It would be considered appropriate should the reference to Instrument Numbers T-14574 and T-14576 be removed from title.

Note: Any shoreline improvements shall be done only with the consultation of Natural Resources and Forestry (MNR) the Department of Oceans and Fisheries of Canada, (DFO) and the Municipality.

Note: A permit under the Endangered Species Act (ESA) may be required, if impacts to the species and habitat cannot be avoided during future development.

Note: Further development by the consent procedure for the subject lands may not be considered.

PRESENTATION OF APPLICATIONS FOR CONSENT TO SEVER

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

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

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

There were none.

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

		<u>Moved By</u>	<u>Seconded By</u>
1.	B18-23	D. Osborne	K. Noland
2.	B19-23	R. Stephens	D. McDowell

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

- Carried.

The time now being 9:13 p.m. and all business before the Board having been dealt with, the Meeting was adjourned on a motion moved by T. Mackinlay.

L. HAYDEN, CHAIR



T.A. CARLISLE,
SECRETARY-TREASURER



COUNCIL REPORT

Department: Building and Planning

Date: September 19, 2023

Report Number: BP-2023-09-09

File: Building By-Law

Attachments: DRAFT Building By-law

Recommendation:

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

Background:

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

On August 2, 1994, the Township of Billings passed a Building Permit By-Law that outlined the classes of building permits, the requirement of an applicant to provide plans and specifications as well as the fees.

Discussion:

Staff have reviewed the By-Law and with the ever-changing legislation, some of the sections are outdated and no longer relevant. The building permit fees are no longer covered within the By-Law and are now a stand-alone By-Law.

Staff is recommending that the Building Permit By-Law be repealed and replaced with an updated Building By-law. It is recommended that the building permit fees be brought forward at a later date for subsequent review.

Attached is a draft Building By-Law for Council consideration. The draft By-Law was circulated to the Chief Building Official for review and comment.

The proposed By-Law makes it clear the type of building permits, includes provisions for conditional permits, and change of use permits. Submission requirements are clearly laid out and require the applicant to ensure all required information is provided. The By-Law also allows Chief Building Official with the discretion to waive any of the submission requirements as they may not all apply in every circumstance.



Financial Impacts:

There are no financial impacts related to this report

Alignment to the Strategic Plan

There is no alignment to the Strategic Plan

Alignment to the CEEP

There is no alignment to the CEEP

Respectfully Submitted By:

Emily Dance, CAO/Clerk



BY-LAW NO 2023-92

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

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

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

SHORT TITLE

This By-law may be cited as "The Building By-law."

Part 1- DEFINITIONS

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

1.2 In this By-law;

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

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

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

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

"Building Code" or "OBC" means the regulations made under Section 34 of the Act;

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

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

"Corporation" means the Corporation of the Township of Billings;

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

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

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

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

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

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

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

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

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

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

“Regulations” means the regulations made under the Act;

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

“Township” means the Township of Billings;

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

Part 3 -PERMITS

3.1 Classes of Permits

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

3.2 Application for Permit

To obtain a permit, an applicant shall file an application electronically or in writing on forms prescribed by the Province of Ontario and available from the Chief Building Official or from the Ministry of Municipal Affairs website, www.mah.gov.on.ca, and supply any other information relating to the application, as required by the Chief Building Official.

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

3.3 Construction Permits

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

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

3.4 Demolition Permits

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

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

3.5 Conditional Permits

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

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

3.6 Change of Use Permits

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

- 1) use the provincial application form, "Application for a Permit to Construct or Demolish";
- 2) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;

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

3.7 Partial Permits

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

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

3.8 Occupancy Permits

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

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

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

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

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

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

3.8.4 Non-refundable fee:

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

Part 4- SUBMISSION REQUIREMENTS

4.1 Plans and Specifications

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

4.2 Alternative Solutions

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

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

4.3 Revisions to Permit

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

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

4.4 Discretion of Chief Building Official

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

Part 5

PERMIT ABANDONMENT, TRANSFER, CANCELLATION, AND REVOCATION

5.1 Inactive Permit Application

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

5.2 Transfer of Permit Application and Permit

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

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

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

5.3 Cancellation of Permit

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

5.4 Revocation of Permit

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

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

Part 6 -FEES AND REFUNDS

6.1 Fees

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

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

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

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

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

6.2 Refunds

6.2.1 Where there is a written request for a refund of permit fees paid, the Chief Building Official shall determine the amount of fees to be refunded in accordance with Schedule "C" attached to this By-law.

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

Part 7 - NOTICE REQUIREMENTS FOR INSPECTION

7.1 General Requirements

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

requirements of Section 11 of the Act and Div. C, 1.3.3. of the Building Code are complied with.

7.1.2 A notice pursuant to this part of the By-law is not effective until received by the Chief Building Official.

7.1.3 Upon receipt of proper notice, the inspector shall undertake a site inspection of the building to which the notice relates in accordance with the time periods stated in Div. C 1.3.5.3. of the OBC and Section 11 of the Act.

Part 8 - REGISTERED CODE AGENCIES

8.1 General Requirements

8.1.1 The Chief Building Official is authorized to enter into and sign contracts and service agreements with Registered Code Agencies and appoint them to perform one or more of the specified functions described in Section 15.15 of the Act

8.1.2 Registered Code Agencies shall be used only during work overloads and for specialized projects.

Part 9 - FENCING

9.1 General Requirements

9.1.1 Construction fencing shall be provided around a demolition or construction site that presents a hazard to the public.

9.1.2 Construction fencing shall;

- 1) create a continuous barrier to deter unauthorized entry;
- 2) have a height not less than 1.2m;
- 3) be maintained in a vertical plane in good repair; and
- 4) have all openings closed when the site is unattended.

Part 10 - SEVERABILITY

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

Part 11 - SCHEDULES

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

Part 12 - PREVIOUS BY-LAWS

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

Part 13 - EFFECTIVE DATE

13.1 This By-law shall take effect on xx

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

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

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

DRAFT

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

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

INTERPRETATIONS

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

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

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

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

REQUIRED DOCUMENTATION

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

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

REQUIRED DRAWINGS BY TYPICAL PROJECT TYPE

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

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

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

DRAWING COMPLETENESS

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

- 1) The site plan drawing shall show:
 - a) Property boundaries and dimensions;
 - b) The location, use, height and dimensions of any existing and proposed building(s) including, but not limited to front, side, and rear yard dimensions and relationships to adjoining property lines, condominium corporation lines and buildings, common element lines, where applicable;
 - c) Relation of buildings and finished grade to existing elevations and storm water drainage control plan on site, where applicable, and
 - d) All existing and proposed parking layouts, retaining walls, swimming pools, accessory buildings and any other such physical additions necessary to the site.
- 2) The lot grading, drainage and servicing plan(s) shall show:
 - a) The property lines, building location, sidewalks, driveways, curb cuts, swales, all utility services and new/existing service connections;
 - b) Existing and proposed spot elevations for this project and adjacent properties, slopes of driveways, sidewalks and swales, direction of drainage flow; and
 - c) Location of storm water catchment area, catch basins, below grade and above grade utilities and connections into services at property line.
- 3) The architectural drawings shall show:
 - a) Building Code matrix, where applicable;
 - b) Foundation plan and grade details; and
 - c) Each floor plan with exact dimensions of the layout of all proposed areas and identify each with room names;
 - d) All wall thickness and type of construction, window and door openings and schedules, elevator, sections and details of all walls, stairs and exits, fire walls, fire separations, shaft and duct openings and other related pertinent information;
 - e) Building elevations, cross sections and wall sections showing all floor to floor heights, materials and thickness, etc.; and
 - f) Specifications where applicable.
- 4) The structural drawings shall show:
 - a) All foundation, floor, roof and wall structural elements indicating sizes, shapes and proper locations, and all dead and live design loads and conditions of loading;
 - b) All reinforced concrete work indicating thickness and strength of concrete, size spacing minimum cover and type of reinforcing steel;
 - c) All lintel, column and beam locations and their size;
 - d) Engineered roof and floor truss designs, where applicable; and
 - e) Specifications, where applicable.
- 5) The mechanical and electrical drawings shall show:

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

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SCHEDULE 'C'
REFUND OF FEES

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

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

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

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

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



COUNCIL REPORT

Department: Municipal Project Management

Date: September 19th, 2023

Report Number MPM-2023-09-19

File: Shoreline Stabilization Project (ICIP – COVID Resilience Stream)

Staff Recommendations:

THAT the Township of Billings Council hereby approves Report MPM-2023-09-19 AND FURTHER approves continuation of the project on a time and materials basis with H&R Noble Construction within the parameters of the grant.

Background:

The Investing in Canada Infrastructure Program (ICIP) – COVID Resilience Stream is a one-time ICIP stream initiated in November 2020, and involved a fixed allocation to each municipality in Ontario (there were programs in other provinces, as well) - Billings was allocated \$100,000. The funds had to be used on projects which fit within one of four categories identified by the province. At the time, the window for identifying the project and using the funding were relatively short - the implementation window was subsequently expanded by the province.

Given the short time-line, as well as other funding and project realities, the contemporary Council (the previous term) identified stabilization of the shoreline around the Kagawong Water Treatment System Low-Lift Station (at the base of Beach Street) and Main Street, in that vicinity, as effective use of the funding. This met the criteria under the “Disaster mitigation, adaptation, or remediation (e.g., flood mitigation)” category of the program. Note: at that time, Lake Huron was approaching historical high levels, and there was erosion occurring at both the low-lift station, and along Main Street in the vicinity.

The timing of the program launch was unfortunate from an infrastructure point of view – late fall-early winter is not an ideal time for construction work or even engineering. However, to determine a sense of what could be done, and with the anticipation that Lake Huron would likely remain high, if not continue to rise somewhat in 2021, the Township had a local construction contractor conduct a basic scoping with Public Works and provide an estimate of what shoreline work could/should be done with the program funds. This occurred in parallel with finalizing the application.

By early summer 2021, the lake level had fallen significantly – more quickly than would have been expected in the normal historical cycle. Meanwhile, the municipality was able to obtain some engineering for the project within the Main St. Rehabilitation project, which was in-process. A Request for Quote was issued based on that engineering. Two quotes were received, both from non-local contractors, and both at a cost that was considerably higher than the funding available (40 to 80%). No action was taken.



Also later in 2021, the province - in response to the municipal sector concern - all feeling so many pandemic related pressures, and viewing the program's implementation window as excessively tight – pushed back the completion deadline, to December 31st, 2024.

Discussion:

The municipality has been busy with an unusually high number of capital projects during the past 3 years, including through 2023 to-date. 2022 was an extremely challenging year in the infrastructure world, as the world emerged from the Pandemic. Cost quotes, if one received any response at all to RFQs, RFPs, etc., were extremely high. These realities, combined with the fact that the Lake Huron water-level urgency has dissipated (for the time-being), has meant this project has been a lower priority. However, the funds are allocated, the project is still important, and the municipality needs to demonstrate progress on the construction phase by September 30, 2023 or risk the repayment of the funds. Once initiated, it is reasonable to expect completion by the end of this construction season.

Financial Impacts:

The Shoreline Stabilization Project is an externally funded project (ICIP – COVID Stream), and expenditures under the project have been addressed in the 2023 budget.

Alignment to Strategic Plan:

1. Continue to develop and implement long-term roads maintenance and improvement.

Alignment to the CEEP:

Climate Change Adaptation and Mitigation - Continuous maintenance of roads, stormwater, and other engineered community assets associated with roads and land-use.

Respectfully Submitted by:

Todd Gordon, MPM

Reviewed By:

Emily Dance, CAO/Clerk



COUNCIL REPORT

Department: Public Works

Date: Sept 8, 2023

Report Number PW-2023-09-07

File: Public Works Quarterly Activity Update

Attachment: 2023 Surface Treatment

Staff Recommendation:

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

Background:

To provide Council with an update on Public Works activities for May - August.

Discussion:

Summer Activities

We were hard at cold patching prepping for hard surfacing as well as cold patching the other roads in the township. PW had 3.7 km of single and 1.1 km of double hard surfacing done this year.

All roads were graded and calcium was applied as a dust suppressant

Road side mowing was completed at a later date than it should have been, as the contractor had issues. As a result, the office did receive complaints from the public related to being able to see to exit properties. I will be sitting down with the CAO/Clerk to discuss a few different options including the purchase or lease of equipment to perform the work in-house. This would allow for the work to be completed on a timelier basis the for next year.

Road side brushing will be taking place in the next month or two (they are on the island now). We will be doing the Northern and Western parts of town. Summer of 2022, we had the Southern and Eastern part of town done.

PW had been busy on Wednesdays with the market doing set up and take down as well as parking duty; approximately 48-man hours into the market.

Grounds maintenance went very well this summer with the lack of rain.

The electronic speed sign has been placed at the following locations: Main Street (Hill), Maple Drive, Monument Road and is currently on John Street. On Maple Drive the records for speed were skewed as we understand that it was being used to record people running, the results from Monument Road did not indicate a speed problem and we will check the results on John Street in the next couple of weeks.

Approval has been granted to the Friends of Manitoulin Turtles to place a 12 x 12 inch "be aware of turtle" sign near the marsh area on Newburn Road. The organization is concerned



with lack of driver awareness on Newburn Road for the turtles and they have seen a few turtles killed. They will purchase and place the sign in the upcoming weeks.

Equipment

Backhoe: Fuel and air filter replaced; rear tires will need replacing in the near future PW will be looking into pricing.

Western star: The annual safety was completed with a fair amount of maintenance parts needed (brake lining, brake chambers, lights, etc.) the air tanks were also replaced, preventive maintenance. B.A.M.M is now looking into an emission issue (truck is stuck in limp home mode).

Fall Activities

PW will be out grading all gravel roads shortly.

The docks will be removed at the A.H marina

We are waiting on a price for the removal of the chimney on the marina building. (leaking)

Ditching on a section of Monument Road as well as a section on Maple Drive and Lebar Road.

Preparing trucks for winter (plows, sander)

Financial Impacts:

General expenses associated with maintenance is included in the operating budget.

Further details on capital projects will be included in the 2024 budget deliberations.

Alignment to Strategic Plan:

1. Continue to develop and implement long-term roads maintenance and improvement.

Alignment to the CEEP:

4.4.1 TAKING ACTION: THE MUNICIPAL FLEET

Respectfully Submitted by:

Chris Cyr, Roads Superintendent

Reviewed By:

Emily Dance, CAO/Clerk

SURFACE TREATMENT REQUIREMENTS FOR 2023

Municipality: corporation of the township of billings

Contact: Chris Gyr

Phone Number: 705-282-4044

Location	Single or Double	Distance to Stockpile	Length km	Width m	Gravel m ³	Binder kg/L	Type of Emulsion HF-100S(P) or HP-200(P)	
John Street	single		.5 km	5 m	28.08 m ³	3875	HF-150	
20 th side Rd	single		.2 km	5.5 m	12.35 m ³	1705	HF-150	
main Street	single		.8 km	6.7 m	60.22 m ³	8308	HF-150	
A range	double		1.1 km	6.7 m	165.61 m ³	23 584	HF-150	
A range	single		1.7 km	6.7 m	128 m ³	17 654	HF-150	
Center Crescent	single		.5 km	6.0 m	33.70 m ³	4650	HF-150	
Totals:								



COUNCIL REPORT

Department: Public Works

Date: September 19, 2023

Report Number PW-2023-09-08

File: 2023/24 Winter Maintenance Plan

Attachment: 2023/24 Winter Operations Planning Document

Staff Recommendation:

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

Background:

A Winter Operations Plan sets out a policy and procedural framework for ensuring that the Township of Billings continuously improves on the safe and sustainable delivery of winter maintenance services and the effective and efficient use of sand and road salt in their winter maintenance operations. Council adopts a Winter Operations Plan each year prior to the upcoming winter season.

The plan is meant to be dynamic, to allow the municipality to evaluate and phase-in any changes, new approaches and technologies in winter maintenance activities in a fiscally sound manner. At the same time, any modifications to municipal winter maintenance activities must ensure that roadway safety is not compromised.

Discussion:

The Township of Billings will conduct safe and sustainable snow removal to ensure, insofar as reasonably practicable, the safety and mobility of users of the municipal road network, in keeping with applicable state legislation.

The Township of Billings will provide efficient and cost-effective winter maintenance to ensure, insofar as reasonably practicable, the safety of users of the municipal road network in keeping with applicable provincial legislation and accepted standards while striving to minimize adverse impacts to the environment. These commitments will be met by:

- Adhering to the procedures contained within the Winter Operations Plan; Reviewing and upgrading the Winter Operations Plan on an annual basis to incorporate new technologies and new developments;
- Committing to ongoing winter maintenance staff training and education; and Monitoring on an annual basis, the present conditions of the winter maintenance program, as well as the effectiveness of the Winter Operations Plan.

The Winter Operations Plan from the previous year is used as a guideline for the upcoming season; changes have been made to reflect newly hard surfaces roads and addition of new operator. This plan also includes information stating that the township does not winter maintain sidewalks.



Financial Impacts:

General expenses associated with winter maintenance are included in the operating budget.

Alignment to Strategic Plan:

1. Continue to develop and implement long-term roads maintenance and improvement.

Alignment to the CEEP:

4.4.1 TAKING ACTION: THE MUNICIPAL FLEET

Respectfully Submitted by:

Tiana Mills, Deputy Clerk

Reviewed By:

Emily Dance, CAO/Clerk



**Winter Operations Planning Document for Township of Billings
(Winter Season 2023-2024)**

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A. Purpose

This winter operations plan sets out a policy and procedural framework for ensuring that the Township of Billings continuously improves on the safe and sustainable delivery of winter maintenance services and the effective and efficient use of sand and road salt in their winter maintenance operations. This plan supersedes all previous plans for the Township of Billings.

The plan is meant to be dynamic, to allow the municipality to evaluate and phase-in any changes, new approaches and technologies in winter maintenance activities in a fiscally sound manner. At the same time, any modifications to municipal winter maintenance activities must ensure that roadway safety is not compromised.

B. Definitions

Anti-icing means the application of liquid deicers directly to the road surface in advance of a winter event.

Continuous Winter Event Response is a response to a winter event with full deployment of manpower and equipment that plow/salt/sand the entire system.

De-icing means the application of solids, liquids, pre-treated material to the road surface after the on-set of the winter event.

Highway means a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

Paved Road means a road with an asphalt surface, concrete surface, composite pavement, or portland cement.

Pre-treat means the application of liquids (sodium chloride, calcium chloride, etc.) to dry salt or sand prior to being loaded for storage or applied to the road surface.

Pre-wetting means the application of liquids (sodium chloride, calcium chloride, etc.) at the spinner of the truck just prior to application to the road surface.

Public Works Superintendent is the person who is on duty at the time directing the snow/ice removal operations of the Township of Billings. These individuals include: any other individual who may be assigned the responsibility of Public Works Superintendent.

Route of Representative Roads is another term used for patrol routes.

Salt Route is a collection of road segments, which during a winter storm will receive applications of salt to prevent the formation of a bond between snow and pavement, or if such a bond has already formed, to break that bond. Typically, such routes have some sort of bare pavement level of service. Under certain circumstances (e.g. extremely cold

pavement temperatures such that road salt would not be effective at bond breaking or prevention) sand may be applied to such routes to provide a temporary increase in grip. Billings Township does not any salt routes.

Sand Route is a collection of road segments which during a winter storm will receive applications of sand to provide a temporary increase in grip. Typically, such routes include gravel and other unpaved roads, where the use of salt or other freeze depressant materials might impact road stability. The level of service on such routes would not have bare pavement as a service goal.

Spot Winter Event Response is a response to a winter event with only a partial deployment of manpower and equipment or with full deployment to only part of the system.

Surface Treated Road is road with bituminous surface treatment comprised of one or two applications of asphalt emulsion and stone chips over a gravel road.

Unpaved Road is a graded road with a gravel, stone or other loose traveling surface.

Winter Event is a weather condition affecting roads such as snowfall, windblown snow, freezing rain, frost or ice to which, a winter event response is required.

Winter Event Response is a series of winter control activities performed in response to a winter event.

Winter Event Response Hours are the total number of person-hours per year (plowing, salting/sanding, winging back, etc.) to respond to winter events.

1. OBJECTIVE OF WINTER OPERATIONS MANAGEMENT

Township of Billings is committed to providing safe and sustainable winter maintenance operations while continuing to improve those operations to provide safety and mobility for the traveling public. As an integral part of this effort Township of Billings will strive to optimize the use of all winter maintenance materials as they pursue the goal of a safe and sustainable transportation system.

Township of Billings Public Works staff will strive, insofar as reasonably practicable, to provide safe winter road conditions for vehicular and pedestrian traffic as set out in the level of service policies and within the resources established by the Council of the Township of Billings.

2. POLICY STATEMENT

The Township of Billings will conduct safe and sustainable snow removal to ensure, insofar as reasonably practicable, the safety and mobility of users of the municipal road network, in keeping with applicable state legislation.

The Township of Billings will provide efficient and cost-effective winter maintenance to ensure, insofar as reasonably practicable, the safety of users of the municipal road network in keeping with applicable provincial legislation and accepted standards while striving to minimize adverse impacts to the environment. These commitments will be met by:

- Adhering to the procedures contained within the Winter Operations Plan; Reviewing and upgrading the Winter Operations Plan on an annual basis to incorporate new technologies and new developments;
- Committing to ongoing winter maintenance staff training and education; and Monitoring on an annual basis, the present conditions of the winter maintenance program, as well as the effectiveness of the Winter Operations Plan.

3. QUICK OVERVIEW OF THE TOWNSHIP OF BILLINGS

- Type of Organization: Municipal
- Structural Level: Township
- Estimated Population (2016 Consensus): 603
- Total Area: 209 km²
- Street Address: Municipal Office, 15 Old Mill Road,
Kagawong, Ontario
POP 1J0, Canada
- Telephone:
 - Municipal Office (705) 282-2611
 - Public Works Garage (705) 282-3433
- Website: www.billingstwp.ca
- Public Works Superintendent: Chris Cyr, Telephone: (705) 282-4044
- Police:
 - Contact Person: D.C. Megan Cavanagh
 - Primary Phone: (705) 862 7676
 - Email megan.cavanagh@opp.ca
 - Little Current Detachment 705 368 2200

4. WINTER MAINTENANCE PROGRAM

4.1. The System Maintained

The major activities related to winter maintenance are:

- Snow plowing
- Salt /sand application
- De-icing
- Frost-control
- Drift-control

The Township of Billings is responsible for winter maintenance on:

Road Category	Pavement Type and Area Type	Individual Length (Lane kilometers)	Total Length (Lane kilometers)
Class 6	Rural	0.0	8.1
	Rural gravel	8.1	
Class 5	Hard surfacing	40.15	61.76
	Urban	0.0	
	Gravel	21.61	
	Urban	0.0	
Class 4	Hard surfacing	64.3	64.3
	Urban	0	
	Gravel	0	
Class 3	Urban	4.4	4.4

Not Maintained Winter Roads 43.05 Lane Kilometers

4.2. Level of Service

The Township of Billings provides the following level of service during the winter maintenance season, as set out in 4.2, in response to a winter event.

The minimum standard for clearing snow accumulation is:

4.2.1. Snow Accumulation and Ice Formation Policy

SNOW ACCUMULATION:

1. The standard for addressing snow accumulation is:

- a. after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
 - b. after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
 - i. to provide a minimum lane width of the lesser of three meters for each lane or the actual lane width, or
 - ii. on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five meters. O. Reg. 47/13, s. 4.
2. If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.
3. For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under subsection (1)(b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:
 - a. Performing highway maintenance activities.
 - b. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4.
4. The depth of snow accumulation on a roadway and lane width may be determined by,
 - a. performing an actual measurement;
 - b. monitoring the weather; or
 - c. performing a visual estimate. O. Reg. 47/13, s. 4.
5. For the purposes of this section, addressing snow accumulation on a roadway includes, but is not limited to,
 - a. plowing the roadway;
 - b. salting the roadway;
 - i. the application of other chemical or organic agents to the roadway;
 - c. applying abrasive materials to the roadway; or
 - d. any combination of the methods described in clauses (a), (b), (b.1) and (c). O. Reg. 47/13, s. 4.
6. This section does not apply to that portion of the roadway designated for parking. O. Reg. 47/13, s. 4.
7. If at any time a municipality declares a weather emergency, then all roadways within the municipality are deemed to be in a state of repair in respect of any snow accumulation present, until the applicable time under the Table to this section expires following the end of the declared weather emergency.

ICE FORMATION:

1. The standard for attempting the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:
 - a. Monitor the weather in accordance with section 3.1.
 - b. Patrol in accordance with section 3.
 - c. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway to attempt to prevent ice formation within the time set out in the Table to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 47/13, s. 5.
2. If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the earlier of,
 - a. the time that the municipality becomes aware of the fact that the roadway is icy; or
 - b. the applicable time set out in the Table to this section for treating the roadway to prevent ice formation expires. O. Reg. 47/13, s. 5.
3. The standard for treating icy roadways after the municipality becomes aware of the fact that a roadway is icy is to treat the icy roadway within the time set out in the Table to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in the Table for treating the icy roadway expires. O. Reg. 47/13, s. 5.
4. For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O. Reg. 47/13, s. 5.
5. If at any time a municipality declares a weather emergency, then all roadways within the municipality are deemed to be in a state of repair in respect of any ice present, until the applicable time under the Table to this section expires following the end of the declared weather emergency.

**TABLE
SNOW ACCUMULATION**

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours
6	10 cm	24 hours

**TABLE
ICE FORMATION PREVENTION AND ICY ROADWAYS**

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

4.2.2. Private Sidewalk Responsibility

All sidewalks adjacent to private property are the responsibility of the adjacent property owner. Due to the location of some sidewalks and the volume of snow being moved off of the streets, there may be occurrences when plowing operations may deposit significant amounts of snow onto the sidewalks. When this occurs, it is the responsibility of the adjacent property owner to remove all snow from the sidewalk. The township does not winter maintain sidewalks.

4.2.3. Plowing Private Property

Private properties are the responsibility of respective owners.

4.3. Winter Season Maintenance

For Operational purposes, the Township of Billings assumes the winter season commences on 2022-Nov-16 and is completed by 2022-Apr-16, while acknowledging that winter events may occur outside of this timeframe.

4.4. Winter Preparations

In the months prior to the start of the winter maintenance season the Township of Billings undertakes the following tasks to prepare for the upcoming winter season.

4.4.1. Prior to Winter Season

Prior to the winter season, if required, prepare and call tenders for the supply of materials (salt, sand, liquid, etc.), replacement parts (for plows, solid and liquid application equipment), value added meteorological services (VAMS) and contract equipment (plow trucks, spreader trucks, combination units).

Sometime prior to the winter season the Township of Billings will:

- Conduct a session for staff and contract operators where all policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions will be discussed. Any issues resulting from the meeting with regard to the policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions shall be resolved either at the meeting or prior to the winter season.
- Inspect equipment to ensure proper working order. Schedule and complete any and all equipment repairs.
- Arrange for the delivery of materials (salt, sand and liquid solution) and begin filling storage facilities. If liquid solution is mixed on site, begin mixing and filling storage tanks.
- Confirm that all guiderail, catch basin, hazard and fire hydrant markers, steep hill, sharp curve ahead warning signs, bridges ices sign, if any, are in place. Any missing markers should be replaced prior to the winter session.

4.4.2. One Month Prior to the Winter Season

One month prior to the winter season the Township of Billings will:

- Assign equipment to staff.
- Calibrate material application equipment.
- Allow operators (staff and contract) time to familiarize themselves with any new equipment, material application rates, material application equipment and their route (driving the route and noting obstacles along the route).
- Assign staff to monitor and record weather forecasts on a daily basis. Upon the forecast of an approaching winter event, schedule a patrol of a route of representative roads. If a winter event is forecast prior to the start of the next scheduled shift a night and/or weekend patrol(s) of a route of representative roads should be scheduled. If a night or weekend patrol is scheduled the patroller should monitor and record the weather forecast and road conditions. The patrol person should be authorized to initiate a winter event response if conditions warrant a response.
- Have 33 % of the fleet ready to respond to a winter event.
- Have sufficient staff available to operate the fleet if conditions warrant a winter event response.

4.4.3. Two Weeks Prior to the Winter Season

Two weeks prior to the winter season the Township of Billings will:

- Have the 66 % of the fleet ready to respond to a winter event.
- Have staff available to operate the required complement of the fleet if conditions warrant a winter event response

4.4.4. At the Start of the Winter Season

At the start of the winter season:

- Begin patrolling representative roads in all roads/areas that the organization is responsible for
- Respond to winter events as per the winter operations plan.

4.5. Winter Patrol Operations

4.5.1. Staffing and Hours of Work

The Township of Billings has a full-time employee assigned to each vehicle used for winter operations. Each vehicle is assigned a route for sanding/salting and/or plowing. The Township of Billings adheres to the hours of service as dictated by Highway Traffic Safety Act, Reg. 555/06 (Ontario, Canada).

Staffing for Winter Maintenance				
Employee	Job Title	Reports to Facility	Assigned Route(s)	Assigned Equipment
Bill Hore	1st Operator	Public Works	RORR 1, PR 1, RORR 2, PR 2	2021 International, International Work Star, Western Star tandem, 2010 International Work Star
John Tolsma	Operator	Public Works	RORR 1, PR 1, RORR 2, PR 2	2021 International, International Work Star, Western Star tandem, 2010 International Work Star
Chris Cyr	Public Works Superintendent	Public Works	RORR 1, PR 1, RORR 2, PR 2	2021 International, International Work Star, Western Star tandem, 2010 International Work Star
Bill Savage	Operator	Public Works	RORR 1, PR 1, RORR 2, PR 2	2021 International, International Work Star, Western Star tandem, 2010 International Work Star

Some of the key responsibilities associated with the management and overseeing of winter operations for this winter season are as below:

- Public Works Superintendent will receive issues and concerns of the citizens regarding snow and ice control efforts.
- Public Works Superintendent will be responsible for making operational decisions.
- Public Works Superintendent will be authority to which the field staff will communicate the field conditions to.
- Public Works Superintendent will be responsible for shift scheduling. Public Works Superintendent will (when physically possible) be responsible for providing appropriate signage and or barricade in case a road has to be closed due to severe winter storm.
- Public Works Superintendent will ensure media releases are sent to local news and radio stations advising of road closures.
- Chis Cyr will be second in command to the Public Works Superintendent.

4.5.2. Winter Material Used Annually

Primary Solid Material	Brand Name or Supplier	Expected Quantity this Season vs. Actual Quantity Last Season	Comes Pre-Mixed with	In-House Mix Added
Pretreated Sand	H & R Noble Construction	400 Tones (Can)	Pretreated Sand 5.0%	

4.5.3. Application Rates

Min. and Max. Ranges (Tones (can)/lane-kilometer)			
	0.0 to -5.0 CELSIUS	0.0 to -10.0 CELSIUS	0.0 to -18.0 CELSIUS
Frost	1.0 - 1.0	1.0 - 1.0	1.0 - 1.0
Light Snow	1.0 - 1.0	1.0 - 1.0	1.0 - 1.0
Heavy Snow	1.0 - 1.0	1.0 - 1.0	1.0 - 1.0
Freezing Rain	1.0 - 1.0	1.0 - 1.5	1.0 - 1.5

4.5.4. Equipment - Winter Maintenance Fleet

The Township of Billings provides winter maintenance services on 4 routes with the equipment listed in Appendix 3.

VEHICLE NAME OR NUMBER	VEHICLE TYPE	ASSOCIATED ROUTES	ASSOCIATED EMPLOYEES	LOCATION /YARD
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2021 International HV613	Tandem Axle	PR 1, PR 2	Chis Cyr, Bill Hore, Bill Savage, John Tolsma	Public Works
2010 International Work star	Tandem Axle	PR 1, PR 2	Chis Cyr, Bill Hore, Bill Savage, John Tolsma	Public Works
2016 Western Star tandem	Tandem Axle	PR 1, PR 2	Chis Cyr, Bill Hore, Bill Savage, John Tolsma	Public Works

4.5.4.1. Mechanics

The Township of Billings has:

- 0 in-house mechanic(s) available
- external (e.g. contracted) mechanic(s) available
- Facilities with mechanics include:
 - Public Works Garage available for call in mechanics
- The timings for the above mechanics are as below:
 - Emergency
 - Maintenance/Repair

4.5.5. Winter Maintenance Facilities

The Township of Billings provides winter maintenance services from the winter maintenance facilities listed below.

4.5.5.1. Public Works

Facility Type:

Other

Facility Address:

Public Works Garage, 42 Carter Crescent, Kagawong, Ontario POP 1J0, Canada

Facility Phone:

705 282 3433

Number of Front-end Loaders:

1

Year facility Built:

1995

Updates and Enhancements:

- 2001 – Cold storage added to the back of the main Public Works Garage
- 1998 – Sand/Salt storage building

Design and Logistics:

- All materials are handled in a designated area characterized by an impermeable surface
- Equipment is in place to prevent overloading of trucks
- System is in place for collection and/or treatment of wastewater from cleaning of trucks
- Control and diversion of external waters (not impacted by salt) is in place
Ongoing clean-up of the site surfaces and spilled material is swept up quickly
- Risk management and emergency measures plans are in place

Material Storage Details:

- There is storage space available inside of this facility. It presently stores:
 - Salt/Sand Mixture – 40.0 Tons
- There is no storage space available outside of this facility.

Equipment Storage Details:

Two plow Trucks and backhoe loader are kept inside a warm garage, for immediate dispatching of equipment.

Equipment Washing Details:

Hot water pressure washer with gutter system in floor with oil separator.

Miscellaneous Material Details:

The sand/salt mixture is kept dry in our sand storage building and the salt is stored in a separate dry storage building.

Site Drainage Details:

- There is drainage and collection systems for runoff of salt-contaminated waters at this facility
- The chloride concentration in the runoff is not monitored
- This site discharges to:
 - Containment system for removal
- Additional Site Storage Details

4.5.6. Parking Lots

The Township of Billings provides winter maintenance services to the listed parking lots below.

4.5.6.1. Fire Hall/Gym

Facility Address: Fire Hall / 91 Main St/ Kagawong Fitness Club, 91 Main St, Kagawong, Ontario P0P 1H0, Canada

Number of Parking Spots: 6

Responsibility to maintain: Township of Billings.

The lot is not used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy: Cleaning the paved area at the entrance of the Fire Hall is of top priority.

4.5.6.2. Town Parking Lots

Facility Address: Main St, Kagawong, Ontario P0P 1J0, Canada Number of Parking Spots:

Responsibility to maintain: Township of Billings.

The lot is not used for storage or disposal of snow.

The drainage from this lot is not controlled.

Service Policy: Parking Lots are generally of a lower priority.

4.5.6.3. Library Parking

Facility Address: Billings Public Library, Upper St, Kagawong, Ontario P0P 1J0, Canada

Number of Parking Spots: 6

Responsibility to maintain: Township of Billings.

The lot is not used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy: The Public Library is only open a few days a week and is plowed shortly after the priority sites are finished.

4.5.6.4. Park Centre Parking

Facility Address: Park Centre, Henry St., Kagawong, Ontario P0P 1J0, Canada

Number of Parking Spots: 40

Responsibility to maintain: Township of Billings.

The lot is not used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy: The Park Centre is of High Priority, as it is the Community Centre and Centre for Emergency situations if required.

4.5.6.5. Municipal Parking

Facility Address: Municipal Office/Museum, 15 Old Mill Road, Kagawong, Ontario P0P 1J0, Canada

Number of Parking Spots:

Responsibility to maintain: Township of Billings.

The lot is not used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy: The priority of snow removal is high, as it is the centre of communications in our community, a source of important information in case of an Emergency and a loading and unloading area for School Buses.

4.5.6.6. Marina/Anglican Church Parking Lot

Facility Address: between 170 - 184 Main Street, Kagawong ON, Ontario P0P 1J0, Canada

Number of Parking Spots:

Responsibility to maintain: Township of Billings.

The lot is not used for storage or disposal of snow.

The drainage from this lot is not controlled.

Service Policy: Parking Lots are generally of a lower priority, except for the one by the Anglican Church for Sunday Parking

4.5.7. Snow Removal and Disposal

The Township of Billings does not have dedicated Disposal Site(s) in its jurisdiction.

4.5.8. Plow Routes

Appendix 2 contains maps of the salt/sand routes, anti-icing routes and plow routes.

4.5.9. Salt Vulnerable Areas

Certain locations within the area of responsibility of the Township of Billings have been identified as being potentially vulnerable to the over-application of road salt. These areas are shown on the route maps in the appendices. Accordingly, salt storage, snow disposal and material application in these areas will be strictly monitored and, in some cases, may be restricted in a variety of ways.

4.5.9.1. Main St

Facility Address:

Area Footprint: 61859.66 Square Meters

Additional Details: Main Street runs parallel to Mudge Bay (North Channel of Lake Huron). The beach area runs from rocky shoreline to a sandy beach to rocky shoreline.

This area is sensitive to area rains and spring run offs, so a minimal amount of salt and salted sand is used in this stretchy of Main Street.

Mitigation Measures: A minimal amount of sand/salt mixture is used in this area to minimize contamination of the beach area and Municipal Water source.

Associated Vulnerabilities:

4.5.9.2. Old Mill Road

Facility Address:

Area Footprint: 28664.59 Square Meters

Additional Details: Old Mill Road crosses the Kagawong River and runs parallel to the south and east side of Mudge Bay. Only a portion of this road is very close to the Kagawong River and lakeshore. The amount of salted sand that is spread in this area, is varied according to the number of residents that use this portion of the road during the winter months.

Mitigation Measures: A traffic safe amount of salt/sand is applied. The area has no hills and is relatively flat.

Associated Vulnerabilities:

4.5.9.3. Part of Lakeshore Road

Facility Address:

Area Footprint: 90184.56 Square Meters

Additional Details: This is the section of roadway between Concession 12 West (Lakeshore Road) and Concession 10 West. In this area, salted sand is applied in a very careful manner. Traffic safety is very important, as the road has a few curves in it, and is also used by School Buses.

Mitigation Measures: This part of the road has a 50 Km speed limit road traffic and therefore a reasonable amount of sand/salt is used in this area for traffic safety.

Associated Vulnerabilities:

4.5.9.4. Manitou Lane

Facility Address:

Area Footprint: 1895.28 Square Meters

Additional Details: Manitou Lane is a class 6 road that services 3 family units.

Because the road is very flat, not much salted sand is applied in this area.

Mitigation Measures: Very little or no sand/salt mixture is used in this area. Snow plowing only is managed in this area.

Associated Vulnerabilities:

4.5.10. Weather Monitoring

In order to determine an effective winter event response and allocate the appropriate resources the Township of Billings supplements their general observations with weather information from various sources which includes:

- Meteorological Services:
 - Chris Cyr - www.theweathernetwork.com
 - Chris Cyr - [Rain Alarm.com](http://RainAlarm.com)
 - Chris Cyr - Environment Canada
- Customized weather forecasts which are updated 3 times/day from a Value
- Added Meteorological Service the Weather Network

- Weather monitoring will be done 3 times a day through The Weather Network web site. The forecasts will be checked by managers and staff, so that we can provide the best winter road management possible. The printed forecasts will then be filed to be retained for any future reference.

4.5.11. Communications

Maintaining reliable internal communications is a critical component of winter operations. The Township of Billings uses the following:

- All employees are equipped with cell phones.
- Information from The Weather Network and Environment Canada will be analyzed by the Public Works Superintendent and his staff prior to the event. If immediate action is to be taken, he will contact the Operators (Bill Hore, John Tolsma and Bill Savage) as soon as possible.

All citizen issues concerning snow and ice control efforts will be routed to Public Works Superintendent. The Public Works Superintendent will determine appropriate follow-up responses to citizen inquiries.

The municipality provides external communication with the general public via:

- Media press releases
- Information posted on the municipality's web site at www.billingstwp.ca

4.5.12. Boundary Street Jurisdiction and Responsibility

The table below outlines the responsibilities of each agency has to the roads bordering with the Township of Billings. The agencies listed in the table have first response maintenance responsibility to these roads. If the Township of Billings has its snow routes open and serious problems remain on the boundary streets, The Township of Billings snow plows may assist based upon the judgement of Public Works Superintendent on duty.

TABLE

Organization, and Contact	Responsibility Details	Telephone Number
M'Chigeeng - First Nation, Earl Debassige	Bay St., Spruce St. and Cross Hill Rd.	705 377 5362
NEMI, Wayne Williamson	Portion of Rockville Rd. & portion of Newby's Sideroad	705 368 2093
Township of Central Manitoulin, Ron Klingenberg	Portion of Rockville Rd., Monument Rd., 20th Conc., Cross Hill Road & John St	705 377 5301

Township of Gordon/Barrie Is., Aaron Campbell	Nelson Rd	705 282 2702
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4.5.13. Callout Procedures

Operational decisions will be made by the Public Works Superintendent or his/her designate with the aid of available forecasting, Level of Service policy, patrolling etc. However, it should be emphasized that decisions will be subjective and external input, whether in this plan or elsewhere, merely acts as an aid in determining if a call out of staff and equipment by the Public Works Superintendent to respond to a winter event is warranted.

It is vital therefore that the Public Works Superintendent records the prevalent conditions and relevant information when he/she makes a decision.

The Public Works Superintendent will inform staff of changing of road and weather conditions observed in the field. When a winter event response is required the Public Works Superintendent will contact the staff by phone. The Public Works Superintendent will provide information to the operators. In the absence of the Public Works Superintendent, the patrol person shall be his/her designate and initiate a call out in response to a winter event.

4.5.14. Road Closure and Procedures

In the event that a road must be closed due to a severe winter storm, Ontario Provincial Police will request signs be placed to close the road. Appropriate signage and barricade will be available at the patrol yard. Upon receiving a request from Ontario Provincial Police to close a road to traffic, the Public Works Superintendent or his/her designate will organize manpower and equipment to place the signs and barricades. The Public Works Superintendent or his/her designate will contact the call centre and request that a media release (Appendix 5-1) be sent to the local news and radio stations advising of the road closure.

Roads will be deemed to be closed once the signs and barricades are placed. When it is physically impossible to place signs and barricades to close a road, the Public Works Superintendent or his/her designate will advise Ontario Provincial Police and request Ontario Provincial Police permission to send the media release (Appendix 5-2).

4.5.15. Towing Illegally Parked Vehicles – Declaration Emergency Parking Ban

Cars parked on the streets during a snow removal effort may be ticketed and/or towed away. A snow emergency parking ban may be declared by Public Works Superintendent, or their designate. The Ontario Provincial Police and media will be notified when the parking ban is initiated.

4.5.16. Operating Instructions and Safety Rules

All individuals (whether local staff or contracted) shall abide by operating instructions and safety rules as stated in Appendix 6.

4.6. Decommissioning Winter Operations

After the winter season identified in 4.3 expires, the Township of Billings undertakes the following tasks to decommission winter operations:

4.6.1. Two Weeks After the Winter Season Ends

Two weeks after the winter season ends:

- Continue monitoring and recording weather forecasts.
- Assign night patrol shift if forecast indicates an overnight winter event is probable.
- Decommission 66 % of the fleet.

4.6.2. One Month After the Winter Season Ends

One month after the winter season ends:

- Cease all winter highway maintenance operations
- Decommission the remainder of the equipment providing weather forecasts warrant the decommissioning.

4.7. Training

The Township of Billings provides winter operations training for all staff involved in the delivery of winter services.

Individuals in the following positions within and outside of the organization have been trained:

- Within Organization:
 - Patroller(s)
 - Operator(s)

Staff will verify that the training was received by either signing the “Record of Training” included in Appendix 7-1 or 7-2, or another verification document.

The in-house staff is trained:

- By the local organization itself
- Through third-party training services, including:
 - OGRA Snow School – 2017 – Trains 33% of staff (Bill)
 - OGRA Managing Winter Operations - 2015 – Trains 33.0 % of the

- Staff
- OGRA Snow School - 2013 – Trains 33.0 % of the staff
- OGRA 2014 Snow School Mechanics Module – Trains 33.0 % of the staff (Chris)
- OGRA Snow School 2012 – Trains 33.0 % of the staff (Chris)

Current winter operations training(s) for in-house staff:

- Equipment Circle Check
- Equipment Calibration
- Record Keeping
- Health & Safety
- Level of Service-policies, practices, and procedures
- Identification of Plow Routes-including variations for year to year and issues identified along the route.
- De-icing chemicals-application procedures, rates, storage, and handling
- Identification of vulnerable areas
- Yard and equipment maintenance
- Snow plow operator training

4.8. Record Keeping

Full and accurate completion of the documents listed below, according to the applicable procedures, ensures that the municipality is protected from liability by providing solid documentation that procedures have been followed.

Staff is responsible for keeping the following records:

For Equipment Operators:

- CVOR Time Card

For Patrollers

- Winter Patrol Record
- Call Out Diary
- Weather and/or RWIS Information Received

For Operations Supervisors

- Operations Diary
- Incident/Collision Reports
- Total materials used

In order to help improve decision-making for maintenance strategy, The Township of Billings:

- Has Automatic Vehicle Location (AVL) system installed on fleet.
- Uses a chart for application rates adapted to road or weather conditions (e.g., temperature)

The date will be recorded as YYYY-MMM-DD. It will be written in a numerical format (2017-Sep-21). The time shall be documented using the 24-hour clock format.

Always retain the original copy of documents regardless of their appearance. Writing must be legible for others to read and written in ink. Stains or dirt on the documents is not an issue. If a document requires correction, then a line is to be placed through the incorrect information without making it illegible and continue writing on the original document. Initial corrections or change in the colour of ink in a case where you change writing pens.

5. PLAN IMPROVEMENTS

The current winter maintenance policies, practices and procedures form the baseline or benchmark upon which improvements can be made to improve winter operations and/or the use and management of road salt.

Based upon the need to maintain continual service throughout the season, and the previous experience obtaining critical supplies and equipment at the height of the season, over the next ten years the Township of Billings plans to undertake a number of improvements that will be monitored and updated annually.

- Equipment
 - 2017-2018 Season: New Plow blade for newest plow
- Facilities

6. MONITORING AND UPDATING

Safe and sustainable winter operations include, as one of its fundamental tenets, the monitoring and updating of winter operations plans, policies, practices and procedures (the “four Ps”) of the Township of Billings in an ongoing manner. To that end, the following continuous improvement cycle is used to refine the “four Ps” annually.



At the end of the winter season, as identified in 4.3, a meeting to review winter operations will be held each year with all winter operations staff to itemize all issues that arose during the winter season and discuss how these issues may be resolved. Prior to the start of the next winter season and with sufficient lead time to implement any changes, the Township of Billings shall train staff on the changes to equipment and/or winter maintenance policies, practices, and procedures.

7. DISTRIBUTION OF THIS PLAN

This Plan shall be distributed to the following:

- Mayor and City Council
- Public Works Supervisor
- CAO

8. DISCLAIMER

This Manual may be affected by at least one or more of the following events which could delay or alter snow and ice control by the Township of Billings:

1. Equipment breakdown
2. Vehicles disabled in deep snow.
3. Weather so severe as to cause work to be stopped for the safety of all personnel.
4. Unforeseen conditions and emergencies.
5. Significant medical related emergencies.

The Township of Billings has enacted comprehensive internal Standard Operating Procedures to protect winter operations staff from contracting COVID-19 as much as possible. However, should staff become infected despite these measures or be required to self-isolate due to factors outside of the Township's control (*i.e.*, infection of close contacts outside of the workplace), it is possible that the township's Public Works department could be understaffed to the point of service disruptions.

In the event that staff shortages impact winter roads maintenance service delivery, the following procedures will be followed:

1. Regular weather monitoring and roads patrols shall occur until such time as no staff are available to do so.
2. A daily prioritization of services will be conducted by the lead Public Works employee on duty based on the weather forecast, the results of the roads patrol, and staff capacity. This prioritization will be documented and provided to administrative staff for internal and public notification (see item 4 below).
3. Services will be delivered based on the daily prioritization exercise.
4. Notification will be provided to the public via the township's website and Facebook page regarding any service disruptions or delays. Internal notification shall be done via email and shall include all staff and the Fire Chief.
5. In the event that no Township of Billings staff are available for roads patrols or further maintenance activities due to illness or self-isolation, the CAO/Clerk will contact Mutual Aid partners for assistance. Items 2 through 4 will be conducted by/with Mutual Aid partners.
6. As a last resort, the Public Works Superintendent may, in consultation with the CAO/Clerk, exercise the power delegated to them by section 7 of Township of Billings by-law 2018-49 to declare a municipal highway(s) or any portion thereof to be temporarily closed until such time as necessary maintenance activities can be conducted.
 - a) The Public Works Superintendent shall document the time and reasons for closure of the highway(s) or portions thereof and provide this information to administrative staff for internal and public notification.
 - b) Notification will be provided to the public via the township's website and Facebook page. Internal notification shall be done via email and shall include all staff and the Fire Chief.

Appendix 1

Patrol Routes (a.k.a. Routes of Representative Roads)

RORR 1

Patrol Distance: 16.9 Lane Kilometers

Patrol Routes



RORR 2
Patrol Routes 2

Patrol Distance: 21.15 Lane Kilometers



Appendix 2

Road and Sidewalk Routes

PR 1
Plow Route

Total Length: 52 Lane Kilometers



PR 2
Roadway Route

Total Length: 57.8 Lane Kilometers



Appendix 3

Equipment List

Equipment	Type	Owned By	Electronic Controller	Calibration Date	Pre-Wet Capability	Anti-Icing Capacity	Infrared Thermometer installed
2021 International	Tandem Axle	Township of Billings	Not installed	N/A	N	N	N
2010 International Work star	Tandem Axle	Township of Billings	Not installed	N/A	N	N	N
2016 Western Star tandem	Tandem Axle	Township of Billings	Not installed	N/A	N	N	N

Equipment	Pre-Wet Capability	Anti-Icing Capacity	Other Features	Comments
2021 International	N	N	Has a spreader- Has mounted mobile RWIS	2021 International with Viking Plow, wing and sander for winter operations,
2010 International Work star	N	N	Has a spreader- Has mounted mobile RWIS	International Work star tandem with Everest plow and sander
2016 Western Star tandem	N	N	Has a spreader- Has mounted mobile RWIS	Western Star with Viking -Cives plow and sander

Legend Y = Yes N = No

Appendix 4-1

Vulnerable Area



(Main St)

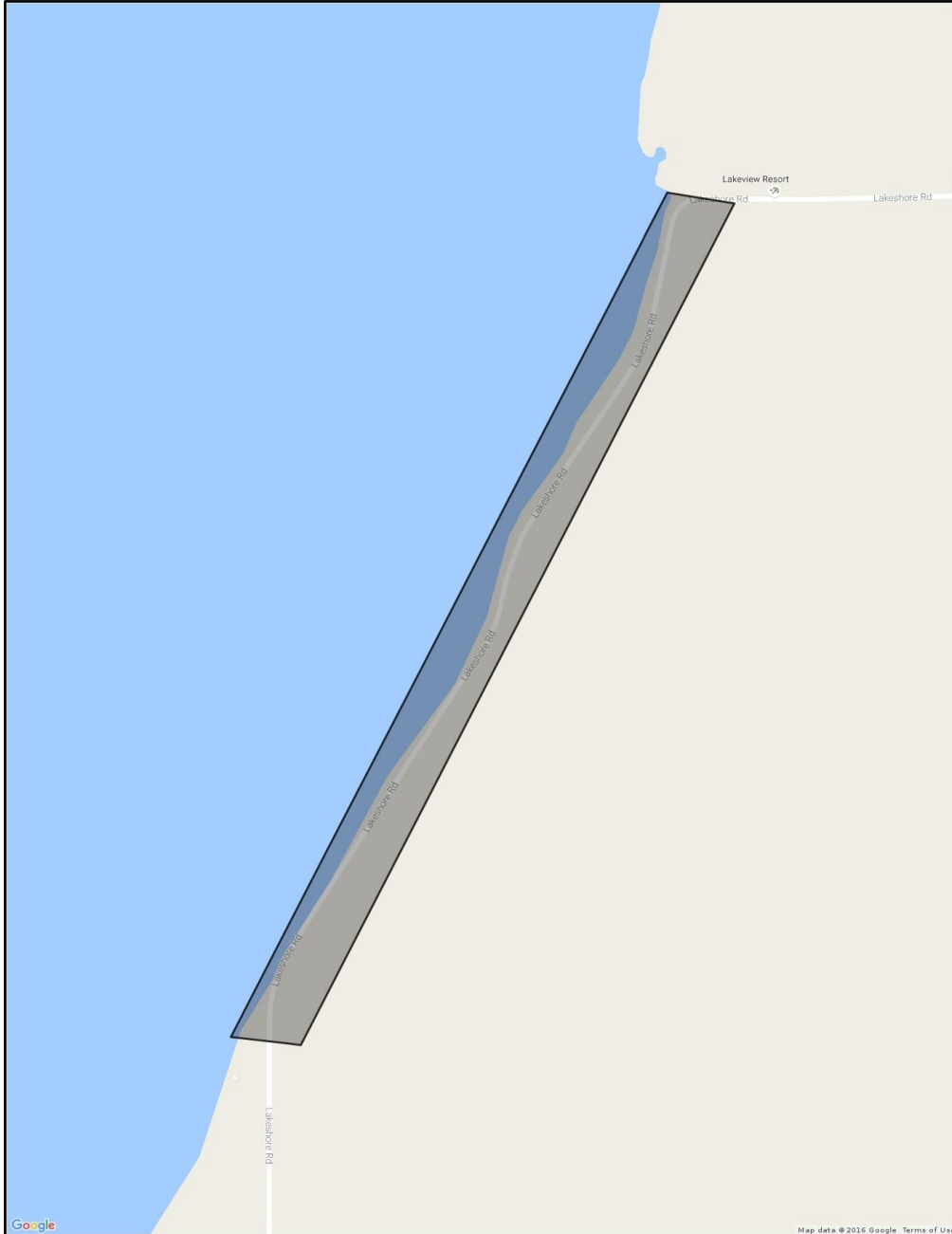
Appendix 4-2

Vulnerable Area (Old Mill Road)



Appendix 4-3

Vulnerable Area
(Part of Lakeshore Road)



Appendix 4-4

Vulnerable Area
(Manitou Lane)



Appendix 5-1

Media Release Road Closed



Date _____

Time _____

Media Release

Due to a severe winter storm *Ontario Provincial Police* advise that the following roads in the Township of Billings are impassable due to (reason, e.g. "drifting and blowing snow") and have been closed to traffic.

Street Name	From	To

Ontario Provincial Police advise that these roads will remain closed until the storm subsides and driving conditions improve.

Appendix 5-2

Media Release Severe Weather



Date _____

Time _____

Media Release

Due to a severe winter storm *Ontario Provincial Police* advise that many roads in the Township of Billings are impassable due to drifting and blowing snow. *Ontario Provincial Police* advise that you do not drive until the storm subsides and driving conditions improve.

(Sometimes it is physically impossible to place signs and barricades to close a road, in this instance use this release when the roads have NOT been physically been closed by the placement of signs and barricades or an officer is present to redirect traffic)

Appendix 6

Operating Instructions and Safety Rules



Operating Instructions and Safety Rules

1. WORK HOURS

For a major storm event, one 13-hour shifts may be established at the discretion of the Public Works Superintendent

2. SAFETY PROCEDURES

Safety is paramount during any snow storm. The following safety rules will be observed by all equipment operators.

A. Check your snow removal equipment prior to leaving the yard and also the following:

- 1) All work lights and emergency lights
- 2) Cell Phones
- 3) Snow plow and frame for damage
- 4) Sander
- 5) Rear view mirrors
- 6) Flags and reflectors
- 7) Windshield wipers
- 8) Heater and defroster
- 9) All necessary mapping for snow and ice removal
- 10) Vehicle Inspection Items
- 11) Liquid dispensing apparatus (windshield washer fluid, etc.)

B. Report any non-working equipment to a Supervisor immediately.

- C. Use reasonable caution in operation of snow removal equipment.
- D. Drive cautiously.
- C. Utilize caution when operating in cramped quarters with parked cars on a street.
- D. Know your route and any fixed objects covered by snow.
- E. Obey all traffic laws.
- F. Do not follow traffic too closely.
- G. Slow down prior to turning—your plow will tend to push you where it wants to go.
- H. Equipment involved in snow and ice control operations is emergency equipment, but you as the operator, must obey all traffic laws and provide right-of-way to other vehicles.
- I. Do not attempt to tow private automobiles—offer assistance by way of cell phone to your Supervisor.
- J. Utilize caution when operating deicing equipment. Watch for overhead obstructions. Lower box when necessary.

3. ACCIDENTS

Report all moving vehicle accidents immediately to your Supervisor. Depending on the severity of the accident and availability due to storm related issues, the O.P.P. will typically be called to evaluate the accident. Prior to leaving duty on the shift, a Motor Vehicle Accident Report & Review form and the internal Vehicle Damage Claim Report should be filled out. Your Supervisor will attempt to interview the driver at the end of the shift or within 24 hours after return to normal duties. Accident forms should be available from the on-duty Supervisor.

4. CARE AND USE OF EQUIPMENT

The snow plow operator is responsible for routine maintenance of the vehicle. Report any maintenance needed to the Supervisor or mechanic on duty. Check vehicle before and after use for any maintenance needed or damage to equipment. Fill out Operations Daily Inspection Check Sheet. The vehicle should be refueled at the end of each operator's shift.

5. RADIO COMMUNICATIONS

Operators are to take duty instructions from the Public Works Supervisor on duty. The Police may report road conditions or other issues to the Public Works Supervisor. It will be the role of the Public Works Supervisor to direct all winter maintenance related operations.

6. DAILY REPORTS

Upon completion of the shift, Public Works Supervisor will be required to fill out a Winter Road Maintenance Report for each Plow Route. This sheet will document location and date.

Appendix 7-1

Record of Training



Record of Training

This statement certifies that the below named individual has successfully completed the in-house Winter Operations Training program as required by The Township of Billings Winter Operations Plan.

The Winter Operations Training program is comprised of the following modules:

- Equipment Circle Check
- Equipment Calibration
- Record Keeping
- Health and Safety
- Level of Service – policies, practices and procedures
- Identification of Plow Routes – including variations for year to year and issues identified along the route
- De-icing chemicals – application rates, storage and handling
- Identification of road salt vulnerable areas and the procedures to follow in those areas
- Yard and Equipment maintenance

Employee Name _____ (please print name)

Date of Training _____

Location of Training _____

Trainer Signature _____

Supervisor Signature _____

Appendix 7-2

Record of Training – Night Patroller



Record of Patroller Training

This certifies that _____ (employee name) has successfully completed the in-house Winter Operations –Patroller Training as required by the Township of Billings Winter Operations Plan.

The Winter Operations –Patroller Training workshop includes the following modules:

- Weather monitoring and forecasting results including: Road Weather Information System, Value Added Meteorological Service, eutectic temperature, pavement temperature, dew point
- Winter Shift Schedules
- Record Keeping
- Health and Safety
- Level of Service – policies, practices and procedures
- Identification of Plow Routes – including variations for year to year and issues identified along the route
- De-icing chemicals – usage, application rates, storage and handling
- Identification of road salt vulnerable and/or susceptible areas and the procedures to follow in those areas
- Call-out procedures
- Emergency contacts
- Yard and Equipment maintenance

Employee Name _____ (please print name)

Date of Training _____

Location of Training _____

Trainer Signature _____

Supervisor Signature _____

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COUNCIL REPORT

Department: Treasury

Date: September 19, 2023

Report Number: TR-2023-09-12

File: Old Mill Upper Lease Agreement

Recommendation:

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

Background:

Richard and Barbara Edwards (Edwards Studios) have been renting the Old Mill Upper for a number of years. The space is used as an Art Studio/Gallery/Workshop. The current lease is a five-year term at a rate of \$4,926.60 per year and is set to expire September 30th, 2023.

All previous leases have been set for a 5-year term however a 3-year lease was requested by the tenants for the new term.

Discussion:

Edwards Studios is an asset to the Township of Billings. It is a beautiful space to exhibit art and attracts tourists to visit the area.

Staff recommend entering into a lease for the requested 3-year term at modest yearly increase of 2.5% in keeping with the previous rental increase. To note the Township remains responsible for all electrical and water expenses.

Financial Impacts:

Rental income makes up a small portion of the Township of Billings budget; however, the modest increase will mainly go towards the increase in utilities.

Alignment to the Strategic Plan:

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

Alignment to the Community Energy and Emissions Plan (CEEP)

This report is not applicable to the CEEP.

Respectfully Submitted By:

Tiana Mills, Deputy Clerk

Reviewed By:

Emily Dance, CAO/Clerk



COUNCIL REPORT

Department: Chief Administrative Officer

Date: September 19, 2023

Report Number: CAO-2023-09-21

File: Health and Wellness Spending Account Policy (2)

Attachment: Draft Health and Wellness Spending Account Policy- second draft

Recommendation:

THAT the Township of Billings Council hereby approves Report CAO-2023-09-20 AND approves the adoption of a Health and Wellness Spending Account Policy AND FURTHER authorizes the appropriate By-Law coming forward.

Background:

At the September 5, 2023 meeting, staff presented a draft health and wellness policy. Council deferred their decision directing staff to review the policy further to tighten up the allocated provisions.

Discussion:

Staff reviewed the draft policy and have made the following amendments for Council consideration:

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

The health and wellness account is cumulative, no interest will apply. Each employee will be presented with an annual statement of the balance available in their respective health and wellness account. Benefits can carry over from year to year in order to save for a large approved expenditure (example: orthodontics or cosmetic dentistry).

Large expenditures may be submitted and payments made to the employee as they accumulate. Any unused balance is not transferable upon termination of employment.

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

Financial Impacts:



Funding for this program is included in the annual operating budget approved by The Township of Billings Council each year.

Alignment to Strategic Plan:

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

Alignment to the CEEP:

No direct alignment.

Respectfully Submitted By:

Tiana Mills, Deputy Clerk

Approved By:

Emily Dance, CAO/Clerk



Policy – Employee Health and Wellness Spending

Account Policy

By-Law No: 2023-xx

Revision

Date: September 19th, 2023

Policy Statement:

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

Purpose:

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

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

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

The expenditure must be for the employee or an eligible dependent, as defined by the group benefit plan. As part of the benefit, claims can also be made for fees paid for the cost of registration or membership for the employee to participate in a program of physical activity. The health care spending account is cumulative, no interest will apply. Each employee will be presented with an annual statement of the balance available in their respective health care spending account. Benefits can carry over from year to year in order to save for a large approved expenditure (example: orthodontics or cosmetic dentistry). Large expenditures may be submitted and payments made to the employee as they accumulate. Any unused balance is not transferable upon termination of employment.

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

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



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

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

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

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

Coverage:

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

Review:

This policy will be reviewed on an annual basis.



COUNCIL REPORT

Department: Chief Administrative Officer

Date: September 19, 2023

Report Number: CAO-2023-09-27

File: Strategic Plan Request for Proposal (2)

Recommendation:

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

Background:

The 2023 Township of Billings budget included provisions for a five-year strategic plan in the amount of \$30,000.

On August 1, 2023 Council directed staff to issue a Request for Proposal (RFP) for the Strategic Plan and created the evaluation team made up of the Mayor, Deputy Mayor, CAO/Clerk and the Municipal Project Manager.

The RFP was issued on August 9, 2023 and circulated through the local newspaper, the Township website, social media accounts and sent directly to preferred consultants.

Discussion:

The RFP closed on September 7, 2023 with four applications being received. All four proposals were received on time and came in just slightly under budget.

Consultant	Cost (excluding HST)
Capital Park Consulting	\$29,765.00
JL Richards	\$25,878.00
Erebus Municipal Services	\$25,000.00
Town Hall Consulting	\$28,691.25

The evaluation team met on September 11, 2023 to review the proposals. The review was based on:

1. Experience of the Consultant in delivering similar projects- 10%
2. Experience and Qualification of Key Team Members – 10%
3. Quality of Approach and Methodology – 10%
4. Engagement Strategy – 30%
5. Understanding of the Objectives – 10%
6. Workplan, schedule, cost, and level of effort -30%



The evaluation team rated the proposals and the top two consultants were invited to a zoom interview on September 14, 2023 for further evaluation.

Evaluation of the interview was based on the following:

1. Demonstrated Understanding of Local Context – 20%
2. Description of Relevant Experience and Previous Project Work – 20%
3. Discussion and Description of Proposed Engagement Strategy – 30%
4. References – 30%

As a result of the evaluation the team is recommending that Capital Park Consulting Inc. be awarded the contract to provide a five year strategic plan for the Township of Billings. The key items that set Capital Park Inc apart from the other applicants was:

- Experience in delivering similar projects in small municipalities namely more remote and unique (e.g., Municipality of Sioux Lookout, ON, Happy Valley-Goose Bay, NL)
- The consulting team is made up of nine consultants, appointing a Project Manager with 10 years experience and researcher with 4 years experience to our project.
- Engagement Strategy included, internal stakeholder engagement, a virtual workshop then a two-day planning session, targeting all stakeholders of the municipality.
- The references indicated they were very pleased with the results of their strategic plans and noted they were impressed with their ability to engage both Council and the public.

In reviewing the project time-line, it is very ambitious to have a November 30, 2023 completion date. Should additional time be required to ensure quality public engagement, the time line may be extended into early 2024.

Financial Impacts:

\$30,000 in the 2023 Township of Billings budget for Consulting Services for a new Strategic Plan.

Alignment to Strategic Plan:

Part of the Strategic Plan process

Alignment to the CEEP:

The CEEP will be one of many important considerations influencing the 2024 to 2029 strategic planning process.

Respectfully Submitted By:

Emily Dance, CAO/Clerk



COUNCIL REPORT

Department: Clerks

Date: September 19, 2023

Report Number: CLK-2023-09-27

File: Boards and Committees - Vacancy

Recommendation:

THAT the Township of Billings Council hereby approves report CLK-2023-09-27 AND directs staff to advertise for members of the public to sit on the Climate Action Committee, the Lake Kagawong Resource Committee, the Parks Recreation and Wellness Committee and the Billings Library Board.

Background:

On June 20, 2023 Council directed staff to advertise for vacancies in the Climate Action Committee and the Lake Kagawong Resource Committee. As per Township procedures the vacancies were advertised in the local paper, the website and the Township's social media platforms. Unfortunately, there were no applications received.

There is currently a vacancy in the Parks Recreation and Wellness Committee, as well as the September 12, 2023 Billings Library Board, the Board received a member resignation due to personal reasons.

Discussion:

The member composition of the Board and Committee may include members of the public or other organization depending on the nature of the Committee. It is very important to include members of the public to Boards and Committees to ensure appropriate representation and view points.

Staff recommends that the position vacancy for the Parks, Recreation and Wellness and Library Board be advertised and the Climate Action Committee and Lake Kagawong Resource Committee be re-advertised.

Financial Impacts

There will be costs incurred for advertising in the local newspaper, which can be included in the 2023 approved advertising budget.

Alignment to the Strategic Plan:

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

Alignment to the Community Energy and Emissions Plan (CEEP)

The Role of the Climate Action Committee is to review and provide recommendations for Council consideration regarding climate change mitigation and adaptation actions, initiatives, and programs, as outlined in the Township of Billings Community Energy and Emissions Plan (CEEP).

Respectfully Submitted By:

Emily Dance, CAO/Clerk

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

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

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

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

WHEREAS in April of 2022, the Government announced an unprecedented medical expansion for NOSM University's medical programs

AND WHEREAS the current base funding rates for the Northern School of Medicine University (NOSM) have not been increased sufficiently to accommodate growth and expansion

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

FURTHER BE IT RESOLVED THAT a copy of this motion be forwarded to Premier Doug Ford, Minister of Health and Deputy Premier Sylvia Jones, Minister of Colleges and Universities Jill Dunlop, MPPs Greg Rickford, Vic Fedeli, George Pirie, Ross Romano, Kevin Holland, Association of Municipalities of Ontario, Northern Ontario School of Medicine University, Federation of Northern Ontario Municipalities, Northern Ontario Academic Medicine Association and the leaders of the opposition parties of Ontario.

September _____, 2023

Hon. Doug Ford
Premier of Ontario
Legislative Building, Room 28, Queen's Park
Toronto, Ontario
M7A 1A1
Sent Via Email: Premier@ontario.ca

Dear Premier Ford,

In 2002 the Conservative Government created the Northern Ontario School of Medicine (NOSM) to address the health needs of the region, improve access to quality care, and contribute to the economic development of Northern Ontario. On April 1, 2022, we celebrated as your Government proclaimed NOSM a standalone university, becoming Canada's only independent Medical University.

NOSM University is one of the greatest successes in Canada as it relates to addressing health workforce supply, with over 50% of graduates choosing family medicine as a career and over 90% of combined MD and postgraduate learners staying in Northern Ontario. Today, over 400,000 northerners receive primary and acute care from a NOSM University-trained doctor. Furthermore, many specialists have been created by NOSM University, providing care closer to home and reducing the need for patients to travel south to decrease the cost of the Northern Health Travel Grant.

We attribute much of this success to a "distributed community engaged learning" model that places its learners in 90 communities (135 organizations) across Northern Ontario throughout the academic year. NOSM University's economic impact in our region is immeasurable, but the institution is in jeopardy.

Northern Ontario remains in a healthcare crisis. More than 350 physicians are currently needed to fill shortages, which does not account for anticipated retirements. Areas of the North that are still in dire need of healthcare services are rural, remote, and Indigenous communities. NOSM University is the only Northern solution to meeting our physician workforce needs.

We are grateful for your Government's decision to increase medical school spaces at NOSM University. Still, the momentum gained in addressing the health inequities in the North will be considerably impacted by the lack of financial sustainability for this newly created University.

While the creation of NOSM University gives it the autonomy to yield tremendous success in Northern physician recruitment and retention, the costs associated with

becoming a university, undertaking an unprecedented expansion, and continuing to offer world-class community-based education are significant. The University's current base funding rates have not been increased sufficiently, and cost reductions are no longer attainable or feasible.

As such, we respectfully support NOSM University's request to the Province of Ontario for a permanent increase in annual base funding of \$4.0 million before the end of this fiscal year so it can continue to deliver on the mandate that the Conservative Government established initially in response to the needs of Northern municipalities.

We thank you in advance for your consideration of our request.

Sincerely,

Mayor

premier@ontario.ca

sylvia.jones@pc.ola.org

jill.dunlop@ontario.ca

greg.rickford@pc.ola.org

vic.fedeli@pc.ola.org

george.pirie@pc.ola.org

ross.romanoco@pc.ola.org

Kevin.Holland@pc.ola.org

brosborough@amo.on.ca

IDawson@amo.on.ca

sverma@nosm.ca

fonom.info@gmail.com

mfacca@noama.ca

jfraser.mpp.co@liberal.ola.org

GBourgouin-QP@ndp.on.ca

RGurcharn@ndp.on.ca



August 28, 2023

Katherine McDonald
CAO
Township of Billings
edance@billingstwp.ca

Dear Ms. McDonald:

We are pleased to announce that the governments of Canada and Ontario are investing up to \$1.5 million over two years to help improve the removal, handling, and disposal of deadstock across the province. The Increasing Deadstock Capacity Initiative application intake will be open from September 21, 2023, to February 1, 2024. All approved projects must be completed by February 1, 2025. You can find additional information, including how to apply, on the Agricultural Adaptation Council Website at info@adaptcouncil.org.

This program is being offered through the Sustainable Canadian Agricultural Partnership (Sustainable CAP). The cost-share funding initiative will help address some of the gaps identified in a Livestock Research Innovation Corporation (LRIC) report released this year and will provide opportunities for the deadstock industry to streamline operations and improve accessibility by increasing capacities and establishing new service standards.

Please note that expenses, where applicable, must meet regulatory requirements, including [Ontario Regulation 105/09](#) under the Food Safety and Quality Act, 2001 (FSQA), and [Ontario Regulation 106/09](#) under the Nutrient Management Act, 2002 (NMA), (or any applicable requirements under the Safe Food for Canadians Act for federally registered plants), and be suitable for use. The undertaking of these activities for cost-share funding may still be subject to regulatory approvals.

Our governments are committed to supporting the agri-food sector and rural communities in Ontario.

.../2

We encourage you to take advantage of this funding opportunity and submit an application. Together, we can ensure that Ontario's agricultural communities can continue to operate sustainably and without interruption.

Sincerely,



Lawrence MacAulay
Minister of Agriculture
and Agri-Food



Lisa M. Thompson
Minister of Agriculture, Food
and Rural Affairs

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, avenue Memorial
Orillia ON L3V 7V3

Tel: 705 329-6140
Fax: 705 330-4191

Tél. : 705 329-6140
Télééc.: 705 330-4191

File Reference:

612-10

September 6, 2023

To All OPP-policed Municipalities

Re: Distribution of Police Record Check Revenue to Municipalities

In June 2022, the Ontario Provincial Police (OPP) centralized the police record check process by transferring the responsibility for the process from detachment staff to an Online Police Record Check Unit (OPRCU). The centralization of the police record check process eliminates the need for detachment staff to perform duties associated with the police record checks, with the exception of fingerprinting. This OPRCU has been staffed by reinvesting numerous administrative detachment positions from across the province. The change in staffing at OPP detachment locations will be captured in the overall municipal policing cost-recovery in accordance with the terms set out in *Police Services Act*, Ontario Regulation 267/14.

Historically, the revenue generated from detachment staff completing record checks for municipal residents has been credited back to the applicable municipalities. With the reassignment of the police record check workload to the OPRCU, there will be a gradual reduction of the revenue provided to municipalities, except for the revenue for fingerprinting. Fingerprinting remains a detachment responsibility and, therefore, the revenue for conducting fingerprint services at the detachments will continue to be allocated to municipalities. The gradual reduction of police record check revenue (not related to fingerprinting) will be accompanied by the introduction of some cost savings for municipalities resulting from the impact of reinvesting some detachment positions into the OPRCU. This will provide municipalities with an extended period of time to make appropriate adjustments to any impacted financial plans.

OPP-policed municipalities will continue to receive police record check revenue in 2023 and 2024. Commencing in 2025, the revenue will be reduced by 25% per year. In 2028, OPP-policed municipalities will cease to receive police record check revenue associated with police record checks processed by the OPRCU. Municipalities will continue to receive revenue for fingerprinting services provided at the detachment.

The OPP will continue to deliver adequate and effective policing services while focusing on meeting the municipalities' unique policing needs.

Should you have any questions, please email the OPP Municipal Policing Bureau Financial Services Unit at OPP.Financial.Services.Unit@opp.ca.

Respectfully,



Phil Whitton Superintendent
Commander,
Municipal Policing Bureau

cc OPP Deputy Commissioner Chris Harkins
OPP Provincial Commander Mary Silverthorn
A/Inspector Kirsten Buligan, Community Safety Services
OPP Detachment Commanders

Accounts for Payment September 14, 2023

Cheques

Date	CHQ #	Account	Amount	Description
14-Sep-23		Bridal Veil Variety	62.98	Fuel Public Works
14-Sep-23		Identifiable Individual	1,587.75	AMO Expenses
14-Sep-23		Encompass IT	2,620.19	Tax Run - Final
14-Sep-23		Farquhars Dairy	239.50	Marina Supplies (Ice Cream)
14-Sep-23		Identifiable Individual	24.85	Marina Supplies (Sundries)
14-Sep-23		J K Automotive	186.45	Storage Unit - Billings Fire Department (Monthly)
14-Sep-23		J K Automotive	2,034.00	Storage Unit - Municipal Office (Annually)
14-Sep-23		Lisa / Darren Hayden	1,890.00	Contract Cleaning Services
14-Sep-23		Make-Way Environmental Technologies	542.06	Septic Service Inspection
14-Sep-23		Manitoulin Centennial Manor	10,242.44	Municipal Billing (June Installment)
14-Sep-23		Manitoulin Centennial Manor	10,242.44	Municipal Billing (September Installment)
14-Sep-23		McDougall Energy Inc.	1,537.27	LS Diesel Public Works Garage
14-Sep-23		Minister of Finance (Policing)	18,125.96	July OPP LSR Billing
14-Sep-23		Ontario Property Services	1,200.00	Municipal Tax Sale Proceedings
14-Sep-23		Yellow Pages Digital & Media Solutions	22.48	Sudbury Tourist Attractions
			<u>50,558.37</u>	

Direct Debit

Date	DD	Account	Amount	Description
25-Aug-23	MC	LBPC Leasing Limited	175.00	Printer Lease (Monthly)
01-Sep-23	MC	Northern 911	85.95	E911 (Monthly)
06-Sep-23	EFT	HRC Bookkeeping	3,826.50	Contract Bookkeeping Services
06-Sep-23	EFT	BAMM	2,430.90	Vehicle Service on Western Star - Public Works
31-Aug-23	EFT	Freelandt Caldwell Reilly LLP	11,243.50	Professional Services
Total			<u>17,761.85</u>	

Total Accounts for Payment **\$ 68,320.22**



BY-LAW NO 2023-94

BEING A BY-LAW TO ADOPT A SERVICE RECOGNITION POLICY

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

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

AND WHEREAS the Township of Billings deems it expedient to establish policies;

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

- 1.0 THAT the Corporation of the Township of Billings hereby adopts a Service Recognition Policy as attached as Schedule 'A' and forming part of this By-Law.
- 2.0 THIS By-Law shall come into full force and effect upon final passage.
- 5.0 THIS By-Law may be cited as "Service Recognition Policy By-Law"

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

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

Bryan Barker, Mayor

Emily Dance, CAO/Clerk



Policy –Service Recognition Policy

By-Law No: 2023-94

Revision:

Date: September 5th, 2023

Policy Statement:

The Township of Billings recognizes the dedication and accomplishments made by its employees and members of the volunteer fire department. The Township is committed to honoring those individuals who contribute through their commitment, efforts, and actions towards the success of the Corporation and the community. Employees and members of the volunteer fire department will be acknowledged for professional commitment and at milestones throughout their career through a uniform and consistent recognition program in an effort to inspire employee engagement, retention, and membership.

Eligibility:

All active, permanent full-time and permanent part-time Township of Billings employees and volunteer fire fighters dedicated to the delivery of municipal services in Billings Township are covered by this Policy. The date used to calculate service for the purpose of this policy will be the year of employment with the Township of Billings or the year of membership with the volunteer fire department.

Contents:

Continuous active service will be recognized at the completion of 5, 10, 15, 20, 25, 30, 35 and 40 years of service.

Years of Service	Maximum Value (Including Taxes)
5 Years	Certificate + \$50.00 Gift Certificate of the employee's choice
10 Years	Certificate + \$100.00 Gift Certificate of the employee's choice
15 Years	Certificate + \$150.00 Gift Certificate of the employee's choice
20 Years	Certificate + \$200.00 Gift Certificate of the employee's choice
25 Years	Certificate + \$250.00 Gift Certificate of the employee's choice
30 Years	Certificate + \$300.00 Gift Certificate of the employee's choice
35 Years	Certificate + \$350.00 Gift Certificate of the employee's choice
40 Years	Certificate + \$400.00 Gift Certificate of the employee's choice

The CAO will generate a list of employees who are eligible for service recognition in May of each year. The list will be provided to Council for formal recognition.



BY-LAW NO 2023-95

BEING A BY-LAW TO ACCEPT A PROPOSAL WITH CAPITAL PARK CONSULTING INC TO PROVIDE A FIVE-YEAR STRATEGIC PLAN FOR THE TOWNSHIP OF BILLINGS

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

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

AND WHEREAS the Council of the Corporation of the Township of Billings passed the 2018-2021 Township of Billings Strategic Plan on February 2, 2018;

AND WHEREAS the Council of the Corporation of the Township of Billings deems it expedient to accept a proposal to create a new Strategic Plan for the Township of Billings for a five-year term;

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

- 1.0 THAT the Corporation of the Township of Billings Council hereby accepts the proposal of Capital Park Consulting Inc in the amount of \$29,765 plus HST to provide a five-year strategic plan for the Township of Billings which is attached as Schedule "A" and forms part of this By-Law.
- 2.0 THAT the Mayor and CAO/Clerk are hereby authorized to sign any documents and necessary amendments thereto on behalf of the Township of Billings.
- 3.0 THIS By-Law shall come into force and effect upon passing.
- 4.0 THIS By-Law may be cited as "Capital Park Consulting Inc Strategic Plan RFP By-Law"

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

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

Bryan Barker, Mayor

Emily Dance, CAO/Clerk



BY-LAW NO 2023-96

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

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

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

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

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

1. THAT the actions of the Council of The Corporation of The Township of Billings at its Council Meeting held on September 19, 2023 in respect to each report, motion, resolution, or other actions recorded and taken by Council at its meetings, except where the prior approval of the Ontario Lands Tribunal is required is hereby adopted, ratified, and confirmed as if all such proceedings were expressly embodied in this By-Law.
2. THAT the Mayor and CAO/Clerk, or such other official as deem appropriate are hereby authorized and directed to do all things necessary to give effect to the said action, of Council of the Township of Billings referred to in the proceeding section.
3. THAT the Mayor and CAO/Clerk are hereby authorized and directed to execute all documents necessary on behalf of the Council and to affix the corporate seal of The Corporation of The Township of Billings to all such documents.
4. THIS By-Law shall come into full force and effect upon final passage.
5. THIS By-Law may be cited as the "September 19, 2023 Confirmatory By-Law".

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

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

Bryan Barker, Mayor

Emily Dance, CAO/Clerk