



The Corporation of the Township of Billings
Council Meeting Agenda
August 1st, 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

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 – July 20, 2023

4.2. Committee of the Whole – July 20, 2023

5. Delegation

5.1. Manitoulin-Sudbury District Services Board (DSB)

Western Manitoulin Council Orientation Session – CAO Donna Stewart

6. Committee Reports

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

6.2. Climate Action Committee Minutes – May 17th, 2023

7. Staff Reports

7.1. CAO-2023-08-14 OPP Detachment Board

7.2. CAO-2023-08-15 OMERS

7.3. CAO-2023-08-16 Strategic Plan

7.4. CAO-2023-08-17 Website

7.5. CLK-2023-08-25-PO Box Upgrade & Community Mailbox Locations

8. Old Business

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

9. Correspondence Requiring Direction

9.1. Manitoulin Phragmites Project: Phragmites in Billings

Judith Jones requires permission from Council to treat the identified areas with phragmites present in Billings in August.

10. Information

10.1. AMO Delegation Update

10.2. [No longer a Manitoulin hamlet, Kagawong blooms](#), Bonnie Kogos

11. Accounts for Payment

11.1. Accounts for Payment to July 19, 2023

12. By-Laws and Agreements

12.1. 2023-81 Adopt 2023 Budget By-Law

12.2. 2023-82 Adopt 2023 Tax Rate By-Law

12.3. 2023-83 Waterhouse Executive Search (Treasurer) Agreement By-Law

12.4. 2023-84 OMERS By-Law

13. Notice of Motions

14. Closed Session

15. Confirmatory By-Law

15.1. By-Law No. 2023-85 Being the August 1st, 2023 Confirmatory By-Law

16. Adjournment

16.1. Motion to Adjourn

Document Accessibility

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

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

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



The Corporation of the Township of Billings
Council Meeting Minutes
July 20th, 2023 6:30 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/Health and Safety

1. Call to Order

Mayor Bryan Barker called the meeting to order at 7:58 p.m.

2. Approval of Agenda

2.1. Confirm approval of the agenda.

2023-380

Moved By Hunt Seconded By Cahill

THAT the Township of Billings Council hereby approves the July 20, 2023 agenda as presented.

Carried.

3. Disclosure of Pecuniary Interest

Councillor Michael Hunt declared a pecuniary interest on agenda item 6.2 regarding 2023-77 Zoning Amendment Guest Cabin, Minimum Floor Area – *Reason: has a guest cabin.*

4. Adoption of Minutes

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

4.1. Regular Council Meeting – July 4th, 2023

2023-381

Moved By Grogan Seconded By Hillyard

THAT the Township of Billings Council hereby approves the July 4, 2023 Council meeting minutes as presented.



Carried.

5. Business arising from Committee of the Whole

5.1. Tax Ratio

2023-382

Moved By Grogan Seconded By Hillyard

THAT the Township of Billings Council hereby approves the Tax Ratio for the Township of Billings for 2023 as follows:

Residential 1.000

Commercial 1.000

Industrial 1.000

Farm 0.250

Managed Forest 0.250

AND FURTHER recommends the appropriate by-law coming forward on tonight's agenda.

Carried.

5.2. 2023 Township of Billings Tax Rate

2023-383

Moved By Grogan Seconded By Hunt

THAT the Township of Billings Council hereby adopts the 2023 Township of Billings Budget as presented at a municipal tax rate increase of 3% AND FURTHER directs staff to provide notice and bring forward the appropriate By-Law.

Carried.

6. By-Laws and Agreements

6.1. 2023-76 Zoning Amendment By-Law – Gilbert

2023-384

Moved By Hunt Seconded By Cahill

THAT By-Law No. 2023-76 being the Zoning Amendment By-Law Gilbert be read a first, second and third time and finally passed this 20th day of July, 2023

Carried.

6.2. 2023-77 Zoning Amendment Guest Cabin, Minimum Floor Area

2023-385

Moved By Hillyard Seconded By Cahill

THAT By-Law No. 2023-77 being the Zoning Amendment By-Law Guest Cabin, Minimum Floor Area be read a first, second and third time and finally passed this 20th day of July, 2023.



Carried.

6.3. 2023-78 – Tax Ratio
2023-386

Moved By Hunt Seconded By Grogan

THAT By-Law No. 2023-78 being the 2023 Tax Ratio By-Law be read a first, second and third time and finally passed this 20th day of July. 2023.

Carried.

7. Notice of Motions

7.1. Brought forward by Deputy Mayor Hillyard
2023-387

Moved By Hillyard Seconded By Grogan

THAT the Township of Billings Council recognizes the years of service for their staff and volunteer firefighters AND directs staff to bring forward a service award policy for consideration.

Carried.

8. Closed Session

8.1. Personal Matters about an identifiable individual
2023-388

Moved By Grogan Seconded By Hunt

THAT the Township of Billings Council hereby moves into Closed Session pursuant to [s. 239(2)(b)] Personal matters about an identifiable individual including municipal employees– personnel AND FURTHER returns to open session upon completion.

Carried.

9. Report out of Closed Session

2023-397

Moved By Grogan Seconded By Cahill

THAT Mayor Barker reported a closed session was held where information was received regarding Personal matters about an identifiable individual including municipal employees– personnel was discussed and direction was given to staff.

Carried.

2023-398

Moved By Hunt Seconded By Hillyard

THAT the Township of Billings Council hereby approves entering into a contract with Bruce Mercer for financial assistance.



Carried.

2023-399

Moved By Hillyard Seconded By Hunt

THAT the Township of Billings Council hereby approves entering into a contract with HRC Bookkeeping for financial and payroll services.

Carried.

2023-400

Moved By Grogan Seconded By Cahill

THAT the Township of Billings Council hereby approves entering into a contract with Waterhouse Executive Search for the recruitment of a Treasurer for the Township of Billings AND FURTHER authorizes the appropriate By-Law coming forward

Carried.

2023-401

Moved By Hillyard Seconded By Grogan

THAT the Township of Billings Council hereby direct staff to bring forward a report to transition from group RRSP to OMERS

Carried.

2023-402

Moved By Grogan Seconded By Cahill

THAT By-Law No. 2023-79 being a By-Law to repeal By-Law No. 2023-53 appointing Cheryl McCulligh as Treasurer be read a first, second, third time AND finally passed this 20th day of July, 2023.

Carried.

10. Confirmatory By-Law

10.1. By-Law No. 2023-80 Being the July 20th, 2023 Confirmatory By-Law 2023-403

Moved By Grogan Seconded By Hillyard

THAT By-Law No. 2023-80 being the July 20, 2023 Confirmatory By-Law be read a first, second, third time AND finally passed this 20th day of July, 2023.

Carried.

11. Adjournment

11.1. Motion to Adjourn

2023-404



Moved By Hunt Seconded By Hillyard

THAT the Township of Billings Council hereby adjourns at 9:10 p.m.

Carried.

Mayor Bryan Barker

CAO/Clerk Emily Dance



**The Corporation of the Township of Billings
Committee of the Whole Meeting Minutes**
July 20th, 2023 6:30 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/Health and Safety

1. Call to Order

Mayor Bryan Barker to call the meeting to order at 6:30 p.m.

2. Approval of Agenda

2.1. Confirm approval of the agenda.

2023-366

Moved By Hunt Seconded By Cahill

THAT the Township of Billings Committee of the Whole hereby approves the July 20, 2023 agenda as presented.

Carried.

3. Disclosure of Pecuniary Interest

None noted.

4. Staff Reports

4.1. Report TR-2023-07-09 – Township of Billings Tax Ratio

2023-367

Moved By Grogan Seconded By Hunt

THAT the Township of Billings Committee of the Whole hereby approves Report TR-2023-07-09 AND recommends that Council adopt the Tax Ratio for the Township of Billings as follows:

Residential 1.000

Commercial 1.000



Industrial 1.000
Farm 0.250
Managed Forest 0.250

Carried.

4.2. Report TR-2023-07-10-Township of Billings 2023 Draft Budget

4.2.1. Revenue

2023-368

Moved By Grogan Seconded By Hillyard

THAT the Township of Billings Committee of the Whole hereby recommends the proposed revenue budget in principle acknowledging that once further discussion are held the Committee may recommend an increase or decrease the suggested 3% municipal increase.

Carried.

4.2.2. Expenses Wages

2023-369

Moved By Grogan Seconded By Hillyard

THAT the Township of Billings Committee of the Whole hereby recommends the proposed wages and benefits expense in principle.

Carried.

4.2.3. Expenses – Administration

2023-370

Moved By Grogan Seconded By Cahill

THAT the Township of Billings Committee of the Whole hereby recommends the proposed admin expense in principle.

Carried.

4.2.4. Expenses – Building and Equipment

2023-371

Moved By Cahill Seconded By Hunt

THAT the Township of Billings Committee of the Whole hereby recommends the proposed building and equipment expense in principle.

Carried.

4.2.5. Expenses – Other

2023-372

Moved By Hunt Seconded By Cahill



THAT the Township of Billings Committee of the Whole hereby recommends the proposed other services expense in principle.

Carried.

4.2.6. Expenses – Projects

2023-373

Moved By Hillyard Seconded By Grogan

THAT the Township of Billings Committee of the Whole hereby recommends the proposed project expense in principle.

Carried.

4.2.7. Expenses – Public Services

2023-374

Moved By Cahill Seconded By Grogan

THAT the Township of Billings Committee of the Whole hereby recommends the proposed public services expense in principle.

Carried.

4.2.8. Expenses – Roads

2023-375

Moved By Hillyard Seconded By Hunt

THAT the Township of Billings Committee of the Whole hereby recommends the proposed roads expense in principle.

Carried.

4.2.9. Expenses – Supplies and Equipment

2023-376

Moved By Grogan Seconded By Hunt

THAT the Township of Billings Committee of the Whole hereby recommends the proposed supplies and equipment expense in principle.

Carried.

4.2.10. Expenses – Utilities

2023-377

Moved By Grogan Seconded By Cahill

THAT the Township of Billings Committee of the Whole hereby recommends the proposed Utilities expense in principle.

Carried.



2023-378

Moved By Grogan Seconded By Hunt

THAT the Township of Billings Committee of the Whole hereby recommends Council adopt the 2023 Township of Billings Budget as presented at a municipal tax rate increase of 3%.

Carried.

5. Adjournment

5.1. Motion to Adjourn

2023-379

Moved By Hunt Seconded By Hillyard

THAT the Township of Billings Committee of the Whole hereby adjourns at 7:52 pm AND moves into Council.

Carried.

Mayor Bryan Barker

CAO/Clerk Emily Dance



Western Manitoulin Council Orientation Session

Donna Stewart
Chief Administrative Officer

Historical Overview

The Manitoulin-Sudbury District Services Board (DSB) is a municipal Service System Management organization created by the provincial government to oversee the local planning, coordination and delivery of a range of services and programs divested to the municipal order of government.

District Services Administration Boards (DSSABs) are unique to Northern Ontario. The Manitoulin-Sudbury DSB is one of ten DSSABs. They, along with thirty-seven County, Upper Tier or Regional governments make up what is often referred to as Ontario's forty-seven Consolidated Municipal Service Managers (CMSMs).

Board Overview

The total number of Board members for each of the ten District Social Services Administration Boards (DSSAB's) is set out in the DSSAB Act and Regulations.

The DSB has a fourteen (14) member Board of Directors that consists of municipally elected officials from 18-member municipalities and Territories Without Municipal Organization (TWOMO).

Any increase or decrease in the number of Board members or any change to the boundaries of an area requires a change in the provincial regulations.

Board Overview

In the past, the province has clearly stated they would not consider a regulation change regarding the Board member distribution unless there is a clear double majority support for the requested change.

Double majority support means that a majority of the municipalities and the unincorporated representatives support the change, and that those areas supporting the change also represent a majority of the electors in the DSB's geographic service jurisdiction.

There are no provincial guidelines, regulations or legislation that dictates or provides guidance on how to develop a Board Representation Model.

Board Representation Model

The DSSAB Steering Committee hired the Randolph Group to develop a Board Representation Model in 1998.

The model developed by the Randolph Group was approved by the DSSAB Steering committee and by a double majority vote as defined by DSSAB Act regulations in 1998.

The current Board Representation Model was based on population.

- In 1998 the total population was 31,977 and there is on average 1 Board member assigned per 2,284 in population.

Current Representation Model

Area	Townships	Population 2022	Board Members
1	Espanola	5,079	2
2	Sables-Spanish Rivers, Baldwin, Nairn & Hyman	4,164	2
3	French River, Killarney, Markstay-Warren, St.Charles	6,794	3
4	Chapleau	2,069	1
5	Billings, Burpee & Mills, Cockburn Island, Gordon & Barrie Island, Gore Bay	2,183	1
6	Assiginack, Central Manitoulin, NEMI, Tehkummah	5,600	2
7	Territories Without Municipal Organization (TWOMO)	3,121	3
	Total	29,010	14

DSB Coverage Area

- Encompasses the Districts of Manitoulin and Sudbury (excluding the City of Greater Sudbury)
- An area of over 45,000 sq.km
- The City of Greater Sudbury alone is larger than 14 Southern Ontario Municipalities combined

City of Greater Sudbury
Border



DSB Area Perspective

The DSB geographic area we service is larger than 9 US states.

- Rhode Island (4,002 sq. km)
- Delaware (6,447 sq. km)
- Connecticut (14,357 sq. km)
- New Jersey (22,588 sq. km)
- New Hampshire (24,216 sq. km)
- Vermont (24,901 sq. km)
- Massachusetts (27,336 sq. km)
- Hawaii (28,311 sq. km)
- Maryland (32,133 sq. km)



Board Apportionment Formula

Apportionment Formula approved March 6, 2003

Resolution No. 03-24

Moved by: Ray Chénier

Seconded by: Jack Barr

THAT the Board accept the Budget Committee recommendation that the DSSAB's member municipalities commence to be apportioned according to an apportionment formula that would see the Payments In Lieu (PILs) included in the weighted assessment formula, and see the percentage of the cost attributed to Townships Without Official Municipal Organization (TWOMO) share of the DSSAB Act funded programs changed from the present 19.2% to the previously attributed 19.9% of the municipal share of the budget.

Carried

Apportionment Formula was amended October 28, 2004 to include power dams after a double majority vote by member municipalities passed and the Board approved resolution 04-110.

DSB Programs



Paramedic Services

Providing professional health care to the sick and injured for the communities we serve.

Integrated Human Services



Children's Services

Supporting social and economic development by investing in and supporting an affordable, accessible, and accountable child care system benefiting children, their parents, caregivers and the broader community.



Community Housing

Providing safe and affordable housing for families, seniors, single adults, couples and those with special needs.



Employment Ontario

Providing assistance with job search, career planning, resumés and cover letters, preparing for interviews, opportunities to develop skills and gain work experience and connecting people with employers.



Homelessness Prevention Program

Providing short-term one-time assistance with hydro arrears or disconnection, rental arrears as well as other emergency situations.



Ontario Works

Provides income and employment assistance to those in financial need.



Our Kids Count

Provides assistance to help with the cost of registration for a recreation program informal child care and early childhood and supplemental health related benefits.

DSB Area

Encompasses the Districts of Manitoulin and Sudbury
(excluding the City of Greater Sudbury)

An area of over 45,000 sq./km.

Population	
Municipal & TWOMO	29,010
Living on First Nation	8,436
Total	37,446



Paramedic Services

Our Paramedic Services are deployed from 12 stations throughout our district. DSB employs 125 Paramedics, 6 Community Paramedics (CP), operates a fleet of 25 ambulances, 4 CP Vehicles, 1 Paramedic Response Unit and 3 Superintendent vehicles.

In 2022, our Paramedics responded to 10,410 Priority 1, 2, 3 & 4 calls across the entire district, an increase of 28% from 8149 calls in 2017.

Exploring responses from the Gore Bay and Mindemoya Paramedic Services Stations for the same period, our Paramedics responded to 2,122 Priority 1, 2, 3 & 4 calls, which represents 20% of the service's total call volume.

Code 8 stand-by were not included in these figures.

Paramedic Responses from our Gore Bay station

Dispatch Priority	1 Deferrable	2 Scheduled	3 Urgent	4 Emergent	Total	% Change
2020	28	2	121	336	487	+ 17 %
2021	33	2	138	310	483	- 1%
2022	28	8	128	292	456	- 6%

**The reduction in priority 4 responses are directly attributable to the addition of a 7 Day per week PRU in Little Current.

Paramedic Responses from our Mindemoya station

Dispatch Priority	1 Deferrable	2 Scheduled	3 Urgent	4 Emergent	Total	% Change
2020	123	18	365	596	1,102	+ 16 %
2021	179	19	441	624	1,293	+ 15 %
2022	166	35	360	605	1,166	- 8 %

Paramedic Responses to Burpee Mills, Gordon, Barrie Island, Gore Bay and Cockburn Island

Dispatch Priority	1 Deferrable	2 Scheduled	3 Urgent	4 Emergent	Total	% Change
2020	18	0	108	353	479	+10%
2021	33	3	143	314	493	+2 %
2022	17	5	163	333	518	+ 5 %

Paramedic Calls in Entire DSB

Dispatch Priority	1 Deferrable	2 Scheduled	3 Urgent	4 Emergent	Total	% Change
2020	736	143	2,687	5,587	9,153	+ 7%
2021	849	115	2,938	5,836	9,738	+ 6 %
2022	908	213	3,075	6,214	10,410	+ 7%

Community Paramedicine

Manitoulin-Sudbury DSB has been working collaboratively with both internal and external partners to engage with patients in a more primary manner rather than the reactive systems traditionally employed. The programs focus on illness and injury prevention, while promoting continued independence and healthy living.

The end goal of Community Paramedicine is to provide the right care at the right time resulting in overall healthier communities.

In early 2021, the DSB secured funding for 3 years to enhance its CP program to care for patients waiting admission to a Long-Term Care facility.

Additionally, the CP Team provides High Intensity Supports (HIS) in collaboration with our Home and Community Care Partners. This important program allows patients to convalesce in their home rather than in hospital which has demonstrated to equate to better outcomes.

The CP Team also collaborates with Public Health Sudbury and Districts to provide homebound vaccinations for COVID-19 and Influenza to our most vulnerable and marginalized communities.

The CP has also deployed Remote Patient Monitoring (RPM) where patients in remote areas of the district can self monitor their vital signs and have a telephone consult with a Paramedic where a follow up visit can be scheduled if required. This important program bridges the gaps where our vast geography does not permit a timely in-person appointment.

Ontario Works Program

The Manitoulin-Sudbury DSB provides Employment and Financial assistance to people in need while they take the steps required to find employment.

Eligibility for financial assistance is based on active participation in one or more of the employment-related programs.

Ontario Works has a number of ways to help:

- Community Placements
- Basic Education
- Job Skills Training
- Learning, Earning and Parenting Program (LEAP)
- Employment Placements
- Employment Job Placement Incentives
- Employment Related Expenses

Children's Services

The DSB is responsible for the planning and managing of the delivery of child care.

- This includes funding for child care subsidies, special needs services, family resource centres (also known as EarlyON) and child care support for Ontario Works participants.
- Child Care refers to programs licensed by the Ministry of Education and can be centre based or available in a licensed private home setting.

EarlyON Centres

- These programs, funded through the DSB, provide early learning opportunities for children such as playgroups. They also provide parent information and workshops, and a toy-lending library.

Children with Special Needs

- The DSB provides funding for both Special Needs workers and specialized toys and equipment to encourage the integration of children with special needs into licensed child care settings with their peers.

Children's Services

Canada Wide Early Learning and Child Care Agreement

- The agreement has lowered fees for parents and intends to provide more accessible and high-quality child care for families.
- Rates initially dropped by 25% in 2022 and will be further reduced by 25% in 2023.
- By September 2025, Ontario families will have access to \$10 per day average child care.

Child Care Early Years Workforce Funding

- New one-time funding has been devoted to the Canada-Ontario Early Childhood and Workforce Agreement, for the retention and recruitment of high-quality child care and early years workforce.
- The key objectives for this investment are to sustain, enhance, grow and attract.

Our Kids Count

The DSB has a number of subsidies available to assist eligible families in their parenting role by ensuring the healthy development of their children.

- Recreation bursaries
- Informal child care subsidies in unlicensed areas
- Health related items for low-income families

Eligibility is based on Statistics Canada after-tax Low-Income Cut-off (LICO) plus 25%.

Community Housing

The DSB is the Service System Manager responsible for the administration and funding of the subsidized housing program throughout the Districts of Manitoulin and Sudbury.

- DSB currently has 287 units available in 11 communities
- DSB provides Direct Shelter Subsidies to over 200 families residing in the private rental market
- 3 non-profit providers responsible for an addition 71 units
- 3 community agencies providing rent supplement in 43 units

The DSB provides rental accommodations at:

- Market Value
- Affordable Rents which are 80% of Market Rent
- Rent-geared-to-income which is based on 30% of your gross monthly income, or a social assistance rent scale

Direct Shelter Subsidy

The Direct Shelter Subsidy program is available to social assistance recipients and low-income families who are on the DSB Social Housing waiting list.

Eligibility:

- priority given to applicants in areas where no publicly funded housing exists
- applicants cannot owe rental arrears to this DSB
- must be in a rental situation and cannot own property (except for seniors)

For low-income families the Direct Shelter Subsidy provided will be calculated by determining the difference between the rent geared to income calculation or affordable housing calculation and the actual rent to a maximum of \$300 per month.

Homelessness Prevention Program

The Homelessness Prevention Program is intended to provide short term one-time assistance. The program provides both the financial security to support individuals and families' basic needs in emergency situations.

The Manitoulin-Sudbury DSB's Homelessness Prevention Program is comprised of four separate service components:

- Housing Assistance
- Community Outreach and Supportive Services
- Emergency Shelter Solutions
- Supportive Housing

The four service categories capture services and activities designed to meet the needs of households who are:

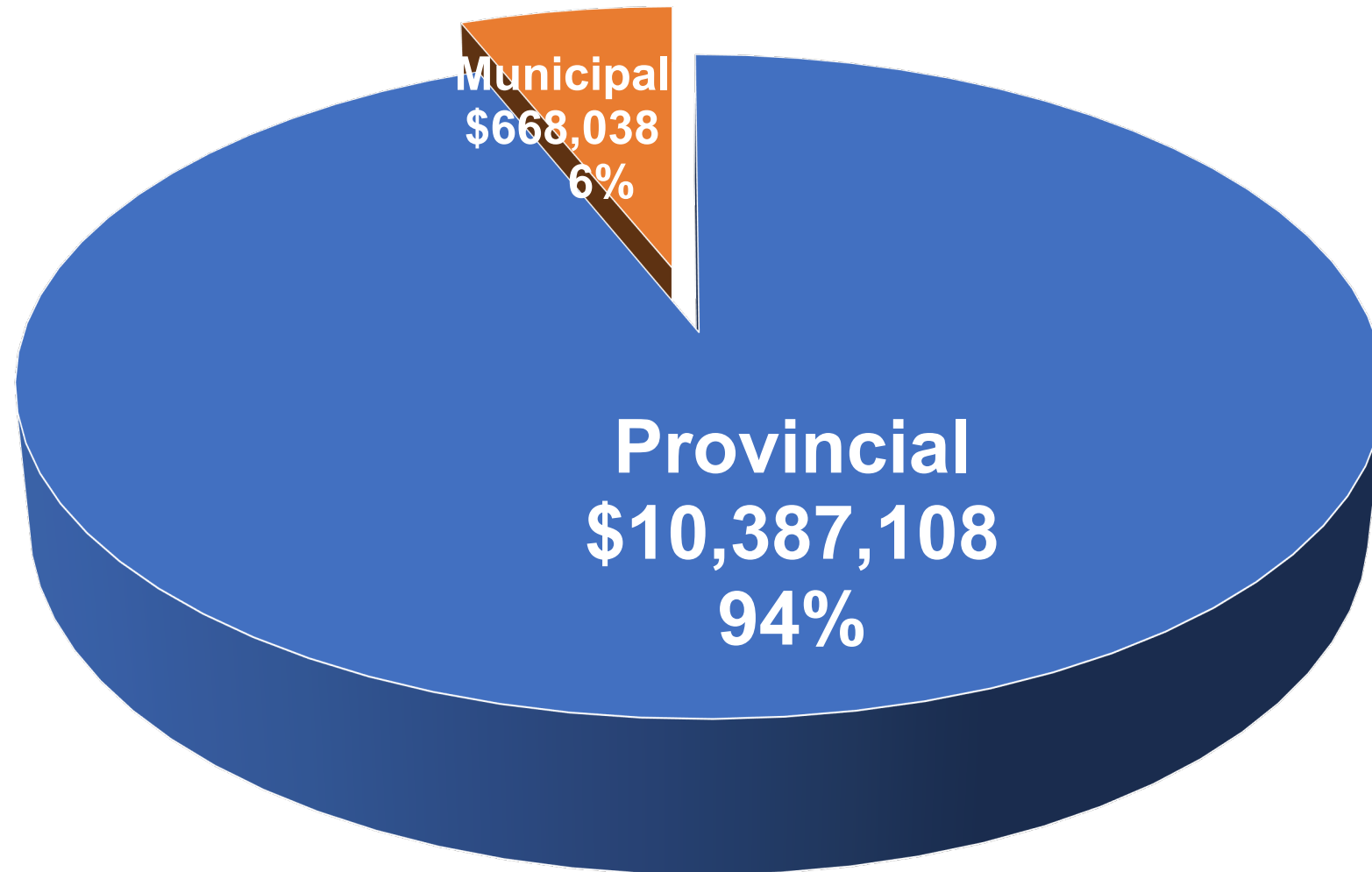
- Currently homeless; or
- At risk or in imminent risk of homelessness

Eligibility is based on Statistics Canada after tax Low Income Cut-off (LICO) plus 25%.

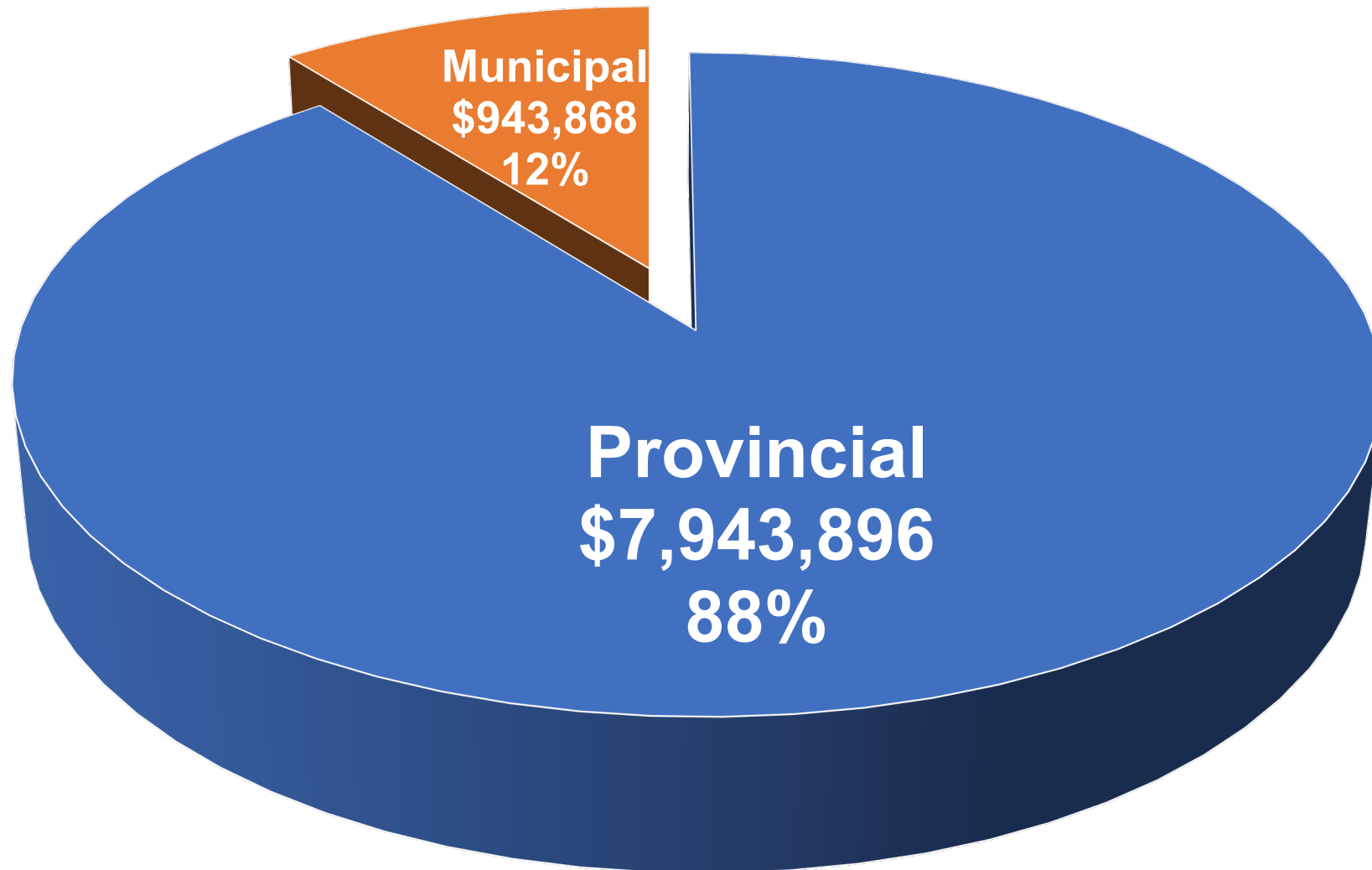


2023 Approved Budget

Children's Services (Province pays 0.94 cents per dollar)

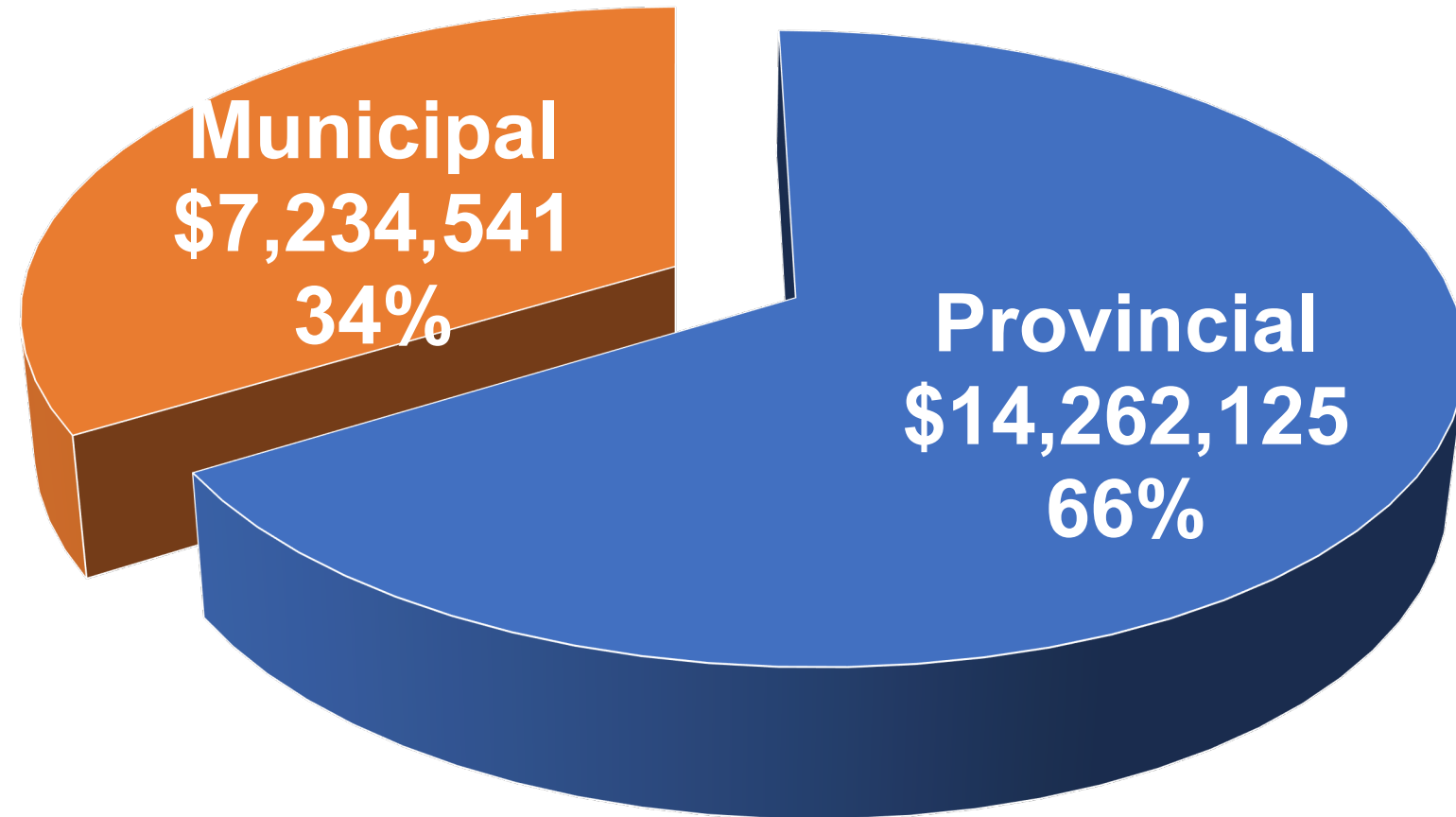


Ontario Works (Province pays 0.88 cents per dollar)

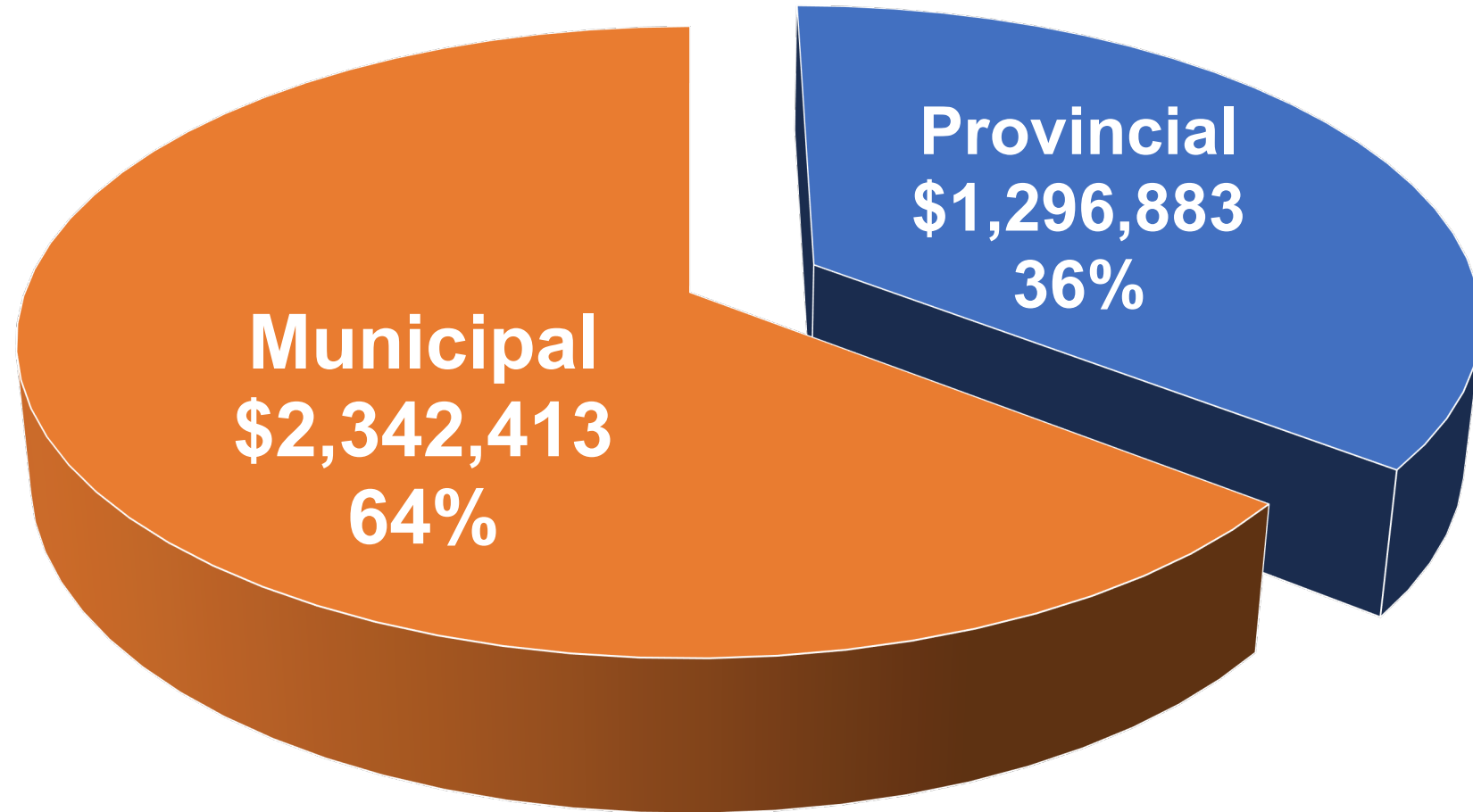


Paramedic Services

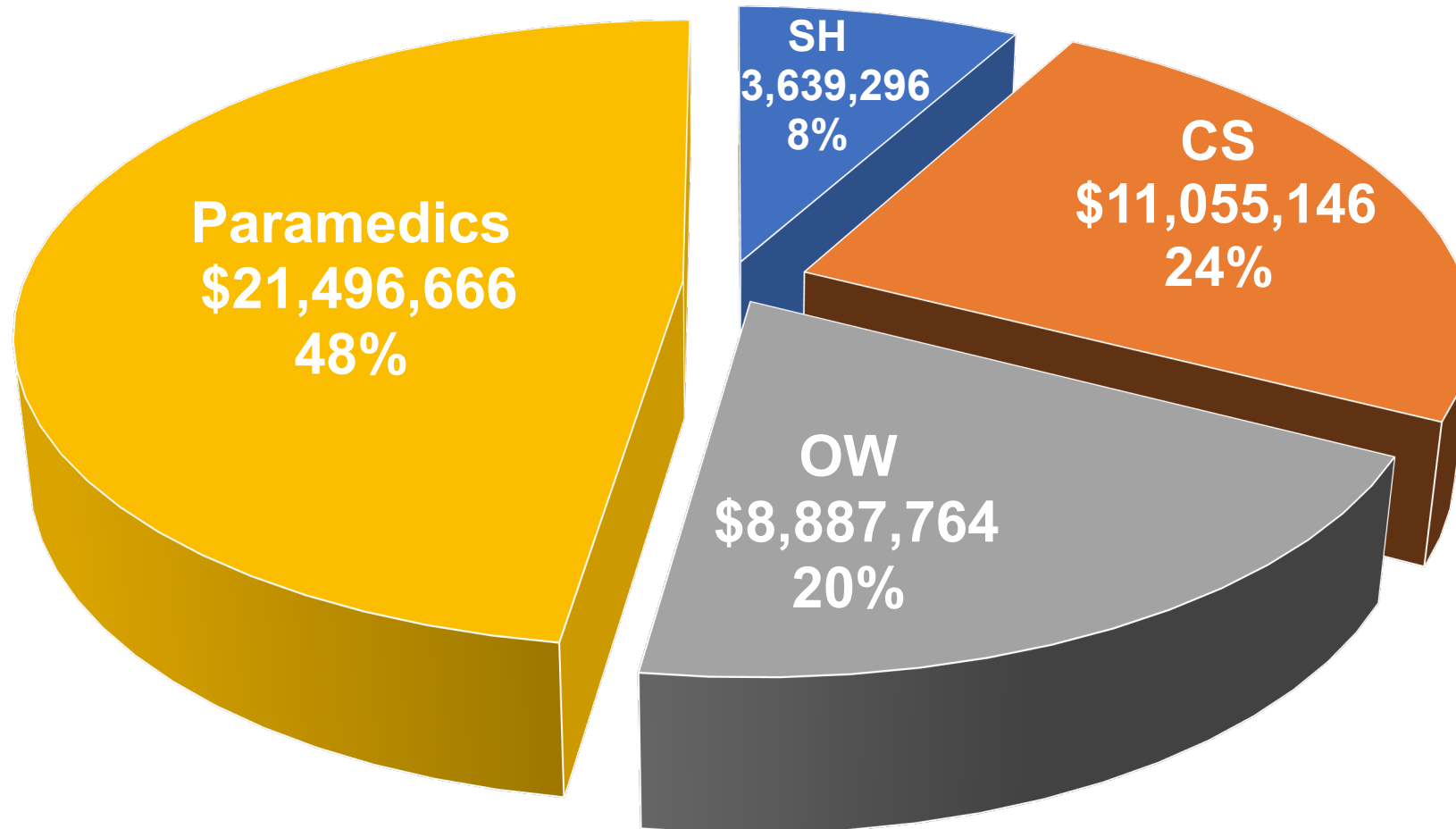
(Province 0.66 cents per dollar including Wiikwemkoong, Community Paramedicine and Non-Urgent Patient Transfer Service)



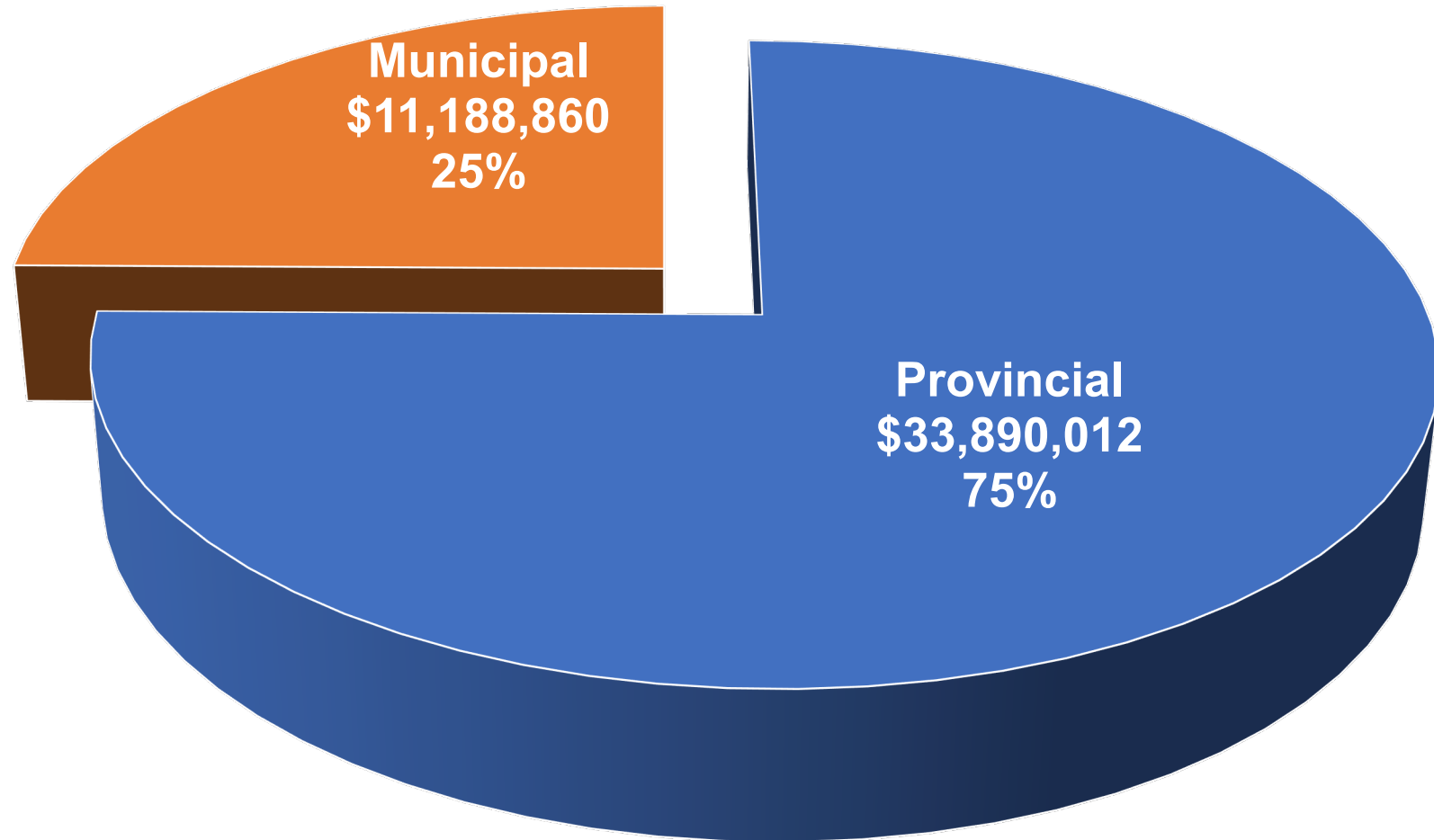
Community Housing (Province pays 0.36 cents per dollar)



2023 DSB Gross Budget



2023 Budget (Province pays 0.75 cents per dollar)



DSB Budget History

Municipal Share Increase		
2023	2.95%	\$320,640
2022	1.91%	\$203,859
2021	0.50%	\$53,114
2020	1.56%	\$163,203
2019	1.13%	\$116,604

Western Manitoulin 2023 DSB Apportionment

Program	Total
Ontario Works	\$85,877
Children's Services	\$60,782
Community Housing	\$213,124
Paramedic Services	\$658,238
Total	\$1,018,021

*Estimated Cost of DSB Services

Program	Western Manitoulin
Ontario Works	\$295,475
Children's Services	\$660,374
Community Housing	\$374,788
Paramedic Services	\$932,006
Total	\$11,108,538
Apportionment	\$1,018,021
Return on \$1	\$2.22

* DSB does not track all costs by geography



Questions ?



The Corporation of the Township of Billings
Climate Action Committee Minutes
May 17, 2023, 7:00 p.m.
Park Centre-39 Henry Drive, Kagawong

Committee Members Present

Councillor Vince Grogan, Chair
Bob Clifford
Paul Darlaston
Chris Theijsmeijer
Colen McKeever

Staff Present

Emily Dance, CAO/Clerk, Secretary

1. Call to Order

Chair Vince Grogan called the meeting to order at 7:02 p.m.

2. Approval of Agenda

Moved By Darlaston Seconded By McKeever

THAT the Township of Billings CAC hereby approves the May 17, 2023 agenda as presented.

Carried

3. Disclosure of Pecuniary Interest

Member McKeever declared a pecuniary interest as he has a composting business.

4. Adoption of Minutes

4.1. April 19, 2023 Climate Action Committee Meeting Minutes

Moved by Darlaston Seconded by Clifford

THAT the Township of Billings CAC hereby approves the April 19, 2023 CAC Meeting minutes as presented.

Carried

5. Committee Reports

5.1. CAC-2023-05-11-Annual Workplan

Composting Survey

The Committee discussed the composting survey and directed staff to copy the surveys and make them available to the public at the front counter as well as request they be placed at the library and at the museum. Committee members offered to distribute copies and when out in public request people fill them out. A digital copy of the survey will be posted on the Township website and a link included on upcoming newsletters and publications when applicable. Surveys will be collected until September 1st and compiled for the September CAC meeting.

Summer Event



The Committee discussed the summer event. The Committee suggested the theme of a “Circular Economy” tentatively for an evening during the week. Committee members will research tentative speakers or a family friendly movie night that may include food vendors or a bring your own picnic idea. The Committee will reach out to the Parks Recreation and Wellness Committee to assist with hosting the event. Committee members to research speakers and provide staff with details by June 15, 2023 in order to organize and advertise.

Moved By: Darlaston Seconded By: Clifford

THAT the Township of Billings Climate Action Committee hereby approves report CAC-2023-05-11 AND moves into a discussion on the priority workplan AND FURTHER provides staff with applicable direction.

Carried

5.2. CAC-2023-05-12-Sustainable Building Practices Draft Policy

The Committee discussed the draft policy and made the following suggestions:

- Remove the size requirement and have it applicable for all buildings
- Make all new building construction subject to the policy only renovation projects be subject to “not achieving LEED Certification”
- Increase the demonstrated investment pay back to 20 years from five
- Include other provisions when applicable regarding sourcing local, environmentally friendly materials
- Expand on the 6 categories of LEED

Staff was directed to incorporate the suggestions and present it to the Committee at the July meeting for further review and input.

Moved By: McKeever Seconded By: Clifford

THAT the Township of Billings Climate Action Committee hereby approves report CAC-2023-05-12 AND moves into a discussion on the DRAFT Sustainable Building Practices Policy AND FURTHER provides staff with input.

Carried

6. Information

6.1. Climate Action Committee Blog <https://billingscac.blogspot.com/>

Upcoming posts heat pumps, collection of different articles, recycling “what goes where”, lawns.

7. Open Discussion / Member Updates

7.1. Round table discussion

The Committee discussed getting the word to the public on the blog and other important climate action items, waste diversion and reduction, the current initiatives that Billings have accomplished and the need to keep moving forward.



The Committee thanked Bob Clifford for his involvement and commitment to the Committee and wished him all the best in his next chapter.

8. Committee Member Information Links

8.1. P. Darlaston - <https://www.cbc.ca/news/canada/toronto/ontario-recycling-fees-soft-drink-containers-cans-bottles-1.6838986>

9. Meeting Schedule

The Committee concurred with changing the meetings for the remainder of the year to Thursday nights. Staff to update the schedule and circulate to the members.

10. Adjournment

Moved by Darlaston Seconded by Theijsmeijer

THAT the Township of Billings CAC hereby adjourns at 8:54 p.m.

Carried

Original Signed by Councillor Vince Grogan

Chair

Original Signed by Emily Dance

Recording Secretary



COUNCIL REPORT

Department: Chief Administrative Officer

Date: August 1, 2023

Report Number: CAO-2023-08-14

File: OPP Detachment Board

Attachment: July 19, 2023 Ministry of the Solicitor General Correspondence

Recommendation:

THAT the Township of Billings Council hereby receives for information Report CAO-2023-08-14

Background:

Ontario passed the Comprehensive Ontario Police Services Act, 2019 (Bill 68) and established the Community Safety and Policing Act, 2019 (CSPA) which, once in force will repeal the Police Services Act, 1990 (PSA). Section 67 of the CSPA requires there be an Ontario Provincial Police Detachment Board for each detachment that provides policing in a municipality or in a First Nations community.

The Ministry was required to develop a regulation related to the composition of each OPP Detachment Board. To achieve this the Ministry developed the “OPP Detachment Board Framework”. The framework will ensure that each municipality and First Nation receiving OPP services and supports has an opportunity to represent their local perspectives, needs and priorities. The framework will also allow for municipalities and First Nations to collaborate on efforts to improve community safety.

Municipalities can determine the preferred composition of their detachment board by submitting a proposal using a digital form provided by the Ministry.

Discussion:

On September 1, 2020 Council passed a resolution supporting the concept of two Police Services Boards for the Manitoulin Island detachment area.

On July 19, 2023, the Ministry of the Solicitor General provided confirmation that the proposed composition of the two OPP Detachment Boards was supported.

Board	Communities	Council Seats	Community Representatives	Provincial Appointments	Total Seats
1	Assignack, Billings, Burpee and Mills, Central Manitoulin, Cockburn Island,	6	2	2	10



	Gordon Barrie Island, NEMI, Tehkummah				
2	Baldwin, Espanola, Nairn & Hyman, Spanish Rivers	4	2	2	8

The Ministry is currently working on drafting the regulation, which is expected to be available on the Ontario Regulatory Registry for public comment in the summer or fall. Following the commenting period, the regulation can be finalized and come into effect in early 2024. Further details will be provided once they become available.

Financial Impacts:

There are no financial impacts related to this report.

Alignment to Strategic Plan:

There is no alignment to the Strategic Plan

Alignment to the CEEP:

There is no alignment to the CEEP.

Respectfully Submitted By:

Emily Dance, CAO/Clerk

Ministry of the Solicitor General

Strategic Policy Division
Office of the Assistant Deputy Minister

25 Grosvenor Street, 9th Floor
Toronto ON M7A 1Y6
Tel: 416 212-4221

Ministère du Solliciteur général

Division des politiques stratégiques
Bureau du sous-ministre adjoint

25, rue Grosvenor, 9^e étage
Toronto ON M7A 1Y6
Tél. : 416 212-4221



Lynn Jackes
Deputy Clerk
Burpee and Mills Township
burpeemills@vianet.ca

Allan Hewitt
CAO
Town of Espanola
ahewitt@espanola.ca

July 19, 2023

Greetings,

Thank you for submitting your proposal for the Ontario Provincial Police (OPP) detachment board framework. Your patience has been greatly appreciated while all proposals went through a thorough review process.

At this time, I am pleased to confirm that the Manitoulin OPP detachment board proposal has been approved by the Solicitor General to the next step in finalizing the board compositions, which is posting the composition on the Ontario Regulatory Registry (ORR). The ministry is currently working on drafting the regulation, which is expected to be available on the Ontario Regulatory Registry (ORR) for public comment in the summer or fall. Posting of the regulation is one of the last steps before the regulation can be finalized in advance of bringing the *Community Safety and Policing Act, 2019* (CSPA) into force in early 2024.

The following board composition(s) have been approved for posting.

Board	Communities Served	Council Seats	Community Representative Seat(s)	Provincial Appointment Seat(s)	Total Seat(s)
1	Assiginack Township, Billings Township, Burpee and Mills Township, Municipality of Central Manitoulin, Cockburn Island Township, Municipality of	6	2	2	10

	Gordon/Barrie Island, Town of Gore Bay, Town of Northeastern Manitoulin and The Islands, Tehkummah Township				
2	Township of Baldwin, Town of Espanola, Township of Narin and Hyman, Township of Spanish Rivers	4	2	2	8

On behalf of the Ministry of the Solicitor General, I would like to express my appreciation to all the communities involved in the proposal development process. I acknowledge and value the significant efforts undertaken to create a proposal for a detachment board that addresses the unique needs of each community that receives OPP policing services in your detachment. As the proposal lead, I kindly request that you disseminate this correspondence to all communities serviced by the proposed detachment board.

The ministry is planning to share more guidance as soon as possible on next steps, with the understanding that municipalities and First Nations require time to plan for the implementation of OPP detachment boards before the CSPA comes into force.

If you have any questions or concerns in the meantime, please contact Devendra Sukhdeo, Senior Policy Advisor, Public Safety and Policing Policy Unit (PSPPU), Strategic Policy Division, at Devendra.Sukhdeo@ontario.ca.

Sincerely,

Sarah Caldwell
Assistant Deputy Minister, Strategic Policy Division
Ministry of the Solicitor General



COUNCIL REPORT

Department: Chief Administrative Officer

Date: August 1, 2023

Report Number: CAO-2023-08-15

File: OMERS Retirement Plan

Recommendation:

THAT the Township of Billings Council hereby approves transitioning to the OMERS benefit plan with an opt-in option provided to eligible full-time staff AND FURTHER approves the appropriate By-Law come forward on tonight's agenda.

Background:

In 1962, the Province of Ontario established the Ontario Municipal Employees Retirement System (OMERS) to provide retirement benefits for employees of local government in Ontario. Furthermore, effective July 1, 1968 the provincial government granted OMERS exclusivity to be the only registered pension plan for all Ontario municipalities and local boards.

The OMERS defined benefit pension plan is designed to provide a reliable stream of income in retirement. An OMERS pension can be among our members' most valuable assets. When members retire, they receive regular pension payments that continue for the rest of their lives.

At the July 20, 2023 Council meeting, staff was directed to bring forward a report regarding transitioning from RRSP benefit model to OMERS.

Discussion:

Currently, the Township of Billings offers a RRSP matching option for staff where the employee contributes 4% that is matched by the Township after 6 months.

[OMERS pension plan](#) is an important financial asset that can play a significant role in staff's long-term financial security and is integral in attracting and retaining staff.

Generally, pension plan members and/or their employers make contributions to a pool of funds that are invested and that, along with the earnings generated from those investments, will provide members with income for their retirement.

As a municipality the Township is eligible to enroll. Current staff will be allowed to participate in OMERS or stay in the current RRSP model; however, all new staff will be required to participate and will be eligible on day one.

The contributions requirements can change depending on the financial health of the Plan.



In order to be competitive in today's employment market, staff is recommending that the Township of Billings participate in the OMERS pension plan.

Staff will be provided with information from OMERS and from Manulife on the status of their retirement savings and provided with the option to opt-in or remain in the current plan.

Financial Impacts:

Employer contributions to OMERS will fluctuate depending on the financial health of the Plan, the number of employees participating and the salary of the employee. To compare to today's cost contributions to OMERS for both the employee and the Township will be 3-5% higher.

Employee benefits are provided for in the 2023 Township of Billings Budget.

Alignment to Strategic Plan:

Address organizational human resource and workload concerns.

Alignment to the CEEP:

There is no alignment to the CEEP.

Respectfully Submitted By:

Emily Dance, CAO/Clerk



COUNCIL REPORT

Department: Chief Administrative Officer

Date: August 1, 2023

Report Number: CAO-2023-08-16

File: Strategic Plan Request for Proposal

Attachment: DRAFT RFP – Strategic Plan

Recommendation:

THAT the Township of Billings Council hereby approves Report CAO-2023-08-16 AND directs staff to issue a Request for Proposal for a Strategic Plan for the Township of Billings.

Background:

On January 17, 2023 Council directed staff to schedule a Strategic Plan working session to review the current Strategic Plan and include \$30,000 in the 2023 Township of Billings budget for Consulting Services for a new Strategic Plan.

On March 7, 2023 Council confirmed support of the Strategic Plan Actions items as contained in 2018-2021 Township of Billings Strategic Plan and directed staff to include a section “Alignment to Strategic Plan” in Council reports to ensure the Strategic Plan priorities are considered in the decision-making process.

On July 20, 2023, Council supported the 2023 Township of Billings Budget including a budget of \$30,000 for a Strategic Plan with the By-Law coming forward on the August 1, 2023 Council Meeting.

Discussion:

In order to move forward with the Strategic Plan process with a tentative completion date of late fall, staff has drafted an RFP for Council consideration.

The proposed RFP will include evaluation of the proposals 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 – 20%
4. Engagement Strategy – 20%
5. Understanding of the Objectives – 10%
6. Workplan, schedule, cost, and level of effort -30%

Staff recommends creating an evaluation team made up of the CAO/Clerk, the Municipal Project Manager, the Mayor and Deputy Mayor to review and score the proposals and provide a recommendation to Council.



Request for proposal documents will be sent to preferred consultants and posted on the Township website.

In order to have the Strategic Plan in place for 2024, it is recommended that the project be completed by November 30, 2023 and presented to Council at the first meeting in December.

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



**The Corporation of the Township of
Billings
Request for Proposals
Five Year Comprehensive Strategic Plan**

The Township of Billings invites proposals to undertake a comprehensive strategic planning process. The project must provide the Township with a realistic and achievable plan, including short, medium and long-term priorities with specific objectives to measure outcomes for a five-year period (2024-2029). Interested proponents should demonstrate clear understanding of successful approaches to community engagement. Creativity and alternatives in the overall work plan that are cost effective and efficient are encouraged.

Consultant proposals should be no more than 50 pages.

Evaluation of the submitted proposals will be based on the following:

1. Experience of Consultant in Delivering Similar Projects - 10%
2. Experience and Qualifications of Key Team Members – 10%
3. Quality of Approach and Methodology - 20%
4. Engagement Strategy – 20%
5. Understanding of Objectives – 10%
6. Workplan, Schedule, Cost and Level of Effort – 30%

The Township of Billings will short-list selected proponents based on the above evaluation criteria and request participation in an interview related to the submitted proposal and project approach.

The successful proponent will be selected following the interview.

Evaluation of the interview will be 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%
5. Interested parties should forward a detailed proposal in a sealed package, clearly marked as

**Township of Billings Strategic Plan
no later than 3:00 pm on September 7, 2023:
Emily Dance, CAO/Clerk
15 Old Mill Road
Kagawong ON
POP 1J0**

Inquiries should be directed to: Emily Dance, CAO/Clerk edance@billingstwp.ca / 705-282-2611



Corporation of the Township of Billings

Request for Proposals For a Five Year

Comprehensive Strategic Plan

1.0 Introduction

The Township of Billings invites proposals for services of a consultant or team of consultants to complete a comprehensive strategic planning process. This project will outline long term vision and values, alongside medium term objectives to be achieved with short term action plans. Understanding that there are a variety of perspectives, models and approaches to undertaking strategic planning, the Township is looking to engage a consultant that will deliver a process best suited to meet the needs of the Township.

The Township is requesting proposals from experienced consultants with a focus on creative and meaningful engagement with both internal and external stakeholders.

2.0 About the Township of Billings

The Heart of Manitoulin Island

The Township of Billings is formed from Billings Township and the Eastern half of adjacent Allan Township, and occupies the north central portion of Manitoulin Island. It contains part of Lake Kagawong, Lake Manitou, Otter Lake and Lake Mindemoya, and its northern boundary is Lake Huron.

The extensive lake frontage explains the residence distribution, and the large portion of seasonal residences. The Kagawong River drains Lake Kagawong, flows over Bridal Veil Falls, and reaches Lake Huron in the Hamlet of Kagawong. The Harbour at Kagawong is directly south of the Benjamin Islands cruising grounds on the North Channel, and between the harbour towns of Little Current to the east, and Gore Bay to the west. The M'Chigeeng First Nation reserve is within the boundaries of Billings, with Mindemoya directly to the south.

The economy of Billings is driven more by tourism and service industries than by agriculture or logging as in the past.

Thousands of tourists annually visit the township and take in the natural beauty of the area as well as visiting one of Manitoulin's premier sites, Bridal Veil Falls.



Township of Billings boundaries

The Township of Billings has previously undertaken several strategic planning processes. Most recently, the township delivered a four-year strategic plan in 2018.

The sunset of this previous plan has created opportunity for the development of a new vision for Township of Billings. This plan will define the municipal decision-making process for a five-year period and position the Township of Billings to allocate resources effectively and efficiently.

The Township of Billings is governed by an elected Council of five members, the Mayor, Deputy Mayor and three Councillors who serve a four-year term.

The Township administration consists of full-time staff made up of CAO/Clerk, Treasurer, Public Works Superintendent, Municipal Project Manager, Deputy Clerk, Financial Administrative Assistant, Public Works First Operator and two Public Works Operators. Part-time staff include, By-Law Enforcement/Health&Safety/Emergency Mgmt, Museum Curator, Marina Manager and summer students as required as well as a volunteer fire department.

3.0 Goals

The Township envisions the strategic plan will:

- Assist the Township in articulating its future, and how the Township can position itself to achieve its future potential while retaining its unique qualities;
- Facilitate the revision of the Township's vision, mission, and core values;
- Integrate climate change, tourism, and Indigenous reconciliation considerations;
- Foster a sense of cohesion around the Township's strategic direction;
- Transform conceptual goals into realistic, achievable, targets; and
- Support periodic review and adjustment to reflect progress towards goals.

4.0 Scope of Work and Deliverables

Proponents must demonstrate an understanding, in their own words, of what the

work involves and what is required to deliver this comprehensive strategic planning process. The successful candidate will meet (in-person or virtual) with the Township of Billings to determine the finalized work plan, which should include a detailed review of responsibilities, expectations, and timelines for the various phases of the project.

Proponents are requested to provide detailed information on options for community and staff consultation as part of the proposal. It is anticipated that this project will include an engagement component, with both internal and external stakeholders. The consultant should demonstrate expertise in strategic planning consultation and advise how to successfully engage with a staff to ensure that priorities are reflected in the final strategy. The intent of this process will be to develop objectives that will be utilized to outline capital and operational work plans.

It is anticipated that proposals will include the following broad elements in the work program:

1. Project start up with staff;
2. Review of applicable background reports and plans;
3. Development and implementation of an Engagement Plan citing specific examples of communications tools to be applied;
4. Development of vision, mission, and core value statements;
5. Development of short, medium and long-term priorities with specific project objectives to measure outcomes for a five year period;
6. Delivery of draft report;
7. Presentation of final report to Council for acceptance.

Consultants are encouraged to submit a core proposal that addresses the Scope of Work defined with this Request for Proposals. Consultants may also propose additive alternatives to the Scope of Work that they believe would significantly improve the project outcomes.

Creativity in the overall work plan that is cost effective and efficient is encouraged.

The consultant is responsible for providing the Township with the following items:

- All required meeting materials for engagement, public open houses, public meetings, etc. (digital and print);
- Final Strategic Plan (digital); and
- Any supporting items as mutually agreed by the Township

Available Data and Information

The Township of Billings will provide:

- 2018-2021 Township of Billings Strategic Plan
- Official Plan
- Zoning By-law
- Community Energy and Emissions Plan (CEEP)
- Multi-Year Accessibility Plan 2020-2025
- Billings Facility Conditions Assessment Summary Report
- 2021 Asset Management Plan
- Waterfront Master Plan 2015
- Community Safety and Wellbeing Plan
- Other reports as necessary.

5.0 Study Area

The study area includes all the lands within the jurisdiction of the Township of Billings

6.0 Reporting Requirements

The selected consultant will report to the CAO/Clerk in undertaking the completion of the work.

The Township of Billings will:

1. Conduct the call for proposals;
2. Short-list potential proponents;
3. Conduct interviews with short-listed proponents;
4. Select the proponent;
5. Approve a detailed work plan;
6. Act as the primary contact for the project;
7. Provide the proponent with background information as required; and
8. Receive the final draft of the Comprehensive Strategic Plan.

7.0 Project Requirements

7.1 General

All information, electronic data, reports, mapping, literature or software/hardware developed or acquired by the consultant in the course of this project and having application to this project shall become the property of the Township of Billings. This property shall be delivered to the Township of Billings with the final billing.

A contingency allowance should not be used in making cost estimates for the completion of the work. All proposals shall clearly indicate that the work to be provided will be for a specific amount. The Township of Billings will not consider cost overruns.

Final invoice for the work can be submitted with the Final Report and will be paid upon the Township's approval of the work.

7.2 Meetings

The consultant can identify meeting(s) required in their proposal.

Please identify in-person or virtual.

The following meetings are suggested:

1. An introductory meeting to confirm the scope of work, timelines and project completion, including the work plan;
2. Meeting to review background material and analysis;
3. Community consultation meetings;
4. Meeting to review draft plan and
5. Meeting to review final draft plan, including presentation to Council.

7.3 Reproduction

The consultant shall provide electronic copies of all reports.

7.4 Distribution of Documents

All documents and revisions to documents shall be forwarded by the consultant in sufficient time so that they will be received by the Township in advance of the meeting at which the document(s) will be discussed.

7.5 Time Frame

The project is to commence immediately on the signing of a contract with the consultant. The project is expected to be completed by November 30, 2023

The consultant shall outline in the proposal the time frames for the completion of the aforementioned stages of the project.

8.0 Consultant Proposal

The consultant shall prepare a proposal, to a maximum of 50 pages, which clearly indicates how the consultant will carry out the work set out in the Request for Proposal. The consultant's proposal must contain at least, but not limited to:

- A work plan showing the proposed timing and methodology including detailed engagement strategy;
- Qualifications and experience;
- Three (3) examples of similar work that reflect similar work scope and budgetary parameters; and
- References.

10.0 Reference Material

All reference materials will be provided by Township of Billings staff.

11.0 Contract

The consultant shall enter into a contract with the Township of Billings. The contract shall indicate that the work undertaken shall be completed to the satisfaction of the Township of Billings, according to the Request for Proposal and consultant proposal, and for the amount as set out in the consultant's proposal. The contract shall also indicate that no additional money shall be paid to the consultant for any additional work for which authorization has not been given in writing.

11.1 Changing the Contract

The contract may be revised during the project provided a complete analysis of the effect of any proposed change is submitted and agreed upon in writing by both parties. This analysis would include an assessment of the impact on target dates and costs.

Questions on this proposal call may be referred to:

Emily Dance, CAO/Clerk

edance@billingstwp.ca



COUNCIL REPORT

Department: Chief Administrative Officer

Date: August 1, 2023

Report Number: CAO-2023-08-17

File: Strategic Plan Request for Proposal

Attachment: DRAFT RFP – Website

Recommendation:

THAT the Township of Billings Council hereby approves Report CAO-2023-08-17 AND directs staff to issue a Request for Proposal for a new corporate website for the Township of Billings.

Background:

On February 7, 2023 Council authorized applying to RED grant funding for a new corporate website, if successful the 50% uncovered portion would be brought forward during budget deliberations. Unfortunately, the Township was not successful in grant funding.

However, on July 20, 2023, Council supported the 2023 Township of Billings Budget including a budget of \$20,000 for a new Corporate website with the Budget By-Law coming forward for approval at the August 1, 2023 Council Meeting.

Discussion:

Project Goals

The goals of this project include:

- Provide simple, user-friendly access to public services and information and serve as a communications tool on various types of hardware used by the end-user (desktops, tablets, mobile phones). The redesigned site should have a responsive design.
- Provide an improved look, enhanced functionality, be easy to use for the public, media, and municipal staff.
- Provide robust search capabilities.
- Provide easy integration for an agenda management system
- Comply with current accessibility standards for content and accessibility.
- Provide adequate training for staff prior to the launch of the new site and technical support throughout the transition to the new site (as well as for the length of the license).

In order to move forward with the new Corporate Website with a tentative completion by the end of the year, staff has drafted an RFP for Council consideration.

An evaluation team made up of key website administrators including the CAO/Clerk, Deputy Clerk, Municipal Project Manager and Finance Administrative Assistant will review and score the proposals and provide a recommendation to Council.



Request for proposal documents will be sent to preferred consultants and posted on the Township website.

Financial Impacts:

\$20,000 in the 2023 Township of Billings budget for a new corporate website.

Alignment to Strategic Plan:

Rebuild the municipal website/web and social media presence, and create a plan/process with the purpose of facilitating ongoing maintenance and improvement of the site.

Alignment to the CEEP:

There is no alignment to the CEEP.

Respectfully Submitted By:

Emily Dance, CAO/Clerk



Corporation of the Township of Billings

Request for Proposals Corporate

Website

1.0 Introduction

The Township of Billings invites qualified website design firms/consultants to submit proposals to redesign, upgrade and host the municipal website found at www.billingstwp.ca

The project completion date is scheduled for December 15, 2023 (content and training does not need to be complete, some room for flexibility).

All submissions must be received by September 1, 2023 2:00 p.m., by mail or email to: Emily Dance, CAO/Clerk

All inquires are to be directed to Emily Dance, CAO/Clerk edance@billingstwp.ca

2.0 About the Township of Billings

The Heart of Manitoulin Island

The Township of Billings is formed from Billings Township and the Eastern half of adjacent Allan Township, and occupies the north central portion of Manitoulin Island. It contains part of Lake Kagawong, Lake Manitou, Otter Lake and Lake Mindemoya, and its northern boundary is Lake Huron.

The extensive lake frontage explains the residence distribution, and the large portion of seasonal residences. The Kagawong River drains Lake Kagawong, flows over Bridal Veil Falls, and reaches Lake Huron in the Hamlet of Kagawong. The Harbour at Kagawong is directly south of the Benjamin Islands cruising grounds on the North Channel, and between the harbour towns of Little Current to the east, and Gore Bay to the west. The M'Chigeeng First Nation reserve is within the boundaries of Billings, with Mindemoya directly to the south.

The economy of Billings is driven more by tourism and service industries than by agriculture or logging as in the past.

Thousands of tourists annually visit the township and take in the natural beauty of the area as well as visiting one of Manitoulin's premier sites, Bridal Veil Falls.



Township of Billings boundaries

3.0 Goals

The goals of this project include:

- Provide simple, user-friendly access to public services and information and serve as a communications tool on various types of hardware used by the end-user (desktops, tablets, mobile phones). The redesigned site should have a responsive design.
- Provide an improved look, enhanced functionality, be easy to use for the public, media, Council and staff.
- Provide robust search capabilities.
- Provide easy integration for an agenda management system
- Comply with current accessibility standards
- Provide adequate training for staff prior to the launch of the new site and technical support throughout the transition to the new site (as well as for the length of the license).

4.0 Scope of Work and Deliverables

The scope of this project is to design, implement and host a municipal website Content Management System that will allow modifications by staff and ultimately will be easy to maintain and update (by non-technical staff) acknowledging that the Township does not have in-house IT support.

The website must also support integration of an agenda management system. The proponent will work closely with staff to consider the look and feel of the website, ensure that the Township is accurately represented, identify font preferences, consider corporate branding and determine the expected number of HTML pages required.

5.0 Functional Requirements

The new website requires an easy to use Content Management System that Township staff will use for creating and updating content. The Content Management System must also allow for future development and continuous improvement.

The output of the Content Management System must support a wide range of desktop computers, laptops, tablets, smartphones and other mobile devices running a variety of operating systems. The content must display with all the common user device browsers, and dynamically adjust to whatever screen-size area the user has chosen for the browser window.

Further requirements include but are not limited to:

- Must be able to maintain the website in-house – staff must have the ability to post and remove information in variety of formats (including photos, documents, videos, forms, information, etc.)
- Must be visually appealing – including a mix of text, photos, and graphics.
- Must provide continuity throughout the pages with a common theme and consistent design.
- Must have responsive website design and optimal load time.
- Must have built in error reporting to reduce times if errors occur
- Must meet current accessibility requirements
- Must have different user types to ensure security of content on the site
- Must include an external document library and newsfeed
- Must have the ability to integrate into the site, a comprehensive agenda management system
- Allow for website integration of interactive mapping, online tenders, online recruitment, and web applications.
- Must include a business directory and community organization directory
- Must include community events calendar that community organizations can submit events to (events must be approved by staff)
- Must include ability to include a form building module
- Must include ability to integrate ecommerce
- Must include ability to integrate facility booking
- Must include subscriber notifications system including emergency notifications and emergency banners
- Must include a Council and Staff Directory with direct e-mail capabilities
- All urls must end in .ca or .com
- Must integrate with social media and any third party sites used by the Township.

6.0 Budget

The proponent must provide a detailed cost proposal to accomplish the scope of the project as outlined. The budget must encompass all design, consultation, production, training, technical support and software acquisitions necessary for the development of the website and any ongoing and annual fees.

Hourly rates may be provided for any additional items that may be requested to be completed outside of an agreed contract.

7.0 Work Plan

The proponent must include a work plan and schedule, including meetings, proposed project milestones and a breakdown of major tasks to allow a complete understanding by the Township of how the project will be carried out and how long it will take to complete the work. The proposal should also outline any work that the Township staff will be required to perform to complete the

project.

8.0 Proponent Responsibilities

The proponent shall:

- Create a design based on input from Township staff.
- Provide training to staff
- Assist with the website launch
- Provide ongoing technical support

9.0 Submission Requirements

Proposals must include:

- A detailed cost breakdown for the project that includes the total project cost and any annual costs incurred by the completed website
- Identify any applicable warranties, terms and conditions
- A minimum of 2 client references with examples from projects of similar size and scope
- A schedule of activities and milestones
- A list of training that is included in the proposal and what additional-cost training is available
- The proposal should include any discounts offered as the result of membership in any municipal/professional associations.

All submissions must be received by September 1, 2023 2:00 p.m., by mail or email to: Emily Dance, CAO/Clerk

Township of Billings
Attention Emily Dance, CAO/Clerk
15 Old Mill Road
Kagawong ON P0P 1J0

edance@billingstwp.ca

All submissions will be reviewed by September 8, 2023. If a demo is required, the CAO/Clerk will contact the proponent on September 11, 2023 to schedule the demo for the week of September 18, 2023. It is expected that the successful proponent will be awarded the project on October 3, 2023.

10. Criteria for Proposal Evaluation

1. Workplan-20%
2. Experience/References – 20%
3. Budget -30%
4. Design-30%

11.0 Terms and Conditions

All submission become property of the Township of Billings and will not be returned to the proponent. All submissions will be held in confidence by the Township unless otherwise required by law. Please indicate in the submission any propriety / confidential information that cannot be posted publicly.

The Township of Billings reserves the right not to select any of the proposals for the project.

The Township reserves the right to request clarification or additional information from a proponent in order to evaluate the proposals.

The Township also reserves the right to negotiate variations to the proposal if it is deemed beneficial to the Township.

DRAFT



COUNCIL REPORT

Department: Clerks

Date: August 1st, 2023

Report Number: CLK-2023-08-25

File: Kagawong Post Office PO Box Upgrade & Community Mailbox Locations

Recommendation:

THAT the Township of Billings Council hereby receives for information report CLK-2023-07-25

Background:

Canada Post notified the Township that they are planning to upgrade the PO Boxes in the Kagawong Post Office, and to enhance service by doing away with old PO Box addresses and enabling customers to use their residential or civic address for their mailings moving forward as of September 2023.

Discussion:

The Kagawong Post Office has 170 PO Boxes, which are completely full. Since all the PO Boxes are occupied and there is no further space, this has led to 59 General Delivery Points of Call at the office, requiring these customers to retrieve their mail and parcels from the postal clerk.

This project will reduce the number of PO Boxes in the Post Office to 141, and the customers who will no longer have a PO Box as well as those previously receiving mail through General Delivery will have their mail and parcels delivered to Community Mailboxes installed at several locations in the community beginning in September 2023. One slight change in the Post Office is that the PO Boxes will be re-organized into alpha-numeric order, making sorting and retrieval of mail simpler.

As part of this process, the mailing addresses for all customers in PO Boxes and the new Community Mailboxes will change to their civic or residential addresses. For example, a PO Box customer will begin to use their home or residential address as their mailing address, and their mail will be delivered to their new PO Box in the Post Office. Customers being able to use their civic addresses moving forward should make online purchasing simpler, as well as reduce confusion when registering for a drivers licence, health card, etc. as an added benefit.

Note: Canada Post will notify Customers of these changes 30 days in advance, with a letter in **August 2023:**

- Would specify the customers' civic mailing address
- Canada Post to provide customers with free mail forwarding services for 1 year
- Information on new PO Box/Community Mailbox location, as well as keys

The three proposed sites are:

1. Main Street (across from 347 Main Street entrance, water side of the road)



2. Newburn Road



3. Arda Road



Canada Post is responsible for snow removal to ensure the community mailboxes are accessible.

Financial Impacts

There are no financial impacts related to this report.

Alignment to the Strategic Plan:

No alignment.

Alignment to the Community Energy and Emissions Plan (CEEP)

No alignment.

Respectfully Submitted By:

Tiana Mills, Deputy Clerk

Reviewed By:

Emily Dance, CAO/Clerk

From: [Judith Jones](#)
To: [Tiana Mills](#)
Subject: Phragmites in Billings this summer
Date: July 20, 2023 2:24:45 PM [Billings](#)
Attachments: [newburn.png](#)

Hi Tiana,

I'm setting up to spray Phragmites around the Island in August. I do this work in August because it's usually the driest time of year, and ditches are usually completely dry.

Last year, council approved me to spray patches of Phragmites on Grandor Road and Windjammer Road.

I'd like to propose the following sites this year for herbicide treatment—just on Phragmites. Please let me know whether I might be good to go, whether I need to speak with council again, or if there are other things you would like me to do. I am happy to do whatever is necessary to satisfy the municipality and the community. There is no cost to the municipality for the work.

1) Grandor Road and Windjammer Road ditches

Follow up on just a few stems that survived from last year. Backpack sprayer, hand-held wand, small nozzle.

2) Newburn Road (see screen shot)

We have documented two patches that were right on the edge of the shoulder of the road, not even in the ditch itself. The first is about 15 m x 1 to 2 m big and the other is only 4 sq. m. The concern here is that the adjacent land is natural wetland. We want to prevent Phragmites from spreading in there.

In May when I looked at these patches, the ground under both was completely dry. Assuming the ditch behind them is also dry, this would be a backpack spray. If there is water in the ditch, then this would be a hand application wiping the herbicide onto the leaves with a fleece mitten so that there won't be any drift into the water. Again, the stems themselves are on dry ground, and the road side of the ditch is also dry. The product to be used is Round-up WeatherMax, which is designed not to be water soluble after it is dry and to stay tightly stuck on the plants.

I can be quite precise about getting the herbicide on Phragmites and not killing other plants. I'd be happy to provide some photos if necessary.

I also want to remind people that this is the only way to stop Phragmites when it is not in water, and that it comes down to a choice of a small amount of herbicide used cautiously vs. the potential loss of natural habitats and biodiversity.

Please let me know what you think and what the next steps are.

Best regards,

Judith

Judith Jones, Coordinator
Manitoulin Phragmites Project
[Facebook.com/manitoulinphrag](https://www.facebook.com/manitoulinphrag)
manitoulinphrag@yahoo.com

Winter Spider Eco-Consulting
P.O. Box 278
Manitowaning, ON P0P 1N0
(705) 859-1027
(416) 268-0993 cell
winterspider@eastlink.ca



From: McCanse, Montana (MECP) <Montana.McCanse@ontario.ca>

Sent: July 18, 2023 11:17 AM

To: Tiana Mills <tmills@billingstwp.ca>; Emily Dance <edance@billingstwp.ca>

Cc: Celsie, Melissa (MECP) <Melissa.Celsie@ontario.ca>

Subject: 2023 AMO Conference - Billings

Greetings

Thank you very much for your AMO delegation request to meet with Minister Piccini. Regrettably we were not able to accommodate a meeting in his schedule this year as we received a high volume of requests.

That said, Sebastian Bonham-Carter, Manager of Stakeholder Relations would be happy to arrange a staff level meeting with the Minister's Office outside of AMO. If this offer would still be of interest, please follow up with [@Bonham-Carter, Sebastian \(MECP\)](#) directly to organize.

Thank you.

Montana

Montana McCanse

Senior Events & Public Education Advisor | 416.953.0981

Communications Branch | Ministry of the Environment, Conservation and Parks

Accounts for Payment June 28, 2023

Cheques

Date	CHQ #	Account	Amount	Description	J #
19-Jul-23	7989	Denis Gratton (CHQ Printed - JULY 11)	1,024,727.09	Old Mill Road Waterline Construction Project	
19-Jul-23	7990	Identifiable Individual	140.00	Internment	J3089
19-Jul-23	7991	1391009 Ontario Limited	4,751.55	Final Invoice LD / Tele Eval.	J3093
19-Jul-23	7992	Berry Boats	74.51	Lawnmower Blade (PW)	J3094
19-Jul-23	7993	Brendan Addison Mobile Mechanical	2,066.91	Komatsu / Western Star Service (PW)	J3095
19-Jul-23	7994	Bridal Veil Variety	571.54	Fuel & Batteries	J3096
19-Jul-23	7995	Identifiable Individual	5,000.00	Moving Expenses	J3097
19-Jul-23	7996	Encompass IT	1,488.21	IT Services + Quarterly Office 365 Subscriptions	J3098
19-Jul-23	7997	Farquhars Dairy	659.50	Marina Supplies (Ice Cream)	J3099
19-Jul-23	7998	Ferguson Aggregate & Construction Inc	51,577.16	Pedestrian Bridge Project	J3110
19-Jul-23	7999	Fowlie, James	26.28	Marina Supplies (Pop)	J3111
19-Jul-23	8000	Freelandt Caldwell Reilly	8,475.00	Special Work / Professional Services	J3112
19-Jul-23	8001	G. Stephen Watt LLB	4,192.30	Municipal Solicitor Advice	J3113
19-Jul-23	8002	Grand & Toy Ltd.	194.26	Office Supplies	J3114
19-Jul-23	8003	H & R Noble	24,718.04	Crush & Agg (PW)	J3115
19-Jul-23	8004	Henderson Electric Manitoulin Inc	1,013.39	Emergency Lights: Church on the Hill	J3117
19-Jul-23	8005	J K Automotive	186.45	Storage Unit Rental	J3118
19-Jul-23	8006	Jaywil Software Development Inc.	342.39	Database License (Library)	J3119
19-Jul-23	8007	Kiviaho, Connie	325.44	Marina Supplies (Worms)	J3120
19-Jul-23	8008	Lisa / Darren Hayden	1,953.00	Cleaning Contract	J3121
19-Jul-23	8009	Make-Way Environmental Technologies	542.06	Septic Inspection (Monthly)	J3122
19-Jul-23	8010	Massey Wholesale Ltd	302.55	Marina Supplies (Sundries)	J3123
19-Jul-23	8011	McDougall Energy Inc.	7,916.68	Mid Grade - Marina / Diesel - PW	J3124
19-Jul-23	8012	Mindemoya Home Hardware	433.88	Toilet for Park Centre	J3125
19-Jul-23	8013	Identifiable Individual	98.57	Employee Wellness Lunch	J3126
19-Jul-23	8014	Pollard Distribution Inc	11,330.89	Dustmaster 35 (Calcium)	J3127
19-Jul-23	8015	Quinan Construction	290,598.13	Fire Hall Project: Draw #6 and #7	J3128
19-Jul-23	8016	Identifiable Individual	250.00	Workwear 2022	J3129
19-Jul-23	8017	Steele's Home Hardware	282.90	Keys - Marina / Comp - FD / Valve Kit - PC	J3130
19-Jul-23	8018	The Manitoulin Expositor	377.43	Old Mill Advert	J3131
19-Jul-23	8019	UCCM Castle Building Supplies	44.71	PW Supplies (Caulking)	J3132
19-Jul-23	8020	Yellow Pages Digital & Media Solutions	22.59	Tourist Attractions (Monthly)	J3133

1,444,238.68

Direct Debit

Date	DD	Account	Amount	Description
04-Jul-23	DD	Bell	512.69	Monthly Recurring Charges
05-Jul-23	DD	Hydro	4,051.59	Monthly Recurring Charges
01-Jul-23	MC	Northern Communication Services	85.95	911 Consolidated June01 - Sept01
01-Jul-23	MC	Vianet	180.74	Monthly Recurring Charges

Total 4,830.97

Total Accounts for Payment \$ 1,449,069.65



BY-LAW NO 2023-81

BEING A BY-LAW TO ADOPT THE 2023 MUNICIPAL ANNUAL BUDGET
FOR THE TOWNSHIP OF BILLINGS

WHEREAS Section 8(1) and 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues and has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

AND WHEREAS Section 290 of the Municipal Act, 2002, s.o. 2001, C.25 as amended requires that a local municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

AND WHEREAS the Council of The Corporation of the Township of Billings deems it expedient to adopt the annual estimates for operating and capital purposes for the Township;

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 Council hereby adopts the 2023 Municipal Budget as contained in the attached Schedule "A" and forms part of this By-law.
- 2.0 THAT this By-Law shall come into effect upon final passage.
- 3.0 THIS By-Law may be cited as "2023 Budget By-law"

READ a FIRST and SECOND TIME this 1st day of August, 2023

READ a THIRD TIME and FINALLY PASSED this 1st day of August, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

SCHEDULE 'A' to By-Law No. 2023-81

Township of Billings 2023 Municipal Budget

Revenue	2023		
Municipal Tax (3% increase)	2,090,097		
School Board Tax	313,012		
Grants in Lieu	2,029		
Federal Funding	1,451,626		
Provincial Funding	1,475,903		
Sewer & Water	262,886		
Fees, Donations, Grants	183,179		
Licenses & Permits	47,500		
Investment Income	15,000		
Interest	42,500		
Rent & Other	1,244		
Generating Station	70,000		
Loan (fire hall)	1,149,309		
Total Revenue			\$7,104,285
Expenses	2023		
Wages and Benefits			
Council Remuneration	30,000		
Salaries & Wages	715,350		
Deductions- CPP/EI/benefits/RRSP/EHT/WSIB	152,143		
Sub Total		\$897,493	
Administration			
Advertising	9,500		
Auditing / Accounting	40,000		
Fees and Charges	22,300		
Health & Safety	23,000		
Insurance	66,000		
Legal	25,000		
Professional Development / Travel	24,000		
Loan Interest Expense	25,000		
Subscriptions/Memberships	8,850		
Property Assessment (MPAC)	36,000		
Postage	4,500		
Tax Registration	1,500		
Unbudgeted	2,000		
Sub Total		\$287,650	
Building and Equipment			
Equipment Maintenance	60,000		
Fuel	80,000		
Pump Outs	2,000		
Maintenance & Repairs	100,000		
Sub Total		\$242,000	
Other			
By-Law Inspection	5,000		
Contracts	270,000		
Non-contract	1,000		
Pound	700		
Regulation Compliance	5,000		
Sub Total		281,700	
Projects			
Fire Hall	1,700,000		
Old Mill Accessibility Ramp	32,425		

Water Capital	1,876,000		
Waterfront Improvement	1,130		
Old Mill Road Bridge	64,627		
Strategic Plan	30,000		
Website	20,000		
Asset Management	96,000		
Sub Total		\$3,820,182	
Public Services			
Ambulance	235,000		
Donation	3,650		
DSSAB Childcare	22,530		
DSSAB Ontario Works	31833		
DSSAB Social Housing	77,529		
Home for the aged	40,166		
Information Centre			
Levy School Boards- EP	303,618		
Levy School Boards – FP	2,974		
Planning Board	18,134		
Policing	218,400		
Sudbury District Health	30,676		
Sub Total		\$988,060	
Roads			
Hard Top	209,400		
Loose Top	80,000		
Road Side	20,000		
Roads Winter	45,000		
Street Lights	3,000		
Sub Total		\$357,400	
Supplies			
Library – Book	6,800		
Supplies	100,000		
Marina Purchases	10,000		
Marina Fuel	6,000		
Sub-Total		\$122,800	
Utilities			
Hydro	55,000		
Propane	25,000		
Telephone & Internet	16,000		
Water	11,000		
Sub-Total		\$107,000	
Total Expenses			\$7,104,285



BY-LAW NO 2023-82

BEING A BY-LAW TO AUTHORIZE THE LEVYING OF TAX RATES AND
COLLECTION OF TAXES FOR THE YEAR 2023

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 Section 312 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that the Council of a local Municipality shall, after the adoption of estimates for each year, pass a by-law to levy a separate tax rate on the assessment in each property class, including any adjustments made under the Assessment Act for the purposes of raising the general local municipal levy;

AND WHEREAS the Council of the Corporation of the Township of Billings has, in accordance with the Municipal Act, 2001, considered the estimates of the municipality and it is necessary that the following sums be raised by means of taxation for the year 2023;

Municipal Purposes: \$2,090,097
Education Purposes: \$ 313,012

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

1.0 THAT for the 2023 taxation year the following tax ratio shall apply:

Tax Class	Municipal	Education
Residential	0.01145772	0.001530
Commercial	0.01145772	0.00644236
Industrial	0.01145772	0.008800
Farm	0.00286400	0.0003825
Managed Forest	0.00286400	0.0003825

2.0 THAT every owner shall be taxed according to the tax rates of this by-law and such tax shall become due and payable in two instalments as follows: 50% of the previous year's levy shall become due and payable on March 31, or the last working day in March; and that the balance of the final levy shall become due and payable on September 30, or the last working day in September.

3.0 THAT non-payment of this amount, as noted on the dates stated in accordance with this by-law constitutes default. On all taxes of the levy, which are in default after March 31, 2023 and after September 30, 2023, a penalty of 1.25 percent shall be added on the first day of each and every month, for each month or fraction thereof which arrears continues, until December 31, 2023.

4.0 THAT all taxes unpaid as of December 31, 2023 interest shall be added at the rate of 1.25 percent per month or fraction thereof in which arrears continue.

5.0 THAT the Treasurer is hereby authorized to mail or cause to be mailed the notice of taxes due to the address of the residence or place of residence

of the person to whom such notice is required to be given, on or before September 6, 2023.

- 6.0 THAT the Treasurer shall proceed to collect the amount to be raised by the by-law together with all other sums on the tax roll in the manner as set forth in the Assessment Act and the Municipal Act and all other by-laws in force.
- 7.0 THAT this By-Law shall come into effect upon final passage.
- 8.0 THIS By-Law may be cited as “2023 – Tax Rate By-law

READ a FIRST and SECOND TIME this 1st day of August, 2023

READ a THIRD TIME and FINALLY PASSED this 1st day of August, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk



BY-LAW NO 2023-83

BEING A BY-LAW TO ENTER INTO AN AGREEMENT WITH
WATERHOUSE EXECUTIVE SEARCH FOR THE RECRUITMENT OF A
MUNICIPAL TREASURER

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

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

AND WHEREAS the Municipal Act, 2001, S.O. 2001 c.25, Section 227 provides for officers and employees of the municipality to implement and carry out council's decisions, to establish administrative practices and procedures, to provide advice to council on municipal policies and programs and to carry out duties required by legislation;

AND WHEREAS the Municipal Act, 2001 c. 25 Section 286 (1) provides that the Council of a municipality shall appoint a treasurer

AND WHEREAS the Council of the Corporation of the Township of Billings deems it expedient to enter into an agreement with Waterhouse Executive Search for the recruitment of a treasurer;

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

- 1.0 THAT the Corporation of the Township of Billings hereby enters into a agreement with Waterhouse Executive Search which is attached as Schedule "A" and forms part of this By-Law
- 2.0 THAT the Mayor and CAO/Clerk is hereby authorized to sign the agreement and any 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 "Waterhouse Executive Search (Treasurer) Agreement By-Law"

READ a FIRST and SECOND TIME this 1st day of August, 2023

READ a THIRD TIME and FINALLY PASSED 1st day of August, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk



BY-LAW NO 2023-84

A BY-LAW OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BILLINGS TO AUTHORIZE PARTICIPATION IN THE OMERS PRIMARY PENSION PLAN (“PRIMARY PLAN”), AND THE RETIREMENT COMPENSATION ARRANGEMENT FOR THE OMERS PRIMARY PENSION PLAN (“RCA”), EACH AS AMENDED FROM TIME TO TIME, OF THE EMPLOYEES OF THE CORPORATION OF THE TOWNSHIP OF BILLINGS (“EMPLOYER”) IDENTIFIED HEREIN.

WHEREAS the Employer is eligible to participate in the Primary Plan and the RCA in accordance with subsection 5(1) of the *Ontario Municipal Employees Retirement System Act, 2006*, as amended from time to time (“OMERS Act, 2006”) in respect of its eligible employees and wishes to do so in accordance with the applicable Primary Plan and RCA documents and applicable legislation;

AND WHEREAS pursuant to subsection 6(1) of the Primary Plan, an employer who is eligible under the OMERS Act, 2006 to participate in the Primary Plan and the RCA may, by by-law or resolution, participate in the Primary Plan and the RCA and pay to the funds for the Primary Plan and the RCA the total of the employer and member contributions required by the Primary Plan, and has all of the powers necessary and incidental thereto;

THEREFORE, BE IT RESOLVED THAT, effective **October 1, 2023** (“Effective Date”), or as otherwise indicated, the **Council** enacts as follows:

(Participation) The Employer shall participate in the Primary Plan and the RCA in accordance with the terms of the Primary Plan, RCA, and applicable legislation, each as amended from time to time.

(Election re:
Employees) The Employer shall participate in the Primary Plan and the RCA in respect of each person who is employed by the Employer and who is eligible to be a member of the Primary Plan and the RCA under subsection 5(3) of the OMERS Act, 2006 (“Employee”) as of the Effective Date in accordance with the terms of the Primary Plan, RCA, and applicable legislation, each as amended from time to time.

(Current CFT
Employees) An Employee who is employed on a continuous full-time basis, as defined in subsection 9(1) of the Primary Plan, as amended from time to time (“CFT Employee”), and who commenced employment with the Employer before the Effective Date is entitled to become a member of the Primary Plan and the RCA on the first day of the month following the month in which the CFT Employee’s application is received by the OMERS Administration Corporation (“AC”), provided that the AC may, at the request of the Employer, fix an earlier date on which the CFT Employee becomes a member but not before the date on which the CFT Employee became entitled to be a member or the first day of January in the year in which the application is received by the AC, whichever is the later date.

(Future CFT Employees)	Every person who becomes a CFT Employee on or after the Effective Date shall, as a condition of employment, become a member of the Primary Plan and the RCA, or if such person is already a member, resume contributions to the Primary Plan and the RCA on the date so employed.
(Membership for OTCFT Employees)	An Employee who is employed on other than a continuous full-time basis (“OTCFT Employee”) and meets the eligibility criteria in subsection 9(6) of the Primary Plan, as amended from time to time, is entitled to become a member of the Primary Plan and the RCA in accordance with the terms of the Primary Plan, as amended from time to time.
(Senior Management Official)	Any person who holds a senior management position with the Employer, as the Employer may designate from time to time (“Senior Management Official”), is hereby authorized on behalf of the Employer to take all such action and execute all such documents, certificates and agreements, as they may consider necessary to give effect to the provisions of this by-law and to fulfill the Employer’s duties and obligations with respect to the Primary Plan and the RCA. The Employer further authorizes the CAO/Clerk to submit forthwith a certified copy of this by-law to the AC.

THIS By-Law shall come into full force and effect upon final passage.

THIS By-Law may be cited as the “OMERS By-Law”.

READ a FIRST and SECOND TIME this 1st day of August, 2023

READ a THIRD TIME and FINALLY PASSED this 1st day of August, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk



BY-LAW NO 2023-85

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 August 1st, 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 "August 1st, 2023 Confirmatory By-Law".

READ a FIRST and SECOND TIME this 1st day of August, 2023

READ a THIRD TIME and FINALLY PASSED this 1st day of August, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk