The Corporation of the Township of Billings

Council Meeting Agenda

July 4th, 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 Officer

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 – June 20th, 2023
5. **Public Meetings Required under the Planning Act**
   5.1. **2022-57ZBL-23-001 - Gilbert c/o McLaughlin**
   The purpose of the application is for a Zoning By-Law Amendment. If approved, this application will facilitate the consent to sever for the creation of three (3) new lots together with a right-of-way and include provisions that a single detached dwelling residence is not a permitted use in the RU zone AND that no site alterations are permitted in the OCS zone except for the purpose of water lines and access to removable docks.
   Manitoulin Planning Board – Planning Report June 23, 2023
   The CAO/Clerk will provide a summary of the Planning Report.
   Presentations from the Applicant
   The applicant is provided with an opportunity to provide comment on the application.

Presentations from the Public

Any person or public body is provided with an opportunity to provide comment on the application.

Questions and Clarifications from Council

Members of Council may question and make clarification on the application.

5.2. **Z-2023-02 – Township of Billings**

The purpose of the Zoning By-Law Amendment is to permit a guest cabin (bunkie) for human habitation where a dwelling and/or seasonal dwelling is a permitted use AND to include a minimum floor area per dwelling unit be a minimum size of 17.5 sq.m (188 sq/ft) for all zones except where otherwise described in Section 10.4.

Staff Report – Planning Report-Z-2023-02

The CAO/Clerk will provide a summary of the Staff Report.

Presentations from the Applicant

The applicant is provided with an opportunity to provide comment on the application.

Presentations from the Public

Any person or public body is provided with an opportunity to provide comment on the application.

Questions and Clarifications from Council

Members of Council may question and make clarification on the application.

6. Staff Reports

6.1. BP-2023-07-07 – Consent Application – Hunter
6.2. BP-2023-07-08 – Consent Application – Hottie
6.3. BE-2023-07-08 – By-Law Enforcement Quarterly Report
6.4. HS-2023-07-06 – Health & Safety Quarterly Report
6.5. EM-2023-07-02 – Emergency Management Plan Update
6.6. PW-2023-07-04 – Island Wide Waste Management Meeting Update
6.7. MPM-2023-07-12 – Firehall Renovation Project Update (7)
6.8. CLK-2023-07-23 – Cedar Maze Community Engagement
6.9. CLK-2023-07-24 – Oakville Enterprises Corp – Public Open House.

7. Committee Reports

7.1. Members of Council are provided with an opportunity to report on Committee and Board meetings.
7.2. Provincial Offences Board of Management Meeting – Friday June 16th, 2023

8. Old Business

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

9. Correspondence Requiring Direction

9.1. Letter of Support – Nomination

As reported at the June 20, 2023 Council meeting, the Old Mill Heritage Centre was nominated for the Governor General's History Award for Excellence in Community Programming for "History Day in Kagawong". As part of the application process, nominations must be supported by at least one recognized historical, municipal, or educational organization. Staff is recommending Council provide support.

10. Information

10.1. 2024 FONOM Conference Save the Date
10.2. FONOM's House Resolution – Seeking Support
10.3. Rural Economic Development (RED) Program Application
10.4. Public Lands Act Regulatory Amendments
10.5. 2023 Kagawong Drinking Water System Report

11. Accounts for Payment

11.1. Accounts for Payment to June 28th, 2023

12. By-Laws and Agreements

12.1. 2023-59 Repeal By-Law 2007-13
12.2. 2023-60 Adopt the Body Worn Camera Policy
12.3. 2023-61 Amend Museum Committee Terms of Reference
12.4. 2023-62 Appoint Municipal Project Manager
12.5. 2023-63 Appoint Museum Curator
12.6. 2023-64 Appoint Marina Manager
12.7. 2023-65 Appoint Public Works First Operator
12.8. 2023-66 Appoint Public Works Operator - Bill Savage
12.9. 2023-67 Appoint Public Works Operator - John Tolsma
12.10. 2023-68 Appoint Landfill Attendant
12.11. 2023-69 Appoint Deputy Fire Chief
12.12. 2023-70 Appoint Fire Captain – Brad MacKay
12.13. 2023-71 Appoint Fire Training Officer – Aaron Wright
12.14. 2023-72 Appoint Volunteer Firefighters
12.15. 2023-73 Authorize Change Order - Firehall 002B and 003

13. Notice of Motions

14. Closed Session

14.1. 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.

15. Report out of Closed Session

16. Confirmatory By-Law

16.1. By-Law No. 2023-74 Being the July 4th, 2023 Confirmatory By-Law

17. Adjournment

17.1. 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@billingstwp.ca

The Corporation of the Township of Billings
Council Meeting Minutes
June 20th, 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
Arthur Moran, By-Law / Health and Safety

1. **Call to Order**
   Mayor Barker called the Council meeting of the Township of Billings to order at 7:00 p.m.

2. **Approval of Agenda**
   2.1. Confirm approval of the agenda.
   2023-305
   Moved by Hunt Seconded by Cahill
   THAT the Township of Billings Council hereby approves the agenda as presented.
   Carried.

3. **Disclosure of Pecuniary Interest**
   None noted.

4. **Adoption of Minutes**
   Motion to adopt the minutes of the following meetings of Council:
   4.1. Regular Council Meeting – June 6th, 2023
   2023-306
   Moved by Grogan Seconded by Hunt
   THAT the June 6th, 2023 Regular Council Meeting Minutes be adopted as presented.
   Carried.

5. Delegation

None.

6. Committee Reports

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

6.2. Manitoulin Planning Board Minutes - May 30th, 2023

2023-307
Moved by Grogan Seconded by Hillyard
THAT the Township of Billings Council hereby receives for information all items listed in Section 6, Committee Reports.

Carried.

7. Staff Reports

7.1. TR-2023-06-07 2023 Water Rates

2023-308
Moved by Hunt Seconded by Cahill
THAT the Township of Billings Council hereby approves Report TR-2023-06-07 AND approves the water levy as proposed in the 2021-2027 Water System Financial Plan AND FURTHER authorizes the appropriate By-Law coming forward on tonight's agenda.

Carried.

7.2. TR-2023-06-08 – Tax Collection Services

2023-309
Moved by Cahill Seconded by Grogan
THAT the Township of Billings Council hereby approves Report TR-2023-06-08 AND authorizes repealing By-Law No. 2007-13 and cancelling the services of Ontario Property Services AND FURTHER authorizes obtaining the services of Realtax to recover tax arrears and Tax Registration and Sales on behalf of the Township of Billings.

Carried.

7.3. PW-2023-06-03 Kagawong Water System

2023-310
Moved by Grogan Seconded by Hunt
THAT the Township of Billings Council hereby receives for information Report PW-2023-06-03.

Carried.

7.4. CLK-2022-06-21 Body Worn Camera Policy

2023-311

Moved by Grogan Seconded by Hillyard

THAT the Township of Billings Council hereby approves Report CLK-2023-06-21 AND approves the Body Worn Camera Policy AND FURTHER authorizes the appropriate By-Law coming forward.

Carried.

7.5. CLK-2023-06-22 Museum Committee Terms of Reference Amendment

2023-312

Moved by Hunt Seconded by Hillyard

THAT the Township of Billings Council hereby approves report CLK-2023-06-22 AND approves the amendments to the Terms of Reference for the Billings Museum Committee as outlined in the report AND FURTHER approves the appropriate By-Law coming forward.

Carried.

Mayor Barker reported to Council that the Old Mill Heritage Centre has been nominated for Governor General's History Award for Excellence in Community Programming.

8. Old Business

1. Verbal update on the Old Mill Bridge
   Geotechnical Work was being completed on June 20th, 2023.

2. Update on the Fire Department
   Tentative September completion date.

9. Correspondence Requiring Direction

9.1. Committee Resignations – Bob Clifford

2023-313

Moved by Seconded by

THAT the Township of Billings Council hereby accepts with regrets the resignation of Bob Clifford from the Lake Kagawong Resource Committee and the Climate Action Committee AND directs staff to advertise for the vacancies.

Carried.

10. Information

None.

11. Accounts for Payment

11.1. Accounts for Payment June 15, 2023

2023-314

Moved by Hillyard Seconded by Hunt

THAT the Township of Billings Council hereby approves, ratifies, and confirms the June 15, 2023 Accounts for Payment as presented.

Carried.

12. By-Laws and Agreements

12.1. 2023-50 2023 Water Rates By-Law

2023-315

Moved by Hunt Seconded by Grogan

THAT By-Law No. 2023-50 being the 2023 Water Rates By-Law be read a first, second, third time AND FINALLY passed this 20th day of June, 2023.

Carried.

12.2. 2023-51 Data Sharing and Services Agreement with MPAC By-Law

2023-316

Moved by Hillyard Seconded By Cahill

THAT By-law No. 2023-51 being a by-law to authorize entering into data sharing and services agreement with MPAC be read a first, second, third time AND FINALLY passed this 20th day of June, 2023.

Carried.

12.3. 2023-52 Appointment Deputy Clerk

2023-317

Moved by Hunt Seconded by Grogan

THAT By-Law No. 2023-52 being a by-law to appoint Tiana Mills as Deputy Clerk for the Township of Billings be read a first, second, third time AND FINALLY passed this 20th day of June, 2023.

Carried.

12.4. 2023-53 Appointment Treasurer

2023-318

Moved by Hunt Seconded by Hillyard

THAT By-Law No. 2023-53 being a by-law to appoint Cheryl McCulligh as Treasurer for the Township of Billings be read a first, second, third time AND FINALLY passed this 20th day of June, 2023.

Carried.

12.5. 2023-54 2023-54 Appointment Fire Chief

2023-319

Moved by Grogan Seconded by Cahill

THAT By-Law No. 2023-54 being a by-law to appoint Martin Connell as Fire Chief for the Township of Billings be read a first, second, third time AND FINALLY passed this 20th day of June, 2023.

Carried.

12.6. 2023-55 Appointment Emergency Information Officer

2023-320

Moved by Hunt Seconded by Grogan

THAT By-Law No. 2023-55 being a by-law to appoint Tina Mills as Emergency Information Officer for the Township of Billings be read a first, second, third time AND FINALLY passed this 20th day of June, 2023.

Carried.

12.7. 2023-56 Designate Head of MFIPPA

2023-321

Moved by Grogan Seconded by Hillyard

THAT By-Law No. 2023-56 being a by-law to designate a head for the purposes of the municipal freedom of information and protection of privacy act for the Township of Billings be read a first, second, third time AND FINALLY passed this 20th day of June, 2023.

Carried.

12.8. 2023-57 Appointment Public Works Superintendent

2023-322

Moved by Hunt Seconded by Hillyard

THAT By-Law No. 2023-57 being a by-law to appoint Chris Cyr as Public Works Superintendent the Township of Billings be read a first, second, third time AND FINALLY passed this 20th day of June, 2023.

Carried.

13. Notice of Motions

None noted.

14. Confirmatory By-Law

14.1. By-Law No. 2023-58 Being the June 20th, 2023 Confirmatory By-Law

2023-323

Moved by Hunt Seconded by Hillyard
THAT By-Law No. 2023-58 being the June 20th, 2023 Confirmatory By-Law be read a first, second and third time AND finally passed this 20th day of June, 2023.

Carried.

15. Adjournment

15.1. Motion to Adjourn

2023-324
Moved by Hunt Seconded by Hillyard
THAT the Township of Billings Council hereby adjourns at 8:12 p.m.

Carried.

_____ _____

Mayor Bryan Barker CAO/Clerk Emily Dance

MANITOULIN PLANNING BOARD

ZONING BY-LAW AMENDMENT - PLANNING REPORT
June 23, 2023

Applicant/Owner:	Frederick and Nancy Gilbert
Agent/Solicitor:	Hugh McLaughlin
File No.:	2-07ZBL-17-006
Related Files:	B14-21 to B16-21
Property Description:	Part Lot 30, Conc. XIV Surveyed as Part 1, Plan 31R-3371, Including Parts 1 to 7, Plan 31R-4251 Township of Billings, Municipality of Billings and Alan East District of Manitoulin

1. PROPOSAL:

A Zoning Amendment Application has been received from Hugh McLaughlin on behalf of Frederick and Nancy Gilbert David to fulfill a condition of Consent to Sever, as imposed by the Manitoulin Planning Board, File No's. B14-21, B15-21 and B16-21 to:

a) *prohibit a single family detached dwelling (year round) within the severed and retained land, surveyed as Part 1 Plan 31R-3371; and*

b) *prohibit any site alterations within the Open Space Conservation (OSC) Zone, being Parts 3, 5 & 7, on Plan 31R-4251 or the shoreline marine/road allowance, except as permitted by the Municipality of Billings for the purposes of water lines and access to removable docks;*

within land described as being Part of Lot 30, Conc. XIV, surveyed as Part 1, Plan 31R-3371, including Parts 1 to 7, Plan 31R-4251, Township of Billings, Municipality of Billings and Allan East, District of Manitoulin.

2. REASON:

During consideration of the Consent to Sever Application, the Municipality of Billings advised on July 20th, 2021 of Resolution No. 2021-244 as follows:

' BE IT RESOLVED THAT Council does not recommend consent be granted for Applications B14-21, B15-21 and B16-21, for the following reasons:

1. *The property is in a low-lying area which may see significant flooding - A significant portion of the property is below the 700 ft. level. We are currently in the process of approving a climate action plan, which speaks to the need to consider the climate change implications for, and of, development activity, including such things as more extreme/frequent flood events, and the impact of development on the natural assets that are so important in buffering climate change impacts.*

2. *Issuing Building Permits will result in the need for significant fill to be brought in, redirecting water to other properties, causing drainage issues, such as water being redirected to neighbouring properties.*

3. *There is no municipal water service to this location so water will need to be drawn from the river, which could be as much as 400 ft+ on Lot B14-21....Carried'*

The Township of Billings also advised by letter dated September 8th, 2021 (received via email) of Resolution No. 2021-292 as follows:

'BE IT RESOLVED that Council recommends that consent be granted for Applications B14-21, B15-21 and B16-21 provided the following conditions are applied:

1. *That drainage plan has been completed to the satisfaction of the municipality;'*

' 2. That there be an approved amendment to zoning by-law 80-11 to:

a) Despite section 7.2 Rural Zone under section 7.2.1.2 a single detached dwelling (year-round) residence will not be a permitted use; and

b) A boundary line survey or full survey has been completed identifying the boundary between the rural zone and the conservation zone satisfactory to the municipality;

3. That no site alteration be permitted on the conservation zone or the shoreline marine/road allowance except as indicated on the sketch done by Hugh McLaughlin on September 5th, 2021 and forwarded to Mayor Anderson to track access to the Kagawong River for the purposes of water lines and access of removable docks;

4. That the above conditions apply to the retained property as well.'

The Consent to Sever File has been conditionally approved subject to Zoning By-law for the Municipality of Billings and Allan East being amended. The Municipality have prepared a new Zoning By-law, No. 2022-57, on October 05, 2022. An Amendment to the new Zoning By-law is required to fulfill the condition of the Consent to Sever Application. Therefore, the applicants have made an application to amend Zoning By-law No. 2022-57.

3. SUBJECT LANDS:

i) History:

The subject vacant ±8.0 Hec. parcel of land, surveyed as Part 1, Plan 31R-3371, has been owned by Mr. and Mrs. Gilbert since August 2005. Consent to Sever, File No.'s B14-21 to B16-21, proposes to create three new ±0.7 Hec. lots and retain a ±5.9 Hec. lot, together with right-of-way to Beach Street South, a maintained municipal allowance road. The applicants proposes to offer the three newly created lots, surveyed as Parts 2 to 7, Plan 31R-4251 for sale for residential uses.

In order to complete the Consent to Sever application, all conditions imposed by the Manitoulin Planning Board must be fulfilled, including an approved amendment by the Municipality.

ii) Access: will be via private right-of-way to the maintained municipal road allowance known as Beach Street South, to Highway No. 540 a provincially maintained Highway.

Comments received from the Ontario Ministry of Transportation (MTO) included:

' The Ministry of Transportation has no objection in principle to the proposed severance. On the condition that the new access must be a minimum of 45m (though 80m would be preferred) from the Highway 540/ Beach Street Road intersection. The proposed easement must be moved or extended to accommodate the required distance. All access must be from Beach Street Road. Direct highway access will not be permitted.

'Any additional severances may require a Traffic Impact Brief, however one will not be required at this time.

Please be aware that the properties are located within the Ministry of Transportation of Ontario (MTO) permit control area and MTO permits will be required. MTO building/land use permits are required prior to the construction of any proposed buildings, septic systems, wells etc. located within 45m of the MTO right-of-way (ROW) limits or within a 180m radius of intersections along the highway. MTO Sign permit(s) are required for the placement of any signs within 400 m of the limit of the highway.'

ZONING BY-LAW AMENDMENT - 2022-57ZBL-23-0012-07ZBL-17-006
- PLANNING REPORT - June 23, 2023 - Continued

iii) Servicing: According to the application, services will consist of private individual septic systems and water from the Kagawong River. The Sudbury and District Health Unit 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.

iv) Fire Protection: Municipal Volunteer Fire Department

v) School Bussing: Available

vi) Garbage Collection/ Disposal: Disposal available

4. OFFICIAL PLAN POLICIES:

i) Current Designation: Rural Area

ii) Proposed Designation: Same

iii) Comments:

The land subject to this proposal will remain designated as being within a Rural Area and all Official Plan Policies applicable thereto will continue to apply.

5. ZONING BY-LAW (BY-LAW NO. 2022-57):

i) Current Zoning: Rural (RU) Zone and Open Space Conservation (OSC) Zone

ii) Proposed Zoning: Same

iii) Comments:

There will be no change in the present zoning. The proposed amendment to the Municipal Zoning By-law, if approved, will prohibit a single family detached dwelling (year round) within the severed and retained land, surveyed as Part 1 Plan 31R-3371 and will also prohibit any site alterations within the Open Space Conservation (OSC) Zone, being Parts 3, 5 & 7, on Plan 31R-4251 or the shoreline marine/road allowance, except as permitted by the Municipality.

6. PROVINCIAL POLICY STATEMENT (PPS) 2020

Section 3.0 - Protecting Public Health and Safety states:

> *'Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards'.*

Planning decisions made by the municipality must be consistent with the Provincial Policy Statement 2020. There does not appear to be any conflict or adverse impacts to policies expressed by the Provincial Policy Statement and this proposal is therefore considered to be in conformity with the PPS 2020.

An approved amendment, as proposed, would be consistent with this policy.

ZONING BY-LAW AMENDMENT - 2022-57ZBL-23-001
- PLANNING REPORT - June 23, 2023 - Continued

7. RECOMMENDATIONS:

Providing there are no extenuating circumstances or additional information to be considered and based on the aforementioned analysis, it is recommended the subject application for Zoning By-law Amendment, which will fulfill a condition of consent to sever, File No's. B14-21 to B16-21 B16-17, may be approved by Council to:

a) *Despite Section 14.0 Rural (RU) Zone under Section 14.1, prohibits a single family detached dwelling (year round) residence to be a permitted for the severed or retained land, surveyed as Part 1 Plan 31R-3371, including Parts 1 through 7 on Plan 31R-4251;*

and

b) *Prohibits any site alteration within the Open Space Conservation (OSC) Zone, being Parts 3, 5 & 7, on Plan 31R-4251 or the shoreline marine/road allowance, except as permitted by the Municipality of Billings and Allan East for the purposes of water lines and access to removable docks;*

within the land subject to the amendment, described as being Part of Lot 30, Conc. XIV, surveyed as Part 1, Plan 31R-3371, including Parts 1 to 7, Plan 31R-4251, Township of Billings, Municipality of Billings and Allan East, District of Manitoulin.

Respectfully Submitted,

Theresa Carlisle

Theresa Carlisle, ACST
Secretary-Treasurer
mpbcarlisle@bellnet.ca

BY-LAW NO 2023-xx

BEING A BY-LAW TO AMEND BY-LAW NO. 2022-57, AS AMENDED BEING THE ZONING BY-LAW OF THE TOWNSHIP OF BILLINGS

WHEREAS The Council for the Corporation of the Township of Billings deems it expedient to amend By-Law No. 2022-57, as amended being the Zoning By-Law for the Township of Billings and Allan East;

NOW THEREFORE the Council of The Corporation of the Township of Billings, pursuant to Section 34 of the Planning Act, R.S.O. 1990 enacts as follows:

1.0 THAT Schedule 'A' to By-Law No. 2022-57 as amended, is hereby further amended by changing thereon from Rural (RU), and Open Space Conservation (OSC) to Rural Special (R-4) and Open Space Conservation Special (OSC-1) the zoning designation of those lands described as Lot 30, Concession 14, Township of Billings and Allen East, attached to as Schedule 'A' and forming a part of this By-Law.

2.0 THAT By-law No. 2022-57 as amended, is hereby further amended by adding a subsection to Section 14.0, as follows: 14.5.4 Notwithstanding the provisions of the Rural (RU) Zone, the land identified with Special Provision RU-4 shall be used in compliance with the 'RU' zone provisions contained in this By-law, excepting however that:

i) a single detached dwelling (year-round) is not a permitted use

3.0 THAT By-law No. 2022-57 as amended, is hereby further amended by adding subsections to Section 16.0, as follows: 16.2.1 Notwithstanding the provisions of the Open Space Conservation Zone, the land identified with Special Provision OSC-1 shall be used in compliance with the 'OCS' zone provisions contained in this By-law, excepting however that:

i) No site alteration is permitted within the Open Space Conservation (OSC-1) Zone, except for the purposes of water lines and access to removable docks.

4.0 This By-law takes effect from the date of passage by Council subject to the provisions of the Planning Act, R.S.O. 1990, as amended.

5.0 This By-law may be cited as the "Zoning Amendment By-Law -Gilbert"

READ a **FIRST** and **SECOND TIME** this 18th day of July, 2023

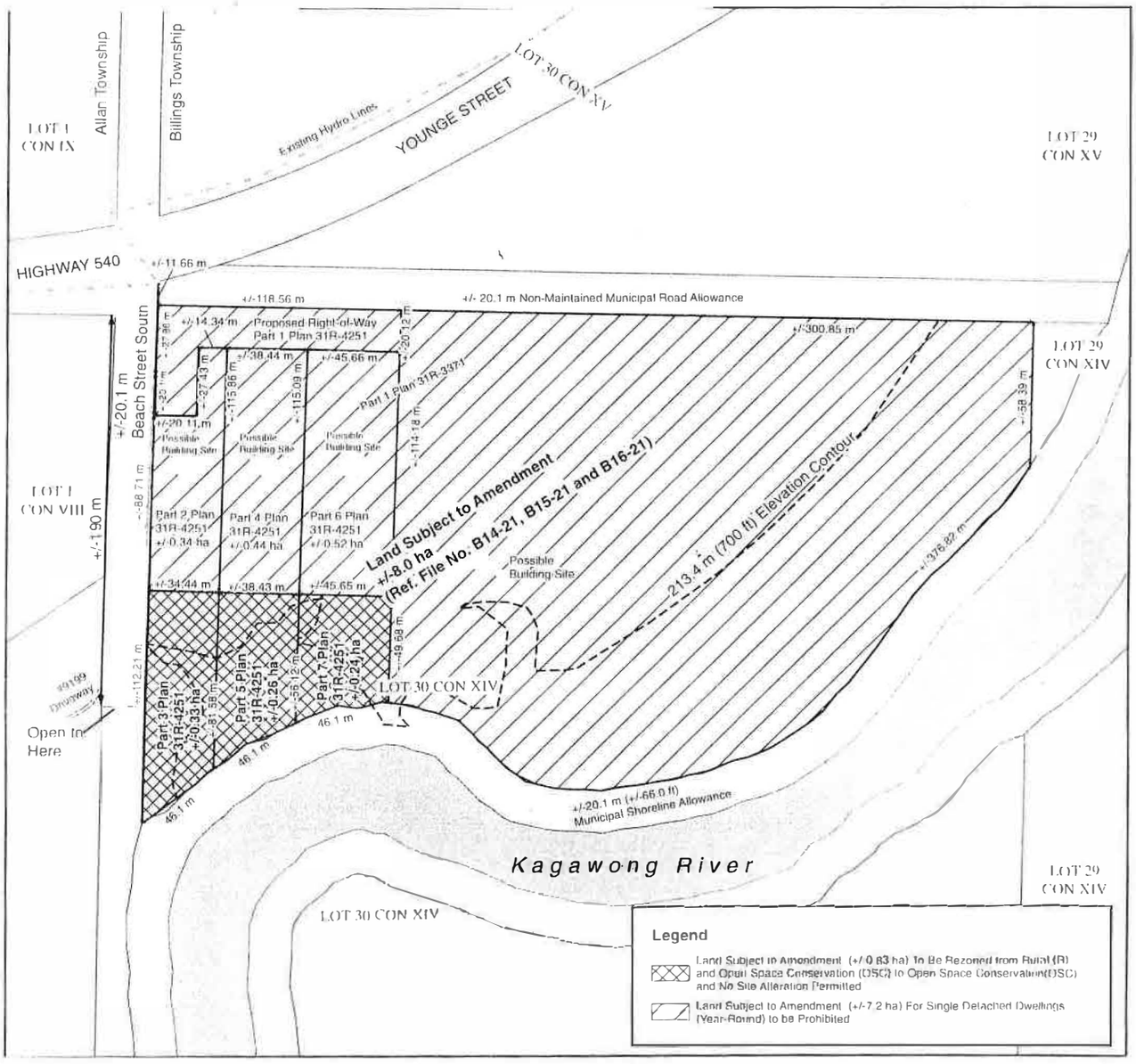
READ a **THIRD TIME** and **FINALLY PASSED** this 18th day of July, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

Schedule 'A' to By-Law No. xx
Lot 30 Concession 14

Township of Billings and Allan East



Subject Property

Lands to be zoned RU-4- Rural Special

Lands to be zoned OSC-1 - Open Space Conservation Special

This is Schedule 'A' to zoning By-Law amendment number ____ passed this ___ day of ____, 2023

Mayor _____

CAO/Clerk _____

PLANNING REPORT

Date: July 4, 2023
Report Number: Z-2023-02
File: Z-2023-02 Zoning By-Law Amendment – Guest Cabin, Minimum Size

Recommendation:

Subject to a review of submissions arising from the public meeting:

THAT the Township of Billings Council hereby approves Zoning By-Law Amendment Z-2023-02 to permit a guest cabin (bunkie) for human habitation where a dwelling or seasonal dwelling is a permitted use AND that the minimum floor area per dwelling unit be a minimum size of 17.5 sq.m (188 sq/ft) except as indicated in Section 10.4 in non-residential structures, a minimum floor area of 37 square metres, with an additional 14 square metres for each additional bedroom is required.

Summary

The purpose of the Zoning By-Law Amendment is to permit a guest cabin (bunkie) for human habitation where a dwelling or seasonal dwelling is a permitted use AND to include a minimum floor area per dwelling unit be a minimum size of 17.5 sq.m (188 sq/ft) except as indicated in Section 10.4 in non-residential structures, a minimum floor area of 37 square metres, with an additional 14 square metres for each additional bedroom is required.

The proposed amendment will cover the Township of Billings and Allan East, District of Manitoulin.

Planning Analysis

The following provides an overview of the planning considerations that were factored into the staff recommendation for this application, including relevant agency comments and planning policy sections.

Zoning By-Law

A guest cabin or "bunkie" was permitted in the Township of Billings on both residential and agricultural lots in the past zoning by-law. These guest cabins are used for guest accommodations and do not allow for cooking facilities. An amendment is required to allow guest cabins on residential properties to continue where a dwelling or seasonal dwelling is permitted.

Floor Area

An amendment is required to include a minimum floor area per dwelling unit be a minimum size of 17.5 sq.m (188 sq/ft) except as indicated in Section 10.4 in non-residential structures, a minimum floor area of 37 square metres, with an additional 14 square metres for each

additional bedroom is required. This will allow more flexibility when converting from a seasonal to a permanent dwelling and ensure that dwellings meet the OBC standard.

Agency Comments

Manitoulin Planning Board: We are reviewing the proposed zoning amendment for Billings Township regarding the guest cabins and minimum floor areas. In the Core Commercial zone, under Section 10.4 there is currently a separate provision for dwelling units in non-residential structures, requiring a minimum floor area of 37 square metres, with an additional 14 square metres for each additional bedroom. Is the intent to change this section to 17.5 square metres, along with the other zones? From a look through the by-law I think this may be the only provision that currently sets a minimum floor area for a dwelling unit. Additionally, it looks like there is an error or typo in the by-law in general for dwelling units in non-residential structures. Section 10.4 in the Core Commercial (C2) zone references Section 4.7 for accessory dwelling units. And in the General Commercial (C1) zone, Tourist Commercial (TC) zone, General Industrial (M1) zone, and Open Space Recreation (OSR) zone, the permitted uses all say "Dwelling Unit in accordance with Section 4.7 of this by-law: but Section 4.7 is the Corner Visibility Triangle. This should probably be Section 4.8, Dwelling Unit in Non-Residential Building or Lot.

The comments have been incorporated into the amending by-law including the typographical errors.

Metis Natin of Ontario: No comment

Ontario Power Generation: No comment

Rainbow District School Board: No comment

WSP: No comment

Public Comment

There were no comments submitted by the public in regards to the application.

Public Notice:

Public Notice was provided in the Manitoulin Expositor and by posting on the Township website.

Respectfully Submitted By:

Emily Dance, CAO/Clerk

June 7, 2023 File Number: Z-2023-02

Public Meeting Notice

You're invited to a Public Meeting to consider a Zoning By-Law Amendment application.

Tuesday July 4, 2023 at 7:00 p.m.
Park Centre – 39 Henry Drive, Kagawong

A change is proposed to the Township of Billings Zoning By-Law. The purpose of the Zoning By-Law Amendment is to permit a guest cabin (bunkie) for human habitation where a dwelling is a permitted use AND to include a minimum floor area per dwelling unit be a minimum size of 17.5 sq.m (188 sq/ft) for all zones.

Learn more

You can view the staff report on the June 6, 2023 Council agenda at https://billingstwp.ca/council-meetings/2023-council-agendas-and-minutes/ or by making a request to edance@billingstwp.ca or by calling (705) 282-2611 ext 223. Information can also be viewed at the Township of Billings administration office between 8:30 am and 4:00 pm (Monday – Thursday) 8:30 a.m. – noon (Friday)

Have your Say

Comments and opinions submitted on these matters, including the originator's name and address, become part of the public record, may be viewed by the general public, and may be published in a planning report and Council Agenda. Comments received after June 28, 2023 may not be included in the planning report, but will be considered if received prior to a decision being made, and included in the official record on file.

1. Please contact us by email edance@billingstwp.ca, mail or phone (705) 282-2611 ext 223 if you have any questions, concerns or objections about the application.
2. You can participate in the public hearing. There will be an opportunity at the public meeting for members of the public to bring forward their concerns.

Stay in the Loop

If you'd like to be notified of the decision of the approval authority on the proposed application(s), you must make a written request to the Township of Billings edance@billingstwp.ca

Know your Rights

Section 34(11) of the Planning Act outlines rights of appeal for Zoning By-law Amendment applications.

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Township of Billings to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the the Township of Billings before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Billings before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

For more information, please visit the Ontario Land Tribunal website at https://olt.gov.on.ca/appeals-process/

BY-LAW NO 2023-xx

BEING A BY-LAW TO AMEND BY-LAW NO. 2022-57, AS AMENDED BEING THE ZONING BY-LAW OF THE TOWNSHIP OF BILLINGS

WHEREAS The Council for the Corporation of the Township of Billings deems it expedient to amend By-Law No. 2022-57, as amended being the Zoning By-Law for the Township of Billings;

NOW THEREFORE the Council of The Corporation of the Township of Billings, pursuant to Section 34 of the Planning Act, R.S.O. 1990 enacts as follows:

1.0 THAT By-law No. 2022-57 as amended, is hereby further amended by removing and replacing the following under Section 3.0 Definitions

GUEST CABIN or BUNKIES shall mean a dwelling unit for guest accommodation accessory to a Dwelling, Seasonal and Dwelling, Single Detached and which contains no provisions for cooking.

2.0 THAT By-law No. 2022-57 as amended, is hereby further amened by removing and replacing the following under Section 4.1.2

2. A guest cabin for human habitation is not permitted except where a dwelling or seasonal dwelling is a permitted use.

3.0 THAT By-Law No. 2022-57 as amended, is hereby further amended by adding the following under Section 4

4.29 MINIMUM FLOOR AREA
The minimum floor area per dwelling unit be a minimum size of 17.5 sq.m (188 sq/ft) except as indicated in Section 10.4 in non-residential structures, a minimum floor area of 37 square metres, with an additional 14 square metres for each additional bedroom is required.

4.0 THAT By-Law No. 2022-57 as amended, is hereby further amended by removing and replacing the following under 10.4

a) In addition to those uses listed in Section 10.1 a Dwelling unit or units in accordance with the provisions of Section 4.8 of this By-law is permitted provided that the minimum floor area per dwelling unit is 37m² plus and additional 14 m² for each additional bedroom.

5.0 This By-law takes effect from the date of passage by Council subject to the provisions of the Planning Act, R.S.O. 1990, as amended.

6.0 This By-law may be cited as the “Zoning Amendment By-Law -Guest Cabin, Minimum Floor Area”

READ a **FIRST** and **SECOND TIME** this 18th day of July, 2023

READ a **THIRD TIME** and **FINALLY PASSED** this 18th day of July, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

COUNCIL REPORT

Department: Building and Planning
Date: July 4, 2023
Report Number: BP-2023-07-07
File: Consent Application – Part Lot 16 and Part Lot 17, Concession A being 451 Maple Point

Recommendation:

THAT the Township of Billings Council hereby approves Report BP-2023-07-07 AND recommends approval to the Manitoulin Planning Board for consent to sever for B-12-23 and B-13-23 being Part Lot 16 and Part Lot 17, Concession A. (451 Maple Point)

Background:

Barry and Mary Hunter c/o Hugh McLaughlin have made an application to the Manitoulin Planning Board (MPB)to sever Part Lot 16 and Part Lot 17, Concession 'A' to create two new +/- 0.7 hec lots.

MPB is the approval authority for severances; however, the applications are circulated to the Township for comment and recommendation.

Discussion:

As per the District of Manitoulin Official Plan 2018, the property is designated as Shoreline which a single detached dwelling unit is permitted provided it has the ability to accommodate appropriate servicing systems and has access to a municipal road or access to public docking facilities for water access lots only.

As per Township of Billings By-Law No. 2022-57, the property is currently zoned SR –"Shoreline Residential" which permits a Seasonal Dwelling, where a road is not maintained year-round and a Single Detached Dwelling where a road is maintained year-round. The minimum size for a shoreline residential lot is 4,046 sq/m (0.4046 Hec)

The property was created by Plan of Subdivision in 1972. Maple Point is maintained year-round and the applicant has indicated that water will be supplied with a privately owned/operated well and septic tank.

The application originally stated the proposal was to create two new +/- 0.7 hec lots for seasonal residential use. As stated above seasonal residential use is only permitted where a road is not maintained year-round. Staff spoke to the agent and they have amended the application for residential use in compliance with the zoning.

Staff reviewed the application and recommend approval for the consent to sever for B-12-23 and B-13-23 being Part Lot 16 and Part Lot 17, Concession A. (451 Maple Point) to create two new +/- 0.7 hec lots.

Financial Impacts:

The applicant is responsible to submit the application fee in the amount of $760 per parcel/application to the Manitoulin Planning Board.

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

COUNCIL REPORT

Department: Building and Planning
Date: July 4, 2023
Report Number: BP-2023-07-08
File: Consent Application – Lot 11 Concession IV (69 Foxtower Road)

Recommendation:

THAT the Township of Billings Council hereby approves Report BP-2023-07-08 AND recommends approval to the Manitoulin Planning Board for consent to sever for B-14-23 being Lot 11 Concession IV (69 Foxtower Road)

Background:

Brenda Hotte has made an application to the Manitoulin Planning Board (MPB)to sever Lot 11 Concession IV (69 Foxtower Road) to create a +/- 1.1 Hec lot for rural residential uses.

MPB is the approval authority for severances; however, the applications are circulated to the Township for comment and recommendation.

Discussion:

As per the District of Manitoulin Official Plan 2018, the property is designated as Rural Area which permits residential development in the form of a single detached dwellings.

As per Township of Billings By-Law No. 2022-57, the property is currently zoned RU–"Rural" which permits Rural Residential uses including single detached dwellings.

Foxtower Road is maintained year-round and the applicant has indicated that water will be supplied with a privately owned/operated well and septic tank.

Staff reviewed the application and recommend approval for the consent to sever Lot 11 Concession IV (69 Foxtower Road) to create a +/- 1.1 Hec lot for rural residential uses.

Financial Impacts:

The applicant is responsible to submit the application fee in the amount of $760 per parcel/application to the Manitoulin Planning Board.

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

COUNCIL REPORT

Department: By-law Enforcement
Date: July 4, 2023
Report Number: BE 2023-07-08
File: By-Law Enforcement May and June Information Report

Recommendation:

THAT the Township of Billings Council hereby receives for information Report Number BE-2023-07-08

Background:

To update Council on occurrences involving By-law Enforcement for May through June 2023.

Discussion:

a) Listed below are the By-law contacts made since Report BE-2023-03-03 as well as totals to date for 2023.

Type	Number of Calls	Calls to Date	Complaint Calls
By-Law Enforcement	2	6	0
Chicken By-Law Inquiries / Inspection	1	1	0
Short-term Rental Inquiries / Inspection	3 Inspections	13	0
Recreational Trailer/Vehicles	1	1	0
Property Standards	5	6	3
Feeding Wildlife and Feral Animal	0	2	0
Dog Control	1	2	1
Zoning By-Law	2	6	2
Noise	1	1	0
Parking/Traffic	0	0	1
Other (Open Air Burning)	0	2	0

Type	Number of Permits	Permits to Date
Short Term Accommodation Rental	3	6
Backyard Chicken License	1	1
Trailer Permit	4	4

b) The roll-out and implementation of the STAR bylaw is continuing.

c) I am currently sourcing quotes for a body worn camera and a protective vest.

Financial Impacts:

The are no financial impacts associated with this report.

Respectfully Submitted By: Arthur Moran, Billings Township Bylaw Enforcement Officer.

Reviewed By: Emily Dance, CAO/Clerk

COUNCIL REPORT

Department: Health & Safety
Date: June, 23, 2023
Report Number: HS-2023-07-06
File: Health and Safety Information Report May-June 2023

Recommendation:

THAT the Township of Billings Council hereby receives for information, Report No. HS-2023-06-06

Background:

Information report to Council of the Health and Safety activities that have taken place during the months of May and June 2023.

Discussion:

Joint Health and Safety Committee (JHSC)

a) There were 2 JH&SC workplace inspections performed in which minor house-keeping deficiencies were identified and corrected.

b) There was a JH&SC meeting held on May 4, 2023. Highlights from the meeting included the following:

- Amendments to the Accident Investigation Policy and the Emergency Actions Policy.
- Follow-up discussion regarding workplace inspections.
- Discussion regarding the use of security cameras at the Township office.
- Annual review of the Township harassment, Bullying, Discrimination and Violence Policy.
- Discussion regarding the safe operating procedure for cold patching operations.

Inspections

There were 2 site safety/fire inspections performed by myself and the Fire Chief.

1) Pre-use inspection of the new Kagawong Market area. There was also a follow-up meeting with staff and public works to determine traffic control and parking layouts.

2) Church on the Hill. (Due to increased usage by larger groups)

Identified deficiencies have been corrected or are in the process of being corrected.

3) I will be performing risk assessment inspections for the first 2 weeks of the Kagawong Market.

Awareness/Training

a) There have been 3 safe operating procedures review sessions performed with the PW employees.

b) Weekly H&S program discussions have been taking place with all staff.

c) A safe operating procedure for wildfire smoke and poor air quality was produced and reviewed by all staff.

Employee Wellness

There is an employee wellness/team building luncheon scheduled for July 11th.

Professional Development

On June 20th I attended a regional safety conference in Sudbury that was put on by the Workplace Safety Prevention Services. Highlights from the conference included sessions regarding the following topics:

-Ministry of Labour initiatives for 2023-24 for the industrial, construction, mining, and health care sectors.
-Employee wellness and stress management.
-Effective employee communications.
-Shift work and the circadian rhythms.
-Climate change and working in hot weather.

WSIB

a) I am still waiting for the response from the WSIB regarding the 5 Topical submissions that have been submitted to the WSIB Excellence program validators.
b) There have not been any lost time or no-lost time injury claims filed.

Financial Impacts:

There is a probable $5000.00 rebate from the WSIB

Respectfully Submitted By:

Arthur Moran, Health and Safety Coordinator

Reviewed By:

Emily Dance, CAO/Clerk

COUNCIL REPORT

Department: Emergency Management
Date: July 4, 2023
Report Number: EM-2023-07-02
File: Quarterly Report to Council

Recommendation:

THAT the Township of Billings Council hereby receives for information Report Number EM2023-07-02.

Background:

To update Council on Emergency Management activities for the period of May through June, 2023.

Discussion:

EMPC/MECG Meeting

Due to the wildfire and air quality in northeastern Ontario the EMPC/MECG held a special meeting on June 8, 2023. Highlights from the meeting included the following:

3) New Business

a) The CEMC made an opening statement regarding the current wildland fire situation in northern Ontario and the resulting issue of air quality indexing related to the smoke from wildland fires.

b) The CEMC led a discussion regarding the activation of the Emergency Operations Centre.

c) The CEMC led a discussion regarding the authority to activate and implement emergencies as well as the notification and activation process of the MECG.

d) The CEMC led a discussion regarding the notification and sharing of emergency information with township residents.

e) The CEMC led a discussion regarding emergency communications and evacuations.

The CEMC stated that he will continue to monitor the situation and that he will continue preparing the state of readiness for Township emergency operations centre.

EMPC/MECG

The following staff personnel changes were made to the EMPC/MECG.

1) Tina Beckerton will take over the duties of the alternate Community Emergency Management Coordinator.

2) Tiana Mills will take over the duties of the Emergency Information Officer.

Awareness Meeting/Training

a) On June 21st I took part in a virtual meeting that was presented by the MNRF. The focus of the meeting was to update CEMC's in the following areas:

-The current update of the wildfire situation in northern Ontario.

-Availability of wildfire control services
-Education in utilizing and understanding MNRF information sources and services.
b) On June 27th the Township hosted an Emergency Management Ontario Workshop for our Township and other Island municipalities (Central Manitoulin, Tehkummah Township, the Town of Gore Bay, Gordon-Barrie Island and NEMI Township). The workshop was led by the EMO Field Officer and myself, with the focus of the workshop to assist in providing an understanding of the emergency management process to new council members and staff.
The Township Emergency Response Plan was updated to include the names of the new Council members as well as updating the Emergency Response Plan Distribution list.

Financial Impacts

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

Respectfully Submitted By: Arthur Moran, Community Emergency Management Coordinator (CEMC)

Reviewed By:
Emily Dance, CAO/Clerk

COUNCIL REPORT
Department: Public Works
Date: July 4, 2023
Report Number PW-2023-07-04
File: Island Wide Waste Management Meeting
Attachment: Island Wide Waste Management Meeting Minutes, June 15th, 2023

Staff Recommendation:

THAT the Township of Billings Council hereby receives for information Report PW-2023-06-04.

Background:

The Island Wide Waste Management Meeting was held at the Kagawong Park Centre on Thursday June 15th, 2023. The roundtable had representatives from:

- The Township of Billings
- Burpee & Mills
- Central Manitoulin
- Dawson
- Gordon/Barrie Island
- M'Chigeeng First Nation
- NEMI
- Robinson
- Tehkummah Township
- Whitefish River First Nation
- Wiikwemikoong

Also, in attendance was MPP Michael Mantha, representatives from GFL, the Dodge Landfill, OFA, Manitoulin Eco Park, WEST and Eco Growth Environmental.

Discussion:

Staff have forwarded the meeting notes to all the municipalities and first nation communities as well as any member of the public that was in attendance and requested the meeting notes.

A common consensus of the group was to continue with discussions on moving the initiative forward. A tentative date for a second meeting will be held on Thursday September 14, 2023 at 7:00 pm at the Park Centre.

Staff are reaching out to different provincial ministries and organizations to assist in grant funding opportunities, support, or other innovative ideas. A meeting is scheduled on July 10, 2023 with the Outreach Officer for the Green Municipal Fund at Federation of Canadian Municipalities to hear about the project in the waste sector and discuss funding.

Financial Impacts:

Staff time to organize and manage the events and research funding opportunities. The Township of Billings staff does not have the capacity to manage a project of this size independently.

Alignment to Strategic Plan:

5. Continue to improve municipal waste site efficiency including waste diversion and recycling.
6. Improve the 'visitor' waste management situation (i.e., access to waste and recycling bins/receptacles).

Alignment to the CEEP:

N1: Increase local capacity, knowledge sharing and educational opportunities by teaming up with local partners to deliver grant application support and services for local businesses to sequester more carbon and protect, preserve, and enhance natural spaces.

Respectfully Submitted by:

Tiana Mills, Deputy Clerk
Tina Beckerton, Administrative/Financial Assistant

Reviewed By:

Emily Dance, CAO/Clerk

The Corporation of the Township of Billings

Island Wide Waste Management Meeting Notes

June 15th, 2023 7:00 p.m.

Park Centre – 39 Henry Drive, Kagawong

Attendees

The Township of Billings, Mayor Bryan Barker and Councillor Vince Grogan
Aundeck Omni Kaning First Nation, absent
Burpee & Mills, Roger Morell
Central Manitoulin, Mayor Richard Stephens
Dawson, John Van Every
Gordon Barrie Island, Councillors Jack Gould and Brad Wright
Gore Bay, absent
M'Chigeeng First Nation, Murray McGregor
NEMI, Mayor Al MacNevin
Robinson
Tehkummah Township, Reeve John Deforge
Whitefish River First Nation, absent
Wiikwemikoong, Terrance Corbiere

Press

The Manitoulin Expositor, Tom Sasvari

1. **Meeting Welcome**

   Mayor Bryan Barker welcomed everyone to the Township of Billings for the first Island Wide Waste Management Meeting and provided the following remarks.

   June marks the start of National Indigenous history month with June 21 being National Indigenous Peoples Day – we are reminded that the Township of Billings is situated on treaty land that is steeped in the rich Indigenous history of the Ojibwe, Odawa, and Pottawatomi peoples. Mnidoo Mnising/Manitoulin Island is sacred to the Anishinaabe people and the stewardship of the land and water that surrounds us. It is the thing that binds us. Today and always the Township of Billings acknowledges the United Chiefs and Councils of Manitoulin (UCCMM) on whose traditional territories outlined by the 1862 Manitoulin Island Treaties and the unseeded territory of Wiikwemkoong which, make up the land that is called Manitoulin Island and where we all call home. May we continue our commitment to shared values, respect, positive relationships and our and in our commitment to protect and preserve our shared natural assets and be led by the principles outlined in the 1990 Friendship Treaty, Maamwi Naadmaading Accord. Miigwech

Mayor Barker introduced MPP Michael Mantha.

MPP Michael Mantha thanked the Township of Billings for hosting this meeting and for extending the invitation to him. He is looking forward to hearing a discussion.

2. Meeting Introduction

Councillor Vince Grogan thanked everyone for coming and encouraged everyone to keep an open mind in working together to address the growing waste issue facing our communities on our beautiful island.

He expressed that the purpose of the initiative is to jointly develop a long-term waste management solution for Manitoulin Island that would provide for maximum waste diversion, minimize our impacts on the environment, include solutions for organics and increased recycling options as well minimize costs.

3. Roundtable Discussion

A roundtable discussion was held to allow the attendees an opportunity to brief the group on the waste issues their community is facing

John Van Every, Dawson Township local district services board representative.

- Currently operating a transfer station, with the help of the MNRF, located on MNRF property.
- Unorganized township.
- 5 years ago, their landfill which had a 20-year lifespan was closed.
- Waste is now transferred to the Dodge landfill.
- Transfer costs are approximately $40,000/year.

Jack Gould, Gordon/Barrie Island.

- Joint landfill site which is always facing issue related to compliance with what can be dumped and what cannot.

Brad Wright, Gordon/Barrie Island

- Lifespan of the dodge landfill is concerning.
- Need to start planning for next steps today

Richard Stephens, Central Manitoulin

- Thanked Billings for making this meeting happen.
- Central Manitoulin has been very active in trying to handle their solid waste.
- Amalgamation in 1988, there have been 5 landfills inherited and now they have none.

- Last landfill was closed in May 2023. This was not a planned closure, the previous 4 were all planned. The planned extension was not approved from the Ministry.
- Moved forward with an agreement with GFL and Espanola (Dodge). In the midst of finding a location/locations and services that will take the entirely of their solid waste off island. Looking forward to hearing ideas from those around the table to implement.

    - ***CORRECTION** – after the minutes had been distributed, we received a notice of correction from Central Manitoulin. See correction below.*
        - *amalgamation in 1998*
        - *"five inherited landfills, and now none are active with landfill operations but two are transfer stations"*
        - *"last active landfill site, Providence Bay, closed to active landfilling operations and became a transfer station as of June 1, 2023"*

Terrance Corbiere, Wiikwemikoong

- No landfill sites in Wiikwemikoong, last one closed in 2021.
- Transfer station has been operational since 2018.
- Transfer waste off reserve, garbage goes to Dodge (Espanola).
- Always looking for opportunities for more efficient operations, including costs. Looking forward to hearing what others have to say.

Al MacNevin, Town of Northeastern Manitoulin and the Islands

- In the 90s Little Current and Howland Township had landfills that were near the end of life.
- In 1998 amalgamation and a new landfill was created. This was an extremely lengthy and expensive process. There were some public pushback.
- In 2002 this new landfill started its operations. Each year studies are completed with how much waste is being collected. We now have 46 years left, after being in operation for 20 years.
- Composting facility not located at the landfill site.
- Reduce the space being taken up by waste by compacting everything.
- GFL transports recycling off island.
- Our landfill costs us $200,000 a year to operate. $70,000 per year to GFL. Transfer station in Birch Island for recycling ($6,000 per year).

Vince Grogan, Township of Billings

- 7 years remaining for the landfill.
- Close to $100,000 in transporting costs to GFL each year.
- We need micro-managed systems/facilities to be used by the island.

- We need to be able to deal with the seasonality of our island. Need to be cognisant of the 4 busy months we have here on the Island.

Murray McGregor, M'Chigeeng

- Overseeing the diverse programming with M'Chigeeng.
- 2010 landfill fire which forced the closure of their landfill site.
- Operating with a temporary transfer station, 100% funded from Indian Affairs, Federal Government.
- Setting up a permanent transfer system, handling all solid waste, setting up a new waste diversion program.
- Annual expense of $300,000 to operate the temporary transfer system (curbside of 60% of community)

John Deforge, Tehkummah

- Expansion report completed, waiting for reply from the Ministry.
- If not approved, we have 1 year left of the Tehkummah township.

Roger Morell, Burpee/Mills

- Transfer system only.
- Tin cans are bailed and sold.
- No electronic waste solution or hazardous waste solution.

4. Questions, comments, and discussion period.
The Chair opened up the floor to members of the public to make comment or suggestions.

Maja Mielonen

- Partnerships with existing industries:
    - Glass: Lafarge
    - Metal: Private Companies
- Opportunities for value added waste that is done world-wide.
- What if each community took on a portion of waste?
- The province is not sure how the 2025 roll out of producer responsibility will go.
- Make restaurants not use one time use products.
- Municipal and Private Corporations to make partnerships.

Ian Noakes, OFA

- One month into the 10-year countdown where all landfills could close.
- We are not alone.
- We are simply leading the pack with landfill closures.
- This should not cost us anything.

- Northern Ontario is a unit that the province does not know what to do with.
- Municipalities need to let Federal and Provincial partners know that this cannot work.
- Producer paid design does not cover enough. Blue box transitions in 2025, producer pays. Producers are going to over charge on their product to help them pay to recycle their product waste.
- Really likes the idea of municipal and private corporation partnerships to help farmers.

Deborah Moore, Billings

- Agrees with Ian Noakes that everyone across Canada is dealing with this same issue.
- She thinks that this meeting is nothing short of brilliant!
- Please do not leave here without a plan to meet again.
- This is going to take a lot of work, a lot of time and a lot of heads.

Colen McKeever, Eco Growth Environmental

- For every tonne of waste sent to the Dodge landfill we generate an extreme amount of other wastes.
- Eco Growth:
    - Dehydrated waste.
    - Shredding plastics.
    - A variety of uses for dehydrated waste, fish food, soil regeneration.
    - Large industrial units to process compostable waste.
    - A very small percentage of plastics are recycled.
    - Deal with a fair amount of hotels, in 5 federal buildings in Ottawa, Canada Coast Guard, won an international competition where the technology is used in deployment situations. Samples were brought to share with the group.

Jackie McMillan, Manitoulin Eco Park

- Processing food waste, fermenting compost using probiotics.
- Would like to work with grocery stores and hardware stores (home hardware).
- Reusing glass rather than breaking the glass down.

John Van Every, Dawson Township local district services board representative

- Suggested a sub-committee that will market different options.
- Questioned next steps

Matthew Gagnon, WEST, CEO

- Applauds the energy of the group!
- Non-combustion-based recycling.
- Waste processing studies.

- Upcycling waste/recycling.
- Still rely on companies like GFL to transport waste/recycling.
- Viable solutions within the community needs to easy that fit into our lifestyles.
- Transfer stations and community projects are viable.

Ian Noakes, OFA

- Commented on the criteria and principles for a sub-committee.
- What types of facilities
- Can we do something inspiring, Could we be an example?

Michael Mantha, MMP

- Explained that the group knows what the issues are. An important piece is education. We need to inspire those who are not here tonight. We need to educate everybody to buy into change. We need to make people understand that this is a priority. Waste is an important issue all communities are facing. People need to understand that they are being affected. A sub-committee is the best cast scenario!

Derek Stephens, Councillor Central Manitoulin

- Has gone through this exercise previously and it fell through. Not in my backyard was the response from the communities involved. Community buy in was very poor.
- There are a lot of great ideas but there are a whole lot of rules that the Ministry of Environment imposes on communities.
- Supportive of a sub-committee, work with the Ministry to see what we can do
- A big we problem is the term of council, new councillors, new agendas, no consistency.
- This can be done but we need to work together.

Brian Barker, Billings

- Open dialogue is necessary. This is the first meeting, our goal is to continue. We can iron out the details as we progress. A sub-committee is a great first step to develop some fluidity within the council structure.
- A simple first step is public education. A percentage of how much is spent on landfills, transfer costs in relation to the overall budget is an easy bit of information to share.
- Very excited about the diversity in this group
- One thing at a time. Feeding off something that is easy for the average person to buy into. As you are deliberating, please keep in mind with one idea to start and then another. Too many changes at once will be overwhelming.

Ernest Dodge, Owner of the Dodge Landfill in Espanola

- Noted the landfill has 68 years of life if no new large communities are added.

5. Meeting Wrap-Up and Next Steps

A few parting comments:

- That was a great discussion and I want to thank everyone for coming. Next steps if that Billings staff will compile the comments and provide a copy to the municipalities and first Nation Communities as well as any other interested stakeholders along with notice of our next steps.
- We need to get commitment from the group. We do not plan on this ending here.
- An island wide sub committee is required.
- We have to start somewhere and that was the intent for tonight and we appreciate everyone for taking part tonight.
- Stay engaged.
- Education, right now, is a great first step. Spread the word. Share it with your neighbours. This will not be the last meeting. Come back to the next and bring a friend.

Michael Mantha offered to pay for a quarter page education "did you know" education piece with the Manitoulin Expositor. Mantha will cover the costs of information posts

Next meeting date:

September 14th, 2023 for a next meeting, next steps (TENTATIVE)

COUNCIL REPORT

Department: Project Management
Date: July 04, 2023
Report Number: MPM-2023-07-12
File: Firehall Renovation Project Update (7)
Attachment: Change Order #002B, Change Order #003

Recommendation:

THAT the Township of Billings Council hereby approves Report No. MPM-2023-07-12, AND ratifies and confirms Change Order CC0 #002B in the amount of $14,699.04 AND Change Order (CCO) #003, in the amount of $65,888.30 resulting in a revised contract amount of $1,644,387.34 plus HST for the Firehall project AND FURTHER authorizes the appropriate By-Law coming forward on tonight's agenda.

Background:

CCO #002B

It was recently brought to the Township's attention that there were expenses incurred under the original project contract (renovation), had not been formalized in the change order process.

CCO #003

As noted in Report MPM-2023-04-07, when the deeper structural issues were identified with the existing firehall on November 10th and 11th, 2022, it was evident that the project would experience delay regardless of the solution, and that there would be cost associated with the delay.

Discussion:

CCO #002B

In order to have accurate accounting in the project Tulloch has drafted Change Order 002B to include the omitted expenses of $14,699.04. The expenses were for the contractor to provide moving services for the Fire Hall contents ($5,821.04) and fees for abatement of additional layer of asbestos containing drywall in the demolition ($8,878.00).

CCO #003

The delay period was from November 14th, 2022 until February 14, 2023, when preparations began for demolition of the existing structure, which commenced on February 27th.
A summary of the delay costs claimed by category is provided in the table below.

Firehall Project Delay Cost Summary

Cost Category	Amount	Notes/Examples

Labour Costs	$47,683.94	Salaried supervisor and hourly labour, on-site various times mid-November, 2022 through mid-February, 2023
Materials & Invoiced Services	$15,136.47	Crane, lift, sea can rental, plywood, tarps
Expenses	$3,067.89	Fuel
Total Delay Cost Claim	$65,888.30	

Financial Impacts:

Firehall Project: Construction costs reflecting change orders

Item	Change Order Amount	Value
Original Contract Price		$1,042,000
CCO #1 (abatement and demolition)	$151,000	$1,193,000
CCO #2 (foundation/wall)	$370,800	$1,563,800
CCO #2B (original renovation extras)	$14,699.04	$1,578,499.04
CCO #3 (delay costs)	$65,888.30	$1,644,387.34
Total to date	$602,378.34	$1,644,387.34

Note that staff have still not received any word on the status of the municipality's application to the NOHFC Community Enhancement program.

Respectfully Submitted By:

Todd Gordon, MPM

Reviewed By:

Emily Dance, CAO/Clerk

TULLOCH ENGINEERING

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

T. 705 949.1457
F. 705 949.9606
866 806.6602
saultstemarie@tulloch.ca

www.TULLOCH.ca

CHANGE ORDER NO. 002B

Design-Builder:	Quinan Construction	**Job No.:**	221041
Owner:	The Township of Billings	**Project:**	Township of Billings Fire Hall Renovations
Change Order Issue Date:	March 30, 2023	**Name of Contract:**	Township of Billings Fire Hall Renovations
Contract Date:	September 12, 2022	**Description of Change Order:**	Scope Amendments and Contract Price Increase

Adjustment to the Contract Time is 0 day(s).
The Completion Date, as amended by this and all preceding Change Orders, is: _____.

Timely completion is of the essence. The costs and effect on the Contract Price, the Contract Time and the Completion Date of each Change Order shall be dealt with separately and shall be deemed to include all direct, indirect, and consequential costs associated with that Change Order, including without limitation all impact costs, overhead, and profits. No other claim shall be considered or paid by the Owner.

CHANGE ORDER DETAILS

Recitals

A. Owner and Contractor entered into the CCDC-2-2020 Stipulated Price Contract, as amended by the Supplementary Conditions, dated as of September 12, 2022 (the "Contract").

B. Owner and Contractor have agreed to effect a change in the Work, change in Contract Price and/or change in Contract Time, pursuant to the terms of the Contract.

C. For value received, the Parties agree as follows.

Interpretation. Any defined term used in this Change Order that is not defined in this Change Order has the meaning given to that term in the Contract.

Contract Remains in Full Force. Except for the change in the Work, change in Contract Price and/or Contract Time set out in this Change Order and any previous Change Order(s), the Contract remains in full force, not otherwise amended.

Change Order Description. The Owner and the Contractor have agreed to the following change in the Work, change in Contract Price, and/or change in Contract Time, as set out below:

Item No. 1 – Revised Construction Costs for additional construction as outlined in TULLOCH drawing package dated March 12th, 2023. Note Demolition and Abatement covered in Change Order No. 001.

A brief breakdown of the costs are as follows:
Demo and Abatement $136,000.00 + labour / material = $151,000.00 (CHANGE ORDER No. 001)
Foundation Poured Rebuild as per Struct. Dwgs $21,850.00
Additional Foundation Wall Prep North, East Sides $8,250.00
Saw Cut Pavement East Wall (OHD) $1,300.00
Framing of Walls and Pitched Roof (inc. sheathing) $154,000.00
Steel OHD Portals $21,800.00
Insulation Walls and Roof (not inc. spray) $23,500.00
GWB, VB and Finishing $52,500.00

TULLOCH ENGINEERING

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saultstemarie@tulloch.ca

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CHANGE ORDER NO. 002B

Asphalt Shingles, Ice & Water – High Wind $35,600.00
Overhead Doors $22,100.00
Mechanical Allowances $7,500.00
Additional General Conditions $37,400.00
GC Fees/Markup on this Change Waived
Total Change $370,800.00

Item No. 2 – Original Contract Extras

RFE No. 1 – Fees for Quinan to provide moving services for Fire Hall contents.
$5,821.04

RFE No. 2 – Fees for abatement of additional layer of asbestos containing drywall encountered during demolition.
$8,878.00

CHANGE IN CONTRACT PRICE

The Owner hereby modifies the payments as follows: (Mark **NIL** in "Basis" not used)

Lump Sum Basis	Approval for increase in Contract Price.	$ 385,499.04
Unit Price or Force Account Basis	The Work authorized by this Change Order will be paid for at rates set out in the email quotation attached herein, or in the Contract, to a maximum amount of:	$ NIL

ACCEPTED BY:

Owner per:

Signature: _____
Print Name: Emily Dance
Date: _____

Design-Builder per:

Signature: _____
Print Name: Dallas Bolyea
Date: _____

Authorized by the Owner as an amendment to the Contract by:
TULLOCH Engineering

Signature:
Print Name: Dan Moody
Date: June 29, 2023

SUMMARY

Original Contract Price	$	1,042,000.00
Value of this Change Order	$	(+385,499.04)
Net change to Date	$	(+536,499.04)
Revised Contract Price	$	1,578,499.04

TULLOCH ENGINEERING

71 Black Road
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CHANGE ORDER NO. 003

Design-Builder:	Quinan Construction	**Job No.:**	221041
Owner:	The Township of Billings	**Project:**	Township of Billings Fire Hall Renovations
Change Order Issue Date:	June 28, 2023	**Name of Contract:**	Township of Billings Fire Hall Renovations
Contract Date:	September 12, 2022	**Description of Change Order:**	Scope Amendments and Contract Price Increase

Adjustment to the Contract Time is 0 day(s).
The Completion Date, as amended by this and all preceding Change Orders, is: _____.

Timely completion is of the essence. The costs and effect on the Contract Price, the Contract Time and the Completion Date of each Change Order shall be dealt with separately and shall be deemed to include all direct, indirect, and consequential costs associated with that Change Order, including without limitation all impact costs, overhead, and profits. No other claim shall be considered or paid by the Owner.

CHANGE ORDER DETAILS

Recitals

A. Owner and Contractor entered into the CCDC-2-2020 Stipulated Price Contract, as amended by the Supplementary Conditions, dated as of September 12, 2022 (the "Contract").

B. Owner and Contractor have agreed to effect a change in the Work, change in Contract Price and/or change in Contract Time, pursuant to the terms of the Contract.

C. For value received, the Parties agree as follows.

Interpretation. Any defined term used in this Change Order that is not defined in this Change Order has the meaning given to that term in the Contract.

Contract Remains in Full Force. Except for the change in the Work, change in Contract Price and/or Contract Time set out in this Change Order and any previous Change Order(s), the Contract remains in full force, not otherwise amended.

Change Order Description. The Owner and the Contractor have agreed to the following change in the Work, change in Contract Price, and/or change in Contract Time, as set out below:

Item No. 1 – Project Delay Claim Costs

Detailed breakdown appended to this Change Order.

Total Change $65,888.30

CHANGE IN CONTRACT PRICE

The Owner hereby modifies the payments as follows: (Mark **NIL** in "Basis" not used)

Lump Sum Basis	Approval for increase in Contract Price.	$	65,888.30
Unit Price or Force Account Basis	The Work authorized by this Change Order will be paid for at rates set out in the email quotation attached herein, or in the Contract, to a maximum amount of:	$	NIL

ACCEPTED BY:

Owner per:		**Design-Builder per:**	
Signature:	_____	Signature:	_____
Print Name:	Emily Dance	Print Name:	Dallas Bolyea
Date:	_____	Date:	_____

TULLOCH ENGINEERING

71 Black Road
Unit 8
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P6B 0A3

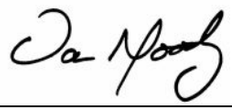
T. 705 949.1457
F. 705 949.9606
866 806.6602
saultstemarie@tulloch.ca

www.TULLOCH.ca

CHANGE ORDER NO. 003

Authorized by the Owner as an amendment to the Contract by:

TULLOCH Engineering

Signature: 

Print Name: Dan Moody

Date: June 28, 2023

SUMMARY

Original Contract Price	$	1,042,000.00
Value of this Change Order	$	(+65,888.30)
Net change to Date	$	(+602,387.34)
Revised Contract Price	$	1,644,387.34

COUNCIL REPORT

Department: Clerks
Date: July 4th, 2023
Report Number: CLK-2023-07-23
File: Cedar Maze Community Engagement

Recommendation:

THAT the Township of Billings Council hereby approves report CLK-2023-07-23 AND authorizes engaging the public for input on reinventing the cedar maze space by way of community chalkboard.

Background:

The Parks, Recreation and Wellness Committee was presented with a report at the PRWC meeting on June 26, 2023 regarding the state of the Cedar Maze.

> *After an inspection of the Cedar Maze gate and fencing, it was determined by Public Works that the wood fencing supports are almost completely rotten and are unsafe. The Public Works Department has nailed 2 2x4s across the gate to deter those from entering the maze, therefore the space is currently closed.*

The committee determined that community engagement would be key in determining the next steps for the maze and the following motion was passed:

> *Motion by: Nathalie and Shannon*
> *THAT the Township of Billings Parks, Recreation and Wellness Committee hereby approves report PRW2023-06-05 AND recommends engaging the public for input on reinventing the cedar maze space by way of community chalkboard.*
> *Carried.*

Discussion:

Upon Council support, the Public Works Department will create and install a large chalkboard at the Cedar Maze where those who frequent the area can write their ideas on how they would like the space to be used. This can also be advertised on the township's social media. Example: "I would love this space if..."

Staff will take photos of the board and erase the material on a regular basis and tabulate the responses to share with the Parks, Recreation and Wellness Committee during their monthly committee meetings with a decision being made for 2024 season.

Financial Impacts

The cost to make the chalkboard is estimated at $100 to be taken from the Parks, Recreation and Wellness Committee funds.

Alignment to the Strategic Plan:

2. 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)

No direct alignment.

Respectfully Submitted By:

Tiana Mills, Deputy Clerk

Reviewed By:

Emily Dance, CAO/Clerk

COUNCIL REPORT

Department: Clerks
Date: July 4th, 2023
Report Number: CLK-2023-07-24
File: Oakville Enterprises Corp – Public Open House.

Recommendation:

THAT the Township of Billings Council hereby approves report CLK-2023-07-24 AND authorizes a Public Open House for a presentation from Oakville Enterprises on Tuesday August 8, 2023 at 2 pm at the Park Centre.

Background:

Oakville Enterprises Corp manages and operates the Kagawong Hydroelectric generating station with Billings Township and Oakville Enterprises Corp (OEC) jointly being the "Proponents" of the MNRF administered Water Management Plan (WMP).

Discussion:

OEC made a presentation at the April 20, 2023 Lake Kagawong Resource Committee meeting where it was recommended that a Public Open House be organized for the summer to allow members of the public with an opportunity to gain a better understanding of the generating station and the lake levels.

The presentation will include

- OEC's obligation to manage water levels
- Water Management Plan & the "Rule Curve"; what it all means
- Math: flows thru the turbine & the dam, and their influence on lake levels

The Lake Kagawong Resource Committee at their June 22, 2023 recommended that the Open House be planned for Tuesday August 8, 2023 at 2 pm at the Park Centre.

Notification on the event will be sent by direct mail to the Township of Billings property owners abutting Lake Kagawong as well as a notice in the newspaper on the website and shared on social media.

Members of the public will be given an opportunity to provide questions in advance that will be given to the OEC prior to the event.

Financial Impacts

Staff time will be required in organizing the meeting. Expenses will be incurred for postage and advertising in the newspaper.

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)

4.3.1.2 STRENGTHS - RENEWABLE ENERGY

The Township of Billings owns a 750kW hydroelectric generating station that is currently leased until 2028 to Oakville Enterprises Corporation (OEC) Inc. and is separately incorporated as Kagawong Generating Station (KGS). The KGS typically generates more than 3000MWh of electrical power each year.

Respectfully Submitted By:

Emily Dance, CAO/Clerk

Minutes of the Provincial Offences Board of Management

Held on Friday, June 16, 2023 at 10:00 AM

Present:	Cameron Runnalls, POA - Gordon/Barrie Island Dave Deeg, POA - Burpee Mills Derek Stephens, POA Chair Mike Erskine, POA - NEMI Robert Shawana, POA - Assiginack Terry Olmstead, Councillor Bryan Barker, POA - Billings
Absent:	Brent St. Denis Perry Chatwell
Other:	Michael Lalonde Stasia Carr Pam Fogal

1. Adoption of the Agenda

a)

Moved by Terry Olmstead ***Seconded by Mike Erskine***

THAT the June 16, 2023 Agenda be be adopted as presented.

Carried

2. Disclosure of Pecuniary Interest
   None

3. Adoption of the Minutes

a)

Moved by Mike Erskine ***Seconded by Dave Deeg***

THAT the minutes of the March 7, 2023 Provincial Offences Board of Management are adopted as presented.

Carried

4. Business Arising out of the Minutes

a) MAG Correspondence

Pam advised that there has been no further communication from MAG. Mike and Derek indicated that they would bring forward to AMO in August.

5. New Business

a)

Moved by Mike Erskine ***Seconded by Bryan Barker***

THAT the draft 2022 Financial Statements are adopted as presented.

Carried

6. Other

7. Closed

a) Enter Closed Session

Moved by Mike Erskine ***Seconded by Bryan Barker***

THAT we enter closed session at 10:24 a.m.

Carried

b) Staff

Pam advised the board that she will be resigning as POA Manager effective June 23, 2023. There will be a need to hire a new manger. The acting manager/manager would assume the position as secretary for the board.

Further the Municipal Prosecutor that was recently hired for the vacant position has since accepted another position and is unable to fulfill the prosecutor position. A Fayzan Khan has approached and would be interested in in the vacant position. discussion ensued regarding offering the prosecutor position to Fayzan at the rate of pay of $110.00 per hour for a probationary period of 6 months.

c) Exit Closed Session

Moved by Mike Erskine ***Seconded by Dave Deeg***

THAT the Provincial Offences Board of Management exits closed session at 10:37 a.m.

Carried

Moved by Cameron Runnalls ***Seconded by Robert Shawana***

THAT the position for manager be advertised.

Carried

Moved by Bryan Barker ***Seconded by Terry Olmstead***

THAT the position of Municipal Prosecutor be offered to Fayzan Khan for a probationary period of 6 months commencing June 30, 2023, at the rate of pay discussed in closed session.

Carried

8. Adjournment

a)

Moved by Mike Erskine

THAT the Provincial Offences Board of Management adjourn at 10:40 a.m.

Carried

Respectfully Submitted by:

_____

Pam Fogal, Manager

Tiana Mills

To: Emily Dance
Subject: RE: SAVE THE DATE - 2024 FONOM Conference

From: FONOM Office/ Bureau de FONOM <fonom.info@gmail.com>
Sent: June 11, 2023 12:29 PM
Subject: SAVE THE DATE - 2024 FONOM Conference

Good Morning Please share with Council and Senior Management Team

The 2024 Annual FONOM Conference

will be held in Greater Sudbury, Ontario

at the Holiday Inn and Suites (1696 Regent Street) (705-522-3000)

May 14th - May 16th, 2024

We will host over 250 delegates, which included Northern Ontario municipal politicians, senior municipal, provincial ministers, and government staff. Participating in the conference is an excellent opportunity for vendors, suppliers, and professionals to reach out to local decision-makers and show their support for Northern Ontario.

Thanks
Mac

Talk soon, Mac

Mac Bain
Executive Director
The Federation of Northern Ontario Municipalities
615 Hardy Street North Bay, ON, P1B 8S2
Ph. 705-498-9510

Thank you to the 2023 Conference Sponsors held in Parry Sound

Platinum Sponsors

Federal Economic Development Agency for Northern Ontario
Agence fédérale de développement économique pour le Nord de l'Ontario

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Bronze Sponsors

OTT

Tiana Mills

To: Emily Dance
Subject: RE: FONOM's House Resolution - Seeking Support

From: FONOM Office/ Bureau de FONOM <fonom.info@gmail.com>
Sent: June 15, 2023 10:06 AM
Subject: FONOM's House Resolution - Seeking Support

Good morning **PLEASE SHARE THIS EMAIL WITH YOUR COUNCIL**

A need for affordable housing and support for people at risk of homelessness impacts every community across Ontario. Many Councils have supported previous housing Resolutions, seeking help to address the challenges seen in our communities. For several years, FONOM has heard Minister Steve Clark comment about Ontario needing a better deal from the Federal Government. Below is a part of Minister Clark's speech at the 2022 AMO Conference.

"Ontario is currently being underfunded by approximately $490 million for housing and homelessness over the term of the National Housing Strategy based on the province's level of Core Housing Need, which is the highest in the country." Also, stated, "We need our municipal partners to stand shoulder-to-shoulder with us and urge the federal government to pay its fair share, so we can continue working together to deliver support and resources to vulnerable populations."

FONOM is non-partisan, but the Board believes supporting more funding to address Ontario's Housing challenges should be supported! Therefore, the Board has written and Supported the attached Resolution, and they firmly ask for your consideration and support at your Councils. The Resolution is lengthy, but it speaks to the data, the current funding, and what should be changed to help Ontario achieve better.

Thanks you

Danny Whalen

President of FONOM

PS: *Attached in the second document are the email addresses mentioned in the last paragraph of the Resolution. Also, a Word Version of the Resolution will be available upon request.*

Mac Bain
Executive Director
The Federation of Northern Ontario Municipalities
615 Hardy Street North Bay, ON, P1B 8S2
Ph. 705-498-9510

Thank you to the 2023 Conference Sponsors held in Parry Sound

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Ministry of Agriculture, Food and Rural Affairs

4th Floor
1 Stone Road West
Guelph, Ontario N1G 4Y2
Tel: 1-877-424-1300
Email: **RED@ontario.ca**

Ministère de l'Agriculture, de l'Alimentation et des Affaires rurales

4e étage
1 Stone Road West
Guelph (Ontario) N1G 4Y2
Tél.: 1-877-424-1300
Courriel: **RED@ontario.ca**

Ontario

Rural Programs Branch

June 16, 2023

File Number: RED5-10177
Email: edance@billingstwp.ca

Emily Dance, CAO/Clerk
The Corporation of the Township of Billings

Dear Emily Dance:

Thank you for submitting your application entitled "**Website**" to the Rural Economic Development program.

Funding decisions are based on the merits of each individual application using the program assessment criteria. Only those projects with the highest alignment to the program outcomes are approved for funding.

Unfortunately, your application will not be funded under the Rural Economic Development program.

Should you have any questions or require additional information, please do not hesitate to contact OMAFRA at red@ontario.ca or 1-877-424-1300.

Please visit www.Ontario.ca/redprogram for Rural Economic Development program information and updates.

Sincerely,

Original Signed By
Sara Fisher, Manager (A)
Agriculture and Rural Programs

Good Things Grow in Ontario
À bonne terre, bons produits
Foodland ONTARIO

Ministry of Natural Resources and Forestry
Policy Division

Director's Office
Crown Forests and Lands Policy Branch
70 Foster Drive, 3rd Floor
Sault Ste. Marie, ON P6A 6V5

Ministère des Richesses naturelles et des Forêts
Division de la politique

Bureau du directeur
Direction des politiques relatives aux forêts et aux terres de la Couronne
70, rue Foster, 3e étage
Sault Sainte Marie, ON P6A 6V5

Ontario

June 23, 2023

Hello,

We are writing to let you know that amendments were made to the following two regulations under the *Public Lands Act* (amendments will come into effect on July 1st, 2023):

- Ontario Regulation 161/17: Occupation of Public Lands under Section 21.1 of the Act
- Ontario Regulation 326/94: Crown Land Camping Permit (this regulation is applicable to non-residents of Canada camping on provincial public land north of the French and Mattawa Rivers)

The *Public Lands Act* (PLA) and its regulations provide the framework for the management and use of public lands in Ontario, including public lands covered by water. Ontario Regulation 161/17 provides that a camping unit may be placed and used on public land without express authorization from the ministry, as long as the requirements set out in the Act and regulation are met.

Proposal notices for the amendments were posted on Ontario's Regulatory Registry and the Environmental Registry of Ontario (ERO) (ERO number 019-6590) for a 46-day comment period between February 24, 2023 and April 11, 2023. In addition, the ministry hosted a series of online information sessions with Indigenous communities and organizations, municipalities, and stakeholders during this period.

The definitions in O. Reg. 161/17 were amended to clarify that floating accommodations cannot be placed or used for outdoor accommodation or camping purposes on public land covered by water. The same amendments were made to the definitions in O. Reg. 326/94 so the same restriction will apply to non-residents camping on public land covered by water north of the French and Mattawa Rivers.

None of the regulatory changes apply to a person exercising their rights protected by section 35 of the *Constitution Act, 1982* (Aboriginal or treaty rights).

The regulatory changes will not affect someone exercising their right to navigate, including reasonable moorage, which can only be regulated by the federal government (Transport Canada).

We invite you to review the details of the regulatory changes in the ERO decision notice (ERO number 019-6590).

Sincerely,

Peter D. Henry, R.P.F.
Director, Crown Forests and Lands Policy Branch
Ministry of Natural Resources and Forestry

c: Pauline Desroches, Manager, Crown Lands Policy Section

Accounts for Payment June 28, 2023

Cheques

Date	Ck #	Account	Amount	Description
28-Jun-23	7958	Allens Auto Parts	509.62	15W 30 + Hydraulic Oil
28-Jun-23	7959	Identifiable Individual	72.51	Registered Letters (Water)
28-Jun-23	7960	Bell Mobility	1,095.19	Mobile + Internet (Apr, May, June)
28-Jun-23	7961	Brendan Addison Mobile Mechanical	1,763.93	Service Call on International
28-Jun-23	7962	Bridal Veil Variety	336.84	Gas + Cream / Fuel / Batteries
28-Jun-23	7963	Buttercup Ice Creamery	104.52	Coffee Service for WM Meeting
28-Jun-23	7964	Identifiable Individual	150.00	Water Emergency
28-Jun-23	7965	Identifiable Individual	150.00	Water Emergency
28-Jun-23	7966	Identifiable Individual	751.59	AMCTO Niagara Conference
28-Jun-23	7967	DataFix	932.25	Election Management System #1
28-Jun-23	7968	EXP Services Inc.	37,161.93	Old Mill Watermain Replacement Proj. Progress Bills 31MAR23 + 26MAY23
28-Jun-23	7969	Farquhars Dairy	233.00	Marina Supplies (ice cream)
28-Jun-23	7970	Identifiable Individual	21.54	Marina Supplies (sunscreen)
28-Jun-23	7971	G. Stephen Watt LLB	3,875.90	Municipal Solicitor Advice
28-Jun-23	7972	H & R Noble	776.99	Crush - 30 Yards
28-Jun-23	7973	J K Automotive	186.45	Storage Unit Rental
28-Jun-23	7974	Kiviaho, Connie	108.48	Worms (Marina)
28-Jun-23	7975	KS Customwear	347.48	Pens w Billings Logo
28-Jun-23	7976	Laurentian Business Product	33.90	Shipping for Toner
28-Jun-23	7977	Manitoulin Planning Board	9,211.49	Weighted Assessment
28-Jun-23	7978	McDougall Energy Inc.	3,416.93	Midgrade Gas (Marina)
28-Jun-23	7979	Minister of Finance (Policing)	18,487.00	Local Service Realignment May
28-Jun-23	7980	Ontario Clean Water Agency	2,967.56	Repairs + OT for PO + OMWM Connect.
28-Jun-23	7981	Pinchin Ltd	233.06	Env. Comp. Approval Amendment
28-Jun-23	7982	Pollard Distribution Inc	12,041.72	Dustmaster 35 (Calcium)
28-Jun-23	7983	Public Health Sudbury & Districts	2,556.39	Municipal Levy
28-Jun-23	7984	Steele's Home Hardware	7.12	Dock Repair Suplies
28-Jun-23	7985	The Manitoulin Expositor	851.29	Advert / Man. Mag. / 1YR Subscription
28-Jun-23	7986	Identifiable Individual	32.76	Supplies for WM Meeting
28-Jun-23	7987	UCCM Castle Building Supplies	147.62	PW Supplies (Sprayer + Insecticide)
		Total	**98,565.06**	

Direct Debit

Date	DD	Account	Amount	Description
25-Jun-23	DD	LBPC Leasing	175.00	June 2023 Canon IR Lease
01-Jul-23	DD	MPAC	8,858.43	Rec. of Property Assessment Serv.
30-May-23	DD	Telecom Enterprises 1391009 Ont. Ltd	4,751.55	Final Invoice Tele. / LD / Mob.
		Total	13,784.98	
		Total Accounts for Payment	**$ 112,350.04**	

BY-LAW NO 2023-59

BEING A BY-LAW TO REPEAL BY-LAW NO. 2007-13 AUTHORIZING ONTARIO PROPERTY SERVICES TO PERFORM TAX SALE SERVICES 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 Section 391 (1), of the Municipal Act, 2001, S.O. 2001, c. 25, as amended authorizes municipalities to pass by-laws to impose fees or charges on persons for services or activities provided or done by or on behalf of it;

AND WHEREAS on July 16th, 2007, the Council of the Corporation of the Township of Billings enacted By-Law 2007-13 authorizing Ontario Property Services to perform the administrative requirements prescribed when completing a Tax Sale;

AND WHEREAS on June 20th, 2023, the Council of the Corporation of the Township of Billings approved cancelling the services of Ontario Property Services;

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

1.0 THAT By-Law No. 2007-13 authorizing Ontario Property Services to perform the administrative requirements prescribed when completing a Tax Sale is hereby repealed.

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

3.0 THIS By-Law may be cited as the "Repeal By-Law 2007-13 OPS Tax Sale Services"

READ a **FIRST** and **SECOND TIME** this 4th day of July, 2023

READ a **THIRD TIME** and **FINALLY PASSED** this 4th day of July, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

BY-LAW NO 2023-60

BEING A BY-LAW TO ADOPT A BODY WORN CAMERA POLICY 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 Corporation of the Township of Billings deems it expedient to establish a Body-Worn Camera policy to enhance public trust during the enforcement process and enhance the protection of By-Law Enforcement Officers when performing their official duties;

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 Body Worn Camera 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.

3.0 THIS By-Law may be cited as "Adopt Body Worn Camera Policy By-Law"

READ a **FIRST** and **SECOND TIME** this 4th day of July, 2023

READ a **THIRD TIME** and **FINALLY PASSED** this 4th day of July, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

Policy – Body Worn Cameras

By-Law No: 2023-60
Revision
Date: July 4th, 2023

Policy Statement:

The Township of Billings is committed to enhancing public trust during the enforcement process and enhancing the protection of By-Law Enforcement Officers when performing their official duties.

Purpose:

The purpose of the Body Worn Camera policy is to authorize Township staff to deploy and use body-worn cameras and to ensure that their use by staff occur in such a way as to make certain that public interests are served by:

- Improving the transparency of the Township with regards to any potential allegations of discreditable conduct, improper conduct or other types of misconduct by staff;
- Ensuring the accountability of the Township and Township staff through internal and public oversight systems;
- Protecting individuals' right to privacy by limiting access to recordings from body worn cameras to the greatest extent possible and to a limited number of people as possible;
- Ensuring individuals have access to personal information pertaining to them which is collected by the body-worn cameras;
- Enhancing public trust during the enforcement process;
- Enhancing public and officer safety;
- Providing improved evidence for investigative, judicial and oversight purposes;
- Ensuring a timely and fair response to misconduct allegations against staff, in a manner that enhances public and staff confidence in the Township's complaint and enforcement process; and
- Providing information as to the effectiveness of Township's procedures and training

This policy does not govern the use of surreptitious recording devices used in undercover operations.

Contents:

1.0 General

This policy is designed to:

1.1 Implement the recommendations set out in the Office of the Privacy Commissioner of Canada's Guidance for the Use of Body-Worn Cameras by Law Enforcement Authorities (2015), and ensure that new recommendations and best practices continue to be monitored and implemented as they are identified by the relevant Provincial and Federal authorities.

1.2 Specifically identify the legislative authority for the collection of personal information that will be captured by the cameras and ensure that any such collection aligns with that authority and all other relevant legislation, including any legislative provisions addressing data, information or records storage, access, use and/or disclosure;

1.3 Ensure that all use of body-worn cameras and their recordings is consistent with the Ontario Human Rights Code.

1.4. Failure to comply with any provision of this policy shall not invalidate any proceeding or any step, document or order in a proceeding otherwise in accordance with any municipal by-law, provincial or federal legislation.

2. Administration

The Township has adopted the use of body-worn cameras to accomplish several objectives. The primary objectives are as follows:

2.1. Body-worn cameras allow for accurate documentation of officer-public contacts, investigations, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony in court.

2.2. Audio and video recordings enhance the Township's ability to review enforcement proceedings, officer's interaction with the members of the public, the gathering of evidence for investigative and prosecutorial purposes and to provide additional information for officer evaluation and training.

3. Use the Body-Worn Cameras (BWC)

3.1. Officers shall activate their body-worn camera prior to all interactions with the public that are undertaken in whole or in part to further a valid law enforcement purpose, unless an unexpected and immediate threat to the life or safety of the officer or of a member of the public makes it impossible or dangerous to activate the body-worn camera prior to that interaction, in which case the officer is required to activate the body-worn camera at the earliest opportunity thereafter.

3.2. Officers may not deactivate the body-worn camera until all interaction with the public has ended, except for specific circumstances which are clearly defined in this policy and are as limited as possible, and where such exceptions serve to protect the dignity of members of the public, in which cases the Officer must record the specific reason for deactivation.

3.3. Officers may not intentionally prevent the body-worn camera from capturing video or audio during an interaction with a member of the public in accordance with Section 3.1 (e.g., by obstructing the lens or microphone), with the sole exception of temporarily covering the lens to protect the dignity of an individual during situations of a sensitive nature (e.g., when encountering a person in a state of undress), and then only for the shortest time possible while taking steps to protect the dignity of the individual, and provided that the officer is not in a situation where they might be encountering an element of danger while the lens is covered.

3.4. Officers must whenever possible inform members of the public that they are being recorded at the earliest opportunity during an interaction.

3.5. No person shall be permitted to review the recordings at the scene.

3.6. Notwithstanding sections 3.1 and 3.2 above:

a. Officers, prior to entering a private residence or a private place (defined as a place to which the public does not have lawful access and where one may reasonably expect to be safe from uninvited intrusion or surveillance, including, for example, places of worship and lawyers' offices) must inform occupants that they are being recorded in both video and audio and inquire whether these individuals request that the body-worn camera be deactivated;

b. Officers may deactivate their body-worn cameras before the conclusion of an incident for the purpose of protecting law enforcement strategies, provided that:

i. the officers are not interacting with members of the public or are in the vicinity of members of the public while the body-worn camera is deactivated.

ii. the body-worn camera is reactivated at the earliest opportunity and prior to any interaction with a member of the public; and

iii. the reason for the deactivation is recorded in accordance with a designated process.

c. Body-worn cameras shall not be activated in places or circumstances where recording is prohibited by law, except under exigent conditions or with lawful authority.

4. Controls

4.1. If an officer has not recorded in full or in part an interaction with a member of the public, the officer shall document the specific reason that a recording was not made in part or in full using a designated process.

4.2. Officers are required to receive relevant training for the use of a body-worn camera along with the associated systems before being issued a body-worn camera, and subsequent ongoing training requirements, so as to ensure that officers are able to comply in full with this policy.

5. Transparency

5.1. Up-to-date information shall be posted on the Township public website concerning the collection of body-worn camera recordings, including:

a. a current copy of the Township's Body-Worn Camera Policy;
b. how individuals can complain about use or lack of use of body-worn cameras;
c. what information is being collected;
d. the length of applicable retention periods;
e. how individuals can make requests for viewing or releasing to the public such recordings; and
f. information about how to appeal to the Information and Privacy Commissioner of Ontario where a request is denied in whole or in part.

6. Secure Retention and Disposal of Recordings

6.1. By recommendation of the Information and Privacy Commissioner of Ontario, and in accordance with all applicable legislation, recordings from body-worn cameras, including any meta-data produced by the body-worn cameras or the technology supporting the Township's body-worn cameras, will be:

a. Stored on a secure Canadian storage server in accordance with all applicable provincial and federal legislation and security best practices, so as to prevent any editing, tampering and unauthorized access to recordings and meta-data;
b. Encrypted within the camera, during transit to the storage server, and while in storage; and
c. Destroyed at the end of their retention period in a secure manner which prevents recovery and unauthorized access to the recordings and metadata;

6.2. In accordance with all applicable legislation, the minimum retention period for recordings from body-worn cameras shall be sixty (60) days.

a. The recordings of evidence captured during an investigation where charges are laid shall be retained for a minimum of one (1) year after the last event the evidence was used or disclosed.
b. The retention of non-evidentiary recordings shall be at least sixty (60) days.

6.3. In case of a potential or actual access breach of the Township's recording and meta-data storage services, the Township shall make a public post on the Township's website and social media in order to notify the public and impacted individuals of the potential breach.

6.4. The Township shall store all data on locally operated storage services, with the ability to back up such data on off-site cloud storage platforms hosted within Canada.

6.5. The Township shall exercise all due diligence to ensure that all data is protected and backed up accordingly. The Township and its employees shall not be held responsible for any data loss which occurs due to circumstances that are beyond the control of the Township. These circumstances may include but are not limited to loss of data due to:

a. data breaches from external parties;
b. a storage device or server malfunction;
c. a power surge;
d. theft of storage device or equipment; and
e. fire or natural disaster.

7. Use and Disclosure of Body-worn Camera Recordings

7.1. Access to or viewing of production of body-worn camera records for the public will be provided only in accordance with this Policy or required by law. Without limiting the generality of the foregoing, the following are examples of circumstances where this will occur:

a. Anyone who has the legal authority (whether that be by statute, regulation or prior judicial authorization) shall have access to such recordings including in relation to the prosecution of the Township By-law Enforcement cases and access requests granted under MFIPPA;

b. Members of the public or their representatives can make a request for access to body-worn camera footage upon the formal filing of a Freedom of Information request under MFIPPA;

c. All requests for a copy of body-worn camera records from a member of the public shall be directed to the Legislative Services department.

7.2. Anyone who obtains records of body-worn camera recordings in accordance with section 7.1 above may not further disclose these recordings to other parties without lawful authority.

7.3. The Township will ensure that an audit trail is created and maintained by the Township, that will identify with respect to every recording the time of access, whether

a copy was provided to the requestor, and any information gathered under the Freedom of Information Act request process.

7.4. The Township shall ensure that additional safeguards to enhance the storage and limit access to recordings of minors who are suspected of an offence or are witnesses to a suspected offence, in accordance with the applicable legislation.

7.5. A member of the public may request to view recordings from a body-worn camera if:

a. the member of the public making the request is:

i. an individual participating in the interaction captured in the recording;

ii. the parent or legal guardian of a minor participating in the interaction captured in the recording; or,

iii. the next-of-kin of a deceased individual participating in the interaction captured in the recording; and;

b. the identity of any other member of the public who appears in the recordings can be appropriately concealed through measures such as image blurring and voice distortion.

7.6. The Township may refuse to release to the public recordings where such refusal is in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), provided that the reason for the refusal is provided to the requestor in writing.

7.7. The CAO/Clerk may initiate the release to the public of recordings from body-worn cameras, taking into consideration relevant factors, including what is consistent with Federal and Provincial law and the public interest, and what is reasonable in the circumstances of the case.

7.8. In cases where the Township releases to the public any recordings from body worn cameras that include images or voice recordings of members of the public, the Township shall ensure that:

a. the identities of all members of the public captured in the recordings are concealed through measures such as image blurring and voice distortion unless the Township is required by law to release the recordings in another form; and

b. the CAO/Clerk will include with the release a justification of the public interest in releasing the recording.

7.9. Recordings released to the public in accordance with Sections 7.5 and 7.7 must be full and unedited with the exception of measures such as image blurring and voice distortion for the purpose of concealing the identities of members of the public.

7.10. The Township may use recordings from body-worn cameras for the purposes of training after the identities of all members of the public captured in the recordings are concealed through measures such as image blurring and voice distortion.

8. Auditing and Public Reporting

8.1. The Township may conduct an audit of:

a. Incidents where a misconduct case is filed during the reporting and retention period;

b. A sample of incidents during the reporting period that was not initiated by a call for service;

c. Incidents wherein a body-worn camera was disabled for the purpose of protecting law enforcement strategies;

d. a sample of incidents whose retention period has expired during the reporting period; and

e. The recording begins prior to the beginning of the interaction with the member of the public, and if not, that a satisfactory explanation for the failure to activate the body-worn camera before the interaction began was provided in accordance with available Township's procedures;

8.2. The audit may include a review of body-worn camera recordings for the above incidents to ensure that:

a. The subject of the recording is informed at the earliest opportunity in the interaction that the interaction is being recorded for video and audio;

b. Any obstruction of the lens or gaps in the recording are justified and of reasonable duration;

c. The recording ends:

i. After conditions for an exception in accordance with Section 3.2 above have been established; or,

ii. After the interaction has ended and the Service Member has left the scene

d. All-access to the recordings was justified and necessary; and

e. The Township is in compliance with required retention and destruction practices;

8.3. Staff shall advise Council and obtain approval whenever any changes to the Policy are made.

9. Procedures for Body-Worn Camera Use

9.1. Body-worn camera equipment is issued to staff appointed by the Township as Municipal Law Enforcement or By-law Enforcement Officers. Officers who are assigned

body-worn camera equipment must use the equipment unless otherwise authorized by the CAO/Clerk.

9.2. Officers shall use only body-worn cameras issued by the Township. The body worn camera equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Township.

9.3. Body-worn camera equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the Township as soon as possible so that a replacement unit may be procured.

9.4. Officers shall inspect and test the body-worn cameras prior to each shift in order to verify proper functioning and shall notify Township management of any problems.

9.5. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner body-worn camera recordings without prior written authorization and approval of the CAO/Clerk.

9.6. Officers should inform the CAO/Clerk or appropriate authorities of any recordings that may be of significant interest or sensitive nature.

9.7. If in the opinion of the CAO/Clerk, a matter of significant consequence is captured using a body worn camera, the matter may be disclosed or brought forward to Council for direction.

9.8. Requests for deletion of portions of the recordings (e.g., in the event of a personal recording) must be submitted in writing and approved by the CAO/Clerk and in accordance with Township record retention laws and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). All requests and final decisions shall be kept on file.

9.9. Officers shall note an incident and related reports when recordings were made during the incident in question. However, body-worn camera recordings are not a replacement for written reports.

10.Restrictions on Using the Body-Worn Cameras

Body-worn cameras shall be used only in conjunction with official law enforcement duties.

The body-worn cameras shall not generally be used to record:

10.1. Communications with other Township staff without the permission of the CAO/Clerk

10.2. When on break or otherwise engaged in personal activities; or

10.3. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room.

11.Township Management Responsibilities

11.1. The Township shall ensure that officers equipped with body-worn camera devices utilize them in accordance with policy and procedures defined herein.

11.2. The Township may randomly review body-worn camera recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.

Review:

This policy will be reviewed on an annual basis

BY-LAW NO 2023-61

BEING A BY-LAW TO AMEND THE TERMS OF REFRENCE FOR THE BILLINGS MUSEUM COMMITTEE

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 Township of Billings Procedural By-Law 2021-40 as amended Section 26 provides that Ad-Hoc Committees may be established by Council to consider a specific matter of municipal concern;

AND WHEREAS the Corporation of the Township of Billings established the Billings Museum Committee and adopted an associated Terms of Reference;

AND WHEREAS by motion on June 20, 2023 Council of the Corporation of the Township of Billings deemed it expedient to amend the Terms of Reference for the Billings Museum

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

1.0 THAT Schedule ‘A’ to By-Law No. 2019-19 is hereby repealed and replaced with the attached Schedule ‘A’

2.0 THAT all other provisions of By-Law No. 2019-19, remain in full force and effect.

2.0 THIS By-Law shall come into force and effect upon passing.

3.0 THIS By-Law may be cited as “Billings Museum Committee Terms of Reference Amendment (1) By-Law

READ a **FIRST** and **SECOND TIME** this 4th day of July, 2023

READ a **THIRD TIME** and **FINALLY PASSED** this 4th day of July, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

Schedule 'A' to By-Law No. 2023-61

THE CORPORATION OF THE TOWNSHIP OF BILLINGS

TERMS OF REFERENCE

BILLINGS MUSEUM COMMITTEE

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PREAMBLE

In 2005, a group of volunteers formulated a vision and a place to create the Old Mill Heritage Centre in the historical Old Mill building. This vision was fully realized at the Old Mill Heritage Centre and Post Office Museum grand opening in July 2009.

The mandate of the Old Mill Heritage Centre Committee is to collect, record, research and exhibit historical information, data and items for the preservation and enjoyment of our rich heritage by presenting a visual history of Billings Township and Manitoulin Island for present and future generations.

ROLE OF THE COMMITTEE

(1) The Billings Museum Committee (the "Committee") shall:
   i. advise council on the operations of and matters related to the Old Mill Heritage Centre and Post Office Museum, including the collection, recording, research and exhibition of historical information, data and items;
   ii. identify and advise council of issues, concerns and government policies that may affect the operations of the Old Mill Heritage Centre and Post Office Museum, including new legislation and funding opportunities;
   iii. advise council on the development of Old Mill Heritage Centre and Post Office Museum programming and exhibits;
   iv. liaise with the community, including individuals, groups and organizations, to get input and encourage support for the Old Mill Heritage Centre and Post Office Museum;
   v. Promote the activities and programs of the Old Mill Heritage Centre and Post Office Museum;

(2) In providing advice to council, the Committee shall have regard for the township's Strategic Plan, the mission statement for which states:

"*Billings Township is a vibrant community where new people are excited to relocate and existing residents are happy to stay because of the sustainable economy, the artistic and cultural diversity, and the beauty of the environment. Guided by the vision of its citizens, Billings Township is a safe and progressive community that practices environmental responsibility, provides dependable services, and maintains its rich cultural heritage."*

COMMITTEE STRUCTURE

(1) The Billings Museum Committee is hereby established as a standing advisory committee and is comprised of the following members as appointed by council:
   i. one (1) member of council, sitting as Chair;
   ii. six (6) members of the general public;
   iii. Mayor sitting *ex officio*, with voting privileges when present; and
   iv. One (1) staff member to assist in committee administration, keep minutes and act as a resource person/liaison. Additional staff may attend as required.
   v. The museum curator will act as a resource to provide support and advice to the Committee

APPOINTMENT OF MEMBERS

(1) All Committee appointments shall be made by council.
(2) Council shall make all Committee appointments by resolution, whether appointing council members or public members.
(3) The Mayor shall be an *ex officio* member of the Committee, with voting privileges when present.
(4) A Council member shall sit as Chair for all standing advisory and statutory Committees, unless otherwise noted in the Committee terms of reference. The Chair for ad hoc Committees may be

a member other than the council member as appropriate.

(5) Any eligible elector in the Township of Billings is entitled to apply for appointment to a Board or Committee and such appointment, subject to any statutory limitations, and/or removal is at the sole discretion of council.

(6) Where possible, appointments to Committees made by council shall be for the term of council, generally from January 1st following a municipal election until December 31st of the next election year.

CODE OF CONDUCT FOR MEMBERS AND OTHER APPLICABLE POLICIES

(1) At the beginning of their term, Committee members shall be required to review the following Acts and policies and confirm such review by submitting a signed acknowledgement to the Clerk within 30 days of appointment:
- the Code of Conduct for Members of Council and Local Boards of the Township of Billings
- the *Municipal Conflict of Interest Act*
- the Township of Billings Procedural By-law
- the Township of Billings Workplace Harassment, Discrimination and Violence in the Workplace Policy
- the Township of Billings Council-Staff Relations Policy
- the Township of Billings Accountability and Transparency Policy
- The Township of Billings Procurement Policy
- the Township of Billings Health and Safety Policy

(2) All Committee members shall comply with the provisions of the Code of Conduct for Members of Council and Local Boards of the Township of Billings at all times for the duration of their appointment to the Committee and thereafter for any ongoing obligations in relation to confidentiality or otherwise.

(3) All Committee members shall comply with the provisions of all other applicable Acts and policies, including but not limited to:
- the *Municipal Act*
- the *Municipal Freedom of Information and Protection of Privacy Act*
- the *Occupational Health and Safety Act*

(4) Members shall disclose any pecuniary interest to the chair, and shall absent herself/himself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

(5) No individual member nor the Committee as a whole, has the authority to make direct representations of the township to Federal or Provincial governments.

AGENDAS AND MINUTES

(1) Agendas shall be prepared in accordance with the format and notice requirements for council agendas, as set out in the Township's Procedure By-law.

(2) Agendas shall be prepared by staff with the assistance in consultation with the Chair and members of the Committee.

(3) The Committee Secretary shall prepare the minutes in a form as approved by the CAO/Clerk

(4) Committee meeting minutes shall be submitted to the Clerk for inclusion in the next regular council meeting agenda package for receipt.

(5) Committee agendas and minutes will be posted on the township website by the Clerk.

COMMITTEE REPORTING AND FINANCE

(1) Any recommendations made by the Committee shall be in the form of a written report.

(2) By November 1 of each year the Committee shall prepare an annual report to council outlining:
i. The Committee's achievements during the year
ii. Goals and objectives for the upcoming year
iii. Members' meeting attendance during the year, including details of any consent sought

or provided by council to a member for missing three (3) or more consecutive meetings.

iv. Any recommended revisions to the Committee mandate or structure, including number of members.

v. An evaluation of whether the Committee is still required or effective.

(3) The Committee will prepare an annual work plan and budget request to submit to the Treasurer in accordance with the annual budget timetable.

(4) Any expenditures by the committee will be approved by council during the annual budget process or otherwise in accordance with the township's Procurement By-law.

(5) Monies collected through fundraising, donations or any other means shall be submitted to the Treasurer as soon as possible following collection, to be deposited in a township account for use by the Committee in accordance with the approved annual budget or as otherwise authorized by council.

MEETING TIMES AND PROCEDURES

(1) The Committee shall meet monthly at the Old Mill Heritage Centre or Park Centre, at a consistent day and time to be established by the Committee.

(2) The Committee shall establish a meeting schedule for the year during their first meeting of the year.

(3) Meetings may be cancelled and/or rescheduled if necessary, as determined and announced by the Chair.

(4) Meetings shall follow the provisions of the township's Procedure By-law, including notice and agenda requirements.

(5) Committee members will respect the requirements of the *Municipal Act* and the township's Procedure By-law.

ATTENDANCE

(1) No Committee member shall miss three (3) or more consecutive meetings without prior approval from the Chair and council.

(2) All requests for permission to be absent from three (3) or more consecutive meetings will be submitted to the Chair and council in writing.

RESIGNATION AND TERMINATION

(1) A Committee member shall be deemed to have resigned where:

i. The member delivers written notice of resignation to the Chair and council; or,

ii. The member is absent from three (3) consecutive meetings without prior approval from the Chair and council.

(2) Council will provide notice of termination in writing.

(3) Council may terminate any Committee appointment for just cause.

(4) Without limiting the generality of the foregoing, council may terminate the appointment of a Committee member where:

i. The member has been absent from three (3) or more consecutive Committee meetings without obtaining prior approval from the Chair and council;

ii. The member has been found by council to have engaged in conduct in breach of the Code of Conduct for Members of Council and Local Boards of the Township of Billings; or,

iii. The member has been found by council to have engaged in conduct that council considers inappropriate.

REVISIONS TO TERMS OF REFERENCE

(1) Council may, at its discretion, revise the Terms of Reference (TOR) for this Committee at any time by by-law.

(2) Any revisions proposed to these TOR shall be presented to council through an appropriate report.

(3) The committee may be dissolved by a resolution of council.

BY-LAW NO 2023-62

BEING A BY-LAW TO APPOINT GORDON AS MUNICIPAL PROJECT MANAGER 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 8 confers broad authority on municipalities thereby allowing them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS of 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

AND WHEREAS Council of the Corporation of the Township of Billings deems it expedient to appoint persons to provide for and assist in the administration, protection, and management of the municipality;

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 appoints Gordon as Municipal Project Manager for the Township of Billings

2.0 THAT the appointment made on December 7th, 2021 is hereby ratified and confirmed.

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

4.0 THIS By-Law may be cited as "Gordon, Municipal Project Manager By-Law"

READ a **FIRST** and **SECOND TIME** this 4th day of July, 2023

READ a **THIRD TIME** and **FINALLY PASSED** this 4th day of July, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

BY-LAW NO 2023-63

BEING A BY-LAW TO APPOINT NELSON AS MUSEUM CURATOR 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 8 confers broad authority on municipalities thereby allowing them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS of 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

AND WHEREAS Council of the Corporation of the Township of Billings deems it expedient to appoint persons to provide for and assist in the administration, protection, and management of the municipality;

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 appoints Nelson as Museum Curator for the Township of Billings

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

3.0 THIS By-Law may be cited as "Nelson, Museum Curator By-Law"

READ a **FIRST** and **SECOND TIME** this 4th day of July, 2023

READ a **THIRD TIME** and **FINALLY PASSED** this 4th day of July, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

BY-LAW NO 2023-64

BEING A BY-LAW TO APPOINT FOWLIE AS MARINA MANAGER 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 8 confers broad authority on municipalities thereby allowing them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS of 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

AND WHEREAS Council of the Corporation of the Township of Billings deems it expedient to appoint persons to provide for and assist in the administration, protection, and management of the municipality;

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 appoints Fowlie as Marina Manager for the Township of Billings

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

3.0 THIS By-Law may be cited as "Fowlie, Marina Manager By-Law"

READ a **FIRST** and **SECOND TIME** this 4th day of July, 2023

READ a **THIRD TIME** and **FINALLY PASSED** this 4th day of July, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

BY-LAW NO 2023-65

BEING A BY-LAW TO APPOINT HORE AS PUBLIC WORKS FIRST OPERATOR 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 8 confers broad authority on municipalities thereby allowing them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS of 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

AND WHEREAS Council of the Corporation of the Township of Billings deems it expedient to appoint persons to provide for and assist in the administration, protection, and management of the municipality;

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 appoints Hore as Public Works First Operator for the Township of Billings

2.0 THAT the appointment made on April 11th, 2022 is hereby ratified and confirmed.

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

4.0 THIS By-Law may be cited as "Hore, Public Works First Operator By-Law"

READ a **FIRST** and **SECOND TIME** this 4th day of July, 2023

READ a **THIRD TIME** and **FINALLY PASSED** this 4th day of July, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

BY-LAW NO 2023-66

BEING A BY-LAW TO APPOINT SAVAGE AS PUBLIC WORKS OPERATOR 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 8 confers broad authority on municipalities thereby allowing them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS of 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

AND WHEREAS Council of the Corporation of the Township of Billings deems it expedient to appoint persons to provide for and assist in the administration, protection, and management of the municipality;

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 appoints Savage as Public Works Operator for the Township of Billings

2.0 THAT the appointment made on June 13th, 2022 is hereby ratified and confirmed.

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

4.0 THIS By-Law may be cited as "Savage, Public Works Operator By-Law"

READ a **FIRST** and **SECOND TIME** this 4th day of July, 2023

READ a **THIRD TIME** and **FINALLY PASSED** this 4th day of July, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

BY-LAW NO 2023-67

BEING A BY-LAW TO APPOINT TOLSMA AS PUBLIC WORKS OPERATOR 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 8 confers broad authority on municipalities thereby allowing them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS of 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

AND WHEREAS Council of the Corporation of the Township of Billings deems it expedient to appoint persons to provide for and assist in the administration, protection, and management of the municipality;

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 appoints Tolsma as Public Works Operator for the Township of Billings

2.0 THAT the appointment made on October 22nd, 2022 is hereby ratified and confirmed.

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

4.0 THIS By-Law may be cited as "Tolsma, Public Works Operator By-Law"

READ a **FIRST** and **SECOND TIME** this 4th day of July, 2023

READ a **THIRD TIME** and **FINALLY PASSED** this 4th day of July, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

BY-LAW NO 2023-68

BEING A BY-LAW TO APPOINT BECKETT AS LANDFILL ATTENDANT 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 8 confers broad authority on municipalities thereby allowing them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS of 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

AND WHEREAS Council of the Corporation of the Township of Billings deems it expedient to appoint persons to provide for and assist in the administration, protection, and management of the municipality;

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 appoints Beckett as Landfill Attendant for the Township of Billings

2.0 THAT the appointment made on June 1st, 1999 is hereby ratified and confirmed.

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

4.0 THIS By-Law may be cited as "Beckett, Landfill Attendant By-Law"

READ a **FIRST** and **SECOND TIME** this 4th day of July, 2023

READ a **THIRD TIME** and **FINALLY PASSED** this 4th day of July, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

BY-LAW NO 2023-69

BEING A BY-LAW TO APPOINT RANDY PETERS AS DEPUTY FIRE CHIEF FOR THE TOWNSHIP OF BILLINGS FIRE DEPARTMENT

WHEREAS the Municipal Act, S.O. 2001, c.25 Section 11 (2) gives the municipality authorization to pass by-laws respecting health, safety and well-being of persons;

AND WHEREAS the Fire Protection and Prevention Act, give Council of a municipality authority to establish, maintain and operate a fire department for the entire municipality;

AND WHEREAS the Council for the Corporation of the Township of Billings deems it expedient to appoint a Deputy Fire Chief for the Township of Billings Fire Department;

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 appoints Randy Peters as Deputy Fire Chief for the Township of Billings Fire Department with such powers and duties as are prescribed by the Fire Protection and Prevention Act.

2.0 THIS By-Law shall come into full force and effect upon passing.

3.0 THIS By-Law may be cited as “Appoint Peters Fire Captain By-Law”

READ a **FIRST** and **SECOND TIME** this 4th day of July, 2023

READ a **THIRD TIME** and **FINALLY PASSED** this 4th day of July, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

BY-LAW NO 2023-70

BEING A BY-LAW TO APPOINT BRAD MACKAY AS FIRE CAPTAIN FOR THE TOWNSHIP OF BILLINGS FIRE DEPARTMENT

WHEREAS the Municipal Act, S.O. 2001, c.25 Section 11 (2) gives the municipality authorization to pass by-laws respecting health, safety and well-being of persons;

AND WHEREAS the Fire Protection and Prevention Act, give Council of a municipality authority to establish, maintain and operate a fire department for the entire municipality;

AND WHEREAS the Council for the Corporation of the Township of Billings deems it expedient to appoint a Fire Captain for the Township of Billings Fire Department;

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 appoints Brad McKay as Fire Captain for the Township of Billings Fire Department with such powers and duties as are prescribed by the Fire Protection and Prevention Act.

2.0 THIS By-Law shall come into full force and effect upon passing.

3.0 THIS By-Law may be cited as “Appoint McKay Fire Captain By-Law”

READ a **FIRST** and **SECOND TIME** this 4th day of July, 2023

READ a **THIRD TIME** and **FINALLY PASSED** this 4th day of July, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

BY-LAW NO 2023-71

BEING A BY-LAW TO APPOINT AARON WRIGHT AS FIRE TRAINING OFFICER FOR THE TOWNSHIP OF BILLINGS FIRE DEPARTMENT

WHEREAS the Municipal Act, S.O. 2001, c.25 Section 11 (2) gives the municipality authorization to pass by-laws respecting health, safety and well-being of persons;

AND WHEREAS the Fire Protection and Prevention Act, give Council of a municipality authority to establish, maintain and operate a fire department for the entire municipality;

AND WHEREAS the Council for the Corporation of the Township of Billings deems it expedient to appoint a Fire Training Officer for the Township of Billings Fire Department;

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 appoints Aaron Wright as Fire Training Officer for the Township of Billings Fire Department with such powers and duties as are prescribed by the Fire Protection and Prevention Act.

2.0 THIS By-Law shall come into full force and effect upon passing.

3.0 THIS By-Law may be cited as “Appoint Wright Fire Training Officer By-Law”

READ a **FIRST** and **SECOND TIME** this 4th day of July, 2023

READ a **THIRD TIME** and **FINALLY PASSED** this 4th day of July, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

BY-LAW NO 2023-72

BEING A BY-LAW TO APPOINT VOLUNTEER FIREFIGHTERS FOR THE TOWNSHIP OF BILLINGS FIRE DEPARTMENT

WHEREAS the Municipal Act, S.O. 2001, c.25 Section 11 (2) gives the municipality authorization to pass by-laws respecting health, safety and well-being of persons;

AND WHEREAS the Fire Protection and Prevention Act, give Council of a municipality authority to establish, maintain and operate a fire department for the entire municipality;

AND WHEREAS the Council for the Corporation of the Township of Billings deems it expedient to appoint Volunteer Firefighters for the Township of Billings Fire Department;

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 appoints the Volunteer Firefighters for the Township of Billings Fire Department with such powers and duties as are prescribed by the Fire Protection and Prevention Act as listed in Schedule ‘A’ and forming part of this By-Law.

2.0 THIS By-Law shall come into full force and effect upon passing.

3.0 THIS By-Law may be cited as “Appoint Volunteer Firefighters By-Law”

READ a **FIRST** and **SECOND TIME** this 4th day of July, 2023

READ a **THIRD TIME** and **FINALLY PASSED** this 4th day of July, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

Schedule ‘A’ to By-Law No. 2023-72

Township of Billings Volunteer Firefighters

Carr, Jackson

Chambers, Jim

Cook, Sandy

Dallaire, Zack

Dyck, Amber

Graham, Scott

Marshall, Colin

Noble, Harrison

Patterson, Sean

Savage, Bill

Smith, Randy

BY-LAW NO 2023-73

BEING A BY-LAW TO AUTHORIZE A CHANGE ORDER FOR THE FIRE HALL PROJECT – QUINAN

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

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

AND WHEREAS Council of the Corporation of the Township of Billings passed By-law No. 2022-46 authorizing the tender for the Fire Hall Renovation for a total upset cost of $1,042.000;

AND WHEREAS Council of the Corporation of the Township of Billings passed By-Law No. 2023-15 to amend the tender with supplementary conditions to change the work to include the abatement and demolition of the existing fire hall resulting in a total revised contract price of $1,193,000 plus HST under change order 001;

AND WHEREAS Council of the Corporation of the Township of Billings deems it expedient to further amend the tender with supplementary conditions to change the work to include the abatement and demolition of the existing fire hall and the reconstruction of the firehall at a cost of $1,563,800 plus HST under change order 002;

AND WHEREAS Council of the Corporation of the Township of Billings deems it expedient to further amend the tender with supplementary conditions to change the work to include moving services and drywall asbestos abatement of the existing fire hall at a cost of $1,563,800 plus HST under change order 002B;

AND WHEREAS Council of the Corporation of the Township of Billings deems it expedient to further amend the tender with supplementary conditions to account for the delay in construction of the firehall project at a cost of $1,644,387.34 plus HST under change order 003;

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 authorizes change order 002B in the amount of $14,699.04 plus HST which is attached as Schedule 'A' and forms part of this By-Law.

2.0 THAT the Corporation of the Township of Billings hereby authorizes change order 003 in the amount of $1,644,387.34 plus HST which is attached as Schedule 'B' and forms part of this By-Law.

3.0 THAT the Corporation of the Township of Billings hereby authorizes the signing by the Mayor and CAO/Clerk on behalf of the Council for The Corporation of the Township of Billings, the change orders dated June 29 (CCO #002B) AND June 28, 2023 (CCO #003)

4.0 THAT By-Law No. 2023-26 is hereby repealed

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

6.0 THIS By-Law may be cited as “Authorize Fire Hall Renovation Change Order 002B and Change Order 003 By-Law”

READ a **FIRST** and **SECOND TIME** this 4th day of July, 2023

READ a **THIRD TIME** and **FINALLY PASSED** this 4th day of July, 2023

_____ _____

Bryan Barker, Mayor Emily Dance, CAO/Clerk

TULLOCH ENGINEERING

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CHANGE ORDER NO. 002B

Design-Builder:	Quinan Construction	**Job No.:**	221041
Owner:	The Township of Billings	**Project:**	Township of Billings Fire Hall Renovations
Change Order Issue Date:	March 30, 2023	**Name of Contract:**	Township of Billings Fire Hall Renovations
Contract Date:	September 12, 2022	**Description of Change Order:**	Scope Amendments and Contract Price Increase

Adjustment to the Contract Time is 0 day(s).
The Completion Date, as amended by this and all preceding Change Orders, is: _____.

Timely completion is of the essence. The costs and effect on the Contract Price, the Contract Time and the Completion Date of each Change Order shall be dealt with separately and shall be deemed to include all direct, indirect, and consequential costs associated with that Change Order, including without limitation all impact costs, overhead, and profits. No other claim shall be considered or paid by the Owner.

CHANGE ORDER DETAILS

Recitals

A. Owner and Contractor entered into the CCDC-2-2020 Stipulated Price Contract, as amended by the Supplementary Conditions, dated as of September 12, 2022 (the "Contract").

B. Owner and Contractor have agreed to effect a change in the Work, change in Contract Price and/or change in Contract Time, pursuant to the terms of the Contract.

C. For value received, the Parties agree as follows.

Interpretation. Any defined term used in this Change Order that is not defined in this Change Order has the meaning given to that term in the Contract.

Contract Remains in Full Force. Except for the change in the Work, change in Contract Price and/or Contract Time set out in this Change Order and any previous Change Order(s), the Contract remains in full force, not otherwise amended.

Change Order Description. The Owner and the Contractor have agreed to the following change in the Work, change in Contract Price, and/or change in Contract Time, as set out below:

Item No. 1 – Revised Construction Costs for additional construction as outlined in TULLOCH drawing package dated March 12th, 2023. Note Demolition and Abatement covered in Change Order No. 001.

A brief breakdown of the costs are as follows:
Demo and Abatement $136,000.00 + labour / material = $151,000.00 (CHANGE ORDER No. 001)
Foundation Poured Rebuild as per Struct. Dwgs $21,850.00
Additional Foundation Wall Prep North, East Sides $8,250.00
Saw Cut Pavement East Wall (OHD) $1,300.00
Framing of Walls and Pitched Roof (inc. sheathing) $154,000.00
Steel OHD Portals $21,800.00
Insulation Walls and Roof (not inc. spray) $23,500.00
GWB, VB and Finishing $52,500.00

TULLOCH ENGINEERING

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CHANGE ORDER NO. 002B

Asphalt Shingles, Ice & Water – High Wind $35,600.00
Overhead Doors $22,100.00
Mechanical Allowances $7,500.00
Additional General Conditions $37,400.00
GC Fees/Markup on this Change Waived
Total Change $370,800.00

Item No. 2 – Original Contract Extras

RFE No. 1 – Fees for Quinan to provide moving services for Fire Hall contents.
$5,821.04

RFE No. 2 – Fees for abatement of additional layer of asbestos containing drywall encountered during demolition.
$8,878.00

CHANGE IN CONTRACT PRICE

The Owner hereby modifies the payments as follows: (Mark **NIL** in "Basis" not used)

Lump Sum Basis	Approval for increase in Contract Price.	$ 385,499.04
Unit Price or Force Account Basis	The Work authorized by this Change Order will be paid for at rates set out in the email quotation attached herein, or in the Contract, to a maximum amount of:	$ NIL

ACCEPTED BY:

Owner per:

Signature: _____
Print Name: Emily Dance
Date: _____

Design-Builder per:

Signature: _____
Print Name: Dallas Bolyea
Date: _____

Authorized by the Owner as an amendment to the Contract by:
TULLOCH Engineering

Signature:
Print Name: Dan Moody
Date: June 29, 2023

SUMMARY

Original Contract Price	$	1,042,000.00
Value of this Change Order	$	(+385,499.04)
Net change to Date	$	(+536,499.04)
Revised Contract Price	$	1,578,499.04

TULLOCH ENGINEERING

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CHANGE ORDER NO. 003

Design-Builder:	Quinan Construction	**Job No.:**	221041
Owner:	The Township of Billings	**Project:**	Township of Billings Fire Hall Renovations
Change Order Issue Date:	June 28, 2023	**Name of Contract:**	Township of Billings Fire Hall Renovations
Contract Date:	September 12, 2022	**Description of Change Order:**	Scope Amendments and Contract Price Increase

Adjustment to the Contract Time is 0 day(s).
The Completion Date, as amended by this and all preceding Change Orders, is: _____.

Timely completion is of the essence. The costs and effect on the Contract Price, the Contract Time and the Completion Date of each Change Order shall be dealt with separately and shall be deemed to include all direct, indirect, and consequential costs associated with that Change Order, including without limitation all impact costs, overhead, and profits. No other claim shall be considered or paid by the Owner.

CHANGE ORDER DETAILS

Recitals

A. Owner and Contractor entered into the CCDC-2-2020 Stipulated Price Contract, as amended by the Supplementary Conditions, dated as of September 12, 2022 (the "Contract").

B. Owner and Contractor have agreed to effect a change in the Work, change in Contract Price and/or change in Contract Time, pursuant to the terms of the Contract.

C. For value received, the Parties agree as follows.

Interpretation. Any defined term used in this Change Order that is not defined in this Change Order has the meaning given to that term in the Contract.

Contract Remains in Full Force. Except for the change in the Work, change in Contract Price and/or Contract Time set out in this Change Order and any previous Change Order(s), the Contract remains in full force, not otherwise amended.

Change Order Description. The Owner and the Contractor have agreed to the following change in the Work, change in Contract Price, and/or change in Contract Time, as set out below:

Item No. 1 – Project Delay Claim Costs

Detailed breakdown appended to this Change Order.

Total Change $65,888.30

CHANGE IN CONTRACT PRICE

The Owner hereby modifies the payments as follows: (Mark **NIL** in "Basis" not used)

Lump Sum Basis	Approval for increase in Contract Price.	$	65,888.30
Unit Price or Force Account Basis	The Work authorized by this Change Order will be paid for at rates set out in the email quotation attached herein, or in the Contract, to a maximum amount of:	$	NIL

ACCEPTED BY:

Owner per:		**Design-Builder per:**	
Signature:	_____	Signature:	_____
Print Name:	Emily Dance	Print Name:	Dallas Bolyea
Date:	_____	Date:	_____

TULLOCH ENGINEERING

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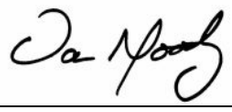
saultstemarie@tulloch.ca

www.TULLOCH.ca

CHANGE ORDER NO. 003

Authorized by the Owner as an amendment to the Contract by:

TULLOCH Engineering

Signature: 

Print Name: Dan Moody

Date: June 28, 2023

SUMMARY

Original Contract Price	$	1,042,000.00
Value of this Change Order	$	(+65,888.30)
Net change to Date	$	(+602,387.34)
Revised Contract Price	$	1,644,387.34

BY-LAW NO 2023-74

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 July 4th, 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 "July 4th, 2023 Confirmatory By-Law".

READ a **FIRST** and **SECOND TIME** this 4th day of July, 2023

READ a **THIRD TIME** and **FINALLY PASSED** this 4th day of July, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk