



The Corporation of the Township of Billings
Council Meeting Agenda
February 21, 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

1. Call to Order

Mayor Barker to call the meeting to order.

2. Approval of Agenda

Confirm approval of the agenda.

3. Disclosure of Pecuniary Interest

4. Adoption of Minutes

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

4.1 Regular Council Meeting – February 7th, 2023

5. Committee of the Whole

5.1. Motion to move into Committee of the Whole

6. Committee Reports

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

6.2. Library Board Meeting Notes February 14, 2023

7. Financial Reports

7.1. January – December 2022 Income Statement

8. Staff Reports

8.1. BP-2023-02-02 Official Plan Amendment – Natural Heritage System Strategy

8.2. BP-2023-02-03 Joint Building Systems Committee

9. Correspondence Requiring Direction



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- 9.1. Manitoulin/North-Shore Federation of Agriculture (MNSFA) Slow Moving Vehicle Sign Campaign- email dated February 13, 2023

Staff recommends engaging with MNSFA to identify high-farm traffic areas and to participate in the campaign.

- 9.2. Public Engagement Policy Response
- 9.3. Public Engagement Recommendations

10. Information

- 10.1. Ontario's Provincial Emergency Management Strategy and Action Plan.
- 10.2. Municipal Petition in Opposition of Bill 3
- 10.3. Little Current Swing Bridge Emergency Plan January 2023

11. Accounts for Payment

- 11.1. Accounts for Payment February 3-16, 2023

12. By-Laws and Agreements

- 12.1. By-Law No. 2023-13 being the Township of Billings Adopt Communications Policy By-Law
- 12.2. By-Law No. 2023-14 being the Township of Billings Adopt Public Engagement Policy By-Law
- 12.3. By-Law No. 2023-15 being the By-Law to Authorize a Change Order for the Fire Hall (Demolition) By-Law
- 12.4. By-Law No. 2023-16 being the Adopt Official Plan Amendment No. A-3 By-Law

13. Notice of Motions

14. Closed Session

14.1. Motion to move to Closed Session

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

15. Report out of Closed Session

16. Confirmatory By-Law

- 16.1. By-Law No. 2023-18 being the February 21st, 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
February 7, 2023 7:00 p.m.
Park Centre – 39 Henry Drive, Kagawong

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

Staff Present
Emily Dance, CAO/Clerk
Cheryl McCulligh, Treasurer
Todd Gordon, Municipal Project Manager
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

2023-40

Moved by: Hunt Seconded by Grogan

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

3. Disclosure of Pecuniary Interest

None.

4. Adoption of Minutes

4.1. Regular Council Meeting – January 17th, 2023

4.2. Special Council Meeting – January 31st, 2023

2023-41

Moved by Grogan Seconded by: Hillyard

THAT the January 17th, 2023 Regular Council Meeting Minutes and the January 31st, 2023 Special Meeting Minutes be adopted as presented.

Carried.

5. Delegation

5.1. Municipal Property Assessment Corporation (MPAC)



Council received a presentation from Jeremy Cormier, Account Manager MPAC on the role of MPAC, how properties are assessed, resolving assessment concerns, property taxes and the implementation of the reassessment.

6. Committee Reports

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

6.1.1. Manitoulin Sudbury District Services Board 2022 Third Quarter Reports 2023-42

Moved by Hunt Seconded by Grogan

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-2023-02-03 – Municipal Property Assessment Information 2023-43

Moved by Cahill Seconded by Hillyard

THAT the Township of Billings Council hereby receives for information Report TR-2023-02-03.

Carried.

7.2. TR-2023-02-04 – Municipal Insurance Renewal 2023-44

Moved by Hunt Seconded by Grogan

THAT the Township of Billings Council hereby approves Report TR-2023-02-04 AND approves the 2023 Municipal Insurance Renewal Proposal with Marsh Canada in the amount of \$65,482 AND FURTHER directs staff to investigate cyber security measures.

Carried.

7.3. BE-2023-02-02 – Wild Turkey Concerns 2023-45

Moved by Hunt Seconded by Grogan

THAT the Township of Billings Council hereby approves Report BE-2023-02-02 AND directs staff to draft a letter on behalf of Council requesting further action from the Ministry of Natural Resources and Forestry regarding the wild turkey concerns in Kagawong.

Carried.

7.4. CLK-2023-02-03 – Parks, Recreation and Wellness Committee Recommendations



2023-46

Moved by Hunt Seconded by Grogan

THAT the Township of Billings Council hereby approves Report CLK-2023-02-03 AND approves the request of the Parks, Recreation and Wellness Committee's of \$500 to host a Family Day Skate and Slide Event on Monday February 20th, 2023 AND FURTHER authorizes the closure of Henry Drive for the event.

Carried.

Moved by Hunt Seconded by Cahill

2023-47

THAT the Township of Billings Council hereby directs staff to draft a letter to Central Manitoulin to inquire on the purchase of a used ice re-surfacer AND FURTHER provide a staff report regarding the feasibility

Carried.

7.5. CLK-2023-02-04 – Outdoor Rink Project Final Report

2023-48

Moved by Hillyard Seconded by Grogan

THAT the Township of Billings Council hereby receives for information Report CLK-2023-02-04 regarding the outdoor rink.

Carried.

2023-49

Moved by: Hillyard Seconded by: Grogan

THAT the Township of Billings Council hereby approves the recommendation to set the Kagawong Market vendor fee rate at \$15 per table per week.

Carried.

7.6. CLK-2023-02-05 – Canada Post Community Foundation Grant

2023-50

Moved by: Grogan Seconded by Hillyard

THAT the Township of Billings Council hereby approves Report CLK-2023-02-05 AND directs staff to apply to the Canada Post Community Foundation Grant for an initiative that will support making a difference in the lives of children and youth.

Carried.

7.7. MPM-2023-02-04 – Fire Hall Update (4)

2023-51

Moved by: Grogan Seconded by: Hunt



THAT the Township of Billings Council hereby receives for information Report No. MPM-2023-02-04 AND FURTHER selects roof design of the majority of firefighters for submission to Tulloch, project engineers.

Carried.

7.8. CAO-2023-02-06 – Communications and Public Engagement Policies
2023-52

Moved by: Grogan Seconded by: Hillyard

THAT the Township of Billings Council hereby approves Report CAO-2023-02-06 AND approves the Communications Policy and Public Engagement Policy AND FURTHER that the policies be reviewed annually AND FURTHER authorizes the appropriate By-Laws coming forward.

Carried.

7.9. ECD-2023-02-01 – RED Grant Funding and Western Economic Development
Update
2023-53

Moved by: Grogan Seconded by: Cahill

THAT the Township of Billings Council hereby approves Report ECD-2023-02-01 AND authorizes staff apply to RED grant funding for 50% funding for a new Corporate Website to promote economic development in the Township of Billings AND FURTHER authorize the remaining 50% be brought forward during 2023 budget deliberations.

Carried.

2023-54

Moved by: Grogan Seconded by: Hunt

THAT the Township of Billings Council hereby grants 2023 pre-budget approval for a \$100 donation in support of Western Manitoulin Economic Development Volunteer Fair.

Carried.

8. Correspondence Requiring Direction

8.1. Central Manitoulin letter dated January 20, 2023 regarding a request to accept their waste on a temporary short-term basis.

2023-55

Moved by: Grogan Seconded by Cahill

THAT the Township of Billings Council hereby receives the letter from the Municipality of Central Manitoulin dated January 20, 2023 AND as per the Kagawong Landfill Certificate of Approval from the Ministry of the Environment will not accept waste from the Municipality of Central Manitoulin.

Carried.



8.2. Request from Nic's Farm and Vineyard (supplementary request)
2023-56

Moved by: Grogan Seconded by: Cahill

THAT the Township of Billings Council hereby confirms that there are no objections with Nicolas Harfield of Nic's Farm and Vineyard booking the upper portion of the Kagawong Park Centre at 39 Henry Drive in Kagawong, ON, on February 24th, 2023 for a private event AND deems the event as municipally significant.

Carried.

8.3. Elemental Festival 2023 In-Kind Support
2023-57

Moved by: Hunt Seconded by: Grogan

THAT the Township of Billings Council hereby receives the letter from 4elements dated January 31, 2023 AND authorizes in-kind support for the 2023 Elemental Festival organized by 4Elements Living Arts, in the form of free rental of the Park Centre and Old Church on the Hill for September 23-24, 2023 (value of \$904).

Carried.

9. Information

9.1. Municipal Property Assessment Corporation - MPAC's 2022 Municipal Partnership Report. The report provides a high-level summary of MPAC's 2022 municipal-focused activities.

9.2. Ministry of Transportation – Notice of Study Completion – Hwy 6 Little Current Swing Bridge Study- A copy of the Transportation Environmental Study Report is available for public review between January 25 and February 24, 2023 at various locations including the Township of Billings Office. More information on the project can be found at <http://www.swingbridgestudy.ca/>

9.3. Project Lifesaver Donor Update

9.4. Public Health Sudbury Board Member Remuneration

2023-58

Moved by: Grogan Seconded by: Cahill

THAT the Township of Billings Council hereby receives for information all items listed in Section 9.

Carried.

10. Accounts for Payment

10.1. Accounts for Payment to February 2nd, 2023
2023-59

Moved by Hunt Seconded by Grogan



THAT the Township of Billings Council hereby approves, ratifies, and confirms the January 19th – February 2nd, 2023 Accounts for Payment as presented.
Carried.

11. By-Laws and Agreements

11.1. By-Law No. 2023-07 Council Code of Conduct
2023-60

Moved by: Grogan Seconded by: Hillyard

THAT By-Law No. 2023-07 being a By-law to Establish a Code of Conduct for Council and Local Boards for the Township of Billings be read a first, second and third time AND finally passed this 7th day of February, 2023.

Carried.

11.2. By-Law No. 2023-08 Establish the Office of the Integrity Commissioner
2023-61

Moved by: Hunt Seconded by: Cahill

THAT By-Law No. 2023-08 being a By-law to Establish the Office of the Integrity Commissioner for the Township of Billings be read a first, second and third time AND finally passed this 7th day of February, 2023.

Carried.

11.3. By-Law No. 2023-09 Integrity Commissioner Agreement E4m
2023-62

Moved by: Hunt Seconded by: Hillyard

THAT By-Law No. 2023-09 being a By-law to Appoint E4m as the Integrity Commissioner for the Township of Billings be read a first, second and third time AND finally passed this 7th day of February, 2023.

Carried.

11.4. By-Law No. 2023-10 Procedural By-Law Amendment (1)
2023-63

Moved by: Grogan Seconded by: Cahill

THAT By-Law No. 2023-10 being a By-law to Amend the Procedural By-Law be read a first, second and third time AND finally passed this 7th day of February, 2023.

Carried.

11.5. By-Law No. 2023-11 Kagawong Pedestrian Bridge Construction
Agreement By-Law
2023-64

Moved by: Hunt Seconded by: Grogan



THAT By-Law No. 2023-11 being a By-law to Enter into an Agreement for the Kagawong Pedestrian Bridge be read a first, second and third time AND finally passed this 7th day of February, 2023.

Carried.

12. Notice of Motions

None.

13. Closed Session

None.

14. Confirmatory By-Law

14.1. By-Law No. 2023-12 being the February 7th, 2023 Confirmatory By-Law 2023-65

Moved by Grogan Seconded by: Hunt

THAT By-Law No. 2023-12 being the February 7th, 2023 Confirmatory By-Law be read a first, second and third time AND finally passed this 7th day of February, 2023.

Carried.

15. Adjournment

15.1. Motion to Adjourn
2023-66

Moved by Seconded by

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

Carried.

Mayor Bryan Barker

CAO/Clerk Emily Dance

Township of Billings
Council Committee Report

Report To:

Date of Meeting: Feb 14 / 2023

Report By: MICHAEL HUNT

Committee: Library Board

Highlights/Matters of Interest:

| | |
|-----------------------------------|-----------|
| The Patron Count for JAN/2023 was | 85 |
| Computer/Internet use | 4 |
| Overdrive (visits) | 63 |
| Circulation | 146 |
| Book Renewals | 11 |
| Inter Library loans | 12 |
| Overdrive (items) | 107 |
| Total Circulation | 276 |
| Desk Cash | |
| Photo Copies | \$ 1.00 |
| Silent Auction | \$ 235.00 |
| Total | \$ 236.00 |

The Puzzle swap on January 28th was a Great success.

The Library due to its Great Fundraising events in 2022 is carrying forward \$18,038.00 in its 2023 Budget.

An author's event is being planned for 2023.

Township of Billings
Income Statement Jan 01, 2022 to Dec 31, 2022

REVENUE

TAX REVENUE

TOTAL : TAX REVENUE 2,010,480.45

EP REVENUE

TOTAL : EP REVENUE 294,552.92

FP REVENUE

TOTAL : FP REVENUE 2,871.81

PAYMENTS IN LIEU

TOTAL : PAYMENTS IN LIEU 337.23

FEDERAL FUNDING

TOTAL FEDERAL FUNDING 407,649.48

PROVINCIAL FUNDING

TOTAL PROVINCIAL FUNDING 1,893,965.00

SEWER & WATER CHARGES

FEES, SER. CHARGES & DONATIONS

TOTAL FEES, SER. CHGS. & DONATION 155,958.33

LICENCES & PERMITS

TOTAL LICENCES & PERMITS 46,276.45

INVESTMENT INCOME

TOTAL INVESTMENT INCOME 44,179.25

PENALTIES & INTEREST CHARGES

TOTAL PENALTIES & INT. CHARGES 34,442.86

RENTS & OTHER

TOTAL : RENTS & OTHER 79,126.52

TOTAL REVENUE \$ 5,225,653.26

EXPENSE

WAGES & BENEFITS

TOTAL WAGES & BENEFITS 792,173.37

ADMIN EXPENSE

TOTAL ADMIN EXPENSE 169,572.21

BUILDING & EQUIPMENT

TOTAL BUILDING & EQUIP. 193,478.73

OTHER SERVICES

TOTAL OTHER SERVICES 1,066,515.14

PUBLIC SERVICES

TOTAL PUBLIC SERVICES 947,778.47

ROADS

TOTAL ROADS 279,015.85

SUPPLIES & EQUIPMENT

TOTAL SUPPLIES & EQUIPMENT 115,012.20

UTILITIES

TOTAL UTILITIES 84,240.15

TOTAL EXPENSE \$ 3,647,786.12

NET INCOME \$ 1,577,867.14

STAFF REPORT

Department: Building and Planning

Date: February 21, 2023

Report Number: BP-2023-02-02

File: Official Plan Amendment – Natural Heritage System Strategy

Attachment: The Manitoulin Planning Board By-law No. 2023-002

Recommendation:

THAT the Township of Billings Council hereby deems it appropriate to adopt Official Plan Amendment No. A-3 for the District of Manitoulin including the Unincorporated Township of Robinson and Dawson consisting of explanatory text and mapping identified on Schedule 'D', dated January 30, 2023 for a Natural Heritage System Strategy (NHSS) to be forwarded to the Ontario Ministry of Municipal Affairs and Housing for approval AND FURTHER authorizes the appropriate By-Law coming forward on tonight's agenda.

Background:

In 2018 the [Official Plan](#) for the District of Manitoulin was approved by the Ministry of Municipal Affairs and Housing. The Official Plan provides the essential tools to direct future growth, development and change within the district to create more sustainable communities for its residents. This Plan is required to be consistent with the [Provincial Policy Statement](#) and conform to the [2011 Growth Plan for Northern Ontario \(GPNO\)](#).

As part of the approval under Modification No. 21, Manitoulin District is required within three years to include a Natural Heritage System Strategy into the Official Plan by replacing Section D-4(a) and D-4(b) with updated text outlining the policies and components for the Natural Heritage System and to add a new Schedule 'F' to the Official Plan illustrating the components of the system to conform to Section 2.1.3 of the Provincial Policy Statement.

A Natural Heritage System Strategy (NHSS) is an ecologically based delineation of nature and natural function – a system of connected or to be connected green and natural areas that provide ecological functions over a longer period of time and enable movement of species.

The following Natural Heritage Features and Areas make up the Natural Heritage System:

- Provincially Significant Wetlands
- Coastal Wetlands, including Significant Coastal Wetlands
- Significant Wildlife Habitat
- Areas of Natural and Scientific Interest (A.N.S.I)
- Fish Habitat
- Habitat of Endangered and Threatened Species

-
- Alvars

- Linkages

Discussion:

At the January 30, 2023 Manitoulin Planning Board meeting, the Board passed By-Law No. 2023-002 adopting the Official Plan Amendment (OPA) to incorporate the required text as outlined in Modification No. 21.

Key Notes related to development

Where the Natural Heritage Features and Areas are held in private ownership, nothing will require these lands to be free and available for public use. It does not prevent the continuation of existing agricultural uses within or adjacent to Natural Heritage Features and Areas.

When a new development application is received the following policies prevent development and site alteration in : Provincially Significant Wetlands, Provincially Significant Coastal Wetlands, Coastal Wetlands, Other Wetlands, Alvars, Significant Wildlife Habitat, Areas of Natural and Scientific Interest; and linkages, Fish Habitat, Habitat of Endangered or Threatened Species unless it can be demonstrated through and Environmental Impact Statement (EIS) that there will be no negative impact to the natural features or their ecological functions.

Development and site alteration will also not be permitted without and EIS demonstrating no negative impacts in the lands adjacent to those noted in the above paragraphs within 120 meters excepting Areas of Natural or Scientific Interest – earth science – 50 meters and Fish Habitat 120 meters or 300 metres for a Lake Trout Lake that is designated an at capacity Lake.

Impacts for Billings Township

For the Township of Billings, the NHSS impacts the lands on Clapperton Island.

In order to gain compliance and submit the OPA to the Ministry a resolution of support and corresponding By-Law is required.

Financial Impacts

There are no financial impacts related to this report.

Respectfully Submitted By:

Emily Dance, CAO/Clerk



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

THE MANITOULIN PLANNING BOARD

BY-LAW NO. 2023- 002

Being a By-law to adopt an Official Plan Amendment for the
Manitoulin Planning Area including the
Unincorporated Townships of Robinson and Dawson

WHEREAS the Manitoulin Planning Board has recommended the adoption and submission of an Official Plan Amendment for the implementation of a Natural Heritage System Strategy for the Manitoulin Planning Area;

AND WHEREAS the Manitoulin Planning Board deems it appropriate to adopt the Official Plan Amendment for the implementation of a Natural Heritage System Strategy for the Manitoulin Planning Area;

NOW THEREFORE, the Manitoulin Planning Board, under Section 18 of the Planning Act, as amended, hereby enacts as follows:

1. THAT Official Plan Amendment No. A-3 to the Official Plan for the District of Manitoulin consisting of the attached explanatory text and Schedule F is hereby adopted.
2. THAT Official Plan Amendment No. A-3 to the Official Plan for the District of Manitoulin, consisting of the attached explanatory text and Schedule F, is attached hereto and forms part of this By-law.
3. THAT this By-law shall come into force and take effect on the day of the final passing thereof subject to the requirements of the Planning Act.

READ A FIRST, SECOND AND THIRD TIME, AND FINALLY PASSED, THIS 31st DAY OF JANUARY 2023.

L. Hayden, Chair

T. Carlisle, Secretary-Treasurer

AMENDMENT NO. A-3

TO THE

OFFICIAL PLAN

FOR THE

DISTRICT OF MANITOULIN

**AMENDMENT NO. A-3
TO THE
OFFICIAL PLAN
FOR THE
DISTRICT OF MANITOULIN**

The attached explanatory text and Schedule F constitutes Amendment No. A-3 to the Official Plan for the District of Manitoulin.

The following amendment to the Official Plan for the District of Manitoulin consists of two parts:

- PART A THE PREAMBLE – consists of the purpose, location, and basis for the amendment and does not constitute part of the actual Amendment.
- PART B THE AMENDMENT – including the text and Schedule F, sets out the actual Amendment.

PART A THE PREAMBLE

1. Purpose

The purpose of this Amendment is to implement a Natural Heritage System Strategy for the District of Manitoulin, as required by Modification No. 21 of the Official Plan for the District of Manitoulin as approved on October 29, 2018.

2. Location

The area affected by the Amendment constitutes all lands in the geographic Townships of Allan, Assiginack, Barrie Island, Burpee, Campbell, Carnarvon, Dawson, Gordon, Mills, Robinson, Sandfield, and Tehkummah; the Town of Gore Bay; and those portions of the Township of Sheguiandah and Bidwell that are within the Municipal boundaries of the Municipality of Assiginack.

For greater clarity, said lands being the area falling within the municipal boundaries of the Municipalities of Assiginack, Billings, Burpee-Mills, Central Manitoulin, Cockburn Island, Gordon/Barrie Island, and Tehkummah; the Town of Gore Bay; and the unincorporated areas of Robinson and Dawson.

3. Basis

The current Official Plan for the Manitoulin District was approved by the Ministry of Municipal Affairs and Housing on October 29, 2018. At that time, the Official Plan, by Modification No. 21, required that within three years the Manitoulin Planning Board update the Official Plan to include a Natural Heritage System Strategy in order to conform to Section 2.1.3 of the Provincial Policy Statement.

The Manitoulin Planning Board proposes to implement the Natural Heritage System Strategy into the Official Plan by replacing Section D-4(a) and D-4(b) of the Official Plan with updated text outlining the policies and components for the Natural Heritage System, and to add a new Schedule F to the Official Plan illustrating the components of the system (i.e. the Core Areas and Linkages). No amendments to Schedule D and Schedules D1 through D8 of the Official Plan are proposed.

PART B THE AMENDMENT

All of this part of the document entitled Part B the Amendment, which consists of the following text and attached Schedule F, constitutes Amendment No. A-3 to the Official Plan for the District of Manitoulin.

DETAILS OF THE AMENDMENT

The Official Plan is amended as follows:

- a) Schedule F to this Amendment is hereby added to the Official Plan as Schedule F – Natural Heritage System.
- b) Section D.4(a), D.4(b), D.4.1, D.4.2, D.4.3, D.4.4, D.4.5, and D.4.6 are hereby removed and replaced by the text attached, which will become Section D.4(a) and D.4(b).

D.4(a) Natural Heritage System Strategy

A natural heritage system is an ecologically based delineation of nature and natural function – a system of connected or to be connected green and natural areas that provide ecological functions over a longer period of time and enable movement of species. Natural heritage systems encompass or incorporate natural features, functions and linkages (also referred to as “corridors”) as component parts within them and across the landscape. They also enable the linking of different landscapes.

A natural heritage system informs and supports land use planning and resource management while providing a strategic focus for restoration, stewardship, securement and the conservation of biodiversity. It also serves to:

- Limit landscape fragmentation;
- Mitigate the effects of climate change by facilitating migrations to more suitable habitats;
- Facilitate the maintenance of ecosystem health resilience and enjoyment / use by humans; and
- Provide ecosystem services such as clean air, flood attenuation, erosion prevention, and productive soils

The following Natural Heritage Features and Areas will make up the Natural Heritage System:

- Provincially Significant Wetlands
- Coastal Wetlands, including Significant Coastal Wetlands
- Significant Wildlife Habitat
- Areas of Natural and Scientific Interest (A.N.S.I)
- Fish Habitat
- Habitat of Endangered and Threatened Species
- Alvars
- Linkages

Natural Heritage Features and Areas shall be protected for the long term. The significant Natural Heritage Features and Areas are lands that represent the legacy of the natural landscape of the area and as a result have important environmental and social value. Natural Heritage Features and Areas in the District have been identified on Schedule D. Natural Heritage Features and Areas that make up the Natural Heritage System have been identified on Schedule F, except where data sensitivity or other issues prevent their display. Features meeting the requirements of the Natural Heritage System constitute part of the system regardless of whether they appear on Schedule F. The Planning Board and the municipalities will work to conserve, restore and enhance them, wherever possible.

The following policies apply to Natural Heritage Features and Areas and the Natural Heritage System:

1. Natural Heritage Features and Areas have been identified and mapped to the extent possible and are based on data from the Province and its partners as well as, in some cases, Environmental Impact Studies (EIS) undertaken during Planning Act applications. The accuracy of the feature limits is based on that of available data. The boundaries of the features and areas making up the Natural Heritage System may be refined, with additions, deletions and/or boundary adjustments, through individual EIS prepared in accordance with Section D.7 of this Official Plan or other similar studies as outlined in later sub-sections, and accepted by the Manitoulin Planning Board and/or the Municipalities. Once approved through an approval process under the Planning Act, these refinements will be in effect on the date of such approval. The Board will maintain mapping identifying such refinements and incorporate them as part of the Planning Area's statutory review of its Official Plan.
2. The Planning Board and the municipalities will encourage, wherever possible and appropriate, the enhancement and restoration of features and areas of the Natural Heritage System, including maintenance or re-naturalization of shoreline areas.
3. There may be features and areas on the landscape that are part of the Natural Heritage System but which are not mapped or cannot be readily mapped. Any feature or area that meets the criteria set out in Section D(4)(a) and Section D(4)(b) is part of the Natural Heritage system and is subject to the policies of the Official Plan.
4. The Planning Board and the municipalities will encourage, wherever possible and appropriate, that trees be planted to replace those trees removed if a development proceeds. The Planning Board and the municipalities will also encourage the conservation or replanting of roadside and fence-line shrubs and trees, and riparian area vegetation, wherever possible and appropriate in the context of new development. Financial compensation for tree loss is not considered as the preferable means of appropriate mitigation for development.
5. When considering development proposals, the Planning Board and the municipalities will encourage the exploration of opportunities for creating new habitats, natural vegetation regeneration, conserving natural landforms and functions for protecting and enhancing groundwater and surface water resources, and for promoting environmental education and interpretation.

6. Where components of Natural Heritage Features and Areas are held in private ownership, nothing in this Official Plan will require that these lands be free and available for public use, and the identification of land will not oblige the Planning Board, the municipalities, or other public agencies to purchase the land.
7. Subject to Provincial and Federal statutes, the policies of this Official Plan will not prevent the continuation of existing agricultural uses within or adjacent to Natural Heritage Features and Areas.
8. The Planning Board and the municipalities will, to the extent feasible, ensure that required maintenance of existing drains is carried out in a manner that mitigates impacts of the maintenance of drains on Natural Heritage Features, Areas, and their functions.
9. When considering applications or initiating projects under the *Drainage Act* or *Water Resources Act* for drainage works, the Planning Board and the municipalities, in consultation with the Province, will be satisfied that the works will be engineered and constructed to ensure no negative impact on Natural Heritage Features, Areas, and their functions. Such considerations may include completion of an EIS or an environmental evaluation/appraisal carried out under the *Drainage Act*.
10. The following policies will apply whenever a planning application proposes development and/or site alteration within a Natural Heritage Feature or Area that is part of the Natural Heritage System. More detailed policies for specific feature types are outlined in Section D.4(b).1 to D.4(b).6 of this Official Plan.
 - a. Development and Site Alteration will not be permitted in:
 - i. Provincially Significant Wetlands; and
 - ii. Provincially Significant Coastal Wetlands
 - b. Development and site alteration will not be permitted in:
 - i. Coastal Wetlands
 - ii. Other Wetlands
 - iii. Alvars
 - iv. Significant Wildlife Habitat
 - v. Areas of Natural and Scientific Interest; and
 - vi. Linkages

Unless it can be demonstrated through an EIS or equivalent study (as per Section D.7) that there will be no negative impact to the natural features or their ecological functions.

- c. Development and site alteration will not be permitted in:
 - i. Fish Habitat
 - ii. Habitat of Endangered or Threatened Species

Except in accordance with provincial and federal requirements, and supported by an EIS or equivalent study (as per Section D.7).

11. Development and site alteration in the *adjacent lands* of features identified in Section 10 above will not be permitted unless it can be demonstrated through an EIS or equivalent study (as per Section D.7) that there will be no negative impact to the natural features or their ecological functions. The distances used to determine the adjacent lands of the features comprising the Natural Heritage System are set out in the chart below and based on the criteria of the Natural Heritage Reference Manual:

| Feature or Area Type | Adjacent Lands Distance |
|--|---|
| Provincially Significant Wetlands | 120 metres |
| Coastal Wetlands | 120 metres |
| Alvars | 120 metres |
| Significant Wildlife Habitat | 120 metres |
| Areas of Natural or Scientific Interest (A.N.S.I.) – life science | 120 metres |
| Areas of Natural or Scientific Interest (A.N.S.I.) – earth science | 50 metres |
| Fish Habitat | 120 metres, or 300 metres for a Lake Trout Lake that is designated an at-capacity lake. |
| Habitat of Endangered or Threatened Species | 120 metres |

12. If an EIS or equivalent study is required under preceding Section 10 or 11, it may be appropriately scoped or waived if the proposal meets certain criteria as laid out in the specific sub-sections for these features later in the Official Plan.

Section D.4(b) Feature-Specific Policies

In addition to the policies in Section D.4(a) regarding features and areas composing the Natural Heritage System, the following policies apply to specific features that may or may not form part of the Natural Heritage System.

D.4.(b).1 – Provincially Significant Wetlands

Existing Provincially Significant Wetlands (PSW) in the District of Manitoulin will be protected. If any additional Provincially Significant Wetlands are identified during the life of this Official Plan, this Plan will be amended in accordance with Section F.2.1. The boundaries of PSWs will be defined based on information from the Province. The boundaries of PSWs may be refined without an amendment to this Plan provided approval is obtained from the Province. The addition or removal of a PSW will *not* require an amendment to this Plan.

D.4.(b).2 – Other Wetlands

The following policies apply to Other Wetlands:

1. Other Wetlands (OWs) are delineated on Schedule D, and include Unevaluated Wetlands, Coastal Wetlands, and Evaluated (Not Significant) Wetlands.
2. The boundaries of OWs will be defined based on information from the Province, which may be amended from time to time. Where new information becomes available, the Planning Board will review and update the policies related to unidentified wetlands as part of any subsequent review to this Official Plan.
3. The Planning Board may require that a Wetland Evaluation be prepared for any development or site alteration adjacent to an OW in accordance with the Province's Ontario Wetland Evaluation System (OWES) for Southern Ontario, or other provincial guidance document as may be created or amended from time to time, to determine their status under policies of the Provincial Policy Statement and this Official Plan. Evaluations are to be accepted by the responsible Provincial Ministry. Where an evaluation is completed and an OW is determined to be Provincially Significant, the policies applicable to Provincially Significant Wetlands shall apply.
4. Wetlands may be subject to additional regulations or legislation. No policy of this Plan is intended to and does not imply waiving, permission or authorization of any kind.

D.4.(b).3 – Habitat of Endangered and Threatened Species

The following policies apply to Habitat of Endangered or Threatened Species:

1. Habitat of Endangered Species and Threatened Species will be defined based on the *Endangered Species Act* (ESA) and the Species at Risk in Ontario (SARO) list.
2. The Province is the responsible authority to approve the delineation of habitat of endangered and/or threatened species identified by an ecological site assessment or as part of an Environmental Impact Study (EIS).

3. In accordance with common practices to protect the associated features from disturbance, the Habitat of Endangered or Threatened Species are not illustrated on the schedules to this Official Plan. Instead, a screening map, prepared by the Province showing areas of potential habitat of endangered and/or threatened species has been provided to the Planning Board for reference, which may be updated from time to time. Where the screening map identifies the potential habitat of endangered and/or threatened species, an ecological site assessment (EcoSA) will be required in support of a planning application. The EcoSA will assess the potential for habitat and delineate the extent of habitat of endangered and/or threatened species within or adjacent to an area proposed for development or site alteration. In cases where an EIS is triggered by this Official Plan, the above requirements may be addressed as part of the EIS, provided it is undertaken by a qualified individual.

D.4.(b).4 - Fish Habitat

The following policies apply to Fish Habitat:

1. The Planning Board and the municipalities recognize that the health of the aquatic environment is a fundamental indicator of the health of the overall ecosystem in the District and beyond. The harmful alteration, disruption or destruction of fish habitat is prohibited under the *Fisheries Act*.
2. Through a fish habitat mitigation/compensation assessment, in consultation with the Planning Board and the Department of Fisheries and Oceans (DFO), it is the Planning Board's objective to secure a "no net loss" of productive capacity of fish habitat, and where possible, secure a net gain of productive capacity of fish habitat.
3. Any development or change in land use within or adjacent to an existing fish habitat area, or potential fish habitat area along lands adjacent to any lake, river, stream, or wetland, will be reviewed by the Planning Board in consultation with the DFO with respect to the potential impact. Adjacent lands will be defined by the Planning Board, in consultation with the Province and DFO, and will generally be 30-120 metres from the edge of the identified Fish Habitat. Any such proposal may be subject to a scoped Environmental Impact Statement (EIS), in accordance with Section D.7, to determine if proposed development will adversely impact the fish habitat. If it is determined that development will impact the fish habitat, development will not be permitted. If it is determined, through consultation with DFO, that development will not impact fish habitat then the requirement for an EIS may be waived, in accordance with Section D.7. An example of this may include development on full municipal services and nearby, intervening development between the site and the identified fish habitat.

4. Where it has been determined by the DFO that the development or change in land use will affect the natural functions of the fish habitat, the preparation of a fish habitat mitigation/compensation assessment will be required. The assessment will typically be required to include the following information:
 - a. identify the nature and extent of potential impacts;
 - b. determine appropriate mitigative measures to protect the affected fish habitat;
 - c. specify compensation for loss of fish habitat through near-site replacement of habitat, off-site replacement of fish habitat or an on-site increase of fish habitat capacity;
 - d. determine appropriate buffering and explain how such buffering will be protected in the future; and
 - e. address other matters as determined by the DFO.
5. Any requirements imposed through a fish habitat mitigation/compensation assessment will be implemented by the proponent with input from, and to the satisfaction of the Planning Board and the DFO.
6. Any development or site alteration within 20 metres above the high water mark will have regard to the Shoreline Management Plan (SMP), which was developed by the Province.

D.4.(b).5 – Significant Wildlife Habitat

Significant wildlife habitats are ecologically important and includes species ecologically important in terms of features, functions, representation or amount, and contributing to the quality and diversity of an identifiable geographic area or natural heritage system. Significant wildlife habitat is an area where plants, animals and other organisms live and find adequate amounts of food, shelter, water and space needed to sustain their populations. All plants and animals have individual habitat requirements, which vary for different periods in their life cycles. Specific wildlife habitats of concern may include areas where species concentrate at a vulnerable point in their life cycle, and areas, which are important to migratory or non-migratory species. An example of this includes Deer Wintering Areas, which are identified on Schedule D to this Official Plan.

The following policies apply to Significant Wildlife Habitat:

1. Significant Wildlife Habitat is to be screened for and assessed in accordance with the Significant Wildlife Habitat Criteria Schedules for Ecoregion 6E (M.N.R.F. 2015) as may be amended from time to time.

2. Significant Wildlife Habitat is not mapped on Schedules to the Plan, with the exception of Deer Wintering Areas and areas of Significant Wildlife Habitat identified by an Environmental Impact Study (EIS) prepared during the course of a planning application.
3. A screening assessment for Significant Wildlife Habitat is to be completed to determine potential presence of this feature type in accordance with Section D.7 of the Official Plan.

D.4.(b)5.1 Deer Wintering Areas

The following policies apply to Deer Wintering Areas:

1. Deer populations provide a broad range of economic, social and cultural benefits to Manitoulin Island residents. These include both direct benefits (e.g. hunting, viewing, tourism) and indirect benefits (e.g. contributions to biodiversity, bequest to following generations). It is the intent of the Planning Board to conserve important Core Deer Yards as part of the natural ecology of Manitoulin. Core Deer Yard boundaries are shown on Schedule D of this Official Plan.
2. Core Deer Yards consist mainly of coniferous trees (pines, hemlock, cedar, spruce) with a conifer canopy closure of more than 60% and may include interspersed areas of deciduous forest. Core Deer Yards provide suitable areas of cover, food, and adjacent natural lands. Lands surrounding the Core Deer Yard can be agricultural, or mixed/deciduous forest; however, a Core Deer Yard is predominantly woodland habitat with minor components of cultural lands. These areas are traditionally used by deer and are absent of barriers to migration to and from the yard itself.
3. Development and site alteration can be beneficial when it maintains cover and provides winter browse. It can be detrimental when excessive amounts of conifer cover are removed or converted to mixed woods or hardwoods. The three most important features of a successful yard are traditional use, cover and browse.
4. Policies aim to be enabling and flexible to allow for local land use planning decisions to address local circumstances and needs, while still contributing to the broader landscape-based deer management needs.

5. In areas identified as a Core Deer Yard or on adjacent lands, shown on the land use Schedules to this Official Plan, and outside of the identified urban areas and village areas, new development or site alteration may be permitted without an Environmental Impact Statement (EIS) provided:
 - a. The proposed new lots have a minimum 90 metre frontage and 90 metre depth, and vegetation retention is maximized through the use of tools such as a development agreement or a subdivision agreement, miscellaneous notification agreement (and subject to the other policies of this plan). Smaller lot sizes may be considered if through means of an EIS it can be demonstrated that no adverse impact will occur to the habitat or herd.
 - b. An EIS as set out in Section D-7 will be required for the creation of more than three new lots as a means to determine the extent of conifer habitat to be retained and other mitigation measures. A Township lot as originally surveyed, i.e. 40 hectare lot, may be severed from an entire holding without affecting the three lot limit in this case.
 - c. Where development is proposed in shoreline areas, coniferous fringe habitat along the shoreline (providing deer browse and shelter habitat) shall be conserved.
6. For development proposals within or adjacent to deer habitat, the Planning Board will require an applicant to provide the following:
 - a. a map or sketch indicating the property and the location of the deer habitat on or adjacent to the proposed development and identifying all adjacent land uses;
 - b. identify existing land use and proposed land use;
 - c. identify alternative development locations or forms considered;
 - d. describe the existing forest cover of the area including species, extent of existing forest types etc., including pictures and maps to assist in review of the application;
 - e. describe other identified natural heritage features or development constraints present on the site;
 - f. provide any previous habitat assessments or studies that exist;

- g. identify the potential impacts of the proposal on key ecological functions including loss of existing conifer cover, food production areas, and linkages;
 - h. describe how the identified deer wintering habitat will be protected or enhanced;
 - i. outline the proposed mitigation measures which will be employed to reduce potential impacts to the deer wintering area as a result of the proposed development; and
 - j. specify the net predicted effect of the development and proposed mitigation measures.
7. Where requested to be completed by Planning Board an EIS must be completed by a qualified professional, the cost of which will normally be borne by the applicant. The Planning Board may require a peer review of an EIS.
 8. An EIS may be required for a planning application, other than new lot creation, for a change in land use to a commercial, industrial, or institutional use where the proposed building coverage and clearing may result in negative impacts to the natural features and their ecological functions.
 9. An EIS will be required when a planning application is made for a large scale recreational use (e.g. a golf course, serviced campground, tourist lodge, motor sport track) that will require large scale site alteration, or large scale removal of the natural vegetation coverage.
 10. On existing lots of record, where planning approvals are not required and residential uses are permitted, new residential uses do not require the submission of an EIS.

D.4.(b).6 Alvars

Alvars are naturally open areas of thin or no soils over essentially flat limestone, dolostone, or marble rock, supporting a sparse vegetation cover of mostly shrubs and herbs. Alvars are shown on Schedule D and Schedule F. Policies regarding development and/or site alteration within or on the adjacent lands of Alvars are contained in Section D.4(a).10.

D.4.(b).7 Areas of Natural and Scientific Interest (ANSI)

ANSIs are areas of land and water containing natural landscapes or features, which have been identified as having values related to protection, appreciation, scientific study or education. These areas have been identified, mapped, and ranked by the Province. The boundaries of all known ANSIs have been shown on Schedule D. Changes to the boundaries of an ANSI require the approval of the Province.

D.4(b).8 Linkages

The Natural Heritage System intends to protect the ecological function of Natural Heritage Features and Areas by ensuring connectivity between identified features. This connectivity is meant to ensure that hydrological and ecological function is preserved, to allow the free movement of wildlife, and to limit landscape fragmentation.

The mapping of linkages on Schedule F is general in nature and is meant to recognize and highlight connectivity in the landscape. Linkages currently identified in the schedule include:

- Water courses connecting Coastal Wetlands to Lake Huron, to a distance of 50 metres from the bank of the stream;
- Water courses connecting areas of identified Fish Habitat, to a distance of 50 metres from the bank of the stream, or in the case of meandering streams, the line from which the adjacent lands would be measured as if the stream were designated Fish Habitat, as set out in the *Natural Heritage Reference Manual Second Edition (2010)*;
- Portions of shoreline and lake bed connecting nearby areas of Fish Habitat on a lake;
- Areas of natural cover between identified Alvars that occur within the Alvars' adjacent lands distance;
- Site Scale Linkages identified in an Environmental Impact Study (EIS)

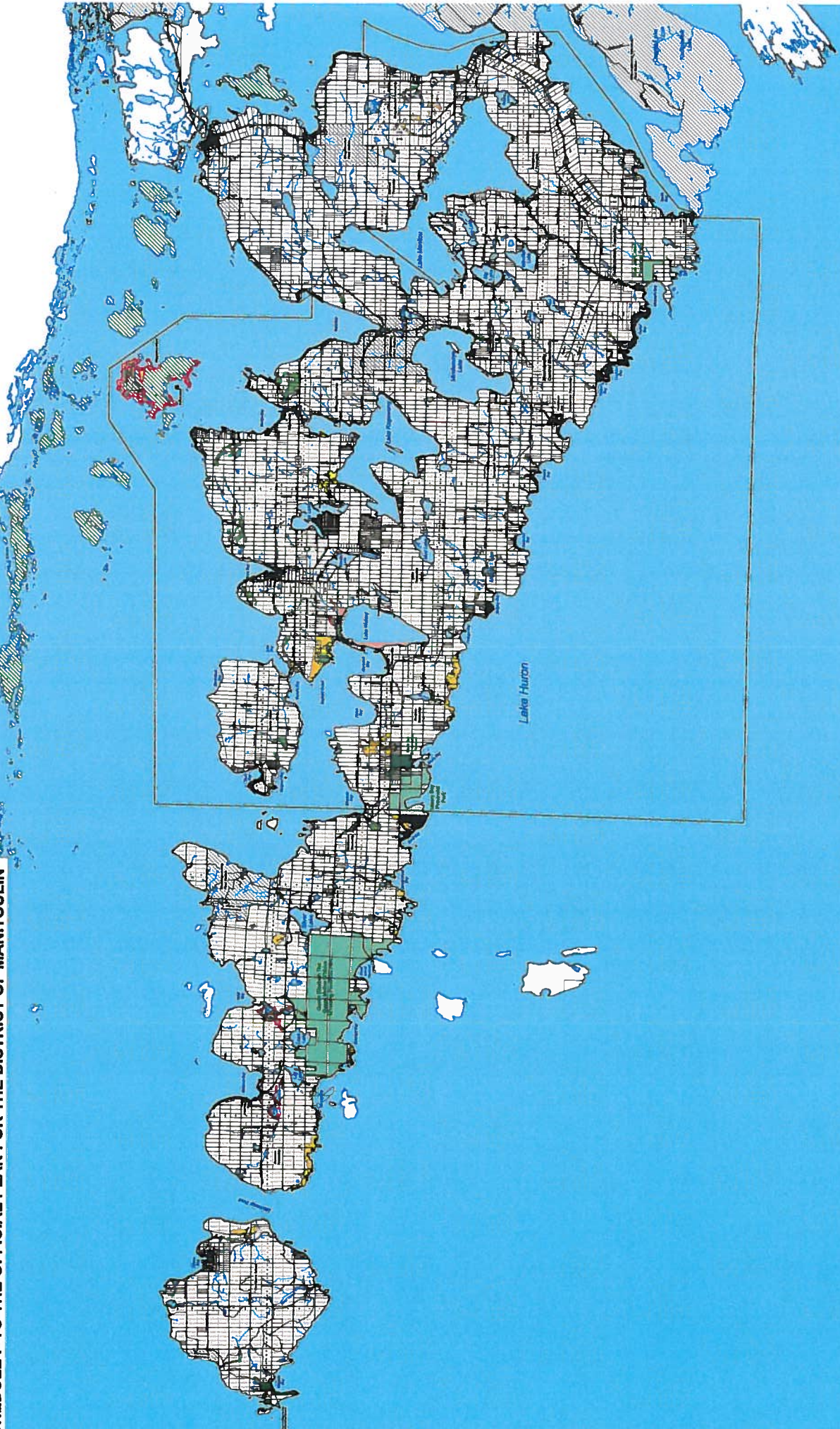
Smaller site-scale linkages are intended to provide connection within and between natural heritage features and areas in close proximity. Linkages at the site-level scale, as may be assessed and identified through a site specific study such as an EIS, do not appear on the attached Schedule F; however, the policies of this Official Plan continue to apply.

The following policies apply to Linkages in the Natural Heritage System:

1. The mapping of landscape-level Linkages uses the best currently available mapping of the features and areas that make up the NHS. Landscape level linkages will vary in size and shape depending on their habitat types and/or functions. This scale of mapping is general in nature and minor shifts may be permitted when informed by more detailed assessment.
2. Existing uses on lots of record within Linkages will be permitted to continue.
3. Development and Site Alteration for low-intensity uses may be permitted in linkages within this Official Plan if it can be demonstrated through an Ecological Site Assessment (EcoSA) that the development will have no negative impacts on the function of the Linkage, or that the development can be conducted in such a way as to avoid the Linkage altogether. In cases where an EIS is triggered by this assessment, the requirements of Section D.7 shall apply.

4. When considering waiving or scoping an EIS supporting a proposed development within a Linkage, the Planning Board will have consideration for the criteria applied to the Natural Heritage Features for which the Linkage is providing connectivity, and for the nature of the land uses proposed.
5. Smaller site-scale linkages are intended to provide connection within and between natural heritage features and areas in close proximity. Linkages at the site-level scale, as may be assessed and identified through a site specific study such as an EIS, may not appear on Schedule F; however, the policies of this Official Plan continue to apply.
6. Development and Site Alteration within site-scale linkages will not be permitted except for portions of naturalized stormwater management facilities or similar infrastructure that does not disrupt the function of the Linkage.

SCHEDULE F TO THE OFFICIAL PLAN FOR THE DISTRICT OF MANITOULIN



Legend

| | | | | | | | | | |
|--|--------------------|--|--------------------|--|------------|--|------------|--|------------|
| | Highway 6 | | Secondary Boundary | | Local Food | | Local Food | | Local Food |
| | Secondary Boundary | | Local Food | | Local Food | | Local Food | | Local Food |
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Manitowish Heritage System

| | | | | | |
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District of Manitowish
Schedule F
Manitowish Heritage System

Produced January 2017/2023



STAFF REPORT

Department: Building and Planning

Date: February 21, 2023

Report Number: BP-2023-02-03

File: Joint Building Systems Committee

Attachment: Joint Building Systems Committee DRAFT minutes February 8, 2023

Recommendation:

THAT the Township of Billings Council hereby approves Report BP-2023-02-03 AND approves entering into a Joint Building Systems Committee Agreement including an agreement for Chief Building Official (CBO) services AND FURTHER authorizes the appropriate By-Laws coming forward.

Background:

The Joint Building System Committee, is a Committee made up of one representative from Gordon/Barrie Island, Burpee Mills, Billings, Gore Bay and Cockburn Island to participate and operate the Building System Committee. The appointed representative for Billings is Councillor Grogan.

Discussion:

Councillor Grogan attended the February 8, 2023 Joint Building Systems Committee meeting. At the meeting a few items were discussed that require Council consideration and direction.

Municipal Agreement

The joint agreement between Gordon/Barrie Island, Burpee Mills, Billings, Gore Bay and Cockburn Island to participate and operate the Building System Committee has been in effect since 2007.

The Municipalities agreed to share a CBO and/or Building Inspector who is employed and under the supervision of the Municipality of Gordon/Barrie Island. The cost sharing is reviewed annually and proportioned each year. The quarterly fee for the Township of Billings for 2022 was \$5,011.36.

The agreement expired in 2022 and the Committee has recommended that the agreement be renewed. Staff supports this recommendation to continue with the joint agreement.

Building Inspector Contract

In a closed session the Committee discussed the CBO contract and out of closed session passed a motion recommending that the CBO contract be renewed retroactively to July 1, 2022 (date the contract has expired).



Section 3(2) of the Building Code Act provides that the Council of each municipality shall appoint a CBO and such inspectors as are necessary for the enforcement of said Act. Staff recommends that Council approves renewing the contract as part of the Joint Building Systems Committee agreement.

Building Permit Fees

The Committee discussed building permit fees. Billings and Gordon/Barrie Island charge the same fees, Gore Bay is slightly less and Burpee Mills is significantly less. The Committee recommended that the fees be consistent.

Below is a list of the common permits for information (does not include all permit types):

| Class of Permit/Fee | Billings/Gordon Barrie Island | Gore Bay | Burpee Mills | Central Manitoulin | NEMI | Assiginack |
|----------------------------|--|--|---|--|--|--|
| Building Permit | \$150 application plus \$0.40 sq/ft \$0.32 sq/ft (2 nd floor) | \$150 application fee plus \$8.00 per each \$1,000 of estimated value. Estimated value \$150 sq/ft 1st floor | \$100 application fee plus \$0.22 sq/ft | \$100 per sq/ft of floor area max fee \$1,500 | \$12/\$1,000 (min \$1,200) of construction value | \$12/\$1,000 (min \$1,200) of construction value |
| Accessory Building | \$150 application \$.15 cents per sq. foot \$.10 cents per sq. foot for second floor | \$150 application fee plus \$8.00 per each \$1,000 of estimated value. Estimated value \$25 sq/ft | \$100 application fee up to \$10,000 in value | Not specified | \$12/\$1,000 of construction value | \$12/\$1,000 of construction value |
| Demolition | \$50 | \$75 | \$30 | Under 1,500 sq/ft \$25, between 1,500-3,000 sq/ft \$50 | \$50 | \$100 per structure of construction value |

Staff supports consistency however, setting fees for building permits is up to the individual municipalities. As Billings is at the top of the range for the group it is not recommended that Billings increase their fees unless the entire group as a whole looks at increasing collaboratively.



To note as per Section 7 of the Building Code Act, the total amount of fees must not exceed the anticipated reasonable costs to administer and enforce. Any change in fees requires notice to the public as well as an open public meeting concerning the proposed changes.

Short Term Rental Building Inspection

A discussion took place regarding the role of the Building Inspector in the Short-Term Accommodation Rental licencing procedure. The Committee agreed that it was not for the CBO to do inspections; that it was better to have an external source that was obtained by the Owner of the Short-Term Rental.

Understanding that all the Short-Term Accommodation Rental By-Laws will be different among the participating municipalities, the [Township of Billings Short-Term Accommodation Rental By-Law](#), (STAR) Section 2.8 states “All Principle Residences or Dwellings that are being used as a STAR must pass a safety inspection performed by the Township Building Inspector or a person designated by the CAO, prior to being used as a rental unit.” Schedule ‘H’ (below) is the License Inspection checklist that outlines the items to be inspected by the Fire Chief, Building Inspector/Designate and CAO/Designate.

| Item | Item Inspected | Yes | No | NA |
|------|---|-----|----|----|
| 1 | Are there smoke alarms less than 10 years old and properly installed? | | | |
| 2 | Are carbon monoxide detectors less than 10 years old and properly installed? | | | |
| 3 | Are carbon monoxide detectors and smoke detectors operable? | | | |
| 4 | Is there a fire safety/exit plan posted that identifies exits and fire extinguisher locations? | | | |
| 5 | Is there a widow egress from each room? | | | |
| 6 | Are emergency exits identified? | | | |
| 7 | Are there fire extinguishers provided? | | | |
| 8 | Is there a visible and unobstructed civic address sign at the property entrance and is the entrance into the property accessible by emergency vehicles? | | | |
| 9 | Are there handrails, guards and a secure landing for stairs? | | | |
| 10 | Is the property a single dwelling? | | | |
| 11 | Is a copy of the passed water test from PHSD posted? | | | |
| 12 | Is there an ESA sticker on the electrical panel. | | | |
| 13 | Is there documentation of the most recent septic pump-out? | | | |
| 14 | Is the plumbing system free of visible leakage? | | | |
| 15 | Are there locks on exterior doors? | | | |
| 16 | Is there a WETT Inspection Certificate for wood burning appliances? | | | |
| 17 | Is there adequate interior and exterior lighting? | | | |
| 18 | Are all ceiling fans &/or HRV units secure and operational? | | | |
| 19 | Is there emergency contact information for owners or identified contacts posted? | | | |
| 20 | Does the property have adequate parking for the maximum number of renters allowed? | | | |
| 21 | Does the property have adequate storage for trash generated by renters? | | | |

As the Committee agreed it was not appropriate for the Building Inspector to perform the inspection, staff recommend that the CAO/Clerk use their delegated authority to appoint a competent staff member to perform the licence inspection with the Fire Chief. For the



Township of Billings STAR By-Law, it would not be appropriate to have an external source that was obtained by the Owner to perform this inspection.

Financial Impacts

The financial impacts associated with the agreement will be dependant on the number of building permits issued for the Township of Billings.

Respectfully Submitted By:

Emily Dance, CAO/Clerk

Joint Building Systems Committee

Minutes of Building Systems Committee Meeting

February 8, 2023

7:00 PM

Council Chambers Room

PRESENT: Brad Wright, Aaron Wright, Vince Grogan, Art Hayden, (Cockburn Island Absent)

No Disclosure of Interest

Brad Wright was appointed as Chair of the Building Systems Committee

Motion: Vince Grogan

Seconded: Art Hayden

BE IT RESOLVED THAT the agenda be adopted as presented.

Carried

Motion: Aaron Wright

Seconded: Vince Grogan

BE IT RESOLVED THAT the Committee recommends to Council that the Municipal Agreement be accepted, renewed and signed.

Carried

Discussion took place regarding Building Permit Fees By-Laws. Noted it would be nice if each Municipality had the same or close to the same Fees.

Building Systems should be Revenue Neutral.

Discussed Short Term Rental By-Laws and agreed that it was not for the CBO to do inspections; it was better to have an external source that was obtained by the Owner of the Short Term Rental

Cost Sharing and Billing was reviewed

Note: The Committee were provided with information regarding CBO Interns

Motion: Aaron Wright

Seconded: Art Hayden

BE IT RESOLVED THAT THE Committee enter in-camera at 7:32 pm to discuss an identifiable individual.

Carried

Motion: Art Hayden

Seconded: To enter Regular Building Systems Committee meeting at 8:00 p.m.

Carried

Motion: Art Hayden

Seconded: Vince Grogan

BE IT RESOLVED THAT the Committee recommends to each Municipal Council Member of the Committee that the CBO Contract be renewed retroactively to July 1, 2022; **AND FURTHER** the Building Systems Administrator is to carry out instructions given by the Committee.

Carried

Will invite Dan Osborne CBO to a future meeting for information sharing.

Motion to Adjourn: Aaron Wright

BE IT RESOLVED THAT the Committee adjourns the meeting at 8:06 p.m.

Carried

Next Meeting at the call of the Chair

Respectfully Submitted

Carrie Lewis

Building Systems Administrator

Re: Manitoulin/North-Shore Slow Moving Vehicle Sign Campaign

December 7, 2022

The agriculture industry in the Manitoulin/North-Shore generates \$18 million in annual farm cash receipts and contributes \$60 million to the annual provincial GDP. The 112,000 acres farmed in the area support over 1,000 jobs across the province. The Manitoulin/North-Shore Federation of Agriculture (MNSFA) represents over 190 of these farms and advocates on behalf of their needs and interests.

A major concern for farmers across Ontario is farm equipment on the roads and ensuring the safety of motorists and farmers while equipment is making trips from farm to field. Apart from the speed of farm equipment on the road, the equipment and farmer also have significant blind spots and can make very wide turns, posing unexpected surprises to drivers who are passing. The OFA is currently championing a provincial farm safety campaign and the MNSFA would like to complement those efforts within the region. This would also build upon efforts in Algoma and Nipissing, which focus on billboards and roadside signs in high-farm traffic areas (pictured here).

The MNSFA would like to work with local townships to install SMV roadside signs along roads with high farm traffic. To do so, MNSFA is asking any township interested in participating contact MNSFA by February 10, 2023. Sign costs will be subsidized by MNSFA and the dollar amount will be determined by the number of townships interested in signage & the number of signs necessary. The MNSFA is also happy to work with townships to identify high-farm traffic areas. Please contact Steph Vanthof at stephanie.vanthof@ofa.on.ca or 705-622-6049 with any questions or to participate.

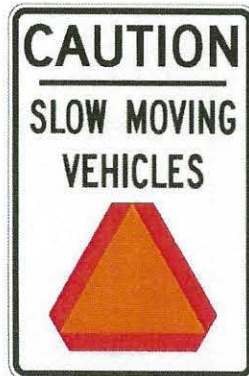
Sincerely,

Mike Johnston
Mike Johnston

President, Manitoulin/North-Shore Federation



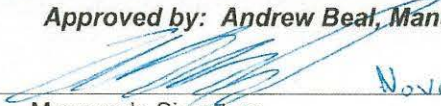
Slow Moving Vehicle Warning Sign



POLICY NUMBER: 2008-01

Effective Date: November 1, 2008

Approved by: *Andrew Beat, Manager*


Manager's Signature

November 5/08
Date

Traffic Office

Highway Standards Branch
Ministry of Transportation
301 St. Paul Street, 2nd Floor
St. Catharines, ON L2R 7R4

General Inquiries: (905) 704-2960
Fax: (905) 704-2888

Purpose and Background

The Farm Safety Association (FSA) has requested the Ministry of Transportation to reconsider our former decision and allow the use of the Slow Moving Vehicle Warning signs on provincial highways.

In 1989, the ministry, in consultation with the FSA, developed a warning sign that municipalities could install on their roadways. It was not recommended for use on provincial highways at that time. The sign pattern is available on request to any municipality, should they decide to implement this type of signing on roadways under their jurisdiction. We encourage municipalities to recognize that the placement of these signs should be limited to areas where there is a high frequency of slow moving vehicles.

Over the past years a number of municipalities in rural areas have initiated programmes within the municipality to inform motorists about the need to be aware of the presence of slow moving vehicles. Many have installed the warning sign on their roadways and want to enhance the programme by having signs installed on provincial highways.

This policy reverses MTO's previous decision and will allow signs to be installed on provincial highways within municipalities where a municipal-wide safety programme is in effect.

Guidelines

The Slow Moving Vehicle Warning sign is to be used in situations where there is a need to warn motorists to watch for slower forms of transportation travelling along the highway. This only applies to vehicles that are required to display the slow moving sign as per Section 76 of the Highway Traffic Act (HTA).

Section 76 (1) Slow moving vehicle sign – No person shall operate a slow moving vehicle on a highway unless a slow moving sign is attached, in accordance with the regulations,

- To the rear of the vehicle, if no trailer is being towed
- To the rear of the rearmost trailer, if one or more trailers are being towed.

Section 76 (2) of the HTA describes slow moving vehicles as:

1. Farm tractors and self-propelled implements of husbandry.
2. Vehicles (other than bicycles, motor assisted bicycles and disabled motor vehicles in tow) those are not capable of attaining and sustaining a speed greater than 40 kilometres per hour on level ground when operated on a highway.

This sign is not intended to replace the WC-23 Horse-Drawn Vehicle sign. The WC-23 sign will still be used to indicate to drivers that they are approaching an area where it is known that horse-drawn vehicles may be expected to travel on or cross the road.

Process and Qualification Criteria

The Slow Moving Vehicle Warning sign will only be installed on provincial highways in areas where a municipality has initiated a Slow Moving Farm Vehicle safety programme on roads under their jurisdiction. The programme should include some or all of the following, signs on local municipal roads, support from local police forces and politicians, brochures, notification in the local newspapers and radio and TV stations, etc.

The installation of signs on the provincial highway must not be the sole objective or focal point of the programme. Signs should function as only one facet of a coordinated effort.

When a programme is in effect throughout the entire municipality, signs should be installed beginning at the municipal boundary and repeated at intervals of approximately 25 km, on all roads within the municipality. In instances where a programme is only in effect at select locations throughout a municipality, signs should be installed at the actual limits of the programme area. In all instances, signs should be installed beyond the right shoulder of the roadway.

Additional signs may be installed near facilities that may attract large numbers of slow moving vehicles such as grain drying operations, rail or trucking terminals where farmers may deliver or pick-up materials, farm equipment dealers, etc.

Requests to have signs installed must be initiated by the municipality and submitted to the Head, Regional Traffic Office who will approve the installation. The submission must include documentation of the programme. Only requests from upper tier or single tier municipalities as defined by the Ministry of Municipality Affairs and Housing will be considered. Lower tier municipalities requesting to have the sign installed should be instructed to work with the appropriate Upper tier municipality. A list of Ontario municipalities and their status is available from the Ministry of Municipal Affairs and Housing at <http://www.mah.gov.on.ca/Page1591.aspx>.

Signs on municipal roadways are the responsibility of the municipality and must be in place prior to the installation of signs on provincial highways.

If the programme is terminated or no longer supported by the municipality, the municipality agrees to notify the MTO Regional Traffic Office. Once notified, MTO will remove all signs from the provincial highways.

Implementation

Sign Design and Installation

| | |
|--|---|
|  | <p>Slow Moving Vehicle Warning Sign</p> <p>Sign Size: 600mm x 900mm</p> <p>Retroreflective Sheeting: Type DG3</p> |
|  | <p>Slow Moving Vehicle Warning Sign (Bilingual)</p> <p>Sign Size: 600mm x 1200mm</p> <p>Retroreflective Sheeting: Type DG3</p> |

Signs, including those installed by the municipality on their roads, must conform to the standard ministry design as shown above.

Signs may only be installed on Major Highways and Secondary Highways and will not be permitted on any highway where these vehicles are prohibited by Regulation 609 of the HTA.

The bilingual version of the sign must be used on all provincial highways in areas designated under the French Language Services Act.

Fees

All signs on Provincial Highways will be manufactured, installed and maintained by MTO.

All signs on other roads (Regional, County, Municipalities, etc.) will be the responsibility of the municipality.

From: [Barb Erskine](#)
To: [Tiana Mills](#)
Subject: Public Engagement Policy Response
Date: February 16, 2023 11:04:47 AM

Hi Tiana!

I would like to thank the township staff and council members for the opportunity to provide input on the recently drafted Communications and Public Engagement Policies. These policies outline some very basic, positive principles. Also, I really like the extra communications that are coming from the township such as council meeting highlights. I understand that the township may apply for funding to improve the website and I think this is a positive move as well. I realize that it will take time to implement. Patience is a virtue!

My comments in this email are submitted in response to the call for feedback on the policies. As such, I consent to this email being included in the next agenda if that is what the township would like to do.

I would like to concentrate on the Public Engagement Policy. The principles are very positive and broadly stated. Can we have more development of procedures that will specify what council can do to meet its obligation to engage the public? What are the conditions under which the public can dialogue in person with council as a group or as individuals? Safe, respectful, in-person dialogue is one key component of political accountability to minimize misunderstanding between council members and the public and to provide the public opportunities to ask questions so that they better understand council members and the loci of decision-making.

Let me provide some historical context for public engagement. Years ago, the late Mayor Austin Hunt was the Mayor/Reeve for decades. He happened to live in the centre of town and to operate a small store. When he wasn't busy in the store, he would sit outside on his bench, enjoy the sun and talk to anyone who came along. For decades, the public had this informal accessibility. He was the kind of person who seemed to listen to anyone even if he didn't always agree with them or do what they recommended. In council, he frequently broke with protocol and allowed complaining members of the public to speak directly to council.. The room for public input and dialogue was often present if somewhat haphazard. I'm not saying this is ideal. I'm saying that the Billings public was accustomed to a t free-flowing accessibility and some opportunities for in-person dialogue.

Obviously, times changed due to the pandemic and an approach by council to be more rule-based in its procedures. We can't expect a Mayor or any councilor to be as personally accessible as our legendary Mayor. But, we still need ways to bridge understandings in person. I have a couple of recommendations:

1. Town Hall Meetings--Quarterly meetings should take place to update the public on the Strategic Plan, whether council is implementing the outdated plan or formulating a new one. Because the plan is based on public input, the public should hear updates about progress in achieving the plan's objectives and be allowed to ask questions of councillors and about past or future decision-making. This is fundamental political accountability.
2. Individual Councillor Meeting Access--A lot of constructive communication can be done by

email but not everything can be resolved in this way. For example, if a council member misconstrues information in an email or brings his misunderstanding into public discussion at a council meeting, there is no way of correcting that misunderstanding during a council meeting. Opportunities for follow up and straightening out any misconceptions should be available to the public. Similarly, if the public misunderstands councilor statements during a meeting, once again, there is no way that person can ask a clarifying question during a meeting. If there is no way of meeting in person, these misunderstandings can just remain unresolved and problematic. I am suggesting that, as far as possible, council members make themselves available for in-person appointments on a regular basis (biweekly, monthly?) during specified hours and that these meetings take place at the municipal office during office hours. I know there's no physical space but these meetings are a priority for public access and councillors have to find a way. I also think that the municipal office is the safest place and has a professional environment. The one exception would be the council member who is employed full-time during office hours. Maybe he can figure out an alternate route. I am not suggesting that he would have to sacrifice hours of employment. We have to be practical.

In conclusion, the new policies outlined by council so far contain solid principles. The real test is in the procedures and their meaningful implementation. I'm hoping that safe, respectful dialogue can promote mutual understanding between council and the community. This community was accustomed to informal practices. If council wants to formalize policies and procedures, then opportunities for dialogue need to be included.

Thanks for considering this email.

Sincerely,
Barbara Erskine
Kagawong.

DATE : February 3, 2023

MEMORANDUM TO: Municipal Chief Administrative Officers

FROM: Bernie Derible
Deputy Minister and Commissioner of Emergency
Management
Treasury Board Secretariat

SUBJECT: **Ontario's Provincial Emergency Management Strategy
and Action Plan (PEMSAP)**

I am pleased to share Ontario's [Provincial Emergency Management Strategy and Action Plan](#), a roadmap for a whole-of-Ontario approach to keep the people of Ontario safe, practiced and prepared. The plan sets a foundation for emergency management in Ontario, informed by emergency events across the province, and placing the most vulnerable at the centre of planning, preparedness and mitigation. The action-oriented plan includes goals and actions designed to keep Ontario in a state of constant readiness and preparedness – both now and in the future.

Municipalities play a critical role in addressing emergencies at the local level and are the first line of emergency preparedness, planning, mitigation, response and recovery. The plan reinforces Emergency Management Ontario's continued partnership with municipalities to achieve our collective vision of a safe, practiced and prepared Ontario.

I would like to express my appreciation and thanks for municipal insights and partnership which informed the development of the plan.

Three goals guide Ontario's plan and will support municipalities to maintain a state of constant readiness and preparedness:

1. **One Window for all Ontarians** through [Emergency Management Ontario](#) to proactively coordinate and facilitate across emergency management partners.

2. **Proactive Planning and Monitoring** that is grounded in data, analytics and knowledge.
3. **Practiced and Prepared Emergency Response** through strengthened local capabilities, emergency management training and public education.

The plan will be further strengthened through ongoing engagement with municipalities to ensure that our province is in a state of constant readiness and preparedness.

If you have any questions regarding the Provincial Emergency Management Strategy and Action Plan, please contact your local field officer.

Sincerely,



Bernie Derible

Deputy Minister and Commissioner of Emergency Management
Treasury Board Secretariat

cc: Heather Levecque, Assistant Deputy Minister, Emergency Management Strategy, Monitoring and Intelligence Division, Emergency Management Ontario, Treasury Board Secretariat

Teepu Khawja, Assistant Deputy Minister, Emergency Management Operations and Response Division, Emergency Management Ontario, Treasury Board Secretariat

Lisa Priest, Assistant Deputy Minister, Emergency Management Preparedness, Programs and Planning Division, Emergency Management Ontario, Treasury Board Secretariat

Michelle Astill, Director, Emergency Management Strategy, Monitoring and Intelligence, Emergency Management Ontario, Treasury Board Secretariat



MUNICIPALITY OF SHUNIAH

420 Leslie Avenue, Thunder Bay, Ontario P7A 1X8
Phone: (807) 683-4545 Fax: (807) 683-6982
Email: shuniah@shuniah.org www.shuniah.org

February 10, 2023

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
Via Email: premier@ontario.ca

Dear Premier Ford,

RE: Municipal Petition in Opposition of Bill 3


At the Council meeting held on January 31, 2023, the Council of the Municipality of Shuniah passed the attached resolution # 45-23 supporting the Town of Cobourg (Resolution 406-22) and the Municipality of Greenstone (resolution 22-396) regarding Bill 3 and further opposing the changes that Bill 3 makes to the Municipal Act, 2001 and Municipal Conflict of Interest Act.

The Municipality of Shuniah resolves to petition the Government of Ontario:

1. THAT these changes to the Municipal Act, 2001, are unnecessary and would negatively affect the Municipality of Shuniah; and
2. THAT if the Ontario Government deems these changes necessary in large single-tier municipalities such as Toronto and Ottawa, that such changes should not be implemented in smaller municipalities; and
3. THAT the Ontario Government should enact legislation clarifying the role of Mayor, Council and Chief Administrative Officer, similar to those recommended by the Ontario Municipality Administrator's Association and those recommended by Justice Marrocco in the Collingwood judicial inquiry of 2022; and
4. THAT if the stated goal of this legislation is to construct more housing in Ontario that this can be accomplished through other means including amendment of the Planning Act and funding of more affordable housing.

A copy of the above noted resolution is enclosed for your reference and consideration.

Yours truly,


Kerry Bellamy
Clerk
KB/jk

Cc:
Lise Vaugeois, MPP Thunder Bay Superior North
Kevin Holland, MPP Thunder Bay-Atikokan
Ministry of Municipal Affairs and Housing (MMAH)
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities



MUNICIPALITY OF SHUNIAH

COUNCIL RESOLUTION

Resolution No.: 45-23

Date: Jan 31, 2023

Moved By:

Seconded By:

THAT Council support the resolution put forward by the Town of Cobourg and the Municipality of Greenstone;

WHEREAS the Government of Ontario has enacted Bill 3 which is described as "An Act to amend various statutes with respect to special powers and duties of heads of Council;

AND WHEREAS this Bill will initially apply to the City of Toronto and the City of Ottawa but, according to a statement made by the Premier at the 2022 AMO annual conference, will later be expanded to include other municipalities;

AND WHEREAS this will give Mayors additional authority and powers, and correspondingly take away authority and powers from Councils and professional staff, and will include giving the Mayor the authority to propose and adopt the Municipal budget and to veto some decisions of Council;

AND WHEREAS this Bill will give authority over professional staff to the Mayor, including that of the Chief Administrative Officer;

AND WHEREAS these changes will result in a reduction of independence for professional staff including the COA, who currently provide objective information to the Council and public and will not take direction from the Mayor alone when the Mayor so directs;

AND WHEREAS these surprising and unnecessary changes to the historical balance of power between a Mayor and Council, and which historically gave the final say in all matters to the will of the majority of the elected Council;

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Shuniah passes this resolution to petition the Government of Ontario:

1. THAT these changes to the Municipal Act, 2001, are unnecessary and would negatively affect the Municipality of Shuniah; and

2. THAT is the Ontario Government if the Ontario Government deems these changes necessary in large single-tier municipalities such as Toronto and Ottawa, that such changes should not be implemented in smaller municipalities; and

3. THAT the Ontario Government should enact legislation clarifying the role of Mayor, Council and Chief Administrative Officer, similar to those recommended by the Ontario Municipality Administrator's Association and those recommended by Justice Marrocco in the Collingwood judicial inquiry of 2022; and

4. THAT if the stated goal of this legislation is to construct more housing in Ontario that this can be accomplished through other means including amendment of the Planning Act and funding of more affordable housing;

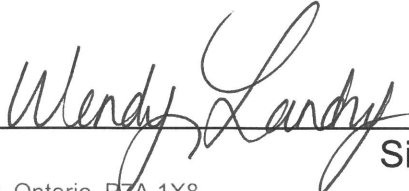
AND BE IT FURTHER RESOLVED THAT a copy of this resolution be provided to the Premier of Ontario, the Minister of Municipal Affairs and Housing, Lise Vaugeois, MPP, Kevin Holland, MPP, and the Association of Municipalities of Ontario and all municipalities in Ontario.”

Carried

Defeated

Amended

Deferred



Signature

Municipality of Shuniah, 420 Leslie Avenue, Thunder Bay, Ontario, P7A 1X8



LITTLE CURRENT SWING BRIDGE EMERGENCY PLAN

Revised January 2023

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APPENDICES

APPENDIX 1 - Little Current Swing Bridge Emergency Notification – Outline

APPENDIX 2 - Emergency Control Group Contact List

APPENDIX 3 - News Media Fax List

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SECTION 1 – OVERVIEW OF PLAN

- 1.1 The purpose of the Little Current Swing Bridge Emergency Plan is to serve as a guide to assist agencies responding to a major emergency involving the Little Current Swing Bridge.
- 1.2 A major emergency can be defined as a situation caused by the forces of nature, an accident or occurrence that constitutes a danger to life or property or has a major effect on the quality of life for residents of Manitoulin Island. These situations may be of major proportions, which by their nature or magnitude, require a co-ordinated response by a number of agencies both government and private.
- 1.3 Scope of Plan
 - This is a site-specific plan for the Little Current Swing Bridge, Highway 6.

SECTION 2 – LITTLE CURRENT SWING BRIDGE OPERATION

- 2.1 The Little Current Swing Bridge, currently owned by the Ministry of Transportation, was built for the Canadian Pacific Railway in 1913. After World War II, the bridge was converted to enable use by automobiles, and cars and trains shared the bridge. By the 1980's, rail traffic stopped entirely, and today the bridge is used exclusively by automobiles.
- 2.2 Currently, the swing bridge is operated and maintained by Emcon Services Inc. under the Contractor Directed Maintenance Contract (CDMC) contract number 2017-01/02.
- 2.3 The bridge operates primarily during the boating season from mid April to the end of October, and on demand as required during the off season while the channel is traversable. During the boating season the bridge operates from 6:00 am to 10:00 pm seven (7) days a week. It is opened every hour on the hour for fifteen (15) minutes to allow passage of marine traffic. It may swing however, at anytime due to medical emergencies etc. or on demand for commercial vessels or the Canadian Coast Guard. These requests are often generated by boating traffic via Marine Band Radio or the Canadian Coast Guard.
- 2.4 Transport Canada must approve any change to any part of this schedule.
- 2.5 A list of contact names and telephone numbers of bridge operators has been submitted to Transport Canada (Parry Sound) by the Contractor Directed Maintenance Contract Contractor in order that, if required, the operators may be called in the event of an unscheduled swing during the off season. These events most often occur in early spring or late fall immediately following and preceding freeze up.
- 2.6 The Bridge Operators are knowledgeable in the operation of the bridge and ensure safe and expedient movement of both marine and vehicular traffic. They are experienced in the operating mechanisms, which activate traffic signals and vehicle barriers, located at each end of the bridge, and opening/closing of the structure. They possess knowledge in the mechanical operation of the bridge in order to perform inspection and maintenance duties such as oiling, greasing motorized equipment, and to complete minor mechanical/hydraulic repairs and identify potential major mechanical/hydraulic defects, which are to be reported immediately to the Contract Administrator.

- 2.7 In the event of electrical failure, the bridge can be closed or opened by manual crank. As well, there is a back up electrical supply.
- 2.8 Bridge Operators monitor and use Marine Band Radio and require possession of a Marine Band Radio Certificate.
- 2.9 Barricades are located at the Little Current and McKerrow Patrol Yards in the event the swing bridge requires physical closure.

SECTION 3 – IMPLEMENTATION

- 3.1 This plan will be implemented when an emergency occurs or is expected to occur, which is considered to be of such a magnitude as to warrant its implementation.
- 3.2 Should the emergency situation with the bridge restrict the movement of marine traffic, the Coast Guard will have sole responsibility for informing, restricting and directing marine traffic until the bridge is once again operational.
- 3.3 Should the emergency situation with the bridge be anticipated to restrict the movement of vehicular traffic, the OPP will be notified. The implementation of an emergency road closure plan will be at the discretion of the OPP. The MTO Maintenance Co-ordinator and the CDMC Contractor shall co-ordinate and ensure the repairs are carried out as expeditiously as possible.
- 3.4 Should the emergency situation with the bridge be anticipated to restrict the movement of vehicular traffic for an extended period of time exceeding several hours in duration, the Little Current Detachment of the Ontario Provincial Police, through the Officer in Charge, will have sole responsibility to implement an emergency closure of Highway 6 at the Little Current Swing Bridge. This decision will be based on existing information on hand, or that is received from other agencies, where a serious occurrence has or may take place.
- 3.5 Police authority to close the highway is contained in *the Highway Traffic Act of Ontario*, Section 134.

SECTION 4 – CDMC CONTRACTOR RESPONSIBILITIES
Emcon Services Inc.

- 4.1 Upon observation or notification, by any means, of a potential emergency with the Little Current Swing Bridge, the CDMC Contractor shall immediately notify the Maintenance Co-ordinator or their alternate and the MTO Regional Traffic Operations Centre in Sudbury and investigate the situation. Once on site, the CDMC Contractor shall determine the nature and extent of the emergency and report the findings to the MTO Maintenance Co-ordinator or their alternate and the MTO Regional Traffic Operations Centre in Sudbury.
- 4.2 If the CDMC Contractor is of the opinion that there is an emergency arising pursuant to which there is an imminent risk to life, safety, property or the environment, the CDMC Contractor may perform or cause to be performed such work as may be reasonably necessary to avoid such imminent risk. As soon as practicable, the CDMC Contractor shall give to the Maintenance Supervisor a Notice setting forth the nature of the emergency and specifying the work performed.
- 4.3 In the event the Ministry declares an emergency situation at the Little Current Swing Bridge, the CDMC Contractor shall make available such material, labour and equipment that is available in the Work Area, as defined in Contractor Directed Maintenance Contract 2017-01/02, to respond to such emergency.

SECTION 5 – MTO RESPONSIBILITIES

- 5.1 MTO Maintenance Co-ordinator or their alternate, upon receiving notification of an emergency situation at the Little Current Swing Bridge, shall immediately notify the MTO staff in accordance with communication protocol listed in Appendix 1. The Maintenance Co-ordinator or their alternate shall subsequently travel to the site to determine the extent of the emergency. Once the scope and extent of the emergency has been assessed, the Maintenance Co-ordinator or their alternate shall notify the Traffic Operations Centre who, in turn, will notify appropriate people and agencies outlined in Appendix 1 & 2, including local media and stakeholders as per the automated notification process. Once more information is received, the MTO Regional Communications Coordinator shall issue additional updates to stakeholders and work with the MTO Communications Branch to issue a formal news release to the broader media.
- 5.2 MTO staff shall provide assistance to the OPP when requested.
- 5.3 MTO Regional Communications Coordinator shall advise the OPP Community Services Officer of the information contained in the media release prior to being issued in order to ensure that the message contained in the release from both agencies is consistent. MTO Regional Communications Coordinator shall continue to issue media news releases to the MTO Regional Issues Advisor and Traffic Operations Centre (TOC) to advise motorists of the closure of the Little Current Swing Bridge, the impending delays associated with the closure and alternate means of access to and from the mainland.
- 5.4 MTO Regional Structural Office, Electrical Coordinator and General Services Coordinator or their alternate shall immediately travel to the site to determine the extent of the emergency and a course of action to reinstate the operation of the bridge as expeditiously as possible. The General Services Coordinator or their alternate shall advise on the length of closure and cost estimate to re-open.
- 5.5 MTO shall produce and have installed appropriate signage advising motorists of the bridge closure and alternate means of access to and from the mainland. These signs shall be installed as outlined in Appendix 4.
- 5.6 Should the emergency situation force the closure of the Little Current Swing Bridge to vehicular traffic for an extended period of time, with the assistance of Northeastern Manitoulin and The Islands, MTO, through its

Maintenance Coordinator, may initiate steps to secure an alternate means of transportation to and from the mainland. Alternatives may include:

- Re-routing traffic to South Baymouth to board the ferry to Tobermory.
- Harbour View Marina has a boat to transport medical emergencies and people to and from the mainland.
- Scheduling bus transportation from the mainland at Little Current to Espanola.
- Arranging a barge to transport fuel, food and other necessities of life to the Island.

5.7 MTO personnel, as outlined above, shall provide daily progress updates regarding the repairs of the Little Current Swing Bridge to the following agencies:

- Ontario Provincial Police, Provincial Communications Centre, North Bay
- Canadian Coast Guard & Transport Canada
- Town of Northeastern Manitoulin and the Islands
- Manitoulin Municipal Association
- Aundeck Omni Kaning First Nation
- Media

5.8 MTO shall advise the agencies noted above and in Appendix 1 when the bridge is re-opened and have all signage indicating closure removed.

SECTION 6 – OPP RESPONSIBILITIES

- 6.1 The Manitoulin Admin Centre of the Ontario Provincial Police through their satellite office in Little Current shall determine the need, location and extent of any highway closures resulting from an emergency situation at the Little Current Swing Bridge. This decision will be based on existing information on hand, or that is received from other agencies, where a serious occurrence has or may take place.
- 6.2 If warranted, the OPP shall contact the Mayor of Northeastern Manitoulin and the Islands to request the establishment of a relief centre at the Howland Recreational Centre.
- 6.3 The OPP shall patrol and inform stranded motorists on the Island of the relief stations to be set up in the Town of Northeastern Manitoulin and The Islands. Espanola OPP officers will be dispatched to assist stranded motorists on the north side of the Swing Bridge.
- 6.4 The OPP may activate the Victim Crisis Assistance and Referral Service (VCARS) to assist with needs of stranded motorists.

SECTION 7 – CANADIAN COAST GUARD RESPONSIBILITIES

- 7.1 Upon notification by the MTO of an imminent alteration to the regular bridge schedule, the Canadian Coast Guard shall immediately notify marine traffic by issuing the appropriate notice to shipping.
- 7.2 Should the emergency situation with the bridge restrict marine traffic for an extended period of time, the Coast Guard will have sole responsibility for informing, restricting and directing marine traffic.
- 7.3 Upon notification by MTO of daily progress updates of the repair of the Little Current Swing Bridge, if warranted, the Canadian Coast Guard may broadcast the status of the repair to marine traffic.
- 7.4 Upon notification by MTO of the completion of repairs and the return to the regular bridge schedule the Canadian Coast Guard shall notify marine traffic.

SECTION 8 – HEALTH AGENCY RESPONSIBILITIES

- 8.1 Upon receiving notification from the Town of Northeastern Manitoulin and The Islands of an emergency closure of the Little Current Swing Bridge to vehicular traffic, the Manitoulin Health Centre and Espanola General Hospital shall notify medical facilities and personnel on Manitoulin Island and in Espanola of the bridge closure.
- 8.2 Upon notification from the Town of Northeastern Manitoulin and The Islands of the establishment of an alternate means of access to and from the mainland for medical emergencies, the Manitoulin Health Centre and Espanola General Hospital shall notify medical facilities and personnel on Manitoulin Island and in Espanola of the alternate access.
- 8.3 Upon notification from the Town of Northeastern Manitoulin and The Islands of the completion of repairs and the return to the regular bridge operation schedule of the Little Current Swing Bridge, the Manitoulin Health Centre and Espanola General Hospital shall notify medical facilities and personnel on Manitoulin Island and in Espanola.

SECTION 9 – NORTHEASTERN MANITOULIN AND THE ISLANDS RESPONSIBILITIES

- 9.1 Upon notification by the OPP of the closure of Highway 6 due to the failure of the Little Current Swing Bridge, the Town of Northeastern Manitoulin and The Islands shall gather its control group together in the event they are required to put their community emergency plan into effect to ensure sufficient relief centres are established.
- 9.2 Upon notification by the OPP of the closure of Highway 6 due to the failure of the Little Current Swing Bridge, the Town of Northeastern Manitoulin and The Islands shall notify medical facilities in Espanola and Manitoulin Island and Ambulance services.
- 9.3 The relief centres will be established to support and provide rest areas for stranded motorists.
- 9.4 Upon notification by the OPP, Public Works staff from the Town of Northeastern Manitoulin and The Islands shall immediately begin identifying and providing alternate parking locations for motorists stranded at the bridge.
- 9.5 The Town of Northeastern Manitoulin and The Islands shall notify the Manitoulin Health Centre, Espanola General Hospital and Ambulance services of an alternate means of transporting medical emergencies from Manitoulin Island to the mainland once it has been secured.
- 9.6 Upon notification by MTO, of the completion of repairs and the return to the regular bridge schedule, the OPP shall revoke the road closure status of Highway 6 and the Town of Northeastern Manitoulin and The Islands shall notify the Manitoulin Health Centre, Espanola General Hospital and Ambulance services of the revocation.

SECTION 10 – BRIDGE EMERGENCY CLOSED POSITION

- 10.1 Should the Little Current Swing Bridge become incapacitated to the extent that it is unable to open to allow for the movement of marine traffic at regularly scheduled intervals, the CDMC Contractor shall immediately notify the Canadian Coast Guard and the MTO Maintenance Co-ordinator or their alternate. The MTO Maintenance Co-ordinator or their alternate shall immediately inform the OPP and the Traffic Operations Centre (TOC).
- 10.2 Should it become apparent that the Swing Bridge would not become operational to allow for the movement of marine traffic for an extended period of time, the MTO Maintenance Co-ordinator or their alternate shall notify the Canadian Coast Guard, OPP, MTO Regional Structural Office and the Maintenance Supervisor . Each MTO manager, in turn, shall notify his or her manager up to the Regional Director of the emergency situation.
- 10.3 Ministry staff from the Regional Structural Office shall travel to the Little Current Swing Bridge to investigate the nature of the emergency situation and make recommendations to address the emergency. An estimated time, as to when the Swing Bridge will be fully operational, shall be provided by the Structural Engineer and relayed to the Canadian Coast Guard and OPP.
- 10.4 In the event that the Ministry declares an emergency situation at the Little Current Swing Bridge, the CDMC Contractor shall make available such material, labour and equipment that is available in the Work Area, as defined in Contractor Directed Maintenance Contract 2017-01/02, to respond to such emergency.
- 10.5 Should the emergency situation restrict marine traffic for an extended period of time, the Coast Guard will have sole responsibility for informing marinas as well as restricting and directing marine traffic.
- 10.6 MTO shall provide daily progress updates regarding the repairs of the Little Current Swing Bridge to the Canadian Coast Guard and OPP.
- 10.7 Upon notification by MTO, of the completion of repairs and the return to the regular bridge schedule, the Canadian Coast Guard shall notify marine traffic and marinas immediately on Marine Band Radio.

SECTION 11 – BRIDGE EMERGENCY AFFECTING VEHICULAR TRAFFIC

Should the Little Current Swing Bridge become incapacitated to the extent that the movement of vehicular traffic will be restricted for an extended period of time, then

- 11.1 The MTO Maintenance Co-ordinator shall immediately notify personnel and agencies as outlined in Section 5 with the exception of the media unless the emergency occurs outside of normal working hours.
- 11.2 The MTO Regional Traffic Operations Centre in Sudbury, shall respond as outlined in Section 5.
- 11.3 If warranted, the OPP shall respond as outlined in Section 6.
- 11.4 The Maintenance Co-ordinator shall respond as outlined in Section 5.
- 11.5 The Regional Structural Office shall respond as outlined in Section 5.
- 11.6 The CDMC contractor shall respond as directed by the ministry.
- 11.7 The Manitoulin Health Centre and Espanola General Hospital shall respond as outlined in Section 8.
- 11.8 The Town of Northeastern Manitoulin and The Islands shall respond as outlined in Section 9.

APPENDIX 1

| | | |
|---|---------|--|
| CDMC Contractor | Advises | MTO GSC / MTO Maintenance Coordinator MTO TOC Sudbury |
| MTO GSC | | Maintenance Supervisor Head Maintenance Manager Highway Operations Head Operational Services Regional Operations Officer Regional Director Regional Communications Officer |
| MTO TOC Sudbury | Advises | Canadian Coast Guard Transport Canada OPP Provincial Communications General Public through signage Owen Sound Transportation Company |
| Director, Northeast Operations | Advises | MTO Duty Officer |
| Regional Communications Officer | Advises | Media, stakeholders |
| Canadian Coast Guard | Advises | Marine Traffic and Marinas |
| OPP provincial communications | Advises | OPP Manitoulin Admin Centre and Sudbury |
| OPP Manitoulin Admin Centre and Sudbury | Advises | Close Highway 6 Mayor of Northeastern Manitoulin and the Islands |
| Mayor of Northeastern Manitoulin and the Islands | Advises | Manitoulin Health Centre Espanola General Hospital Ambulance Services |
| Manitoulin Health Centre | Advises | Manitoulin Island Medical Facilities |
| Espanola General Hospital | Advises | Espanola Medical Facilities Personnel |
| Owen Sound Transportation | Advises | Ferry Users |

APPENDIX 2

Emergency Control Group Contact List

| | |
|--|---|
| CDMC Contractor (EMCON SERVICES INC.) | (844) 362-6615 |
| Dan McMahon Sr 2311 ext. 2204 Cellular | Road Superintendent (705) 419- [REDACTED] |
| Bridge Operator | Swing Bridge Foreman (705) 368-2969 |
| Scott Wheeler | Operations Manager (705) 698-9202 |
| Dan McMahon | Division Manager (705) 988-0731 |
| MTO | |
| Maintenance Co-ordinator Steve Arpin Cellular | (705) 564-7718 [REDACTED] |
| General Services Co-ordinator Leanne Brownlee Cellular | [REDACTED] |
| Electrical Co-ordinator Paul Cayen Cellular | (705) 564-7729 [REDACTED] |
| Maintenance Supervisor Pierre Lalonde Cellular | (705) 564-7988 [REDACTED] |
| Regional Communications Centre | (705) 564-7721 |
| Head, Operational Services Travis Millen Cellular | [REDACTED] |
| Head, Maintenance Northeast Kevin DeVos Cellular | [REDACTED] |
| Manager, Highway Operations Junaid Asghar Cellular | [REDACTED] |

Director, Northeast Operations
Herb Villneff (705) 497-5500
Cellular [REDACTED]

Head of Structural Section
Salah Ismail (705) 497-5243
Cellular [REDACTED]

Canadian Coast Guard

Toll Free 1-800-265-0237
Boat (Griffin) 1-519-257-0760
Alternate Number 1-519-383-1824

Transport Canada

(519) 383-1826

Ontario Provincial Police

North Bay Communications Center (888) 310-1122

Manitoulin Island OPP
Detachment Commander Kevin Webb (705) 368-2200
(705) 919-2068

Sudbury Detachment Office*
S/Sgt. Dan Esposto (705) 564-6900

* Detachment Office to notify satellite office of emergency situation.

Manitoulin OPP Emergency Planner
Const. Joe Lavoie (705) 368-2200

Manitoulin Health Centre

General Inquiry (705) 368-2300

Espanola General Hospital

General Inquiry (705) 869-1420
Medical Emergency 911

Northeastern Manitoulin and the Islands (Little Current)

Manager on Call (Office Hours) (705) 348-0360
After Hours (cell) David Williamson [REDACTED]

United Chiefs and Councils of Manitoulin (705) 377-5307

Little Current Fire Department

Fire Chief Duane Deschamps (705) 368-3500
Cell [REDACTED]

Owen Sound Transportation Company Limited

Owen Sound (519) 376-8740
Tobermory Terminal (519) 596-2501
South Baymouth Terminal (705) 859-3161

Ferguson Maintenance & Construction (705) 368-3346
Jim Ferguson cell [REDACTED]

Harbor Vue Marina (705) 368-3212

NEMI Recreational Centre (705) 368-2825

Hydro One 1-888-664-9376

Bell 310-4778
(Option 1 – ask for Duty manager)

School Bus Transportation

AJ Bus Lines (705) 368-0262
Carl Brown Bus (705) 859-3474
Veteran's Transportation (Espanola) (705) 869-2250

APPENDIX 3

News Media Fax List

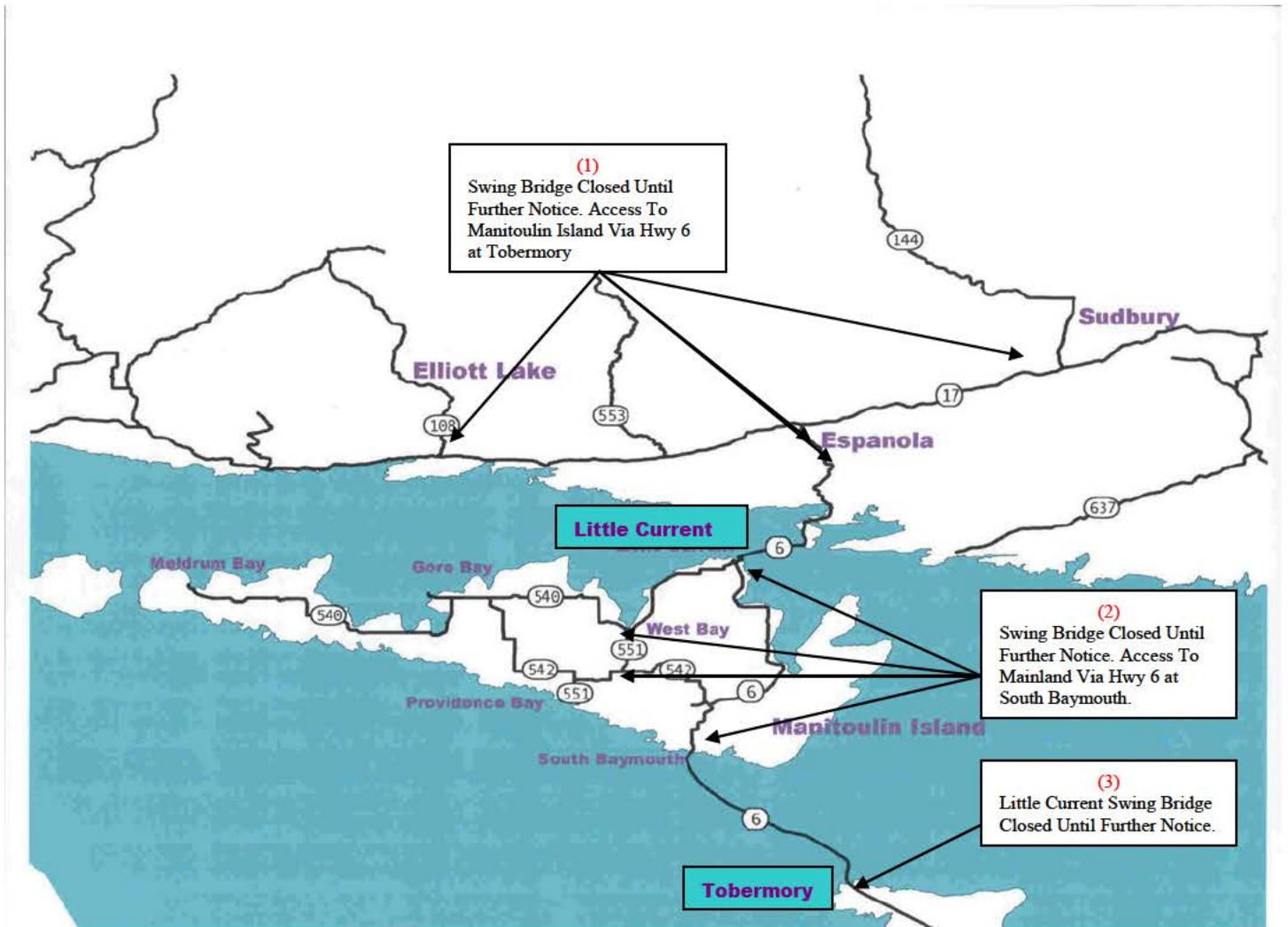
| Media Organization | Fax Number | email |
|---|-------------------|--|
| CKNR- Elliot Lake | (705) 848-1378 | moose941@moosefm.com |
| MCTV News | (705) 673-0730 | newsforthenorth@bellmedia.ca |
| CBON - Sudbury (French) | (705) 688-3220 | sudburynews@cbc.ca |
| CHNO - Sudbury | (705) 560-7765 | news@rewind103.9.ca |
| Q92 News - Sudbury | (705) 560-7232 | sudbury.news@rci.roger.com |
| TV5 Wikwemikong | (705) 859-3851 | |
| Moose FM Espanola | (705)869-0578 | |
| Mid North Monitor -(Espanola Newspaper) | | jessica.brousseau@sunmedia.ca |
| Manitoulin Expositor (Little Current Newspaper) | | editor@manitoulin.ca |
| Manitoulin West Recorder (Gore Bay Espanola) | | therecorder@bellnet.ca |

Phone Number

| | |
|-----------|----------------|
| CBC Radio | 1-800-461-1138 |
|-----------|----------------|

APPENDIX 4

Advisory Sign Location Plan



Sign Locations

- (1)** Hwy 17 - 100 metres east of Jct of Hwy 17 and Hwy 108, Eastbound
100 metres west of Jct of Hwy 17 and Hwy 144, Westbound
Hwy 6 - 100 metres south of Jct of Hwy 6 and Hwy 17, Southbound
100 metres south of Espanola Town Limits, Southbound
- (2)** Hwy 6 - At south end of Bridge, Northbound
100 metres north of South Baymouth Town Limits, Northbound
Hwy 540 - 50 metres east of Jct of Hwy 540 and Hwy 551, Eastbound
Hwy 542 - 50 metres west of Jct of Hwy 542 and Hwy 551, Eastbound
- (3)** Hwy 6 - 100 metres south of Tobermory Town Limit

Township of Billings
Accounts for Payment Feb 3 - 16 2023

| Date | CK # | Account | Amount | Description |
|-------------|-------------|--|-------------------|--|
| Feb 13 2023 | 7747 | Allens Auto Parts | 1,272.18 | PW - Equip Maintenance |
| Feb 13 2023 | 7748 | Bridal Veil Variety | 352.31 | Fuel |
| Feb 13 2023 | 7749 | E4m | 375.22 | Integrity Comm. Advice |
| Feb 13 2023 | 7750 | G. Stephen Watt LLB | 2,768.50 | Fire Hall |
| Feb 13 2023 | 7751 | J K Automotive | 186.45 | Storage |
| Feb 13 2023 | 7752 | Lisa / Darren Hayden | 6,647.00 | Painting Park Centre, Monthly Cleaning |
| Feb 13 2023 | 7753 | Manitoulin North Shore Road Supervisor | 75.00 | Membership Fee |
| Feb 13 2023 | 7754 | McDougall Energy Inc. | 2,256.26 | Fuel |
| Feb 13 2023 | 7755 | Mindemoya Home Hardware | 259.83 | Wet/Dry Vac |
| Feb 13 2023 | 7756 | Pitney Bowes | 221.23 | Postage Machine Lease |
| Feb 13 2023 | 7757 | Strongco | 429.74 | PW - Equip Maintenance |
| Feb 13 2023 | 7758 | The Manitoulin Expositor | 807.36 | Advertisements |
| Feb 13 2023 | 7759 | Thomson Reuters | 468.30 | Health & Safety Reg. Books |
| Feb 13 2023 | 7760 | Town of Parry Sound | 904.00 | FONOM Conference |
| Feb 13 2023 | 7761 | UCCM Castle Building Supplies | 528.56 | Key Cutting, Skids for Cabanas |
| Feb 16 2023 | 7762 | 1353041 Ontario Inc. DBA Direct Satellit | 2,185.42 | Alarm System for Museum |
| Feb 16 2023 | 7763 | Allens Auto Parts | 316.80 | Equipment Repairs & Maintenance |
| Feb 16 2023 | 7764 | Brendan Addison Mobile Mechanical | 359.06 | Equipment Repairs & Maintenance |
| Feb 16 2023 | 7765 | Bridal Veil Variety | 118.37 | Fuel |
| Feb 16 2023 | 7766 | EXP Services Inc. | 9,352.86 | Old Mill Waterline Project |
| Feb 16 2023 | 7767 | G. Stephen Watt LLB | 830.55 | Legal Advice |
| Feb 16 2023 | 7768 | LAMBAC | 100.00 | Door Prize for Billings ED |
| Feb 16 2023 | 7769 | Laurentian Business Product | 105.43 | Photocopier |
| Feb 16 2023 | 7770 | M.I.S. Municipal Insurance Services | 69,685.76 | Insurance |
| Feb 16 2023 | 7771 | Receiver General for Canada | 1,691.12 | Radio License Fire & Marina |
| Feb 16 2023 | 7772 | The Manitoulin Expositor | <u>137.26</u> | Student Jobs |
| | | Total | 102,434.57 | |

| | | | |
|-------------|----|-----------------------------|---|
| Feb 16 2023 | DD | Superior Propane | 294.79 Propane |
| Jan 31 2023 | DD | GFL | 8236.33 Landfill |
| Feb 4 2023 | DD | Bell Canada | 499.14 Telephone |
| Feb 1 2023 | DD | Manitoulin Sudbury DSAB | 31434.41 Ambulance, Housing, OW, Child Care |
| Feb 10 2023 | DD | Manulife | 2061.44 Benefits |
| Feb 10 2023 | DD | OCWA - Water Plant Contract | 10567.57 Monthly Contract |
| Feb 13 2023 | DD | BMO Master Card | <u>4394.03</u> Credit Card Charges |
| | | Total | 57487.71 |

Total Accounts for Payment \$ 159,922.28



BY-LAW NO 2023-13

BEING A BY-LAW TO ADOPT A COMMUNICATIONS POLICY

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

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

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

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

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

READ a FIRST and SECOND TIME this 21st day of February, 2023

READ a THIRD TIME and FINALLY PASSED this 21st day of February, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk



Policy – Communications

By-Law No: 2023-13

Revision

Date: February 7, 2023

Policy Statement:

The Township of Billings is committed to communication that is transparent, accessible, clear, open, accurate and timely. Communication, both incoming and outgoing, is vital for the successful management of the Township of Billings.

Purpose:

The Township of Billings recognizes the importance of providing public service and promotes the dissemination and receiving of communications related to municipal government. Guidelines for processing communications provide staff with the tools necessary to achieve levels of efficiency, having regard to available resources and a clear direction for the public to provide input.

Coverage:

This policy applies to internal and external communications for all Township Representatives when communications activities relate to the business or operations of the Township.

Associated Legislation and Policies

Accessibility for Ontarians with Disabilities Act, (AODA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Social Media Policy, Notice By-Law, Accountability and Transparency Policy, Council Code of Conduct.

Contents:

“Communication” shall mean any, electronic communication, facsimile, hard copy communication, addressed to a Member of Council, any staff member of the Corporation, or the Corporation generally, whether specifically addressed to Council, an individual person(s) or department(s), or intended to be specifically addressed.

Processing of Communications

1. All communications received by the Township shall be reviewed, and where applicable, processed in a timely manner, having regard to all of the circumstances of the communication.
2. Communications addressed to Council, shall be included on the next agenda of Council as information.
3. Following Council receipt of public communications, staff will provide a written response to the sender noting the communication was received and indicate (if applicable) any decision, direction or comment given.



-
4. Council and staff shall have regard to the provisions of the Municipal Freedom of Information and Protection of Privacy Act when considering any communications.
 5. Communications deemed to be discriminatory, espousing hatred or harassment, violence or racism, or containing aggressive, abusive or derogatory comments directed at a member of Council or staff will not be responded to.
 6. Communications that are unsigned will not be responded to.
 7. Communications that provide insufficient information for staff to respond will be referred back to the author for clarification and will not be processed until such or sufficient clarification is provided.
 8. Communications for information that has already been provided to the requester directly or to any third party having made a request on behalf of the requester may be deemed to be frivolous and/or vexatious and may be treated accordingly.
 9. Communications shall be referred by the CAO/Clerk to the appropriate staff member on the basis of subject matter for response.
 10. Communications which contain personal information and/or containing aggressive, abusive or derogatory comments directed at a member of Council, staff or any other party will not be referred to Council and will be returned to the sender and/or reported to relevant authorities and/or legal counsel for further action if deemed appropriate.
 11. Council and/or staff will not provide responses to requests for information or comment on the interpretation of issues outside of the authority provided to municipalities including but not limited to federal and provincial government legislation and policies.
 12. Council and/or staff will not provide legal advice and/or legal opinions or information which may be considered to be legal advice and/or a legal opinion.
 13. Complaints shall be processed in accordance with the Complaint Handling Policy
 14. Requests for Support from other municipalities or government organizations shall be included as information and at the request of Council brought forward for consideration.
 15. Council and/or staff will be proactive in how it communicates, employing a variety of ways and means to communicate and provide information to accommodate diverse needs.
 16. Staff will be knowledgeable on the variety of communications methods available and will utilize suitable methods depending upon the situation or circumstances.

Review

This policy will be reviewed on an annual basis.



BY-LAW NO 2023-14

BEING A BY-LAW TO ADOPT A PUBLIC ENGAGEMENT POLICY

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

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

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

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

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

READ a FIRST and SECOND TIME this 21st day of February, 2023

READ a THIRD TIME and FINALLY PASSED this 21st day of February, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk



Policy – Public Engagement

By-Law No: 2023-14

Revision

Date: February 7, 2023

Policy Statement:

The Township of Billings is committed to Public Engagement and understands that effective Public Engagement takes time and effort. The level of engagement will be adjusted based on the level of impact.

Purpose:

The purpose of the public engagement policy is to involve members of our community: residents, visitors, business owners, in the process of local decision making.

Coverage:

Successful public engagement requires meaningful interaction and dialogue between all participants, including residents, staff and members of Council.

Legislative Authority

Social Media Policy, Accountability and Transparency Policy, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Council Code of Conduct

Contents:

Key Principles

- 1. Inclusivity:** Ensure an accurate representation of the community is reflected by using a range of techniques to engage residents.
- 2. Early involvement and timely communication:** Accurate information will be communicated as early as possible in the public engagement process to help residents plan, prepare and participate.
- 3. Respect:** All participants must be respectful of diverse views, values and interests. The engagement must also respect decision-making protocols and jurisdictions at the municipal and provincial levels.
- 4. Transparent and accountable:** The engagement will demonstrate a commitment to efficient and effective use of taxpayer dollars and ensure both the process and its outcome are transparent.
- 5. Clear and coordinated approach:** Throughout the engagement process, plain language and a variety of communication channels will be used , because people learn and engage in different ways.
- 6. Continuous improvement:** Public engagement activities will be regularly evaluated and improved.

Public Role:

- Bringing forward ideas and thoughts that may help the community find creative solutions to challenges through various means,
- Work collaboratively with members of the public, council and staff
- Be respectful of diverse views values and interest
- Respect the decision-making protocols and jurisdiction at the municipal and provincial levels
- Maintain decorum throughout the process

Council Role:

- Review information gathered prior to making decisions;
- Make sure that staff recommendations, individual concerns and overall public benefit, are all considered;
- Ensure all legislative and legal implications are met;
- Work collaboratively with residents and staff to find solutions;
- Debate and approve various motions,
- Provide staff with clear direction,
- Be involved in public engagement activities


Staff Role:

- Work collaboratively with residents and council to find innovative solutions;
- Ensure the public engagement process is inclusive, that all information is available as early as possible and is clear, simple and informative;
- Ensure Council and the public are aware of all legislative and legal implications;
- Ensure reporting identifies resident feedback and explains how this feedback will be considered in the final recommendations and/or decisions;
- Ensure that consultants and facilitators undertaking public engagement activities on behalf of the Township comply with the public engagement framework;
- Follow the IAP2 spectrum to determine the appropriate level of engagement.

Review

This policy will be reviewed on an annual basis.

Appendix 'A' – International Association for Public Participation (IPA2 Spectrum)
www.iap2.org

INCREASING IMPACT ON THE DECISION 

| | INFORM | CONSULT | INVOLVE | COLLABORATE | EMPOWER |
|----------------------------------|--|--|---|---|--|
| PUBLIC PARTICIPATION GOAL | To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions. | To obtain public feedback on analysis, alternatives and/or decisions. | To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered. | To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution. | To place final decision making in the hands of the public. |
| PROMISE TO THE PUBLIC | We will keep you informed. | We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. | We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision. | We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible. | We will implement what you decide. |

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Included with permission



BY-LAW NO 2023-15

BEING A BY-LAW TO AUTHORIZE A CHANGE ORDER FOR THE FIRE HALL PROJECT (DEMOLITION)

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 deems it expedient to amend the tender with supplementary conditions to change the work to include the abatement and demolition of the existing fire hall at a cost of \$151,000 plus HST;

AND WHEREAS the change order for abatement and demotion results in a total revised contract price of \$1,193,000 plus HST;

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 ratifies and confirms change order 001 in the amount of \$151,000 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 the signing by the Mayor and CAO/Clerk on behalf of the Council for The Corporation of the Township of Billings, the change order dated February 10, 2023.
- 4.0 THIS By-Law shall come into full force and effect upon final passage.
- 5.0 THIS By-Law may be cited as "Authorize Fire Hall Renovation Change Order 001 (Demolition) By-Law"

READ a FIRST and SECOND TIME this 21st day of February, 2023

READ a THIRD TIME and FINALLY PASSED this 21st day of February, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk



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

T. 705.949.1457
F. 705.949.9606
866.806.6602
saultsternarie@tulloch.ca

www.TULLOCH.ca

CHANGE ORDER 001
NO.

Design-Builder: Quinan Construction **Job No.:** 221041
Owner: The Township of Billings **Project:** Township of Billings Fire Hall Renovations
Change Order Issue Date: February 9, 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 – Abatement and demolition of existing building structure.

General Conditions – Quinan Construction

Labour \$12,500.00
Materials \$2,500.00
Subtotal \$15,000.00

Continental Insulation
Trades \$136,000.00

Total Cost of Change: \$151,000.00



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

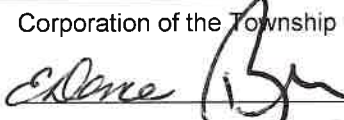
CHANGE ORDER NO. 001

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. | \$ | 151,000.00 |
| 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: Corporation of the Township of Billings | Design-Builder per: |
| Signature:  | Signature: _____ |
| Print Name: <u>Emily Dance, CRD Mayor</u> | Print Name: <u>Dallas Bolyea</u> |
| Date: <u>February 10, 2023</u> | Date: _____ |

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

TULLOCH Engineering

Signature: _____
Print Name: _____
Date: _____

SUMMARY

| | | |
|----------------------------|----|----------------------|
| Original Contract Price | \$ | <u>1,042,000.00</u> |
| Value of this Change Order | \$ | <u>(+151,000.00)</u> |
| Net change to Date | \$ | <u>(+151,000.00)</u> |
| Revised Contract Price | \$ | <u>1,193,000.00</u> |

QUINAN

CONSTRUCTION LIMITED

55 Progress Drive
 Orillia, ON L3V 0T7
 Tel: 705-325-7704
 Fax: 705-325-2061

Township of Billings
 Fire Hall Renovation
 Kagawong, ON.

RFE #06a - Firehall Total Demolition

| <u>QCL Description</u> | <u>Breakdown</u> | <u>Labour</u> | <u>Material</u> | Feb 8 2023 | | | |
|--|--|---------------|-----------------|----------------------|---------------|--------------------|-------------------|
| | | | | Supervisor 112.80/hr | Frmn 97.29/hr | Carpenter 83.19/hr | Labourer 59.22/hr |
| | | | | <u>RBT Hrs</u> | | | |
| QCL Own Forces: | | | | | | | |
| QCL | General Conditions Portion as per Budget Quote | \$12,500.00 | \$2,500.00 | | | | |
| RBT (Room, Board, Travel) Totals: | | | | | | | |
| | RBT - Labourer @ 30.44/hr | | \$0.00 | | | | 0 |
| | RBT - Carpenter @ 30.44 /hr | | \$0.00 | | | | 0 |
| | RBT - Foreman @ 30.44/hr | | \$0.00 | | | 0 | |
| | RBT - Supervisor @ 30.44/hr | | \$0.00 | | 0 | | |
| | Sub Total Material | | \$2,500.00 | | | | |
| | Sub Total Labour | \$12,500.00 | \$12,500.00 | | | | |
| | Combined L&M Sub Total | | \$15,000.00 | | | | |
| | G.C. OH+P @ 0% | | \$0.00 | | | | |
| | Sub-Total | | \$15,000.00 | | | | |

| <u>Trades</u> | <u>Breakdown</u> | | |
|---------------|---|---------------------|--|
| Continental | see attached as per original Budget Quote | \$136,000.00 | |
| | Sub Total | \$136,000.00 | |
| | G.C. OH + P @ 0% | \$0.00 | |
| | | \$136,000.00 | |
| | Sum of QCL Work | \$15,000.00 | |
| | Sum of Trade Work | \$136,000.00 | |
| | Total Cost of Change | \$151,000.00 | |
| | Delay Impact Costs | XXXXXX | |
| | Total | \$151,000.00 | |
| | | (HST Extra) | |

Notes:

1. This quotation does not include for any costs associated with cumulative impact of contract changes. We reserve the right to claim for such impact damages resulting from contract changes.
2. We reserve the right to revise this quotation for any errors or omissions.
3. Schedule to be revised once a Building Start date is known.



BY-LAW NO 2023-16

BEING A BY-LAW TO ADOPT OFFICIAL PLAN AMENDMENT NO. A-3

WHEREAS the Ministry of Municipal Affairs and Housing approved the Official Plan for the District of Manitoulin on October 29, 2018;

AND WHEREAS as part of the approval under Modification No. 21, Manitoulin District is required within three years to include a Natural Heritage System Strategy into the Official Plan

AND WHEREAS the Manitoulin Planning Board has recommended the adoption and submission of an Official Plan Amendment for the implementation of a Natural Heritage System Strategy for the Manitoulin Planning Area;

AND WHEREAS Council of the Corporation of the Township of Billings deems it appropriate to adopt the Official Plan Amendment for the implementation of a Natural Heritage System Strategy for the Manitoulin Planning Area;

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

- 1.0 THAT Official Plan Amendment No. A-3 to the Official Plan for the District of Manitoulin consisting of the attached explanatory text and Schedule F is hereby adopted.
- 2.0 THAT Official Plan Amendment No. A-3 to the Official Plan for the District of Manitoulin, consisting of the attached explanatory text and Schedule F, is attached hereto and forms part of this By-law
- 3.0 THAT the Mayor and CAO/Clerk are hereby authorized to sign the agreement on behalf of the Council for the Corporation of the Township of Billings.
- 4.0 THIS By-Law shall come into full force and effect upon final passage subject to the requirements of the Planning Act.
- 5.0 THIS By-Law may be cited as "Official Plan Amendment By-Law A-3"

READ a FIRST and SECOND TIME this 21st day of February, 2023

READ a THIRD TIME and FINALLY PASSED this 21st day of February, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

AMENDMENT NO. A-3 TO THE OFFICIAL PLAN FOR THE DISTRICT OF MANITOULIN

The attached explanatory text and Schedule F constitutes Amendment No. A-3 to the Official Plan for the District of Manitoulin.

The following amendment to the Official Plan for the District of Manitoulin consists of two parts:

- PART A** **THE PREAMBLE** – consists of the purpose, location, and basis for the amendment and does not constitute part of the actual Amendment.
- PART B** **THE AMENDMENT** – including the text and Schedule F, sets out the actual Amendment.

PART A THE PREAMBLE

1. Purpose

The purpose of this Amendment is to implement a Natural Heritage System Strategy for the District of Manitoulin, as required by Modification No. 21 of the Official Plan for the District of Manitoulin as approved on October 29, 2018.

2. Location

The area affected by the Amendment constitutes all lands in the geographic Townships of Allan, Assiginack, Barrie Island, Burpee, Campbell, Carnarvon, Dawson, Gordon, Mills, Robinson, Sandfield, and Tehkummah; the Town of Gore Bay; and those portions of the Township of Sheguiandah and Bidwell that are within the Municipal boundaries of the Municipality of Assiginack.

For greater clarity, said lands being the area falling within the municipal boundaries of the Municipalities of Assiginack, Billings, Burpee-Mills, Central Manitoulin, Cockburn Island, Gordon/Barrie Island, and Tehkummah; the Town of Gore Bay; and the unincorporated areas of Robinson and Dawson.

3. Basis

The current Official Plan for the Manitoulin District was approved by the Ministry of Municipal Affairs and Housing on October 29, 2018. At that time, the Official Plan, by Modification No. 21, required that within three years the Manitoulin Planning Board update the Official Plan to include a Natural Heritage System Strategy in order to conform to Section 2.1.3 of the Provincial Policy Statement.

The Manitoulin Planning Board proposes to implement the Natural Heritage System Strategy into the Official Plan by replacing Section D-4(a) and D-4(b) of the Official Plan with updated text outlining the policies and components for the Natural Heritage System, and to add a new Schedule F to the Official Plan illustrating the components of the system (i.e. the Core Areas and Linkages). No amendments to Schedule D and Schedules D1 through D8 of the Official Plan are proposed.

PART B THE AMENDMENT

All of this part of the document entitled Part B the Amendment, which consists of the following text and attached Schedule F, constitutes Amendment No. A-3 to the Official Plan for the District of Manitoulin.

DETAILS OF THE AMENDMENT

The Official Plan is amended as follows:

- a) Schedule F to this Amendment is hereby added to the Official Plan as Schedule F – Natural Heritage System.
- b) Section D.4(a), D.4(b), D.4.1, D.4.2, D.4.3, D.4.4, D.4.5, and D.4.6 are hereby removed and replaced by the text attached, which will become Section D.4(a) and D.4(b).

D.4(a) Natural Heritage System Strategy

A natural heritage system is an ecologically based delineation of nature and natural function – a system of connected or to be connected green and natural areas that provide ecological functions over a longer period of time and enable movement of species. Natural heritage systems encompass or incorporate natural features, functions and linkages (also referred to as “corridors”) as component parts within them and across the landscape. They also enable the linking of different landscapes.

A natural heritage system informs and supports land use planning and resource management while providing a strategic focus for restoration, stewardship, securement and the conservation of biodiversity. It also serves to:

- Limit landscape fragmentation;
- Mitigate the effects of climate change by facilitating migrations to more suitable habitats;
- Facilitate the maintenance of ecosystem health resilience and enjoyment / use by humans; and
- Provide ecosystem services such as clean air, flood attenuation, erosion prevention, and productive soils

The following Natural Heritage Features and Areas will make up the Natural Heritage System:

- Provincially Significant Wetlands
- Coastal Wetlands, including Significant Coastal Wetlands
- Significant Wildlife Habitat
- Areas of Natural and Scientific Interest (A.N.S.I)
- Fish Habitat
- Habitat of Endangered and Threatened Species
- Alvars
- Linkages

Natural Heritage Features and Areas shall be protected for the long term. The significant Natural Heritage Features and Areas are lands that represent the legacy of the natural landscape of the area and as a result have important environmental and social value. Natural Heritage Features and Areas in the District have been identified on Schedule D. Natural Heritage Features and Areas that make up the Natural Heritage System have been identified on Schedule F, except where data sensitivity or other issues prevent their display. Features meeting the requirements of the Natural Heritage System constitute part of the system regardless of whether they appear on Schedule F. The Planning Board and the municipalities will work to conserve, restore and enhance them, wherever possible.

The following policies apply to Natural Heritage Features and Areas and the Natural Heritage System:

1. Natural Heritage Features and Areas have been identified and mapped to the extent possible and are based on data from the Province and its partners as well as, in some cases, Environmental Impact Studies (EIS) undertaken during

Planning Act applications. The accuracy of the feature limits is based on that of available data. The boundaries of the features and areas making up the Natural Heritage System may be refined, with additions, deletions and/or boundary adjustments, through individual EIS prepared in accordance with Section D.7 of this Official Plan or other similar studies as outlined in later sub-sections, and accepted by the Manitoulin Planning Board and/or the Municipalities. Once approved through an approval process under the Planning Act, these refinements will be in effect on the date of such approval. The Board will maintain mapping identifying such refinements and incorporate them as part of the Planning Area's statutory review of its Official Plan.

2. The Planning Board and the municipalities will encourage, wherever possible and appropriate, the enhancement and restoration of features and areas of the Natural Heritage System, including maintenance or re-naturalization of shoreline areas.
3. There may be features and areas on the landscape that are part of the Natural Heritage System but which are not mapped or cannot be readily mapped. Any feature or area that meets the criteria set out in Section D(4)(a) and Section D(4)(b) is part of the Natural Heritage system and is subject to the policies of the Official Plan.
4. The Planning Board and the municipalities will encourage, wherever possible and appropriate, that trees be planted to replace those trees removed if a development proceeds. The Planning Board and the municipalities will also encourage the conservation or replanting of roadside and fence-line shrubs and trees, and riparian area vegetation, wherever possible and appropriate in the context of new development. Financial compensation for tree loss is not considered as the preferable means of appropriate mitigation for development.
5. When considering development proposals, the Planning Board and the municipalities will encourage the exploration of opportunities for creating new habitats, natural vegetation regeneration, conserving natural landforms and functions for protecting and enhancing groundwater and surface water resources, and for promoting environmental education and interpretation.
6. Where components of Natural Heritage Features and Areas are held in private ownership, nothing in this Official Plan will require that these lands be free and available for public use, and the identification of land will not oblige the Planning Board, the municipalities, or other public agencies to purchase the land.
7. Subject to Provincial and Federal statutes, the policies of this Official Plan will not prevent the continuation of existing agricultural uses within or adjacent to Natural Heritage Features and Areas.
8. The Planning Board and the municipalities will, to the extent feasible, ensure that required maintenance of existing drains is carried out in a manner that mitigates impacts of the maintenance of drains on Natural Heritage Features, Areas, and their functions.
9. When considering applications or initiating projects under the *Drainage Act* or *Water Resources Act* for drainage works, the Planning Board and the municipalities, in consultation with the Province, will be satisfied that the works will be engineered and constructed to ensure no negative impact on Natural

Heritage Features, Areas, and their functions. Such considerations may include completion of an EIS or an environmental evaluation/appraisal carried out under the *Drainage Act*.

10. The following policies will apply whenever a planning application proposes development and/or site alteration within a Natural Heritage Feature or Area that is part of the Natural Heritage System. More detailed policies for specific feature types are outlined in Section D.4(b).1 to D.4(b).6 of this Official Plan.

- a. Development and Site Alteration will not be permitted in:
 - i. Provincially Significant Wetlands; and
 - ii. Provincially Significant Coastal Wetlands

- b. Development and site alteration will not be permitted in:
 - i. Coastal Wetlands
 - ii. Other Wetlands
 - iii. Alvars
 - iv. Significant Wildlife Habitat
 - v. Areas of Natural and Scientific Interest; and
 - vi. Linkages

Unless it can be demonstrated through an EIS or equivalent study (as per Section D.7) that there will be no negative impact to the natural features or their ecological functions.

- c. Development and site alteration will not be permitted in:
 - i. Fish Habitat
 - ii. Habitat of Endangered or Threatened Species

Except in accordance with provincial and federal requirements, and supported by an EIS or equivalent study (as per Section D.7).

11. Development and site alteration in the *adjacent lands* of features identified in Section 10 above will not be permitted unless it can be demonstrated through an EIS or equivalent study (as per Section D.7) that there will be no negative impact to the natural features or their ecological functions. The distances used to determine the adjacent lands of the features comprising the Natural Heritage System are set out in the chart below and based on the criteria of the Natural Heritage Reference Manual:

| Feature or Area Type | Adjacent Lands Distance |
|--|---|
| Provincially Significant Wetlands | 120 metres |
| Coastal Wetlands | 120 metres |
| Alvars | 120 metres |
| Significant Wildlife Habitat | 120 metres |
| Areas of Natural or Scientific Interest (A.N.S.I.) – life science | 120 metres |
| Areas of Natural or Scientific Interest (A.N.S.I.) – earth science | 50 metres |
| Fish Habitat | 120 metres, or 300 metres for a Lake Trout Lake that is designated an at-capacity lake. |
| Habitat of Endangered or Threatened Species | 120 metres |

12. If an EIS or equivalent study is required under preceding Section 10 or 11, it may be appropriately scoped or waived if the proposal meets certain criteria as laid out in the specific sub-sections for these features later in the Official Plan.

Section D.4(b) Feature-Specific Policies

In addition to the policies in Section D.4(a) regarding features and areas composing the Natural Heritage System, the following policies apply to specific features that may or may not form part of the Natural Heritage System.

D.4.(b).1 – Provincially Significant Wetlands

Existing Provincially Significant Wetlands (PSW) in the District of Manitoulin will be protected. If any additional Provincially Significant Wetlands are identified during the life of this Official Plan, this Plan will be amended in accordance with Section F.2.1. The boundaries of PSWs will be defined based on information from the Province. The boundaries of PSWs may be refined without an amendment to this Plan provided approval is obtained from the Province. The addition or removal of a PSW will *not* require an amendment to this Plan.

D.4.(b).2 – Other Wetlands

The following policies apply to Other Wetlands:

1. Other Wetlands (OWs) are delineated on Schedule D, and include Unevaluated Wetlands, Coastal Wetlands, and Evaluated (Not Significant) Wetlands.
2. The boundaries of OWs will be defined based on information from the Province, which may be amended from time to time. Where new information becomes available, the Planning Board will review and update the policies related to unidentified wetlands as part of any subsequent review to this Official Plan.
3. The Planning Board may require that a Wetland Evaluation be prepared for any development or site alteration adjacent to an OW in accordance with the Province's Ontario Wetland Evaluation System (OWES) for Southern Ontario, or other provincial guidance document as may be created or amended from time to time, to determine their status under policies of the Provincial Policy Statement and this Official Plan. Evaluations are to be accepted by the responsible Provincial Ministry. Where an evaluation is completed and an OW is determined to be Provincially Significant, the policies applicable to Provincially Significant Wetlands shall apply.
4. Wetlands may be subject to additional regulations or legislation. No policy of this Plan is intended to and does not imply waiving, permission or authorization of any kind.

D.4.(b).3 – Habitat of Endangered and Threatened Species

The following policies apply to Habitat of Endangered or Threatened Species:

1. Habitat of Endangered Species and Threatened Species will be defined based on the *Endangered Species Act* (ESA) and the Species at Risk in Ontario (SARO) list.
2. The Province is the responsible authority to approve the delineation of habitat of endangered and/or threatened species identified by an ecological site assessment or as part of an Environmental Impact Study (EIS).
3. In accordance with common practices to protect the associated features from disturbance, the Habitat of Endangered or Threatened Species are not illustrated

on the schedules to this Official Plan. Instead, a screening map, prepared by the Province showing areas of potential habitat of endangered and/or threatened species has been provided to the Planning Board for reference, which may be updated from time to time. Where the screening map identifies the potential habitat of endangered and/or threatened species, an ecological site assessment (EcoSA) will be required in support of a planning application. The EcoSA will assess the potential for habitat and delineate the extent of habitat of endangered and/or threatened species within or adjacent to an area proposed for development or site alteration. In cases where an EIS is triggered by this Official Plan, the above requirements may be addressed as part of the EIS, provided it is undertaken by a qualified individual.

D.4.(b).4 - Fish Habitat

The following policies apply to Fish Habitat:

1. The Planning Board and the municipalities recognize that the health of the aquatic environment is a fundamental indicator of the health of the overall ecosystem in the District and beyond. The harmful alteration, disruption or destruction of fish habitat is prohibited under the *Fisheries Act*.
2. Through a fish habitat mitigation/compensation assessment, in consultation with the Planning Board and the Department of Fisheries and Oceans (DFO), it is the Planning Board's objective to secure a "no net loss" of productive capacity of fish habitat, and where possible, secure a net gain of productive capacity of fish habitat.
3. Any development or change in land use within or adjacent to an existing fish habitat area, or potential fish habitat area along lands adjacent to any lake, river, stream, or wetland, will be reviewed by the Planning Board in consultation with the DFO with respect to the potential impact. Adjacent lands will be defined by the Planning Board, in consultation with the Province and DFO, and will generally be 30-120 metres from the edge of the identified Fish Habitat. Any such proposal may be subject to a scoped Environmental Impact Statement (EIS), in accordance with Section D.7, to determine if proposed development will adversely impact the fish habitat. If it is determined that development will impact the fish habitat, development will not be permitted. If it is determined, through consultation with DFO, that development will not impact fish habitat then the requirement for an EIS may be waived, in accordance with Section D.7. An example of this may include development on full municipal services and nearby, intervening development between the site and the identified fish habitat.
4. Where it has been determined by the DFO that the development or change in land use will affect the natural functions of the fish habitat, the preparation of a fish habitat mitigation/compensation assessment will be required. The assessment will typically be required to include the following information:
 - a. identify the nature and extent of potential impacts;
 - b. determine appropriate mitigative measures to protect the affected fish habitat;
 - c. specify compensation for loss of fish habitat through near-site replacement of habitat, off-site replacement of fish habitat or an on-site increase of fish habitat capacity;
 - d. determine appropriate buffering and explain how such buffering will be protected in the future; and

- e. address other matters as determined by the DFO.
5. Any requirements imposed through a fish habitat mitigation/compensation assessment will be implemented by the proponent with input from, and to the satisfaction of the Planning Board and the DFO.
6. Any development or site alteration within 20 metres above the high water mark will have regard to the Shoreline Management Plan (SMP), which was developed by the Province.

D.4.(b).5 – Significant Wildlife Habitat

Significant wildlife habitats are ecologically important and includes species ecologically important in terms of features, functions, representation or amount, and contributing to the quality and diversity of an identifiable geographic area or natural heritage system. Significant wildlife habitat is an area where plants, animals and other organisms live and find adequate amounts of food, shelter, water and space needed to sustain their populations. All plants and animals have individual habitat requirements, which vary for different periods in their life cycles. Specific wildlife habitats of concern may include areas where species concentrate at a vulnerable point in their life cycle, and areas, which are important to migratory or non-migratory species. An example of this includes Deer Wintering Areas, which are identified on Schedule D to this Official Plan.

The following policies apply to Significant Wildlife Habitat:

1. Significant Wildlife Habitat is to be screened for and assessed in accordance with the Significant Wildlife Habitat Criteria Schedules for Ecoregion 6E (M.N.R.F. 2015) as may be amended from time to time.
2. Significant Wildlife Habitat is not mapped on Schedules to the Plan, with the exception of Deer Wintering Areas and areas of Significant Wildlife Habitat identified by an Environmental Impact Study (EIS) prepared during the course of a planning application.
3. A screening assessment for Significant Wildlife Habitat is to be completed to determine potential presence of this feature type in accordance with Section D.7 of the Official Plan.

D.4.(b)5.1 Deer Wintering Areas

The following policies apply to Deer Wintering Areas:

1. Deer populations provide a broad range of economic, social and cultural benefits to Manitoulin Island residents. These include both direct benefits (e.g. hunting, viewing, tourism) and indirect benefits (e.g. contributions to biodiversity, bequest to following generations). It is the intent of the Planning Board to conserve important Core Deer Yards as part of the natural ecology of Manitoulin. Core Deer Yard boundaries are shown on Schedule D of this Official Plan.
2. Core Deer Yards consist mainly of coniferous trees (pines, hemlock, cedar, spruce) with a conifer canopy closure of more than 60% and may include interspersed areas of deciduous forest. Core Deer Yards provide suitable areas of cover, food, and adjacent natural lands. Lands surrounding the Core Deer Yard can be agricultural, or mixed/deciduous forest; however, a Core Deer Yard is predominantly woodland habitat with minor components of cultural lands. These areas are traditionally used by deer and are absent of barriers to migration to and from the yard itself.

3. Development and site alteration can be beneficial when it maintains cover and provides winter browse. It can be detrimental when excessive amounts of conifer cover are removed or converted to mixed woods or hardwoods. The three most important features of a successful yard are traditional use, cover and browse.
4. Policies aim to be enabling and flexible to allow for local land use planning decisions to address local circumstances and needs, while still contributing to the broader landscape-based deer management needs.
5. In areas identified as a Core Deer Yard or on adjacent lands, shown on the land use Schedules to this Official Plan, and outside of the identified urban areas and village areas, new development or site alteration may be permitted without an Environmental Impact Statement (EIS) provided:
 - a. The proposed new lots have a minimum 90 metre frontage and 90 metre depth, and vegetation retention is maximized through the use of tools such as a development agreement or a subdivision agreement, miscellaneous notification agreement (and subject to the other policies of this plan). Smaller lot sizes may be considered if through means of an EIS it can be demonstrated that no adverse impact will occur to the habitat or herd.
 - b. An EIS as set out in Section D-7 will be required for the creation of more than three new lots as a means to determine the extent of conifer habitat to be retained and other mitigation measures. A Township lot as originally surveyed, i.e. 40 hectare lot, may be severed from an entire holding without affecting the three lot limit in this case.
 - c. Where development is proposed in shoreline areas, coniferous fringe habitat along the shoreline (providing deer browse and shelter habitat) shall be conserved.
6. For development proposals within or adjacent to deer habitat, the Planning Board will require an applicant to provide the following:
 - a. a map or sketch indicating the property and the location of the deer habitat on or adjacent to the proposed development and identifying all adjacent land uses;
 - b. identify existing land use and proposed land use;
 - c. identify alternative development locations or forms considered;
 - d. describe the existing forest cover of the area including species, extent of existing forest types etc., including pictures and maps to assist in review of the application;
 - e. describe other identified natural heritage features or development constraints present on the site;
 - f. provide any previous habitat assessments or studies that exist;
 - g. identify the potential impacts of the proposal on key ecological functions including loss of existing conifer cover, food production areas, and

linkages;

- h. describe how the identified deer wintering habitat will be protected or enhanced;
 - i. outline the proposed mitigation measures which will be employed to reduce potential impacts to the deer wintering area as a result of the proposed development; and
 - j. specify the net predicted effect of the development and proposed mitigation measures.
7. Where requested to be completed by Planning Board an EIS must be completed by a qualified professional, the cost of which will normally be borne by the applicant. The Planning Board may require a peer review of an EIS.
8. An EIS may be required for a planning application, other than new lot creation, for a change in land use to a commercial, industrial, or institutional use where the proposed building coverage and clearing may result in negative impacts to the natural features and their ecological functions.
9. An EIS will be required when a planning application is made for a large scale recreational use (e.g. a golf course, serviced campground, tourist lodge, motor sport track) that will require large scale site alteration, or large scale removal of the natural vegetation coverage.
10. On existing lots of record, where planning approvals are not required and residential uses are permitted, new residential uses do not require the submission of an EIS.

D.4.(b).6 Alvars

Alvars are naturally open areas of thin or no soils over essentially flat limestone, dolostone, or marble rock, supporting a sparse vegetation cover of mostly shrubs and herbs. Alvars are shown on Schedule D and Schedule F. Policies regarding development and/or site alteration within or on the adjacent lands of Alvars are contained in Section D.4(a).10.

D.4(b).7 Areas of Natural and Scientific Interest (ANSI)

ANSIs are areas of land and water containing natural landscapes or features, which have been identified as having values related to protection, appreciation, scientific study or education. These areas have been identified, mapped, and ranked by the Province. The boundaries of all known ANSIs have been shown on Schedule D. Changes to the boundaries of an ANSI require the approval of the Province.

D.4(b).8 Linkages

The Natural Heritage System intends to protect the ecological function of Natural Heritage Features and Areas by ensuring connectivity between identified features. This connectivity is meant to ensure that hydrological and ecological function is preserved, to allow the free movement of wildlife, and to limit landscape fragmentation.

The mapping of linkages on Schedule F is general in nature and is meant to recognize and highlight connectivity in the landscape. Linkages currently identified in the schedule include:

- Water courses connecting Coastal Wetlands to Lake Huron, to a distance of 50 metres from the bank of the stream;

- Water courses connecting areas of identified Fish Habitat, to a distance of 50 metres from the bank of the stream, or in the case of meandering streams, the line from which the adjacent lands would be measured as if the stream were designated Fish Habitat, as set out in the *Natural Heritage Reference Manual Second Edition (2010)*;
- Portions of shoreline and lake bed connecting nearby areas of Fish Habitat on a lake;
- Areas of natural cover between identified Alvars that occur within the Alvars' adjacent lands distance;
- Site Scale Linkages identified in an Environmental Impact Study (EIS)

Smaller site-scale linkages are intended to provide connection within and between natural heritage features and areas in close proximity. Linkages at the site-level scale, as may be assessed and identified through a site specific study such as an EIS, do not appear on the attached Schedule F; however, the policies of this Official Plan continue to apply.

The following policies apply to Linkages in the Natural Heritage System:

1. The mapping of landscape-level Linkages uses the best currently available mapping of the features and areas that make up the NHS. Landscape level linkages will vary in size and shape depending on their habitat types and/or functions. This scale of mapping is general in nature and minor shifts may be permitted when informed by more detailed assessment.
2. Existing uses on lots of record within Linkages will be permitted to continue.
3. Development and Site Alteration for low-intensity uses may be permitted in linkages within this Official Plan if it can be demonstrated through an Ecological Site Assessment (EcoSA) that the development will have no negative impacts on the function of the Linkage, or that the development can be conducted in such a way as to avoid the Linkage altogether. In cases where an EIS is triggered by this assessment, the requirements of Section D.7 shall apply.
4. When considering waiving or scoping an EIS supporting a proposed development within a Linkage, the Planning Board will have consideration for the criteria applied to the Natural Heritage Features for which the Linkage is providing connectivity, and for the nature of the land uses proposed.
5. Smaller site-scale linkages are intended to provide connection within and between natural heritage features and areas in close proximity. Linkages at the site-level scale, as may be assessed and identified through a site specific study such as an EIS, may not appear on Schedule F; however, the policies of this Official Plan continue to apply.
6. Development and Site Alteration within site-scale linkages will not be permitted except for portions of naturalized stormwater management facilities or similar infrastructure that does not disrupt the function of the Linkage.



BY-LAW NO 2023-18

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 February 21st, 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 "February 21st, 2023 Confirmatory By-Law".

READ a FIRST and SECOND TIME this 21st day of February, 2023

READ a THIRD TIME and FINALLY PASSED this 21st day of February, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk