



The Corporation of the Township of Billings

Council Meeting Agenda

October 17th, 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 Bryan Barker to call the meeting to order.

2. Approval of Agenda

2.1. Confirm approval of the agenda.

3. Disclosure of Pecuniary Interest

4. Adoption of Minutes

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

4.1. Regular Council Meeting – October 3rd, 2023

5. Delegation

6. Committee Reports

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

7. Staff Reports

7.1. PW-2023-10-11 Monument Road Speed Limit Petition

7.2. PW-2023-10-12 2023/2024 Winter Sand

7.3. TR-2023-10-13 OPP Municipal Policing 2024 Annual Billings Statement

7.4. TR-2023-10-14 2023 Budget Update

7.5. MPM-2023-10-24 Ontario Trillium Foundation Grant Application 2023- Park Centre Renovations (2)

7.6. MPM-2023-10-25 Old Mill Road Bridge Monitoring Agreement

7.7. CAO-2023-10-25 Strategic Plan Update

8. Correspondence Requiring Direction

8.1. Christmas in Kagawong Request

In 2022, Council passed a resolution offering the organizers of Christmas in Kagawong a reduced Park Centre Rental fee of \$200. The organizers are requesting the same fee reduction the 2023 event scheduled for November 17th-18th 2023.

8.2. ROMA 2024 Annual Conference

Conference Date: January 21 – 23, 2024

Early bird registration begins October 27th, 2023. If a member(s) of Council would like to attend, staff will need to know ASAP.

9. Information

9.1. [2022 Canada Community Building Fund Annual Report](#)

9.2. Administrative Penalties Regulation under the Building Broadband Faster Act, 2021

9.3. Resolution Regarding MPP Michael Mantha

9.4. Bill 21 Till Death Due Us Part Resolution

9.5. Lake Manitoulin Area Association

9.6. Apple Tree Donation

A group of locals offer Bahai Children's Classes every Sunday at the Park Centre. They received three apple trees to plant in Billings. The Public Works Department marked a suitable location for the trees to be planted along the boardwalk near the Park Centre.

10. Accounts for Payment

10.1. Accounts for Payment to October 11, 2023

11. By-Laws and Agreements

11.1. 2023-102 Pinchin Environmental 2023 Billings Landfill Topographic Survey Agreement By-Law

11.2. 2023-103 Old Mill Accessible Entrance Site Visit/Design Brief Agreement By-Law

11.3. 2023-104 Council Remuneration & Expense Policy By-law

11.4. 2023-105 Employee Annual Wage Increase Policy By-Law

11.5. 2023-106 EXP Crib Inspection and Monitoring Agreement, Old Mill Road Bridge By-Law

12. Notice of Motions

13. Closed Session

14. Report out of Closed Session

15. Confirmatory By-Law

15.1. By-Law No. 2023-107 Being the October 17th, 2023 Confirmatory By-Law

16. Adjournment

16.1. Motion to Adjourn



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The Corporation of the Township of Billings

Council Meeting Minutes

October 3rd, 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 called the Council meeting of the Township of Billings to order at 7:00 p.m.

2. Approval of Agenda

2.1. Confirm approval of the agenda.

2023-490

Moved by Grogan Seconded by Hunt

THAT the Township of Billings Council hereby approves the Agenda as amended to include 7.9 Staff Report – Ontario Trillium Fund.

Carried.

3. Disclosure of Pecuniary Interest

None noted.

4. Adoption of Minutes

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

4.1. Regular Council Meeting – September 19th, 2023

2023-491

Moved by Hunt Seconded by Hillyard

THAT the September 19th, 2023 Regular Council Meeting Minutes adopted as amended.

Carried.



2023-492

Moved by Hillyard Seconded by Grogan

THAT the Township of Billings hereby agrees that standing agenda item Old Business should only be included in the agenda if 3 days notice has been given to staff.

Carried.

5. Delegation

None.

6. Committee Reports

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

6.1.1. Billings Museum Committee Minutes – August 14th, 2023

6.1.2. Community Policing Advisory Committee Minutes – September 13, 2023

2023-493

Moved by Grogan Seconded by Hunt

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

Carried.

7. Staff Reports

7.1. MPM-2023-10-20 Old Mill Accessible Entrance Project Update

2023-494

Moved by Hunt Seconded by Cahill

THAT the Township of Billings Council hereby approves Report MPM-2023-10-20 AND accepts the proposal of Allan Avis Architects Inc. to complete a site visit and design brief for an accessible entrance for the Old Mill Heritage Centre in the amount of \$14,700 plus HST AND FURTHER authorizes the appropriate by-law coming forward.

Carried.

7.2. MPM-2023-10-21 Fire Hall Project Update (8)

2023-495

Moved by Hunt Seconded by Cahill

THAT the Township of Billings Council hereby approves Report MPM-2023-10-21 AND approves Contract Change Order (CCO) #004, in the amount of \$13,187.97, resulting in a revised contract price of \$1,657,575.31 AND FURTHER authorizes the appropriate By-Law coming forward on tonight's agenda.

Carried.



7.3. MPM-2023-10-22 Kagawong River Pedestrian Bridge
2023-496

Moved by Grogan Seconded by Cahill

THAT the Township of Billings Council hereby receives for information Report No. MPM-202310-22.

Carried.

7.4. PW-2023-10-09 Kagawong Landfill – Proposal for Topographic Survey
2023-497

Moved by Hunt Seconded by Grogan

THAT the Township of Billings Council hereby approves report PW-2023-10-09 AND accepts the proposal from Pinchin for the Topographic Survey for the Kagawong Landfill in the amount of \$3,360 plus HST AND FURTHER authorizes the appropriate By-Law coming forward.

Carried.

7.5. PW-2023-10-10 Island Wide Waste Management Meeting (3)
2023-498

Moved by Grogan Seconded by Hunt

THAT the Township of Billings Council hereby approves Report PW-2023-10-10 AND commits to being the Municipal Lead on the Island Wide Waste Management Solution initiative and temporarily pausing the Climate Action Committee.

Carried.

7.6. CAO-2023-10-23 Employee Salary Ranges By-Law
2023-499

Moved by Grogan Seconded by Hillyard

THAT the Township of Billings Council hereby approves Report CAO-2023-10-23 AND

1. approves amending the Employee Salary Ranges By-law to include an increase based on the consumer price index of between 1% and 4%

2. remove the provisions for a bonus should a staff member be at the top of the salary grid

3. direct staff to draft a request for proposal for a compensation review AND FURTHER authorizes the appropriate policy and By-Law coming forward.

Carried.

7.7. CAO-2023-10-24 Council Remuneration
2023-500

Moved by Grogan Seconded by Hunt



THAT the Township of Billings Council hereby approves amending the Council Renumeration Bylaw to include a cap on the consumer price index of 4% AND provide for clear definitions of stipend and per diem for meetings AND FURTHER authorizes the appropriate Policy and By-Law coming forward.

Carried.

- 7.8. CLK-2023-10-28 November Council Meeting Change/2023 Municipal Office Holiday Closure
2023-501

Moved by Grogan Seconded by Cahill

THAT the Township of Billings Council hereby approves report CLK-2023-10-28 AND

1. Approves changing the second Council meeting in November to November 28, 2023
2. Approves the closure of the Municipal Office on December 27, 28 and 29, 2023.

Carried.

- 7.9 MPM-2023-10-23 Ontario Trillium Foundation
2023-502

Moved by Grogan Seconded by Hillyard

THAT the Township of Billings Council hereby approves Report MPM-2023-10-23 AND directs staff to apply to the Ontario Trillium Foundation – Resilient Communities Fund for technological infrastructure upgrades.

Carried.

8. Correspondence Requiring Direction

None.

9. Information

- 9.1. 2022 Annual Report for Public Health Sudbury and Districts
- 9.2. October Mindemoya Emergency Department Closures
- 9.3. Manitoulin-Sudbury District Services Board 2023 Second Quarter Activity Report
- 9.4. Manitoulin-Sudbury District Services Board 2023 Second Quarter Unaudited Financial Report
- 9.5. National Chronic Pain Society Introduction Letter
- 9.6. Fire Protection and Prevention Act Interpretation
- 9.7. Responding to the Housing Affordability Task Force's Recommendations
- 9.8. NOMA/FONOM/NOSDA Mental Health and Addictions and Housing AMO Delegation Package
- 9.9. October 23, 2023 Office Closure – Emergency Management Training Session



Due to a mandatory Emergency Management Control Group training session requiring three Municipal Office Staff members, the Municipal Office will be closed. Notice of the closure will be posted on the township website, Facebook page and front door.

2023-503

Moved by Hillyard Seconded by Grogan

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 September 28, 2023

2023-504

Moved by Seconded by

THAT the Township of Billings Council hereby approves, ratifies, and confirms the September 28, 2023 Accounts for Payment as presented.

Carried.

11. By-Laws and Agreements

11.1. 2023-97 Old Mill Upper-Level Edwards Studio Lease Agreement By-Law

2023-505

Moved by Hunt Seconded by Hillyard

THAT By-Law No. 2023-97 being the Old Mill Upper-Level Edwards Studio Lease Agreement By-Law be read a first, second and third time and finally passed this 3rd day of October, 2023.

Carried

11.2. 2023-98 Health and Wellness Spending Account Policy By-Law

2023-506

Moved by Grogan Seconded by Hillyard

THAT By-Law No. 2023-98 being the Health and Wellness Spending Account Policy By-Law be read a first, second and third time and finally passed this 3rd day of October, 2023.

Carried

11.3. 2023-99 Building By-Law

2023-507

Moved by Grogan Seconded by Hillyard



THAT By-Law No. 2023-99 being the Building By-Law be read a first, second and third time and finally passed this 3rd day of October, 2023.

Carried

11.4. 2023-100 Authorize Fire Hall Renovation Change Order 004 By-Law
2023-508

Moved by Hunt Seconded by Cahill

THAT By-Law No. 2023-100 being the Authorize Fire Hall Renovation Change Order 004 By-Law be read a first, second and third time and finally passed this 3rd day of October, 2023.

Carried

12. Notice of Motions

None.

13. Closed Session

2023-509

Moved by Hunt Seconded by Grogan

THAT the Township of Billings Council hereby moves into Closed Session pursuant to [s. 239(2)(d)] Labour relations or employee negotiations, Personnel matter (2) AND returns to open session upon completion.

Carried.

14. Report out of Closed Session

2023-515

Moved by Grogan Seconded by Hillyard

THAT Mayor Barker reported a closed meeting was held where direction was given to staff regarding two personnel matters.

Carried

15. Confirmatory By-Law

15.1. By-Law No. 2023-101 Being the October 3rd, 2023 Confirmatory By-Law
2023-516

Moved by Hunt Seconded by Cahill

THAT By-Law No. 2023-101 being the October 3rd, 2023 Confirmatory By-Law be read a first, second and third time AND finally passed this 3rd day of October, 2023.

Carried.



16. Adjournment

16.1. Motion to Adjourn

2023-517

Moved by Cahill Seconded by Hunt

THAT the Township of Billings Council hereby adjourns at 9:08p.m.

Carried.

Mayor Bryan Barker

CAO/Clerk Emily Dance



COUNCIL REPORT

Department: Municipal Project Management

Date: October 3, 2023

Report Number MPM-2023-10-23

File: Ontario Trillium Foundation

Staff Recommendations:

THAT the Township of Billings Council hereby approves Report MPM-2023-10-23 AND directs staff to apply to the Ontario Trillium Foundation – Resilient Communities Fund for technological infrastructure upgrades.

Background:

The Resilient Communities Fund supports community-based organizations that deliver programs and services in Ontario and need funding to recover and build capacity, resilience and sustainability. Eligible applicants can apply for a grant to develop and implement medium to long-term plans that address current organizational challenges they are facing to recover and build resilience.

Amount awarded per year is a minimum of \$10,000 to a maximum of \$100,000 for a term of 6 months to 24 months. The grant window opened on September 27, 2023 and the deadline to submit an application of October 25, 2023 at 5pm.

Discussion:

The project window is small, should Council wish to make an application, it is important that the Township determine an appropriate project that fits within the parameters of the grant, align within the current strategic plan and priorities and is within the current staff capacity.

Project outcomes include:

- Develop and implement medium to long-term plans to address needs related to recovering and/or building capacity, resilience and sustainability.
- Expand previously adapted programs and services to meet the changing needs of the community,
- Meet public health guidelines, safely deliver programs and services and/or prepare for future disruptions through the purchase of necessary equipment and/or technological infrastructure.

Staff reviewed the application and in consideration of current priorities and staff capacity discussed applying for strategic planning or information technology.

Strategic Planning

On September 5, 2023 Council approved the RFP of Capital Park Consulting for a five-year strategic plan, which planning is currently underway. As the project is already underway,



pivoting to attempt to use grant funding would delay the project, is not within the current agreement with the consultant and the grant is not guaranteed.

Technology Infrastructure

A current organizational challenge for the Township of Billings is in technology infrastructure including both hardware and software. Technology is ever changing and keeping up with hardware and software updates is continually a challenge. By having a wholesome review of our technology and providing upgrades will enhance our cybersecurity, streamline and modernize processes and could allow more services to be offered digitally.

Staff have registered for an information webinar on October 10, 2023 where more information will be provided.

Financial Impacts:

Staff time to apply for grant and procure quotes. Amount awarded per year is a minimum of \$10,000 to a maximum of \$100,000 for a term of 6 months to 24 months.

Alignment to Strategic Plan:

18 Rebuild the municipal website/web and social media presence, and create a plan/process with the purpose of facilitating ongoing maintenance and improvement of the site.
#20 Address organizational human resource and workload concerns.

Alignment to the CEEP:

There is no alignment to the CEEP.

Respectfully Submitted by:

Emily Dance, CAO/Clerk



COUNCIL REPORT

Department: Public Works

Date: October 17, 2023

Report Number PW-2023-10-11

File: Monument Road Speed Limit Petition

Attachment: Petition to Reduce Speed Limit on Monument Road, Speed Sign Data

Staff Recommendation:

THAT the Township of Billings Council hereby approves Report PW-2023-10-11 AND receives the petition of the property owners on Monument Road AND FURTHER consult with Central Manitoulin and the OPP on the concerns.

Background:

On May 17th, 2023 the CAO/Clerk received an email from Rex Barker concerning the speeding vehicles on Monument Road. Rex is requesting that the speed limit be reduced from 80km to 60km on the 3km section of road between John Street to the Central Manitoulin boundary. Rex had drafted a petition for others in the area to sign and at the end of the summer season would be sending it to staff. The completed petition attached was received on October 3rd, 2023.

In order to gather speed data, the Township places our mobile electronic speed sign that posts vehicle speeds as they pass by as well as collects data on the number of cars and their speed. Public Works placed the speed sign on this section of Monument Road for the month of June 2023.

Discussion:

The majority of Monument Road is within the boundaries of Central Manitoulin. The portion of Monument Road in Billings Township is roughly 5km in length. The majority of residences on this portion of road are seasonal as it runs along Lake Mindemoya.

Included in the report is the data collected from the speed sign on Monument Road between June 5th and June 30th, 2023. The report gives a count of the total number of cars that travelled past the speed sign during this time (count of 3994) in 5km groupings; 2% of vehicles travelling past the speed sign were travelling at and above the speed limit (80km/hr and higher) and 28% above 60 km/hr (60km/hr and higher).

If the speed limit were to be lowered from 80km to 60km, speed limit signs will need to be installed on both ends of Monument Road within Billings Township and the Traffic and Parking By-Law would be need to be updated.

Staff recommends that the OPP and Municipality of Central Manitoulin be advised on the concerns raised by the residents prior to committing to a reduced speed.

Financial Impacts:

If the speed was to be reduced, new signs would need to be purchased.

Alignment to Strategic Plan:



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

Alignment to the CEEP:

No alignment.

Respectfully Submitted by:

Tiana Mills, Deputy Clerk

Approved by:

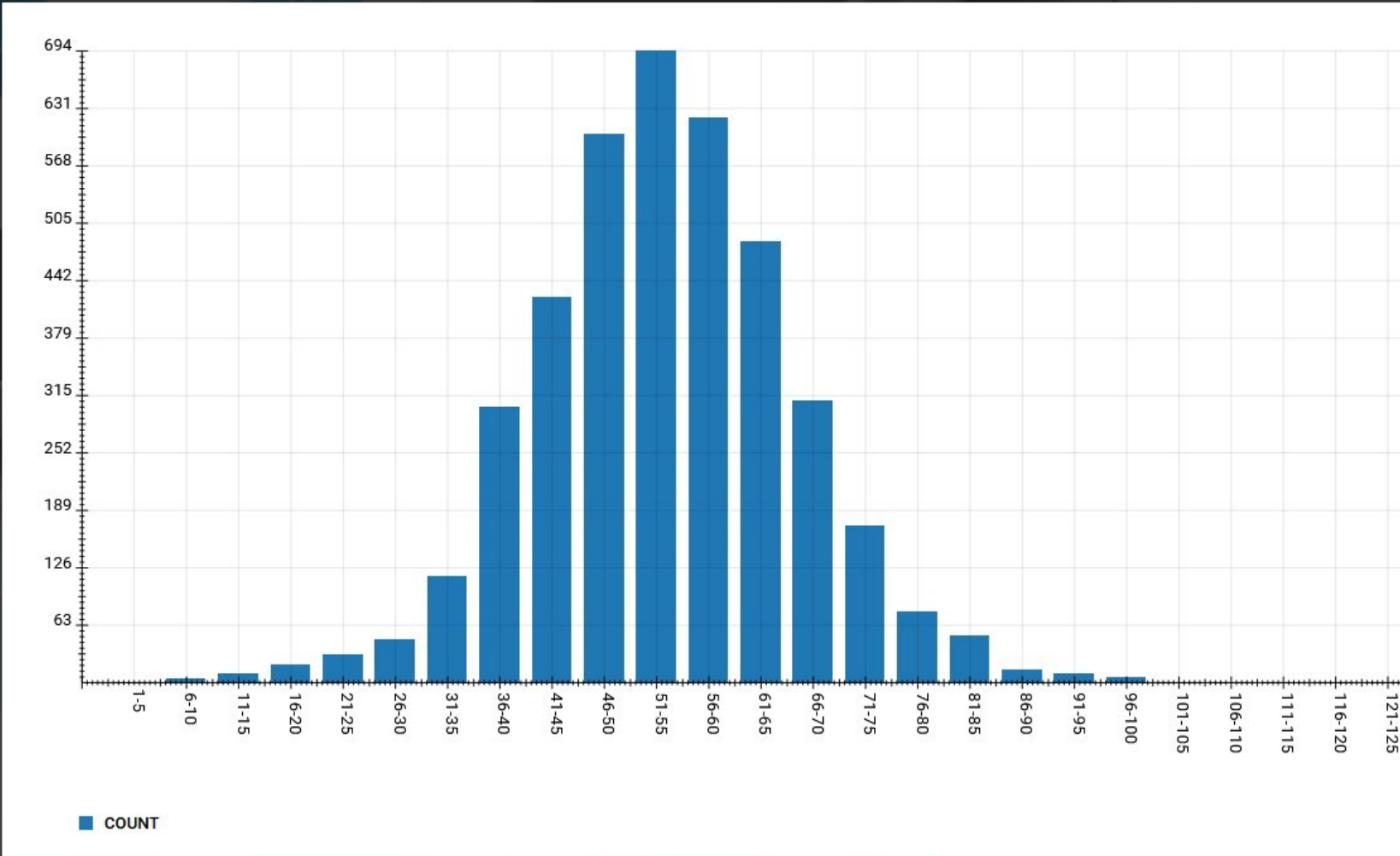
Emily Dance, CAO/Clerk

Count by Speed Range Report

Report period: 2023-06-05 to 2023-06-30

Count By Speed Range

Speed (km/h)	Count
1-5	0
6-10	4
11-15	10
16-20	19
21-25	30
26-30	47
31-35	117
36-40	303
41-45	423
46-50	603
51-55	694
56-60	620
61-65	485
66-70	310
71-75	172
76-80	77
81-85	51
86-90	14
91-95	9
96-100	6
101-105	0
106-110	0
111-115	0
116-120	0
121-125	0
126-130	0
131-135	0
136-140	0
141-145	0
146-150	0
151-155	0
156-160	0
Total	3994





**PETITION TO REDUCE SPEED LIMIT
ON MOMUMENT ROAD.**

As per letter to Billings Township we request speed limit on Monumen Road be reduced from 80 km to 60 km. This would be from John Street to boundary with Central Manitoulin.

Name Print

Address

Signature

1. John Mezenberg 857 monument Rd. 
2. Julie Mc Dermid 992 monument Rd J. Mc Dermid
3. Trevor Miles 986 monument Rd. T. Miles
4. Kelsey Cutinello 986 Monument Road Kcutinello
5. Tim Hopp 885 Monument Rd 
6. Wayne + Rochelle ~~940 Monument Rd.~~ 940 Monument Rd. Tr. W. Hopp
7. Melissa Marquis 732 monument Rd Spring Bay
OAKES COTTAGES
8. Dave Houston 732 monument Rd Sprng Bay.
OAKES COTTAGES.
- 9.
- 10.



COUNCIL REPORT

Department: Public Works

Date: October 17, 2023

Report Number PW-2023-10-12

File: 2023/2024 Winter Sand Purchase

Staff Recommendation:

THAT the Township of Billings Council hereby approves Report PW-2023-10-12 AND approves the purchase of winter sand for the 2023/2024 winter season from H&R Noble Construction in the amount of \$23/cubic metre.

Background:

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

The major activities related to winter maintenance are:

- Snowplowing
- Salt/sand application
- De-icing
- Frost control
- Drift-control

Discussion:

There is currently a stockpile of 350 cubic metres of winter sand leftover from the 2022/2023 winter season. Staff anticipates that we will need an additional 500 cubic metres of winter sand for the season but this number is an estimate, each winter season varies from year to year.

As per the Purchasing and Procurement Policy staff are required to obtain three written quotes. In this case there are only two local suppliers of winter sand. Staff received written quotes from both local suppliers as follows:

	Supplier	Price
1	H & R Noble	\$23 per cubic metre
2	Mike Varey Construction	\$26.10 per cubic metre

H&R Noble has offered to store any winter sand that cannot be stored on site and will deliver as needed. H&R Noble has provided winter sand to Billings for years and have an excellent working relationship with public works. Staff recommends purchasing winter sand from H&R Noble for the upcoming winter season.



Financial Impacts:

\$45,000 was allocated for Winter Control, which includes the purchase of winter sand (approx. \$37,000) and the shared winter maintenance with Central Manitoulin (\$8,000) in the 2023 Budget.

Alignment to Strategic Plan:

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

Alignment to the CEEP:

No alignment.

Respectfully Submitted by:

Tiana Mills, Deputy Clerk

Approved by:

Emily Dance, CAO/Clerk



COUNCIL REPORT

Department: Treasury

Date: October 17, 2023

Report Number: TR-2023-10-13

File: OPP Municipal Policing 2024 Annual Billing Statement

Attachments: 2024 Annual Billing Letter and statement

Recommendation:

THAT the Township of Billings Council hereby approves Report TR-2023-10-13 and authorizes the OPP 2024 annual billing in the amount of \$208,101 to be incorporated into the Township of Billings 2024 budget.

Background:

Under the current OPP cost-recovery billing model, all municipalities pay the same base service cost per property for proactive policing activities, plus an additional cost for reactive Calls for Service (CFS), as well as other charges, if applicable, such as overtime, accommodation, cleaning services, prisoner transportation, court security, enhancements, etc.

At the end of the year, estimated costs are reconciled based on actual activity and any adjustment is reflected in the following year's billing statement (i.e., 2022 adjustments are applied to 2024 billing statement).

Discussion:

The total estimated policing cost for 2024 is \$208,101. This translates to \$165.59 per property in Billings. The 2024 Annual Billing Statement includes the year-end adjustments resulting from the 2022 cost reconciliation totalling \$2,018

Please review supporting documents for further details and breakdowns for calls for service.

Financial Impacts:

Policing services is a significant expense in the annual Township of Billings budget. The budget for 2023 was \$218,400 indicating a reduction in policing fees for 2024 of \$10,299; however, as indicated cost reconciliation is adjusted using a two-year lag.

Alignment to the Strategic Plan:

10. Resolve the Bridal Veil Falls and upper village parking and traffic safety issues.

Alignment to the Community Energy and Emissions Plan (CEEP)

There is no alignment to the CEEP.

Respectfully Submitted By:

Emily Dance, CAO/Clerk

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, avenue Memorial
Orillia ON L3V 7V3

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

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

File Reference:

612-20

September 26, 2023

Dear Mayor/Reeve/CAO/Treasurer,

Please find attached the OPP municipal policing 2024 Annual Billing Statement package.

This year's billing package includes a statement for the 2022 year-end reconciliation. The final cost adjustment calculated as a result of the 2022 annual reconciliation has been included as an adjustment to the amount being billed to the municipality during the 2024 calendar year.

The most current OPPA uniform and civilian collective agreements expired on December 31, 2022. The estimated salary rates incorporated in the 2024 municipal policing annual statements are based on the 2022 rates, set in the last collective agreements, with a 2.01% overall general salary rate increase applied, representing a 1% general salary rate increase for each of calendar years 2023 and 2024. The reconciliation of both 2023 and 2024 costs will include a reconciliation of salary costs based on rates set in applicable collective agreement settlements.

The final reconciliation of the 2024 annual costs will be included in the 2026 Annual Billing Statement.

For more detailed information on the 2024 Annual Billing Statement package, please refer to the resource material available on opp.ca/billingmodel. Further, the Municipal Policing Bureau will be hosting a webinar information session in November. An email invitation will be forwarded to the municipality advising of the session date.

If you have questions about the Annual Billing Statement, please email OPP.MPB.Financial.Services.Unit@OPP.ca.

Yours truly,

Phil Whitton
Superintendent
Commander, Municipal Policing Bureau

OPP 2024 Annual Billing Statement

Billings To

Estimated costs for the period January 1 to December 31, 2024

Please refer to www.opp.ca for 2024 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	775		
	Commercial and Industrial	39		
	Total Properties	814	165.59	134,787
Calls for Service	(see summaries)			
	Total all municipalities	183,003,471		
	Municipal portion	0.0345%	77.62	63,181
Overtime	(see notes)		8.91	7,250
Prisoner Transportation	(per property cost)		1.12	912
Accommodation/Cleaning Services	(per property cost)		4.90	3,989
Total 2024 Estimated Cost			258.13	210,119
2022 Year-End Adjustment	(see summary)			(2,018)
Grand Total Billing for 2024				208,101
2024 Monthly Billing Amount				17,342

OPP 2024 Annual Billing Statement

Billings To

Estimated costs for the period January 1 to December 31, 2024

Notes to Annual Billing Statement

- 1) Municipal Base Services and Calls for Service Costs - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2024 billing purposes the allocation of the municipal workload in detachments has been calculated to be 50.4 % Base Services and 49.6 % Calls for Service. The total 2024 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) Base Services - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$165.59 estimated for 2024. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) Calls for Service - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) Overtime - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2019, 2020, 2021 and 2022 has been analyzed and averaged to estimate the 2024 costs. The costs incorporate the estimated 2024 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2024 hours and salary rates and included in the 2026 Annual Billing Statement.
- 5) Court Security and Prisoner Transportation (CSPT) - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2024 costs have been estimated based on the 2022 activity levels. These costs will be reconciled to the actual cost of service required in 2024.

There was no information available about the status of 2024 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.
- 6) Year-end Adjustment - The 2022 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

OPP 2024 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2024 to December 31, 2024

Salaries and Benefits	Positions	Base	Total Base Services and Calls for Service		Base Services	Calls for Service
			FTE	%	\$/FTE	\$
Uniform Members	Note 1					
Inspector	26.21	100.0	170,155		4,459,769	-
Staff Sergeant-Detachment Commander	9.14	100.0	152,475		1,393,620	-
Staff Sergeant	36.76	100.0	142,419		5,235,312	-
Sergeant	222.37	50.4	127,275		28,302,242	14,027,027
Constable	1,613.61	50.4	108,173		174,548,615	86,510,067
Part-Time Constable	15.08	50.4	86,989		1,311,789	661,984
Total Uniform Salaries	1,923.17				215,251,347	114,064,447
Statutory Holiday Payout			5,132		9,792,492	4,669,947
Shift Premiums			1,130		2,091,727	1,036,699
Uniform Benefits - Inspector			26.47%		1,180,501	-
Uniform Benefits - Full-Time Salaries			32.44%		67,955,243	32,614,233
Uniform Benefits - Part-Time Salaries			15.71%		206,082	102,084
Total Uniform Salaries & Benefits					296,477,393	156,867,530
Detachment Civilian Members	Note 1					
Detachment Administrative Clerk	168.12	50.4	68,433		11,505,025	5,701,872
Detachment Operations Clerk	2.08	50.4	64,421		133,996	66,354
Detachment Clerk - Typist	1.06	50.4	56,545		59,938	29,969
Court Officer - Administration	25.63	50.4	69,834		1,789,843	902,952
Crimestoppers Co-ordinator	0.83	50.4	65,987		54,769	27,715
Cadet	0.68	50.4	46,454		31,588	15,794
Total Detachment Civilian Salaries	198.40				13,575,160	6,847,226
Civilian Benefits - Full-Time Salaries			33.98%		4,612,839	2,326,687
Total Detachment Civilian Salaries & Benefits					18,187,999	9,173,913
Support Costs - Salaries and Benefits						
Communication Operators			6,228		11,977,503	6,263,811
Prisoner Guards			1,996		3,838,647	2,007,477
Operational Support			6,080		11,692,874	6,114,960
RHQ Municipal Support			2,751		5,290,641	2,766,818
Telephone Support			141		271,167	141,811
Office Automation Support			875		1,682,774	880,031
Mobile and Portable Radio Support			282		546,587	285,768
Total Support Staff Salaries and Benefits Costs					35,300,192	18,460,676
Total Salaries & Benefits					349,965,584	184,502,118
Other Direct Operating Expenses	Note 2					
Communication Centre			155		298,091	155,891
Operational Support			1,018		1,957,787	1,023,854
RHQ Municipal Support			212		407,712	213,219
Telephone			1,582		3,042,455	1,591,097
Mobile Radio Equipment Repairs & Maintenance			147		284,923	148,964
Office Automation - Uniform			3,019		5,806,050	3,036,359
Office Automation - Civilian			1,154		228,954	115,088
Vehicle Usage			9,975		19,183,621	10,032,356
Detachment Supplies & Equipment			548		1,053,897	551,151
Uniform & Equipment			2,305		4,467,666	2,335,795
Uniform & Equipment - Court Officer			994		25,476	12,852
Total Other Direct Operating Expenses					36,756,632	19,216,626
Total 2024 Municipal Base Services and Calls for Service Cost					\$ 386,722,216	\$ 203,718,745
Total OPP-Policed Municipal Properties						1,230,286
Base Services Cost per Property						\$ 165.59

OPP 2024 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2024 to December 31, 2024

Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2019 through 2022. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 88.28 FTEs with a cost of \$15,971,805 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.4% Base Services : 49.6% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.

OPP 2024 Calls for Service Billing Summary

Billings Tp

Estimated costs for the period January 1 to December 31, 2024

Calls for Service Billing Workgroups	Calls for Service Count					2024 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2024 Estimated Calls for Service Cost
	2019	2020	2021	2022	Four Year Average				
					A	B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	0	3	2	1	2	6.9	10	0.0006%	1,042
Drugs	1	0	0	0	0	80.6	20	0.0011%	2,028
Operational	43	43	52	52	48	3.8	181	0.0099%	18,170
Operational 2	15	15	21	11	16	1.5	23	0.0013%	2,340
Other Criminal Code Violations	5	2	6	2	4	7.3	27	0.0015%	2,756
Property Crime Violations	14	17	20	12	16	6.3	99	0.0055%	9,989
Statutes & Acts	8	9	13	5	9	3.5	31	0.0017%	3,083
Traffic	13	8	12	17	13	3.8	48	0.0026%	4,782
Violent Criminal Code	14	13	13	9	12	15.4	189	0.0104%	18,991
Municipal Totals	113	110	139	109	118		628	0.0345%	\$63,181

Provincial Totals (Note 4)

Calls for Service Billing Workgroups	Calls for Service Count					2024 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2024 Estimated Calls for Service Cost
	2019	2020	2021	2022	Four Year Average				
					A	B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	2,613	2,790	2,966	2,473	2,711	6.9	18,702	1.0288%	1,882,731
Drugs	880	1,130	1,049	794	963	80.6	77,638	4.2708%	7,815,625
Operational	171,990	177,344	179,926	175,732	176,248	3.8	669,742	36.8416%	67,421,351
Operational 2	119,115	47,881	48,223	46,150	65,342	1.5	98,013	5.3916%	9,866,770
Other Criminal Code Violations	12,263	12,075	12,067	12,166	12,143	7.3	88,642	4.8761%	8,923,384
Property Crime Violations	52,344	46,517	47,206	48,643	48,678	6.3	306,668	16.8694%	30,871,552
Statutes & Acts	28,234	31,126	32,714	32,603	31,169	3.5	109,092	6.0010%	10,982,066
Traffic	38,738	32,001	34,658	38,679	36,019	3.8	136,872	7.5291%	13,778,594
Violent Criminal Code	20,497	19,283	19,967	21,429	20,294	15.4	312,528	17.1917%	31,461,399
Provincial Totals	446,674	370,147	378,776	378,669	393,567		1,817,899	100%	\$183,003,471

Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2020 municipal police force amalgamations.

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OPP 2024 Calls for Service Details

Billings Tp

For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Grand Total	113	110	139	109	117.75
Drug Possession	0	3	2	1	1.50
Drug Related Occurrence	0	3	1	0	1.00
Possession - Other Controlled Drugs and Substances Act	0	0	1	1	0.50
Drugs	1	0	0	0	0.25
Possession of cannabis for purpose of selling	1	0	0	0	0.25
Operational	43	43	52	52	47.50
Animal - Injured	1	0	0	2	0.75
Animal - Left in Vehicle	0	1	0	0	0.25
Animal - Other	1	0	1	1	0.75
Animal - Stray	0	1	1	1	0.75
Assist Fire Department	0	0	0	1	0.25
Assist Public	4	7	2	3	4.00
Distressed / Overdue Motorist	0	1	0	0	0.25
Domestic Disturbance	7	6	9	6	7.00
Family Dispute	3	4	5	6	4.50
Fire - Other	0	2	0	0	0.50
Found - Household Property	0	0	1	0	0.25
Found - Personal Accessories	1	1	0	0	0.50
Found - Sporting Goods, Hobby Equip.	1	0	0	0	0.25
Found - Vehicle Accessories	0	0	0	1	0.25
Insecure Condition - Master Code	0	0	1	0	0.25
Lost - License Plate	0	0	1	0	0.25
Lost - Others	0	2	1	0	0.75
Lost Property - Master Code	0	0	1	3	1.00
Medical Assistance - Other	0	0	1	0	0.25
Missing Person 12 & older	0	0	0	1	0.25
Missing Person Located 12 & older	0	0	1	1	0.50
Neighbour Dispute	1	3	8	6	4.50
Noise Complaint - Master Code	1	2	2	3	2.00
Noise Complaint - Others	1	2	0	0	0.75
Phone - Nuisance - No Charges Laid	1	0	0	0	0.25
Phone - Other - No Charges Laid	1	0	0	0	0.25
Phone - Threatening - No Charges Laid	1	0	0	0	0.25
Sudden Death - Natural Causes	1	1	2	2	1.50
Suspicious Person	4	3	3	2	3.00
Suspicious vehicle	3	2	6	3	3.50
Trouble with Youth	8	5	3	9	6.25
Unwanted Persons	3	0	3	1	1.75
Operational 2	15	15	21	11	15.50
911 call - Dropped Cell	1	4	1	2	2.00
911 call / 911 hang up	2	0	4	0	1.50
911 hang up - Pocket Dial	3	0	0	0	0.75
False Alarm - Cancelled	0	1	4	0	1.25
False Alarm - Malfunction	2	0	0	0	0.50

OPP 2024 Calls for Service Details

Billings Tp

For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
False Alarm - Others	3	9	9	8	7.25
False Holdup Alarm - Accidental Trip	1	0	0	0	0.25
Keep the Peace	3	1	3	1	2.00
Other Criminal Code Violations	5	2	6	2	3.75
Bail Violations - Breach of Recognizance	0	0	0	2	0.50
Bail Violations - Fail To Comply	0	1	0	0	0.25
Breach of Probation	2	1	1	0	1.00
Counterfeit Money - Master Code	0	0	1	0	0.25
Disturb the Peace	0	0	2	0	0.50
Indecent acts - Other	2	0	0	0	0.50
Offensive Weapons - Other Offensive Weapons	1	0	0	0	0.25
Other Criminal Code * Sec. 215 - Sec. 319	0	0	1	0	0.25
Other Criminal Code * Sec.462 - Sec.753	0	0	1	0	0.25
Property Crime Violations	14	17	20	12	15.75
Break & Enter	3	0	5	5	3.25
Fraud - False Pretence Under \$5,000	0	2	0	0	0.50
Fraud - Fraud through mails	0	1	0	0	0.25
Fraud - Master Code	0	1	1	0	0.50
Fraud - Other	0	3	2	2	1.75
Mischief	2	6	5	4	4.25
Property Damage	0	1	0	0	0.25
Theft of - Automobile	0	2	0	0	0.50
Theft of - Snow Vehicles	0	0	1	0	0.25
Theft of Motor Vehicle	1	0	1	0	0.50
Theft Over \$5,000 - Other Theft	1	0	0	0	0.25
Theft Under \$5,000 - Boat (Vessel)	0	0	1	0	0.25
Theft Under \$5,000 - Construction Site	0	0	1	0	0.25
Theft Under \$5,000 - Master Code	0	0	0	1	0.25
Theft Under \$5,000 - Other Theft	5	1	2	0	2.00
Theft Under \$5,000 - Trailers	1	0	0	0	0.25
Theft Under \$5,000 Shoplifting	1	0	1	0	0.50
Statutes & Acts	8	9	13	5	8.75
Landlord / Tenant	2	1	0	1	1.00
Mental Health Act	0	0	1	2	0.75
Mental Health Act - Attempt Suicide	0	1	0	0	0.25
Mental Health Act - Placed on Form	1	0	0	0	0.25
Mental Health Act - Threat of Suicide	1	1	3	0	1.25
Mental Health Act - Voluntary Transport	1	0	0	0	0.25
Trespass To Property Act	3	6	9	2	5.00
Traffic	13	8	12	17	12.50
MVC - Personal Injury (Motor Vehicle Collision)	1	0	0	0	0.25
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	0	0	0	1	0.25
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	7	5	3	4	4.75
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	5	3	9	12	7.25
Violent Criminal Code	14	13	13	9	12.25

OPP 2024 Calls for Service Details

Billings Tp

For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Assault - Level 1	5	8	3	4	5.00
Assault With Weapon or Causing Bodily Harm - Level 2	2	0	1	1	1.00
Criminal Harassment	3	0	1	1	1.25
Indecent / Harassing Communications	1	0	1	1	0.75
Non-Consensual Distribution of Intimate Images	0	0	1	0	0.25
Other Assaults / Admin Noxious thing	0	1	0	0	0.25
Sexual Assault	0	1	0	0	0.25
Sexual Interference	0	0	1	0	0.25
Using firearm (or imitation) in commission of offence	0	0	1	0	0.25
Utter Threats to Person	3	3	4	2	3.00

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OPP 2022 Reconciled Year-End Summary
Billings Tp
Reconciled cost for the period January 1 to December 31, 2022

			<u>Cost per Property \$</u>	<u>Reconciled Cost \$</u>	<u>Estimated Cost \$</u>
Base Service	Property Counts				
	Household	759			
	Commercial and Industrial	<u>38</u>			
	Total Properties	<u><u>797</u></u>	172.74	137,676	137,141
Calls for Service					
	Total all municipalities	177,916,859			
	Municipal portion	0.0399%	89.12	71,032	70,628
Overtime			7.64	6,088	8,532
Prisoner Transportation	(per property cost)		1.08	861	1,363
Accommodation/Cleaning Services	(per property cost)		<u>4.81</u>	<u>3,834</u>	<u>3,850</u>
Total 2022 Costs			<u><u>275.40</u></u>	<u>219,490</u>	<u>221,513</u>
2022 Billed Amount				<u>221,508</u>	
2022 Year-End-Adjustment				<u><u>(2,018)</u></u>	

Notes

The Year-End Adjustment above is included as an adjustment on the 2024 Billing Statement.
This amount is incorporated into the monthly invoice amount for 2024.
The difference between the estimated and billed amount is due to rounding the bills to the nearest dollar throughout the year.

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COUNCIL REPORT

Department: Treasury

Date: October 17, 2023

Report Number: TR-2023-10-14

File: 2023 Township of Billings – Budget Report

Attachment: Statement of Operations

Recommendation:

THAT the Township of Billings Council hereby receives for information Report TR-2023-10-14.

Background:

On August 1, 2023, Township of Billings Council passed By-law No. 2023-81 being a By-law to adopt the 2023 Municipal Annual Budget.

The overall objective of the 2023 budget is to maintain the current service levels of the Township, recognize the need to invest and plan for infrastructure projects. It leverages grant funding opportunities, identifies modernization initiatives, and considers the capacity of staff and current resources.

Discussion:

Included is a Statement of Operations snapshot up to September 30, 2023 which includes the year-to-date variance in dollars and the year-to-date variance in % compared to the 2023 budget.

Comments have been provided below for each subcategory where additional explanation may be required and should be referenced when reviewing the Statement of Operations.

1. Revenue

- Final tax bills were due on the September 29, 2023. A total of \$2,285,795 for both municipal and school board taxes have been received representing 95% of the of the expected revenue. Statements will be sent out in efforts to collect the remaining outstanding balances.
- Provincial and Federal Grants have not all yet been received; staff are waiting on final invoices to complete final claim reporting in order to submit for funding. A significant portion of the funding is for the ICIP Green Grant for the Old Mill Waterline Replacement Project in the amount of \$1,283,442 (\$712,452.37 received to date) as well as the grant funding for the firehall in the amount of \$719,647 (\$0 received to date). This funding will be released once final reporting has been submitted and approved.
- The debenture for the firehall loan will be brought forward once all associated invoices are received.

2. Expenses

- Wages and benefits are as expected and may come slightly under budget due to a vacancy in the Treasurer role.



-
- Auditing and accounting expense is higher than budgeted due to the added costs associated with the 2022 audit.
 - Subscriptions are higher than expected due to the unexpected accounting software upgrade (Sage \$3,000).
 - Contracts are at 96% of the 2023 budget and are a result of the added expense related to additional contract work to fill the void left as a result of the Treasurer vacancy and can be offset by the reduced wages expense.

3. Projects

- The firehall project is nearing completion with the final invoices being expected by month end.
- The accessibility ramp design and site visit are in progress in the amount of \$14,700.
- The Old Mill Waterline Replacement project expenses to date are \$1,370,597.17 (net of HST); outstanding is the completion of the line painting.
- The Old Mill Bridge project 2023 budget was approved for \$64,627 by way of resolution 2023-428 Council approved a transfer of \$71,700 from asset management to Old Mill Road Bridge Project for the Engineering tendering process.
- The strategic plan RFP was approved in the amount of \$29,765 and is now underway.
- The website proposals have been reviewed by staff with the top two proposals providing a demonstration on October 13, 2023.

4. Roads

- Hard and loose top work has been completed; however, the invoices have not yet been received.
- Staff is presenting a winter sand report at tonight's meeting with the quoted amount keeping within the budget subject to similar winter conditions from 2022.

Financial Impacts:

It has been a challenging year for the Township with the delay in the presentation of the 2022 audited financial statements and the emergency infrastructure projects including the firehall and currently the Old Mill Road Bridge.

Staff continues to look for funding opportunities and finding creative ways to streamline and modernize our processes. As we look towards next year, it is anticipated that the 2024 budget will also be challenging with the aging infrastructure and competing capital projects.

Alignment to the Strategic Plan:

1. Continue to develop and implement long-term roads maintenance and improvement.
2. Continue to pursue rational, cost-effective, and efficient use of municipal property, buildings, and facilities, to maximize the availability of public space, in the context of the results of the structural condition assessment report.
5. Continue to improve municipal waste site efficiency including waste diversion and recycling.



-
7. Continue to ensure the most efficient and effective operation of the municipal water treatment and distribution system for the Hamlet of Kagawong.
 18. Rebuild the municipal website/web and social media presence, and create a plan/process with the purpose of facilitating ongoing maintenance and improvement of the site.
 19. Continue to modify and refine the council committee system to improve organizational effectiveness and communication, and to meet the legislated requirements for council/committee activity.
 20. Address organizational human resource and workload concerns.

Alignment to the Community Energy and Emissions Plan (CEEP)

Include actions that the local government has operational control over (e.g. - fully owns an asset or has jurisdiction to implement operational services and programs to enhance health, safety, and environmental policies) and will lead climate action. The local government will endeavour include these actions in strategic planning and annual budgets, leveraging funding and collaborative opportunities whenever possible.

Respectfully Submitted By:

Emily Dance, CAO/Clerk

	2023 Budget	September 2023 YTD Actuals	YTD \$ Variance	YTD % Variance
Revenue				
Municipal & School Board Tax	2,403,109	2,390,716	12,393	99%
Grants in Lieu	2,029	2,029	0	100%
Federal Funding	1,451,626	643,235	808,391	44%
Provincial Funding	1,475,903	756,969	718,934	51%
Sewer & Water	262,886	197,216	65,670	75%
Fees, Donations, Grants	183,179	145,979	37,200	80%
Licenses & Permits	47,500	32,366	15,134	68%
Investment Income	15,000	26,430	-11,430	176%
Interest	42,500	29,165	13,335	69%
Rent & Other	1,244	2,045	-801	164%
Generating Station	70,000	56,520	13,480	81%
Loan (fire hall)	1,149,309	0	1,149,309	0%
Total Revenue	\$7,104,285	1,891,953	5,212,332	27%
Expenses				
Wages and Benefits	897,493	729,666	167,827	81%
Administration				
Advertising	9,500	9,824	-324	103%
Auditing / Accounting	40,000	51,517	-11,517	129%
Fees and Charges	22,300	8,932	13,368	40%
Health & Safety	23,000	17,790	5,210	77%
Insurance	66,000	62,754	3,246	95%
Legal	25,000	11,801	13,199	47%
Professional Development / Travel	24,000	21,064	2,936	88%
Loan Interest Expense	25,000	-	25,000	0%
Subscriptions/Memberships	8,850	12,521	-3,671	141%
Property Assessment (MPAC)	36,000	26,575	9,425	74%
Postage	4,500	486	4,014	11%
Tax Registration	1,500	1,200	300	80%
Unbudgeted	2,000	560	1,440	28%
Subtotal	287,650	225,025	62,625	78%
Building and Equipment				
Equipment Maintenance	60,000	41,758	18,242	70%
Fuel	80,000	26,509	53,491	33%
Pump Outs	2,000	848	1,152	42%
Maintenance & Repairs	100,000	47,152	52,848	47%
Sub Total	242,000	116,266	125,734	48%
Other				
By-Law Inspection	5,000	392	4,608	8%
Contracts	270,000	260,473	9,527	96%
Non-contract	1,000	-	1,000	0%
Pound	700	188	512	27%
Regulation Compliance	5,000	4,219	781	84%
Sub Total	281,700	265,272	16,428	94%

Projects				
Fire Hall	1,700,000	1,198,088	501,912	70%
Old Mill Accessibility Ramp	32,425	-	32,425	0%
Old Mill Road Water Capital	1,876,000	1,370,597	505,403	73%
Waterfront Improvement	1,130	1,018	112	90%
Old Mill Road Bridge (adj)	136,327	60,422	75,905	44%
Strategic Plan	30,000	-	30,000	0%
Website	20,000	-	20,000	0%
Asset Management (adj)	24,300	-	24,300	0%
Sub Total	3,820,182	2,630,124	1,190,058	69%
Public Services				
Ambulance	235,000	117,326	117,674	50%
Donation	3,650	4,716	-1,066	129%
DSSAB Childcare	22,530	11,265	11,265	50%
DSSAB Ontario Works	31,833	15,917	15,917	50%
DSSAB Social Housing	77,529	38,765	38,765	50%
Home for the aged	40,166	30,727	9,439	77%
Levy School Boards- EP	303,618	226,845	76,773	75%
Levy School Boards – FP	2,974	1,973	1,001	66%
Planning Board	18,134	18,134	0	100%
Policing	218,400	183,532	34,868	84%
Sudbury District Health	30,676	25,564	5,112	83%
Sub Total	988,060	674,764	313,296	68%
Roads				
Hard Top	209,400	27,760	181,640	13%
Loose Top	80,000	26,895	53,105	34%
Road Side	20,000	3,663	16,337	18%
Roads Winter	45,000	-	45,000	0%
Street Lights	3,000	654	2,346	22%
Sub Total	357,400	\$58,972	298,428	17%
Supplies				
Library – Book	6,800	5,197	1,603	76%
Supplies	100,000	73,351	26,649	73%
Marina Purchases	10,000	7,931	2,069	79%
Marina Fuel	6,000	25,042	-19,042	417%
Sub-Total	122,800	111,521	11,279	91%
Utilities				
Hydro	55,000	31,484	23,516	57%
Propane	25,000	6,140	18,860	25%
Telephone & Internet	16,000	11,034	4,966	69%
Water	11,000	-300	11,300	-3%
Sub-Total	107,000	48,358	58,642	45%
Total Expenses	7,104,285	4,859,970	2,244,315	68%



COUNCIL REPORT

Department: Municipal Project Management

Date: October 17, 2023

Report Number MPM-2023-10-24

File: Ontario Trillium Foundation Grant Application 2023- Park Centre Renovations (2)

Staff Recommendations:

THAT the Township of Billings Council hereby approves Report MPM-2023-10-24 AND directs staff to bring forward the costs for renovations to the Park Centre to the 2024 Township of Billings budget deliberations.

Background:

On May 16, 2023 Council directed staff to apply to the Ontario Trillium Foundation intake for Capital Grant to improve community facilities and spaces. The application was for major renovations to the Park Centre including the refinishing of hardwood flooring, installation of acoustic system and sound system, installation of window treatment, lighting upgrades and kitchen appliance replacement. Also included in the grant was line painting of the recreation pads and upgrades for water to the covered rink.

The application was discussed and endorsed by the Parks, Recreation and Wellness Committee, the Library Board and the Museum Committee.

Discussion:

On October 5, 2023, staff were notified that the Township of Billings was not successful on the grant. Ontario Trillium Foundation noted they receive a very high volume of applications and while there are so many worthy proposals, they are only able to fund a limited number of projects.

The Park Centre is the hub for community activities for the Township of Billings and is in need of renovations. Staff is recommending that the project be broken down into financially manageable phases to allow the renovations to still occur and that the costing be brought forward to the 2024 Township of Billings budget deliberations.

Alignment to Strategic Plan:

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

Alignment to the CEEP:

MB2O, MB4O-Energy Efficiency: Minor and major refits: Consider minor and major building envelope upgrades, building automation and lighting upgrades as part of all municipal building renewal projects.

Respectfully Submitted by:

Emily Dance, CAO/Clerk



COUNCIL REPORT

Department: Municipal Project Management

Date: October 17, 2023

Report Number MPM-2023-10-25

File: Old Mill Rd. Bridge Project (3) – Monitoring Program

Attachment: Old Mill Road Bridge Replacement – Timber Crib Inspection & Monitoring Program

Staff Recommendations:

1. THAT the Township of Billings Council hereby approves Report MPM-2023-10-25 AND accepts the bridge monitoring proposal from EXP in the amount of \$9,155 plus HST, AND FURTHER authorizes the appropriate by-law coming forward on tonight's agenda.
2. THAT the Township of Billings Council hereby approves the re-allocation of \$9,155 from asset management to the Old Mill Road Bridge project in the 2023 Township of Billings Project budget.
3. THAT the Township of Billings Council hereby approves an exemption to the purchasing and procurement policy requiring three verbal quotes for a purchase between \$5,000 and \$10,000.

Background:

The project which will result in the replacement of the Old Mill Rd. Bridge is continuing, and on a much more manageable timeline. Council approved the amendment of engineering services with EXP Services to include tendering, contract administration and site inspection at the September 7th regular meeting. The design work is in the advanced stage, and staff expect construction services for the project to be tendered in December 2023 – January 2024.

One of the considerations in postponing construction to 2024, was ensuring that the existing bridge could provide service through the next few months. To that end, EXP conducted an evaluation of the bridge and recommended establishing a formal program to monitor the bridge through until construction begins on replacement.

Discussion:

The recommended monitoring program is the result of considerable discussion between municipal staff and the project engineers. Both parties have attempted to produce a solution that results in useful and effective monitoring – in the interest of public safety and asset integrity – while keeping costs as low as possible.

A monitoring program like this is relatively expensive because of the labour and travel costs incurred in getting the technical personnel to the site, from Sudbury. The original program proposal was considerably more expensive than the one recommended in the current report. By way of compromise, staff and EXP agreed to bi-monthly monitoring inspections involving



EXP technical staff, with Township staff conducting visual (taking appropriate photos) in the alternate months, and communicating with EXP, as appropriate.

Financial Impacts:

The reallocation of the monitoring cost from the Asset Management category to the Old Mill Rd. Bridge category, will respect the budget integrity and not result in additional tax-payer burden.

Alignment to Strategic Plan:

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

Alignment to the CEEP:

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

Respectfully Submitted by:

Todd Gordon, MPM

Reviewed By:

Emily Dance, CAO/Clerk



Old Mill Road Bridge Replacement – Timber Crib Inspection & Monitoring Program

EXP Northern Ontario Engineering

Type of Document:

Proposal

Project Name:

Old Mill Road Bridge Replacement
Kagawong, Ontario

Project Number:

SUD-23007281-A0

Prepared By:

Steven Kacan, P.Eng.
Civil Engineer
EXP
885 Regent Street, Suite 3-6A
Sudbury, ON, P3E 5M4
t: +1.705.674.9681
f: +1.705.674.5583

Date Submitted:

2023-09-12

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1. Introduction

1.1 Company Profile

With a heritage dating back to 1928, EXP Services Inc. (EXP) has grown into one of Canada's largest and most successful engineering and consulting firms. With projects around the globe, EXP offers its clients in both the private and public sectors a full range of services provided by a dedicated team of over 3,400 professionals, including specialist engineers, project managers, and technical experts from over 100 Canadian, U.S. and international locations.

At EXP, we provide professional, technical, and strategic services to the world's built and natural environments in six key practice areas: Buildings, Earth & Environment, Energy, Industrial, Infrastructure, and Sustainability.

Our commitment to excellence has enabled us to constantly create value for our clients and has significantly contributed to EXP's dynamic growth on a global scale. Clients will have easy access to the highly experienced and creative professionals available at EXP to ensure that right people provide the right solution. Whether the project is big or small, we can deliver global expertise from a local presence - for any project - anywhere in the world.

2. Project Understanding

2.1 Timber Crib Monitoring Program

It is understood that the Township of Billings is interested in retaining EXP to conduct an inspection and monitoring program for the Old Mill Road bridge's timber cribs. The inspection and monitoring program will consist of a visual assessment of the timber crib elements, as well as an assessment of the settlement in the timber cribs.

EXP recommends that the timber cribs be monitored on a monthly basis. Inspections on the timber crib could be conducted on a bi-monthly basis on the condition that the Township of Billings does a visual inspection every other month and provides EXP with photos.

The settlement will be measured by installing pins strategically along both cribs and determining their elevation by use of a total station. For each subsequent site visit, the pins will be re-surveyed, and any potential settlement in the timber cribs will be measured and identified.

EXP will also provide an inspection report after each site visit that will outline the visual assessment of the timber cribs, as well as provide data for the settlement monitoring program. It is assumed that the monitoring program will take place for 8 months starting from September 2023 until the end of April 2024. EXP is assuming the construction of the new bridge will begin in May 2024.

The initial setup will require a structural engineer and structural technician to install the survey pins at strategic points on the cribbing. The remainder of the inspections will be conducted by the structural technician who will provide the data to the structural engineer to analyze and report on the results. In the price breakdown below, the first section will include the cost for the initial setup and first inspection, the second section will provide a cost breakdown for each subsequent visit.

3. Cost Estimate

The estimated cost to provide the proposed scope of work is outlined below.

Fee Breakdown

Initial Setup Monitoring & Report	\$3,560.00
Disbursements	\$300.00
	INITIAL SETUP COST (excluding HST) \$3,860.00

Monitoring/Inspection Program and Follow-up Report	\$1,390.00
Disbursements	\$375.00
	COST PER SITE VISIT (excluding HST) \$1,765.00

Fee Summary

MONITORING/INSPECTION PROGRAM	COST (excluding HST)
Initial Setup Monitoring & Report	\$3,860.00
Monitoring/Inspection Program and Follow-up Report (November 2023)	\$1,765.00
Monitoring/Inspection Program and Follow-up Report (January 2024)	\$1,765.00
Monitoring/Inspection Program and Follow-up Report (March 2024)	\$1,765.00
TOTAL COST (excluding HST)	\$9,155.00

3.1 Unit Rates

If additional works, delays, meetings, conference calls, etc. are required beyond the scope of work outlined in this proposal, the following unit rates will also apply. *These rates will be valid through to December 31, 2023, and subject to yearly adjustments thereafter.*

Hourly Rates and Disbursements

Staff	Hourly Rate
Senior Technical Review	\$205/hr
Project Manager	\$195/hr
Senior Civil Engineer	\$180/hr
Senior Bridge Engineer	\$155/hr
Senior Bridge Engineer	\$155/hr
Intermediate Bridge Engineer	\$125/hr
Junior Engineer	\$115/hr
Technical Staff	\$85/hr
Administration Support	\$80/hr



Survey Crew	\$160/hr
Disbursements	
Mileage	\$0.69/km
Purolator	At Cost
Accommodations	At Cost

4. Closure

We thank you for the opportunity to submit this proposal and look forward to working with you on this project. Should you have any further questions concerning the above, please do not hesitate to contact the undersigned directly.

Yours truly,

EXP Services Inc.



Steven Kacan, P.Eng.
 Civil Engineer, Infrastructure

Legal Notification

This proposal is CONFIDENTIAL INFORMATION and the PROPERTY of EXP Services Inc. until such time as an agreement for the services/system outlined herein has been completed with the prospective customer and/or recipient to whom it is specifically addressed. Customer/Recipient may only disclose or indirectly cause disclosure of the CONFIDENTIAL INFORMATION to its directors, officers, employees, or consultants necessary for the limited purpose of evaluating the proposal for the specific project identified, provided that, before such disclosure, each such director, officer, employee, or consultant is made aware of and agrees to the CONFIDENTIAL NATURE and limited use of the proposal and its contents.

Customer/Recipient may use the CONFIDENTIAL INFORMATION for the limited purpose of developing and understanding the project with EXP Services Inc. and for no other purpose whatsoever.

Disclosure of the CONFIDENTIAL INFORMATION to Customer/Recipient shall not be construed in any way whatsoever as granting to Customer/Recipient a license or any other right in the CONFIDENTIAL INFORMATION.

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COUNCIL REPORT

Department: Chief Administrative Officer

Date: October 17, 2023

Report Number: CAO-2023-10-25

File: Strategic Plan Township of Billings

Attachment: Interim Report #1, Briefing Document for Council Interviews, Revised Gant Chart

Recommendation:

THAT the Township of Billings Council hereby receives for information Report CAO-2023-10-25.

Background:

On September 19, 2023, Council approved the proposal of Capital Park Consulting Inc to provide a five-year strategic plan for the Township of Billings.

Discussion:

The process is now underway with a tentative completion date of December 2023. Staff had a virtual kick-off meeting with Steve Lichty, our project lead and Tim Hore from Capital Park Consulting Inc.

Attached is the Interim Report #1. This report is useful as a briefing document for all stakeholders, including Council, staff, focus group participants and enable the interviewees to review the results of the Document Review and Research prior to their interviews. Also included is a briefing paper with the questions the consultants will be asking as part of the internal stakeholder engagement activities.

A revised Gantt chart is also attached. You will note that it proposes that the interviews be conducted during the week of October 16th. Staff is working with the consultant for tentative dates for the planning session.

Financial Impacts:

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

Alignment to Strategic Plan:

Part of the Strategic Plan process

Alignment to the CEEP:

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

Respectfully Submitted By:

Emily Dance, CAO/Clerk



Strategic Plan 2024-2029 Interim Report No. 1



Capital Park Consulting Inc.
13 Craftsman Private
Ottawa, ON, K1Y 4W9

Date: October 10th, 2023

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1 INTRODUCTION

BACKGROUND

The Township of Billings is in the process of developing a new Strategic Plan that will outline long term vision and values, alongside medium term objectives to be achieved with short term action plans.

Through an RFP process, the Township selected Capital Park Consulting Inc. to assist in the development of the new plan by:

- Assisting Council and staff in implementing a process to gather robust input from the community and other stakeholders to inform the development of the new strategic plan including services, vision for the future, values, mission, etc.
- Ensuring that Council is aware of municipal sector strategic plan precedents and “best practices” in the various components of a municipal strategic plan so that these can be considered when Billings is drafting its new strategic plan
- Helping to identify and review possible indicators that can be used to measure the Township’s success in achieving the goals it established in the new strategic plan
- Soliciting input from staff and ensure that the new strategic plan makes sense and is clearly understood from the staff perspective
- Ensuring meaningful participation and engagement of the public throughout the project
- Ensuring that the plan developed strikes an appropriate balance between being flexible enough to ensure that it is relevant if circumstances change, while also specific enough that it can be implemented decisively and measured clearly
- Ensuring that the new strategic plan builds on the municipality’s current initiatives and existing services

METHODOLOGY

Capital Park’s work plan includes the following components:

1. Kick-off meeting
2. Review background materials and research Strategic Plan precedents
3. Internal stakeholder engagement through interviews with members of Council and Township management staff
4. Virtual workshop with Township management staff
5. External stakeholder engagement through focus groups, online survey and public meetings
6. Two-day in person planning session with members of Council and Township senior
7. Development of the contents of the Strategic Plan
8. Review of draft Strategic Plan by Council and senior staff, amendment as required, and issuance of final version

APPROACH

The approach that is being taken is summarized in this graphic.



PURPOSE OF THIS INTERIM REPORT

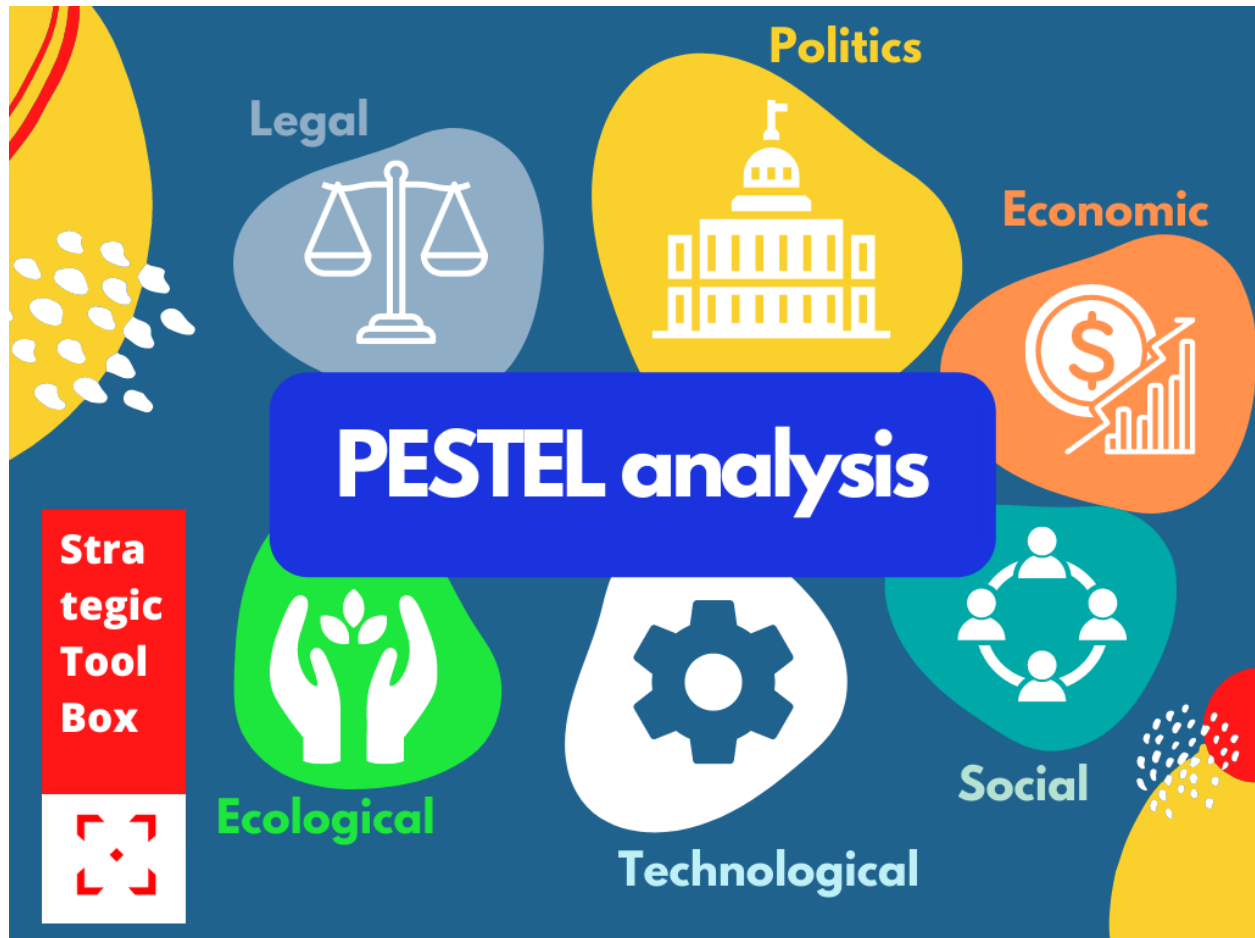
The purpose of this first interim report is to:

- Summarize the findings from the review of background materials and research
- Identify six Strategic Plans from similar municipalities to be used to identify best practices (and practices to avoid)
- Serve as a briefing document for current councillors and senior staff
- Serve as resource material in the future for councillors, senior staff and other interested parties

2 SUMMARY OF DOCUMENT REVIEW AND RESEARCH FINDINGS

PESTEL ANALYSIS

A PESTEL analysis has been used to summarize the external factors affecting the Town. PESTEL is an acronym for Political, Economic, Social, Technological, Environmental and Legal factors. It is a strategic planning tool that focuses on these six influences to gather information about various external factors affecting an organization.



The advantages of a PESTEL Analysis include:

- It's a simple framework
- It is comprehensive and facilitates an understanding of the wider environment
- It encourages the development of strategic thinking
- It can enable an organisation to anticipate future threats and take action to avoid or minimize their impact
- It can enable an organisation to spot opportunities and exploit them fully

A PESTEL Analysis is often used in conjunction with other planning tools, such as a SWOT Analysis, which looks at Strengths, Weaknesses, Opportunities and Threats. During the first planning session the participants will be using the results of the PESTEL Analysis to conduct a SWOT analysis for Billings.

POLITICAL FACTORS

Municipal governments are affected a great deal by decisions made and policies implemented by higher levels of government, i.e. provincial and federal. It can be difficult to predict what changes will take place, particularly if there should happen to be a change in leadership of a governing party or an election that results in a different party coming into power. Here are some of the recent predictions that have been made:

Federal Outlook

“The Parliamentary Budget Office has trimmed its forecast for Canada’s economic growth this year.

The PBO’s latest economic and fiscal outlook predicts the economy will grow by 1.0 per cent this year followed by 1.6 per cent in 2024. The outlook compares with the agency’s October forecast for growth of 1.2 per cent for 2023 and 2.3 per cent in 2024.

It expects a decline in residential investment and weakness in consumer spending in the first half of the year, while businesses reduce their inventory investment over the course of 2023 as the growth in sales slows. The PBO also predicts the Bank of Canada will keep its key interest rate target on hold at 4.5 per cent for the rest of 2023 before starting to cut in 2024.

<https://globalnews.ca/news/9523302/pbo-economic-forecast-2023-interest-rates/>

This prediction turned out to be inaccurate, as the Bank of Canada raised the prime rate to 5% on July 12th. On July 24th, 2023, the Globe and Mail reported:

“Since COVID-19, the economy has stagnated. Canada’s per-person GDP (adjusted for inflation) stood at \$56,206 in 2019, declined sharply in 2020 before recouping some of the losses in 2021. However, despite economic recovery from COVID, by the third quarter of 2022, GDP per person remained below prepandemic levels.”

“A 2021 study by the Organization for Economic Co-operation and Development (OECD) found that Canada will record the lowest level of per-person GDP growth among 32 advanced economies during the periods of 2020 to 2030 and 2030 to 2060. Countries such as Czechia, Estonia, Israel, South Korea, New Zealand, Slovenia and Turkey, which currently have lower levels of average per-person GDP, are expected to vault past Canada and achieve higher living standards by 2060.”

<https://www.theglobeandmail.com/business/commentary/article-canada-economy-trudeau-freeland>

What impact will high interest rates and sluggish growth have on Billings? Will it affect long-term debt, maintenance of infrastructure, etc.?

Provincial Outlook

The March 2023 provincial budget projects a small deficit for the current fiscal year and surpluses in future years.

“Overall, Budget 2023 is fiscally prudent and sets the Ontario government on a course for surplus next year, well ahead of schedule. Spending is limited to targeted areas for maximum impact and savings have been generated from a balanced pool of revenue streams.”

“While health care is getting the lion’s share of new spending, the government is planning to invest more in education, social services and “other programs.” <https://www.conferenceboard.ca/insights/sprinting-to-surplus-ontario-budget-2023>

It is noteworthy that that new provincial spending will focus on services that are not the responsibility of lower tier municipalities. (The one possible exception is additional funding for “infrastructure”, which will likely include municipal projects.)

“This provincial budget will be a challenge for municipal finances. There was no mention of replacing municipal revenues lost as a result of Bill 23. The City of Toronto and municipalities generally did not receive any funds to address pressures resulting from COVID. A failure to support municipalities will result in reduced services and higher property taxes locally. At the same time, there were no obvious cuts or signs of austerity from the Ford government as many had predicted.” <https://omssa.com/blog-report-on-2023-ontario-budget-march-2023.php>

Housing Affordability

Housing affordability has become one of the most dominant issues at the federal, provincial and municipal levels. There is a consensus emerging that the primary challenge at all levels of government is to increase the supply.

The province of Ontario recently passed Bill 23, which has made fundamental changes to the land use planning system in Ontario through changes to the Development Charges Act, Planning Act, Municipal Act, and others. Although this legislation does not apply to all municipalities, it indicates the policy direction of the provincial government.

There is also a movement to have “complete communities”, i.e. the optimal mix of people, activities, and transport modes in each neighborhood. Should Billings adapt this policy for future residential and economic development? What will need to be done?

On June 16th, 2023, the Canada Mortgage and Housing Corporation issued a report warning that we are moving in the wrong direction on housing affordability.

“Canada's federal housing agency is worried affordability will deteriorate unless the country acts on supply challenges and other housing measures soon.

The Canada Mortgage and Housing Corporation rang alarm bells last summer when it estimated the country needs to build 3.5 million more homes by 2030 than it is on track for, to reach some semblance of affordability.

While 271,000 homes were built two years ago and roughly 260,000 last year, chief economist Bob Dugan is now forecasting between 210,000 and 220,000 will be constructed this year.

Dugan believes this is a sign that the country is moving in the wrong direction and he is not optimistic that the country is on track to double the pace of housing starts.

Construction efforts have been constrained by labour shortages, higher interest rates and costs for materials, along with zoning issues and NIMBYism.

Dugan admits his outlook is not rosy but on the positive side, says moments of crisis can lead to innovation, which could positively alter the current housing forecast.”

<https://www.cp24.com/news/housing-affordability-will-deteriorate-unless-we-act-soon-cmhc-chief-economist-1.6444323>

ECONOMIC FACTORS

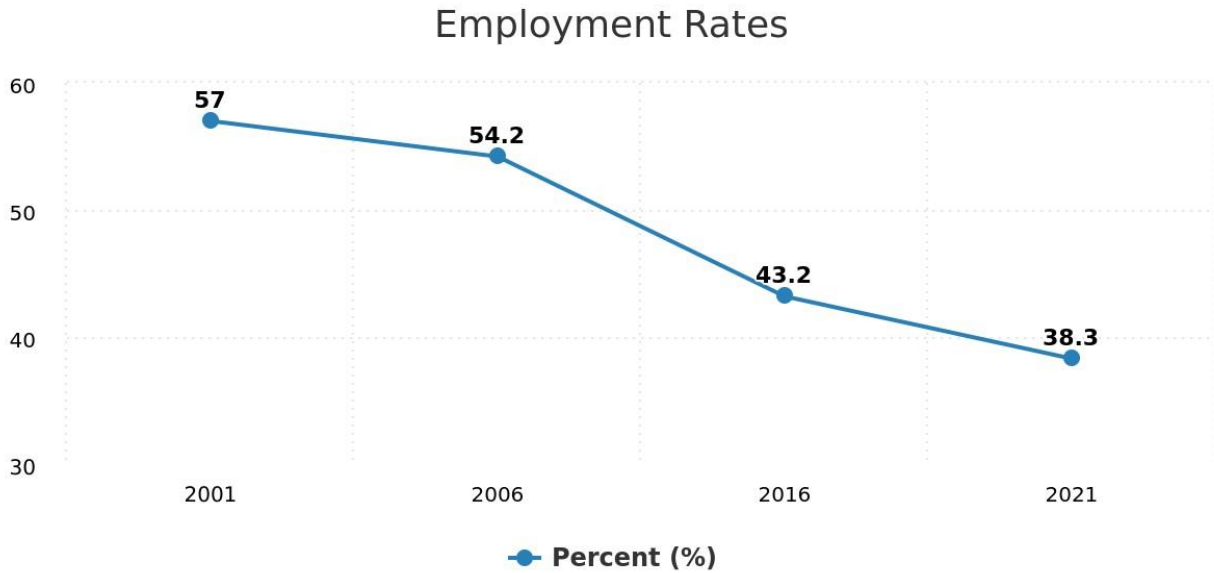
Most statistics in this section relate to the 2021 Statistics Canada Census. Much of the analysis comes from <https://townfolio.co/on/billings/demographics>.

Please note the following:

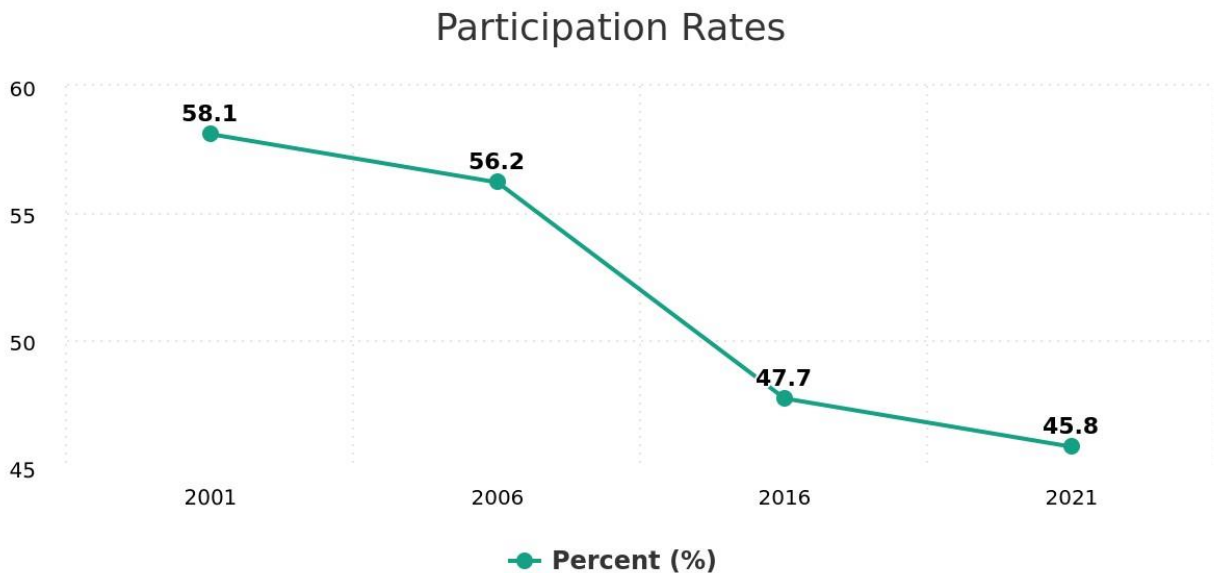
- StatsCan and Townfolio often round figures to the closest number divisible by five.
- The employment data from the 2021 Census should be read with caution, as they appear to be overly negative. This data, although reported in 2021, was the average for the three years from 2018 to 2021. Since this time period included the COVID lockdowns, the numbers are likely not representative of the situation in 2021. This information has been included because the data from 2001, 2006, 2011 and 2016 may be of some interest in identifying trends.

EMPLOYMENT

The employment rates chart shows the percentage of people of working age who were employed for each of the past three census years.

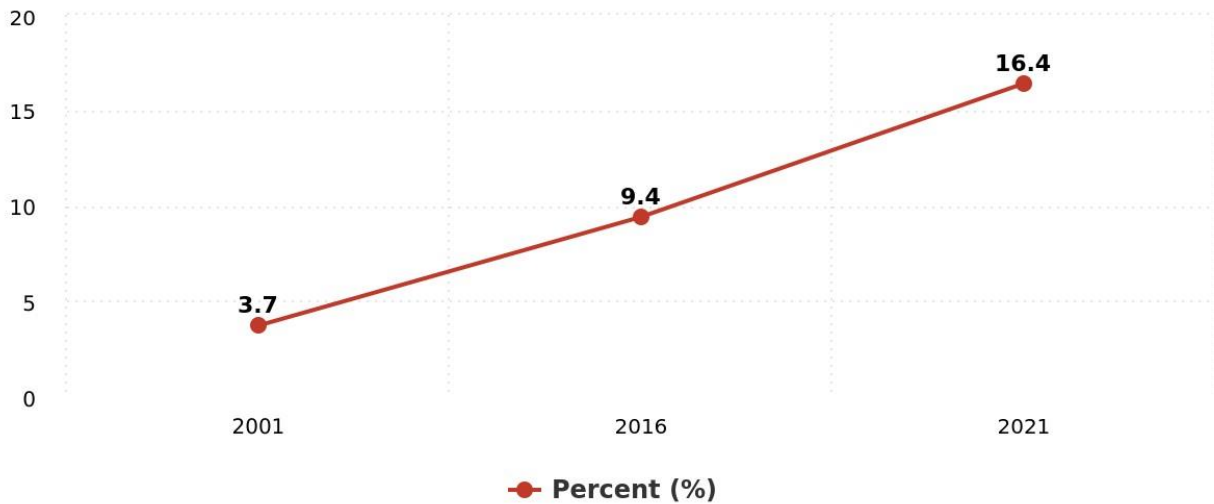


The participation rates chart shows the percentage of people who were either employed or are actively looking for work. A growing participation rate signals more people coming into the labour force whether younger people looking for first jobs, people of working age switching careers or jobs, or people re-entering the job market after job disruptions. Migration can significantly affect this economic metric.



The unemployment rate chart shows the number of unemployed workers and people searching for a paid job expressed as a percentage of the labour force. An increasing unemployment rate signals an “employer’s market” where there are more job seekers compared to the number of jobs available. People receiving the Canada Emergency Response Benefit (CERB) during Covid would appear as unemployed.

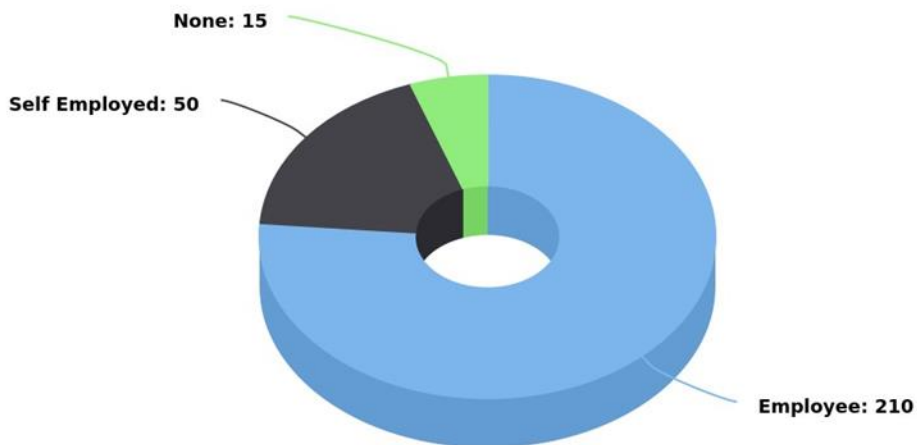
Unemployment Rates



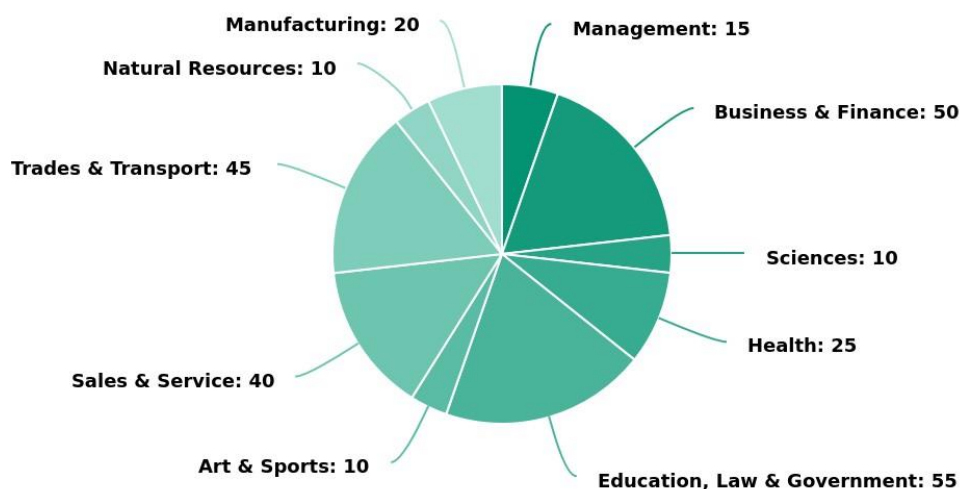
LABOUR FORCE

Over three-quarters of Billings’ labour force identify as employees, with 18% indicating that they are self employed.

Worker Classes



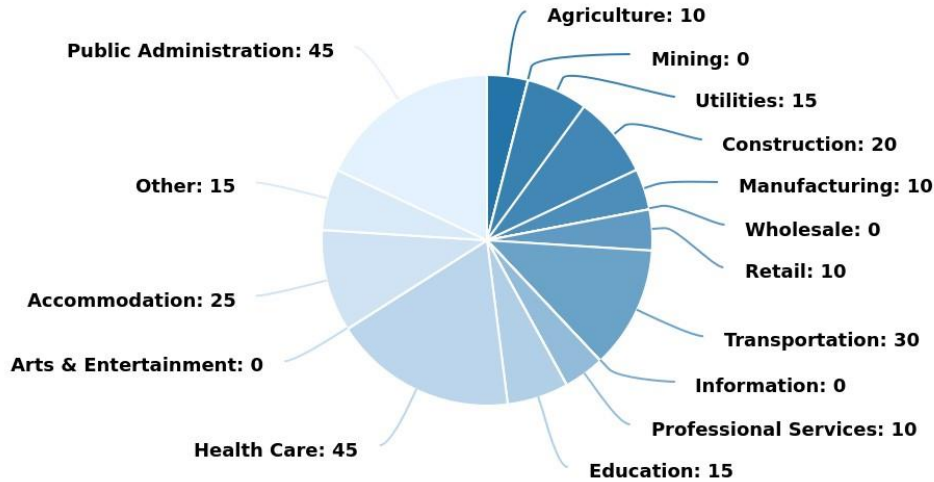
Labour Force by Occupation



Occupation	Number	Percentage
Education, Law & Government	55	20.37%
Business & Finance	50	18.52%
Trades & Transport	45	16.67%
Sales & Service	40	14.81%
Health	25	9.26%
Management	15	5.56%
Sciences	10	3.70%
Art & Sports	10	3.70%
Natural Resources	10	3.70%
Manufacturing	10	3.70%
Total	270	100.00%

Approximately three-quarters of the labour force work in service positions, with the other quarter in Trades and Transport, Natural Resources and Manufacturing.

Labour Force by Industry

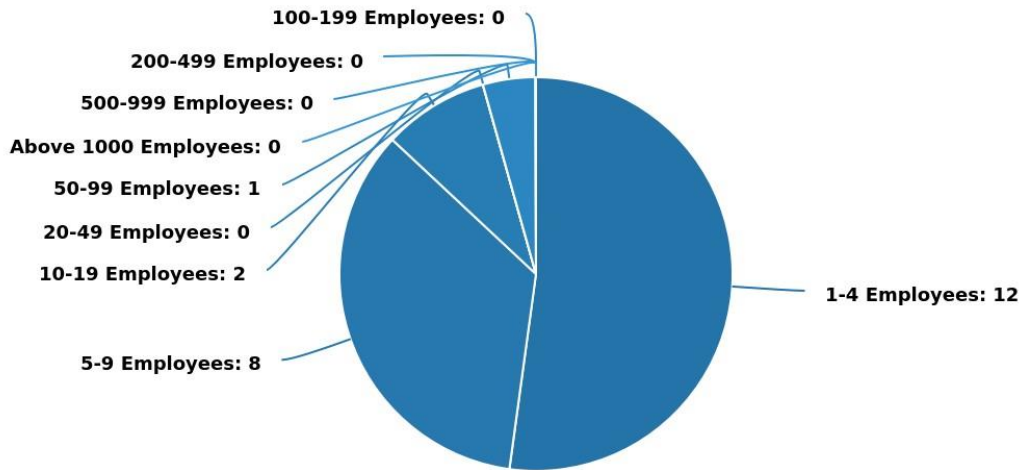


Industry	Number	Percentage
Health Care	45	18.00%
Public Administration	45	18.00%
Transportation	30	12.00%
Accommodation	25	10.00%
Construction	20	8.00%
Utilities	15	6.00%
Education	15	6.00%
Other	15	6.00%
Agriculture	10	4.00%
Manufacturing	10	4.00%
Retail	10	4.00%
Professional Services	10	4.00%
Mining	0	0.00%
Wholesale	0	0.00%
Information	0	0.00%
Finance	0	0.00%
Real Estate	0	0.00%
Management	0	0.00%
Administration	0	0.00%
Arts & Entertainment	0	0.00%
Total	250	100.00%

The variation in total numbers, (270 people in Labour Force by Occupation and 250 in Labour Force by Industry), is due to rounding.

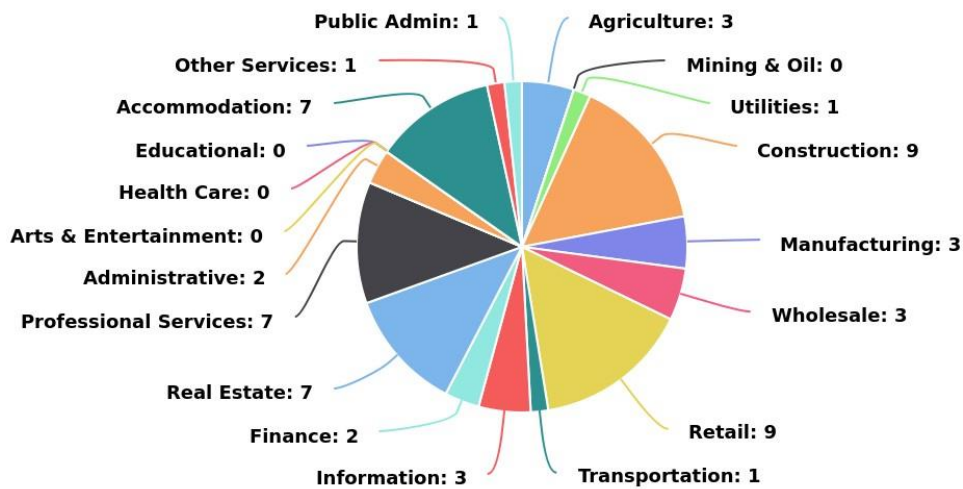
BUSINESSES IN THE TOWNSHIP

Business Sizes



Over half of all business in the Township have fewer than five employees. Another third has between five and 9 employees. The largest sectors are Construction, Retail, Accommodation, Professional Services and Real Estate.

Business Industries



SOCIAL FACTORS

Social factors include demographics. Is the population growing, shrinking, or remaining constant? Is the age distribution of residents changing? What are the socio-economic indicators?

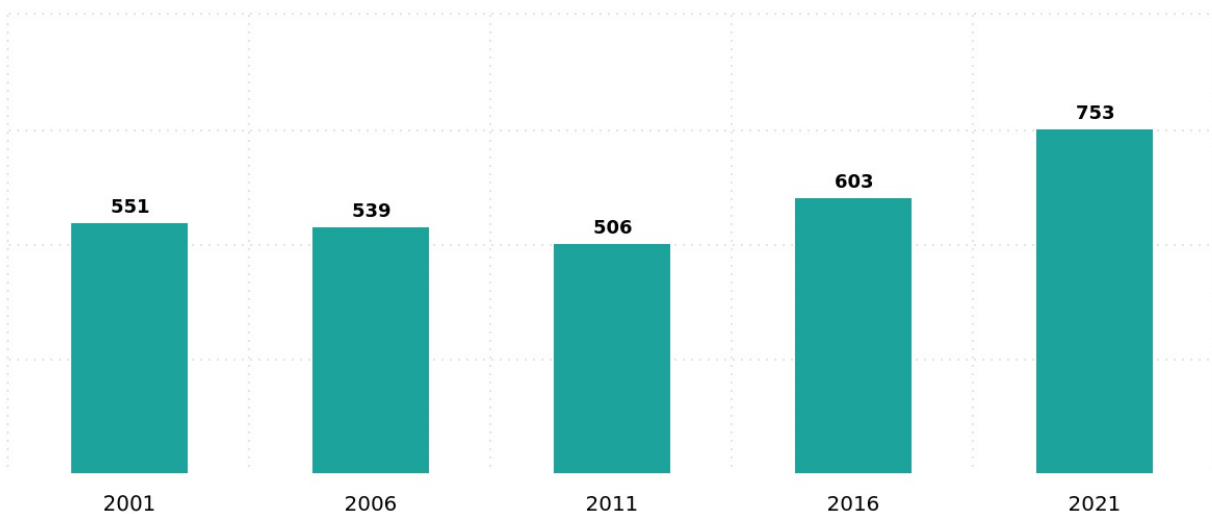
Most statistics in this section relate to the 2021 Statistics Canada Census. Much of the analysis comes from <https://townfolio.co/on/billings/demographics>.

Please note that StatsCan and Townfolio often round figures to the closest number divisible by five. Thus some totals, e.g. Ages and Gender, will not match the total for Population because of rounding.

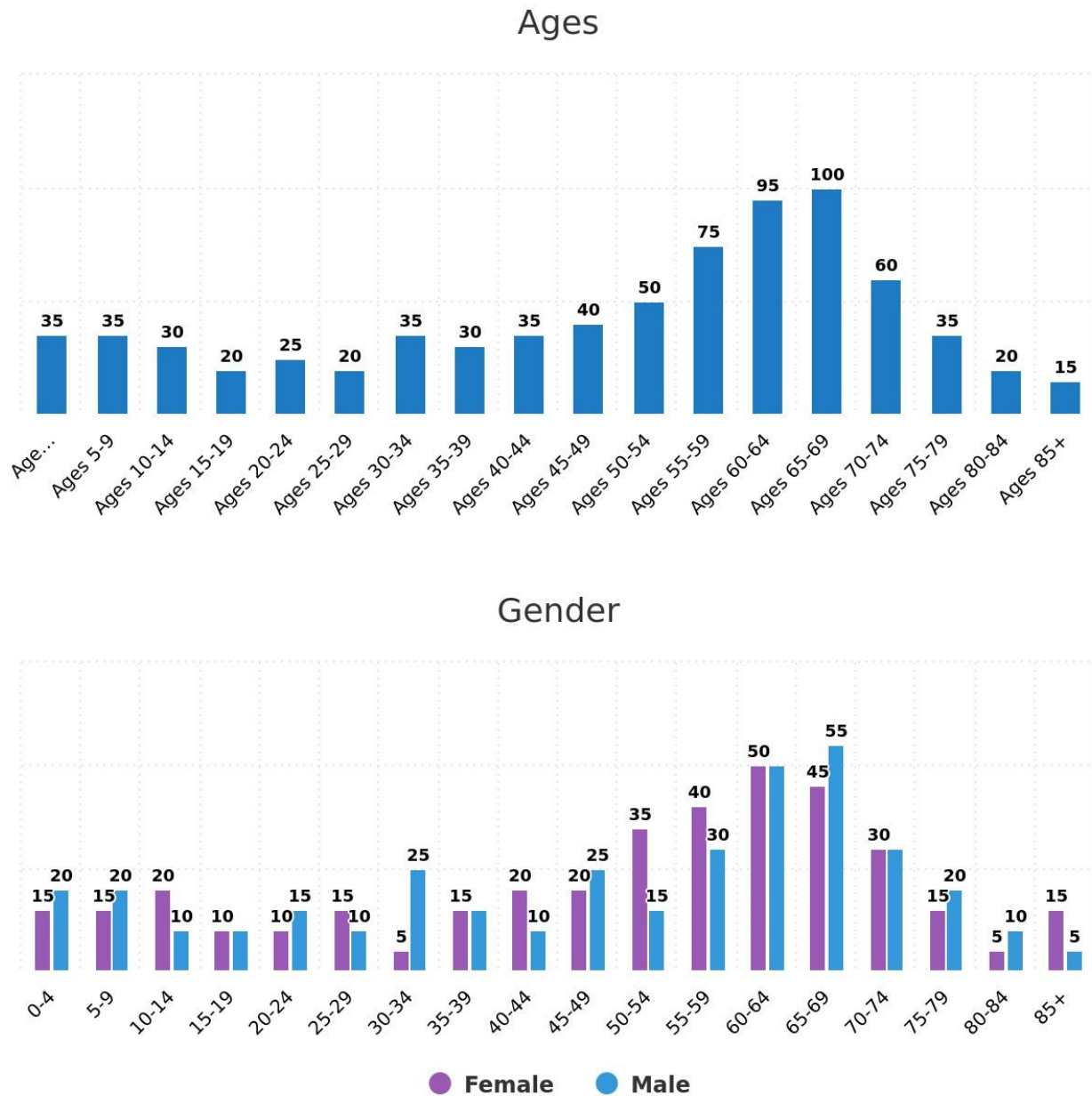
POPULATION

The total population of the Township increased significantly from 2016 to 2021. It is assumed that the primary reason for the increase is that more people started working from home during Covid and preferred to live in a smaller community. Many seasonal residents likely made the Township their permanent home. Will this migration from other centres to Billings continue?

Population



AGES AND GENDER

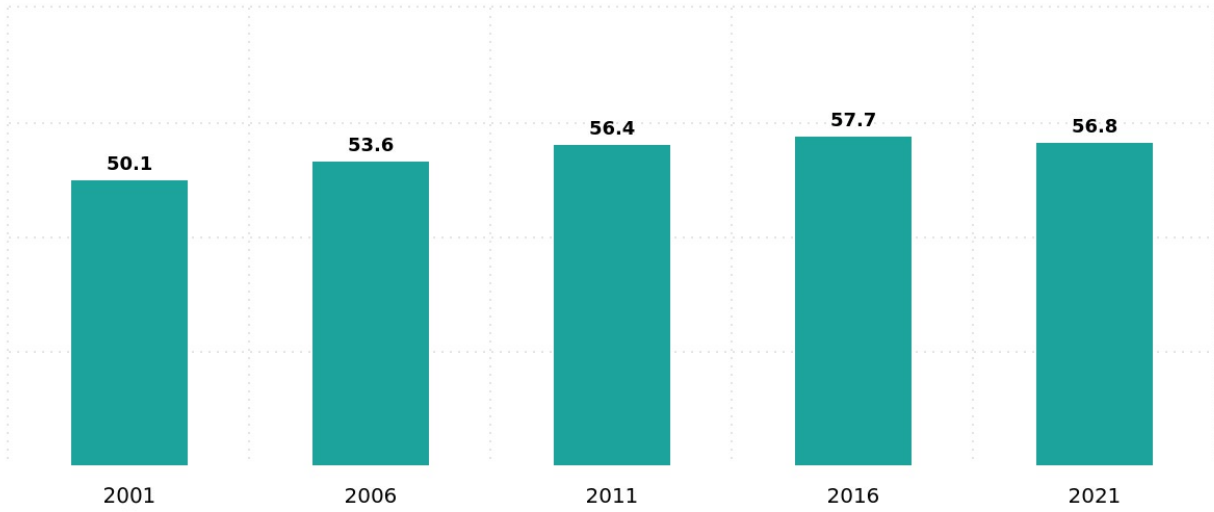


The population graph is unusual in that so much of the population, (approximately 53%), is 55 years of age and older. This is also assumed to be an affect of Covid in that it was primarily older people who migrated from larger centres to more rural communities.

If the “bulge” in the graph moves 20 years to the right, what will be the impact to the Township in 2043?

It is also noteworthy how few females there are in the 15 to 34 years of age cohorts.

Median Age

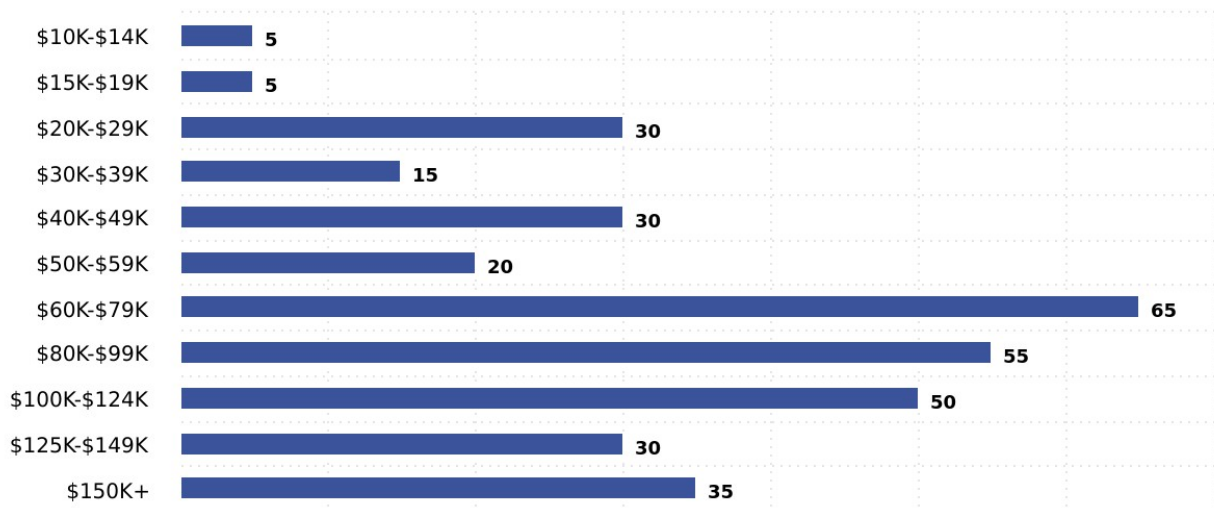


The median age indicates the age separating the population group into two halves of equal size. Most municipalities have seen a steady increase in the median age over the past 20 years. Billings Township is somewhat unusual in that the median age declined from 2016 to 2021.

HOUSEHOLD INCOME

The household incomes chart shows how many households fall in each of the income brackets specified by Statistics Canada.

Household Income

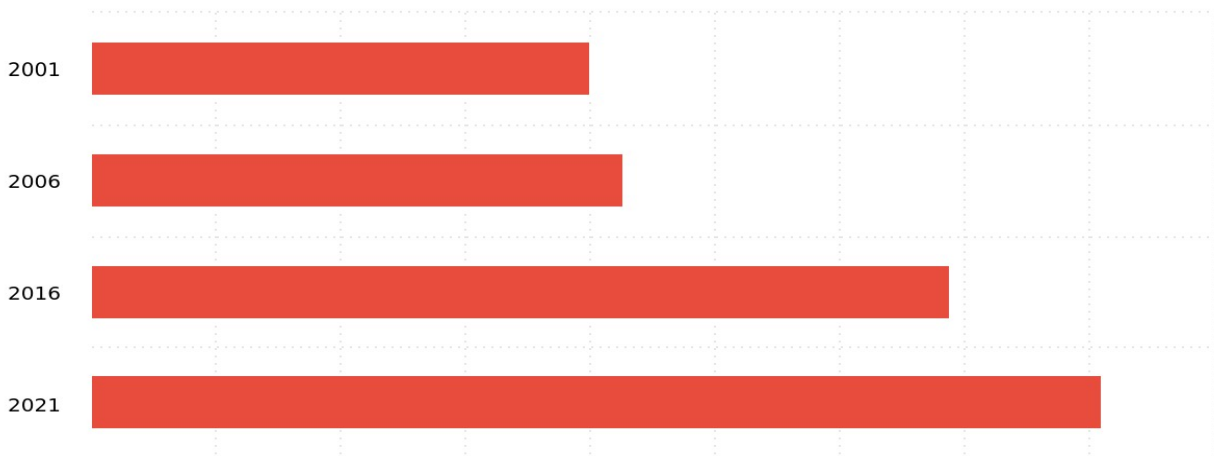


The median income indicates the income bracket separating the income earners into two halves of equal size. This table shows the median household income by province and territory in 2021.

Census Year 2021	Median Household Income Before Taxes
Canada	\$92,764
Newfoundland and Labrador	\$87,392
Prince Edward Island	\$74,210
Nova Scotia	\$76,797
New Brunswick	\$72,786
Quebec	\$77,306
Ontario	\$97,856
Manitoba	\$85,373
Saskatchewan	\$93,942
Alberta	\$125,522
British Columbia	\$90,354
Yukon Territories	\$98,739
Northwest Territories	\$134,794
Nunavut	\$115,823

The following table and chart show the increases in the median household income for Billings since 2001.

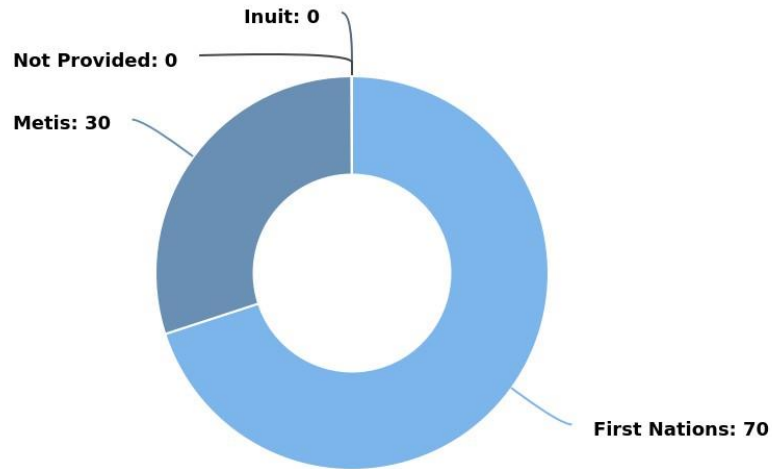
Median Household Income



Census Year	Median Household Income (Billings)	Percentage Increase since 2001
2001	\$40,038	
2006	\$42,733	6.73%
2016	\$68,779	71.78%
2021	\$81,000	102.31%

INDIGENOUS IDENTIFICATION

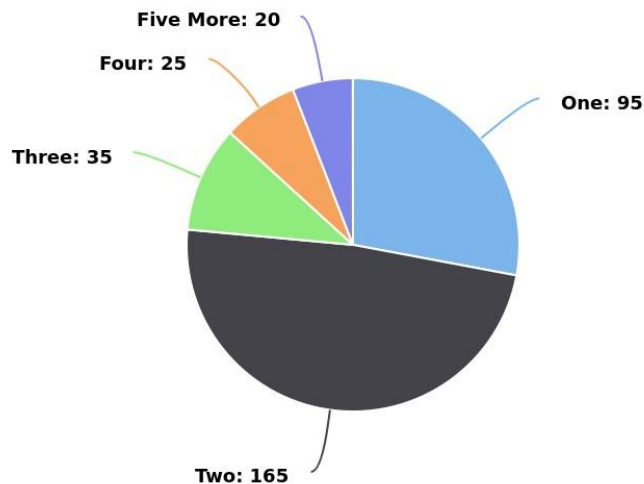
Indigenous Identification



Approximately 100 Billings residents identify as Metis or First Nations.

SIZE OF HOUSEHOLDS

Household By Size

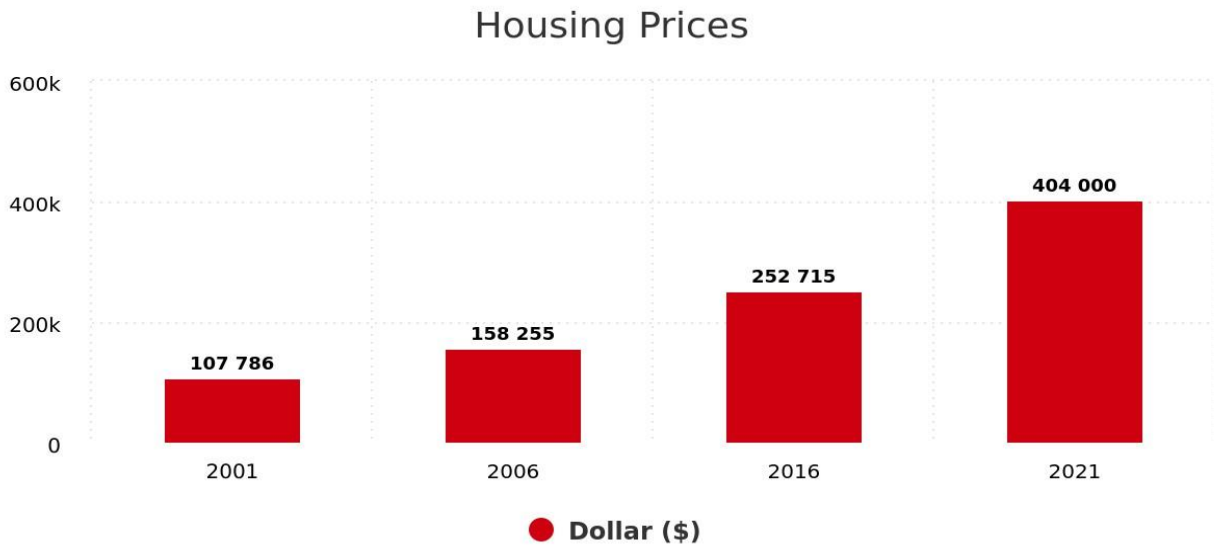


There are relatively few families in the Township of Billings, with over three-quarters of all households having one or two persons.

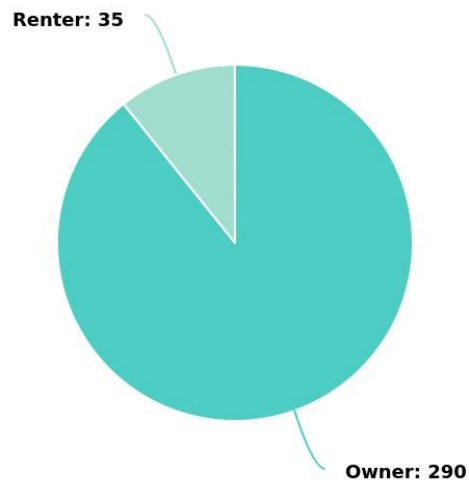
CHILDCARE

Childcare is a major challenge for municipalities across Canada. Lack of childcare options inhibits residential growth, limits the employment choices of parents, and causes a great deal of stress. A municipality that can resolve this challenge will have significant advantages over other municipalities.

HOUSING



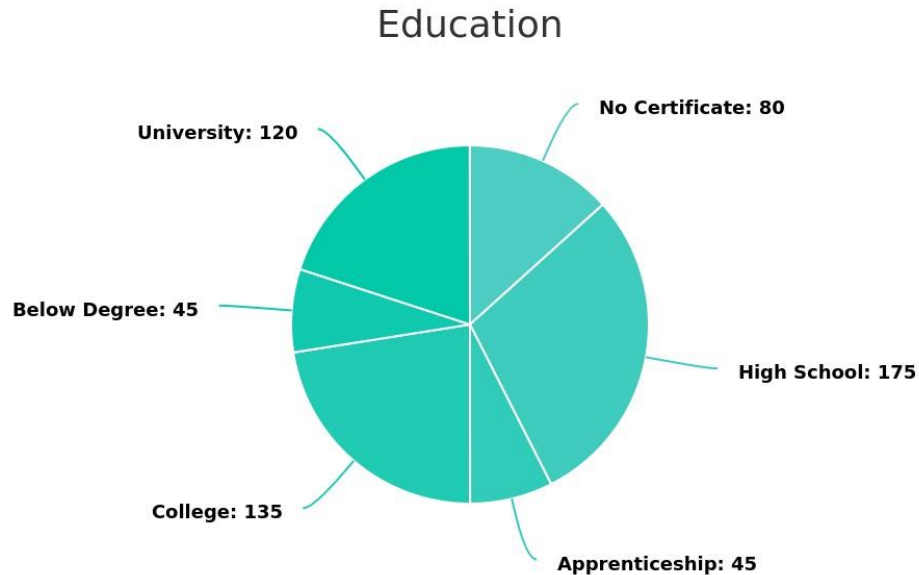
Home Ownership



While housing prices are low in relation to other parts of Canada, there has been a significant increase in recent years. Most residents of Billings Township own their own home.

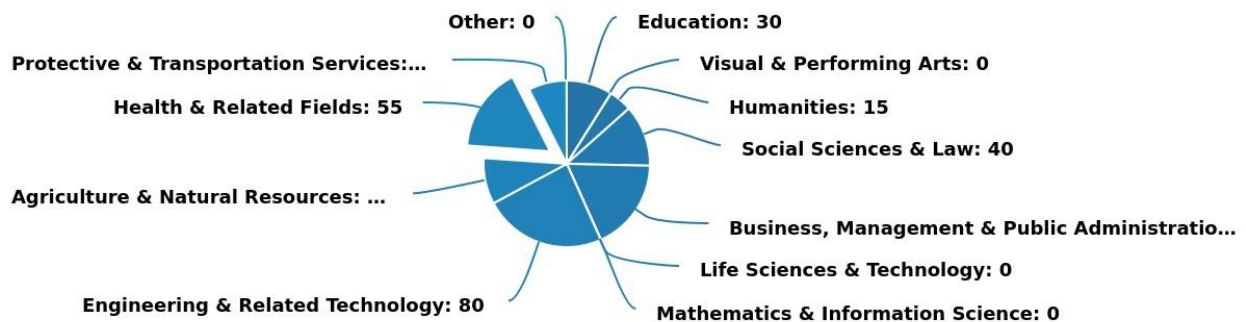
EDUCATIONAL ATTAINMENT

Educational attainment refers to the highest degree of education an individual has completed, and this chart shows the number of residents for each level of education.



The major field of study chart shows the predominant disciplines or areas of learning or training of a person's highest completed postsecondary certificate, diploma or degree classified by Statistics Canada.

Major Field of Study



HEALTH ISSUES

The Township of Billings has recognized multiple health issues in the Township, including:

- The life expectancy of Northern residents is more than two years lower than the Ontario average.
- Mental health and addictions are at a four-times higher rate for Northern residents.
- One in eight Northern residents does not have access to a family doctor, and many must travel long distances to access healthcare services.
- Communities in Northern Ontario require access to equitable health care, especially underserved rural and Indigenous communities.

TECHNOLOGICAL FACTORS

From one year to the next, technological change proves constant—and new technology brings both challenges and opportunities. Automation trends and innovations can make it challenging to meet the evolving expectations of ratepayers, provide training to help municipal staff adjust to new roles, and juggle the human impact of eliminating jobs to pay for automation.

- The technology boom of the early 21st century increased the quality of life for millions of people, making it easier than ever to access critical goods and services with a few taps on a phone. As a result, citizens have come to expect quick, efficient, and highly-responsive services — which local governments don't always have the resources to provide.
- A technologically connected world has increased cybersecurity threats, including the number of ransomware and malware attacks that public organizations experience. Many local governments invest in cybersecurity and other IT technology solutions to counter these attacks. Cloud-based infrastructure helps governments get up and running more quickly after a cyber attack — and with less data loss — than those that rely on physical servers alone.
- Paper-based workflows slow down government processes, making it challenging for municipal employees to do their jobs efficiently and effectively.
- Many parts of Canada do not have access to high-speed internet, reliable cell service, or the technology to have virtual meetings as more people work from home. Do all parts of Billings have sufficient capacity for high-speed connectivity?

ENVIRONMENTAL FACTORS

In an era of ecological crises and climate change concerns, it's more important than ever for municipalities to pay attention to environmental issues as they arise.

There is growing public concern about the impact of climate change. *“Municipalities have influence over roughly 50% of greenhouse gas (GHG) emissions in Canada. By adopting practices that reduce, remove or avoid GHG emissions and pursuing meaningful ways to adapt to changing climate realities, municipalities can improve their residents' quality of life while saving money in operating costs.”*

<https://fcm.ca/en/programs/municipalities-climate-innovation-program>

The Association of Municipalities of Ontario has published numerous reports on environmental stewardship. *“There are many municipal roles related to environmental stewardship. To illustrate, listed below are a few examples of AMO's environmental policy files.*

Municipal Water Stewardship

Municipal governments across Ontario have a longstanding responsibility for protecting public health and the environment through water stewardship:

- *Municipal governments are responsible for delivering safe drinking water that meets exacting quality.*
- *Municipal wastewater treatment is also subject to high quality standards for treatment and effluent.*
- *Stormwater systems are built, operated, and maintained to contain and treat runoff to lakes and rivers.*
- *Source water protection regulations also assign municipalities responsibility for ensuring the protection of drinking water sources and municipalities work with their communities to ensure these sources are protected.*

Waste Diversion

Municipal waste diversion programs reduce the amount of garbage dumped in landfills and waste disposal sites. Municipal governments play a crucial role in ensuring that residential waste is properly managed to safeguard the health of our communities and our environment. This means ensuring that waste is managed safely, including litter clean up, managing residual waste in our wastewater treatment facilities, and through recycling and disposal programs. While significant progress has been made in developing integrated waste management systems that divert about half of Ontario's residential waste stream, household recycling has stalled, the amount of waste keeps increasing along with costs to manage it while municipalities have little control over the waste that is produced.

Extended producer responsibility (EPR) refers to a policy that places financial and operational responsibility for the end-of-life management of a product or packaging to those who produce it – such as manufacturers, packagers, or retailers. Municipal governments have been strongly supportive of EPR as it creates economic opportunities, incentivizes innovation, improves our environment, and reduces the burden on Ontario's taxpayers.

Climate Change

Climate change is a growing global concern, and its effects are being experienced on a local level, including across Ontario. When dangerous heat waves, flooding and storms occur, municipal services are often the first to respond. Combatting climate change has been a longstanding advocacy issue for AMO because municipal governments across Ontario are at the forefront of climate change adaptation and mitigation efforts. Over the years, municipal councils have declared climate change emergencies and developed climate change action plans to complement the municipal energy plans they are required to complete and help address the local impacts of climate change.

Environmental Assessment

Federal and provincial legislation on Environmental Assessment (EA) lays out the framework and process for evaluating the potential environmental effects of a project. AMO and municipal staff associations, including the Municipal Engineers Association (MEA), have long called for changes to streamline the EA process to make it easier and faster to undertake projects that communities need to increase prosperity while protecting important ecosystems and natural capital.”

<https://www.amo.on.ca/advocacy/energy-climate-change/municipal-environmental-stewardship> (abridged to shorten the length of the article)

Septic Systems

Much of the Township relies on septic systems. Aging septic systems can be problematic, particularly near lakes and rivers. The Federation of Ontario Cottagers Associations (FOCA) has been advocating for mandatory re-inspection programs.

“In Ontario, on-site sewage systems are regulated by the Building Code Act, 1992 and the Ontario Building Code (O. Reg. 332/12). Enforcement is carried out by designated Principal Authorities (Municipalities, Conservation Authorities or Health Units). Municipalities may, through an agreement, delegate the responsibility for oversight of septic systems to Conservation Authorities, Health Units or upper-tier municipalities. Ontario’s Building Code was amended by Ontario Regulation 315/10 to provide the legislative authority for on-site sewage system maintenance inspections. Mandatory inspections occur along the shorelines of Lake Simcoe and all provincial source water protection areas, as defined in the Clean Water Act (that is, areas that directly influence municipal water systems, wells or surface water intakes). For these systems, re-inspections are mandated every 5 years, with 3rd-party certificates of compliance being permitted by the principle authority, in some cases. According to provincial data released in 2018, of the 5,048 sewage systems that fit this classification, 95% received mandatory inspections. Less than 2% were found to require major maintenance, while 9% required minor maintenance.”

- *“Education is key to a successful municipal re-inspection program.*
- *Volunteer programs are unlikely to reach the systems most in need of re-inspection!*
- *Residents may fear the cost of needed repair will be overwhelming.*
- *Many older systems are not itemized in municipal records.*
- *There will always be some residents in favour of re-inspection programs, and other residents opposed.*
- *Septic re-inspection programs only find failures or deficiencies that already exist.*
- *Municipalities considering a re-inspection program do not need to reinvent the wheel.”*

<https://foca.on.ca/wp-content/uploads/2014/02/FOCA-Septic-Reinspection-Project-Report-FULL-DOCUMENT-2019-1.pdf>

WASTE MANAGEMENT

The Township's landfill site is currently over capacity. The Township has applied to the ministry for an expansion and approval would extend the lifespan by over 20 years. Consideration is being given to waste diversion strategies, including the establishment of a re-use centre. The Township is having discussions with other municipalities and Indigenous groups on Manitoulin Island about joint efforts.

LEGAL FACTORS

This PESTEL factor differs from its political counterpart because it focuses on current laws rather than potential ones. In order to maintain both integrity and sustainability, a municipality must observe evolving intellectual property, antidiscrimination, and privacy laws as well as numerous more traditional legal issues.

Municipalities face unique legal challenges as creatures of statute having to adapt to quickly changing provincial, national and even international regulatory contexts and market forces. Recent court cases in Canada have included cases related to the following issues:

- land acquisition, assembly and expropriation projects
- urban renewal and other projects combining land acquisition and land use planning
- brownfield redevelopment
- infrastructure and environmental assessment matters
- conservation authority matters
- cultural heritage designations and disputes
- development charges and other fees and charges
- other revenue tools and cost-sharing agreements
- municipal governance matters
- code of conduct and integrity matters
- opinions on municipal powers
- preparation of bylaws
- bylaw challenges
- cannabis retail, production and related matters
- emerging sectors such as autonomous vehicles, cutting-edge service delivery technologies, etc.

Many rural municipalities are now dealing with the relatively new issue of Short-Term Rentals such as Airbnb. A short, non-exclusive list of issues includes:

- taxes
- neighbourhood relations/quality of life
- land use/zoning
- safety
- garbage
- parking
- fire and building safety
- neighbourhood character

Strategic Planning Briefing Paper for Township of Billings Interviews

The consultants will be interviewing each member of Billings Council as part of the Internal Stakeholder Engagement activities. Participants are kindly requested to:

- Read Interim Report No. 1, Document Review and Research, prior to the interview.
 - Consider the following questions, which will be discussed during the interview.
- 1) Was there anything in Interim Report No 1 that:
 - Surprised you?
 - Concerned you?
 - Excited you?
 - 2) What is your long-term vision, (approximately 20 to 25 years), for the Township of Billings?
 - 3) In your opinion, what will be required for the Township to achieve your vision?
 - 4) For the next five years, what are your top three priorities for the Township ranked in order of priority?
 - 5) What innovative ideas or opportunities would you like the Township to pursue?
 - 6) What would you change if you could improve or modify anything about the Township of Billings?
 - 7) Is there anything else that you would like to tell us?

Tiana Mills

To: Emily Dance
Subject: RE: Christmas in Kagawong

-----Original Message-----

From: Sharon Alkenbrack
Sent: October 2, 2023 3:38 PM
To: Tiana Mills <tmills@billingstwp.ca>
Subject: Christmas in Kagawong

To: Tiana, Mayor and Council Billings twp.

Re: Christmas in Kagawong

Christmas in Kagawong is a community event and is on Nov 17th and 18th 2023, historically this event brings from 900 people to 2000 people to our community to support local business and our market vendors as they move into a quieter season. This event has been a Kagawong event for 28 years and is very well known and appreciated. With consideration of this our committee would request the same Park Center rental cost from the Township as last year of \$200.00, our committee feels the cost of cleaning should be covered with this money. The money collected for Christmas in Kagawong is used to buy Christmas decorations, to pay other Christmas event costs and on behalf of our vendors and committee a donation to the Mindemoya food bank is made.

Christmas in Kagawong committee consists of:

Sharon Alkenbrack
Diane Larocque
Sharon Jackson
Lydia Burlein
Deb Flaxman

Thank you for your consideration
Sharon Alkenbrack

Trouble viewing this email? [View in browser](#)



ROMA 2024 Annual Conference

Closer to Home

January 21 – 23, 2024

Sheraton Centre Hotel, Toronto

The ROMA Board of Directors is pleased to announce the 2024 Annual Conference. The 2024 Conference, themed, *Closer to Home*, will provide rural municipal leaders the opportunity to address policy issues, funding concerns, and to meet directly with Provincial Ministers on local issues.

Over the past several months, the ROMA Board has continued its policy and advocacy development on ensuring rural communities have access to services *Closer to Home*. The ROMA Conference provides participants the same opportunity to advocate for their local needs by gaining insight, education, networking opportunities and access to provincial and federal leaders.

Don't miss this important event that over the last several has seen attendance grow well over 1,000.

Early Bird Registration

Take advantage of Early Bird registration rates. The deadline to access these rates is **October 27, 2023** to access early bird registration rates.

[Register Here](#)

Accommodations

Visit the [ROMA Conference page](#) for information on accommodations.

Conference rates are available at the **Sheraton Centre Hotel**, **Hilton Toronto**, and **Marriott Downtown**. For information click [here](#).

Hotel Information

Attention Sponsors and Exhibitors!

Don't be disappointed. Book your trade show booth today to ensure your participation in the ROMA Conference.

Exhibitor Information

For sponsorship information, contact Victoria van Veen at: Vvanveen@amo.on.ca

CONTACT

events@roma.on.ca

T 416.971.9856

Keep up to date with the rural municipal voice
of the province, on social media.

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[Youtube](#)

Our mailing address is:

200 University Avenue, Suite 801
Toronto, Ontario
M5H 3C6

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MEMORANDUM TO: Municipalities

FROM: Jill Vienneau
Assistant Deputy Minister
Infrastructure Programs and Projects Division

DATE: October 6, 2023

SUBJECT: Administrative Penalties Regulation under the *Building Broadband Faster Act, 2021 (BBFA)*

As you may know, the [Building Broadband Faster Act, 2021 \(BBFA\)](#) was enacted in April 2021 to help expedite the construction of provincially funded broadband projects. Among other things, the BBFA gives authorities to the Minister of Infrastructure to reduce barriers to the deployment of broadband-related infrastructure. This includes the ability to make orders that impose administrative penalties for non-compliance with prescribed provisions of the BBFA and related regulations.

On March 8, 2022, the Ministry of Infrastructure posted a proposal on Ontario's [Regulatory Registry](#) that sought input on the development of an administrative penalties regulation under the BBFA. I want to thank all organizations that provided their feedback on the proposal.

The [regulation](#) has been filed and is now in effect. It prescribes sections 5, 9, and 20.1 of the BBFA for the purposes of administrative penalties:

- Sections 5 and 9 contain requirements for local distribution companies (LDCs) and proponents of provincially funded broadband projects with respect to Minister's notices and orders.
- Section 20.1 requires certain utility infrastructure owners or operators to share data as requested by the Minister within 15 business days of receiving a request.

The regulation does not apply to municipal service and right of way access applications (section 10.1 of the BBFA).

The regulation prescribes several factors that the Minister may consider when determining the amount of a penalty (which is up to a maximum of \$500,000 as per the BBFA), such as the impact of the contravention and whether actions were taken to remedy the contravention. It specifies that a penalty may only be imposed within one year from when the contravention occurred. The regulation prescribes additional items, including the minimum information that must be included in orders which impose administrative penalties, rules that determine when an order is considered to have been received, and requirements related to the review process.

Administrative penalties are intended to serve as a deterrent to non-compliance with certain provisions of the BBFA to help ensure that provincially funded broadband projects can be completed by the end of 2025. Other measures, such as dispute resolution processes and

Minister's notices and orders, are also available and are described in the recently updated [Building Broadband Faster in Ontario Guideline](#) (version 3.0), which was released on August 14, 2023.

The Guideline includes information on the Technical Assistance Team (TAT), which has been established to provide technical and administrative support to internet service providers (ISPs), LDCs, and municipalities on the implementation of provincially funded broadband projects. The TAT can be reached at TAT@infrastructureontario.ca and is available to facilitate collaborative discussions between stakeholders to help achieve non-binding, mutually agreeable resolutions to disputes. The Guideline recommends that all parties work together in a spirit of cooperation as building broadband infrastructure is a shared responsibility.

The Ministry is committed to continued and ongoing engagement with all stakeholders on the work outlined in the Guideline and the legislative or regulatory requirements for provincially funded broadband projects. We appreciate your continued support as the Government works to reduce barriers and speed up broadband deployment to support our goal of enabling high-speed internet access to all communities across the province by the end of 2025.

Sincerely,

Jill Vienneau

cc. Karen Moore, Assistant Deputy Minister, Strategic Network and Agency Policy Division,
Ministry of Energy

Tiana Mills

To: Emily Dance
Subject: RE: Resolution regarding MPP Michael Mantha

From: CAO <cao@chapleau.ca>

Sent: October 4, 2023 12:40 PM

To: clerk@elliottlake.on.ca; cityclerk@cityssm.on.ca; email@huronshores.ca; info@blindriver.ca; jdavis@brucemines.ca; debbie@thessalon.ca; scasey@dubreuilville.ca; admin@hiltontownship.ca; cao@hornepayne.ca; admin@jocelyn.ca; people@johnsontownship.ca; info@lairdtownship.ca; lduguay@onlink.net; Info@wawa.ca; info@plummertownship.ca; deputyclerk@twp.prince.on.ca; pamlortie@townofspanish.com; clerkadmin@stjosephtownship.com; clerk@tarbutt.ca; cao@whiteriver.ca; jillian@hiltonbeach.com; scarr@gorebay.ca; ahobbs@assignack.ca; Emily Dance <edance@billingstwp.ca>; burpeemills@vianet.ca; ddeforge@centralmanitoulin.ca; cockburnisland1@gmail.com; clerk@gordonbarrieisland.ca; municipalclerk@townshipofthenorthshore.ca; clerk.administrator@tehkummah.ca

Subject: Resolution regarding MPP Michael Mantha

Please find below a resolution from the Township of Chapleau which was passed on October 2, 2023.

RESOLUTION 24-267:
L. BERNIER - C. ANSARA

Resolution to Province of Ontario regarding MPP seat in Algoma-Manitoulin

THAT the Council of the Township of Chapleau does hereby recognize that tolerance for inappropriate sexual misconduct is not accepted in today's world;

AND THAT NDP Algoma – Manitoulin MPP Micheal Mantha has been removed from the NDP Caucus due to an allegation of misconduct;

AND THAT subsequently an investigation found that there was enough evidence through multiple witness interviews and video evidence that found him guilty of workplace misconduct;

AND THAT the Council of the Township of Chapleau would like to see the Province of Ontario send a clear message and set an example of MPP Mantha by removing him from our riding of Algoma – Manitoulin.

AND FURTHERMORE, THAT this resolution is circulated to the Premier of Ontario, Leaders of Provincial Opposition parties, and Municipalities within the Algoma – Manitoulin district,

Carried.



Judith Meyntz, AOMC
Chief Administrative Officer

Township of Chapleau | 20 Pine Street West | PO Box 129 | Chapleau, Ontario | P0M 1K0
T: (705) 864-1330 ext 224 | F: (705) 864-1824 | www.chapleau.ca

Follow us on Facebook – Township of Chapleau



Catherine Fife

MPP Waterloo

Bryan Barker
Mayor of Township of Billings
15 Old Mill Rd., P.O. Box 34, Kagawong, ON, P0P 1J0

RE: Requesting your support for Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022

September 25, 2023

Dear Mayor Barker,

I am writing to you today to share an update on Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022, and to request your support for this important legislation.

Bill 21 amends the Residents' Bill of Rights set out in section 3 of Fixing Long-Term Care Act, 2021 by adding the right of residents not to be separated from their spouse upon admission but to have accommodation made available for both spouses so they may continue to live together.

The Act was inspired by Cambridge resident Jim McLeod, who will have been separated from his wife of 65 years Joan, on September 17, 2023. Nearly 6 years later, Jim continues to champion spousal reunification. He often says that he will talk to anyone and has two giant binders full of his advocacy work on the Bill. Last week, he told me that his heart is breaking because of his separation from Joan. He has brought other seniors who are separated from their spouses into the advocacy – you cannot sit with these folks for any amount of time and not care deeply about this legislation.

I know that you value the many contributions that older adults have made to Waterloo Region, and care deeply that they can live their final years with dignity and love. **I am hoping you will consider bringing a motion forward to your Council, in support of the Till Death Do Us Part Act.** Your support will help us to keep attention on this important legislation, so that it can finally be called to the Standing Committee on Social Policy – one step closer to Royal Assent.

I would be happy to discuss the Bill with you further, via phone call or an in-person meeting at your convenience. Thanks in advance for considering my request.

Sincerely,

A handwritten signature in black ink, appearing to read "Catherine Fife".

Catherine Fife, Waterloo MPP
Finance & Treasury Board Critic

Constituency Office
100 Regina St. S., Suite 220
Waterloo, ON N2J 4A8
Ph: 519-725-3477 | Fax: 519-725-3667
Email: cfife-co@ndp.on.ca

Queen's Park Office
Room 154, Main Legislative Bldg.
Queen's Park, Toronto ON M7A 1A5
Ph: 416-325-6913 | Fax: 416-325-6942
Email: cfife-qp@ndp.on.ca

BACKGROUND:

On November 15, 2022, the Till Death Do Us Part Act, passed second reading in the Ontario legislature after being [introduced for the third time in September 2022](#). The bill was then referred to the Ontario Legislature's Social Policy Committee. You can view highlights of the second reading debate here: <https://www.youtube.com/watch?v=mYRIgQqDe2k>

I have been pushing for the Standing Committee on Social Policy to schedule a time to begin the work of reviewing Bill 21 since November 2022. **Today marks 286 days since the Act passed second reading at the Legislative Assembly of Ontario.** Unfortunately, the Bill has yet to be called to committee.

Bill 21, which was formerly Bill 153 and 95, respectively, had passed second reading and was sent to the Justice Committee in December 2019, but was wiped off the order paper when Premier Ford prorogued the house in 2021. It was reintroduced early 2022 but did not have time to progress before the election.

Since I first introduced this Bill in 2019, the number of people who've reached out to my offices with heartbreaking stories of couples entering long-term care who are torn apart has skyrocketed. Simply put, Ontario seniors deserve dignity in care and should have the right to live with their partner as they age. Of note, Nova Scotia passed similar legislation, titled the [Life Partners in Long-Term Care Act](#) in 2021.

Following many meetings with stakeholders, it's clear that "care campuses" which offer different levels of care (independent, assisted living and long-term care) are the progressive model for investing in quality care for Ontario's aging population. Care campuses are an essential element to keeping couples together as they often age at different rates. This level of choice has been brought to my attention as especially important to rural and northern municipal leaders across Ontario. The care campus model for seniors housing that builds different levels of care has unique financial savings that will be critical as we grapple with a rapidly aging province.

We need the Bill to be called to the Standing Committee on Social Policy as soon as possible. We know that couples who are separated across Ontario cannot wait any longer for this legislative change to be made.

Here are the links to recent media coverage of the Till Death Do Us Part Act, which provide more specific insights into the lived experiences of older adults who are separated from their spouses:

- [CTV News Kitchener: Ontario seniors separated in long-term care pushing for the right to remain together](#)
- [CityNews Kitchener: Waterloo MPP appeals for seniors bill to be brought forward](#)
- [Waterloo Region Record: Cambridge senior calls for end to separating couples in long-term care](#)



September 5, 2023

Ms. Emily Dance, CAO
Township of Billings
15 Old Mill Road
P.O. Box 34
Kagawong, ON POP 1J0

Dear Ms. Dance,

On behalf of the Lake Manitou and Area Association (LMAA) we would like to connect with your municipality. We are a stewardship and education organization attempting to keep our members informed on areas of interest regarding the health of Lake Manitou. For example, why it is advantageous to keep riparian zones as natural as possible; the importance of maintaining septic systems; herbicide reduction, etc. We also have lake stewards who conduct water testing.

At our Board meeting on September 30th, we were discussing septic systems and it was decided to connect with the four Townships that border lake Manitou to inquire who the septic system inspector is for your area. We want to better understand what regulatory bodies govern older septic systems, life expectancy and replacement. We know that the Ontario building code lays out the rules and regulations regarding construction of new septic systems, but older systems have always been an unknown area. It is our hope to have a discussion with the various inspectors on the island to be able to provide our membership with up-to-date information. Again, this is for educational purposes only. The LMAA does not intend to be an enforcement agent.

We look forward to hearing from you, and of course if you have any questions please don't hesitate to get in touch. Our brochure is enclosed for your information.

Sincerely,

A handwritten signature in blue ink that reads 'Sharon Cooper'. The signature is written in a cursive, flowing style.

Sharon Cooper, Vice President
Lake Manitou and Area Association
27 Frank's Road E.
Mindemoya, ON POP 1S0
scooperdoda@gmail.com
phone: 226 344-2365

LMAA Goals

- 💧 **Educate about the importance of protecting Lake Manitou**
- 💧 **Conduct water testing and analyze trends**
- 💧 **Grow membership in the LMAA**
- 💧 **Grow partnerships with like minded organizations (Manitoulin Streams)**

Attend our public meetings

- 💧 **The Annual General Meeting**
- 💧 **Information Night**

Informative guest speakers with Q&A. Refreshments and door prizes. Come meet your friends and neighbours. Public Notices of these meetings are advertised in local media annually or visit our website - lakemanitourea.ca

LAKE Stewardship

WATER TESTING

In collaboration with the Ministry of the Environment, Conservation and Parks Lake Partner Program, our volunteer lake stewards collect water samples 6 times a year (May – October).

These samples are tested for phosphorus, calcium, and chloride levels at the Ministry's Environmental Science Center Water Chemistry laboratory in Dorset Ontario.

In addition, water clarity is also tested using a Secchi transparency disk.

The LMAA has been doing this since its inception in 1993.

SHOAL MARKING

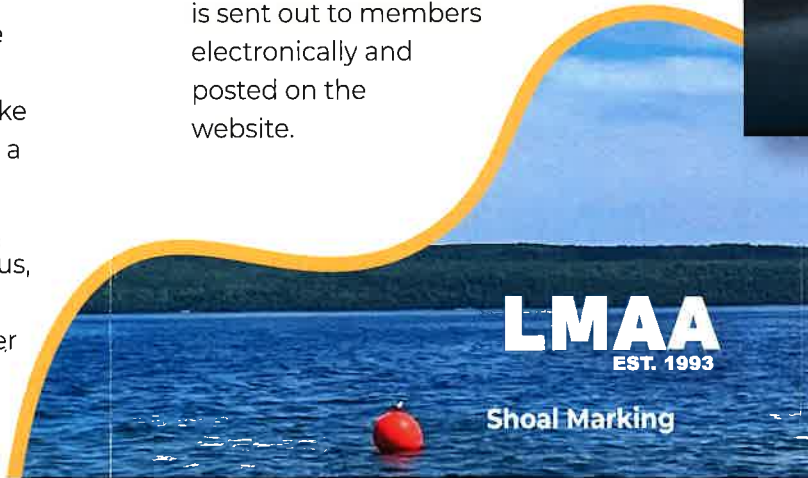
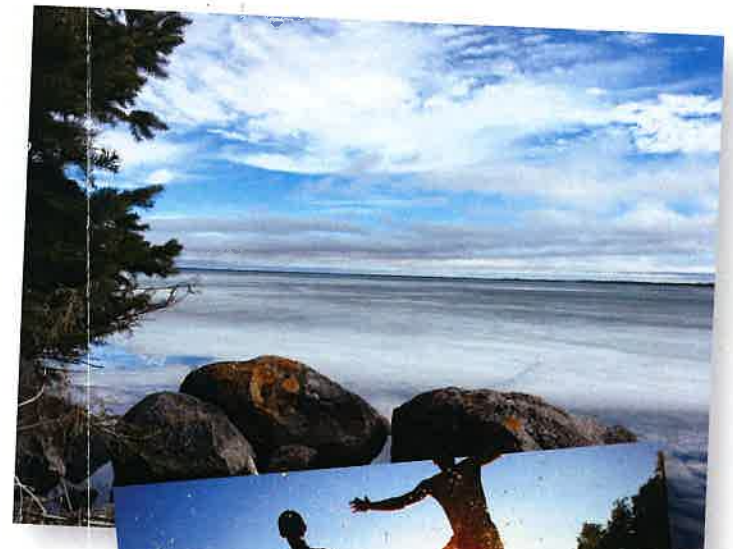
Shoal markers are placed in May and removed by mid October by volunteer lake stewards identifying dangerous shoals for boaters on Lake Manitou.

Not all Shoals are marked; boaters should proceed with caution. The use of bathymetric data (charts/fish finder) is strongly recommended by the LMAA.

EDUCATION

In 2008 an education committee was formed with the goal of presenting important information about issues that residents should know about.

The LMAA publishes a newsletter twice a year (April & September) which is sent out to members electronically and posted on the website.



LMAA
EST. 1993

Shoal Marking

About LMAA

The LMAA's membership in FOCA gives us access to the latest information on the issues that affect cottage country. Members of the executive attend both the fall seminar and the spring AGM. Educational benefits include:

- 💧 **Policy updates & government advocacy on province-wide rural issues**
- 💧 **Articles, fact sheets, videos and brochures on hot topics (septic systems, invasives, short term rental...)**
- 💧 **Members-only web login for access to detailed governance support rural road information & many more resources**

Annual Membership \$30

Here are how the funds are used:

- 💧 Water Testing (Phosphorus & Clarity)
- 💧 Shoal Markers (purchase/maintenance)
- 💧 Meetings (AGM/Information Night)
- 💧 Officers' & Directors' Liability Insurance
- 💧 FOCA membership fees
- 💧 Website (domain & hosting fees)

Have you seen the sign of membership? Get yours today when you become a member!



Membership & Donation

Permanent Address

Name: _____

Address: _____

City: _____

Prov/State: _____

Postal/Zip Code: _____

Email: _____

Phone: (____) _____ - _____

Cottage Address

Street: _____

Town: _____

Postal Code: _____

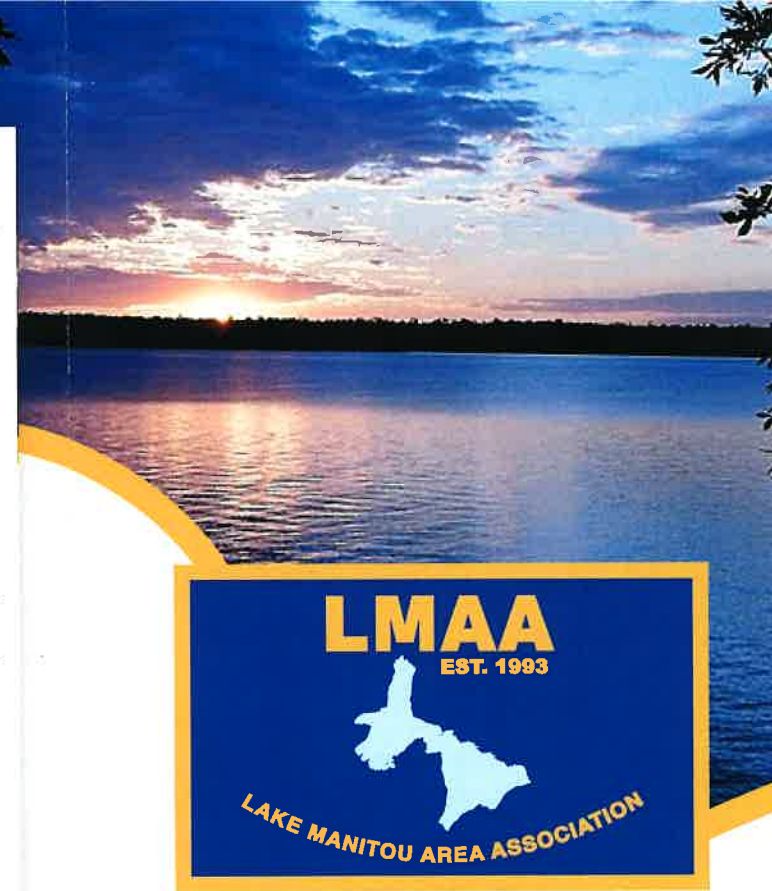
Phone: (____) _____ - _____

Membership is payable by cheque to
Lake Manitou Area Association

I am adding a donation of \$ _____
to my membership fees. The total
enclosed is \$ _____

Membership can also be paid online at
<https://lakemanitouarea.ca/>. Click on
the green "JOIN US" button at the
bottom of the page and follow the
prompts.

www.lakemanitouarea.ca



Lake Manitou is the largest lake of the 108 lakes on Manitoulin Island with a surface area of approximately 104 sq. km or 40.5 sq. miles. It's the largest lake on a freshwater island in the world.

The Lake Manitou Area Association is a non-profit voluntary organization founded in 1993, dedicated to preserving the environmental integrity of the waters of Lake Manitou, its feeder streams, and outgoing river and partner lakes.

Affiliations:

FOCA: Federation of Ontario Cottagers
Manitoulin Streams Improvement Assoc.
Manitoulin Phragmites Project



www.lakemanitouarea.ca

Accounts for Payment October 11, 2023

Payment	Account	Amount	Description
CHQ	ANP Office Supply	309.49	Supplies - Public Works (Moovet / Brake Kleen)
EFT	BAMM	1,853.20	Western Star Repairs (Fuel Tank)
EFT	BAMM	659.80	International Repairs (Ignition Switch Replacement)
CHQ	Beamish Construction Inc.	5,315.88	Cold Mix (Roads)
CHQ	Bridal Veil Variety	1,137.48	Fuel Charges for August / September
CHQ	Castle	790.00	Supplies - Public Works (Plumbing)
CHQ	EncompassIT	292.40	Malware / BB Email set up / Treasurer Laptop set up
EFT	EXP Services Inc.	13,109.88	Progress Bill Ending August 25th (Old Mill Bridge Replacement)
CHQ	FONOM	176.40	2023 FONOM Membership to March 31, 2024
EFT	HRC Bookkeeping	5,593.55	Professional Services Rendered
DD	Identifiable Individual	567.01	Public Works (Safety Wear)
8082	Identifiable Individual	1,633.45	Tax Overpayment Refund
EFT	JK Automotive	186.45	Monthly Storage Rental (Billings Fire Department)
CHQ	LBPC Leasing Limited	175.00	Monthly Leasing Contract (Printer)
CHQ	Manitoulin Expositor	177.62	Advertising (IWWM + PRW)
CHQ	McDougall Energy	5,683.64	KAGMAR Fuel
8103	Minister of Finance MTO	11,891.00	Vehicle Licence Renewal Fees
CHQ	Minister of Finance Policing	18,478.00	Local Service Realignment August
CHQ	Ontario Clean Water Agency	3,293.46	Non Routine Samples, High Lift Repair (AUG)
CHQ	Ontario Clean Water Agency	10,000.00	Water Tower Clean & Inspection (AUG)
CHQ	Ontario Clean Water Agency	14,252.28	Installation of Public Water Dispensers (APR)
8097	Prepped Manitoulin	144.64	Employee Benefits Lunch and Learn
CHQ	Public Health Sudbury & Districts	2,556.39	Municipal Levy - October
CHQ	Public Health Sudbury & Districts	2,556.39	Municipal Levy - September
CHQ	Quinan	104,685.10	Progress Draw No. 9 (Billings Fire Department)
CHQ	Royal Canadian Legion	395.00	Advertising (Military Service Recognition Book)
CHQ	STOP Restaurant Supply	149.00	Supplies - PT Dispenser
AutoW/D	Superior Propane	1,610.43	Site Visit for FD Reconnection
AutoW/D	Superior Propane	31.97	Equipment Rental - Park Centre
CHQ	TSSA	426.50	KAGMAR Liquid Fuels Authorization (Marina)
8081	Wikwemikong	250.00	Key Deposit Refund
CHQ	Yellow Pages	11.24	Advertising (Museum)
M/C	Zoom	144.06	Webinar 500 + Zoom One Pro Monthly Charge

Total 208,536.71

Total Accounts for Payment \$ 208,536.71



BY-LAW NO 2023-102

BEING A BY-LAW TO ENTER INTO AN AGREEMENT WITH PINCHIN ENVIRONMENTAL FOR TOPOGRAPHIC SURVEY FOR THE BILLINGS LANDFILL

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 to accept a proposal for a topographic survey of the Billings Landfill;

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

- 1.0 THAT the Corporation of the Township of Billings Council hereby accepts the quote of Pinchin in the amount of \$3,360 plus HST for a topographic survey of the Billings Landfill which is attached as Schedule "A" and forms part of this By-Law.
- 2.0 THAT the Mayor and CAO/Clerk are hereby authorized to sign the agreement and any necessary amendments thereto on behalf of the Township of Billings.
- 3.0 THIS By-Law shall come into force and effect upon passing.
- 4.0 THIS By-Law may be cited as "Pinchin Environmental 2023 Billings Landfill Topographic Survey Agreement By-Law"

READ a FIRST and SECOND TIME this 17th day of October, 2023

READ a THIRD TIME and FINALLY PASSED this 17th day of October, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk



September 25, 2023

Corporation of the Township of Billings
15 Old Mill Road, PO Box 34
Kagawong, Ontario P0P 1J0

E-mail: edance@billingstwp.ca

Attention: Emily Dance, CMO, AOMC
CAO/Clerk

Re: Proposal for Topographic Survey
Kagawong Landfill Site, Kagawong, Ontario
Pinchin File: 229152.005

Further to your request for proposal following the council meeting held on September 5, 2023, Pinchin Ltd. (Pinchin) is pleased to provide Corporation of the Township of Billings (the Township) with the following proposal to complete a Topographic Survey for the Kagawong Landfill (Site). It is Pinchin's understanding that the Topographic Survey is required for internal due diligence purposes to monitor the annual waste disposal volumes.

1.0 BACKGROUND

The Site is located at Universal Transverse Mercator (UTM) coordinates Zone 17T, 400,100 metres (m) Easting and 5,083,500 m Northing (North American Datum 1983). Landfill coordinates were obtained using a Global Positioning System and are accurate within 10 m.

The Site is an operational landfill currently under management by the Township with oversight by the Ontario Ministry of the Environment, Conservation and Parks (MECP, formerly known as the Ministry of Environment and Climate Change (MOECC)). The Site is approved and operated under Certificate of Approval (CofA), now referred to as an Environmental Compliance Approval (ECA), Number **A550501** (issued March 20, 1980). The Site is approved for the use and operation of a 1.0 hectare (ha) waste disposal site within a total site area of 60.2 ha having a maximum capacity of 40,000 m³, and is approved to accept domestic and commercial waste as early as 1980.

2.0 SCOPE OF WORK

The work completed under this project will be performed in general accordance with standard environmental consulting practices and focus on the volumetric difference between surveys and the associated timespan.

2.1 Topographic Survey

A topographic survey will be completed at the Site to capture the geodetic elevation of the waste disposal areas, as well as key site features. A waste volume calculation will be estimated using the information



collected during the topographic surveys as compared to previous surveys (most recent survey conducted in 2019). It is proposed that the topographic survey be completed during the fall of 2023, while there is minimal vegetation to interfere with the topographic contours.

Pinchin will obtain the services of an appropriately licensed contractor to complete the topographic survey using a Transport Canada Compliant UAV/RPAS, the senseFly eBee Plus RTKPPK system, consisting of a fixed wing platform, equipped with a high-resolution electro optical (RGB) sensor and a Stonex A900 GNSS RTK base station (or equivalent).

The result will be a comprehensive survey dataset with 3-centimetre (cm) (or better) Ground Sample Distance (GSD) horizontal accuracy and 5 cm (or better) vertical accuracy. The accuracy is assured by both Real Time Kinematic (RTK) calibration using an RTK substation and the use of precision ground control points for quality control. The result is rendered as a fully dynamic 3D model, fully compatible with any CAD/GIS datasets.

Deliverables will include all raw data, surveyed grids, high density point cloud, Digital Surface Model (DSM) and high resolution orthophotography.

In addition to supporting this project with the data required to do aerial data collection, the product will ensure high accuracy topographical data for landfill capacity and detailed volumetric information of all stockpiles on the property. The data is presented in .las format and is fully compatible with subsequent UAV/RPAS survey mission that could occur in the future.

The results of the topographic survey will be post processed and provided to the client to serve as a baseline for future waste capacity estimates.

3.0 COST ESTIMATE

The estimated costs to implement the recommended work program detailed above are presented below:

Field Work (Topographic Drone Survey)	\$3,360.00
Total Estimated Cost (applicable taxes not included)	\$3,360.00

It should be noted that the estimated cost is based on Pinchin’s current knowledge of Site conditions. Should conditions vary during the course of the investigation resulting in additional work time due to unforeseen ground conditions or Site constraints, Pinchin reserves the right to modify the work program; however, no budgetary changes will be made without notification and consent from the Township. Pinchin will utilize our Standard Rates and Disbursement Schedule for such additional costs. The estimated cost presented is for the proposed scope of work as outlined herein and does not include client meetings, obtaining municipal or other required permits, preparation of proposals/cost estimates for follow-up work or remediation activities, or additional work beyond the Topographic Survey scope of work and assumes



that work will be completed during the regular business hours of 8 AM to 5 PM, Monday through Friday. Time expended outside of the identified base of 7.5 hours will be charged at a multiple of 1.5 times of the above hourly rates. Travel time is chargeable. Where appropriate, hours of field work will be scheduled to accommodate time sensitive inspections or surveys to meet client needs. A 6% administration fee of all Pinchin profession fees will be applied.

Miscellaneous Expenses

Expense	Charge
Subcontractor Charges	Cost + 10%
Mileage	\$0.60 per/km
Out Of Town Per Diem	\$200/day

The proposed Topographic Survey work is offered subject to the Terms and Conditions given in the Authorization to Proceed, Limitation of Liability and Terms of Engagement contract form (attached as Appendix I).

At the time this proposal was prepared, the ongoing pandemic and various government directives could impact the ability of Pinchin to conduct the project and the ability of the Township to provide access to the project site at any time with no notice. Should a work stoppage be necessary, this will be considered a force majeure event, and no liability will accrue to either party as a result of the work stoppage. Pinchin will provide Township with an invoice for all work performed to date, including any necessary reasonable de-mobilization costs, and Township agrees to pay such invoice according to the payment terms of the contract or sooner as mutually agreed.

4.0 PROJECT SCHEDULE

Pinchin anticipates that the Topographic Survey will be completed within 6 weeks from receipt of the signed Authorization to Proceed, Limitation of Liability and Terms of Engagement contract form as noted below:

Task	Duration
Collection and review of background information.	August to October 2023
Completion of topographic survey.	October to November 2023



5.0 CLOSING

We trust that the information provided herein is sufficient for the Township to evaluate Pinchin's proposal. To authorize Pinchin to initiate the Topographic Survey activities, please sign and date the attached Authorization to Proceed, Limitation of Liability and Terms of Engagement (Appendix I) and e-mail an electronic (pdf) copy of the executed Authorization to Proceed, Limitation of Liability and Terms of Engagement to Alana Valle at avalle@pinchin.com. If you have any questions or require additional information, please do not hesitate to contact the undersigned.

We look forward to working with you on this assignment.

Sincerely,

Pinchin Ltd.

Prepared by:

Reviewed by:

Aezlyn Nisbet
Project Technologist

705.521.0560
anisbet@pinchin.com

Tim McBride, B.Sc., P.Geo., QP_{ESA}
Practice Specialist – Hydrogeology
Director, Northern Ontario
705.521.0560
tmcbride@pinchin.com

Encl.: Appendix I – Authorization to Proceed, Limitation of Liability and Terms of Engagement

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Template: Phase II ESA Stage II PSI Proposal Template, EDR, May 15, 2023

APPENDIX I

Authorization to Proceed, Limitation of Liability and Terms of Engagement



Authorization to Proceed, Limitation of Liability & Terms of Engagement

Date: September 25, 2023	Pinchin Project Name: Topographic Survey	
Client: Township of Billings	Pinchin Project Number: 229152.005	Project Value: \$3,360.00 (plus applicable taxes)
Site Address: Kagawong Landfill, Kagawong, Ontario	Pinchin Project Manager: Tim McBride	
	Pinchin Project Manager e-mail: tmcbride@pinchin.com	

This confirms Township of Billings (Client) authorizes Pinchin Ltd. (Pinchin) to proceed with the performance of services as outlined in our proposal dated September 25, 2023, for a value of \$3,360.00 (plus applicable taxes). The proposal (if any) and the terms of this Authorization to Proceed, Limitation of Liability and Terms of Engagement constitute the entire agreement between Pinchin and Client.

Terms and Conditions

1. Client is to identify all known actual and potential hazardous conditions that exist within the building, on the property or in the area of work including but not limited to the presence of confined spaces, work at heights, areas causing heat stress, traffic, pinch points and actual or potential environmental contamination. Client is to identify any specific training required for access and entry to the building, property and area of work and to provide any necessary site-specific training at its own cost to Pinchin staff, its contractors and subcontractors. Client must provide safe access to the site and compliance with all applicable safety codes and standards for matters under the control of Client which could affect the safety of Pinchin staff, its contractors and subcontractors on site.
2. Pinchin makes no representations or warranties whatsoever, either expressed or implied, as to its findings, recommendations, plans, specifications or professional advice and including concerning the legal significance of its findings, or as to other legal matters touched on in the report, including but not limited to ownership of any property or the application of any law to the facts set forth herein. With respect to regulatory compliance issues, regulatory statutes are subject to interpretations and these interpretations may change over time and Pinchin undertakes no, and expressly disclaims, any obligation to advise Client of such change.
3. **In the event of any claim of any nature whatsoever by Client against Pinchin, its staff, officers, directors, shareholders, agents, contractors and subcontractors (collectively "Pinchin"), including but not limited to claims based on negligence and/or breach of contract, the total aggregate liability of Pinchin shall be limited to the lesser of: (i) any actual damages incurred by the client. (ii) all fees actually paid by Client to Pinchin in connection with the specific project in respect of which the claim is being made.**
4. **Pinchin will not be responsible for any consequential, incidental or indirect damages, including but not limited to financial losses, credit and property transactions, financing costs, property values, loss of profit or revenue, permitting/licensing issues, follow-up actions and costs. Pinchin shall not be liable for the failure of any manufactured product or system of components which are supplied by Pinchin to perform in accordance with the manufacturer's specifications or other product literature on which Pinchin reasonably relied. Pinchin will only be liable for direct damages resulting from negligence and/or breach of contract of Pinchin. Pinchin will not be liable for any losses or damage if Client has failed, within a period of two (2) years following the date upon which the claim is discovered, to commence legal proceedings against Pinchin to recover such losses or damage ("Claim Period") unless the laws of the jurisdiction which governs the limitation period which is applicable to such claim provides that the applicable limitation period is greater than the Claim Period and cannot be abridged by this Agreement, in which case the Claim Period shall be deemed to be extended by the shortest additional period which results in this provision being legally enforceable.**
5. If Client brings any form of claim against any third party relating to the work and if the third party claims against Pinchin for contribution and indemnity, Client shall not seek to recover and waives any right to recover from the third party any portion of any losses or damage which may be attributed to the fault or negligence of Pinchin.
6. Pinchin's proposal was prepared for the consideration of Client only. Its contents may not be used by or disclosed to any party without prior written consent from Pinchin.
7. Pinchin's proposal shall be open for acceptance for a period of thirty (30) days from date of issue. The acceptance period may be extended by mutual agreement of the Client and Pinchin in writing. Pinchin reserves the right to revise the proposal beyond the stated acceptance period.
8. Any work performed by Pinchin will be conducted in accordance with generally accepted engineering or scientific practices current in this geographical area at the time the work is performed.



9. Client acknowledges that risks arise from subsurface and hidden conditions that even comprehensive testing and analysis may fail to detect and that actual conditions may differ from those inferred from inspection, testing and analysis. Pinchin can only comment on the conditions observed on the date(s) the assessment is performed.
10. The work will be limited to those locations and/or areas and/or materials of concern identified by Client or scope of work as outlined in our proposal. Other areas of concern may exist but will not be investigated within the scope of this assignment.
11. Any budget and work estimates provided are preliminary and subject to verification and change unless otherwise agreed.
12. Information provided by Pinchin is intended for Client use only. Pinchin will not provide copies of reports, results or information to any party other than Client, unless Client, in writing, requests information to be provided to a third party or unless disclosure by Pinchin is required by law. Unless consented to by Pinchin, which consent may be unreasonably and/or arbitrarily withheld, any use by a third party, of reports or documents authored by Pinchin, or any reliance by a third party on or decisions made by a third party based on the findings described in said documents, is the sole responsibility of such third parties. Pinchin accepts no responsibility for damages, suffered by any third party as a result of decisions made or actions conducted by any party.
13. As used in this Agreement, "Work Product", means without limitation all reports, plans, data, writings, notes, drawings, art work, templates, documents, products, ideas, formulas, inventions, research, programs, derivative works, processes, procedures, techniques, scientific methods, designs, technologies, forms, formulas, discoveries, know-how, improvements and any and all products of any type, including all rights and claims, prepared in part or in full by Pinchin.
14. Pinchin shall exclusively own the copyright and all other intellectual property rights in all "Work Product" including rights to claim Scientific Research and Development Tax Claims. The services and documents provided by Pinchin under the terms of this agreement are "Work Made for Hire" and are the sole and exclusive property of Pinchin; they are provided to Client for one time use only. To the extent that any other Intellectual Property Rights of, or under the control of, Pinchin are embodied or otherwise required to exploit the "Work Product", Pinchin grants Client a revocable worldwide, exclusive, one-time license under all such Intellectual Property Rights as required, in accordance with the terms of this agreement.
15. Notwithstanding any other provision, Pinchin reserves the exclusive right to pool data provided by, or produced for, Client at its sole discretion and to use that data to aid in the completion of any and all future projects. Pinchin will utilize de-identification processes which may include, but are not limited to, pseudonymizing or anonymizing the data to preserve client confidentiality. Pinchin will ensure that all identifiable and pooled data is protected and stored securely through the use of appropriate processes and technologies, which may include, but are not limited to, data encryption and the use of the principle of least privilege.
16. Client agrees to indemnify, defend, and hold harmless Pinchin, its affiliates, and their officers, directors, employees, agents, and subcontractors against all claims, demands, suits, liabilities, costs, expenses (including reasonably incurred legal fees), damages and losses suffered or incurred by Pinchin arising out of any actual or alleged infringement of intellectual property rights arising out of Client's use of "Work Product" or any other items provided by Pinchin to Client.
17. Invoices will be issued monthly or upon project completion unless otherwise agreed. Applicable taxes (GST, HST, QST) are additional. Amounts not received within thirty 30 days of invoice date will bear interest thereafter at a rate of 1.5% per month (18% per annum) until paid.

Acceptance Authorizes:

1. The release, to Pinchin, of information requested in connection with this work. Pinchin undertakes to maintain the confidentiality of all such information ("Information").
2. The release by Pinchin of Information to others necessary to perform the work.
3. Entry and access to all areas of the property and buildings on the property, by Pinchin staff or representatives, as required, to perform the proposed services. Client shall identify limitations, conditions or terms regarding entry and access ("Access Restrictions").

It is understood that Client will be liable for all additional costs incurred by Pinchin in the performance of the proposed work caused by changes to the terms, delays, postponements or cancellations or other unseen or unknown conditions that are beyond the control of Pinchin including, without limitation, delays caused by failure to provide Information on a timely basis or Access Restrictions not revealed to Pinchin prior to the date hereof.

By signing below Client provides authorization to proceed and accepts the terms and conditions outlined above and in the referenced proposal (if applicable). In the event Pinchin provides services requested by Client, in addition to those identified above or in the proposal (where applicable), Client agrees to compensate Pinchin either on a time and material basis using the



Pinchin standard rates (in effect at the time the service is provided), or as per a written amendment to the terms and conditions originally agreed upon.

Authorized Representative Acceptance of Contract:

Signature:	
Name, Title:	
Company Name:	
Date:	

Address Pinchin's Invoice to:

PO Number:	
Company Name and Mailing Address:	
Contact Name (responsible for approving the invoice for payment):	
Contact Phone Number:	
Contact Email Address:	
Email Invoice to (if different than contact above e.g. ap@pinchin.com):	

Billing: 2360 Meadowpine Blvd. Unit 2, Mississauga, ON L5N 6S2, | PH: 1.855.746.2446

Pinchin Project Manager: Tim McBride	Pinchin Project Number: 229152.005	Project Value: \$3,360.00 (plus applicable taxes)
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Template: Master Authorization to Proceed, EDR ONLY, HO, July 12, 2022



Payment Methods Accepted by Pinchin

Pay by Cheque	Pay by EFT or Wire Payments	Pay by Interac E-Transfer
Remit payment to: Pinchin Ltd. 2360 Meadowpine Blvd, Unit 2, Mississauga, ON L5N 6S2	Remitters in Canada: Pinchin Ltd. Canadian Imperial Bank of Commerce, Meadowvale Banking Centre 6975 Meadowvale Town Centre Circle, Unit N1, Mississauga, ON L5N 2W7 Account # 6627919 Institution # 010 Transit # 08222 SWIFT/BIC: CIBCCATT Deposit confirmations and/or remittance advice to be sent to accountsreceivable@pinchin.com	Contact Pinchin’s Accounts Receivable Coordinator (info below). The Accounts Receivable Coordinator will send a Request Money link in order to execute this transaction.

All payment methods must include reference to the **Pinchin Invoice Number** or the **Pinchin File Number**.

For assistance, contact an Accounts Receivable Coordinator accountsreceivable@pinchin.com or 905.363.0678 and option 5.



BY-LAW NO 2023-103

BEING A BY-LAW TO ENTER INTO AN AGREEMENT WITH ALLAN AVIS ARCHITECTS INC. FOR A SITE VISIT/DESIGN BRIEF FOR AN ACCESSIBLE ENTRANCE FOR THE OLD MILL HERITAGE CENTRE

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 received a grant from the Enabling Accessibility Fund for a new accessible entrance and ramp at the Old Mill Heritage Centre and deems it expedient to accept a proposal for design;

AND WHEREAS the Council for the Corporation of the Township of Billings deems it expedient to accept a proposal for a site visit and design brief for an accessible entrance for the Old Mill Heritage Centre;

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

- 1.0 THAT the Corporation of the Township of Billings Council hereby accepts the quote from Allan Avis Architects Inc. in the amount of \$14,700 plus HST for a site visit and design brief of the Old Mill Heritage Centre which is attached as Schedule "A" and forms part of this By-Law.
- 2.0 THAT the Mayor and CAO/Clerk are hereby authorized to sign the agreement and any necessary amendments thereto on behalf of the Township of Billings.
- 3.0 THIS By-Law shall come into force and effect upon passing.
- 4.0 THIS By-Law may be cited as "Allan Avis Architects Inc. Old Mill Heritage Centre Accessible Entrance Agreement By-Law"

READ a FIRST and SECOND TIME this 17th day of October, 2023

READ a THIRD TIME and FINALLY PASSED this 17th day of October, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk



BY-LAW NO 2023-104

BEING A BY-LAW TO ADOPT A COUNCIL REMUNERATION POLICY
FOR THE TOWNSHIP OF BILLINGS

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

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

AND WHEREAS the Municipal Act S.O. 2001, c 25, Section 283 (1) as amended, provides that the municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and the officers and employees of the local board;

AND WHEREAS Council of the Corporation of the Township of Billings passed By-Law No. 2020-39 being a By-Law to Update Mayor and Councillor Remuneration;

AND WHEREAS Council of the Corporation of the Township of Billings deems it expedient to amend Mayor and Councillor Remuneration By-Law;

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 Council Remuneration and Expenses Policy as attached as Schedule 'A' and forming part of this By-Law.
- 2.0 THAT By-Law No. 2020-39 is hereby repealed.
- 3.0 THIS By-Law shall come into full force and effect upon final passage.
- 4.0 THIS By-Law may be cited as "Council Remuneration and Expenses Policy By-Law"

READ a FIRST and SECOND TIME this 17th day of October 2023

READ a THIRD TIME and FINALLY PASSED this 17th day of October, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk



Policy – Council Remuneration & Expense Policy

By-Law No: 2023-104

Revision

Date: October 17, 2023

Purpose:

The Council Remuneration & Expense Policy provides the framework for the manner in which the Mayor, Deputy Mayor and Council Members are compensated for attending authorized meetings and professional development events; to ensure that there is transparency, consistency and equity in the disbursement of remuneration.

Scope

This policy applies to the Mayor, Deputy Mayor, and Members of Council who attend Council, Committees of Council, Local Board, Special and Emergency Meetings as approved by Council. The policy also applies to members of Council who attend authorized Conferences and Professional Development Events.

Council remuneration is exclusive of any additional remuneration paid for participation in other boards or committees

Responsibility

It is the responsibility of the CAO/Clerk to oversee this policy and ensure compliance

Contents:

1. Stipend

The amount received as a discharge of their duties as a member of Council. This amount is meant to cover meeting preparation, attendance at Community events, discussions with ratepayers and meetings with staff.

For 2023 the rate is set at

Position	Annual Stipend
Mayor	\$5,773.20
Deputy Mayor / Councillor	\$4,075.20

Annual stipend increases will be adjusted annually for inflation using the July to July CPI rates for the previous year with a maximum increase of 4% per year and a minimum increase of 1% per year. In the event of a decrease in CPI compared to the previous year,



the rate will be frozen at current year rate for the upcoming year. In the following year, the negative percentage will be netted against the following year positive percentage.

The proposed annual increase will be approved by Council in advance of the budget process. The annual adjustment is not automatic every year and will be dependent on the Township’s finances and affordability.

2. Per Diem

Shall mean the amount paid to the member of Council when in attendance at a Council, Board and Committee meeting and includes any Special meetings of Council, training session, convention or conference.

Should two meetings be held consecutively at one time only one per diem will apply. For example, A Committee of the Whole meeting followed by a Council meeting or a Council Meeting that includes a Closed Meeting, only one per diem will apply.

For 2023 the per diem rate is set at

Position	Per Diem Council Meetings
Mayor	\$107.54 per meeting
Deputy Mayor /Councillor	\$84.90 per meeting
Mayor, Deputy Mayor, Councillor	\$84.90 per conference / educational sessions and travel days if overnight accommodations are required

Annual per diem increases will be adjusted annually for inflation using the July to July CPI rates for the previous year with a maximum increase of 4% per year and a minimum increase of 1% per year. In the event of a decrease in CPI compared to the previous year, the rate will be frozen at current year rate for the upcoming year. In the following year, the negative percentage will be netted against the following year positive percentage.

The proposed annual increase will be approved by Council in advance of the budget process. The annual adjustment is not automatic every year and will be dependent on the Township’s finances and affordability.

3. Mileage/Travel Expenses

(a) The most economical and practical method of transportation shall be used for any travel required by a Member.



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- (b) Mileage for the regular scheduled Council meeting shall not be reimbursed
 - (c) Mileage will be based on the Government of Canada (CRA) reasonable per-kilometre allowance for the year the expense is incurred and will be updated on January 1 on the current year.

2023 – \$0.68 per kilometre for the first 5,000 kilometres driven, \$0.66 per kilometre driven after that.

4. Accommodations

- a) The Deputy Clerk will be responsible for arranging accommodations for Members of Council.
- b) A standard room will be chosen for the Councillor attending the conference or event. Any upgrading of the room will be the responsibility of the Councillor to pay for the difference.
- c) The member will be reimbursed for actual costs with receipts.

5. Meal Reimbursement

- a) Meal reimbursement will be up to \$90 per day with receipts. The meal allowance may not be claimed if the cost of the meal is included in the registration fee. Alcoholic beverages are not permitted reimbursable expenses.
- b) Reasonable tips and gratuities will be covered and should be indicated on the receipt.

6. Review

- a) a market remuneration review be performed on the fourth year of the term of Council. The review will be performed in-house using eight comparators' municipalities and will be brought forward in a staff report to Council.

7. Attendance registers are to be submitted to the Treasurer not later than the last day of the month of March, June, September and December.



BY-LAW NO 2023-105

BEING A BY-LAW TO ADOPT AN EMPLOYEE ANNUAL WAGE INCREASE / MARKET STUDY POLICY FOR THE TOWNSHIP OF BILLINGS

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

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

AND WHEREAS Council of the Corporation of the Township of Billings passed By-law No. 2021-59 being a By-law to update the Employee Salary Ranges;

AND WHEREAS Council of the Corporation of the Township of Billings deems it expedient to amend the Employee Salary Ranges By-Law and establish an employee annual wage increase / market study policy;

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 the Employee Annual Wage Increase / Market Study Policy attached as Schedule 'A' and forming part of this By-Law.
- 2.0 THAT Sections 3, 5, 6 and 7 of By-Law No. 2020-39 are hereby repealed. All other sections in By-Law No. 2023-39 remain in full force and effect.
- 3.0 THIS By-Law shall come into full force and effect upon final passage.
- 4.0 THIS By-Law may be cited as "Employee Annual Wage Increase / Market Study Policy By-Law"

READ a FIRST and SECOND TIME this 17th day of October 2023

READ a THIRD TIME and FINALLY PASSED this 17th day of October, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk



Policy –Employee Annual Wage Increase / Market Study Policy

By-Law No: 2023-105

Revision

Date: October 17, 2023

Purpose:

The Employee Annual Wage Increase / Market Study Policy provides the framework to ensure equitable compensation and treatment for all employees. The policy will ensure compliance with all employment legislation for statutory equity and manages salary costs utilizing a balanced approach to ensure fiscal responsibility and transparency.

Scope

This policy applies to all full-time, part-time, contract, and casual employees.

Responsibility

It is the responsibility of the CAO/Clerk to oversee this policy and ensure compliance.

Definitions

Compensation - any form of direct monetary remuneration made to an individual for services rendered in the employee/employer relationship (i.e. base pay, overtime, banked time, on-call pay, etc.)

Consumer Price Index (CPI) - represents changes in prices as experienced by Canadian consumers. It measures price change by comparing the cost of a fixed basket of goods and services over a period of time. The Township will use the federal statistics of the Canadian rate on a July to July basis.

Contents:

1. Annual Economic Increases / Cost of Living Adjustments (COLA)

Annual increases for full-time, part-time, contract and casual employees will be adjusted annually for inflation using the July to July CPI rates for the previous year with a maximum increase of 4% per year and a minimum increase of 1% per year. The proposed annual increase will be approved by Council in advance of the budget process.

The annual adjustment is not automatic every year and will be dependent on the Township's finances and affordability. In the event of a decrease in CPI compared to the previous year, the wage grid will be frozen at current year rates for the upcoming year. In the following year, the negative percentage will be netted against the following year positive percentage.



If Council approves an annual increase, the job rate of each pay grade will increase by the annual increase and the six (6) steps will be calculated as a percentage of the job rate.

The increases will be effective January 1 each year.

2. Market Study Review

The Township will endeavour to assess our compensation system through market reviews in the second year of each term of Council to ensure that the Township is compensating employees fairly and achieving external equity.

The market study may be done internally or involve using an external consultant, purchasing compensation survey data to benchmark comparable municipal positions or through other methods.

Council will approve the market study and implementation of the results on to the wage grid on the identified effective date. The wage grid may increase, decrease, or remain the same as a result of the market review.

Employee pay will not be reduced as a result of this exercise. However, individual employee pay may be frozen, or red circled, until the pay grade for their position catches up to their current wage rate. Employees in this situation will not be eligible for the annual increase until the job rate in their pay grade is equal to or exceeds their current pay rate.

If the market check results in a substantial pay increase, Council may decide to phase the increase in over more than one year.



BY-LAW NO 2023-106

BEING A BY-LAW TO ENTER INTO AN AGREEMENT WITH EXP SERVICES INC FOR A TIMBER CRIB INSPECTION AND MONITORING PROGRAM FOR THE OLD MILL ROAD BRIDGE

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 to accept a proposal for a timber crib inspection and monitoring program for the Old Mill Road Bridge;

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

- 1.0 THAT the Corporation of the Township of Billings Council hereby accepts the quote from EXP Services Inc in the amount of \$9,155.00 plus HST for a timber crib inspection and monitoring program of the Old Mill Road bridge which is attached as Schedule "A" and forms part of this By-Law.
- 2.0 THAT the Corporation of the Township of Billings Council hereby approves an exemption to the purchasing and procurement policy.
- 3.0 THAT the Mayor and CAO/Clerk are hereby authorized to sign the agreement and any necessary amendments thereto on behalf of the Township of Billings.
- 4.0 THIS By-Law shall come into force and effect upon passing.
- 5.0 THIS By-Law may be cited as "EXP Crib Inspection and Monitoring Agreement, Old Mill Road Bridge By-Law"

READ a FIRST and SECOND TIME this 17th day of October, 2023

READ a THIRD TIME and FINALLY PASSED this 17th day of October, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk



BY-LAW NO 2023-107

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 October 17, 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 "October 17, 2023 Confirmatory By-Law".

READ a FIRST and SECOND TIME this 17th day of October, 2023

READ a THIRD TIME and FINALLY PASSED this 17th day of October, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk