



---

**The Corporation of the Township of Billings  
Parks, Recreation and Wellness Committee Meeting**

March 6, 2023 7:00 p.m.

Park Centre – 39 Henry Drive, Kagawong

---

**Present**

David Hillyard, Deputy Mayor (Chair)

Andrew Preyde

Shannon Smith

Catherine Joyce

Meg Middleton

Nathalie Fert

Jenna Carter

**Staff**

Tiana Mills, Deputy Clerk

---

**1. Call to Order**

Deputy Mayor David Hillyard to call the meeting to order.

**2. Approval of Agenda**

Confirm approval of the agenda.

**3. Disclosure of Pecuniary Interest**

**4. Adoption of Minutes**

Motion to adopt the minutes of the following Committee meetings:

4.1. Regular Council Meeting – January 23<sup>rd</sup>, 2023

**5. Delegation**

**6. Staff Reports**

6.1. PRW2023-01-03-2023 Budget

6.2. PRW2023-01-04-Canada Post Community Foundation Grant

**7. Correspondence Requiring Direction**

7.1. Library Board – Event Partnership

**8. Information**

**9. Old Business**

9.1. Rink Donation Update

9.2. Family Day Skate and Slide Event Debrief

**10. New Business**

10.1. Graham Hill Property



---

*During the January 23, 2023 Committee Meeting members requested this be added as an agenda item at a future committee meeting for discussion.*

10.2. Sign Usage Agreements

**11. Notice of Motions**

**12. Adjournment**

12.1. Motion to Adjourn

**Document Accessibility**

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

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

For assistance or to make a request please call (705) 282-2611 or email [tmills@billingstwp.ca](mailto:tmills@billingstwp.ca)



---

**The Corporation of the Township of Billings**  
**Parks, Recreation and Wellness Committee Meeting Minutes**

January 23, 2023 7:00 p.m.  
Park Centre – 39 Henry Drive, Kagawong

---

**Present**

David Hillyard, Deputy Mayor (Chair)  
Andrew Preyde  
Shannon Smith  
Catherine Joyce  
Meg Middleton  
Nathalie Fert  
Jenna Carter

**Staff**

Tiana Mills, Deputy Clerk

---

**1. Call to Order**

Deputy Mayor David Hillyard called the meeting to order at 7:01pm.

**2. Approval of Agenda**

Confirm approval of the agenda.

Motion By: Andrew and Natalie

To accept the January 23, 2023 Parks, Recreation and Wellness Committee Agenda as presented.

Carried.

**3. Disclosure of Pecuniary Interest**

None.

**4. Adoption of Minutes**

Motion to adopt the minutes of the following Committee meetings:

**4.1. Regular Council Meeting – September 26, 2022**

Motion By: Cathy and Shannon

To accept the September 26<sup>th</sup>, 2022 Parks, Recreation and Wellness Committee Minutes as presented.

Carried.

**5. Delegation**

None.

**6. Staff Reports**

**6.1. PRW2023-01-01-Rink Report**



---

Motion By: Meg and Jenna

THAT the Township of Billings Parks, Recreation and Wellness Committee hereby receives for information Report PRW2023-01-01 AND THAT \$500 be requested of Council as a pre-budgeted expense to host a Family Day Skate and Slide Event at the Outdoor Rink.

Carried.

Motion By: Meg and Shannon

THAT the Township of Billings Parks, Recreation and Wellness Committee recommends to Council to write a letter of interest to the Municipality of Central Manitoulin for the refurbished ice re-surfacer.

Carried

**6.2. PRW2023-01-02-Initial Budget Discussions**

Motion By: Andrew and Cathy

THAT the Township of Billings Parks, Recreation and Wellness Committee hereby receives for information Report PRW2023-01-02.

Carried.

**7. Correspondence Requiring Direction**

None.

**8. Information**

**8.1. Meeting Dates at a Glance**

Motion By: Shannon and Andrew

THAT the Township of Billings Parks, Recreation and Wellness Committee hereby receives all the items presented for Information during the January 23<sup>rd</sup>, 2023 meeting.

Carried.

**9. Old Business**

**10. New Business**

**10.1. Graham Property Uses**

Staff was directed by the Committee to add the “Graham Hill Property Uses” to an upcoming agenda to discuss.

**11. Adjournment**

**11.1. Motion to Adjourn**

Motion By: Andrew and Shannon

THAT the Township of Billings Parks, Recreation and Wellness January 23<sup>rd</sup>, 2023 Committee Meeting adjourns at 9:00pm.

Carried.



---

**Document Accessibility**

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

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

For assistance or to make a request please call (705) 282-2611 or email [tmills@billingstwp.ca](mailto:tmills@billingstwp.ca)



---

## COMMITTEE REPORT

**Department:** Parks, Recreation and Wellness Committee

**Date:** February 23, 2023

**Report Number:** PRW2023-01-03

**File:** 2023 Budget

**Attachment:** PRW 2023 Budget Worksheet

---

### **Recommendation:**

THAT the Township of Billings Parks, Recreation and Wellness Committee hereby receives for information Report PRW2023-01-03 AND directs staff to forward the 2023 Parks, Recreation and Wellness Committee budget to Council for the 2023 budget deliberations.

### **Background:**

Prior to Budget deliberations each committee is to submit their anticipated expenditures for the upcoming year. The expenditures would include the costs associated for planned events or projects.

### **Discussion:**

The attached file, PRW 2023 Budget Worksheet, has been updated to include line items discussed during the January 23, 2023 Committee Meeting.

Once the Budget Worksheet has been finalized by the Committee they will need to put forth a recommendation to forward this 2023 Parks, Recreation and Wellness Committee Budget to Council to consider for the 2023 Budget Deliberations.

### **Financial Impacts**

The 2023 PRW Proposed Budget will be used by staff to present to Council upon budget deliberations.

### **Respectfully Submitted By:**

Tiana Mills, Deputy Clerk

**Parks, Recreation and Wellness Committee**  
**2023 Budget Worksheet**

Bank Balance January 17th, 2023: **\$5,592.90**

<b>2023 PROPOSED BUDGET</b>	
Family Day Event	\$500.00
Easter Egg Hunt	\$500.00
Halloween Event	\$500.00
Santa Event	\$500.00
Summer Event	\$2,000.00
Rink Improvements Water, Electrical, Pad Painting, Basketball Nets	
<b>Total Expenditures</b>	

\*\*already pre-approved

O. Bond and Sons Limited

Box 7  
6093 King St.  
Mindemoya, ON  
P0P 1S0

# Estimate

Date	Estimate #
3/1/2023	572

Name / Address
Billings Township P.O. Box 34 Kawawong Ont POP 1J0

Project

Description	Qty	Rate	Total
We are pleased to provide you an Estimate to run a water line to location beside new out door rink as discussed with Andrew Preyde. Install yard hydrant at discussed location, heat trace line from basement entry to base of yard hydrant. Insulate water line as its going to have to travel under drive way. We would be entering the building beside the Secondary basement entry door. and then across basement ceiling into mech room. We can do both the plumbing work in the basement and outdoor plumbing for a sum of \$ 8463.27 before sales tax.	1	8,463.27	8,463.27
Note basement bulk head work to cover up plumbing after project complete to be done by others.		0.00	0.00
Not part of estimate.			
This price is for the location discussed with Andrew if this changes this price could change.		0.00	0.00
Note- Current water line into main building is only 1/2" in size. This would need to be adressed before proper water flow could be present at the new yard hydrant. This 1/2 water line coming into the building also has some metal fittings on it that are showing there age and could be a concern at some point in future.		0.00	0.00
HST (ON) on sales		13.00%	1,100.23
		<b>Total</b>	\$9,563.50



# Henderson Electric Manitoulin Inc

2181 Rockville Rd

R R #1

Mindemoya, Ontario P0P 1S0

705 377 5351 hendersonelec@eastlink.ca

## QUOTE

Quote No.: 1346

Date: 03/01/2023

Page: 1

Ship Date:

### Sold To:

Billings Township  
15 Old Mill Rd  
PO Box 34  
Kagawong, ON P0P 1J0  
Canada

### Ship To:

Billings Township  
15 Old Mill Rd  
PO Box 34  
Kagawong, ON P0P 1J0  
Canada

Business No.: 825594831RT001

ECRA #7010066

Item No.	Quantity	Unit	Description	Tax	Unit Price	Amount
MISC	1	Each	Supply and install, 60amp (100amp rated) cabling to new small building, 100amp 12/24 circ sub panel, 3 interior plugs, 3 interior keyless lampholder lights, exterior GFCI receptacle, LED wall pack on exterior, 2 switches, 1500W heater and tstat.	H	5,670.59	5,670.59
NOTES		Each		H		
NOTES		Each	Quoted price includes all labour, material, ESA inspection, and mileage.	H		
NOTES		Each		H		
NOTES		Each	Quote allows for three trips, one to bury cable (digging by Handy Andy, and cost not included), one trip to rough in, and one trip to trim out and finish.	H		
			Subtotal:			5,670.59
			H - HST 13%			
			GST/HST			737.18
Shipped by						
Comments: Quote is valid for 30 days only						
Sold By:						
Total Amount						6,407.77

Thank you!  
Matt.



---

## **COUNCIL REPORT**

**Department:** Clerk

**Date:** February 7, 2023

**Report Number** CLK-2023-02-05

**File:** Canada Post Community Foundation Grant

---

### **Staff Recommendation:**

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

### **Background:**

During the January 23, 2023 Parks, Recreation and Wellness Committee meeting there was discussion on funding opportunities that could be used to provide an opportunity (dance class, cooking class etc.) for the children in Billings Township free of charge. Following the committee meeting, Deputy Mayor David Hillyard presented this application as an opportunity.

As detailed on the Canada Post Website:

*The Canada Post Community Foundation provides grants to Canadian schools, charities and community organizations that make a difference in the lives of children and youth (up to age 21). Since 2012, the Community Foundation has granted over \$12.3 million to 1,100 projects across Canada.*

### **Discussion:**

With a recommendation from Council to apply for this grant, the Parks, Recreation and Wellness Committee will discuss the details of the application (which type of class this grant will be used to sponsor) during their February 27<sup>th</sup>, 2023 committee meeting. Staff will use this information to complete an application and submit before the deadline of March 9<sup>th</sup>, 2023 at 12pm.

### **Financial Impacts:**

There are no financial impacts associated with this report.

### **Respectfully Submitted by:**

Tiana Mills, Deputy Clerk

### **Reviewed By:**

Emily Dance, CAO/Clerk



Canada Post  
**Community  
Foundation**

**Fondation  
communautaire**  
de Postes Canada

# APPLICATION CHECKLIST

**Ready to apply? Here is a checklist of everything you will need to complete your application form:**

- ☐ The legal name of your organization, your registration number (if applicable), a main contact name, mailing address and email address
- ☐ Your organization's mission and purpose
- ☐ The year your organization was founded
- ☐ The name of your project
- ☐ An overall description of the project (include as much detail as possible)\*
- ☐ The start and end date of the project
- ☐ A specific description of how the funds will be used
- ☐ The total project budget (including the amount in your grant application + any other costs)
- ☐ The required financial documents
- ☐ A list of other project funding confirmed or expected, and the total funds raised to date
- ☐ The number of children or youth that will benefit
- ☐ The age of the children that will benefit
- ☐ A description of the group(s) that will benefit
- ☐ A list of your Board of Directors and their occupations
- ☐ The number of paid employees that work for your organization
- ☐ The number of active volunteers
- ☐ A description of how your project addresses an existing need, and a description of the impact the project will have
- ☐ The predicted outcomes and indicators you will use to measure the success of your project

**\*Your project description should:**

- Describe your project, indicating how it's community-based, community-driven or if it relies on community resources
- Outline capacity-building activities such program costs, purchasing or construction of new equipment or facilities, or hiring/training staff
- Identify resources, other funding sources, clear objectives, skills and the experience of team members

## Required financial documents

Correct financial documents must be submitted or the application will be disqualified.

### For a project grants up to \$5,000:

- ☐ Your organization's financial statement or plan for the current year

### For a project grants between \$5,001 and \$25,000:

- ☐ For projects grants between \$5,001 and \$15,000: A Notice to Reader or Compilation Engagement
- ☐ For project grants between \$15,001 and \$25,000: Review Engagement Report

### For signature grants up to \$50,000:

- ☐ Independently audited financial statements

## Tiana Mills

---

**To:** David Hillyard  
**Subject:** RE: Library event

---

**From:** Billings Library <[billingsreads@gmail.com](mailto:billingsreads@gmail.com)>  
**Sent:** February 18, 2023 12:38 PM  
**To:** David Hillyard <[dhillyard@billingstwp.ca](mailto:dhillyard@billingstwp.ca)>  
**Subject:** Library event

Hi David,

I understand you are the council rep for the Parks, Rec and Wellness committee. I wanted to reach out and let you know about the main events the library is planning for this summer. Partly to keep the committee in the loop and partly to see if there might be anywhere that the library and your committee might be able to work together.

The biggest event we are planning is NorthWords Festival (July 21-22). The festival is to celebrate language in its many forms, and this year we have a few authors, a poet, and a playwright confirmed, and are in talks with one or two others. Friday will be a low-key and casual meet and greet event, and Saturday will include writers' workshops, the library's used book sale fundraiser, and in the evening will be a show. There are still some moving pieces to pin down, but things are coming together. There would certainly be room on Saturday afternoon to include something more family-focused if the committee was interested.

The other event we will hold, probably in August, will be another beach movie night. We are looking at showing the Princess Bride this year!

If you have any questions or want more info, just let me know. Also, the library meets the second Tuesday of every month at 7pm if anyone from Parks and Rec was interested in attending.

Have a great weekend!

Jill

*CEO/Head Librarian  
Billings Township Public Library  
705-282-2944*

Rink Donations		
Company	Contact	Donation
2546796 Ontario Limited	Kathy Jewell - KATS	\$100.00
Briscoe Plumbing Services Limited	Lawrence Briscoe	\$500.00
2525937 Ontario Limited	Michael Toppazini	\$500.00
	Barry and Mary Hunter	\$200.00
	William and Diane Baker	\$100.00
J James Bousquet Realty	James Bousquet	\$500.00
Lacroix Construction	Barry Lacroix	\$100.00
Molly Maid		\$200.00
	Robert and Nancy Vaillancourt	\$50.00
2525937 Ontario Limited	10th Line Lumber Company	\$500.00
Dig and Doug	Doug Clark	\$300 + Hockey Net
	Paul Edwards	\$200.00
	Murray and Elaine Thompson	\$50.00
	John Bockert and Paulette Michener Bockert	\$25.00
Veracity Real Estate Solutions		\$500.00
JPS Solutions Inc.		\$500.00
Veracity Real Estate Solutions		\$500.00
	Ian Anderson	\$100.00
J&C Elite Cleaning Services	Jessica Jurczynski	\$500.00
	July 14 Misc Market Donations Received	\$158.05
	Marilyn Park	\$20.00
	July 21 Misc Market Donations Received	\$189.30
	July 28 Misc Market Donations Received	\$128.00
	Lillian Boyd	\$30.00
	Aug 4 Misc Market Donations Received	\$35.00
669 Heat	Eadie	\$500.00
Bare Naked Beauty	Louis Couillard	\$500.00
	Aug 18 Misc Market Donations Received	\$301.15
	Aug 25 Misc Market Donations Received	\$150.05
	Sept 2 Misc Market Donations Received	\$147.00
	Alex Vanderstarren	\$50.00
The Carter House	Jason and Kelly Thibault	\$1,115.00
Hideaway Lodge	Al Douglas	\$500.00
Manitoulin Properties & Lion Heart E	Jason Jordan & Courtney Elliott	\$1,000.00
	John and Mary Buie	\$40.00
Manitoulin Island Technologies	Josh Pothiers	\$500.00
Dennis Gratton Construction		\$1,500.00
EXP		\$1,000.00
Bridal Veil Variety	Al and Betty Ann Lefebvre	\$500 + Hockey Net
KATS	Kathy Jewell	\$500.00
New North Fuels	Kelly Chaytor	\$500.00
Gravelle Construction	Corey Gravelle	\$500.00
Buzwah Toys and Variety	Richard Leedham	\$500.00
H & R Noble	Meranda Noble	\$500.00
H & R Noble	Meranda Noble	\$2,542.00
	Deb Flaxman	\$2,823.87 (snowblower)
Clearblu Farms	Barry and Mary Hunter	\$500.00
	Kathy McDonald & Tiana Mills	\$322.97
Build North	Tony Nutt	\$500.00
Build North	Tony Nutt	\$2,000.00
	Thomas Taylor	\$1,224.90
	Family Day Donations Received	\$70.00

	Moray Watson	\$250.00
Berry Boats	Diane Newlands	
Dig and Doug	Doug Clark	
Jake's Home Centre		\$500.00
Dig and Doug	Doug Clark	Bench
Century 21	Lisa Phillion	\$500.00
Manitoulin Crystler	Wayne Legge	\$500.00
E Corbiere & Sons	Aaron Corbiere	\$500.00
Cooper and Sons Plumbing	Barry Cooper	\$500.00
Veracity Real Estate Solutions	Chris Dietrich	\$169.48
D&L Concrete	Dave Bowerman	\$500.00
Henderson Electric	Matt Gray	\$500.00
Terry Brunette		\$150.00
Future Home Modular Homes		\$500.00
E & R Jewell Contracting Limited	Dave Jewell	\$500.00
Burt Farms	Max Burt	\$500.00
Family Day Donations	Family Day Donations	\$204.30
Lake Kagawong Family Cabins	Ken and Vickey Cross	\$500.00
Kelly Lake Building Supply		\$500.00
Family Day Donations	Family Day Donations	\$66.50

**TOTAL                    \$29,488.70**

**Donations In Lieu of Work**

Handy Andy	Andrew Preyde	In Lieu of Work
Stoneman/Codmothers	Wayne Martin	In Lieu of Work

Rink Donations			
Rink Board Number	Company	Contact	Ad Received
1	Handy Andy & Pier Pressure	Andrew Preyde	Dan has on file
2	SHARED Manitoulin Island Technologies	Josh Pothiers	Yes
2	SHARED H & R Noble	Meranda Noble	Yes
3	Briscoe Plumbing Services Limited	Lawrence Briscoe	Yes
4	Stoneman/Codmothers	Wayne Martin	To send to Dan directly
5	KATS	Kathy Jewell	To send to Dan directly
6	Elite Vacation Rentals	Jason & Courtney Jordan	Yes
7	J&C Elite Cleaning Services	Jessica Jurczynski	Yes
8	669 Heat	Kathy Eadie	
9	Buzwah Toys and Variety	Richard Leedham	Yes
10	Hideaway Lodge	Al Douglas	Yes
11	Bare Naked Beauty	Louis Couillard	Yes
12	Gravelle Construction	Corey Gravelle	To send to Dan directly
13	Lionheart Excavation	Jason & Courtney Jordan	Yes
14	2525937 Ontario Limited	10th Line Lumber Company	Yes
15	New North Fuels	Kelly Chaytor	To send to Dan directly
16	J James Bousquet Realty	James Bousquet	Yes
17	1/2 Size		
18	Barry Boats		
19	Build North	Tony Nutt	Yes
20	Bridal Veil Variety	Al and Betty Ann Lefebvre	To send to Dan directly
21	Clearblue Farms	Barry and Mary Hunter	To send to Dan directly
22	Dig and Doug		
23	Jakes Furniture		To send to Dan directly
24	Century 21	Lisa Philion	To send to Dan directly
25	Cooper and Sons Plumbing		To send to Dan directly
26	1/2 Size		
27	E Corbiere & Sons		
28	D&L Concrete		
29	Henderson Electric	Matt Gray	
30	E & R Jewell Contracting Limited	Dave Jewell	

31	Burt Farms	Max Burt	
32	1/2 Size		
33	1/2 Size		
34	1/2 Size		
35	Manitoulin Chrystler	Wayne Legge	
36	1/2 Size		
	Williamsons		
	Future Home Modular Homes	Andrew Paid	
	Kelly Lake Building		
	Lake Kagawong Family Cabins		



## Tiana Mills

---

**To:** Emily Dance  
**Subject:** RE: Wow - Congratulations!

---

**From:** Brad de St. Aubyn  
**Sent:** February 23, 2023 10:50 AM  
**To:** Emily Dance <[edance@billingstwp.ca](mailto:edance@billingstwp.ca)>  
**Subject:** Wow - Congratulations!

Dear Ms Dance.

I wanted to congratulate the Billings Recreation Department, the many supporters, volunteers and enablers on the magnificent covered ice rink!

Wow, a real asset for Billings!

This is a very impressive structure and so practical. I have heard such possible spring/summer/fall uses as the new home to our "marketplace" and possibly a pickleball court which I support and would personally use.

Gore Bay did a knock-up job on a combined tennis/pickleball court. One huge advantage over an open court like that at Gore Bay is the seasonal extension this covered structure can provide. Many thanks to the vision and proactive thinking of the Kagawong organizers! If pickleball and/or tennis or other recreational opportunities and markets take place there, they will be protected from rain, wind events, light snow - such a great advantage throughout our Canadian seasons!

The advantages of this cover was showcased during our recent Family Day Skate which I also very much enjoyed!

Many thanks to all involved!  
Bravo, well done!

Appreciatively,

Brad de St. Aubyn (Tennents Point Trail, Kagawong)

**CURRENT**

**Billings Community Sign Usage Agreement**

Name of user/organization \_\_\_\_\_

Start date \_\_\_\_\_ End date \_\_\_\_\_

Category (circle one)    Township or organization    Individual    Fund raising

Price (\$6.00/day or \$40.00/week \$ \_\_\_\_\_ Paid (cash/cheque) Rec'd by \_\_\_\_\_

I hereby agree to the following terms of usage for the Billings Community Sign located at the intersection of Younge Street and Main Street in Kagawong (Billings Township).

**Usage Terms:**

- Cost of usage \$6.00 per day or \$40.00 per week to be paid at START of the usage period
- Cash or cheque (made out to Billings Recreation Committee)
- Weekly bookings run Sunday to Saturday

Bookings must be made at least 7 (seven) days in advance of usage date

Wording on sign is the user's responsibility and must be appropriate and non-offensive

If wording is altered or changed due to weather, vandalism or other reasons, contact Jill Ferguson to restore the sign to the correct phrasing

Signage is for personal and fund raising purposes, not for businesses or commercial use

I agree to the terms outlined above

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised November 22, 2014

**DRAFT**

## Billings Community Sign Usage Agreement 2022

Name of user/organization \_\_\_\_\_

Start date: \_\_\_\_\_

End date: \_\_\_\_\_

Category (circle one)    Township or organization:    Individual    Fundraising

There is no cost for usage of the sign by the following stakeholders:

Township of Billings (includes all Committees of Council)

Billings Public Library

Old Mill Heritage Centre

St John's Anglican Church

Cost is \$40.00 to post event for 7 days (Sunday-Saturday)

I hereby agree to the following terms of use of the Billings Community Sign located at the intersection of Younge and Main streets in Kagawong (Billings Township).

### Usage terms:

Cost of usage is \$40.00 per week to be paid at START of usage period by cash or cheque (made payable to Township of Billings)

Bookings must be made at least 7 (seven) days in advance of usage date

Wording on sign to be provided to point of contact and that person will post on the sign

If wording is altered or changed due to weather, vandalism or other reason, please contact \_\_\_\_\_ to restore the sign to the correct phrasing.

Signage is not for businesses or commercial use.

I agree to terms as outlined above

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised April 1, 2022