



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 Remuneration 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.

A handwritten signature in black ink, appearing to be "B. Barker", written over a horizontal line.

Mayor Bryan Barker

A handwritten signature in black ink, appearing to be "E. Dance", written over a horizontal line.

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