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**The Corporation of the Township of Billings**  
**Lake Kagawong Resource Committee Meeting**  
**Agenda**

April 20, 2023 7:00 p.m.

Park Centre – 39 Henry Drive, Kagawong

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**Members**

Bryan Barker, *ex-Officio*  
Councillor Vince Grogan, Chair  
Ian Anderson  
Bob Clifford  
Christ Dietrich  
Brian Foreshow  
Stan Pierce  
Steve Webber  
Tom Imrie

**Staff**

Emily Dance, CAO/Clerk  
Tina Beckerton, Committee Secretary

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**1. Call to Order**

Chair Vince Grogan to call the meeting to order.

**2. Approval of Agenda**

Confirm approval of the agenda.

**3. Disclosure of Pecuniary Interest**

**4. Delegation**

4.1. Bill Touzel CPA/CA, Senior Advisor Strategic Development, Touzel Business Services Inc  
Mr. Touzel representing Oakville Enterprises will be making a presentation to the  
Committee regarding a high-level overview of the agreement/lease for drawing water  
from Lake Kagawong for the purpose of power generating.

**5. Staff Reports**

5.1. LKRC-2023-04-01-Code of Conduct  
5.2. LKRC-2023-04-02 Terms of Reference

**6. Information**

**7. Round Table Discussion**

7.1. Members of the Committee are provided with an opportunity to bring up any related  
items that are not included in the agenda.



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## **8. Adjournment**

### 8.1. Motion to Adjourn

#### **Document Accessibility**

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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)



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## COMMITTEE REPORT

**Department:** Climate Action Committee

**Date:** April 20, 2023

**Report Number:** LKRC-2023-04-01

**File:** Code of Conduct and other Applicable Policies

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### **Recommendation:**

THAT the Township of Billings Lake Kagawong Resource Committee hereby approves report LKRC-2023-04-04 AND confirms review and compliance of the Code of Conduct and other application policies.

### **Background:**

As outlined in the [Terms of Reference for the Lake Kagawong Resource Committee](#), it is the responsibility of all appointed committee members to comply with the following Acts and Township policies:

- [The Municipal Conflict of Interest Act](#)
- [The Code of Conduct for members of Council and Local Boards of the Township of Billings.](#)
- [The Township of Billings Workplace Harassment, Discrimination and Violence in the Workplace Policy](#)
- [The Township of Billings Accountability and Transparency Policy](#)
- [The Township of Billings Procedural By-Law](#)
- [The Township of Billings Council-Staff Relations Policy](#)
- [The Township of Billings Health and Safety Policy](#)
- [The Municipal Act](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- [Occupational Health and Safety Act](#)

### **Discussion:**

If any members have any questions on the policies (linked above) please forward to the CAO/Clerk [edance@billingstwp.ca](mailto:edance@billingstwp.ca) prior to the meeting or clarification can be given at the meeting.

### **Financial Impacts**

There are no financial impacts associated with this report.

### **Respectfully Submitted By:**

Emily Dance, CAO/Clerk



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## COMMITTEE REPORT

**Department:** Lake Kagawong Resource Committee Meeting

**Date:** April 20, 2023

**Report Number:** LKRC-2023-04-02

**File:** Terms of Reference Review

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### **Recommendation:**

THAT the Lake Kagawong Resource Committee hereby approves report LKRC-2023-04-02 AND recommends to Council that the Terms of Reference for the Lake Kagawong Resource Committee be amended as outlined in the report.

### **Background:**

[The Lake Kagawong Resource Committee Terms of Reference](#) was passed by Council in 2022. The role of the Committee is to act as an advisory body to Council in matters concerning the agreement/lease for drawing water from Lake Kagawong for the purposes of power generating held between the Township of Billings and Oakville Enterprises.

### **Discussion:**

The CAO/Clerk has reviewed the Terms of Reference and has made the following recommendations for more streamlined meeting management and with regards to staff capacity.

#### **COMMITTEE STRUCTURE**

iv. One (1) staff member to assist in committee administration, keep minutes and act as a resource person/liaison.

Add - Additional staff member(s) may attend as required at the discretion of the CAO/Clerk.

#### **MEETING TIMES AND PROCEDURES**

Remove - Committee should meet bi-weekly until established (approx. 2 months) then monthly thereafter.

Replace - Committee will meet four (4) times per year on the third Thursday of the month in which the meeting is held (April, June, September, November) or at the call of the Chair.

Meeting times will be 7:00 pm.

Meetings will be in person at the Park Centre-Kagawong or if determined by the CAO/Clerk in consultation with the Chair that the meeting will be held virtually.

If meetings are to be cancelled and/or rescheduled, the staff resource of Township of Billings staff in consultation with the CAO/Clerk and Chair will notify the Committee by email as soon as possible.

### **Financial Impacts**

There are no financial impacts related to this report.

### **Respectfully Submitted By:**

Emily Dance, CAO/Clerk

# THE CORPORATION OF THE TOWNSHIP OF BILLINGS

BY-LAW 2022- 30

## TERMS of REFERENCE

### LAKE KAGAWONG RESOURCE COMMITTEE

**Date Established by Council:** March 5, 2019

**Revised June 7, 2022, April, 2023**

**Type of Committee:** Advisory

#### Responsibilities

- It is the responsibility of all appointed committee members to comply with the following Acts and Township of Billings Policies:
  - the *Municipal Conflict of Interest Act*
  - the Code of Conduct for Members of Council and Local Boards of the Corporation of the Township of Billings
  - the Township of Billings Workplace Harassment, Discrimination and Violence in the Workplace Policy
  - the Township of Billings Accountability and Transparency Policy
  - the Township of Billings Procedural Bylaw
  - the Township of Billings Council-Staff Relationship Policy
  - any and all other applicable municipal bylaws
  - the *Municipal Act*
  - the *Municipal Freedom of Information and Protection of Privacy Act*
  - the *Occupational Health and Safety Act*
  - the Township of Billings Health and Safety Policy
- No individual member nor the committee as a whole, has the authority to make direct representations of the township to Federal or Provincial governments. Members shall abide by the rules outlined within the *Municipal Conflict of Interest Act*, shall disclose any pecuniary interest to the chair, and shall absent herself/himself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

#### ROLE OF THE COMMITTEE

To act as an advisory body to Billings Township council in matters concerning the agreement/lease, for drawing water from Lake Kagawong for the purposes of power generating, held between the Township of Billings (lessor) and Oakville Enterprises (lessee) by:

- having a better understanding of how the “Rule Curve” and other technical information, applies to the Lake Kagawong water levels, and how these levels are determined and monitored.
- ensuring that Oakville Enterprises are working within the guidelines of the agreement and to report any violations to the CAO and council.
- ensuring that businesses, seasonal and permanent residents and tourists to Lake Kagawong will be able to operate and enjoy their businesses and properties; and to minimize property damage and negative economic impact to Billings Township, due to low/high water levels. By, ensuring Oakville Enterprises are reporting accurate and timely information to Billings Township and to report any violations to the CAO and council.
- monitor the quality of water and report back any concerns to Council
- allowing business and property owners a voice to council.

### **COMMITTEE STRUCTURE**

The Lake Kagawong Resource Committee is hereby established as a standing advisory committee and is comprised of the following members as appointed by council:

- i. one (1) members of council;
- ii. seven (7) members of the general public ~~representing business and both permanent and seasonal residents;~~
- iii. Mayor sitting *ex officio*, with voting privileges when present; and
- iv. One (1) staff member to assist in committee administration, keep minutes and act as a resource person/liaison.

### **REPORTING**

Any recommendations made by this committee will be in the form of a written report presented to council for their consideration. Time-sensitive infractions will be reported to the appropriate agency through the CAO as soon as possible for action.

### **MEETING TIMES and PROCEDURE**

Committee will meet four (4) times per year on the third Thursday of the month in which the meeting is held (April, June, September, November) or at the call of the Chair. Meeting times will be 7:00 pm.

Meetings will be in person at the Park Centre-Kagawong or if determined by the CAO/Clerk in consultation with the Chair that the meeting will be held virtually.

If meetings are to be cancelled and/or rescheduled, the staff resource of Township of Billings staff in consultation with the CAO/Clerk and Chair will notify the Committee by email as soon as possible.

**TERMS OF REFERENCE**

Council may, at its discretion, change the Terms of Reference (TOR) for this committee at any time. Any changes proposed to these TOR shall be recommended to council through an appropriate report. The committee may also be dissolved by resolution of council.