



The Corporation of the Township of Billings

Council Meeting Agenda

May 21, 2024 7:00 p.m.

Kagawong Park Centre

Council

Bryan Barker, Mayor

David Hillyard, Deputy Mayor

Ian Anderson, Councillor

Michael Hunt, Councillor

Staff

Veronique Dion, CAO/Clerk

Todd Gordon, Deputy CAO/Municipal Project Manager

Tiana Mills, Deputy Clerk

1. Call to Order

Mayor 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. Special Council Meeting – April 10, 2024

4.2. Regular Council Meeting – April 16, 2024

4.3. Special Council Meeting – May 9, 2024

5. Public Meetings Required under the Planning Act

5.1. Application No. 2022-57ZBL-24-001 – Township of Billings

The purpose of the Zoning By-Law Amendment is to permit on a site-specific basis, one proposed garage having an increased height of 5.5 metres from 5.0 metres in a Shoreline Residential (SR) Zone at 41 Windfield Lane despite section 7.3 a) in Zoning By-Law 2022-57.

Planning Report-2022-57ZBL-24-001

The Mayor will provide a summary of the Planning Report provided by the Manitoulin Planning Board.

Presentations from the Applicant

The applicant is provided with an opportunity to provide comment on the application.

Presentations from the Public

Any person or public body is provided with an opportunity to provide comment on the application.

Questions and Clarifications from Council

Members of Council may question and make clarification on the application.

6. Delegation

6.1. Manitoulin Eco Growth Solutions – Colen McKeever

Mr. McKeever will be presenting Eco-Growth Environmental Technologies and Continest as a solution for small communities

7. Committee Reports

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

7.1.1. Manitoulin Planning Board Minutes: April 24, 2024

7.1.2. Manitoulin Centennial Manor Agenda Package: April 25, 2024

8. Staff Reports

8.1. TR-2024-05-10 156 Main Street Lease Agreement

8.2. PW-2024-05-04 Tractor Request for Quotation

9. Correspondence Requiring Direction

9.1. Allegation Submitted to the Office of the Integrity Commissioner Regarding Filling a Council Vacancy: March 28, 2024

9.2. Integrity Commissioner Inquiry Correspondence: April 16, 2024

Staff is recommending a motion be made receiving items 8.1 and 8.2.

9.3. Jabbawong Story Telling Festival

A request from the event organizers of the Jabbawong Story Telling Festival was received to waive the rental fee of the Park Centre for the three-day event (July 5-7, 2024). Staff recommends the rental fee be waived for this event.

9.4. 2024 Household Hazardous Waste Day Volunteer

A letter was received from the Municipality of Central Manitoulin regarding the 2024 Household Hazardous Waste Day scheduled for Saturday July 20, 2024 1pm – 4pm at the Central Manitoulin Municipal Road Shed (7 Lakeshore Road Mindemoya). It is expected that all participating municipalities will send a volunteer to help in the event. Staff is recommending participation in this event and asks that Council name a volunteer to attend.

9.5. Manitoulin Municipal Association: Manitoulin OPP Detachment Board

A letter was received from the Manitoulin Municipal Association regarding the Manitoulin OPP Detachment Board. A member of Council is to be appointed on behalf of the Township of Billings.

10. Information

- 10.1. Manitoulin-Sudbury District Services Board – 2023 Fourth Quarter Activity Report
- 10.2. Memorandum from Moray Watson (By-Law 2023-13) – April 23, 2024
- 10.3. 348 Manitoulin Royal Canadian Sea Cadet Corps 20th Anniversary Ceremonial Review

11. Accounts For Payment

- 11.1. Accounts for Payment – April 25, 2024

12. By-Laws and Agreements

- 12.1. 2024-32 Kagawong Cedar Cemetery By-Law
- 12.2. 2024-33 156 Main Street Lease Agreement By-Law
- 12.3. 2024-34 Live Streaming Council Meeting Policy By-Law
- 12.4. 2024-35 Appoint Signing Officers By-Law
- 12.5. 2024-36 Amend Zoning By-Law 2022-57

13. Notice of Motions**14. Closed Session**

- 14.1. THAT the Township of Billings Council hereby moves into Closed Session pursuant to [s. 239(2)(d)] Personal matters about an identifiable individual – Ad Hoc Water Committee members AND FURTHER returns to open session upon completion.

15. Confirmatory By-Law

- 15.1. By-Law No. 2024-37 Being the May 21st, 2024 Confirmatory By-Law

16. Adjournment

- 16.1. Motion to Adjourn

Document Accessibility

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

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

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



The Corporation of the Township of Billings
Council Special Meeting Minutes
Wednesday April 10, 2024, 12:45pm
Virtual

Council

Bryan Barker, Mayor

Ian Anderson, Councillor

Vince Grogan, Councillor

Staff

Emily Dance, CAO/Clerk

1. Call to Order

Mayor Barker called the meeting to order at 12:55 p.m.

Approval of Agenda

2024-162

Moved by Anderson Seconded by Grogan

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

2. Disclosure of Pecuniary Interest

None noted

3. Item for which the Special Meeting was called.

Items are of a confidential nature.

4. Closed Session

2024-163

Moved by Grogan Seconded by: Anderson

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

Carried.

5. Report out of Closed Session

2024-166

Moved by Anderson Seconded by Grogan

THAT Mayor Barker reported a closed session was held regarding personal matters about identifiable individuals related to CAO/Clerk interviews and direction has be given to staff.

Carried.

6. Confirmatory By-Law



6.1. By-Law No. 2024-27 being the April 10, 2024, Confirmatory By-Law
2024-167

Moved by Grogan Seconded by: Anderson

THAT By-Law No. 2024-23 being the March 28, 2024, Confirmatory By-Law be read a
first, second, third time and finally passed this 28th day of March, 2024.

Carried.

7. Adjournment

7.1. Motion to Adjourn
2024-168

Moved by Grogan Seconded by Anderson

THAT the Township of Billings Council hereby adjourn at 2:44 p.m.

Carried.

Mayor Bryan Barker

Deputy Clerk Tiana Mills



The Corporation of the Township of Billings

Council Meeting Minutes

April 16, 2024 7:00 p.m.

Kagawong Park Centre

Council

Bryan Barker, Mayor

David Hillyard, Deputy Mayor

Ian Anderson, 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 called the meeting to order at 7:00p.m and recognized National Volunteer Week and thanked the volunteers for all they do to benefit the Township of Billings.

2. Approval of Agenda

2.1. Confirm approval of the agenda.

2024-169

Moved by Grogan Seconded by Anderson

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

Carried.

3. Disclosure of Pecuniary Interest

None.

4. Delegation

None.

5. Adoption of Minutes

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

5.1. Special Council Meeting – March 28th, 2024



5.2. Regular Council Meeting – April 2nd, 2024

2024-170

Moved by Hunt Seconded by Anderson

THAT the March 28th, 2024 Special Council Meeting and the April 2nd, 2024 Regular Council Meeting minutes, be adopted as presented.

Carried.

6. Committee Reports

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

Councillor Hunt gave an update on the Museum Committee on April 8th 2024, planning for a May 18th, 2024 opening. A plaque placement ceremony is planned.

Councillor Hunt gave an update on the Library Board met on April 9, 2024 and explained that Bell Canada will be the new internet provider.

7. Staff Reports

7.1. BP-2024-04-03 Easement Agreement – Charbonneau
2024-171

Moved by Anderson Seconded by Hunt

THAT the Township of Billings Council hereby approves Report BP-2024-04-03 AND authorizes entering into an easement agreement with the owners of 338 Honora Lakeshore Road for the installation of a waterline under Honora Lakeshore Road abutting 338 Honora Lakeshore Road AND FURTHER authorizes the appropriate By-Law coming forward.

Carried.

7.2. BP-2024-04-04 Oakes Cottages - Pre-Consultation
2024-172

Moved by Grogan Seconded by Hillyard

THAT the Township of Billings Council hereby approves Report BP-2024-04-04 AND directs staff to forward the comments of Cobide Engineering to the developer (JBR Ventures Ltd.) for the proposed Oakes Cottages Subdivision to be addressed in relation to the Zoning/Subdivision Applications AND FURTHER confirms the roads should be developed to a year-round municipal standard AND confirm the preferred servicing option is to provide individual water supply and individual sewage to each lot.

Carried.



7.3. TR-2024-04-07 Water System Reserves

2024-174

Moved by Hillyard Seconded by Grogan

THAT the Township of Billings Council hereby receives for information Report TR-2024-04-07.

Carried.

2024-173

Moved by Hillyard Seconded by Grogan

THAT the Township of Billings Council hereby amends the cost recovery by-law for the Old Mill Road Waterline Replacement Project outstanding funds be paid for with the water reserve fund.

Defeated.

7.4. TR-2024-04-08 Infrastructure Ontario (IO) Loan: Old Mill Road Bridge

2024-175

Moved by Hunt Seconded by Grogan

THAT the Township of Billings Council approves Report TR-2024-04-08 AND authorizes the Director of Finance/Treasurer to apply to Infrastructure Ontario for both short- and long-term lending for the Old Mill Road Bridge Project AND FURTHER authorizes the appropriate By-Laws coming forward.

Carried.

7.5. TR-2024-04-09 Council Remuneration 2023 Amended

2024-176

Moved by Hunt Seconded by Grogan

THAT the Township of Billings Council hereby receives for Information Report TR-2024-04-09.

Carried.

7.6. MPM-2024-04-06 Social Media Marketer

2024-177

Moved by Anderson Seconded by Grogan

THAT the Township of Billings Council hereby supports in principle the hiring of a joint Social Media Coordinator for Western Manitoulin Economic Development subject to collaboration with the other Western Manitoulin municipalities and First Nations in the Network, AND receipt of grant funding to off set the associated expenses.

Carried.

7.7. CLK-2024-04-05 Live Streaming Council Meeting Policy

2024- 178

Moved by Hillyard Seconded by Anderson

THAT the Township of Billings Council hereby approves report CLK-2024- 04-05 AND approves the Live Streaming Council Meeting Policy AND FURTHER approves the appropriate By-Laws coming forward.

Carried.

7.8. CLK-2024-04-06 Kagawong Cedar Cemetery By-Law

2024- 179

Moved by Grogan Seconded by Hillyard

THAT the Township of Billings Council hereby approves report CLK-2024-04-06 AND approves the appropriate By-Law coming forward.

Carried.

8. Correspondence Requiring Direction

8.1. Manitoulin Planning Board 2024 Budget

The Manitoulin Planning Board is requesting a motion to accept the Manitoulin Planning Board 2024 Budget and payment of the final requisition.

2024-180

Moved by Anderson Seconded by Hunt

THAT the Township of Billings Council hereby approves the Manitoulin Planning Board 2024 Budget

Carried.

9. Information

9.1. Ontario Clean Water Agency (OCWA): Township of Billings 2023 Management Review Minutes

9.2. Town of Shelburne Motion to Eradicate Islamophobia and Antisemitism

9.3. Manitoulin-Sudbury District Services Board Early Years and Child Care Plan – Parent Consultation Survey 2024

9.4. Moray Watson Correspondence follow-up April 2, 2024

9.5. The Township of Greater Madawaska Support for Amendment of the Occupational Health and Safety Act

9.6. The Township of Greater Madawaska Funding for the 2024 Municipal Equipment Operator Course

9.7. Ontario's Provincial Emergency Management Strategy and Action Plan: 2023 Annual Report

9.8. Entry to Kagawong from Hwy 540: Jason Thibault

9.9. Lakeshore Road Concerns: Brian Parker

2024-180

Moved by Grogan Seconded by Anderson

THAT the Township of Billings Council hereby receives for information all items listed in Section 9 and further directs staff to respond to the residents concerns in item 9.8 AND FURTHER directs staff to bring forward a report in response to the resurfacing/reconstruction of Lakeshore Road prior to 2025 budget deliberations AND FURTHER support items 9.5 and 9.6 AND directs staff to circulate as appropriate.

Carried.

10. Accounts For Payment

10.1. Accounts for Payment – April 10th, 2024

2024-181

Moved by Hunt Seconded by Hillyard

THAT the Township of Billings Council hereby approves, ratifies, and confirms the April 10th, 2024 Accounts for Payment as presented.

Carried.

11. By-Laws and Agreements

None.

12. Notice of Motions

None.

13. Closed Session

2024-182

Moved by Grogan Seconded by Hillyard

THAT the Township of Billings Council hereby moves into Closed Session pursuant to [s. 239(2)(d)] Labour relations or employee negotiations CAO/Clerk recruitment [s. 239(2)(b)] Personal matters about an identifiable individual, including municipal employees – Personnel (2), Member of the Public (1) AND FURTHER returns to open session upon completion.

Carried.

14. Report out of Closed Session

2024-190

Moved by Grogan Seconded by Hunt

THAT Mayor Barker reported a closed meeting was held regarding labour relations or employee negotiations – CAO/Clerk recruitment; personal matters about an identifiable individual including a municipal employee with direction given to staff and information was received regarding a member of the public.

Carried.

2024-191

Moved by Grogan Seconded by Anderson

THAT By-Law No. 2024-28 being the appoint Todd Gordon as Deputy CAO/Municipal Project Manager be read a first, second, third time and finally passed this 16th day of April, 2024

Carried

15. Confirmatory By-Law

- 15.1. By-Law No. 2024-28 Being the April 16th, 2024 Confirmatory By-Law
2024-192

Moved by Grogan Seconded by Hunt

THAT By-Law No. 2024-28 Being the April 16th, 2024 Confirmatory By-Law be read a first, second, third time and finally passed this 16th day of April, 2024.

Carried.

16. Adjournment

- 16.1. Motion to Adjourn

2024-193

Moved by Hunt Seconded by Grogan

THAT the Township of Billings Council hereby adjourn at 9:27p.m.

Carried.

Mayor Bryan Barker

Deputy Clerk Tiana Mills



The Corporation of the Township of Billings
Council Special Meeting Minutes
Thursday May 9, 2024, 1:00pm
Virtual

Council

Bryan Barker, Mayor

Ian Anderson, Councillor

Vince Grogan, Councillor

Staff

Todd Gordon, Deputy CAO/Municipal Project Manager

Tiana Mills, Deputy Clerk

1. Call to Order

Mayor Barker called the meeting to order at 1:00pm.

2. Approval of Agenda

2024-194

3. Moved by Anderson Seconded by Grogan

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

4. Disclosure of Pecuniary Interest

None.

5. Item for which the Special Meeting was called.

Items are of a confidential nature.

6. Closed Session

2024-195

Moved by Grogan Seconded by Anderson

THAT the Township of Billings Council hereby moves into Closed Session pursuant to [s.

239(2)(b)] Personal matters about an identifiable individual – CAO/Clerk Recruitment AND

FURTHER returns to open session upon completion.

Carried.

7. Report out of Closed Session

2024-199

Moved by Grogan Seconded by Anderson

THAT Mayor Barker reported a closed meeting was held regarding labour relations or employee negotiations – CAO/Clerk recruitment.

Carried.

2024-200

Moved by Anderson Seconded by Grogan

THAT By-Law No. 2024-30 being the appoint Veronique Dion as Chief Administrative Officer/Clerk for the Township of Billings be read a first, second, third time and finally passed this 9th day of May, 2024

Carried.

8. Confirmatory By-Law

8.1. By-Law No. 2024-31 being the May 9, 2024, Confirmatory By-Law

2024-201

Moved by Anderson Seconded by Grogan

THAT By-Law No. 2024-31 Being the May 9th, 2024 Confirmatory By-Law be read a first, second, third time and finally passed this 9th day of May, 2024.

Carried.

9. Adjournment

9.1. Motion to Adjourn

2024-202

Moved by Grogan Seconded by Anderson

THAT the Township of Billings Council hereby adjourn at 1:16p.m.

Carried.

Mayor Bryan Barker

Deputy Clerk Tiana Mills

MANITOULIN PLANNING BOARD
ZONING BY-LAW AMENDMENT - PLANNING REPORT
May 10, 2024

Applicants/Owners: Stephen A. and Brenda M. Webber
File No.: 2022-57ZBL-24-001
Related File's: Consent to Sever File No's. B21-17 and B34-86
Property Description: Part Lot 1, Conc. III, surveyed as Part 3, Plan 31R-4101
(Located at #41 Windfield Lane)
Township of Allan, Municipality of Billings and Allan East
District of Manitoulin

1. PROPOSAL:

A Zoning Amendment application has been received from Mr. and Mrs. Webber to permit by Special Provision, on a Site Specific basis, one proposed garage (± 12.19 M. X ± 12.19 M.) having an increased height of 5.5 metres from 5.0 metres in a Shoreline Residential (SR) Zone.

2. REASON:

The Municipal Zoning By-law, No. 2022-57, under Section 7.3 a) allows for a maximum height of an accessory structure of 5.0 metres. Therefore an amendment is required.

3. SUBJECT LANDS:

i) History:

The subject parcel of land is the resulting retained land of Consent to Sever File No. B21-17. The subject land is together with a right-of-way over Part 5, Plan 31R-1602, known as Windfield Lane, approved by Consent to Sever File No. B34-86. The applicants have owned the lot since March 2011, which has a frontage on Lake Kagawong of ± 110 M., a depth of ± 37.9 M., and containing an area of ± 0.44 Hec.

The applicants' dwelling and garage are located within this land located at #41 Windfield Lane. A copy of the building permit, No. 93-18, dated July 05, 1993, accompanied the application for the existing garage. There was no building permit for the existing dwelling, which according to the applicants was built around 1970. According to the application the new garage is be used to store their boat, tractor, snow machine, ATV, etc.

ii) Access: Access is via private right-of-way to Lakeshore Road, a maintained municipal road.

The Ontario Ministry of Transportation have advised that the subject lands are not located within MTO's permit control area, therefore, have no comments to provide at this time.

iii) Servicing: Water supply is from Lake Kagawong;
Sewage disposal is via a private individual septic system.

A Completion Notice (#402-99-044) issued by The Public Health Unit, dated May 31st, 2000, for a class 4 septic system, accompanied the application.

Hydro one advised that they have no concerns with the application and that they have an unregistered easement over the subject land and they own the Poles.

iv) Fire Protection: Volunteer Fire Department

v) School Bussing: Not required

vi) Garbage Collection/ Disposal: Disposal available at Municipal Transfer Station

ZONING BY-LAW AMENDMENT - PLANNING REPORT
File No. 2022-57ZBL-24-001 - continued

4. OFFICIAL PLAN POLICIES:

- i) Current Designation: Shoreline Area
- ii) Proposed Designation: SAME
- iii) Comments:

The lands subject to this proposal will remain designated as being within a Shoreline Area and all Official Plan Policies applicable thereto will continue to apply.

5. ZONING BY-LAW (BY-LAW NO. 2022-57)

- i) Current Zoning: Shoreline Residential (SR)
- ii) Proposed Zoning: SAME
- iii) Comments:

There will be no change in the present zoning. The approved amendment to Comprehensive Zoning By-law No. 2022-57, if approved, will permit by Special Provision, on a Site Specific basis, one new garage (± 12.19 M. X ± 12.19 M.) having an increased height of 5.5 metres in a Shoreline Residential (SR) Zone.

6. PROVINCIAL POLICY STATEMENT (PPS) 2020:

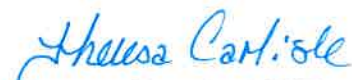
There does not appear to be any conflict or adverse impacts to policies expressed by the Provincial Policy Statement.

7. RECOMMENDATIONS:

Council may wish to review Section 7.0 - Shoreline Residential (SR) Zone of their Municipal Zoning By-law to determine if the subject land is in conformity with their By-law; if the use of a year round dwelling is a permitted use on a private right-of-way; if the location of the existing dwelling meets the by-law requirements; if a building permit application is required for the existing dwelling; or if an amendment to their Zoning By-law would be required.

Providing there are no extenuating circumstances or additional information to be considered and based on the aforementioned analysis, it is recommended the subject application for Zoning By-law Amendment may be approved by Council, if in their judgement the proposal is favourable to the advancement and well being of the Municipality.

Respectfully Submitted,



Theresa Carlisle, ACST
Secretary-Treasurer
mpbcarlisle@bellnet.ca



Delegation Request Form

The Clerk of the Township of Billings reserves the right to refuse or defer any delegation at any time. Delegations appear strictly for information purposes only. Any discussion or decision will be at the discretion of Council. Material provided will be uploaded to the public agenda subject to rules of procedure.

Request for Delegation (please print)

- ☒ on my own behalf; or
☐ on behalf of a group / organization / association, if so please state name of group/ organization / association below.

Name(s) of Group/ Organization / Association: Manitoulin Eco-Growth Solutions

Name(s) of Speaker(s) (Maximum 2): Colen McKeever

Subject / Title of Presentation: Organic Waste Diversion from Landfill

Please describe below, the subject matter of the delegation

Eco-Growth Environmental Technologies and Continest as a solution for small communities

Equipment Required (projector, screen, laptop): will require a screen and projector to hook my laptop in

Contact Information (will not be posted publically):

OFFICE USE ONLY

Delegation Date: May 7/24 Time: 7pm Duration: 10mins

Completed and signed requests and all presentation documentation must be delivered to the Clerk by 4:00 p.m. on the Wednesday preceding the meeting of Council for which your delegation is scheduled. Delegations will be confirmed by the Clerk by email.

In accordance with the Municipal Freedom of Information and Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will only be used for the purpose of reviewing delegation requests. Questions about the collection of the personal information may be addressed to the Deputy Clerk at the Township of Billings, 15 Old Mill Road, Kagawong ON (705) 282-2611 tmills@billingswp.ca



www.eco-growth.ca



manitoulin

ECO-GROWTH SOLUTIONS

We are dedicated to promoting sustainable practices and fostering eco-conscious solutions on Manitoulin Island. Our mission is to drive waste diversion and establish small-scale circular economies that benefit local communities and commercial organizations.

www.eco-growthmanitoulin.com

CDM Agency
• colen@eco-growthmanitoulin.com

OUR MISSION

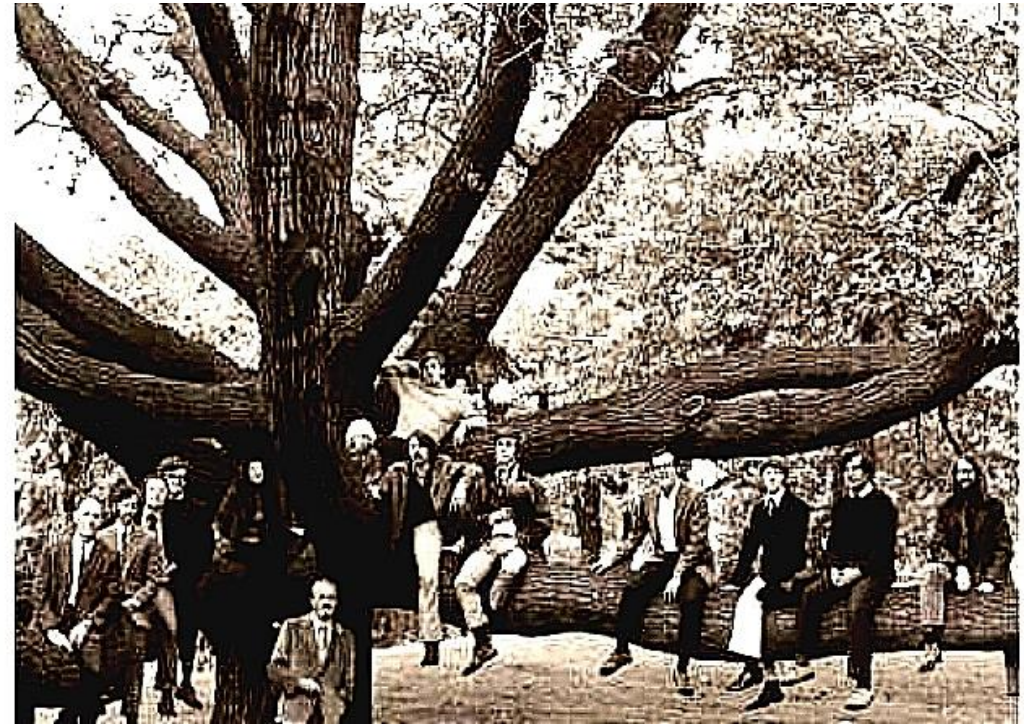
We are determined to manage our activities with the view to prevent or mitigate harmful effects on nature and our natural resources. The principle of Reduce, Reuse, and Recycle is a core value that guides not only our business lives but personal lives as well. As a company and individually we are devoted to leaving a clean and green legacy for future generations of Canadians, by creating a controlled environment in which to reduce the volume of our waste stream.

Diverting Waste Through Waste to Energy Technology



We've come a long way since the 1960s

- No Environment Canada
- No Ministry of the Environment
- 1981 Blue Box Program (City of Kitchener)
- 2002 Green Bin Program (City of Toronto)
- Attitudes towards trash have changed



Large Urban Industrial Scale Composting

Manitoulin Island Communities have yet to identify solutions of scale that comply with current provincial legislation.



Critical Aspects of a Waste Diversion Strategy

Provincial Government Regulations

- Must comply with three R s
- Must comply with ESG (Environmental, Social and Government responsibilities)

Municipal Governments in smaller Northern Ontario Communities have been struggling to develop waste diversion strategies and now that landfills are being shut down, the need for action has reached a crisis point.



A collage of various organic waste items arranged around the central text "ORGANIC WASTE". The items include food scraps like banana peels, orange peels, apple cores, cheese, tomatoes, carrots, potatoes, and a fish skeleton. There are also tea bags and some green leaves. The text "ORGANIC WASTE" is written in large, bold, green capital letters in the center.

- **Fist and MOST IMPORTANTLY Organic waste makes up the largest segment of MSW (municipal solid waste) by volume and weight in our landfills.**
- **Secondly, Food waste buried in landfills produce methane gas which is 84 times more potent than CO2 on a twenty year time scale.**
- **Thirdly, Recent producer responsibility legislation will be dealing with other waste streams in Ontario.**

Waste Streams by Weight and Volume

Table 1: 2019 Waste Audit Sorting Material Categories

| RECYCLABLES |
|-------------------------------|
| Cardboard |
| Mixed Paper |
| Plastics |
| Metal |
| Glass |
| Textiles |
| ARMA Electronics (count) |
| Non-ARMA Electronics (count) |
| Tires (count) |
| Refundable Containers (count) |
| ORGANICS |
| Food Waste |
| Yard Waste |
| Other Organics |
| CONSTRUCTION & DEMOLITION |
| Clean Wood |
| Drywall |
| Shingles |
| Concrete/Asphalt |
| Furniture |
| Scrap Metal |
| RESIDUAL |
| Garbage |
| HHW/OTHERS (count/number) |
| HHW |
| Used Oil Materials |
| Paint Cans |
| Others |

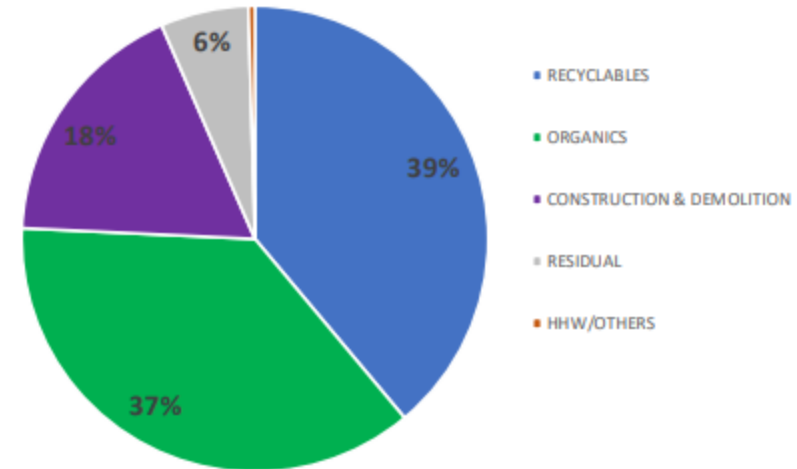
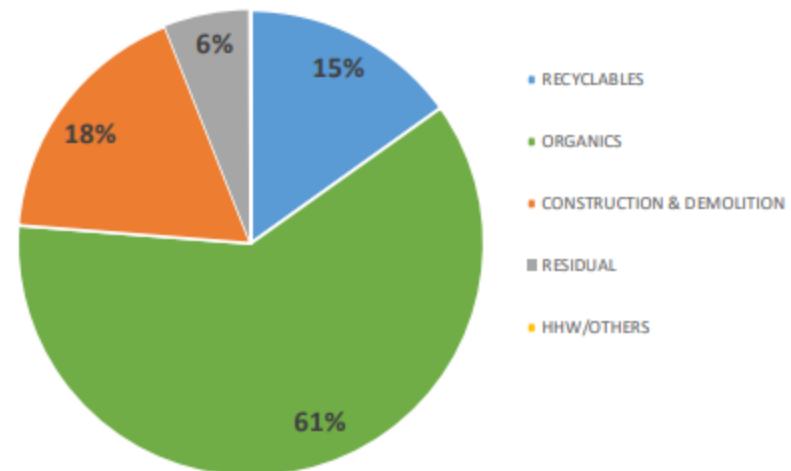


Figure 1: Overall Waste Composition (Visual)





eco-growth
A new perspective on waste



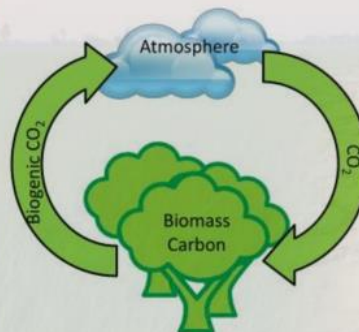


The use of biomass for energy is part of the global strategy on Climate Change.

The “neutral” biomass carbon cycle

vs

Carbon transfers from geological reserves



Biogenic carbon is part of a relatively rapid natural cycle that impacts atmospheric CO₂ only if the cycle is out of balance



Fossil fuel combustion transfers geologic carbon into the atmosphere. It is a one-way process

EGOR Eco-Growth Organic Reactor

Reduces Weight and volume of food waste by 80%





EGOR 10-18 Dehydrator
up to #750lbs/day capacity



Large Restaurants



Camps



Corrections



Restaurants



**Dried biomass can be stored
on-site in bins or tote bags.**



Eco-Growth Shredder

- 200 lb./ hr cardboard
- wood and other waste
- Stainless steel construction





ENERGY RECOVERY
Converts solid biomass
into clean energy
w/ integrated feed bin
and auto ash removal



Available in 15lb.
(120,000 btu & 40lb
(300,000 btu) per
hour configuration.

Bio-gas Energy Recovery

- No visible exhaust from stack
- One hr. Maintenance/ week

Complete Turn Key System

- Purpose built insulated building
- Designed and sized to clients specifications
- Connects in series to building existing system
- Just connect power and water supply.



PERICARBON

Achieving sustainability, together



PeriCarbon

Achieving sustainability, together.



[illegible]

A Calgary based technology company focusing on providing GREEN initiatives and solutions to environmental challenges through innovative and sustainable technologies.

We are devoted to leaving a clean and green legacy for future generations of Canadians.





CN10 Standard

SUSTAINABLE INFRASTRUCTURE SOLUTIONS



www.continest.com

Continest markets – Global footprint

Continest foldable containers are used in almost **30 countries**

Global Marketplace:

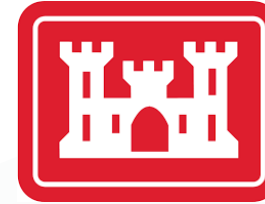
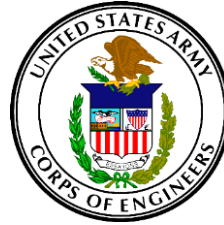
- Europe
- North America (Canada, USA)
- Middle East (Israel, KSA)
- Gulf countries (GCC)
- Africa (Uganda)
- Asia (South Korea)
- United Kingdom
- Scandinavia (Norway, Sweden, Denmark)
- Australia

Production capacity

- Hungary
- United Arab Emirates – DUBAI (tech transfer)
- USA (Q4 2023/Q1 2024)



Trusted by:



Common Challenges in conventional temporary infrastructure solutions

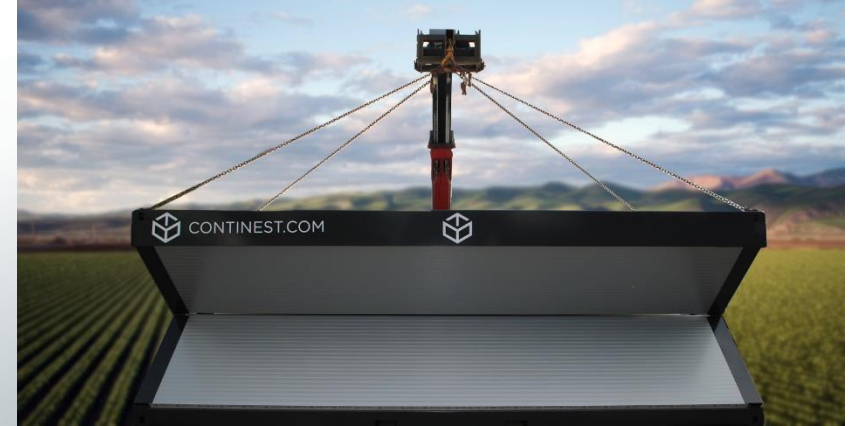
- **High delivery cost**
Delivery charges reach 1-2K roundtrip per modular unit
- **High Installation cost**
Installation costs can reach 1000's of dollars per unit
- **Visually unappealing**
- **Environmentally unfriendly**
Trucks are main polluters on the road
- **Slow deployment**
May take hours to assemble
- **High storage costs**
Takes large amount of space in the storage facility



Advanced technology with proven track record

Continest Technologies Plc. offers foldable green tech container solutions. Thanks to the foldability we decrease **80% of the logistical burden** (i.e., transport, storage) and the same amount of CO₂ emissions.

- **Mobile, scalable and modular**
- **Environmentally friendly**
80% reduction of CO₂ emissions
- **Fast deployment**
complete installation within a few hours
- **High comfort**
insulated units that can be cooled or heated
- **Cost efficiency**
in transport & storage
- **Infrastructure**
for relatively short-term needs in various locations





[VIEW VIDEO](#)

Standard products **CN10** & **CN20**

CN10 Standard

Size (L x W x H):

Closed: 10x 8 x 1.6

Open: : 10x 8 x 8.6

Weight: 1,984 lbs (900 kg)

Built in:



Electricity (UL)



4 LED Lights



Insulated walls



CN20 Standard

Size (L x W x H):

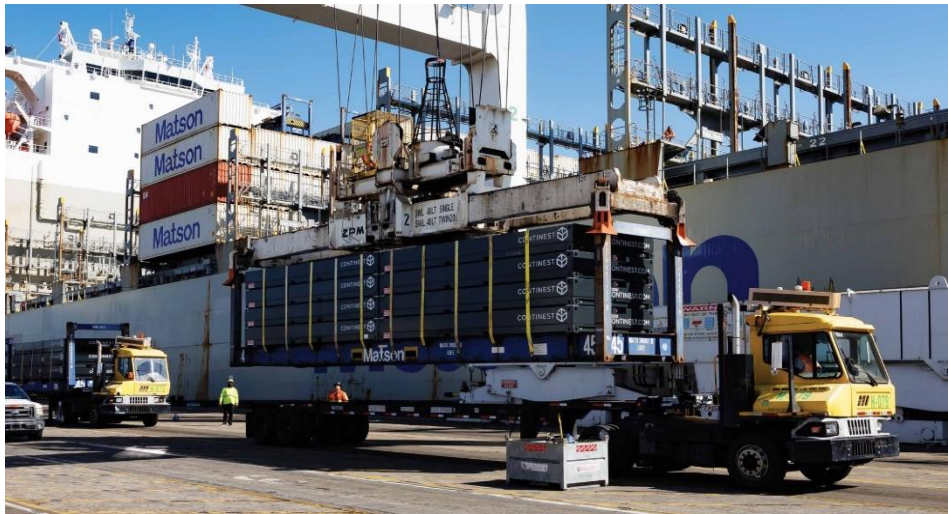
Closed: 20 x 8 x 1.8

Open: 20 x 8 x 9

Weight: 3,968 lbs(1800 kg)



SUSTAINABLE AND COST-EFFICIENT **transportation**



Modular HOUSING - examples



Modular OFFICES – suitable for every occasion



Meeting with the Minister of Foreign Affairs and Trade, Hungary 2023



Modular OFFICES – our factory



Modular RESIDENCES – **ALL WEATHER CONDITIONS**



Modular HOSPITALS – UGANDA (World Health Organization)



HUMANITARIAN MAUI – Ohana Hope Village



From vision to implementation.

Lahaina wildfires became the deadliest fires in the history of United States. Working with Family Life Center Continest delivered 160 modular buildings.



HUMANITARIAN MAUI – Ohana Hope Village



HUMANITARIAN RELIEF - **UKRAINE**



Emergency station and kindergarten



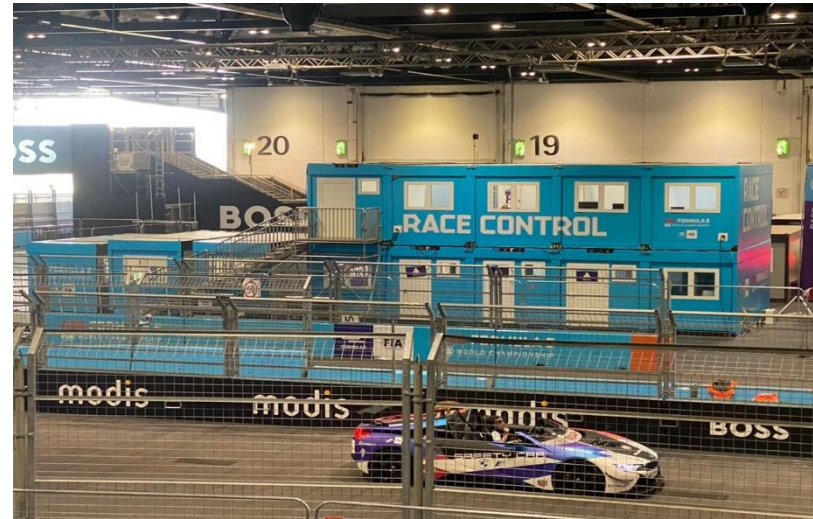
SPORT EVENTS



The Ocean Race, Newport, RI, May 2023



SPORT EVENTS



CN Retail Unit

Lift up canopy and dropdown counter



The CN Retail Unit has the same design principles as the standard CN20. They can be combined and linked to each other either on the long or the short side

Long side can be opened up (gas spring gives smooth function and safety)

Integrated, lockable service table with quality surface



[VIEW
VIDEO](#)

Awards



Pop Up city Contest Canada

"Winner" – in the category sustainable infrastructures, 2023

Select USA Sustainable technology pitch competition

1-st place 2022

FIS - International Ski Federation

"Preferred Supplier" 2019

Farm Business Innovation Awards

"The Grand Prize" 2020 - Birmingham, UK

TOP 10 Innovation Awards

TOP 100 Media/NKFIH 2020

Hungarian Defence Innovation Special Award

TOP 10 Innovation Gala 2021

MH Modernization Institute Innovation Award

Military Technology Research and Development Day 2022

DUBAI EXPO 2022

10 Most Innovative Healthcare Product Awards 2022

Select USA Tech Pitch Awards

"First Prize" 2022 - Washington D.C., USA

Green Brands

Hungary Quality Seal 2023

Green Guardians

Event Infrastructure Pioneers Award IQ Magazine 2020

The Green Supplier & Innovation Award

"Winner" - gold certification; The Showman's Show 2019
Newbury, UK



Stefania Szabo

director

Continvest Canada

416.427.5235

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 www.continvest.com



April 24, 2024

MINUTES OF PLANNING BOARD MEETING - April 23rd, 2024

At a Meeting of the Manitoulin Planning Board held at the Planning Board Office, Gore Bay, Ontario, on Tuesday, April 23rd, 2024, the following Members of Planning Board were present:

- | | | | |
|----|--------------|----|-------------|
| 1. | L. Hayden | 6. | K. Noland |
| 2. | D. Osborne | 7. | R. Stephens |
| 3. | T. Mackinlay | 8. | B. Barker |
| 4. | J. DeForge | 9. | D. McDowell |
| 5. | D. Head | | |

Regrets: L. Chappell

Also in attendance for the meeting were:

T. Sasvari, reporter, Manitoulin Expositor,
S. Tobey and B. Tobey, interested parties, File No. B12-24,
L. Kieswetter, applicant and G. Keatley, OLS, File No. SUB2023-001,
B. Mitchell, Council Member, J. Bisailon, Council Member, File SUB2023-001, and
K. Rautiainen, interested party, File SUB2023-001.

There were no other interested parties or members of the general public or press in attendance.

The Meeting was called to Order at 7:01 P.M. by Chair L. Hayden who welcomed all present.

The Chair asked if there were any Board Members who wished to declare a conflict of interest with any of the items listed on the agenda or having to do with the previous Board Meeting of March 26th, 2024. There were no conflicts declared.

1. ORDER OF BUSINESS

The Chair requested the adoption of the order of business.

The Secretary-Treasurer requested the addition of two items; MMAH Special Business Case Funding, under item 9. iii) and KPMG, LLP, invoice, under item 11.

Board Member, D. Head, requested an additional item of Little Lake Huron Road, under item 12.

MOTION

It was moved by D. McDowell and seconded by K. Noland that the Order of Business be adopted, as amended, with the additional three items as requested,
- Carried.

2. MINUTES OF PREVIOUS BOARD MEETING - March 26th, 2024

The Chair announced that the Minutes of the Board Meeting held on March 26th, 2024 had been circulated to the Board Members and requested that any errors or omissions be stated.

There was none.

MOTION

It was moved by B. Barker and seconded by T. Mackinlay that the Minutes of March 26th, 2024 be adopted,
- Carried.

**BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS BOARD MEETING
- March 26th, 2024**

There was none.

3. VARIABLE EXPENDITURES

There were no questions of the variable expenditures as circulated.

MOTION

It was moved by D. Osborne and seconded by R. Stephens that the variable expenditures be accepted as presented,
- Carried.

4. PRESENTATION OF APPLICATIONS FOR CONSENT TO SEVER

The Chair announced that the applications for consent to sever would now be heard.

Note: For the sake of continuity the details and decisions of the presentations will be recorded in the usual fashion toward the end of the Minutes.

5. PLAN OF SUBDIVISION - FILE NO. SUB2023-001

Location: Lot 7, Conc. IV excepting Part 1, Plan 31R-2831 and Lot 8, Conc. IV
(Located at #18 Tracy Road), Township of Carnarvon
Municipality of Central Manitoulin, District of Manitoulin

The Secretary-Treasurer reported that at the March 26th, 2024 Board Meeting by motion of the Board, the Planning Board agreed to defer discussion of the Draft subdivision conditions prepared by the Secretary-Treasurer as requested by K. Lang, agent for the application. Since then, the draft conditions have been reviewed by the applicant and a 'red line' version has been submitted to the Planning Board Office for consideration. Both versions of the draft conditions have been provided to the Planning Board Members. The Secretary-Treasurer asked if the Board wished to discuss the draft conditions and/or ask any questions as the applicant was present, and nine of the ten Board Members were also present.

Chair, L. Hayden, requested comments from R. Stephens, Board Member, representing the Municipality of Central Manitoulin.

Mr. Stephens informed the Board that the proponents had organized a presentation with Council on March 25th, 2024; that there is a lot of work that goes into preparing draft conditions, and into a Subdivision Agreement with the Municipality; this needs to be done right; the Municipality needs outside advice; the Municipality will have a consultant conduct a review and a report for further consideration; that at the applicant's request a 60 day extension was approved by the Planning Board at the March 26th, 2024 Meeting; the Municipality is requesting additional time.

Board Member, K. Noland, stated that the Draft Conditions and the Subdivision Agreement go hand in hand; some of the conditions may be a Municipal Decision and may be included in the Subdivision Agreement; he does not want to rush into a Decision; he would like to hear from the Municipality once they have comments from their consultant.

Board Member, D. Head, advised that he needed more time to consider the planning proposal, the comments received, and the comparison of the two versions of the draft conditions; the First Nations comments need to be resolved; the location of the septic systems needs to be resolved; needs time to review the Municipality's and the consultant's comments.

Board Member, B. Barker, advised he would like to hear back from the Municipality once the Consultant's comments have been received, before making a decision.

R. Stephens, Board Member, requested that the Board consider tabling the application until the consultant has provided their report to the Municipality.

J. Bisaillon and B. Mitchell, Municipal Councillors, were asked for comments. Mr. Bisaillon advised that they were in agreement to table the application to give the Municipality time to consider the Consultant's report and a Subdivision Agreement.

Board Member, L. Hayden, advised that the 1st draft and the red line version of the subdivision conditions were similar but would like the opportunity to review further as some of the items had been removed; would like to know what is included in the Subdivision Agreement; would like to review the Consultant's report; would like the Municipality's comments before making a Decision.

L. Kieswetter, applicant, was in attendance and spoke to the application. He advised that the draft conditions had been reviewed by his development lawyer; most was correcting wording and removing duplications; his lawyer tried to capture the 'essence' of the original draft; some items would be handled at the building permit stage; and some items would be handled with the Subdivision Agreement with the Municipality. He also advised that he will be working with his lawyer and the Municipality to go through the conditions and that he is willing to address all concerns addressed. He commented that the usual planning process involves a staff report and recommendations.

Gord Keatley, Ontario Land Surveyor for the application, was also in attendance and spoke to the application. He asked if it would be possible to share comments, recommendations and any changes and have a discussion with the Board Members without having a Board Meeting, to help move things along.

It was agreed that this would be a possibility with all comments from the Board Members and the applicant funnelled through the Secretary-Treasurer to keep everyone in the loop.

Discussion resulted in the following motion,

MOTION

It was moved by R. Stephens and seconded by B. Barker that the Subdivision Application, File No. SUB2023-001 be tabled until the Municipality have received comments from their consultant and this information has been provided to the Planning Board for consideration,

- Carried Unanimously.

Board Minutes
April 23rd, 2024

6. MUNICIPAL INTERIM REQUISITIONS

The Secretary-Treasurer reported that a request for Final Requisitions has been sent to all Municipalities and two have already been received.

7. TOWNSHIP OF ASSIGINACK - BY-LAW UPDATE - OPEN HOUSE - MARCH 27, 2024

The Secretary-Treasurer reported that she had attended the Open House on March 27th, 2024 in Manitowaning. There was a good turn out and lots of questions. The Municipality has given until April 30th, 2024 to receive comments on the new updated By-law. There will be mapping corrections needed before the required statutory Public Meeting is held.

8. OFFICE INTERNET REVIEW

The Secretary-Treasurer advised that the Town of Gore Bay in partnership with the Museum Board have arranged for internet service via StarLink to be connected to the Harbour Centre Building for all tenants. She had reported at the March 26th, 2024 Board Meeting that the invitation for the Planning Board to connect to this service had an initial monthly cost of ±\$185.00 (plus tax). In order for the Planning Board to have added cyber security, there is an additional router connection required. The Planning Board staff are working with the Town on this and a test is to be conducted, to see if the internet service meets the needs of the Planning Board Office. If the usage does not exceed 40 GB per month then the cost would only be ±\$95.00 (plus tax) per month.

Discussion among the Board included:

- if the Planning Board Office should have it's own internet provider rather than a shared service with the Harbour Centre occupants; the more users the slower the speed; if the Public also uses the service this would slow it down even more; this would have installation costs; what is the difference between commercial service vs residential service; is 40 GB usage enough; is there enough bandwidth for ZOOM meetings; may cost ±\$100.00 per month additional to what is being paid now if StarLink is the provider; concerns with cyber security, hacking and compromising of the service,

The consensus of the Board is that this topic will be tabled until the next Planning Board Meeting and staff will provide a cost analysis and comparison associated with a new service for just the Planning Board Office (not a shared service), provide information if 40 GB usage is enough, what cyber security is needed with costs, and will report back at the next Board Meeting.

9. MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING (MMAH)

i) Provincial Appointments for the Unincorporated Area

The Secretary-Treasurer explained that the Ministry of Municipal Affairs and Housing (MMAH) was to appoint two Board Members to the Manitoulin Planning Board, representing the Unincorporated Townships of Robinson and Dawson, and a Notice had been advertised on January 11th, 2023. The current two Board Members representing the Unincorporated Area will remain until MMAH has advised of the (new) representatives.

She had followed up most recently with MMAH on March 27th, 2024 and received the following comments from A. White, MMAH:

'The appointment process remains underway. We so appreciate everyone's patience and will be in touch as soon as we can with more information.'

ii) Planning Administration Grant for the Unincorporated Townships
- Request for Additional Funding

The Secretary-Treasurer explained that by motion of the Planning Board on November 28th, 2023 she had sent a letter to the Ministry of Municipal Affairs and Housing (MMAH) requesting additional Planning Administration Grant funding. The grant in the amount of \$16,073.00 has remained the same since 2009. A request had been made in the amount of \$22,244.13 based on inflation for the past 14 years.

She had followed up most recently with MMAH on March 27th, 2024 and received the following comments from B. Schulte-Hostedde:

'I apologize for not responding to your recent follow-up. I do appreciate the board's request. At this point I am afraid I do not have further information about any changes to annual funding.'

Please do keep in mind over the coming months any projects or costs that might be eligible for consideration under the business case component - and feel free to reach out to us in the early fall if you would like to discuss them further.

Should you wish, we are also always available to talk about any operational approaches if you see any areas where there could be efficiencies.'

Board Minutes
April 23rd, 2024

9. MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING (MMAH) - Continued

iii) Special Business Case Funding

The Secretary-Treasurer informed the Board that she required a Resolution of the Board to accept the funding report in the amount of \$1,198.00 to forward to MMAH.

MOTION

It was moved by T. Mackinlay and seconded by D. Head that the Manitoulin Planning Board supports and accepts the Financial Report for the Business Case Funding component of the Assistance to Planning Boards Funding Program 2023-2024 as submitted in December 2023, in the amount of \$1,198.00, for two separate projects for the Unincorporated Townships of Robinson and Dawson,
- Carried Unanimously.

MOTION

It was moved by D. Head and seconded by T. Mackinlay that BE IT RESOLVED the motion be adopted as read,
- Carried Unanimously.

10. PROPOSED CUTTING RED TAPE TO BUILD MORE HOMES ACT, 2024
(INCLUDING BILL 185)

The Secretary-Treasurer advised that she had attached an email from the Ontario Ministry of Municipal Affairs and Housing (MMAH) to the Board Agenda with six links to information. The comment period has been extended until May 12th, 2024. She provided the following highlights:

The Ontario Ministry of Municipal Affairs and Housing advised of several proposals regarding the government's recent introduction of the Spring 2024 Red Tape Reduction Package as part of its ongoing commitment to build at least 1.5 million homes by 2031, which was attached to the Board Agenda.

The government announced a series of proposed legislative, regulatory and policy changes as part of the government's housing initiatives, including through Bill 185, the proposed Cutting Red Tape to Build More Homes Act, 2024:

Under ERO 019-8462 - The Provincial Government has posted an updated proposed Provincial Policy Statement for 2024, incorporating feedback from the prior version in 2023.

Under ERO 019-8366, there is a proposal to streamline regulations for additional residential units in residential areas by removing zoning barriers for lot coverage, number of bedrooms/lot and allowing basement suites.

Under ERO-8368, the Province is proposing to expand reporting requirements for provincial housing targets to a further 21 municipalities – this proposed list does not include any on Manitoulin.

Under ERO 019-8368, the Province is proposing changes to the Planning Act, City of Toronto Act, and Municipal Act under Bill 185. The Planning Act is being amended to prevent Official Plans and Zoning By-laws from requiring parking spaces in existing or planned designated major transit areas, and has provision for the Minister to prescribe other areas where parking cannot be required. The Bill repeals sections that would have required refunding application fees if there is delays in some planning decisions. The bill adds a definition for Community Service Facility (development done by a school board, long term care home, or public hospital) and gives the Minister the ability to exempt those facilities from the Planning Act. The Municipal Act is being amended to allow municipalities to pass bylaws regarding sewer and water capacity apportionment, and set criteria for when they can withdraw the apportionment from proposed developments; it seems this is to allow Municipalities to reapportion capacity away from stalled or abandoned projects.

Under ERO 019-8370, the Province is proposing to change the regulations regarding public notice for OPAs, Zoning Bylaws, Consents, Subdivisions, Minor Variances, and Community Benefits Charges bylaws by allowing municipalities to advertise public notices on a municipal website if a local newspaper is not available. The province is also proposing to limit third party appeals to the Ontario Land Tribunal – Bill 185 would limit who can appeal Zoning By-laws and Official Plans to public bodies and "specified persons" who have made written or oral submissions to Council, which are an electric utility, Ontario Power Generation, Hydro One, Natural Gas utilities, Pipeline companies, people preparing Propane safety management plans, railway companies, and telecommunications companies.

Under ERO 019-8371, the Province is proposing to repeal mandatory 5 year phase-ins of Development Charges previously added in 2022, Reinstate studies as an eligible capital cost for Development Charges, streamline the process for extending Development Charges bylaws without doing a background study, and reduce the two year development charge freeze period after a site plan approval to 18 months.

Along with these measures, the government is introducing the next edition of the Building Code and will be sharing an updated draft of the next Provincial Planning Statement (PPS) for a 30 day consultation.

Board Minutes
April 23rd, 2024

11. KPMG, LLP - ADDITIONAL INVOICE

The Secretary-Treasurer informed the Board that a 2nd invoice has been received from KPMG, LLP for the 2023 Planning Board Audit. The cost of the Planning Board Audit has increased and has more than doubled since 2022 (for the 2021 year audit). She provided the following comparison:

| | | |
|------|-------------------------------|-------------|
| 2021 | | \$4972.00 |
| 2022 | | \$5220.60 |
| 2023 | \$5085.00 <u>\$4214.90</u> | \$9299.90 |
| 2024 | \$8475.00 <u>\$2176.38</u> | \$10,651.38 |

Discussion among the Board included:

- what are the costs for; need a cost breakdown; what are other municipalities paying; have their costs increased as much; could a By-law be passed by the Municipality of Central Manitoulin supporting a change of auditor and a letter be sent to MMAH requesting that the Planning Board use a different auditor if costs are determined to be lower with a different auditor.

The Secretary-Treasurer explained that under the Planning Act, the Planning Board must use the same auditor as the largest contributing municipality, which is KPMG, LLP and the Municipality of Central Manitoulin.

The Board directed the Secretary-Treasurer to investigate and do a cost comparison of the eight Municipalities of their audit costs for the past five years and provided this information to the Planning Board.

The following motion resulted:

MOTION

It was moved by D. Osborne and seconded by K. Noland that the Secretary-Treasurer request a detailed cost breakdown for the two invoices received from KPMG, LLP for the 2023 Planning Board Audit,

- Carried Unanimously.

12. LITTLE LAKE HURON ROAD - TOWNSHIP OF ROBINSON

D. Head, Board Member, spoke to the status of the Little Lake Huron Road, in the Township of Robinson. He had travelled on the road in March 2024 and found it was bad with overgrown trees and vegetation which causes issues with passing and meeting other vehicles; it is a safety concern for Fire and Ambulance services; it will get worse and worse without clearing as the vegetation grows; a lot of people use the road. He asked if the Planning Board could organize a work bee or support a work bee to cut trees and under brush and widen the road for better visibility and safety.

It was explained that the access is a private right-of-way and that the Planning Board has no jurisdiction to allow for the removal of trees and brush from private land. When the Manitoulin Planning Board approves planning applications they are conditional on the access being travelable by emergency vehicles, satisfactory to the Robinson Local Roads Board (RLRB). The Planning Board cannot compel a land owner to maintain the road or the surrounding area. It may be possible to organize a road maintenance committee for the Little Lake Huron Road. This is common in other areas on Manitoulin Island.

The private right-of-way is not owned by the land owners. It may be possible for the landowners to improve the right-of-way but they would not have the authority to remove trees and brush from abutting private property without the land owner(s) permission.

It may be possible that the RLRB has some jurisdiction for the status of the road for safety of the residents and passage for emergency vehicles and may be able to post signs of caution that it is not maintained by the RLRB.

Mr. Head also asked if Board Members are allowed to go on to private property to conduct a site visit for a Planning Application that required Planning Board approval. The Secretary-Treasurer explained that Planning Board Staff have permission to enter, but the Board Members would require permission from the land owner(s).

Board Minutes
April 23rd, 2024

Application File No: B11-24 No. of Members Present: 9
Date of Decision: April 23, 2024
Location of Property: Lots 14 and 15, Conc. IV Lying North of Government Road, except Part 1,
Plan 31R-713, Township of Tehkummah, District of Manitoulin

DECISION

The purpose of this application made under Section 53(1) of the Planning Act by J. Lynn McGillis and Trevor P. Cress is to provide for the creation of a new lot, (being Lot 14, Conc. IV north of Government Road), having a frontage of ± 452.6 M. on Government Road, a maintained municipal road, and an irregular depth of ± 276 M., thereby containing an area of ± 5.0 Hec. There are no structures within this pasture land. The applicants propose to sell this lot for non-farm related residential uses.

The retained land (being Lot 15, Conc. IV north of Government Road) has frontages of ± 521 M. on Government Road and ± 569.7 M. on the 15th Side Road, both maintained municipal roads, and an average depth of ± 422.9 M., thereby containing an area of ± 19.3 Hec. There are no structures within this pasture land.

There has been a previous application for Consent to Sever, File No. 04-51C-76-1126, approved by the Ministry of Housing that created a new lot surveyed as Part 1, Plan 31R-713, located at the south west corner of the proposed retained land.

There is a simultaneous application for Amendment, File No. 8002ZBL-24-001, to permit a non-farm related residential use in the Agriculture (A) Zone, for the proposed new lot.

There is also a simultaneous application for Consent to Sever, File No. B12-24, that proposes to sever Lot 14 from Lot 15, Conc. IV, south of Government Road. The applicants also own this property.

Access is via existing field entrances from the Government Road, a maintained municipal road.

The Ontario Ministry of Transportation (MTO) have no concerns and advised that the subject lands are not within the MTO's permit control area and have no comments to provide at this time.

Hydro One has no concerns and advised that they have no easements; they do not require any easements; and they do not own the hydro poles. The Hydro line appears to be located south of Government Road.

Services will consist of private well and private individual septic system when required.

The Public Health Sudbury and District advised they have no concerns and it appears that the proposed severed and retained lots are capable of development for installation of a septic tank and leaching bed system.

Official Plan Policy under C.5 - Rural Areas - under C.5.2.2. states:

'Development in Rural Areas will be subject to policies of Section E.2.'

Official Plan Policy E.2.3. - PRIVATE WATER AND SEWAGE SERVICES - under 6. states:

'Potable water for new development will be provided in accordance with the Province's guidelines'.

The Provincial D-5-5 Guidelines require a minimum flow rate of 13.7 litres/per minute of potable water to be available for a permanent (year round) residential use.

During discussion of the application it was explained to Ms. McGillis that proof of potable water for the proposed new lot, that would conform to the Provincial requirements, may be required at the building permit stage, when the dwelling is proposed for the severed land.

The subject land has been designated Rural Area in the Official Plan for the District of Manitoulin. The proposed new lot is zoned both Rural (R) and Agriculture (A). The retained land is zoned Rural (R), Agriculture (A) and Hazard (02).

There is a livestock facility located within Lot 13, Conc. IV to the east of the proposed new lot. The farm related structures must meet the requirements of the Minimum Distance Separation (MDS) Formulae as required by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA). There is a small portion (at the north east) of the severed land that is within a Rural Zone. Ms. McGillis was advised that due to the location of the neighbouring barn and the minimum distance separation needed from the barn for a new residential use if/when a dwelling is proposed, the dwelling may need to be located within the Agriculture Zone. Zoning By-law No. 80-02 for the Township of Tehkummah does not permit a non-farm dwelling in the Agriculture (A) Zone. Therefore, by File No. 8002ZBL-24-001, the applicants have submitted an amendment application

Board Minutes
April 23rd, 2024

Application File No. B11-24
April 23, 2024 - continued

Official Plan Policy F.4.4.2.5 - Consents - states:

- ' 5. The following lot size policies will be used to evaluate consent applications in all designations of this Official Plan. In addition to other provisions of this Plan, which may be applicable to a particular application:
- c) the proposed lots (severed and retained) will comply with the provisions of the local zoning bylaw.'

The soil classification for the severed land (±5.0 Hec.) is Class 3. The soil classification for the retained land (±19 Hec.) is also Class 3 with some Class 5 following the stream that traverses the property.

Official Plan Policy C.5.2. Rural Area - Land Use states in part:

- ' 6. Locally significant agriculture and other resource-related lands will be identified and protected in the Zoning By-law and as a guide an approximate minimum lot area of 40 Hectares will be applied to prevent fragmentation of lands.

The subject land has a total area of ±24 Hec., which is less than the 40 Hec. requirement. There is a drain known as the Black Creek Drain and catchment area identified within the subject lands. Ms. McGillis was advised that Section 65 of the Drainage Act may apply and that the property may be subject to a reassessment under the Drainage Act and an agreement between the land owner and the municipality may be required as a condition of the consent to sever approval.

From information available, the subject proposal does not appear to have any natural heritage features or species at risk concerns. This proposal is considered to be in conformity with the Provincial Policy Statement (PPS) 2020.

This application was circulated on April 5th, 2024 to the Township of Tehkummah, Bell Canada, and to all property owners within 60 metres, and by the posting of a notice, clearly visible and legible from a public highway or other place to which the public has access, as required by Ontario Regulation 197/96.

Charleyne Hall, Bell Canada, advised via email on April 8th, 2024 that Bell Canada has no facilities in the vicinity of the application, and therefore has no comments/concerns.

The Township of Tehkummah recommend that Consent to Sever approval be given and note that an amendment is being considered to permit a non-farm residential use for the proposed severed land.

A land owner, E, Spadzinski, who owns a small lot along the 15th Side road being of Part of Lot 15, Conc. IV, surveyed as Part 1, Plan 31R-3498 visited the Planning Board Office to obtain a copy of the Notice of Public Meeting. She was missed on the circulation list. She did not advise of any concerns with the application as proposed.

There have been no other inquiries or comments received as a result of circulation to property owners within 60 metres and/or the posting of the Notice.

There was no one in attendance who wished to speak in support or opposition to the application.

Consent is tentatively granted subject to the following conditions:

The following documents must be submitted to the Secretary-Treasurer of the Board within two years from the date of the notice of decision for certification:

- a) the Transfer of Land form(s) prepared by a solicitor/lawyer, and
- b) a Schedule to the Transfer of Land form on which is set out the entire legal description of the parcel(s) given conditional approval. This Schedule must also contain the names of the parties identified on the Transfer of Land form.

*Board Minutes
April 23rd, 2024*

*Application File No. B11-24
April 23, 2024 - continued*

Accompanying the transfer documents shall be:

- i) a reference plan of survey, which bears the Land Registry Office registration number as evidence of its deposit therein, illustrating the parcel(s) to which the consent approval relates;
- ii) a written confirmation from the municipality that any reassessment required for the subject lands as required by Section 65 of the Drainage Act has been mutually agreed upon, satisfactory to the land owner and the municipality;
- iii) a written confirmation from the municipality(s) that any portion of the travelled road (s) that encroaches onto the subject land(s), has been surveyed and conveyed to the municipality satisfactory to the municipality;
- iv) a written confirmation from the municipality that an entrance permit has been issued or can be issued for the proposed severed and retained land, satisfactory to the municipality;
- v) a fee of \$130.00 for each Transfer of Land submitted for Certification; and
- vi) a written confirmation from the Municipality that all outstanding municipal taxes have been paid for the subject land.

Note: Subsection 3 or 5, as the case may be, of Section 50 of the Planning Act shall not apply to any subsequent conveyances of or in relation to the parcel of land being the subject of this application.

Note: This property may be subject to reassessment under the Drainage Act due to the Municipal Drain.

Board Minutes
April 23rd, 2024

Application File No: B12-24 No. of Members Present: 9
Date of Decision: April 23, 2024
Location of Property: Lots 14 and 15, Conc. IV Lying South of Government Road, excepting Part 1, Plan 31R-3497 & Part 1, Plan 31R-2661 & Part 1, Plan 31R-3498, Township of Tehkummah, District of Manitoulin

DECISION

The purpose of this application made under Section 53(1) of the Planning Act by J. Lynn McGillis and Trevor P. Cress is to provide for the creation of a new lot, (being Lot 14, Conc. IV south of Government Road), having frontages of ± 236 M. and ± 173.7 M. on Government Road, a maintained municipal road, and ± 402 M. on the travellable, non-maintained 5th concession allowance, and an average depth of ± 851 M., thereby containing an area of ± 34.0 Hec. The applicants' storage shed is located within this land. The applicants propose to sell this lot for farm related uses.

The retained land (being Lot 15, Conc. IV south of Government Road) has frontages of ± 206 M. and ± 289.1 M. on Government Road, and ± 120.6 M. and ± 181.6 M. on the 15th Side Road, both maintained municipal roads and an average depth of ± 523.9 M., thereby containing an area of ± 18.0 Hec. The applicants' storage shed is located within this land.

There is an existing lot of record within Lot 15, Conc. IV, surveyed as Part 1, Plan 31R-3498.

There has been two previous applications for Consent to Sever, involving the subject land.

File No. B31-95 created a new lot surveyed as Part 1, Plan 31R-2661; and
File No. B36-06 created a new lot, surveyed as Part 1, Plan 31R-3497.

There is a simultaneous application for Consent to Sever, File No. B11-24, that proposes to sever Lot 14 from Lot 15, Conc. IV, north of Government Road. The applicants also own this property.

Access is via existing field entrances from the Government Road, a maintained municipal road.

The Ontario Ministry of Transportation (MTO) have no concerns and advised that the subject lands are not within the MTO's permit control area and have no comments to provide at this time.

Hydro One has no concerns and advised that they have an easement over the subject land; they do not require any additional easements; and they own the hydro poles. The Hydro line appears to be located south of Government Road.

Services will consist of private well and private individual septic system when required.

The Public Health Sudbury and District advised they have no concerns and it appears that the proposed severed and retained lots are capable of development for installation of a septic tank and leaching bed system.

Official Plan Policy under C.5 - Rural Areas - under C.5.2.2. states:

'Development in Rural Areas will be subject to policies of Section E.2.'

Official Plan Policy E.2.3. - PRIVATE WATER AND SEWAGE SERVICES - under 6. states:

'Potable water for new development will be provided in accordance with the Province's guidelines'.

The Provincial D-5-5 Guidelines require a minimum flow rate of 13.7 litres/per minute of potable water to be available for a permanent (year round) residential use.

During discussion of the application it was explained to Ms. McGillis that proof of potable water that would conform to the Provincial requirements, may be required at the building permit stage, when/if a dwelling is proposed for the severed land.

The subject land has been designated Rural Area in the Official Plan for the District of Manitoulin and is zoned Agriculture (A), Rural (R) and Hazard (O2). The proposed new lot is zoned both Rural (R) and Agriculture (A).

Official Plan Policy F.4.4.2.5 - Consents - states:

'5. The following lot size policies will be used to evaluate consent applications in all designations of this Official Plan. In addition to other provisions of this Plan, which may be applicable to a particular application:

c) the proposed lots (severed and retained) will comply with the provisions of the local zoning bylaw.'

Board Minutes
April 23rd, 2024

Application File No. B12-24
April 23, 2024 - continued

The soil classifications for the severed land (±34.0 Hec.) are Class 3, 5 with some class 0. The soil classifications for the retained land (±18 Hec.) are Class 3, 4 and 5. The subject land has not been designated as Prime Agriculture, which typically designates land with Class 1, 2, and 3 soils.

Official Plan Policy C.5.2. Rural Area - Land Use states in part:

- ‘6. *Locally significant agriculture and other resource-related lands will be identified and protected in the Zoning By-law and as a guide an approximate minimum lot area of 40 Hectares will be applied to prevent fragmentation of lands.*’

There is a livestock facility located within Lot 13, Conc. IV to the east of the proposed new lot. The farm related structures must meet the requirements of the Minimum Distance Separation (MDS) Formulae as required by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA). There is a small portion (at the north east) of the severed land that does not meet the minimum separation distance. However there are building sites within the proposed new lot that are outside this area of influence.

Zoning By-law No. 80-02 for the Township of Tehkummah does not permit a non-farm dwelling in the Agriculture (A) Zone. Ms. McGillis was advised that an amendment to the Municipal Zoning By-law may be required if a dwelling is proposed within the Agriculture (A) Zone.

There is a drain, known as the Black Creek Drain, and catchment area identified within the subject lands. Ms. McGillis was advised that Section 65 of the Drainage Act may apply and that the property may be subject to a reassessment under the Drainage Act and an agreement between the land owner and the municipality may be required as a condition of the consent to sever approval.

From information available, the subject proposal does not appear to have any natural heritage features or species at risk concerns. This proposal is considered to be in conformity with the Provincial Policy Statement (PPS) 2020.

This application was circulated on April 5th, 2024 to the Township of Tehkummah, Bell Canada, and to all property owners within 60 metres, and by the posting of a notice, clearly visible and legible from a public highway or other place to which the public has access, as required by Ontario Regulation 197/96.

Charleyne Hall, Bell Canada, advised via email on April 8th, 2024 that Bell Canada has no facilities in the vicinity of the application, and therefore has no comments/concerns.

The Township of Tehkummah recommends approval with no specific conditions.

A land owner, E. Spadzinski, who owns a small lot along the 15th Side road being of Part of Lot 15, Conc. IV, surveyed as Part 1, Plan 31R-3498 visited the Planning Board Office to obtain a copy of the Notice of Public Meeting. She was missed on the circulation list. She did not advise of any concerns with the application as proposed.

There was a telephone call to the Office from S. Tobey concerned about the applicants continuing to use her drive way, at #331 Government Road. The following email was received:

‘This email is a follow up to our conversation yesterday regarding my concern about access to the farmland. My driveway has been used in the past to get to this land as well as the drive shed directly behind my house. I want to clarify that the new owners not use the driveway and thus create a new access to their land. The driveway that I am referring to is on the north side of Government Road, lot 31R-3497.

Thank you for your consideration.’

The email was provided to the applicant, Ms. McGillis.

There have been no other inquiries or comments received as a result of circulation to property owners within 60 metres and/or the posting of the Notice.

Discussion among the Board included how to best address a new entrance for the proposed new lot; imagery and sketch; is the drive shed on the severed land; looks close to the lot line.

S. Tobey and B. Tobey were in attendance during consideration of the application. They advised that there is no legal right-of-way over their property and that the drive shed is located within the severed land.

There was no one else in attendance who wished to speak in support or opposition to the application.

Board Minutes
April 23rd, 2024

Application File No. B12-24
April 23, 2024 - continued

Consent is tentatively granted subject to the following conditions:

The following documents must be submitted to the Secretary-Treasurer of the Board within two years from the date of the notice of decision for certification:

- a) the Transfer of Land form(s) prepared by a solicitor/lawyer, and
- b) a Schedule to the Transfer of Land form on which is set out the entire legal description of the parcel(s) given conditional approval. This Schedule must also contain the names of the parties identified on the Transfer of Land form.

Accompanying the transfer documents shall be:

- i) a reference plan of survey, which bears the Land Registry Office registration number as evidence of its deposit therein, illustrating the parcel(s) to which the consent approval relates;
- ii) a written confirmation from the municipality that any reassessment required for the subject lands as required by Section 65 of the Drainage Act has been mutually agreed upon, satisfactory to the land owner and the municipality;
- iii) a written confirmation from the municipality(s) that any portion of the travelled road (s) that encroaches onto the subject land(s), has been surveyed and conveyed to the municipality satisfactory to the municipality;
- iv) a written confirmation from the municipality that a new entrance permit has been issued for the proposed severed and retained land, satisfactory to the municipality;
- v) a fee of \$130.00 for each Transfer of Land submitted for Certification; and
- vi) a written confirmation from the Municipality that all outstanding municipal taxes have been paid for the subject land.

Note: Subsection 3 or 5, as the case may be, of Section 50 of the Planning Act shall not apply to any subsequent conveyances of or in relation to the parcel of land being the subject of this application.

Note: This property may be subject to reassessment under the Drainage Act due to the Municipal Drain.

Note: A new access for the proposed new lot will be required.

Board Minutes
April 23rd, 2024

The Chair announced that the purpose of this phase of the meeting is:

- (a) to consider applications for consent under Section 53 of the Planning Act,
- (b) to make decision in regard to the applications scheduled to be heard, and, explained that this phase is open to the public and any interested parties will be given the opportunity to speak in support or oppose an application.

The Chair then asked if any Board Members have or wish to declare a "Conflict of Interest", at this meeting or previous meeting.

There were none.

Following is the list of Applications for Consent considered at this meeting:

| | <u>Moved By</u> | <u>Seconded By</u> |
|-----------|-----------------|--------------------|
| 1. B11-24 | D. Osborne | D. Head |
| 2. B12-24 | R. Stephens | T. Mackinlay |

It was moved and seconded that the above applications be conditionally approved, subject to all conditions being fulfilled as stated in the Decisions.

- Carried.

The time now being 8:25 p.m. and all business before the Board having been dealt with, the Meeting was adjourned on a motion moved by D. McDowell.

L. HAYDEN, CHAIR


T.A. CARLISLE
SECRETARY-TREASURER

Manitoulin

Postal Bag 460,
70 Robinson St.
Little Current, Ontario
P0P 1K0

*Centennial
Manor*

Phone 705-368-2710
Fax 705-368-2694

Monthly Board of Management Meeting

Date: APR 25 - 2024

Time: 10:00 a.m.

Agenda

1. Welcome and Introductions
2. Review of Agenda & Approval of Agenda
3. Approval of Minutes – Mar.
4. New Business
 - 4.1 Tender for Fuel Oil.
5. Business Arising from Minutes
 - 5.1 Family Council
6. Fundraising Update
 - 6.1 Dining Room Renovations
Baseboards in, curtains on order and working on finishing.
 - 1.2 Courtyard
Fence to go up in May. The furniture is here. Plaques are in the works. An idea for the mural has come together, and a preliminary drawing is in the works. The June grand opening is being planned.
7. Correspondence – We received a letter providing funding for two eight-week summer students. One in activities and one in maintenance to help with grounds upkeep.
8. Administrator's Report
 - 8.1 Attached Report



9. Extendicare Report
 - 9.1 Financial Statements for Mar 2024
10. Date of Next Meeting: May 23, 2024
12. Adjournment



The largest freshwater
island in the world

**Manitoulin Centennial Manor
Board of Management Meeting
Apr 25, 2024
(unapproved)**

Present:

Pat MacDonald, Dawn Orr, Mary Jane Lenihan, Art Hayden, Brenda Reid, Ian Anderson
Keith Clement (Extendicare), Sylvie Clark (DOC) Don Cook (Administrator)
Mike Erskine (Expositor)
By Phone:
With regrets –

Meeting held in Manor boardroom.

1.0 Call to order

1.1 Meeting called to order at 9:00 a.m. by Chair, Pat MacDonald

1.2 Welcome

2.0 Approval of Agenda

2.1 Motion to approve agenda.

| | | |
|----------|----------|--------------|
| Moved by | Seconded | carried |
|----------|----------|--------------|

3.0 Approval of Minutes

3.1 Motion put forward to approve Mar. 2024 minutes.

| | | |
|----------|----------|--------------|
| Moved by | Seconded | carried |
|----------|----------|--------------|

4.0 New Business

4.1 Tender for Fuel Oil.

Motion put forward to

| | | |
|----------|----------|--------------|
| Moved by | Seconded | carried |
|----------|----------|--------------|

5.0 Business Arising from Minutes

5.1 Family Council

6.0 Fundraising Update

6.1 Dining Room Renovations

Baseboards in, curtains on order and working on finishing.

Courtyard

Fence to go up in May. The furniture is here. Plaques are in the works. An idea for the mural has come together, and a preliminary drawing is in the works. The June grand opening is being planned.

7.0 Correspondence - We received a letter providing funding for two eight-week summer students. One in activities and one in maintenance to help with grounds upkeep.

8.0 Administrator's Report – report information reviewed with board by Sylvie Clark (DOC)

8.1 Attached Report

Moved by

Seconded by

.... carried

9.0 Extendicare Report

9.1 Financial Statement for Mar. 2024 presented by Keith Clement

Motion to accept.

Moved by

Seconded by

.... carried

10.0 Date of Next Meeting: - will be May 23, 2024. At 10:00 a.m.

11.0 Adjournment

Motion to adjourn.

Moved by

Administrator's Report

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| HOME: Manitoulin Centennial Manor | | | |
| REPORT FOR THE MONTH OF: Apr 2024 | | | |
| Occupancy: (if under 97%; discussions with LHIN, etc.) | | | |
| <ul style="list-style-type: none"> ➤ We have 0 empty bed ➤ With a wait list of 32 people with 5 to review | | | |
| Compliance Update and any Outstanding items: | | | |
| No outstanding compliance issues at this time. | | | |
| Community Linkages (Ministry Initiatives; LHIN; CCAC) | | | |
| <p>Sandi continues to monitor new residents as they come in to make sure they are up to date with all vaccines and work with Public Health to get the vaccines needed.</p> <p>Covid-19 vaccine booster dose have been given to all residents that are ready for their next shot and consented.</p> <p>We continue to be a part of the Public Health, Community of Practice IPAC Hub and Manitoulin Island Health Care Collaborative and OHT</p> | | | |
| <ol style="list-style-type: none"> 1. Continuing with fire drills. Health & Safety committee continues with monthly inspections and meetings. 2. Health & Safety Education with be changing from 24/7 website to be part of Workday, making it easier for staff to complete the yearly educational training. | | | |
| | | | |
| Operational /Physical Plant issues: | | | |
| <p>The electrician has ordered the wiring for the fire alarm system</p> <p>Operationally - Staff are continuing to work with Extendicare staff to get ready to go live with the changeover to Workday on Jun 3rd.</p> | | | |

Backup sewage pump for the north wing pump station is on order.

HR

We continue to use agency staff for RN, RPN.

We do continue to recruit RN, RPNs, a RAI Coordinator, BSO specialist and a few more part-time PSW staff, including offering signing, recruitment and relocation bonuses to reduce agency usage. Two RNs hired to start in May with one currently doing SPEP hours.

The sponsor on Indeed to push our ad more to receive applications continues for the second quarter

We have one of the agency RPN staff, that is interested in moving over to be a permanent staff member. We hope that in early May we will have the new CUPE contract and with the wage increase she will come on board. We are also helping her with finding accommodation.

We are still working closely with Extendicare and Alison Jones Consulting regarding the option of recruiting foreign trained staff. Sylvie has interviewed two nurses, and we are now moving forward with the next stage of bringing them here to work as PSW until they get their CNO registration.

Extendicare is starting a new program to focus recruitment on attracting RPN's and the large number of new graduates from college. We are part of this program.

Our new staff member that is on the two-month work placement through Cambrian College employment center is working out quite well. We have received an increase in the nursing envelope in the new April 1 budget allocations. With the reduction of agency staff it will provide us with budget room to create a new nursing ward clerk, to take on the duties of scheduling, staff replacement and other clerical work that would free time for Nursing staff to work on more clinical work, such as assessments, reports and audits that will improve the care of the residents'.

Complaints (Potentially Contentious Issues) Summary Form:

None currently.

L.R. / H.R issues / grievances:

We had the arbitration date for the CUPE contract on March 28 and the arbitration board said they were meeting on May 2, 2024, so we are hoping we will have a new contract on that date.

We continue constructive monthly labour relation meetings with CUPE.

ONA – Nov. 12, 2024, is the date for arbitration on a new contract with ONA

We have a couple of other ONA issues that we are continuing to work with Extendicare HR and ONA to resolve.

We have a staff member that has filed a labour relations complaint that has been investigated by Extendicare HR & LR. The final report will be coming soon.

Outbreaks details –

No Further outbreaks

Regulatory Visits and/or orders received – (MOL, Public Health, Fire etc.)

None

| Envelope | Over / under spent amt \$ | Reason for Variance | Action plan to address |
|----------|---------------------------|---------------------|------------------------|
|----------|---------------------------|---------------------|------------------------|

Financial Play Book – For 2024 we are focusing on Agency staff and recruitment as well as food cost. This is working as we are seeing improvements.

Capital Expenditures:

Kitchen floor – The flooring is ordered. \$10,000 deposit has been put down on the project with about \$22,000 remaining to come from the 24-25 minor capital budget of \$105,000

We have 20-year-old tub that needs to be replaced, as we have been told parts are no longer available for it, so we are looking at replacing it at a cost of \$20,000.

The Dishwasher will be on the list with other items as identified when the engineering report is completed after the visit from William Birch, Extendicare engineer.

R & M Expenditures:

The heat cables on the roof were replaced.

Accounts receivables (over 90 days) – None

Continue to work with the one resident that is behind on their account.

Additional Information

As part of the Workday project, all staff will be receiving work email address.

Manitoulin Centennial Manor

Financial Statements

March 31, 2024

Prepared by: Shanley Liu

Date: 4/19/2024

Reviewed by: Anojaa Loganathan

Date: 4/19/2024

Manitoulin Centennial Manor
Financial Statements
For the month ended March 31, 2024

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Manitoulin Centennial Manor

Financial Highlights - March 2024

For the Month Ended March 2024:

NOI is \$170K, which is \$171K favourable to budget

| | | <u>Comments</u> |
|------------------------------------|------------|----------------------------------------------------------------------------------------------------|
| Budget NOI | (0) | |
| Lower Prior Year Adjustments | (6) | Write off 2023 quality attainment premium, \$6K due to home not being accredited for this funding. |
| Higher Ancillary Revenue | 158 | Mainly due to unbudgeted one-time OA funding, \$152K. |
| Lower Repairs & Maint. Provisional | 11 | No major repairs and maintenance incurred. |
| Lower General & Administration | 13 | Due to training costs transfer to IPAC training and education, \$11K. |
| Higher Management Fee | (9) | |
| Other Immaterial Differences | 3 | |
| Total Variances to Budget | 171 | |
| Actual NOI | 170 | |

For the Year Ended March 2024:

NOI is \$173K, which is \$202K favourable to budget

| | | <u>Comments</u> |
|------------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget NOI | (29) | |
| Lower Prior Year Adjustments | (33) | Write off CMHC seed funding received in 2013, \$10K; 2018 and 2019 ARR settlement, (\$15K) and (\$22K) due to incorrect coding of couples reunification; \$6K quality attainment premium for 2023. |
| Higher Interest Revenue | 10 | Due to higher balance and higher interest rates than originally budgeted. |
| Higher Private Revenue | 7 | Higher revenue from semi-private and private premium accommodation due to higher preferred occupancy than budgeted. |
| Higher Ancillary Revenue | 158 | Mainly due to unbudgeted one-time OA funding, \$152K. |
| Lower Utilities | 31 | Savings in fuel, \$24K due to decreased bill rate, lower hydro cost, \$8K due to over accrual made in January and decreased usage. |
| Lower Repairs & Maint. Provisional | 32 | No major repairs and maintenance incurred. |
| Lower General & Administration | 7 | Due to 2024 OLTCA membership fee being expensed in February, \$4K. |
| Higher Management Fee | (7) | |
| Other immaterial differences | (4) | |
| Total Variances to Budget | 202 | |
| Actual NOI | 173 | |

**Manitoulin Centennial Manor
Income Statement by Envelope
For the month ended March 2024**

| | CURRENT MONTH | | | YEAR-TO-DATE | | | 12 MONTH |
|------------------------------------|----------------------|----------------|----------------|---------------------|-----------------|----------------|------------------|
| | <u>ACTUAL</u> | <u>BUDGET</u> | <u>\$ VAR</u> | <u>ACTUAL</u> | <u>BUDGET</u> | <u>\$ VAR</u> | <u>BUDGET</u> |
| OCCUPANCY % | 97.95% | 98.32% | -0.37% | 98.12% | 98.32% | -0.19% | 98.32% |
| AVAILABLE RESIDENT DAYS | 1,752 | 1,860 | (108) | 5,112 | 5,460 | (348) | 21,960 |
| EARNED RESIDENT DAYS | 1,716 | 1,829 | (113) | 5,016 | 5,368 | (352) | 21,590 |
| ACCOMMODATION (OA) | | | | | | | |
| GOVT./RESIDENT FUNDING (per diem) | 106,541 | 106,541 | - | 312,749 | 312,749 | - | 1,281,497 |
| GLOBAL FUNDING | 4,482 | 4,483 | (1) | 13,156 | 13,159 | (2) | 53,918 |
| PRIOR YEAR ADJUSTMENTS | (6,100) | - | (6,100) | (32,621) | - | (32,621) | - |
| MUNICIPAL CONTRIBUTION | 35,502 | 35,502 | - | 106,505 | 106,505 | - | 426,020 |
| MINOR CAPITAL FUNDING | - | 8,750 | (8,750) | 26,249 | 26,249 | (0) | 104,996 |
| MINOR CAPITAL FUNDING DEFERRED | 27,658 | - | 27,658 | 26,141 | - | 26,141 | - |
| REV - SEMI PRIVATE PREMIUM | 6,950 | 5,343 | 1,607 | 18,587 | 15,683 | 2,904 | 63,183 |
| REV - PRIVATE PREMIUM | 14,439 | 13,061 | 1,377 | 42,484 | 38,341 | 4,142 | 155,759 |
| ANCILLARY REVENUE | 159,652 | 1,504 | 158,148 | 162,260 | 4,511 | 157,748 | 35,322 |
| INTEREST REVENUE | 6,884 | 4,000 | 2,884 | 21,524 | 12,000 | 9,524 | 48,000 |
| OTHER REVENUE | - | 800 | (800) | 1,000 | 800 | 200 | 800 |
| REV-QUALITY ATTAINMENT PREMIUM | (1,332) | 688 | (2,020) | - | 2,020 | (2,020) | 8,247 |
| TOTAL ACCOMODATION REVENUE | 354,674 | 180,671 | 174,003 | 698,033 | 532,017 | 166,016 | 2,177,743 |
| WAGES - ADMIN | 15,825 | 15,124 | (701) | 43,784 | 44,396 | 612 | 178,560 |
| WAGES - DIETARY | 29,104 | 32,202 | 3,098 | 96,582 | 96,835 | 252 | 394,026 |
| WAGES - HOUSEKEEPING | 12,887 | 10,343 | (2,544) | 38,605 | 31,278 | (7,327) | 127,611 |
| WAGES - LAUNDRY | 4,052 | 5,727 | 1,675 | 11,912 | 17,305 | 5,393 | 70,576 |
| WAGES - MAINTENANCE | 5,431 | 3,498 | (1,934) | 14,355 | 10,267 | (4,088) | 41,294 |
| BENEFITS | 20,435 | 20,402 | (34) | 59,891 | 60,309 | 418 | 243,391 |
| TOTAL WAGES & BENEFITS | 87,734 | 87,296 | (438) | 265,130 | 260,390 | (4,740) | 1,055,458 |
| UTILITIES - FUEL | 13,796 | 16,235 | 2,439 | 48,636 | 72,930 | 24,294 | 179,986 |
| UTILITIES - HYDRO | 6,731 | 7,885 | 1,153 | 11,398 | 19,301 | 7,903 | 76,623 |
| UTILITIES - WATER | 3,817 | 2,921 | (896) | 9,325 | 8,479 | (846) | 42,953 |
| MINOR CAPITAL EXPENDITURES | 27,658 | 8,750 | (18,908) | 52,390 | 26,249 | (26,141) | 104,996 |
| REPAIRS & MAINT. - PROVISIONAL | 242 | 11,721 | 11,479 | 2,916 | 35,163 | 32,247 | 140,738 |
| MAINTENANCE CONTRACTS | 5,735 | 4,993 | (742) | 14,397 | 14,978 | 580 | 59,911 |
| SUPPLIES - DIETARY | 750 | 1,436 | 687 | 4,396 | 4,309 | (87) | 17,236 |
| SUPPLIES - HOUSEKEEPING | 1,624 | 1,653 | 29 | 4,826 | 4,959 | 133 | 19,834 |
| SUPPLIES - LAUNDRY | 864 | 1,208 | 344 | 2,833 | 3,623 | 790 | 14,491 |
| SUPPLIES - MAINTENANCE | 343 | 1,102 | 759 | 1,921 | 3,305 | 1,384 | 13,218 |
| INSURANCE | 10,387 | 6,904 | (3,483) | 23,080 | 20,711 | (2,369) | 82,844 |
| GENERAL & ADMINISTRATION | (3,891) | 9,156 | 13,048 | 20,006 | 27,469 | 7,463 | 124,498 |
| BOARD EXPENSES | 695 | 667 | (29) | 2,086 | 2,000 | (86) | 8,000 |
| MANAGEMENT FEE | 27,734 | 19,204 | (8,530) | 63,787 | 56,708 | (7,078) | 236,956 |
| TOTAL OTHER EXPENSE | 96,484 | 93,832 | (2,652) | 261,996 | 300,184 | 38,188 | 1,122,285 |
| TOTAL ACCOMMODATION EXPENSE | 184,218 | 181,128 | (3,090) | 527,126 | 560,574 | 33,448 | 2,177,743 |
| NET ACCOMMODATION INCOME | 170,456 | (458) | 170,913 | 170,907 | (28,557) | 199,464 | - |

| | CURRENT MONTH | | | YEAR-TO-DATE | | | 12 MONTH |
|-------------------------------------|----------------|---------------|----------------|----------------|-----------------|----------------|----------------|
| | ACTUAL | BUDGET | \$ VAR | ACTUAL | BUDGET | \$ VAR | BUDGET |
| FOOD (RF) | | | | | | | |
| GOVERNMENT FUNDING (per diem) | 22,450 | 22,450 | - | 65,902 | 65,902 | - | 270,036 |
| INTRA-ENVELOPE DEFERRAL ADJUSTMENT | 1,510 | - | 1,510 | 2,652 | - | 2,652 | - |
| TOTAL FOOD REVENUE | 23,960 | 22,450 | 1,510 | 68,554 | 65,902 | 2,652 | 270,036 |
| RAW FOOD | 23,960 | 22,450 | (1,510) | 68,554 | 65,902 | (2,652) | 270,036 |
| TOTAL FOOD EXPENSE | 23,960 | 22,450 | (1,510) | 68,554 | 65,902 | (2,652) | 270,036 |
| NET FOOD INCOME | - | - | - | - | - | - | - |
| NOI | 170,456 | (458) | 170,913 | 173,285 | (28,557) | 201,842 | - |
| MARGIN % | 21.7% | -0.1% | 21.8% | 9.6% | -1.7% | 11.3% | 0.0% |
| NON-OPERATING EXPENSES | | | | | | | |
| TOTAL NON-OPERATING EXPENSES | - | - | - | - | - | - | - |
| NET INCOME (DEFICIT) | 170,456 | (458) | 170,913 | 173,285 | (28,557) | 201,842 | - |

**Manitoulin Centennial Manor
Detailed Income Statement
For the month ended March 2024**

| | CURRENT MONTH | | | YEAR-TO-DATE | | | 12 MONTH |
|----------------------------------|----------------------|----------------|----------------|---------------------|----------------|----------------|------------------|
| | <u>ACTUAL</u> | <u>BUDGET</u> | <u>\$ VAR</u> | <u>ACTUAL</u> | <u>BUDGET</u> | <u>\$ VAR</u> | <u>BUDGET</u> |
| OCCUPANCY % | 97.95% | 98.32% | -0.37% | 98.12% | 98.32% | -0.19% | 98.32% |
| AVAILABLE RESIDENT DAYS | 1,752 | 1,860 | (108) | 5,112 | 5,460 | (348) | 21,960 |
| EARNED RESIDENT DAYS | 1,716 | 1,829 | (113) | 5,016 | 5,368 | (352) | 21,590 |
| REVENUE | | | | | | | |
| GOVT./RESIDENT FUNDING | 111,023 | 111,023 | (1) | 325,905 | 325,907 | (2) | 1,335,415 |
| PRIOR YEAR ADJUSTMENTS | (6,100) | - | (6,100) | (32,621) | - | (32,621) | - |
| MUNICIPAL CONTRIBUTION | 35,502 | 35,502 | - | 106,505 | 106,505 | - | 426,020 |
| MINOR CAPITAL FUNDING | - | 8,750 | (8,750) | 26,249 | 26,249 | (0) | 104,996 |
| MINOR CAPITAL FUNDING DEFERRAL | 27,658 | - | 27,658 | 26,141 | - | 26,141 | - |
| REV - SEMI PRIVATE PREMIUM | 6,950 | 5,343 | 1,607 | 18,587 | 15,683 | 2,904 | 63,183 |
| REV - PRIVATE PREMIUM | 14,439 | 13,061 | 1,377 | 42,484 | 38,341 | 4,142 | 155,759 |
| ANCILLARY REVENUE | 159,652 | 1,504 | 158,148 | 162,260 | 4,511 | 157,748 | 35,322 |
| INTEREST REVENUE | 6,884 | 4,000 | 2,884 | 21,524 | 12,000 | 9,524 | 48,000 |
| OTHER REVENUE | - | 800 | (800) | 1,000 | 800 | 200 | 800 |
| REV-QUALITY ATTAINMENT PREMIUM | (1,332) | 688 | (2,020) | - | 2,020 | (2,020) | 8,247 |
| Total Other Accommodation | 354,674 | 180,671 | 174,003 | 698,033 | 532,017 | 166,016 | 2,177,743 |
| GOVERNMENT FUNDING | 22,450 | 22,450 | - | 65,902 | 65,902 | - | 270,036 |
| DEFERRED FOOD REVENUE | - | - | - | - | - | - | - |
| Total Food | 23,960 | 22,450 | 1,510 | 68,554 | 65,902 | 2,652 | 270,036 |

| | CURRENT MONTH | | | YEAR-TO-DATE | | | 12 MONTH |
|-----------------------------------------------|----------------------|----------------|-----------------|---------------------|------------------|-----------------|------------------|
| | ACTUAL | BUDGET | \$ VAR | ACTUAL | BUDGET | \$ VAR | BUDGET |
| GOVERNMENT FUNDING | 195,988 | 186,222 | 9,766 | 557,452 | 547,703 | 9,748 | 2,239,277 |
| GLOBAL FUNDING | 9,524 | 9,523 | 1 | 27,957 | 27,955 | 2 | 114,547 |
| PAY EQUITY FUNDING | 11,641 | 11,641 | - | 34,923 | 34,923 | - | 139,692 |
| RN, RPN, PSW SUPPLEMENTAL STAFFING FUNDING | 78,971 | 72,780 | 6,191 | 224,523 | 218,340 | 6,183 | 1,044,540 |
| SUPPORTING PROFESSIONALS STAFFING FUNDING | 1,178 | 664 | 514 | 3,534 | 1,991 | 1,543 | 7,963 |
| SUPPORTING PROFESSIONALS STAFFED DEFERRED | 6,289 | - | 6,289 | 4,831 | - | 4,831 | - |
| BSO - NURSES REVENUE | 3,333 | 3,333 | - | 9,999 | 9,999 | - | 39,996 |
| BSO - NURSES REVENUE DEFERRED | 3,275 | - | 3,275 | (3,391) | - | (3,391) | - |
| PERMANENT PSW WAGE ENHANCEMENT FUNDING | 21,745 | 12,958 | 8,787 | 65,235 | 38,038 | 27,197 | 152,990 |
| PERMANENT PSW WAGE ENHANCEMENT DEFERRED | 1,596 | - | 1,596 | (18,289) | - | (18,289) | - |
| MST FUNDING | 1,794 | 1,794 | - | 5,382 | 5,382 | - | 15,382 |
| MST REVENUE DEFERRED | 2,632 | - | 2,632 | - | - | - | - |
| IPAC STAFFING FUNDING | 5,774 | 5,774 | - | 17,322 | 17,322 | - | 69,288 |
| IPAC STAFFING FUNDING DEFERRED | 10,025 | - | 10,025 | - | - | - | - |
| IPAC TRAINING AND EDUCATION FUNDING | 1,668 | 1,668 | - | 5,004 | 5,004 | - | 20,016 |
| IPAC TRAINING AND EDUCATION FUNDING DEFERRED | 16,179 | - | 16,179 | 12,843 | - | 12,843 | - |
| DEFERRED NURSING REVENUE | - | - | - | - | - | - | - |
| INTRA-ENVELOPE DEFERRAL ADJUSTMENT | 11,641 | 10,986 | 656 | 41,009 | 39,822 | 1,186 | (0) |
| Total Nursing | 383,255 | 317,342 | 65,912 | 988,334 | 946,480 | 41,854 | 3,843,691 |
| GOVERNMENT FUNDING | 23,213 | 23,213 | - | 68,141 | 68,141 | - | 279,209 |
| ALLIED PROFESSIONAL HEALTH FUNDING | 9,529 | 8,853 | 676 | 27,235 | 26,559 | 676 | 110,259 |
| RESIDENT HEALTH AND WELL-BEING (RHWB) FUNDING | 434 | 431 | 3 | 1,302 | 1,292 | 10 | 5,170 |
| PROGRAM REVENUE DEFERRED | 2,248 | - | 2,248 | (1,142) | - | (1,142) | - |
| INTRA-ENVELOPE DEFERRAL ADJUSTMENT | (13,152) | 48 | (13,200) | (43,661) | 1,510 | (45,171) | 0 |
| Total Programs | 22,272 | 32,545 | (10,273) | 51,875 | 97,502 | (45,627) | 394,637 |
| TOTAL REVENUE | 784,161 | 553,008 | 231,153 | 1,806,797 | 1,641,902 | 164,895 | 6,686,107 |

| | CURRENT MONTH | | | YEAR-TO-DATE | | | 12 MONTH |
|-----------------------------------|---------------|---------------|----------------|----------------|----------------|----------------|----------------|
| | ACTUAL | BUDGET | \$ VAR | ACTUAL | BUDGET | \$ VAR | BUDGET |
| ADMIN DEPARTMENT | | | | | | | |
| WAGES - ADMIN | 12,650 | 13,406 | 756 | 35,030 | 37,987 | 2,957 | 149,459 |
| LOST TIME ILLNESS | - | 440 | 440 | 41 | 1,293 | 1,252 | 5,201 |
| VACATION | 1,217 | 1,277 | 60 | 4,478 | 3,750 | (728) | 15,082 |
| STATUTORY HOLIDAYS | 1,572 | - | (1,572) | 2,564 | 1,366 | (1,198) | 8,819 |
| CPP, EI, HEALTH INS | 1,946 | 1,453 | (493) | 4,882 | 4,266 | (616) | 17,160 |
| WSIB | 401 | 306 | (95) | 959 | 897 | (62) | 3,607 |
| OTHER BENEFITS | 3,798 | 3,229 | (568) | 10,322 | 9,480 | (842) | 38,127 |
| Total Wages & Benefits | 21,969 | 20,112 | (1,857) | 59,947 | 59,039 | (908) | 237,454 |
| INSURANCE | 10,387 | 6,904 | (3,483) | 23,080 | 20,711 | (2,369) | 82,844 |
| TRAVEL | - | 291 | 291 | 48 | 874 | 826 | 3,495 |
| ADVERTISING | 1,017 | 417 | (600) | 5,014 | 1,250 | (3,764) | 5,000 |
| BUSINESS PROMOTION | - | 34 | 34 | - | 103 | 103 | 413 |
| STAFF RECOGNITION | - | 431 | 431 | 3,725 | 1,293 | (2,432) | 5,692 |
| POSTAGE | 221 | 125 | (96) | 446 | 375 | (71) | 1,500 |
| COURIER CHARGES | 46 | 208 | 162 | 67 | 625 | 558 | 2,500 |
| TELEPHONE | 1,976 | 1,063 | (914) | 3,021 | 3,188 | 167 | 12,750 |
| INTERNET CHARGES | 841 | 448 | (393) | 2,196 | 1,343 | (853) | 5,373 |
| STAFF TRAINING | (10,818) | 137 | 10,954 | (10,818) | 410 | 11,228 | 1,640 |
| OFFICE EQUIPMENT RENTAL | 392 | 492 | 100 | 885 | 1,475 | 590 | 5,900 |
| OFFICE SUPPLIES | 191 | 826 | 635 | 1,239 | 2,478 | 1,239 | 9,911 |
| BANK CHARGES | 606 | 583 | (23) | 2,291 | 1,750 | (541) | 7,000 |
| LICENSE & FEES | - | 290 | 290 | - | 869 | 869 | 3,475 |
| BOOKS & SUBSCRIPTIONS | - | 21 | 21 | - | 62 | 62 | 250 |
| DUES & MEMBERSHIPS | (288) | 190 | 478 | 3,454 | 571 | (2,883) | 2,286 |
| BAD DEBTS/DEBT COLLECTION COST | (58) | - | 58 | (301) | - | 301 | - |
| LEGAL FEES | 138 | 1,234 | 1,096 | 2,639 | 3,701 | 1,062 | 14,803 |
| AUDIT EXPENSE | 1,713 | 1,713 | - | 5,139 | 5,139 | - | 20,555 |
| MANAGEMENT FEES | 27,734 | 19,204 | (8,530) | 63,787 | 56,708 | (7,078) | 236,956 |
| DONATIONS | - | 125 | 125 | - | 375 | 375 | 1,500 |
| COMPUTER EXPENSE | 131 | 513 | 382 | 131 | 1,539 | 1,407 | 20,254 |
| MISC./OTHER | 695 | 667 | (29) | 2,086 | 2,000 | (86) | 8,000 |
| TOTAL ADMIN EXPENSES | 56,894 | 56,026 | (868) | 168,075 | 165,878 | (2,197) | 689,553 |

| | CURRENT MONTH | | | YEAR-TO-DATE | | | 12 MONTH |
|-----------------------------------|---------------|---------------|----------------|----------------|----------------|----------------|----------------|
| | ACTUAL | BUDGET | \$ VAR | ACTUAL | BUDGET | \$ VAR | BUDGET |
| DIETARY DEPARTMENT | | | | | | | |
| WAGES - DIETARY | 26,751 | 28,513 | 1,762 | 78,021 | 83,136 | 5,116 | 332,977 |
| OVERTIME PREMIUM | 121 | - | (121) | 1,881 | - | (1,881) | - |
| STATUTORY HOLIDAYS PREMIUM | 768 | - | (768) | 174 | 742 | 568 | 4,450 |
| OTHER PREMIUMS/RESP ALLOWANCES | 115 | 152 | 37 | 356 | 446 | 90 | 1,793 |
| LOST TIME ILLNESS | (450) | 885 | 1,335 | 5,304 | 2,597 | (2,707) | 10,445 |
| VACATION | 1,521 | 1,919 | 398 | 6,150 | 5,634 | (516) | 22,660 |
| STATUTORY HOLIDAYS | 688 | - | (688) | (345) | 2,126 | 2,472 | 13,039 |
| ORIENTATION | (106) | 594 | 700 | 4,688 | 1,744 | (2,945) | 7,013 |
| OTHER NON-PRODUCTIVE WAGES | (304) | 140 | 444 | 355 | 410 | 55 | 1,647 |
| CPP, EI, HEALTH INS | 2,610 | 2,933 | 323 | 9,026 | 8,820 | (206) | 35,892 |
| WSIB | 537 | 650 | 113 | 1,879 | 1,956 | 77 | 7,959 |
| PENSION | 2,006 | 1,798 | (208) | 6,578 | 5,278 | (1,300) | 21,226 |
| OTHER NON-PRODUCTIVE WAGES | 2,503 | 3,012 | 508 | 7,333 | 8,841 | 1,507 | 35,557 |
| Total Wages & Benefits | 36,760 | 40,595 | 3,835 | 121,399 | 121,729 | 330 | 494,660 |
| RAW FOOD | 23,960 | 22,450 | (1,510) | 68,554 | 65,902 | (2,652) | 270,036 |
| GENERAL | - | 865 | 865 | 753 | 2,594 | 1,841 | 10,377 |
| PAPER ITEMS/GLOVES | 384 | 219 | (164) | 811 | 658 | (153) | 2,634 |
| DISH MACHINE CHEMICALS | 366 | 227 | (139) | 2,172 | 681 | (1,491) | 2,724 |
| DISHES/CUTLERY | - | 125 | 125 | 659 | 375 | (284) | 1,500 |
| MAINTENANCE CONTRACTS | 294 | 305 | 11 | 883 | 916 | 33 | 3,666 |
| TOTAL DIETARY EXPENSES | 61,764 | 64,787 | 3,022 | 196,064 | 192,856 | (3,208) | 785,597 |
| HOUSEKEEPING DEPARTMENT | | | | | | | |
| WAGES - HOUSEKEEPING | 12,035 | 9,462 | (2,573) | 33,704 | 27,776 | (5,928) | 111,716 |
| OVERTIME PREMIUM | 83 | - | (83) | 190 | - | (190) | - |
| STATUTORY HOLIDAYS PREMIUM | 360 | - | (360) | 167 | 305 | 139 | 1,831 |
| OTHER PREMIUMS/RESP ALLOWANCES | 82 | - | (82) | 201 | - | (201) | - |
| LOST TIME ILLNESS | - | 128 | 128 | 738 | 375 | (363) | 1,508 |
| VACATION | 525 | 596 | 71 | 3,013 | 1,750 | (1,263) | 7,038 |
| STATUTORY HOLIDAYS | - | - | - | 143 | 610 | 467 | 3,663 |
| ORIENTATION | - | 58 | 58 | - | 169 | 169 | 681 |
| OTHER NON-PRODUCTIVE WAGES | (198) | 99 | 298 | 449 | 292 | (158) | 1,173 |
| CPP, EI, HEALTH INS | 1,291 | 980 | (312) | 3,845 | 2,962 | (883) | 12,085 |
| WSIB | 271 | 209 | (62) | 810 | 632 | (178) | 2,578 |
| PENSION | 352 | 672 | 320 | 1,108 | 1,972 | 864 | 7,932 |
| OTHER NON-PRODUCTIVE WAGES | 1,835 | 2,532 | 697 | 5,669 | 7,433 | 1,764 | 29,895 |
| Total Wages & Benefits | 16,636 | 14,736 | (1,901) | 50,038 | 44,277 | (5,761) | 180,100 |

| | CURRENT MONTH | | | YEAR-TO-DATE | | | 12 MONTH |
|------------------------------------|---------------|---------------|----------------|---------------|---------------|----------------|----------------|
| | ACTUAL | BUDGET | \$ VAR | ACTUAL | BUDGET | \$ VAR | BUDGET |
| GENERAL HOUSEKEEPING | 446 | 296 | (150) | 589 | 889 | 300 | 3,558 |
| CLEANING PRODUCTS | 137 | 480 | 343 | 1,226 | 1,439 | 213 | 5,755 |
| GARBAGE BAGS | 409 | 336 | (73) | 758 | 1,007 | 249 | 4,027 |
| CLEANING TOOLS | - | 41 | 41 | - | 124 | 124 | 495 |
| PAPER PRODUCTS | 632 | 500 | (132) | 2,253 | 1,500 | (753) | 6,000 |
| TOTAL HOUSEKEEPING EXPENSES | 18,260 | 16,388 | (1,872) | 54,863 | 49,235 | (5,628) | 199,934 |
| LAUNDRY DEPARTMENT | | | | | | | |
| WAGES - LAUNDRY | 2,973 | 5,095 | 2,122 | 9,801 | 14,956 | 5,156 | 60,155 |
| STATUTORY HOLIDAYS PREMIUM | 74 | - | (74) | 74 | 164 | 90 | 986 |
| OTHER PREMIUMS/RESP ALLOWANCES | 3 | 15 | 11 | 40 | 43 | 3 | 173 |
| LOST TIME ILLNESS | 308 | 217 | (92) | 308 | 636 | 327 | 2,557 |
| VACATION | 274 | 306 | 32 | 797 | 897 | 101 | 3,609 |
| STATUTORY HOLIDAYS | 319 | - | (319) | 473 | 329 | (145) | 1,972 |
| ORIENTATION | 176 | 39 | (137) | 176 | 115 | (61) | 463 |
| OTHER NON-PRODUCTIVE WAGES | (75) | 56 | 132 | 242 | 165 | (78) | 662 |
| CPP, EI, HEALTH INS | 326 | 542 | 216 | 1,019 | 1,639 | 620 | 6,684 |
| WSIB | 69 | 116 | 46 | 214 | 350 | 135 | 1,426 |
| PENSION | 321 | 382 | 61 | 826 | 1,122 | 296 | 4,512 |
| OTHER NON-PRODUCTIVE WAGES | 648 | 408 | (239) | 1,346 | 1,199 | (147) | 4,821 |
| Total Wages & Benefits | 5,417 | 7,176 | 1,759 | 15,316 | 21,614 | 6,297 | 88,018 |
| GENERAL | 864 | 904 | 40 | 2,482 | 2,712 | 230 | 10,849 |
| BED/LINEN/TOWEL | - | 304 | 304 | 350 | 911 | 561 | 3,642 |
| TOTAL LAUNDRY EXPENSES | 6,281 | 8,383 | 2,103 | 18,149 | 25,237 | 7,088 | 102,509 |
| MAINTENANCE DEPARTMENT | | | | | | | |
| WAGES - MAINTENANCE | 4,883 | 3,184 | (1,699) | 13,142 | 9,122 | (4,020) | 36,240 |
| OVERTIME PREMIUM | (29) | - | 29 | 21 | - | (21) | - |
| STATUTORY HOLIDAYS PREMIUM | 148 | - | (148) | (74) | - | 74 | - |
| OTHER PREMIUMS/RESP ALLOWANCES | 2 | - | (2) | 5 | - | (5) | - |
| VACATION | 362 | 306 | (56) | 1,028 | 899 | (129) | 3,617 |
| STATUTORY HOLIDAYS | - | - | - | - | 226 | 226 | 1,354 |
| OTHER NON-PRODUCTIVE WAGES | (78) | 7 | 85 | 91 | 21 | (71) | 83 |
| CPP, EI, HEALTH INS | 515 | 310 | (205) | 1,402 | 911 | (491) | 3,663 |
| WSIB | 107 | 71 | (36) | 290 | 207 | (83) | 834 |
| PENSION | 314 | 350 | 36 | 925 | 1,027 | 102 | 4,129 |
| OTHER NON-PRODUCTIVE WAGES | 586 | 449 | (137) | 1,457 | 1,319 | (138) | 5,306 |
| Total Wages & Benefits | 6,953 | 4,678 | (2,275) | 18,430 | 13,731 | (4,698) | 55,226 |

| | CURRENT MONTH | | | YEAR-TO-DATE | | | 12 MONTH |
|-----------------------------------|----------------------|----------------|---------------|---------------------|----------------|---------------|------------------|
| | ACTUAL | BUDGET | \$ VAR | ACTUAL | BUDGET | \$ VAR | BUDGET |
| GENERAL SUPPLIES | 343 | 658 | 316 | 1,623 | 1,975 | 352 | 7,900 |
| EQUIPMENT PARTS | - | 359 | 359 | 298 | 1,076 | 777 | 4,302 |
| LIGHT BULBS | - | 85 | 85 | - | 254 | 254 | 1,016 |
| GENERAL & ADMINISTRATIVE | - | 17 | 17 | - | 50 | 50 | 200 |
| MAINTENANCE CONTRACTS GENERAL | 1,359 | 1,070 | (289) | 1,787 | 3,209 | 1,422 | 12,838 |
| FIRE SAFETY SYSTEM | - | 201 | 201 | - | 603 | 603 | 2,413 |
| FIRE ALARM MONITORING | - | 16 | 16 | - | 49 | 49 | 198 |
| PEST CONTROL | 52 | 50 | (1) | 156 | 151 | (4) | 606 |
| ELEVATOR | - | 1,353 | 1,353 | 3,140 | 4,059 | 918 | 16,235 |
| WINDOW CLEANING | - | 33 | 33 | - | 99 | 99 | 395 |
| INSPECTIONS | - | 717 | 717 | 1,790 | 2,150 | 360 | 8,600 |
| WINTER | 3,551 | 913 | (2,638) | 5,183 | 2,740 | (2,443) | 10,960 |
| GARBAGE REMOVAL | 478 | 333 | (145) | 1,458 | 1,000 | (458) | 4,000 |
| EQUIPMENT REPAIRS (PLANNED) | - | 10,000 | 10,000 | 2,474 | 30,000 | 27,526 | 120,000 |
| EQUIPMENT REPAIRS (PROVISIONAL) | 242 | 1,721 | 1,479 | 442 | 5,163 | 4,722 | 20,738 |
| GAS | 13,796 | 16,235 | 2,439 | 48,636 | 72,930 | 24,294 | 179,986 |
| HYDRO/ELECTRICITY | 6,731 | 7,885 | 1,153 | 11,398 | 19,301 | 7,903 | 76,623 |
| WATER | 3,817 | 2,921 | (896) | 9,325 | 8,479 | (846) | 42,953 |
| TOTAL MAINTENANCE EXPENSES | 37,322 | 49,244 | 11,922 | 106,139 | 167,021 | 60,881 | 565,189 |
| NURSING CARE DEPARTMENT | | | | | | | |
| RN (Full time) | 26,198 | 35,042 | 8,844 | 65,125 | 102,598 | 37,473 | 422,952 |
| RN (Part-time) | 2,997 | - | (2,997) | 8,213 | - | (8,213) | - |
| LPN/RPN | 4,652 | 19,652 | 15,001 | 13,949 | 57,690 | 43,740 | 232,026 |
| HCA/PSW | 78,923 | 80,741 | 1,818 | 231,284 | 237,014 | 5,730 | 953,266 |
| MDS-RAI | - | 2,562 | 2,562 | - | 7,268 | 7,268 | 28,735 |
| WAGE ACCRUAL | 4,766 | - | (4,766) | 13,376 | - | (13,376) | - |
| PURCHASED SERVICES | - | - | - | (3,219) | - | 3,219 | - |
| OVERTIME PREMIUM | 2,557 | - | (2,557) | 5,653 | - | (5,653) | - |
| STATUTORY HOLIDAYS PREMIUM | 2,988 | - | (2,988) | 1,434 | 4,274 | 2,840 | 25,822 |
| OTHER PREMIUMS/RESP ALLOWANCES | 2,127 | 4,212 | 2,085 | 6,697 | 12,364 | 5,667 | 49,839 |
| LOST TIME ILLNESS | 5,282 | 4,931 | (351) | 12,948 | 14,474 | 1,526 | 58,439 |
| VACATION | 10,607 | 9,869 | (737) | 23,766 | 28,971 | 5,205 | 117,205 |
| STATUTORY HOLIDAYS | 7,286 | - | (7,286) | 6,188 | 8,982 | 2,794 | 54,300 |
| ORIENTATION | 1,172 | 952 | (220) | 1,172 | 2,794 | 1,622 | 11,238 |
| OTHER WAGES | 15 | 1,037 | 1,022 | 8,553 | 3,127 | (5,426) | 12,773 |
| CPP, EI, HEALTH INS | 14,503 | 14,435 | (68) | 44,353 | 43,535 | (819) | 178,540 |
| WSIB | 3,078 | 3,520 | 442 | 9,202 | 10,618 | 1,416 | 43,519 |
| PENSION | 11,230 | 8,620 | (2,610) | 32,218 | 25,303 | (6,916) | 102,688 |
| OTHER NON-PRODUCTIVE WAGES | 17,821 | 17,300 | (521) | 50,716 | 50,785 | 69 | 205,036 |
| Total Wages & Benefits | 196,201 | 202,873 | 6,672 | 531,630 | 609,797 | 78,167 | 2,496,378 |

| | CURRENT MONTH | | | YEAR-TO-DATE | | | 12 MONTH |
|------------------------------------------------|----------------|----------------|-----------------|------------------|------------------|-----------------|------------------|
| | ACTUAL | BUDGET | \$ VAR | ACTUAL | BUDGET | \$ VAR | BUDGET |
| PSW WAGE ENHANCEMENT | | | | | | | |
| HCA/PSW | 12,508 | 9,968 | (2,540) | 36,112 | 29,260 | (6,852) | 117,684 |
| BENEFITS | 10,834 | 2,990 | (7,843) | 10,834 | 8,778 | (2,056) | 35,305 |
| TOTAL PANDEMIC - PSW WAGE ENHANCEMENT | 23,341 | 12,958 | (10,383) | 46,946 | 38,038 | (8,908) | 152,990 |
| PANDEMIC - PERSONNEL AND TRAINING | | | | | | | |
| REGULAR WAGES - PANDEMIC | 13,775 | 5,257 | (8,518) | 13,775 | 15,433 | 1,658 | 62,069 |
| BENEFITS - PANDEMIC | 2,127 | 611 | (1,515) | 2,127 | 1,795 | (332) | 7,219 |
| STAFF TRAINING | 17,847 | 1,668 | (16,179) | 17,847 | 5,004 | (12,843) | 20,016 |
| TOTAL PANDEMIC - PERSONNEL AND TRAINING | 33,749 | 7,537 | (26,212) | 33,749 | 22,231 | (11,518) | 89,304 |
| MINOR CAPITAL | | | | | | | |
| FLOORING REPAIR & INSTALL | 10,000 | - | (10,000) | 34,732 | - | (34,732) | - |
| RESIDENT SAFETY/OTHER REPAIRS | 17,658 | 8,750 | (8,908) | 17,658 | 26,249 | 8,591 | 104,996 |
| TOTAL MINOR CAPITAL | 27,658 | 8,750 | (18,908) | 52,390 | 26,249 | (26,141) | 104,996 |
| IPAC MINOR CAPITAL | | | | | | | |
| TOTAL IPAC MINOR CAPITAL | - | - | - | - | - | - | - |
| PROGRAMS | | | | | | | |
| WAGES - PROGRAMS | 8,170 | 15,783 | 7,613 | 20,275 | 45,929 | 25,654 | 183,729 |
| PURCHASED SERVICES | 6,372 | 6,564 | 193 | 17,379 | 19,693 | 2,314 | 78,771 |
| OVERTIME PREMIUM | 54 | - | (54) | 357 | - | (357) | - |
| STATUTORY HOLIDAYS PREMIUM | 139 | - | (139) | (43) | 384 | 427 | 2,498 |
| LOST TIME ILLNESS | 313 | 295 | (18) | 591 | 866 | 274 | 3,482 |
| VACATION | 3,172 | 761 | (2,412) | (547) | 2,233 | 2,780 | 8,980 |
| STATUTORY HOLIDAYS | 702 | - | (702) | 899 | 1,171 | 272 | 7,612 |
| OTHER NON-PRODUCTIVE WAGES | 9 | 74 | 65 | 530 | 217 | (313) | 872 |
| CPP, EI, HEALTH INS | 828 | 1,592 | 764 | 2,434 | 4,780 | 2,346 | 19,495 |
| WSIB | 190 | 342 | 152 | 545 | 1,026 | 481 | 4,185 |
| PENSION | 698 | 407 | (291) | 1,898 | 1,195 | (703) | 4,806 |
| OTHER NON-PRODUCTIVE WAGES | 1,121 | 2,703 | 1,582 | 2,752 | 7,935 | 5,183 | 31,915 |
| Total Wages & Benefits | 21,768 | 28,520 | 6,753 | 47,070 | 85,429 | 38,360 | 346,345 |
| GENERAL PROGRAM SUPPLIES | 199 | 2,958 | 2,759 | 3,435 | 8,875 | 5,440 | 35,500 |
| TRANSPORATION | - | - | - | 37 | - | (37) | - |
| SUPPLIES - ENTERTAINMENT | 811 | 1,066 | 256 | 1,840 | 3,198 | 1,359 | 12,793 |
| TOTAL PROGRAMS | 22,272 | 32,545 | 10,273 | 51,875 | 97,502 | 45,627 | 394,638 |
| TOTAL EXPENSES | 613,705 | 553,466 | (60,240) | 1,633,512 | 1,670,459 | 36,946 | 6,686,108 |
| NOI | 170,456 | (458) | 170,913 | 173,285 | (28,557) | 201,841 | (1) |
| NON-OPERATING EXPENSES | | | | | | | |
| TOTAL NON-OPERATING EXPENSES | - | - | - | - | - | - | - |
| NET CONTRIBUTION | 170,456 | (458) | 170,913 | 173,285 | (28,557) | 201,841 | (1) |

**Manitoulin Centennial Manor
Envelope Balance Summary
As of March 31, 2024**

| Level of Care Envelopes | Funding Period End | PRD | Target | Funding | (Over)/ Underspend |
|------------------------------------|-----------------------|------|--------|---------|-----------------------|
| Nursing - Main Envelope | Dec 2024 | | | 610,557 | (39,952) |
| RN, RPN, PSW Supplemental Staffing | Mar 2024 | 2.95 | 3.70 | 879,507 | - |
| BSO Nursing | Dec 2024 | | | 9,999 | 3,391 |
| PSW Permanent Wage Enhancement | Dec 2024 | | | 65,235 | 18,289 |
| IPAC Professionals | Mar 2024 | | | 69,288 | (103) |
| IPAC Training & Education | Mar 2024 | | | 20,016 | - |
| Programs - Main Envelope | Dec 2024 | | | 69,443 | 44,803 |
| Allied Professional Health | Mar 2024 | 0.30 | 0.60 | 106,912 | - |
| Medication Safety Technology (MST) | Mar 2024 | | | 21,528 | (954) |
| Supporting Professional Staffing | Mar 2024 | | | 9,587 | - |
| Minor Capital | Mar 2024 | | | 104,996 | 137 |
| Clinical Decision Support Tool | Mar 2024 | | | 10,000 | 36 |
| Raw Food Envelope | Dec 2024 | | | 65,902 | (2,652) |

Manitoulin Centennial Manor
Statement of Financial Position
As of March 31, 2024

| | March 31, 2024 | December 31, 2023 |
|---------------------------------------------------|------------------|-------------------|
| Current Assets | | |
| Cash and cash equivalents | 1,358,907 | 1,212,646 |
| Reserves | 590,000 | 590,000 |
| Trust Funds | (14,284) | (14,284) |
| Accounts Receivable - Residents | 16,395 | 21,093 |
| Allowance For Doubtful Accts. | (303) | (604) |
| Accounts Receivable | 122,689 | 6,573 |
| Inventory | 97,003 | 97,003 |
| Prepays | 2,604 | 14,814 |
| Total Current Assets | 2,173,010 | 1,927,240 |
| Non-Current Assets | | |
| Total Non-Current Assets | - | - |
| TOTAL ASSETS | 2,173,010 | 1,927,240 |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable - Other | 21,302 | (77,182) |
| Accounts Payable - Vendors | 35,035 | 70,376 |
| Accrued Liabilities - Management Fees | 53,863 | 60,568 |
| Accrued Liabilities - Other | 231,394 | 231,756 |
| Accrued Liabilities - Vacation | 185,166 | 184,637 |
| Deferred Revenue | 201,400 | 188,849 |
| Due to/from MOH | 235,869 | 320,351 |
| Payroll Clearing | 441,880 | 344,069 |
| Short Term Loans | - | 10,000 |
| Total Current Liabilities | 1,405,910 | 1,333,424 |
| Non-Current Liabilities | | |
| Total Non-Current Liabilities | - | - |
| TOTAL LIABILITIES | 1,405,910 | 1,333,424 |
| Shareholder's Equity | | |
| Reserve Funds | 47,293 | 47,293 |
| Retained Earnings | 546,523 | 263,523 |
| Retained Earnings - Current Year | 173,285 | 283,000 |
| | 767,101 | 593,816 |
| SHAREHOLDER'S EQUITY | 767,101 | 593,816 |
| TOTAL LIABILITIES AND SHAREHOLDER'S EQUITY | 2,173,010 | 1,927,240 |

Manitoulin Centennial Manor
Bi-Weekly Hours & Wage Variance Analysis
For the year-to-date ending March 2024

| | Bi-Weekly Hours | | | Wages | | |
|---------------------------------------------|-------------------------------|------------------|--------------------------|-------------------|-----------------------|-----------------|
| | Average 2024 YTD Actual | 2024 Budgeted | Fav/(Unfav) to Budget | Usage Variance | Wage Rate Variance | Total Variance |
| Accommodations Envelope | | | | | | |
| Administrator | 52.6 | 65.6 | 13.0 | 4,875 | (1,155) | 3,721 |
| Office Coordinator | 95.0 | 60.6 | (34.3) | (5,376) | (106) | (5,482) |
| Receptionist | - | - | - | (86) | - | (86) |
| Receptionist/Clerk | 9.3 | 22.0 | 12.7 | 2,436 | 23 | 2,459 |
| Office & Administration Total | 156.9 | 148.2 | (8.7) | 1,849 | (1,237) | 612 |
| Dietary Manager | - | - | - | (44) | - | (44) |
| Food Service Supervisor | 67.7 | 64.1 | (3.6) | (481) | (701) | (1,183) |
| Cook 1 | 18.4 | 75.0 | 56.6 | 7,866 | 435 | 8,301 |
| Cook 2 | 76.3 | 75.0 | (1.3) | 1,121 | 346 | 1,467 |
| Cook 3 | - | 63.0 | 63.0 | 9,466 | - | 9,466 |
| Dietary Aide | 331.7 | 224.0 | (107.7) | (18,089) | 334 | (17,755) |
| Dietary Total | 494.2 | 501.1 | 6.9 | (161) | 413 | 252 |
| Housekeeping Aide | 227.2 | 182.0 | (45.2) | (5,529) | (1,799) | (7,327) |
| Housekeeping Total | 227.2 | 182.0 | (45.2) | (5,529) | (1,799) | (7,327) |
| Laundry Aide | 65.7 | 98.0 | 32.3 | 5,857 | (463) | 5,393 |
| Laundry Total | 65.7 | 98.0 | 32.3 | 5,857 | (463) | 5,393 |
| Maintenance Man | (0.6) | - | 0.6 | 90 | - | 90 |
| Maintenance Helper | 86.4 | 57.8 | (28.6) | (3,631) | (547) | (4,178) |
| Maintenance Total | 85.8 | 57.8 | (28.0) | (3,541) | (547) | (4,088) |
| Accommodation Total | 1,029.7 | 987.0 | (42.6) | (1,526) | (3,633) | (5,158) |
| Nursing Envelope | | | | | | |
| DOC | 50.0 | 67.2 | 17.3 | 5,667 | (2,121) | 3,546 |
| Wellness Coordinator | 65.2 | 43.8 | (21.4) | (3,740) | (315) | (4,055) |
| Student | (1.5) | - | 1.5 | 189 | - | 189 |
| RN | 226.1 | 315.0 | 88.9 | 36,511 | (982) | 35,529 |
| RPN | 71.1 | 315.0 | 243.9 | 52,618 | 134 | 52,752 |
| Health Care Aide | 1,569.1 | 1,500.5 | (68.6) | (724) | (4,430) | (5,154) |
| Nursing Aides | - | - | - | (10) | - | (10) |
| Rehab Aide | 17.2 | 29.1 | 11.9 | 1,072 | (2,715) | (1,643) |
| Permanent Wage Enhancement | - | - | - | (6,852) | - | (6,852) |
| MDS RAI (Nursing) | - | 40.0 | 40.0 | 8,181 | - | 8,181 |
| BSO - Nursing | 14.5 | 28.1 | 13.7 | 4,356 | (1,415) | 2,941 |
| Purchased Services | - | - | - | (39,195) | (68,688) | (107,882) |
| Infection Prevention and Control Specialist | 16.9 | 28.0 | 11.1 | (1,958) | (251) | (2,209) |
| IPAC Staffing | 38.2 | 46.2 | 8.0 | 2,677 | (1,019) | 1,658 |
| Nursing Total | 2,066.8 | 2,412.9 | 346.1 | 58,794 | (81,803) | (23,010) |
| Programs Envelope | | | | | | |
| Program Manager | 69.4 | 62.8 | (6.6) | (229) | (486) | (715) |
| Student | 52.2 | - | (52.2) | (8,148) | - | (8,148) |
| Activity Aide | 13.5 | 262.4 | 249.0 | 35,347 | 2,254 | 37,601 |
| Purchased Services | - | - | - | 2,314 | - | 2,314 |
| Program Total | 135.0 | 325.3 | 190.2 | 29,285 | 1,768 | 31,052 |
| Grand Total | 3,231.5 | 3,725.2 | 493.7 | 86,553 | (83,668) | 2,884 |

Manitoulin Centennial Manor
Accounts Receivable Aged Trial Balance
As of March 31, 2024

| | Total | March | February | January | December and Prior |
|---------------------------------|---------------|-------|----------|---------|--------------------|
| Total Resident A/R Balance | 13,983 | 8,571 | 2,835 | 1,971 | 606 |
| Allowance for Doubtful Accounts | (303) | | | | |
| Res Credit Balance Deferral | 2,412 | 2,412 | | | |
| Total A/R Balance | 16,092 | | | | |

Residents with a balance over 90 days

| Resident | Total | March | February | January | December and Prior | Comments |
|---------------------|--------------|--------------|--------------|--------------|--------------------|--------------------------------------------------------------------------------|
| M.B. (959861001130) | 77 | | | | 77 | I will check on this as it should be added to the residents bill to be cleared |
| R.C. (959861001117) | 0 | | | | 0.48 | We need to write this off |
| B.R. (959861001135) | 5,580 | 1,682 | 1,697 | 1,673 | 528 | Working with the resident on a monthly plan to clear this up |
| | 5,658 | 1,682 | 1,697 | 1,673 | 606 | |

Note:

Detailed Year-to-date Repairs and Maintenance

| Month | Funded | Supplier | Building or Equipment R&M | Amount | Description |
|----------|---------------|------------------------------|---------------------------|---------------|-----------------------------------------------------|
| January | Accommodation | TK ELEVATOR (CANADA) LIMITED | Building R&M | \$ (3,482.82) | #2437652 - reversal of December year end accrual |
| January | Accommodation | TK ELEVATOR (CANADA) LIMITED | Building R&M | \$ 3,140.39 | #2437652 - Elevator maintenance |
| January | Accommodation | AINSWORTH INC. | Building R&M | \$ (1,426.30) | #1658902 WX - reversal of December year end accrual |
| January | Accommodation | AINSWORTH INC. | Building R&M | \$ 4,242.86 | #1658902 WX - HVAC repair |
| January | Minor Capital | FLOORING & MORE SUPERSTORE | Building R&M | \$ 24,732.20 | #CG301296 - Flooring |
| January | Nursing | INSIGHT CANADA INC | Equipment R&M | \$ (84.75) | #722175899 - reversal of December year end accrual |
| January | Nursing | INSIGHT CANADA INC | Equipment R&M | \$ 76.42 | #722175899 |
| January | Nursing | INSIGHT CANADA INC | Equipment R&M | \$ (169.50) | #722176342 - reversal of December year end accrual |
| January | Nursing | INSIGHT CANADA INC | Equipment R&M | \$ 152.83 | #722176342 |
| January | Nursing | INSIGHT CANADA INC | Equipment R&M | \$ (892.64) | #722174132 - reversal of December year end accrual |
| January | Nursing | INSIGHT CANADA INC | Equipment R&M | \$ 804.87 | #722174132 |
| January | Nursing | INSIGHT CANADA INC | Equipment R&M | \$ (578.92) | #722174456 - reversal of December year end accrual |
| January | Nursing | INSIGHT CANADA INC | Equipment R&M | \$ 522.01 | #722174456 |
| January | Nursing | INSIGHT CANADA INC | Equipment R&M | \$ (413.66) | #722175203 - reversal of December year end accrual |
| January | Nursing | INSIGHT CANADA INC | Equipment R&M | \$ 373.17 | #722175203 |
| January | Nursing | AMAZON.COM.CA INC. | Equipment R&M | \$ 38.09 | #CA413AKHACII |
| January | Nursing | AMAZON.COM.CA INC. | Equipment R&M | \$ 38.09 | #CA413FQ0ACII |
| January | Nursing | AMAZON.COM.CA INC. | Equipment R&M | \$ 122.26 | #CA47WEIX65I |
| January | Nursing | AMAZON.COM.CA INC. | Equipment R&M | \$ 193.57 | #CA44IS7KQ2I |
| January | Nursing | AMAZON.COM.CA INC. | Equipment R&M | \$ 464.96 | #CA46070P8OI |
| January | Nursing | AMAZON.COM.CA INC. | Equipment R&M | \$ 22.53 | #CA47JOA7CKI |
| February | Accommodation | RONA LITTLE CURRENT BUILDING | Equipment R&M | \$ 199.10 | #133162 |
| March | Accommodation | AMAZON.COM.CA INC. | Equipment R&M | \$ 242.49 | #CA433PURFVUI |
| March | Minor Capital | PSL/PATRICK SPRACK LIMITED | Equipment R&M | \$ 12,053.58 | #W57514 - Freezer repair |
| March | Minor Capital | FARQUHAR DAIRIES | Equipment R&M | \$ 5,603.95 | #IN806209 - Freezer trailer rental |
| March | Minor Capital | END OF THE ROLL | Building R&M | \$ 10,000.00 | #152882 - Deposit on kitchen flooring |



COUNCIL REPORT

Department: Treasury

Date: May 21, 2024

Report Number: TR-2024-05-10

File: 156 Main Street Lease Agreement

Attachment: DRAFT 156 Main Street Lease Agreement

Recommendation:

THAT the Township of Billings Council hereby approves Report TR-2024-05-10 AND approves entering into a lease agreement with Amanda Mwangi for the building at 156 Main Street for a three-year term AND FURTHER authorizes the appropriate By- coming forward on tonight's agenda.

Background:

Amanda Mwangi (Kuku Hut) has been renting 156 Main Street for a number of years. The space is used as a gift shop where you can purchase a wide variety of products hand-crafted in Africa. The previous lease was a five-year term at a rate of \$230.00 + HST per month and is now expired. A 3-year lease was requested by the tenants for the new term.

As stated in the previous lease agreement for 156 Main (2017-15 being a Lease agreement between the Township of Billings (Landlord) and Amanda Mwangi operating as Kuku Hut (Tenant)) it was stated that the renewal is negotiable by the two parties involved, with first right of renewal. As per that statement Amanda Mwangi was offered a lease and expressed her interest to enter into another agreement with the Township.

Discussion:

The Kuku Hut is an asset to the Township of Billings. It is a beautiful space to exhibit unique gifts and attracts tourists to visit the area.

Staff recommends entering into a lease for the requested 3-year term at modest yearly increase of 2.5% in keeping with the previous rental increase. To note, the tenant is responsible for all electrical expenses (monthly electrical utility bill) and there is no water services available at this building.

Financial Impacts:

None.

Alignment to the Strategic Plan:

This report is not applicable to the Strategic Plan.

Alignment to the Community Energy and Emissions Plan (CEEP)

This report is not applicable to the CEEP.

Respectfully Submitted By:

Tiana Mills, Deputy Clerk

Reviewed By:

Veronique Dion, CAO/Clerk



The Corporation of the Township of Billings
Being a Lease agreement between the Township of Billings (Landlord) and
Amanda Mwangi Operating as the Kuku Hut (Tenant)

LEASE

Dated this _____ day of _____, 2024

Between the Township of Billings (Landlord)
AND
Amanda Mwangi (Tenant)

For

156 Main Street from May 1st, 2024 – May 1st, 2027

The Corporation of the Township of Billings

Being a Lease agreement between the Township of Billings (Landlord) and
Amanda Mwangi Operating as the Kuku Hut (Tenant)

LEASE

Dated this _____ day of _____, 2024

Between the Township of Billings (Landlord)
AND
Amanda Mwangi (Tenant)

For

156 Main Street from May 1st, 2024 – May 1st, 2027

INTERPRETATION

Definitions: In this Lease:

- a) “building” means the public building and lands and premises on which is situate, located at Kagawong in the Township of Billings.
- b) “demised premise” means that portion of the building demised and leased to the Tenant hereunder.
- c) “lease” means that period of time from May 1st, 2024 – May 1st, 2027

PREMISES

WITNESSETH that in consideration of the rents, covenants and agreements hereinafter reserved and contained on the part of the Tenant to be paid, observed and performed, the Landlord has demised and leased and by these presents doth demise and lease the demised premises to the Tenant.

TERM

TO HAVE AND TO HOLD the demised premises for and during the term of twelve (12) months to be computed from and inclusive of the 1st day of May 2024 and from henceforth next ensuing and fully to be completed on the 1st day of May 2027. The Landlord guarantees the continuation of the lease for the 3-year term, provided the tenant meets all terms and conditions of this current lease or any alterations that may be agreed to in future. The Tenant may discontinue the least at any one-year anniversary, with 90 days’ notice in writing.

RENT

YIELDING AND PAYING THEREFORE unto the Landlord during the said term hereby granted the sum of \$235.75 plus HST at current rate in lawful money of Canada, per month. Payments are to be made on the 1st day of each month starting May 1st, 2024. There will be a 2.5% increase each year (2025 Rent: \$241.64/month + HST, 2026 Rent: \$247.68/month + HST, 2027 Rent: \$253.87/month + HST).

THE TENANT COVENANTS WITH THE LANDLORD AS FOLLOWS:

UTILITIES

That the Landlord shall pay as the same become due respectively, all charges for electrical power, including electrical heating, and water used upon or in respect of the demised premises and for fittings, machines, apparatus, meters or other things leased in respect thereof and for all work or services performed by any corporation or commission in connection with such public utilities.

In no event shall the Landlord be liable for any injury to the Tenant, its servants, agents, employees, customers and invitees or for any injury or damage to the demised premises or to any property of Tenant or to any property of any other person, firm or corporation on or about the demised premises caused by an interruption or failure in the supply of any such utilities, including water, to the demised premises.

REPAIRS and MAINTENANCE

The Tenant, after obtaining confirmation with the Landlord, shall repair the demised premises and shall maintain the demised premises and every part thereof in a clean and sanitary condition and in accordance with all laws, directions, rules and regulations of the governmental agencies having jurisdiction and will keep the portions of the demised premises used by the business in good order and repair, and otherwise presentable; and will maintain in good order and operating condition, and replace whenever required, all structural elements and services and equipment installed in the

demised premises, provided however that the obligation of the Tenant hereunder shall not extend to damage by fire, lightning, tempest, or other perils against which the Landlord is insured.

REPAIR ON TERMINATION

The Tenant will, upon expiration or sooner determination of the said term, peacefully surrender and yield up unto the Landlord, the said premises hereby demised with the appurtenances, together with all buildings or erections which at any time during the said term shall be made therein or thereon, in good and substantial repair and condition, damage by fire, lightning and tempest or other perils against which the Landlord is insured only excepted.

COST OF REPAIRS and MAINTENANCE

The cost of repairs and maintenance shall be negotiated between the Tenant and Landlord prior to any repair or work for maintenance being undertaken. The Landlord shall accept responsibility for the proper functioning of this structure. The Landlord is relying upon the expedient notice from the Tenant should any problems in this structure arise. The Municipal Clerk shall be considered as the contact for repair and maintenance issues, emergency and otherwise.

COMPLY WITH ALL LAWS

The Tenant shall comply promptly with and conform to the requirements of all applicable statutes, laws, by-laws, regulations, ordinances and orders from time to time or at in time in force during the term hereof and affecting the condition, equipment, maintenance, use or occupation of the demised premises and with applicable regulation, order and requirement of the Canadian Fire Underwriters Association or anybody having similar functions or of any liability or fire insurance company by which the Landlord and the Tenant or either of them may be insured at any time during the term hereof, and in the event of a default of the Tenant under the provision of this paragraph, the Landlord may itself comply with any such requirements as aforesaid and the Tenant will forthwith pay all such costs and expenses shall be recoverable by the Landlord as if the same were additional rent reserved and in arrears under this lease; notwithstanding the generality of this paragraph, the Tenant shall comply with all applicable governmental requirements concerning snow removal but only during the period for which the business is in operation and only applying to those locations necessary for egress and ingress to the business.

INSURANCE

The Tenant shall throughout the term of this lease provide, at its own expense, and keep in force for the benefit of the Landlord and the Tenant the following insurance coverages:

- a) comprehensive general liability insurance in respect of injury to or death of one or more persons or property damage with limits of not less than two million dollars.
- b) insurance against loss or damage by fire in respect of the contents, and all improvements and equipment thereto, to the full insurable value thereof, under an all-risk policy and covering loss of rent by the Landlord during any reconstruction period set out in Section 2.12 thereof.
- c) the Tenant shall provide the Landlord with insurance indicating the township as an additional insured.

All insurance shall be affected with insurers in an amount and upon terms and conditions satisfactory to the Landlord. The policies are to be endorsed to provide that in the event of any change in them which could affect the Landlord 30 days prior to the effective date of such change or cancellation. The Tenant shall promptly furnish to the Landlord copies of insurance policies and other evidence satisfactory to the Landlord as to such insurance and any renewals thereof. In the event that the Tenant fails to insure as herein required or fails to promptly furnish to the Landlord satisfactory evidence of such insurance or of the renewal thereof prior to its expiration, the Landlord may from time to time effect such insurance for the benefit of the Tenant or the Landlord or both of them for a period not exceeding one year and any premium paid by the Landlord shall be recoverable by the Landlord as if the same were additional rent reserved and in arrears.

The Landlord and Tenant agree that all insurance requirements contained in this lease will be reviewed from time to time and insurance coverages will be adjusted to the amount and types normal for comparable properties in the Province of Ontario. Any dispute concerning the amount of any of the foregoing coverages shall be conclusively determined by a qualified insurance adjuster appointed by the Landlord.

USE OF PREMISES (INSURANCE)

The agreed upon use of the demised premise shall be for a Gift Shop. Neither the tenant nor its officers, directors, agents, servants, licensees, concessionaires, assignees or sub-tenants shall bring onto the demised premises anything which shall cause the rate of insurance, or by reason of anything done or permitted to be done or omitted by its officers, directors, agents, servants, licensees, concessionaires, assignees, or subtenants or by anyone permitted by the Tenant to be upon the demised premises, the Tenant shall pay to the Landlord forthwith upon demand the amount of such increase.

ELECTICAL FACILITIES

The Tenant shall not install or use any electrical or other equipment or electrical arrangement which may overload the electrical or other service facilities. The Tenant shall make no changes until they first submit plans and specifications to the Landlord and obtains the Landlord's written approval for such plans and specifications which will not be unreasonably withheld. The tenant will be responsible for cost associated with these changes.

ALTERATIONS

The Tenant shall not make any alteration, addition or improvement without first submitting the plans and specifications (including material to be used) thereof to the Landlord and without first obtaining the approval in writing thereof to the Landlord, such approval not be unreasonably withheld. All work shall be done to Ontario Building Code standards and shall be first approved in writing by the Landlord, such approval not be unreasonably withheld. Any erection, improvement or addition placed upon the demised premises shall be subject to all the provisions of this lease, and if removed as hereinafter provided, the Tenant shall repair all damage caused by the installation and removal thereof.

LIABILITY TO INVITEES, LICENCEES

The Landlord shall not in any event whatsoever be liable or responsible in any way for any personal injury or death that may be suffered or sustained by the Tenant or any employee of tenant or any other person who may be upon the demised premises or any common areas or for any loss or damage or injury to any property belonging to Tenant or common areas or for any loss or damage or injury to any property belonging to Tenant or to its employees or to any other person while on the demised premises and in particular (but without limiting the generality of the foregoing) Landlord shall not be liable for any such damage to any such property caused by steam, water rain or snow which may leak into, issue or flow from any part of the building or any adjoining premises or areas or from the water, steam, sprinkler, or drainage pipes or plumbing works of the same or from any other place or quarter or for any damage caused by anything done or omitted to be done by the Tenant.

TENANTS INDEMNITY OF LANDLORD

The Tenant will indemnify and save harmless landlord of and from all liabilities, fines, suits, claims, demands, and actions of any kind or nature to which Landlord shall or may become liable for or suffer by reason of any breach, violation, or nonperformance by Tenant of any covenant, term or provision hereof or by reason of any injury or death resulting from, occasioned to or suffered by any person or persons or property by reason of any act, neglect or default on the part of Tenant or any of its agents or employees; such indemnification in respect of any such breach, violation or nonperformance, damage to property, injury or death occurring during the term of the lease to the contrary notwithstanding.

CANCELLATION OF LEASE

The Tenant covenants with the Landlord to allow the landlord to opt out of and cancel this lease with ninety (90) days' notice of its intention to cancel the lease. The Landlord also covenants with the tenant to opt out of and cancel this lease with ninety (90) days' notice of its intention to cancel the lease.

THE LANDLORD COVENANTS AND AGREES WITH THE TENANT AS FOLLOWS:

QUIET ENJOYMENT

Provided the tenant pays all rent reserved herein and performs all the covenants herein contained on its part to be performed, the Tenant shall have quiet enjoyment of the demised premises.

FIXTURES

That the Tenant when not in default under the terms of this lease, may remove any fixtures that the Tenant installed at any time during the term of this lease. Removal of said fixtures will require the Tenant to return those areas of his demised premises to their original condition. Should the Tenant opt not to remove his installations, alterations, additions, partitions and fixtures by the completion of this lease, these installations, alterations, additions, partitions and fixtures or anything in the nature of a leasehold improvement made or installed by or for the Tenant, the Tenant is to make good any damage caused to the demised premises by such installation or removal.

RENEWAL

The renewal is negotiable by the two parties involved, with first right of renewal.

ADDITIONAL REQUIREMENTS

The tenant agrees as follows:

- 1) No signs or lettering shall be affixed to the exterior of the demised premises or to the surface of the glass portions of same without consent of the Landlord being obtained.

- 2) No loudspeakers, phonographs, television, radios or other devices shall be used in a matter so as to be heard or seen outside the demised premises without the prior written consent of the Landlord.
- 3) In the event that the Landlord does Capital upgrades to the building, the lease will increase to a rate decided upon at the time of the improvements.

IN WITNESS WHEREOF the parties hereto have executed this indenture:

Bryan Barker, Mayor _____ Date _____

Veronique Dion, CAO/Clerk _____ Date _____

Amanda Mwangi (Tenant) _____ Date _____

COUNCIL REPORT

Department: Public Works

Date: May 21, 2024

Report Number: PW-2024-05-04

File: Tractor – Request for Quotation

Recommendation:

THAT the Township of Billings Council hereby approves Report PW-2024-05-04 AND approves the quotation of Northshore Tractor Ltd in the amount of \$81,046.45 plus HST for the purchase of a New Utility/Compact Agriculture 4-Wheel Drive Tractor with Loader and Mower and Backhoe attachments AND FURTHER approves the appropriate By-law coming forward.

Background:

The 2024 Township of Billings budget included provisions for the purchase of a New Utility/Compact Agriculture 57 HP 4-Wheel Drive Tractor with Loader and Mower and Backhoe Implement in the amount of \$80,000.

The request for quotation was issued on April 4, 2024 and circulated through the local newspaper, the Township website, social media accounts and sent directly to preferred vendors.

Discussion:

The RFQ closed on April 25, 2024 with 4 quotations received. The quotes were opened by Mayor Barker, Harmony Hancock, Director of Finance/Treasurer, Tiana Mills, Deputy Clerk and Chris Cyr, Public Works Superintendent.

Results as follows (costs include delivery and set-up):

| Vendor | Details | Tractor and Mower (excluding HST) | Cost Backhoe (excluding HST) | Total (excluding HST) |
|----------------------------|----------------------|--------------------------------------|---------------------------------|--------------------------|
| Northshore Tractor Ltd (1) | 55.5HP MX5400DTRC | \$64,723.26 | \$16,323.19 | \$81,046.45 |
| Northshore Tractor Ltd (2) | 63.4HP MX6000HSTC | \$67,615.00 | \$16,323.19 | \$83,938.19 |
| Tracks and Wheels | 57HP MX5400HSTC | \$74,722.52 | \$18,004.75 | \$92,727.27 |
| Roberts Farm Equipment | 55.5HP MX5400DTRC | \$68,167.92 | \$16,993.27 | \$85,161.19 |

Following a review of the quotations, the group recommends that the tractor and implements be purchased through Northshore Tractor Ltd, quote #1.



Financial Impacts:

\$80,000 was included for the tractor and attachment purchase in the 2024 budget. With HST, the total purchase price for the full tractor/implement package will be \$91,582.49. Approximately 86% of the HST is rebated (\$9,060.99), resulting in a budget over-run of \$2,521.50, or 3.51%.

Purchasing the backhoe attachment in the next budget year will likely see the price increased by inflation (currently running at approx. 2.7%), and the delivery of a separate backhoe unit would be subject to an additional delivery charge, which is \$800 for the current delivery, and would be similar for the backhoe as a separate purchase.

It is staff's view that the overrun can be accommodated in the roads expense budget.

Alignment to Strategic Plan:

Ensure that current and future township assets are managed to be sustainable to meet our long-term needs.

Alignment to the CEEP:

There is no alignment to the CEEP.

Respectfully Submitted By:

Todd Gordon, Deputy CAO/Municipal Project Manager & Tiana Mills, Deputy Clerk

Approved By:

Veronique Dion, CAO/Clerk

From: [Peggy Young-Lovelace](#)
To: [Emily Dance](#)
Cc: [E4M IC Services](#)
Subject: Allegation submitted to the Office of the Integrity Commissioners regarding filling a Council vacancy
Date: March 28, 2024 1:44:43 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Good afternoon Emily,

We are writing you regarding two electronic communications received by our office. On February 8 and 9, 2024, we received two emails from members of the public wherein they allege impropriety with the process to fill a vacancy on Council. Further, the email received on February 9, 2024, included allegations of corruption.

We will not be conducting an inquiry into these matters. Herein are our reasons:

1. The *Municipal Act, 2001, S.O. 2001 c.25, (Municipal Act)* sets out that a municipal council must fill a vacancy by either appointment or by a by-election. Council has chosen to appoint which is within your authority. There is no contravention of legislation or the Code of Conduct.
2. The *Municipal Act* does not set out parameters for how a person may be appointed to fill a vacancy. The *Municipal Act* does provide that the individual being appointed must consent to be appointed and must be eligible to hold the office in accordance with the *Municipal Elections Act*. Council has the authority to determine how an appointment will be made. Council determined a process and advised the public as to how the appointment would be made. There is no contravention of legislation or the Code of Conduct.
3. The members of the public alleged that the Municipal Clerk purposefully selected a name by peering into the box on multiple occasions and selecting an individual the Complainants did not want to be selected. The *Municipal Act* in section 223.3 sets out the role of the Integrity Commissioner. Which provides that the Integrity Commissioner is responsible for:
 - i. *The application of the code of conduct for members of council and the code of conduct for members of local boards.*
 - ii. *The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.*
 - iii. *The application of sections 5, 5.1, 5.2 and 5.3 of the Municipal Conflict of Interest Act to members of council and of local boards.*
 - iv. *Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.*
 - v. *Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.*
 - vi. *Requests from members of council and of local boards for advice respecting their obligations under the Municipal Conflict of Interest Act.*
 - vii. *The provision of educational information to members of council, members of local*

boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the Municipal Conflict of Interest Act. 2017, c. 10, Sched. 1, s. 19 (1); 2022, c. 24, Sched. 3, s. 3.

The Integrity Commissioner does not have the jurisdiction at law to conduct an inquiry into the behavior of municipal employees. Council may assign additional duties to the Integrity Commissioner which could include the enforcement of an Employee Code of Conduct. However, Council for the Corporation of the Township of Billings has not assigned such additional duty to the Integrity Commissioner. We therefore have no authority to conduct an inquiry into the matter.

4. It is within the Integrity Commissioners discretion to decline to conduct an inquiry into a matter that they believe to be frivolous and/or vexatious or made in bad faith. It is our opinion that the allegations made in the electronic communications are both frivolous and vexatious. It is our opinion that the allegations have been submitted to our office because the preferred candidate of the Complainants did not get appointed. Had their candidate been appointed, it is unlikely the Complainants would have found fault in the process.

To be clear, frivolous refers to allegations that do not have a legal basis or merit, that based on a balance of probabilities would not be a contravention of law and/or the Code of Conduct. Additionally, frivolous refers to allegations that are not reasonably purposeful meaning that even if proven to be factual would not improve/advance the municipal operation. Vexatious refers to allegations that are without merit and have been levied to harass, annoy and/or cast aspersions. Vexatious allegations are made with improper motives and may be malicious in nature.

As set out in the *Municipal Act* reports from the Integrity Commissioner must be made in public. As such we ask that this email communication be considered our report to Council on these matters and further that you confirm the date of the meeting our report will be placed on an upcoming Council Meeting Agenda.

Please contact me if you have any questions.

Sincerely,



Peggy Young-Lovelace

Consultant – Governance and Community Building

705-863-3306

peggy@e4m.solutions



"We are what we repeatedly do. Excellence, then, is not an act, but a habit." (Aristotle)

From: [Peggy Young-Lovelace](#)
To: [Emily Dance](#)
Cc: [E4M IC Services](#)
Subject: Request for Integrity Commissioner Inquiry
Date: April 16, 2024 9:32:09 AM
Attachments: [image001.png](#)
[image006.png](#)
[image003.png](#)
[image005.png](#)

Good morning Emily.

Recently, E4m received two requests for inquiry which we dismissed and provided a report to you previously. You advised that the report will be placed on the next Council Agenda (May 2024). Under most circumstances we would notify the complainants of our decision and that our report would be going to Council and on what date. I am writing to advise you that we will not be notifying the complainants. To that end, we feel it necessary to advise the municipality that one of the complaints was Mr. Bill Concannon the others Scott and Kate Lebrun. To be clear, it is our practice not to identify individuals making complaints in our report to Council. In this circumstance, however, we feel it necessary to advise the municipality of who the complainants are and the rationale as to why we are identifying them. We believe that all parties are acting together and are concerned about the treatment of our investigator by Mr. Concannon.

The request for inquiry was assigned to Craig Davidson. When Craig contacted Mr. Concannon and advised him that Council was within their right to follow whatever process they wished to fill a vacancy, Mr. Concannon advised Craig that it was his *“right to walk into the municipal office and tell the mayor to F off and there was nothing the municipality could do to stop him.”* Additionally, Mr. Concannon was rude and disrespectful to Craig.

Typically, we would advise complaints of our decision to dismiss. In this situation however, we will not be advising the parties of our decision at this time. We do not want them and more specifically Mr. Concannon to openly attack the decision publicly, manipulate what the decision states or make slanderous remarks about Mr. Davidson before the matter becomes a public record at the next Council meeting. It is our opinion that Township policy does not require us to provide such notice to complainants and as statutory officers we are protected by the Township’s Workplace Violence and Harassment Policy and ought not to be subject to further belligerent and disrespectful behaviour.

I felt it important to advise you of this as there is every possibility that Mr. Concannon could complain to the Office of the Ombudsman who may disagree with our decision not to provide notice.

Let me know if you have any questions.



Peggy Young-Lovelace

Consultant – Governance and Community Building

705-863-3306

peggy@e4m.solutions



"We are what we repeatedly do. Excellence, then, is not an act, but a habit." (Aristotle)

The contents of this email are confidential and intended for the recipient specified in message only. Should you receive this message by mistake, please reply to this message so that we can ensure that no such error occurs in the future. We also ask that you delete this message from your mailbox, and that you do not forward it or any part of it to anyone else. If you would no longer like to receive any email from E4m, please notify support@e4m.solutions.

Mayor & Council,

Billings Twp

Jabbawong Storytelling Festival is in it's third successful year, an event that started with Economic Development Committee, a committee of Council which has been dissolved, due to it's community success the event continues. The purpose of the event was to bring people to our community to support our local business and accommodation sectors.

The event is a partnership with The Museum Board who uses the festival to fundraise for their operations and a partnership with Manitoulin Art Guild, who use the event to exhibit Manitoulin Artists during the festival.

In 2023 the event brought 3 of the best selling award winning Canadian authors, Terry Fallis, Rod Carley and Karen Pheasant to our community and supported recognized community authors such as Mark Seabrook, Kim Fahner, Evelyn Cardiff and Ian Anderson.

The Committee is thrilled with the Authors coming for 2024, they are Waubgeshig Rice, Steve Paikin, Emily De Angelis and local Authors Kim Fahner, Mark Seabrook.

Our committee works hard to fundraise for the event and we ask if Council would consider allowing us to use the Park Centre at no cost for the July 5,6 and 7th 2024 event.

Thank you for your consideration.

Jabbawong Committee

Sharon Alkenbrack

Sharon Jackson

Helen Siksek

Diane Larocque

Deborah Flaxman

Municipality of
CENTRAL MANITOULIN

P.O. BOX 187, 6020 HWY #542
MINDEMOYA, ON P0P 1S0
PHONE: (705) 377-5726 FAX: (705) 377-5585
EMAIL: mmorris@centralmanitoulin.ca

April 23, 2024

Municipality of Central Manitoulin
6020 Hwy 542
PO Box 187
Mindemoya, Ontario
P0P 1S0

Attn : Participant Municipality

Dear Council,

RE: Household Hazardous Waste Day

The Municipality of Central Manitoulin is once again preparing for Household Hazardous Waste Day. The HHWD scheduled date for 2024 will be Saturday July 20, 2024, from 1:00 p.m. to 4:00 p.m. It will still be located at 7 Lakeshore Rd in Mindemoya (municipal road shed). In partnership with the Town of N.E.M.I. we will utilize GFL.

Central Manitoulin would like to ensure that your municipality will be participating this year. The division of costs will still be based on number of households from your municipality, who attend the event. **As in past events it is expected that all participating municipalities will send a volunteer to help in the event.** Please let us know by May 27, 2024, if you will be participating, as advertisements will need to be prepared. We will also be preparing a mass mailer for our municipality, and we can supply you with a copy so that you can mass mail to your municipality if you so choose. If we don't get a response, we will assume that your community is participating.

If you have any questions or require any further information, I can be contacted at the above phone number, or you can email at mmorris@centralmanitoulin.ca

Sincerely,

Mark Morris
Superintendent of Solid Waste & Utilities

MANITOULIN MUNICIPAL ASSOCIATION

Township of Billings
PO Box 1092
Kagawong, ON
P0P 1J0

April 16, 2024

Dear Mayor and Council

RE: Manitoulin OPP Detachment Board

On April 1, 2024, the Community Safety and Policing Act, 2019 came into effect which repealed the Ontario Police Services Act, 1990.

As part of the new legislation the Ministry of the Solicitor General has approved the creation of a joint Manitoulin OPP Detachment Board comprised of the following:

- Assignack Township and Tehkummah Township – Jointly 1 Council Member
- Municipality of Gordon Barrie Island, Cockburn Island Township, Burpee and Mills Township Municipality of Central Manitoulin – 1 Council Member
- Town of Gore Bay – 1 Council Member
- Town of Northeastern Manitoulin and the Islands – 1 Council Member
- *Township of Billings – 1 Council Member * *The Township of Billings was inadvertently missed on the final document; currently under review*
- Two (2) Community Representatives to serve on the board for a maximum four-year term.
- Two (2) Provincial representatives and two (2) community representatives.

Key Responsibilities of the Board:

- Consult with the Commissioner regarding the selection of a detachment commander and otherwise participate in accordance with the regulations in the selection of the Detachment Commander;
- Determine objectives and priorities for the detachment
- Advise the Detachment Commander with respect to policing provided;
- Monitor the performance of the Detachment Commander;
- Review reports from the Detachment Commander regarding policing provided by the detachment;
- On or before June 30 in each year, provide an annual report to the municipalities regarding the policing provided by the detachment in their municipalities.

The Secretary- Treasurer of the MMA will be the staff contact for the detachment board. We are requesting that Council provide the Council representative to the CAO/Clerk for the Township of Billings cao@billingstwp.ca prior to May 10, 2024 to be brought forward at the May 15, 2024 MMA meeting.

MANITOULIN MUNICIPAL ASSOCIATION

The MMA has offered to arrange for the advertisement, review and appointment of the Community representatives.

Board members will be required to take training; however, the details have not yet been provided.

Sincerely,

A handwritten signature in cursive script that reads "Emily Dance".

Emily Dance
Secretary- Treasurer MMA
CAO/Clerk Township of Billings



2023 Fourth Quarter Activity Report

April 18, 2024

The following is the most recent consolidated Quarterly Report that the Manitoulin-Sudbury District Services Board (DSB) will be sending to member municipalities and posting on the public website. Expect Quarterly Reports in February, May, September, and November of each year.

The program statistics are provided separately and updated monthly. They are available on the website by clicking the following link: [Monthly Program Statistics](#)

CAO Overview

The DSB 2023 Fourth Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$557,518**. Ontario Works is forecasted to be over budget by \$3,980; Children's Services expenses are forecasted to be on budget. Community Housing is forecasted to be under budget by \$354,841. Paramedic Services is forecasted to be over budget by \$585,672. Interest revenue on non-reserve accounts is forecasted to be \$795,965 more than budgeted.

The DSB quarterly financial reports are available on the DSB website by clicking the following link: [Quarterly Financial Reports](#)

The following provides some insight into the Manitoulin-Sudbury District Services Board Programs during October, November and December of 2023.

Paramedic Services

Our open posting for Regular Part-Time Paramedics while not plentiful is proving successful in attracting applicants. We are hoping to hold a recruitment process in late January with the hopes of onboarding 3 to 4 new Paramedics. These 3 or 4 potential employees would go a long way in helping ease our critical staffing pressures. On an operational note, due to continued challenges and disruptions with Interdev/ESO, Paramedic Services, and Non-Urgent Patient Transfer Service (NUPTS) have purchased a new software platform that will hopefully improve our staff's work experience while giving us more agility in our data collecting, housing, and reporting. Prehos has been working closely with our team to make the transition as seamless as possible. Installation

of key components such as RAM mounts and gateway devices will commence on January 9th for the entire fleet and we anticipate to soft launch of Prehos, while running parallel systems, by mid-February with the official go-live date from ESO to Prehos occurring on February 29th, 2024.

Community Paramedicine

Our Community Paramedic (CP) Program has unfortunately had some unanticipated departures. We have posted for 2 Full-Time CPs and will be interviewing candidates in the second week of January. The team is managing to balance the workloads and our response time from referral to first visit remains steady at 48 hrs or less. CP will also be preparing to launch our new EPOC blood analysis system expected to arrive in late January. The EPOC device is a handheld solution that provides “laboratory-accurate” blood gas, electrolyte, and metabolite results at the patient’s side in less than 1 minute. This important adjunct to our CP’s arsenal will provide important information in real-time to Primary Health Care Providers to help inform care plans all while keeping patients in the comfort of their homes.

Non-Urgent Patient Transportation Service

We have been successful in recruiting a Full-Time Personal Support Worker and adding another 4 Regular Part-Time Patient Transfer Attendants. We have also received the good news of added base funding by the Ministry of Health which will allow us to lay a solid, long-term foundation for this important service. This added funding will now permit for scheduling, coordination, and dispatching to be taken “in-house” leveraging our Prehos technologies which should produce efficiency, consistency, and cost savings in our service delivery.

Integrated Human Services

Children’s Services

In the 4th quarter, the average enrollment in licensed child care was 549 children, 446 full fee, and 103 subsidized. Compared to last quarter there has been a 4% increase and compared to last year at this time, enrollment has decreased by 7%. The waitlist for licensed childcare at the end of the 4th quarter is 537 children.

The number of total visits to EarlyON Child & Family Centres by parents/caregivers and children was 3264, and the total activity kits provided was 63. Compared to last quarter the number of visits decreased by 25%, due to reduced hours of operation over the holiday break. Compared to last year at this time, the number of visits increased by 37%.

Child Care Safe Arrival and Dismissal Policy – Implementation of Regulatory Changes under the Child Care and Early Years Act, 2014

Staff were copied on a [memo](#) to licensees from the Ministry of Education on November 16, 2023. The memo announced that effective January 1, 2024, all licensed child care programs must have a safe arrival and dismissal policy in place.

Ontario's Child Care Workforce Strategy

A [memo](#) was sent to licensees from the Ministry of Education, on November 16th, 2023, regarding Ontario's Child Care Workforce Strategy.

The strategy aims to support the recruitment and retention of qualified professionals, help achieve system growth, and ensure increased access to high-quality licensed child care in the province.

Importance of the Duty to Report Children in Need of Protection

Staff were copied on a [memo](#) to licensees on November 23, 2023, regarding the importance of the duty to report children in need of protection to the Children's Aid Society.

2024 Child Care, EarlyON Child and Family Centres, and CWELCC Funding

Staff received a [memo](#) confirming the funding allocation and [guidelines](#) for 2024. The funding approach will continue to remain unchanged from 2023 while the Ministry develops a new Child Care Funding Formula (CCFF), which aims to integrate the current approach for allocating child care funds with the new [Canada-Wide Early Learning and Child Care](#) (CWELCC) program.

Although the funding approach remains unchanged the Manitoulin-Sudbury District Services Board did experience line by line changes resulting in an overall net reduction in funding of \$180,654 from 2023 to 2024, there will not be a notable change to service delivery because of these changes.

Implementation of Regulatory changes under the Child Care and Early Years Act, 2014

In a [memo](#) dated December 11, 2023, to support Ontario's Child Care Workforce strategy, regulatory changes were made to O. Reg 137/15 under the Child Care and Early Years Act, 2014 (CCEYA) which are intended to support licensees in recruiting and retaining staff.

Ontario Works

In the fourth quarter of 2023, the Ontario Works/Temporary Care Caseload average was 458. Compared to last year at this time, the caseload has decreased by 5.95%.

Centralized Intake

149 applications were received by the Manitoulin-Sudbury District Services Board (DSB) in the fourth quarter of 2023. Of the 149 applications received, 48 were granted by the Intake and Benefits Administration Unit (IBAU), 56 were referred by the IBAU to the Manitoulin-Sudbury DSB for processing, and 13 were transfers from another Ontario Works (OW) office. The remaining 31 applications were processed at the local office rather than being referred to Centralized Intake as certain applications are not yet being processed by the IBAU, or there were extenuating circumstances that warranted an expedited approach to granting assistance.

The initial goal of Centralized Intake was to have 70% of applications completed by the IBAU. During the fourth quarter of 2023, 38% of applications were completed by the IBAU.

Proposed Ontario Works Regulation Changes

On October 25, 2023, a [memo](#) and a question and answer [document](#) was shared with Ontario Works Administrators, Municipalities and DSSAB's outlining the steps the government is taking to expand its role in Centralized Intake for Ontario Works.

Employment Services Transformation Update

On December 13, 2023, the Ministry of Labour, Immigration, Training and Skills Development shared a [memo](#) regarding updates relating to Employment Services Transformation.

Employment Services Transformation is a three phased approach. Phase one was implemented as of October 1, 2023, phase two was implemented as of January 2024. Phase three will impact the Northeast, Northwest and Toronto and is currently in the final stages of completing the two-stage competitive process to choose the successful Service System Manager. The successful candidates for phase three will be announced in early 2024.

Employment Ontario

The Employment Services (ES), Youth Job Connect (YJC) and Youth Job Connect Summer (YJCS) programs continue to be advertised and delivered from the Chapleau office. During the 4th quarter there were 12 new registrations for Employment Services and 5 files were closed including 3 for employment. There was 1 added registration for the YJC program. Nineteen students registered for the Youth Job Connection Summer program this year and 2 students were carried over from last year. Employment services assisted 228 individuals and 2 employers during the 4th quarter.

Quality Assurance

The Quality Assurance (QA) Coordinator working primarily with the Child Care and Ontario Works programs visited Child Care Centres, Early Years programs, and Integrated Human Services offices throughout the district with the goal to build relationships, share program information, and support front line staff.

During the fourth quarter, the QA Coordinator supported the planning and facilitation of the final 3 strategic planning sessions for the Manitoulin-Sudbury Network for Children and Families. The in-person meeting portion of Strategic Planning process is now complete, and a finalized strategic plan is slated to be released in February 2024.

In October of 2023 the Manitoulin-Sudbury DSB, with the support of the QA coordinator and a team of colleagues from early years community partner agencies, hosted a Child Care Worker and Early Childhood Educator Appreciation and Professional Development event in Espanola. Over 125 individuals working in the district's child care and early years programs attended this event. Planning has already begun for the 2024 event.

In collaboration with College Boreal, the QA Coordinator supported the district in participating in an Early Learning Pedagogical Study Group, 11 individuals including pedagogical leads, ECE's, and home child care supervisors registered for the sessions which are scheduled to begin in January of 2024.

Finally, the QA coordinator connected with the Northern Program Quality Coordinators from the City of Greater Sudbury to plan and host a collaborative meeting between all pedagogical leads for both districts where information and best practices were shared. The QA invited an Indigenous Support Worker with the Catholic District School Board, who shared a history of our land, the peoples, and how educators can implement truth and reconciliation into their everyday practices.

During this last quarter, the QA Coordinator supporting Housing and Homelessness has been working with community partners to review and make recommendations to improve the release process within the justice systems.

The QA Coordinator has continued to support local foodbanks and has been able to visit all locations to date. The QA Coordinator is analyzing foodbank usage, funding across the district, and working collaboratively with the foodbanks to design an equitable program that meets the needs of the foodbanks across the district.

Staff continue to build partnerships throughout the communities we serve and are presenting information regarding the By Name List and seeking participation from our community partners.

The QA Coordinator has partnered with the Royal Canadian Legion to promote the [Operation Leave the Streets Behind Program](#) for Homeless Veterans Assistance.

The QA Coordinator is reviewing internal application processes to ensure processes are efficient, while capturing the data needed to support planning across the district. The QA Coordinator has organized and facilitated tenant meetings within our housing buildings to ensure the reasonable enjoyment of all tenants is being met.

Community Housing

There were 522 applications at the end of the 4th quarter. The applicant breakdown is as follows:

| | | | |
|-----------|-----|-----------|----|
| 1 Bedroom | 371 | 2 Bedroom | 64 |
| 3 Bedroom | 52 | 4 bedroom | 35 |

Staff continue to identify and complete the application process with eligible applicants for the Direct Shelter Subsidy (DSS) program. All applicants receiving the benefit are deemed housed. As of the end of this quarter there were 203 active DSS recipients. At the end of Q3 of this year there were 212 recipients and at this time last year there were 220.

Per DSB Policy, every effort is being made where the waitlist allows us to mix the Community Housing Buildings with RGI, Affordable and Market Rent Tenants. As of the end of this quarter we have successfully secured 23 market rent tenants and 122 affordable rent tenants. This represents 8% and 41% of our portfolio. This represents an increase of 8 market rent tenant and 4 affordable from last quarter. Last year at this time we had 10 market rent tenants (3.6%) and 79 affordable (28%)

As of the end of the 4th quarter of 2023, 229/295 of the portfolio's units are designated as Smoke-free. This represents 77% of the full portfolio currently. Units are designated as turnover occurs.

National Housing Accord

The Canadian Alliance to End Homelessness (CAEH), Real Property Association of Canada (REALPAC) and the Smart Property Institute have partnered to create the [National Housing Accord: A Multi-Sector Approach to Ending Canada's Rental Housing Crisis](#).

The National Housing Accord has outlined plan to restore affordability, protect Canada's most vulnerable and build at least two million new affordable and market rental units by 2030.

The National Housing Accord has outlined 10 recommendations to address housing affordability, meet the needs of the increasing population, create jobs, and play a critical role in ending homelessness.

Canadian Mental Health Association Housing Case Management Year End Report

Staff presented the [CMHA Year End Report](#) to the board in October 2023. CMHA reported that 2022-2023 was an exciting year of change, with the resumption of many much-needed services while remaining cautious due to the continued Covid-19 pandemic.

All common rooms were able to reopen with social-distancing and other infection prevention and control processes in place. The tenants enjoyed various social gatherings and information sessions throughout the year.

Food insecurity continued to be a major challenge for many tenants and has only increased over the past year due to rising food costs.

During the year the Housing Case Managers provided support in the following areas:

- 6 Hoarding
- 47 Instrumental Activities of Daily Living (cleaning, laundry, meal prep and planning, groceries and shopping, budget and financial concerns, communication skills and medication assistance)
- 17 Mental health
- 5 Substance use
- 7 Other health issues
- 4 Legal concerns
- 1 Vocational
- 11 Annual paperwork
- 5 Neighbour conflict
- 9 Social connections
- 4 Eviction notices

Positive Outcomes from the Housing Case Management program include, 33 individuals were supported, 93% of the “at risk” tenancies, who accepted services, were preserved, or are working towards a resolution, and 757 brief services were offered.

Quarterly meetings continue between the Coordinator, Housing Case Management, and Housing Case Managers to collect statistics and ensure accurate, consistent collection, reflect on trends, and document quarterly summaries.

Capital Projects

The Mindemoya balcony replacement project was finalized at the end of November.

Make Up Air Unit replacements began in Manitowaning, Gore Bay, & Little Current, with a break over the holidays all units are scheduled for completion in early Spring.

Four new windows were installed at the Gore Bay Base, supporting the need for emergency exit points as the previous windows did not open. The Espanola Base is next on the list to replace all windows.

Work Orders

During the 4th quarter, a total of 304 Work Orders were generated: 245 for Community Housing; 13 for Administration Offices, and 46 for Paramedic Services. There was a total of 165 Work Orders closed or resolved during that time. There were 10 work orders for unit turnovers: 2 family units and 8 for apartments. Work orders are closed if the work is done in-house, or when the invoice is paid from an outside source.

New Acquisition

On December 1st, 2023, the Manitoulin-Sudbury DSB officially acquired 33 - 35 Draper Street in Little Current, which has 8 2-bedroom units. Staff met with tenants upon acquisition to ensure a smooth transition.

Donna Stewart

Chief Administrative Officer

Manitoulin-Sudbury District Services Board

Phone: 705-222-0499

E mail: donna.stewart@msdsb.net

Website: www.msdsb.net

| | | | | | | |
|------------------------------|----------------------------------|-----------------------|---------------------------------------|--------------------------------------|----------------------|---------------------|
| | | | Manitoulin-Sudbury DSB | | | |
| | | | 4th Quarter Report (Unaudited) | | | |
| | | | AS AT 12/31/2023 | | | |
| | | | | | | |
| | <u>Total Gross Budget</u> | | | <u>Municipal Share Budget</u> | | |
| | | | | | | |
| | YTD | OVER(UNDER) | ANNUAL | YTD | MUNICIPAL | Over(Under) |
| | ACTUAL | BUDGET | BUDGET | MUNICIPAL | SHARE | Budget |
| | | | | | BUDGET | Forecast |
| | | | | | | |
| Ontario Works | \$ 2,461,274 | \$ 4,044 | \$ 2,457,230 | \$ 1,047,011 | \$ 1,043,031 | \$ 3,980 |
| 100% Funded | \$ 5,683,870 | \$ (1,022,727) | \$ 6,706,597 | | | |
| | | | | | | |
| Child Care | \$ 11,959,451 | \$ 904,305 | \$ 11,055,146 | \$ 668,038 | \$ 668,038 | \$ - |
| | | | | | | |
| Community Housing | \$ 2,534,240 | \$ (309,371) | \$ 2,843,611 | \$ 2,488,770 | \$ 2,843,611 | \$ (354,841) |
| 100% Funded | \$ 420,405 | \$ (382,073) | \$ 802,478 | | | |
| | | | | | | |
| Paramedic Services | \$ 16,748,843 | \$ 540,926 | \$ 16,684,916 | \$ 7,700,213 | \$ 7,114,541 | \$ 585,672 |
| Wiikwemikong, PTS, CP | \$ 5,881,999 | \$ 1,070,249 | \$ 4,811,750 | \$ 123,636 | \$ 120,000 | \$ 3,636 |
| | | | | | | |
| TOTAL EXPENSES | \$ 45,690,081 | \$ 805,352 | \$ 45,361,728 | \$ 12,027,667 | \$ 11,789,221 | \$ 238,447 |
| | | | | | | |
| Interest Revenue | \$ (895,128) | \$ (795,965) | \$ (99,163) | \$ (895,128) | \$ (99,163) | \$ (795,965) |
| TOTAL EXPENSES | \$ 44,794,954 | \$ 9,388 | \$ 45,262,565 | \$ 11,132,540 | \$ 11,690,058 | \$ (557,518) |

| | NET Municipal Variance | Explanation of Unaudited Municipal Share- AS OF December 31, 2023 |
|---------------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ontario Works | \$ 3,980 | Municipal share of administration expenses are \$3,980 over budget. |
| Child Care | \$ - | Municipal share of Child Care expenses are on budget. |
| Community Housing | \$ (354,841) | <p>(29,406) + (\$106,840) + (\$272,228) + \$53,633 = (\$354,841) surplus</p> <p>Federal Funding is (\$29,406) more than budgeted, resulting in a surplus.</p> <p>Direct operated rev & exp and program support allocation is (\$106,840) under budget</p> <ul style="list-style-type: none"> - Rental Revenues are (\$4,683) more than budgeted. - Direct operating expenses are forecasted to be \$151,228 over budget due to: utilities (\$54,439) under budget, salaries & benefits \$51,350 over budget, maintenance expenses over budget \$93,678, other admin expenses over budget \$29,674; bad debt expense is over budget by \$30,965 - Program Support Allocation is (\$253,385) under budget. <p>Rent Supplement program is (\$272,228) under budget.</p> <p>Non-Profit, Rent Supp, and Urban Native expenses are \$53,633 over budget.</p> |
| Paramedic Services | \$ 585,672 | <p>Paramedic Services municipal share is \$585,672 over budget.</p> <p>The MOHLTC funding is under budget by \$44,744.</p> <p>Medic Staffing and Benefits is over budget by \$597,356.</p> <p>Admin Staffing and Benefits is under budget by (\$286,907)</p> <p>Non Wages are over budget by \$82,071</p> <ul style="list-style-type: none"> - Other Transportation & Communication is (\$47,602) under budget - Operational Staffing Travel and meals are over budget by \$80,165 - Software costs are over budget by \$42,979 - Legal and Arbitration Costs are over budget by \$31,875 - Program Support is (\$42,995) under budget - Vehicle repairs and maintenance are over budget by \$23,225. - Building repairs and maintenance, grounds and utilities are \$32,259 over budget - Mal Practice Liability Insurance is \$11,705 over budget - Supplies are \$191 over budget. |
| Patient Transfer Service | \$ 3,636 | Patient Transfer Service annual increase not budgeted in 2023. Overbudget by \$3,636 |
| Interest Revenue | \$ (795,965) | Interest Revenue is (\$795,965) more than budgeted which results in a municipal surplus. |
| | \$ (557,518) | |

Memorandum From Moray Watson

April 23, 2024

To

Members of Council: Bryan Barker, Ian Anderson, David Hillyard, Michael Hunt, Vince Grogan.

Chief Administrative Officer: Emily Dance

This memorandum is a communication addressed to Council for the purposes of Bylaw 2023-13, and as such shall be included as information on the next agenda of Council.

This memorandum is in reply to Council Report TR-2024-04-07, which was prepared in response to my delegation before Council on April 2nd.

This memorandum is also in reply to the April 12th correspondence from the CAO, which was prepared in response the February 27th letter addressed to Council by six co-signors including myself.

1. The Township's reserves are the excess of its financial assets over its liabilities. The reserves are used to fund general capital requirements as needed, or portions are earmarked by Council for specific purposes. In approving the Water System Financial Plan (WSFP), Council committed to earmarking a portion of the Township's reserves for the capital replacement and refurbishment requirements of the Kagawong water system (the Water Reserve).

The amount earmarked for the Water Reserve is equal to the excess of revenues over expenses (ie surplus) from the operation of the water system. Furthermore, in approving the WSFP, Council committed to transferring from the general bank account to a separate Water Capital Bank Account (WCBA) an amount equal to the annual surplus.

As such, for all intents and purposes, the amount of the Water Reserve and the amount in the WCBA, are the same amount. Referring to them interchangeably is indeed quite appropriate, and no confusion should be caused by doing so.

Since Council has approved the WSFP, and the commitments made therein, no further action is required by Council to approve the transfer of annual surpluses to the WCBA, nor to specify that such amounts are earmarked for the Water Reserve. What is needed however is for the accounting to be done and the cash transfers to be made. Water users and non-water users alike are expecting, and relying on the commitments made in the WSFP to be fulfilled as a matter of course.

2. The accuracy and completeness of the Township's audited financial statements are the responsibility of management, and ultimately of Council.

The Township's auditor is of the understanding that public sector accounting standards for municipalities do not require disclosure of information which segregates reserves into components that have been earmarked by Council for specific purposes. As such the auditor is of the view that if management chooses to disclose segregated information about its reserves in the financial statements that such disclosure has no bearing on his audit opinion, regardless of the fact that the disclosures are inaccurate.

The auditor's indifference on this matter from an audit perspective does not however give blessing to management's erroneous disclosures from a non-audit perspective. The 2022 financial statement disclosure that the 'Water Works System' reserves are \$5,746 is wrong, as it understates those reserves by some \$400,000 to \$500,000. This error is grossly misleading to the users of the financial statements and it is the Township's responsibility to fix it.

3. The CAO states that a transfer to the WCBA occurred for 2021. The only transfer to the WCBA after 2020 was on Jan 14, 2022 for \$257,000. Please provide the calculation and description of the components that comprise the \$257,000.
4. On October 22, 2021 \$152,370 was withdrawn from the WCBA. Please provide the calculation and description of how the amount of that withdrawal was determined.
5. The CAO discloses in a 'schedule' headed 'Water System Bank Account' an amount of \$70,087 for 2022, \$60,363 for 2023 and a 'balance' of \$501,308. Please provide a reconciliation of the \$501,308 to the January 1, 2024 WCBA balance of \$366,103.
6. Please provide a summary of the revenues, expenses and surpluses for the operation of the water system for each of the years 2020, 2021, 2022 and 2023.
7. In a section headed 'Grant Funding' the CAO acknowledges that the entire cost of the Old Mill Waterline project of \$1,684,856 was eligible for grant funding, and that the project cost included the 'costs considered a benefit to all taxpayers' (ie \$241,354).

The CAO's next statement however is illogical. She purports that if the \$241,354 had not been part of the waterline project that it would not have been eligible for any government funding as a standalone project, and that therefore none of the actual grant funding should be considered to attribute to the \$241,354. This is absurd. The fact is that 73.33% of the entire project *was* funded, and therefore 73.33% of the \$241,354 *was* funded.

The unfunded portion (26.66%) of the \$241,354 is \$64,369, and it is that amount that

should be borne by the general ratepayers. The remaining portion of the unfunded costs are \$384,982 (ie \$449,351 - \$64,369) and *that* is the amount that is supposed to be borne by the water users; not the \$207,997 as erroneously claimed in the Cost Recovery Bylaw. (If the CAO prefers, if the \$241,354 had not been part of the project, then the project costs would have been \$1,443,502. Net of 73.33% funding of \$1,058,520, the water users would be required to pay \$394,982),

The above math was set out for Council on Schedule D attached to the Feb 27th letter, and yet you have done absolutely nothing to recognize its validity, let alone take steps to fix your mistake.

It is neither fair nor equitable for the water users to be undercharged \$176,985 at the expense of general ratepayers. Your math needs to be corrected, and your bylaw needs to be rescinded as it is in error.

8. The terms of reference of the Municipal Owned Water System Policy Ad Hoc Committee are redundant.
 - i) A water system asset management plan and water rate study are already part and parcel of the February 2022 Asset Management Plan.
 - ii) The WSFP already creates the “water capital reserve fund” to offset capital costs associated with waterline replacement and upgrades.

There is no need to reinvent the wheel. The policies are already in place, they simply need to be followed and applied.

9. It was never claimed that the Old Mill Rd waterline project holdback of \$38,000 would be paid twice. What was pointed out to you was that if your Capital Cost Recovery bylaw recovers 100% of the water users’ share of the project costs, then paying \$38,000 from Water Reserves to fund the holdback would effectively charge water users \$38,000 more than they are required to pay. The \$38,000 should be paid out of general reserves.
10. The budget document does not ‘speak to the Asset Management Plan’. The fact that one item in the Plan is also included in the budget is not a demonstration that the Plan has been referred to or considered in any meaningful way.
11. The CAO claims that the ‘reserves that are indicated in the 2024 Capital budget are coming from in-year contributions not a transfer from past years contributions to reserves’. It is impossible for a reader of the budget to confirm this to be true, since the budget lacks the necessary formatting and consolidation to make such a determination.

12. The CAO continues to espouse the same canard that the WSFP intended that 'water users' were to be the 'benefiting property owners on Old Mill Rd only'. The WSFP neither states nor infers any such intention, and instead clearly demonstrates that *all* water users were to bear the costs of the waterline replacement.

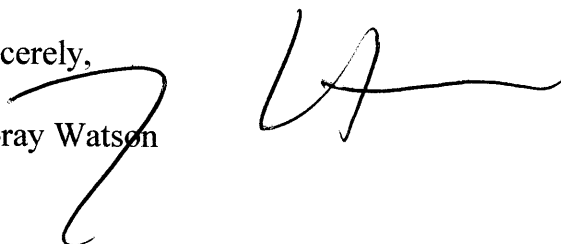
The CAO continues to reference the Upper Kagawong Water Extension project as support for the position that it would be appropriate for Old Mill Rd property owners to solely bear the Old Mill Rd project costs. This completely ignores that the Kagawong Extension project created new services for new users, whereas the Old Mill Rd project was for replacement of services to existing users. The comparison is apples to oranges.

13. No acknowledgement or explanation has been given as to the mathematics used to arrive at budgeted water revenues for 2024 of \$312,783. The budgeted amount is an increase of \$57,000 (22%) over actual revenues for 2023. Please provide the supporting calculations for the budgeted revenue.
14. There has been no disclosure from the CAO of the amount of the water system operating surplus that is embedded in the budget. Since such surplus is required to be earmarked for the Water Reserve, it is not available for the funding of general Township operations. As such the general tax rates for 2024 have been set at amounts that are inadequate to fund general operations for the current year.
15. At the April 2nd Council meeting I lodged an informal complaint against Mayor Barker. That complaint asserts that a statement made by him in the January 24th Manitoulin Expositor with regards to the Old Mill Rd waterline project was, or ought to have been known to be, false or made with intent to mislead or misinform Council or the public.

Pursuant to Appendix B of the Code of Conduct I encouraged Mayor Barker stop his prohibited behaviour by contacting the Expositor and retracting the offending statement. To date there has been no acknowledgement by Mayor Barker of the complaint, nor any evidence that he has taken any action to remedy his behaviour. As such pursuant to section 1(f)(ii) of Appendix B of the Code of Conduct, I am advising Mayor Barker that his response to my informal complaint is unsatisfactory.

Sincerely,

Moray Watson



YOU ARE CORDIALLY INVITED TO ATTEND OUR



Ceremonial Review

SATURDAY, JUNE 1ST, 2024

MANITOULIN SECONDARY SCHOOL

M'CHIGEENG FIRST NATION

PLEASE BE SEATED BY: 1345HRS

RSVP: 348SEA@CADETS.GC.CA

Reviewing Officer

LIEUTENANT (NAVY) (RETIRED)

CARMEN LAIDLEY, CD

THE CORPS FIRST COMMANDING OFFICER

DRESS: DEU 1A MEDALS OR BUSINESS DRESS

Accounts for Payment April 25, 2024

| Payment | Account | Amount | Description |
|-------------|------------------------------|-------------|------------------------------------------------------------------|
| 8353 | ANP Office Supply | \$84.58 | Supplies (PW) |
| 8353 | Berry Boats | \$398.57 | Maintenance / Repairs (FIRE) |
| AUTO | Bell Canada | \$518.27 | Cell Phone Contracts (Monthly) |
| AUTO | BMO | \$253.21 | Service Fees (Monthly) |
| AUTO | BMO | \$413.70 | Cash Management Fee (Monthly) |
| 8354 | Bridal Veil Variety | \$190.65 | Fuel (FIRE) |
| AUTO | CANLIFE | \$755.62 | RRSP (Monthly) |
| AUTO | CIBC Mebp Fee | \$38.88 | Service Fees (Monthly) |
| AUTO | Corp Creditor Bus/Ent | \$51.21 | Service Fees (Monthly) |
| AUTO | Eastlink | \$149.35 | Internet Service Fees (Monthly) |
| AUTO | EMPTX | \$17,223.90 | Payroll Remittance (Monthly on the 15th) |
| 8356 | EncompassIT | \$1,021.52 | Pap File + Office 365 Licences |
| EFT | Freeland Caldwell Reilly | \$11,300.00 | Second Interim Invoice |
| EFT | G. Stephen Watt | \$3,135.75 | Legal Fees Re: General Matters |
| AUTO | GFL | \$9,542.62 | Landfill Service Contract (Monthly) |
| EFT | Grand & Toy | \$245.43 | Thermal Lamination Pouches, Pilot Pens |
| AUTO | Hydro One | \$5,212.19 | Hydro Services (Monthly) |
| 8355 | Identifiable Individual | \$223.74 | Fencing (PR&W) |
| EFT | Identifiable Individual | \$89.99 | Food for Employee Wellness Lunch |
| EFT | Identifiable Individual | \$76.82 | Workwear Spending Allowance |
| EFT | Identifiable Individual | \$233.43 | Books + Boardgames (Library) |
| EFT | Identifiable Individual | \$61.04 | Food for Employee Wellness Lunch |
| AUTO | Iron Mountain | \$107.35 | Standard Shred (Monthly) |
| EFT | J K Automotive | \$186.45 | Storage Fees (FIRE) |
| 8357 + AUTO | Laurentian Business Products | \$490.79 | Contract + Contract Base + Overages |
| 8350 | Manitoulin Planning Board | \$9,761.80 | Final Requisition Funding 2024 |
| AUTO | Manitoulin Sudbury DSB | \$10,668.96 | Land Ambo, Social Housing, Ontario Works, Child Care JAN/FEB/MAR |
| AUTO | Master Card | \$109.31 | Service Fees (Monthly) |
| AUTO | McDougall Energy Inc. | \$1,467.66 | Diesel Clear + Diesel Dyed |
| 8358 | Mindemoya Home Hardware | \$63.40 | Supplies (PW) |
| 8359 + CC | Pitney Bowes / PitneyWorks | \$641.29 | PitneyWorks Postage Meter |
| AUTO | RBC Financial Group | \$39.32 | Service Fees (Monthly) |
| AUTO | Superior Propane | \$31.97 | Equipment Rental for Museum (Monthly) |
| AUTO | Superior Propane | \$79.10 | Equipment Rental for PC (Monthly) |
| 8360 | Terry Addison Electric | \$9,663.37 | Historic Invoices |
| 8361 | The Manitoulin Expositor | \$1,621.11 | RFQ, Nat. Volunteer Week, Committee Members Sought, TIM. |
| 8362 | UCCM Building Centres | \$172.11 | Supplies (PW, Marina, Grounds) |
| 8363 | ULINE | \$1,938.62 | Supplies + Storage |
| AUTO | Visa | \$74.30 | Service Fees (Monthly) |
| EFT | Whitehots Inc. | \$115.74 | Books (Library) |
| | | | |
| | | | |

Total \$88,453.12

Total Accounts for Payment \$88,453.12



BY-LAW NO 2024-32

BEING A BY-LAW TO UPDATE AND CONSOLIDATE CEMETERY REGULATIONS FOR KAGAWONG CEDARS CEMETERY

Kagawong Cedars Cemetery, located at Billings Concession 16 Lot 28 RP 31R410 part 1 is entirely owned by Township of Billings, and is not under the jurisdiction of any religious or private agency.

WHEREAS the Corporation of the Township of Billings has established the Kagawong Cedars Cemetery upon described as Billings Concession 16 Lot 28 RP 31R410 part 1 is entirely owned by Township of Billings, and is operated as a municipal cemetery.

WHEREAS it is desirable and expedient to make provisions for the care and control of the said cemetery; and

WHEREAS Section 150 of the Funeral Burial and Cremation Services Act, 2002 provides that the owner of every cemetery may pass by-laws affecting the operations of the cemetery and

WHEREAS no such by-law comes into force or takes effect until it is filed with, and approved by the Registrar under the Funeral Burial and Cremation Services Act, 2002, Section 151 and

WHEREAS Section 8 of the Municipal Act S.O. 2001, Chap. C.25 provides that the Council of every municipal corporation may pass by-laws providing for the use by the public of lands which the corporation is the owner and for the regulation of such use and the protection of such lands.

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

1.0 POLICIES

Interment Fees described in Schedule "A" attached to this by-law.

Interment Rights Contract in Schedule "B" attached to this by-law.

- a) Interment rights may be sold only by the Township, and the Clerk is authorized as agent to sell interment rights on behalf of the Township.
- b) A transfer of ownership of interment rights is not binding upon the Cemetery until a duly executer transfer has been deposited with the Clerk.
- c) The Township shall provide each interment rights holder (owner) at the time of sale upon full payment:
 - i. copy of the contract of Internment Rights
 - ii. copy of the Cemetery By-law
- d) No interment may be made without the purchase of Interment Rights, including payment in full and signing of the Contract for The Purchase of Interment Rights.
- e) No interment of someone other than the interment rights holder shall be made without the written permission of the Rights holder or his/her agent or authorized representative.
- f) Notice of each interment shall be given to the Clerk at least 48 hours before each interment. The actual position of the interment plot shall be determined by the Cemetery Attendant. The Township of Billings reserves the right to substitute or relocate a plot as extenuating

circumstances dictate. The location of interred remains, plots purchased, and plots offered for use shall be deemed to be in the locations indicated by the map in the Municipal Office. The size of cemetery plots offered for use shall be 4 feet by 10 feet in size.

- g) Interred non-cremated remains shall be enclosed in a concrete vault.
- h) Only one upright memorial marker is permitted on a single plot.
- i) No permanent ornamentation, except mounted on the memorial marker, shall be permitted, and if such is placed it may be removed by the maintenance attendant. The maintenance attendant and the Township of Billings shall not be responsible for the care and preservation of such items.
- j) No barricades, fences, stone or gravel grave coverings or any other items may be permitted without the express written permission of the Clerk, as they damage grass cutting equipment. If such are erected without permission, they shall be removed. The Township of Billings is not liable for loss or damage to plantings or memorial objects placed upon a grave site.
- k) No planted trees or shrubs will be permitted without the express written permission of the Clerk. If such are planted without permission, they shall be removed.
- l) Monuments must be placed on a concrete pad. The footing shall have a minimum thickness of 4 inches and the concrete used in the foundation shall have a compressive strength of 20 MPa or greater. Concrete footing pads are to be flush with ground level and four inches wider than the monument base on all sides, except in the case of markers 18 in high or more, where the pad must be six inches wider on all sides.
- m) Placement of Monuments shall be within the plot centered at the western border, or in the case of adjacent family plots exactly centered between the two. Irregular placing of monuments may be made only with express written permission of the Township.
- n) If a marker in the cemetery presents a risk to public safety because it is unstable, the township shall do whatever is necessary by way of repairing, resetting or laying down the marker or monument so as to remove the risk.
- o) Interments will not be carried out from November 1st until May 1st.
- p) Trees, branches and roots, and other plants which, in the opinion of the Township, interfere with the effective maintenance of said cemetery, will be removed or trimmed by the Township. The party who placed such plantings shall have no recourse.
- q) Columbarium niche structures will vary from location to location and depend on site conditions, building features, building materials, etc. The following are general examples of by-laws that you may use as they pertain to your operation:
 - i. Only the Cemetery Operator may open and seal niches for internments. This applied to the inside sealer and the niche front.
 - ii. To ensure quality control, the Cemetery Operator must be the purchaser of the columbarium.
- r) All contractors working within the boundaries of the Kagawong Cedars Cemetery are governed by the following regulations:
 - i. a contractor refers to anyone performing a service of transfer, vault installation, construction of base or foundation placing of memorial markers or monuments, or excavation of burial sites.
 - ii. work will not commence without the written permission of the agent or Cemetery Board and of the interment rights holder in the form of the Installation Permit.
 - iii. the contractor must carry sufficient insurance and compensation coverage in case of damage incurrent during the performance of duties.
 - iv. no person shall cause or commit a nuisance in the cemetery or willfully and unlawfully disturb persons assembled for the purpose interring human remains in the cemetery.

2.0 MAINTENANCE OF THE CEMETERY

- a) The grass cutting and trimming of the cemetery shall be performed by the Township of Billings, or an agent contracted by the Township, and the expense so allocated from Township funds.
- b) Other maintenance projects and improvements shall be decided and paid for from the Cemetery Memorial Fund, unless the Council of the Township of Billings specifically agrees by Resolution of financial support.
- c) Only specific projects allowed by the Ministry of Consumer Affairs, Cemeteries Regulation Unit may be funded by the Cemetery Perpetual Care bank account, following a decision by the Township.
- d) This By-law nullifies and supersedes any contradictory terms and conditions in By-law 1996-09, 1993-01, 1992-16, 2004-22, 2004-23, 2013-49 AND 2022-12.

3.0 This By-Law shall come into full force and effect upon final passage.

4.0 This By-Law may be cited as the “Cemetery By-Law”

READ a FIRST and SECOND TIME this 21st day of May, 2024

READ a THIRD TIME and FINALLY PASSED this 21st day of May, 2024.

Bryan Barker, Mayor

Veronique Dion, CAO/Clerk

Schedule ‘A’ – Fees and Distribution



Fees and Distribution

Burial Plot, known as “Contract for Purchase of Interment Rights.” \$390 plus hst, to be distributed as \$290 to a Care and Maintenance Fund as prescribed by the Ministry of Consumer Services, to be known as the Cemetery Perpetual Care Bank Account, and \$100 to the general ledger Cemetery Revenue.

Casket Internment: \$400 + hst, to be distributed within the Township in this manner:

- 1. Direct Payment to the Attendant \$100
- 2. Allocation to General Ledger revenues Public Works \$200 for machinery use and \$100 Administration revenue.

Cremation Internment: \$170 + hst to be distributed within the Township in this manner:

- 1. Payment to the Attendant \$70
- 2. Administration revenue \$100

Compartment in a Private Columbarium: \$150 + hst multiplied by the number of compartments, to be distributed within the Township in this manner:

- 1. Payment to the Attendant \$50
- 2. Administration revenue \$100

| | |
|------------------------------------------------------------------------------------------------------------------|-------|
| Flat Marker measuring less than 4 ft squared | \$0 |
| Flat Marker measuring at least 4 ft squared | \$100 |
| Upright marker measuring 1.22 m (4 ft) or less in heights and 1.22 m (4ft) or less in length, including the base | \$200 |
| Upright marker measuring more than 1.22 m (4 ft) in either height or length, including the base | \$400 |

These costs are distributed in its entirety to Cemetery Perpetual Care Bank Account.

Schedule 'B' – Contract for Internment Purchase Form



Contract for Internment Purchase Form

Purchaser Name:

Surname, First Name(s)

Purchaser Address:

Purchaser Telephone Number:

Date of Purchase:

Plot User Name(s):

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

NOTE: that cremains may be interred on top of a casket, but not casket on top of cremains. If the plot is to be occupied by cremains, write in ALL persons to be buried (8 maximum).

If plot to be occupied immediately, indicate that person’s name, place of death and Funeral Director firm name.
PLOT PURCHASED Column_____ Plot_____

Purchaser’s Initial _____

I, the purchaser, confirm that the plot indicated by letter and number above is the one I have selected AND that I will abide by all regulations of Billings Cemetery By-Law 2024-xx, made in accordance with the Ontario Regulations 30/11, and that a copy of this By-Law has been given to me.

Date: _____ Signature: _____

Date: _____ Witness Signature: _____

The Cemeteries Act requires that Billings Township must repurchase any unused plot if the purchaser so requests, and reimburse the full purchase price.

Price of Interment Rights for this plot \$390 & HST (portion to Municipal Care and Maintenance Fund \$290, prescribed by Ministry of Consumer Services).

Other fees applicable in future:

1. Interment Fee open and close grave for casket \$400 + HST or for cremains \$170 + HST or \$150 + HST for a private columbarium compartment
2. Marker Installation Permits, dependent on size are either \$200 or \$400 + HST for upright markers, and \$100 + HST for flat markers.

The information stated on this form and information required on the form are in compliance with the Cemetery Care and Maintenance Fund effective January 1, 2022.

Schedule ‘C’ – Marker Installation Permit



Marker Installation Permit

To be completed prior to the installation of any marker, memorial, monument or other permanent above-ground structure at the Kagawong Cedars Cemetery.

Interment Rights Holder:

Name(s) to be Placed on Marker:

Plot Letter and Number:

If double plot, indicate both numbers _____ for one stone between two plots.

Headstones are placed on the west edge of a plot. Flat markers may be at west or east edge.

Only one headstone may be placed on a single plot. Flat markers may be placed as the only marker OR in addition to a headstone.

All headstones, including natural uncut rock headstones, must be placed on a concrete base adequate to stabilize them. Maximum height of headstone including base is 30 inches. Monuments plus base must not have width on west dimension of more than 40 inches. Billings Township is not responsible for the maintenance and repair of headstones. Billings Township may lay flat and/or relocate any unstable headstone if, in the judgment of cemetery maintenance staff, it creates a hazard.

| | |
|------------------------------------------------------------------------------------------------------------------|-------|
| Flat Marker measuring less than 4 ft squared | \$0 |
| Flat Marker measuring at least 4 ft squared | \$100 |
| Upright marker measuring 1.22 m (4 ft) or less in heights and 1.22 m (4ft) or less in length, including the base | \$200 |
| Upright marker measuring more than 1.22 m (4 ft) in either height or length, including the base | \$400 |

Contractor

Work to be performed

I, _____ contractor, hereby attest that I hold full and complete insurance coverage that will cover any damage of any kind that may occur in connection with my work on the property of the Kagawong Cedars Cemetery and I hereby accept responsibility for any such damage.

Date: _____ Signature: _____

Insurance Company Name: _____ Policy No. _____



BY-LAW NO 2024-33

BEING A BY-LAW TO ENTER INTO A LEASE AGREEMENT WITH AMANDA MWANGI (KUKU HUT) FOR 156 MAIN STREET

WHEREAS Amanda Mwangi has a desire to lease the 156 Main Street for the purposes of a gift shop “Kuku Hut”, from the Township of Billings.

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

- 1.0 THAT the Mayor and CAO/Clerk are hereby authorized to execute a Lease agreement on behalf of the Township, attached hereto as Schedule A; and,
- 2.0 THIS By-Law shall come into full force and effect upon passing.
- 3.0 THIS By-Law may be cited as “156 Main Street Kuku Hut Lease Agreement By-Law”

READ a FIRST and SECOND TIME this 21st day of May, 2024

READ a THIRD TIME and FINALLY PASSED this 21st day of May, 2024

Bryan Barker, Mayor

Veronique Dion, CAO/Clerk



The Corporation of the Township of Billings
Being a Lease agreement between the Township of Billings (Landlord) and
Amanda Mwangi Operating as the Kuku Hut (Tenant)

LEASE

Dated this _____ day of _____, 2024

Between the Township of Billings (Landlord)
AND
Amanda Mwangi (Tenant)

For

156 Main Street from May 1st, 2024 – May 1st, 2027

The Corporation of the Township of Billings

Being a Lease agreement between the Township of Billings (Landlord) and
Amanda Mwangi Operating as the Kuku Hut (Tenant)

LEASE

Dated this _____ day of _____, 2024

Between the Township of Billings (Landlord)
AND
Amanda Mwangi (Tenant)

For

156 Main Street from May 1st, 2024 – May 1st, 2027

INTERPRETATION

Definitions: In this Lease:

- a) “building” means the public building and lands and premises on which is situate, located at Kagawong in the Township of Billings.
- b) “demised premise” means that portion of the building demised and leased to the Tenant hereunder.
- c) “lease” means that period of time from May 1st, 2024 – May 1st, 2027

PREMISES

WITNESSETH that in consideration of the rents, covenants and agreements hereinafter reserved and contained on the part of the Tenant to be paid, observed and performed, the Landlord has demised and leased and by these presents doth demise and lease the demised premises to the Tenant.

TERM

TO HAVE AND TO HOLD the demised premises for and during the term of twelve (12) months to be computed from and inclusive of the 1st day of May 2024 and from henceforth next ensuing and fully to be completed on the 1st day of May 2027. The Landlord guarantees the continuation of the lease for the 3-year term, provided the tenant meets all terms and conditions of this current lease or any alterations that may be agreed to in future. The Tenant may discontinue the least at any one-year anniversary, with 90 days’ notice in writing.

RENT

YIELDING AND PAYING THEREFORE unto the Landlord during the said term hereby granted the sum of \$235.75 plus HST at current rate in lawful money of Canada, per month. Payments are to be made on the 1st day of each month starting May 1st, 2024. There will be a 2.5% increase each year (2025 Rent: \$241.64/month + HST, 2026 Rent: \$247.68/month + HST, 2027 Rent: \$253.87/month + HST).

THE TENANT COVENANTS WITH THE LANDLORD AS FOLLOWS:

UTILITIES

That the Landlord shall pay as the same become due respectively, all charges for electrical power, including electrical heating, and water used upon or in respect of the demised premises and for fittings, machines, apparatus, meters or other things leased in respect thereof and for all work or services performed by any corporation or commission in connection with such public utilities.

In no event shall the Landlord be liable for any injury to the Tenant, its servants, agents, employees, customers and invitees or for any injury or damage to the demised premises or to any property of Tenant or to any property of any other person, firm or corporation on or about the demised premises caused by an interruption or failure in the supply of any such utilities, including water, to the demised premises.

REPAIRS and MAINTENANCE

The Tenant, after obtaining confirmation with the Landlord, shall repair the demised premises and shall maintain the demised premises and every part thereof in a clean and sanitary condition and in accordance with all laws, directions, rules and regulations of the governmental agencies having jurisdiction and will keep the portions of the demised premises used by the business in good order and repair, and otherwise presentable; and will maintain in good order and operating condition, and replace whenever required, all structural elements and services and equipment installed in the

demised premises, provided however that the obligation of the Tenant hereunder shall not extend to damage by fire, lightning, tempest, or other perils against which the Landlord is insured.

REPAIR ON TERMINATION

The Tenant will, upon expiration or sooner determination of the said term, peacefully surrender and yield up unto the Landlord, the said premises hereby demised with the appurtenances, together with all buildings or erections which at any time during the said term shall be made therein or thereon, in good and substantial repair and condition, damage by fire, lightning and tempest or other perils against which the Landlord is insured only excepted.

COST OF REPAIRS and MAINTENANCE

The cost of repairs and maintenance shall be negotiated between the Tenant and Landlord prior to any repair or work for maintenance being undertaken. The Landlord shall accept responsibility for the proper functioning of this structure. The Landlord is relying upon the expedient notice from the Tenant should any problems in this structure arise. The Municipal Clerk shall be considered as the contact for repair and maintenance issues, emergency and otherwise.

COMPLY WITH ALL LAWS

The Tenant shall comply promptly with and conform to the requirements of all applicable statutes, laws, by-laws, regulations, ordinances and orders from time to time or at in time in force during the term hereof and affecting the condition, equipment, maintenance, use or occupation of the demised premises and with applicable regulation, order and requirement of the Canadian Fire Underwriters Association or anybody having similar functions or of any liability or fire insurance company by which the Landlord and the Tenant or either of them may be insured at any time during the term hereof, and in the event of a default of the Tenant under the provision of this paragraph, the Landlord may itself comply with any such requirements as aforesaid and the Tenant will forthwith pay all such costs and expenses shall be recoverable by the Landlord as if the same were additional rent reserved and in arrears under this lease; notwithstanding the generality of this paragraph, the Tenant shall comply with all applicable governmental requirements concerning snow removal but only during the period for which the business is in operation and only applying to those locations necessary for egress and ingress to the business.

INSURANCE

The Tenant shall throughout the term of this lease provide, at its own expense, and keep in force for the benefit of the Landlord and the Tenant the following insurance coverages:

- a) comprehensive general liability insurance in respect of injury to or death of one or more persons or property damage with limits of not less than two million dollars.
- b) insurance against loss or damage by fire in respect of the contents, and all improvements and equipment thereto, to the full insurable value thereof, under an all-risk policy and covering loss of rent by the Landlord during any reconstruction period set out in Section 2.12 thereof.
- c) the Tenant shall provide the Landlord with insurance indicating the township as an additional insured.

All insurance shall be affected with insurers in an amount and upon terms and conditions satisfactory to the Landlord. The policies are to be endorsed to provide that in the event of any change in them which could affect the Landlord 30 days prior to the effective date of such change or cancellation. The Tenant shall promptly furnish to the Landlord copies of insurance policies and other evidence satisfactory to the Landlord as to such insurance and any renewals thereof. In the event that the Tenant fails to insure as herein required or fails to promptly furnish to the Landlord satisfactory evidence of such insurance or of the renewal thereof prior to its expiration, the Landlord may from time to time effect such insurance for the benefit of the Tenant or the Landlord or both of them for a period not exceeding one year and any premium paid by the Landlord shall be recoverable by the Landlord as if the same were additional rent reserved and in arrears.

The Landlord and Tenant agree that all insurance requirements contained in this lease will be reviewed from time to time and insurance coverages will be adjusted to the amount and types normal for comparable properties in the Province of Ontario. Any dispute concerning the amount of any of the foregoing coverages shall be conclusively determined by a qualified insurance adjuster appointed by the Landlord.

USE OF PREMISES (INSURANCE)

The agreed upon use of the demised premise shall be for a Gift Shop. Neither the tenant nor its officers, directors, agents, servants, licensees, concessionaires, assignees or sub-tenants shall bring onto the demised premises anything which shall cause the rate of insurance, or by reason of anything done or permitted to be done or omitted by its officers, directors, agents, servants, licensees, concessionaires, assignees, or subtenants or by anyone permitted by the Tenant to be upon the demised premises, the Tenant shall pay to the Landlord forthwith upon demand the amount of such increase.

ELECTICAL FACILITIES

The Tenant shall not install or use any electrical or other equipment or electrical arrangement which may overload the electrical or other service facilities. The Tenant shall make no changes until they first submit plans and specifications to the Landlord and obtains the Landlord's written approval for such plans and specifications which will not be unreasonably withheld. The tenant will be responsible for cost associated with these changes.

ALTERATIONS

The Tenant shall not make any alteration, addition or improvement without first submitting the plans and specifications (including material to be used) thereof to the Landlord and without first obtaining the approval in writing thereof to the Landlord, such approval not be unreasonably withheld. All work shall be done to Ontario Building Code standards and shall be first approved in writing by the Landlord, such approval not be unreasonably withheld. Any erection, improvement or addition placed upon the demised premises shall be subject to all the provisions of this lease, and if removed as hereinafter provided, the Tenant shall repair all damage caused by the installation and removal thereof.

LIABILITY TO INVITEES, LICENCEES

The Landlord shall not in any event whatsoever be liable or responsible in any way for any personal injury or death that may be suffered or sustained by the Tenant or any employee of tenant or any other person who may be upon the demised premises or any common areas or for any loss or damage or injury to any property belonging to Tenant or common areas or for any loss or damage or injury to any property belonging to Tenant or to its employees or to any other person while on the demised premises and in particular (but without limiting the generality of the foregoing) Landlord shall not be liable for any such damage to any such property caused by steam, water rain or snow which may leak into, issue or flow from any part of the building or any adjoining premises or areas or from the water, steam, sprinkler, or drainage pipes or plumbing works of the same or from any other place or quarter or for any damage caused by anything done or omitted to be done by the Tenant.

TENANTS INDEMNITY OF LANDLORD

The Tenant will indemnify and save harmless landlord of and from all liabilities, fines, suits, claims, demands, and actions of any kind or nature to which Landlord shall or may become liable for or suffer by reason of any breach, violation, or nonperformance by Tenant of any covenant, term or provision hereof or by reason of any injury or death resulting from, occasioned to or suffered by any person or persons or property by reason of any act, neglect or default on the part of Tenant or any of its agents or employees; such indemnification in respect of any such breach, violation or nonperformance, damage to property, injury or death occurring during the term of the lease to the contrary notwithstanding.

CANCELLATION OF LEASE

The Tenant covenants with the Landlord to allow the landlord to opt out of and cancel this lease with ninety (90) days' notice of its intention to cancel the lease. The Landlord also covenants with the tenant to opt out of and cancel this lease with ninety (90) days' notice of its intention to cancel the lease.

THE LANDLORD COVENANTS AND AGREES WITH THE TENANT AS FOLLOWS:

QUIET ENJOYMENT

Provided the tenant pays all rent reserved herein and performs all the covenants herein contained on its part to be performed, the Tenant shall have quiet enjoyment of the demised premises.

FIXTURES

That the Tenant when not in default under the terms of this lease, may remove any fixtures that the Tenant installed at any time during the term of this lease. Removal of said fixtures will require the Tenant to return those areas of his demised premises to their original condition. Should the Tenant opt not to remove his installations, alterations, additions, partitions and fixtures by the completion of this lease, these installations, alterations, additions, partitions and fixtures or anything in the nature of a leasehold improvement made or installed by or for the Tenant, the Tenant is to make good any damage caused to the demised premises by such installation or removal.

RENEWAL

The renewal is negotiable by the two parties involved, with first right of renewal.

ADDITIONAL REQUIREMENTS

The tenant agrees as follows:

- 1) No signs or lettering shall be affixed to the exterior of the demised premises or to the surface of the glass portions of same without consent of the Landlord being obtained.

- 2) No loudspeakers, phonographs, television, radios or other devices shall be used in a matter so as to be heard or seen outside the demised premises without the prior written consent of the Landlord.
- 3) In the event that the Landlord does Capital upgrades to the building, the lease will increase to a rate decided upon at the time of the improvements.

IN WITNESS WHEREOF the parties hereto have executed this indenture:

Bryan Barker, Mayor _____ Date _____

Veronique Dion, CAO/Clerk _____ Date _____

Amanda Mwangi (Tenant) _____ Date _____



BY-LAW NO 2024-34

BEING A BY-LAW TO ADOPT A LIVE STREAMING COUNCIL MEETING 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 Township of Billings deems it expedient to establish policies;

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

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

READ a FIRST and SECOND TIME this 21st day of March, 2024

READ a THIRD TIME and FINALLY PASSED this 21st day of March, 2024

Bryan Barker, Mayor

Tiana Mills, Deputy Clerk

Policy – Live Streaming of Council Meeting

By-Law No: 2024-34

Revision:

Date: May 21, 2024

1.0 PURPOSE:

This policy aims to improve accessibility for community participation. It is anticipated that live streaming of Council Meetings will provide more flexible and convenient access to a wider audience.

Live streaming Council Meetings eliminates geographic and time barriers which may prevent the public from attending meetings in person; thereby resulting in greater community confidence in the integrity and accountability of the decision-making process.

The policy reflects Council's commitment to transparent and accessible decision-making processes, with the introduction of live streaming of Regular and Special Meetings of Council. Any parts of Council's Meetings that are closed to members of the public under Section 239 of the Municipal Act are regarded as confidential and will not be recorded.

2.0 SCOPE:

This Policy applies to:

- Regular and Special Meetings of Council;
- Councillors and Officers of Council; and
- Members of the public, both as visitors in the gallery and when invited to speak in the Meeting.

3.0 DEFINITIONS:

Closed Section of a Council Meeting - A meeting of the council which has been closed to members of the public under Section 239 of the Municipal Act

Chair - the person who chairs a meeting of the Council, predominantly, the Mayor.

Defamation - Intentional false communication which damages the reputation of another individual.

Streaming (Webcasting) The process of delivering multimedia content via the internet, in audio and/or video format from a single content source to multiple listeners/viewers.

Controls Any process, policy, device, practice or other action which impacts on the consequence

or likelihood of a particular risk occurring, that is currently in place.

4.0 POLICY CONTENT:

Regular and Special Meetings held in the Council Chambers will be streamed live, on the zoom platform in accordance with this Policy. Webinar ID and passwords can be accessed from the Township of Billings website www.billingstwp.ca

Any parts of Council's Meetings that are closed to members of the public under Section 239 of the Municipal Act are regarded as confidential and will not be recorded.

The Chair and/or the CAO/Clerk have the discretion and authority at any time to direct the termination or interruption of live streaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

The Township will make every effort to ensure that live streaming is available, it takes no responsibility for, and cannot be held liable for technical issues beyond its control. Technical issues may include, but are not limited to, the availability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages.

The official record of all Council Meetings shall be the written minutes in accordance with the Municipal Act Section 239(1). The live stream file will be archived on the cloud platform during the current year and for one year thereafter and are available by written request to the Clerk through a Freedom of Information request.

Video files from live streaming on the internet are part of the public realm and as such, are subject to alteration by a member of the public with no municipal control over such alterations. The Township assumes no liability associated with any alterations that may be made by a member of the public on the internet.

Publication of Notices – Informing Attendees

It is not the intention of live streaming to capture those attending the meeting in the gallery, however this may occur due to camera angles and seating arrangements. By attending the public meeting, attendees are consenting to their image, voice or comments being recorded.

There will be a notice informing attendees that live streaming will be taking place. At the commencement of each meeting, the Chair will read a statement included in the Council Agenda notifying those present that the Meeting will be live streamed on the internet.

Signage communicating a similar message will be visibly displayed on the door of Council

Chambers and published on Council's website.

Public Interaction in Council Meetings

Delegations

Any attendee who is invited to speak will be recorded and their voice and image will form part of the live stream.

Should an attendee invited to speak not wish to be recorded, they are required to make this request known to the CAO/Clerk prior to the meeting commencing. This request can be made either by emailing the Clerk a minimum of 4 hours prior to the meeting. Under special circumstances the Chair in consultation with the CAO/Clerk may waive the requirement and consider the request prior to the commencement of the meeting.

5.0 POLICY COMMUNICATION:

The CAO/Clerk or designate will be responsible for:

- Communicating the relevant public notices
 - Public Notice on the Council Agenda
 - Public Notice Signage at the Meeting
 - Public Notice on Council's Website
- Publishing Council Meeting live stream links
- Including a copy of the recording in Council's Record Management System and undertaking relevant archiving and destruction procedures.
- Setting up, positioning and testing the video equipment for each Council Meeting.
- Provide ongoing support to ensure the live stream is operational for each Meeting.

6.0 POLICY REVIEW:

This policy will be reviewed once per Council Term or more often as needed.

7.0 COMPLIANCE:

In cases of policy violation, the Township may investigate and determine appropriate corrective action.



BY-LAW NO 2024-35

BEING A BY-LAW TO ESTABLISH SIGNING OFFICERS 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 Council of the Corporation of the Township of Billings deems it expedient to establish Signing Officers for the Township of Billings for all corporate accounts;

NOW THEREFORE the Council of The Corporation of the Township of Billings enacts as follows:

1. That the following individuals are appointed as Signing Officer while acting in their capacity for the Corporation of the Township of Billings:
Mayor Bryan Barker,
Deputy Mayor David Hillyard,
CAO/Clerk Veronique Dion or
Director of Finance Harmony Hancock
2. That all cheques signed on behalf of the Corporation of the Township of Billings shall include the signature from any two (2) of the following:
Mayor Bryan Barker,
Deputy Mayor David Hillyard,
CAO/Clerk Veronique Dion or
Director of Finance Harmony Hancock
3. That any By-law contrary or inconsistent with this by-law is hereby repealed
4. This By-Law shall come into full force and effect upon final passage
5. This By-Law may be cited as the "Appoint Signing Officers"

READ a FIRST and SECOND TIME this 21st day of May, 2024

READ a THIRD TIME and FINALLY PASSED this 21st day of May, 2024

Bryan Barker, Mayor

Veronique Dion, CAO/Clerk



BY-LAW NO 2024-36

BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2022-57

BEING A BY-LAW for the purpose of amending Zoning By-law No. 2022-57, being a By-law to regulate the use of land in the Township of Allan of the Municipality of Billings and Allan East, under the Authority of Section 34 of the Planning Act, R.S.O. 1990, Chapter C.P. 13, as amended.

WHEREAS, the Corporation of the Municipality of Billings and Allan East has ensured that adequate information has been made available to the public and has held at least one (1) public meeting after due notice for the purpose of informing the public of this By-law.

AND WHEREAS, Council deems it appropriate to concur whereby Restricted Area Zoning By-law No.2022-57, permits a proposed garage having an increased height of 5.5 metres within lands described as being Part Lot 1, Conc. III, surveyed as Part 3, Plan 31R-4101 (located at #41 Winfield Lane), Township of Allan, Municipality of Billings and Allan East, District of Manitoulin.

AND WHEREAS, upon considering representations in respect to the zoning proposal and the report of the Secretary-Treasurer of the Manitoulin Planning Board, the Council of the Municipality of Billings and Allan East deems it advisable to amend Zoning By-law No. 2022-57, as amended.

NOW THEREFORE, the Council of the Corporation of the Township of Billings enacts, as follows:

- 1.0 Section 8, Special Provisions, is hereby amended to add the following Subsection **SR-8**:

Despite Section 7.3 a) permits a proposed garage (± 12.19 M. X ± 12.19 M.) having an increased height of 5.5 metres from 5.0 metres in a Shoreline Residential (SR) Zone, as identified on Schedule 'A', within lands described under Subsection 2.
- 2.0 Subsection 1. applies to those lands described as Part Lot 1, Conc. III, surveyed as Part 3, Plan 31R-4101, Township of Allan, Municipality of Billings and Allan East, District of Manitoulin, as registered in the Land Registry Office for the Registry Division of Manitoulin (31).
- 3.0 All other uses, performance standards and provisions of Restricted Area Zoning By-law No.2022-57 which apply to the Shoreline Residential (SR) Zone which are not specifically varied hereby continue to apply to the land described under Subsection 2. of this By-law.
- 4.0 That it is hereby certified that this amending By-law is in conformity with the Official Plan for the District of Manitoulin.
- 5.0 Schedule "A" hereto attached shall be considered to be part of this By-law.
- 6.0 This by-law shall come into force in accordance with the provisions of Section 34 of the Planning Act, R.S.O. 1990 Chapter C.P. 13 and take effect on the date of its final reading subject to the expiration of the 20 day

appeal period, provided in Section 34(19) of the Planning Act and subject to the approval of the Ontario Land Tribunal (OLT) where objections to this By-law are filed with the Municipal Clerk together with the prescribed fee.

READ a FIRST and SECOND TIME this 21st day of May, 2024

READ a THIRD TIME and FINALLY PASSED this 21st day of May, 2024

Bryan Barker, Mayor

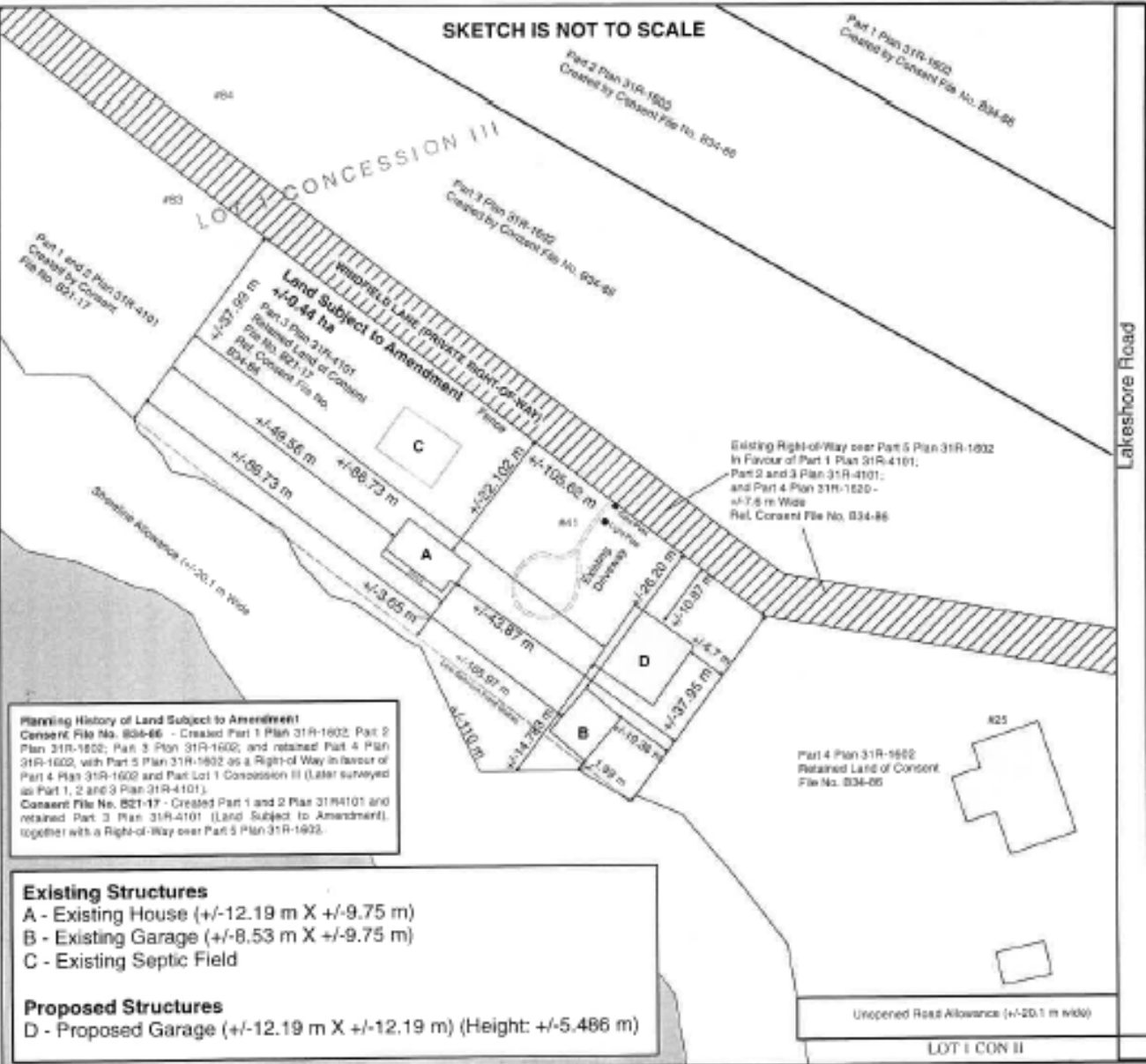
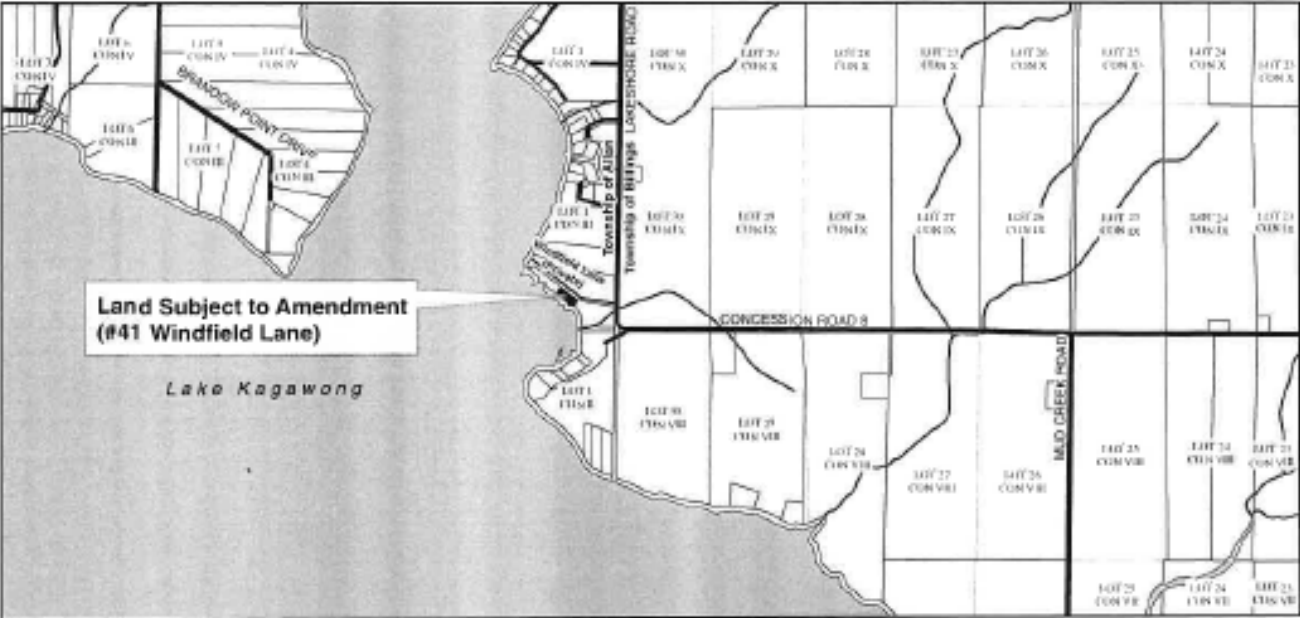
Veronique Dion, CAO/Clerk

B. Barker, Mayor

V. Dion, CAO/Clerk

Part Lot 1 Concession III
Surveyed as Part 3 Plan 31R-4101
(#41 Windfield Lane)
Township of Allan
Municipality of Billings and Allan East
District of Manitoulin

Prepared April 23rd 2024





BY-LAW NO 2024-37

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 May 21, 2024 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 "May 21, 2024 Confirmatory By-Law"

READ a FIRST and SECOND TIME this 21st day of May, 2024

READ a THIRD TIME and FINALLY PASSED this 21st day of May, 2024

Bryan Barker, Mayor

Veronique Dion, CAO/Clerk