



The Corporation of the Township of Billings

Council Meeting Agenda

June 4, 2024 7:00 p.m.

Kagawong Park Centre

Council

Bryan Barker, Mayor

David Hillyard, Deputy Mayor

Vince Grogan, Councillor

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. Regular Council Meeting – May 21, 2024

5. Delegation

6. Committee Reports

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

7. Staff Reports

7.1. BE 2024-06-03 Bi-Monthly By-Law Report

7.2. HS 2024-06-03 Bi-Monthly Health and Safety Report

7.3. HS 2024-06-04 Health and Safety Policy

7.4. MR 2024-06-01 Exemption OPP

7.5. TR 2024-06-11 2024 Water Rates

7.6. CAO 2024-06-04 H&M COFI Letter of Support Request

7.7. CAO-2024-06-05 Ad Hoc Committee – Municipal Owned Water System Terms of Reference



7.8. CAO-2024-06-06 Land Acknowledgment

8. Correspondence Requiring Direction

9. Information

9.1. Manitoulin-Sudbury District Services Board 2024 First Quarter Activity Report and Unaudited 1st Quarter Report May 16, 2024

9.2. Township of Amaranth – Resolution on Water Testing Services for Private Drinking Water

9.3. Public Health Sudbury & Districts Unapproved Minutes- Fourth Meeting May 16, 2024

10. Accounts For Payment

10.1. Accounts for Payment – May 15, 2024

11. By-Laws and Agreements

11.1. 2024-38 Water Rates

12. Notice of Motions

13. Closed Session

13.1. THAT the Township of Billings Council hereby moves into Closed Session pursuant to [s. 239(3.1)] Educating or training members of the council, local board or committee – Procedural By-Law AND FURTHER returns to open session upon completion.

14. Confirmatory By-Law

14.1. By-Law No. 2024-39 Being the June 4, 2024 Confirmatory By-Law

15. Adjournment

15.1. 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 Meeting Minutes

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 called the meeting to order at 7:00p.m.

2. Approval of Agenda

2.1. Confirm approval of the agenda.

2024-203

Moved by Hunt Seconded by Anderson

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

Carried.

3. Disclosure of Pecuniary Interest

None.

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 7, 2024

2024-204

Moved by Anderson Seconded by Hunt



THAT the April 10th, 2024 Special Council Meeting and the April 16th, 2024 Regular Council Meeting minutes, and the May 7th, 2024 Special Council Meeting be adopted as presented.

Carried.

5. Public Meetings Required under the Planning Act

Mayor Barker opened the Public meeting to consider a planning application for Steve and Brenda Webber.

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

Planning Report-2022-57ZBL-24-001

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.

Presentations from the Applicant

The applicant is provided with an opportunity to provide comment on the application. No comments from the applicant were made.

Presentations from the Public

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

As a formality Mayor Barker asked three times if there were any members of the public present that would like to make comment on the application?

No comments were made.

Questions and Clarifications from Council

Members of Council were given the opportunity to comment.

2024-205

Moved by Hillyard Seconded by Hunt

THAT the Township of Billings Council hereby approves Zoning By-Law Amendment 2022-57ZBL-24-001 despite Section 7.3 a), permit by Special provision, on a Site Specific basis, one proposed garage (12.19M. X 12.19 M.) having an increased height of 5.5 metres from 5.0 metres in a Shoreline Residential (SR) Zone, for land described as being Part of 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, as registered in the Land Registry Office for the Registry Division of Manitoulin (31).

Carried.



6. Delegation

6.1. Manitoulin Eco Growth Solutions – Colen McKeever

Mr. McKeever presented Manitoulin Eco Growth Solutions to Council.

A copy of the presentation is available in the agenda package.

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

7.1.3. Councillor Hunt provided a verbal update on the Billings Museum Committee's meeting on May 6, 2024.

7.1.4. Councillor Hunt provided a verbal update on the Billings Library Board Committee meeting on May 14, 2024.

2024-206

Moved by Anderson Seconded by Hunt

THAT the Township of Billings Council hereby receives for information all items listed in Section 7.

Carried.

8. Staff Reports

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

2024-207

Moved by Hunt Seconded by Anderson

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-Law coming forward on tonight's agenda.

Carried.

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

2024-208

Moved by Hillyard Seconded by Anderson

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 and the quotation of Northshore Tractor Ltd in the amount of \$83,938.19 plus HST for the purchase of a New Utility/Compact Agriculture 4-Wheel Drive Tractor with



Loader and Mower and Backhoe attachments with final choice being given to the Public Works Superintendent AND FURTHER approves the appropriate By-law coming forward.

Carried.

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
2024-209

Moved by Hillyard Seconded by Hunt

THAT the Council of the Township of Billings hereby receives the Integrity Commissioner Inquiry Correspondence dated March 28th, 2024 and April 16th, 2024 as presented.

Carried.

9.3. Jabbawong Story Telling Festival
2024- 210

Moved by Anderson Seconded by Hunt

THAT the Township of Billings Council hereby waives the Park Centre rental fee for the three-day Jabbawong Story Telling Festival on July 5-7, 2024 as requested.

Carried.

9.4. 2024 Household Hazardous Waste Day Volunteer
2024-211

Moved by Hillyard Seconded by Hunt

THAT the Council of the Township of Billings hereby agrees to participate in the 2024 Household Hazardous Waste Day on Saturday July 20th, 2024 1pm – 4pm at the Central Manitoulin Municipal Road Shed (7 Lakeshore Road Mindemoya) AND agrees to send Councillor Vince Grogan as a volunteer to help in the event.

Carried.

9.5. Manitoulin Municipal Association: Manitoulin OPP Detachment Board
2024-212

Moved by Hunt Seconded by Anderson

THAT the Council of the Township of Billings hereby appoints Mayor Bryan Barker as the Billings representative on the Manitoulin OPP Detachment Board.

Carried.



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
2024-213
Moved by Anderson Seconded by Hillyard
THAT the Township of Billings Council hereby receives for information all items listed in Section 10.

Carried.

11. Accounts For Payment

- 11.1. Accounts for Payment – April 25, 2024
2024-214
Moved by Hunt Seconded by Hillyard
THAT the Township of Billings Council hereby ratifies and confirms the accounts for payment dated April 25, 2024.

Carried.

12. By-Laws and Agreements

- 12.1. 2024-32 Kagawong Cedar Cemetery By-Law
2024-215
Moved by Anderson Seconded by Hunt
THAT By-Law No. 2024-32 being the Kagawong Cedar Cemetery By-Law be read a first, second and third time and finally passed this 21st day of May, 2024.

Carried.

- 12.2. 2024-33 156 Main Street Lease Agreement By-Law
2024-216
Moved by Hunt Seconded by Hillyard
THAT By-Law No. 2024-33 being the 156 Main Street Lease Agreement By-Law be read a first, second and third time and finally passed this 21st day of May, 2024.

Carried.

- 12.3. 2024-34 Live Streaming Council Meeting Policy By-Law
2024- 217
Moved by Anderson Seconded by Hillyard



THAT By-Law No. 2024-34 being the by-law to accept the Live Streaming Council meeting Policy be read a first, second and third time and finally passed this 21st day of May, 2024.

Carried.

12.4. 2024-35 Appoint Signing Officers By-Law
2024- 218

Moved by Hunt Seconded by Hillyard

That By-Law No. 2024-35 being the by-law to accept the Appoint Signing By-Law be read a first, second and third time and finally passed this 21st day of May, 2024.

Carried.

12.5. 2024-36 Amend Zoning By-Law 2022-57
2024- 219

Moved by Anderson Seconded by Hunt

That By-Law No. 2024-36 being the by-law to Amend the Zoning By-Law be read a first, second and third time and finally passed this 21st day of May, 2024.

Carried.

13. Notice of Motions

None.

14. Closed Session

2024-220

Moved by Hillyard Seconded by Anderson

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.

Carried.

15. Report out of Closed Session

2024-225

Moved by Hunt Seconded by Anderson

THAT Mayor Barker reported a closed meeting was held regarding Personal matters about an identifiable individuals– Ad Hoc Water Committee.

Carried.



2024-226

Moved by Anderson Seconded by Hunt

THAT the Township of Billings Council hereby appoints Arik Theijsmeijer, Carl Tolsma, Deborah Flaxman, Diane Larocque and Diane Newlands to the Ad Hoc Water Committee AND FURTHER directs staff to amend the terms of reference to include five members of the committee instead of four.

Carried.

16. Confirmatory By-Law

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

2024-227

Moved by Hunt Seconded by Anderson

THAT By-Law No. 2024-37 Being the May 21st, 2024 Confirmatory By-Law be read a first, second, third time and finally passed this 21st day of May, 2024.

Carried.

17. Adjournment

17.1. Motion to Adjourn

2024-228

Moved by Hunt Seconded by Hillyard

THAT the Township of Billings Council hereby adjourn at 8:30 p.m.

Carried.

Mayor Bryan Barker

CAO/Clerk Veronique Dion

COUNCIL REPORT

Department: Bylaw

Date: June 4, 2024

Report Number: BE 2024-06-03

File: By-law Enforcement Bi-Monthly Report

Recommendation:

THAT the Township of Billings Council hereby receives for information, Report Number BE-2024-06-03.

Background:

To update Council on occurrences involving By-law Enforcement for the period of March, April and May 2024.

Discussion:

a) Listed below is an update of the bylaw activities since the March 5, 2024 Bylaw Report

Type	Number of Calls	Calls to Date	Complaints
By-Law Enforcement	3	6	3
Chicken By-Law Inquiries / Inspection	0	0	0
Short-term Rental Inquiries / Inspection	1	3	0
Recreational Trailer/Vehicles	0	0	0
Property Standards	5	8	2
Feeding Wildlife and Feral Animal	0	0	0
Dog Control	2	2	2
Zoning By-Law	3	4	2
Noise	0	0	0
Parking/Traffic	1	1	1
Other (Open Air Burning)	0	0	0

Type	Number of Permits	Permits to Date
Short Term Accommodation Rental	4	4
Backyard Chicken License	0	0
Trailer Permit	1	1

Financial Impacts:

The are not any financial impacts from this report.

Alignment to the Strategic Plan:

Community Wellbeing – ensure safety and security.

Alignment to the Community Energy and Emissions Plan (CEEP)

No direct alignment.

Respectfully Submitted By:

Arthur Moran, Bylaw Enforcement Officer.

Reviewed By:

Veronique Dion, CAO/Clerk



COUNCIL REPORT

Department: Health & Safety

Date: June 04, 2024

Report Number: HS-2024-06-03

File: Bi-monthly Health and Safety Report

Recommendation:

THAT the Township of Billings Council hereby receives for information, Report No. HS-2024-06-03.

Background:

Information report to Council of the Health and Safety activities that have taken place during the months of March, April May 2024.

Discussion:

Inspections

- a) There were 3 JH&SC workplace inspections performed, the items identified minor housekeeping deficiencies which have all been corrected.
- b) There were 2 facility safety inspections performed for each Township facility. These inspections specifically identifies safety inspection requirements for items such as fire extinguishers, emergency lighting, smoke and carbon monoxide detectors, AED units ...
- c) An inspection of equipment and vehicle pre-start-up inspection reports took place on May 16th, all inspections were complete and in order.

JH&SC

- a) The JH&SC met on April 11th to approve the new H&S procedures for the following topics:

- Contractor Safety Management
- H& Safety Legal Requirements
- H&S Accountability
- Internal Audit
- First Aid

- b) The Committee approved the Planned Job/Task Observation Procedure.

Training Awareness

- a) Weekly pre-shift safety discussions with all outside employees have taken place.
- b) Special Information sessions included the following:
 - Review of the Township Workplace Bullying, Discrimination Harassment and Violence Policy
 - Review of the new Legislative Requirements Procedure.
 - Ticks and small insects

Employee Wellness

An employee wellness luncheon was held on April 11th. There was a TED Talks video shown regarding the qualities of team players.

H&S Audit

46 of the 53 audit recommendation actions have been completed/implemented.

Occupational Health and Safety Management System (OHSMS)

The OHSMS is a safety management system standard recognized by the Ministry of Labour There are approximately 200 safety management system standards requirements. During 2023 there were 26



standards that were met. The goal is to have 150 standards implemented by the end of 2024 . There are now 100 completed.

Health and Safety Program Procedures

After performing the H&S program audit in 2023 and reviewing the Township H&S policies and procedures, I identified that the structure in each of the procedures that there was need to amend each of the policies to reflect a Plan-Do-Check-Act format. The goal is to amend all of the Township Health and Safety Procedures to reflect Plan-Do-Check-Act form. 28 of the 30 procedures are complete in a draft format.

WSIB

a)Work on the Excellence Program topical submissions is going very well. Each topic submission has 4 components as part of the submission. There are currently 2 components for each of the 5 topical submissions that are complete.

b) There have not been any claims for personal injury or illness.

Financial Impacts:

There are not any financial impacts as a result of this report.

Alignment to the Strategic Plan:

Community Wellbeing – ensure safety and security.

Alignment to the Community Energy and Emissions Plan (CEEP)

No direct alignment.

Respectfully Submitted By:

Arthur Moran, H&S Coordinator

Reviewed By:

Veronique Dion, CAO/Clerk



COUNCIL REPORT

Department: Health & Safety

Date: June 04, 2024

Report Number: HS-2024-06-04

File: Health and Safety Policy

Recommendation:

THAT the Township of Billings Council hereby approves Report HS-2024-06-04 AND THAT the Township of Billings Council adopt the Health and Safety Policy and Policy Statement as presented repealing the current Health and Safety Policy and Procedures.

Background:

The current Township H&S Policies and Procedures (Bylaw 2022-18) are considered as a single document. To facilitate an easier implementation process of new or amended health and safety procedures, I am suggesting:

- 1) that the current H&S Policy and Procedures (Bylaw 2022-18) be rescinded and replaced with a singular H&S Policy and Statement only; and
- 2) that Health and Safety program procedures be separated from the Bylaw and be considered as operational procedures that will not require bylaw amendments when new procedures are to be implemented or current procedures being amended.

Discussion:

-**Policy:** is a deliberate system of guidelines to guide decisions and achieve rational outcomes. A policy is a statement of intent or protocol.

-**Procedure:** is a set of actions that is the official or accepted way of doing something.

a) Current methods of developing H&S procedures have evolved into each health and safety procedure being written in a manner that identifies the specific responsibilities of each of the workplace party's (CAO/Clerk, Deputy Clerk, H&S Coordinator, Superintendents, worker and JH&SC to ensure proper implementation. (See attached examples)

b) All of the current H&S procedures will need to be reformatted to identify the specific responsibilities of all workplace parties.

c) To facilitate the changes, an internal procedure for the implementation and amending H&S procedures has been developed. (See attached procedure)

d) The H&S Policy and Policy Statement has been reviewed and accepted by the CAO and the JH&SC.

e) The procedure for implementing or amending H&S procedures has been reviewed and accepted by the CAO and the JH&SC.

Financial Impacts:

There are not any financial impacts as a result of this report.



Alignment to the Strategic Plan:

No direct alignment.

Alignment to the Community Energy and Emissions Plan (CEEP)

No direct alignment.

Respectfully Submitted By:

Arthur Moran, H&S Coordinator

Reviewed By:

Veronique Dion, CAO/Clerk

OCCUPATIONAL HEALTH AND SAFETY POLICY

Purpose

The purpose of this policy is to ensure that the Corporation of the Township of Billings provides general guidelines in an occupational health and safety program that meets all of its Occupational Health & Safety Act and legislated workplace requirements, the Internal Responsibility System (IRS) and the standards of an Occupational Health and Safety Management System (OHSMS).

This policy will ensure that there are procedures in place that protects all Township employees, residents, equipment, materials and the environment from any known or foreseeable hazards or H&S liability exposures.

Scope

This policy applies to all employees, contractors, volunteers, entities or persons who perform work for or on behalf of the Township of Billings.

Definitions

- 1) "OH&SA" means the Occupational Health and Safety Act RSO 1990, c 0.1
- 2) "IRS" means the Internal responsibility System, this includes senior management, managers, superintendents, workers and the JH&SC
- 3) "OHSMS" means a health and safety management system that is based on principals identified in the Chief Prevention Officer's occupational health and safety management system accreditation standard.

Responsibilities

- 1) Council through the CAO are ultimately accountable for safeguarding worker health and safety and for strictly ensuring due diligence by meeting all applicable provisions identified in the OH&SA, regulations, codes or industry standards.
- 2) Council through the CAO shall ensure that the intent of this policy is supported by programs and procedures that are consistent with the OH&SA, the Regulations, the IRS and OHSMS standards.
- 3) Council through the CAO/Clerk shall ensure that all other staff are trained and competent to perform the duties identified in the OH&SA , regulations, codes or industry standards.
- 4) The CAO/Clerk shall have prepared and posted a policy statement that identifies the following policy guidelines and Council shall adopt;
 - a) Compliance with all applicable Acts, regulations and codes.
 - b) Providing competent supervision.
 - c) Providing required training.
 - d) Contractor compliance.

Policy Measurement

- 1) To ensure that the responsibilities identified in this Policy are being met, the CAO/Clerk shall ensure that the procedures that support this policy are audited on annual basis by a person/company who is competent in the understanding and performing of an audit of a health and safety program.
- 2) The CAO/Clerk shall ensure that recommendations from an audit or program evaluation will be given a priority rating and appropriate follow-up actions.

OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT

Guided by corporate values of integrity, wellness and the continual improvement of health and safety as a core value, the Township of Billings is committed to maintaining a safe and healthy work environment for all of its employees.

Based off of this commitment, the Township will take all reasonable steps and measures to eliminate or control any foreseeable hazard which may result in personal injury, occupational illness, property loss or damage to the environment.

Council and the CAO/Clerk are ultimately accountable for safeguarding worker health and safety and for strictly ensuring due diligence by meeting or exceeding all workplace acts, regulations, codes and standards.

Further to this, the Township shall commit to providing the appropriate resources to ensure the continual improvement of the health and safety program for workers, contractors, volunteers or other individuals who perform work on behalf of the Township of Billings.

Persons exercising supervisory responsibilities are responsible for the health and safety of the workers under their supervision. This responsibility will include, but is not limited to ensuring that tools, equipment and devices are used and maintained as required by manufacturers standards; that all workers have the required training and knowledge to perform their work in a manner that does not endanger themselves or others and that health and safety procedures and safe operating procedures are developed, implemented and reviewed as needed.

All workers and contractors are accountable for working in compliance with all federal and provincial workplace acts, regulations, codes as well Township H&S procedures. Further to this, all workers are required to attend training and receive information and receive competent supervision. By having all workplace parties, Council, Senior Management, Managers, Supervisors, Workers and the JH&SC inclusively working together and implementing the IRS system and the OHSMS principals, the goal of establishing a health and safety culture can be built, sustained and improved upon.

JH&SC Representative

Date

Veronique Dion, CAO/Clerk

Date

Bryan Barker, Mayor

Date

Old Style and New Style H&S Procedures

Old style

HAZARD RECOGNITION AND CONTROL POLICY AND PROCEDURE

Scope

Hazard recognition and control is one of the key elements to controlling employee exposure to workplace ergonomic issues, workplace stressors or physical, mechanical, chemical, biological or environmental agents that could possibly cause occupational injury or illness.

Procedure

To achieve the goal of identifying and implementing controls to protect employees is a multi-step process that utilizes the following tools.

- a) Job/Task Inventory- Identify all workplace occupations and then all jobs or tasks that are performed in all areas of all workplaces.
- b) Job/Task Analysis- a process that identifies external hazards as well as the frequency and severity potential using a systematic rating system. (See Appendix # 1)
- c) Hazard Analysis-Based off of the level of potential severity each hazard is examined to determine if controls are required for the protection of the employee performing the task.
- d) Control Implementation-determining what the most effective form of control will be i.e., at the source, along the path or at the worker.

Through the process, information gathered shall be shared with the employer, the JH&SC, supervisors and all other employees.

This process will be utilized as part of the evaluation of new equipment purchases, work process changes and any facility/workplace modifications

New style

HAZARD RECOGNITION, HAZARD ASSESSMENT AND HAZARD CONTROL PROCEDURE

Procedure Statement

Hazard recognition, hazard assessment and hazard control are key interrelated elements to controlling employee exposure to workplace ergonomic issues, workplace stressors or physical, mechanical, chemical, biological or environmental agents that could possibly cause occupational injury or illness or damage to structure, equipment, materials or the environment.

The Township of Billings understands its responsibility to have a hazard control program that consists of all steps necessary to identify and control the hazards that are present in the workplace, method of controlling hazards include the following:

- **Elimination:** remove the hazard from the workplace.
- **Substitution:** replace the hazard (e.g., hazardous products, machines, etc.) with a less hazardous one.
- **Engineering Controls:** includes designs or modifications to plants, equipment, ventilation systems, and processes that reduce the source of exposure.
- **Administrative Controls:** controls that alter how the work is done, including timing of work, policies and other rules, and **work practices** such as standards and operating procedures (including training, housekeeping, equipment maintenance, and personal hygiene practices).

- **Personal Protective Equipment:** equipment worn by individuals to reduce exposure, such as contact with chemicals or exposure to noise.

Procedure

This procedure will be implemented and maintained by the following persons carrying out the following duties:

CAO/Clerk

- Will ensure that a written procedure is produced to address the recognition, assessment and control of workplace hazards.
- Will ensure that the appropriate support, resources and time are provided to ensure that all aspects of this procedure are carried out.

Hazard Recognition

H&S Coordinator

- With the assistance of managers, supervisors, employees and the JH&SC, shall develop a register of all tasks performed by all employees in all departments.
- Review the completed Job/Task Register with all employees.

Managers/Supervisors

- Provide a safety information session with all employees to explain the concept and process of hazard recognition, assessment and control.
- Assist the H&S Coordinator in developing a job/task register of all departmental work performed.

JH&SC & Workers

- Assist as required.

Hazard Assessment

H&S Coordinator

- Shall develop a systematic assessment process that:
 - Identifies the hazards associated with the identified tasks.
 - Frequency that the task is performed
 - Possible severity
 - Probability
 - Total significance rating
- Provide a safety information session to explain the hazard assessment process with managers and supervisors.
- Perform a hazard assessment and share the assessment results with all employees for their input.
- Review and revise the hazard assessment as required.

Note:

- The identification, assessment and the development of controls process will be led by the H&S Coordinator or an employee who has had training in the recognition, assessment and control of hazards.
- Through the process, information gathered shall be shared with the employer, the JH&SC, supervisors and all other employees.
- This process will also be utilized as part of the evaluation of new equipment purchases, work process changes and any facility/workplace modifications.

Procedure:

An effective health and safety program must include workplace procedures that clearly communicate the employer's commitment to a healthy and safe workplace.

Workplace health and safety procedures often need an update, change, or modification authorized by senior management. As a result, it's important to have the following established procedures for amendments to existing procedures and implementing new procedures.

Contents:

Roles and Responsibilities

CAO/Clerk/Deputy Clerk

- a) Shall ensure that all H&S procedures are reviewed annually as prescribed by the OH&SA
- b) Shall ensure that all H&S procedures are reviewed and that the procedures are legislatively accurate.
- c) Shall ensure that all H&S procedure additions or amendments are reviewed by the appropriate workplace parties.

Note: The CAO/Clerk will have final approval of new or amended H&S procedures.

H&S Coordinator

- a) Shall support the CAO/Clerk/Deputy Clerk in preparing or amending new H&S procedures.
- b) Shall prepare new or amended H&S procedures.
- c) Shall ensure that all new or amended H&S procedures are distributed to the appropriate work parties.
- d) Shall ensure that discussions, regarding new or amended H&S procedures, take place with the appropriate workplace parties.

Superintendent

- a) Shall assist the CAO/Clerk/Deputy Clerk/HS Coordinator and the JH&SC in preparing new or amended H&S procedures.
- b) Shall ensure that all employees are made aware of new or amended H&S procedures.

JH&SC

- a) Shall review and provide input and feedback into the development or amending of H&S procedures.
- b) Shall review and approve all new or amended H&S procedures prior to the H&S procedure being forwarded to the CAO/Clerk/Deputy Clerk for approval.

Workers

- a) Shall review and provide input and feedback into the development or amending of H&S procedures.

Policy and Procedure Performance Evaluation and Corrective Actions

To evaluate the compliance and effectiveness of this policy the following checks shall be performed:

- a) This procedure will be reviewed on an annual basis as part of the annual policy and procedures review required under the OH&SA.
- b) Identified procedural deficiencies will be forwarded to the JH&SC for review and follow-up.



COUNCIL REPORT

Department: Marina

Date: June 4, 2024

Report Number MR-2024-06-01

File: Marina Slip Ontario Provincial Police

Staff Recommendations:

THAT the Township of Billings Council hereby approves Report MR-2024-06-01 AND authorizes an exemption to the marina fee for the Ontario Provincial Police for the temporary use of a marina slip at the Aus Hunt Marina or Small Craft Basin.

Background:

Council passed a similar resolution in 2023 to allow the Ontario Provincial Police to dock the OPP boat at the Aus Hunt Marina free of charge. The Ontario Provincial Police have made a request again to the Township to temporarily place their OPP boat (24' Whaler) at the Aus Hunt Marina (they do not anticipate the boat remaining in the water for the duration).

Discussion:

The Marina Manager confirmed there is a slip available that the OPP could use on a temporary basis. Staff recommends the exemption to the marina fees for the OPP for the temporary use of a marina slip at the Aus Hunt Marina. The added security and emergency response would be a benefit to the boaters, visitors, and residents of Billings.

Financial Impacts:

The space available will remove the ability to rent a space at the Aus Hunt Marina at the transient overnight rate of \$1.6 ft per night and will be dependant on the number of days the OPP boat will be in the water. The OPP boat is filled fuel often which benefits the marina fuel sales for the season.

Alignment to Strategic Plan:

No direct alignment.

Alignment to the CEEP:

No direct alignment.

Respectfully Submitted by:

Tiana Mills, Deputy Clerk

Approved by:

Veronique Dion, CAO/Clerk



COUNCIL REPORT

Department: Treasury

Date: June 4, 2024

Report Number: TR-2024-06-11

File: 2024/2025 Water Rates / Bulk Water Rates

Attachment: [Township of Billings Water System Financial Plan 2021-2027](#)

Recommendation:

THAT the Township of Billings Council hereby approves Report TR-2024-06-11 AND recommends approval of the water levy as proposed in the 2021-2027 Water System Financial Plan for 2024/2025 AND FURTHER authorizes the appropriate By-Law coming forward on tonight's agenda.

Background:

[Regulation 188/07](#) under the Safe Drinking Water Act, 2002, requires Ontario municipalities to apply for and obtain drinking water system licences as part of their overall Drinking Water Quality Management System (DWQMS). One of the requirements for obtaining and renewing drinking water licences is preparing a financial plan in accordance with [O.Reg. 453/07](#). In general, the financial plan must include financial statements for the following:

- The proposed or projected financial position of the drinking water system;
- The proposed or projected gross cash receipts and gross cash payments;
- The proposed or projected financial operations of the drinking water system; and
- Details on the extent to which the above information applies to the replacement of lead service pipes, if applicable.

The Township of Billings approved the [Township of Billings Water System Financial Plan 2021-2027](#) in accordance with the requirements of the licensing of the water system, as defined in O.Reg 453/07 to fulfill our obligations.

Discussion:

The plan introduced a flat rate per unit annual increase of 1.5%. Water Rates are set each year in accordance to the Township of Billings Water System Financial Plan 2021 – 2027.

The first two levies of each year are defined in the previous year's by-law (By-law No. 2023-50) as follows:

February 16, 2024	\$348.25
May 18, 2024	\$348.25

2024 flat rate fees are identified at \$1,413 per user.

August 15, 2024	\$358.25
November 15, 2024	\$358.25



The rates proposed for the first two levies in 2025 as are follows:

February 15, 2025	\$358.25
May 15, 2025	\$358.25

2025 Bulk water user rate (1.5% increase): \$309.00

Financial Impacts:

As noted above.

Alignment to the Strategic Plan:

No direct alignment.

Alignment to the Community Energy and Emissions Plan (CEEP)

No direct alignment.

Respectfully Submitted By:

Harmony Hancock, Treasurer

Approved By:

Veronique Dion, CAO/Clerk

COUNCIL REPORT

Department: Chief Administrative Officer

Date: June 4, 2024

Report Number: CAO-2024-06-04

Attachment: H&M COFI Letter of Support

Recommendation:

THAT Council receives report CAO-2024-06-04 AND FURTHER THAT Council directs administration to send a letter of support to H&M COFI on behalf of the Township of Billings, for the implementation.

Background:

- In 2019, a group of individuals started the review of the possibility of increasing network capacity for high-speed internet for the northern region.
- In 2020, H&M COFI did their initial reach-out to communities requesting support for their project.
- In July of 2021, the Federal and Provincial Government provided \$1.2 billion in funding to support Large Scale fibre-based projects to connect the entire province. [Nearly 280,000 Ontario residents to benefit from historic agreement to improve access to high-speed internet | Ontario Newsroom](#)
- In July 2021, H&M COFI received a commitment of \$170 million in Provincial and Federal funding for their network to connect up to 26,990 homes with increased access to High Speed internet. <https://news.ontario.ca/en/backgrounder/1000624/ontario-and-canada-bringing-high-speed-internet-to-more-communities>
- In October of 2021, Council chose not to support the program in turn strengthening their support for Blue Sky Net, a regional broadband project.
- 2024: H&M COFI is moving forward with the installation of a fibre optic network on the island and will be part of a Provincial Announcement on June 24th where the list of supporting communities will be included as part of the announcement.

Discussion:

The project is fully funded as a regional project; therefore, Billings is included in the development and will be seeing work completed within its boundaries. The program will see the installation of a Fibre Optic Network of cables to serve households and businesses in the area.

Access to the new network means individuals will be able to access a larger variety of internet service providers that they may not have been available to in the past due to limitations on the current network.



Financial Impacts:

None

Alignment to Strategic Plan:

Added internet capacity will help us work towards many of our objective such as:

- Embrace modern technology to enhance citizen experience by improving our digital connectivity.
- Prioritize collaboration to improve customer service and increase efficiency by fostering partnerships and shared approach to increasing services.
- Facilitate support for seniors by providing increased services which would provide opportunities for virtual meetings for such things as health specialists.

Alignment to the CEEP:

No direct alignment.

Respectfully Submitted By:

Véronique Dion, CAO/Clerk

From: [Michael Groh](#)
To: [Veronique Dion](#)
Cc: [Georges Bilodeau](#); [Joe Hickey](#)
Subject: Letter of Support for H&M COFI Broadband Project: Township of Billings
Date: May 22, 2024 10:54:36 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[_H&M COFI Letters of Support as of 2024 05 17.pdf](#)
[Letter of Support Updated Template\[80\].docx](#)
[H&M COFI High-speed Broadband Network.eml](#)
[Re- H&M COFI High-speed Broadband Network.eml](#)
[Re- Billings Township.eml](#)
[High-Speed Internet for your Community.eml](#)

Bonjour Veronique,

Thank you for taking the time to chat with Helen and Georges about the Huron Shore & Manitoulin Island Community Open Fibre Infrastructure (H&M COFI) Project.

The project is the brainchild of Helen Bilodeau and Nancy Scissons, who were tasked by the Mayor and Councillors of The Municipality of Huron Shores (MoHS) in the Fall of 2019 to make recommendations regarding Broadband Internet for the municipality. The ladies attended Canada's Rural & Remote Broadband Conference (CRRBC) 2019 in North Bay and saw several presentations on community initiated broadband internet projects. They worked with Huron North Community Economic Alliance (HNCEA) to develop a proposal for a project to cover HNCEA's area. ROCK Networks responded to HNCEA's 2019 Expression of Interest and was selected as the successful vendor. HNCEA was unable to raise the funds and asked ROCK Networks to place a hold on the project.

In April 2020 Georges asked ROCK Networks if we could expand the project to include Manitoulin Island and submit a proposal to federal and provincial programs. ROCK Networks worked with the MoHS Broadband Internet committee to write submissions to the Government of Canada's Innovation Science Economic Development (ISED) Universal Broadband Fund (UBF) and the Ontario Government's Improving Connectivity for Ontario (ICON) program. For those applications we reached out to 43 communities and first nations between Sudbury and Sault Ste. Marie, starting in Fall 2020. In August 2021 there was a press release that H&M COFI was selected for the region. Due to the size of the project, it has taken a while to finalize the documentation to proceed. During that period, communities were added on to the project, resulting in 45 communities being identified with homes that are considered underserved, not having 50/10 Mbps Internet service. The Federal Minister was scheduled to make an official announcement on 10 May, but due to conflicting schedules the announcement was postponed until June 2024.

The project build is fully funded by grants from the Federal and Provincial Governments, loans from the Canada Infrastructure Bank and other investors. The government has identified underserved homes in the project's catchment area which will be offered a fibre connection for 5 years. Residents will log on to the network and can select from several Internet Service Providers (ISP) what service they which to buy.

Below is a list of all the communities that are in the project's catchment area. We have reached out to them and received a Letter of Support (LoS) from 38 of the 45. For Townships and Municipalities, 30 have provided LoS. Helen and Georges called your office today, and reached out to GRFN and WLFN last week. They will call Burpee & Mills shortly to request their support. Attached is a pdf with LoS from the 38 communities. In addition to the communities LoS have been received from the MP Carol Hughes and MPP Mike Mantha for the region and numerous medical facilities, schools, and businesses.



LoS	District /Group (45, 38, 7)	Community
Yes	Algoma First Nations (6, 4, 2)	Mississauga First Nation
Not Yet		Garden River First Nation (Package Sent)
Yes		Sagamok Anishnawbek First Nation
Yes		Serpent River First Nation
Not Yet		Atikameksheng Anishnawbek First Nation (Whitefish Lake)
Yes		Thessalon First Nation

Yes	Manitoulin Island First Nations (7, 4, 3)	Aundeck Omni Kaning First Nation (Sucker Creek)
Not Yet		M'Chigeeng First Nation (Presentation 27 May)
Yes		Sheguiandah First Nation
Not Yet		Sheshegwaning First Nation (Presentation 27 May)
Yes		Whitefish River First Nation
Yes		Wiikwemikoong Unceded Territory
Not Yet		Zhiibaahaasing First Nation (on Cockburn Island) (Presentation 27 May)

Yes	Algoma (17, 17, 0)	Blind River, Town of
Yes		Bruce Mines, Town of
Yes		Elliot Lake, City of
Yes		Espanola, Town of
Yes		Hilton Beach, Village of
Yes		Hilton Township
Yes		Huron Shores, Municipality of
Yes		Jocelyn Township
Yes		Johnson Township
Yes		Laird Township
Yes		Macdonald, Meredith and Aberdeen Add'l, Township of
Yes		Plummer Additional, The Township of
Yes		Spanish, Town of
Yes		St. Joseph, The Township of
Yes		Tarbutt & Tarbutt Additional Township
Yes		The North Shore, Township of
Yes	Thessalon, Town of	

Yes	Manitoulin (10, 8, 2)	Assignack, Township of
Not Yet		Billings, Township of
Not Yet		Burpee and Mills, The Township of
Yes		Central Manitoulin, Municipality of
Yes		Cockburn Island (Pronounce Coburn) sharing office with Thessalon municipal office bldg.
Yes		Gordon/Barrie Island, Municipality of
Yes		Gore Bay, Town of
Yes		Meldrum Bay, Unincorporated
Yes		Northeastern Manitoulin and The Islands, Town of
Yes		Tehkummah, Township

Yes		Baldwin, Township of
-----	--	----------------------

Yes	Sudbury (5, 5, 0)	Espanola, Town of
Yes		Greater Sudbury SW Area (Lively West to Nairn & Hyman)
Yes		Nairn and Hyman, The Township of
Yes		Sables-Spanish Rivers, Township of

We initially reached out to your community in the summer of 2020, using points of contacts provided by the MoHS and the MP and MPP respective offices. The CAO of MoHS provided updates and we reached out in September of 2022. I have attached some of the emails we sent, and the LoS template.

If there are any questions or you or the council would like an updated presentation on the project, please contact myself or Georges.

Again, thank you for taking time to chat with Helen and Georges. We look forward to working with you and The Township of Billings to ensure Broadband Internet is available for all in the H&M COFI catchment area.

Merci,

Michael

We are a proud recipient of Corporate Vision’s Canadian 2024 Business Award for Most Innovative Telecommunications Company; [click here](#) to learn more.

--

Michael Groh

Vice President of Corporate Development
ROCK Networks

C: 613.402.4738

E: Michael.Groh@ROCKNetworks.Com

www.rocknetworks.com



If you wish to unsubscribe from future emails from Nova Communications please click [unsubscribe](#)



COUNCIL REPORT

Department: Chief Administrative Officer

Date: June 4, 2024

Report Number: CAO-2024-06-05

Attachment: Water System Policy Committee Terms of Reference

Recommendation:

THAT Council of the Township of Billings approves the amended Terms of Reference for the Ad-Hoc Water System Policy Committee as directed to include 5 members.

Background:

At the May 21st Regular Council meeting, Council received 5 applications from individuals who wished to hold a seat on the new Water System Policy Committee. At that time, Council felt that each applicant had a desired set of values to add to the committee and therefore Council accepted all applications and passed the following resolution:

2024-226

Moved by Anderson Seconded by Hunt

THAT the Township of Billings Council hereby appoints Arik Theijsmeijer, Carl Tolsma, Deborah Flaxman, Diane Larocque and Diane Newlands to the Ad Hoc Water Committee AND FURTHER directs staff to amend the terms of reference to include five members of the committee instead of four.

Carried.

Discussion:

As directed through the policy, administration is bringing forward the proposed amended Terms of Reference for the Water System Policy Committee reflecting the change from Four (4) members of the community to Five (5) members of the community.

Financial Impacts:

None

Alignment to Strategic Plan:

No direct alignment.

Alignment to the CEEP:

No direct alignment.

Respectfully Submitted By:

Véronique Dion CAO/Clerk



TERMS of REFERENCE:

Ad-Hoc Committee – Municipal Owned Water System Policy

Date Established by Council: February 20, 2024

Resolution: 2024-56

Type of Committee: Ad Hoc Committee

Expected Duration: The committee is expected to operate during the 2024 Calendar year. The committee's tenure can be extended as required, at the discretion of council.

Roles and Responsibilities

- It is the responsibility of all appointed members to comply with the:
 - The Municipal Conflict of Interest Act
 - The Code of Conduct for Members of Council and Local Boards of the Corporation of the Township of Billings
 - The Township's Workplace Harassment and Discrimination in the Workplace Policy
 - The Township's Accountability and Transparency Policy
 - The Township's Procedural Bylaw
 - Any and all other applicable municipal bylaws
 - The Ontario Municipal Act
 - The Ontario Municipal Freedom of Information and Protection of Privacy Act
- No individual member nor the Committee as a whole, has the authority to make direct representations of the Township to Federal or Provincial governments.
- Members shall abide by the rules outlined within the Municipal Conflict of Interest Act, and shall disclose any pecuniary interest to the chair, and shall remove themselves from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Activities

The following represent the general activities of the committee:

- Develop clear procedures on "Capital Projects and Major Upgrades" to the waterlines on the Kagawong Water System;
- Consider if a water system asset management plan and water rate study should be completed and how it could be funded;
- Review the current water levy and consider if the water levy should be broken down into operating and capital projects for the water plant and lift station for transparency;
- Review options for implementing a capital levy that can be used to create a "water capital reserve" to off-set capital costs associated with waterline replacements and upgrades for all benefiting properties;
- Develop communication and public engagement procedures.

Composition and Structure

The committee will be comprised of the following members, as appointed by council:

- A member of Council (as chair)
- Mayor sitting ex officio, with voting privileges when present;
- Five (5) members of the community. Members must be a resident of Billings and own property that currently derive or in the future derive a benefit from the Kagawong Water System.
- One (1) staff member to assist in committee administration, keep minutes and act as a resource person/liaison.

Resource Person(s)

The CAO/Clerk and Director of Finance/Treasurer will provide support to this committee in the form of advice. Staff from OCWA may be invited from time to time to provide information to the Committee.

Reporting

Any recommendations made by this Committee will be in the form of a written report presented to Council for their consideration. If appropriate, this information may be supported by oral presentation to Council.

Meeting Times and Procedure

It is expected that the committee will meet monthly at the Park Centre or by electronic means at a consistent date and time, during day-time business hours. Meeting notice for this committee, and meeting procedure, will respect the requirements of the Municipal Act and the Township's procedural bylaw.

Terms of Reference

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

COUNCIL REPORT

Department: Chief Administrative Officer

Date: June 4, 2024

Report Number: CAO-2024-06-06

Attachment: Land Acknowledgment

Recommendation:

THAT Council of the Township of Billings adopts the proposed Land Acknowledgment statement as presented to Council AND FURTHER THAT the Land Acknowledgment statement be read in honor of Indigenous History Month AND FURTHER THAT the adopted Land Acknowledgment Statement be read when opening meetings and events when it is felt appropriate.

Background:

June is National Indigenous History Month in Canada, a time to recognize the rich history, heritage, resilience and diversity of First Nations, Inuit and Métis.

Discussion:

The adoption of a Land Acknowledgment Statement would ensure proper recognition is given when it is appropriate to do so.

Here is a list of annual events, declared either Federally or Provincially, where there may be opportunity to state our recognition.

- March 31 – National Indigenous Languages Day
- May 5 – National Day of Awareness for Missing and Murdered Indigenous Women and Girls and Two-Spirit People
- June – National Indigenous History Month
- National Indigenous Peoples Day
- September 30 – National Day of Truth and Reconciliation (Orange Shirt Day)
- November (First Week) – Treaties Recognition Week (Ontario)
- November 7 – International Inuit Day
- November 16 – Louis Riel Day

Financial Impacts:

None

Alignment to Strategic Plan:

No direct alignment.

Alignment to the CEEP:

No direct alignment.

Respectfully Submitted By:

Véronique Dion CAO/Clerk



2024 First Quarter Activity Report May 16, 2024

The following is the most recent consolidated Quarterly Report that the 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 2024 First Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$326,908**. Ontario Works is forecasted to be \$2,631 over budget. Children's Services expenses are forecasted to be on budget. Community Housing is forecasted to be under budget by \$172,382. Paramedic Services is forecasted to be over budget by \$480,688. Interest revenue on non-reserve accounts is forecasted to be \$635,348 more than budgeted.

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

Paramedic Services

The posting for external recruitment of Regular Part-time Primary Care Paramedics has remained in place through the first quarter of 2024. Over the three-month period, the Manitoulin-Sudbury DSB received three applications for employment in one of these positions. The hiring process remains rigorous to ensure high quality paramedics within our agency. One paramedic was hired and begins orientation in May, while one candidate was not able to successfully navigate the hiring process and the third rescinded their application during the process. The current recruitment strategy will remain in place through 2024. Meetings with our partners at Cambrian College, College Borel and CTS-Sudbury have been set to collaborate on recruitment strategies moving forward.

Paramedic Services went live with the PreHos Patient Records solution on March 1, 2024, effectively shelving the ESO I-Medic platform. Installation of key components such as RAM mounts and gateway devices was completed in the first quarter of 2024. Since the activation date, senior staff have been working to resolve outstanding issues related to system performance. The vendor has committed to resolving all outstanding issues and staff have set recurring meetings on a biweekly basis to work through the process in a project management manner.

Community Paramedicine

The service's Community Paramedicine (CP) program has successfully recruited two Full time qualified CP staff from other services. Both of these team members have completed their orientation and are operational. The CP team is now fully staffed and one team member who has been off is completing their return to work process.

Staff are exploring the system design for district-wide CP capture and will be advancing a plan that decentralizes some of our resources to better manage clients.

Manitoulin-Sudbury District Services Board received base funding from Ontario Health from two separate envelopes for [\\$250,000](#) and [\\$369,806](#). These amounts for fiscal year 2023-24 were to support the Community Paramedicine Program. These dollars, in addition to the ongoing Ministry of Long-Term Care funding will provide for significant capacity to operate the CP program across the districts.

The CP program has received funding for a pilot program that will engage a patient navigator to assist with wrap-around patient services across the service area. The project is being developed in collaboration with the Espanola General Hospital and Manitoulin Health Centre. The navigators will work collaboratively with the CPs and other agencies. The first of these two positions will be onboarded in late May, with the second coming online shortly thereafter.

Finally, the CP program is advancing the patient care scope to include wound care and phlebotomy as identified priority items. This service has been identified as a significant opportunity and will become a standard for the entire team over time.

Non-Urgent Patient Transportation Service (PTS)

The PTS system continues to operate on a 7 day per week basis with two units operating Monday to Friday on ten-hour shifts and a single crew operating on a 12-hour shift over the weekend.

The deployment model of Personal Support Workers and Patient Transfer Attendants is proving successful, and the service has been able to fully staff the program. The collaborative funding model will continue in 2024 and will permit continued service into the future.

The PTS service has rolled out a new booking process through PreHos solutions. The system went live on March 1, 2024, and staff continue to work with PreHos to address some ongoing issues.

Management Team

In this first quarter of 2024, Paramedic Services has brought a fourth full-time Superintendent on board to replace Deputy Chief Travis Dewar. Travis was promoted to deputy Chief to replace DC Beadman following his retirement in late 2023. While we wish Tim Beadman the warmest wishes as he enjoys his well-deserved retirement following a 42-year career, we look forward to the future that Travis will offer the DSB. Paramedic Zach Tremblay has been successfully recruited to the permanent Superintendent position and brings forward extensive experience, joining Lyssa Seguin, Curtis Watson and Darren Simond. Congratulations to each of these team members.

Children's Services

In the Manitoulin-Sudbury District, there are currently 22 licensed child care locations, with 14 centre-based sites in schools, 1 centre based community location and 7 licensed home child care sites. During the first quarter, a total of 611 children were enrolled in child care services, with 507 paying full fees and 104 receiving subsidies. This reflects an 11% increase from last quarter and a 9% increase from the corresponding quarter last year. During the first quarter, Special Needs Resourcing supported an average of 57 children, ranging from infants to school-age. This marks a notable increase of 27% compared to the same quarter last year.

In the first quarter, EarlyON programs welcomed 3,223 visits from parents/caregivers and children. These services are provided through various means including mobile, virtual, and outdoor programs. This represents an 11% increase from the same quarter last year.

Emerging Issues

In the first quarter, the Manitoulin-Sudbury DSB implemented an Emerging Issues Funding Process aligning with the [2024 CWELCC Guidelines](#) to assist programs facing non-discretionary cost pressures, including the increasing cost of food.

2023 Licensed Child Care Data Profiles

Staff received a [memo](#) from the Ministry of Education regarding [Ontario's 2023 Early Years and Child Care Annual Report](#), and the [2023 Licensed Child care Data Profiles](#). The data will be reviewed, and an issue report presented to the board in April.

Updates to Ontario's Child Care Workforce Strategy and the Canada-Wide Early Learning and Child Care System

The Ministry of Education communicated updates on [Ontario's Workforce Strategy](#) and the 2024 CWELCC Guidelines on March 28th. Following the November [memo](#), wage increases for eligible staff were implemented beginning January 1, 2024. Staff will provide an overview to the Board in April outlining the funding updates.

Organizational Reviews

Gallagher Group Inc. has been retained by the Manitoulin-Sudbury DSB to conduct organizational reviews for each of our Early Years Service Providers. After the review, a comprehensive report of findings will be submitted to the DSB and the Board Chair of each organization. This report will identify areas of potential risk and offer recommendations for improvement. These assessments will be conducted throughout 2024.

Ontario Works

In the first quarter of 2024, the Ontario Works/Temporary Care Caseload average was 479. Compared to last year at this time, the caseload has decreased by 8.06%.

Centralized Intake

160 applications were received by the Manitoulin-Sudbury DSB in the first quarter of 2024. Of the 160 applications received, 51 were auto granted by the Intake and Benefits Administration Unit (IBAU), 55 were referred by the IBAU to the Manitoulin-Sudbury DSB for processing, and 18 were transfers from another Ontario Works (OW) office. The remaining 36 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 first quarter of 2024, 32% of applications were completed by the IBAU.

Employment Ontario Allocations for Fiscal Year 2024-2025

The Ministry of Labour, Immigration, Training and Skills Development shared a [memorandum](#) about funding decisions for Employment Ontario programs.

Funding remains unchanged for Employment Services (ES), Youth Job Connection (YJC), Youth Job Connection Summer (YJCS) which will help ensure continuity in services. The ministry is preparing to roll out the final phase of Employment Services Transformation which will impact the North-East, North-West and Toronto catchment areas.

Employment Ontario

The Employment Services, Youth Job Connect and Youth Job Connect Summer programs continue to be advertised and delivered from the Chapleau office.

From January to March 2024:

- There were eight new registrations for Employment Services and nine files were closed.
- There were no new registrations for the YJC program, and one file was closed.
- There are no new registrations for the Youth Job Connection Summer program yet and one file was closed.
- 388 individuals were assisted by Employment Services
- 15 individuals participated in First Aid and/or Working at Heights Training with Alpha en Partage

Quality Assurance

During the first quarter of 2024, the Quality Assurance (QA) Coordinator for the Child Care and Ontario Works programs focused on enhancing organizational effectiveness, improving service quality, and fostering community engagement.

In collaboration with an external advisor, the QA Coordinator finalized and shared the Manitoulin-Sudbury Network for Children and Families 2024-28 strategic plan, actively participating in Local Service Provider Network meetings to ensure its dissemination and to address any questions.

The QA Coordinator also supported Local Service Provider Network screening days, the planning and hosting of an in-person child care provider meeting, successfully revitalized the Manitoulin-Sudbury Child Care Supervisor's Network, and maintained ongoing collaboration for the Infant & Early Years Mental Health Deep Dive Day scheduled for June 2025. In collaboration with the district's Pedagogical Leads, the QA Coordinator developed a presentation outlining the group's history, status, and future goals, with plans to present it to the Executive Directors and Supervisors of each of the district's licenced child care agencies in the second quarter.

Additionally, the QA Coordinator focused on internal capacity building by supporting cross-training and facilitating community partner presentations at internal Integrated Human Services meetings. Their engagement extended to providing feedback on Social Assistance Management System issues and informing staff of upcoming updates in collaboration with the Ministry of Children, Community and Social Services Business Innovation & Implementation Branch.

Looking ahead, the QA Coordinator initiated planning for an All-Staff and Community Partner professional development event scheduled for May of 2024 in Espanola and an Early Childhood Educator professional development event dated for the fall of 2024. They also contributed to the planning of the Northern Ontario Service Deliverers Association Annual General Meeting to take place in June of 2024.

During this last quarter, the Quality Assurance Coordinator for housing and homelessness has been participating in the Provincial Human Services and Justice Coordinating Committee and the Transition from Incarceration to Community Initiative. The QA

coordinator recently completed a supportive housing course through the Ontario Non-Profit Housing Association.

Support of the foodbanks continues throughout the district which included, a review of demographic data and local usage including items provided to foodbank users. Part of the review involved meeting with Feed Ontario and Sudbury Foodbank to determine what items are provided to foodbank users in other areas. The analysis resulted in changes to the budget for each foodbank, as well as changes to the items that the Sudbury Foodbank provides to the local food banks. These changes were made to ensure we could increase the amount of food reaching foodbank users while working within the budget.

The QA Coordinator has been facilitating a partnership between Public Health and the Foodbanks. Public Health has provided *The Basic Shelf Cookbook* to the food banks in anticipation of increasing the capacity of foodbank users to best utilize the food they receive; the partnership is in the preliminary stages of development.

The QA continues to take part in regular discussions around community emergency food response plans and food insecurity with stakeholders in Manitoulin.

In addition to supporting partners in their efforts to address food security, the QA Coordinator continues to develop partnerships to support individuals without permanent housing.

Presentations regarding the By Name List are ongoing, as well as requests for participation from our community partners to help identify individuals without permanent housing in our communities. There are ongoing efforts to recruit front-line community partners to participate in biweekly Case Conferencing calls with the goal of moving individuals through the housing process while supporting their immediate needs.

The QA has been focusing on ensuring participation from all the communities within our catchment area. As of March 31, 2024, there were a total of 52 households/69 individuals on the By Name List, 17 of whom identified as Indigenous, 26 individuals are in the LaCloche area, 25 on Manitoulin Island, 12 in Sudbury North and 6 were from Sudbury East.

The QA coordinator attended the Coming into Circle gathering on Manitoulin Island where service providers, community members and individuals with lived experience gathered to discuss and develop an action plan to address the opioid crisis, more work will be required to finalize the action plan.

Community Housing

There were 558 applications at the end of the 1st quarter. The applicant breakdown is as follows:

1 Bedroom	414	2 Bedroom	62
3 Bedroom	48	4 bedroom	34

Staff continue to identify and complete the application process with eligible applicants for the DSS program. All applicants receiving the benefit are deemed housed. As of the end of this quarter there were 236 active Direct Shelter Subsidy recipients. At the end of Q4 of last year there were 203 recipients and at this time last year there were 196.

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 March 31, 2024, we have successfully housed 28 market rent tenants and 127 affordable rent tenants. This represents 9.5% and 43% of our portfolio respectively and shows an increase of 5 Market rent and 5 affordable rents from last quarter (5% increase). Comparably, at this time last year, we reported 11 market rent tenants (4%) and 104 affordable (38%)

As of the end of the 1st quarter of 2024, 226/295 of the portfolio's units are designated as Smoke-free. This represents 77% of the full portfolio currently. Units are designated as turnover occurs or should the current resident choose.

Projects Underway

Capital Projects with Housing Services Corporation

Currently, 3 of the Island Community Housing Buildings are in the process of replacement Make-Up Air units (Little Current, Manitowaning, and Gore Bay). The project is well underway with only 1 change order thus far resulting from an incompatible fire panel in Little Current that will require a replacement. These projects are using some COCHI dollars from the 2023-2024 funding year to assist with the cost.

It should be noted that with the [announcement](#) regarding funding under the National Housing Strategy, we have taken a proactive approach. An issue report will be going to the board in April 2024. Any projects that were not already contracted, have been placed on hold pending further information.

We have contracted design specifications for projects in Chapleau and Espanola that we will be continuing. Work on these specifications will occur once any funding has been released. The Capital plan for 2024 will be evaluated and projects that are more priority may be moved forward for planning and completion within the budgeted allocations.

Work Orders

During the quarter (January – March 2024) a total of 287 Work Orders were generated: 229 for Community Housing; 9 for Administration Offices, and 49 for Paramedic Services. There was a total of 173 Work Orders closed or resolved during that time. There were 7 work orders for unit turnovers: 1 for family units and 6 for apartments. Work orders are closed if the work is done in-house, or when the invoice is paid from an outside source.

It should be noted that from the same quarter of 2023, we have a 28% increase in the number of work orders logged.

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				
				1st Quarter Report (Unaudited)				
				AS AT 3/31/2024				
<u>Total Gross Budget</u>				<u>Municipal Share Budget</u>				
	YTD	YTD	OVER(UNDER)	ANNUAL	YTD	MUNICIPAL	MUNICIPAL	Over(Under)
	ACTUAL	BUDGET	BUDGET	BUDGET	MUNICIPAL	SHARE	SHARE	Budget
						FORECAST	BUDGET	Forecast
Ontario Works	\$ 456,299	\$ 527,317	\$ (71,018)	\$ 2,457,231	\$ 182,736	\$ 1,045,662	\$ 1,043,031	\$ 2,631
100% Funded	\$ 1,527,630	\$ 1,993,704	\$ (466,074)	\$ 7,974,820				
Child Care	\$ 2,764,490	\$ 3,114,794	\$ (350,304)	\$ 12,563,632	\$ 167,010	\$ 668,038	\$ 668,038	\$ -
Community Housing	\$ 490,089	\$ 694,079	\$ (203,990)	\$ 2,783,694	\$ 474,026	\$ 2,338,789	\$ 2,511,170	\$ (172,382)
100% Funded	\$ 143,349	\$ 120,562	\$ 22,787	\$ 474,953				
Paramedic Services	\$ 4,882,223	\$ 4,528,910	\$ 353,313	\$ 17,243,571	\$ 2,389,846	\$ 7,855,335	\$ 7,374,647	\$ 480,688
Wiikwemikong, PTS, CP	\$ 1,823,634	\$ 1,202,938	\$ 620,696	\$ 5,276,116	\$ 31,680	\$ 124,848	\$ 127,345	\$ (2,497)
TOTAL EXPENSES	\$ 12,087,713	\$ 12,182,304	\$ (94,590)	\$ 48,774,017	\$ 3,245,297	\$ 12,032,672	\$ 11,724,231	\$ 308,440
Interest Revenue	\$ (221,128)	\$ (24,791)	\$ (196,337)	\$ (99,163)	\$ (221,128)	\$ (734,511)	\$ (99,163)	\$ (635,348)
TOTAL EXPENSES	\$ 11,866,585	\$ 12,157,513	\$ (290,927)	\$ 48,674,854	\$ 3,024,169	\$ 11,298,160	\$ 11,625,068	\$ (326,908)

	NET Municipal Variance	Explanation of Unaudited Municipal Share- AS OF March 31, 2024
Ontario Works	\$ 2,631	Municipal share of administration expenses is forecasted to be \$2,631 over budget.
Child Care	\$ -	Municipal share of Child Care expenses are forecasted to be on budget.
Community Housing	\$ (172,382)	<p>(0) + (\$179,609) + (\$0) + \$7,227 = (\$172,382) surplus</p> <p>Federal Funding is forecasted to be on budget.</p> <p>Direct operated rev & exp and program support allocation is forecasted to be (\$179,609) under budget</p> <ul style="list-style-type: none"> - Rental Revenues are forecasted to be (\$55,413) more than budgeted. - Direct operating expenses are forecasted to be (\$30,397) under budget due to: utilities (\$41,562) under budget, salaries & benefits \$23,780 over budget, maintenance expenses over budget \$5,169, other admin expenses under budget (\$3,784); bad debt expense under budget by (\$14,000) - Program Support Allocation is forecasted to be (\$93,798) under budget. <p>Rent Supplement program is forecasted to be on budget.</p> <p>Non-Profit, Rent Supp, and Urban Native expenses are forecasted to be \$7,227 over budget.</p>
Paramedic Services	\$ 480,688	<p>Paramedic Services municipal share is forecasted to be \$480,688 over budget.</p> <p>The MOHLTC funding is forecasted to be under budget by \$341,038 due to MOH funding allocation for 2024 not announced to date.</p> <p>Medic Staffing and Benefits is forecasted to be over budget by \$225,565.</p> <p>Admin Staffing and Benefits is forecasted to be under budget by (\$89,111)</p> <p>Non Wages are forecasted to be over budget by \$4,396</p> <ul style="list-style-type: none"> - Other Transportation & Communication is forecasted to be (\$2,657) under budget - Operational Staffing Travel and meals are forecasted to be over budget by \$81,000 - Software costs are forecasted to be over budget by \$3,640 - Legal and Arbitration Costs are forecasted to be over budget by \$29,621 - Program Support is forecasted to be (\$155,579) under budget - Vehicle repairs and maintenance are forecasted to be over budget by \$21,325. - Building repairs and maintenance, grounds and utilities are forecasted to be \$8,393 over budget - Mal Practice Liability Insurance is forecasted to be \$7,815 over budget - Supplies are forecasted to be \$10,838 over budget.
Patient Transfer Service	\$ (2,497)	Patient Transfer Service is forecasted to be (\$2,497) under budget
Interest Revenue	\$ (635,348)	Interest Revenue is forecasted to be (\$635,348) more than budgeted which results in a municipal surplus.
	\$ (326,908)	



374028 6TH LINE • AMARANTH ON • L9W 0M6

May 16, 2024

Sent Via Email

Re: Resolution on Water Testing Services for Private Drinking Water

At its regular meeting of Council held on May 15, 2024, the Township of Amaranth Council passed the following resolution concerning Water Testing Services for Private Drinking Water.

Resolution #: 5

Moved by: G. Little

Seconded by: A. Stirk

BE IT RESOLVED THAT:

Whereas the Ontario Auditor General's annual report on public health from December 2023 indicates that Public Health Ontario is proposing the phasing-out of free provincial water testing services for private drinking water; and

Whereas free private drinking water testing services has played a pivotal role in safeguarding public health, particularly in rural communities, including the entire Township of Amaranth, that rely predominantly on private drinking water; and

Whereas the removal of free private drinking water testing could lead to a reduction in testing, potentially increasing the risk of waterborne diseases in these vulnerable populations; and

Whereas the tragic events in Walkerton, Ontario underscored the critical importance of safe drinking water.

Now Therefore Be It Resolved that The Township of Amaranth hereby requests that the Province reconsider and ultimately decide against the proposed phasing-out of free private drinking water testing services.

Further Be It Resolved that this resolution be sent to all Ontario municipalities, Minister of Environment Conservation and Parks, Minister of Health, Wellington Dufferin Guelph Public Health Unit, and MPP Sylvia Jones.

CARRIED

Please do not hesitate to contact the office if you require any further information on this matter.

Yours truly,

A handwritten signature in black ink, appearing to read "Nicole Martin".

Nicole Martin, Dipl. M.A.
CAO/Clerk

CC:
Minister of the Environment, Conservation and Parks
Minister of Health
Wellington Dufferin Public Health Unit
MPP Sylvia Jones
All Ontario Municipalities



UNAPPROVED MINUTES – FOURTH MEETING
BOARD OF HEALTH
PUBLIC HEALTH SUDBURY & DISTRICTS
BOARDROOM, SECOND FLOOR
THURSDAY, MAY 16, 2024 – 1:30 P.M.

BOARD MEMBERS PRESENT

Robert Barclay
Renée Carrier
Guy Despatie
Pauline Fortin

René Lapierre
Abdullah Masood
Ken Noland
Mike Parent

Mark Signoretti
Natalie Tessier

BOARD MEMBERS REGRET

Ryan Anderson

Al Sizer

STAFF MEMBERS PRESENT

Kathy Dokis
Stacey Gilbeau
M. Mustafa Hirji

Stacey Laforest
Rachel Quesnel
France Quirion

Renée St Onge

R. LAPIERRE PRESIDING

1. CALL TO ORDER AND TERRITORIAL ACKNOWLEDGMENT

The meeting was called to order at 1:30 p.m. The Chair noted the Moose hide campaign was being observed that day in respect of violence against Indigenous and non-Indigenous women and girls.

2. ROLL CALL

3. REVIEW OF AGENDA/DECLARATIONS OF CONFLICTS OF INTEREST

The agenda package was pre-circulated. There were no declarations of conflict of interest.

4. DELEGATION/PRESENTATION

- i) **Forward Momentum: Keeping Children Safe from Outbreaks in School using the *Immunization of School Pupils Act***

- Stacey Gilbeau, Director, Health Promotion Division and Vaccine Preventable Diseases Division and Chief Nursing Officer
- Stephanie Hastie, Program Specialist, Vaccine Preventable Diseases Program

S. Gilbeau and S. Hastie were invited to provide an overview of the *Immunization of School Pupils Act* (ISPA) which protects children against nine designated diseases; requires Boards of Health to collect, maintain, assess, and enforce immunization requirements for these diseases; and improves health and health equity.

Vaccine preventable diseases are re-emerging across the country, including in Ontario. There is a risk to children and schools for cases and outbreaks to occur and the important work undertaken as part of the ISPA ensures that children are protected from outbreaks and of these very serious vaccine preventable diseases through publicly funded vaccines. Board members were reminded who administers publicly funded vaccines and of the reporting requirements and responsibilities.

As part of post-pandemic recovery efforts, Public Health Sudbury & Districts staff have been working to ensure that students received any missed vaccines and that all immunization information reported to PHSD during and after the pandemic was properly entered in the provincial database. S. Gilbeau was pleased to share that PHSD has no pandemic backlog of entries and the ISPA implementation for the 2023/24 school year is well underway after a successful 2022/23 resumption. The 8 phases of the ISPA process were reviewed and it was noted that not every student will need to go through all the steps. The phases may involve collecting information, evaluating immunization records, informing parents/guardians of overdue vaccines, offering immunizations services, and issuing suspension notice if necessary.

It was noted that Public Health Sudbury & Districts staff worked to find opportunities to streamline data submission from the school boards, uploading and reporting processes internally. S. Hastie shared highlights from the 2022/23 ISPA work describing the engagement process as well as communication and enforcement/suspensions relating to elementary and secondary school student immunizations. The efforts last year helped get students up-to-date on vaccination and ensure community immunity against outbreaks in schools. The 2023/24 effort will maintain momentum in keeping schools safe and helping the few students who remain not fully up-to-date, to get there.

Questions and comments were entertained regarding the ISPA enforcement, suspension rates, suspension periods and extensions, lost vaccination records and exemption rates and immunization status for suspension. It was noted that advocacy for a national centralized vaccination repository for children and adult continues at many levels including the Council of Ontario Medical Officers of Health (COMOH) as well as the public health community.

Both presenters were thanked.

5. CONSENT AGENDA

- i) **Minutes of Previous Meeting**
 - a. Third Board of Health Meeting – April 18, 2024
- ii) **Business Arising from Minutes**
- iii) **Report of Standing Committees**
- iv) **Report of the Medical Officer of Health / Chief Executive Officer**
 - a. MOH/CEO Report, May 2024
- v) **Correspondence**
 - a. Recommendation for Federal Restrictions on Nicotine Pouches
 - Letter from Peterborough Public Health Board of Health Chair to the Minister of Health, dated April 30, 2024
 - b. Household Food Insecurity
Public Health Sudbury & Districts [Motion #06-24](#)
 - Email and resolution from Municipality of Dutton Dunwich in supporting the Municipality of St. Charles and Public Health Sudbury & Districts resolutions, dated April 29, 2024
 - c. 2023 Annual Chief Medical Officer of Health Report *Balancing Act – An All-of-Society Approach to Substance Use and Harms*
 - Letter from Haliburton, Kawartha, Pine Ridge District Health Unit to the Premier of Ontario and Minister of Health dated May 6, 2024
 - Letter from Peterborough Public Health Board of Health Chair to the Ontario Chief Medical Officer of Health and Deputy Premier and Minister of Health, dated April 23, 2024
 - d. Ministry of Health Base and One-Time Funding for Board of Health, Public Health Sudbury & Districts
 - Letter to Board of Health Chair, Public Health Sudbury & Districts from the Deputy Premier and Minister of Health dated March 28, 2024
- vi) **Items of Information**
 - None

The Board of Health Chair advised that Dr. Hirji had an item for the Board's discussion. Dr. Hirji sought the Board's feedback on the current format, length, and content of the MOH/CEO report to the Board. He noted the report is one of the lengthiest agenda attachments; however, does not concern any discussion. The report is detailed and varies in its format to include stats and some narrative detail. It was noted that the Board meeting evaluation results relating to the MOH/CEO report is positive. The Board was asked whether the report is helpful and useful for their governing role or whether it is more information than needed. Is there anything the Board would want changed or preserved.

It was shared that, in the past, discussion was held regarding the topics within the reports which were operational in nature and when the consent agenda was introduced, the MOH report was included as a consent agenda item.

Board members shared their feedback and overall, felt that the report was helpful and informative, including for newer board members. Although the content is mainly operational in nature, the updates are found to provide a pulse regarding the work and priorities of the organizational. There was openness to explore a report that includes priorities and strategic updates through a high-level, plain language, summary upfront of the report.

M. Parent reference a City of Greater Sudbury motion in regards to used needles in public spaces and on the streets which directed the Mayor to meet with the Medical Officer of Health to see how collectively, there could be improvements. Dr. Hirji's input was sought regarding the CGS's needle waste motion. Dr. Hirji responded he would be pleased to meet with City of Greater Sudbury on this matter. It was noted that waste management is within the City of Greater Sudbury's responsibility. Public Health Sudbury & Districts does education with every client, has contributed to public kiosks for needle disposal and is working with partners for pick up. He noted that PHSD is always ready to meet and collaborate with partners to ensure *healthier communities for all*.

33-24 APPROVAL OF CONSENT AGENDA

MOVED BY BARCLAY – MASOOD: THAT the Board of Health approve the consent agenda as distributed.

CARRIED

6. NEW BUSINESS

- i) Association of Local Public Health Agencies (alPHA)'s Annual General Meeting (AGM) and Conference, June 5 to 7, Toronto**
 - Preliminary Program for AGM, Conference and Section meetings
 - Summary of Resolutions for consideration at alPHA Resolutions Session
 - Allocation of Votes by Health Unit
 - Agenda for the alPHA Board of Health Section Meeting – June 7, 2024

The Board Chair invited Board members to consider attending the Association of Local Public Health Agencies (alPHA)'s Annual General Meeting (AGM), resolution session and conference. This is a great learning opportunity to further learn about public health and to network with provincial peers. Given no names were put forward, the motion was not voted upon.

If any Board member would like to attend, they are asked to contact the Board Secretary before the May 27 registration deadline.

2024 ALPHA AGM/CONFERENCE

WHEREAS the Public Health Sudbury & Districts is allocated five votes* at the alpha Annual General Meeting;

THAT in addition to the Acting Medical Officer of Health and the Board of Health Chair, the following Board of Health members are appointed as voting delegates for the Board of Health:

****Voting delegates are permitted one proxy vote per person, as required.***

MOTION WAS NOT ENTERTAINED

ii) Physical Literacy for Communities: A Public Health Approach

- Briefing Note from Dr. M. Mustafa Hirji, Acting Medical Officer of Health and Chief Executive Officer to the Board of Health, dated May 9, 2024
- *Physical Literacy for Communities: A Public Health Approach*, May 2024

Dr. Hirji reminded the Board that in October 2022, the Board of Health for Public Health Sudbury & Districts approved motion #29-22 outlining the importance of Physical Literacy for Healthy Active Children and expressing the need for local quality physical literacy enriched programs for children and youth.

According to ParticipACTION's (2022) Report Card on Physical Activity, only 17.5% of Canadian children were getting the recommended at least 60 minutes of moderate to vigorous physical activity every day and a Statistics Canada health report published in 2022 revealed a decrease in physical activity participation among Canadian youth. In Ontario, an estimated \$2.6 billion of the total annual economic burden of chronic disease risk factors can be attributed to physical inactivity.

Individuals who are developing physical literacy have the motivation, confidence, physical competence, knowledge, and understanding to value and take responsibility for engaging in physical activities for life. These skills help them make healthy, active choices. A longitudinal study had also revealed that higher levels of certain physical literacy attributes in childhood were associated with increased physical activity levels in later years or during adulthood.

There is some evidence speculating that resilience plays a mediating role in linking physical literacy to positive mental health; however, this needs more study.

The *Physical Literacy for Communities: A Public Health Approach* included in today's agenda package serves as an exemplary guide for public health professionals to work collaboratively and efficiently within a multi-sector, community-based partnership to address physical literacy. The document provides ways in which public health can work with other sectors towards building a physically literate community and was developed based on Public Health Sudbury & Districts' experience implementing the Physical Literacy for

Communities strategy in partnership with Active Sudbury under the guidance of Sport for Life. The motion seeks the Board of Health’s endorsement of the guide for other public health professionals’ use to address physical literacy.

34-24 PHYSICAL LITERACY FOR COMMUNITIES: A PUBLIC HEALTH APPROACH

MOVED BY DESPATIE – FORTIN: WHEREAS according to ParticipACTION’s Report Card on Physical Activity for adults: only 49% of Canadian adults ages 18-79 years get at least 150 minutes of moderate to vigorous physical activity (MVPA) per week. Only 17.5% of children were getting at least 60 minutes of moderate to vigorous physical activity every day¹; and

WHEREAS higher levels of certain physical literacy attributes in childhood—specifically physical competence, motivation, and knowledge—were associated with increased physical activity levels in later years or during adulthood²; and

WHEREAS the Board of Health for Public Health Sudbury & Districts approved the Physical Literacy for Healthy Active Children ([motion #29-22](#)) which recognized that physical literacy sets the foundation for physical activity participation throughout life; and encouraged all area school boards, sport and recreation organizations, and early learning centres to work collaboratively to improve physical activity levels among children and youth across Sudbury and districts.

THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts endorses the *Physical Literacy for Communities: A Public Health Approach* as an exemplary guide for public health professionals to work collaboratively and efficiently within a multi-sector, community-based partnership to address physical literacy.

CARRIED

iii) Early Childhood Food Insecurity: An Emerging Public Health Problem Requiring Urgent Action

- Briefing Note from Dr. M. Mustafa Hirji, Acting Medical Officer of Health and Chief Executive Officer to the Board of Health, dated May 9, 2024

Dr. Hirji shared that food insecurity relates to not having the means to access to sufficient amounts of food or food of an adequate quality to be healthy. This could relate to cost or geographic challenges. Food insecurity, inadequate or insecure access to food due to household financial constraints, continues to be a serious and pervasive public health

¹ ParticipACTION (2022), Pandemic-Related Challenges & Opportunities for Physical Activity. Retrieved from: <https://www.participaction.com/wp-content/uploads/2022/10/Report-Card-Key-Findings.pdf>

² Lloyd, M., Saunders, T. J., Bremer, E., & Tremblay, M. S. (2014). Long-term importance of fundamental motor skills: A 20-year follow-up study. Adapted physical activity quarterly, 31(1), 67-78. <https://doi.org/10.1123/apaq:2013-0048>

problem for individuals of all ages. While the prevalence of infant-specific food insecurity has not been formally investigated, as no provincial surveillance system exists, it is likely significant considering that nearly 1 in 4 children under the age of six live in a household experiencing food insecurity.

The price of food has increased by 10.6% since last year, rising at a rate not seen since the early 1980. Prices of certain foods have risen even higher, for example the price of infant formula increased 35.5% in Ontario. Rates for Ontario Works recipients have been frozen since 2018 and recent a increase of 6.5% to the Ontario Disability Support Program rates in 2023 continue to be inadequate to support the cost of living.

Today's motions seeks Board of Health endorsement to amplify the efforts of the Ontario Dietitians in Public Health and Food Allergy Canada by asking the Provincial government to raise food allowance in provincial income support programs so that these programs can safeguard healthy growth and development among families most impacted by food insecurity and health inequities.

In response to a question, it was clarified that this motion relates to children aged 0-24 months.

35-24 EARLY CHILDHOOD FOOD INSECURITY: AN EMERGING PUBLIC HEALTH PROBLEM REQUIRING URGENT ACTION

MOVED BY TESSIER – NOLAND: WHEREAS THE SEVERITY OF FOOD INSECURITY ACROSS ONTARIO IS WORSENING³; AND

WHEREAS Provincial action is urgently needed to protect young children 0-24 months of age from the harmful effects of household food insecurity; and

WHEREAS Public Health Sudbury & Districts advocacy efforts have long underscored the need for income-based solutions to food insecurity and has recently resolved on [06-24 Household Food Insecurity](#); and

WHEREAS when food insecurity results in early childhood malnutrition, infants and young children may experience growth faltering, and compromised health⁴; and

³ Food Insecurity Policy Research (PROOF). *New Data on Household Food Insecurity in 2023* [webpage online]. Accessed May 2, 2024, from: <https://proof.utoronto.ca/2024/new-data-on-household-food-insecurity-in-2023/>

⁴ Martins, V. J. B., Toledo Florêncio, T. M. M., Grillo, L. P., Do Carmo P. Franco, M., Martins, P. A., Clemente, A. P. G., Santos, C. D. L., Vieira, M. de F. A., & Sawaya, A. L. (2011). *Long-Lasting Effects of Undernutrition*. International Journal of Environmental Research and Public Health, 8(6), 1817–1846. <https://doi.org/10.3390/ijerph8061817>

WHEREAS food prices including the price of infant formula have increased over the past year^{5,6}; and

THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts amplify the efforts of the Ontario Dietitians in Public Health and Food Allergy Canada by asking the Provincial government to safeguard healthy growth and development among families most impacted by food insecurity and health inequities, by:

- i) Assessing the adequacy of the Pregnancy and Breastfeeding Nutritional Allowance and the Special Diet Allowance to ensure families reliant on Ontario Works or the Ontario Disability Support Program can afford the products they need to adequately nourish their infants.**
- ii) Expanding the Ontario Drug Benefit to include specialized infant formulas for families whose children (0-24 months) have a medical diagnosis* requiring strict avoidance of standard soy and milk proteins.**

*** Medical diagnosis can include an IgE mediated food allergy and/or a non-IgE mediated food allergy, such as food protein-induced enterocolitis syndrome (FPIES), food protein-induced enteropathy (FPE), allergic proctocolitis (AP), eosinophilic esophagitis (EoE) and several others. Due to the variability in clinical presentation and lack of validated diagnostic tests, a diagnosis relies on a detailed medical history, physical examination, and a trial elimination of the suspected food allergen.**

AND FURTHER THAT the Board of Health for Public Health Sudbury & Districts continues to advocate for income-related policies to reduce household food insecurity, especially for households with children where prevalence of food insecurity is highest.

CARRIED

iv) Support for Bill C-322: National Framework for a School Food Program Act

- Briefing Note from Dr. M. Mustafa Hirji, Acting Medical Officer of Health and Chief Executive Officer to the Board of Health, dated May 9, 2024

Dr. Hirji noted that it was estimated in 2019 that 35% of Canadian schools offered a school food program, serving approximately 20% of Kindergarten to Grade 12 students. Also in 2019, the Ontario Student Nutrition Program reached roughly 40% of students and 71% of publicly funded schools, while 67% of band-operated and federally funded schools were covered by the First Nations Student Nutrition Program

⁵ Statistics Canada. Consumer Price Index, February 2023. Retrieved 13 April 2023 from <https://www150.statcan.gc.ca/n1/daily-quotidien/230321/dq230321a-eng.pdf>

⁶ Statistics Canada. Monthly Average Retail Prices for Selected Products. Retrieved March 19 2024 from <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810024501&pickMembers%5B0%5D=1.6&cubeTimeFrame.startMonth=01&cubeTimeFrame.startYear=2022&cubeTimeFrame.endMonth=12&cubeTimeFrame.endYear=2023&referencePeriods=20220101%2C20231201>

Some schools are not able to implement a healthy school food program due to the inconsistent patchwork of funding from public and private contributions and charitable donations. Many of these programs rely on volunteers to administer the program as the funds are prioritized for covering rising costs of food and maintaining program infrastructure to deliver school meals or snacks.

A fully-funded universal national school food program is recognized as a population health approach for fostering student nourishment, healthy growth and development, positive learning outcomes, and academic achievement. The universality element is key: with a universal program, no child will be left out of the program, regardless of their families' ability to pay, fundraise or volunteer with the program providing equal opportunities and reducing stigma.

PHSD and this board supported the implementation of a federal school food program, and one was subsequently announced in Federal Budget 2024 with 1 billion dollars announced towards this. However, concerns have arisen that the program isn't specified to be universal, and so could carry some of the harms discussed above.

Private member's bill C-322 seeks to enshrine principles of universality, stigma reduction, cultural diversity, and ensuring sufficient program infrastructure in the National School Food Program.

The Board of Health for Haliburton, Kawartha, Pine Ridge has endorsed Bill C-322. Today's motion seeks this Board's endorsement as well.

36-24 SUPPORT FOR BILL C-322 NATIONAL FRAMEWORK FOR A SCHOOL FOOD PROGRAM ACT

MOVED BY PARENT - CARRIER: WHEREAS the current Ontario student nutrition program only reaches 40% of students and 71% of publicly funded Kindergarten to Grade 12 schools due to insufficient funding, rising food costs, inadequate infrastructure and human resources, and an increase in student need for proper nourishment⁷; and

WHEREAS the Board of Health for Public Health Sudbury & Districts passed motion [02-20](#) supporting a universal fully funded healthy school food program, and motion [61-23](#) supporting a funded national school food program in the 2024 Federal Budget; and

⁷ Ruetz, A. T., & McKenna, M. L. (2021). *Characteristics of Canadian school food programs funded by provinces and territories*. *Canadian Food Studies*, 8(3), 70-106. <https://doi.org/10.15353/cfs-rcea.v8i3.483>

WHEREAS although the Government of Canada recently announced [an investment of \\$1 billion over 5 years for the national school food program](#) in the 2024 Budget to help enhance and broaden existing programs throughout Canada, more support is required to ensure a universal fully-funded school food program for all students; and

WHEREAS Private Member's [Bill C-322](#) calls for a national framework to establish a school food program that is universal, sustainable and effective, where no child is left out or stigmatized in the program due to their families' ability to pay, fundraise, and volunteer with the program; and

THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & District commend the Government of Canada for prioritizing healthy school food in Budget 2024 and for working in partnership with provinces, territories and Indigenous communities throughout Canada; and

FURTHER THAT the Board of Health urges local Members of Parliament and other key partners to endorse Bill C-322, National Framework for a School Food Program Act and continue to uphold the commitment to the health and wellbeing of children and youth in Canada.

CARRIED

7. ADDENDUM

None.

8. IN CAMERA

None.

9. RISE AND REPORT

None.

10. ANNOUNCEMENTS

Board members are reminded to reach out to the Board Secretary if they are interested in attending the annual ALPHA AGM and Conference.

The next regular Board of Health meeting will be held on Thursday, June 20, 2024, at 1:30 p.m. in the Boardroom.

Board members were asked to complete the meeting evaluation for today's Board of Health meeting in BoardEffect.

11. ADJOURNMENT

37-24 ADJOURNMENT

MOVED BY LAPIERRE: THAT we do now adjourn. Time: 2:31 p.m.

CARRIED

(Chair)

(Secretary)

Unapproved

Accounts for Payment May 15, 2024

Payment	Account	Amount	Description
AUTO	Amex	\$5.34	Service Fees (Monthly)
AUTO	Bell Canada	\$599.82	Cell Phone Contracts (Monthly)
AUTO	BMO	\$37.23	Service Fees (Monthly)
AUTO	BMO	\$436.67	Cash Management Fee (Monthly)
CHQ	Bridal Veil Variety	\$64.79	Fuel (FIRE)
AUTO	CANLIFE	\$1,533.90	RRSP (Monthly)
CHQ	Cedar Signs Inc	\$1,443.95	Speed, Directional, Caution etc. Signage (PW)
EFT	Clyde & Co.	\$889.88	Third Party Claims Administrator
EFT	Cobide Engineering	\$6,949.51	Professional Services Oakes Cottages / JBL Ventures
AUTO	Elavon	\$42.24	Service Fees (Monthly)
AUTO	EMPTX	\$18,192.81	Payroll Remittance (Monthly on the 15th)
EFT	EXP	\$2,330.51	Engineering Services Design Process OMB Replacement March 29th, 2024
CHQ	EncompassIT	\$67.24	SAGE Power Outage Login Issues
CHQ	Ferguson Aggregate & Construction Inc	\$22,305.77	Pedestrian Bridge 10% Holdback
CHQ	Freddie's Welding	\$678.00	Fix / Modify Doors on ODR
EFT	G. Stephen Watt	\$1,017.01	Legal Fees Re: General Matters
AUTO	GFL	\$9,542.62	Landfill Service Contract (Monthly)
CHQ	GHD	\$5,976.00	Govstack Standard Website Package
EFT	Identifiable Individual	\$1,215.00	Professional Services
EFT	Identifiable Individual	\$123.17	Microsoft Subscription (Annual)
EFT	Identifiable Individual	\$33.58	Supplies (Museum)
EFT	Identifiable Individual	\$129.86	Travel Expenses (Museum)
CHQ	Identifiable Individual	\$475.52	Labour + Supplies for Pickle Ball Line Painting
CHQ	Innov8 Office Solutions	\$212.65	Contract + Contract Base + Overages
AUTO	Innov8 Office Solutions	\$175.00	Monthly Contract
AUTO	Interac	\$1.62	Service Fees (Monthly)
AUTO	Iron Mountain	\$107.35	Standard Shred (Monthly)
CHQ	Lambac	\$1,592.46	2023 Fee for Western Manitoulin EDO
CHQ	Lambac	\$1,025.00	2024 Fee for Western Manitoulin EDO
AUTO	Linde	\$353.50	Cylinder Rental (PW)
EFT	Local Authority Services LAS	\$339.00	Energy Planning Tool Subscription 2024
EFT	Lisa & Darren Hayden	\$1,386.00	Cleaning Contract (Monthly)
EFT	Manitoulin Sudbury DSB	\$32,776.83	Land Ambo, Social Housing, Ontario Works, Child Care JAN/FEB/MAR
AUTO	Manulife	\$4,524.74	Benefits
AUTO	Master Card	\$180.43	Service Fees (Monthly)
AUTO	McDougall Energy Inc.	\$3,171.09	Diesel Clear + Diesel Dyed
CHQ	Minister of Finance (Policing)	\$17,342.00	Local Service Realignment MARCH (Monthly)
CHQ	Ministry of Health	\$466.50	Fire Calls April 1, 2023 - March 31, 2024 (FIRE)
AUTO	Moneris Fee	\$135.46	Service Fees (Monthly)
AUTO	Moneris Terminal	\$835.74	Fees for Upgraded Terminals
AUTO	MPAC	\$8,947.41	Municipal Property Assessment Corporation (Quarterly)
CC	Northern Communication Services	\$188.65	E911 Consolidated (Monthly)
AUTO	OCWA	\$10,948.00	Service Contract (Monthly)
AUTO	OMERS	\$3,273.00	Pension Contribution (Monthly)
CHQ	Pinchin	\$3,796.80	Topographic Survey at Kagawong Landfill
CHQ	Public Health Sudbury & Districts	\$2,863.16	Municipal Levy MAY (Monthly)
EFT	Rainbow District School Board	\$74,281.33	2024 EPT Remittance (Quarterly)
CHQ	Steel's Home Hardware	\$139.37	Supplies (Marina)
AUTO	Superior Propane	\$31.97	Equipment Rental for PC (Monthly)
CHQ	Thompson Reuters	\$101.70	CSPV Pocket Ontario OCC H&S ACT 2024
EFT	Total Power Limited	\$1,805.74	Annual Generator Inspection x 2
EFT	Town of Gore Bay	\$3,156.00	Physician Recruitment Incentive Program
CHQ	UCCM Building Centres	\$114.79	Supplies (PW, Museum, Office)
AUTO	Visa	\$165.09	Service Fees (Monthly)
AUTO	Wells Fargo	\$108.01	Service Fees (Monthly)
EFT	Whitehots Inc.	\$170.26	Books (Library)
CHQ	WPCI Cedar Pointe	\$143.30	New Phone for Museum (Museum)

Total **\$248,945.03**

Total Accounts for Payment **\$248,945.03**



BY-LAW NO 2024-38

BEING A BY-LAW TO ESTABLISH WATER RATES FOR THE TOWNSHIP OF BILLINGS WATER SYSTEM

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 Section 391 (1), of the Municipal Act, 2001, S.O. 2001, c. 25, as amended authorizes municipalities to pass by-laws to impose fees or charges on persons for services or activities provided or done by or on behalf of it,

AND WHEREAS the Corporation of the Township of Billings provides drinking water through its Drinking Water System AND has entered into an operating agreement with the Ontario Clean Water Agency for the supply of water service to the hamlet of Kagawong;

AND WHEREAS the Corporation of the Township of Billings approved the Township of Billings Water System Financial Plan 2021-2027 in accordance with the requirements of licensing the water system as defined in O.Reg 453/07.

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

1.0 THAT the 2024 rates for customers supplied potable water by the Township of Billings shall be at the rate of Per Unit: \$1,413.00.

2.0 THAT the Bulk Water Users rate for 2025 be \$309.00.

3.0 DUE DATES

The billings for 2025 bulk users will be on an annual basis of \$309.00, payable before the first yearly utilization of bulk water. There is no pro rating of this charge regardless of the date in the year the bulk key is purchased.

The billings for the 2024 water users shall become due and payable in four installments as follows:

February 15, 2024	\$348.25
May 15, 2024	\$348.25
August 15, 2024	\$358.25
November 15, 2024	\$358.25

4.0 INTERIM WATER BILLINGS

The 2025 interim billings shall be come due and payable in installments as follows:

February 15, 2025	\$358.25
May 15, 2025	\$358.25

5.0 SUPPLEMENTAL BILLINGS

When a property is connected to the municipal water works as a new user following the issue of an interim bill, the yearly rate will be pro-rated and a bill issued calculated from the date of connection. When an additional unit is added to a property the yearly rate shall be pro-rated and a bill issued calculated from the date of connection. Penalty and interest charges will apply as indicated in this by-law.

6.0 PAYMENTS

- a. All accounts shall be billed quarterly.
- b. For the first two installments penalty for non-payment shall be 1.25% per month and shall be applied to all unpaid water bills on the next day of each month following the due date.
- c. Penalty for non-payment of the third and fourth installments shall be waived until December 31, 2024 at which time penalty will be 1.25 per month applied on January 1, 2025 and on the first day of each month following.
- d. Accounts (units) in default by more than \$1,000 will be disconnected with 30 days notice and will not be re-connected until payment is received in full or a payment plan has been set up with the CAO/Clerk. Reconnection procedures are outlined in the Rules and Regulations for Maintenance and Operation of and Connection to the System of Water Works for the Settlement of Kagawong By-Law.
- e. Accounts may be paid:
 - i. In person at or by mail to the Township of Billings at PO Box 34, 15 Old Mill Road, Kagawong, ON P0P 1J0
 - ii. By setting up a Pre-Authorized Payment Plan at the municipal office
 - iii. Online, electronic payment
 - iv. By Debit, Visa or Mastercard

7.0 A water service charge is hereby imposed upon the owners of lands which have buildings that are connected to the water service, or have the potential to be connected to the water service. Multiple units within one property will be charged per unit.

8.0 **THAT** this By-Law shall come into full force effect upon passing

9.0 **THAT** this By-Law rescinds all previous by-laws pertaining to water rates.

10.0 THIS By-Law may be cited as the “2024 Water Rates By-Law”

READ a FIRST and SECOND TIME this 4th day of June, 2024

READ a THIRD TIME and FINALLY PASSED this 4th day of June, 2024

Bryan Barker, Mayor

Veronique Dion, CAO/Clerk



BY-LAW NO 2024-39

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 June 4, 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 "June 4, 2024 Confirmatory By-Law"

READ a FIRST and SECOND TIME this 4th day of June, 2024

READ a THIRD TIME and FINALLY PASSED this 4th day of June, 2024

Bryan Barker, Mayor

Veronique Dion, CAO/Clerk