

CORPORATION OF THE
TOWNSHIP OF BILLINGS

AGENDA

October 4th, 2022, 7:30 p.m.

Electronic Meeting

1. OPEN
2. APPROVAL OF AGENDA
3. DISCLOSURE OF PECUNIARY INTEREST
4. ADOPTION OF MINUTES
 - a) Special Council Meeting Minutes – September 15th, 2022
 - b) Regular Council Meeting Minutes – September 19th, 2022
 - c) Special Council Meeting Minutes – September 27th, 2022
5. DELEGATIONS
6. COMMITTEE REPORTS
 - a) Lake Kagawong Resource Committee Report – August 25, 2022
 - b) Climate Action Committee Report – September 22, 2022
7. OLD BUSINESS
 - a) 2022-49 Short Term Accommodation and Rental By-Law
 - b) 2022-50 Administrative Monetary Penalty By-Law
8. NEW BUSINESS
 - a) 2022-58 Election Compliance Audit Committee By-Law
 - b) 2022/2023 Winter Maintenance Plan
 - c) Outdoor Rink Donor Board
 - d) Billings Volunteer Fire Department Application

- e) Junk in the Trunk Event
- f) Market Cabanas

9. CORRESPONDENCE

10. INFORMATION

- a) District Services Board Second Quarter Activity Report
- b) District Services Board Second Quarter Financial Report
- c) Parks, Recreation and Wellness Committee Minutes – Sept 26, 2022
- d) Avian Flu
- e) The Planning Act Public Consultation
- f) Museum Committee Meeting Minutes – September 12, 2022
- g) Lake Kagawong Resource Committee Meeting Minutes - August 25 2022

11. ACCOUNTS FOR PAYMENT

12. CLOSED SESSION

13. CONFIRMING BY-LAW

14. ADJOURNMENT

Memorandum

To: Mayor, Council
cc: Staff, Public
From: Staff
Date: September 29th, 2022
RE: **October 4th, 2022 Council Meeting**

4. Minutes

- a) Special Council Meeting Minutes – September 15th, 2022

Please review the minutes for approval.

- b) Regular Council Meeting Minutes – September 19th, 2022

Please review the minutes for approval.

- c) Special Council Meeting Minutes – September 27th, 2022

Please review the minutes for approval.

5. Delegations

None.

6. Committee Reports

- a) Lake Kagawong Resource Committee Report – August 25, 2022

Councillor Bryan Barker to deliver report to Council.

- b) Climate Action Committee Report – September 22, 2022

Councillor Bryan Barker to deliver report to Council.

7. Old Business

In follow-up to the 2 special bylaw review meetings, I have made the suggested definition or wording changes that were recommended in the Short-Term Accommodation Rentals Bylaw and the Administrative Monetary Penalty Bylaw.

Changes have been highlighted

- a) 2022-49 Short Term Accommodation and Rental By-Law

Recommendation:

That Council gives by-law 2022-49 second reading.

The majority of the changes in this bylaw were in the definitions portion of the bylaw, other changes included water testing requirements, insurance requirements, changes to licenses including renewal fees and additions regarding escalating fines.

Regards,
Arthur Moran
Bylaw Enforcement Officer

b) 2022-50 Administrative Monetary Penalty By-Law

Recommendation:

That Council gives by-law 2022-50 second reading.

This bylaw had some major revisions which included the removal of references to the Hearing Officer and the Hearing process because of the Hearing Officers Bylaw being defeated.

Regards,
Arthur Moran
Bylaw Enforcement Officer

8. New Business

a) 2022-58 Election Compliance Audit Committee By-Law

Recommendation:

That Council gives by-law 2022-58, being a by-law to establish an Election Compliance Audit Committee, three readings and enact it.

This By-law allows for an Election Compliance Committee which is responsible for reviewing and making decisions on Applications for municipal election campaign finance compliance audits by electors and on reports from the City Clerk respecting apparent contraventions of contribution limits. This By-law is passed before each municipal election.

b) 2022/2023 Winter Maintenance Plan

Recommendation:

That Council adopt the 2022/2023 Winter Operations Planning Document as presented.

Please review the attached Winter Road Plan for 2022/2023. Council adopts a plan each year at this time. This year's plan has been updated to reflect additional hard-surfaced road sections.

c) Outdoor Rink Donor Board

Recommendation:

That Council accepts the motion from the Parks, Recreation and Wellness Committee to purchase a Donor Board from Beacon Images recognizing everyone who has donated to the Outdoor Rink Project.

During the Parks, Recreation and Wellness Committee Meeting on September 26th, 2022 the following motion was made:

Motion by Andrew, seconded by Sharon J

That Council approve the purchase of a Rink Donor Board to be installed at the Outdoor Rink recognizing anyone who has donated and will donate in the future to the Outdoor Rink Project. Carried.

The Donor Board would be mounted to the existing changeroom and will be updated as new donations are received. As included in the package, the donor board, 4ft x 4ft, with room for 85 donor names, is \$444.77 (HST included).

d) Billings Volunteer Fire Fighter Application

Recommendation:

That Council accepts Bill Savage's application to join the Billings Volunteer Fire Department.

A completed application package was received by Bill Savage to join the Billings Volunteer Fire Department.

e) Junk in the Trunk Event

Recommendation:

That Council support the Climate Action Committee hosting a "Junk-in-Your-Trunk" event on Saturday, October 22, 2022.

Moved by Paul Darlaston. Seconded by Chris Theijsmeijer. Carried.

That Council support the Climate Action Committee hosting a "Junk-in-Your-Trunk" event on Saturday, October 22, 2022. Carried.

The event is in support/acknowledgement of waste reduction week. The event is to be held at the pavilion and area in lower Kagawong.

f) Market Cabanas

Recommendation:

Council needs to consider the logistics of this motion passed by the Economic Development Committee to have additional cabanas constructed.

During the Economic Development Committee Meeting on September 14th, 2022 the following motion was made:

Moved by Diane Larocque; Seconded by Tracey Paris.

That Council consider constructing two additional cabanas for next market season. Carried.

9. Correspondence

None.

10. Information

Council may move any of these items to New Business during the agenda approval for discussion at this meeting, or request that an item(s) be included on a future agenda for discussion.

- a) District Services Board Second Quarter Activity Report
- b) District Services Board Second Quarter Financial Report
- c) Parks, Recreation and Wellness Committee Minutes – Sept 26, 2022

- d) Avian Flu
- e) The Planning Act Public Consultation
- f) Museum Committee Meeting Minutes – September 12, 2022
- g) Lake Kagawong Resource Committee Meeting Minutes - August 25 2022

12. Closed Session

None.

The Corporation of the
Township of Billings
Special Council Meeting

September 15th, 2022 7:00 p.m.

Electronic Meeting

Present: Mayor Ian Anderson, Councillors Bryan Barker, Michael Hunt and Sharon Jackson

Staff: Kathy McDonald, CAO/Clerk; Tiana Mills, Deputy Clerk; Arthur Moran, By-Law Enforcement Officer; Todd Gordon, Municipal Project Manager

Regrets: Councillor Sharon Alkenbrack

1. OPEN

2022-286 Barker - Hunt

BE IT RESOLVED that this special meeting of Council be opened with a quorum present at 7:00 p.m. with Mayor Anderson presiding.

Carried

2. APPROVAL OF AGENDA

2022-287 Jackson – Barker

BE IT RESOLVED that the agenda for the September 15th, 2022 special meeting of Council be accepted as presented.

Carried

3. DISCLOSURE OF PECUNIARY INTEREST

None.

4. ADOPTION OF MINUTES

None.

5. DELEGATIONS

None

6. COMMITTEE REPORTS

None.

7. OLD BUSINESS

None.

8. NEW BUSINESS

a) 2022-49 Short Term Accommodation and Rental By-Law

2022-288 Barker - Hunt

BE IT RESOLVED that Council gives by-law 2022-49 being a by-law to regulate Short Term Accommodation Rentals within Billings Township, first reading.

Deferred

9. CORRESPONDENCE

None.

10. INFORMATION

None.

11. ACCOUNTS FOR PAYMENT

None.

12. CLOSED SESSION

None.

13. CONFIRMING BY-LAW

2022-289 Barker – Jackson

BE IT RESOLVED that By-law 2022-52, being a by-law to confirm the proceedings of Council be given first, second, third reading and enacted.

Carried

14. ADJOURNMENT

2022-290 Barker - Hunt

BE IT RESOLVED that this special meeting of Council be adjourned at 9:05 p.m.

Carried

Ian Anderson, Mayor

Kathy McDonald, CAO/Clerk

CORPORATION OF THE
TOWNSHIP OF BILLINGS
Regular Council Meeting

September 19th, 2022 7:30 p.m.

Electronic Meeting

Present: Mayor Ian Anderson, Councillors Sharon Alkenbrack, Bryan Barker, Michael Hunt and Sharon Jackson

Regrets: None

Staff: Kathy McDonald, CAO/Clerk; Tiana Mills, Deputy Clerk; Cheryl McCulligh, Treasurer; Arthur Moran, By-Law Enforcement Officer; Chris Cyr, Public Works Superintendent

Before opening the meeting, Mayor Anderson led with a 96 second moment of silence in honour of the passing of Her Majesty Queen Elizabeth II.

1. OPEN

2022-291 Barker - Alkenbrack

BE IT RESOLVED that this regular meeting of Council be opened with a quorum present at 7:34 pm with Mayor Anderson presiding.

Carried

2. APPROVAL OF AGENDA

2022-292 Hunt - Jackson

BE IT RESOLVED that the agenda for the September 19th, 2022 regular meeting of Council be accepted as amended.

Carried

3. DISCLOSURE OF PECUNIARY INTEREST

None.

4. ADOPTION OF MINUTES

a) Regular Council Meeting Minutes – September 6th, 2022

2022-293 Barker - Alkenbrack

BE IT RESOLVED that the minutes for the September 6th, 2022 Regular Meeting of Council be accepted as presented.

Carried

5. DELEGATIONS

None.

6. COMMITTEE REPORTS

None.

7. OLD BUSINESS

None.

8. NEW BUSINESS

a) 2022-29 Backyard Chicken By-Law

2022-294 Barker - Alkenbrack

BE IT RESOLVED that Council gives by-law 2022-29, being a by-law to regulate the keeping and licensing of backyard chickens, third reading and enacted as amended.

Carried

a) 2022-49 Short Term Accommodation and Rental By-Law

2022-295 Barker - Hunt

BE IT RESOLVED that Council gives by-law 2022-49 being a by-law to regulate Short Term Accommodation Rentals within Billings Township, first reading.

Carried

b) 2022-50 Administrative Monetary Penalty By-Law

BE IT RESOLVED that Council gives by-law 2022-49 being a by-law to implement an Administrative Monetary Penalty System in Billings Township, first reading.

Deferred

c) 2022-51 Hearing Officer By-Law

BE IT RESOLVED that Council gives by-law 2022-49 being a by-law to establish the position(s) of Hearings Officer, first reading.

Deferred

9. CORRESPONDENCE

a) Phragmites Project Support

2022-296 Alkenbrack - Jackson

BE IT RESOLVED that Council directs staff to write a letter of support for the new proposal for Island-Wide Phragmites work to be completed between 2023-2025 as presented by Judith Jones of the Manitoulin Phragmites Project.

Carried

10. INFORMATION

a) Ontario Clean Water Agency Supply Chain Updates

Council received report.

11. ACCOUNTS FOR PAYMENT

2022-297 Hunt - Alkenbrack

BE IT RESOLVED that Council authorizes the following accounts for payment:

General Accounts \$ 97,429.81

and that cheques numbered 7438 to 7458 be authorized for signing as described in the attached register.

Carried

12. CLOSED SESSION

a) Labour Relations

2022-298 Alkenbrack - Barker

BE IT RESOLVED that in accordance with Section 239(2)(d) of the *Municipal Act, 2001 S.O. Chapter 25*, this Council proceed to a Closed Session at 9:20 p.m. in order to discuss an item involving labour relations.

Carried

2022-302 Jackson - Alkenbrack

BE IT RESOLVED that Council moves out of the Closed Session at 9:37 p.m. and resume their regular, open meeting.

Carried

13. CONFIRMING BY-LAW

2022-303 Barker - Alkenbrack

BE IT RESOLVED that by-law 2022-53 being a by-law to confirm the proceedings of Council be given first, second, third reading and enacted.

Carried

14. ADJOURNMENT

2022-304 Barker - Hunt

BE IT RESOLVED that this regular meeting of Council be adjourned at 9:38 p.m.

Carried

Ian Anderson, Mayor

Kathy McDonald, CAO/Clerk

The Corporation of the
Township of Billings
Special Council Meeting

September 27th, 2022 7:00 p.m.

Electronic Meeting

Present: Mayor Ian Anderson, Councillors Bryan Barker, Sharon Alkenbrack, Michael Hunt and Sharon Jackson

Staff: Kathy McDonald, CAO/Clerk; Tiana Mills, Deputy Clerk; Arthur Moran, By-Law Enforcement Officer; Todd Gordon, Municipal Project Manager; Chris Cyr, Public Works Superintendent

Regrets: None

1. OPEN

2022-305 Barker - Hunt

BE IT RESOLVED that this special meeting of Council be opened with a quorum present at 7:00 p.m. with Mayor Anderson presiding.

Carried

2. APPROVAL OF AGENDA

2022-306 Alkenbrack - Jackson

BE IT RESOLVED that the agenda for the September 27th, 2022 special meeting of Council be accepted as presented.

Carried

3. DISCLOSURE OF PECUNIARY INTEREST

None.

4. ADOPTION OF MINUTES

None.

5. DELEGATIONS

None

6. COMMITTEE REPORTS

None.

7. NEW BUSINESS

a) 2022-54 Old Mill Waterline Engineering Contract

2022-307 Barker - Alkenbrack

BE IT RESOLVED that Council gives by-law 2022-54 being a by-law to enter into a contract with EXP Services Inc for the engineering of the Old Mill Waterline Replacement Project, first, second, third reading and enacted.

Carried

8. OLD BUSINESS

a) **2022-50 Administrative Monetary Penalty By-Law
2022-308 Alkenbrack – Barker**
BE IT RESOLVED that Council gives by-law 2022-50 being a by-law to implement an Administrative Monetary Penalty System in Billings Township, first reading.

Carried

b) **2022-51 Hearing Officer By-Law
2022-309 Alkenbrack – Barker**
BE IT RESOLVED that Council gives by-law 2022-51 being a by-law to establish the position(s) of Hearings Officer, first reading.

Defeated

9. CORRESPONDENCE

None.

10. INFORMATION

None.

11. ACCOUNTS FOR PAYMENT

None.

12. CLOSED SESSION

None.

13. CONFIRMING BY-LAW

2022-310 Alkenbrack - Jackson

BE IT RESOLVED that By-law 2022-55, being a by-law to confirm the proceedings of Council be given first, second, third reading and enacted.

Carried

14. ADJOURNMENT

2022-311 Barker - Hunt

BE IT RESOLVED that this special meeting of Council be adjourned at 9:42 p.m.

Carried

Ian Anderson, Mayor

Kathy McDonald, CAO/Clerk

COMMITTEE REPORT
LAKE KAGAWONG RESOURCES COMMITTEE

25th August 2022 7:00 pm.

VIRTUAL (ZOOM)

Meeting was called to order by the chair at 7:02 pm. with a quorum present.

PRESENT: Bryan Barker (Chair), Sharon Jackson (Councillor), Bob Clifford, Stan Pierce, Steve Weber, Kathy MacDonald (CAO/Clerk, staff liaison)

REGRETS: John Hoekstra (connection issues)

DELIGATIONS

The following questions were presented to Bill Touzell regarding the operation of the power generating with the following replies:

Q. The water management plan indicates the plant does not operate according to hourly or daily charges, instead operates steadily without significant changes in flows with ceased or reduced flows on weekends. Not clear that this is the case.

A. The plant would prefer to shut down during off peak hours and generate during peak hours (11-7 weekdays). Which generally means shutting down weekends. They like to stay a couple of centimetres above the rule curve.

Q. What is the electric equipment installed in the canal at the entrance to the penstock and how is it used?

A. Water levels reading are taken from this gauge and dam gauge. Shore line well on Lakeshore Road is no longer operating due to winter freeze ups.

Q. Is the lake gauge site at concession 12 still read. Cannot locate any graph or data info since 2015/16.

A. See above

Q. Some reference in the WMP that the plant can produce power at .8 cubic m/s....is this correct? 180kwh.

A. The minimum operating output is 700 kw/h which is .8 cubic metres per second flow. Can not operate lower or system would go offline.

Q. When are retrofits to the plant scheduled to start and will or could the new control package include a graphics package. (Can explain or discuss in more detail at the meeting)

A. OEC has tasked me to put together an Asset Management Plan. The first priority is to conduct a proper assessment of everything electrical to ID critical problems prior to a control package quote. Ideally that would include a graphic package. The hope is that the plant can be run tweaked remotely in real time to be more efficient. 12-18 months.

Q. The operator of the plant has the option of taking water level readings with the plant running during shut down. What is the current practice?

A. Readings are taken when plant is running. Fairer reading.

Q. In the spring of 2020 and 2021 the spring operation of the dam consisted of adjusting the centre gate only to avoid flooding and to allow for spring freshet. This year the centre gate was raised completely and the logs on both sides of the gate were removed. Why the change when past years levels and records would suggest that operating the centre gate may have worked as in previous years. (This question was raised based on experiencing low water levels currently)

A. There would be no difference in the summer levels. It's a misconception that water saved in the spring would be available through out the summer. Water levels are most effected by rain occurrences.

Q. Do we need to revisit the 0.4 cubic m/s opening in the dam centre gate. Only ask because it was mentioned in MNRF presentation to SAC May 2021.

A. No. It was determined that 0.4 cubic m/s may not be going over the dam. To compensate the middle gate is open ever so slightly to make up the difference.

Q. The data input on the Flow Levels exceeds the plant capability. The date line (bottom) on the Rule Curve graph is incorrect. I assume these are data input errors. Can you pls. clarify?

A. I'll check with Oakville to ensure it's correct it may be a data entry error. The bottom dates were broadened so the date could all fit on one page. I'll check to ensure things are proper.

OLD BUSINESS

- I. **Report on Water Levels** – Brian Foreshew reported that the water levels were 212.75 which is near the bottom of the Rule Curve but, within acceptable limits.
- II. **Report on OEC Website** – Stan Pierce reported that the OEC website is up to date as of beginning of August.

III. MOE Inland Water Quality Testing – Update – Bob Clifford reported that LKRC members had taken readings at three sites on Lake Kagawong. Additional reading will be taken at the same three sites and data collected will be submitted to the ministry.

IV. OEC Lease extension – Not discussed.

NEW BUSINESS

None

INFORMATION

None

CLOSED SESSION

None

RECOMMENDATION TO COUNCIL

none

NEXT MEETING

22 September, 7:00 pm (virtual)

MEETING ADJOURNED

8:20 pm.

Submitted by Councillor Bryan Barker (Chair LKRC)

COMMITTEE REPORT
CLIMATE ACTION COMMITTEE
22nd September 2022 7:00 pm.

VIRTUAL

Meeting was called to order by the chair at 7:03 pm. By the chair.

PRESENT: Bryan Barker (Chair), Bob Clifford, Paul Darlaston, Chris Theijsmeijer,

Todd Gordon (MPM)

ABSENT: John Hoekstra

DELEGATION

OLD BUSINESS

- i. **Climate Change Implementation Coordinator (CICA) Update** – the CAC was updated on the status of the CCIC. Todd reported that the job had been advertised however, there were no applications. Position advertised in the local paper, only. Suggestion from the committee that the position to be advertised additional media forums and to ensure that advertising continues in the spring.
- ii. **Recommendation to Council Update** – The CAC was advised that council had approved CAC recommendations to council from last meeting.
 - Complete the on-line process for consideration with Green Economy North
 - To partner with Manitoulin Streams in applying for Natural Infrastructure Fund
- iii. **Re-Think Green Debrief** – Consensus from the committee was that re-Think Greens presentation was not specific enough to answer the question of whether they could fill the roll of CEEP implementation. However, the committee felt that they could fill the roll of researching future funding opportunities. It was suggested that joining the cohort was still of value, providing it was not cost prohibitive and timelines could be met. Consensus was that we continue with the application process to further research timelines and determine the cost of joining.
- iv. **CAC Steps Moving Forward** –
 - **Organic Waste Management** – Discussion regarding community composting. Suggested that the township consider an at home composting pilot project, to determine community interest. Further discussion on the type of composting garden containers vs countertop composting vs community wide composting.
 - **Natural Asset Inventory** - Discussion regarding Township natural asset management and how to accomplish that inventory. Consensus to access the resources available on the Municipal Natural Assets Initiative (MNAI) website.

- **Township Energy Audit** – Discussion regarding the Township Energy audit. The data required to complete a preliminary report is available. Suggestion from the MPM that when time allows the data to be located and compiled. CAC member has offered to assist in compiling the data.

- v. **CAC Blog** – Suggestion from the committee that a link to the CAC Blog be included on the Township web page and Facebook Page.

NEW BUSINESS

- i. **Fall Event** – This item was addition to the agenda, at the suggestion of a committee member. Discussion regarding holding a CAC fall event and the suggestion was made that a “Junk In The Trunk” event be held to support a circular economy. A motion was put forward that a recommendation be presented to council, for approval, to hold the event during waster reduction week. Motion was carried and a recommendation prepared.

- ii. **Suggestions for Incoming Council** –_Deferred to October meeting

CORRESPONDENCE

None

INFORMATION

None

CLOSED SESSION

None

RECOMMENDATIONS TO COUNCIL

That council support the CAC in hosting a Junk In The Trunk event on the 22 October 2022 during Waste Reduction week.

NEXT MEETING

19 October 2022, 7:00 pm

MEETING ADJOURNED

8:55 pm.

Submitted by

Councillor Bryan Barker (Chair CAC)

**The Corporation of
the Township of Billings**

Bylaw 2022-49

Being a Bylaw to Regulate Short Term Accommodation Rentals within Billings Township

WHEREAS *Section 9 of the Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that *Section 8 and Section 11* shall be interpreted broadly so as to confer broad authority on municipalities to:

- a) enable municipalities to govern their affairs as they consider appropriate; and
- b) enhance their ability to respond to municipal issues;

AND WHEREAS *Section 8 (3) of the Municipal Act 2001, S.O. c 25* as amended, authorizes a municipality to provide for a system of Licences;

AND WHEREAS *Section 10 (2), paragraph 6 of the Municipal Act 2001, S.O., c, 25* as amended, authorizes a municipality to pass a By-law respecting the health, safety and well-being of Persons;

AND WHEREAS *And Whereas Section 151 of the Municipal Act 2001, S.O., c, 25* as amended, provides that a municipality may provide for a system of Licences with respect to a business and may: prohibit the carrying on or engaging in the business without a Licence;

- a) prohibit the carrying on or engaging in the business without a Licence;
- b) refuse to grant a Licence or to revoke or suspend a Licence;
- c) impose conditions as a requirement of obtaining, continuing to hold or renewing a Licence;
- d) impose special conditions on a business in a class that have not been imposed on all the businesses in that class in order to obtain, continue to hold or renew a Licence;
- e) impose conditions, including special conditions, as a requirement of continuing to hold a Licence at any time during the term of the Licence; and
- f) licence, regulate or govern real and Personal Property used for the business and the Persons carrying it on or engaged in it.

AND WHEREAS *Section 434.1 of the Municipal Act 2001, S.O., c, 25* as amended, provides that a municipality may require a Person to pay an Administrative Monetary Penalty if the municipality is satisfied that the Person has failed to comply with a By-law of the municipality passed under the Municipal Act;

AND WHEREAS *Section 434.2 of the Municipal Act 2001, S.O., c, 25* as amended, provides that an administrative penalty imposed by a municipality on a person under section 434.1 constitutes a debt of the person to the municipality. 2017, c. 10, Sched. 1, s. 75.

AND WHEREAS an Administrative penalty imposed under section 434.1 is not paid within 15 days after the day that it becomes due and payable, the treasurer of a local municipality may, and upon the request of its upper-tier municipality, if any, shall, add the Administrative Monetary Penalty to the tax roll for any property in the local municipality for which all of the owners are responsible for paying the Administrative Monetary Penalty, and collect it in the same manner as municipal taxes. 2017, c. 10, Sched. 1, s.75.

AND WHEREAS *Section 429.1 of the Municipal Act 2001, S.O., c, 25* as amended, provides that a municipality may establish a system of fines that may:

- a) designate an offence as a continuing offence and provide for a minimum and maximum fine for each day or part of a day that the offence continues;
- b) designate an offence as a multiple offence and provide for a minimum and maximum fine for each offence included in the multiple offence;
- c) establish escalating fines for a second and subsequent convictions for the same offence; and
- d) establish special fines in addition to the regular fine for an offence which are designed to eliminate or reduce any economic advantage or gain from contravening the by-law. 2006, c. 32, Sched. A, s. 184.

AND WHEREAS *Section 23.1 of the Municipal Act 2001, S.O. c, 25* as amended, authorizes a municipality to delegate its powers and duties;

AND WHEREAS the Council the Township of Billings has deemed it necessary and expedient to regulate and licence the Short-Term Accommodation Rental of Property in the Township of Billings;

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

1.0 DEFINITIONS

In this By-law:

- 1.1 "Accessory Building" shall mean a detached building located on the same lot as the main building, the use of which is incidental or secondary to that of the main building, and may include a guest cabin (Bunkie), private garage, boathouse, tool shed, storage building, or other similar uses.
- 1.2 "Administrative Monetary Penalty" means a monetary penalty imposed for a contravention of this By-law and as set out in By-law 2022- , as amended;
- 1.3 "Agent" means a Person authorized in writing by an Owner to act on the Owner's or group of Owner's behalf;
- 1.4 "Applicant" means a Person who files an application for a License;
- 1.5 "Bed and Breakfast means a dwelling unit or portion thereof, in which the proprietor resides and supplies for hire or gain to other persons, particularly tourists, on a temporary or day to day basis, lodging, usually but not necessarily with **nourishment and necessities**, and shall provide no more than four (4) guest rooms used or maintained for the accommodation of the public and shall be clearly the secondary use of the dwelling unit as a private residence. A Bed and Breakfast Establishment shall not include a boarding house, hotel, motel, lodge, or tourist establishment.
- 1.6 "Building" means a structure occupying an area greater than 10 square metres (107.6 sq. ft.) consisting of a wall, roof, and floor or any of them, or a structural system serving the function thereof, including all plumbing, works, fixtures and services system **associated** thereto;
- 1.7 "Building Inspector" means a person, and/or their designate appointed by the Township of Billings Council to enforce the provisions of the Building Code Act as it relates to the provisions of this Bylaw.
- 1.8 "Bunkie" means a building or structure that is designed to provide sleeping accommodations and which does not contain any plumbing, sanitary or cooking facilities. This definition shall also include a yurt.
- 1.9 "Camping structure" means a provided structure specifically used for sleeping, i.e., tent, yurts, etc.).
- 1.10 "Chief Administrative Officer" means the Chief Administrative Officer for the Township or any Person designated by the Chief Administrative Officer;
- 1.11 "Commercial Operation" means any activity that involves, directly or indirectly, the buying or selling of goods or services, or the exchange or attempt or offer to exchange goods or services for money, barter, by accepting gratuities, or for anything of value.
- 1.12 "Commercial Activities", means activities being hosted at subject property that involve costs or monies for services provided (Examples: weddings, receptions, retirement party, music event, etc.).
- 1.13 "Council" means Council for the Township of Billings;
- 1.14 "Designate" means a person chosen for a special job or purpose by Council.
- 1.15 "Dwelling" means a building occupied or capable of being occupied exclusively as a home, residence or sleeping place by one or more persons, and one or more families, but shall not include any mobile home, construction trailer, travel trailer, hotels, motels, a home for the aged, nursing home, hospital, or living quarters for a caretaker, watchman or other person or persons using living quarters which are accessory to a Non-Residential building.
 - 1.15.1 "Accessory Dwelling Unit" means a dwelling unit that is part of a permitted Non-Residential Use. (i.e., basement apartment, room over a garage)
 - 1.15.2 "Accessory Detached Dwelling" means a detached dwelling subordinate and incidental to the principal use, building or structure located on the same lot therewith. (i.e., a backyard house)
 - 1.15.3 "Apartment Dwelling" means a building consisting of three (3) or more dwelling units, which have a common entrance from road level and the occupants of which obtain access to their dwelling units through common halls.
 - 1.15.4 "Bachelor Dwelling Unit" means a dwelling unit consisting of one bathroom and not more than two (2) habitable rooms designed to provide living, dining and kitchen accommodation in appropriate individual rooms or combination of rooms.

- 1.15.5 "Converted Dwelling" means a building on a lot originally designed, intended and used as a one-family dwelling which has been lawfully altered or converted so as to provide two (2) or more dwelling units, none of which is located in the cellar.
- 1.15.6 "Cottage Dwelling" means a detached building, which may be occupied on a seasonal basis, used for and containing only one dwelling unit, which is designed and/or constructed for year-round human habitation.
- 1.15.7 "Detached Dwelling" means a separate building designed for and containing only one dwelling unit and constructed for year-round human habitation.
- 1.15.8 "Duplex Dwelling" means a building that is divided horizontally into two separate dwelling units, each of which has an independent entrance either directly from the outside or through a common vestibule.
- 1.15.9 "Fourplex Dwelling" means a building which consists of two (2) attached duplex dwellings, or a building containing only two storeys exclusive of basement, divided vertically into four (4) dwelling units with either one or two complete walls in common with adjoining units and an independent entrance, either directly or through a common vestibule.
- 1.15.10 "Hosted Property" is an establishment that has an owner/operator living full-time on-site during the rental period.
- 1.15.11 "Semi-detached Dwelling" means one of a pair of attached single dwelling units constructed for permanent use with a common party wall dividing the pair of dwelling units vertically for the full height of the building, each of which has an independent entrance.
- 1.15.12 "Townhouse Dwelling" means a building that is divided vertically into three or more dwelling units, each of which has independent entrances to a front and rear yard immediately abutting the front and rear walls of each dwelling unit, or a front and side yard in the case of a dwelling unit located at the end of the Townhouse building.
- 1.15.13 "Triplex Dwelling" means a building that is divided horizontally or vertically into three (3) separate dwelling units each of which has an independent entrance, either directly or through a common vestibule.
- 1.15.14 "Dwelling Unit" means a suite of two (2) or more habitable rooms, occupied by one or more persons, in which sanitary conveniences are provided and in which facilities are provided for cooking or for the installation of cooking equipment, and with an independent entrance, either directly from outside the building or from a common corridor inside the building.
- 1.15.15 "Non-Hosted Property means a property where the property owner does not live on-site of the property and is not on-site during the rental period of the property being rented as a STAR.
- 1.16 "Designate" means a person appointed by Council to perform a specific task.
- 1.17 "Event Activity" means the purpose for which the venue has been booked.
- 1.18 "Fire Chief" means the Fire Chief for the Township of Billings and/or any Person designated by the Council to enforce the provisions of the Fire Prevention Act associated with this bylaw.
- 1.19 "Guest Cabin/Bunkie" shall mean a dwelling unit for guest accommodation accessory to a seasonal dwelling and which contains no provisions for cooking.
- 1.20 "License" means a License issued by the Township pursuant to this By-law;
- 1.21 "License Appeal Committee" means a three-member committee that consists of 1 senior Council member, 1 senior Township staff member and 1 Township resident that is appointed by Council.
- 1.22 "License Class" means the following:
- 1.22.1 "Class A License" means a license that is issued by the Township to a Property Owner of a Principal Residence who owns a property where hosted Short-Term Rentals are permitted. See schedule "C" for the terms and conditions of this license.
- 1.22.2 "Class B License" means a license that is issued by the Township means to a Property Owner who owns a Non-Principal Residence where, non-hosted Short-Term Rentals are permitted, See schedule "D" for the terms and conditions of this license.
- 1.22.3 "Class "C" License" means a license that is issued by the Township to a Property Owner who owns and resides in a Dwelling that is their Principal Residence and operates a Bed and Breakfast operation. See schedule "E" for the terms and conditions of this license.
- 1.23 "License Issuer" means employee who have delegated authority by Council as the Person(s) responsible for issuing a License;
- 1.24 "License Number" means a number assigned to a STAR License by the Township;

- 1.25 “Licensee” means a Person issued a current and valid STAR License pursuant to this By-law;
- 1.26 “Nuisance” means an activity or behavior that when consistent or repetitive causes a material inconvenience, discomfort, or damage to others, either to individuals and/or to the general public;
- 1.27 “Officer” means a member of the OPP or Municipal Law Enforcement Officer, or their Designate as appointed by the Township of Billings Council to enforce the provisions of this By-law;
- 1.28 “Owner” means the registered owner of the lands or Premise or his or her authorized agent that is in lawful control of the lands or Premise;
- 1.29 “Parking Management Plan” means a plan completed by the property owner, a licensed professional engineer, architect, landscape architect, professional planner, surveyor, draftsman, or equivalent, which shall include:
- a) the scale of the drawings in metres;
 - b) the area that is designated for the parking of vehicles;
 - c) the size of each parking space;
 - d) the location of all driveways and access to the Premises; and,
 - e) the lot lines of the Premises, including dimensions of the Premises.
- 1.30 “Person” includes an individual, sole proprietorship, partnership, limited partnership, trust, corporation, and an individual in his or her capacity as a trustee, executor, administrator or other legal representative;
- 1.31 “Premises” means land, Property or any part thereof including any and all Buildings or other structures thereon;
- 1.32 “Principal Residence” means the dwelling where the owner and, if applicable, the owners Spouse, maintain their permanent place of abode, and typically spend the majority of the calendar year. A person may have only one principal residence at any one time.
- 1.33 “Registered Complaint” means a formal complaint regarding the operation of a short-term accommodation determined to be valid by an Officer
- 1.34 “Renter” means the Person responsible for the rental of the Premise by way of concession, permit, License, rental agreement or similar Commercial Operation arrangement;
- 1.35 “Renter’s Code of Conduct” as set forth in Schedule “B”, and may be amended from time to time, means a document that has been prepared by the Township that prescribes the roles and responsibilities of the Renter, including but not limited to: behavioral expectations as they relate to non-disturbance of neighbors; compliance with applicable Township by-laws, and adherence to the provisions of this By-law;
- 1.36 “Rental or Lease Management Company” means any person who accepts, facilitates, manages, brokers requests for, advertises, or offers Short-Term Accommodation Rentals for compensation or a fee through a website or other platform
- 1.37 “Responsible Person” means the Owner (must be 18 years of age) or Agent assigned by the Owner or Licensee of the Short-term Rental Dwelling to ensure the Short-term Rental Dwelling is operated in accordance with the provisions of this By-law, the License and applicable laws;
- 1.38 “Short -Term Accommodation Rental” or “STAR” means private residential dwelling (or part of dwelling) that are rented to provide accommodations to a person or persons on a temporary basis for a period of less than 30 days and to which the Residential Tenancies Act, 2006, S.O. 2006, c. 17, as may be amended from time to time, does not apply. STAR’s do not include, hotels, motels, lodges or other commercially zoned accommodation uses for the travelling public
- 1.39 “Statutory Power’ means a power or right, conferred by or under a statute, to make a decision deciding or prescribing,
- a) the legal rights, powers, privileges, immunities, duties or liabilities of any person or party, or
 - b) the eligibility of any person or party to receive, or to the continuation of, a benefit or licence, whether the person is legally entitled thereto or not;
- 1.40 “Township” means the Corporation of the Township of Billings.
- 1.41 “Vested Right” means a right belonging completely and unconditionally to a person as a property interest which cannot be impaired or taken away (as through retroactive legislation) without the consent of the owner
- 1.42 “Zoning By-law” means any By-law administered by the Township passed pursuant to Section 34 of the Planning Act or a successor thereof, as may be amended from time to time.

2.0 GENERAL PROVISIONS

- 2.1 All Persons/Property Owners must complete and meet the conditions identified in the Application for License prior to operating any Short-Term Rental operations. See Schedule A.
- 2.2 All Persons/Property Owners must provide proof of an insurance policy that identifies the property as being a STAR and that the policy provides a minimum of \$2, 000,000 liability coverage.
- 2.3 All Persons/Property owners who rent their own Principal Residence, a Dwelling or an Accessory Buildings as a STAR must possess and have available for inspection, a valid License that is issued by the Township that allows for STAR at the property identified on the Permit.
- 2.4 All Persons/Property owners who rent their own Principal Residence, a Dwelling or an Accessory Buildings as a STAR, and who is not on the Township water system, must provide documentation of a passed water quality test for the Dwelling or an Accessory Building or that is being rented. The test is to be performed by Public Health Sudbury and District.
 - 2.4.1 Proof of a satisfactory water sample test shall be provided on an annual basis when Licenses are being renewed.
- 2.5 All Persons/Property Owners or Responsible Persons identified as contacts on the License must be able to be contacted within 60 minutes and must be able to attend the property, if required, within 24 hours upon notification of an emergency situation or enforcement situation.
- 2.6 All Principal Residences, Dwellings or an Accessory Buildings that are being used as STAR must pass a fire safety inspection performed by the Fire Chief or a designated member of the Billings Township Volunteer Fire Department, prior to being used as a rental unit.
- 2.7 All Principal Residences, Dwellings or an Accessory Buildings that are being used as STAR must have an emergency exit diagram posted in the rental unit.
- 2.8 All Principal Residences, Dwellings or an Accessory Buildings that are being used as a STAR must pass a safety inspection performed by the Township Building Inspector or a person designated by the CAO, prior to being used as a rental unit.
- 2.9 All Principal Residences, Dwellings and Accessory Buildings that are being used as STAR must have a Renters Code of conduct posted in the rental unit.
- 2.10 All Principal Residences, Dwellings and Accessory Buildings that are being used as STAR must have emergency contact information posted in the rental.
- 2.11 All Principal Residences, Dwellings and Accessory Buildings that are being used as STAR must have a secure storage area for garbage /refuse that will prevent access by wildlife or vermin.
- 2.12 All Principal Residences, Dwellings and Accessory Buildings that are being used as STAR must have an approved parking plan posted in the rental unit.
- 2.13 All Persons/Property Owners shall notify the Township of any change in licensing or registration information within 15 days.
- 2.14 All Persons/Property Owners who are issued a Licence pursuant to this By-law shall not contravene any provision set out in this By-law, any other Municipal By-law, Federal or Provincial Act or Statue.

3.0 PROHIBITIONS

- 3.1 No Person shall own, operate or carry on a business or activity as a STAR other than in accordance with the terms and conditions of a Licence under the terms and conditions of this By-law.
- 3.2 No Person shall advertise, promote, broker, or offer for rent or lease any STAR without a current valid Licence and no Owner shall permit any of the foregoing without a current valid Licence.
- 3.3 No Person shall alter or modify or permit the alteration or modification of a Licence.
- 3.4 No Person shall use, or attempt to use, a Licence issued to another Person or Property.
- 3.5 No Person shall operate a STAR without having insurance that provides a minimum liability coverage of \$2,000,000 and that the policy identifies that the insurer is aware of the that the property is being used as a STAR.
- 3.6 No Person shall operate a STAR that does not have emergency contact information posted in a visible location.
- 3.7 No Person shall operate a STAR that does not have an emergency exit diagram posted in a visible location.
- 3.8 No Person shall operate a STAR that does not have a copy of the STAR License posted in a visible location.
- 3.9 No person shall operate a STAR that does not have the Renters Code of Conduct posted in a visible location.
- 3.10 No Person shall refuse service to a Person accompanied by a service animal.
- 3.11 No person shall allow a STAR unit to exceed more persons than allowed.
- 3.12 No Person shall operate a STAR while their STAR License is under an administrative suspension.
- 3.13 No Person shall operate more than one (1) STAR unit per property.

- 3.14 No person shall use an Accessory Buildings as a STAR unit.
- 3.15 No person shall locate an Accessory Building on a shoreline road allowance.
- 3.16 No Person shall allow a STAR renter to be a nuisance on the property.
- 3.17 No Person Shall operate a Short-Term Rental Accommodation in contravention to any Provincial Restriction or Order.
- 3.18 No Person shall operate Event Activities at a STAR if the event will cause:
 - 3.19 Noise Bylaw infractions;
 - 3.20 Parking Bylaw infractions;
 - 3.21 Causes the maximum allowable number of guests to be exceeded.
 - 3.22 No Person shall knowingly make a false statement in an application or declaration as required by this By-law or the Township.
- 3.23 No Person shall obstruct or hinder, or attempt to obstruct or hinder an Officer who is exercising their duty under this Bylaw.

4.0 LICENSING

- 4.1 The License Issuer is hereby delegated authority to issue a License in accordance with the provisions of this By-law and the applicable Schedule(s) to this By-law.
- 4.2 The License Issuer is hereby delegated authority to impose additional conditions on a License that are reasonable and taking into consideration:
 - a. the health, safety, and well-being of Persons;
 - b. the impact on a neighbouring Property or neighbouring Property owner;
 - c. the past conduct of an applicant or Licensee;
 - d. the impact to the Township or the need within the Township if supported by Policy and or By-law, as approved and adopted by Township Council, if applicable, a condition imposed under this Section may be appealed to the Licensing Appeal Committee as outlined in Sections 8.0 of this By-law.
- 4.3 A License issued by the Township is not transferable.
- 4.4 A License issued pursuant to this By-law is valid for a period of time as outlined in the applicable Schedule(s) to this By-law.
- 4.5 Every License shall remain at all times the Property of the Township;
- 4.6 No Person shall enjoy a Vested Right in any License or the continuance of any License.
- 4.7 A License shall be issued by the License Issuer:
 - a. upon the requirements of this By-law being met;
 - b. upon submission of the documents as required by this By-law and as outlined on the applicable Schedule(s) to this By-law;
 - c. upon obtaining the required approvals and inspections required by this By-law and as outlined on the applicable Schedule(s) to this By-law;
- 4.8 The License Issuer shall not issue a License if the owner(s) or applicant(s) have any outstanding fines, penalties, legal costs, disbursements, Property taxes and late payment charges owing to the Township for the Property subject to the License application.
- 4.9 A License shall only be issued by the License Issuer to the registered owner of the Property unless otherwise required by the Schedule relating specifically to the License Type.
- 4.10 A License issued shall include the following:
 - a. the municipal address;
 - b. License type;
 - c. License number;
 - d. effective date and expiry date of the License;
 - e. Licensee name and contact information;
 - f. responsible person name and contact information.

5.0 LICENSE TERMS AND CONDITIONS

- 5.1 A License is subject to the terms and conditions of this By-law and the terms and conditions as set out in the applicable Schedule(s) to this By-law.
- 5.2 A licensee shall notify the Township within fifteen (15) days of any changes to the:
 - a. business name;
 - b. location of the business Premise;
 - c. ownership of the business;
 - d. a change in the Licensee's policy of liability insurance; and such changes shall be subject to submission of the necessary documentation to the Township.
- 5.3 A Licensee shall be responsible for the act(s) and omission(s) of its employees, representatives and agents in the carrying on of the business in the same manner and to the same extent as though the Licensee did the act(s) or omission(s).
- 5.4 Any record required by this By-law shall be produced by the Licensee upon request of an Officer.

6.0 LICENSES ADMINISTRATIVE SUSPENSIONS

- 6.1 Where the Licensee's policy of liability insurance expires, is cancelled, or is otherwise terminated, then the applicable License shall be automatically suspended effective on the date of such expiration, cancellation, or termination and shall remain so until such insurance has been reinstated.
- 6.2 An Administrative suspension of a License without a hearing shall be imposed for fourteen (14) days if the Township is satisfied that the continuation of the business poses an immediate danger to health and safety of any Person or to any Premises.
- 6.3 Before any suspension is imposed, the Township shall provide the Licensee with the reasons for the suspension, either orally, by email or in a written notice from the Township.
- 6.4 Any suspension imposed under this section shall be effective immediately upon notification being given to the Licensee, and the Licensee having been given an opportunity to respond, and such suspension may be lifted at the discretion of the Township, upon receipt of the Licensee's response.
- 6.5 An Administrative suspension imposed under Section 6.2 may be imposed on such conditions as the License Issuer considers appropriate.

7.0 GROUNDS FOR REFUSAL, REVOCATION OR SUSPENSION OF A LICENSE

- 7.1 An applicant or Licensee may be granted a License upon meeting the requirements of this By-law except where:
 - a. the past or present conduct of any Person, including the officers, directors, employees or agents of a corporation affords reasonable cause to believe that the Person will not carry on or engage in the business in respect of which the application is made in accordance with the law or with honesty or integrity; or
 - b. the Applicant or Licensee has past breaches or contraventions of any law or any provision of this By-law or any other municipal By-law or Provincial or Federal Statute associated with the carrying on of such business; or
 - c. the Applicant or Licensee has failed to pay an Administrative Monetary Penalty imposed by the Township or a fine or fines imposed by a Court for convictions for breach of this or any other Township by-law or provincial offence related to the licensed Premise; or
 - d. the Applicant or Licensee has failed to comply with any term, condition or direction of the License Issuer or Officer or has failed to permit any investigation by the License Issuer or Officer; or
 - e. the applicant or Licensee has failed to comply with the requirements set out in this By-law or any of the applicable Schedules to this By-law; or
 - f. the issuing of a License would be contrary to the public interest with respect to health and safety, consumer protection, or nuisance control; or
 - g. the Applicant or Licensee has submitted an application or other documents to the Township containing false statements, incorrect, incomplete, or misleading information; or
 - h. the Applicant or Licensee is carrying on or engaging in activities that are, or will be, if the Applicant or Licensee is licensed, in contravention of this By-law, or any other applicable law; or
 - i. the Applicant or Licensee has not paid the required License fees; or
- 7.2 The License Issuer may revoke, suspend, or refuse to issue a License, where the Applicant or Licensee would not be entitled to a License on any grounds set out in this By-law.
- 7.3 Where the application for a License has been revoked, suspended, or cancelled, the fees paid by the Applicant or Licensee, in the respect of the License, shall not be refunded.
- 7.4 Where a License has been revoked, suspended, or cancelled, the Licensee shall return the License to the License Issuer within two (2) days of service of the notice of the decision.

8.0 GROUNDS FOR REFUSAL, REVOCATION OR SUSPENSION OF LICENSE – RIGHT TO A HEARING

- 8.1 Before a License is refused, revoked, suspended or cancelled written notice shall be given to the Applicant or Licensee.
- 8.2 Notice shall be served to the Applicant's or Licensee's last known address or email address filed with the Township and shall:
 - a. contain sufficient information to specify the nature of, or reason for, any recommendation;
 - b. inform the Applicant or Licensee of entitlement to a hearing before the Licensing Appeal Committee, if a request in writing for a hearing is returned to the Clerk within fifteen (15) days after the date of service of the notice; AND

- c. inform the Applicant or Licensee that if no written request is received, the Licensing Appeal Committee may proceed and make any decision with respect to the License.
- 8.3 On receipt of a written request for a hearing from an Applicant or Licensee, the Clerk shall:
 - a. schedule a hearing; and
 - b. give the Applicant or Licensee notice of the hearing at least twenty (20) days prior to the hearing date; and
- 8.4 Service of any notice on the Applicant or Licensee under this By-law shall be made by Personal delivery, ordinary mail, or email transmission. The notice shall be deemed to have been served on the seventh (7th) day after the day of mailing or on the date of Personal service or on the date the email is sent.

9.0 ESTABLISHMENT OF LICENSING APPEAL COMMITTEE

- 9.1 The Licensing Appeal Committee shall consist of the Mayor or Deputy Mayor, the CAO or Designate and one resident of Billings Township who is appointed by the Township Council.
- 9.2 The Licensing Appeal Committee shall hear and render decisions regarding the refusal, revocation or suspension of a License, and the imposing of terms and conditions on a License.
- 9.3 The decision of the Licensing Appeal Committee shall be final and binding.

10.0 HEARING PROCESS

- 10.1 The provisions of the *Statutory Powers and Procedures Act, R.S.O. 1990, c. S. 22*, as amended, shall apply to all hearings conducted under this By-law, and the Licensing Appeal Committee may pass rules for the practice and procedure of the Committee.
- 10.2 A hearing shall be held in public, unless determined otherwise in accordance with *the Statutory Powers and Procedures Act, R.S.O. 1990, c. S. 22*, as amended, and the Licensing Appeal Committee shall hear the Applicant or Licensee and every other Person who desires to be heard, and the Licensing Appeal Committee may adjourn the hearing or reserve its decision.
- 10.3 No decision of the Licensing Appeal Committee is valid unless it is concurred in by the majority of the members of the Licensing Appeal Committee that heard the matter, and the decision of the Licensing Appeal Committee, shall be in writing and shall set out the reasons for the decision, and shall be signed by the members who concur in the decision.
- 10.4 Any authority or permission granted by the Licensing Appeal Committee may be for such time and subject to such terms and conditions as the Licensing Appeal Committee considers advisable and as are set out in the decision.
- 10.5 When a Person who has been given written notice of a hearing does not attend at the appointed time and place, the Licensing Appeal Committee may proceed with a hearing in their absence, and the Person shall not be entitled to any further notice of the proceedings.
- 10.6 The CAO shall no later than ten (10) days from the making of the decision send one (1) copy of the decision to: a) the Applicant or Licensee; and b) each person who appeared in person or by Counsel or by Agent at the hearing and who filed with the CAO a written request for notice of the decision.

11.0 ENTRY AND INSPECTION

- 11.1 Persons who have been appointed by the Township to enforce the Townships bylaws shall be allowed to exercise their duties as identified in the Municipal Act subject to the provisions of the Township of Billings Power of Entry and Enforcement Policy (see Schedule "B"), unless the provisions of section 438 of the Municipal Act are required to be invoked or in circumstances where there is a bylaw contravention actively occurring or when there is an immediate need concerning public health and safety or property damage.
- 11.2 Persons who have been appointed by the Township to enforce the provisions of the Building Code Act or the Property Standards Bylaw on behalf of the Township shall be allowed to exercise their duties as identified in the Building Code Act.
- 11.3 Persons who have been appointed by the Township to enforce the provisions of the Fire Prevention and Protection Act shall be allowed to exercise their duties as identified in the Fire Prevention and Protection Act.
- 11.4 That staff/persons performing maintenance or property standards bylaw work on behalf of the Township shall be allowed to perform their duties subject to the Township of Billings Power of Entry and Enforcement Policy unless there is an immediate threat to public health and safety or property damage
- 11.5 It is the responsibility of any Person applying for a License to either, contact the Township for an inspection or provide required documentation, which shall ensure compliance with the following where applicable:
 - a. Provisions of this By-law;
 - b. *Ontario Building Code Act, 1992, S.O. 1992 c.23; ("Building Code Act")*

- c. *Ontario Fire Protection and Prevention Act, 1997, S.O. 1997, c.4 ("Fire Protection and Prevention Act")*
 - d. *Electricity Act, 1998, S.O. 1998, c. 15, Sched. A ("Electricity Act")*
 - e. Billings Township Zoning Bylaw
 - f. Any other municipal by-laws or provincial legislation.
- 11.6 During the inspection process, all relevant departments of the Township may provide comment on any known matters that would assist with determination of License eligibility.

12.0 ENFORCEMENT

- 12.1 **This bylaw shall be enforced by the Township Bylaw Enforcement Officer or Designate.**
- 12.2 Any person(s) who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine or penalty for each offence, exclusive costs and upon conviction is liable to an Authorized Monetary Penalty as set out in *Section 434.1 of the Municipal Act 2001, S.O., c, 25* as amended.
- 12.3 Any Person who continues to contravene a designated provisions of this Bylaw after having been issued a Notice of Administrative Penalty, will be liable to a further continuance Administrative Monetary Penalty as identified in Schedule.
- 12.4 Any Person that repeatedly contravenes provisions in this bylaw will be subject to a doubling (2x) the set penalty amount in the Set Penalty Schedule.
- 12.5 No person(s) shall willfully obstruct, hinder or otherwise interfere with an Officer in the performance of the Officer's duties, right, functions, powers, or authority under this By- law.
- 12.6 Where an Officer has reasonable grounds to believe that an offence under this By-law has been committed by a person(s), the Officer may require the name, address, and proof of identity of that person(s) and the person(s) shall supply the required information.

13.0 ADMINISTRATIVE MONETARY PENALTIES

- 13.1 Administrative Monetary Penalty By-law 2022-50 applies to this By-law.
- 13.2 Every Person who contravenes a provision of this By-law shall, upon the issuing of a Penalty Notice under Administrative Monetary Penalty By-law 2022-50 is liable to pay the Township an Administrative Monetary Penalty in the amount set out it in the set fines schedule
- 13.3 Any Person who is issued a Penalty Notice for a contravention of this By-law under the Administrative Monetary Penalty By-law 2022-50, shall not be charged under the Provincial Offences Act for the same contravention.

14.0 APPLICATION AND ADMINISTRATION

- 14.1 This Bylaw applies to all Persons or Property Owners of Billings Township who are operating a Commercial Operation where a Principal Residence, Dwelling or an Accessory Building is being rented as a Short-Term Rental Accommodation.
- 14.2 This Bylaw shall be known as the Short-Term Accommodation Rentals Bylaw.

15.0 SEVERABILITY

- 15.1 If a court of competent jurisdiction declares any section or part of this By-law invalid; it is the intention of Council of the Township that the remainder of this By-law shall continue in force unless the court makes an order to the contrary.

16.0 SINGULAR AND PLURAL USE

- 16.1 In this By-law, unless the context otherwise requires words importing the singular shall include the plural and use of the masculine shall include the feminine, where applicable.

17.0 SCHEDULES

- 17.1 The Schedules attached to this By-law form part of this By-law.

Read a first time this 19th day of September, 2022.

Read a second time this 4th day of October, 2022.

Read a third time, finally passed, signed, and sealed this ____ day of _____, 20__.

Ian Anderson, Mayor

Kathy McDonald, CAO/Clerk

DRAFT

THE CORPORATION of the TOWNSHIP of BILLINGS
BYLAW 2022-49
Being a Bylaw to Regulate Short-Term Accommodation Rentals within Billings Township
Schedule A

Short-Term Accommodation Rental
License Application Form

PROPERTY INFORMATION (PROPERTY TO BE LICENCED)

Address: _____

OWNER (IF DIFFERENT FROM APPLICANT)

Owner's Name: _____

Corporation or Partnership (if applicable): _____

Applicant's Address: _____

Telephone Number: _____

Mobile Number: _____

Email Address: _____

RENTAL AGENT/AGENCY

Agent/Agency's Name: _____

Corporation or Partnership (if applicable): _____

Agency Address: _____

Telephone Number: _____

Mobile Number: _____

Email Address: _____

LOCAL MANAGER (IF DIFFERENT THAN OWNER)

Responsible Person's Name: _____

Corporation or Partnership (if applicable)

Agency Address: _____

Telephone Number: _____

Mobile Number: _____

Email Address: _____

PURPOSE OF APPLICATION

New STAR License _____ License Renewal _____

PREMISES DETAILS

Current Use of Premises: _____

Proposed Number of Bedrooms: _____

Total STAR Premises Occupant Load: _____

ATTACHMENTS (THE FOLLOWING MUST ACCOMPANY THE APPLICATION)

- i. Copy of the Transfer/Deed proving evidence of ownership
- ii. Copy of the Liability Insurance of not less than \$2 million per occurrence for property damage and bodily injury and proof of Short-Term Accommodations Rental coverage.
- iii. Site Plan of the premises including Accessory Buildings, Recreational Buildings, Parking Plan and garbage storage location)
- vi. Copy of Complete STA Inspection
- viii. Evidence from a **licensed septic removal operator of the septic tank being pumped out and inspected** within the last three years.

DECLARATION OF APPLICANT

I certify that:

The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Signature of Applicant: _____ Date: _____

Application Fee: \$200.00

For Office Use Only

1) Did the Applicant Provide?

a) 2 pieces of government issued identification (Passport, Drivers License, OHIP). **Yes** ___ **No** ___

b) Copy of the Transfer/Deed proving evidence of ownership **Yes** ___ **No** ___

c) Copy of the Liability Insurance of not less than \$2 million per occurrence for property damage and bodily injury. **Yes** ___ **No** ___

d) Does the Policy indicate Short-Term Accommodation Rental coverage? **Yes** ___ **No** ___

e) Site Plan of the premises (including Accessory Buildings, Recreational Vehicles, Parking and garbage disposal area). **Yes** ___ **No** ___

f) Copy of Complete STAR Inspection **Yes** ___ **No** ___

g) Evidence of septic pumped out and inspected in the last three years. **Yes** ___ **No** ___

h) Payment: Cash ___ Debit ___ Credit ___

Received By: _____ Date: _____

Date Reviewed by Council: _____

Approved **Yes** ___ **No** ___

Mayor Signature _____

DRAFT

THE CORPORATION of the TOWNSHIP of BILLINGS
BYLAW 2022- 49
Being a Bylaw to Regulate Short-Term Accommodation Rentals within Billings Township
Schedule B

Renters Code of Conduct

RENTER CODE OF CONDUCT
(As enacted by the Township of Billings)

PREMISE OF THIS CODE

The premise of this Code is that the short-term accommodation premises are located in the vicinity of other properties and that the residents/occupants of these properties have the right to enjoy their properties without being imposed upon by nuisance from others.

OBJECTIVES OF THIS CODE

The objective of this Code is to establish acceptable standards of behavior for renters and their guests, and to minimize any adverse social or environmental impacts on their neighbors and neighborhood. The Renter acknowledges for themselves and on the behalf of others that they will be occupying a short-term rental accommodation.

GUIDING PRINCIPLES

The Guiding Principles for short term accommodation renters are:

- The premise that you are occupying is a home;
- Treat the premise as your own;
- Respect your neighbors; and,
- Leave it as you find it.

MAXIMUM NUMBER OF RENTERS AND GUESTS

The maximum number of occupants within a dwelling that is being operated as a Short-Term Accommodation Rental shall not exceed a total number based upon the number posted by the Owner. But, in no case shall be more then 2 persons per bedroom or 8 persons per property.

NOISE AND RESIDENTIAL AMENITY

No person shall make noise so as to cause a disturbance or conduct themselves in an antisocial behaviour. Examples of noise that is deemed to be a disturbance include:

- a) Loud music;
- b) Outdoor Speakers;
- c) Outdoor or backyard gatherings involving excessive noise;
- d) Fireworks; **(To be used only on the following days: New Years Eve, Victoria Day and July 1.)**
- e) Late or early hour disturbances;
- f) Exceeding occupancy limits; and,
- g) Yelling, shouting, chanting and loud conversations.

Please be advised that the Township of Billings Noise By-law is By-law No. 2021-12, is in effect 24 hours a day, 7 days a week.

Renters are not allowed to disturb neighbours or interfere with their enjoyment of their properties, or the public realm, at any time of the day or night. Failure to comply with the conditions of the Municipality's Noise By-law may result in the notification of the Ontario Provincial Police who may, upon attendance, issue a Notice of Offence, which carries with it a fine, upon conviction, for a first offence.

Bylaw Infractions will be assessed to the Person/Property Owner.

Please enjoy your stay but have consideration for others.

FUNCTIONS AND PARTIES

Short term accommodation renters are not to host functions or parties as occupancy limits apply to the house and property in accordance with the licence.

ACCESS AND PARKING

Property includes parking on a per bedroom basis. Permitted parking should be the only area used for parking.

RECYCLING AND GARBAGE

Please dispose all garbage and recycling to designated garbage area. Ensure that garbage and recycling is sealed shut and not overflowing.

DRAFT

THE CORPORATION of the TOWNSHIP of BILLINGS
BYLAW 2022-49
Being a Bylaw to Regulate Short-Term Accommodation Rentals within Billings Township
Schedule C
License for Short Term Accommodation Rentals

Front



CLASS "A" LICENSE

SHORT TERM ACCOMMODATION RENTAL LICENSE
 (For Principal **Hosted** Residences)

Issued to: _____
 (Name of Property Owner/Business)

Address of Rental Property: _____

Date of Issue: _____ Expiry Date: _____

Issuer: _____

Issuer Signature: _____

New License: _____ License Renewal: _____

License # _____

License Fee: \$500.00
License Renewal Fee \$300.00
 License Valid for 1 year from Date of Issue.

Back of Document

Terms of License	Licenses Administrative Suspensions
<p>1) The issuing of this License is subject to the terms and conditions of this By-law and the terms and conditions as set out in the applicable Schedule(s) to this By-law.</p> <p>2) A licensee shall notify the Township within fifteen (15) days of any changes to the:</p> <ul style="list-style-type: none"> a) business name; b) location of the business Premise; c) ownership of the business; d) a change in the Licensee's policy of liability insurance; and such changes shall be subject to submission of the necessary documentation to the Township. <p>5.3 A Licensee shall be responsible for the act(s) and omission(s) of its employees, representatives and agents in the carrying on of the business in the same manner and to the same extent as though the Licensee did the act(s) or omission(s).</p> <p>5.4 Any records required by this By-law shall be produced by the Licensee upon request of an Officer.</p>	<p>1) Where the Licensee's policy of liability insurance expires, is cancelled, or is otherwise terminated, then the applicable License shall be automatically suspended effective on the date of such expiration, cancellation, or termination and shall remain so until such insurance has been reinstated.</p> <p>2) An Administrative suspension of a License without a hearing shall be imposed for:</p> <ul style="list-style-type: none"> a) fourteen (14) days if the Township is satisfied that the continuation of the business poses an immediate danger to health and safety of any Person premises or Township Property <p>3) Before any suspension is imposed, the Township shall provide the Licensee with the reasons for the suspension, either orally or in writing.</p> <p>4) Any suspension imposed under this section shall be effective immediately upon notification being given to the Licensee, and the Licensee having been given an opportunity to respond, and such suspension may be lifted at the discretion of the Township, upon receipt of the Licensee's response.</p> <p>5) An Administrative suspension imposed under Section 6.2 may be imposed on such conditions as the License Issuer considers appropriate.</p>

THE CORPORATION of the TOWNSHIP of BILLINGS
BYLAW 2022- 49
Being a Bylaw to Regulate Short-Term Accommodation Rentals within Billings Township
Schedule D
License for Short Term Accommodation Rentals

Front



CLASS "B" LICENSE

SHORT TERM ACCOMMODATION RENTAL LICENSE
 (For Non-Principal **(Non-Hosted)** Residences)

Issued to: _____
 (Name of Property Owner/Business)

Address of Rental Property: _____

Date of Issue: _____ Expiry Date: _____

Issuer: _____

Issuer Signature: _____

New License: _____ License Renewal: _____

License # _____

License Fee: \$800.00
License Renewal Fee: \$500.00
 License Valid for 1 year from Date of Issue.

Back of Document

Terms of License	Licenses Administrative Suspensions
<p>1) This issuing of this License is subject to the terms and conditions of this By-law and the terms and conditions as set out in the applicable Schedule(s) to this By-law.</p> <p>2) A licensee shall notify the Township within fifteen (15) days of any changes to the:</p> <ul style="list-style-type: none"> a) business name; b) location of the business Premise; c) ownership of the business; d) a change in the Licensee's policy of liability insurance; and such changes shall be subject to submission of the necessary documentation to the Township. <p>5.3 A Licensee shall be responsible for the act(s) and omission(s) of its employees, representatives and agents in the carrying on of the business in the same manner and to the same extent as though the Licensee did the act(s) or omission(s).</p> <p>5.4 Any records required by this By-law shall be produced by the Licensee upon request of an Officer.</p>	<p>1) Where the Licensee's policy of liability insurance expires, is cancelled, or is otherwise terminated, then the applicable License shall be automatically suspended effective on the date of such expiration, cancellation, or termination and shall remain so until such insurance has been reinstated.</p> <p>2) An Administrative suspension of a License without a hearing shall be imposed for:</p> <ul style="list-style-type: none"> a) fourteen (14) days if the Township is satisfied that the continuation of the business poses an immediate danger to health and safety of any Person premises or Township Property <p>3) Before any suspension is imposed, the Township shall provide the Licensee with the reasons for the suspension, either orally or in writing.</p> <p>4) Any suspension imposed under this section shall be effective immediately upon notification being given to the Licensee, and the Licensee having been given an opportunity to respond, and such suspension may be lifted at the discretion of the Township, upon receipt of the Licensee's response.</p> <p>5) An Administrative suspension imposed under Section 6.2 may be imposed on such conditions as the License Issuer considers appropriate.</p>

THE CORPORATION of the TOWNSHIP of BILLINGS
BYLAW 2022- 49
Being a Bylaw to Regulate Short-Term Accommodation Rentals within Billings Township
Schedule E
License for Short Term Accommodation Rentals

Front



CLASS "C" LICENSE

SHORT TERM ACCOMMODATION RENTAL LICENSE
 (For Bed and Breakfast Operations)

Issued to: _____
 (Name of Property Owner/Business)

Address of Rental Property: _____

Date of Issue: _____ Expiry Date: _____

Issuer: _____

Issuer Signature: _____

New License: _____ License Renewal: _____

License # _____

License Fee: \$300.00
License Renewal Fee: \$150.00
 License Valid for 1 year from Date of Issue.

Back of Document

Terms of License	Licenses Administrative Suspensions
<p>1) This issuing of this License is subject to the terms and conditions of this By-law and the terms and conditions as set out in the applicable Schedule(s) to this By-law.</p> <p>2) A licensee shall notify the Township within fifteen (15) days of any changes to the:</p> <ul style="list-style-type: none"> a) business name; b) location of the business Premise; c) ownership of the business; d) a change in the Licensee's policy of liability insurance; and such changes shall be subject to submission of the necessary documentation to the Township. <p>5.3 A Licensee shall be responsible for the act(s) and omission(s) of its employees, representatives and agents in the carrying on of the business in the same manner and to the same extent as though the Licensee did the act(s) or omission(s).</p> <p>5.4 Any records required by this By-law shall be produced by the Licensee upon request of an Officer.</p>	<p>1) Where the Licensee's policy of liability insurance expires, is cancelled, or is otherwise terminated, then the applicable License shall be automatically suspended effective on the date of such expiration, cancellation, or termination and shall remain so until such insurance has been reinstated.</p> <p>2) An Administrative suspension of a License without a hearing shall be imposed for:</p> <ul style="list-style-type: none"> a) fourteen (14) days if the Township is satisfied that the continuation of the business poses an immediate danger to health and safety of any Person premises or Township Property <p>3) Before any suspension is imposed, the Township shall provide the Licensee with the reasons for the suspension, either orally or in writing.</p> <p>4) Any suspension imposed under this section shall be effective immediately upon notification being given to the Licensee, and the Licensee having been given an opportunity to respond, and such suspension may be lifted at the discretion of the Township, upon receipt of the Licensee's response.</p> <p>5) An Administrative suspension imposed under Section 6.2 may be imposed on such conditions as the License Issuer considers appropriate.</p>

THE CORPORATION of the TOWNSHIP of BILLINGS
BYLAW 2022- 49
Being a Bylaw to Regulate Short-Term Accommodation Rentals within Billings Township
Schedule F

Authorized Monetary Penalty (AMP)
Set Penalties Schedule

Item	Short Form Wording	Provision Creating Offence	Set Monetary Penalty
1	Operate STAR business without a License	3.1	\$1000.00
2	Promote, broker or offer for rental unit without a License	3.2	\$500.00
3	Alter or modify a License or allowing altering or modifying of a License	3.3	\$500.00
4	Use or attempt to use License not issued to property address	3.4	\$500.00
5	Operate a STAR without or expired described Insurance.	3.5	\$500.00
6	Fail to post emergency contact information to renters	3.6	\$200.00
7	Fail to post copy of STAR license	3.8	\$200.00
8	Fail to post emergency exit diagram in rental unit	3.7	\$200.00
9	Fail to post Renters Code of Conduct	3.9	\$200.00
10	Failure to allow service animal	3.10	\$500.00
11	Allow more than the maximum number of guests in a rental unit.	3.11	\$750.00
12	Operate STAR while license is suspended	3.12	\$1000.00
13	Operate more than one STAR on a property	3.13	\$1000.00
14	Use an Accessory Building as STAR unit.	3.14	\$500.00
15	Locate Guest Cabin on Shoreline Road Allowance	3.15	\$500.00
16	Allow renter to cause a nuisance	3.16	\$250.00
17	Allow Event Activities that contravene current bylaw provisions.	3.18	\$500.00
18	Hide or obstruct an officer	3.19	\$500.00
19	Attempt to hinder or obstruct an officer	3.19	\$500.00

Note: Designated Provisions identified in this bylaw that are subject to a continuance penalty as per section 429 of the Ontario Municipal Act will be assessed an Administrative Monetary Penalty that will not exceed \$500.00 per day up to a total maximum Administrative Monetary Penalty of \$100,000.

The designated provisions identified in the above Set Penalties Schedule are Items # 1, 2, 3, 4, 5, 11, 15.

Note: Repeat contraventions of provisions identified in this bylaw will result in a doubling (x2) of the set penalty identified in the above Set Penalty Schedule.

Note: The penalty provision for the offences indicated above is section 12.2 of the Bylaw 2021-21, a certified copy of which has been filed.

THE CORPORATION of the TOWNSHIP of BILLINGS
BYLAW 2022- 49
Being a Bylaw to Regulate Short-Term Accommodation Rentals within Billings Township
Schedule G

Escalating Penalties Schedule

1st Offence	2nd Offence	3rd and Subsequent Offences
As per set penalty in Schedule "F"	2x set penalty in Schedule "F"	3x set penalty in Schedule "F"

Note: The penalty provision for the offences indicated above is section 12.4 of the Bylaw 2022-49, a certified copy of which has been filed.

DRAFT

**The Corporation of
the Township of Billings**

**Administrative Monetary Penalty Bylaw
Bylaw 2022-50**

Being a Bylaw to implement an Administrative Monetary Penalty System in Billings Township

WHEREAS Section 102.1 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, (the "Municipal Act") and *Ontario Regulation 333/07* (the "Regulation") authorize The Corporation of the Township of Billings (the "Township") to require a person to pay an administrative penalty for a contravention of any Designated Bylaw

AND WHEREAS Section 434.1 of the *Municipal Act* authorizes the Township to require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality;

AND WHEREAS paragraph 151(1)(g) of the *Municipal Act* authorizes the Township to require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any part of a system of licences established by the municipality;

AND WHEREAS Sections 23.2, 23.3 and 23.5 of the *Municipal Act* authorize the Township to delegate its administrative and hearing powers;

AND WHEREAS the Council for the Township is of the opinion that the delegations of legislative power under this By-law to the CAO, to Hearings Officers and to Screenings Officers are of a minor nature having regard to the number of people, the size of the geographic area, and the time period affected by the exercise of such delegated power;

AND WHEREAS Section 391 of the *Municipal Act* authorizes the Township to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it;

AND WHEREAS the Council for the Township considers it desirable and necessary to provide for a system of administrative penalties and administrative fees for the designated Township by-laws, or portions of the designated Township by-laws;

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

1.0 DEFINITIONS

In this By-law:

- 1.1 “Administrative Fee” means any fee specified in this By-law or set out in Schedule “B”;
- 1.2 “Administrative Penalty” means an administrative penalty established by this By-law or set out in the attached Schedules
- 1.3 “AMPS” means Administrative Monetary Penalty System;
- 1.4 “Authorized Representative” means someone appearing on behalf of a Person in accordance with a written authorization provided upon request to the CAO or Designate, and who is not required to be licensed by any professional body;
- 1.5 “Township” means The Corporation of the Township of Billings;
- 1.6 “CAO” means the Township CAO, or any person delegated by them;
- 1.7 “Council” means the Council of the Township of Billings;
- 1.8 “Day” means any calendar day.
- 1.9 “Designate” means a person chosen for a special job or purpose by Council.
- 1.9 “Designated By-law” means a by-law, or a part or provision of a by-law, that is designated under this or any other by-law, and is listed in the attached Schedule “A-1” to which the AMPS applies;
- 1.10 “CAO or Designate” means the Township’s CAO or Designate or any person delegated by Council;
- 1.11 “Hearing Non-appearance Fee” means an Administrative Fee established by Council from time to time in respect of a Person’s failure to appear at the time and place scheduled for a review before a **Screening** Officer and listed in Schedule “C”;
- 1.12 “Hearing Decision” means a notice that contains a decision made by a **Screening** Officer;
- 1.13 “Hearing Officer” Definition Deleted
- 1.14 “Holiday” means a Saturday, Sunday, any statutory holiday in the Province of Ontario or any Day the offices of the Township are officially closed for business;

1.16 “Late Payment Fee” means an Administrative Fee established by Council from time to time in respect of a Person’s failure to pay an Administrative Penalty within the time prescribed in this By-law and listed in Schedule “C”;

1.17 “MTO Fee” means an Administrative Fee established by Council from time to time for any search of the records of, or any inquiry to, the Ontario Ministry of Transportation, or related authority, and listed in Schedule “C”;

1.18 “NSF Fee” means an Administrative Fee established by Council from time to time in respect of payment by negotiable instrument or credit card received by the Township from a Person for payment of any Administrative Penalty or Administrative Fee, for which there are insufficient funds available in the account on which the instrument was drawn, as listed in Schedule “C”;

1.19 “Officer” means a Provincial Offences Officer of the Township or other person appointed by or under the authority of a Township by-law to enforce Township by-laws;

1.20 “Penalty Notice” means a notice given to a Person pursuant to section 3.0 of this By-law;

1.21 “Penalty Notice Date” means the date of the contravention specified on the Penalty Notice, in accordance with section 3.2 of this By-law;

1.22 “Penalty Notice Number” means the reference number specified on the Penalty Notice that is unique to that Penalty Notice, in accordance with section 3.3 of this By-law;

1.23 “Person” includes an individual or a business name, sole proprietorship, corporation, partnership, or limited partnership, or an authorized representative thereof, and, in relation to vehicle, parking or traffic-related contraventions, whose name appears on the vehicle permit as provided by the Ontario Ministry of Transportation. If the vehicle permit consists of a vehicle portion and licence plate portion, and different Persons are named on each portion, the Person whose name appears on the licence plate portion, as provided by the Ontario Ministry of Transportation, is the Person for the purposes of this By-law;

1.24 “Plate Denial Fee” means an Administrative Fee established by Council from time to time in respect of a Person’s failure to pay within the time prescribed prior to a request for plate denial and listed in Schedule “C”;

1.25 “Regulation” means Ontario Regulation 333/07 under the Municipal Act;

1.26 “Request for Review by Hearing Officer” Definition Deleted

1.27 “Request for Review by Screening Officer” means the request made in accordance with section 5 of this By-law for the review of a Penalty Notice;

1.28 “Review by Hearing Officer” and “Hearing” Definition Deleted

1.29 “Review by Screening Officer” and “Screening Review” mean the process set out in section 5 of this By-law;

1.30 “Screening Decision” means a notice which contains the decision of a Screening Officer, delivered in accordance with Section 5.13 of this By-law;

1.31 “Screening Non-appearance Fee” means an Administrative Fee established by Council from time to time in respect of a Person’s failure to appear at the time and place scheduled for a review before a Screening Officer and listed in Schedule “C”; and,

1.32 “Screening Officer” means a person who performs the functions of a Screening Officer in accordance with section 5 of this By-law.

2.0 APPLICATION OF THIS BY-LAW

2.1 The Township bylaws, or portions of Township bylaws, listed in the attached Schedule “A” of this Bylaw shall be Designated Bylaws for the purposes of sections 102.1 and 151 of the *Municipal Act* and paragraph 3(1)(b) of the Regulation. The attached will set out the Administrative Penalties, and may include short form language to be used on Penalty Notices, for the contraventions of Designated Bylaws.

2.2 Schedule “B” of this By-law shall set out Administrative Penalties imposed for the purposes of this Bylaw. The attached set out the Administrative Penalties, and may include short form language to be used on Penalty Notices, for the contraventions of Designated Bylaws B1, B2, B3, B4, B5, B6, B7, B8, B9, B10, B11.

2.3 The *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended, will continue to apply to contraventions of a Designated By-law, except that no person that is required to pay an administrative penalty under this By-law in respect of a contravention of a Designated Bylaw shall be charged with an offence in respect of the same contravention under the Provincial Offences Act.

3.0 PENALTY NOTICE

3.1 Every Person who contravenes a provision of a Designated By-law shall, upon issuance of a Penalty Notice, be liable to pay the Township an Administrative Penalty in the amount specified in the attached” Schedules to this By-law which include B1, B2, B3, B4, B5, B6, B7, B8, B9, B10, B11.

3.2 The attached set out the Administrative Penalties, and may include short form language to be used on Penalty Notices, for the contraventions of Designated Bylaws.

3.3 An Officer has the discretion to apply an escalated penalty as prescribed in Schedules B1, B2, B3, B4, B5, B6, B7, B8, B9, B10, B11 if the same violation is repeated by the same person. If the violation is related to a property, the Officer must ensure the property ownership has not changed before applying the escalated penalty. Escalating penalties for the same violation apply to a property in perpetuity as long as the owner of the property has not changed.

3.4 An Officer who has reason to believe that a Person has contravened any Designated By-law may issue a Penalty Notice as soon as reasonably practicable.

3.5 A Penalty Notice shall include the following information, as applicable:

a) The Penalty Notice Date;

b) A Penalty Notice Number;

c) The date on which the Administrative Penalty is due and payable, fifteen (15) days from service of the Penalty Notice;

d) The identification number and signature of the Officer;

e) The contravention wording as listed in the attached Schedules, or other particulars reasonably sufficient to indicate the contravention;

f) The amount of the Administrative Penalty;

g) Such additional information as the CAO or Designate determines is appropriate, respecting the process by which a Person may exercise the right to request a Screening Review of the Administrative Penalty; and

h) A statement advising that an unpaid Administrative Penalty, including any applicable Administrative Fee(s), will constitute a debt of the Person to the Township unless cancelled pursuant to Screening Review or Hearing process.

3.6 In addition to the service methods provided in section 7 “Service of Documents” of this By-law, an Officer may serve the Penalty Notice on a Person by:

a) affixing it to the vehicle in a conspicuous place at the time of a parking or traffic-related contravention; or

b) delivering it personally to the Person,

i) when relating to a parking or traffic-related contravention, the Person having care and control of the vehicle at the time of the contravention, within seven (7) days of the contravention; or

ii) for all other contraventions, within thirty (30) days of the contravention.

3.7 No Officer may accept payment of an Administrative Penalty or Administrative Fee.

3.8 A Person who is served with a Penalty Notice and who does not pay the amount of the Administrative Penalty on or before the date on which the Administrative Notice is due and payable, shall also pay the Township any applicable Administrative Fee(s).

4. VOLUNTARY PAYMENT OF PENALTY NOTICE

4.1 Where a Penalty Notice has been paid, the Penalty Notice shall not be subject to any further review.

4.2 A Penalty Notice shall be deemed to have been paid when the amount and all fees prescribed in Schedule "B" have been paid.

5. REVIEW BY SCREENING OFFICER

5.1 A Person who is served with a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer and shall do so on or before the date on which the Administrative Penalty is due and payable, and in accordance with the process set out in Section 5.4.

5.2 If a Person has not requested a Screening Review on or before the date on which the Administrative Penalty is due and payable, the Person may request that the CAO or Designate extend the time to request a Screening Review to a date that is no later than forty-five (45) days after the Penalty Notice Date, in accordance with the process set out in Section 5.4.

5.3 A Person's right to request an extension of time for a Screening Review expires, if it has not been exercised, on or before forty-five (45) days after the Penalty Notice Date, at which time:

a) The Person shall be deemed to have waived the right to request a Screening Review or request an extension of time for a Screening Review;

b) The Administrative Penalty shall be deemed to be confirmed; and

c) The Administrative Penalty shall not be subject to any further review, including a review by any Court.

5.4 A Person's Request for Review by Screening Officer or request for an extension of time to request a Screening Review are exercised by a submission in writing, **in the prescribed form and in accordance with the directions on the prescribed form.**

5.5 A Request for Review by Screening Officer or request for an extension of time to request a Screening Review shall be served in accordance with the provisions of Section 7 of this By-law.

5.6 A Request for Review by Screening Officer or a request for an extension of time to request a Screening Review shall only be scheduled by the CAO or Designate if the Person makes the request on or before the dates established by Sections 5(1) or 5(2) of this By-law.

5.7 The CAO or Designate may grant a request to extend the time to request a Screening Review where the Person demonstrates, to the satisfaction of the CAO or Designate in his/her sole discretion, that the existence of extenuating circumstances prevented the filing of the request within the prescribed timeline.

5.8 Where an extension of time to request a Screening Review is not granted by the CAO or Designate, the Administrative Penalty and any applicable Administrative Fee(s) are deemed to be confirmed. Notice of this decision will be provided by the CAO or Designate to the Person in accordance with Section 7.

5.9 Where an extension of time to request a Screening Review is granted by the CAO or Designate, or when a Screening Review has been requested in accordance with this Section, Notice of an Appointment for Screening Review will be provided in accordance with Section 7.

5.10 On a Screening Review of an Administrative Penalty, the Township will direct that the Screening Review proceed by way of written screening unless, in the City's discretion, an in-person or telephone appointment is required.

5.11 Where a Person fails to attend at the time and place scheduled for a Screening Review of an Administrative Penalty, or fails to provide requested documentation in accordance with a request by a Screening Officer:

- a) The Person shall be deemed to have abandoned the request for a Screening Review of the Administrative Penalty;
- b) The Administrative Penalty as set out in the Penalty Notice shall be deemed to be confirmed;
- c) The Administrative Penalty shall not be subject to any further review, including a review by any Court; and
- d) The Person shall pay to the Township a Screening Non-appearance Fee, MTO fee, if applicable, and any other applicable Administrative Fee(s). See Schedule "C".

5.12 On a review of an Administrative Penalty, the Screening Officer may:

a) affirm the Administrative Penalty if the Person has not established on a balance of probabilities that Designated Bylaw(s) was not contravened as described in the Penalty Notice; or

b) cancel, reduce the penalty and/or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), where, in the sole discretion of the Screening Officer that doing so would maintain the general intent and purpose of the Designated By-law, and/or any of the following circumstances exist:

i. defective form or substance on the Penalty Notice;

ii. service of the Penalty Notice did not occur in accordance with Section 7;

iii. undue financial hardship;

5.13 After a Review by Screening Officer, the Screening Officer shall issue a Screening Decision to the Person, delivered in accordance with Section 7 of this By-law.

5.14 A Screening Officer has no authority to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.

6.0 SERVICE OF DOCUMENTS

6.1 The service of any document, notice or decision, including a Penalty Notice, pursuant to this By-law, when served in any of the following ways, is deemed effective:

a) immediately, when a copy is delivered by personal service to the Person to whom it is addressed or, in the case of a Penalty Notice relating to a parking or traffic-related contravention, by affixing it to the vehicle in a conspicuous place at the time of the contravention;

b) on the seventh (7th) Day following the date a copy is sent by registered mail or by regular mail to the Person's last known address;

c) immediately upon the conclusion of a copy by facsimile transmission to the Person's last known facsimile transmission number; or

d) immediately upon sending a copy by electronic mail (i.e., email) to the Person's last known electronic mail address.

6.2 For the purposes of subsections 7(1) (b), (c) and (d) of this By-law, a Person's last known address, facsimile number, and electronic mail address includes an address, facsimile number

and electronic mail address provided by the Person to the Township as may be required by a form, practice or policy under this By-law.

6.3 If a notice document that is given or delivered to a Person under this By-law is mailed to the Person at the Person's last known address appearing on the records of the townships part of a proceeding under this By-law, or sent electronically to an email address that was provided by the Person, there is an irrebuttable presumption that the notice or document is given or delivered to the person.

6.4 A Person shall keep their contact information for service current by providing any change in address, facsimile, or electronic mail address to the CAO or Designate, immediately. Failure to comply with this section will negate consideration for an extension of time to Request a Review by Screening Officer pursuant to Section 5(4).

6.5 Where this By-law requires service by a Person on the Township, service shall be addressed to the CAO or Designate, and shall be deemed effective:

- a) immediately, when a copy is delivered by personal service to the CAO or Designate at the location prescribed on the applicable form or notice;
- b) on the seventh (7th) Day following the date a copy is sent by registered mail or by regular mail to the location prescribed on the applicable form or notice;
- c) immediately with respect to electronic mail or upon the conclusion of a copy by facsimile transmission to the facsimile number listed on the applicable form or notice.

7.0 ADMINISTRATION

7.1 The CAO or Designate shall administer this By-law and establish any additional practices, policies, penalties and procedures necessary to implement this By-law and may amend such practices, policies, penalties and procedures from time to time as the CAO or Designate deems necessary, without amendment to this By-law.

7.2 The CAO or Designate shall prescribe all forms and notices, including the Penalty Notice, necessary to implement this By-law and may amend such forms and notices from time to time as the CAO or Designate deems necessary, without amendment to this By-law.

7.3 Any Administrative Fee(s) prescribed within Schedule "C" of this By-law shall be added to and be deemed part of the penalty amount unless otherwise rescinded by the Screening Officer.

7.4 Where an Administrative Penalty is not paid by the date on which the Administrative Penalty is due and payable, the Person shall pay to the Township a Late Payment Fee, in addition to the Administrative Penalty and any applicable Administrative Fee(s).

7.5 Where a Person makes payments to the Township of any Administrative Penalty, Administrative Fee(s) or Late Payment Fee(s), by negotiable instrument or credit card, for which there are insufficient funds available in the account on which the instrument was drawn, the Person shall pay to the Township the NSF Fee set out in the Fees Schedule.

7.6 An Administrative Penalty, including any Administrative Fee(s), that is confirmed or reduced, or in respect of which the time for payment has been extended, remaining unpaid after the date when it is due and payable, constitutes a debt to the Township owed by the Person.

7.7 Where an Administrative Penalty, and any applicable Administrative Fee(s) or Late Payment Fee(s), are not paid by the date on which they are due and payable, the Township shall enforce the payment of such fees in accordance with the applicable legislation and regulations, including but not limited to the ability to notify the Registrar of Motor Vehicles, resulting in plate denial. At the time that plate denial is requested a plate denial fee will be added in accordance with Schedule "B" of this by-law and shall be added to the total debt owed to the Township.

7.8 Where an Administrative Penalty is cancelled by a Screening Officer, any Administrative Fee(s) are also cancelled.

7.9 An Authorized Representative is permitted to appear on behalf of a Person at a Screening Review, or to communicate with the Township on behalf of a Person in accordance with a written authorization satisfactory to the CAO or Designate.

7.10 Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.

7.11 A Person claiming financial hardship under this By-law shall provide documented proof of the financial hardship to the CAO or Designate or the Screening Officer.

7.12 Any schedule attached to this By-law forms part of this By-law.

8.0 SEVERABILITY

8.1 Should any provision, or any part of a provision, of this By-law be declared invalid, or to be of no force and effect by a court of competent jurisdiction, it is the intent of Council that such a provision, or part of a provision, shall be severed from this By-law, and every other provision of this By-law shall be applied and enforced in accordance with its terms to the extent possible according to law.

9.0 INTERPRETATION

9.1 The provisions in Part VI of the Legislation Act, 2006, S.O. 2006, c.21, Sched. F, shall apply to this By-law.

9.2 Where words and phrases used in this By-law are defined in the Highway Traffic Act, but not defined in this By-law, the definitions in the Highway Traffic Act shall apply to such words and phrases.

10.0 SHORT TITLE

11.1 This By-law may be referred to as the AMP By-law.

11.0 EFFECTIVE DATE

This Bylaw will become effective upon the final reading and passing.

Read a first time this 27th day of September, 2022

Read a second time this 4th day of October, 2022

Read a third time, finally passed, signed, and sealed this ___ day of _____, 20__.

Ian Anderson, Mayor

Kathy McDonald, CAO/Clerk

DRAFT

**The Corporation of
the Township of Billings**

**Administrative Monetary Penalty Bylaw
Bylaw 2022-50**

**Being a Bylaw to implement an Administrative Monetary Penalty System in Billings Township
Schedule "A"**

Designated By-laws under the Administrative Monetary Penalty System By-Law

The following by-laws are listed as Designated By-laws as defined in the AMPs By-law:

Bylaw Name	Bylaw Number
Obstruction of Township Roads	2019-06
Open-Air Burning	2020-16
Control of Dogs	2020-24
Parking	2020-28
Illegal Dumping	2020-30
Property Standards	2020-31
Noise	2021-12
Enforcement of Bylaws	2021-28
Domestic Animals/Exotic Pets	2021-31
Trailers	2021-48

The Corporation of

the Township of Billings

Administrative Monetary Penalty Bylaw

Bylaw 2022-50

**Being a Bylaw to implement an Administrative Monetary Penalty System in Billings Township
Schedule "B"**

Set Fines Schedules for Designated Bylaws

Schedule "B-1"

**Administrative Monetary Penalty System By-Law
Penalty Schedule for Obstruction of Township Roads Bylaw**

1. Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.
2. Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.
3. Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 PROVISION CREATING OR DEFINING OFFENCE	COLUMN 3 Set Administrative Penalty
1	Park a Motor Vehicle or Trailer when prohibited	Section 2 a) Section 2 b)	\$200.00
2	Obstruct a Highway	Section 2 c)	\$200.00

Schedule "B-2"

**Administrative Monetary Penalty System By-Law
Penalty Schedule for Open-Air Burning Bylaw**

1. Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.
2. Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.
3. Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

Item	Column 1 Short Form Wording	Column 2 Provision creating offence	Column 3 Set Administrative Penalty
1	Set fire in unsafe conditions.	2.1	\$200.00
2	Set fire within 8 metres of structures	2.2	\$200.00
3	Set fire in Burn Barrel	2.3	\$200.00
4	Set fire without Burn Permit	2.4	\$300.00
5	Burn prohibited materials	2.5	\$200.00
6	Set fire between 8:00 AM-8:00 PM	2.6	\$200.00
7	Leave or abandon unextinguished fire	2.8	\$300.00
8	Fire control tools or extinguisher not available	2.9	\$200.00
9	Causing reduced visibility on a highway	2.10.1	\$300.00

10	Causing a fire that spreads	2.10.2	\$300.00
----	-----------------------------	--------	----------

Schedule "B-3"

**Administrative Monetary Penalty System By-Law
Penalty Schedule for Dog Control Bylaw**

1. Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.
2. Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.
3. Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

Item	Column 1 Short form wording	Column 2 Provision Creating Offence	Column 3 Set Administrative Penalty
1	Failure to take proper care of Dog	Section 2.1	\$500.00
2	Failure to provide proper enclosure.	Section 2.2	\$100.00
3	Use inappropriate tether.	Section 2.3	\$50.00
4	Failure to remove excrement from Town property.	Section 2.4	\$100.00
5	Not removing excrement in a timely manner.	Section 2.5	\$100.00
6	Possessing more than 3 Dogs.	Section 2.7	\$200.00
7	Failure to properly fence a Vicious Dog	Section 3.2 (a) (b)	\$250.00
8	Failure to muzzle and properly secure a Vicious Dog on a leash.	Section 3.3	\$250.00
9	Nuisance Dog creating a disturbance.	Section 4.2	\$100.00
10	Allowing a Dog to Run At Large.	Section 7.1	\$100.00
11	Allowing Dog to trespass on private property.	Section 7.2	\$100.00
12	Dog not on a leash on Town property.	Section 7.3	\$100.00
14	Hinder or Obstruct	Section 9.2	\$500.00
15	Attempt to hinder or Obstruct	Section 9.2	\$500.00

Schedule "B-4"

**Administrative Monetary Penalty System By-Law
Penalty Schedule for Parking Bylaw**

1. Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.
2. Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.
3. Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

Item	Column 1 Sort Form Wording	Column 2 Provision Creating Offence	Column 3 Set Administrative Penalty
1	Parked Outside Designated Space	3.1(a)	\$55.00
2	Parked Facing Wrong Way	3.1(b)	\$55.00
3	Fail to Park on an Angle	3.1(c)	\$55.00
4	Parked on a Sidewalk	3.1(d)	\$55.00
5	Parked Obstructing a Driveway	3.1(f)	\$55.00
6	Parked in an intersection	3.1(g)	\$55.00
7	Parked within 20 feet of a hydrant	3.1(h)	\$55.00

8	Parked that will prevent safe exit	3.(i)		\$55.00
9	Parked obstructing traffic	3.1(j)		\$55.00
10	Stopped on a Sidewalk	4.1(b)		\$55.00
11	Stopped on the roadway beside any stopped vehicle	4.1(c)		\$55.00
12	Stopped on a highway	4.1(a)		\$55.00
13	Stopped on a bridge	4.1(d)		\$55.00
14	Stopped creating an obstruction	4.1(e)		\$55.00
15	Stopped in accessible parking space	4.1(f)		\$55.00
16	Parked in a fire route			\$125.00
17	Parked in excess of time limit	5.1(e)		\$55.00
18	Parked overnight	5.1(d)		\$55.00
19	Parked in accessible parking space	5.1(c)		\$300.00
20	Parked in a Fire Route	5.1(b)		\$200.00
21	Parked where there is a no parking sign.	5.1(a)		\$55.00
22	Overnight camping in a township parking lot or boulevard.	9.0		\$250.00
23	Obstruct or hinder an Officer	10 (c)		\$500.00
24	Attempt to obstruct or hinder	10 (C)		\$500.00

Schedule "B-5"

**Administrative Monetary Penalty System By-Law
Penalty Schedule for Illegal Dumping Bylaw**

- Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.
- Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.
- Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

Item	Column 1 Short form wording	Column 2 Provision creating or defining the offence	Column 3 Set Administrative Penalty
1	Dump refuse on Township or private property	2.1	\$350.00
2	Littering on Township or private property	2.2	\$350.00
3	Dumping at landfill when closed/unattended.	2.3	\$350.00
4	Dumping outside landfill gates.	2.4	\$350.00
5	Littering in park areas	2.5	\$350.00
6	Non-resident dumping at Township Landfill	2.6	\$350.00
7	Dispose of waste generated outside of Township.	2.7	\$350.00
8	Obstruct or hinder an officer	3.3	\$500.00
9	Attempt to obstruct or hinder an Officer	3.3	\$500.00

Schedule "B-6"

**Administrative Monetary Penalty System By-Law
Penalty Schedule for Property Standards Bylaw**

- Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.
- Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.

3. Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

Item	Column 1 Short Form Wording	Column 2 Provision creating or defining offence	Column 3 Set Administrative Penalty
1	Use or occupy non-conforming property.	3.1	\$300.00
2	Permit the use or occupancy of non-conforming property	3.1	\$300.00
3	Improperly stored rubbish or garbage.	3.2.1	\$200.00
4	Stored rubbish or garbage creating safety hazard.	3.2.3	\$200.00
5	Stored building materials, waste materials visible from roadway	3.2.3	\$200.00
6	Stored putrescible garbage, dead animals or excrement.	3.2.4	\$200.00
7	Storage of wrecked, inoperative vehicles or equipment.	3.3.1	\$200.00
8	Allow excessive growth of noxious plants	3.3.2	\$200.00
9	Allow bush area to be a safety hazard.	3.3.3	\$200.00
10	Hinder or obstruct an officer	5.3	\$500.00
11	Attempt to hinder or obstruct an officer	5.3	\$500.00
12	Fail to comply with an order/notice	8.1	\$1000.00

Schedule "B-7"

**Administrative Monetary Penalty System By-Law
Penalty Schedule for the Noise Bylaw**

1. Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.

2. Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.

3. Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

Item	Column 1 Short Form Wording	Column 2 Provision creating or defining offence	Column 3 Set Administrative Penalty
1	Cause/Permit Noise- racing a motorized conveyance	2.1.1	\$125.00
2	Cause/Permit Noise- squealing motor vehicle tires	2.1.2	\$125.00
3	Cause/Permit Noise- operate motor vehicle without effective muffler	2.1.3	\$125.00
4	Cause/Permit Noise- operate motorized equipment without effective muffler	2.1.3	\$125.00
5	Cause/Permit Noise- operate pneumatic device without effective exhaust/muffler	2.1.3	\$125.00
6	Cause/Permit Noise- operate combustion engine without effective exhaust/muffler	2.1.3	\$125.00
7	Cause/Permit Noise- operate vehicle causing noise	2.1.4	\$125.00

8	Cause/Permit Noise- operate vehicle and trailer causing noise	2.1.4	\$125.00
9	Cause/Permit Noise- operate loudspeaker or electro-mechanical transducer	2.1.5	\$125.00
10	Cause/Permit Noise- playing musical or other sound producing instrument	2.1.5	\$125.00
11	Permit Noise- noise caused by domestic animal	2.1.6	\$125.00
12	Cause/Permit Noise- detonation of fireworks or explosive devices during prohibited times	2.1.7	\$125.00
13	Cause/Permit Noise- operate combustion engine associated with model or toy during prohibited times	2.2.1	\$125.00
14	Cause/Permit Noise- handling of materials during prohibited times	2.2.3	\$125.00
15	Cause/Permit Noise- singing, shouting, hooting or whistling during prohibited times	2.2.3	\$125.00
16	Cause/Permit Noise- operate motorized conveyance during prohibited times	2.2.4	\$125.00
17	Cause/Permit Noise- operate tool for domestic purposes during prohibited times	2.2.5	\$125.00
18	Cause/Permit Noise- construction work during prohibited times	2.2.6	\$125.00
19	Cause/Permit Noise- operate generator during prohibited times	2.2.7	\$125.00
20	Cause/Permit Noise- operate engine in excess of five minutes during prohibited times	2.2.8	\$125.00
21	Breach condition or exemption granted by Council	6.3.2	\$125.00
22	Hinder or obstruct Officer	8.3	\$500.00

Schedule "B-8"
Administrative Monetary Penalty System By-Law
Penalty Schedule for the Enforcement of Bylaws Bylaw

1. Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.
2. Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.
3. Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

ITEM	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Administrative Penalty
1	Attempt to obstruct or hinder an Officer	4.2	\$500.00
2	Hinder or obstruct an Officer	4.2	\$500.00

Schedule "B-9"

**Administrative Monetary Penalty System By-Law
Penalty Schedule for the Enforcement of Domestic/Exotic Pet Bylaw**

- . Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.
- 2. Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.
- 3. Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

ITEM	Column 1 SHORT FORM WORDING	Column 2 PROVISION CREATING OR DEFINING OFFENCE	Column 3 Set Administrative Penalty
1	Did keep a prohibited exotic pet	2.1	\$500.00
	Did feed wildlife on Township Property.	2.2	\$250.00
2	Failure to follow identified set conditions	3.1	\$500.00
3	Hinder or obstruct an officer	5.2	\$500.00
4	Attempt to hinder or obstruct an officer	5.2	\$500.00

Schedule "B-10"

**Administrative Monetary Penalty System By-Law
Penalty Schedule for the Enforcement of the Trailer Bylaw**

- . Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.
- 2. Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.
- 3. Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

item	Column 1 Short Form Wording	Column 2 Provision Creating/Defining the Offence	Column 3 Set MonetaryAdministrative Penalty
1	Use/locate recreational trailer/ vehicle on Township property	Section 3.1	\$400.00
2	Use Recreational Trailer/Vehicle on Vacant Lot without a Class "A" Permit.	Section 3.2	\$400.00
3	Use Recreational Trailer/Vehicle on Vacant Lot without a Class "B" Permit	Section 3.2	\$400.00
4	Use Recreational Trailer/Vehicle on a Principal/Seasonable Property without a Class "C" Permit	Section 3.3	\$400.00
5	Use Recreational Trailer/Vehicle on a Principal/ Seasonal Property without a "Class" D" Permit.	Section 3.4	\$400.00
5	Use a Recreational Trailer/Vehicle on property without a Class" E" Permit	Section 3.6	\$250.00
6	Exceed maximum allowed number of Recreational Trailers/Vehicles	Section 3.5	\$400.00
7	Append thing or device to recreational trailer/vehicle.	Section 3.7	\$400.00
8	Store Recreational Trailer/Vehicle on Vacant Property or Property with Seasonal Residence Nov. 1 st to April 30 th .	Section 3.8	\$400.00

9	Fail to remove trailer by prescribed date.	Section 3.9	\$400.00
10	Failure to display a Permit	Section 3.10	\$50.00
11	Use recreational trailer/vehicle for short-term rental or commercial operation purposes.	Section 3.11	\$500.00
11	Improper disposal of sewage or greywater.	Section 3.12	\$400.00
12	Obstruct or hinder an Officer	Section 4.2	\$500.00
13	Attempt to obstruct or hinder an Officer.	Section 4.2	\$500.00

Schedule "B-11"

Administrative Monetary Penalty System By-Law

Penalty Schedule for the Enforcement of the Short-Term Accommodation Rentals Bylaw

1. Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.

2. Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.

3. Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

Item	Column 1 Short Form Wording	Column 2 Provision Creating Offence	Column 3 Set Administrative Penalty
1	Operate STAR business without a License	3.1	\$1000.00
2	Promote, broker or offer for rental unit without a License	3.2	\$500.00
3	Alter or modify a License or allowing altering or modifying of a License	3.3	\$500.00
4	Use or attempt to use License not issued to property address	3.4	\$500.00
5	Fail to post emergency contact information to renters	3.5	\$200.00
7	Fail to post copy of STAR license	3.7	
7	Fail to post emergency exit diagram in rental unit	3.6	\$200.00
8	Fail to post Renters Code of Conduct	3.8	\$200.00
8	Failure to allow service animal	3.9	\$500.00
9	Allow more than the maximum number of guests in a rental unit.	3.10	\$750.00
10	Operate STAR while license is suspended	3.11	\$1000.00
11	Operate more than one STAR on a property	3.12	\$1000.00
12	Allow renter to cause a nuisance	3.14	\$250.00
13	Hider or obstruct an officer	3.16	\$500.00
14	Attempt to hinder or obstruct an officer	3.16	\$500.00

The Corporation of
the Township of Billings

Administrative Monetary Penalty Bylaw

Bylaw 2022-50

Being a Bylaw to implement an Administrative Monetary Penalty System in Billings Township
Schedule "C"

Administrative Fees for Designated By-laws under the Administrative Monetary Penalty
System By-Law

Administrative Fee Description	Fee Amount
MTO Fee	\$10.00
Late Payment Fee	\$25.00
NSF Fee	\$50.00
Screening Non-appearance Fee	\$50.00
Hearing Non-appearance Fee	\$100.00
Plate Denial Request Fee	\$20.00

THE CORPORATION OF THE TOWNSHIP OF THE BILLINGS

By-law 2022-58

Being a By-Law to establish an Election Compliance Audit Committee

WHEREAS Section 88.37(1) of the *Municipal Elections Act, 1996*, as amended (the Act), states that a council or local board shall, before October 1 of an election year, establish a committee for the purposes of the Act; and,

WHEREAS Section 88.37(6) of the Act states that the clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under the Act to implement the committee's decisions; and,

WHEREAS the Council of the Township of Billings deems it advisable to set out the terms of reference of the committee; and,

NOW THEREFORE BE IT ENACTED as a By-law of the Council of the Corporation of the Township of Billings as follows:

1. That the Council of the Corporation of the Township of Billings adopts the Terms of Reference for the Election Compliance Audit Committee, attached hereto as Schedule "A" to meet the requirements of Section 88.37(1) of the *Municipal Elections Act, 1996*, as amended;
2. That By-law 2010-36 is repealed; and,
3. That this by-law shall come into force and take effect upon the day of the final passing thereof.

READ a FIRST, SECOND, THIRD time and ENACTED this 4th day of October, 2022.

Ian Anderson, Mayor

Kathy McDonald, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF THE BILLINGS

By-law 2022-58

Schedule 'A'

Election Compliance Audit Committee
For
The Township of Billings
The Town of Gore Bay and
The Township of Burpee and Mills

Terms of Reference

1. Definitions

Act – means the *Municipal Elections Act, 1996*, as amended.

Clerk – The administrative staff member, generally known to be the Clerk or CAO/Clerk for which an application for a compliance audit (Schedule A) has been received and who carries out the business of the Council for his or her respective municipality.

Contributor – A resident of Ontario who makes a contribution to the election campaign of a candidate to support his/her candidacy for municipal election, which may include the candidate and his/her spouse.

Registered Third Party – means, in relation to an election in a municipality, an individual, corporation or trade union that is registered under section 88.6 of the *Municipal Elections Act*.

2. Name and Representation

The name of the Committee is the Audit Compliance Committee for the Township of Billings, Town of Gore Bay and the Township of Burpee/Mills. The Committee will represent the Township of Billings, the Town of Gore Bay and the Township of Burpee/Mills as required under sections 88.33 through 88.37 inclusive of the Act.

3. Term

The Committee shall serve their terms consistent with the terms of Council, namely November 15, 2022 onward, to consider applications originating from the 2022 and subsequent elections and any by-elections during those terms. The Committee will meet as needed with meetings to be scheduled when a compliance audit application is received and requires disposition. Within 30 days of a vacancy becoming available on the Committee, the Clerk will provide a recommendation to their respective Council regarding the vacancy.

4. Mandate

- (a) The Election Compliance Audit Committee is not a local board; it is an independent and impartial decision-making body with a mandate that is part of the Legislature's oversight of municipal elections. Its purpose, as set out in the Act, is to make certain decisions that form part of the enforcement of election finance provisions in the Act, for which it is distanced from the municipalities in a manner that is inconsistent with a municipality's power to dissolve a local board.
- (b) The Committee shall ensure that the provisions relating to election campaign finances under the Act, are not contravened, and shall follow the necessary procedures to ensure compliance when requested.
- (c) The Committee shall abide by any terms and conditions which may be set out by the respective municipality's solicitor, auditor, and/or insurer, for any business relating to a compliance audit, in accordance with the procedural by-law for the respective municipality.

- (d) The Committee will perform all required functions relating to all compliance audit applications. This shall include the following:
- i. The meetings of the Committee shall be open to the public and reasonable notice shall be given to the candidate, the applicant, and the public [section 88.33(5)];
 - ii. Within 30 days of receipt of an application for a compliance audit (Schedule A) from the Clerk, Committee members shall consider the application and decide whether to grant or deny the request [section 88.33(7)];
 - iii. The decision of the Committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the Clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant [section 88.33(8)];
 - iv. If an application is granted, the Committee shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. [section 88.33(10)];
 - v. Within 10 days after receiving the audit report, the Clerk of the municipality shall forward the report to the Committee [section 88.33(14)];
 - vi. Give consideration to the auditor's report within 30 days of receiving it, to determine if legal proceedings should be commenced against the candidate [section 88.33(17)];
 - vii. The decision of the Committee under clause 4(d)vi and brief written reasons for the decision, shall be given to the candidate, the Clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant [section 88.33(18)];
- (e) The Committee will perform all functions related to receiving a report from the Clerk regarding the review of contributions to candidates as required under sections 88.34(4) or 88.34(7) of the Act. This shall include the following:
- i. Within 30 days after receiving a report from the Clerk, the Committee shall consider it and decide whether to commence a legal proceeding against a Contributor for an apparent contravention [section 88.34(8)];
 - ii. The meetings of the Committee shall be open to the public and reasonable notice shall be given to the Contributor, the applicable candidate and the public [section 88.34(9)];
 - iii. The decision of the Committee under clause 4(e)i and brief written reasons for the decision, shall be given to the Contributor, the Clerk of the municipality or the secretary of the local board, if applicable [section 88.34(11)].
- (f) The Committee will perform all functions related to receiving a report from the Clerk regarding the review of contributions submitted by a registered third party as required under section 88.36(4) of the Act. This shall include the following:
- i. Within 30 days after receiving a report from the Clerk, the Committee shall consider it and decide whether to commence a legal proceeding against a Contributor for an apparent contravention [section 88.36(5)];
 - ii. The meetings of the Committee shall be open to the public and reasonable notice shall be given to the Contributor, the registered third party and the public [section 88.36(6)];
 - iii. The decision of the Committee under clause 4(f)i and brief written reasons for the decision, shall be given to the Contributor and the Clerk of the municipality [section 88.36(7)].

5. Membership Composition & Selection

The Committee will be composed of three (3) members and one (1) alternate member, with membership drawn from the following stakeholder groups:

- (a) accounting and audit – accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates;
- (b) academic – college or university professors with expertise in political science or local government administration;
- (c) legal;
- (d) professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and,
- (e) other individuals with knowledge of the campaign financial rules of the Act.

Members of Council, municipal staff, and candidates running in the election and any persons who are registered third parties in the municipality in the election for which the Committee is established are not eligible to be appointed to the Committee as stipulated in section 88.37(2) of the Act.

All applicants will be required to submit a letter outlining their qualifications and experience. The municipal clerk will make recommendations to the municipal Council for the appointment, by Council resolution, of members to the Committee.

The selection process will be based upon clearly understood and equitable criteria. Members will be selected on the basis of the following:

- (a) demonstrated knowledge and understanding of municipal election campaign financing rules;
- (b) proven analytical and decision-making skills;
- (c) experience working on a committee, task force or similar setting;
- (d) availability and willingness to attend meetings;
- (e) excellent oral and written communication skills; and
- (f) other skills as deemed necessary.

To avoid possible conflicts of interest, care must be taken that any auditors or accountants or legal counsel appointed to the Election Compliance Audit Committee do not audit or prepare the financial statements of any candidate running for office in the municipal election, or provide counsel to any candidate running for office. Accordingly, any auditor, accountant or legal counsel appointed to the committee will have to agree, in writing, to not undertake the audits or preparation of the financial statements of any candidates, or provide any counsel to any candidates, seeking election (Schedule B). Failure to adhere to this requirement will result in the individual being removed from the Committee.

Appointment to the committee shall be confirmed when the Council has passed resolutions appointing members to the committee.

6. Chair

The Committee members will select a Chair from amongst its members at its first meeting.

7. Staffing and Funding

The Clerk or designate from the Township of Billings shall act as Recording Secretary for the Committee. Any responsibility not clearly identified within the Terms of Reference shall be in accordance with sections 88.33 through 88.37 inclusive of the Act.

Each member, including the alternate, will receive an annual retainer of \$500.00. The retainer fees shall be paid by the Township of Billings and the Town of Gore Bay and the Township of Burpee-Mills will reimburse the Township of Billings for their share.

Members will receive remuneration of \$60.00 per diem for attendance at meetings, plus mileage at the rate of the municipality upon receipt of the request for reimbursement from the committee member. Per diem and mileage are to be divided up among the municipalities. Administration costs for such items as printing and mailing will be absorbed by municipality.

8. Meetings

The Committee shall hold one initial meeting. Subsequent and additional meetings shall be in response to application(s) for compliance audit(s), to a maximum of four (4) meetings per application, in consultation with the Clerk. The alternate member shall attend all meetings, even if not required to stand in for a regular member. Each member municipality will be responsible for the costs associated with compliance audits conducted for their municipality.

Meetings shall be conducted using guidelines established in the Procedural By-Law for the municipality from which an application originated. Meetings of the Committee shall be open to the public but the Committee may deliberate in private when making decisions. Should a closed session be required, all attendees who are not Committee members, or the Clerk, or individuals expressly requested by the Committee to remain, shall vacate the meeting premises. Members of the public may return to the meeting once the closed session has concluded.

The Chair shall cause notice of the meetings, including the agenda for the meetings to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee.

Minutes shall be recorded at each meeting and shall outline the general deliberations and resulting actions and recommendations.

The location of the meetings shall be set by the Committee.

Financial consideration shall be as per section 7.

9. Conflicts of Interest

Committee members shall be bound by the *Municipal Conflict of Interest Act, 1990*, as amended, with respect to financial interest, and shall disclose any possible pecuniary interest to the Recording Secretary. That member shall then remove himself or herself from that portion of the meeting at which the matter for which the possible pecuniary interest was declared is discussed.

10. Role of the CAO/Clerk, or Designate

The Clerk, or designate, interview, and make recommendations to Councils for appointment to the Committee.

11. Acceptance of Terms of Reference

Appointed Committee members shall be asked to sign an acknowledgement accepting terms and conditions outline in the above Terms of Reference and the Act (Schedule C).

Election Compliance Audit Committee Terms of Reference
The Township of Billings, The Town of Gore Bay and the Township of Burpee
and Mills

Schedule B

Election Compliance Audit Committee

APPLICATION FOR COMPLIANCE AUDIT

Applicant Information:

Name:

(Please Print Full Name)

Mailing Address:

Address of property that qualifies the applicant
as an elector in Billings Township

(if different from Mailing Address):

Email Address: _____ Phone Number:

Audit Request Information:

Name of Candidate:

(Please Print Full Name)

Candidate for office of: Mayor Councillor **OR** a Registered Third Party Advertiser

Date of Election: _____

Which section(s) of the *Municipal Elections Act, 1996*, as amended, relating to
election campaign finances to you believe have been contravened?

Reason(s) for Compliance Audit Request (attach supporting documentation or additional
pages, if any):

Declaration:

I, the undersigned applicant:

- (1) am an elector as defined under section 17(2) of the *Municipal Elections Act, 1996*, as amended, namely a person who:
 - a) resides in the _____ of _____ or is the owner or tenant of land there, or the spouse of such an owner or tenant;
 - b) is a Canadian citizen;
 - c) is at least 18 years old; and,
 - d) is not prohibited from voting under section 17(3)¹ or otherwise by law;
- (2) have reasonable grounds for believing that the candidate has contravened the *Municipal Elections Act, 1996*, as amended, relating to the candidate's election campaign finances; and,
- (3) believe the facts and information submitted above to be true, and I request a compliance audit of the candidate's election campaign finances.

I, _____ of the _____ of _____
_____ in the _____ of _____

solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the

_____ of _____)
in the _____)
of _____)
this _____ day of _____)
_____, 20_____)

A Commissioner, etc.

Signature of Applicant

Date

¹Section 17(3) of the *Municipal Elections Act, 1996*, as amended:

The following are prohibited from voting:

1. A person who is serving a sentence of imprisonment in a penal or correctional institution.
2. A corporation.
3. A person acting as an executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
4. A person who was convicted of the corrupt practice described in subsection 90(3), if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

INFORMATION GUIDE APPLICATION FOR COMPLIANCE AUDIT

As per Section 88.33(1) of the *Municipal Elections Act, 1996*, as amended (the "Act"), an elector who is entitled to vote in an election and believes on reasonable grounds that a candidate/third party advertiser has contravened a provision of this Act relating to election campaign finances or contributions may apply for a compliance audit of the candidate's/third party advertiser's election campaign finances. A copy of the Act can be found at www.e-laws.gov.on.ca.

Completed applications for a Compliance Audit must be submitted to the CAO/Clerk of the Township where the candidate/third party advertiser in question conducted their campaign.

As per Section 88.33(3), the application must be made within 90 days after the latest of:

1. The filing date under Section 88.30;
2. The date the candidate/third party advertiser filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The candidate's/third party advertiser's supplementary filing date, if any, under section 88.30.
4. The date on which the candidate's extension, if any, under subsection 88.23(6) expires, or the date on which the third party advertiser's extension, if any, under subsection 88.27(3) expires.

Once a completed application has been submitted to the Clerk, the Clerk must forward the application to the Joint Election Compliance Audit Committee (the "Committee") within 10 days.

Within 30 days after receiving the application, the Committee shall consider the application and decide whether it should be granted or denied. The decision of the Committee and brief written reasons for the decision will be given to the candidate/third party advertiser, the CAO/Clerk and the applicant. The decision of the Committee to grant or deny the application may be appealed to the Superior Court of Justice with 15 days after the decision is made.

If the Committee decides to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's/third party advertiser's election campaign finances. The auditor shall promptly conduct such an audit and shall prepare a report outlining any apparent contravention by the candidate/third party advertiser. The auditor shall submit the report to the candidate/third party advertiser, the CAO/Clerk and the applicant.

Within 10 days of receiving the report, the CAO/Clerk shall forward the report to the Compliance Audit Committee. The Committee shall consider the report within 30 days after receiving it and may, if the report concludes that the candidate/third party advertiser appears to have contravened a provision of the Act relating to election campaign finances, commence a legal proceeding against the candidate/third party advertiser for the apparent contravention.

The decision of the Committee and brief written reasons for the decision will be given to the candidate/third party advertiser, the Clerk of the relevant municipality and the applicant.

Notwithstanding the Joint Compliance Audit Committee process, any person may take legal action at any time with respect to an alleged contravention of a provision of the Act relating to election campaign finances or contribution limits.

Election Compliance Audit Committee Terms of Reference
For The Township of Billings, The Town of Gore Bay and The Township of
Burpee and Mills

Schedule C

Election Compliance Audit Committee

Acknowledgement – Candidates’ Financial Statements

I, _____, understand that the *Municipal Elections Act, 1996*, as amended, prohibits a member of an election compliance audit committee from preparing or auditing the financial statements of any candidate running for office in a municipal election. I agree to not undertake any audits or preparation of the financial statements of any candidates, or provide any counsel to any candidates, seeking election. I understand that failure to adhere to this requirement will result in my immediate removal from the Election Compliance Audit Committee for the Township of Billings, Town of Gore Bay and the Township of Burpee-Mills.

Signature of Member

Date

Election Compliance Audit Committee Terms of Reference
For the Township of Billings, The Town of Gore Bay and the Township of
Burpee and Mills

Schedule D

Joint Election Compliance Audit Committee

Acceptance of Terms of Reference

I, _____, have read and understand the Terms and Reference for the Township of Billings, the Town of Gore Bay and the Township of Burpee-Mills Election Compliance Audit Committee Terms of Reference and agree to undertake my role as a Joint Election Compliance Audit Committee Member in accordance with these terms.

Signature of Member

Date



**Winter Operations Planning Document for Township of Billings
(Winter Season 2022-2023)**

Contents

- A. Purpose 3
- B. Definitions 3
- 1. OBJECTIVE OF WINTER OPERATIONS MANAGEMENT 4
- 2. POLICY STATEMENT 5
- 3. QUICK OVERVIEW OF THE TOWNSHIP OF BILLINGS 5
- 4. WINTER MAINTENANCE PROGRAM 6
 - 4.1. The System Maintained 6
 - 4.2. Level of Service 6
 - 4.2.1. Snow Accumulation and Ice Formation Policy 6
 - 4.2.2. Private Sidewalk Responsibility 9
 - 4.3. Winter Season Maintenance 10
 - 4.4. Winter Preparations 10
 - 4.4.1. Prior to Winter Season 10
 - 4.4.2. One Month Prior to the Winter Season 10
 - 4.4.3. Two Weeks Prior to the Winter Season 11
 - 4.4.4. At the Start of the Winter Season 11
 - 4.5. Winter Patrol 11
 - 4.6. Operations 11
 - 4.6.1. Staffing and Hours of Work 11
 - 4.6.2. Winter Material Used Annually 12
 - 4.6.4. Equipment - Winter Maintenance Fleet 13
 - 4.6.5. Winter Maintenance Facilities 13
 - 4.6.6. Parking Lots 15
 - 4.6.7. Snow Removal and Disposal 16
 - 4.6.8. Plow Routes 16
 - 4.6.9. Salt Vulnerable Areas 16

4.6.10. Weather Monitoring.....	17
4.6.11. Communications.....	18
4.6.13. Callout Procedures	19
4.6.14. Road Closure and Procedures	19
Emergency Parking Ban	20
4.6.16. Operating Instructions and Safety Rules	20
4.7. Decommissioning Winter Operations	20
4.7.1. Two Weeks After the Winter Season Ends.....	20
4.7.2. One Month After the Winter Season Ends.....	20
4.8. Training.....	20
4.9. Record Keeping.....	21
5. PLAN IMPROVEMENTS	22
6. MONITORING AND UPDATING	22
8. DISTRIBUTION OF THIS PLAN.....	23
9. DISCLAIMER	23
Appendix 1.....	25
Appendix 2.....	27
Appendix 3.....	29
Appendix 4-1.....	30
Appendix 4-2.....	31
Appendix 4-3.....	32
Appendix 4-4.....	33
Appendix 5-1.....	34
Media Release	34
Appendix 5-2.....	35
Media Release	35
Appendix 6.....	36
Appendix 7-1.....	38
Appendix 7-2.....	39

A. Purpose

This winter operations plan sets out a policy and procedural framework for ensuring that the Township of Billings continuously improves on the safe and sustainable delivery of winter maintenance services and the effective and efficient use of sand and road salt in their winter maintenance operations. This plan supersedes all previous plans for the Township of Billings.

The plan is meant to be dynamic, to allow the municipality to evaluate and phase-in any changes, new approaches and technologies in winter maintenance activities in a fiscally sound manner. At the same time, any modifications to municipal winter maintenance activities must ensure that roadway safety is not compromised.

This Winter Operations Plan for the Township of Billings was endorsed by Council of the Corporation of the Township of Billings on the 15th day of October, 2019.

B. Definitions

Anti-icing means the application of liquid deicers directly to the road surface in advance of a winter event.

Continuous Winter Event Response is a response to a winter event with full deployment of manpower and equipment that plow/salt/sand the entire system.

De-icing means the application of solids, liquids, pre-treated material to the road surface after the on-set of the winter event.

Highway means a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

Paved Road means a road with an asphalt surface, concrete surface, composite pavement, or portland cement.

Pre-treat means the application of liquids (sodium chloride, calcium chloride, etc.) to dry salt or sand prior to being loaded for storage or applied to the road surface.

Pre-wetting means the application of liquids (sodium chloride, calcium chloride, etc.) at the spinner of the truck just prior to application to the road surface.

Public Works Superintendent is the person who is on duty at the time directing the snow/ice removal operations of the Township of Billings. These individuals include: any other individual who may be assigned the responsibility of Public Works Superintendent.

Route of Representative Roads is another term used for patrol routes.

Salt Route is a collection of road segments, which during a winter storm will receive applications of salt to prevent the formation of a bond between snow and pavement, or if such a bond has already formed, to break that bond. Typically, such routes have some sort of bare pavement level of service. Under certain circumstances (e.g. extremely cold pavement temperatures such that road salt would not be effective at bond breaking or prevention) sand may be applied to such routes to provide a temporary increase in grip. Billings Township does not any salt routes.

Sand Route is a collection of road segments which during a winter storm will receive applications of sand to provide a temporary increase in grip. Typically, such routes include gravel and other unpaved roads, where the use of salt or other freeze depressant materials might impact road stability. The level of service on such routes would not have bare pavement as a service goal.

Spot Winter Event Response is a response to a winter event with only a partial deployment of manpower and equipment or with full deployment to only part of the system.

Surface Treated Road is road with bituminous surface treatment comprised of one or two applications of asphalt emulsion and stone chips over a gravel road.

Unpaved Road is a graded road with a gravel, stone or other loose traveling surface.

Winter Event is a weather condition affecting roads such as snowfall, windblown snow, freezing rain, frost or ice to which, a winter event response is required.

Winter Event Response is a series of winter control activities performed in response to a winter event.

Winter Event Response Hours are the total number of person-hours per year (plowing, salting/sanding, winging back, etc.) to respond to winter events.

1. OBJECTIVE OF WINTER OPERATIONS MANAGEMENT

Township of Billings is committed to providing safe and sustainable winter maintenance operations while continuing to improve those operations to provide safety and mobility for the traveling public. As an integral part of this effort Township of Billings will strive to optimize the use of all winter maintenance materials as they pursue the goal of a safe and sustainable transportation system.

Township of Billings Public Works staff will strive, insofar as reasonably practicable, to provide safe winter road conditions for vehicular and pedestrian traffic as set out in the level of service policies and within the resources established by the Council of the Township of Billings.

2. POLICY STATEMENT

The Township of Billings will conduct safe and sustainable snow removal to ensure, insofar as reasonably practicable, the safety and mobility of users of the municipal road network, in keeping with applicable state legislation.

The Township of Billings will provide efficient and cost-effective winter maintenance to ensure, insofar as reasonably practicable, the safety of users of the municipal road network in keeping with applicable provincial legislation and accepted standards while striving to minimize adverse impacts to the environment. These commitments will be met by:

- Adhering to the procedures contained within the Winter Operations Plan; Reviewing and upgrading the Winter Operations Plan on an annual basis to incorporate new technologies and new developments;
- Committing to ongoing winter maintenance staff training and education; and Monitoring on an annual basis, the present conditions of the winter maintenance program, as well as the effectiveness of the Winter Operations Plan.

3. QUICK OVERVIEW OF THE TOWNSHIP OF BILLINGS

- Type of Organization: Municipal
- Structural Level: Township
- Estimated Population (2016 Consensus): 603
- Total Area: 209 km²
- Street Address: Municipal Office, 15 Old Mill Road,
Kagawong, Ontario
POP 1J0, Canada
- Telephone:
 - Municipal Office (705) 282-2611
 - Public Works Garage (705) 282-3433
- Website: www.billingstwp.ca
- Public Works Superintendent: Chris Cyr, Telephone: (705) 282-4044
- Police:
 - Contact Person: D.C. Megan Cavanagh
 - Primary Phone: (705) 862 7676
 - Email megan.cavanagh@opp.ca
 - Little Current Detachment 705 368 2200

4. WINTER MAINTENANCE PROGRAM

4.1. The System Maintained

The major activities related to winter maintenance are:

- Snow plowing
- Salt /sand application
- De-icing
- Frost-control
- Drift-control

The Township of Billings is responsible for winter maintenance on:

Road Category	Pavement Type and Area Type	Individual Length (Lane kilometers)	Total Length (Lane kilometers)
Class 6	Rural	0.0	8.1
	Rural gravel	8.1	
Class 5	Hard surfacing	40.15	61.76
	Urban	0.0	
	Gravel	21.61	
	Urban	0.0	
Class 4	Hard surfacing	64.3	65.3
	Urban	0	
	Gravel	1	
Class 3	Urban	4.4	4.4

Not Maintained Winter Roads 43.05 Lane Kilometers

4.2. Level of Service

The Township of Billings provides the following level of service during the winter maintenance season, as set out in 4.3, in response to a winter event.

The minimum standard for clearing snow accumulation is:

4.2.1. Snow Accumulation and Ice Formation Policy

SNOW ACCUMULATION:

1. The standard for addressing snow accumulation is:

- a. after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
 - b. after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
 - i. to provide a minimum lane width of the lesser of three meters for each lane or the actual lane width, or
 - ii. on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five meters. O. Reg. 47/13, s. 4.
2. If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.
3. For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under subsection (1)(b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:
 - a. Performing highway maintenance activities.
 - b. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4.
4. The depth of snow accumulation on a roadway and lane width may be determined by,
 - a. performing an actual measurement;
 - b. monitoring the weather; or
 - c. performing a visual estimate. O. Reg. 47/13, s. 4.
5. For the purposes of this section, addressing snow accumulation on a roadway includes, but is not limited to,
 - a. plowing the roadway;
 - b. salting the roadway;
 - i. the application of other chemical or organic agents to the roadway;
 - c. applying abrasive materials to the roadway; or
 - d. any combination of the methods described in clauses (a), (b), (b.1) and (c). O. Reg. 47/13, s. 4.
6. This section does not apply to that portion of the roadway designated for parking. O. Reg. 47/13, s. 4.
7. If at any time a municipality declares a weather emergency, then all roadways within the municipality are deemed to be in a state of repair in respect of any snow accumulation present, until the applicable time under the Table to this section expires following the end of the declared weather emergency.

ICE FORMATION:

1. The standard for attempting the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:
 - a. Monitor the weather in accordance with section 3.1.
 - b. Patrol in accordance with section 3.
 - c. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway to attempt to prevent ice formation within the time set out in the Table to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 47/13, s. 5.
2. If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the earlier of,
 - a. the time that the municipality becomes aware of the fact that the roadway is icy; or
 - b. the applicable time set out in the Table to this section for treating the roadway to prevent ice formation expires. O. Reg. 47/13, s. 5.
3. The standard for treating icy roadways after the municipality becomes aware of the fact that a roadway is icy is to treat the icy roadway within the time set out in the Table to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in the Table for treating the icy roadway expires. O. Reg. 47/13, s. 5.
4. For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O. Reg. 47/13, s. 5.
5. If at any time a municipality declares a weather emergency, then all roadways within the municipality are deemed to be in a state of repair in respect of any ice present, until the applicable time under the Table to this section expires following the end of the declared weather emergency.

**TABLE
SNOW ACCUMULATION**

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours
6	10 cm	24 hours

**TABLE
ICE FORMATION PREVENTION AND ICY ROADWAYS**

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

The snow accumulation and ice-formation policies are attached herein as a separate document, in Appendix 3-1

4.2.2. Private Sidewalk Responsibility

All sidewalks adjacent to private property are the responsibility of the adjacent property owner*. Due to the location of some sidewalks and the volume of snow being moved off of the streets, there may be occurrences when plowing operations may deposit significant amounts of snow onto the sidewalks. When this occurs, it is the responsibility of the adjacent property owner to remove all snow from the sidewalk. The township does not winter maintain sidewalks.

4.2.3. Plowing Private Property

Private properties are the responsibility of respective owners.

4.3. Winter Season Maintenance

For Operational purposes, the Township of Billings assumes the winter season commences on 2022-Nov-16 and is completed by 2022-Apr-16, while acknowledging that winter events may occur outside of this timeframe.

4.4. Winter Preparations

In the months prior to the start of the winter maintenance season, as identified in 4.3, the Township of Billings undertakes the following tasks to prepare for the upcoming winter season.

4.4.1. Prior to Winter Season

Prior to the winter season, if required, prepare and call tenders for the supply of materials (salt, sand, liquid, etc.), replacement parts (for plows, solid and liquid application equipment), value added meteorological services (VAMS) and contract equipment (plow trucks, spreader trucks, combination units).

Sometime prior to the winter season the Township of Billings will:

- Conduct a session for staff and contract operators where all policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions will be discussed. Any issues resulting from the meeting with regard to the policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions shall be resolved either at the meeting or prior to the winter season.
- Inspect equipment to ensure proper working order. Schedule and complete any and all equipment repairs.
- Arrange for the delivery of materials (salt, sand and liquid solution) and begin filling storage facilities. If liquid solution is mixed on site, begin mixing and filling storage tanks.
- Confirm that all guiderail, catch basin, hazard and fire hydrant markers, steep hill, sharp curve ahead warning signs, bridges ices sign, if any, are in place. Any missing markers should be replaced prior to the winter session.

4.4.2. One Month Prior to the Winter Season

One month prior to the winter season the Township of Billings will:

- Assign equipment to staff.
- Calibrate material application equipment.
- Allow operators (staff and contract) time to familiarize themselves with any new equipment, material application rates, material application equipment and their route (driving the route and noting obstacles along the route).
- Assign staff to monitor and record weather forecasts on a daily basis. Upon the forecast of an approaching winter event, schedule a patrol of a route of representative roads. If a winter event is forecast prior to the start of the next

scheduled shift a night and/or weekend patrol(s) of a route of representative roads should be scheduled. If a night or weekend patrol is scheduled the patroller should monitor and record the weather forecast and road conditions. The patrol person should be authorized to initiate a winter event response if conditions warrant a response.

- Have 33 % of the fleet ready to respond to a winter event.
- Have sufficient staff available to operate the fleet if conditions warrant a winter event response.

4.4.3. Two Weeks Prior to the Winter Season

Two weeks prior to the winter season the Township of Billings will:

- Have the 66 % of the fleet ready to respond to a winter event.
- Have staff available to operate the required complement of the fleet if conditions warrant a winter event response

4.4.4. At the Start of the Winter Season

At the start of the winter season:

- Begin patrolling representative roads in all roads/areas that the organization is responsible for
- Respond to winter events as per the winter operations plan.

4.5. Winter Patrol

4.6. Operations

4.6.1. Staffing and Hours of Work

The Township of Billings has a full-time employee assigned to each vehicle used for winter operations. Each vehicle is assigned a route for sanding/salting and/or plowing. The Township of Billings adheres to the hours of service as dictated by Highway Traffic Safety Act, Reg. 555/06 (Ontario, Canada).

Staffing for Winter Maintenance				
Employee	Job Title	Reports to Facility	Assigned Route(s)	Assigned Equipment
Bill Hore	1st Operator	Public Works	RORR 2, PR 2	2021 International, International Work Star, Western Star tandem, 2010 International Work Star

Chris Cyr	Public Works Superintendent	Public Works	RORR 1, PR 1, RORR 2, PR 2	2021 International, International Work Star, Western Star tandem, 2010 International Work Star
Bill Savage	Operator	Public Works	RORR 1, PR 1	2021 International, International Work Star, Western Star tandem, 2010 International Work Star

Some of the key responsibilities associated with the management and overseeing of winter operations for this winter season are as below:

- Public Works Superintendent will receive issues and concerns of the citizens regarding snow and ice control efforts.
- Public Works Superintendent will be responsible for making operational decisions.
- Public Works Superintendent will be authority to which the field staff will communicate the field conditions to.
- Public Works Superintendent will be responsible for shift scheduling. Public Works Superintendent will (when physically possible) be responsible for providing appropriate signage and or barricade in case a road has to be closed due to severe winter storm.
- Public Works Superintendent will ensure media releases are sent to local news and radio stations advising of road closures.
- Chis Cyr will be second in command to the Public Works Superintendent.

4.6.2. Winter Material Used Annually

Primary Solid Material	Brand Name or Supplier	Expected Quantity this Season vs. Actual Quantity Last Season	Comes Pre-Mixed with	In-House Mix Added
Pretreated Sand	H & R Noble Construction	400 Tones (Can)	Pretreated Sand 5.0%	

4.6.3. Application Rates

Min. and Max. Ranges (Tones (can)/lane-kilometer)			
	0.0 to -5.0 CELSIUS	0.0 to -10.0 CELSIUS	0.0 to -18.0 CELSIUS
Frost	1.0 - 1.0	1.0 - 1.0	1.0 - 1.0
Light Snow	1.0 - 1.0	1.0 - 1.0	1.0 - 1.0
Heavy Snow	1.0 - 1.0	1.0 - 1.0	1.0 - 1.0

Freezing Rain	1.0 - 1.0	1.0 - 1.5	1.0 - 1.5
---------------	-----------	-----------	-----------

4.6.4. Equipment - Winter Maintenance Fleet

The Township of Billings provides winter maintenance services on 4 routes with the equipment listed in Appendix 3.

VEHICLE NAME OR NUMBER	VEHICLE TYPE	ASSOCIATED ROUTES	ASSOCIATED EMPLOYEES	LOCATION /YARD
2021 International HV613	Tandem Axle	PR 1, PR 2	Chis Cyr, Bill Hore, Bill Savage	Public Works
2010 International Work star	Tandem Axle	PR 1, PR 2	Chis Cyr, Bill Hore, Bill Savage	Public Works
2016 Western Star tandem	Tandem Axle	PR 1, PR 2	Chis Cyr, Bill Hore, Bill Savage	Public Works

4.6.4.1. Mechanics

The Township of Billings has:

- 0 in-house mechanic(s) available
- external (e.g. contracted) mechanic(s) available
- Facilities with mechanics include:
 - Public Works Garage available for call in mechanics
- The timings for the above mechanics are as below:
 - Emergency
 - Maintenance/Repair

4.6.5. Winter Maintenance Facilities

The Township of Billings provides winter maintenance services from the winter maintenance facilities listed below.

4.6.5.1. Public Works

Facility Type:

Other

Facility Address:

Public Works Garage, 42 Carter Crescent, Kagawong, Ontario POP 1J0, Canada

Facility Phone:
705 282 3433

Number of Front-end Loaders:
1

Year facility Built:
1995

Updates and Enhancements:

- 2001 – Cold storage added to the back of the main Public Works Garage
- 1998 – Sand/Salt storage building

Design and Logistics:

- All materials are handled in a designated area characterized by an impermeable surface
- Equipment is in place to prevent overloading of trucks
- System is in place for collection and/or treatment of wastewater from cleaning of trucks
- Control and diversion of external waters (not impacted by salt) is in place
Ongoing clean-up of the site surfaces and spilled material is swept up quickly
- Risk management and emergency measures plans are in place

Material Storage Details:

- There is storage space available inside of this facility. It presently stores:
 - Salt/Sand Mixture – 40.0 Tons
- There is no storage space available outside of this facility.

Equipment Storage Details:

Two plow Trucks and backhoe loader are kept inside a warm garage, for immediate dispatching of equipment.

Equipment Washing Details:

Hot water pressure washer with gutter system in floor with oil separator.

Miscellaneous Material Details:

The sand/salt mixture is kept dry in our sand storage building and the salt is stored in a separate dry storage building.

Site Drainage Details:

- There is drainage and collection systems for runoff of salt-contaminated waters at this facility
- The chloride concentration in the runoff is not monitored
- This site discharges to:
 - Containment system for removal
- Additional Site Storage Details

4.6.6. Parking Lots

The Township of Billings provides winter maintenance services to the listed parking lots below.

4.6.6.1. Fire Hall/Gym

Facility Address: Fire Hall / 91 Main St/ Kagawong Fitness Club, 91 Main St, Kagawong, Ontario P0P 1H0, Canada

Number of Parking Spots: 6

Responsibility to maintain: Township of Billings.

The lot is not used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy: Cleaning the paved area at the entrance of the Fire Hall is of top priority.

4.6.6.2. Town Parking Lots

Facility Address: Main St, Kagawong, Ontario P0P 1J0, Canada Number of Parking Spots:

Responsibility to maintain: Township of Billings.

The lot is not used for storage or disposal of snow.

The drainage from this lot is not controlled.

Service Policy: Parking Lots are generally of a lower priority.

4.6.6.3. Library Parking

Facility Address: Billings Public Library, Upper St, Kagawong, Ontario P0P 1J0, Canada

Number of Parking Spots: 6

Responsibility to maintain: Township of Billings.

The lot is not used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy: The Public Library is only open a few days a week and is plowed shortly after the priority sites are finished.

4.6.6.4. Park Centre Parking

Facility Address: Park Centre, Henry St., Kagawong, Ontario P0P 1J0, Canada

Number of Parking Spots: 40

Responsibility to maintain: Township of Billings.

The lot is used for storage or disposal of snow.
The drainage from this lot is controlled.
Service Policy: The Park Centre is of High Priority, as it is the Community Centre and Centre for Emergency situations if required.

4.6.6.5. Municipal Parking

Facility Address: Municipal Office/Museum, 15 Old Mill Road, Kagawong, Ontario POP 1J0, Canada
Number of Parking Spots:
Responsibility to maintain: Township of Billings.
The lot is used for storage or disposal of snow.
The drainage from this lot is controlled.
Service Policy: The priority of snow removal is high, as it is the centre of communications in our community, a source of important information in case of an Emergency and a loading and unloading area for School Busses.

4.6.6.6. Marina/Anglican Church Parking Lot

Facility Address: between 170 - 184 Main Street, Kagawong ON, Ontario POP 1J0, Canada
Number of Parking Spots:
Responsibility to maintain: Township of Billings.
The lot is not used for storage or disposal of snow.
The drainage from this lot is not controlled.
Service Policy: Parking Lots are generally of a lower priority, except for the one by the Anglican Church for Sunday Parking

4.6.7. Snow Removal and Disposal

The Township of Billings does not have dedicated Disposal Site(s) in its jurisdiction.

4.6.8. Plow Routes

Appendix 2 contains maps of the salt/sand routes, anti-icing routes and plow routes.

4.6.9. Salt Vulnerable Areas

Certain locations within the area of responsibility of the Township of Billings have been identified as being potentially vulnerable to the over-application of road salt. These areas are shown on the route maps in the appendices. Accordingly, salt storage, snow disposal and material application in these areas will be strictly monitored and, in some cases, may be restricted in a variety of ways.

4.6.9.1. Main St

Facility Address:
Area Footprint: 61859.66 Square Meters

Additional Details: Main Street runs parallel to Mudge Bay (North Channel of Lake Huron). The beach area runs from rocky shoreline to a sandy beach to rocky shoreline. This area is sensitive to area rains and spring run offs, so a minimal amount of salt and salted sand is used in this stretchy of Main Street.

Mitigation Measures: A minimal amount of sand/salt mixture is used in this area to minimize contamination of the beach area and Municipal Water source.

Associated Vulnerabilities:

4.6.9.2. Old Mill Road

Facility Address:

Area Footprint: 28664.59 Square Meters

Additional Details: Old Mill Road crosses the Kagawong River and runs parallel to the south and east side of Mudge Bay. Only a portion of this road is very close to the Kagawong River and lakeshore. The amount of salted sand that is spread in this area, is varied according to the number of residents that use this portion of the road during the winter months.

Mitigation Measures: A traffic safe amount of salt/sand is applied. The area has no hills and is relatively flat.

Associated Vulnerabilities:

4.6.9.3. Part of Lakeshore Road

Facility Address:

Area Footprint: 90184.56 Square Meters

Additional Details: This is the section of roadway between Concession 12 West (Lakeshore Road) and Concession 10 West. In this area, salted sand is applied in a very careful manner. Traffic safety is very important, as the road has a few curves in it, and is also used by School Buses.

Mitigation Measures: This part of the road has a 50 Km speed limit road traffic and therefore a reasonable amount of sand/salt is used in this area for traffic safety.

Associated Vulnerabilities:

4.6.9.4. Manitou Lane

Facility Address:

Area Footprint: 1895.28 Square Meters

Additional Details: Manitou Lane is a class 6 road that services 3 family units. Because the road is very flat, not much salted sand is applied in this area.

Mitigation Measures: Very little or no sand/salt mixture is used in this area. Snow plowing only is managed in this area.

Associated Vulnerabilities:

4.6.10. Weather Monitoring

In order to determine an effective winter event response and allocate the appropriate resources the Township of Billings supplements their general observations with weather information from various sources which includes:

- Meteorological Services:
 - Chris Cyr - www.theweathernetwork.com
 - Chris Cyr - Rain Alarm.com
 - Chris Cyr - Environment Canada
- Customized weather forecasts which are updated 3 times/day from a Value
- Added Meteorological Service the Weather Network
- Weather monitoring will be done 3 times a day through The Weather Network web site. The forecasts will be checked by managers and staff, so that we can provide the best winter road management possible. The printed forecasts will then be filed to be retained for any future reference.

4.6.11. Communications

Maintaining reliable internal communications is a critical component of winter operations. The Township of Billings uses the following:

- All employees are equipped with cell phones.
- Information from The Weather Network and Environment Canada will be analyzed by the Public Works Superintendent and his staff prior to the event. If immediate action is to be taken, he will contact the Operators (Bill Hore and Bill Savage) as soon as possible.

All citizen issues concerning snow and ice control efforts will be routed to Public Works Superintendent. The Public Works Superintendent will determine appropriate follow-up responses to citizen inquiries.

The municipality provides external communication with the general public via:

- Media press releases
- Information posted on the municipality's web site at www.billingstwp.ca

4.6.12. Boundary Street Jurisdiction and Responsibility

The table below outlines the responsibilities of each agency has to the roads bordering with the Township of Billings. The agencies listed in the table have first response maintenance responsibility to these roads. If the Township of Billings has its snow routes open and serious problems remain on the boundary streets, The Township of Billings snow plows may assist based upon the judgement of Public Works Superintendent on duty.

TABLE

Organization, and Contact	Responsibility Details	Telephone Number
M'Chigeeng - First Nation, Earl Debassige	Bay St., Spruce St. and Cross Hill Rd.	705 377 5362

NEMI, Wayne Williamson	Portion of Rockville Rd. & portion of Newby's Sideroad	705 368 2093
Township of Central Manitoulin, Jamie Taylor	Portion of Rockville Rd., Monument Rd., 20th Conc., Cross Hill Road & John St	705 377 5301
Township of Gordon/Barrie Is., Aaron Campbell	Nelson Rd	705 282 2702

4.6.13. Callout Procedures

Operational decisions will be made by the Public Works Superintendent or his/her designate with the aid of available forecasting, Level of Service policy, patrolling etc. However, it should be emphasized that decisions will be subjective and external input, whether in this plan or elsewhere, merely acts as an aid in determining if a call out of staff and equipment by the Public Works Superintendent to respond to a winter event is warranted.

It is vital therefore that the Public Works Superintendent records the prevalent conditions and relevant information when he/she makes a decision.

The Public Works Superintendent will inform staff of changing of road and weather conditions observed in the field. When a winter event response is required the Public Works Superintendent will contact the staff by phone. The Public Works Superintendent will provide information to the operators. In the absence of the Public Works Superintendent, the patrol person shall be his/her designate and initiate a call out in response to a winter event.

4.6.14. Road Closure and Procedures

In the event that a road must be closed due to a severe winter storm, Ontario Provincial Police will request signs be placed to close the road. Appropriate signage and barricade will be available at the patrol yard. Upon receiving a request from Ontario Provincial Police to close a road to traffic, the Public Works Superintendent or his/her designate will organize manpower and equipment to place the signs and barricades. The Public Works Superintendent or his/her designate will contact the call centre and request that a media release (Appendix 5-1) be sent to the local news and radio stations advising of the road closure.

Roads will be deemed to be closed once the signs and barricades are placed. When it is physically impossible to place signs and barricades to close a road, the Public Works Superintendent or his/her designate will advise Ontario Provincial Police and request Ontario Provincial Police permission to send the media release (Appendix 5-2).

4.6.15. Towing Illegally Parked Vehicles – Declaration

Emergency Parking Ban

Cars parked on the streets during a snow removal effort may be ticketed and/or towed away. A snow emergency parking ban may be declared by Public Works Superintendent, or their designate. The Ontario Provincial Police and media will be notified when the parking ban is initiated.

4.6.16. Operating Instructions and Safety Rules

All individuals (whether local staff or contracted) shall abide by operating instructions and safety rules as stated in Appendix 6.

4.7. Decommissioning Winter Operations

After the winter season identified in 4.3 expires, the Township of Billings undertakes the following tasks to decommission winter operations:

4.7.1. Two Weeks After the Winter Season Ends

Two weeks after the winter season ends:

- Continue monitoring and recording weather forecasts.
- Assign night patrol shift if forecast indicates an overnight winter event is probable.
- Decommission 66 % of the fleet.

4.7.2. One Month After the Winter Season Ends

One month after the winter season ends:

- Cease all winter highway maintenance operations
- Decommission the remainder of the equipment providing weather forecasts warrant the decommissioning.

4.8. Training

The Township of Billings provides winter operations training for all staff involved in the delivery of winter services.

Individuals in the following positions within and outside of the organization have been trained:

- Within Organization:
 - Patroller(s)
 - Operator(s)

Staff will verify that the training was received by either signing the “Record of Training” included in Appendix 7-1 or 7-2, or another verification document.

The in-house staff is trained:

- By the local organization itself
- Through third-party training services, including:
 - OGRA Snow School – 2017 – Trains 33% of staff (Bill)
 - OGRA Managing Winter Operations - 2015 – Trains 33.0 % of the Staff
 - OGRA Snow School - 2013 – Trains 33.0 % of the staff
 - OGRA 2014 Snow School Mechanics Module – Trains 33.0 % of the staff (Chris)
 - OGRA Snow School 2012 – Trains 33.0 % of the staff (Chris)

Current winter operations training(s) for in-house staff:

- Equipment Circle Check
- Equipment Calibration
- Record Keeping
- Health & Safety
- Level of Service-policies, practices, and procedures
- Identification of Plow Routes-including variations for year to year and issues identified along the route.
- De-icing chemicals-application procedures, rates, storage, and handling
- Identification of vulnerable areas
- Yard and equipment maintenance
- Snow plow operator training

4.9. Record Keeping

Full and accurate completion of the documents listed below, according to the applicable procedures, ensures that the municipality is protected from liability by providing solid documentation that procedures have been followed.

Staff is responsible for keeping the following records:

For Equipment Operators:

- CVOR Time Card

For Patrollers

- Winter Patrol Record
- Call Out Diary
- Weather and/or RWIS Information Received

For Operations Supervisors

- Operations Diary
- Incident/Collision Reports
- Total materials used

In order to help improve decision-making for maintenance strategy, The Township of Billings:

- Has Automatic Vehicle Location (AVL) system installed on fleet.
- Uses a chart for application rates adapted to road or weather conditions (e.g., temperature)

The date will be recorded as YYYY-MMM-DD. It will be written in a numerical format (2017-Sep-21). The time shall be documented using the 24-hour clock format.

Always retain the original copy of documents regardless of their appearance. Writing must be legible for others to read and written in ink. Stains or dirt on the documents is not an issue. If a document requires correction, then a line is to be placed through the incorrect information without making it illegible and continue writing on the original document. Initial corrections or change in the colour of ink in a case where you change writing pens.

5. PLAN IMPROVEMENTS

The current winter maintenance policies, practices and procedures form the baseline or benchmark upon which improvements can be made to improve winter operations and/or the use and management of road salt.

Based upon the need to maintain continual service throughout the season, and the previous experience obtaining critical supplies and equipment at the height of the season, over the next ten years the Township of Billings plans to undertake a number of improvements that will be monitored and updated annually.

- Equipment
 - 2017-2018 Season: New Plow blade for newest plow
- Facilities

6. MONITORING AND UPDATING

Safe and sustainable winter operations include, as one of its fundamental tenets, the monitoring and updating of winter operations plans, policies, practices and procedures (the “four Ps”) of the Township of Billings in an ongoing manner. To that end, the following continuous improvement cycle is used to refine the “four Ps” annually.



At the end of the winter season, as identified in 4.3, a meeting to review winter operations will be held each year with all winter operations staff to itemize all issues that arose during the winter season and discuss how these issues may be resolved. Prior to the start of the next winter season and with sufficient lead time to implement any changes, the Township of Billings shall train staff on the changes to equipment and/or winter maintenance policies, practices, and procedures.

7. ADDITIONAL DETAILS

8. DISTRIBUTION OF THIS PLAN

This Plan shall be distributed to the following:

- Mayor and City Council
- Public Works Supervisor
- CAO

9. DISCLAIMER

This Manual may be affected by at least one or more of the following events which could delay or alter snow and ice control by the Township of Billings:

1. Equipment breakdown
2. Vehicles disabled in deep snow.

3. Weather so severe as to cause work to be stopped for the safety of all personnel.
4. Unforeseen conditions and emergencies.
5. Significant medical related emergencies.

The Township of Billings has enacted comprehensive internal Standard Operating Procedures to protect winter operations staff from contracting COVID-19 as much as possible. However, should staff become infected despite these measures or be required to self-isolate due to factors outside of the Township's control (*i.e.*, infection of close contacts outside of the workplace), it is possible that the township's Public Works department could be understaffed to the point of service disruptions.

In the event that staff shortages impact winter roads maintenance service delivery, the following procedures will be followed:

1. Regular weather monitoring and roads patrols shall occur until such time as no staff are available to do so.
2. A daily prioritization of services will be conducted by the lead Public Works employee on duty based on the weather forecast, the results of the roads patrol, and staff capacity. This prioritization will be documented and provided to administrative staff for internal and public notification (see item 4 below).
3. Services will be delivered based on the daily prioritization exercise.
4. Notification will be provided to the public via the township's website and Facebook page regarding any service disruptions or delays. Internal notification shall be done via email and shall include all staff and the Fire Chief.
5. In the event that no Township of Billings staff are available for roads patrols or further maintenance activities due to illness or self-isolation, the CAO/Clerk will contact Mutual Aid partners for assistance. Items 2 through 4 will be conducted by/with Mutual Aid partners.
6. As a last resort, the Public Works Superintendent may, in consultation with the CAO/Clerk, exercise the power delegated to them by section 7 of Township of Billings by-law 2018-49 to declare a municipal highway(s) or any portion thereof to be temporarily closed until such time as necessary maintenance activities can be conducted.
 - a) The Public Works Superintendent shall document the time and reasons for closure of the highway(s) or portions thereof and provide this information to administrative staff for internal and public notification.
 - b) Notification will be provided to the public via the township's website and Facebook page. Internal notification shall be done via email and shall include all staff and the Fire Chief.

Appendix 1

Patrol Routes (a.k.a. Routes of Representative Roads)

RORR 1

Patrol Distance: 16.9 Lane Kilometers

Patrol Routes



RORR 2
Patrol Routes 2

Patrol Distance: 21.15 Lane Kilometers



Appendix 2

Road and Sidewalk Routes

PR 1
Plow Route

Total Length: 52 Lane Kilometers



PR 2
Roadway Route

Total Length: 57.8 Lane Kilometers



Appendix 3

Equipment List

Equipment	Type	Owned By	Electronic Controller	Calibration Date	Pre-Wet Capability	Anti-Icing Capacity	Infrared Thermometer installed
2021 International	Tandem Axle	Township of Billings	Not installed	N/A	N	N	N
2010 International Work star	Tandem Axle	Township of Billings	Not installed	N/A	N	N	N
2016 Western Star tandem	Tandem Axle	Township of Billings	Not installed	N/A	N	N	N

Equipment	Pre-Wet Capability	Anti-Icing Capacity	Other Features	Comments
2021 International	N	N	Has a spreader- Has mounted mobile RWIS	2021 International with Viking Plow, wing and sander for winter operations,
2010 International Work star	N	N	Has a spreader- Has mounted mobile RWIS	International Work star tandem with Everest plow and sander
2016 Western Star tandem	N	N	Has a spreader- Has mounted mobile RWIS	Western Star with Viking -Cives plow and sander

Legend Y = Yes N = No

Appendix 4-1

Vulnerable Area



(Main St)

Appendix 4-2

Vulnerable Area (Old Mill Road)



Appendix 4-3

Vulnerable Area
(Part of Lakeshore Road)



Appendix 4-4

Vulnerable Area
(Manitou Lane)



Appendix 5-1

Media Release Road Closed



Date _____

Time _____

Media Release

Due to a severe winter storm *Ontario Provincial Police* advise that the following roads in the Township of Billings are impassable due to (reason, e.g. “drifting and blowing snow”) and have been closed to traffic.

Street Name	From	To

Ontario Provincial Police advise that these roads will remain closed until the storm subsides and driving conditions improve.

Appendix 5-2

Media Release Severe Weather



Date _____

Time _____

Media Release

Due to a severe winter storm *Ontario Provincial Police* advise that many roads in the Township of Billings are impassable due to drifting and blowing snow. *Ontario Provincial Police* advise that you do not drive until the storm subsides and driving conditions improve.

(Sometimes it is physically impossible to place signs and barricades to close a road, in this instance use this release when the roads have NOT been physically been closed by the placement of signs and barricades or an officer is present to redirect traffic)

Appendix 6

Operating Instructions and Safety Rules



Operating Instructions and Safety Rules

1. WORK HOURS

For a major storm event, one 13-hour shifts may be established at the discretion of the Public Works Superintendent

2. SAFETY PROCEDURES

Safety is paramount during any snow storm. The following safety rules will be observed by all equipment operators.

A. Check your snow removal equipment prior to leaving the yard and also the following:

- 1) All work lights and emergency lights
- 2) Cell Phones
- 3) Snow plow and frame for damage
- 4) Sander
- 5) Rear view mirrors
- 6) Flags and reflectors
- 7) Windshield wipers
- 8) Heater and defroster
- 9) All necessary mapping for snow and ice removal
- 10) Vehicle Inspection Items
- 11) Liquid dispensing apparatus (windshield washer fluid, etc.)

B. Report any non-working equipment to a Supervisor immediately.

- C. Use reasonable caution in operation of snow removal equipment.
- D. Drive cautiously.
- C. Utilize caution when operating in cramped quarters with parked cars on a street.
- D. Know your route and any fixed objects covered by snow.
- E. Obey all traffic laws.
- F. Do not follow traffic too closely.
- G. Slow down prior to turning—your plow will tend to push you where it wants to go.
- H. Equipment involved in snow and ice control operations is emergency equipment, but you as the operator, must obey all traffic laws and provide right-of-way to other vehicles.
- I. Do not attempt to tow private automobiles—offer assistance by way of cell phone to your Supervisor.
- J. Utilize caution when operating deicing equipment. Watch for overhead obstructions. Lower box when necessary.

3. ACCIDENTS

Report all moving vehicle accidents immediately to your Supervisor. Depending on the severity of the accident and availability due to storm related issues, the O.P.P. will typically be called to evaluate the accident. Prior to leaving duty on the shift, a Motor Vehicle Accident Report & Review form and the internal Vehicle Damage Claim Report should be filled out. Your Supervisor will attempt to interview the driver at the end of the shift or within 24 hours after return to normal duties. Accident forms should be available from the on-duty Supervisor.

4. CARE AND USE OF EQUIPMENT

The snow plow operator is responsible for routine maintenance of the vehicle. Report any maintenance needed to the Supervisor or mechanic on duty. Check vehicle before and after use for any maintenance needed or damage to equipment. Fill out Operations Daily Inspection Check Sheet. The vehicle should be refueled at the end of each operator's shift.

5. RADIO COMMUNICATIONS

Operators are to take duty instructions from the Public Works Supervisor on duty. The Police may report road conditions or other issues to the Public Works Supervisor. It will be the role of the Public Works Supervisor to direct all winter maintenance related operations.

6. DAILY REPORTS

Upon completion of the shift, Public Works Supervisor will be required to fill out a Winter Road Maintenance Report for each Plow Route. This sheet will document location and date.

Appendix 7-1

Record of Training



Record of Training

This statement certifies that the below named individual has successfully completed the in-house Winter Operations Training program as required by The Township of Billings Winter Operations Plan.

The Winter Operations Training program is comprised of the following modules:

- Equipment Circle Check
- Equipment Calibration
- Record Keeping
- Health and Safety
- Level of Service – policies, practices and procedures
- Identification of Plow Routes – including variations for year to year and issues identified along the route
- De-icing chemicals – application rates, storage and handling
- Identification of road salt vulnerable areas and the procedures to follow in those areas
- Yard and Equipment maintenance

Employee Name _____ (please print name)

Date of Training _____

Location of Training _____

Trainer Signature _____

Supervisor Signature _____

Appendix 7-2

Record of Training – Night Patroller



Record of Patroller Training

This certifies that _____ (employee name) has successfully completed the in-house Winter Operations –Patroller Training as required by the Township of Billings Winter Operations Plan.

The Winter Operations –Patroller Training workshop includes the following modules:

- Weather monitoring and forecasting results including: Road Weather Information System, Value Added Meteorological Service, eutectic temperature, pavement temperature, dew point
- Winter Shift Schedules
- Record Keeping
- Health and Safety
- Level of Service – policies, practices and procedures
- Identification of Plow Routes – including variations for year to year and issues identified along the route
- De-icing chemicals – usage, application rates, storage and handling
- Identification of road salt vulnerable and/or susceptible areas and the procedures to follow in those areas
- Call-out procedures
- Emergency contacts
- Yard and Equipment maintenance

Employee Name _____ (please print name)

Date of Training _____

Location of Training _____

Trainer Signature _____

Supervisor Signature _____

OGRA and Salt Institute DISCLAIMER: Ontario Good Roads Association (OGRA) and Salt Institute DISCLAIMER: The information and statements contained within this document do not constitute legal advice. They are not intended to take the place of legal advice. All users are encouraged to consult with their own legal counsel with respect to the information and statements contained herein. Furthermore, the information and statements contained in this document are solely the opinion of OGRA and the Salt Institute. They are not intended to establish, and they should not be viewed as establishing, legal standards, requirements or policies. They may not be applicable in every situation or circumstance. They are not intended to cover all proper methods or approaches. OGRA, the Salt Institute, and their members and officers disclaim all liability for the accuracy and completeness of the information and statements contained in this document and disclaim all warranties, express or implied, to incorrect application or usage of the information and statements.



2022 Second Quarter Activity Report September 21, 2022

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 2022 First Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$228,373**. Children's Services and Ontario Works is forecasted to be on budget. Community Housing is forecasted to be under budget by \$357,994. Paramedic Services is forecasted to be over budget by \$190,626. Interest revenue on non-reserve accounts is forecasted to be \$61,005 less than budgeted.

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

Paramedic Services

COVID-19 Pandemic Response

While Paramedic Services weathered much of the "peak" of the COVID-19 pandemic relatively unscathed, the service's staffing was severely impacted during the second quarter due to several infections among frontline Paramedics. Fortunately, the service's mandatory vaccination policy permitted those who were infected to return to work sooner which dampened what could have potentially occurred. While COVID-19 infections stabilized by early June, increased absenteeism and departures have contributed to prolonging the staffing crisis.

Community Paramedicine Long Term Care

Our Community Paramedicine (CP) team continues to roster patients and provide vital services to our most vulnerable and marginalized populations. The Team has deployed a Remote Patient Monitoring (RPM) program that permits greater agility for planning visits and resource allocation. Currently, the Team has seven (7) patients in our region enrolled and the program is well received both by the patients and Community Paramedics. Our CP team has not been immune to the staffing crisis; however, they have managed to

ensure all visits are completed and patients receive the care they need to safely remain in community.

Ministry of Health Ambulance Service Review

Paramedic Services received their 90-day notice in late March for our Ambulance Service Review (ASR) to be conducted by the Ministry of Health's Emergency Health Regulatory and Accountability Branch. ASRs occur every three years as required by legislation and assess Paramedic Services' compliance to Regulatory requirements and to renew their certificate to operate. This review will defer from previous ones as the preliminary review, which is usually completed by the Ministry of Health team on site, will now be completed virtually due to the pandemic. Paramedic Services submitted their requested documents well in advance of the June 28th, 2022, deadline and now await next steps from the review team. It is anticipated that at some point during the third quarter, the service will be contacted for a virtual meeting to clarify some items for the team and/or discuss some of their findings.

Paramedic Services Week May 22nd to 28th, 2022

This year's theme was "**the Faces of Paramedicine**" which truly encapsulated the transformation and evolution the Paramedic profession has undergone over the last several years. The many faces Manitoulin-Sudbury DSB Paramedics wear in the provision of care is critical to the success of the collective health care mission. Our front line 911 response Paramedics, our Community Paramedics, our COVID-19 Paramedic Response Team and our several committees all play or have played a significant role in the successful delivery of patient care. In addition to our front-line Paramedics, this year's theme also recognized the many important people who also contribute their support and expertise so that Paramedics may indeed be successful in delivering patient care which included all of our support and administrative staff. Paramedic Services held open houses at all thirteen (13) locations and allowed community members to tour our stations, sit in one of our twenty-five (25) Ambulances and engage with our dedicated Paramedics.

Spring Recruitment

After a difficult process, Paramedic Services welcomed nine (9) new Paramedic recruits to our team. While we began the process with forty (40) applicants, the provincial staffing demand quickly drained our pool by half by the time we sent invitations to write the entry examination. The service feels fortunate that we were able to keep nine (9) new recruits however we are still faced with a high rate of absenteeism and unexpected departures to services with higher salaries and have less travel expectations given today's fuel prices. The service is in the midst of a developing a long-term recruitment and retention strategy that will see a robust education program to lure local post-secondary entrants into the Paramedic profession. The goal is to focus on attracting local aspiring Paramedics with

roots in our region rather than rely on applicants from southern Ontario who tend to be transient employees while waiting for job openings closer to their home.

Central Ambulance Communications Centre Migration

On June 28th, 2022, the Ministry of Health Emergency Health Services migrated all emergency call taking and dispatching of Manitoulin-Sudbury DSB Paramedic Services to the Central Ambulance Communications Centre (CACC) located in Sudbury. Previously, the service's northern fleet were dispatched by CACC's in Timmins and/or Sault Ste Marie while all other stations were dispatched by the CACC located in Sudbury. Working with three (3) CACC presented the service with enormous challenges in consistent service delivery and situation awareness. With this migration, the Ministry of Health issued a new number to call for the communities of Foleyet, Gogama, surrounding First Nations and areas. Paramedic Services developed bilingual information bulletins and worked with Canada Post to reasonably ensure every impacted community member was informed. This was followed by a mass media release issued to all applicable outlets and broad communication to stakeholders and politicians informing all the new number to call. To date, Paramedic Services have not been made aware of any impacts to service delivery and the migration appears to have transpired seamlessly.

Children's Services

In the second quarter, the average enrollment in licensed childcare was 523 children, 400 full fee and 123 subsidized. Compared to last quarter there has been a 1.1% increase, and compared to last year at this time, enrollment has increased by 1.4%.

The number of total visits made by parents/caregivers and children to EarlyON Child & Family Centres was 2309, and the total activity kits provided was 424. Compared to last quarter the number of visits increased by 2.5%, and activity kits provided decreased by 2%. Compared to last year at this time, number of visits increased by 3%, and activity kits provided decreased by 2.9%.

Canada-Wide Early Learning and Child Care System (CWELCC)

The Government of Canada has identified childcare as a national priority to enhance early learning and childhood development, support workforce participation and contribute to economic recovery.

The new Canada-Wide Early Learning and Child Care System will lower fees for parents and provide more accessible and high-quality childcare for Ontario families. The system focuses on affordability, access, quality, and inclusion.

Staff received an [Addendum](#) to the Ontario Child Care and EarlyON Child and Family Centres Service Management and Guideline (2022) in April.

A graduated approach to fee reductions will occur as follows:

- A fee reduction of up to 25% (to a minimum of \$12 per day) for eligible children retroactive to April 1, 2022.
- A 50% daily fee reduction on average for eligible children by the end of calendar year 2022.
- \$10 average daily childcare fees for eligible children September 2025.

Parental contributions will be reduced by 25% for eligible children receiving fee subsidy who hold a spot with a licensed program that has enrolled in the CWELCC system.

Workforce compensation funding is available to eligible staff employed by Service Providers regardless of the age of the children they are supporting.

Staff in our district are paid above the wage floor and are not eligible at this time, this will be reviewed annually.

Ontario Works

Ontario Works

In the second quarter of 2022, the Ontario Works/Temporary Care Caseload average was 512. Compared to last year at this time, the caseload has increased by 6.22%.

In March of 2020, the Ministry of Children, Community and Social Services (MCCSS) implemented several temporary measures as a response to the COVID-19 pandemic including:

- Reducing the need for in-person contact by authorizing risk-based approaches to eligibility determination and other verification requirements, including deferral of visual verification requirements of original documents.
- Helping to reduce the burden on program staff by modifying certain program requirements – including no longer suspending clients who do not report income and suspending Eligibility Verification Process reviews – to enable deployment of resources to priority activities.
- Helping to reduce the burden on the healthcare system by enabling program staff to approve extensions to Special Diet Allowance, Mandatory Special Necessities benefits, and medical transportation/supplies without endorsement from a health professional.
- Suspending the rule that limits emergency assistance provision to only once in a six-month period for individuals and families affected by COVID-19.
- Allowing people to receive emergency assistance for longer (48 days) without submitting a full Ontario Works application.

- A new one-time Emergency Benefit was created for both Ontario Works and Ontario Disability Support Program to help with costs for personal protective equipment, cleaning supplies, additional costs for food or other essential supplies, etc.

The Ministry announced in April 2022 that the province would begin to lift some of the temporary social assistance delivery measures that were put in place during the pandemic.

The following measures have improved client services and will become a part of regular business processes moving forward.

- Permitting legal clinics to sign/submit internal review requests and consent forms on behalf of clients.
- Providing Disability Determination Packages directly to Health Care Practitioners.
- Ending faxing with Immigration, Refugee, and Citizenship Canada (IRCC) for verification of Immigration Category and Status, as an automated process is being implemented.

The following business processes were set to resume effective May 1st, 2022

- Healthcare Professional Verification of new health benefits such as the Special Diet Allowance (SDA) and Mandatory Specific Necessities (MSN)
- Ontario Works 24-month financial reviews
- Eligibility Verification Process (EVP) Audits
- Complaint Assessments (Ontario Disability Support Program) and Eligibility Reviews (Ontario Works)
- Timelines for Disability Determination Packages and Medical Reviews
- Ontario Application for Social Assistance (OASA) appointment scheduler will be available for use in the Social Assistance Management System

The [Work Deployment Measures](#) for District Social Services Administration Boards Emergency Order, which had been in place since April 16th, 2020, and provided flexibility to effectively respond to the pressures of COVID-19 by deploying staff to the most high-need areas throughout provided services and service areas, expired on April 27, 2022.

The extension of Additional Benefits and Special Diet Allowances will be ending in a staggered approach over a 3-month period to reduce workload efforts for staff.

In April 2022, as a response to the Russian Invasion of Ukraine. The government amended O. Reg 134/98 under the Ontario Works Act, 1997 to allow Ukrainian migrants with documentation confirming they are in Ontario under the Canada-Ukraine Authorization for Emergency Travel (CUAET) to apply for Emergency Assistance.

In the Manitoulin-Sudbury DSB, 6.5% of all social assistance applications for the second quarter were Emergency Assistance of those applications 25% were Ukrainian migrants under CUAET.

Employment Ontario

The launch of phase 3 of the [Better Jobs Ontario](#) Redesign (formerly Second Career) became effective April 29, 2022.

The key change of phase 3 is the expansion of eligibility to make the program more accessible to those who face barriers in attempting to enter or re-enter the labour market.

Better Jobs Ontario provides eligible applicants with support to participate in a training program up to 52 weeks in length and financial support up to \$28,000 for costs associated with training such as tuition, books, transportation, childcare, and basic living allowance.

A fast-track option is also available for individuals who were laid-off due to COVID-19.

Community Housing

Community Housing

Total applications at end of quarter 2 is 671. The applicant breakdown is as follows:

1 Bedroom	522	2 Bedroom	70
3 Bedroom	47	4 bedroom	32

Direct Shelter Subsidy (DSS)

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 214 active DSS recipients which represents a decrease of 2% from last quarter and from last year at this time.

Income Mixing

Per DSB Policy, every effort is being made where the waitlist allows, to mix the Community Housing Buildings with RGI, Affordable and Market Rent Tenants. As of the end of this quarter we have successfully secured 11 market rent tenants, representing 4% of the portfolio and 92 affordable rent tenants representing 33.45% of the portfolio, since last quarter market rent tenants have increased by .36% and affordable rent tenants by 4.36%. Since last year at this time, market rent tenants have not increased, however, affordable rent tenants have increased by 8.72%.

Smoke Free Housing – Unit Count-down

As of the end of the second quarter of 2022, 187/275 of the portfolio's units are designated as Smoke-free. This represents 68% of the full portfolio currently. Units are designated as turn-over occurs.

Social Services Relief Fund (SSRF) Phase 5

[SSRF Phase 5](#) was announced in April 2022, the Manitoulin-Sudbury DSB will receive \$500,000 in SSRF Phase 5 funding. An investment plan was submitted in April 2022 to use SSRF Phase 5 to support the new senior's housing build in Little Current.

Building material price escalations have resulted in a significant increase in the cost per sq/ft for the building. With the \$500,000 of SSRF Phase 5 Capital Funds, our annual municipal deficit would go from \$118,353 to \$78,801.

By-Name-List (BNL)

At the April 2022 Board meeting, staff advised that in addition to the existing BNL requirements, Service Managers were provided updated guidelines that are to be implemented and reported on effective April 1, 2023.

Service Managers were required to submit an Implementation Plan to the Ministry of Municipal Affairs and Housing by July 29, 2022. This Implementation Plan outlined how the Manitoulin-Sudbury DSB plans to achieve the new BNL requirements.

There are two changes being made to the original Manitoulin-Sudbury DSB implementation plan:

1. The BNL will be updated monthly as opposed to every ninety days.
2. A new category has been added to the BNL to track if households have transitioned from a provincial institution, for example residential treatment, hospital, or corrections facilities.

Housing and Homelessness Plan – Year Seven Update

Through the Long-Term Affordable Housing Strategy (LTAHS) and with the passing of the Housing Services Act (HSA), 2011, the province completed the devolution of Ontario's affordable housing to municipalities.

The Province required the development of a [10-Year Housing and Homelessness Plan](#) to reflect certain principles or 'interests' that the government had prescribed in addition to considering and responding to local needs.

The year [seven report](#) highlights how the DSB has been working towards each goal set out in the Housing and Homelessness Plan.

Homelessness Prevention Program (HPP) and HPP Policies

The Homelessness Prevention Program is designed provide the necessary resources to establish a coordinated housing and homelessness system so the people at risk of or experiencing homelessness have the housing and support services that they need to retain and/or obtain stable housing and achieve better outcomes.

As result of this new program the DSB has revoked the Healthy Communities Fund policy and replaced it with 4 new HPP policies. They include [Housing Assistance](#), [Community Outreach and Supportive Services](#), [Emergency Shelter Solutions](#) and [Supportive Housing](#).

Community Housing Program Facilities Management

COVID-19

Housing Buildings have removed their masking mandates and have opened their Common Rooms once again for tenant use. We will maintain the capacity limits for now. Activities including Community Paramedicine have resumed on site.

Work Orders

During the quarter (April – June 2022) a total of 263 Work Orders were generated: 215 for Community Housing; 12 for Administration Offices, and 36 for Paramedic Services. There was a total of 161 Work Orders closed or resolved during that time. Work orders are closed if the work is done in-house, or when the invoice is paid from an outside source.

Projects Underway

Little Current Project – New Build

The ground has broken in the Town of North Eastern Manitoulin and the Islands for the new seniors housing building. As of the last visit to the area, foundation work on both buildings is complete and framing has begun on one of two. The retaining wall construction has begun and is well underway also. Next quarter will include photos of the site.

Capital Projects with Housing Services Corporation

Electrical Work is scheduled to start in Little Current and Manitowaning in the coming weeks. Contractor on record is T & G Electrical. This work will replace the main switch gears at both buildings.

Also, on the agenda for Little Current, Mindemoya and Manitowaning are balcony repairs and rehabilitation and balcony rail painting in Little Current. At this time, the railing painting is completed and looks great!

There are some unexpected delays with the balcony repairs as the contractor (Prosperi) is struggling with the supplier of concrete to begin the job.

At the Warren Community Housing Site, we have awarded a contract to Canor Construction. This is a large project on the site involving the retaining wall, walkways, curbs, and parking lot.

The project to remove and replace the sanitary drain lines at our Family Housing Units on Marguerite will commence soon. This large project will re-establish the path of the lines to the Town of Espanola sewers with new piping from units to the main town sewers. The Contractor is RM Belanger Limited for this work, they are working closely with the Town of Espanola Public Works Department.

Provincial Funding

The fourth year of funding through Canada-Ontario Community Housing Initiative (COCHI), and Ontario has begun as of April 1st, 2022. The Investment Plan for the funding has been submitted to the Ministry and we await approval of our plan.

New [guidelines](#) for Canada-Ontario Community Housing Initiative & Ontario Priorities Housing Initiative funding program were released by the Ministry in April.

Summary

The DSB had a very busy quarter. If municipal Councils have any questions or would like DSB staff to attend a municipal Council meeting, please feel free to contact me directly.

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
2nd Quarter Report (Unaudited)
AS AT 6/30/2022

	<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	\$ 1,182,075	\$ 1,218,856	\$ (36,781)	\$ 2,457,231	\$ 522,292	\$ 1,043,031	\$ 1,043,031	\$ 0
100% Funded	\$ 3,386,383	\$ 3,104,130	\$ 282,253	\$ 6,208,260				
Child Care	\$ 4,723,996	\$ 5,010,114	\$ (286,118)	\$ 10,026,568	\$ 334,019	\$ 668,038	\$ 668,038	\$ -
Community Housing	\$ 1,100,717	\$ 1,503,089	\$ (402,372)	\$ 2,954,945	\$ 1,100,717	\$ 1,940,782	\$ 2,298,776	\$ (357,994)
100% Funded	\$ 1,432,774	\$ 302,808	\$ 1,129,966	\$ 605,616				
Paramedic Services	\$ 8,044,467	\$ 8,203,451	\$ (158,984)	\$ 15,714,278	\$ 3,484,375	\$ 7,148,164	\$ 6,957,538	\$ 190,626
100% Funded	\$ 2,239,617	\$ 1,959,941	\$ 279,676	\$ 3,919,882				
TOTAL EXPENSES	\$ 22,110,030	\$ 21,302,389	\$ 807,641	\$ 41,886,780	\$ 5,441,404	\$ 10,800,015	\$ 10,967,383	\$ (167,367)
Interest Revenue	\$ (80,084)	\$ (49,582)	\$ (30,502)	\$ (99,163)	\$ (80,084)	\$ (160,168)	\$ (99,163)	\$ (61,005)
TOTAL EXPENSES	\$ 22,029,946	\$ 21,252,807	\$ 777,139	\$ 41,787,617	\$ 5,361,320	\$ 10,639,847	\$ 10,868,220	\$ (228,373)

Variance Analysis June 30, 2022		
Actual to Budget	NET Municipal Variance	Explanation of Unaudited Municipal Share- ALL NUMBERS ARE FORECASTED AS OF June 30, 2022
Ontario Works	\$ 0	Municipal share of administration expenses are forecasted to be on budget.
Child Care	\$ -	Municipal share of Child Care expenses are forecasted to be on budget.
Community Housing	\$ (357,994)	<p>(\$56,560) + (\$243,712) + (\$57,722) = (\$357,994) forecasted surplus</p> <p>Direct operated rev & exp and program support allocation is forecasted to be (\$56,560) under budget</p> <ul style="list-style-type: none"> - Rental Revenues are forecasted to be (\$127,004) more than budgeted. - Direct operating expenses are forecasted to be (\$29,556) under budget due to: <ul style="list-style-type: none"> utilities \$8,341 over budget, salaries & benefits for custodians \$12,877 over budget, maintenance expenses over budget \$103,014, other admin expenses under budget (\$27,946). - Program Support Allocation is (\$25,842) under budget. <p>- Direct Shelter Subsidy is forecasted to be (\$243,712) under budget due to expenses reallocated to 100% funding.</p> <p>Non-Profit, Rent Supp, and Urban Native expenses are forecasted to be (\$57,722) over budget.</p>
Paramedic Services	\$ 190,626	<p>Paramedic Services municipal share is forecasted to be \$190,626 over budget.</p> <p>The MOHLTC funding is forecasted to be (\$91,599) over budget.</p> <p>Medic Staffing and Benefits is forecasted to be \$106,487 over budget.</p> <p>Administration Wages and Benefits are forecasted to be (\$100,221) under budget.</p> <p>Non Wages are forecasted to be over budget by \$275,959.</p> <ul style="list-style-type: none"> - Transportation & Communication is forecasted to be \$85,779 over budget - Program Support is forecasted to be (\$27,002) under budget - Other revenues are forecasted to be (1,200) more than budget - Vehicle repairs and maintenance is forecasted to be over budget by \$131,997. - Building repairs and maintenance, grounds and utilities are forecasted to be \$71,752 over budget - Supplies are forecasted to be \$14,633 over budget.
Interest Revenue	\$ (61,005)	Interest Revenue is forecasted to be (\$61,005) more than budgeted which results in a municipal surplus.
	\$ (228,373)	

TOWNSHIP OF BILLINGS
Parks, Recreation & Wellness Committee
Minutes

September 26, 2022

ZOOM

Present: Sharon Jackson (Chair), Tiana Mills (Staff), Meg Middleton, Shannon Smith and Andrew Preyde

Regrets: Sharon Alkenbrack, Catherine Joyce

Delegation: None

1. Opening

Motion by Andrew, seconded by Shannon

THAT the meeting be called to order at 7:05 p.m. with Chair Jackson presiding.

Carried

2. Approval of Agenda

Motion by Andrew, seconded by Meg

THAT the agenda be accepted as presented.

Carried

3. Disclosure of Pecuniary Interest

None

4. Adoption of Minutes

Motion by Andrew, seconded by Meg

THAT the minutes of the August 22nd, 2022 meeting be accepted as presented.

Carried

5. Delegation

None.

6. Council Update

Sharon Jackson provided the committee with a Council update.

7. Financial Report

No change from the report provided at the previous meeting.

8. Old Business

a) Walking Route Signage

The Committee reviewed the small draft map from Beacon Images which will be installed at Bridal Veil Falls. Suggestions to add a "Bridal Veil Falls" label at the falls. The Committee is good to order the large and small map which will be installed at the Park Centre. Small trail direction signs are to be ordered as well to be posted throughout the trails.

b) Main Beach Shade and Greenery Options

Picnic Tables and Umbrellas have been ordered for the Main Beach. Public Works has assembled the picnic tables which will be installed in the Spring. The umbrellas will be stored at the Aus Hunt Marina and the students will put them out each morning. Mature Trees will be planted in the spring of 2023 for the Main Beach. Manitoulin Streams has applied for funding to plant trees throughout sections in Billings/Kagawong including the Main Beach area. Thanks to Meg for sending in ideas of which trees will work in this area.

c) Cedar Maze Security

The "Thanks for Enjoying the Maze, Closed for Rehabilitation for the Winter" sign has been installed on the Maze Gate.

Public Works is working on getting a couple quotes to replace the fence, the current wood posts are in bad shape, many are rotten and need to be replaced. They will secure the gate closed the best way they can in its current condition, and plan to replace in 2023.

d) Halloween Event

\$400 has been allocated for this event.

Tiana to work on a poster advertising a treat giveaway at the Pavilion similar to previous years.

Meg volunteered to help Sharon stuff treat bags.

e) Christmas in Kagawong

Sharon J arranged for Santa to be present on Sunday November 20th, 2022 at the Park Centre, the last day of Christmas in Kagawong. Sharon J to confirm a time.

The Committee has decided to purchase keepsake ornaments to place a photo of them with Santa inside. Shannon has volunteered to use one of her photo backdrops and will take the photos of the children with Santa. Children will receive a certificate of niceness, a photo ornament with Santa, a candy cane and a letter from Santa hand delivered by one of Santa's elves.

f) October Newsletter Content

Include information about accepting rink donations and advertising.

Promote new Walking Routes and Signage "coming soon!"

Notice about the Halloween Event and Christmas in Kagawong November 18-20, 2022.

Cedar Maze is closed for the season, thank you for visiting!

Watch for new trail signage.

Sign up to volunteer for the rink.

9. New Business

a) Rink Donor Board

Tiana shared a draft of a Rink Donor Board, prepared by Beacon Images.

Motion by Andrew, seconded by Sharon J.

That Council approve the purchase of a Rink Donor Board to be installed at the Outdoor Rink recognizing anyone who has donated and will donate in the future to the Outdoor Rink Project.

Carried.

b) Junk in the Trunk Event

To be partnered with the Climate Action Committee at the Pavilion on Saturday
October 22, 2022.

The committee has agreed to support this event.

10. Correspondence

None.

11. Information

None.

12. Notices of Motion

Above.

13. Closed Session

None.

14. Next Meeting – **N/A**

15. Adjournment

Motion by Andrew, seconded by Shannon

That the Parks, Recreation and Wellness Committee meeting be adjourned at 8:22
p.m.

Carried

Tiana Mills

To: Kathy McDonald
Subject: RE: Letter from the Chief Veterinarian for Ontario

From: noreply@salesforce.com <noreply@salesforce.com> **On Behalf Of** Ag Info
Sent: Friday, September 23, 2022 3:43 PM
To: Kathy McDonald <kmcdonald@billingstwp.ca>
Subject: Letter from the Chief Veterinarian for Ontario

Ministry of Agriculture,
Food and Rural Affairs

1 Stone Road West, 5th Floor
Guelph, Ontario N1G 4Y2
Tel: 519-826-3577
Fax: 519-826-4375

Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales

1, rue Stone ouest, 5e étage
Guelph (Ontario) N1G 4Y2
Tél. : 519 826-3577
Télééc. : 519-826-4375



Office of the Chief Veterinarian for Ontario (OCVO)

September 23, 2022

Katherine Mcdonald
Township of Billings
CAO
clerktreasurer@billingstwp.ca

Dear Katherine Mcdonald:

The Canadian Food Inspection Agency (CFIA) has confirmed cases of highly pathogenic avian influenza (H5N1) in Ontario domestic poultry.

While the CFIA leads the disease response for highly pathogenic avian influenza and may impose [permitting requirements in defined areas of the province](#), I am writing to inform you and your members of the action that the province is taking to help limit the spread of the virus.

On my advice and recommendation as Chief Veterinarian for Ontario, the Minister of Agriculture, Food and Rural Affairs has issued a [Minister's Order](#) under the *Animal Health Act, 2009*, for the purpose of limiting the commingling of birds from different locations in Ontario to reduce the likelihood of disease transmission in domestic birds by limiting direct contact.

Effective September 23, 2022, this Order temporarily prohibits events where birds commingle, such as bird shows, bird sales and swaps, portions of fairs where birds are exhibited, sport and educational displays

where birds are brought from multiple locations, vaccination gatherings for birds from multiple locations, and prohibits the movement of birds to those events. Temporarily reducing direct contact between birds from different locations will limit the spread of avian influenza and protect flock health.

This Order will expire on October 22, 2022 but may be extended if required. This Order is similar to the one issued during the Spring 2022 wave of the avian influenza outbreak, with which you may already be familiar.

I also encourage your members to maintain strict biosecurity measures to help reduce the risk of introducing avian influenza to their birds.

Avian influenza is not a threat to food safety but impacts domesticated and wild birds. Ontario poultry and eggs are safe to eat when, as always, proper handling and cooking takes place. People working with poultry should take additional precautions and are strongly encouraged to follow all public health guidelines and maintain strict biosecurity.

For more information on the Minister's Order, please visit [OMAFRA's Avian Influenza webpage](#).

I continue to monitor this quickly developing situation and may implement further measures as part of the response to this disease.

I appreciate your cooperation in working together to enhance biosecurity and reduce the spread of avian influenza.

Sincerely,

Original signed by

Cathy Furness, DVM
Chief Veterinarian for Ontario



Good things grow in Ontario
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2
Bureau principal du ministère: 1 Stone Road West, Guelph (Ontario) N1G 4Y2

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2022-4150

September 26, 2022

Dear Head of Council:

Our government recognizes the importance of streamlining development approvals in land use planning in supporting the development of 1.5 million new homes by 2031. Our government will continue working with you to identify opportunities and innovative solutions that would help us effectively address the housing crisis.

I am writing you today about [public consultation](#) in the land use planning process. The *Planning Act* requires public meetings to be held prior to making certain planning decisions for the purpose of giving the public an opportunity to make representations in respect of the matter under consideration.

For example, your municipal council can consider how to meet the *Planning Act's* requirements using a variety of methods such as physical meetings, electronic or virtual channels – separately or in combination - to engage and solicit feedback from the public on land use planning matters. This may include a mixture of technologies and approaches to meet local public needs (for example, physical meetings, webinars, video conferencing, moderated teleconference). There is no requirement in the *Planning Act* to have multiple types of meetings (e.g., both a physical meeting and a virtual meeting).

Thank you for the work that you do to engage and provide the public with an opportunity to make representations on planning matters in a manner that works best in your local community.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark".

Steve Clark
Minister

Billings Museum Committee
Minutes

September 12, 2022

Electronic

Present: Brad McKay, Diane Larocque, Dianne Fraser, Michael Hunt (chair), Deborah Flaxman, Barb Edwards, Wes Newburn, Rick Nelson and Cheryl McCulligh (staff)..

1. Opening

The meeting was called to order at 7:10 p.m. by Michael Hunt.

2. Approval of the Agenda

Motion by Deb Flaxman, seconded by Barb Edwards

That the September 12, 2022 agenda be accepted as presented.

Carried

3. Pecuniary Interest

None

4. Adoption of the Minutes – August 8, 2022

Motion by Dianne Fraser, seconded by Barb Edwards

That the minutes of August 8, 2022 be accepted as presented.

5. Financial Report was read by Cheryl McCulligh

Motion by Wes Newman, seconded by Dianne Fraser

That the financial report be accepted as presented.

6. Curator's Report was read by Rick Nelson

Motion by Deb Flaxman, seconded by Barb Edwards

That the Curator's report be accepted as read.

7. Old Business

- History Day – August 11, 2022 – went very well, very nice event and very interesting.
- Old Mill Outside Artifacts – moved to in front of Heritage Post Office for the flywheel painting
- Student – Hanako did a great job, be nice if we could have her back again next year.
- Donor Wall – lettering for Aus. Hunt – contact Beacon Images.

8. New Business

- Discussed Remembrance Day – Cenotaph Board doing a service
- Small Display for Veterans by the Museum
- Peter Fletcher – Cold War Experience

- Blue Berets – Peace keeping
- Christmas in Kagawong Market – discussed items available for sale, discussed manning the vendor booth throughout the Market Days
- Discussed Museum closing and packing up the Empress of Ireland artifacts for return. Art-zone will be arriving Oct. 19
- Discussed getting ready for 2023 exhibits.
- Discussed whether the Insurance will cover the transport of the model ship from the Museum to the Post Office for crating. Cheryl will look into this.
- Congratulations were extended to Diane Larocque, Andy Preyde, and the Joyce children.
- Dianne Fraser asked Cheryl McCulligh about the Annual Committee Report. The budget from January 1 to the end of August 2022. Dianne mentioned that Kathy McDonald will know more about the financial report.

9. Council Developments

- Michael Hunt provided a brief update of the previous Council Meeting. Cell phones will be used to replace landlines at the Museum and Public Works. The By-Law regarding chickens has been discussed again at the Council level. It will be on the next Council meeting agenda. A By-law regarding Short-term Rentals was discussed. The Zoning By-law was discussed. Riding changes – Council passed a resolution regarding the proposed changes to the riding map revealing loss of a Northern Ontario Riding.

10. Next meeting

The next meeting of the Museum Committee will be October 3, 2022 at 7:00 p.m.

11. Adjournment

Moved by Dianne Fraser

Meeting adjourned at 7:49 p.m.

Lake Kagawong Resource Committee

Minutes

August 25, 2022

Electronic

Present: Bryan Barker, Bob Clifford, Sharon Jackson, Ian Anderson, Steve Webber, Brian Foreshaw, Stan Pierce, Bill Touzell, and staff member – Cheryl McCulligh

1. Opening

The meeting was called to order at 7:04 p.m. motioned by Ian Anderson, seconded by Bob Clifford.

2. **Approval of the Agenda:** motioned by Sharon Jackson, seconded by Steve Webber to accept the agenda as presented.

3. **Additions to the Agenda:** none

4. **Disclosure of Pecuniary Interest:** none

5. **Adoption of Minutes July 21, 2022** – motioned by Brian Foreshaw, seconded by Stan Pierce with changes to Adoption of Minutes

6. Delegations

- **Bill Touzell** was asked several questions in regard to the operating of the power generating plant. The Questions and and Answers have been provided by Brian Barker in his report, please find attached to the minutes.

7. Old Business

- a) Report on Water Levels at the Dam. Brian Foreshew reported the water level was 212.75. This is close to the bottom of the rule curve.
- b) Report on the status of the QEC website. Bob Clifford reported that the rule curve and the corresponding graph data are now up to date.
- c) Report on the Inland Water Quality. Bob Clifford announced that readings had be taken at the three sites and additional reading will be taken. The data will be collected and sent to the ministry.
- d) OEC Lease Extension – No discussion.

8. **New Business** – NONE

9. **Closed Session** – NONE

10. Next Meeting

The next meeting of the Lake Kagawong Resource Committee will be September 22, 2022 at 7:00 p.m. Virtual

11. Adjournment

Meeting adjourned at 8:15 p.m.

Township of Billings
Aged Overdue Payables Summary As at Dec 31, 2022

DATE	CK #	Name	Amount
Sept 29 2022	7459	1391009 Ontario Limited (Telecom)	1,912.65
Sept 29 2022	7460	Barker, Bryan	1,815.51
Sept 29 2022	7461	Bridal Veil Variety	413.75
Sept 29 2022	7462	CSD Grand Nord	717.96
Sept 29 2022	7463	Devries Masonry	3,842.00
Sept 29 2022	7464	Island Promotional Products	38.42
Sept 29 2022	7465	Miller Paving Ltd.	125,228.49
Sept 29 2022	7466	Minister of Finance MTO	5,945.50
Sept 29 2022	7467	Ontario Clean Water	5,170.69
Sept 29 2022	7468	Pinchin Ltd	4,533.56
Sept 29 2022	7469	Public Health Sudbury & District	2,308.00
Sept 29 2022	7420	Rainbow District School Board	72,838.32
Sept 29 2022	7421	Steele's Home Hardware	129.87
Sept 29 2022	7472	The Manitoulin Expositor	538.24
Sept 29 2022	7473	TMI Brushing	9,040.00
Sept 29 2022	7474	Weaver Simmons LLP	791.00
Sept 29 2022	7475	Zachary Dallaire	137.28
Sept 29 2022	7476	Bell Mobility	152.24
		Total outstanding:	<u>235,553.48</u>
		DD	
Sept 25 2022		Laurentian Business Products	175.00
Sept 27 2022		WSIB July - Sept 2022	4,869.10
		Total Direct Debit	<u>5,044.10</u>
		Total Accounts Payable	<u>\$ 240,597.58</u>