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**The Corporation of the Township of Billings**  
**Council Meeting Agenda**  
November 26, 2024 07:00 PM  
**Township Office - 15 Old Mill Road Kagawong, ON**

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Council

Bryan Barker, Mayor

David Hillyard, Deputy Mayor

Ian Anderson, Councillor

Vince Grogan, Councillor

Michael Hunt, Councillor

Staff

Veronique Dion, CAO/Clerk

Tiana Mills, Deputy Clerk

Todd Gordon, Municipal Project Manager

Arthur Moran, By-Law, H&S, Emerg Mgmt

Harmony Hancock, Treasurer

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**1. Call to Order**

**2. Approval of Agenda**

2.1. Confirm approval of the agenda

**3. Disclosure of Pecuniary Interest**

**4. Adoption of Minutes**

4.1. Regular Council Meeting Minutes: November 5, 2024

**5. Delegation**

**6. Committee Reports and Minutes**

6.1. Museum Committee Meeting Minutes - October 7, 2024

## **7. Staff Reports**

- 7.1. Transfer Payment Agreement
- 7.2. CAO-2024-11-20 TownApp
- 7.3. CAO-2024-11-21 Procurement By-Law

## **8. Correspondence Requiring Direction**

- 8.1. Letter of Request - Island Wide Waste Resource Committee

The attached "Letter of Request" written by the Chair of the Island Wide Waste Resource Committee was received by email on November 14th, 2024. As per Statistics Canada, the population of Billings Township was 753 in 2021 resulting in a budget item of \$3,765.00. Staff is recommending that Council review and discuss during the 2025 budget deliberations.

- 8.2. Support for Manitoulin Fine Arts Association, 2025 Art Tour

The attached "Letter of Request" received from a volunteer for the 2025 Art Tour, Manitoulin Fine Arts Association was received by email on November 14, 2024. Staff is recommending that Council offer in-kind support via a reduced rental rate of the Kagawong Park Centre to host the event.

## **9. Information**

- 9.1. Christmas in Kagawong
- 9.2. Urging the Government to Promptly Resume Assessment Cycle
- 9.3. The Town of Larder Lake - Redistribution of the Land Transfer Tax (LLT) and the Goods and Services Tax (GST)

## **10. Accounts for Payment**

- 10.1. Accounts for Payment - November 18, 2024

## **11. By-Laws and Agreements**

- 11.1. 2024-57 2024 Accept Tax Payment for Specified First Nation Properties By-Law

## **12. Notice of Motions**

## **13. Closed Session**

- 13.1. Call to Order

13.2. Approval of Closed Meeting Agenda

13.3. Disclosure of Pecuniary Interest

13.4. Approval of Minutes

13.4.1. October 15, 2024 - Township of Billings Closed Meeting Minutes

13.5. Staff Reports

13.5.1. Confidential Report

13.6. Adjournment

**14. Report out of Closed Session**

**15. Confirmatory By-Law**

**16. Adjournment**

16.1. Motion to Adjourn



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## The Corporation of the Township of Billings

### Council Meeting Minutes

November 05, 2024 07:00 PM

Kagawong Park Centre

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#### Council

Bryan Barker, Mayor

Vince Grogan, Councillor

Michael Hunt, Councillor

#### Staff

Veronique Dion, CAO/Clerk

Todd Gordon, Municipal Project Manager

Harmony Hancock, Treasurer

Arthur Moran, Health & Safety/Emergency Management

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#### 1. Call to Order

Mayor Bryan Barker called the meeting to order at 7:10p.m due to technical difficulties.

#### 2. Approval of Agenda

##### 2.1. Confirm approval of the agenda

Motion Number 2024-403

Moved By Hunt

Seconded By Grogan

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

Carried

#### 3. Disclosure of Pecuniary Interest

None.

#### **4. Adoption of Minutes**

Motion Number 2024-404

Moved By Hunt

Seconded By Grogan

THAT the October 15th, 2024 Regular Meeting of Council minutes be adopted as presented.

Carried

4.1. Regular Council Meeting - October 15, 2024

#### **5. Delegation**

#### **6. Committee Reports and Minutes**

Councillor Grogan gave a verbal update that the Ad-Hoc Water Committee recently had their first meeting.

Motion Number 2024-405

Moved By Hunt

Seconded By Grogan

THAT the Township of Billings Council hereby receives all items listed in Section 6.

Carried

6.1. Parks, Recreation and Wellness Committee Meeting Minutes - September 23, 2024

6.2. Manitoulin Centennial Manor Board of Management Meeting Minutes - September 26, 2024

#### **7. Staff Reports**

7.1. MPM-2024-11-16 Old Mill Accessibility Project – Accessible Doors RFQ Process

Motion Number 2024-406

Moved By Hunt

Seconded By Grogan

THAT the Township of Billings Council hereby approves for Report No. MPM-2024-11-16, and accepts the quotation from Build North Construction Ltd., in the amount of \$49,268.00 including HST, for the installation of accessible door systems.

Carried

7.2. TR-2024-11-14 2022-2024 Pre-Authorized Payment Tax Arrears - Interest  
Motion Number 2024-407  
Moved By Grogan  
Seconded By Hunt  
THAT the Township of Billings Council hereby accepts Report TR-2024-11-14 as information and FURTHER DIRECT staff to waive any interest charged to property tax accounts from Jan 1, 2022- Dec. 31, 2024.

Carried

7.3. TR-2024-11-15 Q3 Financial Report Appendix  
Motion Number 2024-408  
Moved By Grogan  
Seconded By Hunt  
THAT the Township of Billings Council hereby receives for information Report Number TR-2024-11-15.

Carried

7.4. CAO-2024-11-15 Youth Member of Council  
Motion Number 2024-409  
Moved By Hunt  
Seconded By Grogan  
THAT Council receives report # CAO-2024-11-15 AND FURTHER THAT the Township's Procedural By-Law be amended to allow for a Youth Member of Council AND FURTHER THAT Council appoint Athena Gravelle as the first Youth Member of Council.

Carried

7.5. CAO-2024-11-16 Review of Fees By-Law  
Motion Number 2024-410  
Moved By Grogan  
Seconded By Hunt  
THAT Council receive report # CAO-2024-11-16 AND FURTHER THAT Council Directs Administration to initiate a fees review process.

Carried

- 7.6. CAO-2024-11-17 Senior Advisory Committee Terms of Reference  
Motion Number 2024-411  
Moved By Grogan  
Seconded By Hunt  
THAT Council receives report # CAO-2024-11-17 for information AND FURTHER adopts the terms of reference as amended.
- Carried
- 7.7. CAO-2024-11-18 OCWA Rate Study and Financial Plan Review  
Motion Number 2024-412  
Moved By Hunt  
Seconded By Grogan  
THAT Council receive report # CAO-2024-11-18 AND FURTHER THAT Council directs Administration to move forward with the proposed work by the Ontario Clean Water Agency (OCWA).
- Carried
- 7.8. CAO-2024-11-19 Protective Services and Waste Management Coordinator  
Motion Number 2024-413  
Moved By Hunt  
Seconded By Grogan  
THAT Council receives report #CAO-2024-11-19 AND FURTHER THAT Council adopts the Full Time - Protective Services and Waste Management Coordinator Job Description AND FURTHER THAT Council appoint Mr. Arthur Moran to the position of Protective Services and Waste Management Coordinator which includes the duties of Community Emergency Management Coordinator, By-Law Enforcement Officer, Health and Safety Coordinator and Waste Management Coordinator.
- Carried
- 7.9. CLK-2024-11-11 Facility Rental Policy  
Motion Number 2024-414  
Moved By Grogan  
Seconded By Hunt  
THAT Council hereby receives report # CLK-2024-11-11 AND approves the Facility Rental Policy as presented.
- Carried

7.10. CLK-2024-11-12 Outdoor Rink/Market Venue Naming Contest

Motion Number 2024-415

Moved By Hunt

Seconded By Grogan

THAT the Township of Billings Council hereby approves report # CLK-2024-11-12 AND accepts the recommendation from the Parks, Recreation and Wellness Committee to officially name the Outdoor Rink/Market Venue "The Kagawong River Complex" AND FURTHER directs staff to purchase a name sign with the excess funds in the 2024 Parks, Recreation and Wellness Committee budget.

Carried

**8. Correspondence Requiring Direction**

8.1. Christmas in Kagawong Rental Fee Reduction

Motion Number 2024-416

Moved By Grogan

Seconded By Hunt

THAT Council receives the letter dated October 21, 2024 AND FURTHER directs staff to issue a rental fee of \$200 + HST for the 2024 Christmas in Kagawong event held at the Kagawong Park Centre.

Carried

8.2. Island Wide Waste Management Luncheon Invitation Letter

Motion Number 2024-417

Moved By Grogan

Seconded By Hunt

THAT Council receives the letter dated October 28, 2024 AND FURTHER that Council discusses the hosting of the luncheon.

Carried

8.3. ROMA Annual Conference Delegation Requests

Motion Number 2024-418

Moved By Grogan

Seconded By Hunt

THAT Council received the email from the Ministry of Municipal Affairs and Housing AND FURTHER THAT a requests for delegation be sent to the following Ministries:

Carried



## **9. Information**

Motion Number 2024-419

Moved By Grogan

Seconded By Hunt

THAT the Township of Billings Council hereby receives for information all items listed in Section 9.

Carried

Motion Number 2024-420

Moved By Grogan

Seconded By Hunt

THAT the Township of Billings Council supports Resolution No. 229 of the Municipality of Tweed and further calls on the Ontario Government to immediately implement sustainable funding for small rural municipalities by reabsorbing the cost of the Ontario Provincial Police Force back into the provincial budget with no cost recovery to municipalities;

And further, that Council direct staff to circulate this resolution to Premier Doug Ford, Minister of Solicitor General, Minister of Finance, and the Association of Municipalities of Ontario.

Carried

- 9.1. Manitoulin Streams' Outdoor Angling Trade Fair 2024 Final Report
- 9.2. Ontario Provincial Police Costs 2025 - Town of Petawawa
- 9.3. OPP Notice of Motion for Funding Support - Municipality of Tweed
- 9.4. Public Sector Salary Disclosure - Northumberland County
- 9.5. Public Health Sudbury and Districts Public Health Funding Review
- 9.6. Canada Community-Building Fund (CCBF) - The Township of Larder Lake and the City of Quinte West

## **10. Accounts for Payment**

Motion Number 2024-421

Moved By Grogan

Seconded By Hunt

THAT the Township of Billings Council hereby ratifies and confirms the accounts for payment dated to October 8, 2024 and October 30, 2024.

Carried

**11. By-Laws and Agreements**

**12. Notice of Motions**

**13. Closed Session**

**14. Confirmatory By-Law**

Motion Number 2024-422

Moved By Hunt

Seconded By Grogan

THAT By-Law No. 2024-56 Being the November 5th, 2024 Confirmatory By-Law be read a first, second, third time and finally passed this 5th day of November 2024.

Carried

**15. Adjournment**

15.1. Motion to Adjourn

Motion Number 2024-423

Moved By Hunt

Seconded By Grogan

THAT the Township of Billings Council hereby adjourns at 8:44 p.m.

Carried

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Mayor – Bryan Barker

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CAO/Clerk – Veronique Dion



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**The Corporation of the Township of Billings**  
**Museum Committee Meeting Minutes**  
October 7, 2024, 5:30 p.m.

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**Present:**

Michael Hunt – Chair  
Barb Edwards  
Deb Faxman  
Dianne Fraser  
Diane Larocque  
Brad Mackay  
Wes Newburn

**Staff:** Rick Nelson - Curator & Harmony Hancock - Treasurer

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**1. Call to Order**

Councillor Michael Hunt Called the meeting to order at 5:27 pm

**2. Approval of Agenda**

Motion By: Dianne and Brad

To accept the Oct. 7, 2024, Museum Committee Agenda as presented.

Carried.

**3. Disclosure of Pecuniary Interest**

None.

**4. Adoption of Minutes**

Motion to adopt the minutes of the following Committee meeting:

4.1. Museum Committee Meeting Minutes – Monday Sep 9, 2024

Motion By: Deb and Diane

To accept the Sep 9, 2024 Museum Committee Minutes as presented.

Carried.

**5. Delegation**

None.

**6. Old Business – Priority Checklist**

Review the items in Priority Checklist as a committee and add new details if received.



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The priority checklist is a tool to be used to track all of the past, current, and upcoming events/priorities of the committee allowing tracking and organization for each item. Let's work through the checklist and discuss.

**Key Items to Discuss:**

**1. Remembrance Day Service**

Date: Nov 11, 2024

Location:

Volunteers:

Details:

Flyer/Advertising:

**2. Christmas in Kagawong**

Date: Nov 15,16

Time:

Location: Park Centre

Volunteers:

Details:

Flyer/Advertising:

**7. New Business**

7.1 Fundraising & projects

7.2 M-2024-10-01 Draft Annual Museum Committee Report

7.3 M-2024-10-02 Draft 2025 Budget

7.4 Payment to D. Pulsifer 400.00 for camera display contribution.

Motion By: Brad and Barb

THAT the Township of Billings Museum Committee hereby receives for information Report MU-2024-10-01 AND directs staff to forward the 2025 Museum Committee budget to Council for the 2025 budget deliberations.

Carried.

**8. Other:**

Rick provided verbal update on arrival of Norisle Artifacts – this week. Updated that first installment of items from Owen Sound Heritage Centre will arrive Oct 16<sup>th</sup> and an update of donations was received.



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**9. Council Report:**

Provided by Michael Hunt

**10. Information**

10.1. Next Meeting Date: Monday Nov 4, 2024 @ 5:30pm

**11. Notice of Motions**

**12. Adjournment**

12.1. Motion to Adjourn

Motion By: Deb and Brad

THAT the Township of Billings Museum October 7, 2024 Committee Meeting adjourns at 7 : 40 pm.

Carried.

  
\_\_\_\_\_  
Councilor Michael Hunt

  
\_\_\_\_\_  
Recording Secretary Harmony Hancock



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## COUNCIL REPORT

**Department:** Treasury

**Date:** November 26, 2024

**Report Number:**

**File: Transfer Payment Agreement**

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**Recommendation:** THAT the Township of Billings Council hereby approves Report TR-2024-11-15 AND authorizes entering into an agreement with his Majesty the King in Right of Ontario as represented by the Ministry of Municipal Affairs and Housing to accept tax payment for specified First Nations properties AND FURTHER authorizes the appropriate By-law coming forward on tonight's agenda.

**Background:** [Click or tap here to enter description text.](#)

A By-law and Transfer Payment Agreement is passed by Council and executed by the Mayor and CAO/Clerk at the end of each calendar year to accept tax payments for specified First Nation properties in Billings.

Upon execution of the transfer payment agreement by the Mayor and CAO/Clerk the Deputy Clerk uploads the signed by-law and agreement through Transfer Payment Ontario and the Treasurer receives payment for the identified properties in the transfer payment agreement.

**Discussion:**

The By-Law and Transfer Payment Agreement are both available in section 12 of the agenda package.

**Financial Impacts:**

Entering into this agreement and passing the proposed By-Law will allow the Mayor and CAO/Clerk to accept the 2024 tax payments for the specified First Nations properties in Billings.

**Alignment to Strategic Plan:**

None.

**Alignment to the CEEP:**

None.

**Respectfully Submitted By:**

Tiana Mills, Deputy Clerk

**Reviewed By:**

Véronique Dion, CAO/Clerk



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## COUNCIL REPORT

**Department:** Administration

**Date:** November 26, 2024

**Report Number:**

**File:** TownApp

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**Recommendation:** Council receive the information regarding the implementation of TownApp.

**Background:** [Click or tap here to enter description text.](#)

At the last AMO conference, the Mayor, CAO and Municipal Project Manager met the developer of TownApp during the trade show. TownApp by Citizen Allert is a municipal application platform found on Google Playstore as well as the Apple Store which allows the public to subscribe to municipalities to receive notifications on a variety of subjects.

### **Discussion:**

We have confirmed with Citizen Alert that we would like to do a one-month free trial of TownApp, they have now confirmed that our portal would be ready to launch alongside their new upgraded version of the app, which will be out in January. The app will give our year-round residents the opportunity to send in comments and have immediate access to notifications being posted and will allow our seasonal residents and returning tourists to stay informed of the Towns events and advancements throughout the year.

### **Financial Impacts:**

We get a one-month trial at no cost, there are no commitments and the cost per year is .99 per resident, but we were able to secure a 25% discount for our first year which would reflect a cost of under \$600 for 2025.

### **Alignment to Strategic Plan:**

- Improve digital connectivity and technical services to strengthen citizen interaction and to increase capacity to deliver services in an accessible format.
- Enhance the township web site, social media accounts and apps.
- Enhance communications to promote engagement and accessibility

### **Alignment to the CEEP:**

NA

### **Respectfully Submitted By:**

Veronique Dion, CAO/Clerk

### **Reviewed By:**

Veronique Dion, CAO/Clerk

3:03



Township  
of  
Billings



History



Information



Community



Report



Map



Calendar



3:44



Home



Settings



Contacts



ation



Gallery



Privacy Policy



ort



Change Your Town

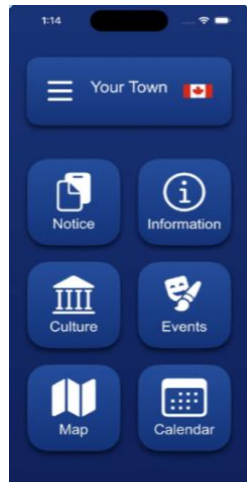


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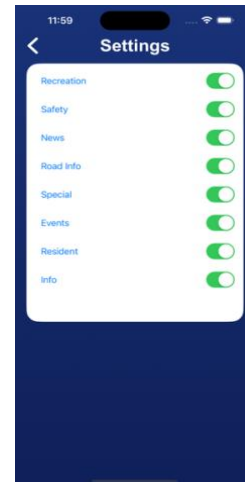
# TOWNApp Citizen Alert Communication Beginning Guide

## Introduction

TOWNApp, powered by **Citizen Alert**, helps towns efficiently communicate with their residents through digital notifications, event calendars, and emergency alerts. This guide outlines the app's features for residents and the dashboard's management tools for town administration.



Home page of app



Settings page which shows the different categories of notifications

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## What TOWNApp Does for Residents

- 1. Instant Notifications**  
Residents receive timely updates about important information such as **local events, road closures, and emergency alerts** directly to their smartphones.
- 2. Event Calendar**  
The app provides an interactive calendar that helps residents stay updated on **town meetings, community events, and more.**
- 3. Convenient and Accessible**  
TOWNApp ensures residents can access important information quickly and easily, improving overall community engagement.

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## What the TOWNApp Dashboard Does for Town Administration

- 1. User-Friendly Dashboard**  
The dashboard simplifies communication management, allowing administrators to

send notifications, manage events, and customize access permissions for different team members.

## 2. Customizable Permissions

- **Full Admin Access:** Manage notifications, calendar events, and system settings.
- **Restricted Access:** Assign limited access, such as calendar management only.

## 3. Cost Savings

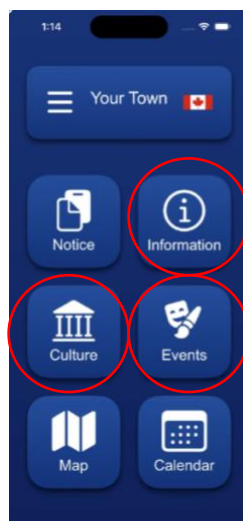
TOWNApp helps towns save on postage and administrative time by transitioning to digital communication.

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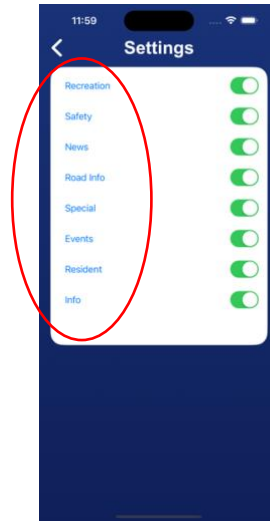
## Getting Started with TOWNApp

To set up your TOWNApp system, we will need the following information:

1. **User Information:** Names and email addresses of individuals who need access to the town dashboard.
2. **Access Permissions:** Specify which users need full access and which require restricted permissions.
3. **Town Name Display:** How would you like the town's name to appear in the app (e.g., full name, shortened version, longer version)?
4. **Notification Categories:** What categories do you want for notifications (e.g., Residents, Events, Road Info, Lake Info, etc.)?
5. **Homepage Buttons:** What would you like to call the three adaptable buttons on the homepage for uploading PDFs or images (e.g., Info, Community, Events)?
6. **Report Page:** Would you like your TOWNApp to have a report page?



The red circles indicate the three buttons that you may adapt to your town's needs



The red oval shows a town's notification categories. You may adapt this to your town's needs. You can select as many as you need, but it's recommended to keep the list concise for a better user experience.

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### **Support and Marketing Assistance**

To help residents adopt TOWNApp, we provide **custom marketing materials** to notify them about the new digital communication platform.



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## COUNCIL REPORT

**Department:** Administration

**Date:** November 26, 2024

**Report Number:** CAO-2024-11-21

**File:** Procurement By-Law

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**Recommendation:** That Council receives report #CAO-2024-11-21 AND FURTHER provide direction to complete a review of the Township's Procurement Policies.

**Background:** [Click or tap here to enter description text.](#)

On November 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>, members of the administration team attended the Northern Financial Workshop held by the Municipal Finance Officer's Association where part of the training centered on Procurement policies.

### **Discussion:**

Our current Procurement policy does include good management tools but the training did provide insight on where there could be room for improvement including requirements for periodic review to ensure the policy is up to date on legislation, that it is looking at best practices for improvements and that the policy addresses the current needs of Council, administration and the community.

### **Financial Impacts:**

None.

### **Alignment to Strategic Plan:**

- *Establish an adaptive organizational culture of continuous improvement*
- *Foster transparency, accountability, and engagement through clear policies and effective communication*

### **Alignment to the CEEP:**

None.

### **Respectfully Submitted By:**

Veronique Dion, CAO/Clerk

### **Reviewed By:**

Veronique Dion, CAO/Clerk

TOPIC:	MUNICIPAL PROCUREMENT POLICY
POLICY NO.	2016-40
DATE APPROVED	
DATE REVISED	

## Schedule A to By-law 2016 - 40

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## PART 1 – PURPOSES, GOALS AND OBJECTIVES

The purpose of this policy is to provide guidelines for the procurement of goods and services and to ensure that the Township of Billings will:

Encourage open, transparent and fair competition during the procurement process;

Promote and maintain the integrity of the purchasing process;

Procure in a cost effective manner thus maintaining budgetary control;

Staff and Council use ethical purchasing practices; and

Obtain the highest quality goods and services at the lowest cost if possible.

To consider all costs, including, but not limited to acquisition, operating, training, maintenance, quality, warranty, payment terms, disposal value and disposal costs, in evaluating bid submissions from qualified, responsive and responsible vendors

## PART II - DEFINITIONS

**AGREEMENT** means a legal document that binds the Township and all other parties, subject to the provisions of the contract.

**APPROVAL** means authorization to proceed with the purchase or disposal of goods and/or services.

**BID** means an offer or submission received in response to a request for proposal or tender which is subject to acceptance or rejection.

**BID IRREGULARITY** means a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in the bid response.

**BUDGETED ACQUISITION** means net departmental expenditures that have been authorized by Council by way of budget approval or otherwise.

**BY-LAW** means the by-law to adopt a procurement policy.

**CAO** means Chief Administrative Officer.

**CLERK** means the Municipal Clerk.

**COUNCIL** means the Council of the Corporation of the Township of Billings.

**DIRECT PURCHASE** is where goods and/or services are acquired directly from a services supplier, retailer, wholesaler or by ordering through a catalogue or product guide.



EMERGENCY means an event that occurs, which in the opinion of the Department head requires immediate repair or replacement of equipment, services or facilities in order to maintain a required public service or to prevent danger to life, limb or property within the Corporation of the Township of Billings.

GOODS AND/OR SERVICES includes services, supplies, materials, equipment and infrastructure of every kind that may be required to carry out the operations of the Township.

IRREGULARITY is when any of the following has occurred, or is likely to occur:

All potential suppliers in a procurement procedure have submitted non-compliant tenders or proposals;

The lowest compliant tender or proposal exceeds the estimated cost or budget allocation;

For any reason the award of the contract to or the purchase from the lowest compliant supplier is procedurally inappropriate or not in the best interests of the Township; or

The specifications of a request for tender or request for proposal cannot be met by potential suppliers;

INVITATION TO TENDER means an invitation made either generally or to selected potential suppliers to submit a tender for the goods and/or services specified in the tender document.

MUNICIPALITY means the Corporation of the Township of Billings.

NON-BUDGETED ACQUISITION means the purchase of goods and services that are deemed to be necessary but are not in the budget.

PETTY CASH is a small discretionary fund in the form of cash used for small expenditures where it is not sensible to make the disbursement by cheque or purchasing card.

PURCHASING CARD means the corporate credit card used by select authorized purchasers for procuring both goods and services for the Township.

REQUEST FOR PROPOSAL means a request made either generally or to selected potential suppliers for undefined goods or services including a request to propose solutions or methods to arrive at the desired result.

REQUEST FOR TENDER means a competitive procurement process for obtaining bids based on precisely defined requirements for which a clear or single solution exists.

RESPONSE includes a tender submitted in response to an invitation or tender; and a proposal issued in response to a request for proposal.

STANDING SUPPLIER ARRANGEMENT means a contract under which the Township may purchase goods and/or services which will be required on an ongoing basis but where the exact types and quantities of goods and services required may not be precisely known or the time period during which the goods and services are to be delivered may not be precisely determined.

SUPPLIER means any individual or organization providing goods and/or services to the Township including but not limited to contractors, consultants, vendors and service suppliers.

TOWNSHIP means the Corporation of the Township of Billings

TREASURER means the municipal Treasurer

## Part III – GENERAL PROCUREMENT POLICY

This policy shall apply to the purchase of goods, services or construction for the purposes of all municipal departments.

This policy shall not apply to the acquisition or disposal of any real property or fixtures or to any lease, right or permission related to the use or occupation of real property.

### General Conditions

- a) The Treasurer, or designate, shall act as the authorized designate.
- b) Any commitments being made where it is recommended that a contract be executed by the Mayor and Clerk must first be approved by Council.
- c) No expenditure or commitment shall be incurred or made and no account shall be paid by the township of goods and services, except as authorized in this by-law, or approved by Council.
- d) Council may remove a vendor's name from the list of bidders for a period of up to three years on the basis of documented poor performance, non-performance or conflict of interest.
- e) All Township employees shall follow the guidelines as approved by Council, in adhering to the Policy as set out.
- f) When using the privilege clause which reads in part "the lowest or any tender may not necessarily be accepted", the specific reasons must be stated why the bids may not be accepted.
- g) No employee, or elected official, shall purchase or offer to purchase, on behalf of the township, any goods and services, except in accordance with this policy.
- h) Elected officials shall not independently approve nor acquire any goods and services.
- i) No requirement for goods and services may be divided into two or more parts to avoid the provisions of this policy.
- j) Council reserves the right not to accept the lowest tender in any situation.

## Conflict of Interest

- a) No elected official or employee, nor any corporation of which the elected official or employee has an interest, shall offer any Bid, or otherwise sell any goods or services to the Municipality, unless such interest is disclosed and they do not participate in the purchasing process in any way.
- b) No elected official or employee, nor any corporation of which an elected official or employee has an interest, shall discuss a Bid Solicitation with a person, or any officer, employee or agent of the person who has submitted a Bid to the Municipality. Clarification on any bid solicitation must be discussed with the CAO.
- c) No employee or elected official shall bid on the sale of goods except those disposed of at arm's length by public auction, internet auction, tender or quotation.
- d) All consultations retained by the Municipality shall disclose to the Municipality, prior to accepting an assignment, any potential conflict of interest. If such a conflict does exist, the Municipality, as directed by the Department Head may, at its discretion, withhold the assignment from the consultant until the matter is resolved. And furthermore, if during the conduct of an assignment with the Municipality, a consultant is retained by another client giving rise to a potential conflict of interest then the consultant shall so inform the Municipality.

## Influence

No person, company, corporation or organization shall attempt in any way, either in private or in public, to influence the outcome of any Township purchasing or disposal process. The bid, quotation or proposal of any person, company, corporation or organization that does attempt to influence the outcome of any Township purchasing or disposal process will be disqualified, and the person, company or organization may be subject to exclusion or suspension for a period of three years. No member of Council or employee of the Township shall accept gifts from suppliers or potential suppliers, in order to avoid the risk that procurement decisions will not be objective.

## Responsibilities

- a) Council has ultimate authority for all expenditures. Council delegates this authority by the authorization of budgets and establishing policy, or by specific resolution.
- b) Township staff are accountable for the decisions and actions which they take pursuant to this Policy and in the administration of contracts which have been awarded pursuant to this policy.
- c) The Department Head has responsibility for procurement activities within their department and is accountable for determining and achieving specific objectives as outlined for each procurement project.
- d) The CAO is responsible for providing procurement advise and services to the Department Heads and monitoring compliance with this policy.
- e) Department Heads shall inform the CAO of any non-compliance with this policy.

## Part IV – METHODS OF PROCUREMENT

Subject to the provisions of the by-law and the provisions of this policy, goods and/or services may be acquired by one of the following methods:

### Petty Cash

Administration and Marina departments have been approved with a Petty Cash fund in such an amount that meets the requirements of the Department for the acquisition of Goods having a minimal total acquisition cost of \$200 or less. All petty cash fund disbursements shall be evidenced by vouchers and shall be available for auditing purposes through the treasurer.

### Direct Purchase

Direct Purchase for non-competitive purchases by staff, using the Township's Purchase Order procedure, within their assigned expenditure limits may be used in the following circumstances;

- i) The goods or services are readily available at retail outlets or from services providers;
- ii) Are required on an item by item basis
- iii) The total price is less than \$5,000

### Verbal Quote

Where the requirement for Goods and Services can be specified and it is estimated that the total value is \$5,000 or more, but less than \$10,000, including applicable taxes and freight, the initiating Department Head shall solicit and review a minimum of three verbal, fax or email quotes from different sources, if practical, and to provide the information and submit a Purchase Order to the CAO for approval. The Department Head will document and retain for reference the verbal quotes.

### Written Quote

Where the requirement for Goods and Services can be specified and it is estimated that the total value is \$10,000 or more, but less than \$25,000, including applicable taxes and freight, the initiating Department Head shall solicit and review a minimum of three written quotes, received by delivery, fax or email from different sources, if practical, and to provide the information and submit a Purchase Order to the CAO for approval. A copy of the three written quotes is to be retained by the Department Head.

## Formal Quotations

Where the requirement for Goods and Services can be specified and is estimated to cost \$25,000 or more, but less than \$75,000, including applicable taxes and freight, the initiating Department Head shall issue a Request for Quotations, including required specifications. All bidders must receive the same bid criteria and instructions. A Request for Quotation may be called for lesser amounts if deemed beneficial by the CAO or Council.

This will be done from a pre-determined list of bidders but may be supplemented with public advertising. All reasonable attempts will be made to solicit three bids. If only one Bid is received the Township may exercise the right to cancel.

When estimated cost for Goods and Services exceeds \$25,000 three written quotes should be obtained, if practical.

Requests for Quotation shall be called in accordance with this by-law and require a reply by a designated day and time. An officer of the bidding company must sign and reply.

Sealed Bids are opened in the presence of the CAO, one member of Council and the Department Head, or designate if applicable. Each sealed bid received in response to a formal Request for Quotation is reviewed for completeness and accuracy by the initiating Department Head. If only one bid is received, the Township may exercise the right to cancel.

## Request for Tender

Where the requirement for Goods and Services can be specified and is estimated to cost \$75,000 or more, including applicable taxes and freight, the initiating Department Head shall issue a Request for Tender, including required specifications. A Request for Tender may be called for lesser amounts if deemed beneficial by the Department Head or Council.

All bidders must receive the same bid criteria and instructions. Advertising will be in accordance with this policy and required legislation.

Requests for Tender shall be called in accordance with this by-law and require a reply by a designated day and time. An officer of the bidding company must sign the reply. Sealed Tenders will be opened in public in the presence of the Department Head, or Designate, the CAO and one member of Council, if practical. Each sealed tender received in response to a formal Request for Tender, is reviewed by the initiating Department head for completeness and accuracy. If only one bid is received, the Township may exercise the right to Cancel.

## Requests for Proposals

Requests for Proposals may be sought when the requirement for goods and/or services cannot be definitely specified, the requirements of the Township are best described in a general performance specification, and innovative solutions are sought. Depending on its terms, the process may involve negotiations and subsequent to the submission of proposals on any or all of the specifications, contract terms and prices. If only one bid is received, the Township may exercise the right to Cancel.

## Part V – EXCEPTIONS TO METHODS OF PROCUREMENT

### Non- Competitive Purchases

- a) Where competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, technical secrets or controls of raw material;
- b) Where due to abnormal market conditions, the goods and/or services required are in short supply.
- c) Where only one source of supply would be acceptable and cost effective;
- d) Where there is an absence of competition for technical or other reasons and the goods, services or construction can only be supplied by a particular supplier and no alternative exists;
- e) Where the nature of the requirement is such that it would not be in the public interest to solicit competitive bids as in the case of security or confidentiality matters;
- f) Where in the event of an “Emergency” as defined by this Policy, a requirement exists;
- g) Where the requirement is for a utility for which there exists a monopoly.

### Standing Supplier Arrangements

- a) The same goods and/or services will be required on a repetitive basis over a period of time and the actual demand is not known in advance.
- b) A need is anticipated for a range of goods and services for specific purpose such as office supplies or property maintenance services, but the actual demand is not known at the outset, and the delivery is to be made when a requirement arises.
- c) The sources of supply are restricted to the extent that there is not effective price competition, or consideration of substitutes is precluded due to the following;
  - i) components or replacement parts for which there is no substitute;
  - ii) Compatibility with an existing product, facility or services is required;
  - iii) Specific standards are adopted by council
  - iv) work is required on a project where a contractor has already been secured through the tender process
  - v) When the expertise or product of an individual organization or individual is deemed to be specifically required by the Corporation
  - vi) Where there is an absence of competition
  - vii) Where the required item is covered by an exclusive right such as a brand name, patent, copyright or exclusive licence or to maintain specialized products that must be maintained by manufacture or its representative.

More than one standing supplier may be selected where it is in the best interests of the Township and the procurement documentation allows for more than one.

### Purchase of Used Fleet Equipment

The Township may purchase used fleet equipment that is sold by private sale, public auction, or by other municipalities sold by sealed bid or by negotiation, or through a vender licenced to sell used equipment provided that

- a) The equipment meets or exceeds the departmental equipment requirements, and the purchase is part of the approved annual budget; and the purchase method ratified.
- b) It is documented that it is fiscally responsible to purchase a used piece of equipment rather than purchase new;
- c) If the total expenditure per piece of equipment exceeds \$25,000, a report will be forwarded to Council detailing purchase information and expenses for approval prior to issuing a purchase order.

### Exclusion of Suppliers in Litigation

- a) The Township may, in its absolute discretion, reject a tender or proposal if the potential supplier, or any officer or director of the potential supplier is or has been engaged, either directly or indirectly through another corporation, in a legal action against the Township, its elected or appointed officers and employees in relation to:
  - i) Any other contract or services; or
  - ii) any matter arising from the Township's exercise of its powers, duties or functions.
- b) In determining whether or not to reject a tender or proposal under this clause, the Township will consider whether litigation is likely to affect the potential supplier's ability to work with the Township, its consultants and representatives and whether the Township's experience with the potential supplier indicates that the Township is likely to incur increased staff and legal costs in the administration of the contract if it is awarded to the potential supplier.

### Exclusion of Supplier Due to Poor Performance

- a) All Department Managers shall document evidence and keep record where the performance of a supplier has been unsatisfactory in terms of failure to meet contract specifications, terms and conditions or for health and Safety violations.

- b) Council may prohibit by resolution an unsatisfactory supplier from participating in further contracts for a period of up to three years.

### Procurement in Emergencies

Where, in the opinion of the CAO, an emergency has occurred,

- a) The CAO may undertake procurement in excess of the preauthorized expenditure limits herein to a maximum of \$250,000;
- b) Any expenditures made under such conditions together with a source of financing shall be reported at the next meeting of Council following the date of expenditure.

### Cooperative Purchasing

- a) The Township may participate with other governments or public authorities in co-operative purchasing where it is in the best interests of the Township to do so. An example would be purchases through the North Shore Manitoulin Road Superintendents Association.
- b) The Township shall adhere to the policies of the government or public authorities calling the co-operative bid.

### Gravel/Sand Purchases

The Public Works Superintendent when a supply of aggregate, including all grades of gravel and winter sand, is required, shall be obligated to contact as many suppliers as possible but with a minimum of at least two to obtain competitive prices which shall be confirmed by email or facsimile to the Public Works Superintendent. The Superintendent shall keep all such documents in an annual file for review by the Treasurer as required.

### Goods and Services Exempt from Provisions of the Procurement Policy

See Appendix "A" attached.

## VI – PROCUREMENT PROCESS

### Procedure for Direct Purchase, Verbal Quote and Written Quote

- a) The Department Head, or designate, in the absence of the Department Head, will issue a numbered purchase order at the time the purchase is desired. Once the purchase order has been approved by the Treasurer, Part two shall be kept at the municipal office, to be matched to the invoice or invoices and Parts one and three will be returned to the Department Head and if required the Department Head will send Part one to the supplier.



- b) When the current annual budget has not yet been approved, the previous year's operating budget shall be followed, unless otherwise determined by Resolution of Council.
- c) All Capital expenditures, as determined by the Treasurer must be pre-authorized by Resolution of Council, regardless of it's possible inclusion in the budget.
- d) The exceptions to the Purchase Order requirement are Petty Cash Items, memberships, periodicals, magazines, staff training, staff development, staff workshops, subscriptions Employer's General Expenses such as payroll deduction remittance, RRSP contributions, telephones, cell phones, internet, photo copy charges, leases and rentals, debenture payments, grants/payments to agencies (District Services Board, Policing etc.), annual levy of local boards and commissions, damage claims, tax remittance, insurance premiums, charges to/from other Government or Crown Corporations, employee income, Professional and Special Services such as Legal fees and other Professional services related to litigation or legal matters, annual auditing fees, Utilities such as hydro, propane, postage, equipment maintenance such as fuel, gasoline, lubricants and oil, routine maintenance, repairs as a result of certification, licences, computer and office equipment maintenance, emergency equipment repairs and items purchased by Resolution of Council.
- e) Formal Quotes, Request for Tenders and Requests for Proposals will be approved by Council resolution before commencing the process of preparing the quote, tender or proposal. All purchases requiring a sealed bid shall be subject to the terms of this by-law.

### Request for Tender

Where the requirement for Goods and Services can be specified and is estimated to cost \$75,000 or more, including applicable taxes and freight, the initiating Department Head shall issue a Request for Tender, including required specifications. A Request for Tender may be called for lesser amounts if deemed beneficial by the Department Head or Council.

All bidders must receive the same bid criteria and instructions. Advertising will be in accordance with this policy and required legislation.

Requests for Tender shall be called in accordance with this by-law and require a reply by a designated day and time. An officer of the bidding company must sign the reply. Sealed Tenders will be opened in the presence of the Department Head, or Designate, the CAO and one member of Council, if practical. Each sealed tender received in response to a formal Request for Tender, is reviewed by the initiating Department head for completeness and accuracy. If only one bid is received, the Township may exercise the right to Cancel.

## Identical Tenders

If the lowest compliant bids from two or more bidders are identical in total acquisition cost or unit price, the CAO is authorized to enter into negotiations with the bidders who have submitted the identical prices in an attempt to obtain a lesser price and shall maintain a record in respect of such negotiations. Information pertaining to such negotiations or the manner in which the final price was determined shall not be revealed to any of the bidders concerned. When negotiations are not successful in breaking identical tenders, then the successful bidder shall be determined by a coin toss.

## Bid Analysis

Analyzing of bid responses shall be as follows:

- a) Bid responses dealing with the lease, rental or purchase of physical assets shall be tabulated and analyzed by the initiating Department head and the Treasurer, and a recommendation forwarded to Council for Consideration.
- b) All other bid responses shall be tabulated and analyzed by the initiating Department Head and Treasurer, and a recommendation forwarded to Council for consideration.

## Bid Irregularities

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this policy bid irregularities are further classified as “major irregularities” or “minor irregularities”.

A “major irregularity” is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The Township must reject any bid, which contains a major irregularity.

A “minor irregularity” is a deviation from the bid request that affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors. The Township may permit the bidder to correct a minor irregularity.

## Mathematical Errors – Rectified by Staff

The CAO, Clerk Treasurer will correct errors in mathematical extension and/or taxes, and the unit prices will govern. The responsibility for correcting mathematical errors may be delegated to the requisitioning department.

## Action Taken

The CAO, Clerk, the Department Head and Council will be responsible for all action taken in dealing with bid irregularities, and acts in accordance with the nature of the irregularity:

- Major irregularity (automatic rejections)
- Minor irregularity (bidder may rectify)
- Mathematical error (additions or extensions) as above

In the event that a vender withdraws his bid due to the identification of a major irregularity, the Township may disqualify such vender from participating in the Township quotations/tenders/request for proposals for a period of up to one year.

### Bids Exceeding Budget

In the event that the lowest compliant bid exceeds the budget allocation for the goods, services or construction project, Council reserves the right to either negotiate with the selected compliant bidder or canceling the project in its entirety.

### Requests for Proposal

(including engagement of professional and consulting services)

Similar to the Request for Tender but usually by invitation. This method of acquisition can be used for any dollar amount and involves the solicitation of proposals and requirements for goods and/or services cannot be definitely specified, the requirements of the township are best described in a general performance specification, and innovative solutions are sought. Depending on its' terms, the process may involve negotiations subsequent to the submission of proposals on any or all of the specifications, contract terms, and prices.

If required, a list of suggested evaluation criteria for assistance in formulating an evaluation scoring scheme using a standard Request for Proposal that includes factors such as qualifications and experience, strategy, approach, methodology, scheduling, and past performance, facilities, and equipment shall be prepared. Department Head shall identify appropriate criteria from the list but are not limited to the standard criteria from the list. Request for Proposals are not formally opened in public nor is it necessary to disclose prices or terms at the time of submission. If one Request for Proposal is received, Council has the option of not opening the bid and closing the call for the proposal.

## VII – OTHER

### Disposal of Surplus Goods

The Department Head shall notify the Clerk once any item has been deemed as surplus capital assets for sale or disposal. Surplus assets not required by any other department shall be sold or disposed of via formal auction, bid, tender, quotation or trade-in, at Council's discretion.

Lands and buildings deemed to be surplus shall be disposed of in accordance with provision of the Municipal Act, 2001 and the Township policies for the sale and disposition of land.

### Provisions

In the event that any particular provision or provisions or part of a provision is found to be invalid or unenforceable for any reason whatsoever, then that particular provision or provisions or the part of the provision shall be deemed to be severed from the remainder of this by-law and all other provisions shall remain in full force and shall be valid and enforceable to the fullest extent permitted by law.

### Repeal

That By-Law 2014-34 be repealed in its entirety on the date of final passing of this by-law.

Read a first time this \_\_\_\_ day of \_\_\_\_\_, 2016

Read a second, third time and enacted this \_\_\_\_\_ day of 20\_\_.

\_\_\_\_\_  
Austin Hunt, Mayor

\_\_\_\_\_  
Kathy McDonald, Clerk Treasurer/CAO

## Appendix “A” to By-law 2016- Goods and Services Exempt from Provisions of the Procurement By-Law

1. Petty Cash items up to \$250
2. Training and Education Expenses
  - Books
  - Conferences
  - Courses
  - Conventions
  - Memberships
  - Seminars
  - Periodicals
  - Magazines
  - Staff training
  - Staff development
  - Staff workshops
  - Subscriptions
3. Refundable Employee/Councillor Expenses
  - Advances
  - Meal allowances
  - Travel and hotel accommodation
  - Mileage
  - Miscellaneous – non travel
  - Safety allowance expenditures
4. Employer’s General Expenses
  - Employee wages
  - Payroll deduction remittances
  - Licences (vehicles, radios, etc)
  - Loan payments
  - Grants to agencies/donations
  - Payments of damages
  - Tax remittances
  - Charges to/from other Government or Crown Corporations
  - Freight charges
  - Photo copy charges
  - Insurance premiums
5. Professional and Special Services
  - Committee fees
  - Witness fees
  - Honoraria
  - Arbitrators

- Legal settlements
- Temporary help
- Courier charges
- Legal fees
- Audit fees
- Professional services (Consultants, Engineering, Project Management)

6. Utilities/Other

- Postage
- Water charges
- Hydro
- Telephone and mobile phone charges
- Internet charges
- Propane, fuel
- Refunds and rebates to ratepayers
- Leases, rentals
- Equipment maintenance such as fuel, gasoline, repairs as a result of certification
- Computer and office maintenance
- Retail Supplies (marina)
- Mandatory Services (DSB, Planning, Policing etc.)

7. Advertising

- Classified Advertising
- Display advertising such as event notices
- Public Tender advertising

## Appendix B to By-law 2016 – Tender Process

Tenders will be called for all work, equipment, and materials with a value determined by Council by way of public advertising or individual bid, as outlined in the Townships Procurement Policy.

The Department Head and the Clerk will prepare an advertisement and tender document. Tender documents may be reviewed by a consulting engineer or the municipal solicitor, at Council's discretion. For large projects tenders may be prepared by Consulting Engineering Company or Project Management Company.

All public documents will be advertised as deemed appropriate by the Clerk and or Council. In some instances the contract may be advertised to pre-qualify potential bidders. Pre-qualification of bidders includes screening of potential vendors for such factors as financial capability, reputation, qualified staff, equipment management and product quality are considered. After evaluation of responses, only those contractors who are "pre-qualified" are allowed to submit tenders.

Advertisements must include the following information (if applicable); site meeting, time/date/location, contact names for technical and purchasing inquiries, document fee (if applicable), and location for pick up and drop off of bid documents.

The closing date is usually 15 calendar days after date of issue, however, a tender may be closed in a shorter, or longer period of time depending on the urgency or complexity of the item(s) being tendered.

Advertised tender packages shall be available as deemed appropriate based on the nature of the work, equipment and materials required.

All tender submissions must be addressed to the Clerk, Township of Billings, and returned in the envelope provided with the tender package. The Clerk will receive all sealed tender submissions and date and time stamp the package. The Clerk will refuse to accept any tender submission that is

- Not sealed;
- Received after the time specified closing deadline; or
- Submitted after a tender has been cancelled.

Requests for withdrawal of a tender shall be allowed if the request is made before the closing date of the contract to which it applies. Requests for withdrawal must be directed to the Clerk by a letter submitted from a Senior Official of the company. Telephone requests will not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.

Tenders will close and be opened at a time specified in the tender document. Tender results shall be made public.

Each tender shall be reviewed, tabulated and evaluated by the Department Head or Consulting Engineer or Project Manager to determine whether a bid irregularity exists, and action taken according to the nature of the irregularity.

A report initiated by the issuing Department Head shall be prepared for Council's consideration and approval. Following Council's approval, the Clerk shall prepare a by-law to legally bind the Corporation.



## Appendix C to By-Law 2016- Request for Proposal Process

REQUEST FOR PROPOSALS (RFP'S) may be called instead of tenders, by way of public advertising or invitational bid, as outlined in the Township's Procurement Policy;

- When requirements or services cannot be definitively specified, or
- When the requirements or services are non standard or specialized in nature, or
- The cost is only a minor component of making up the award

Following Council's approval all public RFP's shall be advertised as deemed appropriate by the Department Head and Council . Advertisement must include the following information (if applicable); site meeting time/date/locations, contact names for technical and purchasing inquiries, document fee (if applicable), and location for pick up and drop off of bid documents.

The closing date is usually 15 calendar days after date of issue, however, an RFP may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s).

The RFP document shall be available as deemed appropriate based on the nature of the work, equipment and materials required.

RFP submissions must be addressed to the Clerk, Township of Billings, and the Clerk will receive all sealed submissions and date and time stamp the envelope.

The Clerk will refuse to accept any tender submission that is

- Not sealed;
- Received after the time specified closing deadline; or
- Submitted after a tender has been cancelled

Requests for withdrawal of a RFP shall be allowed if the request is made before the closing time for the contract to which it applies. Request for withdrawal must be directed to the Clerk by letter submitted by a Senior Official of the company. Telephone requests will not be considered. The withdrawal of a RFP does not disqualify a bidder from submitting another RFP on the same contract.

Proposals shall be opened publicly on the specified day for registration of bids, or at such time as may be set out in the FRP. Only names of bidders will be made public.

The Department Head and CAO will evaluate all proposals received on the basis of quantitative and qualitative measures. RFP documents may be reviewed by either a consulting engineer, project manager or municipal solicitor.

RFP results shall be made public by resolution of Council.

## Appendix D to By-Law 2016- Bid Irregularities Summary

ITEM	DESCRIPTION	MAJOR	MINOR	ACTION
1	Late bids (by any amount of time)	X		Automatic rejection
2	Bids completed in pencil	X		Automatic rejection
3	Bid surety not submitted with the bid When the bid request (or any addenda) indicated that such surety is required	X		Automatic rejection
4	Execution of Agreement to Bond: a) Bond company corporate seal or equivalent proof of authority to bind company or signature missing b) Surety company not licenced to do business in Ontario	X		Automatic rejection
5	Execution of Bid Bonds a) corporate seal or equivalent proof of authority to bind company or signature of Bidder or both missing b) corporate seal or equivalent proof to bind company or signature of Bonding Company missing	X		Automatic rejection
6	Other Bid Security Cheque which has not been certified	X		Automatic rejection
7	Bidders not attending mandatory site meeting	X		Automatic rejection
8	Unsealed tender envelopes	X		Automatic rejection
9	Proper response envelope or label not used		X	Acceptable if officially received on time
10	Pricing or signature pages missing	X		Automatic rejection
11	Insufficient financial security (i.e.: not deposit or bid bond or sufficient deposit)	X or	X	Where security is required & amount is not specified in request, automatic rejection <b>unless</b> insufficiency is trivial or insignificant where security is required and amount of security is specified in request – automatic rejection
12	Bid received on documents other than those provided in request	X		Not accepted unless specified otherwise in the request
13	Execution of Bid Document Proof of authority to bind is missing	X		Automatic rejection

14	Part bids (all items not bid)	X or	X	Acceptable unless complete bid has been specified in the request
15	Bid containing minor clerical errors		X	Two working days to correct initial errors. Township reserves the right to waive initialing and accept bid
16	Un-initialed changes to the request documents which are minor (i.e.: the bidders address is amended by overwriting but not initialing)		X	2 working days to correct initial errors. Township reserves the right to waive initialing and accept bid
17	Alternate items bid in whole or in part		X	Available for further consideration unless specified otherwise in request
18	Unit prices in schedule of prices have been changed but not initialed		X	Two working days to correct initial errors. Township reserves the right to wave initialing and accept bid
19	Other mathematical errors which are not consistent with the unit prices		X	Two working days to initial corrections. Unit prices will govern
20	Pages requiring completion of information by vendor are missing	x		Automatic rejection
21	Bid documents which suggest that the bidder has made a major mistake in calculations or bid			Consultation with a Solicitor on a case-by-case

*NOTE: the above noted list of irregularities should not be considered all-inclusive. The Department Head and the Clerk will review minor irregularities not listed. Council may then accept the bid, or request that he bidder rectify the deviation.*

## Appendix E to By-Law 2016- Summary of Thresholds for Purchasing

<b>PURCHASE THRESHOLD</b>	<b>PURCHASE TYPE</b>	<b>METHOD</b>	<b>APPROVAL</b>
Up to \$5,000	Direct Purchase – standard inventory item in normal quantities or any replacement of equipment, services for facilities in order to maintain a required level of public service		Department Head will submit Purchase Order for approval Report to Council not required
Over \$5000 up to \$10,000	Verbal Quote	Verbal quotes are accepted but documentation to be kept by Department Head	Department Head will submit Purchase Order for approval Report to Council not required
Over \$10,000 up to \$25,000	Written Quote	Quotes can be submitted by email, fax, mail Department Head to keep documents	Department Head will submit Purchase Order for approval with copies of supporting documentation. Report to Council not required
Over \$25,000 up to \$75,000	Request for Quotations with specifications – sealed bid required		Council approval required prior to purchase
Over \$75,000	Require Request for Proposal or Tender	Formal competitive bid process administered by Department Head and based on specifications or terms of reference as provided by the Department Head	The requesting department must obtain Council approval before the process begins
Single Source or Sole Source over \$10,000	Single or Sole Source		Any purchase over \$25,000 must have Council approval before the process begins
Emergency Purchase	Purchases as per emergency procedures	Purchase process at the discretion of the CAO	Department Head to first obtain approval by the CAO. Report to Council at the first meeting following emergency.

Note: Some exceptions apply as per Procurement Policy.

Dear Mayor, CAO's and town Councils,

Waste is a growing problem in this world. Manitoulin municipalities have their own waste problems. With rapidly growing Canadian & Manitoulin populations, we are consuming more materials and we are running out of space to get rid of waste. Manitoulin suffers these challenges with landfills already full or close to closing. Several municipalities are already being forced to ship their waste off-island, collectively costing us approximately \$2.3 million. Billings is fortunate to still have a functioning landfill but it is approaching its capacity limits and Council is aware that it will not last forever and is looking for ways to move towards a circular economy where what we currently waste can be Recycled, Re-used in a model of production and consumption, which involves sharing, leasing, reusing, repairing, refurbishing and recycling existing materials and products as long as possible. We acknowledge it will not last forever and the environmental challenge of dealing with waste is something that needs attention sooner rather than later.

In late 2023, a group of concerned citizens and councillors gathered in Billings to discuss this issue and the general consensus was to gather like minded members of the neighbouring communities together to plan our way out of this mess. The Island Wide Waste Resource Committee was formed and has been meeting regularly to try and develop a plan to help anyone who would like to join. Our philosophy is to cover the basics of reducing waste production and turning the rest of the waste into a resource for the communities, while simultaneously reducing costs for everyone. The greener option for the environment can also present cost savings for us.

Our goal is to gather many of the local communities together to follow this rough plan:

2024 - Pool resources, apply for a grant to hire an employee

2025 - Hire the employee. They will work to research various waste disposal options that can function locally, and identify streamlining options in our current systems.

2026 - Present waste processing options to member groups and begin the process of further grant proposals for the chosen path forward.

2027 - Begin implementation of improved waste processing systems.

Hiring an employee for these challenges will facilitate a focused effort in this direction without placing more burden on current municipal employees. Billings Township has committed to supervising this employee and shouldering the human resources burden, but we are happy to share this part of the plan with other municipalities who are interested.

Combining our efforts will make the overall solution benefit more of our local population and bring general costs down. We anticipate reducing shipping costs off the island, creating local jobs for the economy, and also finding a more sustainable solution for long term waste disposal. We anticipate costs

of approximately \$5/citizen with member communities, which would be required for the 2025 and 2026 financial years. After that we anticipate cost savings of more than 10% of current waste costs, which would be more than adequate to maintain the employee and keep the process moving forward. So for a small investment over the next two years, we anticipate creating an overall cost savings for the long term.

There are many reasons to put more focus on innovative ways to deal with waste. We hope cost savings will be a strong motivation for your citizens & councils, and creating a local solution to a growing problem is also beneficial to all. Also, shipping waste along Highway 6 on a regular basis sets a dangerous precedent for accidents on the lifeline to access Manitoulin, and also the waters on which we depend. We should not be totally reliant on shipping waste off Island to Espanola, because if the current contractor should, for example, lose their licence our alternatives would be far more distant and expensive. There are safer, more cost effective methods to deal with waste using the technology of today.

To summarise, we are seeking a commitment of \$5 per resident to ensure the development of the project in 2025. We hope you consider joining this project to keep Manitoulin Island, Mnidoo Mnising, as beautiful as it is today for future generations.

Sincerely,

Councillor Vincent Grogan,

on behalf of the Island Wide Waste Resource Committee



November 14, 2024

I am writing on behalf of the Manitoulin Fine Arts Association to request your support for the 29<sup>th</sup> Annual Manitoulin Art Tour, July 18, 19 and 20, 2025.

The Manitoulin Art Tour showcases the wide variety of art available in our local area and gives the public an opportunity to explore Manitoulin. Local and off-island visitors spend a weekend soaking in the beauty of the island as they travel between studios, galleries, and shops.

Your financial support would assist us in advertising, signage, and promotional materials for the art tour. Sponsors would receive recognition and thanks on our print brochure, online on our website, [www.manitoulinart.com](http://www.manitoulinart.com), and our Facebook pages. Municipalities may also support us by offering free rental of a municipal facility for participating artists.

The Manitoulin Fine Arts Association is a provincially registered non-profit organization (#1566382) and a receipt will be provided, deductible against business income, for your contribution. Please find attached a sponsorship form for your convenience.

Thank you for supporting the arts on Manitoulin and thank you for your consideration.

Yours truly,

Leslie McDermid  
Manitoulin Art Tour 2025 – Volunteer, Manitoulin Fine Arts Association



## Manitoulin Art Tour 2025 - Sponsorship Form

Event Name - Manitoulin Art Tour 2025

Event Date - July 18, 19, 20 2025

Event Location - Manitoulin Island (multiple locations)

Organization/Business/TownMunicipality \_\_\_\_\_

Charitable Number (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Contact email \_\_\_\_\_

Contact phone number \_\_\_\_\_

Sponsorship amount (please select)

\_\_\_ \$50    \_\_\_ \$100    \_\_\_ \$150.    \_\_\_ \$200    \_\_\_ \$250

Custom amount \$ \_\_\_\_\_

Cheque # \_\_\_\_\_ payable to Manitoulin Fine Arts Association

Please mail this form and your cheque to:

Christie Pearson Anderson, Manitoulin Fine Arts Association,  
357 Campbell Road, Evansville, ON, P0P 1E0

Etransfer is available if you prefer.



**From:** [Sharon Alkenbrack](#)  
**To:** [Tiana Mills](#)  
**Cc:** [REDACTED]  
**Subject:** Christmas in Kagawong  
**Date:** November 20, 2024 9:48:59 AM

---

Mayor and Council  
Billings Staff

Good Morning,  
Christmas in Kagawong has happened for another year and indicates this was one of our most successful markets, in fact some of our vendors indicated it was one of the best events they have ever attended. This event is successful because of our volunteers but also because of Staff support and the support of our Council, your putting the event on the website and on the community sign is such an asset. Thank you very much for your community support.  
Sharon Alkenbrack



**TOWNSHIP OF  
BRUDENELL, LYNDOCH AND RAGLAN**

42 Burnt Bridge Road, PO Box 40  
Palmer Rapids, Ontario K0J 2E0  
TEL: (613) 758-2061 · FAX: (613) 758-2235

August 7, 2024

The Honourable Doug Ford, Premier of Ontario  
Premier's Office  
Room 281, Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Ford,

**Re: Urging the Government to Promptly Resume Assessment Cycle**

Please be advised that at their last Regular Meeting of Council on Wednesday August 7<sup>th</sup>, 2024, the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan supported the following resolution:

Resolution # 2024-08-07-10  
Moved By: Councillor Quade  
Seconded by: Councillor Keller

**"Be It resolved that the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby supports the resolution from the Municipality of Callander urging the Government to promptly resume the assessment cycle.**

**And further that Council directs staff to provide a copy of this resolution to the Premier, the relevant provincial authorities, the Association of Municipalities in Ontario, the Rural Ontario Municipalities Association, the Federation of Northern Ontario Municipalities, the Municipal Property Assessment Corporation, and all municipalities in Ontario for their consideration, to make proper changes as quickly and efficiently as possible."**

**CARRIED.**

Sincerely,

Tammy Thompson  
Deputy Clerk

31 May 2024

Premier Doug Ford [premier@ontario.ca](mailto:premier@ontario.ca)

**RE: Urging the Government to Promptly Resume Assessment Cycle**

**Please be advised that the Council of the Corporation of the Municipality of Callander passed the following resolution at its Regular Meeting of Council held Tuesday, May 28, 2024.**

**Resolution No. 2024/05/184:**

**7.4(c) WHEREAS the assessment cycle is an essential process for maintaining the fairness and predictability of property taxes in our province;**

**AND WHEREAS the pause in the reassessment cycle has created uncertainty and instability in property taxation, impacting both residential and commercial property owners;**

**AND WHEREAS the government has delayed an assessment update again in 2024, resulting in Ontario's municipalities continuing to calculate property taxes using 2016 property values;**

**AND WHEREAS both current and outdated assessments are inaccurate, increase volatility, and are not transparent;**

**AND WHEREAS frequent and accurate reassessments are necessary to stabilize property taxes and provide predictability for property owners, residents, and businesses alike;**

**AND WHEREAS the staff at the Municipal Property Assessment Corporation would benefit from further skills enhancement and training in assessments, recognizing the importance of ensuring accurate evaluations for 100% of our municipality;**

**AND WHEREAS the Government has announced a review of the property assessment and taxation system with a focus on fairness, equity, and economic competitiveness, and therefore further deferring new property assessment;**

**NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Callander hereby calls upon the Premier to promptly resume the assessment cycle to ensure the stability and predictability of property taxes while the Government conducts its review of the property assessment and taxation system, or respond with an alternative method for every municipality in Ontario to achieve fair taxation;**

**AND THAT all Municipalities in Ontario and their constituents are encouraged to apply pressure to the Premier, daily, weekly, and monthly, to resolve the situation before it causes undo stress to everyone in the Municipality;**

**AND THAT a copy of this resolution be forwarded to the Premier, the relevant provincial authorities, the Association of Municipality in Ontario, the Rural Ontario Municipalities Association, the Federation of Northern Ontario Municipalities, the Municipal Property Assessment Corporation, and all municipalities in Ontario for their consideration, to make proper changes as quickly and efficiently as possible.**

Thank you,



**Cindy Pigeau  
Municipal Clerk**

**Copy to: Association of Municipalities of Ontario  
Rural Ontario Municipalities Association  
Federation of Northern Ontario Municipalities  
Municipal Property Assessment Corporation  
All Ontario Municipalities**

**THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE**

69 Fourth Avenue, Larder Lake, ON  
 Phone: 705-643-2158 Fax: 705-643-2311



**MOVED BY:**

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

**SECONDED BY:**

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

Motion #: 7

Resolution #: 7

Date: November 12, 2024

Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

Recorded vote requested:

	For	Against
Tom Armstrong		
Patricia Hull		
Paul Kelly		
Lynne Paquette		
Patty Quinn		

I declare this motion

<input type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

<b>Disclosure of Pecuniary Interest*</b>

Chair: \_\_\_\_\_

\*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.

**THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE**

**69 Fourth Avenue, Larder Lake, ON**

Phone: 705-643-2158 Fax: 705-643-2311



**MOVED BY:**

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

**SECONDED BY:**

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

Motion #: 8

Resolution #: 7

Date: November 12, 2024

1. Now Therefore Be It Hereby Resolved That the Township of Larder Lake Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and

2. Be It Further Resolved That the Township of Larder Lake Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and

3. Be It Further Resolved That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and

4. Be It Further Resolved That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and

5. *Be It Further Resolved That copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.*

Recorded vote requested:

	For	Against
Tom Armstrong	✓	
Patricia Hull	✓	
Paul Kelly	✓	
Lynne Paquette		
Patty Quinn	✓	

I declare this motion

<input checked="" type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

<b>Disclosure of Pecuniary Interest*</b>

Chair:

Patricia Hull

\*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.

**Accounts for Payment Oct 31-Nov 18, 2024**

Cheque No.	Payee	Payee/Description	Cheque Date	
8476	Payment	Identifiable Individual - Livestock Loss Compensation	Oct 31, 2024	1,726.60
8477	Payment	Manitoulin Student Aid Fund - Contribution Expense	Oct 31, 2024	400.00
8478	Payment	Steele's Home Hardware - ODR Waterline Exp.	Nov 01, 2024	382.82
8480	Payment	Nors Construction - Equip. Maint. PW	Nov 01, 2024	111.90
8481	Payment	Identifiable Individual - Coyote	Nov 04, 2024	50.00
8483	Payment	Identifiable Individual - PC Rental Refund	Nov 05, 2024	180.80
8484	Payment	ANP Office Supply	Nov 05, 2024	81.30
8485	Payment	Municipality of Gordon & Barrie Island - Bldg Insp. 3/4 annual portion	Nov 12, 2024	17,590.55
8486	Payment	Identifiable Individual - Fire Dept Halloween	Nov 12, 2024	175.54
8487	Payment	Good Roads - Annual Membership	Nov 12, 2024	779.01
				<u>21,478.52</u>

Direct Deposit No.	Transaction Type	Payee/Description	Direct Deposit Date	Amount
DD2916-2929	Payment	Identifiable Individuals - Payroll	Nov 6 2024	19,205.46
VP401	Payment	UCCM Castle Building Supplies - ODR Waterline Exp.	Oct 31, 2024	224.59
VP402	Payment	EXP Services Inc. - Old Mill Rd. Bridge	Oct 31, 2024	3,580.25
VP403	Payment	Freelandt Caldwell Reilly - Audit	Oct 31, 2024	24,012.50
VP404	Payment	Identifiable Individual - Museum	Oct 31, 2024	52.21
VP405	Payment	Freddie's Welding - Equip Maint. PW	Oct 31, 2024	3,375.57
VP406	Payment	Grand & Toy Ltd. - Supplies	Nov 01, 2024	229.17
VP407	Payment	innov8 Office Solutions - Supplies	Nov 01, 2024	165.59
VP408	Payment	Ontario Clean Water Agency - Maint. Water	Nov 01, 2024	1,062.96
VP409	Payment	Make-Way Environmental Technologies - Inspection - Septic Holding	Nov 01, 2024	542.06
VP410	Payment	S.T.O.P. Restaurant Supply - Maint PW	Nov 01, 2024	1,939.08
VP411	Payment	Encompass IT - IT Support	Nov 01, 2024	496.92
VP412	Payment	O.J. Graphix Inc - Signage, Museum	Nov 01, 2024	399.34
VP413	Payment	Lakeshore Maintenance - Cleaning Contract	Nov 01, 2024	2,150.00
VP414	Payment	Identifiable Individual - Work Clothing Allowance	Nov 04, 2024	702.18
VP415	Payment	Grand & Toy Ltd. - Supplies	Nov 04, 2024	105.37
VP416	Payment	Identifiable Individual - Contract	Nov 04, 2024	1,372.50
VP417	Payment	J K Automotive - Fire Dept Storage	Nov 05, 2024	186.45
VP418	Payment	Whitehots Inc. - Library	Nov 05, 2024	312.97
VP421	Payment	Brendan Addison Mobile Mechanical - Equip Maint PW	Nov 05, 2024	3,212.90
VP422	Payment	Auto Parts North - Equip Maint PW	Nov 05, 2024	2,087.80
VP423	Payment	NORS - Equip Maint PW	Nov 12, 2024	1,925.52
VP424	Payment	Wamco Waterworks Northern Inc - ODR Waterline - Capital	Nov 12, 2024	4,209.80
VP425	Payment	Randy Noble Trucking Ltd - Winter Control -PW	Nov 12, 2024	19,616.80
VP426	Payment	Island Promotional Products - ODR Ads - Recreation	Nov 12, 2024	8,413.98
VP427	Payment	PSD Citywide Inc. - Asset Mgt., Bldg. Condition Assessment	Nov 13, 2024	9,577.32
VP428	Payment	Identifiable Individual - Christmas In Kagawong - Museum	Nov 13, 2024	102.95
VP429	Payment	Identifiable Individual - Work Clothing Allowance	Nov 13, 2024	471.61
				<u>90,528.39</u>

EFT No.	Payee	Description	Direct Deposit Date	Amount
EFT	Receiver General	Mandatory Employer Related Payroll Costs	Nov 15, 2024	18,208.29
EFT	Esso	Fuel - Public Works	Nov 01, 2024	648.49
EFT	Wells Fargo	Telephone System	Oct 31, 2024	108.01
EFT	OCWA	Water Contract	Nov 12, 2024	10,948.00
EFT	MPAC	Municipal Property Assessment Corp. Expense Q3 Billing	Oct 31, 2024	8,947.41
EFT	Manulife	Employee Health Benefits	Nov 15, 2024	3,912.06
EFT	Infrastructure Ontario	Debenture Interest Payment	Nov 01, 2024	7,720.08
EFT	GFL	Landfill	Nov 18, 2024	11,518.66
EFT	Superior Propane	Heating - Park Centre	Nov 18, 2024	31.97
EFT	WSIB	Worker's Compensation - Incl. Fire Dept.	Nov 01, 2024	8,478.21
				<u>70,521.18</u>

Bank Charges	Payee	Description	Direct Deposit Date	Amount
Bank Charge	BMO	Bank Charges	Nov 18 2024	875.25
Bank Charge	Moneris	Debit/Credit Machine Rental	Nov 18 2024	56.44
Bank Charge	Interac Fee	Debit Card Charges	Nov 18 2024	2.67
Bank Charge	MC Fee	Credit Card Charges	Nov 18 2024	154.17
Bank Charge	VISA Fee	Credit Card Charges	Nov 18 2024	136.74
Bank Charge	AMEX Fee	Credit Card Charges	Nov 18 2024	31.84
				<u>1,257.11</u>

Credit Card Purchases	Payee	Description	Direct Deposit Date	Amount
Mastercard	BMO MC	Association of Municipal Clerks & Treasurers	Nov 01, 2024	523.19
Mastercard	BMO MC	Vianet Internet Solutions	Nov 10, 2024	67.80
Mastercard	BMO MC	Purolator Courier Ltd	Nov 12, 2024	220.70
Mastercard	BMO MC	Logicim - XLGL - Reporting Software Renewal	Nov 14, 2024	281.37
				<u>1,093.06</u>

**Total Accounts for Payment: 204,083.72**

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				1,093.06

**Total Accounts for Payment: 204,083.72**





BY-LAW NO 2024-57

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BEING A BY-LAW TO AUTHORIZE ENTERING INTO AN AGREEMENT  
TO ACCEPT TAX PAYMENT FOR SPECIFIED FIRST NATION  
PROPERTIES IN THE TOWNSHIP OF BILLINGS

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**WHEREAS** the Municipal Act S.O. 2001, c 25, Section 5(1), as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS** the Municipal Act S.O. 2001, c 25, Section 5(3), as amended, provides that a municipal power, including a municipality's capacity rights, powers and privileges under Section 9; shall be exercised by By-Law;

**AND WHEREAS** the Ministry of Municipal Affairs and Housing has indicated its intention to pay tax arrears and the cancellation price on certain First Nations properties; and the designation of properties and amount to be paid for each shall form Schedule "A" to this by-law, also called "Grant Agreement," the total amount being \$22,384.79;

**AND WHEREAS** the Ministry wishes to assist the Township with respect to the tax arrears accumulated on certain First Nation lands located in the Township of Billings and as identified in Schedule "A"

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

1. That the payments of amounts listed in Schedule "A" to pay costs related to property taxation are hereby accepted;
2. That the Mayor and CAO/Clerk are hereby authorized to sign on behalf of the Council for the Corporation of the Township of Billings, any contracts, and other documents required to authorize the agreement and to affix the corporate seal of the Township of Billings.
3. That all funding will be applied and shall be used exclusively for the purpose as foretated.
4. This By-Law shall come into full force and effect upon final passage
5. This By-Law may be cited as the "2024 Accept Tax Payment for Specified First Nation Properties By-Law"

**READ a FIRST and SECOND TIME** this 26<sup>th</sup> day of November, 2024

**READ a THIRD TIME and FINALLY PASSED** this 26<sup>th</sup> day of November, 2024

---

Bryan Barker, Mayor

---

Véronique Dion, CAO/Clerk

## GRANT AGREEMENT

**THIS AGREEMENT** (“Agreement”) effective as of the        day of        , 2024.

BETWEEN:

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO**  
as represented by the Minister of Municipal Affairs and Housing

(referred to as “the Province”)

AND:

**THE CORPORATION OF THE TOWNSHIP OF BILLINGS**

(referred to as “the Municipality”)

**WHEREAS** subsection 302(2) of the *Municipal Act, 2001* authorizes the Minister of Municipal Affairs and Housing (“the Minister”), upon such conditions as may be considered advisable, to make grants and loans and provide other financial assistance to a municipality;

**AND WHEREAS** the Province wishes to assist the Municipality with respect to the accumulated tax arrears on certain First Nations’ lands located in the Municipality and identified in Schedule “A”;

**NOW THEREFORE** in consideration of their respective agreements set out below, the parties covenant and agree as follows:

### ARTICLE 1 GRANT

- 1.01 The Province shall pay to the Municipality a grant of \$22,384.79 (Twenty-Two Thousand, Three Hundred and Eighty-Four Dollars and Seventy-Nine cents).
- 1.02 The Province will pay the grant amount when the Municipality has complied with subsection 2.02 (1) of this Agreement.

### ARTICLE 2 USE OF THE GRANT AND CONDITIONS

- 2.01 The Municipality acknowledges that the total amount of the grant received is to be used to pay the accumulated tax arrears incurred on the First Nations’ land identified in Schedule “A” located in the Municipality.
- 2.02 The Municipality further agrees that any grant received from the Province under the Agreement is subject to the following conditions:
  - 1) Upon signing this Agreement and prior to any grant being paid under Article 1, the Municipality shall provide to the Province a by-law authorizing the execution of this Agreement and naming the signing officers.
  - 2) The Municipality shall apply the entire grant amount to the outstanding property taxes for the M’Chigeeng First Nations’ lands that are identified in Schedule “A” attached to this Agreement and shall provide a copy of the tax arrears cancellation certificates to the Province for the properties where a tax arrears certificate has been registered, or for properties where no tax arrears certificate has been registered, a copy of the receipt showing the payment was applied to the taxes owing on the property, as well as any balance owing.

- 2.03 Within 30 days of receipt of payment under this Agreement, the Municipality shall submit a statement, signed by the Treasurer, indicating that none of the First Nation's lands identified in Schedule "A" attached have a tax sale certificate registered against them, which will be the performance measure for this Agreement.

### **ARTICLE 3 DISBURSEMENTS**

- 3.01 Subject to section 1.02 of this Agreement, the Province shall pay the grant amount to the Municipality as soon as possible after the signing of this Agreement.

### **ARTICLE 4 REPAYMENT**

- 4.01 The Province may require the Municipality to repay to the Province any amount of grant received by the Municipality if used by the Municipality in contravention of the Agreement.
- 4.02 If the Municipality fails to repay any amount owing to the Province under the Agreement, including interest, the Municipality acknowledges and agrees that the Province may deduct any unpaid amount from any money payable to the Municipality by the Province, or may exercise any other remedies available to the Province to collect the unpaid amounts.
- 4.03 The provisions of this Article will survive the performance or termination of the Agreement.

### **ARTICLE 5 NOTICES**

- 5.01 Notices by Prescribed Means  
Notices shall be in writing and shall be delivered by postage-prepaid envelope, personal delivery or facsimile and shall be addressed to, respectively, the Province as follows:

The Ministry of Municipal Affairs and Housing  
Municipal Services Office – North  
Suite 401, 159 Cedar Street  
Sudbury, ON P3E 6A5

Attention: Bridget Schulte-Hostedde, Regional Director

and to the Municipality as follows:

The Corporation of the Township of Billings  
P.O. Box 34  
15 Old Mill Road  
Kagawong, Ontario P0P 1J0

Attention: Veronique Dion, Clerk/CAO

Notices shall be deemed to have been given (a) in the case of postage-prepaid envelope, five (5) business days after such notice is mailed; or (b) in the case of personal delivery or facsimile, one (1) business day after such notice is received by the other party.

## **ARTICLE 6 GENERAL TERMS**

- 6.01 **The Municipality's Power to Enter into Agreement**  
The Municipality represents and warrants that it has the full power and authority to enter into the Agreement, that it has taken all necessary actions to authorize the execution of the Agreement and that it is not party to any other agreement that would in any way interfere with the rights of the Province under the Agreement. The parties both represent that their respective representatives have the authority to legally bind them.
- 6.02 **The Municipality not a Partner or Agent**  
Nothing in the Agreement shall have the effect of creating a partnership or agency relationship between the Province and the Municipality.
- 6.03 **Responsibility of The Municipality**  
The Municipality agrees that it is liable for the acts and omissions of its officers, employees, agents, partners, affiliates, volunteers and subcontractors. The Municipality shall be liable for all damages, costs, expenses, losses, claims or actions of any kind arising from any breach of the Agreement resulting from the actions of the above-mentioned individuals and entities.
- 6.04 **Agreement Binding**  
The Agreement shall operate to the benefit of and be binding upon the parties and their successors, executors, administrators and their permitted assigns.
- 6.05 **Condonation Not a Waiver**  
Any failure by the Province to insist in one or more instances upon strict performance by the Municipality of any of the terms or conditions of the Agreement shall not be construed as a waiver by the Province of its right to require strict performance of any such terms or conditions, and the obligations of the Municipality with respect to such performance shall continue in full force and effect.
- 6.06 **Changes By Written Amendment Only**  
Any changes to the Agreement shall be by written amendment signed by the parties.
- 6.07 **Entire Agreement**  
The Agreement embodies the entire agreement between the parties with regard to the matters addressed in the recitals to the Agreement and supersedes any prior understanding or agreement, collateral, oral or otherwise, existing between the parties at the date of execution of the Agreement.
- 6.08 **Severability**  
If any term or condition of the Agreement, is to any extent invalid or unenforceable, the remainder of the Agreement shall not be affected thereby.
- 6.09 **Force Majeure**  
Neither party shall be liable for damages caused by delay or failure to perform its obligations under the Agreement where such delay or failure is caused by an event beyond its reasonable control.
- 6.10 **Document Retention and Audit**  
For six (6) years after the date upon which any amount paid under Article 1 of the Agreement is fully expended, the Municipality shall maintain all necessary records to substantiate (a) all payments to the Municipality and all disbursements made by the Municipality under the Agreement and (b) that they were made in accordance with the Agreement and with requirements of law. For six (6) years after the date

upon which any amount paid under article 1 of the Agreement is fully expended, the Municipality shall permit and assist the Province in conducting audits of the operations of the Municipality to verify (a) and (b) above. The Province shall provide the Municipality with at least ten (10) business days' prior notice of its requirement for such audit. The Municipality's obligations under this paragraph shall survive any termination or expiry of the Agreement.

6.11 Counterpart

The Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

6.12 Schedules

The Agreement includes the following Schedule:

- 1) Schedule "A"

The Parties have executed the Agreement on the dates set out below.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO**

as represented by the Minister of Municipal Affairs and Housing

\_\_\_\_\_  
The Honourable Paul Calandra  
Minister of Municipal Affairs and Housing

Date of Signature: 11/12/2024

**THE CORPORATION OF THE TOWNSHIP OF BILLINGS**

\_\_\_\_\_  
Signature  
Name: Bryan Barker  
Title: Mayor

Date of Signature:

\_\_\_\_\_  
Witness  
Name:  
Date:

\_\_\_\_\_  
Signature  
Name: Veronique Dion  
Title: CAO/Clerk

Date of Signature:

\_\_\_\_\_  
Witness  
Name:  
Date:

**SCHEDULE "A"**

The identified properties for the purpose of this Agreement are:

<b>Assessment Roll Number</b>	<b>Tax Arrears Amount</b>
5121-000-001-00700-0000	\$1,069.74
5121-000-002-01000-0000	\$8,550.67
5121-000-002-01201-0000	\$346.94
5121-000-002-05100-0000	\$968.53
5121-000-002-06400-0000	\$968.53
5121-000-002-11000-0000	\$1,069.74
5121-000-002-11100-0000	\$867.33
5121-000-002-11200-0000	\$867.33
5121-000-002-11300-0000	\$939.63
5121-000-002-11500-0000	\$867.33
5121-000-002-11600-0000	\$867.33
5121-000-002-11700-0000	\$1,069.74
5121-000-002-11800-0000	\$997.44
5121-000-002-16500-0000	\$997.44
5121-000-002-16600-0000	\$1,069.74
5121-000-002-16700-0000	\$867.33
<b>Total</b>	<b>\$22,384.79</b>



BY-LAW NO 2024-58

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BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE  
COUNCIL OF THE TOWNSHIP OF BILLINGS

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**WHEREAS** the Municipal Act S.O. 2001, c 25, Section 5(1), as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS** the Municipal Act S.O. 2001, c 25, Section 5(3), as amended, provides that a municipal power, including a municipality's capacity rights, powers and privileges under Section 9; shall be exercised by By-Law;

**AND WHEREAS** The Council for The Corporation of the Township of Billings deems it expedient that the proceedings of meetings of the Council be confirmed and adopted by By-Law;

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

1. THAT the actions of the Council of The Corporation of The Township of Billings at its Council Meeting held on November 26, 2024 in respect to each report, motion, resolution, or other actions recorded and taken by Council at its meetings, except where the prior approval of the Ontario Lands Tribunal is required is hereby adopted, ratified, and confirmed as if all such proceedings were expressly embodied in this By-Law.
2. THAT the Mayor and CAO/Clerk, or such other official as deem appropriate are hereby authorized and directed to do all things necessary to give effect to the said action, of Council of the Township of Billings referred to in the proceeding section.
3. THAT the Mayor and CAO/Clerk are hereby authorized and directed to execute all documents necessary on behalf of the Council and to affix the corporate seal of The Corporation of The Township of Billings to all such documents.
4. THIS By-Law shall come into full force and effect upon final passage.
5. THIS By-Law may be cited as the "November 26, 2024 Confirmatory By-Law"

**READ a FIRST and SECOND TIME** this 26<sup>th</sup> day of November, 2024

**READ a THIRD TIME and FINALLY PASSED** this 26<sup>th</sup> day of November, 2024

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Bryan Barker, Mayor

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Véronique Dion, CAO/Clerk