

CORPORATION OF THE
TOWNSHIP OF BILLINGS

AGENDA

November 2nd, 2021 7:30 p.m.

Electronic Meeting

1. OPEN
2. APPROVAL OF AGENDA
3. DISCLOSURE OF PECUNIARY INTEREST
4. ADOPTION OF MINUTES
 - a) October 18th, 2021 Regular Council Meeting
5. DELEGATIONS
6. COMMITTEE REPORTS
 - a) Parks, Recreation and Wellness Committee Report
 - b) Museum Committee Report
 - c) Climate Action Committee Report
7. OLD BUSINESS
 - a) Broadband Update
8. NEW BUSINESS
 - a) Carbon Tax Credit Presentation
 - b) 2021-49 Vaccination Policy
 - c) Parks, Recreation and Wellness Committee Recommendation
 - d) Winter Operations Plan 2021-2022
 - e) 2021-48 Trailer By-Law
 - f) This is Manitoulin and Manitoulin Magazine Advertising
9. CORRESPONDENCE
 - a) Trailer By Law Concerns: Meredith Chandler
 - b) Trailer By Law Concerns: Brad Mack

- c) Trailer By Law Concerns: Diane Newlands
- d) By Law Process Concerns: Lisa Addison

10. INFORMATION

- a) Decision on the Proposed Land Use Compatibility Guideline
- b) Ontario Municipal Partnership Fund 2022 Billings Allocation
- c) Parks, Recreation and Wellness Committee Minutes Oct 25, 2021
- d) Climate Action Committee Minutes Oct 21, 2021
- e) Manitoulin Phragmites Project 2021 Results

11. ACCOUNTS FOR PAYMENT

12. CLOSED SESSION

- a) Labour Relations

13. CONFIRMING BY-LAW

14. ADJOURNMENT

Memorandum

To: Mayor, Council
cc: Staff, Public
From: Staff
Date: October 28th, 2021
RE: November 2, 2021 Council Meeting

4. Minutes

a) October 18th, 2021 Regular Council Meeting

Please review the minutes for approval.

5. Delegations

6. Committee Reports

a) Parks, Recreation and Wellness Committee Report

Councillor Sharon Jackson to provide report to Council.

b) Museum Committee Report

Councillor Michael Hunt to provide report to Council.

c) Climate Action Committee Report

Councillor Bryan Barker to provide report to Council.

7. Old Business

a) Broadband Update

Blue Sky Networks initiated a Request for Information (RFI) process, RFI included in agenda package, on behalf of the Manitoulin Broadband Committee – of which Billings is a member – in the early summer of this year. The document included in the agenda package is the final report on the results of the RFI process, as written by Blue Sky Networks, including the background and purpose of the RFI. It is a comprehensive document, and there is much information in it. It may be worthy of further, dedicated discussion by Council, at a future meeting. For the time being, I draw Council's attention to some salient points, which include the following:

- There *is* ISP interest in providing improved broadband to Manitoulin
- The report indicates that all the respondents see important roles for municipal government in improving broadband, with or without direct financial involvement. These roles include:
 - Leadership/Advocacy – understanding, and effectively communicating, to senior governments and ISPs, the need for broadband improvement in their communities, as well as articulating the specific challenges/barriers that need to be overcome. In this regard, one ISP comment speaks of being the communication/information “link” between residents and service providers
 - Facilitation/Support – there is a wide range of methods here, from entering into agreements to use municipal property for infrastructure, to ensuring permitting processes are as clear and efficient as possible.

- Maintaining a collaborative mindset - Communicating and collaborating with other municipalities and First Nations and communicating with senior governments and existing/potential service providers as much as possible with a unified, consistent voice. This doesn't necessarily imply one-project-serves-all solutions are the only option, but that a broad, district-wide perspective will serve everyone well, especially given that we are an island.
- The ISP responses support what we already know: optical fibre solutions are excellent, but also extremely expensive in rural environments.
- Implicit in the report is the notion that a mix of solutions, from a technical point of view, is a likely outcome, even in a collaborative island-wide approach. This is a reality stemming, in part, from our geography and population density.

The Manitoulin Broadband Committee has not met since the full report was released by Blue Sky Networks. I anticipate another meeting of this committee in the near future.

Todd Gordon, EDO

8. New Business

a) Carbon Tax Credit Presentation

As per the motion passed by the Climate Action Committee at their meeting on October 21st, 2021 Chris Theijsmeijer will be presenting a Carbon Tax Credit presentation to Council.

For reference, the motion passed was as follows:

That Council hear the same carbon credits presentation from C. Theijsmeijer on behalf of the CAC.

Moved by P. Darlaston, Seconded by J. Hoekstra. Carried

b) 2021-49 Vaccination Policy

Recommendation:

That Council give by-law 2021-49 being a by-law to establish a COVID-19 Vaccination Policy first, second and third reading and enact it.

Please review the COVID-19 Vaccination Policy attached.

This policy was reviewed and accepted by the Health and Safety Committee at their quarterly meeting on October 21st, 2021.

c) Parks, Recreation and Wellness Committee Recommendation

Recommendation:

That Council accept Catherine Joyce's application to join the Parks, Recreation and Wellness Committee.

Motion at the October 25th, 2021 Parks, Recreation and Wellness Committee meeting:

Motion by Andrew Preyde, seconded by Sharon Alkenbrack

That Catherine Joyce's application to join the Parks, Recreation and Wellness Committee be accepted and recommended by the committee and presented to Council for approval.

Carried.

The Committee is still seeking one more member. Staff will continue to post the vacancy on the Township Facebook Page and Website.

d) Winter Operations Plan 2021-2022

Recommendation:

That Council adopt the 2021-2022 Winter Roads Plan as presented.

Please review the attached Winter Road Plan for 2021-2022. Council adopts a plan each year at this time. This year's plan has been updated to reflect additional hard-surfaced road sections.

e) 2021-48 Trailer By-Law

Recommendation:

That Council give by-law 2021-48 Trailer By-Law first reading.

All suggested edits by Council at the October 13th Special Council meeting have been made and are highlighted for approval.

Letters of concern have been received regarding the new Trailer By-Law and have been included for reference in Correspondence.

f) This is Manitoulin and Manitoulin Magazine Advertising

Recommendation:

That Council agree to purchase ¼ page advertisements for both Manitoulin Expositor publications, "This is Manitoulin" and "Manitoulin Magazine."

For the last several years the municipality has advertised in at least one of the two Manitoulin Expositor annual tourism publications, "This is Manitoulin" and "Manitoulin Magazine."

Since we are not contributing to the Manitoulin Tourism Association (MTA) guidebook it may be a good idea to support both of these publications. A ¼ page ad in the "This is Manitoulin" magazine (distributed locally) and a ¼ page ad in the "Manitoulin Magazine" (distributed to various locations in Ontario) can be purchased for \$1,153.80 for their 2022 publications.

9. Correspondence

a) Trailer By-Law Concerns – Meredith Chandler

Please review the correspondence received from Meredith Chandler.

b) Trailer By-Law Concerns – Brad Mack

Please review the correspondence received from Brad Mack.

c) Trailer By-Law Concerns – Diane Newlands

Please review the correspondence received from Diane Newlands.

d) By-Law Concerns – Lisa Addison

Please review the correspondence received from Lisa Addison.

10. Information

There are a number of items attached for Council's information. Council may move any of these items to new business during the agenda approval for discussion at this meeting, or request that an item(s) be included on a future agenda for discussion.

- a) Decision on the Proposed Land Use Compatibility Guideline
- b) Ontario Municipal Partnership Fund 2022 Billings Allocation
- c) Parks, Recreation and Wellness Committee Minutes Oct 25, 2021
- d) Climate Action Committee Minutes Oct 21, 2021
- e) Manitoulin Phragmites Project 2021 Results

12. Closed Session

There will be a closed session to discuss a matter pertaining to labour relations.

The Corporation of the
Township of Billings
Regular Meeting

October 18th, 2021 7:30 p.m.

Electronically

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

Staff: Kathy McDonald, CAO/Clerk; Tiana Mills, Deputy Clerk; Arthur Moran, By Law Enforcement Officer; Todd Gordon, Economic Development Officer; Martin Connell, Fire Chief
Media: Tom Sasvari

Members of the General Public

1. OPEN

2021-344 Barker – Hunt

BE IT RESOLVED that this regular meeting of Council be opened with a quorum present at 7:30 p.m. with Mayor Anderson presiding.

Carried

2. APPROVAL OF AGENDA

2021-345 Alkenbrack – Jackson

BE IT RESOLVED that the agenda for the October 18th, 2021 regular meeting of Council be accepted as presented.

Carried

3. DISCLOSURE OF PECUNIARY INTEREST

I, Councillor Sharon Jackson declare a potential deemed pecuniary interest on agenda item number 8 h) item title “Christmas Event in Kagawong” for the following reason: my husband Craig has product for sale at Fiddleheads Gift Shop which is owned by Kelly Thibault.

I, Councillor Sharon Alkenbrack declare a potential direct pecuniary interest on agenda item number 8 h) item title “Christmas Event in Kagawong” for the following reason: I sell teas at Kelly Thibault’s shop.

4. ADOPTION OF MINUTES

a) October 5th 2021

2021-346 Alkenbrack – Hunt

BE IT RESOLVED that the minutes for the October 5th, 2021 regular meeting of Council be accepted as presented.

Carried

b) October 13th, 2021

2021-347 Barker – Jackson

BE IT RESOLVED that the minutes for the October 13th, 2021 special meeting of Council be accepted as presented.

Carried

5. DELEGATIONS

6. COMMITTEE REPORTS

a) Lake Kagawong Resource Committee Report – October 7th, 2021

Council received report.

b) Library Board Meeting Committee Report – September 21st, 2021

Council received report.

7. OLD BUSINESS

a) Main Street Construction Update

Council received update.

b) H&M COFI Update

2021-348 Barker – Alkenbrack

BE IT RESOLVED that Council pass a resolution explicitly stating that the Township of Billings does not support the H&M COFI broadband project.

Carried

2021-349 Alkenbrack – Jackson

BE IT RESOLVED that Council direct the CAO to write letters to the appropriate officials at the Ontario Ministry of Infrastructure, as well as the local MP and MPP. Namely:

Jill Vienneau, Assistant Deputy Minister, Broadband Strategy Division, Ministry of Infrastructure, Ontario Government

Aryn Assopardi, Chief of Staff, Ontario Ministry of Infrastructure

Michael Mantha, Member of Provincial Parliament for the riding of Algoma – Manitoulin

Carol Hughes, Member of Parliament for the riding of Algoma – Manitoulin – Kapuskasing

The Association of Municipalities of Ontario (AMO)

The Federation of Northern Ontario Municipalities Ministry of Infrastructure's Chief of Staff, Aryn Assopardi

Carried

2021-350 Barker – Hunt

BE IT RESOLVED that Council direct staff to continue to communicate and collaborate with Blue Sky Networks, within the limits of the Township's mandate and resources (financial and human) in advocating for/implementing broadband improvements that will serve the ratepayers and residents of Billings Township and the District of Manitoulin.

Carried

c) Enabling Accessibility Fund

2021-351 Hunt – Jackson

BE IT RESOLVED that Council direct staff to write and issue an RFP for the Engineering and Construction of a new accessibility ramp and doors at the Old Mill Heritage Centre.

Carried

d) Manitoulin Streams - Angling Platform

Council received update.

8. NEW BUSINESS

a) Closed Meeting Investigator

2021-352 Barker – Jackson

BE IT RESOLVED that effective January 1, 2022 that the township switches from using LAS (Local Authority Services) as a provider for closed meeting investigations to the Ontario Ombudsman's Office.

Carried

b) Tourism Adaptation Study

Council received update.

c) Scugog Resolution

2021-353 Barker – Alkenbrack

BE IT RESOLVED that the Township of Billings supports the resolution passed by Township of Scugog that the Province of Ontario and the Government of Canada be encourages to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements; and

THAT this resolution be forwarded to the Premier of Ontario, Provincial Minister of Finance, and the Federal Finance Minister.

Carried

d) DSAB Mental Health Resolution

2021-354 Alkenbrack – Barker

WHEREAS Communities across the province are addressing an intensified social crisis, and Northern Ontario is no different. We recognize that creating solutions will require a multi-ministry approach, but if there are lessons to be learned from this pandemic, what were once cracks in the health care foundation, there are now large gaps forming especially around mental health, addictions, and homelessness.

WHEREAS Northern Ontario has significant challenges when it comes to accessing mental health and addictions services for people in our communities.

WHEREAS over 300 child care staff who provide services to over 21,000 licensed child care spaces in over 340 locations across the North, and they see the effects of Mental Health and Addictions every day in the children they are care for and the parents they support.

WHEREAS over 500 Social Services Staff who provide financial and employment assistance to over 15,000 families in 37 delivery sites across over 800,000 square kilometers in the North. The over 300 Community Housing Staff who provide safe and affordable housing to over 17,000 families in the North.

WHEREAS Police and over 900 Paramedics responded to 200,000 medical emergency 911 calls, and Paramedics have seen the direct results of the Mental Health and Addictions crisis in the North and in some cases becoming ill themselves trying to cope with what they have seen.

WHEREAS FONOM appreciates the efforts of all the agencies that are working to help and support those addicted to opioids. In some districts, over 30 agencies are providing some assistance. But we would like to see the consolidation of these agencies with the input of Municipalities/DSSAB's and local stakeholders. As we believe, a streamlined agency would be able to put the combined funds to better use.

THEREFORE, BE IT RESOLVED that the Township of Billings supports FONOM's request that our Northern Ontario Health Teams, in consultation with Municipalities/DSSAB's and local stakeholders support a province-wide strategy that supports such consolidation.

FURTHER BE IT RESOLVED that a copy of this resolution be shared with Premier Ford, Christine Elliott, the Minister of Health, Michael Tibollo, Associate Minister of Mental Health and Addictions and the Leaders of the Provincial Oppositions, AMO, FONOM, NOMA and DSB member municipalities.

Carried

e) Recommendation from the Museum Committee

2021- 355 Hunt – Jackson

BE IT RESOLVED that Council accepts the Museum Committee's motion to have the furnace maintenance costs for 2021 and ongoing to be paid out of the general bank account and not the museum bank account.

Carried

f) Tulloch: Project Scoping Report Fire Hall

2021-356 Alkenbrack – Jackson

BE IT RESOLVED that Council instruct staff to enter into an agreement with Tulloch Engineering to complete a scoping report to help determine options for the repair or replacement of the existing Fire Hall structure.

Carried

g) ROMA 2022 Virtual Conference

2021-357 Barker – Alkenbrack

BE IT RESOLVED that Council authorizes the following person to attend the 2021 ROMA conference January 23, 2021 – January 25, 2021: Councillor Sharon Jackson.

Carried

h) Christmas Event in Kagawong

2021- 358 Barker – Hunt

BE IT RESOLVED that Council supports in principle the continuation of Christmas in Kagawong and does offer in use the parking lot at the Park Centre and or the grounds at the Old Church on the Hill to assist in this venture proposed by Kelly and Jason Thibault.

Carried

9. CORRESPONDENCE

a) Tower Road Access

2021-359 Alkenbrack – Hunt

BE IT RESOLVED that Council allow M'Chigeeng First Nation and MERE General Partner Inc. to perform road maintenance on the unopened road allowance access road (Tower Road) at their cost in order to safely access the wind farm site at all times.

Carried

b) Manitoulin Navy League – Thank You

Council received letter.

10. INFORMATION

a) Museum Committee Minutes – October 4th, 2021

Council received report.

b) 2021 Annual Museum Report

Council received report.

c) Application for Consent – Decision

Council received report.

d) Crown Forest Sustainability Act Amendments

Council received report.

e) Environmental Assessment Modernization

Council received report.

f) Save Eye Care Ontario

Council received report.

11. ACCOUNTS FOR PAYMENT

2021-360 Hunt - Alkenbrack

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

General Accounts \$103,083.65

and that cheques numbered 6952 to 6965 be authorized for signing as described in the attached register.

Carried

12. CLOSED SESSION

13. CONFIRMING BY-LAW

2021-361 Alkenbrack – Jackson

BE IT RESOLVED that By-law 2021-47, being a by-law to confirm the proceedings of Council be given first, second, third reading and enacted.

Carried

14. ADJOURNMENT

2021-362 Barker – Hunt

BE IT RESOLVED that this regular meeting of Council be adjourned at 8:30 p.m.

Carried

Ian Anderson, Mayor

Kathy McDonald, CAO/Clerk

TOWNSHIP OF BILLINGS - COMMITTEE OF COUNCIL REPORT

Report to: Council & Staff
Report by: Sharon Jackson/Chair

Date of meeting: October 25, 2021
Committee: Parks, Rec & Wellness

Highlights/Matters of Interest

Outdoor rink update

Fundraising – to date \$9101.55 has been raised.

Advertising – \$4000 committed by eight businesses to advertise on the boards. Others have pledged donations; we will follow up with these businesses

Work Schedule – the boards were installed the week of October 18. Andrew worked on the ramp at the double door equipment entrance. It was suggested that a lock be placed on it to ensure vehicles or other unauthorized motorized equipment does not go on the cement pad surface.

Outdoor rink policy - Tiana to review and present final draft at our November meeting. When this has been done, a call for volunteers will be posted.

Hallowe'en event - Eighty treat bags to be handed out on Halloween at the Kagawong Pavilion. Shannon and Ken will set up in front of the Pavilion around 3 pm. Sharon will arrive prior to 5 pm to assist in handing out treats. All Covid-19 safety protocol will be followed (i.e., hand sanitizer, face coverings and BBQ tongs will be used to pass treat bags to the children.) Sandwich board signs will be placed at the Main Street/Highway 540 corner and the Old Mill Road/Main Street intersection.

Flywheel selection panel - Shannon Smith volunteered to be on the panel. Thank you, Shannon.

Dog park

Culvert – pool noodles need to be replaced on each end

Agility ramp – the current ramp had a significant amount of rotten wood and needed to be replaced. Public Works crew installed a new ramp on Tuesday, October 26. Thank you, Bill. And thank you to Brian Parker for building the original ramp which lasted 10 years.

Committee member vacancy - we received an application from Catherine Joyce.

Santa meet n greet - Tentatively planned for Friday, December 3. Date to be confirmed with Santa. Budget approved by Council is \$400.00

Annual report to Council - Members to send input regarding goals and objectives to myself prior to our November meeting. Report is due end of 2021.

Action Items - Follow up in spring of 2022: signage at the Cedar Maze

Recommendations to Council - MOTION –Andrew Preyde/Sharon Alkenbrack – that Council accept the application from Catherine Joyce to join our Committee.

Township of Billings
Council Committee Report

Report To:

Date of Meeting: Oct 4th/2021

Report By: MICHAEL HUNT

Committee: Old Mill Heritage Centre
Billings Museum Committee

Highlights/Matters of Interest:

The Donor Wall will highlight a colour picture of the newly repainted lighthouse.

Two hundred more copies of the Book "How it all Began" will be printed.

Rick Nelson will find out the cost to replace the Old Mill Heritage Centre sign on Wes Newburns garage and also the sign on Highway 540 on the Billings stretch.

Dianne Fraser presented the finished Annual Museum Report. And the Final number of people attending the museum will come at the end of the season.

Kathy McDonald presented the draft 2022 budget to the committee.

Artifact Donation - Jill Ferguson from the library has given Dianne several historical documents and newspaper articles.

Jill Turner brought in a box of Photographs from Harbour Island.

Dianne was offered an old car phone to add to the Post Office museum telephone display.

COMMITTEE REPORT
CLIMATE ACTION COMMITTEE

21 October 2021 7:00 pm.

VIRTUAL

Meeting was called to order by the chair at 7:02 pm. By the chair.

PRESENT: Bryan Barker (Chair), Bob Clifford, Paul Darlaston, John Hoekstra, Chris Theijsmeijer, Todd Gordon (EDO)

OLD BUSINESS

i. Questions/Comments – regarding the final CEEP

Committee members were sent a final copy of the CEEP plan for comments. There are still some grammatical and formatting errors that need to be changed. These errors will be identified and corrected in the electronic version of the plan, that is posted on the Township website. There are a few hard copies of the plan available at the municipal office.

NEW BUSINESS

i. Update – Central Manitoulin/Billings – Climate Action Collaboration.

A meeting was held on the 21 September 2021 between Central Manitoulin and Billings Township regarding a collaborative partnership. Both townships agreed to meet on a regular basis and work collaboratively on common climate action initiatives.

ii. Climate Change Implementation Coordinator

Central Manitoulin and Billings Township are in the process of hiring a Climate Change Implementation Coordinator. The plan is to advertise the position and have a coordinator in place by January 2022.

iii. Carbon Credit Presentation – Chris Theijsmeijer

Chris gave a presentation to the committee on carbon credits. Presentation was very informative and as a result there was a recommendation from the committee that Chris give the same presentation to members of council.

iv. CAC Terms of Reference

With the completion of the CEEP the TOR for the CAC will have to be updated. Committee members were asked to give some thought to the content of the TOR and submit comments to assist staff in the preparation of the new TOR.

v. Hydro Generation Future Plans – Paul Darlaston

Discussion regarding the contract extension with OEC. Concerns regarding the negotiation process. Council has not made the decision regarding the proposal by OEC however, when a decision is made council will exercise due diligence moving forward and consider all options.

RECOMMENDATIONS TO COUNCIL

That Council hear the same carbon credits presentation from C. Theijsmeijer on behalf of the CAC.

Moved by P. Darlaston, Seconded by J. Hoekstra. Carried

NEXT MEETING

24 November 2021, 7:00 pm (zoom)

MEETING ADJOURNED

8:20 pm.

Submitted by

Councillor Bryan Barker (Chair CAC)

Manitoulin Broadband RFI Outcomes

Background:

To assist in the development of a Broadband Strategy, Blue Sky Net, in conjunction with Municipalities and First Nation Communities on Manitoulin Island issued an RFI to obtain further information from regional ISP's to identify networks coverages, infrastructure and current or future project plans. The RFI was also intended to seek feedback from ISP's as to how the communities on Manitoulin Island could assist in supporting the expansion of private internet broadband service delivery for the region.

Submission Overviews

The RFI was directly delivered to 13 ISPs/Telecommunication service providers known to operate services on or near Manitoulin Island. The deadline for submissions was June 30, 2021. A total of 6 submissions were received at that time. Between the mail out and the submission deadline Blue Sky Net Staff also conducted telephone and teleconference meetings with 9 potential respondents. The intent of these conversations was to clarify expectations and format of the RFI submissions. It was also an opportunity to have a less formal conversation with the organizations.

Submissions included service options, pricing, cost and fee information, service area and infrastructure mapping and other relevant information, including current and proposed projects and proposed funding applications of various ISPs.

Summary of responses to questions:

Every effort was made to conceal the identity of the individual company/organization's responses to protect proprietary information. This was balanced with the overall intent of the RFI which was to collect information and deliver that information to those local communities and stakeholders with the purpose of improving broadband access on Manitoulin Island.

Most of the 6 respondents answered every question. In the information that follows, not every respondent's answer was included for every question. This may be for several reasons - 1) The answers were deemed to be too specific or proprietary. 2) The response was repetitive to other responses to the same question. 3) The response was repetitive to other answers to *different* questions. 4) or the answer/response didn't add useful information.

There are 28 questions and answers listed below. Blue Sky Net attempted to summarize the information provided by the individual respondents without providing opinion or editorial comment. In some cases, direct quotes from responses were used when Blue Sky Net believed the specific wording to the question would provide best clarity. Direct quotes were only selected when respondents would likely not be identified through the content of the answers.

The answers to these questions were provided in good faith. Blue Sky Net, and the partnering municipalities appreciate the time and effort put forth in answering the questions.

General:

1. Does your organization currently provide broadband services on The Island and if so please describe?

Responses from a mix of direct-to-customer satellite, carrier level satellite, fixed wireless, cellular as well as wireline providers.

2. What existing projects and future expansion plans on The Island is your organization working on?

Some limited expansion on the Island itself mostly relating to increased capacity/increased data backhaul. Several respondents indicated national-level plans that may have benefit to The Island. All respondents indicated a desire to improve coverage on the Island.

3. Are your future plans for expansion on Manitoulin Island strategic in nature (i.e. based on long term planning)? Or, are they more “reactive” (i.e. responding to requests from councils, etc.)? Can you provide any long-term plans as well as examples of what criteria are involved in this planning? Also feel free to include examples of reactive responses to service requests, improvement, or expansion? Island-specific examples appreciated, but feel free to include examples from elsewhere.

Those that own and operate networks currently in the area and on the Island have a strategy to grow networks on the Island. Several mentioned that they would be “reactive” when and if funding were made available.

4. It is recognized that there is limited data backhaul capacity off Manitoulin Island. This situation has created a current lack of data redundancy and may hinder future capacity to the end user of internet services. Can you offer any solutions to this situation, including suitable technology to create a more robust backhaul network off The Island?

Tended to be a universal agreement that more fibre capacity was needed. During several of BSN's teleconference conversations with respondents several gave examples of situations where main backhaul points/fibre was damaged bringing down networks for several hours. These situations point to a need for not only better capacity, but also improved redundancy and diversity.

Options of satellite-based redundancy and wireless/microwave redundancy may be economical solutions.

5. What other obstacles or challenges do you currently see that may hinder any expansion plans?

Concerns are mainly around competition in a general sense in small markets. Nationally funded efforts, as well as the specter of many private Low Earth Orbit (LEO) projects may be perceived as limiting an already tedious business case. Flexibility in technological solutions as well as a homogeneous voice to solving broadband gaps were some of the suggestions.

- 6. What impact does “seasonality” play in your network building plans in terms of technology platform and provisioning of capacity and backhaul? By way of a background explanation, The Island has a relatively high seasonal population. In recent years, it has been observed that seasonal residents are occupying their seasonal residences longer. A recent study of seasonal residents throughout the province indicated a high demand for reliable and adequate broadband service provisions.**

It is universally recognized that many rural communities remain underserved due to a low return on investment to ISPs. There are also situations that occur in many northern communities where there is a temporary influx of people, especially during the summer months. Although this influx of seasonal activity nets positive economic impact for some local industries, the link between seasonal network traffic does not necessarily mean increased revenue to ISPs.

That said, it would appear based on some of the answers, that seasonality is a consideration when provisioning network capacity to some degree. From the service to customer side, most fixed broadband providers offer seasonal packages that “suspend” service for off-months while the customer pays a nominal fee.

- 7. Could you provide details of your existing fees for service packages and explain your organization’s view on data caps.**

It is recognized that costs to customers often reflect the relative expense to deliver the service. Rural networks are often more expensive to build than a similar network built in more urban areas. Also, what is sometimes not considered is the fact that service and maintenance of these networks is equally more costly, even for simple reasons like technicians must travel further to the repair site and further between repair sites.

- 8. What specific suggestions can your organization offer regarding the role communities and First Nations on The Island, in particular councils and staff, can play to enable and expedite the deployment of broadband services?**

There was a high level of agreement to this question that the biggest thing ISPs/network builders need is support. Several identified the desire for municipalities to be “open and flexible” in finding solutions to tower location siting, permitting for infrastructure builds and cabling locates. Also identified was that it would be helpful if the communities had a consistent and clear set of By-Laws with respect to this permitting.

Several also mentioned the importance of a “Community Champion” that was willing to advocate for service improvements needed for Island communities.

“....having community leadership advocate for broadband development through a unified and strong voice at the government level and having a clear ask highlighting local needs and challenges is truly key to receiving government backing.”

Reciprocally at least one respondent indicated the importance of the ISP to truly partner with the community in listening to whatever the specific need may be.

Other pointed raised:

- Monetary contributions are helpful.
- In-kind contributions through right of ways or locations for towers/other infrastructure helpful.
- Opportunities for communities to be active on multiple levels. The most extreme example being the community operated network.
- Understanding that “one size does not fit all” when supporting network growth.

Respondents also identified best practices that were used throughout public engagement and consultation for many purposes beyond broadband. Adopting a model that helps foster trust between the community, community members as well as the private sector organization entering the community.

9. What specific immediate action plans, ongoing support, and policy decisions would be required or helpful from Island Communities and First Nations in expanding broadband service?

The desire for consistency amongst the communities was raised again. In this instance it was within a context of having clear expectations of what could be achieved through infrastructure builds. Also mentioned was the need for communities to self advocate. Some referenced the increased dependence on telecommunications because of COVID-19 for work and schooling and those higher levels of government must recognize how essential connectivity is.

“From a policy perspective, it is crucial that all levels of government in Canada prioritize broadband as an essential component of economic and social development. Particularly in light of COVID-19, it has become fundamental to ensure affordable, universal and high-speed Internet connectivity to every Canadian – no matter where they live – to be able to participate in the digital economy. Thankfully, the federal government as well as provincial governments have acknowledged this need and have started to take significant action to fund, support, and expand broadband projects that enable access to high quality broadband in unserved and underserved areas of Canada.

In this context, it is highly encouraged for First Nations and Island Communities to reach out to government departments supporting broadband, as well as ISPs and larger Telco’s to discuss opportunities.

10. What policy decisions would be helpful from other levels of government?

All respondents felt continued Provincial and Federal support was needed by both continued funding as well as legislative changes to make costs more equitable for both small and large providers. There was a desire to enforce competition rules allowing third party (retail ISPs) to access affordable broadband service while there are industry claims that incumbent providers in some cases make access to their networks cost prohibitive.

Also, most respondents believed the Supporting Broadband and Infrastructure Expansion Act in Ontario was a positive step towards lowering monthly/annual costs in accessing utility corridors. There was also mention that both the Provincial Government and Municipal Governments could

adopt “Dig Once” policies whenever road work is carried out, and projects should be assessed to determine if installation of multi-duct conduit could be installed to accommodate the future installation of fibre optic cabling.

With respect to funding, and in particular the funding available now through Universal Broadband Fund and the provincial Improving Connectivity in Ontario- (ICON) funding, that was still taking applications during the responses to this RFI, many respondents felt that it was a crucial time for municipalities to advocate that money be used where needed.

11. What experiences or best practices from other jurisdictions can you share that would be of assistance for Island Communities and First Nations to consider?

Again, the desire for cooperation between ISP and communities was raised. Specifically in the process of permitting and navigating sometimes different requirements from all communities that may be involved in a larger regional project.

One respondent believed that “hiring locally” would be mutually beneficial as it would bring employment to the area as well as have community members be invested and involved in the project itself.

About the implementation of a successful project one respondent said:

“Our best projects have been dealing with enthusiastic councils and First Nations personnel working together on the initial planning. Issues that became apparent were dealt with within days and not weeks”

12. What Federal or Provincial Government grants has your organization received for projects on The Island?

No respondent had received funding for any project directly for Manitoulin Island. Many respondents had received funding through [CENG Northern Ontario Residential Broadband Program](#) which was a targeted pilot project intending to trial innovative solutions to overcome broadband access problems, or The Universal Broadband Fund.

13. Do you intend to apply for future funding that would support broadband expansion on The Island?

There was unanimous support to partner in some way with communities on Manitoulin Island. Not all were interested in pursuing funding from Provincial and Federal programs however.

“Note that, in our experience, while grants are desirable, they are not necessarily a pre-condition to deploy a successful digital infrastructure.”

14. Outside of monetary support, what assistance could Communities and First Nations provide?

Many ideas and suggestions from this question. Many of these echoed the suggestions from question 8 above;

- Advocate for Federal and Provincial broadband subsidy to be spent in their area.
- Implement an expedited and well-defined land acquisition and permit approval process
- The unified, vocal support of local community leaders is key to engage with government and ISPs.
- Help with tower locations, permits etc.
- Create a multi-year reference plan for digital infrastructure and smart-Community initiatives which identifies key end-goals and coverage objectives along with underlying enablers.
- Select a partner to help build their own desired digital infrastructure. The partner should have synergistic goals, proven experience, capability, and the ability to provide cost-effective funding.
- Ensure Open-Access networks wherever communities are involved.
- Implement a “Dig Once” policy across the Island, especially with respect to roads.

15. Would you consider or suggest partnering with a community or First Nation for broadband expansion? If so, under what conditions or arrangements?

Every respondent answered in the positive to this question. All were willing to discuss partnership with mutual benefit and explore models that worked. No substantive conditions or arrangements were identified other than that the partnership had to be of mutual benefit.

As respondents had different capacities within the telecommunication industry, the individual responses of what a beneficial partnership would look like varied. Also, all had experience with community partnership to some degree.

16. Can you provide details of any other operational support that your organization feels may be required from a Municipal community or First Nation?

Respondents indicated that council and community support would be helpful in being a linkage between the service provider and residents and would-be customers. One respondent suggested a multi-year governance and communication plan with dispute resolution mechanisms and exit plans. Several suggested the adoption of some digital best practices framework or a vision strategy for the whole of Manitoulin Island.

Fibre Infrastructure:

17. In your view, can conduits be shared by multiple parties or would separate conduits be required?

Fibre Conduit is protective tubing designed to protect fibre optic cabling. Most often conduit is buried underground and installed through trenching, direct burial or when surfaces are removed for build or repair such as in the case of roadways. There are many different types of Fibre Conduit. Above there have been several references to “dig once” policies. Those policies refer

to the installation of fibre conduit when road surfaces are already being dug up for road repairs. The thought being that the installation of conduit may help attract future fibre providers.

Most respondents agreed that conduit could be shared by multiple parties, but several identified a preference to own their own conduit to be in control of maintenance and repairs directly. Many rural areas have difficulty attracting one fibre provider so it is unlikely that a situation would arise where there is insufficient “room” in a fibre duct or conduit to accommodate a new entrant.

18. Can multiple parties work in the same area to build out fibre and is there a ‘growth’ plan that will accommodate future needs of fibre deployment to new areas?

Again, there was agreement that multiple parties can work in the area to build fibre, however this is seen in new development or in subdivisions where an internet and a “cable” tv provider want to serve the same area but with different services.

One respondent again pointed out the need here for a common governance model in situations where there may be multiple construction companies laying conduit or installing fibre; each should be required to adhere to the same rules and standards.

Also, the issue of density was mentioned here too:

“Based on the small number of customers available on the island it would make for a very difficult business case for multiple companies competing in the same area. Any fibre builds outside of built-up areas (more than 15 to 20 homes per km) will always require government funding to complete. Whenever we build a fibre network, we always make sure there is room for expansion of conduits off the main trunk as well as available fibre strands.”

19. Can you provide a budgetary estimate typically available in the industry of the fees that your organization has paid (or is willing to pay) to acquire such facilities? Cost per kilometre for conduit? Cost per kilometre for fibre? What are some considerations that should be applied in a rural and dispersed population area such as on The Island?

At the time this Request for Information was issued, the cost to access utility poles was a contentious issue. Internet service providers as well as other Telecommunication Service Providers reported that the ongoing costs to “rent” space on utility poles made it cost prohibitive to install new fibre and cable lines in many rural communities. The Supporting Broadband and Infrastructure Expansion Act was created, in part, to address these concerns by further regulating the fees that could be charged for access to utility poles for telecom services. At the time that respondents answered these questions many were not aware of what was contained in Bill 127.

That said, the intent of the question was to try to establish (if possible) a benchmark of costing per meter or per kilometre for fibre optic cabling. Respondents provided good information to this question and answered that fibre optic cabling installation varies greatly on many factors and can cost between \$35 to \$85 per metre (\$35,000 to \$85,000 per kilometre). The variance in this cost depends greatly on whether the cabling is being trenched underground, lashed, or attached

to existing utility poles and the terrain of the area. The value in building these networks depends on the geography and “market characteristics”.

No matter the size almost every telecommunication service provider/ Internet service provider does lease facilities at some level, most often tower colocation or fibre backhaul. Costs associated to access network infrastructure is variable depending on the carrier itself, the region, supplies, capacity, structural adequacy, and many other factors.

Wireless Infrastructure:

20. What are the risks or constraints with multiple parties sharing a tower?

- Overloading of weight on the tower infrastructure.
- Possible lack of access to proper height needed to give the coverage required.
- Interference of frequencies/spectrum interference.
- Not enough customers to accommodate the business plan with multiple vendors competing with few available customers.
- Approvals in a co-locate situation is a lengthy, tedious and contentious process without well-defined timelines;
- Without owning the tower, the lack of agility/flexibility slows down investment and deployment of additional capacity and new generation technologies to better serve residents in short order;
- More capacity and speeds mean more equipment and tower sites.
- Tower may not be able to physically handle the equipment from multiple carriers. 5G equipment has a larger concentrated footprint and is heavier than previous generations; additional speed and capacity require more and more equipment.
- Physical Distancing – proper distancing ensures isolation between transmitters and receivers to mitigate out-of-band emissions and passive-intermodulation products caused by multiple transmitters.

21. Can you provide details regarding risk mitigation strategies that can be implemented in pursuit of this option?

- Limiting the number of vendors (Wireless Service Providers) to share tower space to mitigate spectrum interference.
- Towers should be over engineered and overbuilt to accommodate multiple vendors as well as ensuring the towers can accommodate the load future technologies like 5G radios and electronics.
- Single ownership model is preferred with a clear owner/manager that enforces set of rules that everyone must comply with. A joint build is also a workable solution, but

agreements must be in place to ensure equality.

22. Can you provide details of any other operational support that your organization feels may be required from Communities and First Nations on The Island?

Respondents again believed that municipalities and First Nations could play a helpful role interacting between provider(s) and residents. This would improve confidence and trust to the project. Also, several respondents identified the mutual benefit of employment of local personnel for “provisioning and on-going operation of our networks.”

23. Taking the above into consideration, can your organization please provide details regarding the kind(s) of underlying infrastructure necessary to effectively deliver this initiative across The Island?

- Combination of fibre along with the addition of towers that include all levels of technology (fixed wireless, cellular and 5G ready equipment).
- Support needed to add new tower sites as well as support to access utility poles for fibre installation.

24. Can you provide a budgetary estimate typically available in the industry of the fees that your organization has paid (or is willing to pay) to acquire the use of a tower, along with information regarding the lease terms typically available in the industry?

There is a great range in monthly/annual cost for accessing tower space:

“...provided that the existing tower has capacity for the loading and space at the elevation. The higher the antenna elevation on the tower, the higher the fees. Costs of rigging, material and equipment are in addition, and vary depending on requirements both of the design and the tower operator (for example, separate electronics cabinet, power feed/meter often are required by tower operators to be provided by the party collocating.”

Sampling from all the responses that provided costs, access to a community-owned, typically small tower could be contributed to a project for an in-kind fee, or for “a dollar a year for the life of the agreement”. A tower owned by another telecommunication company can range from \$400-\$1000/month, again depending on how high on the tower, and the antenna array that is being collocated on the existing tower. Co-location often comes with a 10 + year commitment.

These high fees and operational costs are a contributing factor as to why many ISPs and Telecom providers prefer to build their own tower. Also, many funding programs support capital costs and do not support operational costs.

Mapping:

The Manitoulin Island Broadband report attached as Appendix A contains maps that were assembled using the most accurate information available from the Ministry of Innovation,

Science, and Economic Development through the National Broadband Internet Service Availability Maps combined with Blue Sky Net's licensed MPAC Property Parcels to estimate current service availability.

25. In your opinion, how accurate are these maps?

In general, the respondents that answered this question believed that the maps were accurate however were lacking some newer coverage information in particular new coverage in Little Current. Also, the map data from the federal government does not include satellite-based coverage, so this information was not included in the mapping from BSN.

26. Are there any areas that you feel do not reflect actual current internet service availability?

As answered above, respondents identified areas where mapping was not reflecting new service levels. One respondent also identified an interest in knowing how new 5G services as well as new LEO services would be reflected in national and local mapping.

27. Would you be willing to provide your coverage footprint files to be unidentifiably included in the map if you currently provide service in the area?

See answer to question 28 below.

28. Do you send your coverage information to the Ministry of Innovation, Science and Economic Development to be included in the National Broadband Internet Service Availability Map?

Every respondent that owned and operated non private service indicated that they kept up to date with submitting coverage footprints too the Ministry of Innovation, Science and Economic development. Similarly, most were agreeable to share they're anonymized coverage, or enter into some level of data sharing agreements with community partners.

Conclusion/Highlights:

Listed below are a number of points that should be highlighted as they represent important points raised by respondents, or points that were repeated frequently:

- All were interested in some level of participation in a Manitoulin Island wide broadband infrastructure project.
- All were interested in starting a dialogue between themselves and community representatives of Manitoulin Island.
- Several respondents identified the importance of community representatives/leaders to advocate for the communities' need for a better broadband service.
- With respect to the above a unified voice amongst communities and first nations would be most helpful.
- When working with a ISP/Vendor, enthusiastic support is needed.

- Suggested to adopt a long-term broadband strategy. Below are some points to consider with such a strategy:
 - Several respondents identified that consistency amongst communities in permitting (for tower siting, access to utility right of ways as examples) would be helpful.
 - Implement a “Dig Once” policy across the Island, especially with respect to roads.
 - Ensure key end goals and objectives are clearly communicated and understood.

**The Corporation of the
Township of Billings**

By-Law 2021-49

Being a By-Law to establish a COVID-19 Vaccination Policy

WHEREAS, The Corporation of the Township of Billings is committed to providing and maintaining a healthy and safe working environment;

AND WHEREAS, part of the Township’s responsibilities identified in the Occupational Health and Safety Act states an employer shall take every precaution reasonable in the circumstances for the protection of a worker;

NOW THEREFORE, the Council of the Corporation of the Township of Billings enacts the COVID-19 Vaccination Policy, attached to this by-law as “Schedule A”.

READ A FIRST, SECOND AND THIRD TIME AND ENACTED this 2nd day of November, 2021.

Ian Anderson, Mayor

Kathy McDonald, CAO/Clerk



Vaccination Policy and Procedures

Overview

As a municipality, the Township of Billings is obligated to abide by the provisions of the Occupational Health and Safety Act, Ontario Regulation 364/20 (Reopening of Ontario Act), guidance from the PHSD and current industry practices when developing the procedures on how the Townships Covid Vaccination Policy and Procedure will work.

All of the Townships workers, office and outside workers, have been considered as essential during the duration of the period of the epidemic and the various provincial shutdowns, keeping that in mind, all of the Townships workers and volunteers have had exposures to residents and others while performing their duties. The Township believes that because its employees are essential and that they are required to deal with the public, in person, that there is a requirement for a higher standard of protocols that the Townships employees must follow to protect the ongoing services that the Township is required to provide.

The procedure that will be developed will deal with employees who have been vaccinated, employees who have not been vaccinated and employees who refuse to be vaccinated.

The procedure will not be biased or be an attempt to single out to any of the above-mentioned employees, but it will be consistent with current Provincial regulations and PHSD guidelines and other municipalities vaccinations policies regarding vaccination policy and proof of vaccinations.

The Policy will be as follows:

1.0 Persons Affected by this Policy

- 1.1 All full-time Township employees.
- 1.2 All Township Council members.
- 1.3 All part-time workers (including fire fighters and summer student hires).
- 1.4 All volunteers performing duties on behalf of the Township.
- 1.5 All contractors (who will be in contact with Township staff) hired to perform work for and on behalf of the Township.
- 1.6 All persons entering into Township facilities for Township sponsored or privately sponsored events.

2.0 Proof of Vaccinations

2.1 All of the persons identified in section 1.0 are required to provide proof of vaccinations. This proof can be verified with the following items:

- a) Provincially issued "Vaccination Certificate" or "Vaccination Passport"
- b) Proof of vaccination certificates issued at vaccination centres
- c) Proof of Vaccination will be presented to the Township office no later than November 12, 2021

***Note: Proof of vaccination will be verified by the CAO or Deputy Clerk and a copy of the Proof of Vaccination will be kept on file in the employee personnel file.**

2.2 Persons identified in section 1.0 who cannot or will not provide the required proof of vaccination, must provide one of the following:

- a) Written proof of a medical reason, provided by either a physician or registered nurse practitioner, that sets out:
 - that the person cannot be vaccinated against Covid-19/Variants; and
 - the effective time period for the medical exemption. (i.e., permanent or time limited)

2.3 Proof that the individual has completed a Covid vaccination educational program approved by the Township.

3.0 Additional Requirements

3.1 Persons identified in section 1.0 who elect not to provide proof of Covid-19/Variant vaccinations may/shall be subject to or cause themselves or other employees to be subject to:

- a) taking extra measures such as increased use of face coverings, higher frequencies of workplace sanitization; and
- b) other measures identified by PHSD

3.2 Persons identified in section 1.0 may also be subject to additional requirements such as:

- a) Change in work role and duties
- b) Additional Covid testing. (Weekly Covid Rapid testing)

***Note: Persons required to perform Covid Rapid Antigen Testing will sign an agreement with the Township stating that they will perform 2 Covid Rapid Antigen Tests per week and report the results (time dated photos) to the CAO or Deputy Clerk.**

- c) Redeployment or relocation.
- d) Leave of absence or termination.

4.0 Municipal Facilities

4.1 All persons entering into a Township facility for a Township sponsored/organized event will be required to wear protective face coverings, keep a distance of 2 metres from others, hand sanitize and to sign contact tracing forms.

4.2 All persons entering into a Township facility for a Township sponsored/organized event will be required to show proof of having received recognized Covid vaccinations. Accepted proof of vaccination will include:

- a) Provincially issued "Vaccination Certificate" or "Vaccination Passport"
- b) Proof of vaccination certificates issued at vaccination centres
- c) A certificate for medical exemption that is provided by a physician or a registered nurse practitioner
- d) The conditions identified in a), b) and c) are subject to change upon Provincial regulatory amendments or PHSD guidelines

4.3 All persons using the Township exercise facility will be required to comply with the provisions identified in provisions 4.1 and 4.2.

4.4 All persons renting and using any municipal facility for a public/private function event will be required to wear protective face coverings, keep a distance of 2 metres from others, hand sanitize and to sign contact tracing forms.

4.5 All persons renting any municipal facility for a public/private event will be required to sign a Memorandum of Use Agreement with the Township that will require the lessee to enforce provincial Covid proof of vaccination protocols.

5.0 Contractors

5.1 Contractors who will be performing work for the Township will be required to have their employees abide by current legislative regulations and public health protocols regarding hygiene, physical distancing, wearing of face coverings and contact tracing.

5.2 Contractors who will be performing work for the Township will be required to provide proof of vaccination for all of their employees who will be performing work. Accepted proof of vaccination will include:

- a) Provincially issued "Vaccination Certificate" or "Vaccination Passport"
- b) Proof of vaccination certificates issued at vaccination centres
- c) A certificate for medical exemption that is provided by a physician or a registered nurse practitioner

5.3 Contractors who are not having direct and regular interaction with Township employees will not be required to provide proof of vaccination.

6.0 Implementation

6.1 Proof of vaccination for Township employees will be required to be verified within a period of 5 working days after the implementation of this policy.

6.2 Unvaccinated employees wishing to provide a medical exemption certificate will be required to provide proof of a medical consultation appointment within a period of 5 working days after the implementation of this policy.

7.0 Policy Enforcement

7.1 This policy will be enforced by the CAO/Clerk, Public Works Superintendent, Health and Safety Coordinator and the Bylaw Enforcement Officer.

8.0 Penalties

8.1 Township employees who fail to comply with providing the required documentation identified in section 3.0 of this policy will be subject to the provisions of the Township Progressive Disciplinary Process as identified in the Township Employee Handbook.

8.2 Lessees and their guests who fail to comply with the provisions set out in the Township Memorandum of Use Agreement can or will be charged under the provisions set out in Ontario Regulation 364/20 and will forfeit the opportunity for future facility rentals from Billings Township.



MEMORANDUM OF USE AGREEMENT

Overview

As a Township, the Township of Billings is obligated to abide by the provisions of the Occupational Health and Safety Act, Ontario Regulation 364/20 and other Covid specific legislations, directives from the Public Health Sudbury and Districts, the Northern Ontario Medical Officers of Health and current industry practices when developing the procedures on how the Municipality's Covid Vaccination Policy and Procedure will work.

All of the Township's workers, office and outside workers, have been considered as essential during the duration of the period of the epidemic and the various provincial shutdowns, keeping that in mind, all of the Townships workers have had exposures to residents and others while performing their duties. The Township believes that because its employees are essential and that they are required to deal with the public, in person, that there is a requirement for a Memorandum of Understanding for persons or groups who will be entering into a facility's rental agreement with the Township.

It is also important that members of the public and Township residents are protected from the transmission of the Covid virus and its variants as well. For this reason and for the protection of general public, the Township will ensure that prior to renting, facilities will be sanitized in a manner that is consistent with Covid related general cleaning standards or to a standard that is agreed upon between the Municipality Maintenance Department and the lessee.

The person or group identified on this document as the "lessee" will be responsible for ensuring that the following provisions are complied with for all persons or any group, who will be entering into any Township of Billings facility for a sporting event, a meeting or a social event.

1.0 Facility's Affected

This agreement is to be used for any person or group who is entering into a rental agreement for any of the following Township of Billings facilities:

- a) Park Centre

2.0 Responsibilities

1. The lessee shall ensure that all persons entering into a Township facility for any sporting event, meeting or social event will be required to wear protective face coverings, keep a distance of 2 metres from others, sanitize their hands and to sign contact tracing forms.
2. The lessee shall ensure that all persons entering into a Township facility for a sporting event, a meeting or a social event will be required to show proof of having received recognized Covid vaccinations. Accepted proof of vaccination will include one of the following:
 - a) Provincially issued "Vaccination Certificate"

- b) Proof of vaccination certificates issued at vaccination centres
- c) Written proof of a medical reason, provided by either a physician or nurse, that sets out:
 - that the person cannot be vaccinated against Covid-19/Variants; and
 - the effective time period for the medical exemption. (i.e., permanent or time limited)

3.0 Enforcement

1. The Township of Billings has the right, upon presenting identification, to enter an event to verify if the lessee is complying with the required responsibilities.
2. The enforcement can be performed by Municipal employees or the Bylaw Enforcement Officer.
3. The Township retains right, to eject from the premises, any person who fails to comply with providing the required proof of vaccination identified in section 3.0.
4. The Township retains the right to notify the appropriate enforcement agencies if a lessee or any guest of the lessee fails to comply with providing the required proof of vaccination identified in section 3.0.

4.0 Penalties

1. The Township of Billings retains the right to refuse future facility rentals to lessees who fail to comply with verifying that they or their guests have provided the required proof of vaccination identified in section 3.0.

5.0 Agreement

1. By signing this Agreement, the lessee agrees that they will enforce the provisions and responsibilities identified in section 3.0 of this agreement.
2. By signing this Agreement the lessee agrees to hold harmless the Township and the Staff and Council of the Township of Township from any claims associated with the responsibilities identified in section 3.0 of this Agreement.

Lessee Signature

Date

Municipal Witness

Date



Covid Rapid Antigen Testing Agreement

As part of the Township of Billings responsibilities under the Occupational Health and Safety Act and the responsibilities under Ontario Regulation 364/20 and the requirement for providing Proof of Vaccination, the Township is requesting that you provide proof of test results from 2 Covid Rapid Antigen Tests per week as identified in section 3.2 (b) of the Township Covid Vaccination Policy.

A failure to provide the required proof will result in Progressive Disciplinary actions being taken or further measures as identified in section 3.0 of the Township Vaccination.

My signature on this document signifies that I have read and understand and agree to providing what is required of myself to comply with the Township of Billings Covid Vaccination Policy.

I _____ agree to provide dated photo evidence of two (2) Covid Rapid Antigen Test results per week until I provide Proof of Covid Vaccination(s) or Information from my physician stating that I cannot receive Covid vaccinations due to medical reasons.

Signature

Date

Municipal Witness

Date

**Township of Billings
Application Form**

Parks, Recreation and Wellness Committee

Date: Sept 22/21 Email: [REDACTED]

Last name: Joyce First name: Catherine

Address: 95 Pleasant Valley Rd

Phone (daytime): _____ Phone (evening): _____ Phone (Cell): [REDACTED]

What skills, abilities, and/or specialized knowledge do you possess that would assist this group?

PSW for 15 years, completed diploma in Recreation and Leisure through Canadore College, 4 children of my own and currently completing my Early Childhood Education diploma through Sault College.

Why are you interested in serving the Township of Billings on this Committee?

Bring activities outside has increased in the last 2 years. People need to get outside and be healthier year round. Make Kagawong somewhere to come beyond tourists.

What contribution do you believe you can make to this Committee?

I have networking skills and like to brainstorm ideas with others to offer more physical activities beyond hockey.

What past contributions have you made to a similar group or organization?

I have offered ideas and opinions for activities with MFR (Manitoulin Family Resources), and try to keep my kids active.

What experience do you have in exchanging your views with others and in appreciating and respecting the skills, abilities and knowledge of others?

I have worked with the public and families my entire working career. Everyone's ideas are valid and cooperating together only benefits the entire community at large.

When a vacancy arises on the Committee, your application will be reviewed. Should you be contacted for an interview, you will have the opportunity to elaborate on your application. If you require additional information about the Committee appointment process or if you have any questions about any of the committees to which appointments are to be made, please contact the relevant township department.

NOTE: the personal information on the form is collected pursuant to the Freedom of Information and Protection of Privacy Act and the Municipal Act and will only be used for the purpose of processing your application.



Winter Operations Planning Document for Township of Billings (Winter Season 2020-2021)

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A. Purpose

This winter operations plan sets out a policy and procedural framework for ensuring that the Township of Billings continuously improves on the safe and sustainable delivery of

winter maintenance services and the effective and efficient use of sand and road salt in their winter maintenance operations. This plan supersedes all previous plans for the Township of Billings.

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

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

B. Definitions

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

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

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

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

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

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

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

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

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

Salt Route is a collection of road segments, which during a winter storm will receive applications of salt to prevent the formation of a bond between snow and pavement, or if such a bond has already formed, to break that bond. Typically, such routes have some sort of bare pavement level of service. Under certain circumstances (e.g. extremely cold

pavement temperatures such that road salt would not be effective at bond breaking or prevention) sand may be applied to such routes to provide a temporary increase in grip. Billings Township does not any salt routes.

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

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

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

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

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

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

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

1. OBJECTIVE OF WINTER OPERATIONS MANAGEMENT

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

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

2. POLICY STATEMENT

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

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

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

3. QUICK OVERVIEW OF THE TOWNSHIP OF BILLINGS

- Type of Organization: Municipal
- Structural Level: Township
- Estimated Population (2016 Consensus): 603
- Total Area: 209 Km²
- Street Address: Municipal Office, 15 Old Mill Road,
Kagawong, Ontario
POP 1J0, Canada
- Telephone:
 - Municipal Office (705) 282-2611
 - Public Works Garage (705) 282-3433
- Website: www.billingstwp.ca
- Public Works Superintendent: Floyd Becks, Telephone: (705) 282-4044
- Police:
 - Contact Person: D.C. Megan Cavanagh
 - Primary Phone: (705) 862 7676
 - Email megan.cavanagh@opp.ca
 - Little Current Detachment 705 368 2200

4. WINTER MAINTENANCE PROGRAM

4.1. The System Maintained

The major activities related to winter maintenance are:

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

The Township of Billings is responsible for winter maintenance on:

Road Category	Pavement Type and Area Type	Individual Length (Lane kilometers)	Total Length (Lane kilometers)
Class 6	Rural	0.0	8.1
	Rural gravel	8.1	
Class 5	Hard surfacing	40.15	61.76
	Urban	0.0	
	Gravel	21.61	
	Urban	0.0	
Class 4	Hard surfacing	63.3	70.2
	Urban	2.0	
	Gravel	4.9	
Class 3	Urban	4.4	4.4

Not Maintained Winter Roads 43.05 Lane Kilometers

4.2. Level of Service

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

The minimum standard for clearing snow accumulation is:

4.2.1. Snow Accumulation and Ice Formation Policy

SNOW ACCUMULATION:

1. The standard for addressing snow accumulation is:

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

ICE FORMATION:

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

TABLE
SNOW ACCUMULATION

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

TABLE
ICE FORMATION PREVENTION AND ICY ROADWAYS

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

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

4.2.2. Private Sidewalk Responsibility

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

4.2.3. Plowing Private Property

Private properties are the responsibility of respective owners.

4.3. Winter Season Maintenance

For Operational purposes, the Township of Billings assumes the winter season commences on 2021-Nov-16 and is completed by 2022-Apr-16, while acknowledging that winter events may occur outside of this timeframe.

4.4. Winter Preparations

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

4.4.1. Prior to Winter Season

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

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

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

4.4.2. One Month Prior to the Winter Season

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

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

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

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

4.4.3. Two Weeks Prior to the Winter Season

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

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

4.4.4. At the Start of the Winter Season

At the start of the winter season:

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

4.5. Winter Patrol

4.6. Operations

4.6.1. Staffing and Hours of Work

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

Staffing for Winter Maintenance				
Employee	Job Title	Reports to Facility	Assigned Route(s)	Assigned Equipment
Chis Cyr	1st Operator	Public Works	RORR 2, PR 2	Ford L9000, International Work star, Western Star tandem

Floyd Becks	Public Works Superintendent	Public Works	RORR 1, PR 1, RORR 2, PR 2	Ford L9000, International Work star, Western Star tandem
William (Bill) Hore	Operator	Public Works	RORR 1, PR 1	Ford L9000, International Work star, Western Star tandem

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

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

4.6.2. Winter Material Used Annually

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

4.6.3. Application Rates

Min. and Max. Ranges (Tones (can)/lane-kilometer)			
	0.0 to -5.0 CELSIUS	0.0 to -10.0 CELSIUS	0.0 to -18.0 CELSIUS
Frost	1.0 - 1.0	1.0 - 1.0	1.0 - 1.0
Light Snow	1.0 - 1.0	1.0 - 1.0	1.0 - 1.0
Heavy Snow	1.0 - 1.0	1.0 - 1.0	1.0 - 1.0
Freezing Rain	1.0 - 1.0	1.0 - 1.5	1.0 - 1.5

4.6.4. Equipment - Winter Maintenance Fleet

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

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

4.6.4.1. Mechanics

The Township of Billings has:

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

4.6.5. Winter Maintenance Facilities

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

4.6.5.1. Public Works

Facility Type:

Other

Facility Address:

Public Works Garage, 42 Carter Crescent, Kagawong, Ontario P0P 1J0, Canada

Facility Phone:

705 282 3433

Number of Front-end Loaders:

1

Year facility Built:

1995

Updates and Enhancements:

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

Design and Logistics:

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

Material Storage Details:

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

Equipment Storage Details:

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

Equipment Washing Details:

The main Garage was built in 1995. It has 3 bays: two with 14-foot doors and the other with a 12 foot. The garage contains a heated washroom, office, storage room and an area for minor repairs. The garage has a cold storage area, for ground maintenance equipment and water system maintenance items. There is a four-foot walled Quonset type shed located beside the building, which holds our supply of 5 % + salt/sand mixture for this season's operations. In front of both buildings is an asphalt apron, to protect against salt material from leeching in to our ground water. A short distance away is a building, which has a cement floor and contains a small amount of salt for icy road conditions.

Miscellaneous Material Details:

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

Site Drainage Details:

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

4.6.6. Parking Lots

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

4.6.6.1. Fire Hall/Gym

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

Number of Parking Spots: 6

Responsibility to maintain: Township of Billings.

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

The drainage from this lot is controlled.

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

4.6.6.2. Town Parking Lots

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

Responsibility to maintain: Township of Billings.

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

The drainage from this lot is not controlled.

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

4.6.6.3. Library Parking

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

Number of Parking Spots: 6

Responsibility to maintain: Township of Billings.

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

The drainage from this lot is controlled.

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

4.6.6.4. Park Centre Parking

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

Number of Parking Spots: 40

Responsibility to maintain: Township of Billings.

The lot is used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy: The Park Centre is of High Priority, as it is the Community Centre and Centre for Emergency situations if required.

4.6.6.5. Municipal Parking

Facility Address: Municipal Office/Museum, 15 Old Mill Road, Kagawong, Ontario P0P 1J0, Canada

Number of Parking Spots:

Responsibility to maintain: Township of Billings.

The lot is used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy: The priority of snow removal is high, as it is the centre of communications in our community, a source of important information in case of an Emergency and a loading and unloading area for School Busses.

4.6.6.6. Marina/Anglican Church Parking Lot

Facility Address: between 170 - 184 Main Street, Kagawong ON, Ontario P0P 1J0, Canada

Number of Parking Spots:

Responsibility to maintain: Township of Billings.

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

The drainage from this lot is not controlled.

Service Policy: Parking Lots are generally of a lower priority, except for the one by the Anglican Church for Sunday Parking

4.6.7. Snow Removal and Disposal

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

4.6.8. Plow Routes

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

4.6.9. Salt Vulnerable Areas

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

4.6.9.1. Main St

Facility Address:

Area Footprint: 61859.66 Square Meters

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

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

Associated Vulnerabilities:

4.6.9.2. Old Mill Road

Facility Address:

Area Footprint: 28664.59 Square Meters

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

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

Associated Vulnerabilities:

4.6.9.3. Part of Lakeshore Road

Facility Address:

Area Footprint: 90184.56 Square Meters

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

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

Associated Vulnerabilities:

4.6.9.4. Manitou Lane

Facility Address:

Area Footprint: 1895.28 Square Meters

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

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

Associated Vulnerabilities:

4.6.10. Weather Monitoring

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

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

4.6.11. Communications

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

- All winter maintenance vehicles are equipped with two-way communications (radios, cell phone, etc.).
- Township of Billings provides a call centre which:
 - Serves as the main hub for in/outgoing calls from staff, emergency services, general public.
 - Is open during the winter season identified in 4.3 above and is staffed from 8:30 AM to 4:00 PM.
 - Is available on Sunday, Monday, Tuesday, Wednesday and Thursday.
 - Information from The Weather Network and Environment Canada will be analyzed by the Public Works Superintendent and his staff prior to the event. If immediate action is to be taken, he will contact the Operators (Chris Cyr and Bill Hore) as soon as possible.

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

The municipality provides external communication with the general public via:

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

4.6.12. Boundary Street Jurisdiction and Responsibility

The table below outlines the responsibilities of each agency has to the roads bordering with the Township of Billings. The agencies listed in the table have first response

maintenance responsibility to these roads. If the Township of Billings has its snow routes open and serious problems remain on the boundary streets, The Township of Billings snow plows may assist based upon the judgement of Public Works Superintendent on duty.

TABLE

Organization, and Contact	Responsibility Details	Telephone Number
M'Chigeeng - First Nation, Earl Debassige	Bay St., Spruce St. and Cross Hill Rd.	705 377 5362
NEMI, Gary May	Portion of Rockville Rd. & portion of Newby's Sideroad	705 368 2093
Township of Central Manitoulin, Perry Chatwell	Portion of Rockville Rd., Monument Rd., 20th Conc., Cross Hill Road & John St	705 377 5301
Township of Gordon/Barrie Is., Aaron Campbell	Nelson Rd	705 282 2702

4.6.13. Callout Procedures

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

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

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

4.6.14. Road Closure and Procedures

In the event that a road must be closed due to a severe winter storm, Ontario Provincial Police will request signs be placed to close the road. Appropriate signage and barricade will be available at the patrol yard. Upon receiving a request from Ontario Provincial Police

to close a road to traffic, the Public Works Superintendent or his/her designate will organize manpower and equipment to place the signs and barricades. The Public Works Superintendent or his/her designate will contact the call centre and request that a media release (Appendix 5-1) be sent to the local news and radio stations advising of the road closure.

Roads will be deemed to be closed once the signs and barricades are placed.

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

4.6.15. Towing Illegally Parked Vehicles – Declaration Emergency Parking Ban

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

4.6.16. Operating Instructions and Safety Rules

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

4.7. Decommissioning Winter Operations

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

4.7.1. Two Weeks After the Winter Season Ends

Two weeks after the winter season ends:

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

4.7.2. One Month After the Winter Season Ends

One month after the winter season ends:

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

4.8. Training

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

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

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

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

The in-house staff is trained:

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

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

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

4.9. Record Keeping

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

Staff is responsible for keeping the following records:

For Equipment Operators:

- CVOR Time Card

For Patrollers

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

For Operations Supervisors

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

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

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

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

Always retain the original copy of documents regardless of their appearance.

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

5. PLAN IMPROVEMENTS

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

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

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

6. MONITORING AND UPDATING

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



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

7. ADDITIONAL DETAILS

8. DISTRIBUTION OF THIS PLAN

This Plan shall be distributed to the following:

- Mayor and City Council
- Public Works Supervisor
- CAO

9. DISCLAIMER

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

1. Equipment breakdown
2. Vehicles disabled in deep snow.
3. Weather so severe as to cause work to be stopped for the safety of all personnel.
4. Unforeseen conditions and emergencies.
5. Significant medical related emergencies.

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

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

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

Appendix 1

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

RORR 1

Patrol Distance: 16.9 Lane Kilometers

Patrol Routes



RORR 2
Patrol Routes 2

Patrol Distance: 21.15 Lane Kilometers



Appendix 2

Road and Sidewalk Routes

PR 1

Total Length: 52 Lane Kilometers

Plow Route



PR 2
Roadway Route

Total Length: 57.8 Lane Kilometers



Appendix 3

Equipment List

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

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

Legend Y = Yes N = No

Appendix 4-1

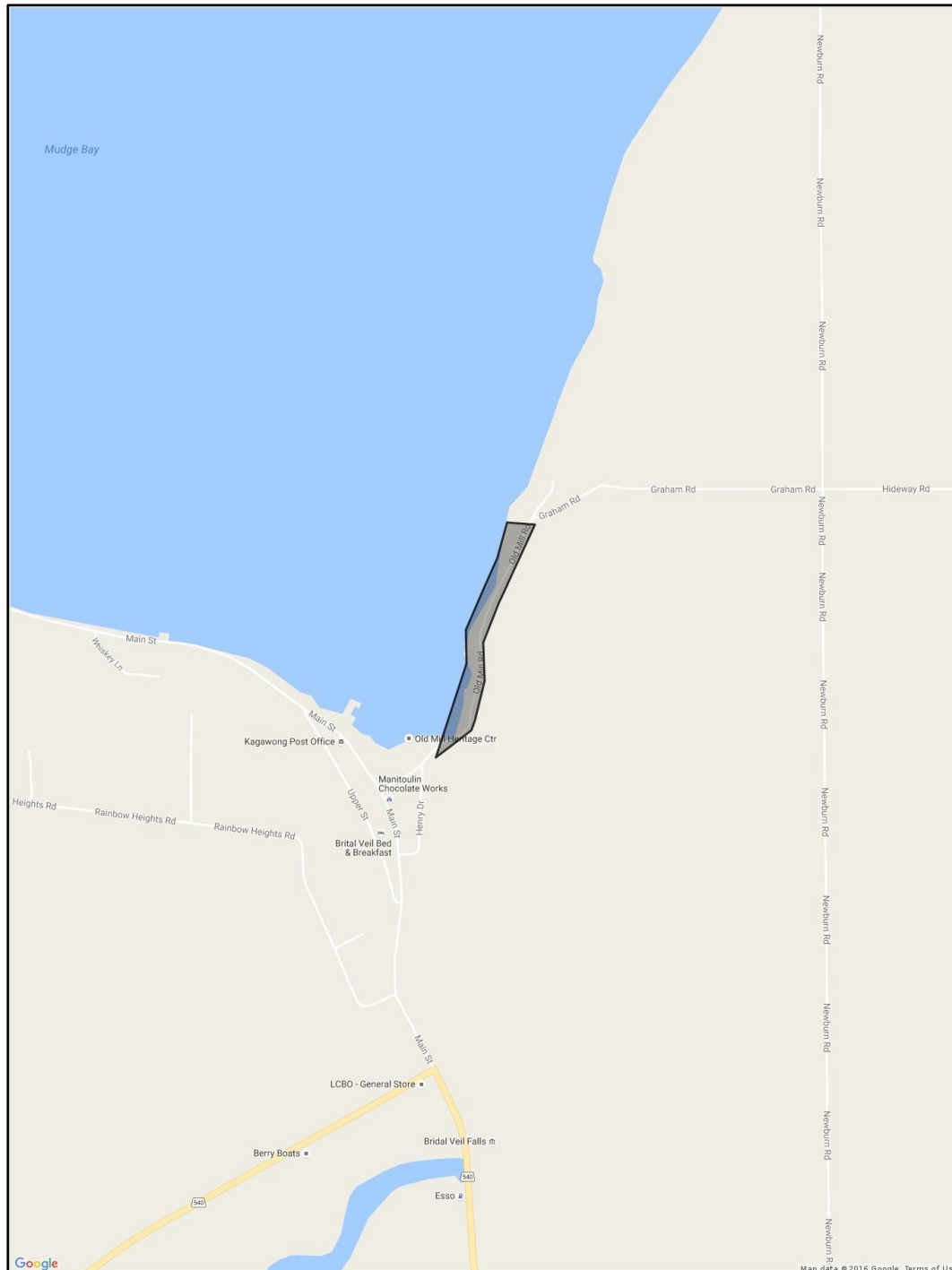
Vulnerable Area



(Main St)

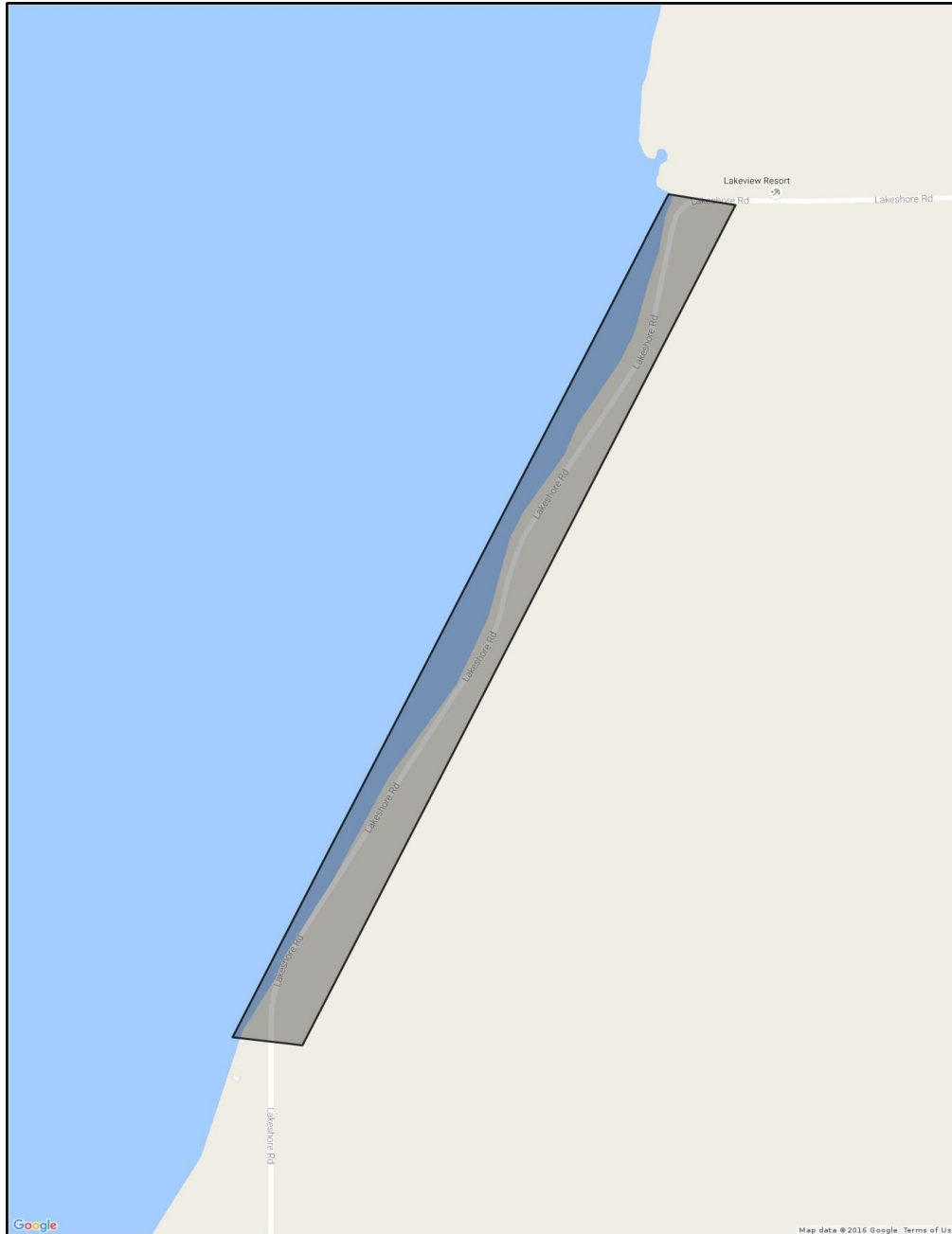
Appendix 4-2

Vulnerable Area
(Old Mill Road)



Appendix 4-3

Vulnerable Area (Part of Lakeshore Road)



Appendix 4-4

Vulnerable Area (Manitou Lane)



Appendix 5-1

Media Release Road Closed



Date _____

Time _____

Media Release

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

Street Name	From	To

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

Appendix 5-2

Media Release Severe Weather



Date _____

Time _____

Media Release

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

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

Appendix 6

Operating Instructions and Safety Rules



Operating Instructions and Safety Rules

1. WORK HOURS

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

2. SAFETY PROCEDURES

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

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

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

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

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

3. ACCIDENTS

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

4. CARE AND USE OF EQUIPMENT

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

5. RADIO COMMUNICATIONS

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

6. DAILY REPORTS

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

Appendix 7-1

Record of Training



Record of Training

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

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

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

Employee Name _____ (please print name)

Date of Training _____

Location of Training _____

Trainer Signature _____

Supervisor Signature _____

Appendix 7-2

Record of Training – Night Patroller



Record of Patroller Training

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

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

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

Employee Name _____ (please print name)

Date of Training _____

Location of Training _____

Trainer Signature _____

Supervisor Signature _____

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**The Corporation of
the Township of Billings**

Bylaw 2021- 48

**Being a Bylaw to Regulate the Use of and Recreational Trailers/Vehicles
Outside of Tent and Trailer Parks**

WHEREAS the *Ontario Municipal Act, S.O. 2001 c. 25 section 8* provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipalities to govern its affairs as it considers appropriate and enhance the municipality's ability to respond to municipal issues; and

WHEREAS the *Ontario Municipal Act, S.O. 2001 c. 25 section 164* states that without limiting sections 9, 10 and 11, a local municipality may prohibit or license recreational trailers/vehicles located in the municipality.

WHEREAS if a municipality licenses recreational trailers/vehicle in the municipality, no license fee shall be charged in respect of a recreational trailer/vehicle assessed under the *Assessment Act*; and

WHEREAS the Township of Billings recognizes the need for owners of vacant lots within the Township who will be building principal/seasonal residences on vacant lots and will require the use of recreational trailer/vehicle for shelter while preparing their property to be able to obtain a building permit for the constructing of principal/seasonal residences; and

WHEREAS the Township of Billings wishes to regulate that the use of recreational trailers/vehicles on vacant lots properties with a seasonal residence during the period of October 1st to December 16 of each year and that a permit will be required; and

WHEREAS the Township of Billings wishes to allow the use of recreation trailers/vehicles for lodging guests, for non-commercial uses, on properties that are principal residences and seasonal residences; and

WHEREAS the Township of Billings recognizes that full time Township residents who own recreational trailers/vehicles and their desire to use their recreational trailer/vehicle to lodge guests; and

WHEREAS the Township of Billings wishes to regulate the use of motorhomes and recreational travel trailers and regulate the licensing of recreational trailers/vehicles on properties with habitable principal and seasonal residences and vacant lots; and

WHEREAS the Township of Billings wishes to regulate the use of Recreational Trailers/Vehicles as Short-Term Rental Unit or as a Commercial Operation on properties that are not identified for Commercial use as per the Township of Billings Zoning Bylaw 1980-11.

WHEREAS the Ontario Municipal Act, 2001 c. 25 section 425 (1) states a municipality may pass a bylaw providing that a person who contravenes a bylaw of the municipality passed under this Act is guilty of an offence.

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

1.0 DEFINITIONS

1.1 Bylaw Enforcement Officer" means a person appointed by the Council of the Township of Billings to enforce its bylaws.

1.2 Class 1 Sewage System" means a privy (outhouse) that is used for personal sanitary purposes and sewage storage.

1.3 “Class 2 Sewage System” means a leaching pit system used for the treatment and disposal of greywater derived from plumbing fixtures such as kitchen sinks, bathtubs, washing machines, laundry tubs or any other water source that does not contain human waste.

1.4 “Consecutive Days” means days following one after the other without an interruption.

1.5 “Commercial Operation” means any activity that involves, directly or indirectly, the buying or selling of goods or services, or the exchange or attempt or offer to exchange goods or services for money, barter, by accepting gratuities, or for anything of value.

1.6 “Habitable” means a building over 474 square feet in size, and that contains a kitchen, bathroom and bedrooms that can be utilized all year around.

1.7 “Municipality” means the Corporation of the Township of Billings.

1.8 “Principal Residence” means the primary location that a person inhabits, also referred to as primary residence or main residence.

1.9 “Recreational Trailer/Vehicle” means a structure that is designed to provide temporary living accommodations (kitchen, washroom, sleeping) for vacation, travel or recreational use, and to be driven, towed, parked or transported. Such structures include but is not limited to the following:

1.9.1 “Motorhomes” (Class A, Class B, Class C) means a recreational vehicle built on a self-propelled chassis, combining transportation and living quarters in a complete unit.

1.9.2 “Travel Trailer” means a unit designed to be towed by car or pick-up by means of an equalizing frame hitch.

1.9.3 “Fifth Wheel Trailer” means a two-level unit designed to be affixed and towed by a pick-up truck with a special fifth wheel hitch in the truck bed.

1.9.4 “Folding Camping Trailer” means a light weight unit that collapses for the purposes of towing and storage.

1.9.5 “Truck Camper” means a small recreational unit that is loaded or affixed to the bed or chassis of a truck.

1.9.6 “Toy Hauler” means a trailer used to haul recreational equipment that includes a temporary living quarter in the forward section.

1.9.7 “Hybrid/Expandable Trailer” means a conventional travel trailer with folding bunks end.

1.9.8 “Converted Trailer” is a trailer that was designed as a cargo trailer that has been converted to accommodate, short term temporary shelter.

1.10 “Seasonal Residence” means a building that is 474 square feet in size and that contains a kitchen, bathroom and bedroom(s) and is used for seasonal or recreational use, and is not intended for permanent living quarters.

1.11 “Short-term Rental Unit” means any Recreational Trailer/Vehicle or portion thereof that is available for use or is used for accommodations or lodging of guests, paying a fee or compensation for a period of less than thirty (30) consecutive days.

1.12 “Storage” means being in a closed and disconnected state unsuitable for human habitation, with window awnings closed, extensions retracted and all water, power and sewage supply lines disconnected.

1.13 “Trailer Park” means a Municipally or privately owned business operation on properly zoned property, which accepts trailers of members of the general public for weekly or seasonal accommodation.

1.14 “Trailer Permit Class A” means a Permit that is issued by the Township, for a fee (see Schedule “B”), that allows for 1 (one) Recreational Trailer/Vehicle to be used for recreational purposes on Vacant Land within the Township while the property is being readied for the construction of a Habitable/Principal/ Seasonal Residence.

1.15 “Trailer Permit Class B” means a Permit that is issued by the Township, for a fee (see Schedule “B”), that allows for 1 (one) Recreational Trailer Vehicle to be used for recreational and shelter purposes once a Building Permit has been issued for a Habitable/Principal/ Seasonal Residence.

1.16 “Trailer Permit Class C” means a Permit that is issued by the Township, for a fee (see Schedule “B”) that permits owners of Principal/Habitable Seasonal Residences that allows for 1 (one) Recreational Trailer/Vehicle to be used for temporarily lodging guests, for non-commercial purposes, for a period of 14 days up to a maximum of 30 consecutive days.

1.17 “Trailer Permit Class D” means a permit that is issued by the Township, for a fee, (see schedule “B”) that allows owners of a Principal/Habitable Seasonal residences to have more than the one allowable Recreational Trailer/Vehicle, up to a maximum of 4 total Recreational Trailer/Vehicle for a period of 4 to 14 Consecutive Days

1.18 “Trailer Permit Class E” means a permit that is issued by the Township for a fee, for the period of September 15 and December 15 (not pro-rated) and is only valid for the property address that it is issued to. The maximum number of Class “E” permits issued to any property at one time is 3. Trailers must be removed by December 16.

1.19 “Use” shall mean any human use for shelter, recreation or sleeping and does not necessarily include cooking or eating. Occupation need not be permanent or seasonal, or for any significant period of time.

1.20 “Vacant Land” means a lot of record where there is no legal residential dwelling.

2.0 GENERAL REQUIREMENTS

2.1 Current Vacant Lot Property Owners and New Property Owners of a Vacant Lot will be given a three- year period, effective from the day that this Bylaw comes into effect to ready their property for building and to purchase a Building Permit to erect a Habitable/Principal/Seasonal Residence.

2.1.1 If the Property Owner does not obtain a Building Permit after the three- year period, an additional yearly fee, equivalent to the cost of a Class “B” permit will be added to the cost of the Class “A” Permit

2.2 During the period of readying a Vacant Lot for construction, the Property Owner is required to purchase a yearly Class A Trailer Permit from the Township office.

2.3 During the period of construction, once a Building Permit has been issued to build a Habitable/Principal/ Seasonal Residence, the Property Owner is required to purchase a Class B Trailer Permit from the Township office.

2.4 Class B Trailer Permits will only be renewed on a yearly basis for no more than 3 years from the date the Building Permit is initially issued and will only allow for 1 (one) Recreational Trailer/Vehicle on the property.

2.5 Trailer Permits and Building Permits are required to be prominently displayed on the property for inspection purposes.

2.6 Class A, Class B, Class C and Class D Trailer Permits will be valid from May 1st thru October 31st of each calendar year.

2.7 Recreational Trailers/Vehicles must be removed from Vacant Lots or Properties with a Seasonal Residence from November 1st thru April 30th with the exception of trailers with a Class “E” permit which states that trailers must be removed by December 16. Property Owners shall be responsible for the trailers being removed.

2.8 Recreational Trailers/Vehicles that are stored on properties that Principal Habitable Residences must be stored in a manner consistent with section 1.12 of this Bylaw.

2.9 Property Owners who own a Habitable/Principal/Seasonal Residence and desire to lodge guests using 1 Recreational Trailer/Vehicle on their property may do so for a period of 14 Consecutive Days.

2.10 All Recreational Trailer/Vehicle Permits are valid for one (1) Recreational Trailer/Vehicle.

2.11 Property Owners that have a Recreational Trailer/Vehicle on their property for more than 30 Consecutive Days shall ensure that their Recreational Vehicle/Trailer has an integral holding system for human waste that is emptied at a waste disposal facility that is licensed by the Ministry of the Environment and Climate Change.

2.12 Property Owners who are not using an integral holding tank system for human waste in their Recreational Trailer/Vehicle shall be utilizing a Class 1 sewage system privy (outhouse) as specified by Sudbury and District Health Unit pit privies specifications.

2.13 Property Owners that have a Recreational Trailer/Vehicles on their property for more than 30 Consecutive Days shall ensure that their trailer is connected to a Class 2 sewage system leaching pit for the disposal of greywater, as required by Sudbury and District Public Health (This type of system requires a permit issued by Sudbury and District Public Health Unit).

2.14 Property Owners shall be able to provide, upon request, documentation of human waste disposal from a waste disposal facility that is licensed by the Ministry of the Environment and Climate Change.

3.0 PROHIBITIONS

3.1 No person shall use or locate any Recreational Trailer/Vehicle on any Township Road, road allowance, marine allowance or on any lands, leased or controlled by the Township

3.2 No Property Owner shall use or permit any person to, use or locate a Recreational Trailer/Vehicle on their Vacant Lot unless they have purchased either a Class A or Class B Recreational Trailer/Vehicle Permit and/or a Building Permit.

3.3 No Property Owner shall use a Recreational Trailer/Vehicle on a property that has a Habitable Permanent/Seasonal Residence for a period of 14 or more consecutive days unless they have purchased a Class “C” Recreational Trailer/Vehicle Permit.

3.4 No property Owner shall use an additional Recreational Trailer/Vehicle on a property that has a Habitable Permanent/Seasonal Residence for a period of 4 to 14 Consecutive Days unless they have purchased a Class “D” Recreational Trailer/Vehicle Permit.

3.5 No Property Owner shall be allowed to exceed the maximum allowable number of Recreational Trailers/Vehicles identified on a Township issued Class D or Class E Permit.

3.6 No Person or Property Owner shall use or locate a Recreational Trailer/Vehicle on a Vacant Lot or property that has a Seasonal Residence located on it after October 31 unless they have purchased a Class “E” Permit.

3.7 No Property Owner shall append any thing or any device that was not part of the original Recreational Trailer/Vehicle when it was manufactured.

3.8 No person shall leave or store a Recreational Trailer/Vehicle on Vacant Lot Property or a Property without a habitable season residence located on the property between the period of November 1st through to April 30th of each year.

3.9 No person shall leave a Recreational Trailer/Vehicle on a property longer than a date identified on a Township Issued Trailer Permit.

3.10 No Property Owner shall use a trailer on a property without prominently displaying the Trailer Permit and/or Building Permit for inspection purposes.

3.11 No property owner shall use, or allow another person to use a Recreational Trailer/Vehicle as a Short-term Rental Unit for Commercial Operation purposes on properties that do not have commercial operations designations as identified in Billings Township Zoning Bylaw 1980-11.

3.12 No Property Owner shall dispose of sewage or greywater in a manner that is not consistent with the specified sewage system requirements of the Sudbury and District Public Health Unit.

4.0 ENFORCEMENT

4.1 This Bylaw shall be enforced by the Township Bylaw Enforcement Officer or a person designated by Council.

4.2 No person shall obstruct or hinder or attempt to obstruct or hinder an Officer who is exercising a power or performing a duty under this Bylaw.

4.3 Persons enforcing this bylaw are permitted to enter onto property to enforce the provisions of this Bylaw as per section 435 of the Act and Billings Township Bylaw

4.4 Any person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and upon conviction is liable to a fine as provided by the *Provincial Offences Act, R.S.O. 1990-chapter P.33* as amended. (See Schedule “A”)

5.0 SEVERABILITY

5.1 If any provision or part of this Bylaw is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part in particular circumstances, the balance of the bylaw or its application in other circumstances, shall not be affected or shall continue in full force and effect.

6.0 ADMINISTRATION

6.1 This Bylaw repeals Township of Billings Bylaws 2019-44 and 2017-27.

6.2 This Bylaw shall be referred to as the Trailer Bylaw.

6.3 This Bylaw shall come into effect on January 1, 2022.

READ A FIRST, SECOND AND THIRD TIME AND ENACTED this 2nd day of November, 2021.

Ian Anderson, Mayor

Kathy McDonald, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF BILLINGS

BY-LAW 2021-48

Being a By-Law to Regulate the Use of Recreational Trailers/Vehicles

SCHEDULE A: Provincial Offences Act

item	Short Form Wording	Provision Creating/Defining the Offence	Set Fine
1	Use/locate recreational trailer/ vehicle on Township property	Section 3.1	\$500.00
2	Use Recreational Trailer/Vehicle on Vacant Lot without a Class “A” Permit.	Section 3.2	\$500.00
3	Use Recreational Trailer/Vehicle on Vacant Lot without a Class “B” Permit	Section 3.2	\$500.00
4	Use Recreational Trailer/Vehicle on a Principal/Seasonable Property without a Class “C” Permit	Section 3.3	\$500.00
5	Use Recreational Trailer/Vehicle on a Principal/ Seasonal Property without a “Class” D” Permit.	Section 3.4	\$500.00
5	Use a Recreational Trailer/Vehicle on property without a Class” E” Permit	Section 3.6	
6	Exceed maximum allowed number of Recreational Trailers/Vehicles	Section 3.5	\$500.00
7	Append thing or device to recreational trailer/vehicle.	Section 3.7	\$500.00
8	Store Recreational Trailer/Vehicle on Vacant Property or Property with Seasonal Residence Nov. 1 st to April 30 th .	Section 3.8	\$500.00
9	Fail to remove trailer by prescribed date.	Section 3.9	\$500.00
10	Failure to display a Permit	Section 3.10	\$50.00
11	Use recreational trailer/vehicle for short-term rental or commercial operation purposes.	Section 3.11	\$1000.00
11	Improper disposal of sewage or greywater.	Section 3.12	\$500.00
12	Obstruct or hinder an Officer	Section 4.2	\$500.00
13	Attempt to obstruct or hinder an Officer.	Section 4.2	\$500.00

Note: The general penalty provision for the offences listed above is section 4.4 of Bylaw 2021-48, a certified copy of which has been filed.

THE CORPORATION OF THE TOWNSHIP OF BILLINGS

BY-LAW 2021-48

Being a By-Law to Regulate the Use of Recreational Trailers/Vehicles

SCHEDULE B: Permits

CLASS “A” PERMIT
(Vacant Lot)
RECREATIONAL TRAILER/VEHICLE



Issued to: _____

Address Issued to: _____

Trailer License _____

Plate Number: _____

Date of Issue: _____

Township Authorization Signature

Permit Fee: \$1,200.00
Permit is only valid for the issued address.
This Permit is valid for one (1) Recreational Trailer/Vehicle as identified above.
Permit is Valid from May 1st to October 31st
Non-transferable

CLASS “B” PERMIT
(Issued with valid Building Permit ONLY)
RECREATIONAL TRAILER/VEHICLE



Issued to: _____

Address Issued to: _____

Trailer License _____

Plate Number: _____

Date of Issue: _____

Township Authorization Signature

Permit fee: \$300.00
Permit is only valid for the issued address.
Permit is valid for one (1) Recreational Trailer/Vehicle identified above.
Permit is valid from May 1st to October 31st
Non-transferable

CLASS “C” PERMIT
Permanent Residence/Habitable Seasonal Residence
RECREATIONAL TRAILER/VEHICLE



Issued to: _____

Address Issued to: _____

Trailer License _____

Plate Number: _____

Date of Issue: _____

Township Authorization Signature

Permit fee: \$250.00

Permit is only valid for the issued address.

Permit is valid for one (1) Recreational Trailer/Vehicle identified above.

Permit is valid from May 1st to October 31st

Non-transferable

CLASS “D” PERMIT
(Permanent Residence/Habitable Seasonal Residence)
RECREATIONAL TRAILER/VEHICLE



Issued to: _____

Address Issued to: _____

Trailer License _____

Plate Number: _____

Dates Issued for: _____

Township Authorization Signature

Permit fee: \$125.00

Permit is only valid for the issued address.

Permit is valid for one (1) Recreational Trailer/Vehicle identified above.

Permit is valid from May 1st to October 31st

Non-transferable



CLASS ‘E’ PERMIT
(FALL SEASON ONLY)
RECREATIONAL TRAILER/VEHICLE

Issued to: _____

Address Issued to: _____

Trailer License _____
Plate Number: _____

Dates of Issue: _____

Authorized by:

Permit fee \$125.00
This permit is on valid for the property issued to.
Permit is only valid between October 31 through December 16 of the year of issue.
Maximum 3 trailers per property

October 25, 2021

The Township of Billings
15 Old Mill Rd
Kagawong, ON
POP 1J0

ATTN: Mayor Anderson and Council

Re: Revised Trailer By-law

Having observed the Special meeting on October 13th, I am writing to express concerns regarding proposed changes to the Trailer By-Law in our Township, and would appreciate your consideration to these matters before finalizing your decision.

In his summary, Mr. Morin submitted an informative list of reasons to support proposed revisions to the current trailer by-law. (**Background** - Items 1 – 3, including sub-clauses). I note with interest that nowhere in this list does it indicate a need to restrict trailer use on properties where residents own and live full time in habitable residences, and pay taxes at the current assessed Township rate. This omission makes sense to me, as use of a trailer on this type of property shouldn't be of concern to anyone other than the private property owners themselves. For this reason, I question the need to include the provisions of "Trailer Permit Class C" – (for a fee of \$250) – for temporary lodging of guests, for non-commercial purposes, for a period of 14 days up to a maximum of 30 consecutive days. Please clarify why anyone other than the individual property owners themselves, would be concerned with the length of time their guests visit?

What are the administrative requirements of this type of by-law? Will it be the By-law Officer's responsibility to patrol private properties and record entry or exit dates of guests occupying trailers on private property? Should it be left to the honor system and just assume people will voluntarily present themselves to the Township office to submit their \$250 fee for lodging guests who exceed the 14 day limit? What are the costs associated with enforcing this by-law? Will it be enforced through regular inspections, or on a complaint-driven basis? Please clarify, as this type of by-law requirement presents itself as an invasion of individual privacy and a money-grab for properties that are already being taxed by our Township.

In regards to the concern for potential stress on our Environment, (including increased use of our municipal dump) perhaps attention would be better directed at Air B & B trailers/sheds operating within our Township.

I also noted that the only proposed permit warranting any substantial discussion, was in regards to Permit Class E, pertaining to Hunters. I personally have no opposition to the use of trailers on such properties during hunting season, and do not begrudge any concessions allowed to them. I am however, disheartened, that while there was obvious resistance to charging a \$200 fee to Hunters, there was almost no hesitation to impose a \$250 fee on permanent residents, for use of a trailer to lodge guests for a period of more than 14 days. (On properties that are already being taxed at full-rate). Please clarify the discrepancy, as it is a blatant double-standard.

For simplicity, I would suggest omitting the requirement to obtain a Class C Permit, as I'm sure our By-law officer's time can be better spent focusing on the more productive and enforceable aspects of these proposed trailer By-law revisions. While I respect and appreciate the need to update our Township By-laws, I think it is unfortunate timing to be dealing with additional rules and enforcement issues, during an ongoing world pandemic. Mental health is at a premium and perhaps our energies would be better focused toward presenting our community as an inviting, welcoming destination. That is historically what our Township has been in the 40 plus years that I have resided here. I thank you for any consideration you can give to this correspondence.

Sincerely,

Meredith Chandler

October 26, 2021

Brad Mack
P.O. Box 52
Kagawong, ON
POP 1J0

Dear Mayor Anderson and Billings Township Council Members;

This is a follow up letter that I had addressed to Council on June 7th of this year. I did receive a phone call from Councilor Bryan Barker within a day or so of submitting my letter, so I thank you for acknowledging my concerns.

Just to reiterate some of our previous points I mentioned in the previous letter,

We have been residents of Billings Township for 28 years; we have recently been made aware of a number of issues with respect of the creation of new township by-laws.

It is our understanding that the by-law officer is writing and creating the by-laws on his own. We have read over some of the proposed by-laws and feel much of what is proposed is unrealistic and unreasonable.

Recently I watched a zoom meeting held by council, this meeting was a special meeting to discuss the proposed trailer by-law with in Billings Township.

I want to express to Mayor Anderson and our Council that I feel very let down and frustrated with the Leadership of our community.

Earlier this summer I had spoken to three Councilors with respect to the proposed by-laws with in our township. I had expressed that I felt there should be some sort of committee formed to assist in the creation of by-laws. I had even offered to sit on this committee to assist in drafting the by-laws. I was later advised that all of council had felt that a by-law committee should be created as well. To my knowledge, there have been no steps taken or no movement towards using this form of community consultation or community collaboration, to make by-laws that are fair for the residents of the township.

I see that the by-laws are being written, by that same person that will be doing the by-law enforcement. Does this not create the perception of "conflict of interest", by having the same person that wrote the laws, now doing the enforcement of the by-laws. For this reason alone, there should be a committee formed.

I would like to speak to the proposed trailer by-law. All I am seeing is that a permit is going to be required in many circumstances. I understand some of the reasoning that people feel that if someone has a vacant lakeshore lot, that is may seem unfair that someone puts a trailer on their lot, but the person with a home next to this, pays a higher property tax for enjoying the same location. If the property owner has paid their assessed property tax and any applicable taxes on a trailer, that should be enough. You cannot compare a trailer to the value of a home next to it, they are not the same, they are not equal.

As far as the permits, fees and schedules – this is all way too confusing and unnecessary. It really seems to me that the motivation for the permits is money. This has been mentioned in the meetings by the By-Law officer, that these fees will be good revenue for the township. In this day and age of inflation, does this council really want to “nickel and dime” our residents to death to the point in which they cannot afford to enjoy their property and possessions that they work hard for?

I feel, for the average person that works hard to buy a lake shore lot or hunting property and set up a trailer to enjoy what they have earned for their hard work – Good for you!! Should the township have the right to decide that one person’s dream, is substandard?

If the township is worried about having a bunch of run down, not fit for the road trailers left to be unsightly on vacant lots, there are other things that can be put in place to take care of this. Create a by-law that targets this sort of situation.

Perhaps the Township should look at our “Airbnb” industry. I could build numerous 8x12 foot structures on my lot or vacant lots and have friends stay in them or rent them as “AirBnB”. Due to the small size of these small “bunkies”, there are no building permits required, no trailer permits required, no standard of construction, yet I would not be allowed to have a CSA Approved Trailer parked on my own property to use.

Additionally, I see that Council is considering creating a “Dark Sky” by-law because the By-law officer was approached by several people about this. I do understand that ambient lighting may affect someone’s enjoyment to see the stars, but is this really a priority. People install lighting at their homes and farms for many reasons. Farmers need to work during low light hours. People need to feel safe in their homes at night, so they install lighting. If one were to canvass the residents on the need for a “Dark Sky” by-law, I believe the response would be that this is not a priority.

I am wondering if I could be advised of how many hours and how much money this is costing our residents to have these by-laws created? I feel that council should really prioritize the needs of our community. Perhaps more community input is needed. I am sure that other community members have shared concerns.

As you can see, there is much frustration in my letter to council. I have only mentioned a few points on how I feel about these issues.

When I chose to move to this community many years ago, much of that decision was because things were quaint and welcoming. There are good values and good people here. I know things change, but do we really need to be complicating things with by-laws and regulation? Perhaps the “Old Fashioned Manitoulin Way of Life” will be a thing of the past. Sometimes things are way too complicated.

As offered before I am more than willing to sit on such a committee to share and collaborate with other community members in the creation of equitable by-laws.

With kind regards,

Brad Mack

Cell: [REDACTED]

Email: [REDACTED]

October 25, 2021

Re: Oct 13th, 2021 Billings Township Special Meeting -Re: Trailer-By-Law Discussion

Dear Mayor Anderson & Councilors

I attended the above meeting virtually and have some concerns regarding the discussion and the proposed by-law. Mr. Moran indicates this new by-law will improve inconsistencies and introduce a systematic method of control I think it will do the exact opposite and it will increase the issues while introducing an administrative nightmare. I understood that we have had an ongoing issue with trailers on vacant lots, recognizing this as a problem for the township and is a loss of tax base if not addressed. I thought we would follow the lead of others were we would introduce a by-law allowing property owners to pay for the usage on vacant land and have the option to enjoy their property until which time they can eventually build while addressing our current issues.

However, the proposed new trailer by-law goes way beyond dealing with trailers on vacant land and now we will tell the tax payor what they will do on their existing land with residences already constructed and paying full taxes? I question why this is necessary and what we are hoping to accomplish from this? It adds a whole new layer of rules and regulations to enforce and regulate. Do we have the administration staff to handle the new five permit structure, are we going to be increasing enforcement to patrol and ensure everyone is following? What is the actual cost of implementing a by-law of this nature?

During the special meeting discussion, it was asked how we came up with the "14 day" permit – How was it decided that it would be ok for the first 14 days? The response or rational to this was "alarming" – Councilor Barker spoke and indicated that nobody has company or people don't stay places beyond 14 days. I would think that is "his opinion" and in many cases not actually true during the summer months. However, no one seemed to question, and we just rolled along accepting that 14 days was a good number. Let me ask this just for clarification purposes.

I have my residence of which it has a permanent full time 3 bedroom home with a garage and I pay full taxes – I have a trailer, I open it up in my yard for the summer months (as this is typical, you plug in, turn on fridges, maybe air-conditioning, open pop-ups so that it aired out during hot humid months) this is were my trailer will remain for the entire summer months. My children both live away from here and visit often in the summer months and this causes overflow of company for sleeping, so some nights they go sleep in the trailer at different times, might be 14 days, might be 7, might be 3? How is this ever going to be regulated and why does Billings Township feel the need to regulate this? What permit would be required?

Then we move farther into the special meeting discussion, and we discuss permit Class E – at this point Council feels that charging hunters \$200.00 for the use of their trailers on their vacant land or otherwise is too much for 90 days (Sept 15th – Dec 15th) – but the taxpayer can expect to pay \$250.00 for 14 days? Is this the message that council intends to send?

I end with one additional question – earlier in the Spring when all these by-laws were being proposed and discussed Mayor Anderson indicated that possibly a committee or some community consultation would be a good idea, why has this not happened?

I look forward to any response or clarification that can be provided.

Sincerely,

Diane Newlands

Lisa Corbiere Addison

[REDACTED]

[REDACTED]

[REDACTED]

October 27, 2021

Dear Mayor Anderson and Billings Township Council Members;

Re- Bylaw changes

I have recently been made aware of a number of issues with respect of the creation of new township by-laws. It is our understanding that the by-law officer is writing and creating the by-laws on his own. We have read over some of the proposed by-laws and feel much of what is proposed is unrealistic and unreasonable. I have had some issues with trailers on road allowances as well. Recently I had information from a zoom meeting held by council, this meeting was a special meeting to discuss the proposed trailer by-law with in Billings Township.

By law's are rules set up for the benefit of society that need to be clearly debated, revised and understood by several individuals in government, before they are created and implemented. This process is part of our democratic society and needs to be done with recommendations for drafting, revision, review and consideration by our elected officials and members of the community (By-law committee) . It can not be left up to one or 2 individuals to create by laws.

Laws that are drafted for the public are either done through the court system or are vetted through the Provincial house of commons where they are subject to several steps of draft, review revision by the House then they are subject to the same process repeated in the Senate prior to becoming law. You can not ignore a democratic process when creating by-laws in a township.

Can you please inform me of the bylaw process within this township and how it is being followed with regards to creating bylaw on the trailer issue? I feel proper by-law creation process is being ignored

Sincerely

Lisa Corbiere-Addison

Homeowner Billings Township

Tiana Mills

To: Kathy McDonald
Subject: RE: Decision on the Proposed Land Use Compatibility Guideline

From: MECP Land Policy (MECP) <MECP.LandPolicy@ontario.ca>
Sent: Wednesday, October 13, 2021 2:33 PM
To: MECP Land Policy (MECP) <MECP.LandPolicy@ontario.ca>
Subject: Decision on the Proposed Land Use Compatibility Guideline

Good afternoon,

Ontario is committed to preventing negative impacts from conflicting land uses within communities, such as the effects of industrial noise and odour pollution on residential areas.

On May 4, 2021, Ontario proposed changes to the current land use compatibility guidelines ("D-Series guidelines") that municipalities and other planning authorities use when making land use planning decisions. The proposed changes aimed to update, renew and consolidate our land use compatibility guidelines to help ensure proper compatibility studies are completed before new sensitive land uses, such as residences, are built near existing major facilities (including industries or industrial areas), and vice versa.

During the 94-day consultation period, the ministry received over 500 comments. In response to the comments received, the ministry has decided to not move forward with this version of the proposed Land Use Compatibility Guideline. The current D-Series guidelines for land use compatibility will remain in effect and will continue to be the provincial guidelines referenced in the Provincial Policy Statement, 2020 and A Place to Grow: Growth Plan for the Greater Golden Horseshoe land use compatibility policies.

Should the Ministry decide to update the D-Series, any potential future update will be posted to the Environmental Registry as a proposal for consultation. To review the decision notice for this proposal, please see the Environmental Registry at <http://ero.ontario.ca/notice/019-2785>.

Please pass this information along to colleagues, members of your organization, other organizations, and anyone else that may be interested.

If you have any questions, please e-mail mecp.landpolicy@ontario.ca.

Sincerely,

Original Signed by:

Robyn Kurtes
Director, Environmental Policy Branch
Ministry of the Environment, Conservation and Parks

2022 Allocation Notice**Township of Billings**

5121

In 2022, the Province is providing the Township of Billings with \$523,500 in funding through the OMPF, which is the equivalent of \$690 per household.

A Total 2022 OMPF	\$523,500
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1. Assessment Equalization Grant Component	\$150,200
2. Northern Communities Grant Component	\$181,500
3. Rural Communities Grant Component	\$99,500
4. Northern and Rural Fiscal Circumstances Grant Component	\$92,300
5. Transitional Assistance	-

B Key OMPF Data Inputs

1. Households	759
2. Total Weighted Assessment per Household	\$234,797
3. Rural and Small Community Measure (RSCM)	100.0%
4. Farm Area Measure (FAM)	n/a
5. Northern and Rural Municipal Fiscal Circumstances Index (MFCI)	6.7
6. 2022 Guaranteed Level of Support	97.05%
7. 2021 OMPF	\$523,400

Note: See line item descriptions on the following page.

2022 Allocation Notice**Township of Billings**

5121

2022 OMPF Allocation Notice - Line Item Descriptions

A	Sum of 2022 OMPF grant components and Transitional Assistance, which are described in the 2022 OMPF Technical Guide. This document can be accessed on the Ministry of Finance's website at: https://www.fin.gov.on.ca/en/budget/ompf/2022
A5	If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to year-over-year funding changes. See the enclosed Transitional Assistance Calculation Insert for further details.
B1	Based on the 2021 returned roll from the Municipal Property Assessment Corporation (MPAC).
B2	Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
B3	Represents the proportion of a municipality's population residing in rural areas and/or small communities. For additional information, see the 2022 OMPF Technical Guide, Appendix A.
B4	Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2022 OMPF Technical Guide, Appendix B.
B5	Measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. For additional information, see the enclosed MFCI Insert, and the 2022 OMPF Technical Guide, Appendix D.
B6	Represents the guaranteed level of support the municipality will receive through the 2022 OMPF. For additional information, see the 2022 OMPF Technical Guide.
B7	2021 OMPF Allocation Notice (Line A).

Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.

2022 Transitional Assistance Calculation Insert**Township of Billings**

5121

A 2022 OMPF Transitional Assistance (Line B2 - Line B1, if positive)**n/a**

As the municipality's 2022 OMPF identified on line B1 exceeds the guaranteed support identified on line B2, Transitional Assistance is not required.

B Supporting Details

1. Sum of 2022 OMPF Grant Components (excluding Transitional Assistance)	\$523,500
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2. 2022 Guaranteed Support (Line B2a x Line B2b)	\$508,000
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a. 2021 OMPF	\$523,400
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b. 2022 Guaranteed Level of Support (Line C)	97.05%
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C 2022 Guaranteed Level of Support (Line C1 + Line C2)**97.05%**

1. 2022 OMPF Minimum Guarantee	90.00%
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2. Enhancement Based on Northern and Rural Municipal Fiscal Circumstances Index	7.05%
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Note: See line item descriptions on the following page.

2022 Transitional Assistance Calculation Insert**Township of Billings**

5121

2022 Transitional Assistance Calculation Insert - Line Item Descriptions

A	Transitional Assistance ensures that in 2022, northern municipalities will receive a minimum of 90 per cent of the support they received through the OMPF in 2021. The Township of Billings' 2022 OMPF exceeds their guaranteed level. As a result, Transitional Assistance is not required.
B1	Sum of the following 2022 OMPF grant components: Assessment Equalization, Northern Communities, Rural Communities, and Northern and Rural Fiscal Circumstances Grant Components.
B2	Guaranteed amount of funding through the 2022 OMPF.
B2a	2021 OMPF Allocation Notice (Line A).
B2b	Represents the guaranteed level of support the municipality will receive through the 2022 OMPF. For additional information, see the 2022 OMPF Technical Guide.
C1	Reflects the minimum level of support for northern municipalities through the 2022 OMPF.
C2	Reflects the enhancement to the minimum level of support based on the municipality's Northern and Rural MFCI.

Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.

2022 Northern and Rural Municipal Fiscal Circumstances Index

Township of Billings

5121

A Northern and Rural Municipal Fiscal Circumstances Index (MFCI)**6.7**

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances.

The Northern and Rural MFCI is determined based on six indicators that are classified as either primary or secondary, to reflect their relative importance in determining a municipality's fiscal circumstances.

The table below provides a comparison of the indicator values for the Township to the median for northern and rural municipalities.

B Northern and Rural MFCI - Indicators

Primary Indicators	Township of Billings	Median
1. Weighted Assessment per Household	\$234,797	\$289,000
2. Median Household Income	\$68,779	\$69,000
Secondary Indicators		
3. Average Annual Change in Assessment (New Construction)	1.4%	1.1%
4. Employment Rate	43.2%	56.0%
5. Ratio of Working Age to Dependent Population	140.0%	170.0%
6. Per cent of Population Above Low-Income Threshold	86.8%	86.0%

Note: An indicator value that is higher than the median corresponds to relatively positive fiscal circumstances, while a value below the median corresponds to more challenging fiscal circumstances.

Additional details regarding the calculation of the Northern and Rural MFCI are provided in the 2022 OMPF Technical Guide, as well as in the customized 2022 Northern and Rural MFCI Workbook.

Note: See line item descriptions on the following page.

2022 Northern and Rural Municipal Fiscal Circumstances Index**Township of Billings**

5121

2022 Northern and Rural Municipal Fiscal Circumstances Index - Line Item Descriptions

A	The municipality's 2022 Northern and Rural MFCI. Additional details are provided in the municipality's customized 2022 Northern and Rural MFCI Workbook.
B1	Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
B2	Statistics Canada's measure of median income for all private households in 2015.
B3	Measures the five-year (2016 - 2021) average annual change in a municipality's assessment, for example, as a result of new construction or business property closures, excluding the impact of reassessment.
B4	Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over.
B5	Statistics Canada's measure of working age population (aged 15 to 64), divided by youth (aged 14 and under) and senior population (aged 65 and over).
B6	Statistics Canada's measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households.

TOWNSHIP OF BILLINGS
Parks, Recreation & Wellness Committee
Minutes

October 25, 2021

ZOOM

Present: Sharon Alkenbrack, Sharon Jackson (Chair), Tiana Mills (staff), Andrew Preyde and Shannon Smith (late)

Regrets:

1. Opening

Motion by Andrew Preyde, seconded by Sharon Alkenbrack

THAT the meeting be called to order at 7:03 p.m. with Chair Jackson presiding.

Carried

2. Approval of Agenda

Motion by Andrew Preyde, seconded by Sharon Alkenbrack

THAT the agenda be accepted as presented.

Carried

3. Disclosure of Pecuniary Interest

None

4. Adoption of Minutes

Motion by Sharon Alkenbrack, seconded by Andrew Preyde

THAT the minutes of the August 30th, 2021 meeting be accepted as presented.

Carried

5. Delegation

None

6. Council Update

Sharon Jackson provided the committee with a Council update.

7. Financial Report

Discussed under Old Business – outdoor rink updates.

8. Old Business

a) Outdoor Rink Updates

a. Fundraising

To date \$9,101.55 has been collected in donations/advertising for the rink. More money is expected to come in.

b. Advertising

The township (Tiana) will look after contacting the advertisers for designs and arrange for the purchase of the advertising boards. 8 boards advertisements spots have been purchased, Tiana has received designs from 10th Line Lumber Co, Bousquet Realty, Hideaway Lodge and J& C Elite Cleaning. Board advertisements will be purchased from Island Promotions.

c. Work Schedule

Break wall has been completed.

Boards have been installed (one of the player boards opens the wrong way, Permafib will be sending a replacement).

Next steps: temporary ramp/stairs and snow blower purchase

b) Outdoor Rink Policy Review

The outdoor rink policy was discussed, comparing the 2019 policy with the new draft policy written by Arthur Moran. The township office will review the policy and present a finalized draft version of the policy to present to the Committee at the next meeting.

c) Halloween Event

The Committee has purchased and filled 80 treat bags to distribute at the Pavilion starting at 5pm on Halloween night to hand.

9. New Business

a) Flywheel Selection Panel

Tiana discussed the basics of the project and the intended selection panel structure. The committee agreed to appoint a PRW representative.

Motion by Andrew Preyde, seconded by Sharon Jackson

That Shannon Smith represents the PRW Committee on the Flywheel Art Project Selection Panel.

Carried.

b) Dog Park

a. Culvert

Township to purchase replacement pool noodles to replace existing.

b. Agility Ramp

Public Works has purchased the materials to rebuild the agility ramp at the dog park.

c) Committee Member Application

Motion by Andrew Preyde, seconded by Sharon Alkenbrack

That Catherine Joyce's application to join the Parks, Recreation and Wellness Committee be accepted and recommended by the committee and presented to Council for approval.

Carried.

d) Santa Meet and Greet

Committee will arrange for Santa to set up at the Outdoor Rink the night of Friday December 3rd, 2021.

Kids will be asked to bring their hockey sticks to test out the new rink.

Hot chocolate and treats will be available.

Donations to the Kagawong Outdoor Rink fund will be accepted

e) Annual Report to Council

Sharon Jackson provided the committee with the annual report to Council.

The Committee has been tasked with identifying goals and objectives to include in the Annual Report. These ideas will be presented during the next committee meeting.

10. Correspondence

None.

11. Information

None.

12. Notices of Motion

Above.

13. Closed Session

None.

14. Next Meeting – November 29th, 2021 7:00 p.m.

15. Adjournment

Motion by Andrew Preyde, seconded by Shannon Smite

That the Parks, Recreation and Wellness Committee meeting be adjourned at 8:28 p.m.

Carried

TOWNSHIP OF BILLINGS
MINUTES
Climate Action Committee (CAC)

October 21, 2021

Virtual Meeting – Zoom@7pm

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

Staff: Todd Gordon (EDO, Recorder)

REGRETS: None.

Members of the Public: 4

Media: Lori Thompson – Manitoulin Expositor

1) OPEN

The meeting was called to order at 7:00 pm.

Moved by P. Darlaston; Seconded by Chris Theijsmeijer

Carried.

2) APPROVAL OF AGENDA

The agenda for the October 21, 2021, meeting was approved.

Moved by B. Clifford; Seconded by Chris Theijsmeijer. Carried.

3) DISCLOSURE OF PECUNIARY INTEREST

None.

4) ADOPTION OF MINUTES

The minutes for the July 8, 2021, meeting were approved.

Moved by B. Clifford; Seconded by P. Darlaston. Carried.

5) DELEGATIONS

None.

6) COUNCIL REPORT

No new business arising from Council for CAC

7) OLD BUSINESS

I. Questions/Comments – Regarding Final CEEP

The committee briefly discussed the final CEEP document and some typographical errors were identified. C. Theijsmeijer and P. Darlaston agreed to collate the needed revisions and forward to the EDO for inclusion in the electronic version.

8) NEW BUSINESS

II. Update – Central Manitoulin/Billings – Climate Action Collaboration – Discussion

The Chair provided an update on efforts to continue collaborating on climate action with the Municipality of Central Manitoulin. This included an overview of a virtual meeting attended by the chairs of both CAC's, the CAOs from both municipalities, and the Billings EDO. Among the outcomes of that meeting, the attendees agreed to advocate for continued collaboration between the two CACs, including pursuing a shared implementation coordinator. The committee discussed the desired frequency of joint meetings with the Central CAC, and who should be involved in these joint meeting. Consensus was that all members of the two CACs should attend joint meetings. There was discussion of the reality that the Central CAC is a sub-committee of Central's property committee.

III. Climate Change Implementation Coordinator – Discussion -Linked to item I.) above

The Chair provided an update on the effort to hire a Climate Action Implementation Coordinator jointly with Central Manitoulin. This is expected to happen, but it will likely be early 2021 before the position is filled.

IV. Carbon Credit Presentation – Chris Theijsmeijer - Discussion

C. Theijsmeijer provided a presentation on the current carbon credit situation in Canada, and carbon credits should be considered by the Municipality of Billings.

Recommendation: That Council hear the same carbon credits presentation from C. Theijsmeijer on behalf of the CAC.

Moved by P. Darlaston, Seconded by J. Hoekstra. Carried

V. CAC – Terms of Reference - Discussion

The committee discussed the aspects of the TOR that will need to be revised/included as the committee transitions from an ad hoc committee oriented to CEEP development to a committee tasked with assisting Council in CEEP implementation. The draft TOR will be developed by staff, and final approval will be by Council. The CAC expressed their desire to have the opportunity to review the TOR before it is finalized.

VI. Hydro Generation Future Plans – Paul Darlaston - Discussion

P. Darlaston lead by suggesting some considerations that Council should take into account in thinking about the future of the Kagawong Generating Station lease agreement. The Chair acknowledged the considerations from P. Darlaston and other committee members, and reminded the committee that the matter of entering discussions with OEC on current lease extension was still before Council for decision.

CORRESPONDENCE

None

9) INFORMATION

None.

10) CLOSED SESSION

None.

11) RECOMMENDATIONS TO COUNCIL

As above:

1. That Council hear the same carbon credits presentation from C. Theijsmeijer on behalf of the CAC.

12) NEXT MEETING

November 24th, 2021 @ 7:00 pm. Virtual (Zoom)

13) ADJOURNMENT

The meeting was adjourned at 8:23 pm, on a motion by J. Hoekstra.

The Manitoulin Phragmites Project Results of 2021 Work

compiled by Judith Jones, Project Coordinator, October 2021



Manitoulin Phragmites Project team members Sheila Madahbee K, Nathan Madahbee and Joel Trudeau cutting Phragmites on the west side of South Bay by hand (not brush cutting) to retain native bulrushes.

Phragmites (say “frag-MITE-eeze”) is a very tall, invasive grass that has been spreading aggressively on shorelines and in wetlands in our area. Phragmites can quickly grow into dense patches that eventually wipe out all other vegetation. It is a serious threat to property values, recreation, tourism, wildlife and fish habitat, and aesthetics. Southern Ontario has lost hectares and hectares of natural habitat to this highly invasive species. **The Manitoulin Phragmites Project** was started to make sure that does not happen in the Manitoulin region!

Our Goal: To reduce Phragmites across our landscape to a low level that can be maintained by ordinary people with a little bit of annual effort. We have just finished our six year of work.

What's up with Phragmites on Manitoulin? This letter tells all about our work in 2021. A listing of all Manitoulin Phragmites sites and their control status begins on page 5.

Heading towards our goal! Phragmites is under control or eradicated at 95 sites (49 sites with species at risk (SAR) and 46 sites without SAR). In 2021 control and/or maintenance was done at 45 sites, including work (without us!) by partners and volunteers. We assessed new work areas for 2022 north of White's Point (NEMI), around Ned's Island (Burpee-Mills), in Hideaway Cove (Billings), east side of Julia Bay, and the south shore of Barrie Island (Gordon-Barrie Island).

Major accomplishments: The northern shore of **South Bay** (formerly 23 ha of Phragmites) is finally under control! This work has been in partnership with Wiikwemkoong Unceded Territory and the Invasive Phragmites Control Centre. The entire shoreline of **Michael's Bay** (formerly 19 ha of Phragmites) is under control! as are Leask Bay, Hilly Grove (both Assiginack), and both sides of the Barrie Island causeway. See photos on our Facebook page.

We still need more Phrag Watchers! So far, 59 control sites have been turned over to volunteers or partners. If any Phrag comes back, the Phrag Watchers know what to do and will get on it right away. Can you help by taking care of a site? See list on page 5. Get in touch if you can help.

More from 2021: The water level in Lake Huron has gone down a bit, which means more dry land exposed and people driving vehicles on the shoreline. This is the number one way Phragmites is spread in our region. With funding from the Gosling Foundation we advertised extensively about the issue, running radio PSAs on every long weekend and newspaper ads every week. There were two main messages: "Learn to recognize Phragmites and don't drive through it." and "If pulling weeds off a boat propeller, throw them into the boat and dispose of them on dry land."

We made no progress at Lake Wolsey in 2021. We surveyed Phrag in May but then had boat trouble all summer and were unable to make any further trips. We attempted to canoe down the creek and portage over the beaver dam but it didn't bring us to the area we needed to work. Add in windy, rainy weather. On the day the Truxor cutting machines arrived, our access road was under water, and I didn't find the key to the driveway gate. After these frustrations, we have now made contact with two more landowners who have offered to help us with access next year.

Boat motor problems really hampered our style. We had to row ourselves back after getting stranded in the middle of Rozell's Bay. Then the motor conked out again and left us floating in South Bay. An eagle flew by and we jokingly suggested it go for help, and sure enough it flew off and came back again with a very friendly neighbour who offered a tow and helped us survey!

NEW! We have just received funding from the Invasive Phragmites Control Fund which will allow us to buy a new motor and to upgrade our beater boat so we won't get stranded and won't risk tearing our waders on rusty screws. We're still looking for a 14' aluminum utility boat in better condition (no leaks). I am looking forward to going everywhere next summer that we didn't get to in 2021.

We met a lot of new people in 2021 and also got back to working with many of our most steadfast volunteers (we really missed them during the first part of Covid in 2020). We met four new landowners, two new people who ferried us around in boats for surveys, and installed seven new Phrag watchers to take over finished sites. A total of 43 wonderful volunteers contributed over 250 hours of hard work to making Manitoulin Phrag-free. THANK YOU SO MUCH!!



Coordinator Judith Jones stands atop a large pile of Phragmites cut by the Truxor cutting program of the Invasive Phragmites Control Centre. Most of pile dries up and dies. Piles are monitored and any sprouting stems are removed.

What's ahead? Next year, 2022, will be the last year of our three-year government funding. After that, the future project is uncertain, so in 2022 we want to get as many sites as possible into the care of landowners and volunteers. We'll be contacting people to set up times to look at sites.

This fall we surveyed most of Manitoulin's North Channel shorelines and—no surprise—found more Phrag. We will be starting work in some of these areas in 2022. If you have property on the North Channel and have Phragmites on the shoreline, please get in touch.

The Gosling Foundation has extended our use of their funding into next year so we can produce a full size poster with a beautiful photo showing the value of our natural landscape. The message is about how to play responsibly: avoid driving through Phrag, leaving ruts, etc. Watch for this to be hanging up around the Island by mid-summer.

Our 7-minute How-To-Control-Phrag YouTube video has been very successful. We've received feedback from as far away as Vermont. The video doesn't give much background on Phrag and why it's a threat because I had assumed that information was widely available. However, there is a need for it, so this winter one of our detailed Zoom/Powerpoint presentations will be posted on YouTube to fill that gap.

Help make Manitoulin Island Phrag-free!

- ◆DON'T DRIVE THROUGH PHRAGMITES! Learn to recognize it. If you do drive through it, clean your ATV or vehicle in the yard before going out again.
- ◆WHEN PULLING WEEDS OFF THE BOAT PROP, throw them in the boat for disposal on dry land.
- ◆READ OUR SIMPLE INFO PAMPHLET available on our Facebook page (@manitoulinphrag) to find out about methods of control or WATCH our YouTube video (search Manitoulin Phrag).
- ◆KEEP AN EYE OUT FOR PHRAGMITES AT HOME. Contact us if you have some. We'll help you figure out what to do and get you started.
- ◆REPORT PHRAGMITES LOCATIONS TO US. Tell us if you find it so we can take action.
- ◆JOIN US for **Manitoulin Phragmites Week, July 16-22, 2022**. Ask us to host a work bee in your area or to make a house call to your property.
- ◆HIRE SUMMER STUDENTS and make Phragmites control part of their job. We'll be happy to show them what to do.

The Manitoulin Phragmites Project, 2021, is sponsored by:

The Habitat Stewardship Program (Environment and Climate Change Canada)
Ontario Species at Risk Stewardship Program
Manitoulin Transport
The Gosling Foundation
Escarpment Biosphere Conservancy
Canada Summer Jobs
The Invasive Phragmites Control Centre
Manitoulin Streams
Wiikwemkoong Unceded Territory
Municipality of Gordon-Barrie Island
Township of Tehkummah
The Manitoulin Expositor
And a host of private donors and local volunteers

THANK YOU!

**The Manitoulin Phragmites Project, P.O. Box 278, Manitowaning, ON P0P 1N0 (705) 859-1027
manitoulinphrag@yahoo.com Facebook.com/manitoulinphrag**

JUST ONE OF MANY SUCCESS STORIES



Mouth of Blue Jay Creek, 2016, before control, looking south.



Beach south of Blue Jay Creek, looking north towards mouth, 2021. The last major patch of *Phragmites* (distance; left of centre) was controlled this year.

List of sites where Phragmites is or has been present, control status, whether control (C), maintenance (M) or a survey (S) was done in 2021, and what is still needed. Please report Phragmites locations not listed here to us by email. *Species at Risk habitat.

SITE NAME (alphabetical by municipality and First Nation)	Work or Survey in 2021	STATUS 2021	COMMENTS
Aundeck Omni Kaning First Nation			
Highway 540 ditches		Present	Sprayed by MTO in 2019; not killed
Lake Road		Present	Ditches; could maybe be sprayed.
Assiginack			
Bidwell Rd ditch by Scotch Line	M	Present	Mowed 2016, 2019, 2021. Appears under control
Clover Valley* & Leask Bay Shores		Under Control	Landowners are watching the site.
Corbett's Beach Road		Eradicated	No further work needed
Highway 6 south and north of Manitowaning		Present	Sprayed by MTO in 2018 & 2019; not killed; patches south of Bidwell corner, north of Hilly Grove, etc.
Manitowaning Arena ditch	S	Present	Permission to spray granted; too wet in 2021
Manitowaning dump	S	Present	Permission to spray granted; needs action in 2022
Manitowaning public works year		Under control	Needs follow up in 2022.
Manitowaning Bay, off Cardwell	M	Under control	A few stems; adjacent landowners maintaining site.
McLennen's Creek mouth*	C	Under control	Adjacent landowners are maintaining the site.
Rogers Creek mouth and interior wetlands*	C	Under control	Volunteers are maintaining the site.
Turtle Lake south		Present	Surveyed 2016. Extensive patches and no public access; control probably impossible without machinery and long-term plan.
Billings			
Hideaway Lodge and Cove	M	Partially under control	Lodge shoreline is under control; shoreline north of lodge requires work in 2022.
Inspiration Point road ditches	C	Present	Control begun in 2021.
Maple Point Road		Eradicated	No further work needed. <i>Phrag Watcher needed to check on site.</i>
Mud Creek Road*	M	Under control	Volunteer is maintaining the site.
Burpee-Mills			
Campbell Bay		Under control	Volunteers are maintaining the site.
Campbell Road ditch		Eradicated	No further work needed. Municipality watching site.
East of Portage Bay*		Eradicated	No further work needed. Adjacent landowners are watching the site.
Portage Bay—East*		Eradicated	No further work needed. Adjacent landowners are watching the site.
Portage Bay—West*		Eradicated	No further work needed. <i>Phrag Watcher needed to check on site.</i>
Lake Wolsey Causeway S		Eradicated	No further work needed; <i>Phrag Watcher needed to check site.</i>
Mac's Bay*	M	Under control	Adjacent landowners are maintaining the site.
Marsh Lake	S	Present	Assessed in 2021. Large patches, restricted access.
Misery Bay*		Under control	Ontario Parks managing site. Phrag still present on west side of bay in 2021.
Murphy Harbour*	M	Under control	No further work needed. Adjacent landowners are watching the site.
Ned Island	S	Present	Surveyed in 2021; large patches; boat access.
Tasker Shoreline East*		Eradicated	No further work needed. Adjacent landowners are watching the site.
Twilight Isle Marsh	M	Under control	<i>Phrag Watcher needed to maintain site.</i>
Central Manitoulin			
Dean Bay*		Eradicated	No further work needed. <i>Phrag Watcher needed to check site.</i>
Dominion Bay*	M	Under control	Landowners maintaining site.

Hwy 542 ditch W of Spring Bay		Present	Sprayed by MTO 2019; reduced but not fully killed
Hughson Bay		Eradicated	Adjacent landowners are watching the site.
Ketchankookem Trail ditch		Under control	Landowner mows area; <i>Phrag Watcher needed to monitor site.</i>
Lake Mindemoya water treatment plant	M	Under control	A few stems were spaded in 2021.
Lake Mindemoya Hwy 551 rest area	M	Under control	<i>Phrag Watcher needed to maintain site.</i>
Lonely Bay*		Eradicated	No further work needed. Landowner is watching site
Lougheed's Bay*		Eradicated	No further work needed. <i>Phrag Watcher needed to check site.</i>
Mud Lake Fen	M	Under control	<i>A group of Phrag Watchers needed to maintain large natural habitat.</i>
Providence Bay*		Eradicated	No further work needed. <i>Phrag Watcher needed to check site.</i>
East of Providence Bay		Eradicated	No further work needed. <i>Phrag Watcher needed to check site.</i>
Rathburn Bay		Present	Reported to us in 2020; needs survey
The Sand Lakes	M	Under control	Landowner is maintaining the site
Lake Huron Dr & 14th Conc. Rd	C	Under control	Sprayed 2021; will require follow up in 2022.
Square Bay*		Under control	<i>Phrag Watcher needed to maintain site.</i>
East of Timber Bay		Eradicated	Adjacent landowners are watching the site.
Cockburn Island			
Small sandy bay east of Sand Bay		Eradicated	No further work needed. Volunteers watching site
SW side of point S of small sandy bay		Eradicated	No further work needed. Volunteers watching site
Sand Bay*		Eradicated	No further work needed. Volunteers watching site
Sand Lake		Under control	<i>Phrag Watcher needed to maintain site.</i>
Doc Hewson Bay*		Under control	<i>Phrag Watcher needed to maintain site.</i>
Lakeshore Road (14th) shoreline		Eradicated	No further work needed.
Mud Bay, Cockburn Island		Under control	NCC managing site.
Cranberry Bog		Present	NCC managing site.
Crossover Road ditches		Under control	Sprayed by NCC in 2020.
Pitman Point wetland		Present	NCC managing site.
Ricketts Harbour*		Eradicated	No further work needed. NCC managing site.
Robb Lake			NCC managing site.
Robinson Bay		Eradicated	No further work needed. <i>Phrag Watcher needed to check site.</i>
Tolsmaville hydro corridor		Under control	<i>Phrag Watcher needed to maintain site.</i>
Tolsmaville: Otter Bay		Eradicated	No further work needed. Volunteers are watching the site
Wagosh Lake		Present	NCC managing site.
Little Wagosh Lake		Present	NCC managing site.
Wagosh North Fen		Present	NCC managing site.
Wagosh Bay*		Eradicated	No further work needed. <i>Phrag Watcher needed to check site.</i>
9th Conc. ditches		Eradicated	No further work needed. Volunteers watching site
10th Side Road ditch		Eradicated	No further work needed. Volunteers watching site
12th Conc. ditch west of airstrip		Eradicated	No further work needed. Volunteers watching site
Dawson			
East Belanger Bay*		Under control	Needs follow up; Ontario Parks managing site.
West Belanger Bay*		Under control	Needs checking; Ontario Parks managing site.
Maple Lake		Present	NCC managing site.
Twin Lakes*		Present	Large patches; remote location; Ontario Parks managing site.; Project may assist in 2022.

Vidal Bay	M	Under control	NCC managing site.
Gordon-Barrie Island			
10th Line ditches*	C	Present	Control begun; roadside patches could be sprayed.
Barrie Island causeway (Julia Bay boat launch; Rozell's Bay)*	C	Under control	Area within sight of the causeway on both sides under control; farther shorelines of Julia Bay and Rozell's Bay still require work in 2022.
Campbell Bay at end of Conc. 4		Under control	Needs to be checked. <i>Phrag Watcher needed to check site.</i>
Goose Cap old boat access	C	Under control	<i>Phrag Watcher needed to maintain site.</i>
Goose Cap Crescent		Present	Large patch, inland, private property. Needs work.
Julia Bay swimming beach	M	Under control	Volunteer is maintaining site.
Julia Bay	S	Present	Surveyed in 2021. Large patches will require major work effort and machine cutting. Boat access only.
Ice Lake Causeway*		Present	Sprayed by MTO in 2019; not killed.
Lake Wolsey Causeway N		Eradicated	No further work needed; <i>Phrag Watcher needed to check site.</i>
Lake Wolsey North*	S	Present	Surveyed 2021 and machine cutting planned for 2022. Marshy shoreline with large patches.
Rozell's Bay	C	Present	Control in progress
Salmon Bay off Whitetail Dr.*		Under control	Adjacent landowners maintaining site; follow up work still needed.
Town of Gore Bay			
Manitoulin Golf Course		Present	Discussed with golf course staff; requested they spray it.
Stream course on 540B east of Wright St.		Present	Made contact with adjacent landowner; requires spading
M'Chigeeng First Nation			
Highway 540 roadside west of M.S.S.		Present	Sprayed by MTO in 2019; not killed. Large patches still present.
Highway 551 pedestrian trail		Present	Large patches at edge of trail; could be sprayed; too wet in 2021.
Lake Mindemoya off Lakeshore Rd	M	Under control	<i>Phrag Watcher needed to maintain site.</i>
Lagoon outflow, north of M.S.S.		Present	Large patches; needs work.
Northeastern Manitoulin and Islands			
Bass Lake on Town Line Road	C	Under control	Permission to spray granted in 2021 but too wet. <i>Phrag Watcher needed to maintain site.</i>
Freer Point & western shoreline *	S	Present	Patches at far west end still need control work
Highway 6 across Great Cloche Island*		Present	Sprayed by MTO in 2019 & 2020; most was killed.
Highway 6 ditch on Ferguson's Hill		Present	Late season spraying by MTO in 2019 and 2020.
Honora shoreline (Freer Point to M'Chigeeng)	M	Under control	Landowners are maintaining some areas. <i>Additional Phrag Watchers needed.</i>
Low Island		Eradicated	No further work needed. <i>Phrag Watcher needed to check site.</i>
Strawberry Channel: White's Point to Sheguiandah FN	M	Under control	Landowners are maintaining some areas. <i>Additional Phrag Watchers needed.</i>
Trotter's Side Road beside Rolston Quarry		Present	Ditch patch; needs assessment
Turtle Lake North		Present	Surveyed 2016. Extensive patches and no public access; control probably impossible without machinery and long-term plan.
North Channel Drive ditch		Present	Needs assessment
Strawberry Island W shoreline*		Present	Ontario Parks managing site.
Ten Mile Point Road ditch	C	Present	Sprayed 2021; will require follow up in 2022.
White's Point*	M	Under control	Landowners are maintaining the site.
Horseshoe Bay, Great Duck Is.*		Eradicated	<i>Phrag Watcher needed to check site.</i>
Old harbour, Great Duck Island		Present	Reported to us; needs assessment

Robinson			
Beaver Meadows*		Present	Large patches; difficult access. Requires planning with Ontario Parks and NCC.
E of Black Point*		Eradicated	<i>Phrag Watcher needed to check site.</i>
Burnt Island Bay	M	Under control	Landowners are maintaining the site. Still additional work needed.
Burnt Island Harbour east	C	Under control	Control not quite complete (hornets stopped us).
Carroll Wood Bay*		Under control	Needs to be checked in 2022. Landowners are watching the site.
Christina Bay*		Eradicated	No further work needed. <i>Phrag Watcher needed to check site.</i>
West of Cooks Dock		Present	Reported to us. Needs survey in 2022.
Fisher Bay*		Eradicated	No further work needed. <i>Phrag Watcher needed to check site.</i>
Ivan Point*		Eradicated	No further work needed. <i>Phrag Watcher needed to check site.</i>
Maple Lake	?		NCC is managing the site.
Misery Bay west of Ironside Beach*		Eradicated	No further work needed. <i>Phrag Watcher needed to check site.</i>
Sand (Hensley) Bay*		Under control	Needs to be checked in 2022. <i>Phrag Watcher needed to maintain site.</i>
Highway 540 Silver Water ditch		Present	3 large patches; 2 were reduced but not killed by MTO spraying in 2019. All three still require work.
Vidal Bay		Under control	NCC is managing the site.
Sheguiandah First Nation			
Highway 6 south of Ogimaa Miikan corner		Present	Sprayed by MTO 2020; only a small amount was killed; requires major work effort.
Pow-wow Grounds (part of Sheg Bay site listed in NEMI)	M	Under control	<i>Phrag Watcher needed to maintain site.</i>
Ogimaa Miikan and other roadside ditches in community		Present	Could be sprayed; needs discussion with community.
Tehkummah			
Frood Harbour*	M	Under control	Volunteers watching site.
Highway 6 south of Lakeshore Road		Present	On dry land on private property; requires landowner contact. Eradicated from highway ditch.
Lakeshore Road North	C	Present	Ditch sprayed in 2021; still present on private property. Requires landowner contact.
McKim Bay	C	Under control	Volunteer is maintaining site.
Michael's Bay Manitou R. to Blue Jay Cr.*	M	Under control	<i>A group of Phrag Watchers needed to maintain site.</i>
Michael's Bay South of Blue Jay Creek*	C	Under control	<i>A group of Phrag Watchers needed to maintain site. Scattered stems still expected in one area in 2022</i>
Royal Michael's Bay area		Under control	Volunteer is maintaining site.
South Baymouth sewage lagoon	C	Present	Sprayed in 2021. Needs a small amount of follow up
Wiikwemkoong Unceded Territory			
Andrew's Place beach	C	Present	Large patches; control started by landowners
Beach Road	M	Present	New patches have started where road was ditched. Control is urgent to prevent spread back into lake. Shoreline is under control. <i>Phrag Watcher needed to maintain shore.</i>
Big Burnt Island; south shore		Present	At least three large patches
Buzwah savannahs above 2 O'clock		Present	Remote area needs several days of work; requires ATV to access
Cape Smith Georgian Bay and Wiky Bay shorelines		Present	Many large patches; accessible only by boat
Jacko Bay*	S	Present	Patch has shrunk and some has died. Requires manual control ASAP to take advantage of reduced patch size.
Kaboni Beach*	M	Under control	<i>Phrag Watcher needed to maintain site.</i>

Kaboni & South Bay Rd ditches		Present	Dry land patches; needs coordination with Public Works
King's Bay roadside ditches	M	Present	Dry land patches were spaded; require on-going maintenance or spraying to prevent spread.
M'nishensing*		Eradicated	<i>Phrag Watcher needed to maintain site.</i>
Prairie Point*	C	Under control	<i>Phrag Watcher needed to maintain site.</i>
Small bays south of Prairie Point		Present	Numerous small patches and a few large ones; boat access only
South Bay: Head of bay: Clover Valley to Pheasant's Creek*	C	Under control	Requires several days of manual control work in 2022.
South Bay Road at Pheasant's Creek*	M	Under control	<i>Phrag Watcher needed to maintain site.</i>
South Bay at the Narrows	M	Under control	Volunteer maintaining site.
Wiky (Smith) Bay mouth of Mebine Creek to water treatment plant	C	Partially under control	Excluding water treatment plant itself, shoreline is under control from marina to Smith Creek. Remaining area will require machinery and a long-term management plan
Tamarack Harbour*		Under control	Patches on roadside still need work; <i>Phrag Watcher needed to maintain site.</i>
Thomas Bay*		Eradicated	No further work needed. <i>Phrag Watcher needed to check site.</i>
Little Thomas Bay*	C & S	Partially under control	Eastern half of bay under control. Remainder was assessed to plan access for Truxor cutting for 2022.

Township of Billings

Accounts for Payment from Oct 15, 2021 to Oct 28, 2021

Cheque No.	Cheque Date	Payee	Amount
6966	Oct 28, 2021	Allens Auto Parts	330.36
6967	Oct 28, 2021	Brendan Addison Mobile Mechanical	1,743.53
6968	Oct 28, 2021	Bridal Veil Variety	750.14
6969	Oct 28, 2021	Briscoe, Lawrence	100.00
6970	Oct 28, 2021	Brooklin Concrete Products	26,740.51 50% DP Orders
6971	Oct 28, 2021	Encompass IT	1,802.35 new laptop EDO
6972	Oct 28, 2021	EXP Services Inc.	74,491.72
6973	Oct 28, 2021	Gnusystems	25.43
6974	Oct 28, 2021	Hughes Supply Company	101.07
6975	Oct 28, 2021	Laurentian Business Product	101.69
6976	Oct 28, 2021	Lisa / Darren Hayden	252.00
6977	Oct 28, 2021	Municipality of Gordon & Barrie Island	10,022.72 Building Official Apr.-Sept.
6978	Oct 28, 2021	Northern Air & Mechanical Systems Inc	10,247.14 Geothermal repairs
6979	Oct 28, 2021	Ontario Clean Water Agency	3,722.62
6980	Oct 28, 2021	Permafib	27,067.58 Rink Board Final Pmt
6981	Oct 28, 2021	Pinchin Ltd	4,520.00
6982	Oct 28, 2021	R.J. Burnside & Associates Limited	1,356.00
6983	Oct 28, 2021	UCCM Castle Building Supplies	202.79
PREAUTHORISED PAYMENTS			
DS	Oct 15, 2021	WSIB-quarterly Remittance	5,252.37
DS	Oct 15, 2021	Payroll Remittance	12,564.28
DS	Oct 18, 2021	GFL Environmental	7,416.65
DS	Oct 18, 2021	Roger (PW cellular phones)	288.15
DS	Oct 19, 2021	Superior Propane	31.97
DS	Oct 22, 2021	Bell Canada	573.31
DS	Oct 23, 2021	Hydro One	3,178.62
DS	Oct 24, 2021	Eastlink	148.81
DS	Oct 27, 2021	LBPC Leasing-copier	175.00
DS	Oct 27, 2021	Payroll Remittance	13,924.75
DS	Oct 27, 2021	Canada Life-RSP	1,381.08
		TOTAL	208,512.64