

CORPORATION OF THE
TOWNSHIP OF BILLINGS

AGENDA

April 19, 2021 7:30 p.m.

Electronic Meeting

1. OPEN
2. APPROVAL OF AGENDA
3. DISCLOSURE OF PECUNIARY INTEREST
4. ADOPTION OF MINUTES
 - a) April 6, 2021
5. DELEGATIONS
6. COMMITTEE REPORTS
 - a) Ad Hoc Medical Centre
Improvement Committee Report
April 1 2021
 - b) Billings Museum Committee
Report April 12 2021
 - c) Climate Action Committee
Report April 7, 2021
 - d) Health and Safety Report March
and April
 - e) Bylaw Report
February/March/April
7. OLD BUSINESS
 - a) OPP Detachment Boards
 - b) Main Street Construction Update
8. NEW BUSINESS
 - a) COVID-19 Update
 - b) Support for 988, a 3-digit suicide
and crisis prevention hotline
letter of support
 - c) Planning act timelines letter of
support
 - d) Library Budget Advance
 - e) New Financial/Administrative
Support Position Job Description

10. INFORMATION

- a) MPAC Annual Report 2020
- b) Inclusive Community Grants
Funding Announcement
- c) Manitoulin Planning Board Final
Decision B02-21 and B03-21
- d) Manitoulin Planning Board
March 30th Special Meeting
Minutes
- e) 04 12 21 April 12, 2021 Billings
Museum Minutes
- f) 04 07 21 April 7, 2021 Climate
Action Committee Minutes
- g) Centennial Manor March 31,
2021 Financial Statements

11. ACCOUNTS FOR PAYMENT

12. CLOSED SESSION

13. CONFIRMING BY-LAW

14. ADJOURNMENT

Memorandum

To: Mayor, Council
cc: Staff, Public
From: Staff
Date: April 15, 2021
RE: April 19, 2021 Council Meeting

5. Delegations

6. Committee Reports

- a) Ad Hoc Medical Centre Improvement Committee Report April 1 2021
- b) Billings Museum Committee Report April 12 2021
- c) Climate Action Committee Report April 7, 2021
- d) Health and Safety Report March and April
- e) Bylaw Report February/March/April

7. Old Business

a) OPP Detachment Boards

Council was to review and bring questions to discuss regarding the OPP Detachment Boards. Completed proposals are to be submitted to the ministry by **Monday, June 7, 2021**.

b) Main Street Construction Update

- By the time of this meeting, Council and the community will have had one more opportunity to receive information and ask questions of the project managers for the Main St. project – at the virtual consultation meeting on Thursday, April 15th.
- Clearly, the project is *ahead* of schedule in many respects. Although this has created some communication challenges, staff take the early start as a good thing. It gives us at least the opportunity to see the project completed early, which benefits all.
- Unfortunately, the project has already experienced some incidents of vandalism and theft. The OPP are aware of these incidents, and have been working with the contractor, engineers and municipal staff to investigate these occurrences and prevent further incidents. We encourage everyone in the community to be vigilant and report suspicious activity directly to the OPP, and to Township staff. This kind of activity ultimately costs us all.
- The retaining wall adjacent to Main St., in the vicinity of the lighthouse and in the Northernmost scope of the project, will be replaced with an engineered retaining wall as part of the Main St. Reconstruction project. As part of this work, staff recommends the removal of the unused municipal privy in this location. I provide the following rationale for this recommendation:
 - The privy is not currently in use and has not been for many years now. It predates the public washrooms at the Old Mill building.
 - We have plans to expand and upgrade public washrooms in lower Kagawong in the near future.
 - Removal of the building will simplify the removal and replacement of the retaining wall.

- The contractor will have appropriate equipment on site to facilitate the efficient removal of this building.

Recommendation:

That Council approve removal of the decommissioned privy on municipal property in the vicinity of the lighthouse and the Northerly intersection of Upper and Main Streets.

8. New Business

a) COVID 19 Update

Megan Bonenfant will present an update on Covid 19.

b) Support for 988, a 3-digit suicide and crisis prevention hotline letter of support

Please review the attached correspondence from the Town of Caledon

Recommendation:

That Council pass a resolution of support for this matter.

c) Planning act timelines letter of support

Please review the attached correspondence from the City of Kitchener

Recommendation:

That Council pass a resolution of support for this matter.

d) Library Budget Advance

We have provided the library an advance in the past. The office is now providing bookkeeping for the library but the Library still has its own bank account that their bills will be paid from.

Recommendation:

That \$10,000 from the general coffers be advanced to the Library account.

e) New Financial/Administrative Support Position Job Description

Currently we have a vacant position in the office and require someone to fill that position. The suggestion is that we change the job description from Administrative Assistant to Financial/Administrative Support. The draft job description is attached to the agenda package. The suggested pay grade will be the same as the current Administrative Assistant position as per the pay grid.

The township has the potential to lose three positions to retirement by the end of 2022. Planning needs to take place now. Currently Ontario has a shortage of trained municipal management staff so there is little potential of filling positions by hiring experienced personnel.

Municipal Finance is a very important position in the municipality. Municipal Finance is different than regular accounting as there are many different rules/regulations to follow. It would be learning curve for someone from a non-municipal background to fill a Municipal Finance position.

Having someone working with the Treasurer is a step in that direction. With the right person in that position the township should have someone familiar (proficient) with the township financials to either lead a new Treasurer forward or to be the new Treasurer.

Currently we have both a CAO/Clerk and a Deputy Clerk. Our Deputy Clerk will be able to assist the township as retirements take place, either by training new staff or by filling a vacancy.

Recommendation:

That staff be directed to advertise and hire a Financial/Administrative Support person for the office, with the pay range being the same as the Administrative Assistant range in the 2021-08 Employee Salary Range by-law.

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) MPAC Annual Report 2020: <https://annualreport.mpac.ca/2020-annual-report>
- b) Inclusive Community Grants Funding Announcement
- c) Manitoulin Planning Board Final Decision B02-21 and B03-21
- d) Manitoulin Planning Board March 30th Special Meeting Minutes
- e) 04 12 21 April 12, 2021 Billings Museum Minutes
- f) 04 07 21 April 07, 2021 Climate Action Committee Minutes
- g) Centennial Manor March 31, 2021 Financial Statements

The Corporation of the
Township of Billings
Regular Meeting

April 6th, 2021 7:30 p.m.

Electronic Meeting

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

Staff: Todd Gordon, Economic Development Officer; Kathy McDonald, CAO/Clerk; Tiana Mills, Deputy Clerk; Megan Bonenfant, CEMC; Arthur Moran, By-Law Officer; Martin Connell, Fire Chief

Media: Tom Sasvari

Members of the General Public

1. OPEN

2021-114 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

2021-115 Alkenbrack - Hunt

BE IT RESOLVED that the agenda for the April 6th, 2021 regular meeting of Council be accepted as presented.

Carried

3. DISCLOSURE OF PECUNIARY INTEREST

None.

4. ADOPTION OF MINUTES

2021-116 Barker - Alkenbrack

BE IT RESOLVED that the minutes of the March 15th, 2021 meeting be accepted as presented.

Carried

5. DELEGATIONS

None

6. COMMITTEE REPORTS

a) Sharon Alkenbrack - Economic Development Committee Report

Council received the report

b) Sharon Jackson - Seniors and Long-Term Care Advocacy Webinar Report

Council received the report

c) **Bryan Barker - Climate Action Committee Report**

Council received the report

d) **Bryan Barker - Community Policing Association Committee Report**

Council received the report

e) **Bryan Barker - Lake Kagawong Resource Committee Report**

Council received the report

f) **Michael Hunt - Library Board Meeting**

Council received the report

7. **OLD BUSINESS**

a) **Noise By-Law 2021-12**

2021-117 Alkenbrack - Hunt

BE IT RESOLVED that Council give By-law 2021-12, being a by-law to regulate noise be given second and third reading and enacted.

Carried

b) **Kagawong River Pedestrian Bridge**

2021-118 Barker - Jackson

BE IT RESOLVED that Council approve staff to the issue a targeted RFP for the pedestrian bridge design and engineering for the Kagawong River trails.

Carried

8. **NEW BUSINESS**

a) **COVID 19 Update**

Megan Bonenfant, CEMC presented Council with a COVID-19 update.

2021-119 Barker - Alkenbrack

BE IT RESOLVED that Council accept the quote from Cancom Security to supply uniformed guards to cover off the smelt run from April 9-25, 2021 from 8pm to 6am at an estimated cost of \$15,368.

Carried

b) **Alyssa Spooner – Health Care Worker Recruitment Donation**

2021- 120 Alkenbrack - Jackson

BE IT RESOLVED that Council add \$3000 in the draft 2021 budget for Health Care Worker Recruitment on Manitoulin Island.

Carried

c) **4Elements Request**

2021 – 121 Barker - Hunt

BE IT RESOLVED that Council approve the request from 4elements to allow them, in partnership with Lisa Hamalainen, to provide a community arts project in Kagawong during the 2021 Elemental Festival provided that the Township is a named insured and follow all Covid-19 protocols that are in place at that time.

Carried

d) Fire Safety Grant Funding

2021- 122 Alkenbrack - Barker

BE IT RESOLVED that Council give by-law 2021-14, being a by-law to enter into a transfer payment agreement with Her Majesty the Queen in right of Ontario as represented by the Office of the Fire Marshal three readings and enact it.

Carried

e) Letter from the Honourable Sylvia Jones, Solicitor General, OPP Detachment Boards

Council received information presented by Councillor Bryan Barker.

f) Hard Surfacing Tenders

2021-123 Hunt - Alkenbrack

BE IT RESOLVED that Council authorize Public Works to participate in group tendering for 6.2 km of hard surfacing at a cost of \$120,000.

Carried

g) Fire Department Appointments

2021- 124 Barker - Alkenbrack

BE IT RESOLVED that Council accept both Tyler Olmstead and Sandra Cook's applications to the Billings Volunteer Fire Department.

Carried

h) Strategic Planning 2022-2025

2021- 125 Alkenbrack - Jackson

BE IT RESOLVED that Council sets an early-stage strategic planning meeting on April 27th, 2021 at 7:00pm.

Carried

i) Parks, Recreation and Wellness Recommendation Re: Construction on Outdoor Rink

2021- 126 Hunt - Barker

BE IT RESOLVED that Council approve the recommendation as presented by the Parks, Recreation and Wellness Committee for H & R Noble Construction to proceed with prep work and retaining wall construction at the Outdoor Rink.

Carried

j) Parks, Recreation and Wellness Recommendation Re: Advertising Plan for Outdoor Rink

2021-127 Alkenbrack - Jackson

BE IT RESOLVED that Council approve the recommendation as presented by the Parks, Recreation and Wellness Committee to start selling rink board advertising at a cost of \$500 for the first year and \$200 a year for every year after that.

Carried

k) National Volunteer Appreciation Week April 18-24, 2021

2021-128 Barker - Hunt

WHEREAS, 12.7 million Canadian volunteers give their time to help others, contributing close to 2 billion volunteer hours per year; and

WHEREAS, volunteers in the Township of Billings mentor our children, feed our hungry, comfort our lonely, beautify our green spaces, and fundraise for our charitable organizations; and

WHEREAS, volunteers in Billings have stepped up during the COVID-19 pandemic to support families, friends, neighbours, and strangers, people standing up to systemic racism, and people sharing insights on how to create a more just and equitable society; and

WHEREAS, the Township of Billings' volunteers are young, old, families, workers, retirees, men and women of all ages and backgrounds; and

WHEREAS, the collective result of the work done by our city's volunteers is that The Township of Billings is a more desirable place to live; and

NOW, THEREFORE BE IT RESOLVED that the Township of Billings hereby declares April 18-24, 2021, as National Volunteer Week, and urge my fellow citizens to recognize the crucial role played by volunteers in our community.

Carried

l) Main Street Construction Update

Council received update from Todd Gordon, Economic Development Officer

9. CORRESPONDENCE

a) Emergency Management and Civil Protection Act 2020 compliance results

Council received letter

10. INFORMATION

a) Economic Development Committee Minutes March 10, 2021

Council received report

b) South Glengarry Resolution

Council received report

c) COVID-19 Relief Funding for Municipalities Program

Council received report

d) March 12, 2021 Memo from General Hillier Re: COVID-19 Vaccination Distribution Task Force

Council received report

- e) **Memo from Deputy Minister**
Council received report
- f) **Public Health Agency of Canada – Peace Officer Assistance**
Council received report
- g) **Parks, Recreation & Wellness Committee March 22, 2021 Minutes**
Council received report
- h) **Little Current Swing Bridge Study**
Council received report
- i) **Memo from the Ministry of Municipal Affairs and Housing Re: Changes to Capacity Limit and Vaccination Roll Out to First Responders**
Council received report
- j) **Memo from Deputy Minister Re: Amendments to Stay and home order**
Council received report
- k) **March 26, 2021 Memo from General Hillier Re: COVID-19 Vaccine Distribution Task Force**
Council received report
- l) **Bill C-21**
Council received report
- m) **Ontario Cannabis Legalization Implementation Fund**
Council received report
- n) **Lake Kagawong Resource Committee Minutes March 25, 2021**
Council received report
- o) **Parks, Recreation and Wellness Committee Minutes March 29, 2021**
Council received report
- p) **Climate Action Committee Minutes March 24, 2021**
Council received report

11. ACCOUNTS FOR PAYMENT

2021-129 Hunt - Alkenbrack

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

General Accounts \$241,345.80

and that cheques numbers 6679 to 6699 be authorized for signing as described in the attached register.

Carried

12. CLOSED SESSION

None

13. CONFIRMING BY-LAW

2021-130 Alkenbrack - Jackson

BE IT RESOLVED that By-law 2021-15, being a by-law to confirm the proceedings of Council be given first, second, third reading and enacted.

Carried

14. ADJOURNMENT

2021-131 Barker - Hunt

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

Ian Anderson, Mayor

Kathy McDonald, CAO/Clerk

Township of Billings Council Committee Report

Report to: Council Date of Meeting: April 19, 2021
Report by: Sharon Jackson Committee: Ad hoc Medical Centre Improvement

Highlights/Matters of Interest

Minutes of the inaugural meeting held April 1 are included in tonight's Agenda under Information

Those in attendance included Councillors from Gore Bay, Gordon-Barrie Island, Billings, Burpee-Mills, staff member from LAMBAC, Rotary Club, citizen representation from Gore Bay, Silver Water and Meldrum Bay, along with Gore Bay's CAO who acted as Chair and Doctors Hamilton and Wilson.

Dr Hamilton provided a brief history of the early beginnings of the medical centre stressing the overwhelming generosity of people residing on Western Manitoulin. The project was spearheaded by the Rotary Club back in the mid 1980s.

While the building and its amenities have served the community well, it has become outdated and a list of items to be considered was brought forward by Dr Hamilton:

- Consider the future lifespan of the facility
- Ingress and egress
- Reconfiguration of the waiting room and washroom
- Security/safety concerns
- Access to the dental suite
- Relocate the basement stairs
- Loading dock required at rear entrance

The purpose of the Committee is not solely to make necessary upgrades to the building, but to put a plan in place to recruit physicians to step in the vacancies of Doctors Hamilton and McRae who plan to retire very soon. Dr Hamilton stated that recruitment is much more in depth than just the facility.

Members of the Committee discussed costs and next steps of the project. CAO Stasia Carr confirmed there are initial monies available to have concept drawings produced, however the amount was not known at the time. Projects must be "shovel ready" in order to receive funding. Stasia will share that information at the next meeting.

Prior to any fundraising initiatives, the cost of the project will need to be determined. Gore Bay Town staff will do some research regarding grants for capital projects such as this one. During Covid-19, there are multiple funding streams to be considered.

The first step would be to begin with the wish list offered by Doctor Hamilton and the Committee would need to look ahead to anticipate the needs of the medical centre over the next 15 to 20 years. Before an architect can be hired, the scope of work would need to be determined. Staff will research engineering/architectural companies specializing in medical centres and provide information at the May meeting.

Township of Billings
Council Committee Report

Report to: Council

Date of Meeting: April 12/2021

Report by: MICHAEL HUNT

Old Mill Heritage Centre
Committee: Billings Museum Committee

Highlights/Matters of Interest:

Financial Report remains good thanks to Donations
The Old Mill Heritage Centre is scheduled to open
on Saturday May 22nd with all the necessary Covid 19
protocols in place. The museum summer student
is Harako Hubbard Radulovich. She will start June 15th.
Museum Hours will be 10am to 4pm 7 days a week.
Advertising - Rack cards are ready for print.
The museum store will purchase more Hawberry Jelly
and Shipwreck maps.

~~Recommendations to Council:~~

The Post Office Museum will remain closed.
The New Exhibits this year The Empress of Ireland,
Stanley Gordon Sr. Township Clerk, and a War of
1812 uniform and sword are all well under way.
A revitalization of the museum donor wall is
taking place in recognition and gratitude to
supporters of the Old Mill Heritage Centre.
Outdoor museum signs are being considered
for updating.
In other Business Diane Fraser praised Parcy Woods on her
excellent job in the updating of the book How it all Began
And also the museum supports the Community Grant Fund
for accessibility improvement of the Old Mill Building

COMMITTEE REPORT
CLIMATE ACTION COMMITTEE

07 April 2021 7:00 pm.

VIRTUAL

Meeting was called to order by the chair at 7:15 pm. Due to technical issues, with a quorum present.

PRESENT: Bryan Barker (Chair), Bob Clifford, Paul Darlaston, John Hoekstra, Chris Theijsmeijer, Kim Neale (CCC/Recorder), Kathy MacDonald (CAO/Clerk), Todd Gordon (EDO)

OLD BUSINESS

This was an additional meeting to give the CAC an opportunity to review the Community Climate Engagement Survey and discuss any areas of concern and to answer any questions from committee members. Some areas of concern were:

- Why do composting/personal vehicles have such a high conflict score when they have similar support levels as other categories?
- Clarification on GHG reductions – tonnes per year or over 10yrs?
- Identified some spelling and grammatical errors.
- Instructed Ethelo to carry through design mock-ups for all categories.
- How do nonparticipants factor into the overall result percentages?

The CCC will address these concerns with Ethelo and report to the CAC at its next meeting.

NEW BUSINESS

None

RECOMMENDATIONS TO COUNCIL

None

NEXT MEETING

21 April 2021, 7:00 pm (virtual)

MEETING ADJOURNED

8:50 pm.

Submitted by

Councillor Bryan Barker (Chair CAC)



Health and Safety Report to Council

March/April 2021

Listed below are the health and safety activities that have taken place since the February report:

JH&SC

1)The JH&SC has a virtual meeting scheduled for April 20, 2021.

-items to be discussed include review of health and safety policy and procedures manual, protocols for outdoor skating rinks, new hire training and first aid training.

Training

1)The revised new hire/employee refresher training packages have been prepared and delivered to the Public Works and Marina supervisors. The revised training package includes training videos, use of safe operating procedures, demonstrations, evaluations and supervisory sign-off. The purpose of the revision is to ensure that there is a formal method of ensuring that possible gaps in basic job-related tasks are not overlooked.

2) Preparations are being made for the delivery of the new hire training.

3)The health and safety coordinator has been in discussion with the local provider of the Red Cross first aid training regarding first aid training during the pandemic. The discussion brought forward the following information:

-First Aid training has been deemed as an essential training program by the Ministry of Labour and the WSIB.

-Changes in the delivery of first aid training.

-Changes in the cost of the course fee per candidate.

WSIB Program of Excellence

1)The sample information data package for submission to the WSIB is currently being reviewed by the WSPS. The package will be ready for the WSIB evaluators upon completion of video interviews with the CAO and JH&SC representatives.

2)Work is continuing on the remaining topics.

Covid

1)Current protocols such as the use of face coverings, physical distancing, hand sanitizing, the completion of daily screening forms and contact training forms are still in full effect for Township employees.

Regards

Arthur Moran
H&S Coordinator



Bylaw Report to Council February/March/April

I apologize to the Council regarding the lack of bylaw reports being provided over the last 2 months. This was an oversight on my part that will be corrected.

Bylaws

I have been continuing the process of reviewing and revising existing bylaws as well as drafting some new bylaws.

The bylaws that will be presented include the bylaws identified in the January report as well as a bylaw for the enforcement of bylaws, a bylaw revision for domestic animals and exotic pets and a bylaw regarding culvert permits and road allowances.

Enforcement Activities

- 1) There have been 3 complaints that have been followed up on since the last report, they include:
 - a) Dogs being at large.
 - b) Unsafe storage of property on a waterfront area.
 - c) A noise complaint regarding a rooster.
- 2) An extensive bylaw compliance patrol of multiple areas within the Township was performed on April 10 to check for property standard issues, improper burning or recreational trailer/vehicle issues. There were not any identified

Other Activities

- 1) I have sat in on a few Emergency Management Group meetings taking part in group discussions regarding issues that have bylaw implications. i.e., smelt fishing, bridal veil falls.
- 2) I took part in the initial briefing with members of the Camcon to discuss talking points when encountering persons wanting to smelt fish on the break wall at the small craft marina.

Regards

Arthur Moran
Bylaw Enforcement Officer

Solicitor General

Office of the Solicitor General

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Toronto ON M7A 1Y6
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MCSCS.Feedback@Ontario.ca

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132-2021-404
By email

March 18, 2021

Dear Heads of Council and First Nations Chiefs:

I am writing to provide you with an update on the new Ontario Provincial Police (OPP) detachment boards under the *Community Safety and Policing Act, 2019* (CSPA).

As you may remember, in February 2020, the Ministry of the Solicitor General conducted seven regional roundtable sessions across the province. Discussions at these sessions focused on new OPP-related regulatory requirements under the CSPA. Municipalities and First Nation communities receiving policing services from the OPP were invited to learn more about new OPP-related legislative and regulatory requirements and provide the ministry with feedback to inform the development of related regulatory proposals. In addition, we heard from many of you through various letters and engagement opportunities, including meetings with the Association of Municipalities of Ontario MOU Table and Rural Ontario Municipal Association about what you would like your new OPP detachment board to look like.

In response to your feedback, an OPP detachment board framework has been developed that we hope will provide municipalities and First Nation communities receiving direct and/or supplemental services from the OPP the flexibility to create a board that reflects your community and local needs.

Under this framework, municipalities and First Nation communities receiving direct and/or supplemental services from an OPP detachment are being asked to submit one proposal (per detachment) indicating the composition of their board and, if needed, a rationale for multiple boards and the composition of each additional board.

Municipalities and First Nations within a detachment are asked to work together to determine the composition of their board(s) as well as the manner in which they will submit their proposal to the ministry. For example, after determining the composition of the detachment board(s), municipalities and First Nations within a detachment area may select one municipality or First Nation to complete and submit the proposal.

Dear Heads of Council and First Nations Chiefs
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Proposals must meet base requirements set by the ministry, which include a minimum number of five members per board and a requirement that each board should be composed of 20% community representatives and 20% provincial appointees. To that end, municipalities and First Nations are not required at this time to identify the names of the individuals that will be participating on the detachment board. Rather, you are only asked to identify the number of seats each municipality and First Nation will be allocated on the detachment board as well as the number of community representatives and provincial appointments.

To streamline and support the proposal process, the ministry has developed a digital form that can be accessed using the link included [here](#).

The ministry will work with municipalities and First Nations to obtain outstanding information/proposals and support you in submitting a completed proposal. If, however, a proposal still does not meet the minimum requirements, or a proposal is not submitted and/or if no consensus is reached on the composition of the board then the ministry will determine the composition of the detachment board.

Completed proposals are to be submitted to the ministry by **Monday, June 7, 2021**.

We recognize the significant implications that the current COVID-19 emergency has had on municipalities and First Nations across the province. To this end, in addition to the written supporting material attached here, we are also pleased to work with you directly through virtual information sessions.

If you have questions related to OPP detachment boards under the CSPA, please contact Sarah Caldwell, Director of Community Safety and Intergovernmental Policy, at sarah.caldwell@ontario.ca. If you have questions about the proposal process or would be interested in a virtual information session, please contact Joanna Reading, Senior Policy Advisor, at joanna.reading@ontario.ca

Sincerely,



Sylvia Jones
Solicitor General

Enclosures

c: Chief Administrative Officers

Municipal Clerks

Q1: What are the key differences between the section 10 board framework under the *Police Services Act* (1990) (PSA) and OPP detachment board framework under the *Community Safety Policing Act, 2019* (CSPA)?

A1:

- The OPP currently polices 326 municipalities. Of these, only those under a section 10 agreement have access to civilian governance. This means there are 178 municipalities that do not participate on a board and as a result do not have access to civilian governance.
- Under the CSPA, all municipalities receiving OPP policing services will have the opportunity to participate on an OPP detachment board.
- In terms of the roles and responsibilities of board members, the role of OPP detachment boards will include additional responsibilities not required for section 10 boards under the PSA (1990) such as:
 - considering any community safety and well-being plan adopted by a municipality that receives policing from the detachment;
 - establishing local policies, in consultation with the detachment commander, with respect to policing in the area receiving policing from the detachment; and
 - ensuring local action plans prepared by the detachment commander address the objectives and priorities determined by the board.
- Under the CSPA, OPP detachment board members will be required to:
 - consult with the OPP Commissioner on the selection of a detachment commander;
 - monitor the performance of the detachment commander; and
 - provide an annual report to the municipalities and band councils served by the OPP.
- OPP detachment boards will also provide a venue for the municipalities and First Nations within a detachment area to coordinate and collaborate on strategies to address common issues that is not present under the PSA.

Q2: What does the transition to the new OPP detachment board framework mean for municipalities and First Nations currently receiving policing services by the OPP?

A2:

- Until the Act comes into force, the ministry will continue to renew section 10 agreements that are set to expire in 2021.
- However once the CSPA comes into force all existing section 10 agreements will be terminated, and Section 10 boards will be dissolved.
- To do this, the ministry is committed to providing sufficient time and adequate supports to municipalities currently participating on a Section 10 board or, in the case of municipalities that receive OPP policing without a formal agreement/contract (i.e. Section 5.1 municipality), a Community Policing Advisory Committees (CPAC) as they dissolve their current board structures and transition to the new OPP detachment board model.

Q3: When will the CSPA come into force?

A3:

- The ministry is working towards the act being proclaimed in early 2022.

Q4: Which municipalities and First Nations are included in the OPP detachment board framework?

A4:

- The OPP detachment board framework provides civilian governance to the municipalities and First Nations receiving policing from OPP detachments.
- More specifically, the framework includes 326 municipalities currently policed by the OPP.
- The First Nations included in this framework include the 43 First Nations that:
 - are directly policed by the OPP (i.e., zone policing without a funding agreement);
 - employ their own First Nations Constables but receive administrative support from the OPP (i.e., “OPP-Administered” policing under the Federal First Nations Policing Program (FNPP)); and
 - receive “OPP-Dedicated” policing (i.e. Stream Two agreements under the FNPP).

Q5: What role will municipalities and First Nations have with respect to the OPP Detachment Board proposal process?

A5:

- Municipalities and First Nations in each OPP detachment area will be required to submit one proposal indicating the composition of their board and the rationale for multiple boards and the composition of each additional board, if multiple boards are being recommended.
- The ministry will only accept one proposal per detachment.
- Municipalities and First Nations within a detachment will be required to work together and determine the approach for developing and submitting their proposal to the ministry.
 - For example, after determining the composition of the detachment board(s), the municipalities and First Nations within a detachment may select one municipality or First Nation to complete and submit the proposal.

Q6: What information is the ministry requesting in the proposal form?**A6:**

- Municipalities and First Nations within a detachment area will be required to submit a proposal indicating the composition of their board(s).
- Municipalities and First Nations will not be required to identify the names of the individuals that will be participating on the detachment board. Rather, they will be required to identify the number of seats each municipality and First Nation will be allocated on the detachment board as well as the number of community representatives and provincial appointments.
- If a municipality and/or First Nation chooses not to participate on a detachment board and forfeits their seat, they will be required to indicate this in the proposal.

Q7: Factors to consider when requesting more than one detachment board.**A7:**

- The CSPA allows an OPP detachment to establish one, or more than one, OPP detachment board.
- Detachments that are considering requesting more than one detachment board should consider factors such as:
 - Geography (e.g. distance between municipalities and First Nations);
 - Variations in population size and;
 - The number of municipalities and First Nations within an OPP detachment; and
 - Service demands (e.g. calls for service).
- However, if proposing more than one OPP detachment board, municipalities and First Nations should also consider challenges associated with recruiting board members (e.g. inability to fill vacancies) and the costs associated with operating additional boards.

Q8: Will municipalities/First Nations that are receiving policing and/or supports and services by two OPP detachments be allowed to participate on both OPP detachment boards?**A8:**

- Yes. Municipalities and First Nations that are receiving policing and/or supports and services by two OPP detachments can participate on both OPP detachment boards, or can choose to participate on only one OPP detachment board.
- Representation must be determined in collaboration with the other municipalities and First Nations within the OPP detachment, as a consensus on the composition of the OPP detachment board is required.
- Municipalities that wish to be represented on both OPP detachment boards will be required to cover the costs associated with participating on two boards (i.e. operational costs).

Q9: What is considered a “completed” proposal?**A9:**

- Each detachment will be required to complete one proposal using the digital form provided by the ministry. The link to the digital form can be found here: [Ontario Provincial Police Board \(OPP\) Proposal Form](#).
- A completed proposal must be submitted using the digital form provided by the ministry and meet the minimum composition requirements provided by the ministry.
- The ministry will work with each detachment to obtain outstanding information/proposals and support them in submitting a completed proposal.
- If however in the end if a proposal does not meet the minimum requirements set by the ministry or a proposal is not submitted, and/or if a detachment is unable to come to a consensus, the ministry will determine the composition of the detachment board.

Q10: What support will the ministry provide municipalities and First Nations throughout the OPP detachment board proposal process?**A10:**

- Virtual information sessions, led by the ministry, will be made available upon request for municipalities and First Nation communities to address outstanding questions and clarify concerns related to the proposal requirements and process.
- If your detachment is interested in a virtual information session, or have other inquiries related to the OPP detachment board proposal process, please forward your request to the ministry to Joanna Reading via email at Joanna.Reading@ontario.ca.

Q11: What is the purpose of provincial appointments on OPP Detachment Boards?**A11:**

- Provincial appointees will provide advice to the board as public representatives whose appointments are independent of municipal/band councils.
- However, to ensure members of the detachment board are reflective of the communities they serve, the municipalities/First Nation Chief and Councils will have the ability to nominate individuals for consideration as provincial appointees.

Q12: Will the government address the current backlog in provincial appointments?**A12:**

- We know there are concerns related to the number of vacant provincial appointments and the length of time these appointments remain unfilled.
- We have made significant progress in reducing the backlog of provincial appointments. Since our government took office in 2018, we have filled approximately 124 provincial appointment vacancies on section 10 boards.
- We will continue to work with municipalities and First Nations to ensure provincial appointees are recruited and appointed in a timely manner.

Q13: Why are First Nations with Self-Administered Police Services not included in the OPP detachment board framework?**A13:**

- First Nations that receive policing from a Self-Administered First Nation Police Service (SA FNPS) are not included in the OPP detachment board framework as they are already represented on boards and/or have their own police governing authorities.
In addition, SA FNPS boards have existing relationships and alternate methods to communicate their input to the OPP with respect to supports and services the OPP provides to their communities.

Q14: Are there other civilian governance options for First Nation communities that are captured within the OPP detachment board framework?**A14:**

- As an alternative to participating on an OPP Detachment board, under the CSPA First Nations have the option to request to form a First Nation OPP Board.
- Where a First Nation or multiple First Nations has entered into an agreement with the Minister for the provision of policing and other specified services by the Commissioner, the First Nation(s) may request that the Minister constitute a First Nation OPP board.
- A First Nation OPP board would perform similar functions and responsibilities as an OPP Detachment board by providing advice and oversight over the policing services provided by the OPP to a First Nation community or communities.
 - This includes determining objectives and priorities, supporting development of the strategic plan, and advising the Detachment Commander with respect to policing provided to a First Nation community or communities.
 - A First Nation OPP board could also establish local policies, in consultation with the OPP, with respect to the detachment's provision of policing.
- Please contact Ashley O'Connell, Indigenous Engagement Unit, Ministry of the Solicitor General at Ashley.OConnell@ontario.ca for more information on requesting a First Nation OPP Board.

ADDITIONAL INFORMATION**Q15: What training will OPP detachment board members be required to complete?****A15:**

- Members cannot perform their duties or exercise any of their powers until they have successfully completed the training identified in the CSPA.
- More specifically, like all other boards and councils governed under the CSPA, OPP detachment board members will be required to successfully complete training with respect to:
 - human rights and systemic racism;
 - the diverse, multiracial and multicultural character of Ontario society;
 - the rights and cultures of Indigenous peoples; and
 - any other training prescribed by the Solicitor General.

Q16: Will municipalities be able to request enhanced OPP policing services (e.g., beyond basic “adequate and effective” policing) under the CSPA?**A16:**

- Under the CSPA, municipalities that receive policing from the OPP may enter into agreements for enhanced policing services.
- Municipalities will continue to be responsible for funding and implementing enhancements.

Q17: Once the CSPA is in force, will municipalities within a detachment receive one billing statement (i.e., a single invoice for the entire detachment)?**A17:**

- There will be no substantive changes to the billing process.
- Municipalities will continue to be billed individually.

Q18: Will there be an opportunity to provide additional feedback on other OPP-related matters for regulation?

A18:

- All OPP-related matters for regulation will be posted on the Ontario Regulatory Registry for public comment.



CONTEXT

- Ontario passed the *Comprehensive Ontario Police Services Act, 2019* (Bill 68) and established the *Community Safety and Policing Act, 2019* (CSPA) which, once in force, will repeal the *Police Services Act, 1990* (PSA).
- Section 67 of the CSPA requires there be **an Ontario Provincial Police (OPP) detachment board, or more than one OPP detachment board**, for each detachment of the OPP that provides policing in a municipality or in a First Nation community.
- The Ministry is required to develop a regulation related to the composition of each OPP detachment board. To achieve this, the ministry has developed an “OPP Detachment Board Framework”.





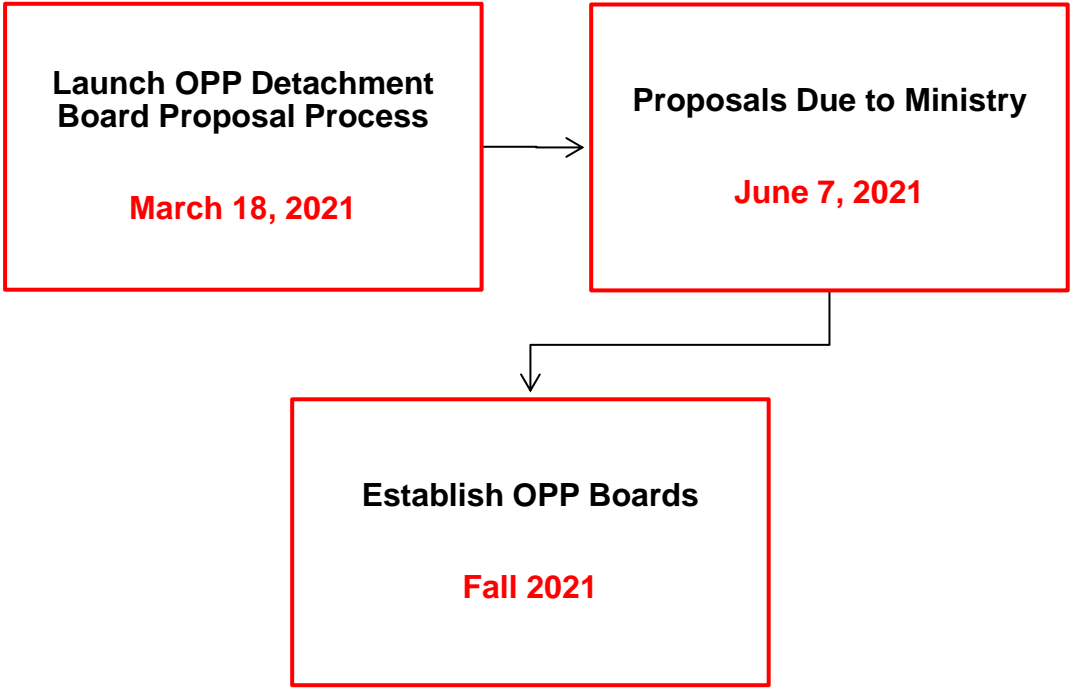
FRAMEWORK

- The new **OPP Detachment Board Framework** will provide civilian governance to 326 municipalities and 43 First Nations including those that:
 - Are directly policed by the OPP;
 - Employ their own First Nations Constables but receive administrative support from the OPP; and
 - Receive “OPP Dedicated” policing (i.e. North Caribou Lake and Wapekeka First Nation).
- By enhancing civilian governance, the **OPP Detachment Board Framework** under the CSPA will:
 - Ensure each municipality and First Nation receiving OPP services and supports has an opportunity to represent their local perspectives, needs, and priorities; and
 - Provide opportunities for municipalities and First Nations to collaborate on efforts to improve community safety.





TIMELINES





PROCESS

- To ensure the objectives of the **OPP Detachment Board Framework** are met, the ministry has developed a flexible approach that allows municipalities and First Nations to determine the preferred composition of their detachment board(s) by submitting a proposal using a digital form provided by the ministry.
 - Link to Digital Form: [OPP Board Proposal Form](#)
- Municipalities and First Nations within a detachment will be required to work together to develop and submit **one proposal** indicating the composition of their board(s). The proposal must meet the minimum composition requirements established by the ministry (**See Page 2 & Qs and As**).
- Municipalities and First Nations will not be required to identify the names of the individuals that will be participating on the detachment board but will be required to identify the number of seats each municipality and First Nation will be allocated on the detachment board as well as the number of community representatives and provincial appointments.
- The ministry will work with each municipality and First Nation to obtain outstanding information and provide support to ensure each detachment submits a completed proposal. However, a proposal does not meet the minimum requirements set by the ministry or a proposal is not submitted, and/or if a detachment is unable to come to a consensus, the ministry will determine the composition of the detachment board(s).
- The ministry is offering virtual information sessions for municipalities and First Nation communities to address outstanding questions and clarify concerns related to the proposal requirements and process, upon request.

✓

OPP DETACHMENT BOARD COMPOSITION REQUIREMENTS

MINIMUM REQUIREMENTS

Minimum Size	5 members
Maximum Size	None
Community Representatives	20% Community Representation <ul style="list-style-type: none">Province to appoint community representative(s) if municipal council/band council fail to appoint representatives by joint resolution.
Provincial Appointments	20% Provincial Appointees



CONTACT INFORMATION

General Information/OPP Detachment Board Proposal Process	Community Safety and Intergovernmental Policy Branch Joanna Reading (Joanna.Reading@ontario.ca)
Civilian Governance Options for First Nations	Indigenous Engagement Unit Ashley O'Connell (Ashley.OConnell@ontario.ca)



Allan Thompson
Mayor

Sent via E-Mail to: Patty.Hajdu@parl.gc.ca

March 31, 2021

The Honourable Patty Hajdu
Federal Minister of Health
House of Commons
Ottawa, ON K1A 0A6

Dear Ms. Hajdu,

RE: SUPPORT FOR 988, A 3-DIGIT SUICIDE AND CRISIS PREVENTION HOTLINE

I am writing to advise that at the Town Council meeting held on March 30, 2021, Council adopted a resolution endorsing the 988 crisis line initiative to ensure critical barriers are removed to those in a crisis and seeking help.

The resolution reads as follows:

Whereas the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline;

Whereas the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200%;

Whereas existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;

Whereas in 2022 the United States will have in place a national 988 crisis hotline;

Whereas the Town of Caledon recognized that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

Now therefore be it resolved that the Town of Caledon endorses this 988 crisis line initiative; and

That a letter demonstrating Caledon's support be sent to Kyle Seebach, MP, Dufferin-Caledon, the Honourable Sylvia Jones, MPP, Dufferin-Caledon, the Honourable Patty Hajdu, Federal Minister of Health, the Canadian Radio-television and Telecommunications (CRTC) and all municipalities in Ontario.

THE CORPORATION OF THE TOWN OF CALEDON

6311 Old Church Road, Caledon East, Caledon, ON, Canada L7C 1J6
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.1444 | www.caledon.ca | allan.thompson@caledon.ca



Allan Thompson
Mayor

Thank you for your attention to this very important matter. We look forward to hearing from you.

Sincerely,

Allan Thompson
Mayor

Cc. Kyle Seeback, MP Dufferin-Caledon, Kyle.Seeback@parl.gc.ca
Honourable Sylvia Jones, MPP Dufferin-Caledon, sylvia.jones@pc.ola.org
Ian Scott, Chairperson and Chief Executive Officer, Canadian Radio-Television and Telecommunications Commission (CRTC), iscott@telesat.com
All Ontario Municipalities

THE CORPORATION OF THE TOWN OF CALEDON

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CHRISTINE TARLING

Director of Legislated Services & City Clerk

Corporate Services Department

Kitchener City Hall, 2nd Floor

200 King Street West, P.O. Box 1118

Kitchener, ON N2G 4G7

Phone: 519.741.2200 x 7809 Fax: 519.741.2705

christine.tarling@kitchener.ca

TTY: 519-741-2385

March 31, 2021

Honourable Steve Clark
Minister of Municipal Affairs and Housing
17th Floor, 777 Bay Street
Toronto ON M5G 2E5

Dear Mr. Clark:

This is to advise that City Council, at a meeting held on March 22, 2021, passed the following resolution regarding Planning Act Timelines:

“WHEREAS the City of Kitchener, like many Ontario municipalities, is experiencing significant growth; and,

WHEREAS the City of Kitchener has conducted extensive work through its Development Services Review to remove red tape and improve public engagement; and,

WHEREAS the Province of Ontario's Planning Act provides a legislative framework for processing development applications including established timeframes which permit applicants to appeal to the Local Planning Appeal Tribunal if a Council fails to make a decision within a prescribed timeline; and,

WHEREAS the passing of Bill 108 in 2019 reduced the timelines for processing development applications before they can be appealed to the Local Planning Appeals Tribunal (LPAT) for a non-decision from those outlined in Bill 139, the Building Better Communities and Conserving Watersheds Act, 2017 as follows:

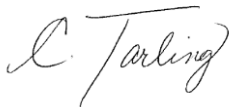
- from seven months (210 days) to four months (120 days) for Official Plan amendments;
- from five months (150 days) to three months (90 days) for Zoning By-law amendments; and
- from six months (180 days) to four months (120 days) for Plans of Subdivision; and

WHEREAS the shortened timeframes create unreasonable pressures on municipalities, even outside the context of navigating city business in a global pandemic, and result in reduced opportunities for meaningful public engagement and limited time for the public to provide written submissions on a development application;

THEREFORE BE IT RESOLVED that Kitchener City Council urge the Province of Ontario to review and reconsider the current timelines established for review of Planning Act applications before an appeal is permitted to the Local Planning Appeals Tribunal and to return to the timelines that were in effect under Bill 139, the Building Better Communities and Conserving Watersheds Act, 2017;

THEREFORE BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Ontario Minister of Municipal Affairs and Housing, to the local MP's and MPP's, to the Federation of Canadian Municipalities, to the Association of Municipalities Ontario, and all other municipalities in Ontario."

Yours truly,



C. Tarling
Director of Legislated Services
& City Clerk

c: Honourable Tim Louis, M.P.
Honourable Raj Saini, M.P.
Honourable Marwan Tabbara, M. P.
Honourable Bardish Chagger, M.P.
Honourable Bryan May, M.P.
Honourable Amy Fee, M.P.P.
Honourable Catherine Fife, M.P.P.
Honourable Belinda Karahalios, M.P.P.
Honourable Mike Harris, M.P.P.
Honourable Laura Mae Lindo, M.P.P.
Bill Karsten, President, Federation of Canadian Municipalities
Monika Turner, Association of Municipalities of Ontario
Rosa Bustamante, Director, Planning, City of Kitchener
Ontario Municipalities

Position Title	Full-Time Financial / Administrative Support Worker 35 hours/week with a 6-month probationary period Pay Range: \$33,744 - \$42,257
Purpose of Position	<ul style="list-style-type: none">• To assist the Treasurer in their statutory duties including ongoing municipal operations.• To assist in the financial and administrative operations of the Township Office.• To administer special projects at the direction of the CAO/Clerk.
Scope of Position	<ul style="list-style-type: none">• Works in accordance with the accounting and administrative policies and practices in the Township and according to the Municipal Act and other legislation.• Expected to organize work and discuss priorities with the CAO/Clerk and Treasurer.
Responsibilities	<ul style="list-style-type: none">• To act as the office secretary handling and directing incoming public enquiries.• Maintain all general ledger accounts for the Township, ledger to sub ledger balancing and adjusting, and bank reconciliations.• Funds transfers, administering of direct withdrawals, associated ledger adjustments, other funds maintenance operations.• Report all discrepancies to the Treasurer immediately.• Assist in year-end accounting processes and analysis and preparation of year-end financial statements and Financial Information Return (FIR).• Prepare Billings (Quarterly Water Levy, Interim and Final Tax Bills etc.)• Assist with Cemetery Plot sales and processing.• Assist with Building Permit sales and processing.• Complete tax certificates and letters of compliance upon request.• To perform clerical tasks including typing of correspondence, by-laws and reports, general filing, document reviewing, maintaining stationery and supply inventory, etc.• To replace other staff as required, including direct dealing with the public, receipting, distribution of forms and provision of information, directing incoming mail and replying if and as instructed.
Working Relationships	<ul style="list-style-type: none">• Receive guidance, instruction and assignment of non-routine tasks from the CAO/Clerk.• Perform adjustments and ledger maintenance operations as other administrative staff may call to notice.• Follow reporting instructions and work closely with government funding agencies and statutory reporting agencies.• Provide information, collect taxes, fines and fees, issue various permits and maintain a tactful relationship with the public.

Knowledge and Skills

- Post-Secondary diploma or degree in Accounting or Business Administration is a definite asset.
- Excellent computer skills, both hardware and software
- Financial experience is necessary.
- Knowledge of Financial Reporting Software, preferably Sage XLGL.
- Knowledge of computer hardware systems and basic troubleshooting, and usual business software, including Excel.
- Ability to prioritize tasks, meet reporting deadlines, and organize data.
- Knowledge of Municipal Government, its operations and services are not required but will be considered an asset.
- Good written and verbal communication skills.
- Research, analytical, problem solving and decision-making skills.
- Ability to take direction and provide information exactly as specified for auditor, funding agencies, etc.
- Valid Driver's License (minimum Class G) and access to a vehicle.

Working Conditions

- Usual public office conditions.
- Work is subject to hectic peak periods and deadlines.
- General supervision from the CAO/Clerk

Impact of Error

- Accounting and clerical errors would require additional time to trace and correct.
- Failure to track and report on certain projects and grant programs will Result in significant loss of funding to the Township.
- Failure to submit certain reports will jeopardize the Township's autonomy under the Municipal Act.

Deadline to Apply

May __, 2021

Only those applicants selected for an interview will be contacted.

Tiana Mills

From: Inclusive Community Grants (MSAA) <InclusiveCommunityGrants@ontario.ca>
Sent: April 6, 2021 5:00 PM
To: Tiana Mills
Cc: Baxter, Micheline (MHSTCI/MSAA)
Subject: RE: Inclusive Community Grants Program
Attachments: header.htm

La version française suit la version anglaise/French version follows the English in this e-mail)

**Re: Inclusive Community Grants Program
Township of Billings
Transfer Payment Ontario (TPON) Case # 2020-12-1-1470529524**

Hello,

Thank you for submitting your grant application to the Ministry for Seniors and Accessibility's Inclusive Community Grants Program.

The ministry received hundreds of applications for funding this year and a detailed evaluation was conducted of all eligible applications based on the program criteria. At this point, all final decisions regarding program funding have been made.

Unfortunately, due to the competitive nature of this program and the very high demand we were not able to fund your application. We recognize the effort and commitment made in developing your application. If you would like to receive feedback on your application please contact Micheline Baxter at (705) 665-4703 or Micheline.Baxter@ontario.ca by April, 23 2021. We also encourage you to visit Ontario's [website](#) regularly for the latest information on government initiatives.

The government values the contribution of organizations such as yours to the people of Ontario.

Thank you again for your interest.

Sincerely,

Benjamin St. Louis
Manager, Seniors Programs and Public Education

**Objet : Subventions pour des communautés inclusives
Township of Billings
N° de dossier de Paiements de transfert Ontario (PTO) 2020-12-1-1470529524**

Madame/Monsieur,

Je vous remercie d'avoir présenté une demande de subvention au titre du Programme de subventions pour des collectivités inclusives du ministère des Services aux aînés et de l'Accessibilité.

Le ministère a reçu des centaines de demandes de financement cette année et a étudié avec soin toutes les demandes admissibles en se basant sur les critères du programme. Toutes les décisions finales de financement au titre du programme sont maintenant prises.

Malheureusement, en raison de la concurrence et de la très forte demande de ce programme, nous ne pouvons pas financer votre demande. Nous saluons l'effort et l'engagement que vous avez mis pour élaborer votre demande. Si vous voulez obtenir une rétroaction sur votre demande, veuillez communiquer avec Micheline Baxter en appelant au (705) 665-4703 ou en écrivant à l'adresse Micheline.Baxter@ontario.ca d'ici le 23 avril 2021. Nous vous invitons également à visiter régulièrement le [site Web](#) de l'Ontario pour de l'information à jour sur les initiatives du gouvernement.

Le gouvernement apprécie la contribution que des organismes comme la vôtre apportent à la population ontarienne.

Je vous remercie encore une fois de votre intérêt.

Cordialement,

Benjamin St. Louis
Chef, Programmes pour les aînés et sensibilisation du public



MANITOULIN PLANNING BOARD

40 WATER STREET - UNIT 1 - P.O. BOX 240 - GORE BAY - ONTARIO - P0P 1H0

☎ 705-282-2237 📠 705-282-3142

March 31, 2021

Ms. Linda Barfoot
441062 Elm Street
Georgian Bluffs ON NOH 2T0

Subject: Application for Consent
File No's: **B02-21 and B03-21**
Owner: SELF
Location: Lot 12, Conc. VII, excepting Part 1, Plan 31R-2959, and
Lots 13 & 14, Conc. VII, and
the North Half of Lot 15, Conc. VII
Township of Allan, Municipality of Billings and Allan East
District of Manitoulin

Purpose and Effect: To provide for the creation of two new lots.

Dear Ms. Barfoot:

Pursuant to Section 53 of the Planning Act, a provisional consent has been granted on the above application.

The last date for appeal is **April 20th, 2021**. If by this date no notice of appeal is received, the decision of the Manitoulin Planning Board is final and binding.

The Manitoulin Planning Board may, prior to the lapsing date, change a condition(s) of consent. You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have made a written request to be notified of changes to the conditions of the provisional consent. The process of changing a condition will involve another twenty (20) day appeal period, unless the Manitoulin Planning Board considers the change to be minor.

Any person or public body may appeal to the Local Planning Appeal Tribunal (LPAT) against the decision of the Manitoulin Planning Board, or any conditions imposed by the Manitoulin Planning Board, by sending a letter outlining the reasons for the appeal to the Secretary-Treasurer, accompanied by a filing fee as required by the Local Planning Appeal Tribunal (LPAT). The fee must be paid by certified cheque or money order, in Canadian funds, payable to the Minister of Finance.

Please find enclosed a copy of the Decision of Planning Board with sketch. The conditions of Consent, as listed on Page #2 of the Decision, must be fulfilled within one year.

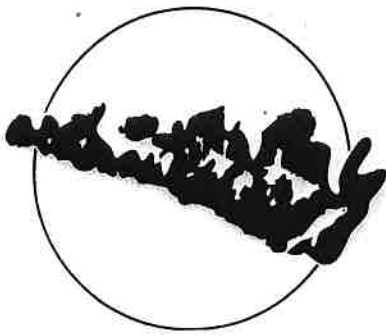
If you have any questions or require any clarification, please do not hesitate to contact me.

Yours truly,

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

Enclosures

Copy: Municipality ✓



MANITOULIN PLANNING BOARD

40 WATER STREET - UNIT 1 - P.O. BOX 240 - GORE BAY - ONTARIO - P0P 1H0

☎ 705-282-2237 📠 705-282-3142

Application File No's. B02-21 and B03-21 No. of Members Present: 10

Date of Decision: March 30, 2021

Location of Property: Part Lot 12, Lot 13, Lot 14 and Part Lot 15, Conc. VII, including Part 2, Plan 31R-2959, Township of Allan, Municipality of Billings and Allan East, District of Manitoulin

DECISION

The purpose of this application made under Section 53(1) of the Planning Act by Linda Barfoot is to provide for the creation of two new lots for farm related rural residential uses.

File No. B02-21 proposes to create a new lot consisting of the northerly \pm half of Lot 15 and all of Lot 14, Conc. VII as originally surveyed having frontages of \pm 402 M. on Nelson Road, a maintained municipal road and \pm 503 M. along the 15th side road allowance, and an average depth of \pm 755 M., thereby containing an area of \pm 60 Hec. There is a dwelling, barn, and hay coverall structure located within the ^{this} land.

File No. B03-21 proposes to create a new \pm 40 Hec. lot as originally surveyed, having a frontage of \pm 402 M. on Nelson Road, a maintained municipal road and a depth of \pm 1,005 M. According to the application there are no structures on this land.

The land to be retained, consisting of Lot 12, Conc. VII excepting Part 1, Plan 31R-2959, has frontages of \pm 256.7 M. and \pm 70 M. on Nelson Road, a maintained municipal road, and a depth of \pm 1,005 M., thereby containing an area of \pm 39.5 Hec. There are no structures within this land.

There has been a previous Application for Consent, File No. B35-98, that created a new lot within Lot 12, Conc. VII, surveyed as Part 1, Plan 31R-2959 together with an easement for the well over Part 2, Plan 31R-2959.

Access is via Nelson Road, a maintained municipal road. Lot 14, Conc. VII has an existing entrance, #408 Nelson Road.

Services consist of private well and private individual septic system. No new services are required at this time.

The subject land has been designated Rural Area and zoned Rural (R). The farm related residential uses are proposed to continue.

There is a livestock facility located within Lot 14, Conc. VII. The farm related structure meets the requirements of the Minimum Distance Separation (MDS) Formulae as required by the Ministry of Agriculture Food and Rural Affairs (OMAFRA). Due to the size of the proposed lots, there would be building sites that are outside the area of influence.

From information available habitat for Bobolink and Eastern Meadowlark were identified within the surrounding area, but not within the subject land.

There is a Deer Wintering Area identified at the north easterly part of Lot 12, Conc. VII. Due to the size of the proposed lots and building envelopes outside the identified habitat, the subject land does not appear to have any natural heritage features or species at risk concerns.

This proposal is considered to be in conformity with the Provincial Policy Statement 2020.

The application was circulated on March 2nd, 2021 to the Municipality of Billings and Allan East, Bell Canada, and to all property owners within 60 metres and by the posting of a notice, clearly visible and legible from a public highway or other place to which the public has access, as required by Ontario Regulation 197/96.

The Municipality advised that they have no concerns with the application and recommend that Consent be granted.

Application File No's. B02-21 and B03-21 - continued
March 30, 2021

Jacqueline Moyle, External Liason, Bell Canada, advised via email on March 4th, 2021 that Bell Canada has no concerns with respect to the proposed application.

There was an inquiry from an abutting land owner to the east, asking if a survey or a boundary line survey would be required to identify the new lots. It was explained that this was a standard condition of Consent approval. A request for a copy of the Decision of Planning Board was received from a circulated property owner. There have been no other inquiries or concerns received as a result of circulation to property owners within 60 metres or posting of the Notice.

During discussion of the application, the Board considered that the boundary line between the north part and the south part of Lot 15, Conc. VII, in good planning, should also be identified on a boundary line survey.

Linda Barfoot was present during consideration of the application. She advised she had no comments to add to the presentation.

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

Consent is tentatively granted subject to the following conditions:

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

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

Accompanying the transfer documents shall be:

- i) a reference plan of survey, which bears the Land Registry Office registration number and signature as evidence of its deposit therein, illustrating the parcel(s) to which the consent approval relates;
or
a boundary line survey identifying the new lot line(s) resulting from the two severance(s) and will also include the boundary line between the north and south parcels within Lot 15, Conc. VII;
- ii) a written confirmation from the municipality that any portion of the travelled road (Nelson Road) which is maintained by the municipality that encroaches onto the subject land, has been surveyed and conveyed to the municipality satisfactory to the municipality;
- iii) a fee of \$125.00 for each Transfer of Land submitted for Certification; and
- iv) written confirmation from the Municipality that all outstanding municipal taxes have been paid.

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

Note: It is recommended that the Building Official, when issuing any building permits for the subject lands, be satisfied that the building site is outside the area of influence, e.g. farm related structures, wildlife habitat.

REASONS

The Manitoulin Planning Board has reviewed this application in accordance with Section 53 of the Planning Act and has made its Decision for the following reason:

Planning Board have taken into consideration all consent policies as contained in the Official Plan as well as been consistent with matters of Provincial Interest expressed in the Planning Act and Provincial Policy Statements.

As a result Planning Board considers their Decision appropriate.

- | | |
|----------------|------------------|
| 1. R. Stephens | 6. K. Noland |
| 2. E. Russell | 7. R. Brown |
| 3. D. McDowall | 8. L. Hayden |
| 4. I. Anderson | 9. D. Head |
| 5. D. Osborne | 10. T. MacKinlay |

Non-Concurring Members:

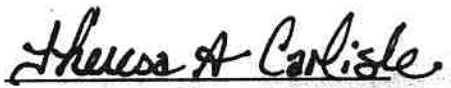
- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Notice Re: Appeal to the Local Planning appeal Tribunal (LPAT)

The Planning Act, by Section 53(19) provides for appeal of the Manitoulin Planning Board's Decision and any conditions imposed thereto by filing such appeal with the Secretary-Treasurer of the Manitoulin Planning Board, which must set out the reasons for the appeal and must be accompanied by the prescribed fee payable to the Minister of Finance by certified cheque or money order, as well as an Appellant Form, in accordance with the prescribed procedures, within 20 days of the giving of the Notice of Decision.

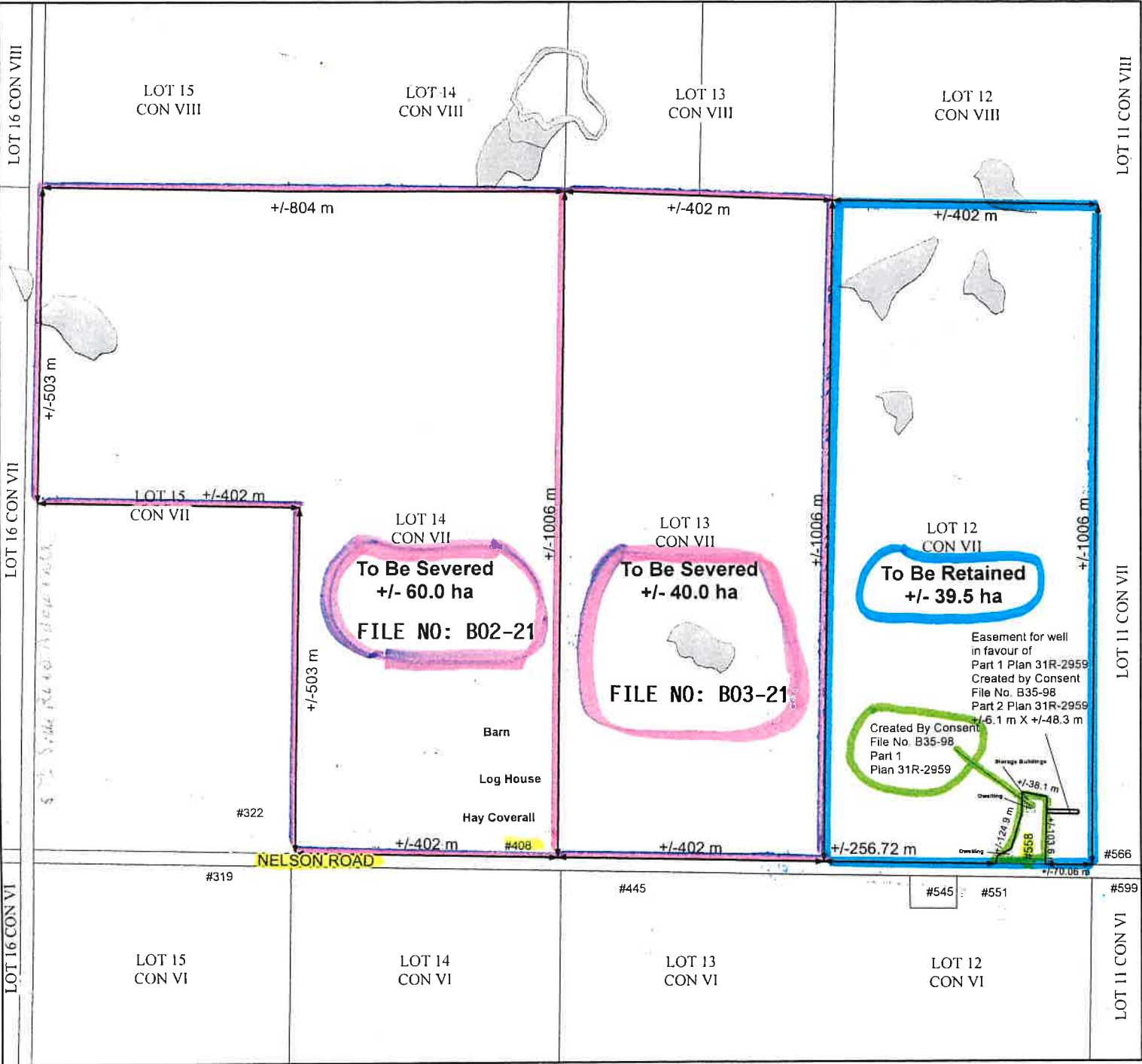
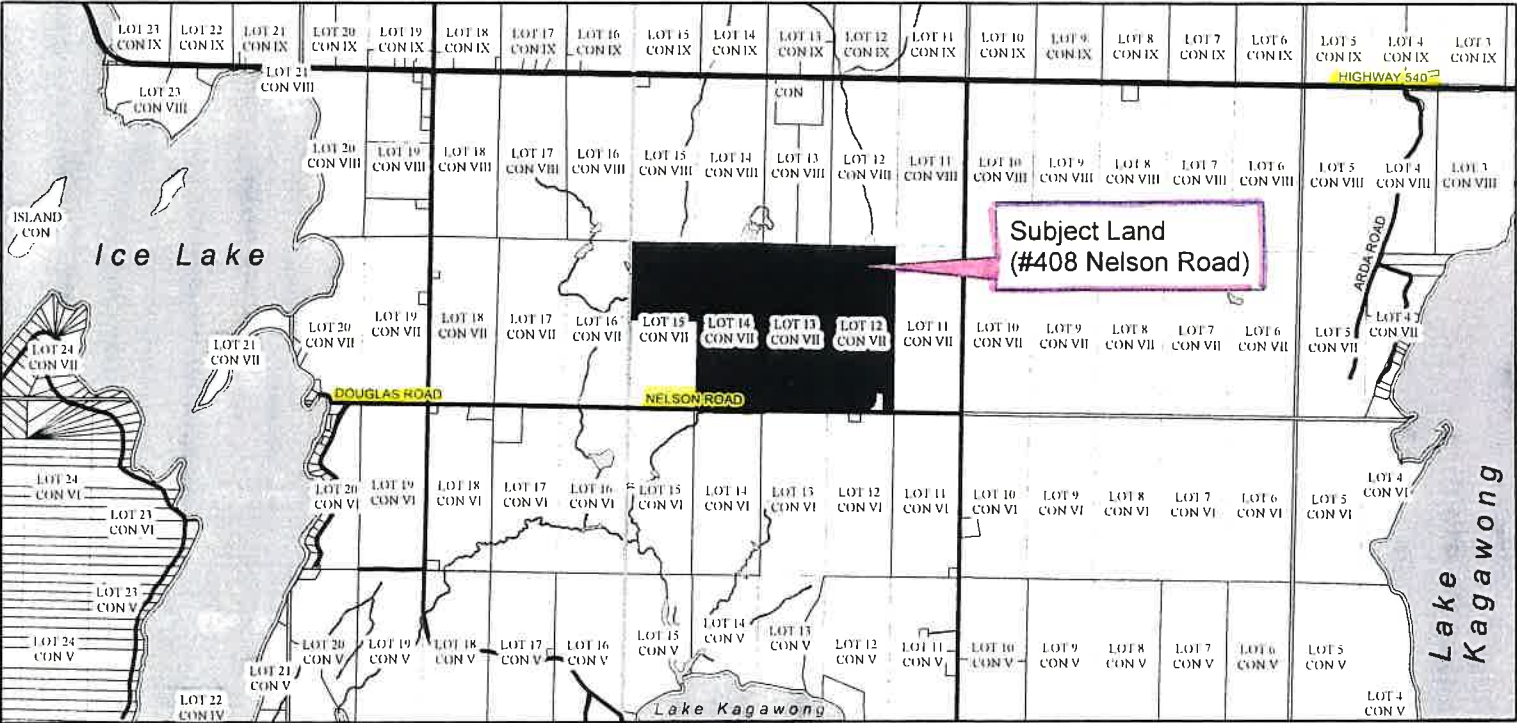
In accordance with Section 53(41) of the Planning Act, this consent lapses one (1) year from the giving of Notice of Decision as prescribed by Section 53 (17) or (24).

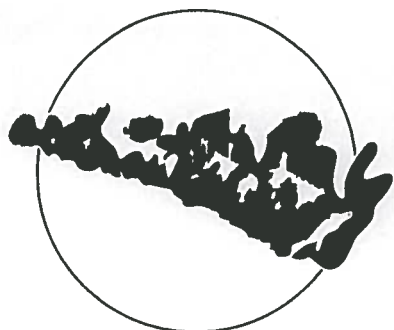
Dated this 30th Day
of March, 2021.


Theresa Carlisle, ACST
Secretary-Treasurer
Manitoulin Planning Board

Lot 12 Except Part 1 Plan 31R-2959, Lot 13 and 14,
and North Half of Lot 15 Concession VII
(#408 Nelson Road)
Township of Allan
Municipality of Billings
District of Manitoulin

FILE NO's: B02-21 and B03-21





MANITOULIN PLANNING BOARD

40 WATER STREET - UNIT 1 - P.O. BOX 240 - GORE BAY - ONTARIO - P0P 1H0

☎ 705-282-2237 📠 705-282-3142

March 31, 2021

MINUTES of a SPECIAL MEETING of The BUDGET COMMITTEE of PLANNING BOARD - March 30, 2021

At a Special Meeting of the Budget Committee of the Manitoulin Planning Board, held by teleconference on Tuesday, March 30th, 2021 at 6:30 p.m., the following Members of Planning Board were present:

1. R. Stephens
2. I. Anderson
3. K. Noland

Also present during the teleconference were
Board Members, R. Brown and T. MacKinlay.

There were no other interested parties or members of the general public or press that participated in the electronic meeting.

The Meeting was called to Order at 6:31 p.m. by Chair R. Stephens, who welcomed all present.

Chair Stephens reported that the Special Meeting of the Manitoulin Planning Board was called for the Budget Committee to discuss the Draft Budget for 2021. He asked if there were any Board Members who wished to declare a conflict of interest with any item(s) listed on the agenda.

There were no conflicts declared.

1. ORDER OF BUSINESS

Chair Stephens requested the adoption of the Order of Business.

MOTION

It was moved by I. Anderson and seconded by K. Noland that the Order of Business be adopted,
- Carried.

2. BUDGET REVIEW

- Comparison of Revenue and Expenditures and the 2021 Draft Budget

Chair Stephens requested that J. Diebolt, staff member, present the Draft Budget for 2021.

Discussion of the budget by the committee included:

- increase in projected application fees from 33,000.00 in 2020 to 47,000.00 in 2021 – this is due to the receipt of a Plan of Subdivision application early in the year and generally increased activity; proposal to hire a summer student or part time administrative assistant -the budget includes funds for 12 weeks/60 days of work and additional funds for increased payroll burden (i.e. board portion of WSIB, EI, EHT, CPP) - timing not yet known due to uncertainty of pandemic restrictions going forward in 2021; proposed salary increase for staff in the amount of 2%; new Business Case Funding from the province for COOP 2021 project, Zoning By-law meetings in the Unincorporated Townships, and a new computer for the office; \$1,000.00 for any legal fees that may arise; increase in copies cost – Xerox machine maintenance contract cost has increased due to age of machine (5 years)- possibly explore replacing this machine to save maintenance costs at a later date; funding for RFP for municipal zoning by-law updates not in budget this year- could possibly be separate municipal requisition.


All questions and resulting discussion having been dealt with by the Budget Committee, the following motion resulted:

MOTION

It was moved by K. Noland and seconded by I. Anderson that the Budget Committee recommend approval of the Budget to the Board at the Regular Meeting of the Planning Board, to be held at 7:00 p.m. on Tuesday, March 30th, 2021 via teleconference, as presented.

The time now being 6:54 p.m. and all business before the Budget Committee having been dealt with, the Meeting was adjourned on a motion moved by I. Anderson.

R. STEPHENS,
CHAIR



T. A. CARLISLE,
SECRETARY-TREASURER

Billings Museum Committee
Minutes

April 12, 2021

Electronic Meeting

Present: Deb Flaxman, Dianne Fraser, Sabine Huege, Michael Hunt (Chair), Diane Larocque, Brad MacKay, Kathy McDonald (staff) and Rick Nelson (staff).

Regrets: Barb Edwards

1. Open

The meeting was called to order at 7:04 by Michael Hunt.

2. Approval of the Agenda

Motion by Deb Flaxman, seconded by Diane Larocque

That the Agenda for the April 12, 2021 Museum Committee be accepted as amended.

Carried

The agenda was amended to add under New Business, Other

a) How it all Began

b) Inclusive Communities Grant Program

3. Disclosure of Pecuniary Interest

None

4. Adoption of Minutes

Motion by Dianne Fraser, seconded by Sabine Huege

That the Minutes of the November 2, 2020 meeting be accepted as presented.

Carried

5. Financial Report

Kathy McDonald presented the Financial Report to the committee.

Motion by Dianne Fraser, seconded by Brad MacKay

That the financial report be accepted as presented.

Carried

6. New Business

Museum Opening

The following updates were provided

The summer student is Hanako Hubbard – Radulovich.

The museum will open on May 22 and will be open weekends only until the first of June.

The museum will be open 10 a.m. to 4 p.m. for the months of June, July and August.

Advertising was discussed. The rack cards are ready for printing, quantities have not yet been determined. Ferry Terminals will not have any displays this year. There will be newspaper articles and Bonnie Kogos is planning to do a column on the Museum and there is lots of interest in the Facebook page.

Covid-19 protocols will be followed. If the Township does hire a cleaning person, they will clean the museum the same as last year.

Deb Flaxman and Diane Larocque will look into getting more Hawberry Jelly for the store. Rick advised that a new printer is required once the ink has been used up. He will assess the need once he is here.

Discussion regarding the Post Office Museum. It was agreed that the Post Office Museum should remain closed for 2021. There is no way of controlling the number of people entering at a time and the building can be used to store the crates from the Empress of Ireland display.

Exhibits

Empress of Ireland

The truck from the Museum of History will be arriving May 5th at approximately 9 a.m. Kathy is to see if she can get a public works student to assist in unloading the crates. Rick will need volunteers to help uncrate the items. This will be done on May 7th starting at 1 o'clock. On Saturday Rick and Brad will deal with the model.

Guy should be here on May 20th with his collection.

Manitoulin Transport is providing accommodations for the people bringing up the artifacts from Ottawa and Montreal.

The Museum of History have waived their expenses because Rick had to find transportation for the artifacts.

Brad has done a great job preparing the museum.

Items will need to be labeled in both French and English.

Stanley Gordon Sr. display

Nancy Vaillencourt is working on gathering the display items.

War of 1812 Uniform

The replica War of 1812 Uniform will be put in one of the display cabinets.

Rick mentioned that the museum is getting artifacts from a descendant of Moses Lloyd. Moses was one of the original settlers.

Donor Wall

Discussion regarding the donor wall display. Brad sent out copies of the examples to committee members. The ballpark amount for the completed display is around \$500.

Motion by Sabine Huege, seconded by Diane Larocque

That the Museum committee is willing to pay whatever it takes to make the donor wall sign.

Carried

Signs

Discussion regarding the sign near the corner of Main and Younge Street. The sign was salvaged by Floyd but is very tired looking. Brad suggested that the old sign be taken to Beacon Images and see if Julie can use it as a template for a new sign. Suggestions included having a removable piece which could be changed to indicate events that are going on.

Brad is to get a picture of it so that it can be discussed at the next meeting. It was agreed that the sign needs to be up this year because of the exhibit.

Council Developments

Michael updated the committee on recent Council developments.

Other**How it All Began**

The Library Board and Museum committee worked together on the How It All Began, book project. The Intern has finished working on the book and the library is working on finalizing the project.

Inclusive Communities Grant Program

Todd Gordon, EDO, had requested that the museum submit a letter of support for the township's application to the Inclusive Communities Grant Program for improvements to the accessibility of the Old Mill building.

Rick read correspondence he had received from Trillium and from Michael Mantha's office regarding the eligibility of the Township to apply for funding.

Discussion regarding how to have an opening for the Museum exhibit with all the COVID-19 restrictions that are in place. Discussion on providing cupcakes a juice to people on the way out. To order cupcakes we should have at least two weeks' notice for people to plan. Discussion to continue at the next meeting.

Next Meeting

The next meeting will be held May 3, 2021 at 7 p.m.

Adjourned

The meeting was adjourned at 8:28 p.m. on a motion by Dianne Fraser.

The Corporation of the
Township of Billings
Climate Action Committee Meeting

April 07, 2021
Meeting

Electronic (Zoom)

Present (electronically): Councillor Bryan Barker(chair), Bob Clifford, Paul Darlaston, John Hoekstra, Chris Theijsmeijer, Kathy MacDonald (CAO), Todd Gordon (EDO).

Media: None

Regrets: None

Members of the General Public

Opening of Meeting – Darlaston and Theijsmeijer

The meeting was called to order at 7:15 pm due to connection difficulties by the chair, with a quorum present.

Carried

Approval of Agenda – Darlaston and Theijsmeijer

Agenda approved as written no amendments.

Carried

Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

Adoption of Minutes

Minutes from the 24 March 2021 deferred until next meeting 21 April 2021.

Old Business

a) Climate Change Engagement Survey

This was an additional meeting to present the Climate Engagement Survey to the Climate Action Committee. The Climate Change Coordinator went through the survey and the following questions/concerns were addressed.

General review of the introductory pages of the survey discussing/explaining layout and verbiage.

Suggestion that – 50% reduction in tonnes **per year** be added to each of the pages that indicate reduction amounts.

Personal Vehicles

Conversion to electric vehicle seemed high for our community.

Concern if people were interpreting the question as their willingness to convert or what they would ideally like to see.

Municipal Vehicles

Surprise that municipal vehicle conversion may have been higher than personal vehicles.

May be difficult to replace our heavy vehicles with electric due to the availability of commercial sized vehicles and equipment.

Could suggest in the CEEP that the municipality create a procurement policy which states that the municipality will consider cost of replacing vehicles.

Interesting that the survey result is as high as 75 %

The township has looked at alternative energy sources for municipal vehicles when replacing a pickup truck. No electric trucks were being manufactured at that time – recommendation to codify.

Composting

Rather than looking at a centralized composting facility focus on encouraging people to compost at home.

Confused why composting has such a high conflict when it looks like it had little conflict. CCC will follow up with Ethelo for clarification.

Survey results seem to indicate that people are willing to compost.

Conflict Page

Concern as to how municipal buildings and composting conflict is so high in relation to the survey results. CCC to follow up with Ethelo for clarification.

Climate Change Risk

Highlight that over 50% of people are extremely worried or very worried about climate change – this is based on 188 responses.

Funding Climate Change

33% of survey participants say they would not pay to fund climate change initiatives which leaves more than 50% of respondents that would be willing to pay at least 1% or more in a tax increase to help fund climate change initiatives.

Home and Buildings

Some concern that this are of change could be problematic due to community's ability, willingness, or necessity to make changes.

Waste and You

Spelling correction needed – do you still “**use**” your composter.

Shared Spaces

General discussion on we how the township uses the survey results in the CEEP. The CEEP is required for future grant applications and support – could fit in better with educational. Three top things – use events for grant applications and support

Agriculture and Food

The biggest holdup for survey participants growing their own food was deer. Suggestion that the emphasis be placed on education how to protect.

Try and increase local vendors at farmer’s market.

Specialty markets – more dates for vendors.

Next Meeting

21 April 2021

Adjournment – Darlaston - Hoekstra

Meeting was adjourned at 8:50 pm.

Carried

April 12, 2021

Ms. Tamara Beam
Manitoulin Centennial Manor
70 Robinson Street
Postal Bag 460
Little Current, Ontario
P0P 1K0

Re: March 31, 2021 Financial Statements

Dear Tamara,

Enclosed is the financial statement package prepared for Centennial Manor for the month ended March 31, 2021.

The actual EBITDA for the month is in a surplus position of \$108,295, which is \$98,207 favourable to budget.
On a year-to-date basis the actual EBITDA is in a surplus position of \$230,225, which is \$232,280 favourable to budget.

The current month favourable variance of \$98,207 is mainly attributed to:

- \$45K favourable in overall revenue mainly due to \$94K for pandemic emergency April-December 2020 overspend reimbursement by the ministry, offset by \$50K for HST rebates adjustment made last month as retro amended claims for period July 2016-June 2020 was indeed \$63K instead of \$113K recognized (The difference of \$50K is for regular HST rebate for period Q3-Q4 2020 - there was a receivable set up. \$50K over-recognized last month has been reclassified to offset with the receivable.)
- \$15K savings in repairs and maintenance.
- \$35K favourable in Nursing envelope mainly due to nursing wages \$40K as a result of transferring DOC wages to pandemic screener envelope, short-staffed RN/RPN positions, and no agency service hired in current month.

The year-to-date favourable variance of \$232,280 is mainly attributed to:

- \$160K favourable in overall revenue mainly due to HST amended rebates received, \$63K, for period July 2016-June 2020, and \$94K pandemic emergency prior year revenue (adjustment for April-December 2020 overspend).
- \$50K favourable savings in repairs and maintenance.
- \$30K favourable in Nursing envelope primarily attributed to savings in wages (no agency services incurred).

The current envelope status are as follows:

- The net Nursing envelope is overspent by \$10,045.
- The net Program envelope is underspent by \$10,762, which is transferred to Nursing & Food envelope to cover overspend as expected.
- The Food envelope is overspent by \$5,904.

There is a total of \$5,186 net overspend in the flow through envelopes which is \$25,323 favourable to budget.

Note that IPAC Minor Capital fund \$65,240 received last year has been fully utilized. Similarly, Minor Capital fund \$65,700 for April 2020-March 2021 has been fully utilized as well.

Both IPAC Staffing & Training fund \$22,680 and Pandemic Screening & Testing fund \$54,000 have been fully utilized.

Note that ministry has recently announced that the Pandemic PSW Temporary Wage Enhancement has been extended to June 30th 2021.

If you have any questions or comments, please do not hesitate to call.

Yours sincerely,



Majuran Sivakumaren
Accounting Manager, Extending Assist

Attachments

cc: Keith Clement

Centennial Manor
Financial Statement Package
March 31, 2021

**Centennial Manor
Financial Statements
For the month ended March 31, 2021**

Page

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Centennial Manor
Income Statement by Envelope
For the month ended March 2021

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CURRENT MONTH						YEAR-TO-DATE						12 MONTH
ACTUAL	PRD	BUDGET	PRD	\$ VAR	PRD VAR	ACTUAL	PRD	BUDGET	PRD	\$ VAR	PRD VAR	BUDGET
91.02%		97.00%		-5.98%		OCCUPANCY %	91.70%	97.00%		-5.30%		97.00%
1,860		1,860		-		AVAILABLE RESIDENT DAYS	5,400	5,400		-		21,900
1,693		1,804		(111)		EARNED RESIDENT DAYS	4,952	5,238		(286)		21,243
ACCOMMODATION (OA)												
\$ 104,458	\$ 61.70	\$ 104,458	\$ 57.90	\$ -	\$ 3.80	GOVT./RESIDENT FUNDING (per diem)	\$ 303,264	\$ 61.24	\$ 303,264	\$ 57.90	\$ -	\$ 1,229,904
\$ 2,678	\$ 1.58	\$ 2,678	\$ 1.48	\$ -	\$ 0.10	GLOBAL FUNDING - OA	\$ 7,776	\$ 1.57	\$ 7,776	\$ 1.48	\$ -	\$ 46,221
\$ 33,454	\$ 19.76	\$ 33,454	\$ 18.54	\$ -	\$ 1.22	MUNICIPAL CONTRIBUTION	\$ 100,362	\$ 20.27	\$ 100,362	\$ 19.16	\$ -	\$ 401,448
\$ 6,094	\$ 3.60	\$ 3,654	\$ 2.03	\$ 2,440	\$ 1.57	REV - SEMI PRIVATE PREMIUM	\$ 16,949	\$ 3.42	\$ 10,609	\$ 2.03	\$ 6,341	\$ 43,234
\$ 13,223	\$ 7.81	\$ 13,551	\$ 7.51	\$ (328)	\$ 0.30	REV - PRIVATE PREMIUM	\$ 38,244	\$ 7.72	\$ 39,342	\$ 7.51	\$ (1,098)	\$ 160,759
\$ 5,475	\$ 3.23	\$ 5,475	\$ 3.03	\$ -	\$ 0.20	MINOR CAPITAL FUNDING	\$ 16,425	\$ 3.32	\$ 16,425	\$ 3.14	\$ -	\$ 65,700
\$ (49,925)	\$ (29.49)	\$ -	\$ -	\$ (49,925)	\$ (29.49)	PRIOR YEAR ADJUSTMENT	\$ 62,798	\$ 12.68	\$ -	\$ -	\$ 62,798	\$ -
\$ 93,773	\$ 55.39	\$ -	\$ -	\$ 93,773	\$ 55.39	PANDEMIC EMERGENCY PRIOR YEAR REVENUE	\$ 93,773	\$ 18.94	\$ -	\$ -	\$ 93,773	\$ -
\$ 1,195	\$ 0.71	\$ 1,704	\$ 0.94	\$ (509)	\$ (0.24)	ANCILLARY REVENUE	\$ 3,596	\$ 0.73	\$ 3,513	\$ 0.67	\$ 83	\$ 17,001
\$ -	\$ -	\$ 467	\$ 0.26	\$ (467)	\$ (0.26)	INTEREST REVENUE	\$ -	\$ -	\$ 1,400	\$ 0.27	\$ (1,400)	\$ 5,600
\$ 210,426	\$ 124.29	\$ 165,441	\$ 91.70	\$ 44,985	\$ 32.59	TOTAL ACCOMODATION REVENUE	\$ 643,187	\$ 129.88	\$ 482,690	\$ 92.15	\$ 160,497	\$ 1,969,867
\$ (3,563)	\$ (2.10)	\$ 12,974	\$ 7.19	\$ 16,537	\$ 9.30	WAGES - ADMIN	\$ 21,158	\$ 4.27	\$ 37,666	\$ 7.19	\$ 16,508	\$ 152,756
\$ 29,347	\$ 17.33	\$ 25,779	\$ 14.29	\$ (3,569)	\$ (3.05)	WAGES - DIETARY	\$ 79,194	\$ 15.99	\$ 76,571	\$ 14.62	\$ (2,623)	\$ 313,899
\$ 10,409	\$ 6.15	\$ 9,140	\$ 5.07	\$ (1,269)	\$ (1.08)	WAGES - HOUSEKEEPING	\$ 28,296	\$ 5.71	\$ 27,345	\$ 5.22	\$ (951)	\$ 112,471
\$ 1,258	\$ 0.74	\$ 4,225	\$ 2.34	\$ 2,967	\$ 1.60	WAGES - LAUNDRY	\$ 10,650	\$ 2.15	\$ 12,630	\$ 2.41	\$ 1,980	\$ 51,928
\$ 3,516	\$ 2.08	\$ 5,819	\$ 3.23	\$ 2,303	\$ 1.15	WAGES - MAINTENANCE	\$ 10,533	\$ 2.13	\$ 16,893	\$ 3.23	\$ 6,360	\$ 68,510
\$ 40,967	\$ 24.20	\$ 57,936	\$ 32.11	\$ 16,969	\$ 7.91	TOTAL WAGES	\$ 149,831	\$ 30.26	\$ 171,104	\$ 32.67	\$ 21,273	\$ 699,563
\$ 14,986	\$ 8.85	\$ 17,098	\$ 9.48	\$ 2,112	\$ 0.63	BENEFITS	\$ 50,422	\$ 10.18	\$ 49,963	\$ 9.54	\$ (459)	\$ 203,259
\$ 9,649	\$ 5.70	\$ 9,044	\$ 5.01	\$ (605)	\$ (0.69)	UTILITIES - FUEL	\$ 43,361	\$ 8.76	\$ 35,046	\$ 6.69	\$ (8,316)	\$ 113,049
\$ 9,679	\$ 5.72	\$ 5,350	\$ 2.97	\$ (4,329)	\$ (2.75)	UTILITIES - HYDRO	\$ 23,693	\$ 4.78	\$ 21,236	\$ 4.05	\$ (2,458)	\$ 86,713
\$ 3,349	\$ 1.98	\$ 3,617	\$ 2.00	\$ 268	\$ 0.03	UTILITIES - WATER	\$ 6,227	\$ 1.26	\$ 11,073	\$ 2.11	\$ 4,846	\$ 47,337
\$ -	\$ -	\$ 12,554	\$ 6.96	\$ 12,554	\$ 6.96	REPAIRS & MAINT. - PLANNED	\$ -	\$ -	\$ 37,663	\$ 7.19	\$ 37,663	\$ 150,650
\$ 1,955	\$ 1.15	\$ 4,793	\$ 2.66	\$ 2,838	\$ 1.50	REPAIRS & MAINT. - PROVISIONAL	\$ 1,955	\$ 0.39	\$ 14,380	\$ 2.75	\$ 12,425	\$ 57,520
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	IPAC MINOR CAPITAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	MINOR CAPITAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 4,771	\$ 2.82	\$ 5,389	\$ 2.99	\$ 619	\$ 0.17	MAINTENANCE CONTRACTS	\$ 14,053	\$ 2.84	\$ 16,168	\$ 3.09	\$ 2,115	\$ 45,946
\$ 1,112	\$ 0.66	\$ 1,608	\$ 0.89	\$ 496	\$ 0.23	SUPPLIES - DIETARY	\$ 3,258	\$ 0.66	\$ 4,823	\$ 0.92	\$ 1,564	\$ 19,290
\$ 1,294	\$ 0.76	\$ 1,792	\$ 0.99	\$ 498	\$ 0.23	SUPPLIES - HOUSEKEEPING	\$ 5,069	\$ 1.02	\$ 5,375	\$ 1.03	\$ 306	\$ 21,501
\$ 1,426	\$ 0.84	\$ 1,092	\$ 0.61	\$ (333)	\$ (0.24)	SUPPLIES - LAUNDRY	\$ 6,338	\$ 1.28	\$ 3,277	\$ 0.63	\$ (3,061)	\$ 13,108
\$ 237	\$ 0.14	\$ 955	\$ 0.53	\$ 718	\$ 0.39	SUPPLIES - MAINTENANCE	\$ 3,814	\$ 0.77	\$ 2,864	\$ 0.55	\$ (950)	\$ 11,455
\$ 4,659	\$ 2.75	\$ 3,372	\$ 1.87	\$ (1,287)	\$ (0.88)	INSURANCE	\$ 11,757	\$ 2.37	\$ 10,117	\$ 1.93	\$ (1,640)	\$ 40,467
\$ 12,116	\$ 7.16	\$ 8,695	\$ 4.82	\$ (3,421)	\$ (2.34)	OTHER G&A COSTS	\$ 27,895	\$ 5.63	\$ 26,085	\$ 4.98	\$ (1,810)	\$ 104,859
\$ 720	\$ 0.43	\$ 667	\$ 0.37	\$ (53)	\$ (0.06)	BOARD EXPENSES	\$ 2,499	\$ 0.50	\$ 2,000	\$ 0.38	\$ (499)	\$ 8,000
\$ 20,397	\$ 12.05	\$ 14,768	\$ 8.19	\$ (5,628)	\$ (3.86)	MANAGEMENT FEE	\$ 57,316	\$ 11.57	\$ 43,065	\$ 8.22	\$ (14,251)	\$ 176,057
\$ 86,349	\$ 51.00	\$ 90,794	\$ 50.32	\$ 4,445	\$ (0.68)	TOTAL OTHER EXPENSE	\$ 257,658	\$ 52.03	\$ 283,133	\$ 54.05	\$ 25,475	\$ 1,099,211
\$ 127,317	\$ 75.20	\$ 148,730	\$ 82.44	\$ 21,414	\$ 7.23	TOTAL ACCOMMODATION EXPENSE	\$ 407,488	\$ 82.29	\$ 454,236	\$ 86.72	\$ 46,748	\$ 1,798,774
\$ 83,109	\$ 49.09	\$ 16,711	\$ -	\$ 66,398	\$ 49.09	NET ACCOMMODATION INCOME	\$ 235,699	\$ 47.60	\$ 28,454	\$ 5.43	\$ 207,245	\$ 171,093
FOOD (RF)												
\$ 17,744	\$ 10.48	\$ 17,744	\$ 9.84	\$ -	\$ (0.65)	GOVERNMENT FUNDING (per diem)	\$ 51,516	\$ 10.40	\$ 51,516	\$ 9.84	\$ -	\$ 208,926
\$ 717	\$ 0.42	\$ -	\$ -	\$ 717	\$ 0.42	INTRA-ENVELOPE DEFERRAL ADJUSTMENT	\$ 717	\$ 0.14	\$ -	\$ -	\$ 717	\$ -
\$ 18,462	\$ 10.90	\$ 17,744	\$ 10.48	\$ 717	\$ (2.88)	TOTAL FOOD REVENUE	\$ 52,233	\$ 10.55	\$ 51,516	\$ 9.84	\$ 717	\$ 208,926
\$ 21,524	\$ 12.71	\$ 17,744	\$ 9.84	\$ (3,779)	\$ (2.88)	RAW FOOD	\$ 57,420	\$ 11.60	\$ 51,516	\$ 9.84	\$ (5,904)	\$ 208,926
\$ 21,524	\$ 12.71	\$ 17,744	\$ 10.48	\$ (3,779)		TOTAL FOOD EXPENSE	\$ 57,420	\$ 11.60	\$ 51,516	\$ 9.84	\$ (5,904)	\$ 208,926
\$ (3,062)		\$ -		\$ (3,062)		NET FOOD INCOME	\$ (5,186)		\$ -		\$ (5,186)	\$ -

Centennial Manor
Income Statement by Envelope
For the month ended March 2021

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CURRENT MONTH						YEAR-TO-DATE						12 MONTH	
ACTUAL	PRD	BUDGET	PRD	\$ VAR	PRD VAR		ACTUAL	PRD	BUDGET	PRD	\$ VAR	PRD VAR	BUDGET
NURSING (NPC)													
\$ 182,572	\$ 101.19	\$ 182,307	\$ 101.05	\$ 265	\$ 0.15	GOVERNMENT FUNDING (per diem)	\$ 531,743	\$ 107.38	\$ 530,903	\$ 101.36	\$ 840	\$ 6.02	\$ 2,150,308
\$ 71,127	\$ 42.01	\$ -	\$ -	\$ 71,127	\$ 42.01	PANDEMIC FUNDING	\$ 138,327	\$ 27.93	\$ -	\$ -	\$ 138,327	\$ 27.93	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	DEFERRED PANDEMIC PAY PREMIUM REVENUE	\$ (288)	\$ (0.06)	\$ -	\$ -	\$ (288)	\$ (0.06)	\$ -
\$ (22,981)	\$ (13.57)	\$ -	\$ -	\$ (22,981)	\$ (13.57)	DEFERRED PANDEMIC REVENUE	\$ (22,981)	\$ (4.64)	\$ -	\$ -	\$ (22,981)	\$ (4.64)	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	PANDEMIC PSW TWE FUNDING	\$ 103,920	\$ 20.99	\$ -	\$ -	\$ 103,920	\$ 20.99	\$ -
\$ 14,509	\$ 8.57	\$ -	\$ -	\$ 14,509	\$ 8.57	DEFERRED PANDEMIC PSW TWE REVENUE	\$ (31,303)	\$ (6.32)	\$ -	\$ -	\$ (31,303)	\$ (6.32)	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	IPAC STAFFING & TRAINING FUNDING	\$ 22,680	\$ 4.58	\$ -	\$ -	\$ 22,680	\$ 4.58	\$ -
\$ 5,209	\$ 3.08	\$ -	\$ -	\$ 5,209	\$ 3.08	DEFERRED IPAC STAFF & TRAINING REVENUE	\$ (0)	\$ (0.00)	\$ -	\$ -	\$ (0)	\$ (0.00)	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	PADEMIC SCREENING & TESTING FUNDING	\$ 54,000	\$ 10.90	\$ -	\$ -	\$ 54,000	\$ 10.90	\$ -
\$ 54,000	\$ 31.90	\$ -	\$ -	\$ 54,000	\$ 31.90	DEFERRED PANDEMIC SCREEN TEST REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 5,692	\$ 3.36	\$ 5,692	\$ 3.15	\$ -	\$ 0.21	GLOBAL FUNDING - NSG	\$ 16,524	\$ 3.34	\$ 16,524	\$ 3.15	\$ -	\$ 0.18	\$ 98,220
\$ 11,641	\$ 6.88	\$ 11,641	\$ 6.45	\$ -	\$ 0.42	PAY EQUITY FUNDING	\$ 34,923	\$ 7.05	\$ 34,923	\$ 6.67	\$ -	\$ 0.39	\$ 139,692
\$ (420)	\$ (0.25)	\$ -	\$ -	\$ (420)	\$ (0.25)	DEFERRED FALLS PREVENTION REVENUE	\$ (163)	\$ (0.03)	\$ -	\$ -	\$ (163)	\$ (0.03)	\$ -
\$ 5,952	\$ 3.52	\$ 5,660	\$ 3.14	\$ 292	\$ 0.38	INTRA-ENVELOPE DEFERRAL ADJUSTMENT	\$ 10,045	\$ 2.03	\$ 15,642	\$ 2.99	\$ (5,598)	\$ (0.96)	\$ 63,825
\$ 327,300	\$ 193.33	\$ 205,300	\$ 113.79	\$ 122,001	\$ 79.54	TOTAL NURSING REVENUE	\$ 857,427	\$ 173.15	\$ 597,992	\$ 114.16	\$ 259,435	\$ 58.98	\$ 2,452,044
\$ 121,970	\$ 72.04	\$ 162,909	\$ 90.29	\$ 40,939	\$ 18.25	WAGES	\$ 425,410	\$ 85.91	\$ 484,418	\$ 92.48	\$ 59,008	\$ 6.57	\$ 1,990,061
\$ 23,386	\$ 13.81	\$ -	\$ -	\$ (23,386)	\$ (13.81)	PANDEMIC WAGES	\$ 75,402	\$ 15.23	\$ -	\$ -	\$ (75,402)	\$ (15.23)	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	PANDEMIC PREMIUMS TOP UP WAGES	\$ (288)	\$ (0.06)	\$ -	\$ -	\$ 288	\$ 0.06	\$ -
\$ 10,761	\$ 6.36	\$ -	\$ -	\$ (10,761)	\$ (6.36)	PANDEMIC PSW TWE WAGES	\$ 58,671	\$ 11.85	\$ -	\$ -	\$ (58,671)	\$ (11.85)	\$ -
\$ 4,407	\$ 2.60	\$ -	\$ -	\$ (4,407)	\$ (2.60)	IPAC STAFFING & TRAINING WAGES	\$ 13,220	\$ 2.67	\$ -	\$ -	\$ (13,220)	\$ (2.67)	\$ -
\$ 263	\$ 0.16	\$ -	\$ -	\$ (263)	\$ (0.16)	IPAC TRAINING WAGES	\$ 7,585	\$ 1.53	\$ -	\$ -	\$ (7,585)	\$ (1.53)	\$ -
\$ 50,018	\$ 29.54	\$ -	\$ -	\$ (50,018)	\$ (29.54)	PANDEMIC SCREENING & TESTING WAGES	\$ 50,018	\$ 10.10	\$ -	\$ -	\$ (50,018)	\$ (10.10)	\$ -
\$ 40,183	\$ 23.73	\$ 40,675	\$ 22.54	\$ 492	\$ (1.19)	BENEFITS	\$ 136,675	\$ 27.60	\$ 119,311	\$ 22.78	\$ (17,364)	\$ (4.82)	\$ 487,129
\$ 2,394	\$ 1.41	\$ -	\$ -	\$ (2,394)	\$ (1.41)	PANDEMIC BENEFITS	\$ 6,769	\$ 1.37	\$ -	\$ -	\$ (6,769)	\$ (1.37)	\$ -
\$ 3,748	\$ 2.21	\$ -	\$ -	\$ (3,748)	\$ (2.21)	PANDEMIC PSW TWE BENEFITS	\$ 13,946	\$ 2.82	\$ -	\$ -	\$ (13,946)	\$ (2.82)	\$ -
\$ 668	\$ 0.39	\$ -	\$ -	\$ (668)	\$ (0.39)	IPAC STAFFING & TRAINING BENEFITS	\$ 2,004	\$ 0.40	\$ -	\$ -	\$ (2,004)	\$ (0.40)	\$ -
\$ 7,563	\$ 4.47	\$ -	\$ -	\$ (7,563)	\$ (4.47)	PANDEMIC SCREENING & TESTING BENEFITS	\$ 7,563	\$ 1.53	\$ -	\$ -	\$ (7,563)	\$ (1.53)	\$ -
\$ 1,775	\$ 1.05	\$ 2,561	\$ 1.42	\$ 787	\$ 0.37	SUPPLIES	\$ 9,138	\$ 1.85	\$ 7,656	\$ 1.46	\$ (1,482)	\$ (0.38)	\$ 30,671
\$ 21,807	\$ 12.88	\$ -	\$ -	\$ (21,807)	\$ (12.88)	PANDEMIC SUPPLIES	\$ 27,818	\$ 5.62	\$ -	\$ -	\$ (27,818)	\$ (5.62)	\$ -
\$ 2,390	\$ 1.41	\$ 2,232	\$ 1.24	\$ (158)	\$ (0.17)	INCONTINENT SUPPLIES	\$ 7,583	\$ 1.53	\$ 6,480	\$ 1.24	\$ (1,103)	\$ (0.29)	\$ 26,280
\$ 613	\$ 0.36	\$ 668	\$ 0.37	\$ 55	\$ 0.01	MEDICAL ADVISORY	\$ 1,944	\$ 0.39	\$ 2,005	\$ 0.38	\$ 61	\$ (0.01)	\$ 8,020
\$ -	\$ -	\$ 500	\$ 0.28	\$ 500	\$ 0.28	REPAIRS & MAINTENANCE	\$ 1,594	\$ 0.32	\$ 1,500	\$ 0.29	\$ (94)	\$ (0.04)	\$ 6,000
\$ 4,657	\$ 2.75	\$ -	\$ -	\$ (4,657)	\$ (2.75)	PANDEMIC REPAIRS	\$ 5,357	\$ 1.08	\$ -	\$ -	\$ (5,357)	\$ (1.08)	\$ -
\$ 1,153	\$ 0.68	\$ 1,166	\$ 0.65	\$ 13	\$ (0.03)	MAINTENANCE CONTRACTS	\$ 3,544	\$ 0.72	\$ 3,497	\$ 0.67	\$ (47)	\$ (0.05)	\$ 13,989
\$ 1,297	\$ 0.77	\$ 1,211	\$ 0.67	\$ (86)	\$ (0.09)	OTHER G&A COSTS	\$ 3,762	\$ 0.76	\$ 3,633	\$ 0.69	\$ (129)	\$ (0.07)	\$ 14,532
\$ 299,052	\$ 176.64	\$ 211,922	\$ 117.46	\$ (87,130)	\$ (59.18)	TOTAL NURSING EXPENSE	\$ 857,715	\$ 173.21	\$ 628,501	\$ 119.99	\$ (229,214)	\$ (53.22)	\$ 2,576,682
\$ 28,248	\$ 16.69	\$ (6,623)	\$ (3.67)	\$ 34,871	\$ 20.36	NET NURSING INCOME	\$ (288)	\$ (0.06)	\$ (30,509)	\$ (5.82)	\$ 30,221	\$ 5.77	\$ (124,638)
PROGRAM (PSS)													
\$ 22,432	\$ 13.25	\$ 22,432	\$ 12.43	\$ -	\$ 0.82	GOVERNMENT FUNDING (per diem)	\$ 65,124	\$ 13.15	\$ 65,124	\$ 12.43	\$ -	\$ 0.72	\$ 264,114
\$ (6,669)	\$ (3.94)	\$ (5,660)	\$ (3.14)	\$ (1,009)	\$ (0.80)	INTRA-ENVELOPE DEFERRAL ADJUSTMENT	\$ (10,762)	\$ (2.17)	\$ (15,642)	\$ (2.99)	\$ 4,880	\$ 0.81	\$ (63,825)
\$ 15,763	\$ 9.31	\$ 16,771	\$ 9.30	\$ (1,009)	\$ 0.01	TOTAL PROGRAM REVENUE	\$ 54,362	\$ 10.98	\$ 49,482	\$ 9.45	\$ 4,880	\$ 1.53	\$ 200,289
\$ 12,050	\$ 7.12	\$ 13,227	\$ 7.33	\$ 1,176	\$ 0.21	WAGES	\$ 44,829	\$ 9.05	\$ 39,018	\$ 7.45	\$ (5,811)	\$ (1.60)	\$ 158,049
\$ 1,773	\$ 1.05	\$ 1,969	\$ 1.09	\$ 196	\$ 0.04	BENEFITS	\$ 6,080	\$ 1.23	\$ 5,740	\$ 1.10	\$ (340)	\$ (0.13)	\$ 23,338
\$ 1,940	\$ 1.15	\$ 1,576	\$ 0.87	\$ (364)	\$ (0.27)	SUPPLIES	\$ 3,453	\$ 0.70	\$ 4,724	\$ 0.90	\$ 1,270	\$ 0.20	\$ 18,902
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	OTHER G&A COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 15,763	\$ 9.31	\$ 16,771	\$ 9.30	\$ 1,009	\$ (0.01)	TOTAL PROGRAM EXPENSE	\$ 54,362	\$ 10.98	\$ 49,482	\$ 9.45	\$ (4,880)	\$ (1.53)	\$ 200,289
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	NET PROGRAM INCOME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 108,295	\$ 63.97	\$ 10,088	\$ 5.59	\$ 98,207	\$ 58.38	EBITDA	\$ 230,225	\$ 46.49	\$ (2,055)	\$ (0.39)	\$ 232,280	\$ 46.88	\$ 46,455
19.57%		2.60%		16.96%		MARGIN %	14.81%		-0.18%		14.99%		1.01%
ADJUSTMENTS TO CASH FLOW													
\$ (10,000)	\$ (5.91)	\$ (10,000)	\$ (5.54)	\$ -	\$ 0.36	RESERVE	\$ (30,000)	\$ (17.72)	\$ (30,000)	\$ (16.63)	\$ -	\$ 1.09	\$ (120,000)
\$ 98,295	\$ 58.06	\$ 88	\$ 0.05	\$ 98,207	\$ (58.01)	NET CASH FLOW	\$ 200,225	\$ 118.27	\$ (32,055)	\$ (17.77)	\$ 232,280	\$ (136.03)	\$ (73,545)

Prepared by Calvin Cheung

Date 4/12/2021

Reviewed by Majuran Sivakumaren

Date 4/13/2021

**Centennial Manor
Variance Analysis Report
For the month ended March 2021**

Page 3

					Current Month's Variance Favourable/ (Unfavourable)
	Accommodation	Food	Nursing	Programs	
Revenue Variance	\$ 45,000	\$ 700	\$ 122,000	\$ (1,000)	\$ 166,700
Expense Variance	\$ 21,400	\$ (3,800)	\$ (87,100)	\$ 1,000	\$ (68,500)
Total Variance	\$ 66,400	\$ (3,100)	\$ 34,900	\$ -	\$ 98,200

Accommodation Revenue

Preferred Accommodations:

Occupancy

	<u>Actual Residents</u>	<u>Budgeted Residents</u>
Semi-Private	4.00	8.00
Private	2.00	5.00
Semi-Private "A"	13.00	4.00
Private "A"	14.00	13.00
	<u>33.00</u>	<u>30.00</u>

Higher revenue mainly due to higher semi-private "A" occupancy, and \$1K accrual for 1.9% expected increase to preferred revenue from January to March 2021.

Government has suspended the increase of rates for private and semi-private beds but will reimburse the increase in a future payment notice.

Prior Year Adjustment:

The unfavourable variance is due to HST rebates adjustment for last month - actual amended claims, for retro period July 2016- June 2020 due to approved higher PSB rate, is \$63K instead of \$113K recognized last month. The difference of \$50K is indeed for regular HST rebate for period July 2020-December - there was a receivable set up. \$50K over-recognized last month has been reclassified to offset with the receivable.

PANDEMIC EMERGENCY PRIOR YEAR REVENUE:

Ministry will be reimbursing home the difference of total pandemic incremental costs incurred and the total emergency funding received for period April-December 2020. Pandemic emergency envelope was overspent \$93.8K during that period.

Ancillary and Interest Revenue:

The unfavourable variance is mainly due to other revenue, \$0.8K.

Total Accommodation Revenue Variance

\$ 2,100

\$ (49,900)

\$ 93,800

\$ (1,000)

\$ 45,000

**Centennial Manor
Variance Analysis Report
For the month ended March 2021**

Page 4

	Current Month's Variance Favourable/
<u>Accommodation Expenses</u>	
Productive Wages and Salaries: Please refer to page 5.	\$ 17,000
Benefits: The favourable variance is mainly due to employment insurance \$0.6K, provincial health insurance \$0.4K and worker's compensation \$0.6K.	\$ 2,100
Utilities: The unfavourable variance is mainly due to higher hydro usage in current month than expected.	\$ (4,700)
Repairs & Maintenance (Planned & Provisional): The favourable variance is due to minumum repairs in current month.	\$ 15,400
Supplies: The favorable variance is mainly due to timing of purchases of maintenance/dietary supplies.	\$ 1,400
Insurance: The unfavourable variance is due to higher insurance cost than expected (\$4.1K actual monthly vs. \$3.4K budgeted). There is also \$0.6K adjustment this month to adjust February expense to actual cost.	\$ (1,300)
Other G&A Costs: The unfavourable variance is mainly due to unbudgeted Synergy Care Pro bills from Sysco. Bill Monthly. Total \$3.3K invoices received in March - \$2.5K belonged to Mar-Dec20 expenses (was not accrued as home was not aware of these late bills. Vendor didn't notify home for o/s payment until 2021). Remainder difference is for Jan-Mar2021. This will be a recurring billing moving foward (monthly bill around \$0.3K)	\$ (3,400)
Management Fees: The unfavourable variance is due to higher revenue recognized this month (due to recognition of pandemic revenue \$216K, offset with prior year adjustment, \$50K).	\$ (5,600)
Operating Expenses with a variance of less than \$1,000: There is no other material variances.	\$ 500
Total Accommodation Expense Variance	\$ 21,400
Total Accommodation Operating Variance	\$ 66,400

Manitoulin Centennial Manor
Variance Analysis Report - Accommodation Envelope Wages
For the month ended March 2021

	<u>Productive Costs</u>				<u>Non-Productive</u>	<u>Purchased</u>	<u>Total Variance</u>	<u>Comments</u>
	<u>Usage</u>	<u>Variance</u>		<u>Rate</u>	<u>Variance</u>	<u>Services</u>		
	<u>Hours</u>	<u>Amount \$</u>	<u>Wage Rate</u>	<u>Amount \$</u>		<u>Variance</u>		
<u>Office & Administration:</u>								
11000 Administrator (O)	81.7	3,976	\$ 1.11	74	(244)	-	3,807	Wage transfer to Pandemic Screener envelope, as staff covered screening and test duties.
20050 Receptionist - P/T (O)	780.6	16,917	\$ 5.80	(4,354)	387	-	12,950	Wage transfer to Pandemic Screener envelope, as staff covered screening and test duties.
Total Office & Administration	869.9	21,083		(4,217)	(330)	-	16,537	
<u>Dietary:</u>								
22020 Food Service Supervisor (O)	70.8	2,170	\$ 8.45	625	538	-	3,333	This position is currently vacant, home plans to hire a replacement by July 2021. Meanwhile, the lead cook is helping out some duties (e.g. updating food report, inventory count).
41010.41020 Cook 1&2	55.2	1,214	\$ 0.12	48	(5,791)	-	(4,529)	Non-productive variance due to WCB modified duties \$4K and other premiums \$1K.
42000 Dietary Aide (S)	7.9	165	\$ (0.17)	(63)	(1,451)	-	(1,349)	Non-productive variance due to vacation \$0.6K and orientation \$0.5K.
Purchased Services	-	-	\$ -	-	-	(1,023)	(1,023)	Nutritionist consulting service hired this month for diet changes and menu development. Home is already hiring a dietician and coded under Program. Confirming with ED on 02/16/21 - this should continue to code under Dietary as this covers part of Dietary Manager's duties (the Dietary manager position is currently empty, and a cook is covering some duties only (like updating food report). Home expects to hire a replacement by
Total Dietary	133.8	3,549		609	(6,703)	(1,023)	(3,569)	
<u>Housekeeping:</u>								
42100 Housekeeping Aide (O)	2.3	50	\$ (0.07)	(26)	(1,293)	-	(1,269)	Non-productive variance due to orientation \$1K.
Total Housekeeping	2.3	50		(26)	(1,293)	-	(1,269)	
<u>Laundry:</u>								
42200 Laundry Aide (S)	4.5	99	\$ (0.00)	(1)	2,868	-	2,967	Non-productive variance mainly due to vacation adjustment by payroll.
Total Laundry	4.5	99		(1)	2,868	-	2,967	
<u>Maintenance:</u>								
22700 Maintenance Supervisor (O)	63.3	1,936	\$ 30.60	-	97	-	2,033	This position will remain vacant in foreseeable future as ED is covering part of Maintenance duties (confirmed with ED 02/11/21).
Total Maintenance	68.1	2,047		2	254	-	2,303	
Total OA Wage Variance	1,078.6	26,828		(3,632)	(5,204)	(1,023)	16,969	

****Only Job Classes with significant variances are shown**

**Centennial Manor
Variance Analysis Report
For the month ended March 2021**

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	Current Month's Variance Favourable/
<u>Food Expenses</u>	
Raw Food:	
Food is over by \$3.8K. Based on trends from past years, home generally spends more on food and exceeds food funding.	\$ (3,800)
Total Food Expense Variance	<u>\$ (3,800)</u>
Total Net Food Income Variance	<u>\$ (3,100)</u>

**Centennial Manor
Variance Analysis Report
For the month ended March 2021**

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**Current
Month's
Variance
Favourable/**

Nursing Revenue

Government Funding (per diem):

\$ 300

The Nursing variance is a result of the following:

Description	Type	Actual	Budget	Revenue Variance	Explanation
Falls Prevention Equipment	Lump Sum	\$ 756.82	\$ 500.00	\$ 265	Recognized Apr-Dec20 underspent funding to offset with expense incurred during Jan-Mar21.
				\$ 265	

Pandemic Funding:

\$ 71,100

The favourable variance is due to accrual for pandemic emergency tranche 12 \$33.6K funding & emergency funding adjustment for April-December 2020 \$37.5K.

Deferred Nursing Revenue:

\$ 50,300

The Nursing and Personal Care Envelope costs are expense accountable and when funds are not spent, they must be returned to the Ministry of Health and deferred. Current spending patterns result in the following revenue adjustments:

	Envelope	Monthly Expenditure	Funding	Additional Revenue/ (Revenue Deferral)	Budget	Variance
Pandemic	\$	52,244	\$ 71,127	\$ (22,981)	\$ -	\$ (22,981)
IPAC Staff & Training	\$	5,337	\$ -	\$ 5,209	\$ -	\$ 5,209 ⁽¹⁾
Pandemic PSW TWE	\$	14,509	\$ -	\$ 14,509	\$ -	\$ 14,509 ⁽²⁾
FALLS PREVENTION	\$	-	\$ 757	\$ (420)	\$ -	\$ (420) ⁽²⁾
Pandemic Screener & Testing	\$	57,581	\$ -	\$ 54,000	\$ -	\$ 54,000 ⁽³⁾
	\$	299,052	\$ 276,983	\$ 50,317	\$ -	\$ 50,317

(1) IPAC Staffing is overspent \$128 calendar year to date.

(2) Pandemic PSW TWE is underspent \$31,303 calendar year to date.

(3) Pandemic Screener&Testing is overspent \$3,581 calendar year to date.

Intra-Envelope Deferral Adjustment:

\$ 300

MOH regulations allow for the transfer of underspent envelope funding in Nursing and Programs to overspending in Nursing, Programs and Food. As a result of year to date spending, there was an adjustment made in the current

Total Nursing Revenue Variance

\$ 122,000

	Current Month's Variance Favourable/
<u>Nursing Expenses</u>	
Productive Wages and Salaries: Please refer to page 9.	\$ (47,900)
Benefits: The unfavourable variance is mainly attributed to pandemic/pandemic psw tve/pandemic screening benefits \$14.4K.	\$ (13,900)
Supplies: The unfavourable variance is mainly due to pandemic supplies, \$22K.	\$ (21,000)
Repairs & Maintenance: The unfavourable variance is due to pandemic repairs \$4.6K, refrigerator to store vaccines \$2.9K and thermometer for testing temperatures \$1.4K.	\$ (4,200)
Operating Expenses with a variance of less than \$1,000: There is no other material variances.	\$ (100)
Total Nursing Expense Variance	\$ (87,100)
Total Net Nursing Income Variance	\$ 34,900

Manitoulin Centennial Manor
Variance Analysis Report - Nursing Envelope Wages
For the month ended March 2021

	<u>Productive Costs</u>				<u>Non-Productive</u>	<u>Purchased Services</u>	<u>Total Variance</u>	<u>Comments</u>
	<u>Usage Variance</u>		<u>Rate Variance</u>		<u>Variance</u>	<u>Variance</u>		
	<u>Hours</u>	<u>Amount \$</u>	<u>Wage Rate</u>	<u>Amount \$</u>				
<u>NURSING:</u>								
12010 DOC (O)	255	12,194	\$ 0.12	(13)	377	-	12,558	Wage transfer to Pandemic Screener envelope, as staff covered screening and test duties.
33000 Registered Nurse (ONA)	124	5,024	\$ (1.25)	(671)	(3,021)	-	1,333	Wage transfer to Pandemic Screener envelope, as staff covered screening and test duties. Non-productive variance due to general holiday \$1.7K & overtime premiums \$1.6K.
33010 Registered Nurse - PT (ONA)	64	3,042	\$ 0.42	2	1,279	-	4,322	Position is currently short-staffed. Non-productive variance due to vacation.
33100 RPN(S)-RPN	308	8,082	\$ (0.00)	(1)	(1,057)	-	7,024	Position is currently short-staffed and home is trying to recruit, also wage transfer to Pandemic Screener envelope. Non-productive variance mainly due to general holiday.
42310 Health Care Aide (S)	38	853	\$ 0.09	262	4,333	13,950	19,399	Non-productive variance mainly due to vacation adjustment by payroll. No agency services hired in current month.
20086 MDS/RAI	(169)	-	\$ (26.23)	(4,442)	(92)	-	(4,533)	This position was not budgeted for in 2021. Annual impact is estimated at \$60K (povided 75 bi-weekly hours worked each month throughout the year)
Total Regular Nursing	670	30,301		(4,838)	1,526	13,950	40,939	
<u>PANDEMIC Sub-envelope</u>								
COVID-19 Purchased Services	-	-	\$ -	-	-	(7,858)	(7,858)	Unbudgeted COVID-19 wages.
COVID-19 Nursing Clerk	3	-	\$ (21.27)	67	-	-	67	Unbudgeted COVID-19 wages.
COVID-19 Receptionist	(63)	-	\$ (15.58)	(982)	(86)	-	(1,068)	Unbudgeted COVID-19 wages.
COVID-19 RN	(4)	-	\$ (43.48)	(162)	(12)	-	(174)	Unbudgeted COVID-19 wages.
COVID-19 RN-PT	(9)	-	\$ (47.09)	(404)	(13)	-	(417)	Unbudgeted COVID-19 wages.
COVID-19 Resident Care Assistant	-	-	\$ -	-	(69)	-	(69)	Unbudgeted COVID-19 wages.
COVID-19 RPN	(2)	-	\$ (26.11)	(64)	(4)	-	(68)	Unbudgeted COVID-19 wages.
COVID-19 Cook	1	-	\$ (22.26)	13	-	-	13	Unbudgeted COVID-19 wages.
COVID-19 Cook 2	(0)	-	\$ (22.12)	(10)	(2)	-	(12)	Unbudgeted COVID-19 wages.
COVID-19 Dietary Aide	(6)	-	\$ (20.56)	(124)	(5)	-	(129)	Unbudgeted COVID-19 wages.
COVID-19 Housekeeping Aide	(283)	-	\$ (21.42)	(6,055)	(288)	-	(6,343)	Unbudgeted COVID-19 wages.
COVID-19 Laundry Aide	(66)	-	\$ (22.03)	(1,463)	(95)	-	(1,557)	Unbudgeted COVID-19 wages.
COVID-19 Health Care Aide	(48)	-	\$ (22.37)	(1,067)	(45)	-	(1,113)	Unbudgeted COVID-19 wages.
COVID-19 Screener	(108)	-	\$ (15.91)	(1,726)	-	-	(1,726)	Unbudgeted COVID-19 wages.
COVID-19 Activity Aide	(173)	-	\$ (16.01)	(2,777)	(107)	-	(2,884)	Unbudgeted COVID-19 wages.
Total PANDEMIC Envelope	(761)	-	(341)	(14,797)	(731)	(7,858)	(23,386)	
<u>PANDEMIC PAY Sub-envelope:</u>								
COVID-19 Dietary Aide	-	-	\$ -	-	-	-	-	Unbudgeted COVID-19 wages.
Total PANDEMIC Sub-envelope	-	-		-	-	-	-	
<u>Pandemic PSW TWE Sub-Envelope</u>								
COVID-19 PSW	-	(10,039)	\$ -	-	(561)	(162)	(10,761)	Unbudgeted COVID-19 wages.
Total PSW TWE Sub-Envelope	-	(10,039)		-	(561)	(162)	(10,761)	
<u>IPAC Staffing Envelope:</u>								
COVID-19 DOC	(84)	-	\$ (52.46)	(4,407)	-	-	(4,407)	Unbudgeted COVID-19 wages.
IPAC Staffing Envelope	(84)	-		(4,407)	-	-	(4,407)	
<u>Pandemic Screener Envelope:</u>								
COVID-19 SCREENER	-	-	\$ -	-	(50,018)	-	(50,018)	Unbudgeted COVID-19 wages.
	-	-		-	(50,018)	-	(50,018)	
Total NURSING Wage Variance	(175)	20,262		(24,041)	(49,784)	5,930	(47,633)	

****Only Job Classes with significant variances are shown**

**Centennial Manor
Variance Analysis Report
For the month ended March 2021**

Page 10

	Current Month's Variance Favourable/
<u>Program Revenue</u>	
Intra-Envelope Deferral Adjustment:	
MOH regulations allow for the transfer of underspent envelope funding in Nursing and Programs to overspending in Nursing, Programs and Food. As a result of year to date spending, there was an adjustment made in the current	\$ (1,000)
 Total Program Revenue Variance	 <u>\$ (1,000)</u>

	Current Month's Variance Favourable/
<u>Program Expenses</u>	
Productive Wages and Salaries: Please refer to page 12.	\$ 1,200
Operating Expenses with a variance of less than \$500: There is no other material variances.	\$ (200)
Total Program Expense Variance	\$ 1,000
Total Net Program Income Variance	\$ -
TOTAL VARIANCE	\$ 98,200

**Manitoulin Centennial Manor
Variance Analysis Report - Program Envelope Wages
For the month ended March 2021**

	<u>Productive Costs</u>				<u>Non-Productive Variance</u>	<u>Purchased Services Variance</u>	<u>Total Variance</u>	<u>Comments</u>
	<u>Usage Variance</u>		<u>Rate Variance</u>					
	<u>Hours</u>	<u>Amount \$</u>	<u>Wage Rate</u>	<u>Amount \$</u>				
<u>PROGRAM:</u>								
42400 Activity Aides (O)	54.1	883	\$ 0.32	25	142	-	1,050	Fewer hours worked this month as staff took more vacation, and there was no replacement.
Total Regular Program	26.4	176		109	609	282	1,176	

*****Only Job Classes with significant variances are shown***

CURRENT MONTH						YEAR-TO-DATE					
ACTUAL	PRD	BUDGET	PRD	\$ VAR	PRD VAR	ACTUAL	PRD	BUDGET	PRD	\$ VAR	PRD VAR
<u>IPAC STAFFING & TRAINING ENVELOPE STATEMENT</u>											
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,680	\$ 4.58	\$ -	\$ -	\$ 22,680	\$ 4.58
\$ 5,209	\$ 3.08	\$ -	\$ -	\$ 5,209	\$ 3.08	\$ (0)	\$ (0.00)	\$ -	\$ -	\$ (0)	\$ (0.00)
\$ 5,209	\$ 3.08	\$ -	\$ -	\$ 5,209	\$ 3.08	\$ 22,680	\$ 4.58	\$ -	\$ -	\$ 22,680	\$ 4.58
\$ 4,407	\$ 2.60	\$ -	\$ -	\$ (4,407)	\$ (2.60)	\$ 13,220	\$ 2.67	\$ -	\$ -	\$ (13,220)	\$ (2.67)
\$ 668	\$ 0.39	\$ -	\$ -	\$ (668)	\$ (0.39)	\$ 2,004	\$ 0.40	\$ -	\$ -	\$ (2,004)	\$ (0.40)
\$ 263	\$ 0.16	\$ -	\$ -	\$ (263)	\$ (0.16)	\$ 7,585	\$ 1.53	\$ -	\$ -	\$ (7,585)	\$ (1.53)
\$ 5,337	\$ 3.15	\$ -	\$ -	\$ (5,337)	\$ (3.15)	\$ 22,808	\$ 4.61	\$ -	\$ -	\$ (22,808)	\$ (4.61)
\$ (128)	\$ (0.08)	\$ -	\$ -	\$ (128)	\$ (0.08)	\$ (128)	\$ (0.03)	\$ -	\$ -	\$ (128)	\$ (0.03)
<u>PANDEMIC ENVELOPE STATEMENT</u>											
\$ 71,127	\$ 42.01	\$ -	\$ -	\$ 71,127	\$ 42.01	\$ 138,327	\$ 27.93	\$ -	\$ -	\$ 138,327	\$ 27.93
\$ (22,981)	\$ (13.57)	\$ -	\$ -	\$ (22,981)	\$ (13.57)	\$ (22,981)	\$ (4.64)	\$ -	\$ -	\$ (22,981)	\$ (4.64)
\$ 48,146	\$ 28.44	\$ -	\$ -	\$ 48,146	\$ 28.44	\$ 115,346	\$ 23.29	\$ -	\$ -	\$ 115,346	\$ 23.29
\$ 23,386	\$ 13.81	\$ -	\$ -	\$ (23,386)	\$ (13.81)	\$ 75,402	\$ 15.23	\$ -	\$ -	\$ (75,402)	\$ (15.23)
\$ 2,394	\$ 1.41	\$ -	\$ -	\$ (2,394)	\$ (1.41)	\$ 6,769	\$ 1.37	\$ -	\$ -	\$ (6,769)	\$ (1.37)
\$ 26,464	\$ 15.63	\$ -	\$ -	\$ (26,464)	\$ (15.63)	\$ 33,175	\$ 6.70	\$ -	\$ -	\$ (33,175)	\$ (6.70)
\$ 52,244	\$ 30.86	\$ -	\$ -	\$ (52,244)	\$ (30.86)	\$ 115,346	\$ 23.29	\$ -	\$ -	\$ (115,346)	\$ (23.29)
\$ (4,098)	\$ (2.42)	\$ -	\$ -	\$ (4,098)	\$ (2.42)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
* \$22,980.50 is deferred for the fiscal period April 2020 - March 2021 - this would need be returned to the ministry.											
<u>FALLS PREVENTION ENVELOPE STATEMENT</u>											
\$ 757	\$ 0.45	\$ 500	\$ 0.28	\$ 257	\$ 0.17	\$ 1,757	\$ 0.35	\$ 1,500	\$ 0.29	\$ 257	\$ 0.07
\$ (420)	\$ (0.25)	\$ -	\$ -	\$ (420)	\$ (0.25)	\$ (163)	\$ (0.03)	\$ -	\$ -	\$ (163)	\$ (0.03)
\$ 337	\$ 0.20	\$ 500	\$ 0.28	\$ (163)	\$ (0.08)	\$ 1,594	\$ 0.32	\$ 1,500	\$ 0.29	\$ 94	\$ 0.04
\$ -	\$ -	\$ 500	\$ 0.28	\$ 500	\$ 0.28	\$ 1,594	\$ 0.32	\$ 1,500	\$ 0.29	\$ (94)	\$ (0.04)
\$ -	\$ -	\$ 500	\$ 0.28	\$ 500	\$ 0.28	\$ 1,594	\$ 0.32	\$ 1,500	\$ 0.29	\$ (94)	\$ (0.04)
\$ 337	\$ 0.20	\$ -	\$ -	\$ 337	\$ 0.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
* April-December 2020 unused fall fund balance of \$257 is recognized in January 2021 to cover expenses.											
<u>PANDEMIC PSW TWE ENVELOPE STATEMENT</u>											
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 103,920	\$ 20.99	\$ -	\$ -	\$ 103,920	\$ 20.99
\$ 14,509	\$ 8.57	\$ -	\$ -	\$ 14,509	\$ 8.57	\$ (31,303)	\$ (6.32)	\$ -	\$ -	\$ (31,303)	\$ (6.32)
\$ 14,509	\$ 8.57	\$ -	\$ -	\$ 14,509	\$ 8.57	\$ 72,617	\$ 14.66	\$ -	\$ -	\$ 72,617	\$ 14.66
\$ 10,761	\$ 6.36	\$ -	\$ -	\$ (10,761)	\$ (6.36)	\$ 58,671	\$ 11.85	\$ -	\$ -	\$ (58,671)	\$ (11.85)
\$ 3,748	\$ 2.21	\$ -	\$ -	\$ (3,748)	\$ (2.21)	\$ 13,946	\$ 2.82	\$ -	\$ -	\$ (13,946)	\$ (2.82)
\$ 14,509	\$ 8.57	\$ -	\$ -	\$ (14,509)	\$ (8.57)	\$ 72,617	\$ 14.66	\$ -	\$ -	\$ (72,617)	\$ (14.66)
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>PANDEMIC SCREENER & TESTING ENVELOPE STATEMENT</u>											
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,000	\$ 10.90	\$ -	\$ -	\$ 54,000	\$ 10.90
\$ 54,000	\$ 31.90	\$ -	\$ -	\$ 54,000	\$ 31.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 54,000	\$ 31.90	\$ -	\$ -	\$ 54,000	\$ 31.90	\$ 54,000	\$ 10.90	\$ -	\$ -	\$ 54,000	\$ 10.90
\$ 50,018	\$ 29.54	\$ -	\$ -	\$ (50,018)	\$ (29.54)	\$ 50,018	\$ 10.10	\$ -	\$ -	\$ (50,018)	\$ (10.10)
\$ 7,563	\$ 4.47	\$ -	\$ -	\$ (7,563)	\$ (4.47)	\$ 7,563	\$ 1.53	\$ -	\$ -	\$ (7,563)	\$ (1.53)
\$ 57,581	\$ 34.01	\$ -	\$ -	\$ (57,581)	\$ (34.01)	\$ 57,581	\$ 11.63	\$ -	\$ -	\$ (57,581)	\$ (11.63)
\$ (3,581)	\$ (2.12)	\$ -	\$ -	\$ (3,581)	\$ (2.12)	\$ (3,581)	\$ (0.72)	\$ -	\$ -	\$ (3,581)	\$ (0.72)

**Centennial Manor
Balance Sheet
As of March 31, 2021**

	March 31, 2021	December 31, 2020
Current Assets		
Cash and cash equivalents	\$ 622,911	\$ 579,249
* Reserves	\$ 270,000	\$ 240,000
Accounts Receivable-Municipality	\$ 7,061	\$ 20,135
Trust Funds	\$ (6,672)	\$ (6,672)
Accounts Receivable - Residents	\$ 5,605	\$ 15,432
** Accounts Receivable-Gov't paid	\$ 1,548	\$ (0)
Accounts Receivable	\$ 194,458	\$ 87,057
Inventory	\$ 16,467	\$ 18,848
Prepays	\$ 52,299	\$ 14,470
Total Current Assets	\$ 1,163,676	\$ 968,519
TOTAL ASSETS	\$ 1,163,676	\$ 968,519
Liabilities		
Current Liabilities		
Short Term Loans	\$ 10,000	\$ 10,000
Accounts Payable - Vendors	\$ 68,295	\$ 114,166
Accounts Payable - Other	\$ -	\$ 95
Payroll Clearing	\$ 156,426	\$ 91,770
Accrued Liabilities - Vacation	\$ 162,682	\$ 145,364
Accrued Liabilities - Utilities	\$ 25,377	\$ 27,321
Accrued Liabilities - Management Fees	\$ 20,397	\$ 33,932
*** Accrued Liabilities - Other	\$ 184,669	\$ 136,406
Retrowages	\$ 5,435	\$ 3,942
**** Deferred Revenue	\$ 76,904	\$ 1,804
Accrued liabilities - Government Overfunding prior years	\$ (57,582)	\$ 126,185
Food Clearing	\$ 3,622	\$ 144
Total Current Liabilities	\$ 656,062	\$ 691,130
TOTAL LIABILITIES	\$ 656,062	\$ 691,130
Shareholder's Equity		
Retained Earnings - Current Year	\$ 230,225	\$ 89,187
Retained Earnings	\$ 237,709	\$ 148,521
Reserve Funds	\$ 39,681	\$ 39,681
Total Shareholder's Equity	\$ 507,614	\$ 277,389
TOTAL SHAREHOLDER'S EQUITY	\$ 507,614	\$ 277,389
TOTAL LIABILITIES AND SHAREHOLDER'S EQUITY	\$ 1,163,676	\$ 968,519

*\$10K reserve for capital purchase is set up monthly beginning January 2019.

**Balance gets cleared during year-end.

***Include illness cashout balance \$78K (adjustment provided by auditor every year-end), regular accruals that will be reversed next month \$92K, and audit fees provision for the 2020-2021 \$12K.

****Balances includes funding receivable/payable set up due to days difference, deferred revenue, recovery difference - gets cleared during year-end. Only balance remains at year-end is resident credit balances.

**Centennial Manor
Statement of Changes
For the month of March 2021**

	Current March 31, 2021	Year to Date March 31, 2021
Operating Cash Flows		
Net Earnings	\$ 108,295	\$ 230,225
Net Change to Current Working Capital Items:		
Accounts Receivable	\$ (25,463)	\$ (86,047)
Inventory	\$ 757	\$ 2,381
Prepays	\$ (43,795)	\$ (37,829)
Accounts Payable & Accrued Liabilities	\$ 59,099	\$ (35,068)
Total Cash Provided (Used) By Operations	\$ 98,892	\$ 73,662
Investing Cash Flows		
Investments	\$ (10,000)	\$ (30,000)
Total Cash Provided (Used) By Investing Activities	\$ (10,000)	\$ (30,000)
Financing Cash Flows		
Total Cash Provided (Used) By Financing Activities	\$ -	\$ -
Increase (Decrease) in cash	\$ 88,892	\$ 43,662
Cash at beginning of period	\$ 534,018	\$ 579,249
Cash at end of period	\$ 622,911	\$ 622,911

**Centennial Manor
Accounts Receivable Aged Trial Balance
As of March 31, 2021**

	Total	Mar	Feb	Jan	Dec & Prior
Total Municipality A/R Balance (1101060)	7,061	\$ 421	\$ 421	\$ 421	\$ 5,799
Total Resident A/R Balance (1101000)	5,605	\$ 5,078	\$ 527	\$ -	\$ -
A/R Balance Subtotal	\$ 12,666	\$ 5,498	\$ 948	\$ 421	\$ 5,799
Allowance for Doubtful Accounts	\$ -	\$ -	\$ -	\$ -	\$ -
Total A/R Balance	\$ 12,666	\$ 5,498	\$ 948	\$ 421	\$ 5,799

**Municipality AR Dec & Prior balance contains \$4,561 pertained to opening 2019 audit entry from prior years. Balance will be written off during next audit, plus \$1,239 related to Q4/2020 still outstanding as of March 2021.*

Residents with a balance over 90 days

Resident Name	Total	Mar	Feb	Jan	Dec & Prior	Comments
	\$ -	\$ -	\$ -	\$ -	\$ -	

Updated By: Sharlene MacDonald

Date Updated: 4/9/2021

**Centennial Manor
Repairs and Maintenance Analysis**

Details for the month ended March 2021

Building R&M - Accommodation

Department	Item Description	Supplier	Budgeted Item	Actual Amount			
						Budget	Variance
			Total Accommodation Building R&M	\$ -	\$ 13,907.65	\$ 13,907.65	

Equipment R&M - Accommodation

Department	Item Description	Supplier	Budgeted Item				
Maintenance	#9337 Storage tank leak test	TANKTEK ENVIRONMENTAL SERVICE	Provisional	\$ 1,955.27		Budget	Variance
			Total Accommodation Equipment R&M	\$ 1,955.27	\$ 3,439.83	\$ 1,484.56	
			Total Accommodation R&M	\$ 1,955.27	\$ 17,347.48	\$ 15,392.21	

Summary of Full Year Repairs & Maintenance Spending Versus Budget - As of March 2021

Planned Building R&M Spending - Accommodation

Budgeted Item	Year to Date Actual	Full Year Budget	Remaining Amount
Planned Building R&M	\$ -	\$ 135,800.00	\$ 135,800.00
Total Planned Building R&M Spending	\$ -	\$ 135,800.00	\$ 135,800.00
Total Provisional Building R&M Spending	\$ -	\$ 31,091.76	\$ 31,091.76
Total Accommodation Building R&M	\$ -	\$ 166,891.76	\$ 166,891.76

Planned Equipment R&M Spending - Accommodation

Budgeted Item	Year to Date Actual	Full Year Budget	Remaining Amount
Planned Equipment R&M	\$ -	\$ 14,850.00	\$ 14,850.00
Total Planned Spending	\$ -	\$ 14,850.00	\$ 14,850.00
Total Provisional Spending	\$ 1,955.27	\$ 26,427.96	\$ 24,472.69
Total Accommodation Equipment R&M	\$ 1,955.27	\$ 41,277.96	\$ 39,322.69
Accommodation Repairs & Maintenance Grand Total	\$ 1,955.27	\$ 208,169.72	\$ 206,214.45

**Centennial Manor
Envelope Balance Summary
As of March 31, 2021**

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Current Month - March 2021										
Food Envelope	Nursing Envelope								Program Envelope	
	Nursing	PADEMIC	IPAC STAFF&TRAINING	PADEMIC PSW TWE	FALL PREVENTION	PADEMIC SCREENER&TESTING	Net Nursing		Program	Net Program
Revenue	\$ 17,744.40	\$ 199,148.00	\$ 71,126.58	\$ -	\$ 756.82	\$ -	\$ 271,031.40		\$ 22,431.60	\$ 22,431.60
Expenses	\$ 21,523.80	\$ 169,381.25	\$ 52,243.69	\$ 5,337.28	\$ 14,508.84	\$ 57,580.81	\$ 299,051.87		\$ 15,762.56	\$ 15,762.56
Total Under/(Over) Spend	\$ (3,779.40)	\$ 29,766.75	\$ 18,882.89	\$ (5,337.28)	\$ (14,508.84)	\$ 756.82	\$ (57,580.81)	\$ (28,020.47)	\$ 6,669.04	\$ 6,669.04
Intra-envelope Deferral	\$ 717.34	\$ 5,951.70					\$ 5,951.70		\$ (6,669.04)	\$ (6,669.04)
Adjusted Under/(Over) Spend	\$ (3,062.06)	\$ 35,718.45	\$ 18,882.89	\$ (5,337.28)	\$ (14,508.84)	\$ 756.82	\$ (57,580.81)	\$ (22,068.77)	\$ -	\$ -

January to March 2021										
Food Envelope	Nursing Envelope								Program Envelope	
	Nursing	PADEMIC	IPAC STAFF&TRAINING	PADEMIC PSW TWE	FALL PREVENTION	PADEMIC SCREENER&TESTING	Net Nursing		Program	Net Program
Revenue	\$ 51,516.00	\$ 581,433.18	\$ 138,326.58	\$ 22,680.00	\$ 103,920.00	\$ 1,756.82	\$ 54,000.00	\$ 902,116.58	\$ 65,124.00	\$ 65,124.00
Expenses	\$ 57,419.67	\$ 587,768.57	\$ 115,346.08	\$ 22,808.47	\$ 72,617.22	\$ 1,593.57	\$ 57,580.81	\$ 857,714.72	\$ 54,361.99	\$ 54,361.99
Total Under/(Over) Spend	\$ (5,903.67)	\$ (6,335.39)	\$ 22,980.50	\$ (128.47)	\$ 31,302.78	\$ 163.25	\$ (3,580.81)	\$ 44,401.86	\$ 10,762.01	\$ 10,762.01
Intra-envelope Deferral	\$ 717.34	\$ 10,044.67					\$ 10,044.67		\$ (10,762.01)	\$ (10,762.01)
Adjusted Under/(Over) Spend	\$ (5,186.33)	\$ 3,709.28	\$ 22,980.50	\$ (128.47)	\$ 31,302.78	\$ 163.25	\$ (3,580.81)	\$ 54,446.53	\$ -	\$ -

Total Calendar Year Under/(Over) Spend (Before Intra-Envelope Adjustments)	\$ (5,903.67)	\$ (6,335.39)	\$ 22,980.50	\$ (128.47)	\$ 31,302.78	\$ 163.25	\$ (3,580.81)	\$ 44,401.86	\$ 10,762.01	\$ 10,762.01
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*Program underspend is budgeted to transfer to Nursing to cover overspend.

**Pandemic containment&prevention underspend of \$4K in February is not deferred - it is recognized to offset with fiscal overspend (from April 2020-Dec2020)

***As of March 2021, \$10,044.67 is transfer to Nursing from Program to cover overspend; rest of \$717.34 program underspend is transferred to food

****PSW TWE has been extended to June 30th 2021.

Falls Prevention Funding:

	2020 Apr-Dec	2021 Jan-Mar	2020-2021 Total
Funding	\$ 4,500.00	\$ 1,500.00	\$ 6,000.00
Expense	\$ (4,243.18)	\$ (1,593.57)	\$ (5,836.75)
	\$ 256.82	\$ (93.57)	\$ 163.25

COVID-19 PANDEMIC FUNDING & EXPENSES

Centennial Manor

For the period ending March 31, 2021

	CURRENT MONTH	FISCAL YEAR-TO-DATE (Since April 2020)
PANDEMIC FUNDING	71,126.58	405,326.58
PANDEMIC EMERGENCY PRIOR YEAR REVENUE	93,773.42	93,773.42
DEFERRAL	(22,980.50)	(22,980.50)
TOTAL REVENUE	141,919.50	476,119.50
<u>PUBLIC HEALTH LEAVE EXPENSES:</u>		
ADMINISTRATOR (CRISIS MANAGEMENT)	-	3,500.00
DIRECTOR OF CARE (CRISIS MANAGEMENT)	-	3,500.00
OFFICE MANAGER (CRISIS MANAGEMENT)	47.54	3,547.54
OFFICE MANAGER	-	1,095.76
NURSING CLERK	(66.78)	3,519.56
RECEPTIONIST	1,068.03	30,840.03
FOOD SERVICE SUPERVISOR	-	22.20
ACTIVITY DIRECTOR (CRISIS MANAGEMENT)	-	3,500.00
RN	174.05	8,757.21
RN-PT	416.67	1,076.55
RESIDENT CARE ASSISTANT (UNCERTIFIED)	69.04	121.43
RPN	67.59	9,476.28
COOK	(12.69)	2,083.28
COOK 2	11.72	46.61
DIETARY AIDE	129.00	8,827.45
HOUSEKEEPING AIDE	6,343.30	71,959.97
LAUNDRY AIDE	1,557.34	20,992.96
NURSING AIDE	-	175.09
HEALTH CARE AIDE	1,112.72	15,765.55
ACTIVITY AIDES	2,883.92	12,714.03
NEW SCREENER	1,725.93	3,035.89
PURCHASED SERVICES	7,858.32	129,335.97
WAGES SUBTOTAL	23,385.70	333,893.36
BENEFITS	2,394.26	23,002.91
MASKS	-	10,085.53
FACE SHIELDS	-	5,465.96
GOWNS	-	21,659.41
GOLVES	-	6,795.43
HAND SANITIZER	270.00	2,174.93
OTHER SUPPLIES	21,536.85	62,997.59
EQUIPMENT	4,656.88	9,353.72
OTHER G&A COSTS	-	690.66
SUPPLIES AND OTHER EXPENSES SUBTOTAL	26,463.73	119,223.23
TOTAL EXPENSES	52,243.69	476,119.50
NET PANDEMIC	89,675.81	-

*\$22,980.50 is deferred in March 2021 - this will be paid back to the ministry.

COVID-19 PANDEMIC PREMIUM FUNDING & EXPENSES**Centennial Manor****For the period ending March 31, 2021**

	CURRENT MONTH	FISCAL YEAR-TO-DATE (Since April 2020)
PANDEMIC FUNDING	-	279,109.00
DEFERRAL	-	(86,254.29)
TOTAL REVENUE	-	192,854.71
<u>PANDEMIC PREMIUMS & TOP-UP WAGES:</u>		
PURCHASED SERVICES	-	1,777.69
OFFICE MANAGER	-	4,660.30
NURSING CLERK	-	-
RECEPTIONIST	-	-
RN	-	15,166.23
RN-PT	-	1,131.27
RPN	-	13,607.03
COOK	-	5,704.12
DIETARY AIDE	-	15,055.13
HOUSEKEEPING AIDE	-	19,151.77
NURSING AIDE	-	2,660.63
HEALTH CARE AIDE	-	70,863.02
ACTIVITY AIDES	-	3,865.61
MAINTENANCE WORKER	-	3,548.65
WAGES SUBTOTAL	-	157,191.45
BENEFITS	-	35,663.26
TOTAL EXPENSES	-	192,854.71
NET PANDEMIC	-	-

COVID-19 PANDEMIC PSW TWE FUNDING & EXPENSES**Centennial Manor****For the period ending March 31, 2021**

	CURRENT MONTH	FISCAL YEAR-TO-DATE (Since April 2020)
PANDEMIC FUNDING	-	103,920.00
DEFERRAL	14,508.84	(31,302.78)
TOTAL REVENUE	14,508.84	72,617.22
<u>PANDEMIC PSW TWE WAGES:</u>		
PSW	10,761.32	58,671.17
WAGES SUBTOTAL	10,761.32	58,671.17
BENEFITS	3,747.52	13,946.05
TOTAL EXPENSES	14,508.84	72,617.22
NET PANDEMIC	-	-

Township of Billings
ACCOUNTS FOR PAYMENT from Apr 02, 2021 to Apr 14, 2021

Cheque No.	Cheque Date	Payee	Amount
6700	Apr 09, 2021	Township of Billings	226.60
6701	Apr 14, 2021	Billings Fire Fighters Association	100.00
6702	Apr 14, 2021	Bridal Veil Variety	274.38
6703	Apr 14, 2021	EXP Services Inc.	4,562.71
6704	Apr 14, 2021	Federation Of Northern Ontario Municipalities	168.00
6705	Apr 14, 2021	G. Stephen Watt LLB	2,926.70
6706	Apr 14, 2021	Hughes Supply Company	47.35
6707	Apr 14, 2021	Island Promotional Products	62.72
6708	Apr 14, 2021	Manitoulin North Shore Road Supervisors Asscn	75.00
6709	Apr 14, 2021	Municipality of Central Manitoulin	9,602.68
6710	Apr 14, 2021	Praxair Distribution	401.09
6711	Apr 14, 2021	Purolator Courier Ltd	41.55
6712	Apr 14, 2021	S P I Health and Safety	2,052.44
6713	Apr 14, 2021	S.T.O.P. Restaurant Supply	3,272.06
Preauthorized Payments			
DS	Apr 12, 2021	Mastercard-auto pay	1,798.24
DS	Apr 12, 2021	WSIB-quarterly installment	4,501.92
DS	Apr 12, 2021	Payroll Remittance	20,494.39
DS	Apr 12, 2021	OCWA-contract	9,486.58
DS	Apr 12, 2021	Manulife-benefit	1,709.56
DS	Apr 13, 2021	Superior Propane	1,802.35
DS	Apr 14, 2021	Payroll Remittance	13,261.78
DS	Apr 14, 2021	Canada Life-group rsp	1,367.24
Total			78,235.34