



The Corporation of the Township of Billings

Council Meeting Agenda

September 3, 2024 7:00 p.m.

Kagawong Park Centre

Council

Bryan Barker, Mayor

David Hillyard, Deputy Mayor

Vince Grogan, Councillor

Ian Anderson, Councillor

Michael Hunt, Councillor

Staff

Veronique Dion, CAO/Clerk

Todd Gordon, Deputy CAO/Municipal Project Manager

Tiana Mills, Deputy Clerk

Harmony Hancock, Treasurer

Arthur Moran, Health and Safety

1. Call to Order

Mayor Barker to call the meeting to order at 7:00pm.

2. Approval of Agenda

2.1. Confirm approval of the agenda.

3. Disclosure of Pecuniary Interest

4. Adoption of Minutes

Motion to adopt the minutes of the following meetings of Council:

4.1. Regular Council Meeting – August 6, 2024

5. Delegation

6. Committee Reports

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

6.1. Manitoulin Centennial Manor Board of Management Meeting – June 27th, 2024

7. Staff Reports

7.1. HS-2024-09-05 Bi-Monthly Report

7.2. HS-2024-09-06 Security Cameras

7.3. PW-2024-09-06 2024/25 Winter Maintenance Plan

7.4. CAO-2024-09-10 Quarterly Report

7.5. CAO-2024-09-11 Seniors Active Living Centres Program Funding

7.6. TR-2024-09-13 Q2 Financial Report

7.7. MPM-2024-09-14 Old Mill Rd. Bridge Project (5)

8. Correspondence Requiring Direction

8.1. Outdoor Rink Rental Request

A letter was received from Mr. Joseph Burke on August 12, 2024 requesting a rental of the Outdoor Rink, in addition to his rental of the Park Centre, as a venue for his wedding in September 2025 as well as an exemption to the noise by-law (2021-12) for the event. Staff is seeking direction from Council to set a rental rate and policy to rent the Outdoor Rink and to develop the proper procedures to facilitate an exemption request to the noise by-law (2021-12) to bring forward at an upcoming council meeting.

9. Information

10. Accounts For Payment

10.1. Accounts for Payment – August 26, 2024

11. By-Laws and Agreements

11.1. 2024-49 Health and Safety Policy By-Law

12. Notice of Motion

13. Closed Session

13.1. THAT the Township of Billings Council hereby moves into Closed Session pursuant to [s. 239(3.1)] Educating or training members of the council, local board or committee – Procedural By-Law AND pursuant to [s. 239(2)(b)] Personal matters about an identifiable individual including municipal employees – Complaint AND FURTHER returns to open session upon completion.

14. Confirmatory By-Law

14.1. By-Law No. 2024-50 Being the September 3rd, 2024 Confirmatory By-Law

15. Adjournment

15.1. Motion to Adjourn

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The Corporation of the Township of Billings

Council Meeting Minutes

August 6, 2024 7:00 p.m.

Kagawong Park Centre

Council

Bryan Barker, Mayor

David Hillyard, Deputy Mayor

Vince Grogan, Councillor

Ian Anderson, Councillor

Michael Hunt, Councillor

Staff

Veronique Dion, CAO/Clerk

Todd Gordon, Deputy CAO/Municipal Project Manager

Chris Cyr, Public Works Superintendent

1. Call to Order

Mayor Barker to call the meeting to order at 7:00pm.

2. Approval of Agenda

2.1. Confirm approval of the agenda.

2024-309

Moved by Hunt Seconded by Anderson

THAT the Township of Billings Council hereby approves the agenda as amended:

Item added: 7.3 – reThink Green Climate Adaptation & Resiliency Training Program

Carried.

3. Disclosure of Pecuniary Interest

None.

4. Adoption of Minutes

Motion to adopt the minutes of the following meetings of Council:

4.1. Regular Council Meeting – July 16, 2024

2024-310

Moved by Grogan Seconded by Anderson

THAT the July 16th, 2024 Regular Council Meeting minutes be adopted as presented.

Carried.



5. Delegation

None.

6. Committee Reports

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

None.

7. Staff Reports

7.1. PW-2024-08-05 Public Works Quarterly Report
2024-311

Moved by Hunt Seconded by Hillyard

THAT the Township of Billings Council hereby receives for information Report PW-2023-08-05.

Carried.

7.2. CAO-2024-08-11 Vacant Lands
2024-312

Moved by Grogan Seconded by Anderson

THAT Council receives report # CAO-2024-08-11 for information and discussion.

Carried.

7.3. MPM-2024-08-13 reThink Green Climate Adaptation & Resiliency Training Program
2024-313

Moved by Grogan Seconded by Hillyard

THAT the Township of Billings Council hereby approves Report MPM-2024-08-13 AND FURTHER directs administration to send a letter of support to reThink Green regarding their application to the FCM's Local Leadership for Climate Adaptation Grant.

Carried.

8. Correspondence Requiring Direction

8.1. Courageous Companions Service Dog Program – 2024 Sponsorship Request

8.2. Support for New Tecumseth Resolution Regarding Well Water Testing

8.3. Support for the City of Belleville Resolution Regarding Family Doctors

2024-314

Moved by Hunt Seconded by Grogan

THAT the Council of the Township of Billings hereby directs staff to review the sponsorship request, item 8.1, for the 2025 budget deliberations, write a letter of



support for item 8.2 New Tecumseth Resolution Regarding Well Water Testing and a letter of support for item 8.3 Support for the City of Belleville Resolution Regarding Family Doctors.

Carried.

9. Information

9.1. AMO Delegation

2024-315

Moved by Grogan Seconded by Hunt

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

Carried.

10. Accounts For Payment

10.1. Accounts for Payment – July 26, 2024

2024-316

Moved by Anderson Seconded by Hunt

THAT the Township of Billings Council hereby ratifies and confirms the accounts for payment dated July 26, 2024.

Carried.

11. By-Laws and Agreements

11.1. 2024-46 Easement Agreement – 652 Lakeshore Road Ciesielski/Robinson

2024-317

Moved by Hunt Seconded by Anderson

THAT By-Law No. 2024-46 being the Easement Agreement – 652 Lakeshore Road Ciesielski/Robinson By-Law be read a first, second and third time and finally passed this 6th day of August, 2024.

Carried.

11.2. 2024-47 Lakeshore Maintenance Agreement

2024-318

Moved by Grogan Seconded by Hunt

THAT By-Law No. 2024-47 being the Lakeshore Maintenance Agreement By-Law be read a first, second and third time and finally passed this 6th day of August, 2024.

Carried.

12. Notice of Motion

None.

13. Closed Session

2024-319

Moved by Seconded by

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

Carried.

14. Report out of Closed Session

2024-324

Moved by Anderson Seconded by Hillyard

THAT Mayor Barker reported a closed meeting was held for educating or training members of Council – Procedural By-Law review.

Carried.

15. Confirmatory By-Law

15.1. By-Law No. 2024-48 Being the August 6th, 2024 Confirmatory By-Law

2024-325

Moved by Grogan Seconded by Hillyard

THAT By-Law No. 2024-48 Being the August 6th, 2024 Confirmatory By-Law be read a first, second, third time and finally passed this 6th day of August, 2024.

Carried.

16. Adjournment

16.1. Motion to Adjourn

2024-326

Moved by Grogan Seconded by Hunt

THAT the Township of Billings Council hereby adjourn at 8:51 p.m.

Carried.

Mayor Bryan Barker

CAO/Clerk Véronique Dion

Administrator's Report

HOME: Manitoulin Centennial Manor			
REPORT FOR THE MONTH OF: Aug 2024			
Occupancy: (if under 97%; discussions with LHIN, etc.)			
<ul style="list-style-type: none"> ➤ We have 0 empty bed ➤ Continue to have a long wait list. 			
Compliance Update and any Outstanding items:			
No outstanding compliance issues at this time.			
Community Linkages (Ministry Initiatives; LHIN; CCAC)			
<p>Sandie continues to monitor new residents as they come in to make sure they are up to date with all vaccines and work with Public Health to get the vaccines needed.</p> <p>Sandie is acquiring consents for the upcoming vaccine & booster doses for residents this fall</p> <p>We continue to be a part of the Public Health, Community of Practice IPAC Hub and Manitoulin Island Health Care Collaborative and OHT</p>			
<ol style="list-style-type: none"> 1. Continuing with fire drills. Health & Safety committee continues with monthly inspections and meetings. 2. Health & Safety Education is now on Workday and we are working with staff to ensure they all know how to access it. 			
Operational /Physical Plant issues:			
LED lighting project is now complete.			

HR

We so continue use of agency staff by RN, RPN and PSWs

We have continued to struggle with staffing as some of the new staff have left for reasons not ours, and we have had other staff that have had to take a leave of absence for various reasons, but we are doing some hiring and are still looking at sending all agency staff home.

For staffing needed for support services we have been able to find candidates locally. For RNs, RPNs and some PSWs we are finding they are coming from out of town. Either they relocate here to work for us, or they would like to move to the Island and are looking for a job.

Either way the biggest barrier to moving to the Island is housing. We are now working more on helping new staff on finding a place they can rent and not us renting it. We have been able to come up with 3 additional rentals for new staff.

Complaints (Potentially Contentious Issues)

Summary Form:

None currently.

L.R. / H.R issues / grievances:

We Just on Tuesday received an email on the new CUPE Contract

We continue monthly, constructive labour relation meetings with CUPE.

ONA – Nov. 12, 2024, is the date for arbitration on a new contract with ONA

We one of the ONA outstanding grievances with a Nov date for the next stage in the process.

The other ONA grievance is currently on hold.

Outbreaks details –

A new covid-19 outbreak on the upper floor was declared Aug 21 with two residents testing positive.

Regulatory Visits and/or orders received – (MOL, Public Health, Fire etc.)

None

Envelope	Over / under spent amt \$	Reason for Variance	Action plan to address
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Financial Play Book – For 2024 The agency cost does remain to be the biggest impact on the budget, so recruitment continues to be a top priority.

The food cost is being better managed, I continue work with the Dietary manager to keep the raw food budget on track.

Capital Expenditures:

Kitchen floor – The flooring is ordered. \$10,000 deposit has been put down on the project with about \$22,000 remaining to come from the 24-25 minor capital budget of \$105,000. Scheduled to be finished in Sep.

I did speak to William Birch Extendicare engineer about updating the capital plan. We did a verbal walkthrough of the building and equipment. He does feel we are in good shape. He is planning a visit here the week of Aug 26 – 29 at which time we can update the capital list.

The one item we have identified that needs to have a high priority is the generator. Not only is it undersized to supply full power to the building, but it also does not supply enough power to run the elevator as part of the back up operations and that will put us in non-compliance.

R & M Expenditures:

The electricians are doing the final hook ups on Aug 22 to add the correct wiring in the Fire Alarm system.

I am waiting for two more quotes to do some work on the driveway. The entrance from the street with the driveway and parking lot across the front can be patched sealed, and lines painted for approximately \$5,000. The lower west side and back receiving/parking lot area is in need of a repave. I will have to look at available options for that.

Accounts receivables (over 90 days) – 2

One is scheduled to be resolved with the Sep billing. The payment method is being changed on the other one to resolve the issue.

Additional Information



COUNCIL REPORT

Department: Health & Safety

Date: September 3, 2024

Report Number: HS-2024-09-05

File: Bi-Monthly Health and Safety Report

Recommendation:

THAT the Township of Billings Council hereby reviews and accepts, for information, Report No. HS-2024-09-05.

Background:

Information report to Council of the Health and Safety activities that have taken place during the months of June, July and August 2024.

Discussion:

Health and Safety Operational Procedures

a) The revision of all of the H&S Operational Procedures has been completed. Draft copies have been sent to all employee for their review and feedback.

-The revisions included:

- the 5 new procedures associated with the WSIB Excellence Program
- The inclusion of workplace party's individual responsibilities for each Operational Procedures
- A process to complete annual evaluations of each procedure.

Joint Health and Safety Committee (JHSC)

a) The next JH&SC meeting is scheduled for September 26, 2024.

- The focus for this meeting will be to review the revised occupational procedures.

Training Awareness

a) In late June I attended a H&S conference in Sudbury; I attended the following information sessions:

- Heat Stress Management -This session focused on upcoming legislative changes regarding heat stress management program for workers performing work in hot weather.

- Contractor/Constructor Safety Management – This session focused on developing and maintaining a program that protects organizational liability exposures when hired contractors are performing project work.

- Why we do H&S – This was an information gather session for materials to be used in the Township new hire training.

b) All summer students have successfully completed the online and in-house training for new-hire employees.

c) A Safe Operating Procedures and Orientation Training session has been produced and reviewed for the new Township tractor.

d) Weekly pre-shift safety discussions with all outside employees have taken place.

Employee Wellness

a) The next Employee Wellness luncheon is scheduled for Sept 26, 2024, the topic for discussion will be communications between team members.



Health and Safety Program Goals (Update)

a) In 2023 I started working on a process of having the Township of Billings' Health and Safety policy, procedures and program meet the criteria of the Chief Prevention Officer's Safety Management System accreditation standard. There are approximately 200 standard requirements. During 2023 there were 26 standards that were met. The goal is to have 150 standards implemented.

- There are 59 accreditation standards that have now been met.

b) In 2023 there was H&S program audit completed which resulted in 53 recommendations coming forth. The goal is to have all recommendation actions completed.

- 48 of the 53 recommendations have been followed-up. The remaining recommendations will be discussed to determine if there is a practical need to follow-up or implement.

c) In 2023 there were 5 topical submissions made under the WSIB Performance of Excellence Program. The results of the successful submissions was a \$10,000 rebate to the Township.

The goal is complete and submit 5 successful topical submissions to the WSIB Excellence Program.

-Work is moving along quite well, the final submission reports for each topic are well under way to being completed.

_The next stage is to have an all-employee training session regarding the new procedures associated with each topic

d) After performing the H&S program audit in 2023 and reviewing the Township H&S policies and procedures, I identified that the structure in each of the procedures that there was need to amend each of the policies to reflect a Plan-Do-Check-Act format.

The goal is to amend all of the Township Health and Safety Procedures to reflect Plan-Do-Check-Act form.

-All Operational Procedures have been revised and are currently under review.

WSIB

a) There have not been any workplace injury claims submitted.

Financial Impacts:

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

Alignment to Strategic Plan:

Ensure safety and security.

Alignment to the CEEP:

None.

Respectfully Submitted By:

Arthur Moran, H&S Coordinator

Reviewed By:

Véronique Dion, CAO/Clerk



COUNCIL REPORT

Department: Health and Safety

Date: September 3, 2024

Report Number: HS-2024-09-06

File: Security Cameras – Request for Quotation

Recommendation:

THAT the Township of Billings Council hereby approves Report HS-2024-09-06 AND approves the quotation of RMTS Technical Services in the amount of \$19,725.40, including HST, for the purchase and installation of security camera systems at multiple Township locations.

Background:

The 2024 Township of Billings budget included provision for the purchase of security cameras at the municipal office, Small Craft Basin, Aus Hunt Marina, water treatment plant, landfill and library in the amount of \$16,000.

The request for quotation was issued on May 28, 2024 and circulated through the local newspaper, the Township website, social media accounts and sent directly to preferred vendors.

Discussion:

The RFQ period closed on July 5, 2024 with 3 quotations being received. The quotes were opened by Todd Gordon, MPM, Treasurer Harmony Hancock and H&S Co-ordinator Arthur Moran.

Results as follows (costs include purchase and installation of security cameras and signage):

Vendor	Camera & Hardware (Excluding HST)	Camera Installation (Excluding HST)	Notification Signs (Excluding HST)	Total (Excluding HST)	Total Including HST
Delco Security Vaughn ON	\$39,633.65	\$3,925.92	\$250.00	\$43, 811.57	\$46,591.02
RMTS (Technical Services) Tehkummah	\$8,900.00	\$8,400.00	\$180.00	\$17,480.00	\$19,725.40
Direct Satellite and Security Kagawong	\$5,473.00	Not Listed Separately	N/C	\$5,437.00	\$6,756.27



Following a review of the quotations, the group recommends that the security cameras, camera installation and notification signs be purchased through RMTS Technical Services of Tehkummah.

Financial Impacts:

\$16,000 was included for the security camera purchase and installation in the 2024 budget. With HST, the total purchase price for the security cameras, signage and installation is \$19,752.40. Approximately 86% of the HST is rebated (\$1,954.26), resulting in a budget overrun of \$1,798.00 or 11%. It is staff's view that the minor overrun can be supported from the 2024 Township budget.

Alignment to Strategic Plan:

Under Strategic Priority #2, Community Wellbeing: Ensure safety and security.

Alignment to the CEEP:

There is no alignment to the CEEP.

Respectfully Submitted By:

Arthur Moran – H&S Coordinator
Todd Gordon – Deputy CAO/MPM

Approved By:

Véronique Dion, CAO/Clerk



COUNCIL REPORT

Department: Public Works

Date: September 3, 2024

Report Number PW-2024-09-06

File: 2024/25 Winter Maintenance Plan

Attachment: 2024/25 Winter Operations Planning Document

Staff Recommendation:

THAT the Township of Billings Council hereby approves Report PW-2024-09-06 AND approves the 2024/25 Winter Operations Planning Document as presented.

Background:

A Winter Operations Plan sets out a policy and procedural framework for ensuring that the Township of Billings continuously improves on the safe and sustainable delivery of winter maintenance services and the effective and efficient use of sand and road salt in their winter maintenance operations. Council adopts a Winter Operations Plan each year prior to the upcoming winter season.

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

Discussion:

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

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

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

The Winter Operations Plan from the previous year is used as a guideline for the upcoming season; changes have been made to reflect newly hard surfaces roads and addition of new operator. This plan also includes information stating that the township does not winter maintain sidewalks.



Financial Impacts:

General expenses associated with winter maintenance are included in the operating budget.

Alignment to Strategic Plan:

Ensure safety and security.

Alignment to the CEEP:

4.4.1 TAKING ACTION: THE MUNICIPAL FLEET

Respectfully Submitted by:

Tiana Mills, Deputy Clerk

Reviewed By:

Véronique Dion, CAO/Clerk



**Winter Operations Planning Document for Township of Billings
(Winter Season 2024-25)**

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A. Purpose

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

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

B. Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. OBJECTIVE OF WINTER OPERATIONS MANAGEMENT

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

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

2. POLICY STATEMENT

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

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

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

3. QUICK OVERVIEW OF THE TOWNSHIP OF BILLINGS

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

4. WINTER MAINTENANCE PROGRAM

4.1. The System Maintained

The major activities related to winter maintenance are:

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

The Township of Billings is responsible for winter maintenance on:

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

Not Maintained Winter Roads 43.05 Lane Kilometers

4.2. Level of Service

The Township of Billings provides the following level of service during the winter maintenance season, as set out in 4.2, in response to a winter event.

The minimum standard for clearing snow accumulation is:

4.2.1. Snow Accumulation and Ice Formation Policy

SNOW ACCUMULATION:

1. The standard for addressing snow accumulation is:

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

ICE FORMATION:

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

**TABLE
SNOW ACCUMULATION**

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

**TABLE
ICE FORMATION PREVENTION AND ICY ROADWAYS**

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

4.2.2. Private Sidewalk Responsibility

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

4.2.3. Plowing Private Property

Private properties are the responsibility of respective owners.

4.3. Winter Season Maintenance

For Operational purposes, the Township of Billings assumes the winter season commences on 2024-Nov-16 and is completed by 2025-Apr-16, while acknowledging that winter events may occur outside of this timeframe.

4.4. Winter Preparations

In the months prior to the start of the winter maintenance season the Township of Billings undertakes the following tasks to prepare for the upcoming winter season.

4.4.1. Prior to Winter Season

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

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

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

4.4.2. One Month Prior to the Winter Season

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

- Assign equipment to staff.
- Calibrate material application equipment.
- Allow operators (staff and contract) time to familiarize themselves with any new equipment, material application rates, material application equipment and their route (driving the route and noting obstacles along the route).
- Assign staff to monitor and record weather forecasts on a daily basis. Upon the forecast of an approaching winter event, schedule a patrol of a route of representative roads. If a winter event is forecast prior to the start of the next scheduled shift a night and/or weekend patrol(s) of a route of representative roads should be scheduled. If a night or weekend patrol is scheduled the patroller should monitor and record the weather forecast and road conditions. The patrol person should be authorized to initiate a winter event response if conditions warrant a response.
- Have 33 % of the fleet ready to respond to a winter event.
- Have sufficient staff available to operate the fleet if conditions warrant a winter event response.

4.4.3. Two Weeks Prior to the Winter Season

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

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

4.4.4. At the Start of the Winter Season

At the start of the winter season:

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

4.5. Winter Patrol Operations

4.5.1. Staffing and Hours of Work

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

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

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

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

4.5.2. Winter Material Used Annually

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

4.5.3. Application Rates

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

4.5.4. Equipment - Winter Maintenance Fleet

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

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

4.5.4.1. Mechanics

The Township of Billings has:

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

4.5.5. Winter Maintenance Facilities

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

4.5.5.1. Public Works

Facility Type:

Other

Facility Address:

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

Facility Phone:

705 282 3433

Number of Front-end Loaders (Backhoe):

1

Year facility Built:

1995

Updates and Enhancements:

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

Design and Logistics:

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

Material Storage Details:

- There is storage space available inside of this facility. It presently stores:
 - Salt/Sand Mixture – 400 Tons
- There is no storage space available outside of this facility.

Equipment Storage Details:

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

Equipment Washing Details:

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

Miscellaneous Material Details:

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

Site Drainage Details:

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

4.5.6. Parking Lots

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

4.5.6.1. Fire Hall/Gym

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

Number of Parking Spots: 6

Responsibility to maintain: Township of Billings.

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

The drainage from this lot is controlled.

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

4.5.6.2. Town Parking Lots

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

Responsibility to maintain: Township of Billings.

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

The drainage from this lot is not controlled.

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

4.5.6.3. Library Parking

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

Number of Parking Spots: 6

Responsibility to maintain: Township of Billings.

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

The drainage from this lot is controlled.

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

4.5.6.4. Park Centre Parking

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

Number of Parking Spots: 40

Responsibility to maintain: Township of Billings.

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

The drainage from this lot is controlled.

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

4.5.6.5. Municipal Parking

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

Number of Parking Spots:

Responsibility to maintain: Township of Billings.

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

The drainage from this lot is controlled.

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

4.5.6.6. Marina/Anglican Church Parking Lot

Facility Address: between 170 - 184 Main Street, Kagawong ON, Ontario POP

1J0, Canada

Number of Parking Spots:

Responsibility to maintain: Township of Billings.

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

The drainage from this lot is not controlled.

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

4.5.7. Snow Removal and Disposal

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

4.5.8. Plow Routes

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

4.5.9. Salt Vulnerable Areas

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

4.5.9.1. Main St

Facility Address:

Area Footprint: 61859.66 Square Meters

Additional Details: Main Street runs parallel to Mudge Bay (North Channel of Lake Huron). The beach area runs from rocky shoreline to a sandy beach to rocky shoreline.

This area is sensitive to area rains and spring run offs, so a minimal amount of salt and salted sand is used in this stretchy of Main Street.

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

Associated Vulnerabilities:

4.5.9.2. Old Mill Road

Facility Address:

Area Footprint: 28664.59 Square Meters

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

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

Associated Vulnerabilities:

4.5.9.3. Part of Lakeshore Road

Facility Address:

Area Footprint: 90184.56 Square Meters

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

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

Associated Vulnerabilities:

4.5.9.4. Manitou Lane

Facility Address:

Area Footprint: 1895.28 Square Meters

Additional Details: Manitou Lane is a class 6 road that services 3 family units.

Because the road is very flat, not much salted sand is applied in this area.

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

Associated Vulnerabilities:

4.5.10. Weather Monitoring

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

- Meteorological Services:
 - Chris Cyr - www.theweathernetwork.com
 - Chris Cyr - [Rain Alarm.com](http://RainAlarm.com)
 - Chris Cyr - Environment Canada
- Customized weather forecasts which are updated 3 times/day from a Value
- Added Meteorological Service the Weather Network

- Weather monitoring will be done 3 times a day through The Weather Network web site. The forecasts will be checked by managers and staff, so that we can provide the best winter road management possible. The printed forecasts will then be filed to be retained for any future reference.

4.5.11. Communications

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

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

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

The municipality provides external communication with the general public via:

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

4.5.12. Boundary Street Jurisdiction and Responsibility

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

TABLE

Organization, and Contact	Responsibility Details	Telephone Number
M'Chigeeng - First Nation, Earl Debassige	Bay St., Spruce St. and Cross Hill Rd.	705 377 5362
NEMI, Wayne Williamson	Portion of Rockville Rd. & portion of Newby's Sideroad	705 368 2093
Township of Central Manitoulin, Ron Klingenberg	Portion of Rockville Rd., Monument Rd., 20th Conc., Cross Hill Road & John St	705 377 5301

Township of Gordon/Barrie Is., Tim Thibault	Nelson Rd	705 282 2702
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4.5.13. Callout Procedures

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

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

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

4.5.14. Road Closure and Procedures

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

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

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

4.5.15. Towing Illegally Parked Vehicles – Declaration Emergency Parking Ban

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

4.5.16. Operating Instructions and Safety Rules

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

4.6. Decommissioning Winter Operations

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

4.6.1. Two Weeks After the Winter Season Ends

Two weeks after the winter season ends:

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

4.6.2. One Month After the Winter Season Ends

One month after the winter season ends:

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

4.7. Training

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

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

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

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

The in-house staff is trained:

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

- OGRA Snow School - 2013 – Trains 33.0 % of the staff
- OGRA 2014 Snow School Mechanics Module – Trains 33.0 % of the staff (Chris)
- OGRA Snow School 2012 – Trains 33.0 % of the staff (Chris)
- Canada Heavy Equipment College – Snow School – 100% of staff trained

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

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

4.8. Record Keeping

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

Staff is responsible for keeping the following records:

For Equipment Operators:

- CVOR Time Card

For Patrollers

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

For Operations Supervisors

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

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

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

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

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

5. PLAN IMPROVEMENTS

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

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

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

6. MONITORING AND UPDATING

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



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

7. DISTRIBUTION OF THIS PLAN

This Plan shall be distributed to the following:

- Mayor and City Council
- Public Works Supervisor
- CAO

8. DISCLAIMER

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

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

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

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

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

Appendix 1

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

RORR 1

Patrol Distance: 16.9 Lane Kilometers

Patrol Routes



RORR 2
Patrol Routes 2

Patrol Distance: 21.15 Lane Kilometers



Appendix 2

Road and Sidewalk Routes

PR 1
Plow Route

Total Length: 52 Lane Kilometers



PR 2
Roadway Route

Total Length: 57.8 Lane Kilometers



Appendix 3

Equipment List

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

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

Legend Y = Yes N = No

Appendix 4-1

Vulnerable Area



(Main St)

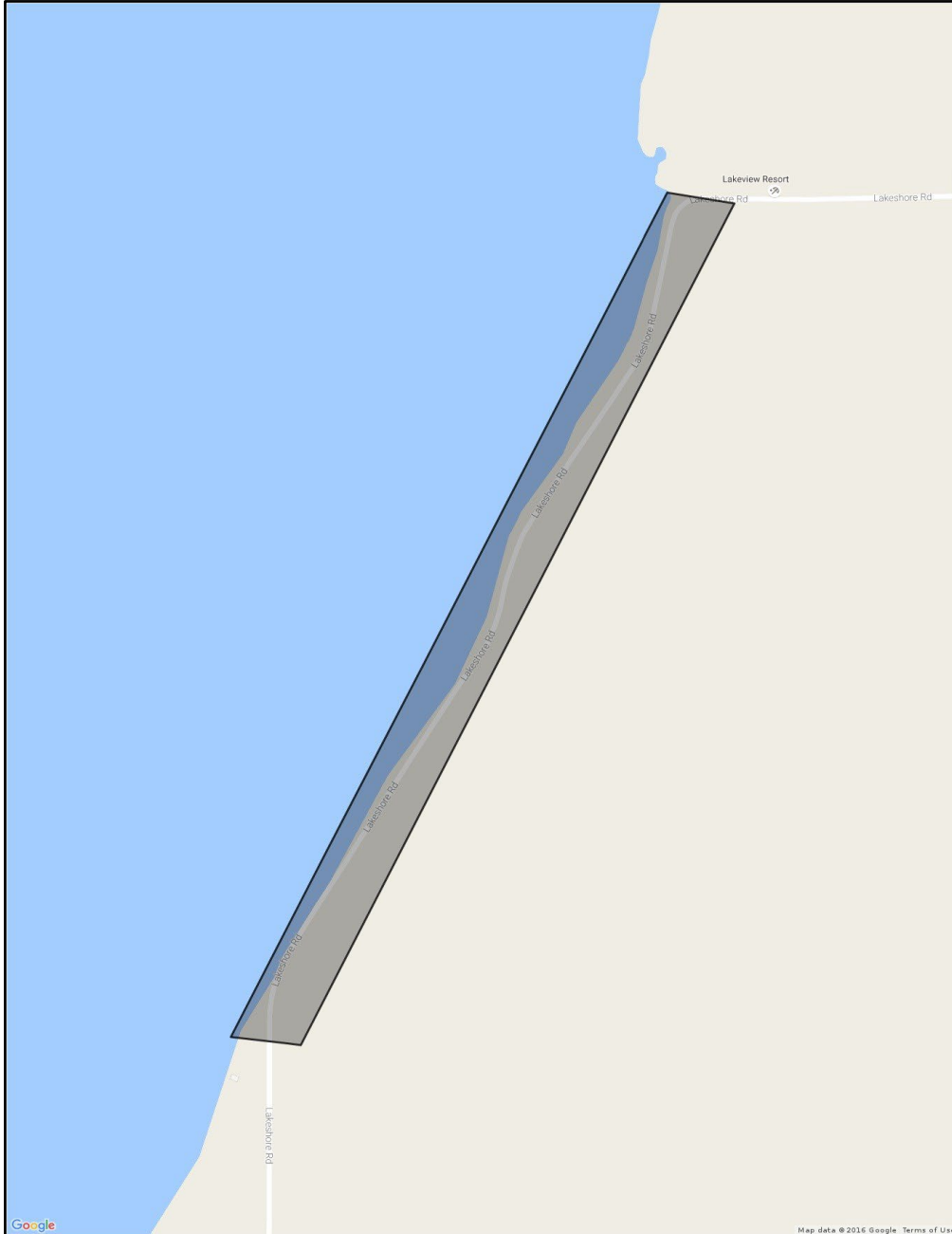
Appendix 4-2

Vulnerable Area (Old Mill Road)



Appendix 4-3

Vulnerable Area
(Part of Lakeshore Road)



Appendix 4-4

Vulnerable Area
(Manitou Lane)



Appendix 5-1

Media Release Road Closed



Date _____

Time _____

Media Release

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

Street Name	From	To

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

Appendix 5-2

Media Release Severe Weather



Date _____

Time _____

Media Release

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

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

Appendix 6

Operating Instructions and Safety Rules



Operating Instructions and Safety Rules

1. WORK HOURS

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

2. SAFETY PROCEDURES

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

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

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

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

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

3. ACCIDENTS

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

4. CARE AND USE OF EQUIPMENT

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

5. RADIO COMMUNICATIONS

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

6. DAILY REPORTS

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

Appendix 7-1

Record of Training



Record of Training

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

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

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

Employee Name _____ (please print name)

Date of Training _____

Location of Training _____

Trainer Signature _____

Supervisor Signature _____

Appendix 7-2

Record of Training – Night Patroller



Record of Patroller Training

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

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

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

Employee Name _____ (please print name)

Date of Training _____

Location of Training _____

Trainer Signature _____

Supervisor Signature _____

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COUNCIL REPORT

Department: Chief Administrative Officer

Date: September 3, 2024

Report Number: CAO-2024-09-10

File: End of First Quarter report

Recommendation:

THAT the Township of Billings Council hereby receives for information report CAO-2024-09-10.

Background:

I started my position with the Township on May 13th of 2024, August 13th marked my first quarter of working for the Township.

Below are the advancements that has been made since my start with the Township.

Discussion:

To date:

- The new meeting software is being tested by the Clerk's department through this meeting, if everything goes well, the new program should be implemented at the next Council meeting.
- On July 2nd, Council approved entering into an agreement with The Ontario Municipal Records Management System (TOMRMS). The implementation of TOMRMS has started, over 5000 files have been filed into the new system which represents a very small portion of the files that will need to be moved over in addition to files that are currently stored off site. Training for staff is scheduled The goal is to have files organised through TOMRMS and filed digitally for easy access to information to support staff and Council in their decision making.
- A Public Consultation Session was held to get an idea of the public's views on the Municipally owned property to the east of Mudge Bay. The information was useful in the Townships delegation with the Ministries and will be used to guide us in the future use of municipal lands.
- Bridal Veil Falls became an area of concern following the discovery of a deceased turtle left on the banks of the river. New signage was installed to deter people from creating negative impacts for the ecosystem.
- A New Tractor was obtained, a cover for employees was added to help to alleviate the risk of stress. Once the equipment was delivered, roadside cutting was completed efficiently.
- A delegation attended the AMO Annual Conference from August 18-21, 2024. The Township met with the Minister for Seniors and Accessibility, the Minister for

Infrastructure and the Associate Minister of Municipal Affairs and Housing. All meetings went well, the Minister for Seniors is hoping to see an application for Senior's Active Living Center Program funding which is closing on September 12th, 2024. The Ministry for Infrastructure will be looking for feasibility studies to help us with our infrastructure and the Ministry of Municipal Affairs and Housing will be supporting us with ongoing development happening in our Township. We will be proposing feasibility studies to be completed to properly plan for and support ongoing development.

- Billings is currently Chair for the Manitoulin Municipal Association (MMA). A meeting was held in July with the next meeting being scheduled for the 18th of September, 2024. A reach out for Police Services Board municipal appointee members was completed, the MMA will recommend municipal appointees to member Councils
- Our Facility Maintenance contract was renewed for one year with the possibility of extending it for up to 3 years.
- The Town had procured a meeting owl to replace the one that was lent to us; an additional microphone was also ordered to help with sound issues reported by viewers.
- We unfortunately said goodbye to our Administrative Assistant Tina Beckerton, we wish her well in her new position. A posting for the position has been made.

Ongoing:

- We are currently working with LAMBAC on a Wayfinding project, signage design is mostly complete, LAMBAC is looking into funding for the proposed signage, once approved the signs will be prepared and sent to their respective communities. The Township will be responsible for assembling and installing the signs once the new signs are completed and delivered which is expected in the Spring of 2025.
- Our Deputy Clerk has been working on getting our new website ready, we are looking at a launch date of early October.
- A review of existing policies has started, the goal is to identify which policies are in place, which policies are missing, to implement those that have not been implemented, and to update and repeal any outdated and unenforceable policies. The update of policies will serve to protect the Township and will ensure staff has proper direction to implement Council decisions.
- A review of local roads has been started, the goal is to identify the road conditions and speed control for community safety. We are currently monitoring roads and preparing a database of complaints, speeds and known issues to identify areas of concern. A policy, to help staff manage areas of concern, is expected to be presented to Council in mid-winter; the policy will work with the Ontario Federation of Agriculture recommendations and the Township's Strategic Plan. The database will be a live document, updated regularly and referenced whenever concerns arise

to ensure we maintain safe roads as future development comes up.

- A review of Municipal Lands has been initiated, the goal is to review lands that the municipality should keep, which lands should we consider developing and which lands should we be disposing of. An initial report has been presented to Council but additional land information will be presented at an upcoming meeting of Council to receive direction on each property.
- Firehall signage is being completed and final venting components are being installed, an open house for the public is recommended once the signage has been installed.
- Quotations for video monitoring has been completed, a recommendation is being made to Council at this meeting.
- Senior's initiatives have been identified through the Strategic Plan, a meeting with the Minister was a good first step at getting started, a morning tea for seniors is being prepared for this Friday to get our seniors involved in planning initiatives.
- A proposed 15 lot development is underway, discussions with our planners and with the planning board representatives have occurred prior to the plan being proposed to Council
- The review of Council's Procedural By-Law is ongoing and will hopefully be completed tonight with a draft By-Law to be proposed hopefully at our next meeting.
- Bridge construction is well underway and should be completed in time, we are looking for pavement around the 13th of the month followed by line painting.
- A Rink Naming outreach is ongoing, the Parks, Recreation and Wellness committee will be reviewing submissions in September where the top 3 names will be presented to the community for a final vote and recommendation to Council
- The audit of our 2023 financial statements is well underway, we are hoping to have a presentation to Council at our next meeting.
- The budget process is starting this month; departments have been asked to review their needs so they can be considered as part of the 2025 budget.
- The Deputy Clerk is looking at securing additional advertisement for the outdoor rink panels.
- Internet connection is a challenge for the Township office, with the internet being dropped multiple times per day slowing operations. We are looking to improve our internet connection, the best option currently is Starlink where we could project internet out from the Township offices to other municipal facilities, including the Marina and the Parks Centre.
- The cedar maze fencing review and repairs will be completed this fall

Upcoming:

- A review of Waste Management options is starting with the hope to have a report to Council at the second meeting of October, during Waste Management week.
- A water systems policy meeting is being scheduled for this month, where the review of policies surrounding the water system will be completed and recommendation will be made to Council. Water Systems policy meeting
- A Compensation Review is currently underway, a request for proposals should be sent out shortly to start the review.
- New communications app is being explored, the cost would be \$0.75 per resident per year, which would mean a cost of under \$600 for the Township to increase communications.
- Now that the busy season has come to an end, and the parking lot of the Parks Center will be more accessible, ice pad upgrades that include adding water and increasing electrical will be starting.
- A review of the Parks Center repairs to flooring and window treatment has started, window tint that manages heat is being considered, this would allow for the architectural design to still be seen while filtering light and reducing heat created from sunlight in summer months.
- The review of our Asset Management Plan will be completed for the 2025 requirements, we approved the providers on June 18th but OCWA has identified that they could complete the work for the water system side. A discussion with our service provider regarding the option is scheduled.
- Mud Creek Road access options will be looked at during the fall and added to the budget process if additional work is needed.
- Lakeshore road structural review will be added to the budget process.

Financial Impacts:

None

Alignment to Strategic Plan:

Most of strategic plan

Alignment to the CEEP:

N/A

Respectfully Submitted By:

Véronique Dion CAO/Clerk

Reviewed By:

Véronique Dion CAO/Clerk



COUNCIL REPORT

Department: Chief Administrative Officer

Date: September 3, 2024

Report Number: CAO-2024-09-11

File: Seniors Active Living Centres Program Funding

Recommendation:

THAT the Township of Billings Council hereby receives report CAO-2024-09-11 AND FURTHER THAT a seniors advisory committee be formed to assist Council with the planning of Senior related projects.

THAT the Township of Billings Council hereby directs administration to apply for the Seniors Active Living Centers (SALC) program AND FURTHER THAT Council commits to a contribution of over 20% of the cost of delivering the program through in-kind contributions.

Background:

One of our strategic plan objectives is to facilitate support for seniors with the action being "Research options for providing support for seniors, such as independent living facilities"

The Ministry for Seniors and Accessibility currently has funding available for a Senior Active Living Centres Program that would meet the objective laid out in our Strategic Plan.

Discussion:

The funding program is 80% funding and would be ongoing, year over year, for as long as the program is available. The 20% contribution from the municipality can be both cash or in-kind, meaning that the use of one of our facilities could be considered the in-kind portion. A 2 days per week program that used a hall in our parks center at \$200 per day, would mean a \$20,800 contribution which would make us eligible for up to \$50,000 of funding for programming.

The funding does cover employee costs, services such as telephone and internet, programming supplies, professional fees, advertising and marketing, etc.

We will be hosting a Senior's Tea this Friday to help us in finalizing the proposed program to the send in an application to the Ministry by the 12th of September.

Financial Impacts:

In-kind contributions.



Alignment to Strategic Plan:

- Facilitate support for seniors
- Revitalize existing spaces where citizens of all ages naturally gather.
- Provide community spaces that enrich the lives and encourage active lifestyles for all ages
- Research options for providing supports for seniors, such as independent living facilities.

Alignment to the CEEP:

N/A

Respectfully Submitted By:

Véronique Dion CAO/Clerk

Reviewed By:

Véronique Dion CAO/Clerk



COUNCIL REPORT

Department: Treasury

Date: Sep. 3, 2024

Report Number: TR-2024-09-13 Q2 Financial Report Appendix

File: Jan. 1-Jun. 30, 2024, Financial Report

Recommendation:

THAT the Township of Billings Council hereby receives for information Report Number TR-2024-09-13.

Discussion:

The Township of Billings Quarter 2 Financial Report displays Revenue of \$2,474,977 less expenses of \$1,584,521 for a Net Income of \$890,455.

Township of Billings Department Report Budget vs Actual

From: January 1, 2024 To: June 30, 2024	Budget 2024	All Depts	Budget Under (Over)
Tax Revenue	2,179,843	1,203,133	976,710
English Public Revenue	320,987	- 101	321,088
French Public Revenue	2,690	-	2,690
Payments in LIEU	5,994	-	5,994
Federal Funding	58,249	970	57,279
Provincial Funding	588,904	875,628	- 286,724
Water Usage Revenue	312,783	135,040	177,743
Fees, Charges & Donation Revenue	227,450	63,364	164,086
License & Permit Revenue	45,329	25,596	19,733
Investment Income	198,200	119,541	78,659
Penalties & Interest Revenue	48,200	21,316	26,884
Other Revenue	68,000	30,490	37,510
Total Revenue	4,056,629	2,474,977	1,581,652
Wages & Benefits	987,710	462,800	524,910
Admin Expense	830,672	210,035	620,636
Total Building & Equipment	203,550	81,449	122,101
Total Other Services	442,722	238,763	203,959
Total Public Services	1,016,890	507,758	509,132
Total Roads	329,000	4,824	324,176
Total Supplies & Equipment	160,000	27,195	132,805
Total Utilities	86,085	45,161	40,924
Total Expense	4,056,629	1,584,521	2,472,107
Net Income	0	890,455	- 890,455



Please see brief descriptions of revenues received in the second quarter below:

Tax Revenue – Billed in Q1.

Provincial Funding received includes the Ontario Arts Council Grant for the Library of \$11,640.00.

Capital Asset Funding of 136,700.00 was received from Ontario Municipal Partnership Funding to assist with the General Reserve fund portion that is covering the Old Mill Road Bridge Project.

Water Usage Revenue second quarter's invoices were billed Apr 15, 2024.

Fees, Services, Charges & Donations includes tax certificates, donations for the library, museum, and Bridal Veil Falls. Economic Development revenue of Cabana Rentals for the Market was received. Landfill Tipping Fees & Metal, cemetery plot markers and internments. The Marina opened in the 2nd quarter and earned revenue from dockage & boat launch fees, fuel sales, and retail sales.

Licences & Permits includes Short-Term Accommodation Rentals, building permits, rental revenue (Park Centre & Marina room) and rent leases.

Investment Income is interest revenue earned on bank balances.

Penalties & Interest Revenue includes interest accrued on taxes and water arrears.

Other Revenue is the Power Generating Station.

Please see brief descriptions of expenses incurred below:

Wages & Benefits includes mandatory payroll related costs (CPP, EI, OMERS, Group RRSPs, Benefits and WSIB).

Admin Expenses includes Advertising, Accounting, Bank Charges, Communication fees (Fire), Health & Safety, Insurance, Legal, Postage, Professional Development, MPAC fees for property assessment, subscriptions & membership fees, Tax Registration fees which are billed back to the property owner, and travel.

Building & Equipment includes maintenance on buildings, generators, vehicles (public works), and Marina. Fuel for vehicles as well as OCWA facilities and building cleaning contracts are included in this category.

Other Services includes Contract expenses for Asset Management software, Strategic Plan consulting, landfill recycling services, IT support, OCWA. Project expenses related to the Firehall, engineering services for the Old Mill Bridge Replacement are also captured.

Public Services are fixed amounts pertaining to Ambulance, Policing, Health Unit, DSSAB, School Board Levies.

Roads includes expenses for hard surfacing.

Supplies & Equipment includes library book purchases, marina, museum, recreation, office and cleaning supplies.

Utilities are Hydro, Propane and Telephone & Internet.

2024 new capital projects

Tractor (Complete)	83,938
Rink Waterline (Ongoing)	15,000
91 Main St (Ongoing)	18,000
EV Charging system (Ongoing)	30,000
Water Treatment Plant (new equip.) (Ongoing)	56,415
Old Mill Road Bridge (In Progress)	1,252,906
Bulk Water (Ongoing)	15,000
Cedar Maze (Ongoing)	10,000
	<u>1,481,259</u>

Financial Impacts:

None.

Alignment to the Strategic Plan:

No direct alignment.

Alignment to the Community Energy and Emissions Plan (CEEP)

No direct alignment.

Respectfully Submitted By:

Harmony Hancock, Treasurer

Approved By:

Veronique Dion, CAO/Clerk



COUNCIL REPORT

Department: Municipal Project Management

Date: February 20, 2024

Report Number MPM-2024-09-14

File: Old Mill Rd. Bridge Project (5)

Staff Recommendations:

THAT the Township of Billings Council hereby receives for information Report No. MPM-2024-09-14.

Background:

Major Service/Product Providers:

Engineering: EXP Services

General Contractor: MCA Construction Ltd.

Helical Pile Sub-Contractor: Terra Torque Ltd.

Bridge Manufacturer: Allsteel Fabrication Ltd.

Timeline/Milestones:

Design:	August-November 2023
Construction Tender Process:	December, 2023 – January 2024
Construction Contract Award:	February 2024
Project Kick-Off:	May 1 st , 2024
Contract Substantial Completion:	September 30 th , 2024

Discussion:

Recent work:

- Helical pile installation, including re-design for the West-side abutment, was completed week of July 15th – 19th.
- Abutments formed & reinforced by early August with concrete pour (approx. 40 m³) on August 8th.
- Premanufactured bridge components arrived August 19th and 20th, and have been set in place.

Remaining components (as of time of report):

- Finish concrete work – abutments and wingwall
- Road approaches/ramps – subgrade and top grade
- Asphalt placement – approaches/ramp and bridge deck
- Line painting/pedestrian-bicycle path delineation.
- Deficiencies inspection.
- Sediment control removal, site clean-up, demobilization.

Financial Impacts:



The project remains on budget:

There have been 3 Construction Change Orders (CCOs) in the project to-date, totalling \$39,595.76. These have been covered within the contract contingency (\$113,905.66), leaving a remaining contingency, at the time of writing, of \$74,309.90.

Basic Project Cost/Funding Info

Project Funding and Overall Cost*	
NORDS** Funding	\$ 384,000.00
Infrastructure Ontario Loan	\$ 425,000.00
Reserves	\$ 444,000.00
Total Project	\$ 1,253,000.00
* Rounded to nearest \$1000	
** Northern Ontario Resource Development Subsidy Program	

Alignment to Strategic Plan:

Infrastructure – Objective: Ensure that current and future township assets are managed to be sustainable to meet our long-term needs.

Alignment to the CEEP:

No direct alignment to the CEEP.

Respectfully Submitted by:

Todd Gordon, MPM

Reviewed By:

Veronique Dion, CAO/Clerk

15 Old Mill Road
P.O. Box 34
Kagawong, ON
P0P 1J0

August 12, 2024

To the Council of the Township of Billings,

My name is Joseph Burke, I am a resident of the Town of Espanola and the CAO/Clerk for the Town of Espanola. I am writing to you to request the opportunity to rent your new covered outdoor space/rink for the purposes of my wedding reception taking place on September 6, 2025. My fiancée Megan and I have rented the Park Centre and we are planning to have our wedding dinner inside the Park Centre and hoping that this can be followed by a dance to take place outdoors in the outdoor rink space. This will require us to apply for and be granted a liquor license for both the indoor and outdoor portions of the evening. In Espanola, we have a similar outdoor space at the Red McCarthy Baseball Fields which the Town of Espanola similarly rents for private events. Those renting are required to sign a facility agreement similar to what is required for the rental of a hall, they are required to apply for their own liquor license, procure insurance either on their own or through the Town's low risk event program through our insurer, and provide adequate security during the event. As I understand that you do not yet have any guiding policies in place to book the outdoor rink space, I am hoping that staff may receive direction from Council to undertake the work required to establish the necessary policies to consider renting the space to us for September 6, 2025. I would be happy to assist staff by providing relevant policies that exist in Espanola to facilitate this type of rental.

At the same time, if this request is granted and the rental is possible according to the policies you might establish, we would also be requesting an exemption to the Noise Bylaw (Bylaw 2021-12) pursuant to Section 5.1.1 to allow outdoor music until 1am the evening of the wedding.

Your consideration is greatly appreciated.

Sincerely,



Joseph Burke

Direct Deposit

No., EFT, or

Cheque	Payee	Payment Date	Amount	Description
VP256	Farquhar Dairies Ltd.	Jul 30, 2024	\$ 551.50	Supplies - Marina
VP257	Identifiable Individual	Jul 30, 2024	\$ 26.60	Travel
VP258	Boating Ontario	Aug 01, 2024	\$ 281.37	Supplies - Marina
VP259	Lisa & Darren Hayden	Aug 01, 2024	\$ 2,079.00	Cleaning Contract
VP260	Randy Noble Trucking Ltd	Aug 01, 2024	\$ 3,152.70	Roads - Hard Surfacing
VP262	Manitoulin-Sudbury District Services Board	Aug 01, 2024	\$ 32,776.83	Social Housing, OW, Child Care, Ambulance
VP263	Firehouse Training	Aug 06, 2024	\$ 655.40	Training - Fire
VP264	Wally's Septic Service & Portable Toilets	Aug 06, 2024	\$ 395.50	Supplies - Marina
VP265	Boating Ontario	Aug 06, 2024	\$ 733.37	Marina - Dealer & Consumer Services Member Dues
VP267	Beacon Images	Aug 06, 2024	\$ 273.06	Kagawong River 'Please don't...' Signage
VP268	Encompass IT	Aug 06, 2024	\$ 67.24	IT Support
VP269	Encompass IT	Aug 06, 2024	\$ 168.09	IT Support
VP270	Total Power Limited	Aug 06, 2024	\$ 1,553.50	Equipment Maintenance - Generator
VP273	J K Automotive	Aug 20, 2024	\$ 186.45	Storage Unit Rental - Fire
VP274	Northshore Tractor Ltd.	Aug 20, 2024	\$ 91,582.49	Tractor & Backhoe Attachment
VP275	EXP Services Inc.	Aug 20, 2024	\$ 5,437.04	Old Mill Rd. Bridge Progress bill
VP276	Public Health Sudbury & Districts	Aug 20, 2024	\$ 2,863.16	Health Unit
VP277	Brendan Addison Mobile Mechanical	Aug 23, 2024	\$ 1,190.46	Maintenance - PW
VP279	Farquhar Dairies Ltd.	Aug 23, 2024	\$ 1,280.50	Supplies - Marina
VP280	Encompass IT	Aug 23, 2024	\$ 2,795.34	IT Support - Final Tax Run
VP281	G. Stephen Watt LLB	Aug 23, 2024	\$ 1,313.63	Legal
VP283/4	Beamish Construction Inc.	Aug 23, 2024	\$ 140,719.92	Roads - Emulsion/Aggregate
VP285	Ontario Clean Water Agency	Aug 26, 2024	\$ 1,543.00	Maintenance - Water
VP286	Brendan Addison Mobile Mechanical	Aug 26, 2024	\$ 3,624.45	Maintenance - PW
VP287	Randy Noble Trucking Ltd	Aug 26, 2024	\$ 1,017.00	Roads - Pit Run
EFT	EASTLINK	Aug 26, 2024	\$ 149.35	Telephone/Internet
EFT	GFL ENV	Aug 16, 2024	\$ 9,542.62	Landfill
EFT	HYDRO ONE	Aug 22, 2024	\$ 3,533.27	Hydro - Various Municipal Buildings
EFT	IRON MOUNTAIN	Aug 20, 2024	\$ 107.35	Office Supplies
EFT	LBPC LEASING	Aug 26, 2024	\$ 175.00	Office Supplies
EFT	MCDUGALL FUELS	Aug 13, 2024	\$ 4,857.49	Fuel - PW
EFT	PB-PITNEY WORKS	Aug 20, 2024	\$ 254.00	Office Supplies
EFT	PITNEYBOWES-LEA	Aug 20, 2024	\$ 221.23	Office Supplies
EFT	SUPERIOR PROPANE	Aug 13, 2024	\$ 1,821.12	Propane - Various Municipal Buildings
EFT	SUPERIOR PROPANE	Aug 16, 2024	\$ 31.97	Propane - PC
EFT	Receiver General - Payroll Tax	Aug 15, 2024	\$ 33,049.00	Mandatory Payroll Related Expenses
8437	Identifiable Individual	Aug 01, 2024	\$ 216.96	Supplies - Marina
8438	Steele's Home Hardware	Aug 01, 2024	\$ 77.45	Maintenance - Marina
8439	Minister of Finance (Policing)	Aug 01, 2024	\$ 15,823.79	Policing - Inspection & Enforcement - Jun 2024
8445	Minister of Finance (Policing)	Aug 20, 2024	\$ 17,342.00	Policing - Inspection & Enforcement - Jul 2024
8446	Kendra Edwards Graphic Design	Aug 01, 2024	\$ 1,356.00	Kagawong River 'Please don't...' Signage Design
8447	Massey Wholesale Ltd	Aug 01, 2024	\$ 403.17	Supplies - Marina
8448	S.T.O.P. Restaurant Supply	Aug 01, 2024	\$ 1,176.06	Supplies - PW
8449	Berry Boats	Aug 20, 2024	\$ 20.33	Fuel - PW
8450	Identifiable Individual	Aug 20, 2024	\$ 122.04	Supplies - Marina
8451	Wally's Septic Service & Portable Toilets	Aug 20, 2024	\$ 395.50	Pump Outs - Marina
8452	Massey Wholesale Ltd	Aug 16, 2024	\$ 422.20	Supplies - Marina
8453	Municipality of Central Manitoulin	Aug 20, 2024	\$ 6,460.51	Winter Maintenance Share 2023
8454	Bridal Veil Variety	Aug 26, 2024	\$ 153.15	Fuel - PW
			\$ 393,979.16	
	Bank Charges	Aug 24, 2024	\$ 757.74	BMO
	Bank Charges	Aug 24, 2024	\$ -	Debit
	Bank Charges	Aug 24, 2024	\$ -	AMEX
	Bank Charges	Aug 24, 2024	\$ 212.76	MC
	Bank Charges	Aug 24, 2024	\$ 221.20	VISA
	Bank Charges	Aug 24, 2024	\$ -	Moneris
			\$ 1,191.70	

Total Accounts for Payment Jul 27 - Aug 26, 2024

\$ 395,170.86



BY-LAW NO 2024-49

BEING A BY-LAW TO ESTABLISH A HEALTH AND SAFETY POLICY

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

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

AND WHEREAS the Township of Billings deems it expedient to establish policies;

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

- 1.0 THAT the Corporation of the Township of Billings hereby adopts the Health and Safety Policy as attached as Schedule 'A' and forming part of this By-Law.
- 2.0 THIS By-Law shall repeal and replace By-Law 2022-18 being a by-law to establish a Health and Safety Policy.
- 3.0 THIS By-Law shall come into full force and effect upon final passage.
- 4.0 THIS By-Law may be cited as "Health and Safety Policy By-Law"

READ a FIRST and SECOND TIME this 3rd day of September, 2024

READ a THIRD TIME and FINALLY PASSED this 3rd day of September, 2024

Bryan Barker, Mayor

Veronique Dion, CAO/Clerk



Policy – Health and Safety Policy

By-Law No: 2024-49

Revision:

Date: September 3, 2024

1. Purpose

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

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

2. Scope

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

3. Definitions

“OH&SA” means the Occupational Health and Safety Act RSO 1990, c 0.1

“IRS” means the Internal responsibility System, this includes senior management, managers, superintendents, workers and the JH&SC

“OHSMS” means a health and safety management system that is based on principals identified in the Chief Prevention Officer’s occupational health and safety management system accreditation standard.

4. Responsibility

1. The Council through the CAO/Clerk are ultimately accountable for safeguarding worker health and safety and for strictly ensuring due diligence by meeting all applicable health and safety acts, regulations, codes or industry standards.
2. The Council through the CAO/Clerk shall ensure that the intent of this policy is supported by operational programs and procedures that are consistent with the OH&SA, the Regulations, the IRS and OHSMS standards.



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3. The Council through the CAO/Clerk shall ensure that all other staff are trained and competent to perform the duties identified in all applicable health and safety acts, regulations, codes or industry standards.
 4. The Council through the CAO shall prepare and post a policy statement that identifies the following policy guidelines;
 - a. Compliance with all applicable Acts, regulations and codes.
 - b. Providing competent supervision.
 - c. Providing required training.
 - d. Contractor compliance.

5. Policy

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

Occupational Health and Safety Policy Statement

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

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

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

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

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



procedures and safe operating procedures are developed, implemented and reviewed as needed.

All workers and contractors are accountable for working in compliance with all federal and provincial workplace acts, regulations, codes as well Township procedures. Further to this, all workers are required to attend training and receive information and receive competent supervision.

By having Council, Senior Management, Managers, Superintendents, Workers and the JH&SC inclusively working together and implementing the IRS system and the OHSMS principals, the goal of establishing a health and safety culture can be built, sustained and improved upon.

Mayor

Date

CAO/Clerk

Date

JH&SC Worker Representative

Date

JH&SC Management Representative

Date



BY-LAW NO 2024-50

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

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

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

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

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

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

READ a FIRST and SECOND TIME this 3rd day of September, 2024

READ a THIRD TIME and FINALLY PASSED this 3rd day of September, 2024

Bryan Barker, Mayor

Véronique Dion, CAO/Clerk