

CORPORATION OF THE  
TOWNSHIP OF BILLINGS

AGENDA

December 7<sup>th</sup>, 2021 7:30 p.m.

Electronic Meeting

1. OPEN
2. APPROVAL OF AGENDA
3. DISCLOSURE OF PECUNIARY INTEREST
4. ADOPTION OF MINUTES
  - a) November 15<sup>th</sup>, 2021 Regular Council Meeting
  - b) November 22<sup>nd</sup>, 2021 Special Council Meeting
5. DELEGATIONS
6. COMMITTEE REPORTS
  - a) Economic Development Committee Report Nov 10<sup>th</sup>, 2021
  - b) Parks, Recreation and Wellness Committee Nov 29<sup>th</sup>, 2021 Report
  - c) Parks, Recreation and Wellness Committee 2021 Annual Report
  - d) Museum Committee Report November 1<sup>st</sup>, 2021
7. OLD BUSINESS
  - a) 2021-48 Trailer By-Law
8. NEW BUSINESS
  - a) International Day for the Elimination of Violence Against Women
  - b) New Grad Nursing Initiative
  - c) Economic Development Committee Recommendation
  - d) Holiday Hours – Office & Landfill
  - e) 2022 Council Meeting Schedule

- f) Lake Kagawong Resource Committee – Advertise for New Member
  - g) Flywheel Artwork Submission Review
  - h) Hydro One Community Fund Application
9. CORRESPONDENCE
- a) Trailer By-Law Concern – Roger Chenard
  - b) Trailer By-Law Concern – Robert Ellen
  - c) Newly Licensed Drivers
  - d) Amendment to By-Law 1980-11 Zoning By-Law Request
10. INFORMATION
- a) Northern Ontario Resource Development Support (NORDS) Fund
  - b) Ontario Clean Water Agency 2021 Kagawong Management Review Minutes
  - c) District Services Board Third Quarter Activity Report 2021
  - d) Integrity Commissioner Release of Names Response
  - e) Lake Kagawong Resource Committee Minutes – Nov 25, 2021
  - f) Parks, Recreation and Wellness Committee Minutes – Nov 29, 2021
  - g) National Childcare Program
  - h) COVID-19 Update
  - i) Economic Development Committee Minutes – Nov 10, 2021
11. ACCOUNTS FOR PAYMENT
12. CLOSED SESSION
13. CONFIRMING BY-LAW
14. ADJOURNMENT
- a) Labour Relations

# Memorandum

To: Mayor, Council  
cc: Staff, Public  
From: Staff  
Date: December 2, 2021  
RE: **December 7, 2021 Council Meeting**

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## **4. Minutes**

- a) November 15<sup>th</sup>, 2021 Regular Council Minutes

Please review the minutes for approval.

- b) November 22<sup>nd</sup>, 2021 Special Council Minutes

Please review the minutes for approval.

## **5. Delegations**

None.

## **6. Committee Reports**

- a) Economic Development Committee Report Nov 10<sup>th</sup>, 2021

Councillor Sharon Alkenbrack will present the report to Council.

- b) Parks, Recreation and Wellness Committee Nov 29<sup>th</sup>, 2021 Report

Councillor Sharon Jackson will present the report to Council.

- c) Parks, Recreation and Wellness Committee 2021 Annual Report

Councillor Sharon Jackson will present the report to Council.

- d) Museum Committee Report Nov 1<sup>st</sup>, 2021

Councillor Michael Hunt will present the report to Council.

## **7. Old Business**

- a) 2021-48 Trailer By-Law

### **Recommendation:**

That Council give 2021-48 Trailer By-law third reading and enacted.

All suggested edits by Council at the October 13<sup>th</sup> Special Council meeting, the November 1<sup>st</sup>, 2021 and November 15<sup>th</sup> Regular Council Meetings have been made and are highlighted for approval.

Two letters received, regarding this By-Law, have been included in the agenda package under correspondence.

## 8. New Business

### a) International Day for the Elimination of Violence Against Women

**Recommendation:**

That Council pass the resolution identifying November 25<sup>th</sup>, 2021 as International Day for the Elimination of Violence Against Women.

As provided from Manitoulin Family Resources, November 25<sup>th</sup> marked both the International Day for the Elimination of Violence Against Women and the first day of the 16 Days of Activism Against Gender-Based Violence worldwide. They request that we consider proclaiming November 25<sup>th</sup> as the International Day for the Elimination of Violence Against Women and raise a Wrapped in Courage flag on November 25<sup>th</sup> to raise awareness and promote gender equality. The flag is currently hung outside of the Municipal Office and will remain there until December 10<sup>th</sup>, 2021 as requested.

### b) New Grad Nursing Initiative

**Recommendation:**

That Council of the Township of Billings supports the Manitoulin Health Centre's request to the Minister of Health for the re-establishment of the new grad nursing initiative under the initial terms of the program and that this motion be forwarded to FONOM with a request that they address this issue with the appropriate Ministers.

### c) Economic Development Committee Recommendation

**Recommendation:**

That Council accept Chris Dietrich's application to join the Economic Development Committee.

Motion at the October 25<sup>th</sup>, 2021 Economic Development Committee meeting:

Motion by Diane Larocque, seconded by Suzanne Darlaston

That Chris Dietrich's application to join the Economic Development Committee be accepted and recommended by the committee and presented to Council for approval.

Carried.

With the approval of Chris Dietrich's application, the Economic Development Committee will be full.

### d) Holiday Hours – Office & Landfill

**Recommendation:**

That Council advises the CAO to close the Municipal Office from December 24, 2021 at noon until Tuesday January 4<sup>th</sup>, 2021 at 8am and that the Municipal Landfill be closed on Sunday December 26, 2021.

Staff will use their vacation/in lieu of hours for these days (for the days that aren't statutory holidays). The Public Works Department will be closed on December 25 - 28 and January 1-3. Public Works Operators will be on call in the event of snow.

Approved Holiday Hours for the Municipal Office and the Landfill will be posted on the Township website, the Township Facebook page, at the Landfill and at the Post Office in advance.

### e) 2022 Council Meeting Schedule

**Recommendation:**

That Council accepts the 2022 Council Meeting Schedule as presented.

A schedule of Regular Council meetings has been included in the package. The second meeting in August has been removed for the annual AMO conference and the second meeting in November has been moved to accommodate the newly elected Council.

f) Lake Kagawong Resource Committee – Advertise for New Member

**Recommendation:**

That Council advertise for a new member for the Lake Kagawong Resource Committee to replace Rob Seifried.

Rob Seifried is no longer an active member of the Lake Kagawong Resource Committee as he has missed more committee meetings than the allocated amount as defined in the Terms of Reference. With this new vacancy it would be prudent that we advertise for a new member of the committee.

g) Flywheel Artwork Submission Review

**Recommendation:**

That Council accept the Flywheel Art Installation submitted by Kendra and Morgan Edwards at a cost of \$6,212.73 to be completed on or before June 15<sup>th</sup>, 2022.

With a deadline of Friday November 26<sup>th</sup>, 2021 staff received one submission to the Call to Artists: Flywheel Artwork Installation. As discussed in previous Council and Committee meetings, the creation of a Flywheel Selection Panel was established. This panel would review all submissions and recommend one submission to Council. Since only one submission was received there was no need for the Flywheel Selection Panel to meet. The submission package has been included in the agenda package for Council to view.

Staff advise that the base for the flywheel should be assessed for structural integrity, since there is no record of any assessment or work having been done on it since the flywheel was originally mounted. Staff are currently researching this work, and will advise Council at a future date.

h) Hydro One Community Fund Application

**Recommendation:**

That Council advise staff to apply to the Hydro One Building Safe Communities Fund for improvements at the Kagawong Outdoor Rink.

The Hydro One Community Fund is accepting applications until January 31, 2022. Hydro One provides donations to community projects, initiatives and programs that align with their commitment to building safe communities. They also provide sponsorship to local events that attract a broad audience in the communities we serve. The event or program should endeavor to build community spirit and bring the community together. Each awarded grant is \$25,000.

Motion at the November 29<sup>th</sup>, 2021 Parks, Recreation and Wellness Committee Meeting:

Motion by Andrew Preyde, seconded by Catherine Joyce

THAT staff apply to the Hydro One Community Fund for Outdoor Rink improvements.

Carried

## 9. Correspondence

a) Trailer By-Law Concern – Roger Chenard

Please see the attached letter received from Roger Chenard regarding the proposed Trailer By-Law.

b) Trailer By-Law Concern – Robert Ellen

Please see the attached letter received from Robert Ellen regarding the proposed Trailer By-Law.

c) Newly Licensed Drivers

**Recommendation:**

That the Township of Billings supports the resolution from the City of Vaughan requesting the MTO to review measures impacting newly licensed drivers.

Please review the correspondence received from the City of Vaughan requested support for their resolution for the MTO to review measures impacting newly licensed drivers.

d) Amendment to By-Law 1980-11 Zoning By-Law Request

**Recommendation:**

That Council does not support the request for a zoning by-law exemption, under section 7.5 (2), and an exemption from resolution 2011-224 (re: location and use of sea containers), that would allow for a modified sea container to be placed on a property, for habitation purposes, which is zoned Shoreline Residential.

The reasons for not supporting this request are as follows:

1. Prior to the container being dropped off at the property owner's property, there had not been any contact by the property owner regarding Township bylaws regarding the locating and use of sea containers.
2. Prior to the container being dropped off at the property owner's property, there had not been any contact with the Township by the property owner regarding the procuring of a building permit or any discussions regarding building code requirements with the Township Building Inspector.
3. In discussion with the property owner, he was not able to offer any explanation as to why the Township was not contacted prior to the delivery of the container, thus presenting an impression that the Township may not have been consulted at all in regards to the locating and use of the container.
4. The reason that the Township found out about this situation was a result of a complaint from a resident.

I have included the design plans of the modified contained as well as the exemption request. As always, I am prepared to discuss this further.

Respectfully submitted,  
Arthur Moran, Bylaw Enforcement Officer

## 10. Information

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

- a) Northern Ontario Resource Development Support (NORDS) Fund
- b) Ontario Clean Water Agency 2021 Kagawong Management Review Minutes
- c) District Services Board Third Quarter Activity Report 2021
- d) Integrity Commissioner Release of Names Response
- e) Lake Kagawong Resource Committee Minutes – Nov 25, 2021
- f) Parks, Recreation and Wellness Committee Minutes – Nov 29, 2021
- g) National Childcare Program
- h) COVID-19 Update
- i) Economic Development Committee Minutes – Nov 10, 2021

## **12. Closed Session**

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

The Corporation of the  
Township of Billings  
Regular Meeting

November 15<sup>th</sup>, 2021 7:30 p.m.

Electronically

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

**Staff:** Kathy McDonald, CAO/Clerk; Tiana Mills, Deputy Clerk; Arthur Moran, By Law Enforcement Officer; Todd Gordon, Economic Development Officer

Media: Tom Sasvari

Members of the General Public

**1. OPEN**

**2021-379 Barker - Alkenbrack**

**BE IT RESOLVED** that this regular meeting of Council be opened with a quorum present at 7:32 p.m. with Mayor Anderson presiding.

Carried

Mayor Anderson paid tribute to the previous Mayor, Austin Hunt, and a moment of silence was observed.

**2. APPROVAL OF AGENDA**

**2021- 380 Hunt - Alkenbrack**

**BE IT RESOLVED** that the agenda for the November 15<sup>th</sup>, 2021 regular meeting of Council be accepted as amended.

Carried

**3. DISCLOSURE OF PECUNIARY INTEREST**

I, Councillor Sharon Jackson, declare an indirect pecuniary interest on Agenda Item No. 8 c) item title: 2021 Budgeted Donations for the following reason: my employer, Manitoulin Transport, is one of the principal users of the Gore Bay Airport.

**4. ADOPTION OF MINUTES**

**a) November 2<sup>nd</sup>, 2021**

**2021- 381 Barker - Alkenbrack**

**BE IT RESOLVED** that the minutes for the November 2<sup>nd</sup>, 2021 regular meeting of Council be accepted as amended.

Carried

**5. DELEGATIONS**

**6. COMMITTEE REPORTS**

**a) Library Board Committee Report – October 19, 2021**

Council received report.

**b) Parks, Recreation and Wellness Committee Report – Santa Meet & Greet Event**

Council received report.

**7. OLD BUSINESS**

Council received letter.

**10. INFORMATION**

**a) Museum Committee Minutes – November 1, 2021**

Council received report.

**b) Tribute to Marc Hovingh**

Council received tribute presented by Mayor Anderson.

**11. ACCOUNTS FOR PAYMENT**

**2021-388 Alkenbrack - Hunt**

**BE IT RESOLVED THAT** Council authorizes the following accounts for payment:

General Accounts           \$297,509.79

and that cheques numbered 6984 to 7003 be authorized for signing as described in the attached register.

Carried

**12. CLOSED SESSION**

**2021-389 Barker - Alkenbrack**

**BE IT RESOLVED** that in accordance with Section 239(2)(d) of the *Municipal Act, 2001 S.O. Chapter 25*, this Council proceed to a Closed Session at 8:30 p.m. in order to discuss an item involving labour relations.

Carried

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**2021- 390 Alkenbrack - Barker**

**BE IT RESOLVED** that Council moves out of the Closed Session at 8:45 p.m. and resume their regular, open meeting.

Carried

**13. CONFIRMING BY-LAW**

**2021- 391 Alkenbrack - Barker**

**BE IT RESOLVED** that By-law 2021-53, being a by-law to confirm the proceedings of Council be given first, second, third reading and enacted.

Carried

**14. ADJOURNMENT**

**2021- 392 Barker - Alkenbrack**

**BE IT RESOLVED** that this regular meeting of Council be adjourned at 8:47 p.m.

Carried

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Ian Anderson, Mayor

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Kathy McDonald, CAO/Clerk

The Corporation of the  
Township of Billings  
Special Council Meeting

November 22<sup>nd</sup>, 2021 7:00 p.m.

Electronic Meeting

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

**Staff:** Kathy McDonald, CAO/Clerk; Tiana Mills, Deputy Clerk; Arthur Moran, By Law Officer; Todd Gordon, EDO; Martin Connell, Fire Chief

Media: Tom Sasvari

Members of the General Public

**1. OPEN**

**2021-393 Barker - Hunt**

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

Carried

**2. APPROVAL OF AGENDA**

**2021-394 Alkenbrack - Jackson**

**BE IT RESOLVED** that the agenda for the November 22, 2021 special meeting of Council be accepted as presented.

Carried

**3. DISCLOSURE OF PECUNIARY INTEREST**

**NOTE:** With confirmation from the Integrity Commissioner, members of Council who own lakefront properties do not hold a deemed or potential conflict of interest in discussing the Shoreline Road Allowance By-Law.

**4. ADOPTION OF MINUTES**

None.

**5. DELEGATIONS**

None

**6. COMMITTEE REPORTS**

None.

**7. OLD BUSINESS**

None.

**8. NEW BUSINESS**

a) By-Law Discussion

a. Unopened Road Allowance By-Law

Arthur Moran, By Law Officer, presented memo and proposed bylaw. Mayor and Council had a question and comment session while going through the proposed by-law revisions.

b. Shoreline Road Allowance By-Law

Arthur Moran, By Law Officer, presented memo and proposed bylaw. Mayor and Council had a question and comment session while going through the proposed by-law revisions.

**9. CORRESPONDENCE**

None.

**10. INFORMATION**

None.

**11. ACCOUNTS FOR PAYMENT**

None.

**12. CLOSED SESSION**

None.

**13. CONFIRMING BY-LAW**

**2021-395 Alkenbrack - Jackson**

**BE IT RESOLVED** that By-law 2021-56, being a by-law to confirm the proceedings of Council be given first, second, third reading and enacted.

Carried

**14. ADJOURNMENT**

**2021-396 Barker - Hunt**

**BE IT RESOLVED** that this special meeting of Council be adjourned at 9:10 p.m.

Carried

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Ian Anderson, Mayor

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Kathy McDonald, CAO/Clerk

## **Council Committee Report**

**Date of Meeting: Nov 10/21**

**Report by: S. Alkenbrack**

**Committee: EDC**

### **Highlights:**

**Winter Promotion: since we have businesses open year round, Committee felt we should be supporting their efforts and are co ordinating fb messages declaring Kagawong is open in the winter, showing people where to park to access the trails to the falls since the parking lot and stairs are closed.**

**New EDC member Chris Dietrich**

**Our EDO and myself challenged our Committee to come to meeting with 5 limitations affecting Economic Development in Billings.**

**They are:**

- 1. Lack of retail space**
- 2. Housing and accommodations**
- 3. Parking**
- 4. Wifi**
- 5. Restaurant**
- 6. Support from Community**

**The next will be to develop ideas and solutions to those limitations**

**Next meeting Dec 8/21**

**TOWNSHIP OF BILLINGS  
COUNCIL COMMITTEE REPORT**

Report to: Council Date of meeting: November 29, 2021  
Report by: Sharon Jackson, Chair Committee: Parks, Recreation & Wellness

**Highlights/Matters of Interest:**

We welcomed our **newest member**: Catherine Joyce. She is a mom of four young children, and I believe she will be a wonderful asset to our Committee.

**Outdoor rink updates**

**Fundraising** continues. To date \$8530.55 has been raised. A big thank you to our community and beyond for your support. We appreciate it so much.

**Advertising** – 15 boards have been purchased at \$500 each = \$8500.00. Again, this is wonderful to see. Some of the vinyl signs have been installed and look great. Thank you to Dan Osborne at Island Promotions.

**Next steps** – Tiana advised the player door to replace the one that was configured improperly has arrived from Permafib and needs to be installed. Public Works staff will build benches and install black mats under the benches (like what you see at hockey arena) for skaters to get from bench to the ice. PW is also trying to get our existing snow blower in running condition. I received an email from a community member with a link to a **potential funding opportunity** offered by Hydro One. It is called *Energizing Life Community Fund 2022*. Submissions opened November 25 and close January 31, 2022 with recipients announced February 2022. The funding criteria is focused on improving community physical, psychological, or emotional safety and is committed to cultural diversity in their communities through programs, services, and funding.

**Outdoor rink policy** was adopted by Council at our November 15 meeting. This policy had to be approved by Council before we could send a call out to the community for volunteers

**Volunteers** – some people have come forward to assist, thank you to those who have done so. They will need to undergo training. Staff to reach out to Fire Chief Martin Connell to ask for firefighters to assist with flooding. Thank you in advance. Tiana advised that we have a supply of safety vests, and cleats have been ordered for volunteers to wear while maintaining the rink.

**Hallowe'en event update** - Budget was \$500.00, total spent \$230.23.

**Santa meet n greet** – Friday December 3 from 5 to 6:30 pm. Budget \$400.00. Total expenses to date are \$186.23.

**Annual report for Council** – goals and objectives for 2022 include:

Ongoing fundraising for the outdoor rink

Walking route signage for three of the five proposed routes

Continue with family focused activities i.e., Easter, Hallowe'en and Christmas

Site visit at the game board in the spring to see if the lines need to be repainted and if so, add to our 2022 budget

Sunshade at dog park – discussed a feasibility/usage study as part of Strategic planning for 2022-2026. What is the best use for this space? Assess need for family friendly outdoor space i.e. baseball, soccer and frisbee.

Consider potential uses for property on top of Graham Hill

Community garden location and volunteers

Free Little Library

Free store or "Share Shed"

**Next scheduled meeting** is January 24, 2022 or call of the Chair

**Recommendations to Council:** MOTION made by Andrew and seconded by Catherine – that we direct staff to apply for the Energizing Life Communities Fund 2022.

**TOWNSHIP OF BILLINGS  
PARKS, RECREATION & WELLNESS COMMITTEE  
ANNUAL REPORT 2021**

**Preamble** - The heart and soul of any community is the place where its members gather. In days past, those places were the school, church, and community hall. Fast forward to 2021: gone are the one and two room schoolhouses, church buildings have been torn down and worship services are now held in spacious multi-purpose structures, or virtually. And halls have been converted into residences.

A good community is one where neighbours take pride in their living environment, respecting and supporting one another regardless of age, gender, political affiliation, level of education, opinion, race, or creed.

**Definitions**

**Parks:** a large public green area in a town used for recreation

**Recreation:** refers to all those activities that people choose to do to refresh their bodies and minds and makes their leisure time more interesting and enjoyable. Examples of recreation activities are walking, swimming, meditating, playing games and dancing.

**Wellness:** an active process of becoming aware of and making choices towards a healthy and fulfilling life. Wellness is more than being free from illness. It is a dynamic process of change and growth, a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity.

**Mandate** - To advise Council and make recommendations on the development, operation and maintenance of parks, trails, open spaces, waterfront, recreational facilities, recreational programs, as well as plan and host community events that meet the needs of all the community in a sustainable and dynamic way.

**2021 Achievements** - Easter treat bags were handed out at the Park Centre on Saturday April 3. All Covid-19 protocol was followed to ensure the safety of our volunteers, children, and their parents.

Partnered with EDC and Late Bloomers to add benches/flower boxes to the small craft basin on Old Mill Road. The Township received numerous compliments about how lovely the waterfront looked with the addition of these colourful planters. Thank you to our Public Works crew who built the bench/planter boxes during the winter months.

Outdoor rink was well used over the 2020-2021 winter season. Thank you to the volunteers and members of our Fire Department. Fundraising campaign. Over \$17,000 has been raised from private individuals and corporate sponsors. Retaining wall installed September 30. Thank you to Handy Andy, Stoneman Enterprises and Randy Noble Construction. Ads on the boards were installed the week of November 15. Thanks to Dan Osborne at Island Promotions.

Two of our Committee members were featured in the Manitoulin Expositor during Volunteer Week in April 2021. Congratulations Andrew and Sharon A.

Earth Day was recognized by members of the community cleaning up their roadsides, Falls trail and waterways. Thank you to those who donned boots and gloves to pitch in.

Santa and his elf handed out treats to community kids in early December.

Game board pieces were replaced for chess and bean bag toss.

Our fitness centre re-opened (October 2021) with members following all provincial and municipal guidelines.

Hallowe'en treat bags were handed out by Committee volunteers.

**Goals & Objectives 2022** - Ongoing fundraising for the outdoor rink

Walking route signage for three of the five proposed routes

Continue with family focused activities i.e., Easter, Hallowe'en, and Christmas

Site visit at the game board in the spring to see if the lines need to be repainted and if so, add to our 2022 budget

Sunshade at dog park – discussed a feasibility/usage study as part of Strategic planning for 2022-2026. What is the best use for this space? Assess need for family friendly outdoor space i.e., baseball, soccer and frisbee.

Consider potential uses for property on top of Graham Hill

Community garden location and volunteers

Free Little Library

Free store or "Share Shed"

**Meeting attendance** - All meetings were well attended

**Evaluation** - Our members are energetic and eager to work together to celebrate our community spirit.

The Parks, Recreation & Wellness Committee would like to express its thanks to Council, staff, and our community for their support.

Respectfully submitted by the Parks, Recreation & Wellness Committee:

Chair - Sharon Jackson

Members - Sharon Alkenbrack, Catherine Joyce, Andrew Preyde, Shannon Smith

Staff Representative - Tiana Mills

Township of Billings  
Council Committee Report

Report To: \_\_\_\_\_ Date of Meeting: Nov 1st / 2021  
Report By: Michael Hunt \_\_\_\_\_ Committee: Billings Museum Committee

Highlights/Matters of Interest:

People visiting the museum between July 16th to Oct 10th 2021 was 3,635.

Donations have been extremely good. The gift shop brought in \$2,410.00

A temperature gauge is to be installed in the museum to detect if a fall in temperature below a certain level, the municipality will be notified.

Rick Nelson is looking in to updating the Old Mill signs. He will order two large signs and one small sign with a budget of \$2000.

Remarks to be presented to Council:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The Corporation of  
the Township of Billings**

**Bylaw 2021- 48**

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

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

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

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

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

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

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

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

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

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

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

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

**1.0 DEFINITIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**1.9.9 “Mobile Site Office Trailer”** is a trailer that is built to be used as a temporary office on construction projects or on other types of projects where temporary shelter is required for conducting business, meetings or for lunchroom or training purposes.

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

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

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

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

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

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

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

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

**1.18 “Trailer Permit Class E”** means a permit that is issued by the Township for a fee, for one-month periods from September 15 to December 15 of each year and is only valid for the property address that it is issued to. The maximum number of Class “E” permits issued to any property at one time is 3. Trailers must be removed by December 16.

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

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

## **2.0 GENERAL REQUIREMENTS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **3.0 PROHIBITIONS**

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

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

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

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

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

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

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

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

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

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

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

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

#### **4.0 ENFORCEMENT**

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

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

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

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

#### **5.0 SEVERABILITY**

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

#### **6.0 ADMINISTRATION**

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

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

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

READ A FIRST TIME THIS 2<sup>nd</sup> day of November, 2021.

READ A SECOND TIME THIS 15<sup>th</sup> day of November, 2021.

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Ian Anderson, Mayor

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Kathy McDonald, CAO/Clerk

# THE CORPORATION OF THE TOWNSHIP OF BILLINGS

## BY-LAW 2021-48

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

#### SCHEDULE A: Provincial Offences Act

item	Short Form Wording	Provision Creating/Defining the Offence	Set Fine
1	Use/locate recreational trailer/ vehicle on Township property	Section 3.1	\$500.00
2	Use Recreational Trailer/Vehicle on Vacant Lot without a Class "A" Permit.	Section 3.2	\$500.00
3	Use Recreational Trailer/Vehicle on Vacant Lot without a Class "B" Permit	Section 3.2	\$500.00
4	Use Recreational Trailer/Vehicle on a Principal/Seasonable Property without a Class "C" Permit	Section 3.3	\$500.00
5	Use Recreational Trailer/Vehicle on a Principal/ Seasonal Property without a "Class" D" Permit.	Section 3.4	\$500.00
5	Use a Recreational Trailer/Vehicle on property without a Class" E" Permit	Section 3.6	\$250.00
6	Exceed maximum allowed number of Recreational Trailers/Vehicles	Section 3.5	\$500.00
7	Append thing or device to recreational trailer/vehicle.	Section 3.7	\$500.00
8	Store Recreational Trailer/Vehicle on Vacant Property or Property with Seasonal Residence Nov. 1 <sup>st</sup> to April 30 <sup>th</sup> .	Section 3.8	\$500.00
9	Fail to remove trailer by prescribed date.	Section 3.9	\$500.00
10	Failure to display a Permit	Section 3.10	\$50.00
11	Use recreational trailer/vehicle for short-term rental or commercial operation purposes.	Section 3.11	\$1000.00
11	Improper disposal of sewage or greywater.	Section 3.12	\$500.00
12	Obstruct or hinder an Officer	Section 4.2	\$500.00
13	Attempt to obstruct or hinder an Officer.	Section 4.2	\$500.00

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

**THE CORPORATION OF THE TOWNSHIP OF BILLINGS**

**BY-LAW 2021-48**

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

**SCHEDULE B: Permits**



**CLASS "A" PERMIT**  
(Vacant Lot)  
**RECREATIONAL TRAILER/VEHICLE**

**Issued to:** \_\_\_\_\_

**Address Issued to:** \_\_\_\_\_

**Trailer License** \_\_\_\_\_

**Plate Number:** \_\_\_\_\_

**Date of Issue:** \_\_\_\_\_

\_\_\_\_\_

**Township Authorization Signature**

**Permit Fee: \$800.00**

Permit is only valid for the issued address.  
This Permit is valid for one (1) Recreational Trailer/Vehicle as identified above.  
Permit is Valid from May 1<sup>st</sup> to October 31<sup>st</sup>  
Non-transferable



**CLASS "B" PERMIT**  
(Issued with valid Building Permit ONLY)  
**RECREATIONAL TRAILER/VEHICLE**

**Issued to:** \_\_\_\_\_

**Address Issued to:** \_\_\_\_\_

**Trailer License** \_\_\_\_\_

**Plate Number:** \_\_\_\_\_

**Date of Issue:** \_\_\_\_\_

\_\_\_\_\_

**Township Authorization Signature**

**Permit fee: \$300.00**

Permit is only valid for the issued address.  
Permit is valid for one (1) Recreational Trailer/Vehicle identified above.  
Permit is valid from May 1<sup>st</sup> to October 31<sup>st</sup>  
Non-transferable



**CLASS "C" PERMIT**  
Permanent Residence/Habitable Seasonal Residence  
**RECREATIONAL TRAILER/VEHICLE**

**Issued to:** \_\_\_\_\_

**Address Issued to:** \_\_\_\_\_

**Trailer License** \_\_\_\_\_

**Plate Number:** \_\_\_\_\_

**Date of Issue:** \_\_\_\_\_

\_\_\_\_\_  
**Township Authorization Signature**

**Permit fee: \$200.00**

**Permit is only valid for the issued address.**

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

**Permit is valid from May 1<sup>st</sup> to October 31<sup>st</sup>**

**Non-transferable**



**CLASS "D" PERMIT**  
(Permanent Residence/Habitable Seasonal Residence)  
**RECREATIONAL TRAILER/VEHICLE**

**Issued to:** \_\_\_\_\_

**Address Issued to:** \_\_\_\_\_

**Trailer License** \_\_\_\_\_

**Plate Number:** \_\_\_\_\_

**Dates Issued for:** \_\_\_\_\_

\_\_\_\_\_  
**Township Authorization Signature**

**Permit fee: \$125.00**

**Permit is only valid for the issued address.**

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

**Permit is valid from May 1<sup>st</sup> to October 31<sup>st</sup>**

**Non-transferable**



**CLASS 'E' PERMIT  
(FALL SEASON ONLY)  
RECREATIONAL TRAILER/VEHICLE**

**Issued to:** \_\_\_\_\_

**Address Issued to:** \_\_\_\_\_

**Trailer License** \_\_\_\_\_

**Plate Number:** \_\_\_\_\_

**Dates of Issue:** \_\_\_\_\_

\_\_\_\_\_  
**Authorized by:**

**Permit fee \$50.00 per month.  
This permit is on valid for the property issued to.  
Permit is only valid between September 15 through December 16 of the year of issue.  
Maximum 3 trailers per property**



Manitoulin  
Health Centre

[www.mhc.on.ca](http://www.mhc.on.ca)

□ **Little Current Site**

Box 640, Little Current, ON P0P 1K0  
(705) 368-2300

□ **Mindemoya Site**

Box 170, Mindemoya, ON P0P 1S0  
(705) 377-5311

November 3, 2021

Hon. Christine Elliott  
Minister of Health  
[christine.elliott@ontario.ca](mailto:christine.elliott@ontario.ca)

Dear Hon. Minister Elliott,

Manitoulin Health Centre is a two-site acute care hospital located in rural, remote communities on Manitoulin Island in Northeastern Ontario. Nurses working in hospitals across Northeastern Ontario require enhanced technical skills and abilities to care for a variety of patients including and not limited to medical, cardiac, palliative, obstetrics, post-surgical and emergency care. Historically, the new grad program was instrumental in providing the support and resources to ensure the success of new nurses in the provision of safe care. Additionally, the previous terms of the program were a successful recruitment tool to attract new nurses to remote, rural areas who experience recruitment challenges.

The reduction in the number of supported weeks for the new grad and the requirement to transition the new grad into a full-time position upon completion of the program have been very detrimental. Twelve (12) weeks is not enough time to onboard new nurses, nor is it sufficient to entice someone to move to a rural community. Thirty-two (32) weeks allowed for mentorship; a critical accumulation of skills before new grads assume rotations on their own. Furthermore, nursing is unionized, and full-time positions are obtained through seniority. Part-time nurses are essential to cover rotational needs which are critical for sick time and vacation relief, over-census situations, patient transfer call-ins, etc. Small hospitals are unable to staff these on a predictable basis, because our numbers are just not large enough for this activity to normalize into a rotation.

During recent meetings with Ontario Health, focusing on the locum shortages across the North East, there was unified concern over nursing shortages and the effect that the new grad program changes had on recruitment and retention of nurses in the North. It was further identified that a lack of nurses also compounds locum recruitment challenges.

In summary, the past success of this new grad program was stellar and highly regarded by hospitals across the Province. The current terms of the program have been especially detrimental to small rural hospitals. The creation of more full-time jobs has not been accomplished; instead, there has been a net loss for nursing hours provincially. Additional recruitment pressures have been experienced, including added cost pressures to human resources to hire nurses. There has

also been an increase in temporary contract nursing in remote areas, which increases the risk of incidents to patients because of the loss of net mentoring time to new hires. All these combined are very damaging consequences.

We ask that consideration be made to re-establish the new grad nursing initiative under the initial terms of the program.

Sincerely,



M. Dennis McGregor  
Chair  
Board of Directors



Jane Hohenadel  
Vice-Chair  
Board of Directors

Cc: M. Mantha, MPP Algoma - Manitoulin  
C. Hughes, MP Algoma – Manitoulin – Kapuskasing

**Township of Billings  
Application Form**

**Parks, Recreation and Wellness Committee**

Date: September 1, 2021 Email: [REDACTED]

Last name: Dietrich First name: Chris

Address: [REDACTED] Kagawong POP 1J0

Phone (daytime): [REDACTED] Phone (evening): \_\_\_\_\_ Phone (Cell): \_\_\_\_\_

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

Please see attached CV. Worked in both public and private sectors. Have a undergraduate degree in Ancient History and Archaeology from McMaster University and a post graduate degree from University of British Columbia in Real Estate. Holds a professional designation (AACI) with the Appraisal Institute of Canada. Active member of many volunteer committees, at all levels. Founding member of Ayr Charity BBQ, a public charity that served the community and donated all proceeds to various charities throughout the Region of Waterloo. Have a certificate in dispute resolution from York University

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

Family has been within the Township since the late 70s. Immediate family has own a residence on Sextant Point since 1989. Live as a part-time resident and will become a full-time resident within the next 9 years. Have had a passion for Manitoulin Island and want to give back to the community and meet local residents.

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

Abundance of volunteer experience in charitable, private and public spheres. Operations own valuation practice and has a wide network of professionals from a wide array of professions.

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

1. Founding member of Ayr Charity BBQ. Raised over \$25,000 for Kids Ability in first year of operation;
2. International Right-of-Way Association (IRWA) served as Education Chair and eventually President of Chapter 29 (Toronto), Canada's largest Chapter and North America's third largest chapter. Association is entirely volunteer based;
3. Member of the Township of North Dumfries Heritage Committee;
4. Board of Director for local chapter (Waterloo/Wellington) of the Appraisal Institute of Canada;
5. Currently serve as Education Chair for Chapter 63 (Ottawa Valley) of the IRWA.

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

"The whole is greater than the sum of the parts" - Aristotle

Firm believer in effective communication. Focusing on the solutions and not the problems. Working together for a common goal.

## 2022 Council Meeting Schedule

<b>Meeting Date</b> (first Tuesday and third Monday of the month, with adjustments for stat. holidays)	<b>Agenda Items Due Date</b> (Wednesday prior, with adjustments for stat. holidays)
<b>January 17</b>	January 12
<b>February 1</b>	January 26
<b>February 22</b>	February 16
<b>March 1</b>	February 23
<b>March 21</b>	March 16
<b>April 5</b>	March 30
<b>April 19</b>	April 13
<b>May 3</b>	April 27
<b>May 16</b>	May 11
<b>June 7</b>	June 1
<b>June 20</b>	June 15
<b>July 5</b>	June 29
<b>July 18</b>	July 13
<b>August 2</b>	July 27
<b>No 2<sup>nd</sup> mtg in August</b>	
<b>September 6</b>	August 31
<b>September 19</b>	September 14
<b>October 4</b>	September 28
<b>October 17</b>	October 12
<b>November 1</b>	October 26
<b>November 15</b> **adjusted for Election	November 9
<b>December 6</b>	November 30
<b>December 19</b>	December 14

# PROPOSAL PRESENTATION

PREPARED FOR  
BILLINGS TOWNSHIP  
FLYWHEEL ART INSTALLATION  
15 OLD MILL ROAD, KAGAWONG

PREPARED BY

KENDRA EDWARDS DESIGN  
705-210-9105 • [info@kendraedwards.ca](mailto:info@kendraedwards.ca)

MORGAN EDWARDS RENOVATIONS  
705-210-0387 • [morgan.r.edwards@gmail.com](mailto:morgan.r.edwards@gmail.com)

## ARTIST BIOS



### KENDRA EDWARDS



*Kendra Edwards is a Manitoulin based graphic artist and illustrator. She has been honing her skills in business branding and promotional illustration for over 5 years through her freelance graphic design business, Kendra Edwards Design. She originally studied Communications and organizational studies in University and has since blended her artistic skills with her practical studies. Her designs are inspired by nature and the natural forms and patterns found around us in the North. Kendra's work distinguishes itself through a bold, minimalist style and colour combinations. Combining bright, monochromatic colours and bold, minimalist style her work is able to create eye-catching and inviting illustrations that attract a wide-ranging audience.*



### MORGAN EDWARDS



*Morgan Edwards is a Manitoulin based artist and carpenter with his heart and home located in Kagawong. Since graduating from the Ontario College of Art and Design University he has accumulated a wide range of practical skills and specialized techniques from both the commercial and private art industry. Assimilating these skills with the construction trades by owning and operating Morgan Edwards Renovation, his focus has revolved around interior and exterior surface finishing with all materials (wood, stone, plaster and paint) to create spaces that are inviting, inspiring and visually exciting.*

*His aesthetic interests and style can be seen in various locations from Kagawong to Toronto and beyond. Large-scale paintings on display at Edwards Art Studios and in private homes to high end custom design work for retail spaces. These works are inspired by the natural beauty that surrounds us and combines drawing, painting and printmaking techniques to create attractive, and stimulating backdrops of color and form.*

## ARTIST STATEMENT



Having grown up in Kagawong, my brother, Morgan and I have been surrounded by the natural beauty and welcoming community members across Manitoulin Island/Mnidoo Mnising. The mission of this design was to create a pleasing artistic rendering of a welcoming landscape scene while tying in an aspect of the township history. This design aims to enhance the available space on the flywheel and invite the audience to reflect on the history of the township and explore the natural beauty.

This design style would be ideal for the Billings flywheel as a welcoming beacon 'illuminating' the natural beauty of the township and the warm nature of the community.

## DESCRIPTION OF WORK



# *ILLUMINATE*

*SPRING, 2022*

*Illuminate* is an artistic rendering of the historical lighthouse in Kagawong. Since 1894 the lighthouse has been in operation and resides in its original place guiding sailors and boaters safely into the harbour. Situated along the shoreline downtown Kagawong, this iconic lighthouse image is seen as a homing device located at the heart of the community.

I believe the historical relevance and longstanding existence of the lighthouse makes this subject an effective image for the Flywheel redesign. This image signifies the township's industry history (using the port to export produce, livestock, fish and lumber with relevant connection and placement of the Flywheel to Old Pulp Mill), and how effective community leadership (and craftsmanship) can stand the test of time.

This would be a rewarding experience for Morgan and I to work on the flywheel art installation as we grew up in the Village of Kagawong and have fond memories of spending time in the heart of the village around this very flywheel. It is important to be apart of the community that provided you with the stepping stones to grow into the people we are today. This would be an opportunity to reflect and preserve apart of our township's history and allow us to leave a visual connection for the next generation.



# *ILLUMINATE*

*by Kendra Edwards and Morgan Edwards*



# *ILLUMINATE*

*by Kendra Edwards and Morgan Edwards*

# KENDRA EDWARDS

Graphic Artist and Illustrator

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## CONTACT

705-210-9105

info@kendraedwards.ca

Little Current, Ontario

linkedin.com/in/  
edwardskendra

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## EDUCATION

UNIVERSITY OF OTTAWA  
Honours Bachelor of Arts  
Major in Communication  
2009-2013

TOURISM NORTH ONTARIO  
Social Media Training  
and Business Training  
2014

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## REFERENCES

David Patterson  
Production Manager  
The Manitoulin Expositor  
Cell 705-968-0237  
Work 705-368-2744

Sophie Anne Edwards  
Environmental Artist  
Cell 705-210-0509

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## PROFESSIONAL SUMMARY

Hardworking creative professional with expertise in project management, team collaboration, and brand development. Passionate about developing highly successful brands and generating public awareness for organizations with strong values. Exceptional at building and maintaining strong visual identities and catering engaging content to targeted audiences. Committed to life-long learning and continuous personal development.

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## EXPERIENCE

THE MANITOULIN EXPOSITOR - Little Current, ON

**Graphic Designer and Production**, 2017 - Present

Multi-faceted role collaborating closely with community news media team to support all design work, project coordination and client relations.

- Collaborate with a team in a fast-paced environment overseeing advertisement creation, newspaper layout and formatting for numerous weekly publications (The Manitoulin Expositor, The Manitoulin West Recorder, The Manitoulin Extra, Your Friday Newsletter - e-newsletter)
- Manage online presence and media releases for publications listed above on manitoulin.com.
- Create and curate content for major social media campaigns per year on Facebook and Instagram to raise brand and tourism awareness, resulting in an increase in followers and engagement.
- Manage client relations for annual tourism lure magazines (This is Manitoulin, Manitoulin Magazine and special publications).
- Created clear and compelling content for internal and external channels (website, social media, signage, brochures, and email campaigns)

KENDRA EDWARDS DESIGN - Little Current, ON

**Freelance Graphic Designer**, 2015 - Present

Operate as a sole proprietor, source clients through referral network to provide design services, project management and problem solving in active projects.

- Manage full ownership over the planning and completion of a wide range of projects ranging from logo and brand design to product packaging.
- Manage graphic design projects collaborating with 50+ Northern Ontario businesses, services and public health and safety organizations including Billings Township, UCCM Anishnaabe Police and Noojmowin Teg Health Centre.
- Manage full financial ownership of projects including budgeting and invoicing.

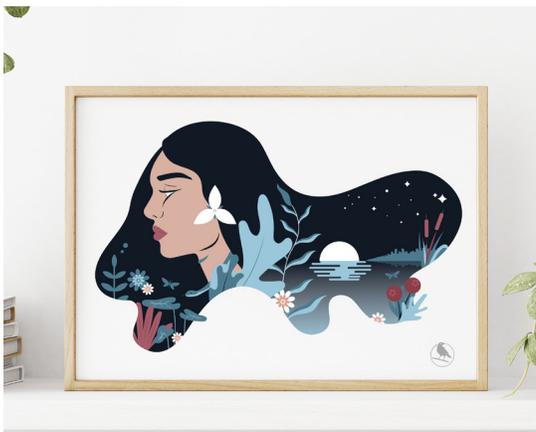
## PAST PROJECTS



**Manitoulin Brewing Company**  
Beer Label Artwork 2018-Present



**Siglo**  
Apparel Artwork 2021



**Island by Night Art Prints**  
Personal Project 2020



**Township of Billings**  
Logo and Brochure Design 2020-21

# MORGAN EDWARDS

Professional Artist and Carpenter

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## CONTACT

705-210-0387

morgan.r.edwards  
@gmail.com

Kagawong, Ontario

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## EDUCATION

ONTARIO COLLEGE  
OF ART AND DESIGN  
Bachelor of Fine Arts  
Specializing in Drawing  
and Painting  
2004-2008

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## REFERENCES

Rob Baytor  
Owner, Lush Baytor  
1-416-949-1747

Susan Snelling  
Chair member,  
4elements Living Arts  
705-282-8044

Jamie Ward  
Owner, Main St. Express  
705-282-4127

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## PROFESSIONAL SUMMARY

I am a goal oriented worker with team and solo working experience. I have a versatile range of skill sets and I maintain a constant interest in improving my techniques and abilities with an eye for details and high standards. Able to work under and fulfill contracts with strong communication skills, commitment to objectives regarding client deadlines, evolving constraints, and at times, limited site access.

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## EXPERIENCE

13+ years of Professional Artistic Work

LUSH BAYTOR - Toronto, ON

**Installation Artist, 2009-2013 subcontract**

Subcontracting with Lush Baytor in Toronto, Ontario and Calgary, Alberta for custom art installation. Team oriented work with heavy deadlines. Residential and commercial clients include - Holt Renfrew, Louis Vuitton, Hermes, and other fashion design outlets.

Morgan Edwards

**Professional Artist,**

I have been developing and honing my own independent drawing and painting art practice through education, teaching, custom commissions and presenting my artwork at public art events and in Edwards Studios Art Gallery.

TOWNSHIP OF GORE BAY, ON - Harbourfront renovation Project

**Art Installation and Carpentry**

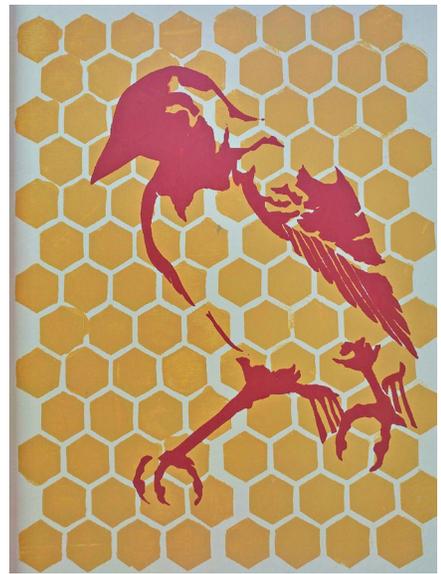
Funding was secured by the Gore Bay Museum and the project was managed by Peter Gordon, work encompassed all phases of work from demolition to fully realized finished retail spaces catering to artist and designers for art display and sales.

MORGAN EDWARDS RENOVATIONS

**Carpenter, 2013-present**

I am the owner and operator of Morgan Edwards Renovations. I specialize in carpentry design and do full project management of ongoing and past projects that include design, financial coordination, trades-person coordination, building code comprehension and compliance, framing, siding, all levels of interior and exterior finishing and installation.

Local clients and projects consist of a growing client base as well as more publicly visible projects that include Covid updates for local businesses like Main St Express, and the 4elements Mobile Art Studio that was featured in The Manitoulin Expositor.



**Original Paintings**  
Morgan Edwards 2013-21

## COST ESTIMATE

Prepared by  
Kendra Edwards Design and Morgan Edwards Renovations  
PO Box 996, Little Current, ON

Prepared for  
The Township of Billings  
15 Old Mill Road, Kagawong, ON

*Please see attached for Scope of Work detailing the following items.*

Work Performed	
Restoration of Flywheel	\$750
Mural Design Fee (Kendra Edwards)	\$2150
Mural Application Fee (Morgan Edwards)	\$2150
Weather Sealing	\$148
Consumable Materials (example - paint, tape, sanding supplies)	\$300
<b>Total</b>	<b>\$5498</b>
<b>Tax (HST)</b>	<b>\$714.74</b>
<b>Total including HST</b>	<b>\$6212.74</b>

## SCOPE OF WORK



### Scope of work:

Restoration of Flywheel surfaces (front and back) in Billings Township Centre, located in the Old Mill parking lot. Installation of art piece titled *Illuminate*.

### Restoration requirements of Flywheel:

100 square feet of surface area to be restored including sanding, scraping, and cleaning of front and back of Flywheel. One coat of alkaline all-surface exterior primer on front and back of Flywheel. Two coats of high grade exterior tinted paint applied to front and back of Flywheel. A non exhaustive list of consumable materials are: brushes, primer, paint, paint trays, tape, medal sanding blades, sand paper, drop cloths etc.

### Mural Design:

Design provided by Kendra Edwards Designs. Design is reflective of all three elements: Call to Artists – Request for Quotation requests, historical significance, and personal interest and ties to the town.

### Mural Installation:

Design will be transcribed/projected and applied by hand as to the specifications of the present design and physical size of Flywheel. Any changes to design will only be made upon the necessity to comply with the real surface conditions of the Flywheel and will be communicated should there be unexpected deviations in the surface integrity; or for the betterment of mural rendering in real world conditions. Elective design changes are to be included upon reasonable request to the lead designer (Kendra Edwards) and subject to additional fees.

### Weather Sealing:

Exterior clear topcoat will be applied to front and back of Flywheel to provide extra longevity to the painted mural. Topcoat will better seal the surface from water penetration, ice chipping and/or UV damage.

### Expected Time Frame:

Mural installation to be completed on or before June 15th , 2022. In time for tourists and locals to enjoy the new Billings Township Flywheel feature by local artists.



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## 12. Artists Declaration

The following Declaration is to be signed by the Artist or Artist Team and submitted as part of their expression of interest package:

I/We hereby declare that the information provided herein is true and correct to the best of my/our knowledge.

Name: Morgan Edwards  
Signature: *M Edwards* Date: Nov 25/21

Name: Kendra Edwards  
Signature: *Kendra Edwards* Date: Nov 25, 2021

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Date: Friday, November 26, 2021  
Property of Kendra Edwards Design and Morgan Edwards Renovations  
until completion of project.

## To members of council, Township of Billings

*I usually do not get too involved in the running of our Township and their business, however given the information that is circulating respecting the proposed by-law to regulate the use of recreational trailers/vehicles on privately owned properties of fulltime and seasonal residents, I feel terrible that council is proposing this by-law that will be affecting the residents and seasonal residents in Billings Township.*

*Following a few conversations on this subject with many of my friends, my family members, residents and seasonal residents as well as visitors to our township, I am first of all embarrassed as a resident of this township that I would have to give notice to my family members including my kids and my grandkids, my close friends that our township is implementing a user fee, for a lack of a better word, to charge anyone that will be visiting here on my personal property in their personal Recreational RV/ Trailer in the sum of \$200 to \$250.*

*This now means that I would have to pay that fee, or I will have to collect or charge them a fee, reimbursable to the Township of Billings, for them to stay and park their RV trailer on my private property especially property which I own and pay taxes for, that is if they wish to stay longer than the suggested more than 14 days up to 30 days suggested. Sounds like our township is desperate to me.*

*This venture on the part of this township certainly appears to be nothing but another form of money grab as well as to discourage any of their residents or seasonal residents from having any company that wish to visit with them for an extended period beyond the suggested 14 days up to 30 days or so.*

*Bad enough that this would also hurt the smaller businesses of this municipality let alone give our native Island a bad name as part of their welcoming statements especially to possible future developers, residents and certainly many of the tourists who want to come and visit the Island. Many often end up acquiring land here following their extended visits.*

*I see no other advantages for the Township to implement such a policy other than to collect additional funds, upset their residents and seasonal residents, and further discourage and restrict the many relationships with family members or friends of the existing residents and seasonal residents who have made the Township of Billings their home and/or their summer residences. This in fact will limit the ability for us to gather with our family members and close friends no matter the length of time decided if such a by-law is passed. Especially these days with the cost of fuel to travel here to our Island and visit Kagawong. Now we are going to try and get some additional money from them or the property owner for them making the trip here to visit.*

*One must also think that this will certainly affect the Township's ability for future development prospect over the longer term as folks will look elsewhere before deciding to purchase land and build a home here as there are too many costly restrictions that are not develop in good faith or in the best interest of their residents.*

*Presently working for a municipality, I still cannot see any reasons why this by-law would even be considered which puts our Township at no disadvantages whatsoever as most property owner are reasonable and follow common sense rules and regulations while ensuring that their taxes are paid up on time and in full. The visitors use no additional services provided by this township weather they stay in the owner's residence or park their Recreational RV trailers on their property as we have no water, no sewer services and only our roads that are plowed in the winter. This would only disadvantage the homeowner and the visitors.*

*Family and friends who visit the residents and seasonal residents should continue to be able to visit without any such restrictions on the parking of their RV trailers respecting any time limits of their stay which should be **free of charge** for them and the owner of the property. This should be solely the responsibility of the owner to do as they wish on their private property and on their own terms with their family and their close friends.*

*I stress the fact that visitors spend time and money here already while they are visiting. This is a positive contribution to our community's economy and assist in the sustainability of the smaller businesses here in our Township and on the Island.*

*In closing, please reconsider your decision respecting this part of your by-law and if there are isolated incidences that require attention, please endeavor to navigate those solely on the merits of the circumstances and do not punish your own residents and seasonal residents and their visitors by implementing an additional fee for them to bare or pass on to their family members and their friends.*

*They should be able to have anyone visit at the permission of the landowner for the parking of their RV/Trailer for any length of time agreed upon by the property owner and not for the municipality to dictate or control.*

*Concern and respectable resident.*

*Roger Chenard*

*Lakeshore road*

*Kagawong*

## Tiana Mills

---

**To:** Kathy McDonald  
**Subject:** RE: Proposed Trailer Bylaw

-----Original Message-----

**From:** Robert Ellen  
**Sent:** Sunday, November 14, 2021 8:53 PM  
**To:** Kathy McDonald <kmcdonald@billingstwp.ca>  
**Subject:** Proposed Trailer Bylaw

**From:** Robert Ellen  
**Subject:** Proposed Trailer Bylaw

Message Body:

**To:** Mayor Ian Anderson  
**C.C:** Council Members, Bryan Barker, Sharon Alkenbrack, Sharon Jackson, Michael Hunt

Mayor and Council:

As a seasonal resident for the past thirty five years, I am writing in response to the proposed trailer bylaw. I am concerned that these proposed changes are a negative response to a problem that few taxpayers of Billings Township perceive. If the goal of Council is to raise tax funds, then an increase to the tax levy is the answer, not a series of permits and penalties applied to property tax payers. A properly taxed property should allow the owner to decide how long a family member or friends stay on their property. It should not be the decision of any member of Council to decide that one night, fourteen nights, or any other number is acceptable.

However, if the goal of Council is to limit or restrict trailer usage ( although I am not sure why this should be) Council should introduce a premium tax levy on these properties as an incentive to build. All septic, electrical, etc., regulations would, of course, need to be followed. With many families holidaying by trailer under these trying covid times, it is not the time to be setting penalties on your taxpayers.

I respectfully suggest that Council NOT ADOPT these bylaw revisions.

Sincerely,  
Robert Ellen



November 15, 2021

Honourable Caroline Mulroney  
Minister of Transportation and Minister of Francophone Affairs  
Ministry of Transportation of Ontario  
[caroline.mulroneyco@pc.ola.org](mailto:caroline.mulroneyco@pc.ola.org)

Dear Honourable Caroline Mulroney:

**Re: Support of Resolution – Endorsing National Teen Driver Safety Week and Requesting the Ministry of Transportation to Review Measures Impacting Newly Licensed Drivers**

At the Township of Alnwick/Haldimand's Regular Council Meeting held on November 4, 2021, Council received the resolution sent by the City of Vaughan on October 19, 2021 in regards to endorsing National Teen Driver Safety Week and requesting the Ministry of Transportation to review measures impacting newly licensed drivers. Council of the Township of Alnwick/ Haldimand supported and passed the following resolution:

Moved by Deputy Mayor Sherry Gibson, seconded by Councillor Jim Hogg;

*"Whereas, correspondence from the City of Vaughan, RE: Resolution Endorsing National Teen Driver Safety Week and Requesting the Ministry of Transportation to Review Measures Impacting Newly Licensed Drivers has been received; and*

*Whereas, the Province of Ontario has legislative authority over driver licensing, highways, automobile insurance, and the enforcement and prosecution of the federal criminal law; and*

*Whereas, the Ontario Ministry of Transportation administers the Highway Traffic Act, R.S.O. 1990, c. H.8; and*

*Whereas, the Ontario Ministry of Transportation published the "Ontario Road Safety Annual Report 2018", being the most recent report issued, containing statistics that demonstrate that the percentage of young licensed drivers, ages 17 to 20, that were involved in vehicle collisions is higher than any other age group; and*

*Whereas, the Canadian Council of Motor Transport Administrators published "Canada's Road Safety Strategy 2025" and identifies drivers that are either under the age of 25 or have less than two years of driving experience as a 'risk group' based on several contributing factors, some including distracted driving, impaired driving, speeding, passive safety, and road infrastructure; and*

*Whereas, the Council of the Township of Alnwick/Haldimand wishes to see change effected to Ontario's driving laws under the Highway Traffic Act, R.S.O. 1990, c. H.8, with respect to newly licensed drivers;*

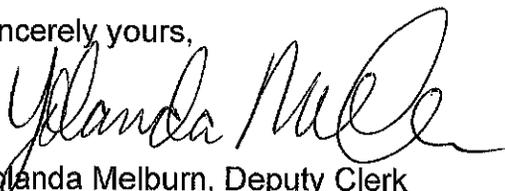
*Now Therefore Be It Resolved That, Council of the Township of Alnwick/Haldimand support the correspondence regarding this issue; and*

*Further That Council direct staff to forward a copy of this resolution to the City of Vaughan, the Ministry of Transportation, the Honourable Doug Ford, Premier of Ontario, the Ontario Provincial Police, the Northumberland Police Services Board and all municipalities in Ontario.*

**CARRIED.**

Thank you for your consideration in this matter.

Sincerely yours,



Yolanda Melburn, Deputy Clerk  
Township of Alnwick/Haldimand  
905-349-2822 ext. 32  
[ymelburn@ahtwp.ca](mailto:ymelburn@ahtwp.ca)

Cc: Todd Coles, City Clerk, City of Vaughan ([clerks@vaughan.ca](mailto:clerks@vaughan.ca))  
Honourable Doug Ford, Premier of Ontario ([premier@ontario.ca](mailto:premier@ontario.ca))  
OPP (Lincoln M. Alexander Bldg., 777 Memorial Ave., Orillia, ON L3V 7V3)  
Northumberland Police Services Board  
All municipalities of Ontario

## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 27, 2021

Item 32, Report No.39, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on September 27, 2021.

**32. ENDORSING NATIONAL TEEN DRIVER SAFETY WEEK AND REQUESTING THE MINISTRY OF TRANSPORTATION TO REVIEW MEASURES IMPACTING NEWLY LICENSED DRIVERS**

The Committee of the Whole recommends approval of the recommendations contained in the resolution of Councillor Yeung Racco and Regional Councillor Rosati dated September 14, 2021.

**Member's Resolution**

**Submitted by Councillor Yeung Racco and Regional Councillor Rosati**

**Whereas**, City of Vaughan Council is concerned about the continued occurrence of serious motor vehicle collisions involving newly licensed drivers and drivers under the age of 18; and

**Whereas**, a shocking and tragic collision involving a 16-year old driver occurred on May 16th, 2021 on Athabasca Avenue in the City of Vaughan, resulting in the fatality of two young children; and

**Whereas**, City of Vaughan Council deferred the Resolution titled "Raising the Legal Age for a Licensed Driver from 16 to 18" on June 1, 2021 to a September Committee of the Whole meeting for further review and research; and

**Whereas**, the Province of Ontario has legislative authority over driver licensing, highways, automobile insurance, and the enforcement and prosecution of the federal criminal law; and

**Whereas**, the Ontario Ministry of Transportation administers the Highway Traffic Act, R.S.O. 1990, c. H.8; and

**Whereas**, the Ontario Ministry of Transportation published the "Ontario Road Safety Annual Report 2018", being the most recent report issued, containing statistics that demonstrate that the percentage of young, licensed drivers, ages 17 to 20, that were involved in vehicle collisions is higher than any other age group; and

**Whereas**, York Region published "2020 Traveller Safety Report" which provided that, based on collision data from the York Regional Police motor vehicle accident reports, drivers below the age of 25 have a higher at-fault collision rate and higher fatality rate in collisions than any other age group; and

## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 27, 2021

#### Item 32, CW Report 39 – Page 2

**Whereas**, the Canadian Council of Motor Transport Administrators published “Canada’s Road Safety Strategy 2025” and identifies drivers that are either under the age of 25 or have less than two years of driving experience as a ‘risk group’ based on several contributing factors, some including distracted driving, impaired driving, speeding, passive safety, and road infrastructure; and

**Whereas**, City of Vaughan Council wishes to see change effected to Ontario’s driving laws under the Highway Traffic Act, R.S.O. 1990, c. H.8, with respect to newly licensed drivers; and

**Whereas**, Parachute, a Canadian charity, has launched a national awareness campaign to help educate Canadians on road safety and increase awareness on preventing serious and fatal injuries caused by motor vehicle accidents; and

**Whereas**, National Teen Driver Safety Week, hosted by Parachute and supported by many other Canadian jurisdictions, is a week dedicated to educating the youth about road safety and raise awareness of risks associated with driving to help prevent youth fatalities on the road across Canada.

#### **It is therefore recommended:**

1. That City of Vaughan Council request for the Ministry of Transportation of Ontario to undertake a review of the Highway Traffic Act, R.S.O. 1990, c. H.8 with respect to measures impacting newly licensed drivers, such as implementing additional training and penalty provisions, to achieve greater education, and awareness of road safety and increase accountability and responsibility of new and young drivers through the legislative framework; and
2. That City of Vaughan Council unanimously endorse National Teen Driver Safety Week, to be held October 17 to 23, 2021; and
3. That the City Clerk forward a copy of this resolution to the Premier, the Minister of Transportation, the Minister of Municipal Affairs and Housing, all municipalities in Ontario, the York Regional Police, the Ontario Safety League, the Ontario Association of Chiefs of Police, and Parachute.

## **MEMBER'S RESOLUTION**

### **Committee of the Whole (1) Report**

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**DATE:** Tuesday, September 14, 2021

**TITLE: ENDORSING NATIONAL TEEN DRIVER SAFETY WEEK AND  
REQUESTING THE MINISTRY OF TRANSPORTATION TO  
REVIEW MEASURES IMPACTING NEWLY LICENSED DRIVERS**

**FROM:**

Councillor Sandra Yeung Racco  
Regional Councillor Gino Rosati

---

***Whereas***, City of Vaughan Council is concerned about the continued occurrence of serious motor vehicle collisions involving newly licensed drivers and drivers under the age of 18; and

***Whereas***, a shocking and tragic collision involving a 16-year old driver occurred on May 16, 2021 on Athabasca Avenue in the City of Vaughan, resulting in the fatality of two young children; and

***Whereas***, City of Vaughan Council deferred the Resolution titled "Raising the Legal Age for a Licensed Driver from 16 to 18" on June 1, 2021 to a September Committee of the Whole meeting for further review and research; and

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3. That the City Clerk forward a copy of this resolution to the Premier, the Minister of Transportation, the Minister of Municipal Affairs and Housing, all municipalities in Ontario, York Regional Police, Ontario Safety League, Ontario Association of Chiefs of Police, and Parachute.

November 26, 2021

Ms. Kathy McDonald,  
15 Old Mill Road, PO Box 34  
Kagawong, POP 1J0

Ms. Kathy McDonald,

I'm writing this letter to request permission to submit an application to the planning board for an amendment of the zoning by-law 1980-11 section 7.5.2 and the Billings Township Resolution 2011-224.

Thank You



**Public Health**  
**Santé publique**  
SUDBURY & DISTRICTS

# Sewage System Permit

**POST THIS NOTICE ON SITE**

**Public Health Sudbury & Districts**

1300 Paris Street, Sudbury, ON P3E 3A3

Telephone: 705.522.9200, ext. 398 / Fax: 705.677.9607

**Permit Number:**

**Date issued:** October 6, 2020

**Owners' Name:**

**Agents' Name:**

William Debassige, Lloyd's & Son Trucking

**Legal Description:**

**District:**

Manitoulin

**Municipality:**

Corporation of the Municipality of Billings

**Township:**

Billings

**Lot:**

29

**Concession:**

13

**Parcel:**

**Plan:**

31R3425, Parts 2 to 4

**Sublot:**

**Street Address:** 951 Lakeshore Drive

**Other:**

**Work Authorized By Permit:**

**# of bedrooms:** 2

**# of bathrooms:** 1

**Approval for a:**

**Class 4 Leaching Bed**

**Consisting of:**

**Septic Tank Capacity:**

3600 L

**Filter Bed Area:**

m<sup>2</sup>

**Holding Tank Capacity:**

L

**Contact Area:**

m<sup>2</sup>

**Leaching Bed Distribution Pipe:**

48.7 m

**Soil Mantle Area:**

m<sup>2</sup>

**Soil Mantle Area:**

137.5 m<sup>2</sup>

**Stone Layer Area:**

m<sup>2</sup>

**Shallow Buried Trench:**

m

**Sand Layer Area:**

m<sup>2</sup>

**Soil Mantle Area:**

m<sup>2</sup>

**Comments:**

**Substantial Inspection Notification:** At least 5 days notice must be given to the Sewage System Inspector prior to backfilling.

**Note:** At least one set of approved drawings, specifications and plans must be maintained at the construction site. No changes or additions to this project may be undertaken without prior written approval of the Inspector.

The owner/agent and contractor share responsibility for ensuring that all work is carried out in accordance with this Permit, the Building Code Act, and Public Health Sudbury & Districts' By-laws.

**Permit Recommended By:**

Michael Campbell, BSc, BAA, CPHI(C.)

**Signature:**



Lineal Footage Legend :

0'-0"

0'-0"

This reproduced drawing is the property of CRDesign and is not to be used for any other project without the written consent of CRDesign. It is to be used for the project and location specified in any manner, nor submitted to any public authority for examination without our consent. This drawing must not be scaled.

Title

**APPROVAL DRAWING**

951 Lakeshore Road  
Kagawong, Ont.  
Container Plot Plan

Drawing Name

PLOT PLAN

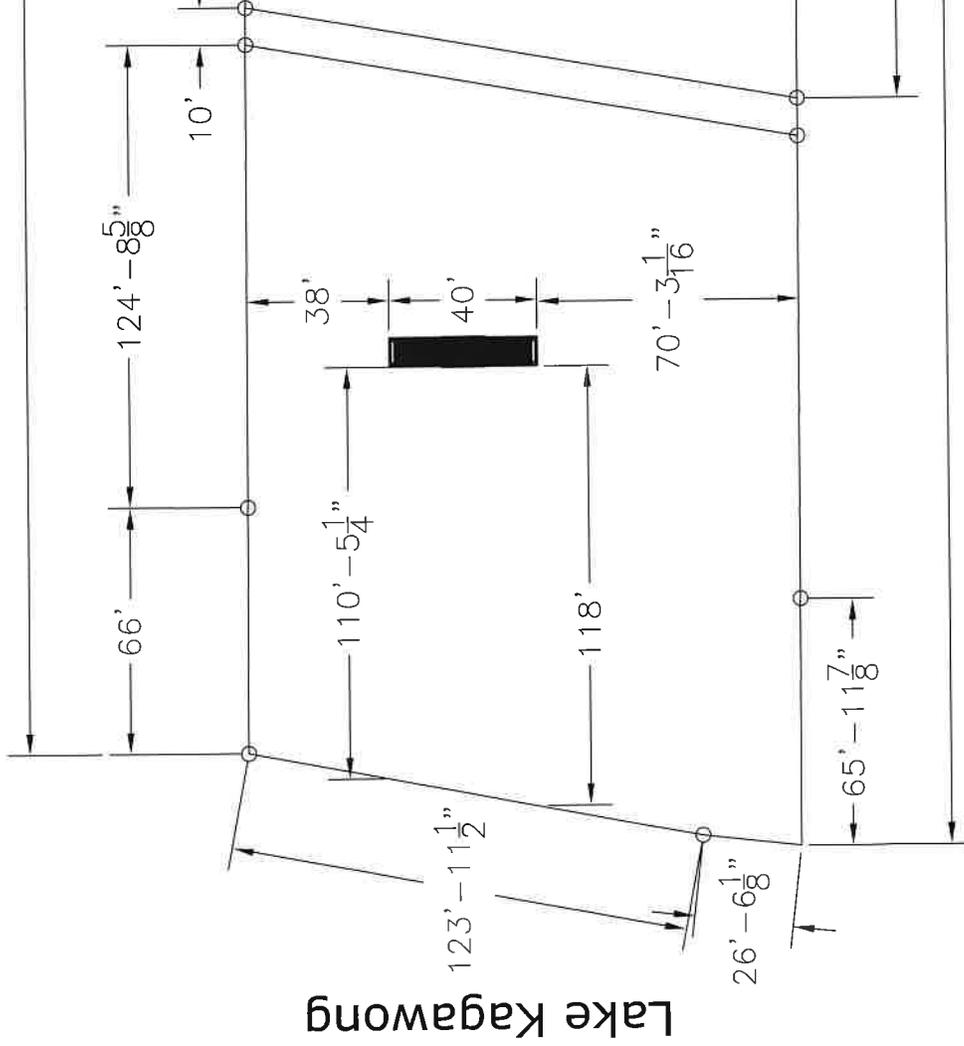
Scale 1/32" = 1'-0"

Date 29-JUL-21

Project No. 951

Drawn JC

1 OF 1



**Ministry of Northern  
Development, Mines,  
Natural Resources and  
Forestry**

Office of the Minister

99 Wellesley Street West  
Room 6630, Whitney Block  
Toronto ON M7A 1W3  
Tel: 416-314-2301

**Ministère du  
Développement du Nord,  
des Mines, des Richesses  
naturelles et des Forêts**

Bureau du ministre

99, rue Wellesley Ouest  
Bureau 6630, Édifice Whitney  
Toronto ON M7A 1W3  
Tél.: 416 314-2301



774-2021-241

November 24, 2021

His Worship Ian Anderson  
Mayor  
Township of Billings (Kagawong)  
15 Old Mill Road , PO Box 34  
Kagawong, ON P0P 1J0  
[mayoranderson@billingstwp.ca](mailto:mayoranderson@billingstwp.ca)

Dear Mayor Anderson:

I am pleased to write to you regarding the Northern Ontario Resource Development Support (NORDS) Fund.

As I announced today, our government, through the new NORDS Fund, is investing \$15 million annually over the next five years in municipalities across Northern Ontario to help offset some of the impacts that resource development can have on local municipal and community infrastructure.

All 144 municipalities in Northern Ontario are eligible to receive funding under the new NORDS Fund to support investments in municipal and community infrastructure projects. Based on community size, an annual allocation has been identified for each municipality in Northern Ontario.

This new funding will complement existing funding streams available to municipalities for infrastructure projects. To help address and respond to municipal priorities, the NORDS Fund is flexible and will allow municipalities to stack with other programs, carry-over unused allocations year over year, and pursue partnerships with other northern municipalities to support regional projects.

I am pleased to confirm that Township of Billings (Kagawong)'s annual allocation is \$76,833.27. This annual allocation can fund projects that began on or after April 1, 2021.

You can begin submitting project information on December 7, 2021, through the Transfer Payment Ontario website available at [www.ontario.ca/page/get-funding-ontario-government](http://www.ontario.ca/page/get-funding-ontario-government).

Kristin Luoma, a Northern Development Advisor from my ministry's Regional Economic Development Branch, will reach out to you shortly to provide support, or to answer any questions you may have. Ms. Luoma can also be contacted by telephone at 705-282-1429, or by email at [kristin.luoma@ontario.ca](mailto:kristin.luoma@ontario.ca).

Our government remains committed to working with and supporting municipalities across Northern Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Rickford". The signature is written in a cursive style with a large initial "G" and "R".

The Honourable Greg Rickford  
Minister of Northern Development, Mines, Natural Resources and Forestry

# The Corporation of the Township of Billings

## 2021 Management Review Minutes

Review Period:

Aug 1, 2020 – Sep 30, 2021



# Drinking Water Quality Management System

**Meeting Date:** November 17, 2021

**Attendance:** Keith Stringer – OCWA Operations Management, Natalie Wagar – OCWA PCT

**Minutes of Review Provided to:** Jeff St.Pierre – Regional Manager, Allyson Kirk – Safety, Process and Compliance Manager, Natalie Wagar – QEMS Rep & PCT, Sarah Beaulieu – QEMS Rep & PCT, Kevin Spec - Sr. Operations Manager, Kevin Woestenenk – Facility Operator, Kathy McDonald – Town of Kagawong

\*\* All reference to MOE, MOECC or MECP means Ministry of the Environment, Conservation and Parks

**Facility Highlights:**

- Third party audits are scheduled for 2022. This includes a desktop and onsite portion.
- The facility received a rating of 100% during the last inspection, had 2 reportable non compliances and 1 AWQI was filed with the MECP.
- The maintenance program (WMS) was deemed to be adequate. No problems were found relating to equipment, call outs or general maintenance.
- Some leaks were found in the distribution; 2 leaks still need to be repaired
- Raw water sampling was conducted in 2021 and showed no degradation of the source water.
- Lead was not considered a concern in the drinking water system
- Results of the internal and third party audits revealed the DWQMS program was well implemented and listed no major issues.
- The risk assessment is reviewed regularly and was re-assessed in 2021
- The operational plan has been updated to include recent raw water sampling data
- Through the Management Review, 0 action items were created.

List of Action Items Created Through the Management Review Process

Action Items Resulting from Review			
Root Location of Action Within Minutes	Action Item	Personnel Responsible	Proposed Timeline
N/A	N/A	N/A	N/A

## Incidents of Regulatory Non-Compliance

Non compliances are reported to the local MOE inspector or can be identified within an inspection report.

- The facility had 0 non-compliance identified during the latest MECP inspection which took place on November 12, 2020.
- In addition, 2 non compliances were reported to the MOE during the review period.
  - The non compliances were related to a missed sample and a late 72 hour review.

## Incidents of Adverse Drinking Water Tests

The drinking water regulation identifies particular indicators of Adverse Water Quality Incidents (AWQI) which must be reported to the MOE and the MOH.

- There was 1 AWQI reported during the review period.
  - The AWQI was reported due to maintenance in the distribution.

## Deviations from Critical Control Point (CCP) Limits

Critical Control Points (CCP) are established through the Risk Assessment exercise and are monitored through the SCADA and Wonderware systems.

- After hour deviations are recorded through call out reports and are well documented by responding operators.
- Some tower alarms were caused by a faulty high lift pump, which has been repaired

## Operational Performance

Performance is evaluated by reviewing the MOE's latest inspection rating as well as the programs put in place by the Operating Authority.

- A grade of 0/506 was given to the facility by the MOE inspector during the latest inspection providing a score of 100%.
- Three (3) leaks have been found in the distribution
  - Two (2) leaks still need to be fixed
- A new primary pump system for chlorine will help keep levels stable

## Raw Water Supply and Drinking Water Quality Trends

Raw water and drinking water trends are monitored through OCWA's SCADA and Wonderware systems and numerical data is maintained within our Process Data Management (PDM) program.

- Raw Water Assessment
  - Assessments were completed in 2021 and showed no degradation of the source.

- Lead
  - Historically low lead results and good alkalinity.
- THM and HAA sample results currently manageable.
  - Current THM values: 71.0 ug/L (Limit is 100 ug/L)
  - Current HAA values: 34.5 ug/L (Limit is 80 ug/L)

## Consumer Feedback

Community complaints are reported to the Operating Authority, either directly from consumers or through the Municipal office.

- No community complaints were received by the Operating Authority
- There does not appear to be any major concerns with consumers.

## Internal and Third Party Audits

Internal audits are undertaken by the Operating Authority while external audit are performed by a third party. Any opportunities for improvement (OFI) listed within the reports are either implemented as preventive actions or are discarded as not being required.

- The off-site (surveillance) External Audit was completed on March 4, 2021.
  - A total of 0 Minor NCs and 2 OFIs were found by the auditor
- The Internal Audit was completed on September 9, 2021
  - A total of 3 Minor NC and 0 OFIs were found by the auditor.
  - Operational staff did not acquire the 12 hours of health and safety training in 2020, as required by OCWA. There should be no issued reaching 12 hours in 2021
  - Action items were discussed, roots causes were determined and solutions were found.

## Consideration of Applicable Best Management Practices

Best management practices found on the facility's latest inspection report, published by the Ministry of the Environment or found through other means are reviewed at least every 36 months.

- There were no MECP or OCWA related BMPs to review
- One (1) BMP was reviewed from the inspection which took place on November 12, 2020.
- The chlorine injection line at the intake will be inspected for damages

## The Risk Assessment Process

Hazardous events are identified and control measures established for each. Risk assessments are required to be verified annually and re-assessed for the system every 36 months.

- The risk assessment was reviewed and deemed to be adequate
- The review and 36 month re-write was completed by compliance staff in 2021

## Emergency Response Testing

OCWA maintains 6 mandatory contingency plans which cover the majority of possible emergency situations. Each contingency must be tested annually and each must be reviewed every 5 years.

- The 'Loss of Service' contingency was tested in 2021
  - A scenario was provided to staff based on the need to haul water to the facility
  - A final review and contingency update has not been completed yet

## Action Items from Previous Management Reviews

Action items are initiated when deficiencies are found within the Quality Management System. Previous management review records are inspected on a continual basis.

- Training for staff on DWQMS is still outstanding.
- QEMS rep is planning on conducting the training at the next hub meeting with all staff

## Status of Other Actions Items Identified Between Reviews

Action items are sometimes initiated in response to other audits or incidents.

- There were no action items identified between reviews

## Changes That Could Affect the Quality Management System

This discussion is held to examine any changes which have occurred within the Organization, the Municipality or the Quality Management System.

- The pandemic has changed and will continue to affect how onsite audits are conducted. Additional safety measures are required when going onsite.

## Resources Needed to Maintain the DWQMS

Resources are defined as those things needed to implement or maintain the QMS such as physical work, financial resources and time involved by personnel.

- The PCT/QEMS would like to have more onsite time to perform audits
  - The onsite portion for 2021 was conducted alongside an MECP inspection to reduce contact during the pandemic

## Infrastructure Review

An infrastructure review is required annually by contractual obligations and DWQMS requirements. Infrastructure is assessed and recommendations are made to maintain or optimize the facility.

- Various items have been maintained throughout the review period
- Repairs to the generator took place

## Operational Plan: Currency, Content, Updates

The DWQMS requires the Operating Authority to document QMS for the drinking water system in the form of an Operational Plan.

- Operational Plan updates were made to element 6 – Drinking Water System
- Raw water bacteriological information was updated and the 2021 raw water assessment was added

## Staff Suggestions, Recommendation for Improvement

Staff suggestions are made, either directly to the Manager or the Process and Compliance Technician, and are reviewed during the Management Review.

- There were no staff suggestions.

## Next Management Review Meetings

- Scheduled for October 2022



## **2021 Third Quarter Activity Report November 25, 2021**

The following is the most recent consolidated Quarterly Report that the DSB will be sending to member municipalities and posting on the public website. Expect Quarterly Reports in February, May, September, and November of each year.

The program statistics are provided separately and updated monthly. They are available on the website by clicking the following link: [Monthly Program Statistics](#)

### **CAO Overview**

The DSB 2021 Third Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$867,199**. Children's Services and Ontario Works is forecasted to be on budget. Community Housing is forecasted to be under budget by \$694,445. Paramedic Services is forecasted to be under budget by \$173,658. Interest revenue on non-reserve accounts is forecasted to be \$904 less than budgeted.

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

### **Paramedic Services**

#### **COVID-19 Pandemic Response**

Paramedic services continues to be an integral participant in vaccination and testing clinics. We are anticipating a "ramping up" of activities in the fourth quarter with the requirement of "booster" 3<sup>rd</sup> doses of vaccine for the most vulnerable and imminent approval of vaccines for the younger populations (5 to 11 years of age).

#### **Vaccination and Directive 6 by Ontario's Chief Medical Officer of Health (CMOH)**

On August 17, 2021, CMOH issued [COVID-19 Directive #6](#) under the section 77.7 of the Health Protection and Promotion Act stating that every Paramedic Service must establish, implement and ensure compliance with a COVID-19 vaccination policy requiring employees to provide:

- a) proof of full vaccination; or
- b) written proof of a medical reason, provided by a physician or registered nurse in the extended class that sets out: (i) a documented medical reason for not being fully vaccinated against COVID-19, and (ii) the effective time-period for the medical reason; or

- c) proof of completing an educational session approved by the Covered Organization about the benefits of COVID-19 vaccination prior to declining vaccination for any reason other than a medical reason.

The directive further directs that each Paramedic Services' policy require staff that are opting out of vaccination for whatever reason, to submit to regular antigen point of care testing a minimum of once every seven days. Manitoulin-Sudbury DSB Paramedic Services' policy went into force as of September 7, 2021, as directed by the CMOH. To date, 95% (121) of our active staff have provided proof of full vaccination. We have received zero (0) medical exemptions and a total of six (6) staff that have opted out of getting vaccinated. As previously reported, Paramedic Services deployed the PanBio Rapid Antigen Tests to each of our 12 Paramedic Stations as part of the Provincial Surveillance program and the non-vaccinated employees have been self-testing as required per policy.

### **Community Paramedicine for Long-Term Care (CPLTC)**

After an exhausting process to fill the last two (2) positions on the Community Paramedicine (CP) Team, we were successful in hiring 2 Full-Time CPs and the team is now fully staffed and operational. Community Paramedicine education and training is underway to provide the team with the necessary tools to fulfill their mission. The rostering of patients continues to exceed expectations and the feedback from our stakeholders has been extremely positive. In the fourth quarter we are anticipating finally deploying our iSTAT point of care testing devices that will enable our Community Paramedics to analyze blood samples and communicate those to the primary health care providers to further compliment appropriate care planning.

### **Influenza Vaccination**

Through the Community Paramedicine Program, we have engaged with Public Health Sudbury and Districts to explore the possibility of participating in the annual Influenza Vaccination campaign across our entire region. Discussions are on-going and while we are early in the planning stages, we are confident that we can receive the appropriate approvals in time for November 2021 clinics.

## **Children's Services**

### **Child Care Expansion Funding**

On July 27<sup>th</sup>, 2021, the Association of Municipalities (AMO) wrote a [letter](#) to the Honourable Stephen Lecce, Minister of Education regarding its concerns with the changes to administrative cost-sharing arrangements. An [Issue Report](#) was completed and noted the threshold for allowable administrative funding the CMSM/DSSABs can spend on Child Care will be reduced from 10% to 5% in 2022 in addition to the ongoing

cost sharing requirements previously introduced. This will place added pressure on service system managers to fill in the gaps and there has not been a significant reduction in administrative burden. The Manitoulin-Sudbury DSB endorsed AMO's letter to the Minister and supports the request that the province reverse the administrative changes in recognition of the detrimental impacts to those served by the child care system.

## **Health and Safety Updates**

Beginning in early August several memos have been shared with Service System Managers and Child Care Licensees regarding health and safety precautions and immunization disclosure requirements.

Programs are encouraged to continue with [health and safety](#) precautions in particular regular hand hygiene and respiratory etiquette, continued use of personal protective equipment and continued use of Provincial screening tool.

The Ministry of Education announced on August 18, 2021 the requirement of an [Immunization Disclosure Policy](#) for all licensed child care settings. Licensee requirements came into effect September 7th and need to be fully implemented by September 27, 2021.

The COVID-19 immunization policy must require child care staff, home child care providers, home child care visitors, volunteers, students, Special Needs Resource Workers, and frequent visitors to do one of the following:

- Provide proof of full vaccination or
- Provide a formal documented medical reason for not being vaccinated or
- Participate in an education program approved by the licensee

In addition to the instructions that licensees are to establish, implement and report on a COVID-19 immunization policy, a [memo](#) shared on September 14<sup>th</sup> indicates that individuals who are subject to testing (those individuals who are not fully vaccinated) must provide verification of negative test results at least two times per week.

As part of the testing requirement the Ministry has asked that licensees inform those required to undertake testing that:

- testing is to take place at an individual's residence prior to attending work,
- testing should be implemented consistently and should not take place more than 48 hours before attending work.

A supply of rapid antigen tests will be provided at no cost to licensees by direct delivery, pick up through the Ontario Chamber of Commerce, or pick up at an assigned school.

An additional memo received on September 14, 2021 shares that individuals who are not vaccinated are required to participate in an [educational session](#) about the safety and efficacy of COVID-19 vaccines, participation must occur outside of working hours.

In a memo dated [September 23, 2021](#) an extension to access pharmacy testing for those school boards and child care licensees that may have a shortage of testing kits, for eligible staff was granted until October 1, 2021.

## **Ontario Works**

### **Ontario Works Caseload**

In the third quarter of 2021, the Ontario Works/Temporary Care caseload average was 467. Compared to last year at this time, the caseload has decreased 9.1%.

### **Letter to Minister Fullerton**

On August 5, 2021 AMO [wrote](#) to the Honourable Merrilee Fullerton, Minister of Children, Community and Social Services. AMO acknowledged the ongoing engagement with the 47 service system managers on both the co-design of the new model and the vision for human services integration.

AMO stressed the importance that all partner ministries attend the Provincial Municipal Social Assistance and Employment Services Committee (PMSAEC) and the Human Services Collaborative Table, including those with employment, housing, child care, education, justice, corrections and health responsibilities.

It is crucial that the Ministry of Health is a fully engaged partner. Social assistance and health care transformation need to be interrelated moving forward beyond the immediacy of the pandemic. For life stabilization to be successful, health supports, especially supports for mental health and addiction are essential.

AMO has recommended the provision of supports to increase the capacity of the non-profit community sector to provide health and social services that are essential for life stabilization, including supportive housing, and mental health and addiction services.

### **Employment Services Transformation**

An [update](#) was provided on the ongoing rollout of Employment Services Transformation (EST) across the province. The government had previously announced a multi stage competitive process that would see service system managers selected for all catchment areas in Ontario between now and the end of 2023.

As such, the ministry is now proceeding with the selection of Service System Managers in four additional catchment areas. York, Halton, Stratford-Bruce Peninsula and Kingston-Pembroke have been identified to be part of the next phase based on findings from stakeholder engagement, organizational interest, and service delivery considerations. The next group of catchment areas will be completed in 2022, with a final round for Toronto and the Northern catchments occurring in 2023.

## Skills Development Fund (Round 2)

The second round of the [Skills Development Fund](#) (SDF) was announced on September 29, 2021. The Skills Development Fund was created to enable market-driven solutions and unlock the economic potential of skilled trades and broader workforce development initiatives to facilitate economic recovery.

For the second round of the SDF, there is a continuous intake process for applications, and project proposals will be accepted on an ongoing basis for the 2021/22 fiscal year.

## Ontario Works Two- Year Service Plan

The Ontario Works Two- Year [Service Plan](#) is required by all CMSM/DSB's every two years and it is submitted to the Ministry of Children, Community and Social Services.

This document speaks to the Ontario Works vision and the mandate of the Manitoulin-Sudbury DSB and offers an environmental scan of caseloads and the employment programs offered.

Operation indicators for April 2021 and April 2020 are highlighted in this document as well as a comparison to the province and to the North as a whole. Outcome strategies are detailed within the plan. As a result of the COVID-19 pandemic and subsequent stay at home orders, referrals have dropped between 2019 and 2020 which can be seen in the Service Plan statistics.

## Community Housing

### Municipal Affairs & Housing Funding Allocations

On August 23, 2021 the Ministry of Municipal Affairs and Housing provided a funding [letter](#) for the Manitoulin-Sudbury DSB 2022-23 allocations.

Program	Allocation Amount
Canada-Ontario Community Housing Initiative (COCHI)	\$347,763
Ontario Priorities Housing Initiative (OPHI)	\$207,700
Canada-Ontario Housing Benefit (COHB)	\$114,700
Community Homelessness Prevention Initiative (CHPI)	\$766,183
Service Manager Federal Funding for Social Housing	\$624,903

### Waiting list (Applicants)

Total applications at end of the third quarter are 548. The applicant breakdown is as follows:

1 Bedroom	434	(+23)	2 Bedroom	51	(+2)
3 Bedroom	37	(+/-0)	4 bedroom	26	(+/-0)

## **Direct Shelter Subsidy (DSS)**

Staff continue to identify and complete the application process with eligible applicants for the DSS program. All applicants receiving the benefit are deemed housed. As of the end of this quarter there were 216 active DSS recipients.

## **Income Mixing**

In accordance with DSB Policy, every effort is being made where the waitlist allows, to mix the Community Housing Buildings with RGI, Affordable and Market Rent Tenants. As of the end of this quarter we have successfully secured 10 market rent tenants and 74 affordable rent tenants.

## **Smoke Free Housing – Unit Count-down**

In the third quarter, 180/275 of the portfolio's units are designated as Smoke-free. This represents **65.5%** of the full portfolio currently. Units are designated as turn-over occurs.

## **Social Services Relief Fund (SSRF) Phase 4**

On August 16, 2021, the Manitoulin-Sudbury DSB board chair received [important details](#) regarding additional provincial funding being offered to us through the fourth phase of Ontario's Social Services Relief Fund and through the Canada-Ontario Community Housing Initiative (COCHI).

The Manitoulin-Sudbury DSB will receive an additional **\$1,130,700** in provincial funding through a fourth phase of Ontario's SSRF for the 2021-2022 fiscal year. An [investment plan](#) was created and submitted to the Ministry on how the funds would be utilized.

## **Housing and Homelessness Plan**

Year 6 of the 10-Year Housing and Homelessness plan had been completed, presented to the board, and submitted to the Ministry of Municipal Affairs and Housing.

The report is designed using SMART Goals. SMART goals are Specific (clearly defined), Measurable (easily recorded and compared), Attainable (reasonable), Relevant (reflect the organization's Mission and purpose) and Time-Bound (doable in a fixed time frame)

The report identifies 4 goals for the Manitoulin-Sudbury District to work within. Each goal has priorities attached along with Inputs, Activities, Outputs, Outcomes, and Impacts.

- Goal 1:** Understanding Demand for Housing Services and supports by Demographic
- Goal 2:** Understanding and Addressing Need for Supply of Housing and supports
- Goal 3:** Income Support for Shelter and Homelessness Prevention Services
- Goal 4:** Innovations and Partnerships in the Provision of Housing with Supports

Details of the goals can be found in the [Year Six Report](#).

## **Correctional Discharges into Community Housing**

On June 24, 2021, the Association of Municipalities of Ontario wrote to Deborah Richardson, Deputy Solicitor General, Correction Services and Kate Manson-Smith, Deputy Minister, Ministry of Municipal Affairs and Housing.

The purpose of the [letter](#) was to propose a dedicated, time-limited staff working group to address the issue of inmates that are discharged into homelessness.

AMO acknowledged the ongoing efforts of the ministry but stressed there is more to be done. Municipal expertise can assist in addressing the issue. When inmates are discharged into homelessness or inappropriate housing, their cycle of homelessness continues and there is often a risk of repeated incarceration.

The proposed group would be co-chaired by a municipal service system manager, the Ministry of Municipal Affairs and Housing and the Ministry of the Solicitor General with participation from relevant ministries.

All parties could work together to co-design policies, procedures, and protocols. The goal would be to ensure that inmates are appropriately discharged into housing and adequately supported to transition back into the community in a safe and healthy manner.

## **Work Orders**

During the third quarter a total of 226 Work Orders were generated: 168 for Community Housing; 8 for Administration Offices, and 50 for Paramedic Services. There was a total of 150 Work Orders closed or resolved during that time. Work orders are closed if the work is done in-house, or when the invoice is paid if from an outside source.

During the period, a total of 15, unit turnovers were started or completed which is more than average.

Pest Management issues continue to be addressed in various locations throughout the portfolio as we move into the fall. Abell Pest Management Services provide services throughout the district for all programs and locations.

## **Projects Underway**

A few projects worth mentioning:

Well drilling in Webbwood has been completed and water testing is underway. The well drilling project will continue to be supported by Ontario Clean Water Agency to ensure compliance before supply to the building will be completed.

Encompass completed the Thermal Scans in various Community Housing locations and reports from this work were received in the quarter. Various locations were identified as having issues within the electrical performance of the building that would require attention.

## **COCHI-OPHI**

To date the following projects are completed or nearing full completion as of the current date for COCHI Year 3 allocations:

- Espanola Municipal Non-Profit Housing: water main repairs, max funding of \$18,000
- Little Current Place: windows and doors, max funding of \$ 136,708.00
- Native People of Sudbury Development Corporation: foundation skirt insulation – max funding of \$ 13,781

[Correspondence](#) received from the Ministry of Municipal Affairs and Housing on August 16, 2021, announced additional investment through the fourth and final phase of the Social Services Relief Fund (SSRF) and through the Canada-Ontario Community Housing Initiative (COCHI) in August announced an additional \$84,100 in funding to the DSB. Our [investment plan](#) was created and submitted to the Ministry.

## **Summary**

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

### **Fern Dominelli**

Chief Administrative Officer

Manitoulin-Sudbury District Services Board

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Manitoulin-Sudbury DSB								
3rd Quarter Report (Unaudited)								
AS AT 2021-09-30								
Total Gross Budget					Municipal Share Budget			
	YTD	YTD	OVER(UNDER)	ANNUAL	YTD	MUNICIPAL	MUNICIPAL	Over(Under)
	ACTUAL	BUDGET	BUDGET	BUDGET	MUNICIPAL	SHARE	SHARE	Budget
						Forecast	BUDGET	Forecast
Ontario Works	\$ 1,787,011	\$ 1,808,148	\$ (21,137)	\$ 2,461,726	\$ 756,059	\$ 1,047,426	\$ 1,047,426	\$ -
100% Funded	\$ 5,943,206	\$ 5,067,373	\$ 875,833	\$ 6,751,071				
Child Care	\$ 7,882,790	\$ 7,329,092	\$ 553,698	\$ 9,654,258	\$ 501,029	\$ 668,038	\$ 668,038	\$ -
Community Housing	\$ 1,821,106	\$ 2,250,058	\$ (428,952)	\$ 2,969,952	\$ 1,821,106	\$ 1,560,233	\$ 2,254,678	\$ (694,445)
100% Funded	\$ 324,173	\$ 301,592	\$ 22,581	\$ 402,123				
Paramedic Services	\$ 11,032,557	\$ 11,613,237	\$ (580,680)	\$ 15,547,153	\$ 5,498,605	\$ 6,619,724	\$ 6,793,382	\$ (173,658)
100% Funded	\$ 862,672	\$ 648,123	\$ 214,550	\$ 2,565,128				
TOTAL EXPENSES	\$ 29,653,516	\$ 29,017,623	\$ 635,893	\$ 40,351,411	\$ 8,576,798	\$ 9,895,421	\$ 10,763,524	\$ (868,103)
Interest Revenue	\$ (72,794)	\$ (74,373)	\$ 1,578	\$ (99,163)	\$ (72,794)	\$ (98,259)	\$ (99,163)	\$ 904
TOTAL EXPENSES	\$ 29,580,722	\$ 28,943,250	\$ 637,472	\$ 40,252,248	\$ 8,504,004	\$ 9,797,162	\$ 10,664,361	\$ (867,199)

Variance Analysis September 30, 2021		
Actual to Budget	NET Municipal Variance	Explanation of Unaudited Municipal Share
Ontario Works	\$ -	Municipal share of administration expenses are forecasted to be on budget.
Child Care	\$ -	Municipal share of Child Care expenses is forecasted to be on budget.
Community Housing	\$ (694,445)	<p><b>(\$91,035) + (\$385,160) + (\$225,854) + \$7,604 = (\$694,445) surplus</b></p> <p>Federal Funding is forecasted to be <b>(\$91,035)</b> more than budgeted.</p> <p>Direct operated rev &amp; exp and program support allocation is forecasted to be <b>(\$385,160)</b> under budget</p> <ul style="list-style-type: none"> <li>- Rental Revenues are forecasted to be (\$194,121) more than budgeted.</li> <li>- Direct operating expenses are forecasted to be (\$131,151) under budget due to: <ul style="list-style-type: none"> <li>utilities \$39,222 over budget, salaries &amp; benefits for custodians \$18,730 over budget, maintenance expenses over budget \$47,235, other administrative expenses over budget \$4,797, administration wages &amp; benefits are forecasted to be (\$191,135) under budget due to onetime administration funding available from 100% funded programs.</li> <li>- Program Support Allocation is forecasted to be (\$109,888) under budget.</li> </ul> </li> <li>- Direct Shelter Subsidy forecasted to be <b>(\$225,854)</b> under budget due to one-time 100% funding.</li> </ul> <p>Non-Profit, Rent Supp, and Urban Native expenses are forecasted to be <b>\$7,604</b> over budget.</p>
Paramedic Services	\$ (173,658)	<p>Paramedic Services is forecasted to be <b>\$47,519 + (\$221,177) = (\$173,658)</b> under budget.</p> <p>The MOHLTC funding is forecasted to be less than budgeted by <b>\$47,519</b> deficit. The forecast is based on the actual funding received to date.</p> <p>Paramedic Staffing is forecasted to be <b>(\$127,515)</b> under budget:</p> <ul style="list-style-type: none"> <li>- Regular Wages are forecasted to be under budget by (\$248,980); Other and Replacement Wages are forecasted to be over budget by \$121,465</li> <li>- Benefits are forecasted to be under budget by <b>(\$40,270)</b>; WSIB is forecasted to be under by (\$229,209); CPP, EI and EHT are forecasted to be over by \$46,096; Other Benefits, OMERS and In Lieu are forecasted to be over by \$142,843;</li> </ul> <p>Administration Wages and Benefits are forecasted to be <b>(\$87,283)</b> under budget</p> <p>Non Wages are forecasted to be over budget by <b>\$33,891</b>.</p> <ul style="list-style-type: none"> <li>- Transportation &amp; Communication is forecasted to be (\$51,067) under budget</li> <li>- Vehicle repairs and maintenance is forecasted to be over budget by \$37,358</li> <li>- Building repairs and maintenance, grounds and utilities are forecasted to be \$17,600 over budget</li> <li>- Mal Practice insurance was not budgeted; it is forecasted to be \$30,000 over budget</li> <li>- Supplies are forecasted to be on budget.</li> </ul>
Interest Revenue	\$ 904	Interest Revenue is forecasted to be \$904 less than budgeted which results in a municipal deficit.
	<b>\$ (867,199)</b>	

November 25, 2021

Township of Billings Council

By Email [kmcdonald@billingstwp.ca](mailto:kmcdonald@billingstwp.ca)

## **Regarding: Revealing the Names of those who make a formal complaint to the Integrity Commissioner**

This letter is in response to the numerous requests to Expertise for Municipalities (E4m), as an Integrity Commissioner (IC), to reveal the names of those who make a formal request or application for an inquiry regarding a member of Council's behaviour in relation to the municipality's Code of Conduct (Bylaw 2018-41) and/or the Ontario *Municipal Conflict of Interest Act (MCIA)* respectively.

As it was accurately reported in the Manitoulin Expositor on September 1, 2021, it is at the Integrity Commissioner's discretion whether the names of those involved in these complaint processes are revealed. The facts provided and checked during an investigation, together with credible witness testimonies, are generally the only pieces of information necessary to determine whether the allegation(s) made are substantiated or unsubstantiated. This rarely requires revealing the name of the person(s) who formally put the allegation(s) forward to the Integrity Commissioner.

The following Ontario *Municipal Act* sections speak legislatively to the confidentiality or secrecy aspect of what is reported to Council and the public and the importance of respecting the identity of those involved as a complainant or a witness regarding the allegation(s) in order for the Integrity Commissioner to establish a complaint's validity.

### ***Duty of Confidentiality***

**223.5 (1)** *The Commissioner and every person acting under the instructions of the Commissioner shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of his or her duties under this Part. 2006, c. 32, Sched. A, s. 98.*

### ***Exception***

**(2)** *Despite subsection (1), information may be disclosed in a criminal proceeding as required by law or otherwise in accordance with this Part. 2006, c. 32, Sched. A, s. 98.*

### ***Other circumstances***

**(2.3)** *The Commissioner may disclose such information as in the Commissioner's opinion is necessary,*

- (a) for the purposes of a public meeting under subsection 223.4.1 (8);
- (b) in an application to a judge referred to in subsection 223.4.1 (15); or
- (c) in the written reasons given by the Commissioner under subsection 223.4.1 (17). 2017, c. 10, Sched. 1, s. 22.

### ***Section prevails***

**(3)** *This section prevails over the Municipal Freedom of Information and Protection of Privacy Act. 2006, c. 32, Sched. A, s. 98.*

Office of the Integrity  
Commissioner

1894 Lasalle Blvd.  
Sudbury, ON P3A 2A4

Tel. 705-863-3306

Fax. 705-806-4000

The focus of every request or application should be on the alleged behavior of the respondents, who are members of Council or a Local Board, not on the requestor/applicant (complainant). No one should be “afraid” to come forward with their concerns. The fear can be very real even to the point of physical and/or mental threats towards the requestor/applicant particularly in this age of instant online posting.

When the number of Code of Conduct or *MClA* contravention allegations increase in a municipality it results in related, often unbudgeted, costs. If the Integrity Commissioner’s report(s), and possible follow up through training sessions or other advice for the member(s), successfully alter the problem behaviour or process then this can in turn decrease the number of complaints and the associated expense.

However, with increased allegations it is often suspected there is someone just out to be vexatious (which is defined as “*an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant*”.) This is sometimes true and can be understandably frustrating for all affected. But care must be taken not to jump to conclusions as it is commonplace to have more than one person submitting similar requests/applications in circumstances where complaints can appear to be valid.

Regardless, when a complaint is received by the Integrity Commissioner, it is considered a confidential document and is handled as outlined above. The allegations are always thoroughly stated and/or summarized in the Integrity Commissioner’s Report to Council and the public. If the allegations are found to be substantiated it is up to Council to decide on the penalties for Code of Conduct contraventions and the courts to make a final ruling on a *Municipal Conflict of Interest Act* allegation.

We acknowledge the time, commitment, and courage it takes to make that leap forward into the sometimes chaotic and challenging political role of representing your community on Council. Being thrust into the public eye where you are expected to continuously exhibit a higher than average standard of ethical behaviour is certainly not for everyone.

I trust this will help everyone understand the reasoning behind why those who choose to come forward are not necessarily named.

Best Regards,



**Colleen Hannigan RPP MCIP**

Consultant – Municipal Governance and Planning

[Colleen@e4m.solutions](mailto:Colleen@e4m.solutions)



The Township of Billings  
Lake Kagawong Resource Committee  
Minutes November 25, 2021

**PRESENT** (electronically): Bryan Barker (Chair), Bob Clifford, Brian Foreshew, Sharon Jackson, John Hoekstra, Kathy McDonald (staff), Stan Pierce and Steve Webber

**1. Opening**

Motion by Brian Foreshew, seconded by Bob Clifford

That this meeting of Lake Kagawong Resource Committee be Opened at 7:00 p.m. with Chair Bryan Barker presiding.

Carried

**2. Additions to the Agenda**

None

**3. Approval of the Agenda**

Motion by Stan Pierce, seconded by John Hoekstra

That the agenda for the November 25, 2021 meeting be accepted as presented.

Carried

**4. Disclosure of Pecuniary Interest**

None

**5. Adoption of the Minutes – October 7, 2021**

Motion by Brian Foreshew, seconded by John Hoekstra

That the minutes of the October 7, 2021, meeting be accepted as presented.

Carried

**6. Delegations**

None

**7. Old Business**

**a) Report on Water Levels at the dam – Brian Foreshew**

The water level today was at 212.74

**b) Report on the status of OEC Website – Stan Pierce**

Stan reported that the website was up to date but the graph is a bit behind.

**8. New Business**

**a) OEC-Discussion regarding extension of OEC contract**

The committee discussed ideas as to what the township should negotiate if the township decided to enter into negotiations with OEC for a lease extension. Discussion included raising the lower level to allow for 2" less draw down. The rule curve date of September 15 was also discussed.

**b) Stewardship Roll**

Postponed to the next meeting

**9. Correspondence**

None

**10. Information**

None

**11. Closed Session**

None

**12. Recommendations to Council**

None

**13. Next Meeting**

January 20, 2022

**14. Adjournment**

Meeting adjourned at 8:40 p.m.

**TOWNSHIP OF BILLINGS**  
**Parks, Recreation & Wellness Committee**  
**Minutes**

November 29<sup>th</sup>, 2021

ZOOM

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

Regrets:

1. Opening

Motion by Sharon Alkenbrack, seconded by Andrew Preyde

THAT the meeting be called to order at 7:00 p.m. with Chair Jackson presiding.

Carried

2. Approval of Agenda

Motion by Andrew Preyde, seconded by Sharon Alkenbrack

THAT the agenda be accepted as amended.

Carried

3. Disclosure of Pecuniary Interest

None

4. Adoption of Minutes

Motion by Shannon Smith, seconded by Andrew Preyde

THAT the minutes of the October 25<sup>th</sup>, 2021 meeting be accepted as presented.

Carried

5. Delegation

None

6. Council Update

Sharon Jackson provided the committee with a Council update.

7. Financial Report

Discussed under Old Business – outdoor rink updates.

8. Old Business

a) Outdoor Rink Updates

a. Fundraising

To date \$17,030.55 has been collected in donations/advertising for the rink.

b. Advertising

18 advertisements have been purchased.

All designs have been submitted to Island Promotions.

Island Promotions has started to install advertisements on the boards.

c. Next Steps

Replacement player door has been received from PermaFib and is at the Public Works garage for Andrew Preyde to pick up and install.  
Public Works is building benches to place by the player doors.  
Public Works is working to fix our current snowblower for the rink volunteers.  
The Committee discussed applying to the Hydro One Communities Building Fund 2022. This fund provides \$25,000 that can be spent on recreational needs within a community. Deadline to apply is January 25, 2022.

Motion by Andrew Preyde, seconded by Catherine Joyce  
THAT staff apply to the Hydro One Community Fund for Outdoor Rink Improvements.

Carried

b) Outdoor Rink Policy Review

The outdoor rink policy was reviewed and accepted by Council at their November 15<sup>th</sup>, 2021 Regular Council Meeting.

a. Volunteers

A call for rink volunteers has been posted on the Township website and Facebook page.

c) Halloween Event Update

Sharon Jackson provided an update on the Halloween Event held Halloween night.

d) Santa Meet and Greet

Committee has arranged for Santa to set up at the Red Cabana on Friday December 3<sup>rd</sup>, 2021 from 5:00-6:30pm.

Treat bags will be available.

Kids are encouraged to bring their letters for Santa.

Andrew Preyde and Shannon Smith volunteered to be present for the event.

e) Annual Report to Council

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

The Committee has been tasked with identifying goals and objectives to include in the Annual Report.

9. New Business

None.

10. Correspondence

None.

11. Information

None.

12. Notices of Motion

None.

13. Closed Session

None.

14. Next Meeting – January 24, 2022

15. Adjournment

Motion by Sharon Alkenbrack, seconded by Shannon Smith

That the Parks, Recreation and Wellness Committee meeting be adjourned at 8:48 p.m.

Carried

December 1, 2021

The Honourable Doug Ford, M.P.P.  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Sent via email: [premier@ontario.ca](mailto:premier@ontario.ca)

**Re: National Childcare Program  
Our Files:**

Dear Premier Ford,

At its meeting held on November 15, 2021, St. Catharines City Council approved the following motion:

“WHEREAS the province of Ontario has the most expensive childcare in the country, presenting a financial hardship for many families and a barrier for women’s full economic participation; and

WHEREAS the \$34 billion early learning and childcare spending commitment announced this year by the federal government will bring transformative change to childcare by lowering parent fees and expanding the supply of regulated not-for-profit and public childcare in this country; and

WHEREAS the federal government has already reached childcare agreements with BC, Nova Scotia, Manitoba, Saskatchewan, Yukon Territory, PEI, Newfoundland and Labrador and Quebec; and

WHEREAS the provisions of each agreement vary to some degree, but the majority of the jurisdictions have agreed to use the federal funds to:

- (a) lower parent fees by 50 per cent by the end of 2022 and to \$10 a day by 2025-26 or sooner;
- (b) improve the wages and working conditions of early childhood educators, and
- (c) publicly fund the expansion of not-profit and public childcare;

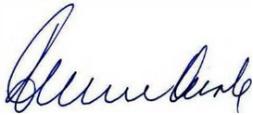
THEREFORE BE IT RESOLVED that the City of St. Catharines request that the provincial government take the necessary steps to work with the federal government on

a bilateral agreement to ensure the new national child care program be made available to Ontarians, and that it focuses on increased access, affordability, quality and responsiveness, all of which are essential to the COVID-19 pandemic response; and

BE IT FURTHER RESOLVED that staff actively monitor federal developments and engage in provincial and regional discussions; and

BE IT FURTHER RESOLVED that City Council request the City Clerk circulate Council's decision to other municipalities in Ontario, the Ontario Municipal Social Services Association and the Association of Municipalities of Ontario.”

If you have any questions, please contact the Office of the City Clerk at extension 1524.



Bonnie Nistico-Dunk, City Clerk  
Legal and Clerks Services, Office of the City Clerk  
.mb

cc: Niagara Area MPPs  
Ontario Municipal Social Services Association  
Ontario Municipalities  
Association of Municipalities of Ontario, [amo@amo.on.ca](mailto:amo@amo.on.ca)



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## Notice to Staff and Council Covid Update

November 29, 2021

As of today November 29<sup>th</sup>, current information from PHSD is identifying that on a local level, active cases of Covid are still occurring on Manitoulin Island.

As of today November 29<sup>th</sup>, current active provincial case counts of Covid are starting to rise in a pattern consistent with the December 2020 numbers that brought the extended shutdown of most activities and businesses in the province.

Also, as of today November 29<sup>th</sup>, the first cases of another highly transmissible Covid variant has been identified in Ontario and Quebec. The new variant is identified as the Omricon variant.

Covid still continues to be a real threat.

While the staff, the council and the Township residents have been fortunate in the fact that Covid-19 virus and the Delta variant have not taken hold here on the Island or in Billings Township, I believe as leaders within the Township it is essential that we are prepared in a manner that will allow the Township to be able to continue providing municipal services, volunteer services and leadership to the Township residents during these unsettling times.

I also believe that to demonstrate that leadership, and the Township's commitment to preventing transmitting the virus, it is imperative that all employees and volunteers follow the Safe Operating Procedures for operations during the Covid pandemic.

Seeing that this SOP document was created over one year ago, and with the changing mutations of the virus, I believe it is time for a full review of this SOP by all Township departments to ensure that the SOP will be as comprehensive as possible.

I have attached the current SOP for your reference (The highlighted portions are changes that I have made as of today.). If there is anything that you want to add or see changed, your input will be appreciated.

Thank you

Arthur Moran  
Health and Safety Coordinator

## **Covid-19**

### **Interim SOPs for Office Workers, Maintenance Workers, Roads Department Workers, Landfill Attendants, Contractors, Volunteers.**

#### **Purpose**

The purpose of the following SOPs is to ensure that all employees are following the basic provincially recommended hygiene, sanitizing, physical distancing and other safe working recommendations while they are performing their regular work duties or other specialized tasks as the Provincial emergency measures are being removed.

#### **Standard Hygiene Practices**

##### **Hand Washing**

- 1) Hands should be washed after coming in contact with a potentially contaminated/contaminated touch surface.
- 2) Hands should be washed for at least 20 seconds using warm water and soap.
- 3) If using hand sanitizers, the sanitizer must be a minimum 60% alcohol based.

##### **Coughing, Sneezing, Nose Blowing**

- 1) When coughing, sneezing or blowing your nose into a tissue, dispose of the tissue into a garbage container, and/or;
- 2) Sneeze or cough into your sleeve or elbow.
- 3) Touching of the face shall be avoided whenever possible.

##### **Physical Distancing**

- 1) When working with other workers or when around others, a distance of 2 meters (6 feet) must be maintained.
- 2) When using Municipal vehicles there should only be one person per vehicle, unless the operator agrees to a passenger who will wear respiratory protection.

##### **Sanitizing Surfaces**

- 1) One use, disposable gloves shall be worn when sanitizing work surfaces or other touch surfaces.
- 2) Wipes or a cleaning cloth and cleaning solutions with a disinfectant shall be used for cleaning.

## **Job Specific Practices**

### **Administrative Staff/Office Workers**

- 1) Office workers shall abide by the standard hygiene practices.
- 2) Work stations shall be sanitized at least once per day or more if needed using Standard Hygiene Practices.
- 3) Persons working in the office shall maintain proper physical distancing from other office workers.
- 4) If you are required to handle cash, mail/packages or other documents brought in from outside of the office area, one use disposable gloves are to be worn.
- 5) Customers paying bills shall be encouraged to use “tap” credit, debit cards or pay by electronic banking methods. (Signage required)
- 6) If you are meeting with a person in your office area you shall sanitize the touch surfaces that were used on completion of the meeting.
- 7) Persons meeting with the public or others and cannot maintain a proper physical distancing shall move to an area where proper physical distancing can be achieved or move to an area where there is a barrier between both parties or have a physical barrier installed.
- 8) Office workers who are meeting with members of the public shall limit meetings to one person per meeting. If more than one outside person is required at the meeting, a room capable of proper physical distancing shall be used.
- 9) The office reception area shall be limited to one person at a time. (Signage required)
- 10) All persons entering into the Township office shall provide proof vaccination as the Township of Billings Vaccination Policy. Accepted proof of vaccination is as follows:
  - a) Provincially issued “Vaccination Certificate” or QR Code.
  - b) Proof of vaccination certificates issued at vaccination centres.

\*Note: It is recommended that after implementation, you shall evaluate the SOPs to ensure that they are effective or if adjustments are required.

### **Maintenance/Roads Workers**

- 1) SOPs for Hazardous, Biohazardous and Infectious Substances shall be followed.
- 2) Maintenance workers shall abide by the standard hygiene procedures.

#### **\*Vehicle Operations**

- 1) Ensure the interior of the vehicle is clear of clutter and excess items that will require sanitization.
- 2) The cab area shall be wiped with detergent soaked cloth once per week.
- 3) Common/frequently touched surfaces (steering wheel, gear shifter, door handles, other control knobs) shall be sanitized daily and be given a quick wipe every time you get back into the vehicle.
- 4) Drivers shall monitor their supply of cleaning/sanitizing products.

\*Applicable to Roads Department, Marina and Landfill workers.

#### **\*Refuelling Vehicles**

- 1) When using fuel pumps, one use disposable gloves shall be worn.
- 2) When using fuel pumps, pump handles/nozzles shall be wiped with a cloth and disinfectant.
- 3) When refuelling is complete gloves shall be disposed of and hands shall be sanitized.

\*Applicable to Roads Department, Marina and Landfill workers.

#### Cleaning Public Buildings and Washrooms

- 1) Municipal/Township buildings that are open to the public and used on a daily basis shall have all publicly used touch surfaces sanitized per Standard Hygiene Standards at a minimum of twice (2x) per day. Once prior to opening and a second time during the course of the day. This can be done by Maintenance Department/Cleaning staff and/or by employees working at the facility.
- 2) Washrooms in Municipal/Township buildings that are open to the public on a daily basis shall be cleaned daily by Maintenance Department staff (or other staff as needed) as per SOPs for Washroom and Public Building Cleaning Procedures and have all touch surfaces sanitized twice (2x) per day by employees working at the facility using Standard Hygiene Practices
- 3) Municipal/Township buildings that are rented to the public shall be cleaned using SOPs for Public Building and Washroom Cleaning. Chairs, tables, appliances and other utensils shall be sanitized as per Standard Hygiene Practices.

\*Applicable to Marina workers.

#### Other Building Maintenance

- 1) Because of the various tasks that are performed by the Maintenance Department, all departmental workers shall use Standard Hygiene Practices as a minimum starting standard when performing these tasks. If further procedures are required, they can be implemented by the supervisor.

#### \*Hand Tools/Mechanical Tool/ Mechanical Equipment Sharing

- 1) Prior to using any shared hand tool, mechanical tool or mechanical equipment workers shall clean/sanitize the touch surfaces or operating controls as per Standard Hygiene Practices.  
**Note: Workers shall monitor their supplies of cleaning/sanitizing materials.**

\*Applicable to Road Department, Marina and landfill workers.

#### Waste/Garbage Collection

- 1) Garbage Collection SOPs shall be followed with an emphasis on sanitizing using Standard Hygiene Practices after coming in contact with a contaminated surface.

\*Applicable to Marina workers.

#### **Marina Workers**

- 1) Marina staff shall abide by the Standard Hygiene Practices.
- 2) Touch surfaces must be sanitized at the start of each shift and as needed during a shift.
- 3) Hands shall be sanitized after each customer transaction.
- 4) Encourage the use of "tap" credit or debit cards.
- 5) Ensure customers are practicing physical distancing recommendations. (Signage required; barrier required)

- 6) Limit access to the store area to one customer at a time. (Signage required)

### **Landfill Workers**

- 1) Landfill attendants will wear face coverings when interacting with the public.
- 2) Garbage Collection SOPs shall be followed with an emphasis on sanitizing and using Standard Hygiene Practices after coming in contact with contaminated surfaces.

### **Contractors**

- 1) Contractors performing work for the municipality/township shall comply with Standard Hygiene Practices when in contact with municipal/township employees.

### **Volunteer Fire Department**

#### **Volunteers**

- 1) Volunteers performing work for the municipality/township shall comply with Standard Hygiene Practices while performing their work or when in contact with municipal/township employees.

**TOWNSHIP OF BILLINGS**  
**Economic Development Committee**  
**MINUTES**

November 10, 2021, 7:00 pm

Electronic Meeting (Zoom Meetings)

**PRESENT:** Councillor Sharon Alkenbrack (Chair), Suzanne Darlaston, Councillor Sharon Jackson, Diane Larocque, Tracey Paris

**Staff:** Todd Gordon, Economic Development Officer

**REGRETS:** None

**Members of the Public:** 1

**1. Opening of Meeting**

The meeting was called to order at 7:00 p.m. by the Chair.

**2. Approval of Agenda**

Motion by Diane Larocque; Second by Sharon Jackson:

That the agenda for the November 10, 2021 meeting be accepted as written. Carried.

**3. Disclosure of Pecuniary Interest**

None

**4. Adoption of Minutes**

Motion by Suzanne Darlaston; Second by Tracey Paris :

That the minutes of the September 15, 2021 meeting be amended (Tracey Paris under “Regrets”). Carried.

**5. Delegations**

None

**6. Council Update Report**

Chair Alkenbrack provided a brief overview of the previous Council meeting: (November 2, 2021 meeting), including the trailer by-law (1<sup>st</sup> reading), dark sky by-law (concept) winter roads policy.

**7. Financial Report**

The EDO reported that there was no formal financial report and that he believed there had been no EDC-related expenditures since the September meeting.

**8. EDO Update**

The EDO provided an update on various municipal projects and/or applications, including the Main St. Construction project (99% complete), The Flywheel Art Project (RFP is issued; awaiting proposals) and the LaCloche-Manitoulin Tourism Adaptation Study, of which Billings is a participating community (in-process, with consultants hired and working).

**9. Old Business**

**a) Winter Promotions Campaign – Discussion**

Committee discussion on what themes should be used/highlighted: businesses that are open; activities that can be promoted (snow-shoeing, skiing, night sky/Northern lights viewing – including potential locations: Bridal Veil Falls and trails, etc.).

**b) EDC Membership - Discussion**

Motion by Diane Larocque, Seconded by Suzanne Darlaston:

The EDC recommends that Council accept Chris Dietrich as a member of the Billings Economic Development Committee.

**10. New Business**

**a) EDC Mandate/Regrouping - Discussion**

The committee had agreed, between meetings, to each think about: “Identifying key constraints, or limitations, or ‘issues’ affecting economic development for the municipality and also opportunities, strategies, initiatives, etc. for facilitating economic development that the committee can think about and eventually work into your advisory role to Council.”

A number of points were made with respect to constraints and limitations, which in turn suggested opportunities and/or ideas for potential initiatives, or at least ideas worthy at least of further investigation. These included (in no specific order):

- Increasing commercial or “storefront” space
- Increasing/improving parking
- Increasing short-term accommodation
- Increasing shoulder season accommodation or reducing the seasonality of short-term accommodation
- Improving broadband and public wireless availability
- Improving food service availability – i.e., full-service restaurant service
- Re-use store/facility
- Better service/business listing and information

**11. Correspondence**

None

**12. Information**

None

**13. Recommendations to Council**

(As above)

The EDC recommends that Council accept Chris Dietrich as a member of the Billings Economic Development Committee.

**14. Next Meeting:** December 8<sup>th</sup>, 2021, 7:00 pm, Zoom Meetings

**15. Adjournment:** The meeting was adjourned at 8:15 p.m. on a motion by Diane Larocque.

**Township of Billings**

**ACCOUNTS FOR PAYMENT from Nov 18, 2021 to Dec 02, 2021**

Cheque No.	Cheque Date	Payee	Amount
7004	Nov 18, 2021	St. John's Anglican Church	100.00
7005	Nov 23, 2021	Mills, Frances	255.26
7006	Nov 26, 2021	Matthew Bebonang	528.81
7007	Nov 26, 2021	Sandra Cook	862.70
7008	Nov 26, 2021	Zachary Dallaire	326.27
7009	Nov 26, 2021	Amber Dyck	405.08
7010	Nov 26, 2021	Scott Graham	881.35
7011	Nov 26, 2021	Darren Hayden	200.00
7012	Nov 26, 2021	Robert Lehman	557.62
7013	Nov 26, 2021	Kaelyn Moor	583.89
7014	Nov 26, 2021	Harrison Noble	907.62
7015	Nov 26, 2021	Sean Patterson	831.35
7016	Nov 26, 2021	Randy Smith	836.43
7017	Nov 26, 2021	Apryl Wright	383.89
7018	Dec 02, 2021	James Chambers	1,444.53
7019	Dec 02, 2021	Martin Connell	6,501.87
7020	Dec 02, 2021	Louis Couillard	2,271.11
7021	Dec 02, 2021	Brad MacKay	1,949.99
7022	Dec 02, 2021	William Orford	1,144.27
7023	Dec 02, 2021	Randall Peters	4,667.19
7025	Dec 02, 2021	Beamish Construction Inc.	108,842.94
7026	Dec 02, 2021	Becks, Floyd	620.84
7027	Dec 02, 2021	Brendan Addison Mobile Mechanical	918.69
7028	Dec 02, 2021	Bridal Veil Variety	152.60
7029	Dec 02, 2021	Denis Gratton Construction Ltd.	31,321.33
7030	Dec 02, 2021	EXP Services Inc.	29,373.79
7031	Dec 02, 2021	George Hagen	450.00
7032	Dec 02, 2021	Gore Bay Manitoulin Airport	5,000.00
7033	Dec 02, 2021	Gore Bay POA	324.33
7034	Dec 02, 2021	Grand & Toy Ltd.	1,849.81
7035	Dec 02, 2021	Henderson Electric Manitoulin Inc	205.27
7036	Dec 02, 2021	Laurentian Business Product	105.97
7037	Dec 02, 2021	Lisa / Darren Hayden	756.00
7038	Dec 02, 2021	Manitoulin Family Resources	500.00
7039	Dec 02, 2021	Manitoulin Streams Improvement	2,500.00
7040	Dec 02, 2021	Manitoulin Student Aid Fund	400.00
7041	Dec 02, 2021	Mindemoya Home Hardware	112.99
7042	Dec 02, 2021	Northern Air & Mechanical Systems Inc	316.40
7043	Dec 02, 2021	O. Bond & Sons	265.49
7044	Dec 02, 2021	Ontario Clean Water Agency	855.28
7045	Dec 02, 2021	Public Health Sudbury & Districts	2,156.79
7046	Dec 02, 2021	R.J. Burnside & Associates Limited	678.00
7047	Dec 02, 2021	Tulloch Engineering Inc.	2,514.25
7048	Dec 02, 2021	Wamco Waterworks Northern Inc	591.89
7049	Dec 02, 2021	Allens Auto Parts	143.90
7049	Dec 02, 2021	Allens Auto Parts	143.90
7050	Dec 02, 2021	Aaron Wright	3,100.71
<b>Preauthorized</b>			
DS	Nov 18, 2021	Rogers-Public Work phones	288.15
DS	Nov 22, 2021	Bell canada	574.75
DS	Nov 24, 2021	Payroll	13,958.76
DS	Nov 24, 2021	Canada Life-RSP	1,356.70
DS	Nov 25, 2021	LBPC Leasing-copier	175.00
DS	Nov 29, 2021	Brooklin Concrete-Waste Water project	18,220.97
DS	Nov 29, 2021	Hydro One	2,827.63
DS	Dec 01, 2021	DSSAB	29,854.76
DS	Dec 01, 2021	Brooklin Concrete-Waste Water project	685.91
		<b>Total</b>	<b>287,783.03</b>