



The Corporation of the Township of Billings

Council Meeting Agenda

June 18, 2024 7:00 p.m.

Kagawong Park Centre

Council

Bryan Barker, Mayor

David Hillyard, Deputy Mayor

Vince Grogan, Councillor

Ian Anderson, Councillor

Michael Hunt, Councillor

Staff

Veronique Dion, CAO/Clerk

Todd Gordon, Deputy CAO/Municipal Project Manager

Tiana Mills, Deputy Clerk

1. Call to Order

Mayor Barker to call the meeting to order and read a Land Acknowledgement in honour of National Indigenous History Month.

As we begin our gathering, we are reminded that the Township of Billings is situated on treaty land that is steeped in the rich Indigenous history of the Ojibwe, Odawa, and Potawatomi peoples. Mnidoo Mnising/Manitoulin Island is sacred to the Anishinaabe people and stewardship of the land and water that surrounds us is the thing that binds us.

Today and always the Township of Billings acknowledges the United Chiefs and Councils of Mnidoo Mnising (UCCMM) on whose traditional territory outlined by the 1862 Manitoulin Island Treaties and the unceded territory of Wiikwemkoong make up the land that is called Manitoulin Island and where we all call home.

It is the responsibility of the Township of Billings to recognize the 1836 Manitouwaning Treaty, the 1850 Robinson Huron Treaty, and the 1862 Manitoulin Treaty, and to recognize the need to build reciprocal relationship with the Indigenous peoples that have lived and continue to live here in order to build upon our shared history.

2. Approval of Agenda

2.1. Confirm approval of the agenda.

3. Disclosure of Pecuniary Interest



4. Adoption of Minutes

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

4.1. Regular Council Meeting – June 4, 2024

5. Delegation

6. Committee Reports

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

7. Staff Reports

7.1. MPM-2024-06-07 Seasonal Preparations

7.2. MPM-2024-06-08 Asset Management -PSD Citywide Inc. Proposal, 2025 Regulatory Compliance

7.3. MPM-2024-06-09 Old Mill Road Bridge Project

7.4. CAO-2024-06-07 The Ontario Municipal Records Management System (TOMRMS)

7.5. CAO-2024-06-08 Vacant Municipal Lands

7.6. CAO-2024-06-09 - Housing Options Study

7.7. CLK-2024-06-07 Outdoor Rink Naming Contest

7.8. CLK-2024-06-08 2024 AMO Conference

7.9. CLK-2024-06-09 Outdoor Rink Facility Recommendations

8. Correspondence Requiring Direction

9. Information

9.1. Manitoulin Centennial Manor Board Package and Financial Statements

9.2. 2024 Household Hazardous Waste Day Flyer

10. Accounts For Payment

10.1. Accounts for Payment – May 28, 2024

11. By-Laws and Agreements

12. Notice of Motions

13. Closed Session

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

14. Confirmatory By-Law

14.1. By-Law No. 2024-40 Being the June 18, 2024 Confirmatory By-Law

15. Adjournment

15.1. Motion to Adjourn



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Please note that third party documents received and found within this document will not be converted to an accessible format by the Township of Billings. However, upon request, we will attempt to obtain these documents in an appropriate accessible format from the third party.

For assistance or to make a request please call (705) 282-2611 or email tmills@billingstwp.ca



The Corporation of the Township of Billings

Council Meeting Minutes

June 4, 2024 7:00 p.m.

Kagawong Park Centre

Council

Bryan Barker, Mayor

Vince Grogan, Councillor

Ian Anderson, Councillor

Michael Hunt, Councillor

Staff

Veronique Dion, CAO/Clerk

Todd Gordon, Deputy CAO/Municipal Project Manager

Tiana Mills, Deputy Clerk

1. Call to Order

Mayor Barker called the meeting to order at 7:00p.m.

2. Approval of Agenda

2.1. Confirm approval of the agenda.

2024-229

Moved by Hunt Seconded by Anderson

THAT the Township of Billings Council hereby approves the agenda as amended to include item 6.1.4 Partnership with Manitoulin Streams and item 8.1 AMO Delegation.

Carried.

Mayor Barker opened the Regular Council Meeting with a Land Acknowledgement in honour of Indigenous History Month:

As we begin our gathering, we are reminded that the Township of Billings is situated on treaty land that is steeped in the rich Indigenous history of the Ojibwe, Odawa, and Potawatomi peoples. Mnidoo Mnising/Manitoulin Island is sacred to the Anishinaabe people and stewardship of the land and water that surrounds us is the thing that binds us.

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recognize the need to build reciprocal relationship with the Indigenous peoples that have lived and continue to live here in order to build upon our shared history.

3. Disclosure of Pecuniary Interest

None.

4. Adoption of Minutes

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

4.1. Regular Council Meeting – May 21, 2024
2024-230

Moved by Hunt Seconded by Grogan

THAT the May 21st, 2024 Regular Council Meeting minutes be adopted as presented.

Carried.

5. Delegation

None.

6. Committee Reports

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

6.1.1. Councillor Hunt gave a verbal update on the Museum Committee Meeting on June 3rd, 2024.

6.1.2. Councillor Grogan gave a verbal update on the Island Wide Waste Management Initiatives.

6.1.3. Councillor Anderson gave a verbal update on the Manitoulin Centennial Manor Meeting.

6.1.4. Councillor Anderson gave a verbal update on the tree planting in downtown Kagawong, a project in partnership with Manitoulin Streams, and the end of May.
2024-231

Moved by Grogan Seconded by Anderson

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

Carried.

7. Staff Reports

7.1. BE 2024-06-03 Bi-Monthly By-Law Report
2024-232

Moved by Hunt Seconded by Grogan



THAT the Township of Billings Council hereby receives for information, Report Number BE-2024-06-03.

Carried.

7.2. HS 2024-06-03 Bi-Monthly Health and Safety Report
2024-233

Moved by Grogan Seconded by Anderson

THAT the Township of Billings Council hereby receives for information, Report No. HS-2024-06-03.

Carried.

7.3. HS 2024-06-04 Health and Safety Policy
2024-234

Moved by Anderson Seconded by Grogan

THAT the Township of Billings Council hereby approves Report HS-2024-06-04 AND THAT the Township of Billings Council adopt the Health and Safety Policy and Policy Statement as presented repealing the current Health and Safety Policy and Procedures.

Carried.

7.4. MR 2024-06-01 Exemption OPP
2024-235

Moved by Hunt Seconded by Grogan

THAT the Township of Billings Council hereby approves Report MR-2024-06-01 AND authorizes an exemption to the marina fee for the Ontario Provincial Police for the temporary use of a marina slip at the Aus Hunt Marina or Small Craft Basin.

Carried.

7.5. TR 2024-06-11 2024 Water Rates
2024-236

Moved by Grogan Seconded by Anderson

THAT the Township of Billings Council hereby approves Report TR-2024-06-11 AND recommends approval of the water levy as proposed in the 2021-2027 Water System Financial Plan for 2024/2025 AND FURTHER authorizes the appropriate By-Law coming forward on tonight's agenda.

Carried.

7.6. CAO 2024-06-04 H&M COFI Letter of Support Request
2024-237



Moved by Grogan Seconded by Anderson

THAT Council receives report CAO-2024-06-04 AND FURTHER THAT Council directs administration to send a letter of support to H&M COFI on behalf of the Township of Billings, for the implementation.

Carried.

- 7.7. CAO-2024-06-05 Ad Hoc Committee – Municipal Owned Water System Terms of Reference
2024-238

Moved by Hunt Seconded by Grogan

THAT Council of the Township of Billings approves the amended Terms of Reference for the Ad-Hoc Water System Policy Committee as directed to include 5 members.

Carried.

- 7.8. CAO-2024-06-06 Land Acknowledgment
2024-239

Moved by Grogan Seconded by Hunt

THAT Council of the Township of Billings adopts the proposed Land Acknowledgment statement as presented to Council AND FURTHER THAT the Land Acknowledgment statement be read in honor of Indigenous History Month AND FURTHER THAT the adopted Land Acknowledgment Statement be read when opening meetings and events when it is felt appropriate.

Carried.

8. Correspondence Requiring Direction

- 8.1. AMO Delegation

Delegation requests for the upcoming AMO Conference are due on Friday June 7, 2024.

9. Information

- 9.1. Manitoulin-Sudbury District Services Board 2024 First Quarter Activity Report and Unaudited 1st Quarter Report May 16, 2024

- 9.2. Township of Amaranth – Resolution on Water Testing Services for Private Drinking Water

- 9.3. Public Health Sudbury & Districts Unapproved Minutes- Fourth Meeting May 16, 2024
2024-240

Moved by Anderson Seconded by Hunt



THAT the Township of Billings Council hereby receives for information all items listed in Section 9 AND directs staff to send a letter of support for item 9.2 and distribute accordingly.

Carried.

10. Accounts For Payment

10.1. Accounts for Payment – May 15, 2024
2024-241

Moved by Hunt Seconded by Anderson

THAT the Township of Billings Council hereby ratifies and confirms the accounts for payment dated May 15th, 2024.

Carried.

11. By-Laws and Agreements

11.1. 2024-38 Water Rates
2024-242

Moved by Hunt Seconded by Grogan

THAT By-Law No. 2024-38 being the by-law to establish water rates for the Township of Billings Water System be read a first, second and third time and finally passed this 4th day of June, 2024.

Carried.

12. Notice of Motions

None.

13. Closed Session

2024-243

Moved by Anderson Seconded by Grogan

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

Carried.

14. Report out of Closed Session

2024-248

Moved by Grogan Seconded by Anderson

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



Carried.

15. Confirmatory By-Law

15.1. By-Law No. 2024-39 Being the June 4, 2024 Confirmatory By-Law
2024-249

Moved by Anderson Seconded by Hunt

THAT By-Law No. 2024-39 Being the June 4th, 2024 Confirmatory By-Law be read a first, second, third time and finally passed this 4th day of June, 2024.

Carried.

16. Adjournment

16.1. Motion to Adjourn
2024-250

Moved by Hunt Seconded by Grogan

THAT the Township of Billings Council hereby adjourn at 8:35 p.m.

Carried.

Mayor Bryan Barker

CAO/Clerk Veronique Dion



COUNCIL REPORT

Department: Municipal Project Management & Public Works

Date: June 18, 2024

Report Number: MPM-2024-06-07

File: Seasonal Preparations Update

Recommendation:

THAT the Township of Billings Council hereby receives for information Report MPM-2024-06-07.

Background:

Each year, from mid-April through to late May – depending on weather – municipal staff across a number of departments and roles coordinate and implement a surprising number of activities that are crucial to successful summer-season municipal operations. These are focused largely, but not exclusively, in Lower Kagawong, by virtue of the fact that it is here where most summer-related municipal activities are located.

Discussion:

Small Craft Basin (SCB) & Aus Hunt Marina (AHM)

- The AHM docks got moved from their over-wintering location to position in the AHM – as per the annual ritual.
- The Public Works Superintendent and Marina Manager (Jim Fowlie), conduct an inspection of the dock situation at both the AHM and SCB, annually, and have expended some effort tweaking the dock arrays – particularly at the SCB, to adjust for water level.
- The AHM floating docks, with the exception of those along the shore-side sheet-piling (new in 2022) are showing their age, but are hanging together. Some new anchor chain was purchased this year, but installation remains to be completed.
- Minor plumbing repairs completed at the AHM dock-house
- Arthur (H&S) and Jim followed up and resolved one remaining and minor issue from the Technical Safety Standards Association (TSSA) inspection of late-season 2023.
- The AHM fuelling platform was modified to allow for safer and more efficient operation given the dropping water level.
- Office administration and the marina manager handle seasonal slip renewals and new agreements every year. Between the SCB and the AHM, there are approximately 50 seasonal boat slips rented annually, with reasonable space left for transient traffic.

Grounds Maintenance, Etc.

- PWs has been rebuilding picnic tables and waste receptacles over the past couple of winters.
- Tables, both the wooden variety and new metal tables (beach area) are out, as are waste receptacles – in various locations within the municipality.



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- Porta-Potties have been installed at the Park Centre (for the market, and as supplementals), Main Beach (supplementing the Old Mill public washrooms) and Sandy Beach area.
 - The marina crew keep the Kagawong Beach as clean as possible as part of their daily routine.

Other Notes:

- Public Works will have a summer student this year, which is the first in a couple of years.
- Trish Patterson, who is a summer student “veteran,” was able to start a little early this year. This has assisted with marina operations start-up, which have included some revised financial procedures, among other things.
- Keep in mind that although the rise and fall of Lake Huron water level is not a new phenomenon, the *rate* of decline this cycle does appear to be alarmingly fast – at least over the past couple of seasons. When the Small Craft Basin (SCB) was rehabilitated and expanded in 2022, Lake Huron was just below historical high-water. We had to alter the design slightly to “lift” the approach/parking area between the SCB and the Old Mill building, as well as add to the project to save the SCB break wall. The water level is now, just 2 years later, significantly lower.

Alignment to the Strategic Plan:

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

Service Excellence - Establish an adaptive organizational culture of continuous improvement.

Alignment to the CEEP:

There is no direct alignment to the CEEP

Financial Impacts:

There are no direct, specific financial impacts related to this report.

Respectfully Submitted By:

Todd Gordon, MPM

Reviewed By:

Véronique Dion, CAO/Clerk



COUNCIL REPORT

Department: Municipal Project Management

Date: June 18, 2024

Report Number: MPM-2024-06-08

File: Asset Management -PSD Citywide Inc. Proposal, 2025 Regulatory Compliance

Recommendation:

THAT the Township of Billings Council hereby approves Report MPM-2024-06-08; AND authorizes an exemption to the procurement policy in seeking consulting services to assist in completing the legislated requirements AND FURTHER THAT staff brings back an agreement for Council approval at an upcoming meeting.

Background:

Township staff worked with PSD Citywide, asset management consultants, beginning in late 2020, to develop the current municipal Asset Management Plan (AMP). This plan was approved by Council in February, 2022, and met all provincial regulatory requirements for phase 2 of the municipal AMP process. The final phase (Phase 3) of the current provincially regulated municipal AMP process has a deadline of July 2025, and involves completing proposed Levels of Service (LOS) for municipal assets.

Discussion:

Although the primary regulatory obligation to be met through the project is related to Levels of Service (LOS), achieving that involves other asset planning and AMP-related work. It will also be an opportunity to update and consolidate components of the plan, including the financial strategy.

The proposal includes an optional Building Condition Assessment (BCA) component (Option B) and staff are recommending inclusion of this option, with BCAs conducted on a subset of the Township's facilities – an important asset category. The rationale for recommending the BCAs includes the following:

1. The last condition assessments were conducted in late 2017 (reported in early 2018)
2. The previous round of BCAs was conducted by structural engineers without regard to a specific asset management inventory approach or database software. This is not a criticism of those BCAs, just a reality of that approach, at that time. The proposed condition assessment approach is based on a uniform standard, supporting current best practice in building and facility asset management.

Staff are recommending an exemption from the municipal procurement policy in this case, whereby under normal conditions reasonable effort would be made to solicit at least 3 quotes, for the following reasons:

1. PSD Citywide assisted in the creation of the existing AMP, and therefore has familiarity with township's asset management context;
2. The township currently uses PSD Citywide software for asset inventory management;



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3. Additionally, the proposal includes related and supporting BCA work, which would otherwise have to be procured separately, conceivably at higher cost.

Alignment to the Strategic Plan:

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

Alignment to the CEEP:

In general, an updated and regulatory-compliant AMP, specifically with well-defined proposed Levels of Service, aligns well across the climate action areas of the CEEP, specifically buildings/facilities, transportation, and water.

Financial Impacts:

The project will have financial expenditure impact for both 2024 and 2025. The overarching In the larger picture, asset management plans are intended to be a useful long-term financial planning and management tool for the municipality.

Respectfully Submitted By:

Todd Gordon, MPM

Reviewed By:

Véronique Dion, CAO/Clerk



COUNCIL REPORT

Department: Municipal Project Management

Date: June 18, 2024

Report Number: MPM-2024-06-09

File: Old Mill Rd. Bridge Project

Recommendation:

THAT the Township of Billings Council receives for information Report MPM-2024-06-09.

Background:

The Old Mill Rd. Bridge is a current capital infrastructure project underway in the municipality. A refresher on the basic project parameters includes the following:

- Project Engineers (full services- design through contract admin and site inspection): EXP Services
- General Contractor: MCA Construction Ltd.
- Timeline:
 - Project Kick-Off: March 14th, 2024
 - Active Construction Start: May 1st, 2024
 - Planned Substantial Completion: September 30th, 2024
- Basic Bridge Structure Details:
 - 2-lane bridge with pedestrian/bike lane (pre-fabricated, set-in-place)
 - Steel deck with asphalt surface
 - Abutments: concrete on helical piles

Discussion:

Project Status Update

The project proceeded well through removals - old bridge demolition and existing abutment excavation. The next stage – in-situ (on-site) helical pile testing - revealed that a helical pile design adjustment was required, specifically for the West side pile array: The nature of the deep substrate requires additional piles. Alternative designs were proposed, and one chosen. This did delay the project somewhat. However, we expect the project to get underway again in the immediate future, and we do not expect the overall timeline to be adversely affected.

In general, staff are pleased with the work of the general contractor. They have been cooperative and their site safety and environmental performance has been good. Safety for the Old Mill Rd. residents using Graham Hill Rd. as their only access is a constant concern, and one which is taken very seriously. Staff continue to stress with the engineering project managers and the general contractor that any time equipment is using that route, active (i.e., human) traffic control has to be in place to ensure safety. Staff are also acutely aware that this the second year that Old Mill Rd. residents have had their property access seriously affected by construction. We appreciate their patience as we implement this important infrastructure renewal



Alignment to the Strategic Plan:

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

Alignment to the CEEP:

There is no alignment to the CEEP

Financial Impacts:

The project is currently on budget.

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

Respectfully Submitted By:

Todd Gordon, MPM

Reviewed By:

Véronique Dion, CAO/Clerk



COUNCIL REPORT

Department: Chief Administrative Officer

Date: June 18, 2024

Report Number: CAO-2024-04-07

File: TOMRMS

Recommendation:

THAT the Township of Billings Council hereby receives for information Report CAO-2024-04-07.

AND FURTHER THAT a new Records Retention By-Law, its schedules and policies be brought to the next Council meeting for adoption.

Background:

Legislation changes over time which creates the need to amend our retention schedule on a regular basis, to include new documents which should be tracked, or adjust timelines on how long documents should be kept.

Our current retention schedule is significantly out of date; our last records retention by-law was passed in 1998 with By-Law 98-07.

I was unable to confirm the last time a disposal or records was completed.

Discussion:

Records Management forms an important part of Government administration, it ensures that documents that have vital historical value, that are important for fiscal operations, and/or that have legal value are identified and preserved, and that non-essential records are disposed of in a timely manner according to established guidelines and identified legislation.

Proper Records Management will ensure

- effective management of current records (both paper and electronic)
- reduced / eliminated level of record-keeping redundancies
- reduced costs for records storage equipment and supplies
- increased office space through the elimination of unnecessary file storage.

In addition, Records Management provides institutional accountability and timely access to information.

It is estimated that 25% to 40% of office work is spent searching records. The implementation of proper records management will save employee time where they can focus on priorities.

Statutory requirements under the Municipal, Act:

- Section 254 (1) states that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner;
- Section 255 (1) states that except as otherwise provided, a record of a municipality or local board may only be destroyed in accordance with this section.
- Section 255 (2) states that despite Section 254, a record of a municipality or local board may be destroyed if a retention period for the record has been established under this section and, o The retention period has expired; or o The record is a copy of the original.

Financial Impacts:

TOMRMS initial cost including training:	\$4,000.00
Annual retention schedule updated:	\$425.00
Current off site file storage cost:	\$2,014.80

The cost of implementing a new records management system could be accommodated through this year's budget.

Alignment to Strategic Plan:

Establish an adaptive culture of continuous improvement:

Research opportunities to be a more data-driven organization

Alignment to the CEEP:

None.

Respectfully Submitted By:

Véronique Dion, CAO/Clerk

Approved By:

Véronique Dion, CAO/Clerk

QUOTE



TOMRMS COMPLIANCE SERVICES

Submitted to:

Véronique Dion, CAO/Clerk

Township of Billings

Dear Veronique,

Thank you for the opportunity to provide this Quotation for the Ontario Municipal Records Management System (TOMRMS) Compliance Services. Based on our conversation, it is evident that we have a unique opportunity to leverage our TOMRMS Compliance Services to ensure your Municipality remains compliant year-over-year.

As you may already know, the Information Professionals (InfoPros) TOMRMS Compliance Services are provided to more than 360 Municipalities throughout Ontario. Our services were created in response to an overwhelming need: hundreds of Municipalities that found themselves exposed to potential litigation risks brought on by yearly changes to compliance rules, regulations and legislation.

Through the InfoPros TOMRMS Compliance Services, we help organizations follow legally acceptable practices for compliance in response to moving targets that change both annually and on a rolling year-over-year basis. This means that Municipalities can focus on other priorities, with the peace of mind that comes from knowing that the InfoPros are monitoring litigation risks against an ever-moving target.

Thank you for providing the InfoPros with this opportunity. I look forward to kicking-off our activities with ambition!

Kind Regards,



Nina Carter
President, the Information Professionals
613.298.6206
nina@the-infopros.com.

About TOMRMS

The Ontario Municipal Records Management System (TOMRMS) is a methodology for organizing the information that exists within a municipality in Ontario. It was co-developed in 1990, by the InfoPros in conjunction with the Association of Municipal Managers, Clerks & Treasurers of Ontario (AMCTO), to meet the needs that would arise from the introduction of Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). By the end of 1992 more than 150 municipalities in Ontario were using it. Today, TOMRMS is a complete methodology for organizing large or small collections of information regardless of how the information is held.

The InfoPros TOMRMS Compliance Services

The InfoPros TOMRMS Compliance Services are comprised of three primary components. The first (1st) are the TOMRMS Compliance Manuals (provided electronically) which are comprised of the Classification Scheme, and the Retention Schedule. The second (2nd) component is a one-full-day Training Sprint, which has been included in the purchase price because it is deemed essential for gaining wide-spread support and commitment for the TOMRMS implementation, and, more importantly, for understanding exactly how TOMRMS works, its benefits, uses, and applications.

The third (3rd) component is the Annual Update Service. The Annual Update Service includes a comprehensive review and audit of all applicable legislation, annotations of the changes that were made, the provision of a thoroughly updated Retention Schedule, and a detailed explanation of the net effect of all legislative changes. Based on the extensive information we provide, Municipalities simply need to make the changes required to maintain compliance and reduce litigation risk, in a timely manner.

Scope of Services

As a TOMRMS Compliance Services subscriber, your Municipality will receive the following in the initial purchase:

- ▶ **TOMRMS Compliance Manuals (electronic):**
 - A fully compliant and continually updated *Classification Scheme* to reflect new records management subject areas.
 - A fully compliant and continually updated *Retention Schedule* based on current Legislation.

- ▶ **Training:**
 - Two virtual or in person training sessions (travel extra costs).
 - Training agenda:
 - Introduction to records management
 - Introduction to MFIPPA
 - Introduction to TOMRMS

- TOMRMS Overview
- Walkthrough of the TOMRMS manual
- Application of TOMRMS to physical/electronic records

We recommend that you include as many staff as possible, at all levels. During this training, the InfoPros the importance of implementing TOMRMS and maintaining a standard methodology for structuring information, regardless of whether that information is in on paper or electronic media. We also teach the structure of TOMRMS to provide your staff with the awareness they need to understand how TOMRMS is structured and the types of issues that were taken into consideration when TOMRMS was developed.

▶ **Annual Update Service:**

- A comprehensive review and audit of all applicable legislation and annotations of the changes that were made.
- A thoroughly updated Retention Schedule provided in electronic format.
- A detailed explanation of the net effect of all legislative changes, also provided in electronic format.

Based on the extensive information we provide, Municipalities simply need to make the changes required to maintain compliance and reduce litigation risk, in a timely manner.

Pricing

TOMRMS COMPLIANCE SERVICES

Quotation #0001-Client	Level of Effort	Value
TOMRMS Compliance Services	n/a	\$4,000.00
Training Session	Two Sessions	Included
Total One-Time Cost		\$4,000.00

ANNUAL UPDATE SUBSCRIPTION SERVICES

Quotation #0001-Client	Level of Effort	Value
TOMRMS Updated Retention Schedule	Annual	\$425.00
Total Recurring Subscription Price		\$425.00

PRICING NOTES

- ▶ If applicable, travel and accommodations are extra.
- ▶ Training must be scheduled at least three (3) weeks in advance.
- ▶ In the event of Training cancellation, client agrees to provide a minimum of one (1) week notice and client is responsible for fees associated with rebooking.
- ▶ Payment terms are net 30 days.
- ▶ HST, where applicable, is extra.

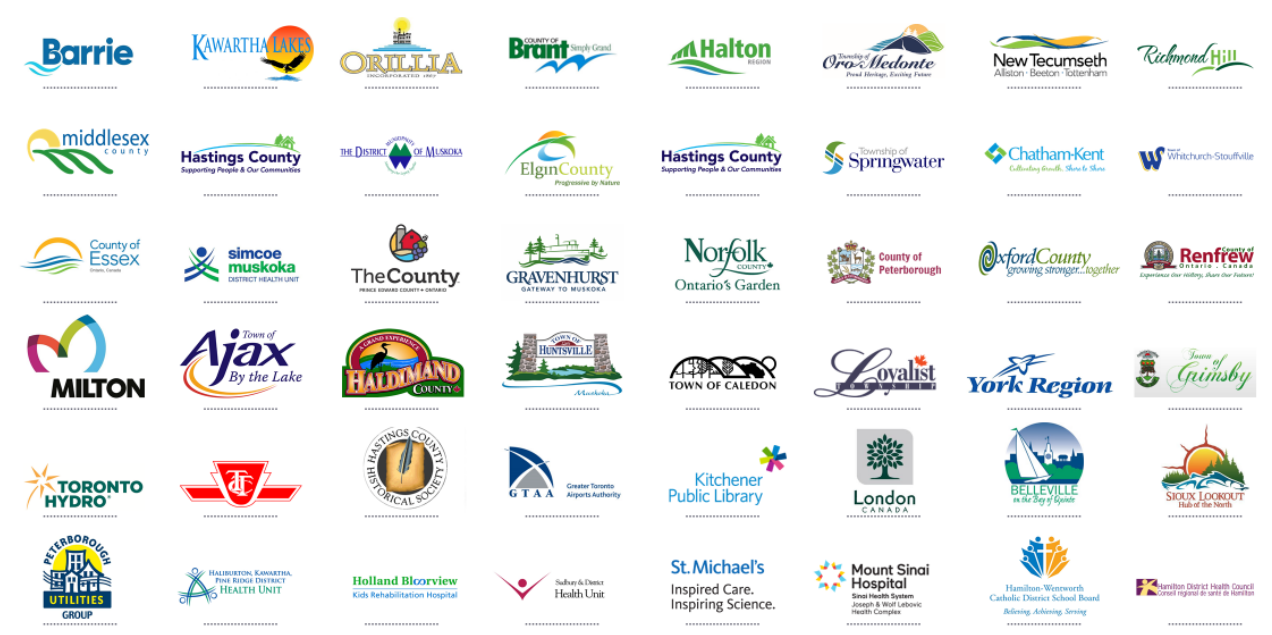
About the Information Professionals

The InfoPros was founded in 1988 and is a privately owned and operated Management Consulting firm. Since inception, the InfoPros have provided advisory services pertaining to Information Governance and Compliance programs, policies, procedures, and systems. For more than 30 years the InfoPros have concentrated on addressing the content management needs of the Municipal Government sector. Today, Municipalities are the only market we service and, as a result, our consultants possess expert-level knowledge of trends, legislation, regulations, operations, resourcing, and technology related to the effective management of information assets.

Our Clientele

Since our inception, the InfoPros has been addressing the Information Governance and Compliance needs of the Municipal Government sector. Today, Municipalities are the only market we service and this laser-focus provides the InfoPros with unique advantages that generalists in the Management Consulting space forfeit. We possess master-level knowledge of Municipal document and records management trends, legislation, regulations, operations, resourcing, and related technology solutions. Year-over-year, our repeat success with our Municipal customers has provided the foundation for InfoPros being recognized throughout North America as industry leaders in records management strategy for government.

The following is a small sample of our client list and highlights Municipalities that are similar to yours in terms of size, scope, and complexity.





COUNCIL REPORT

Department: Chief Administrative Officer

Date: June 18, 2024

Report Number: CAO-2024-06-08

File: Vacant municipal lands

Recommendation:

THAT the Township of Billings Council hereby receives Report CAO-2024-06-08. AND FURTHER THAT A public consultation be held in mid-summer to gain the public's view on potential developments.

Background:

In 2018, a 65-acre property was obtained by the municipality for future development. Representatives from the municipality will be going to AMO in August, delegation requests have been sent in with the Minister of Municipal Affairs and Housing, Infrastructure Ontario and the Minister for Seniors and Accessibility. Results from the public consultation could be used to support our discussions with those.

Discussion:

There are multiple opportunities that could be developed along the property in question, we want to ensure that development reflects the public's needs and interests.

Financial Impacts:

Staff time

Alignment to Strategic Plan:

Results from the consultation process will likely align with multiple priorities identified through the Strategic Planning process.

Alignment to the CEEP:

NA

Respectfully Submitted By:

Véronique Dion, CAO/Clerk

Approved By:

Véronique Dion, CAO/Clerk



COUNCIL REPORT

Department: Chief Administrative Officer

Date: June 18, 2024

Report Number: CAO-2024-06-09

File: Housing Study

Recommendation:

THAT the Township of Billings Council hereby receives Report CAO-2024-06-09 for information purposes.

Background:

At the March 5th, 2024 Council meeting, a notice of motion to have a Housing Study completed was received.

The previous CAO Clerk approached JLRichards for a proposal for a housing options study to be completed. The Town has since received a proposal in the amount of \$30,777.12

Discussion:

The Town has made a delegation request to the Ministry of Municipal Affairs and Housing to see how we could get assistance from the ministry on this initiative.

Financial Impacts:

Dependant on funding

Alignment to Strategic Plan:

The Strategic Plan Final Report outlines the need for Housing Development and Affordable Housing and the lack of housing was identified as a threat.

Alignment to the CEEP:

NA

Respectfully Submitted By:

Véronique Dion, CAO/Clerk

Approved By:

Véronique Dion, CAO/Clerk



COUNCIL REPORT

Title: Outdoor Rink Naming Contest

Department: Clerk

Date: June 18, 2024

Report Number: CLK 2024-06-07

Recommendation:

THAT the Township of Billings Council hereby approves report CLK-2024-04-07 AND approves the Parks, Recreation and Wellness Committee to engage the public with a naming contest of the Kagawong Outdoor Rink Facility.

Background:

The Outdoor Rink Facility construction was completed in late 2022, early 2023. This facility has been a popular venue for the annual Family Day Event, the Kagawong Market, Trade Fairs, Festivals and various recreational activities such as skating, hockey, roller blading, ball hockey and pickleball.

During the Billings Parks, Recreation and Wellness Committee meeting on May 27th, 2024 the committee made the following motion:

Motion by: Shannon and Jenna

THAT the Parks, Recreation and Wellness Committee recommends a naming contest for the Kagawong Outdoor Rink.

Carried.

Discussion:

The committee is proposing the following timeline:

1. Call for public submissions (July and August)
2. Top three public submissions will be advertised and a public voting period will begin (September)
3. Recommendation to Council with winning name (October)

The committee will utilize the Township website and social media to gather as much submissions and votes as possible. Council will be given the final approval to name the facility at the end of the naming contest late fall/early winter 2024.

Financial Impacts:

None.

Alignment to Strategic Plan:

Service Excellence, enhance communications to promote engagement and accessibility.

Alignment to the CEEP:

There is no alignment to the CEEP



Respectfully Submitted By:

Tiana Mills, Deputy Clerk

Approved By:

Véronique Dion



COUNCIL REPORT

Title: 2024 AMO Conference Attendance

Department: Clerk

Date: June 18, 2024

Report Number: CLK 2024-06-08

Recommendation:

THAT the Township of Billings Council hereby approves report CLK-2024-06-08 AND directs staff to register Councillor Grogan and the CAO/Clerk for the 2024 AMO Conference.

Background:

In December 2023 staff asked Council if they were interested in attending the 2024 AMO Conference. At this time interest was expressed by the Mayor and he was registered shortly after.

Discussion:

Following the June 4th, 2024 Regular Council Meeting, Councillor Grogan expressed interest in being registered for the 2024 AMO Conference following discussions on proposed delegations.

With the recent direction being given to staff to request a delegation with three different ministers (the Minister of Infrastructure, the Minister of Municipal Affairs and Housing and the Minister of Seniors and Accessibility), staff thought it would be prudent to register Councillor Grogan and the CAO/Clerk for the upcoming AMO Conference should any of the delegations be granted.

Financial Impacts:

Conference registrations are included in the 2024 budget (AMO conference registrations per person is \$899).

If we are not granted a ministry delegation and registration is no longer required, the deadline to cancel your registration is July 8, 2024. Cancellations received prior to 4:00 pm ET, July 8 2024, will be eligible for a refund less \$100.00 (plus HST). Cancellations submitted after 4:00 pm on this date are non-refundable.

Alignment to Strategic Plan:

Service Excellence, Community Wellbeing and Infrastructure.

Alignment to the CEEP:

There is no alignment to the CEEP

Respectfully Submitted By:

Tiana Mills, Deputy Clerk

Approved By:

Véronique Dion, CAO/Clerk



COUNCIL REPORT

Title: Outdoor Rink Facility Recommendations

Department: Clerk

Date: June 18, 2024

Report Number: CLK 2024-06-09

Attachment: May 11, 2024 Letter from the Old Mill Heritage Centre Curator

Recommendation:

THAT the Township of Billings Council hereby approves report CLK-2024-06-09 AND directs staff to facilitate the electrical upgrades at the Outdoor Rink Facility.

Background:

A letter was received from the Curator of the Old Mill Heritage Centre, on behalf of the Billings Museum Committee, for Council to consider augmenting the infrastructure at the covered outdoor rink facility.

Council approved a new waterline be installed to service the outdoor rink and the committee felt it appropriate that electricity should be installed to service the outdoor rink as well.

Discussion:

Staff were directed to get a quote for the electrical upgrades at the outdoor rink. The cost to have the work completed was quoted at \$4,085.79.

This quote included the installation of a new small panel in the rink shed, cabling to it, and two dedicated 20Amp GFCI plugs cut into the outside of the building. This should cover any future needs for the rink. This quote did not include the digging and excavation. Excavation could be completed in tandem with the waterline installation project to the Outdoor Rink Facility. Staff do not feel that having this work completed before July 2024 is feasible but could accommodate this in the fall should Council direct staff to proceed with the electrical installation.

Financial Impacts:

Funds not included in the 2024 Budget.

Alignment to Strategic Plan:

Community Wellbeing.

Alignment to the CEEP:

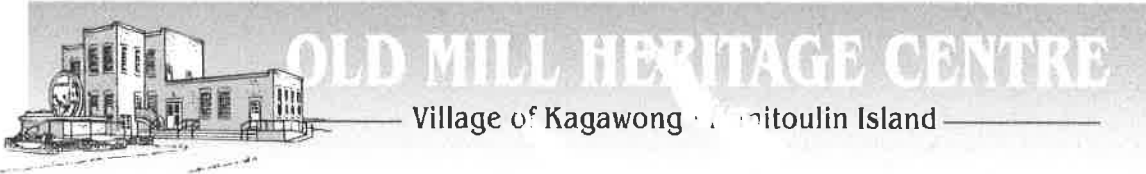
There is no alignment to the CEEP

Respectfully Submitted By:

Tiana Mills, Deputy Clerk

Approved By:

Véronique Dion, CAO/Clerk



May 11, 2024

Dear Mayor & Council,

The *Billings Museum Committee* made a motion at our May 6th meeting to reach out for consideration of augmenting the infrastructure at the newly upgraded outdoor arena.

In conversations with Summer Market Manager Ethel Newburn, David Hillyard from the Recreation Committee *and* our own Museum Committee, we feel there is a real need for hydro at this location.

The upcoming Jabbawong/Museum event approaches in early July and at present our cooking capabilities are dependent on a generator to compliment what we do with our BBQ. Ethel has had comments from some of the vendors about access to hydro. The Recreation Committee is hopeful of providing concerts and public speakers, if only there could be hydro to supply power for their sound equipment. The opportunities for other organizations would be available to them as well.

Last summer, the museum conducted an independent survey of the area with freelance electrician Larry Hunter. At the time he felt hydro could be patched in using the existing infrastructure erected for the overhead lighting.

We are unsure of the protocols that exist at your end to go forward with this project, but the museum felt time was of the essence considering the market starts up shortly and the Jabbawong/Museum event is less than two months away.

Thank you for your time,

Rick Nelson

Curator

Old Mill Heritage Centre

Kagawong, ON

**Manitoulin Centennial Manor
Board of Management Meeting
Apr 25, 2024
(unapproved)**

Present:

Pat MacDonald, Dawn Orr, Mary Jane Lenihan, Brenda Reid, Art Hayden, Ian Anderson
Don Cook (Administrator), Sylvie Clark (DOC) Keith Clement (Extencicare)
By Phone: Mandeep Dhindsa (Extencicare) Mike Erskine (Expositor)
With regrets

Meeting held in Manor boardroom.

1.0 Call to order

1.1 Meeting called to order at 10.08 a.m. by Chair, Pat MacDonald

1.2 Welcome

2.0 Approval of Agenda

2.1 Motion to approve agenda.

Moved by Dawn Orr

Seconded Art Hayden **OBJ** **OBJ**.... carried

3.0 Approval of Minutes

3.1 Motion put forward to approve Mar. 2024 minutes.

Moved by Brenda Reid

Seconded Dawn Orr carried

4.0 New Business

4.1 – Tender for Heating Oil

McDougall Need Clarification – Different Rack Price – Why carbon tax on
Co-op and not on other?

Deferred to May meeting, check last year's quote.

5.0 Business Arising from Minutes

5.1 Family Council

Meeting to occur on 2nd Tuesday of the month.

2nd meeting was held.

Ad in going in Expositor in an attempt to recruit new members.

Don to inform family council, a representative from the council is welcome to
attend board meetings as a guest.

6.0 Fundraising Update

6.1 Dining Room Renovations –

Baseboard has come in, waiting for the contractor to install.

Curtains on order and working on finishing.

6.2 Courtyard

Fence to go up in May. The furniture is here. Plaques are in the works. An idea
the mural has come together and preliminary drawing is in the works. Mid
opening is being planned. Reminder to coordinate opening with
ensure they can have someone attend.

for
June grand
donor family to

7.0 Correspondence – We recieved a letter providing funding for two eight-week summer students, one in activities and one in maintenance, to help with grounds keeping.

8.0 Administrator’s Report –

8.1 Attached Report

Moved by Ian Anderson

Seconded by Dawn Orr

.... carried

9.0 Extencicare Report

9.1 Financial Statement for Mar. 2024 presented by Keith Clement

Motion to accept.

Moved by Art Hayden

Seconded by Dawn Orr

.... carried

10.0 Date of Next Meeting: - May 23, 2024. At 10:00 a.m.

Online virtual connection and the teleconference line will both be available.

12.0 Adjournment

Motion to adjourn. At 11:55

Moved by Ian Anderson

Administrator's Report

HOME: Manitoulin Centennial Manor			
REPORT FOR THE MONTH OF: May 2024			
Occupancy: (if under 97%; discussions with LHIN, etc.)			
<ul style="list-style-type: none"> ➤ We have 1 empty bed to be filled May 27 ➤ With a wait list of 32 people with 5 to review 			
Compliance Update and any Outstanding items:			
No outstanding compliance issues at this time.			
Community Linkages (Ministry Initiatives; LHIN; CCAC)			
Sandi continues to monitor new residents as they come in to make sure they are up to date with all vaccines and work with Public Health to get the vaccines needed.			
Covid-19 vaccine booster dose for residents are all up to date.			
We continue to be a part of the Public Health, Community of Practice IPAC Hub and Manitoulin Island Health Care Collaborative and OHT			
<ol style="list-style-type: none"> 1. Continuing with fire drills. Health & Safety committee continues with monthly inspections and meetings. 2. Health & Safety Education with ^{will} be changing from 24/7 website to be part of Workday, making it easier for staff to complete the yearly educational training. 			
We are working with staff and utilizing the training fund to ensure everyone is up to date with 24/7 courses before the changeover at the end of June.			
<p>Operational /Physical Plant issues:</p> <p>The electrician has ordered the wiring for the fire alarm system with a 6-8 week delivery time.</p>			

The whole HVAC system including the main AC units had their annual inspection to make sure everything is working well.

The portable AC units were all installed in each of the resident's room.

Operationally - Staff are doing lots of training to get ready to go live with the changeover to Workday on Jun 3rd.

Backup sewage pump for the north wing pump station is on hand.

HR

We are reducing agency staff.

We do continue to recruit, RPNs, a RAI Coordinator, BSO specialist and a few more part-time PSW staff, including offering signing, recruitment and relocation bonuses to reduce agency usage.

Two RNs hired are now working regular shifts.

The sponsor on Indeed to push our ad more to receive applications continues for the for the second quarter

The agency RPN staff, that is interested in moving over to be a permanent staff member, has decided that for personal reasons she is not going to.

We have moved closer to the final approval for foreign trained nurses to be able to start as PSWs. Once we receive the approval, the candidates will apply for work permits and be able to come and start working.

Extendicare is starting a new program to focus recruitment on attracting RPN's and the large number of new graduates from college. We are part of this program.

Complaints (Potentially Contentious Issues)

Summary Form:

None currently.

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

We had the arbitration date for the CUPE contract on March 28 and the arbitration board said they were meeting on May 2, 2024, but we have not yet had any work on the new contract.

We continue constructive monthly labour relation meetings with CUPE.

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

We have a June 5th arbitration hearing date for one of the ONA outstanding grievances

The other we are continuing, to work with Extendicare HR and ONA to resolve.

Outbreaks details –

No Further outbreaks

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

None

Envelope	Over / under spent amt \$	Reason for Variance	Action plan to address
----------	---------------------------	---------------------	------------------------

Financial Play Book – For 2024 The agency cost is the biggest impact on the budget, and we are reducing that.

The other is food cost and that is being better managed, so coming onto budget.

Capital Expenditures:

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

William Birch Extendicare engineer is planning a visit in June to help set new capital plan.

R & M Expenditures:

No immediate needs currently.

Accounts receivables (over 90 days) – None

Continue to work with the one resident that is behind on their account.

Additional Information

I will be in Toronto at the Extendicare Conference Next week

Manitoulin Centennial Manor

Financial Statements

April 30, 2024

Prepared by: Shanley Liu

Date: 5/22/2024

Reviewed by: Anojaa Loganathan

Date: 5/22/2024

**Manitoulin Centennial Manor
Financial Statements
For the month ended April 30, 2024**

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Manitoulin Centennial Manor
Statement of Financial Position
As of April 30, 2024

	April 30, 2024	December 31, 2023
Current Assets		
Cash and cash equivalents	1,299,073	1,212,646
Reserves	590,000	590,000
Trust Funds	(14,284)	(14,284)
Accounts Receivable - Residents	16,372	21,093
Allowance For Doubtful Accts.	(201)	(604)
Accounts Receivable	176,379	6,573
Inventory	97,003	97,003
Prepays	48,923	14,814
Total Current Assets	<u><u>2,213,265</u></u>	<u><u>1,927,240</u></u>
Non-Current Assets		
Total Non-Current Assets	<u><u>-</u></u>	<u><u>-</u></u>
TOTAL ASSETS	2,213,265	1,927,240
Liabilities		
Current Liabilities		
Accounts Payable - Other	18,142	(77,182)
Accounts Payable - Vendors	67,686	70,376
Accrued Liabilities - Management Fees	76,979	60,568
Accrued Liabilities - Other	169,508	231,756
Accrued Liabilities - Vacation	193,195	184,637
Deferred Revenue	148,606	188,849
Due to/from MOH	305,906	320,351
Payroll Clearing	460,994	344,069
Short Term Loans	-	10,000
Total Current Liabilities	<u><u>1,441,016</u></u>	<u><u>1,333,424</u></u>
Non-Current Liabilities		
Total Non-Current Liabilities	<u><u>-</u></u>	<u><u>-</u></u>
TOTAL LIABILITIES	1,441,016	1,333,424
Shareholder's Equity		
Reserve Funds	47,293	47,293
Retained Earnings	546,523	263,523
Retained Earnings - Current Year	178,433	283,000
	<u><u>772,249</u></u>	<u><u>593,816</u></u>
SHAREHOLDER'S EQUITY	772,249	593,816
TOTAL LIABILITIES AND SHAREHOLDER'S EQUITY	2,213,265	1,927,240

**Manitoulin Centennial Manor
Envelope Balance Summary
As of April 30, 2024**

Level of Care Envelopes	Funding Period End	PRD	Target	Funding	(Over)/ Underspend
Nursing - Main Envelope RN, RPN, PSW Supplemental Staffing BSO Nursing	Dec 2024			823,959	(30,361)
	Mar 2025	3.12	4.00	109,321	-
	Dec 2024			13,332	6,724
PSW Permanent Wage Enhancement IPAC Professionals IPAC Training & Education	Dec 2024			89,672	30,687
	Mar 2025			5,766	5,766
	Mar 2025			1,699	1,699
Programs - Main Envelope Allied Professional Health	Dec 2024			93,106	55,053
	Mar 2025	0.36	0.60	9,681	-
Medication Safety Technology (MST) Supporting Professional Staffing Minor Capital Clinical Decision Support Tool	Mar 2025			-	-
	Mar 2025			654	44
	Mar 2025			-	(10,236)
	Mar 2025			-	(1,119)
Raw Food Envelope	Dec 2024			89,428	(7,392)

	CURRENT MONTH		YEAR-TO-DATE		12 MONTH	
	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
PROGRAM (PSS)						
GOVERNMENT FUNDING (per diem)	23,663	23,456	93,106	92,890	284,378	284,378
ALLIED PROFESSIONAL HEALTH FUNDING	9,681	9,300	36,916	35,859	110,259	110,259
DEFERRED PROGRAM REVENUE	(15,039)	-	(16,181)	-	(16,181)	-
INTRA-ENVELOPE DEFERRAL ADJUSTMENT	4,789	(278)	(38,872)	1,233	(40,105)	0
TOTAL PROGRAM REVENUE	23,094	32,479	74,969	129,981	394,637	394,637
WAGES	16,420	23,508	55,861	94,001	38,140	285,944
BENEFITS	2,948	4,947	10,577	19,883	9,306	60,400
TOTAL WAGES & BENEFITS	19,368	28,454	66,438	113,884	47,446	346,345
SUPPLIES	3,726	4,024	9,037	16,098	7,061	48,293
OTHER G&A COSTS	-	-	(505)	-	505	-
TOTAL PROGRAM EXPENSE	23,094	32,479	74,969	129,981	55,012	394,638
NET PROGRAM INCOME						
FOOD (RF)						
GOVERNMENT FUNDING (per diem)	23,526	22,269	89,428	88,171	1,257	270,036
INTRA-ENVELOPE DEFERRAL ADJUSTMENT	4,740	-	7,392	-	7,392	-
TOTAL FOOD REVENUE	28,266	22,269	96,820	88,171	8,649	270,036
RAW FOOD	28,266	22,269	96,820	88,171	(8,649)	270,036
TOTAL FOOD EXPENSE	28,266	22,269	96,820	88,171	(8,649)	270,036
NET FOOD INCOME						
NOI	5,148	(5,457)	178,433	(34,014)	212,447	-
MARGIN %	0.9%	-1.0%	7.5%	-1.5%	9.1%	0.0%
NON-OPERATING EXPENSES						
TOTAL NON-OPERATING EXPENSES						
NET INCOME (DEFICIT)	5,148	(5,457)	178,433	(34,014)	212,447	-

	CURRENT MONTH		YEAR-TO-DATE		12 MONTH	
	ACTUAL	BUDGET	ACTUAL	BUDGET	\$ VAR	BUDGET
NURSING (NPC)						
GOVERNMENT FUNDING (per diem)	192,225	184,832	7,393	732,536	17,141	2,239,277
GLOBAL FUNDING	9,536	9,446	88	37,402	91	114,547
PAY EQUITY FUNDING	11,841	11,641	-	46,564	-	139,692
RN, RPN, PSW SUPPLEMENTAL STAFFING FUNDING	109,321	91,800	17,521	333,844	23,704	1,044,540
SUPPORTING PROFESSIONALS STAFFING FUNDING	654	664	(10)	4,188	1,534	7,963
SUPPORTING PROFESSIONALS STAFFED DEFERRED	(44)	-	(44)	4,787	4,787	-
BSO - NURSES FUNDING	3,333	3,333	-	13,332	-	39,996
BSO - NURSES DEFERRED	(3,333)	-	(3,333)	(6,724)	(6,724)	-
PERMANENT PSW WAGE ENHANCEMENT FUNDING	24,437	12,540	11,897	50,579	39,093	152,990
PERMANENT PSW WAGE ENHANCEMENT DEFERRED	(12,398)	-	(12,398)	(30,687)	(30,687)	-
MEDICATION SAFETY TECH FUNDING	-	10,000	(10,000)	15,382	(10,000)	15,382
IPAC STAFFING FUNDING	5,766	5,774	(8)	23,096	(8)	69,288
IPAC STAFFING FUNDING DEFERRED	(5,766)	-	(5,766)	-	(5,766)	-
IPAC TRAINING AND EDUCATION FUNDING	1,699	1,668	31	6,672	31	20,016
IPAC TRAINING AND EDUCATION FUNDING DEFERRED	(1,699)	-	(1,699)	-	(1,699)	-
INTRA-ENVELOPE DEFERRAL ADJUSTMENT	(9,529)	(7,244)	(2,285)	32,579	(1,099)	(0)
TOTAL NURSING REVENUE	325,844	324,454	1,389	1,270,935	43,243	3,843,691
WAGES	266,766	243,852	(22,914)	972,839	(47,581)	2,969,797
IPAC STAFFING WAGES	-	5,088	5,088	20,520	6,745	62,069
BENEFITS	50,071	50,386	314	201,456	(2,555)	613,560
IPAC STAFFING BENEFITS	-	392	392	2,387	260	7,219
TOTAL WAGES & BENEFITS	316,837	299,917	(16,920)	1,197,201	(43,131)	3,652,645
SUPPORTING PROFESSIONALS STAFF TRAINING	610	664	53	8,975	(6,321)	7,963
SUPPLIES	3,730	3,416	(314)	13,158	504	40,988
MEDICAL SAFETY TECH (MST) EXPENSES	-	10,000	10,000	15,362	9,900	15,362
INCONTINENT SUPPLIES	(2,721)	2,160	4,881	8,712	4,881	26,352
MEDICAL ADVISORY	736	734	(2)	2,944	18	8,960
REPAIRS & MAINTENANCE	-	-	-	-	(669)	-
MAINTENANCE CONTRACTS	1,275	1,407	132	5,627	9,324	16,881
OTHER G&A COSTS	6,433	6,157	(277)	24,733	(16,428)	74,520
TOTAL NURSING EXPENSE	326,900	324,454	(2,446)	1,270,935	(41,923)	3,843,691
NET NURSING INCOME	(1,057)		(1,057)		1,321	

**Manitoulin Centennial Manor
Income Statement by Envelope
For the month ended April 2024**

	CURRENT MONTH			YEAR-TO-DATE			12 MONTH		
	ACTUAL	BUDGET	\$ VAR	ACTUAL	BUDGET	\$ VAR	ACTUAL	BUDGET	\$ VAR
OCCUPANCY %	98.75%	98.32%	0.43%	98.28%	98.32%	-0.04%	98.32%	98.32%	-0.04%
AVAILABLE RESIDENT DAYS	1,680	1,800	(120)	6,792	7,260	(468)	7,260	7,260	(468)
EARNED RESIDENT DAYS	1,659	1,770	(111)	6,675	7,138	(463)	7,138	7,138	(463)
ACCOMMODATION (QA)									
GOVT./RESIDENT FUNDING (per diem)	115,326	105,682	9,644	428,075	418,430	9,644	418,430	418,430	9,644
GLOBAL FUNDING	4,486	4,446	40	17,643	17,605	38	17,605	17,605	38
PRIOR YEAR ADJUSTMENTS	-	-	-	(32,621)	-	(32,621)	-	-	-
MUNICIPAL CONTRIBUTION	35,502	35,502	-	142,007	142,007	-	142,007	142,007	-
MINOR CAPITAL FUNDING	-	8,750	(8,750)	26,249	34,999	(8,750)	34,999	34,999	(8,750)
MINOR CAPITAL FUNDING DEFERRED	-	-	-	26,141	-	26,141	-	-	26,141
REV - SEMI PRIVATE PREMIUM	6,734	5,170	1,564	25,321	20,853	4,468	20,853	20,853	4,468
REV - PRIVATE PREMIUM	14,478	12,640	1,838	56,962	50,981	5,980	50,981	50,981	5,980
ANCILLARY REVENUE	415	1,504	(1,089)	162,674	6,015	156,659	6,015	6,015	156,659
INTEREST REVENUE	7,535	4,000	3,535	29,059	16,000	13,059	16,000	16,000	13,059
OTHER REVENUE	-	-	-	1,000	800	200	800	800	200
REV-QUALITY ATTAINMENT PREMIUM	-	679	(679)	-	2,700	(2,700)	-	2,700	(2,700)
TOTAL ACCOMMODATION REVENUE	184,476	178,373	6,103	882,509	710,390	172,119	710,390	710,390	172,119
WAGES - ADMIN	13,874	14,636	762	57,668	59,032	1,374	59,032	59,032	1,374
WAGES - DIETARY	32,389	32,316	(73)	128,972	129,151	179	129,151	129,151	179
WAGES - HOUSEKEEPING	12,908	10,467	(2,440)	51,513	41,745	(9,768)	41,745	41,745	(9,768)
WAGES - LAUNDRY	3,373	5,789	2,416	15,285	23,094	7,809	23,094	23,094	7,809
WAGES - MAINTENANCE	5,147	3,385	(1,762)	19,502	13,652	(5,850)	13,652	13,652	(5,850)
BENEFITS	19,932	19,954	22	79,823	80,262	440	80,262	80,262	440
TOTAL WAGES & BENEFITS	87,623	86,547	(1,076)	352,753	346,936	(5,816)	346,936	346,936	(5,816)
UTILITIES - FUEL	18,604	20,626	2,022	67,240	93,557	26,317	93,557	93,557	26,317
UTILITIES - HYDRO	7,601	3,954	(3,647)	18,999	23,255	4,256	23,255	23,255	4,256
UTILITIES - WATER	1,614	5,086	3,471	10,939	13,565	2,626	13,565	13,565	2,626
MINOR CAPITAL EXPENDITURES	10,236	8,750	(1,487)	62,626	34,999	(27,627)	34,999	34,999	(27,627)
REPAIRS & MAINT. - PROVISIONAL	-	11,721	11,721	2,916	46,884	43,969	46,884	46,884	43,969
MAINTENANCE CONTRACTS	4,007	4,993	986	18,404	19,970	1,566	19,970	19,970	1,566
SUPPLIES - DIETARY	1,514	1,436	(78)	5,911	5,745	(165)	5,745	5,745	(165)
SUPPLIES - HOUSEKEEPING	3,699	1,653	(2,046)	8,525	6,611	(1,913)	6,611	6,611	(1,913)
SUPPLIES - LAUNDRY	2,041	1,208	(833)	4,874	4,830	(43)	4,830	4,830	(43)
SUPPLIES - MAINTENANCE	1,350	1,102	(249)	3,271	4,406	1,135	4,406	4,406	1,135
INSURANCE	2,465	6,904	4,438	25,546	27,615	2,069	27,615	27,615	2,069
GENERAL & ADMINISTRATION	16,420	9,156	(7,263)	36,426	36,626	200	36,626	36,626	200
BOARD EXPENSES	1,189	667	(522)	3,275	2,667	(608)	2,667	2,667	(608)
MANAGEMENT FEE	19,907	20,029	122	83,694	76,737	(6,956)	76,737	76,737	(6,956)
TOTAL OTHER EXPENSE	90,648	97,253	6,635	352,645	397,467	44,823	397,467	397,467	44,823
TOTAL ACCOMMODATION EXPENSE	178,271	183,830	5,559	705,397	744,404	39,006	744,404	744,404	39,006
NET ACCOMMODATION INCOME	6,205	(5,457)	(11,662)	(177,112)	(34,014)	211,126	(34,014)	(34,014)	211,126

Manitoulin Centennial Manor

Financial Highlights - April 2024

For the Month Ended April 2024:

NOI is \$5K, which is \$11K favourable to budget

		(5)	<u>Comments</u>
Budget NOI			
Higher GOVT./Resident Funding	10		OA per diem funding increases 12% which is higher than plan 2.5%.
Lower Minor Capital	(10)		Minor capital funding for the fiscal year 2024-2025 has yet to be received.
Lower Repairs & Maint. Provisional	12		No major repairs and maintenance incurred.
Higher General & Administration	(7)		Mainly due to higher in audit expense, (-\$4K) resulting from the write-off of the 2022 audit fee payment.
Other Immaterial Differences	7		
Total Variances to Budget		<u>11</u>	
Actual NOI		<u>5</u>	

For the Year Ended April 2024:

NOI is \$178K, which is \$212K favourable to budget

		(34)	<u>Comments</u>
Budget NOI			
Higher GOVT./Resident Funding	10		OA per diem funding increases 12% which is higher than plan 2.5%.
Lower Minor Capital	(10)		Minor capital funding for the fiscal year 2024-2025 has yet to be received.
Lower Prior Year Adjustments	(33)		Write off CMHC seed funding received in 2013, \$10K; 2018 and 2019 ARR settlement, (\$15K) and (\$22K) due to incorrect coding of couples reunification; \$6K quality attainment premium for 2023.
Higher Interest Revenue	13		Due to higher balance and higher interest rates than originally budgeted.
Higher Private Revenue	10		Higher revenue from semi-private and private premium accommodation due to higher preferred occupancy than budgeted.
Higher Ancillary Revenue	157		Mainly due to unbudgeted one-time OA funding, \$152K.
Higher OA Wages and Benefits	(6)		Higher in housekeeping wage, \$9K due to outbreak in January.
Lower Utilities	33		Savings in fuel, \$26K due to decreased bill rate, lower hydro cost, \$4K due to decreased usage.
Lower Repairs & Maint. Provisional	44		No major repairs and maintenance incurred.
Higher Management Fee	(7)		
Other immaterial differences	1		
Total Variances to Budget		<u>212</u>	
Actual NOI		<u>178</u>	

Household Hazardous Waste Collection Event July 20th 2024

What to bring

From your workbench

- Adhesives, glues, resins
- Hobby Supplies, artist supplies
- Latex, oil paints (SEE TIP)
- Stains, thinners and strippers, Varsol, solvents, Linseed oil

From your garage

- Car batteries, dry cell batteries
- Engine degreasers, brake fluids
- Transmission fluids
- Engine oil
- Antifreeze

From your yard

- Insecticides, herbicides, Pesticides
- Propane cylinders (small)
- Swimming pool chemicals and bleach (do not mix)
- Wood preservatives
- BBQ lighter fluids

From your house

- Aerosol cans

- Cleaners (oven and drain), spot removers
- Hearing aid (button-style) batteries
- Ni-Cad batteries
- Photo chemicals
- Pharmaceuticals
- Fluorescent light tubes (4 ft) and fluorescent bulbs
- Nail polish and Nail polish removers
- Rat and mouse poisons

What not to bring

- Ammunition, fireworks, explosives
- Infectious and biological waste
- Syringes (your local drugstore will handle those)
- Radioactive waste
- Unknown compressed gas cylinders
- Tires
- Old electronics and computers

To ensure safety

- NEVER MIX CHEMICALS and NEVER SMOKE while handling hazardous materials
- Do not place waste in plastic garbage bags
- Tighten caps and lids leaving material in original labeled containers
- Sort and pack paint, pesticides and household cleaners separately
- Pack containers in sturdy upright boxes and pad with newspaper
- Pack your vehicle and go directly to the site

Participant: Residents of the Town of NEMI ONLY

Date: Saturday July 20, 2024

Time: 8:00 am – 11:00 am

Location: NEMI Landfill Site
9571 Hwy 6, Little Current

For More Info: Little Current Office 705 368-3500

Participants: Residents of the Municipality of Central Manitoulin, Townships of Assiginack, Billings, Burpee & Mills, Gordon/Barrie Island, Tehkummah and the Town of Gore Bay

Date: Saturday July 20, 2024

Time: 1:00 pm – 4:00 pm

Location: Mindemoya Roads Building
7 Lakeshore Rd off Hwy 542/551
Mindemoya

For More Info: Mindemoya Office 705 377-5726

Services provided by:



Space provided through a partnership between industry and Ontario Municipalities to support waste diversion programs.

MORNING - NEMI ONLY

AFTERNOON - ALL OTHER



Accounts for Payment May 28, 2024

Payment	Account	Amount	Description
AUTO	Bell Canada	\$518.27	Landline Phone Contracts (Monthly)
AUTO	Bell Mobility	\$1,150.46	Cell Phone Contracts (Monthly)
CHQ	Berry Boats	\$131.87	Supplies (MARINA)
CHQ	Berry Boats	\$223.72	Equip. Maintence (PW)
CHQ	Bridal Veil Variety	\$21.44	Supplies (MARINA)
AUTO	CIBC Mebp Fee	\$35.77	Service Fees (Monthly)
EFT	CSD Grand Nord	\$672.82	2024 Remittance (Quarterly)
AUTO	Eastlink	\$149.35	Internet Service Fees (Monthly)
CHQ	EncompassIT	\$263.01	EDR Security & Monitoring + Misc. Troubleshooting
EFT	EXP	\$6,936.38	Engineering Services Design Process OMB Replacement April 26th, 2024
CHQ	Farquhar Dairies	\$749.45	Supplies (MARINA)
CHQ	Freddie's Welding	\$2,395.60	Fabrication & installation of adjustable step at Marina
AUTO	GFL	\$9,542.62	Landfill Service Contract (Monthly)
AUTO	Hydro One	\$6,611.10	Hydro Supplies (Monthly)
EFT	Identifiable Individual	\$456.49	Fundraising Supplies (LIBRARY)
EFT	Identifiable Individual	\$149.46	Supplies (MARINA)
EFT	Identifiable Individual	\$931.52	Travel Expenses for FONOM
AUTO	Innov8 Office Solutions	\$175.00	Monthly Contract
AUTO	Iron Mountain	\$107.35	Standard Shred (Monthly)
EFT	J K Automotive	\$1,574.09	Tires for PW truck (PW)
CHQ	Connie Kiviaho	\$81.36	Supplies (MARINA)
EFT	Manitoulin Sudbury DSB	\$32,766.83	Land Ambo, Social Housing, Ontario Works, Child Care JAN/FEB/MAR
CHQ	Massey Wholesale	\$472.11	Supplies (MARINA)
AUTO	Master Card	\$337.05	Service Fees (Monthly)
AUTO	McDougall Energy Inc.	\$1,641.55	Diesel Dyed (PW)
EFT	MLA Law	\$685.01	Professional Services
EFT	Pitney Bowes / PitneyWorks	\$221.23	PitneyWorks Postage Meter
CHQ	Pitney Bowes / PitneyWorks	\$800.00	PitneyWorks Postage Meter
EFT	Patrick Sprack LTD.	\$595.06	Spring Inspection at Marina
CHQ	Steele's Home Hardware	\$45.54	Supplies (MARINA)
AUTO	Superior Propane	\$483.12	Bulk Propane 316 Main
AUTO	Superior Propane	\$31.97	Equipment Rental for PC (Monthly)
AUTO	Visa	\$137.01	Service Fees (Monthly)
EFT	Whitehots Inc.	\$404.46	Books (Library)

Total **\$71,498.07**

Total Accounts for Payment **\$71,498.07**



BY-LAW NO 2024-40

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

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

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

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

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

1. THAT the actions of the Council of The Corporation of The Township of Billings at its Council Meeting held on June 18, 2024 in respect to each report, motion, resolution, or other actions recorded and taken by Council at its meetings, except where the prior approval of the Ontario Lands Tribunal is required is hereby adopted, ratified, and confirmed as if all such proceedings were expressly embodied in this By-Law.
2. THAT the Mayor and CAO/Clerk, or such other official as deem appropriate are hereby authorized and directed to do all things necessary to give effect to the said action, of Council of the Township of Billings referred to in the proceeding section.
3. THAT the Mayor and CAO/Clerk are hereby authorized and directed to execute all documents necessary on behalf of the Council and to affix the corporate seal of The Corporation of The Township of Billings to all such documents.
4. THIS By-Law shall come into full force and effect upon final passage.
5. THIS By-Law may be cited as the "June 18, 2024 Confirmatory By-Law"

READ a FIRST and SECOND TIME this 18th day of June, 2024

READ a THIRD TIME and FINALLY PASSED this 18th day of June, 2024

Bryan Barker, Mayor

Veronique Dion, CAO/Clerk