

THE CORPORATION OF THE TOWNSHIP OF HILTON

**MINUTES**  
Regular Meeting  
December 3, 2014  
7:00 p.m.

Present: Absent:  
Reeve: Rodney Wood  
Councillors: Pat Garside  
Dianne Holt  
Dave Leask Robert Jerrard  
Road Superintendent: Lyn Garside  
Clerk Treasurer: Valerie Obarymskyj

Council members completed their Declarations of Office for the council term 2014 to 2018. It was noted that Councillor Jerrard, currently absent due to health issues, would make his declaration of office at the January 2015 meeting, if not before.

There were no disclosures of pecuniary interest.

Moved by Dianne Holt 2014-136  
Seconded by Dave Leask  
Resolved that we do accept the Agenda as presented. \* Carried \*

Moved by Pat Garside 2014-137  
Seconded by Dave Leask  
Resolved that we do approve the Minutes of the meeting of November 5, 2014, as presented. \*Carried\*

Lyn Garside, Road Superintendent provided an update to Council on road issues in the Township. While the deposit of gravel to Neal Drive had been postponed due to the earlier wet weather, the unexpected significant snowfall early in November has led to further delays. The preference is for the gravel to settle over the winter months but unless there is an extended forecast period of no precipitation, it will likely be spring 2015 before the gravel work is carried out. The Road Superintendent confirmed he had been contacted by a neighbouring resident concerned that the reference to new ditching in the Neal Drive area might pose problems for her already wet property. The Road Superintendent and resident walked the area and the owner is now satisfied that the work done will not have any negative effect on her property.

Council reviewed correspondence from OMAFRA confirming the Township will receive its full entitlement of approximately \$60,000 toward the cost of rehabilitating the 20<sup>th</sup> Side Road. The total project costs excluding the in-house expense of using our own equipment was roughly \$113,000.

Council reviewed new funding available to all municipalities under the Ontario Community Infrastructure Fund (OCIF) – Formula Based Component. This funding is automatic and not application driven and will result in most municipalities our size receiving annual allocations of \$25,000. The funds are subject to project reporting prior to start of construction and at completion. Funds must be utilized within the year of receipt and are restricted to specific project categories including: Implementation of asset management plans or capital projects or capital maintenance for core infrastructure assets such as roads/bridges and culverts/water/wastewater. The projects being funded must also be listed as a priority in the municipality's existing asset management plan.

Moved by Dave Leask 2014-138  
Seconded by Dianne Holt  
Resolved that we do give first, second and third and final reading and pass By-Law No. 1118-14 being a by-law to authorize the execution of an Agreement between the Corporation of the Township of Hilton and the Minister of Agriculture, Food and Rural Affairs regarding the Ontario Community Infrastructure Fund (OCIF) – Formula Based Component Program. \*Carried\*

Moved by Dianne Holt 2014-139  
Seconded by Dave Leask  
Resolved that we do agree to provide winter plowing services for the 2014-2015 plowing season, on a requested or 'as – needed' basis to be determined by the Road Superintendent, for Red Maple Drive, with such services to be provided at an hourly rate of \$125 with a minimum call out rate of \$125. Sanding to be charged extra. \*Carried\*

Moved by Pat Garside 2014-140  
Seconded by Dianne Holt  
Resolved that we do agree to plow the end of Jocques Bay Road for the 2014-2015 winter season to allow for the parking of vehicles off the highway. \*Carried\*

Moved by Dave Leask 2014-141

Seconded by Pat Garside

Resolved that we do agree to provide winter plowing services for the 2014-2015 plowing season, on a requested or 'as – needed' basis to be determined by the Road Superintendent, from the turnaround on Garside Road West to the end of Ellwood Boulevard, with such services to be provided at an hourly rate of \$125 with a minimum call out rate of \$125. Sanding to be charged extra. \*Carried\*

Moved by Pat Garside 2014-142

Seconded by Dave Leask

Resolved that we do request Transfield Services to include in its stockpile of winter sand at the local patrol yard 500 M. Tonnes for Hilton Township's 2014-2015 winter requirements. \*Carried\*

The Clerk advised she had received a call from a resident complaining about the condition of Highway 548 from just outside the Village of Hilton Beach to Hamilton Bay Road. Residents unhappy with highway road maintenance should contact Transfield Services directly by calling 705-759-7575 and press #1 to speak with Parker Brocklebank (email: [brocklebankp@transifeldservices.com](mailto:brocklebankp@transifeldservices.com)) or press #2 to speak with Roger Bangs (email: [bangsr@transifeldservices.com](mailto:bangsr@transifeldservices.com)). Residents also have the option of emailing their concern to: [winterhighways@ontario.ca](mailto:winterhighways@ontario.ca) where their email will be investigated by the Ministry of Transportation. Residents may also call "511" or go to: [www.ontario.ca/511](http://www.ontario.ca/511) for current road conditions.

The Clerk presented a summary of outstanding vacation and overtime for the Road Superintendent as of November 30, 2014. There is currently no outstanding overtime but approximately three weeks of vacation remain. Council noted the difficulty in trying to use up vacation when there are so many demands for the job and weather playing such a role. The Road Superintendent confirmed that, weather permitting; some of the vacation will be used over the Christmas holiday season and one week carried forward to the 2015 year.

Council reviewed correspondence regarding Ontario Regulation 239/02 (Minimum Maintenance Standards for Municipal Highways) which states from October 1 to April 30, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, three times per calendar day. The Road Superintendent confirms he does that at a minimum but currently does not have a form for recording the information. The Clerk will check with other municipalities to see if such a form is already in use.

Council received an update on items discussed at the recent Fire Board meeting. Council was advised of the status of the DZ training that three members of the fire department have begun. Such licensing is a requirement of the current insurance policy. The matter of refueling vehicles using the Township's fuel tanks was discussed and the Road Superintendent confirmed that while other individuals may obtain the required training and certification for other locations, he is the only individual certified for the Township property on our insurance policy. Given the ultimate responsibility rests with the Road Superintendent for the transfer of fuel, and that negligence in any fuel handling could result in the Township losing the ability to have fuel tanks on site, Council resolved that the Fire Board be advised that only the Township's Road Superintendent should be handling any fuel transfers in the future. It wasn't considered the decision would result in any significant problem as fire department fuel usage is minimal.

Council reviewed another instance of a property owner within a subdivision who owns two abutting lots being advised by his lawyer that the lots were considered one. Through communication with the Secretary-Treasurer of the Planning Board, the owner had been advised that in order to combine the two lots he would have to have his lawyer make application to the municipality to pass a by-law deeming the two lots to not be within the registered plan of subdivision. Council recommended further research should be done into this section of the Planning Act before it would agree to such a decision.

The Clerk provided copies of new Construction Permit forms that will be used once our current supply runs out. The existing forms are no longer available through Municipal World as most municipalities have chosen to design their own. Tulloch Engineering will laminate the copies for residents so they can withstand the elements while being posted as required.

Council reviewed details of the recently announced Ontario Municipal Partnership Fund (OMPF) for 2015. The Township will receive \$1,200 less in funding than it did in 2014, however, that reduction is far less than what was anticipated. The Province had originally announced it would be reducing OMPF by \$25 million in 2015, but in mid-2014 announced a further reduction of \$10 million resulting in an overall reduction of \$35 million. The Clerk provided an OMPF comparison summary of area municipalities and noted that the majority of surrounding municipalities also saw a reduction to their funding allocation, some more considerable than others.

The Clerk requested the following resolutions be passed for year-end purposes.

Moved by Dianne Holt 2014-143

Seconded by Pat Garside

Resolved that we do transfer any surplus or deficit for the year 2014 for the Hilton Union Fire Department to the Fire Department Working Fund Reserve. (a/c 315210). \*Carried\*

Moved by Dave Leask 2014-144  
Seconded by Dianne Holt  
Resolved that we do authorize the transfer of \$20,000 to the Fire Building Reserve Fund for the year ending 2014. (a/c 335210). \*Carried\*

Moved by Pat Garside 2014-145  
Seconded by Dianne Holt  
Resolved that we do transfer any surplus for the year 2014 for the Hilton Union Fire Department Volunteer Fundraising to the Reserve for Volunteer Fundraising. (a/c 315208). \*Carried\*

Moved by Pat Garside 2014-146  
Seconded by Dave Leask  
Resolved that we do authorize the transfer of \$5,000 to the Municipal Building Reserve Fund for the year ending 2014. (a/c 335205). \*Carried\*

Moved by Dianne Holt 2014-147  
Seconded by Dave Leask  
Resolved that we do transfer any surplus or deficit for the year 2014 for the Roads Department to the Roads Working Capital Reserve (a/c 315215). \*Carried\*

Moved by Pat Garside 2014-148  
Seconded by Dianne Holt  
Resolved that we do authorize the transfer of \$50,000 to the Roads Equipment Reserve Fund (a/c 335215) with \$40,000 of this amount being transferred from the Roads Working Capital Reserve (a/c 315215). \*Carried\*

Moved by Dave Leask 2014-149  
Seconded by Pat Garside  
Resolved that we do authorize the transfer of \$2,000 to the Office Equipment Reserve. (a/c 315205). \*Carried\*

Moved by Dianne Holt 2014-150  
Seconded by Dave Leask  
Resolved that we do transfer \$4,600 to the newly created Reserve for Physician Recruitment. (a/c 315206). \*Carried\*

Moved by Pat Garside 2014-151  
Seconded by Dave Leask  
Resolved that we do transfer any surplus or deficit for the year 2014 to the Reserve for Working Funds. (a/c 315010). \*Carried\*

Moved by Dianne Holt 2014-152  
Seconded by Dave Leask  
Resolved that we do contribute \$1,500 to the Central Algoma Freshwater Coalition for the Year 2014 in support of its ongoing research to ensure good water quality in our area. \*Carried\*

Moved by Dave Leask 2014-153  
Seconded by Dianne Holt  
Resolved that it is the intention of the Council of the Corporation of the Township of Hilton that one-third of the remuneration paid to the elected members of councils and their local boards shall be considered as expenses incident to the discharge of their duties as members of council or local boards for the term 2014–2018. \*Carried\*

Appointments for the term 2014 – 2018 were discussed and council members confirmed they wished to continue to sit on the same boards as before. The Clerk confirmed that community members sitting on various boards had been contacted and all had confirmed their willingness to continue. A by-law confirming all appointments will be passed at the January 2015 council meeting.

The Clerk advised Council of an upcoming workshop sponsored by the Township's auditing firm. There have been recent changes to the accounting standards and reporting requirements and the workshop is intended to help staff understand the implications for our municipality.

Moved by Dave Leask 2014-154  
Seconded by Dianne Holt  
Resolved that we do authorize Valerie Obarymskyj to attend the BDO workshop: "Understanding Public Sector Accounting Financial Statements" to be held in Sault Ste. Marie on Tuesday, December 16, 2014. \*Carried\*

Council reviewed two letters regarding the situation at the Hilton Union Public Library: one from a resident of the Village and one from a Hilton Township resident. Both letters recommended that the capital improvements required at the library be carried out and the library remains at its present location.

The Clerk requested Council consider a shutdown period for the Township Office over the Christmas holidays. The Clerk has remaining vacation that would include December 23/24/29/30/31, 2014. Council agreed the office could be closed from December 23, 2014 to January 2, 2015 inclusive. The Clerk confirmed she would be in to work during that period to complete year-end bank deposits. It was agreed to postpone the council meeting for January 2015 to the second week of the month to allow time for the preparation of agenda packages.

Council reviewed correspondence from Mayor Jody Wildman, St. Joseph Township and a resolution from his municipality requesting support of certain actions by TSSA.

Moved by Pat Garside 2014-155

Seconded by Dianne Holt

Resolved that we do support the resolution of the Township of St. Joseph dated November 12, 2014 detailing steps TSSA (Technical Standards and Safety Authority) should consider to help mitigate the negative effects the current enforcement is having on rural and small communities. \*Carried\*

Moved by Pat Garside 2014-156

Seconded by Dave Leask

Resolved that we do support the appointment of Lee Mason as the representative for the Algoma area on the Algoma Public Health Board. \*Carried\*

Moved by Dianne Holt 2014-157

Seconded by Dave Leask

Resolved that we do support the appointment of Lynn Watson and Lorraine Aelick as Algoma District Services Administration Board representatives for Area 3 for the period 2014 – 2018. \*Carried\*

Moved by Pat Garside 2014-158

Seconded by Dave Leask

Resolved that we do appoint Dianne Holt as Hilton Township's Voting Delegate with regard to the Algoma District Services Administration Board and representatives for Area 3. \*Carried\*

Moved by Dave Leask 2014-159

Seconded by Dianne Holt

Resolved that we do enter Closed Meeting at 10:25 p.m. in accordance with the Municipal Act 2001: Section 239 (2) (b) that a meeting may be closed to the public for the purpose of discussing personal matters about an identifiable individual, including municipal or local board employees; and Section 239 (2) (f) that a meeting may be closed to the public for the purpose of discussing advice that is subject to solicitor-client privilege, including communications necessary for that purpose. \*Carried\*

Moved by Dianne Holt 2014-160

Seconded by Dave Leask

Resolved that we do return to Open Meeting at 11:27 p.m. \*Carried\*

Moved by Dave Leask 2014-161

Seconded by Pat Garside

Resolved that we do approve the recommendation in the Closed Session report regarding proceedings with current tax registrations. \*Carried\*

Council asked the Clerk to invite current library board members sitting on behalf of Hilton Township to the next regular council meeting in January 2015.

Moved by Dave Leask 2014-162

Seconded by Pat Garside

Resolved that we do authorize the payment of Township bills for the month of November 2014 in the amount of \$59,468.84 as per Voucher 11-2014: Administration - \$15,711.33; Algoma Dist Services Admin - \$21,346.17; Building - \$526.02; Fire - \$2,333.96; Misc (Employee/Employer Payroll Deductions/ Benefits) - \$6,028.27; Policing-\$2,822.00; Recreation - \$381.10; Roads - \$7,819.99; Sault Area Hospital (annual)- \$2,500.00. \*Carried \*

Moved by Dianne Holt 2014-163

Seconded by Dave Leask

Resolved that we do pass By-Law No. 1119-14 being a by-law to confirm the proceedings of this meeting. Carried

Moved by Pat Garside 2014-164

Seconded by Dave Leask

Resolved that we do adjourn at 11:47 p.m., Council to meet again at the Hilton Township Municipal Office at 7:00 p.m. on Wednesday, January 14, 2015 or at the call of the Reeve. \*Carried\*

# FIRE - 911



Enjoy the holiday season but be cautious with your Christmas tree. Buy a freshly cut tree and keep the stand full of water at all times. Keep it away from all heat sources and make sure it doesn't block a doorway. Check all decorative lights before placing them on the tree and discard any frayed or damaged lights and cords. Never place lighted candles on or near the Christmas tree. When large amounts of needles begin to fall off, it's time to get rid of the tree.

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Looking for that special gift for family and friends? What better way to show you care than to give a smoke alarm or fire extinguisher. Fire fighters know that battery-operated smoke alarms are life-savers. Every level of the home should have a smoke alarm.

In fire extinguishers, a multi-purpose dry chemical type is a wise choice. Make sure the fire extinguisher is kept in an accessible place and the owner knows how to use it properly. Every home, boat, camper and trailer should have a fire extinguisher.

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Every year in Ontario, the joy of the holiday season is marred by tragic fire deaths. Your fire department urges you take a few life-saving minutes to protect yourself and your family. Test your smoke alarms to make sure they are in good working order and change the batteries, if necessary. Then review your fire escape plan. Do all members of your household know two ways out of every room?

Don't invite disaster to your holiday celebrations.

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There is nothing more appealing on a cold winter's night than a blazing fireplace and the warm glow of candles. But open flame can be an invitation to disaster. Your fire department urges you to treat fire with respect. Never leave fire unattended. Don't burn wrapping paper or ribbons and always use your fireplace screen. Make sure candles are in a secure holder and place them out of the reach of children.

Don't let fire ruin your holiday celebrations.

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**Dump/Recycling (M & N Road):**

**WINTER Hours in Effect from September 15/14 – May 15/15**  
Saturday: 10:00 am - 3:00 pm      Sunday: 2:00 pm - 6:00 pm

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The Hilton Township Municipal Office will be closed  
Tuesday, December 23, 2014 to Friday, January 2, 2015, inclusive.

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*From the Council and Staff  
of Hilton Township –  
May this joyous season  
bring you and your loved  
ones  
Peace, Health and  
Happiness  
Throughout the coming  
year.*

