

THE CORPORATION OF THE TOWNSHIP OF HILTON

**MINUTES**  
Regular Meeting  
December 4, 2019  
7:00 p.m.

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

There were no disclosures of pecuniary interest.

Moved by Pat Garside 2019-124  
Seconded by Mike Garside  
Resolved that we do accept the Agenda as presented. \* Carried \*

Moved by Dianne Holt 2019-125  
Seconded by Pat Garside  
Resolved that we do approve the Minutes of the Regular Meeting of November 6, 2019 as presented. \* Carried \*

The Road Superintendent provided an update on road issues in the Township. Similar to last year, winter has once again arrived early along with repeated freeze and thaw cycles. The new plow truck offers a marked improvement over the old Year 2000 truck in terms of operator comfort. It does dig in deeper to road surfaces which is something that will have to be carefully watched in this early part of the season.

Moved by Mike Garside 2019-126  
Seconded by Dianne Holt  
Resolved that we do agree to plow the end of the Q and R Road for the 2019/2020 winter season to allow for the safe parking of vehicles off of Base Line. \* Carried \*

Council reviewed several samples of complaint policies presented by the Clerk. The intent of the review was to establish a written policy for the handling of any complaints from residents regarding all areas of municipal services. After a full review Council agreed that the proper channels for an individual to voice a complaint against an employee is to approach the following individuals in the order indicated:

1. The Employee against whom the complaint is directed; if complaint unresolved, then:
2. The Department Manager; if complaint continues to be unresolved, then:
3. The Municipal Clerk – in writing; if complaint remains unresolved, then:
4. Council – copy of individual's written complaint and Clerk report.

It was also confirmed that individuals lodging verbal complaints in a public setting to any member of Council will be asked to follow the above process. The Clerk was directed to prepare a policy addressing these issues for the January 2020 regular meeting.

The Clerk advised Council that one week of the Road Super's six week vacation allocation remains outstanding.

Moved by Mike Garside 2019-127  
Seconded by Dianne Holt  
Resolved that we do agree to pay out the unused vacation for the Road Superintendent for the period ending December 31, 2019 as per the Clerk's Report. \* Carried \*

Council reviewed the mock exercise that had been part of the Emergency Management training session held in Bruce Mines on November 7, 2019. Given the recent resignation of our current Community Emergency Management Coordinator (CEMC), the Clerk confirmed that Tarbutt Township Clerk Glenn Martin had advised he would be willing to take on the CEMC position for our municipality, as well as, Jocelyn Township. Mr. Martin already has the majority of courses required for this position. Our arrangement for the last four years has been a shared CEMC agreement involving Tarbutt/Jocelyn and Hilton Townships.

Moved by Pat Garside 2019-128  
Seconded by Mike Garside  
Resolved that we do recommend to the St. Joseph Island Planning Board approval of the application by Deibele Properties LLC, for consent to sever the previously closed shore road allowance in front of Lots 14 and 15, Registered Plan 1M-458 in the Township of Hilton, into two parcels in order that each portion may then be transferred to its corresponding abutting lot. This approval is conditional on all property taxes being paid up to date as well as satisfying any requirement set by the Planning Board. \* Carried \*

The Clerk shared some of the responses from other Island Councils regarding the regulation of shipping containers. Representatives of each council sit on the Planning Board and the specific requirements regarding lot size, permitted zones, placement location, etc. will be discussed jointly at its next meeting in December 2019. The intent is to develop a by-law that is consistent throughout the Island.

Moved by Dianne Holt 2019-129

Seconded by Mike Garside

Resolved that we do authorize the following transfers:

- \$ 2,000 to the Office Equipment Reserve (a/c 315205)
- \$20,000 to the (new) Succession Plan reserve (a/c 315206);
- \$225,000 to the (new) Modernization Reserve (upgraded from \$224,200 rec'd) (a/c 315209) \* Carried \*

Moved by Pat Garside 2019-130

Seconded by Mike Garside

Resolved that we do authorize the following transfers:

- \$10,000 to the Fire Equipment Reserve Fund (a/c 335210)
- \$ 5,000 to the Municipal Building Reserve Fund (a/c 335205)
- \$80,000 to the Roads Equipment Reserve Fund (a/c 335215) \* Carried \*

Moved by Mike Garside 2019-131

Seconded by Pat Garside

Resolved that we do authorize the following transfers for any surplus/deficit for the year 2019:

- For the Hilton Union Fire Department to the Fire Department Working Capital Reserve (a/c 315210)
- For the Roads Department to the Roads Working Capital Reserve (a/c 315215)
- For the General Reserve to the General Working Capital Reserve (a/c 315010) \* Carried \*

Council reviewed information from the Ministry of Municipal Affairs and Housing announcing Intake 1 under the Municipal Modernization Program. The province is inviting municipalities to apply for funding to help cover the cost of an independent third-party review with the goal of finding service delivery efficiencies and lowering costs in the longer term. The Clerk advised there was a very short turn-around time in which municipalities had to confirm their intent to apply. Following a discussion with Municipal Affairs it was determined that waiting for Intake 2 planned for the Summer/Spring of 2020 might be the better option.

Moved by Mike Garside 2019-132

Seconded by Dianne Holt

Resolved that we do authorize the payment of Township bills for the month of November 2019 in the amount of \$70,815.68 as per Voucher 11-2019: Administration - \$9,712.58; Algoma District Services Admin - \$23,793.33; Building – \$953.72; Council Honoraria 2019 - \$11,431.00; Fire - \$4,850.00; Misc (Employee/ Employer Payroll Deductions/ Benefits) - \$6,424.39; Policing - \$7,150.00; Roads – \$6,500.66. \*Carried\*

Moved by Pat Garside 2019-133

Seconded by Dianne Holt

Resolved that we do pass By-Law No. 1259-19 being a by-law to confirm the proceedings of this meeting.\*Carried

Moved by Mike Garside 2019-133

Seconded by Pat Garside

Resolved that we do adjourn at 9:40 p.m., Council to meet again at the Hilton Township Municipal Office at 7:00 p.m. on Wednesday, January 8, 2020 or at the call of the Reeve. \*Carried\*

Reeve, Rodney Wood

Valerie Obarymskyj, Clerk Treasurer

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**WINTER Hours in Effect Sept 15/19 – May 15/20:**

Saturday: 10:00 am – 3:00 pm  
Sunday: 12:00 pm – 4:00 pm

**Hours will remain the same during the Holiday Season.**

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**Hilton Township Recreation Committee welcomes ALL children to the Hilton Township Office for a Christmas Party on Sunday, December 15th, 2019 from 1:30 pm to 3:00 pm. Crafts, food and a free colour photo of each child with Santa!**

# F I R E - 911 for EMERGENCIES



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. **Available for purchase at the Township Office for \$20 to residents only.**

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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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*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.*



The Hilton Township Municipal Office will be closed from Monday, December 23, 2019 to Thursday, January 2, 2020, inclusive.