

MINUTES
Regular Meeting
December 7, 2016
7:00 p.m.

Present:

Absent:

Reeve: Rodney Wood
Councillors: Pat Garside (arrived 7:10 pm)
Dianne Holt
Robert Jerrard
David Leask
Road Superintendent: Lyn Garside
Clerk Treasurer: Valerie Obarymskyj; Deputy Clerk: Sherry Hoover

There were no disclosures of pecuniary interest.

Moved by Robert Jerrard 2016-133
Seconded by Dave Leask
Resolved that we do accept the Agenda as presented. *Carried*

Moved by Dianne Holt 2016-134
Seconded by Robert Jerrard
Resolved that we do approve the Minutes of the Regular Meeting of November 16, 2016, as presented. *Carried*

Sherry Hoover, Deputy Clerk was present to provide accessibility training to Council/Staff as required by the Accessibility for Ontarians with Disabilities Act, 2005. The Township falls under the 'Small Designated Public Sector' category with 1 to 49 employees and as such, is mandated to satisfy various requirements. Topics under General requirements as well as the Design of Public Spaces were reviewed. One of the requirements is a multi-year accessibility plan and additional work will need to be done on this in the coming months. It was recommended that consultation with individuals who experience various forms of disabilities would aid in such a multi-year plan.

Lyn Garside, Road Superintendent, confirmed we are now into winter operations and the extended period for roadside brushing has ended.

Council reviewed the report from Jim Waycik, Community Emergency Management Co-ordinator (CEMC) recommending the creation of an Emergency Management Program Committee, as well as, adoption of the Hazard Identification and Risk Assessment (HIRA) completed by the CEMC. Council noted its appreciation of the CEMC's organized and thorough approach to the Township's emergency requirements.

Moved by Pat Garside 2016-135
Seconded by Dave Leask
Resolved that we do appoint the following as members of the Emergency Management Program Committee (EMPC): Valerie Obarymskyj, Clerk; Jim Waycik, CEMC; Robert Jerrard, Councillor; and that the Clerk be Committee Chair and the CEMC be Co-Chair. *Carried*

Moved by Dianne Holt 2016-136
Seconded by Robert Jerrard
Resolved that we do approve the Hazardous Identification and Risk Assessment (HIRA) as completed by Jim Waycik, CEMC, and submit it to OFMEM as part of the Municipality's annual compliance requirements. *Carried*

Moved by Dave Leask 2016-137
Seconded by Pat Garside
Resolved that we do recommend to the St. Joseph Island Planning Board that the application by Tecom Forestry Ltd. For consent to sever Lot 17 and Part of Lot 18, Concession O, Township of Hilton, into two parcels be approved providing that all property taxes are paid up to date as well as satisfying any requirements set by the Planning Board. *Carried*

The Clerk provided information regarding what might be a possible encroachment of one property owner's land use onto an abutting lot. The issue had been brought to the attention of the Clerk by the new property owner. Council determined the matter would need to be resolved by the two owners as no structures were involved.

The Clerk advised that as the result of new construction it was learned that an accessory building had been built without the benefit of a building permit and in a location that did not satisfy the current zoning setbacks. It was noted that the location would not have satisfied the former zoning setbacks either given the adoption of a new zoning by-law in 2011. Council recommended the structure be moved to the 100' setback from the high water mark; be demolished or the owners consider a zoning amendment to authorize the current location of the structure.

The Clerk advised the Building Inspector had been contacted regarding several issues with development on a privately owned lot abutting a municipal property. The Clerk was asked to notify the owners regarding the issues.

Council reviewed correspondence regarding the Ontario Municipal Partnership Fund (OMPF) detailing the level of unconditional funding for 2017. Our municipality's funding has decreased slightly (from \$305,200 to \$304,000) while several area municipalities' levels have increased. This difference may be the result of increased assessment levels in Hilton Township. The Clerk advised that additional assessment will result in an increase to our levy from the Algoma District Services Administration Board despite the fact many of the new assessments may ultimately be reduced through the Request for Reconsideration process.

The Clerk provided a Municipal Investment Policy which is a requirement of the Municipal Act. The policy is to ensure compliance with the legislation as well as ensure full disclosure of information related to municipal investments is provided to Council.

Moved by Dave Leask 2016-138
Seconded by Dianne Holt
Resolved that we do give first, second and third and final reading and pass By-Law No. 1171-16 being a by-law to approve a municipal investment policy. *Carried*

The Clerk provided a Workplace Anti-violence, Harassment and Sexual Harassment Policy which is a requirement of Ontario Bills 168 and 132. Previously the Township had a violence and harassment policy in place but Bill 132 now requires such policies to include 'sexual harassment' and ensure appropriate investigations take place in response to any incidents or complaints.

Moved by Robert Jerrard 2016-139
Seconded by Dave Leask
Resolved that we do give first, second and third and final reading and pass By-Law No. 1172-16 being a by-law to approve a policy for the prevention of violence and harassment (including sexual) in the workplace. *Carried*

The Clerk presented a proposed amendment to the Township of Hilton's Asset Management Plan (AMP) addressing the decision to construct a second firehall within the municipality.

Moved by Robert Jerrard 2016-140
Seconded by Dave Leask
Resolved that Whereas Council for the Township of Hilton adopted the Asset Management Plan prepared by Tulloch Engineering in January 2014 (Resolution #2014-3); and
Whereas Council completed a Simplified Risk Assessment in March 2015 which identified the need for a second firehall to service the significant south/southeast section of the Township current beyond the recommended 8 km response from a firehall; and
Whereas the Township of Hilton purchased 100 acres (Part Lot 17, Concession 14) in March 2016 to serve as a location for a second firehall; and
Whereas three (3) acres of the above noted property has been rezoned to Institutional (I) to permit the construction of a municipal firehall;
Now Therefore, Council deems that Appendix B, Building Assessment Report of the Asset Management Plan (AMP) should be formally amended to include the planned 2017 construction of a second firehall on Part Lot 17, Concession 14, Township of Hilton. *Carried*

Moved by Dianne Holt 2016-141
Seconded by Robert Jerrard
Resolved that we do transfer the proceeds from the sale of shoreroad allowance fronting Part of Lot 6, Concession 18 to the General Reserve Fund (a/c 335290). *Carried*

Moved by Pat Garside 2016-142
Seconded by Dianne Holt
Resolved that we do authorize the transfer of \$48,500.00 from the accumulated Federal Gas Tax Funds to offset the costs of the 2016 Hilton Road reconstruction. *Carried*

Moved by Pat Garside 2016-143
Seconded by Robert Jerrard
Resolved that we do authorize the following transfers for any surplus/deficit for the year 2016;
1. For the Hilton Union Fire Department to the Fire Department Working Capital Reserve (a/c 315210)
2. For the Roads Department to the Roads Working Capital Reserve (a/c 315215)
3. For the General Reserve to the General Working Capital Reserve (a/c 315010). *Carried*

Moved by Dave Leask 2016-144
Seconded by Dianne Holt
Resolved that we do authorize the following Reserve Fund transfers:
1. \$20,000 to the Fire Equipment Reserve Fund (a/c 335210)

- 2. \$10,000 to the Roads Equipment Reserve Fund (a/c 335215)
- 3. \$25,000 to the Municipal Building Reserve Fund (a/c 335205). *Carried*

Moved by Dianne Holt 2016-145
 Seconded by Dave Leask
 Resolved that we do authorize the transfer of \$62,500 from the Parks Reserve Fund to cover the cost of the approximate 93 acres of Part Lot 17, Concession 14 to be used for recreational purposes. *Carried*

Moved by Robert Jerrard 2016-146
 Seconded by Pat Garside
 Resolved that we do authorize the following Reserve transfers:
 1. \$2,000 to the Physician Recruitment Reserves (a/c 315206)
 2. \$2,000 to the Office Equipment Reserves (a/c 315205). *Carried*

Moved by Robert Jerrard 2016-147
 Seconded by Dianne Holt
 Resolved that we do contribute \$100 to Branch 374, Royal Canadian Legion, in lieu of items to be included in gift bags for the upcoming Legion District Cribbage Tournament. *Carried*

Moved by Dianne Holt 2016-148
 Seconded by Dave Leask
 Resolved that we do support the November 21, 2016 resolution of the Township of McKellar and hereby petition the Provincial Government to recognize municipal fire service as critical infrastructure by including funding for fire department infrastructure within the various provincial grant programs offered to municipalities. *Carried*

Moved by Robert Jerrard 2016-149
 Seconded by Dave Leask
 Resolved that we do authorize the payment of Township bills for the month of November 2016 in the amount of \$83,323.45 as per Voucher 11-2016: Administration - \$22,635.74; Algoma District Services Admin Bd - \$21,770.75; Building - \$1,025.76; Fire - \$19,573.71; Miscellaneous (Employee/ Employer Payroll Deductions/ Benefits) - \$2,650.86; Police - \$5,558.00; Roads – \$7,608.63; Sault Area Hospital - \$2,500.00. *Carried*

Moved by Dave Leask 2016-150
 Seconded by Pat Garside
 Resolved that we do pass By-Law No.1173-16 being a by-law to confirm the proceedings of this meeting. *Carried

Moved by Robert Jerrard 2016-151
 Seconded by Pat Garside
 Resolved that we do adjourn at 10:53 p.m., Council to meet again at the Hilton Township Municipal Office at 7:00 p.m. on Wednesday, January 11, 2017 or at the call of the Reeve.

 Reeve, Rodney Wood

 Valerie Obarymskyj, Clerk Treasurer



***** Building Inspection *****
 Ron LeBlanc – Building Inspector - Call 1-800-797-2997
 Email: ron.leblanc@tulloch.ca

**IT IS THE RESPONSIBILITY OF THE OWNER TO OBTAIN A BUILDING PERMIT
 IT IS ILLEGAL TO START WORK WITHOUT A PERMIT**

Dump/Recycling (M and N Road):



CHANGE in WINTER Hours
Effective Sunday, December 18, 2016 - May 15/2017:

Saturday: 10:00 am - 3:00 pm
Sunday: 12 Noon - 4:00 pm

*** Holiday Hours***
Closed: Sunday, December 25, 2016 and Sunday, January 1, 2017
Open: Monday, December 26, 2016 and Monday, January 2, 2017
from 12 Noon – 4:00 pm

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.



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.



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.



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.



Hilton Township Recreation Committee welcomes ALL children to the Hilton Township Office for a Christmas Party on Sunday, December 18th, 2016 from 1:30 pm to 3:00 pm. Crafts, food and a free colour photo of each child with Santa!



*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 Thursday, December 22, 2016 to Tuesday, January 3, 2017, inclusive.