

THE CORPORATION OF THE TOWNSHIP OF HILTON

A G E N D A

Regular Meeting of Council

October 9, 2024 – 7:00 pm

Council Chamber - Hilton Township Municipal Building

Public Meeting: 7:00 pm -To adopt the 2024 Budget

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 248 891 218 918

1. Call to Order.
2. Declarations of Pecuniary Interest
3. Motion to Accept Agenda as presented
4. Public Meeting-2024 Budget
 - a) Review and adopt the 2024 Budget
5. Approval of Minutes:
 - a) Regular meeting of September 11, 2024
6. Delegations: none
7. Roads:
 - a) Road Superintendent update
8. Cemetery:
 - a) Discussion Regarding Recent Events-deferred from September 11, 2024, meeting
 - b) Draft Affidavit of Interment Rights
 - c) Draft Consent and Release Form
9. Fire/Emergency Management:
 - a) Passing of the Amended Fire Board By-Law
 - b) Descriptions of the OPP Detachment areas in the Algoma District
10. Building/By-Law Enforcement
 - a) Tulloch Invoices costs vs fees to date 2024
 - b) New By-Law Complaint Procedure and Form
11. Planning:
 - a) Information from APH re Inspections of Short-Term Rentals
 - b) Second Draft of Short-Term Rental Licensing By-law
 - c) Second Draft of Short-Term Rental Regulation By-law
12. Administration:
 - a) 2023 Final Audit Report and Financial Statements
13. Correspondence:
 - a) North Shore Health Network Press Release
 - b) Email-Invitation for Midterm Council Training Session
14. Move to closed meeting

Council will enter into closed session in accordance with the provisions of the Municipal Act, Section 239(2) (b) personal matters about an identifiable individual, Section 239 (2)(d) labour relations or employee negotiations, and Section 239 (2) (c) acquisition or disposition of land.
13. Return to open meeting
14. Direction to Clerk
15. Appointment of new Road Superintendent/Public Works Foreman

16. Expenditures
 - a) August - deferred from September 11, 2024, meeting
 - b) September
17. Confirmatory By-law
18. Adjourn

4a)

		2023 ACTUAL	2023 Budget	Difference	2024 Budget (Initial)	Adjustments and Reclassifications	2024 Budget (final)
Account #	REVENUE						
401000	Tax levy-municipal	757,427.17	758,000.00	(572.83)	790,806.00		790,806.00
402000	Tax Levy-supplemental-municipal	7,857.20	1,000.00	6,857.20	2,000.00		2,000.00
403000	Mun tax write offs	(2,220.39)	(1,000.00)	(1,220.39)	(1,000.00)		(1,000.00)
405000	Interim Tax Levy	-		-			-
411000	Grant-in-lieu-ontario	5,051.16	4,600.00	451.16	5,401.00		5,401.00
412000	Grant-in-lieu-municipal	1,221.84	1,100.00	121.84	1,224.00		1,224.00
415000	Tax levy-school board	134,504.72	134,500.00	4.72	135,500.00		135,500.00
415100	Tax levy-supplemental school board	1,397.58		1,397.58			-
415200	Tax levy-french school	84.15	85.00	(0.85)	85.00		85.00
415300	Tax levy-supplemental-french school	-		-			-
418000	Board of education	(135,509.65)	(134,500.00)	(1,009.65)	(135,500.00)		(135,500.00)
418100	Brd of education-tax write offs	(392.65)		(392.65)			-
419000	French public school board	-		-			-
419001	French public school board	-		-			-
419100	French public tax write offs	(84.15)	(85.00)	0.85	(85.00)		(85.00)
420620	Ontario - OMPF	314,100.00	314,100.00	-	311,600.00		311,600.00
420630	Ontario - Cannabis Funds			-			-
420640	Ontario - Modernization Grant(Digitization)	16,812.59	0.00	16,812.59			-
420645	Ontario - Covid-19 Restart Grant			-			-
428700	Ontario - Fire Training Grant			-			-
453100	Ontario - Capital Grant - OCIF	105,617.00	105,615.00	2.00	100,000.00		100,000.00
453100	Ontario - Capital Grant - NORDS	63,596.96	63,600.00	(3.04)	62,900.00		62,900.00
431200	Canada - Grant - GG (PSDCW AMPlan)	-	0.00	-			-
461200	Canada - Capital Grant - Accessibility	-	0.00	-			-
463100	Canada - Cap Grant - Rds (AMO-FGT)	-		-			-
431200	Canada-gg	-		-			-
432100	Canada-fire	-		-			-
433100	Canada-Roads	-		-			-
438200	Canada-recreation programs	-		-			-
438400	Canada-recreation facilities	-		-			-
438700	Canada-museum	-		-			-
442101	Other mun-village HB 50%fire levy	26,837.50	26,835.00	2.50	27,829.39		27,829.39
442102	Hilton twp revenue allocations	-		-			-
442700	Other mun-provincial offences act	1,465.62	-	1,465.62	1,500.00		1,500.00
451100	Ontario-capital grant-gg	-		-			-
452100	Ontario-capital grant-fire	-		-			-

	2023 ACTUAL	2023 Budget	Difference	2024 Budget (Initial)	Adjustments and Reclassifications	2024 Budget (final)
453100 Ontario-capital grant-roads			-			-
458200 Ontario-captial grant-rec programs	-		-			-
458400 Ontario-capital grant-rec facilitie	-		-			-
461200 Canada-capital grant-gg	-		-			-
462100 Canada-capital grant-fire	-		-			-
463100 Canada-capital grant-roads(inc amo)	-		-			-
468200 Canada-capital grant-rec programs	-		-			-
468400 Canada-capital grant-rec facilities						-
471100 Fees-tax certificates	300.00	400.00	(100.00)	300.00		300.00
472100 Fees-Fire Volunteers	3,455.50	300.00	3,155.50	300.00		300.00
472110 Hilton twp revenue clearing	-	-	-			-
473110 Fees-culvert sales	-	-	-			-
473120 Fees-grader rental-paved	-	-	-			-
473130 Fees-truck rental-paved	-	-	-			-
473140 Fees-sander rental	-	-	-			-
473150 Fees-excavator rental						-
473160 Fees-entrance permit-paved	300.00	500.00	(200.00)	300.00		300.00
473170 Fees-aggregate resources	2,461.19	3,500.00	(1,038.81)	2,500.00		2,500.00
473220 Fees- grader rental - unpaved	-	-	-			-
473230 Fees-Truck Rental-unpaved	-	-	-			-
473260 Fees - entrance permits - unpaved	-	-	-			-
473520 Fees - grader rental - winter ctrl	-	-	-			-
473530 Fees - truck rental - winter ctrl	1,425.00	1,450.00	(25.00)	1,540.00		1,540.00
478100 Fees-park-subdivider contr-5% lieu	-	-	-			-
478200 Fees-Admissions & other	-	-	-			-
478210 Fees-fundraising	100.00	400.00	(300.00)			-
478700 Fees-museum	-	-	-			-
478750 Fees- Cemetery - Grace United	350.00	-	350.00	1,000.00		1,000.00
479100 Fees-zoning fees	775.00	500.00	275.00	400.00		400.00
479120 Fees-shoreroad applications	-	-	-			-
479130 Fees-certificate of compliance	-	-	-			-
480100 Lic, permits-building permits	7,730.00	4,000.00	3,730.00	6,400.00		6,400.00
480410 Lic,permits-trailer permits	-	-	-			-
493000 Penalties & interest on taxes	11,485.70	7,000.00	4,485.70	11,500.00		11,500.00
495000 Other revenue-miscellaneous						-
496000 Bank interest-general	7,672.95	6,740.00	932.95	7,600.00		7,600.00
496100 Bank int-oblig reserve fd-park	-	-	-			-
496102 Bank int-oblig-gas tax	-	-	-			-
496200 Interest-reserve funds-bank	23,560.85	24,220.00	(659.15)	20,000.00		20,000.00
497000 Donations/severances/Shrd sales	-	-	-			-
498000 Gain/Loss-Sale of land & TCA	-	-	-			-
TOTAL REVENUES	1,357,382.84	1,322,860.00	34,522.84	1,354,100.39	-	1,354,100.39

	2023 ACTUAL	2023 Budget	Difference	2024 Budget (Initial)	Adjustments and Reclassifications	2024 Budget (final)
EXPENSES						
GENERAL GOVERNMENT						
511100 Council honorariums	17,650.00	14,500.00	3,150.00	21,600.00		21,600.00
511480 Council training	381.60	-	381.60	27,000.00		27,000.00
511490 Council travel	200.00	150.00	50.00	200.00		200.00
512100 Admin salaries -incl Vac/OT/x mtgs	135,823.05	100,060.00	35,763.05	90,973.97		90,973.97
Admin Benefit Allocations				(1,422.00)		(1,422.00)
512100 Administration Life Ins	2,349.40	2,320.00	29.40	1,422.00		1,422.00
512101 Office mtce-wages	1,416.24	1,400.00	16.24	-		-
512210 Admin-cpp	5,284.47	3,750.00	1,534.47	5,248.82		5,248.82
512211 Office mtce-CPP	-	-	-	-		-
512220 Admin-ei	2,510.66	1,700.00	810.66	2,001.06		2,001.06
512221 Office mtce-EI	31.59	30.00	1.59	-		-
512230 Admin-wsib	9,158.87	3,200.00	5,958.87	3,200.00		3,200.00
512231 Office mtce-WSIB	-	50.00	(50.00)	-		-
512240 Admin-omers	11,396.50	8,000.00	3,396.50	8,138.79		8,138.79
512250 Admin-group	1,570.84	1,800.00	(229.16)	1,422.00		1,422.00
512260 Admin-ehf	1,521.25	1,215.00	306.25	1,500.00		1,500.00
512261 Office mtce-EHT	15.58	20.00	(4.42)	-		-
512330 Misc expenses (Contracts-cleaning, resources etc)	(3,806.49)	-	(3,806.49)	5,000.00		5,000.00
512331 Misc expenses-Fire Volunteers	1,235.65	700.00	535.65	700.00		700.00
512335 Covid 19 expenses	4,900.35	4,000.00	900.35	-		-
512340 Capping expense	-	-	-	-		-
512345 Digitization Project Expenses	44,692.07	33,000.00	11,692.07	-		-
512347 Tech Support	306.30	-	306.30	1,800.00		1,800.00
512350 Postage	1,725.95	2,000.00	(274.05)	1,800.00		1,800.00
512400 Photocopier maintenance	1,222.81	1,100.00	122.81	1,030.00		1,030.00
512410 Office building mtce	362.72	1,000.00	(637.28)	1,000.00		1,000.00
512420 Office Supplies	681.55	500.00	181.55	800.00		800.00
512424 Computer equipment/sof	4,616.52	7,700.00	(3,083.48)	5,000.00		5,000.00
512430 Office equipment mtce	-	-	-	58.65		58.65
512432 Office furnishing	274.76	-	274.76	250.00		250.00
512440 Subscriptions & dues	1,506.87	1,400.00	106.87	5,000.00		5,000.00
512450 Stationary & supplies	2,594.24	2,300.00	294.24	2,600.00		2,600.00
512480 Administration training	75.00	-	75.00	2,500.00		2,500.00
512490 Administration travel	405.00	250.00	155.00	250.00		250.00
512510 Advertising	877.17	500.00	377.17	1,300.00		1,300.00
512512 Audit fees	19,016.44	16,000.00	3,016.44	20,000.00		20,000.00
512516 Assessment services	17,715.44	17,750.00	(34.56)	18,000.00		18,000.00
512530 Election	-	-	-	-		-
512570 Insurance	11,440.12	11,700.00	(259.88)	13,807.00		13,807.00
512580 Legal fees	5,290.54	2,500.00	2,790.54	14,000.00		14,000.00
512590 Website maintenance	1,266.91	1,250.00	16.91	1,250.00		1,250.00
512612 TCA implementation (Asset Mngment)	2,101.16		2,101.16	-		-

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512680 Telephone	2,356.15	2,200.00	156.15	2,400.00		2,400.00
512682 Internet	1,997.11	500.00	1,497.11	1,700.00		1,700.00
512690 Office utilities	2,531.25	2,500.00	31.25	2,500.00		2,500.00
512700 Bank service charges	825.39	800.00	25.39	850.00		850.00
512720 Donations/gifts	6,402.73	6,300.00	102.73	7,000.00		7,000.00
512900 Amortization-corporate management	11,521.47	11,000.00	521.47		11,000.00	11,000.00
Sub-total	333,445.23	265,145.00	68,300.23	271,880.29	11,000.00	282,880.29

	2023 ACTUAL	2023 Budget	Difference	2024 Budget (Initial)	Adjustments and Reclassifications	2024 Budget (final)
PROTECTION PERSONS & PROP						
521100 Fire Chief & Deputy Wages	4,200.00	4,200.00	-	4,200.00		4,200.00
521110 Firefighters-honorarium	4,500.01	4,500.00	0.01	4,500.00		4,500.00
521230 Fire-wsib	3,691.28	3,500.00	191.28	3,700.00		3,700.00
521260 Fire-eh	46.37	75.00	(28.63)	47.00		47.00
521330 Fire-miscellaneous	636.44	500.00	136.44	500.00		500.00
521400 Truck-repairs and maintenance	1,062.37	2,000.00	(937.63)	2,000.00		2,000.00
521410 Building maintenance	74.72	200.00	(125.28)	500.00		500.00
521420 Compressor maintenance	-	1,000.00	(1,000.00)	1,200.00		1,200.00
521438 Prevention	1,609.81	500.00	1,109.81	800.00		800.00
521450 Equipment/purchases/re	-	2,700.00	(2,700.00)	4,100.00		4,100.00
521460 Truck-fuel	814.50	500.00	314.50	500.00		500.00
521470 Turnout gear	2,244.82	2,000.00	244.82	-		-
521475 SCBAs	-	-	-	-		-
521480 Training and seminars	-	-	-	-		-
521490 Mileage	-	-	-	-		-
521512 Audit fees	1,116.05	1,100.00	16.05	1,200.00		1,200.00
521570 Insurance	12,224.58	12,800.00	(575.42)	15,200.00		15,200.00
521590 Mutual aid	-	-	-	-		-
521600 Hydrant maintenance	1,600.00	1,600.00	-	1,600.00		1,600.00
521610 Inspections re equipment testing	1,222.64	2,000.00	(777.36)	2,000.00		2,000.00
521680 Telephone	-	-	-	-		-
521682 Communications expense	407.84	2,300.00	(1,892.16)	2,400.00		2,400.00
521690 Power	2,440.02	2,300.00	140.02	2,500.00		2,500.00
521900 Amortization-fire	7,577.26	7,500.00	77.26		7,500.00	7,500.00
522600 Policing	80,214.48	81,000.00	(785.52)	81,000.00		81,000.00
522610 Provincial Offences Act Exp.	-	-	-	-		-
524600 Bylaw Enforcement Contracted	-	-	-	500.00		500.00
524610 Bylaw Enforcement-Mileage	-	-	-	500.00		500.00
524620 Bylaw Enforcement-Materials & Supp	89.75	-	89.75	100.00		100.00
525510 Algoma veterinary com	60.14	60.00	0.14	60.14		60.14
525600 Building inspections-contracted	16,489.91	14,000.00	2,489.91	18,000.00		18,000.00
525610 Building inspection-mileage	2,599.55	2,000.00	599.55	2,600.00		2,600.00
525620 Building inspections-materials&supp	-	-	-	-		-
526320 Emergency measures-mat & supplies	-	-	-	-		-
526510 Emergency measures-advertising	-	-	-	-		-
526620 Emergency response-911	159.74	200.00	(40.26)	200.00		200.00
526640 Emergency management	645.81	1,500.00	(854.19)	2,000.00		2,000.00
Sub-total	145,728.09	150,035.00	(4,306.91)	151,907.14	7,500.00	159,407.14

	2023 ACTUAL	2023 Budget	Difference	2024 Budget (Initial)	Adjustments and Reclassifications	2024 Budget (final)
ROADS OPERATING				164,450.00		164,450.00
531100 Roads-wages-paved 25%	111,505.53	94,930.00	16,575.53			
531101 Road Wages Program Allocation	(83,629.15)	(74,000.00)	(9,629.15)		(123,337.00)	(123,337.00)
531201 Road Benefits Allocation		(20,525.00)	20,525.00	-	(25,935.00)	(25,935.00)
531210 Roads-cpp-paved	5,283.84	5,190.00	93.84	8,953.64		8,953.64
531220 Roads-ei-paved	2,033.27	2,070.00	(36.73)	2,618.40		2,618.40
531230 Roads-wsib-paved	-	3,500.00	(3,500.00)	5,600.00		5,600.00
531240 Roads-omers-paved	8,871.97	9,800.00	(928.03)	17,401.92		17,401.92
531250 Roads-group-paved	5,343.35	5,700.00	(356.65)	780.00		780.00
531260 roads-eht-paved	1,227.66	1,120.00	107.66	1,300.00		1,300.00
531330 Roads-miscellaneous-paved 35%	290.44	175.00	115.44	900.00		900.00
531350 Grader maintenance-paved	-	-	-	300.00		300.00
531352 Grader fuel-paved	-	-	-	-		-
531360 Truck maintenance-paved 30%	2,102.01	2,700.00	(597.99)	2,200.00		2,200.00
531362 Truck fuel-paved incl pick-up	3,587.45	4,500.00	(912.55)	4,500.00		4,500.00
531370 Tractor maintenance	-	200.00	(200.00)	200.00		200.00
531380 Excavator maintenance	149.62	1,500.00	(1,350.38)	1,500.00		1,500.00
531390 Misc equipment expense-paved 35%	5.78	175.00	(169.22)	600.00		600.00
531420 Calcium chloride	-	-	-	-		-
531424 Culverts	-	-	-	200.00		200.00
531428 Gravel-paved	-	-	-	-		-
531430 Sand-paved	-	-	-	-		-
531440 Misc materials-paved 30%	-	-	-	-		-
531450 Signs & posts-paved 40%	-	175.00	(175.00)	175.00		175.00
531460 Hard top patching 100%	-	2,000.00	(2,000.00)	2,000.00		2,000.00
531464 Shop supplies-paved 30%	484.80	300.00	184.80	300.00		300.00
531470 Small tools 33%	-	175.00	(175.00)	175.00		175.00
531480 Training & seminars-paved 33%	-	-	-	-		-
531481 Memberships- Paved - 25%	-	-	-	160.00		160.00
531490 Mileage 33%	-	-	-	-		-
531520 Equipment rental-paved 55%	-	-	-	-		-
531570 Insurance-paved 33%	6,033.03	5,775.00	258.03	5,855.00		5,855.00
531580 Surface Treatment-paved 100%	-	-	-	-		-
531680 Telephone-paved 30%	407.79	450.00	(42.21)	420.00		420.00
531690 Utilities-paved 20%	680.65	800.00	(119.35)	700.00		700.00
531900 Amortization-roads-paved	152,312.24	128,500.00	23,812.24		155,000.00	155,000.00

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532100 Roads-Wages-unpaved 45%	50,177.49	49,000.00	1,177.49		74,002.00	74,002.00
532200 Roads-Benefits-unpaved 45%	-	13,875.00	(13,875.00)		15,561.00	15,561.00
532330 Roads-miscellaneous-unpaved 35%	290.44	175.00	115.44	300.00		300.00
532350 Grader maintenance-unpaved 70%	700.86	700.00	0.86	700.00		700.00
532352 Grader fuel-unpaved - 70%	2,828.76	3,500.00	(671.24)	3,500.00		3,500.00
532360 Truck maintenance-unpaved 30%	2,102.01	2,700.00	(597.99)	2,200.00		2,200.00
532362 Truck fuel-unpaved 30%	3,288.25	4,500.00	(1,211.75)	4,500.00		4,500.00
532370 Tractor maintenance-unpaved 40%	-	200.00	(200.00)	200.00		200.00
532380 Excavator maintenance-unpaved 75%	448.87	3,500.00	(3,051.13)	3,500.00		3,500.00
532390 Misc equipment expense-unpaved 35%	5.78	175.00	(169.22)	175.00		175.00
532420 Calcium Chloride-unpaved 100%	10,904.33	11,000.00	(95.67)	-		-
532424 Culverts-unpaved 80%	-	-	-	-		-
532428 Gravel-unpaved 100%	-	1,000.00	(1,000.00)	19,000.00		19,000.00
532440 Misc materials-unpaved 35%	-	-	-	-		-
532450 Signs & Posts-unpaved 60%	-	325.00	(325.00)	-		-
532464 Shop supplies-unpaved 35%	564.66	350.00	214.66	600.00		600.00
532470 Small Tools - Unpaved 33%	-	175.00	(175.00)	175.00		175.00
532480 Training & seminars-unpaved 33%	-	-	-	-		-
532481 Memberships- Unpaved - 45%	-	-	-	-		-
532490 Mileage - unpaved 33%	-	-	-	-		-
532520 Equipment rental-unpaved 45%	-	-	-	-		-
532570 Insurance-unpaved 33%	6,033.03	5,775.00	258.03	5,855.00		5,855.00
532680 Telephone-unpaved 50%	683.41	750.00	(66.59)	700.00		700.00
532690 Utilities-unpaved 20%	680.64	800.00	(119.36)	700.00		700.00
532900 Amortization-roads-unpaved	13,018.59	31,250.00	(18,231.41)		13,000.00	13,000.00
533900 Amortization-roads-structures	-	-	-			-
534900 Amortization-traffic&roadside mtce	-	-	-			-

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535100 Roads-Wages-winter control 30%	33,451.66	25,000.00	8,451.66		49,335.00	49,335.00
535200 Roads-Benefits-winter control 30%	-	6,650.00	(6,650.00)		10,374.00	10,374.00
535330 Roads-misc-winter control 30%	248.90	150.00	98.90	250.00		250.00
535350 Grader mtce- winter control 30%	300.36	300.00	0.36	300.00		300.00
535352 Grader fuel-winter control 30%	1,211.13	1,500.00	(288.87)	1,500.00		1,500.00
535360 Truck mtce. winter control 40%	2,802.55	3,600.00	(797.45)	3,600.00		3,600.00
535362 Truck fuel-winter control 40%	4,583.54	6,000.00	(1,416.46)	6,000.00		6,000.00
535370 Tractor mtce - winter control 20%	-	100.00	(100.00)	100.00		100.00
535390 Misc equip exp winter control 30%	4.94	150.00	(145.06)	150.00		150.00
535430 Sand-winter control 100%	5,358.13	10,000.00	(4,641.87)	10,000.00		10,000.00
535440 Misc materials-winter control 35%	-	-	-	-		-
535464 Shop supplies-winter control 35%	566.76	350.00	216.76	600.00		600.00
535470 Small Tools - Winter Control 34%	-	150.00	(150.00)	150.00		150.00
535480 Training & sem winter control 34%	-	-	-	-		-
535481 Memberships- Winter control- 30%	-	-	-	-		-
535490 Mileage - winter control 34%	-	-	-	-		-
535530 Equip rental-winter control 100%	-	-	-	-		-
535570 Insurance-winter control 34%	4,839.51	5,950.00	(1,110.49)	6,032.00		6,032.00
535680 Telephone-winter control 20%	270.70	300.00	(29.30)	300.00		300.00
535690 Utilities-winter control 60%	2,015.21	2,400.00	(384.79)	2,400.00		2,400.00
535900 Amortization-winter ctrl-excpt sdwk	13,709.95	13,700.00	9.95		13,700.00	13,700.00
Sub-total	377,780.74	381,260.00	(3,479.26)	294,775.96	181,700.00	476,475.96

	2023 ACTUAL	2023 Budget	Difference	2024 Budget (Initial)	Adjustments and Reclassifications	2024 Budget (final)
ENVIRONMENTAL SERVICES						
546600 Dump expense	35,742.65	41,000.00	(5,257.35)	41,000.00		41,000.00
546610 Special waste disposal	-	-	-	-		-
547600 Recycling	17,485.52	14,000.00	3,485.52	18,000.00		18,000.00
547600 Recycling rebate	(11,089.39)	(9,000.00)	(2,089.39)	(9,000.00)		(9,000.00)
Sub-total	42,138.78	46,000.00	(3,861.22)	50,000.00		50,000.00
HEALTH SERVICES						
551800 Algoma health unit-external tsf	15,448.00	15,500.00	(52.00)	16,375.00		16,375.00
552800 Sault area hospital-external tsf	-	-	-	-		-
553800 Ambulance services	-	-	-	-		-
555100 Cemetery - wages	1,503.60	1,500.00	3.60	2,000.00		2,000.00
555210 Cemetery-cpp	54.75	40.00	14.75	115.00		115.00
555220 Cemetery - ei	34.26	40.00	(5.74)	22.00		22.00
555230 Cemetery - wsib	-	50.00	(50.00)	61.00		61.00
555240 Cemetery - OMERS	58.01	150.00	(91.99)	135.00		135.00
555260 Cemetery - eht	16.53	20.00	(3.47)	22.00		22.00
555320 Cemetery - materials and supplies	1,355.37	1,500.00	(144.63)	2,500.00		2,500.00
555600 Cemetery - maintenance-contracted	-	-	-	-		-
Sub-total	18,470.52	18,800.00	(329.48)	21,230.00	-	21,230.00
SOCIAL SERVICES						
561800 General welfare-external tsf	311,480.00	311,500.00	(20.00)	311,500.00		311,500.00
562800 Homes for the aged-external tsf	-	-	-	-		-
563800 Child care-external tsf	-	-	-	-		-
571800 Social housing-external tsf	-	-	-	-		-
Sub-total	311,480.00	311,500.00	(20.00)	311,500.00	-	311,500.00

	2023 ACTUAL	2023 Budget	Difference	2024 Budget (Initial)	Adjustments and Reclassifications	2024 Budget (final)
RECREATION & CULTURE						
581100 Parks-wages	1,288.80	800.00	488.80	1,300.00		1,300.00
581210 Parks-cpp	24.60	10.00	14.60	25.00		25.00
581220 Parks-ei	29.35	20.00	9.35	30.00		30.00
581230 Parks-wsib	-	25.00	(25.00)	25.00		25.00
581240 Parks - OMERS	58.02	100.00	(41.98)	117.00		117.00
581260 Parks-eht	14.16	10.00	4.16	15.00		15.00
581320 Parks-main/services	364.49	1,000.00	(635.51)	1,300.00		1,300.00
581900 Amortization-parks	701.80	1,200.00	(498.20)		700.00	700.00
582100 Recreation programs-wages	-	-	-	-		-
582210 Recreation programs-cpp	-	-	-	-		-
582220 Recreation programs-ei	-	-	-	-		-
582260 Recreation programs-eht	-	-	-	-		-
582320 Fundraising expense	-	-	-	-		-
582330 Recreation programs-miscellaneous	560.00	500.00	60.00	500.00		500.00
582450 Adult programs	-	-	-	-		-
582460 Children's programs	1,234.18	1,500.00	(265.82)	1,300.00		1,300.00
582470 Special events	-	-	-	500.00		500.00
582510 Advertising	-	-	-	-		-
583100 Recreation facilities-wages	-	-	-	-		-
583210 Recreation facilitation-cpp	-	-	-	-		-
583220 Recreation facilitation-ei	-	-	-	-		-
583230 Recreation facilities-wsib	-	-	-	-		-
583260 Recreation facilitation-eht	-	-	-	-		-
583690 Recreation facil-power-milford havn	879.35	700.00	179.35	900.00		900.00
585800 Library-external transfer	17,719.00	17,720.00	(1.00)	19,020.00		19,020.00
586100 Museum-wages	-	-	-	-		-
586320 Museum-materials & supplies	-	-	-	-		-
586600 Museum-contracted services	6,419.00	6,400.00	19.00	7,800.00		7,800.00
587800 Cenotaph - External transfer	-	-	-	-		-
Sub-total	29,292.75	29,985.00	(692.25)	32,832.00	700.00	33,532.00

	2023 ACTUAL	2023 Budget	Difference	2024 Budget (Initial)	Adjustments and Reclassifications	2024 Budget (final)
PLANNING & ZONING						
591320 Planning materials & supplies	790.19	-	790.19	800.00		800.00
591500 Planning - AMP - contracted service	3,074.00	3,075.00	(1.00)	3,075.00		3,075.00
591800 Planning board-external transfer			-			-
593320 Horticultural society	400.00	400.00	-	400.00		400.00
Sub-total	4,264.19	3,475.00	789.19	4,275.00	-	4,275.00
TOTAL EXPENSE	1,262,600.30	1,206,200.00	56,400.30	1,138,400.39	200,900.00	1,339,300.39
NET INCOME	94,782.54	116,660.00	(21,877.46)	215,700.00	(200,900.00)	14,800.00
PSAB ADJUSTMENTS (below)						
add back amortization	198,841.31	193,150.00	5,691.31	-	200,900.00	200,900.00
Less TCA purchases roads	(240,225.04)	(223,600.00)	(16,625.04)	-	-	-
Transfers from reserves	157,500.61	35,700.00	121,800.61	-	-	-
Transfers to reserves	(147,302.46)	(57,310.00)	(89,992.46)	(52,800.00)	-	(52,800.00)
Deferred revenue	(63,596.96)	(64,600.00)	1,003.04	(162,900.00)	-	(162,900.00)
Loan proceeds			-			-
Loan payments - principal			-			-
OPERATING SURPLUS OR DEFICIT	0.00	-	0.00	(0.00)	-	(0.00)

	2023 ACTUAL	2023 Budget	Difference		2024 Budget (Initial)	Adjustments and Reclassifications	2024 Budget (final)
AMORTIZATION							
512900 Amortization - corporate management	11,521.47	11,000.00	521.47		-	11,000.00	11,000.00
521900 Amortization-fire	7,577.26	7,500.00	77.26	-	-	7,500.00	7,500.00
531900 Amortization-roads-paved	152,312.24	128,500.00	23,812.24	-	-	155,000.00	155,000.00
532900 Amortization-roads-unpaved	13,018.59	31,250.00	(18,231.41)		-	13,000.00	13,000.00
533900 Amortization-roads-structures	-	-	-		-	-	-
534900 Amortization-traffic&roadside mtce	-	-	-		-	-	-
535900 Amortization-winter ctrl-excpt sdwk	13,709.95	13,700.00	9.95		-	13,700.00	13,700.00
581900 Amortization-parks	701.80	1,200.00	(498.20)	-	-	700.00	700.00
Total amortization	198,841.31	193,150.00	5,691.31		-	200,900.00	200,900.00
TANGIBLE CAPITAL ASSETS							
Base Line - from MTO to 200	41,292.49	38,750.00	2,542.49		-	-	-
20th Side Road - from Hilton Road to K line	39,443.15	35,950.00	3,493.15		-	-	-
M&N Road - from Base Line to Landfill	27,615.43	27,700.00	(84.57)		-	-	-
Red Maple Drive including turnaround	128,555.93	121,200.00	7,355.93		-	-	-
20th Side Road	3,318.04		3,318.04		-	-	-
Trainor's Side Road			-		-	-	-
Total TCA purchases	240,225.04	223,600.00	16,625.04		-	-	-

	2023 ACTUAL	2023 Budget	Difference	2024 Budget (Initial)	Adjustments and Reclassifications	2024 Budget (final)
Transfer from reserves						
Covid Legion Trefry Outlook		4,000.00	(4,000.00)	-	-	-
Modernization intake - balance		31,000.00	(31,000.00)	-	-	-
Volunteers reserve - BBQ Christmas gifts		700.00	(700.00)	-	-	-
Fire department	-		-	-	-	-
Museum working funds	-		-	-	-	-
Fire equipment	84,617.34		84,617.34	-	-	-
Working funds	72,883.27		72,883.27	-	-	-
Total transfer from reserves	157,500.61	35,700.00	121,800.61	-	-	-
Transfer to reserves						
Covid restart	668.21	660.00	8.21	-	-	-
Cannibis	-	360.00	(360.00)	-	-	-
MMP Intake 3	-	350.00	(350.00)	-	-	-
NORDS reserve	-	-	-	-	-	-
Centotaph	-	1,000.00	(1,000.00)	2,000.00	-	2,000.00
Enabling accessibility	-	720.00	(720.00)	-	-	-
Building	15,082.81	15,000.00	82.81	15,000.00	-	15,000.00
Roads reserve	-	6,600.00	(6,600.00)	10,000.00	-	10,000.00
Roads equipment	16,600.00	20,000.00	(3,400.00)	20,000.00	-	20,000.00
Fire department	8,135.36	6,200.00	1,935.36	-	-	-
Cemetery	-	620.00	(620.00)	-	-	-
Museum building	-		-	-	-	-
Fire equipment	100,920.02		100,920.02	-	-	-
General	5,896.06	5,800.00	96.06	5,800.00	-	5,800.00
Working funds			-	-	-	-
Total transfer to reserves	147,302.46	57,310.00	89,992.46	52,800.00	-	52,800.00
Deferred revenue						
Deferred revenue - NORDS	63,596.96	64,600.00	(1,003.04)	62,900.00	-	62,900.00
Deferred revenue - OCIF			-	100,000.00	-	100,000.00
			-			-
Total transfer to reserves	63,596.96	64,600.00	(1,003.04)	-	162,900.00	162,900.00

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES
Regular Meeting
September 11, 2024
7:00 p.m.

Present:

Reeve: Rodney Wood
Councillors: Dave Leask
Mike Garside
Janet Gordanier
Mike Trainor

Acting Clerk Treasurer: Sara Dinsdale
Road Superintendent: Lyndon Garside

The meeting was called to order at 7:01 pm.

There were no declarations of pecuniary interest.

Resolution 2024 - 206
Moved: Dave Leask
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for September 11, 2024, as presented. *CARRIED*

Resolution 2024 - 207
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the Special Council Meeting of July 24, 2024. *CARRIED*

Resolution 2024 - 208
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the minutes of the Special Meeting of July 31, 2024. *CARRIED*

Resolution 2024 - 209
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the Closed Meeting of July 31, 2024. *CARRIED*

Resolution 2024 - 210
Moved: Dave Leask
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the Regular Meeting of August 14, 2024. *CARRIED*

Resolution 2024 - 211
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the Closed Meeting of August 14, 2024. *CARRIED*

There were no delegations on the agenda; however, Reeve Wood welcomed Mr. Gerry Burmaster and Mr. Steve Burmaster and asked that Council allow the opportunity to discuss their recent request for a full casket interment of Mrs. Grace Burmaster in the Grace United Cemetery.

Mr. Gerry Burmaster and Mr. Steve Burmaster gave a brief family history explanation about their family plot in the cemetery and how it connects them as having interment rights. They explained to council that he was told by Acting Clerk Sara Dinsdale that they could not proceed with a full casket burial in the previous week, as they had not provided proper documentation to prove interment rights, and that a full casket burial cannot be permitted in the Grace United Cemetery. There was a discussion about the direction that has been given by the Bereavement Authority of Ontario; in which the Cemetery Operator should not allow any burials without an archaeological study be done as the township is in possession of inconsistent records. The discussion included what documents can be accepted to prove interment rights in order to honour cremation interments only.

Acting Clerk Dinsdale requested from Reeve Wood that she make a suggestion to the family. Reeve Wood allowed her to explain that she had since received proper documentation from another of their family members that proves interment rights to four lots within the plot that still had room available and suggested that they could move forward with a cremation interment in one of those. Mr. Gerry Burmaster explained that he felt he had more information to prove interment rights of the other four lots and mentioned that he would come to the office later in the week to bring it in.

Reeve Wood offered condolences to the family and thanked them for coming to the meeting.

Road Superintendent Lyn Garside's update included an issue with getting the Surface Treatment order that was placed earlier in the year that was to be used on Trainors Side Road. The Contract date expires on September 15, 2024, and they have given a delivery date of September 17, 2024. Road Superintendent explained that surface treatment should not be done on roads after September 1 due to unpredictable weather that could prevent it from curing properly resulting in long-term road issues. He also explained that if the township moves forward with the contract after the September 15 expiry date, that it will no longer be under warranty.

Council expressed their gratitude towards Road Superintendent Lyn Garside for his expert advice and a discussion took place about the Trainors Side Road project be postponed to the following year. It was suggested that the NORDS grant also be deferred to the following year to accommodate the new project date.

Resolution 2024-212
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to defer surface treatment of Trainors Side Road until 2025 due to contractor not fulfilling their agreement. * CARRIED*

Road Superintendent Garside explained that the 10-year plan that Council requested of him was originally completed through City Wide Software and is still good for another five years. A basic version was completed and explained by Road Superintendent Garside that included the grading of roads.

A discussion took place about the boat launch at Milford Haven. There have been some recent concerns regarding people damaging their boats and/or boat trailers on the bumper that is on the end of the boat launch. Road Superintendent Garside explained that the bumper must be there and acts as a trailer stop as per the Ministry of Natural Resources regulations. It was explained that all boat launches require a trailer stop for safety reasons. The water gets quite low in that area and there is a sign that says, "Use at Own Risk" The water levels dictate whether a boat can safely be launched there. It was explained that someone had went there and made a new area to launch a boat from beside the actual boat launch. Since this is not an MNR approved boat launch it has been blocked to deter people from backing their boat trailers too far into the water and disrupting the spawning fish. It was suggested by Council that an additional sign be placed indicating something about the water levels or indicating that the boat launch is only good for kayaks and canoes. Road Superintendent Garside said that he will investigate that.

Council reviewed the Minutes of the Fire Board meeting on June 10, 2024, and June 26, 2024.

A discussion took place about the Fire Protection Grant that was applied for, and what items can be purchased with it if the Hilton Union Fire Board is approved to receive the grant.

Council reviewed the resolutions that were presented from the Hilton Union Fire Board meeting that took place on September 9, 2024.

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – September 11, 2024

Resolution 2024-213
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the Hilton Union Fireboard's recommendation to amend sections 2 and 9 of by-law #1420-24; being a by-law to authorize an agreement for the joint management and operation of a fire department. *CARRIED*

Resolution 2024-214
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the Hilton Union Fireboard's recommendation to appoint Deputy Fire Chief Robert Hope to the position of Fire Chief within the Hilton Union Fire Department. *CARRIED*

Resolution 2024-215
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the Hilton Union Fireboard's recommendation to appoint Captain Dan See to the position of Deputy Fire Chief within the Hilton Union Fire Department. *CARRIED*

Resolution 2024-216
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to reimburse the Fire Chief up to \$1800.00, to acquire his DZ license, from the Hilton Union Fire Department Budget; with a 2-year commitment to the Fire Department and a passing grade is received. *CARRIED*

The Acting Clerk presented a report with a request from the township's By-Law Enforcement Officer to create a Cost & Recovery By-law.

Resolution 2024-217
Moved: Dave Leask
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to engage Mr. Jagger of Island Resourced Development to create a Cost and Recovery By-law. *CARRIED*

A discussion amongst Council took place regarding the application for a zoning amendment requesting the setback of 6.5' be reduced to zero in order to accommodate the applicant's garage that was build three years ago, in violation of the setback. Council made note that there have been similar situations in the area and the requests were denied as there are zoning rules in place for a reason. Council suggested that the application would be denied, and the applicant would need to rectify the situation within one year.

Resolution 2024-218
Moved: Janet Gordanier
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve in principle, the application submitted by Mr. Dan Hayes-Sheen for a zoning by-law amendment specific to property located at 3524 Hamilton Drive; of Plan H597 Lot 20, to waive the minimum building setback from the East side boundary. Notice of application in accordance with the provisions of the Planning Act, R.S.O. 1990, c. P.13, (s.34 (10.7) (a) will be given and a public meeting will be held on: N/A . *DEFEATED*

Resolution 2024-219
Moved: Janet Gordanier
Seconded: Mike Trainor

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – September 11, 2024

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON agrees to direct the Acting Clerk to inform Mr. Dan Hayes-Sheen to remedy the encroachment of the garage on 3524 Hamilton Drive, Plan H597 Lot 20 to meet the legal setback of 6.5' on the East side boundary by September 11, 2025. *CARRIED*

Council discussed the letter that was received by Mr. Michael Jagger, Secretary-Treasurer of the St. Joseph Island Planning Board. The letter was written to provide notice that the consent application to sever Mr. Jagger's west ½ of Lot 7 Concession 15, Hilton Township with the remainder of the West ½ of Lot 7, Concession 15, consisting of two parts connected by a right-of-way was approved. Council made note that the letter was written by the applicant and addressed to the applicant and felt that may be a conflict of interest. A suggestion was made that in the future, if a similar conflict arises, that perhaps someone other than the applicant could write the letter.

Council reviewed the first drafts of both the Short-Term Rental Licensing By-law and the Short-Term Rental Regulation By-Law that were created and submitted by Mr. Jagger of Island Resources Development. Suggestions were provided and Council requested the Acting Clerk forward them to Mr. Jagger to update the drafts to include them in the next regular Council meeting for a second review.

Council reviewed the legal advice that was received by the township's lawyer regarding what types of evidence can be requested of Short-Term Rental owners as evidence that they were operating prior to By-law 1407-24; being a by-law to amend the Comprehensive Zoning By-law to provide for regulation of short-term residential rental accommodation (STR) that was passed on March 6, 2024.

A contract renewal from Algoma Office Equipment for upgrading the office photocopier was presented. Council discussed the benefits of the upgrades and the cost savings.

Resolution 2024-220
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the renewal contract and purchase price of \$4295.00 of the upgraded photocopier (Model: Canon 1RC392) provided by Algoma Office Equipment per quote dated August 27, 2024. *CARRIED*

The financial statements that were recently completed by BDO Canada LLP. And deferred from the August 14, 2024, Regular Council meeting was presented and discussed.

Resolution 2024-221
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the financial statements of 2023 drafted by BDO Canada LLP. *CARRIED*

The Draft 2024 Budget was presented. Council requested that some minor changes be made to reverse the use of the NORDS grant for Trainors Side Road re-surfacing, increase the taxation amount and to investigate what the Cannabis fund and Covid funds can be used for.

Taxation amounts for 2024 were discussed as two scenarios were presented; one that would maintain the tax rate at the 2023 level with a Municipal levy increase of \$16,300 more than 2023 and one that would increase the rate by 2% from 2023 bringing the Municipal levy to \$32, 806 more than 2023. It was discussed that the 2% increase would maintain a modest increase and allow the township to set aside a reserve fund for unexpected expenses that may occur in the future.

Resolution 2024-222
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does direct the Acting Clerk Treasurer to make the recommended adjustments to the draft 2024 budget. A public meeting will be held on October 9, 2024, in order to provide an opportunity for the public to comment, prior to adopting the 2024 Budget. *CARRIED*

Resolution 2024-223
Moved: Mike Garside
Seconded: Dave Leask

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – September 11, 2024

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does give first, second and third and final reading and pass By-Law No. 1431-24 being a by-law to provide for the adoption of the current estimates and tax rates and to further provide for penalty and interest in default of payment thereof for 2024.
CARRIED

The Acting Clerk Treasurer presented a job posting to hire a Temporary Deputy Clerk Treasurer. It was discussed that the job posting would be advertised in the Island Clippings, Sootoday, and on the township's website with a closing date of September 26, 2024, in order to include applicants resumes in the following regular Council meeting.

Resolution 2024 - 224
Moved: Dave Leask
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does direct the Acting Clerk to advertise for the position of Temporary Deputy Clerk-Treasurer with a closing date of September 26, 2024.
CARRIED

Due to the meeting extending past 11:00 pm, Council discussed deferring items on the agenda to the next meeting.

Items deferred included:

Topic 12: Cemtery

Topic 13: Closed meeting items: a) regarding complaint received
 b) regarding land swap proposal negotiations

Topic 15: Expenditures for July

Resolution 2024 - 225
Moved: Mike Garside
Seconded: Dave Leask

Resolved that this Council move into closed session at 11:10 p.m.in accordance with *Municipal Act Section 239 (2) (d) labour relations or employee negotiations:*

- To discuss applicants for Road Superintendent/Public Works Foreman Position

Further be it Resolved that should the said closed session be adjourned, the Council may reconvene in closed session to discuss the same matters without the need for a further authorizing resolution. ***CARRIED***

Resolution 2024 - 226
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at 11:12 pm. ***CARRIED***

Resolution 2024 - 227
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does direct the Acting Clerk to schedule interviews with the candidates discussed in closed session for the position of Road Superintendent/Public Works Foreman on September 17, 2024. ***CARRIED***

Resolution 2024 - 228
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass By-law No. 1432-24 being a by-law to confirm the proceedings of this meeting. ***CARRIED***

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – September 11, 2024

Resolution 2024 - 229
Moved: Dave Leask
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 11:20 p.m.
Council to meet again at the Hilton Township Municipal office on October 9, 2024, at 7:00 pm or at the call of the
Reeve. *CARRIED*

Reeve Rodney Wood

Acting Clerk Sara Dinsdale



8a) i)

Clerk Report: 2024-10-09-01

Original Meeting Date: September 11, 2024

Subject: **Cemetery Discussion**

Deferred to: October 9, 2024

Regular Council Meeting

Prepared by: Sara Dinsdale

1. Markers Proposing Safety Risk:

According to our By-law, *“should any monument or marker present a risk to public safety because it has become unstable, the cemetery operator shall do whatever it deems necessary by way of repairing, resetting, or laying down the monument or marker or any other remedy to remove the risk”*.

There are a few markers in Grace United Cemetery that propose a safety risk. One was recently re-set due to the ground being unstable.

These are currently being assessed and repaired.

2. Request for Dirt:

There have been several requests made by community members/cemetery lot owners to have some dirt available in the back corner where it previously was located, in order for them to fill and maintain the ground's levelness of their family-owned plots. There has been a load of dirt purchased and placed there for the convenience of the cemetery lot owners.

3. Recent Casket Burial Request:

This could not be honoured due to BAO recommendations not to honour casket burials without an archaeological study and missing proper documentation to prove executorship of Succession Law.

This situation has since been somewhat rectified and the interment of cremated remains has been postponed to the following year.

4. A virtual meeting with the Bereavement Authority of Ontario took place on Friday, September 13, 2024 where it was recommended to not honour ANY interments; cremations and full caskets, as we really cannot guarantee that other remains will not be disturbed. I mentioned the Affidavit of Interment Rights and Consent and Release forms that I was working with our legal team to create, and they made a suggestion to add item #6 on the Affidavit if we want to continue to do cremation interments.



8a)ii)

5. Documents for review to add to the By-Law:

Affidavit of Interment Rights
Consent and Release

6. There have been multiple burials taking place in the Grace United Cemetery that have not been registered with the office. Families have either received authorization from funeral homes directly or they have taken it upon themselves to open and close their family plot on their own. In order to conduct a legal interment, it needs to be organized with the cemetery operator. If it is to be organized with the funeral home, the funeral home still needs to notify the cemetery operator and provide all the proper documentation including proof of interment rights, payments for opening and closing, and monument permit fees. Our legal team has advised the below:

“Unauthorized Burials at the Cemetery

*Regarding the issue of unauthorized burials and the scattering of ashes, this is a significant concern that could potentially breach both the **Criminal Code** and the **Funeral, Burial and Cremation Services Act, 2002**:*

- ***Criminal Code, Section 430(c):*** *Unauthorized burials could meet the actus reus of **Mischief**, as they obstruct, interfere with, or interrupt the lawful use, enjoyment, or operation of the cemetery.*
- ***Funeral, Burial and Cremation Services Act, 2002, Section 5:*** *The Act clearly states that only licensed cemetery operators can authorize burials, cremations, or the scattering of ashes.*

*If needed, an investigation could be escalated by filing a complaint with the **Registrar of Cemeteries** under **Section 66** of the Act, which could result in fines of up to **\$50,000**. However, Under the Act, an investigator has the authority to impose penalties on the cemetery operator for discrepancies under **Part III: Prohibitions and General Duties Regarding the Operation of Businesses**. Given the issues with the cemetery's plotting and record-keeping, we want to avoid drawing attention that might prompt an investigation of the cemetery itself.*

Instead, we suggest issuing a public statement (or utilizing another method that quickly reaches township residents) to clearly inform everyone that all burials must go through the proper channels and that unauthorized use of the cemetery will not be tolerated”

Organizing interments with the township office is clearly stated in the Cemetery By-Law as well as posted on the new sign at the cemetery. BAO suggested that we get the OPP involved, install cameras in the cemetery, and install a gate with a sign on it explaining that access to the cemetery will need to be arranged with the township office. Access by foot would still be available for those who want to visit their loved one's graves.

7. Notices of the new by-law and pricing that states we are not honouring full casket burials were mailed out in June to the local funeral homes and monument suppliers. I have spoken to one funeral home regarding this, after they authorized and organized a burial in the cemetery without my knowledge, and they said they did not receive it. They have agreed to advise families to contact the township office to arrange interments going forward.



8a)iii)

8. I am still waiting for our new cemetery by-law to be approved by the Bereavement Authority of Ontario.

Conclusion:

In conclusion, I am requesting that Council review the Affidavit of Interment Rights and the Consent and Release forms. Upon Council's approval, these forms will be added to the cemetery by-law and can be utilized immediately when organizing interment rights and cremation burials.

I am also requesting that Council discuss whether open access to the cemetery should remain or whether cameras and/or a gate with a sign are necessary.

I am planning to create a new public notice, as per the lawyer's suggestion, to inform everyone that all burials must go through the proper channels and that unauthorized use of the cemetery will not be tolerated. I also plan to re-issue the notice to funeral homes and monument dealers stating that we are not honouring full casket burials.



AFFIDAVIT OF INTERMENT RIGHTS

IN THE MATTER OF BURIAL PLOT(S) IN THE GRACE UNITED CEMETERY LOCATED IN THE TOWNSHIP OF HILTON DESCRIBED AS SECTION _____, RANGE _____, LOT(S) _____

I, **(Full Name)** of the **(Municipality type, e.g. City, Town)** of **(Municipality Name)** in the **(District, Province, etc.)**

Being the rightful heir or successor of the original owner of the above-mentioned plot(s) and lawfully entitled to make use of the Plot at the Grace United Cemetery, DO SOLEMNLY DECLARE THAT:

1. I understand that the Township of Hilton indicates that the original owner (interment rights holder) of the plot(S) is/are: _____.
2. I have in my possession the original deed or other proof of ownership of the lot(s), or
 I am unable to locate the original deed or other proof of ownership of the lot(s), nor is it in the records of the Municipality.
3. I hereby confirm that I have presented the Township of Hilton with sufficient and acceptable evidence to establish the rights of interment by providing; a valid last will and testament wherein the original owner explicitly bequeathed the interment rights; in the absence of such a will, documented proof of succession through family records that clearly demonstrate a legitimate line of inheritance; a valid death certificate or an obituary to establish the identity of the deceased individual; and, if further verification becomes necessary, a long-form birth certificate identifying the next of kin or any other relevant documents that the Township deems acceptable in its sole discretion.
4. I swear that all persons who are heirs or have any right to the entitlement of said lot(s) have signed a letter releasing themselves from all claims to the above lot(s) as attached hereas "Exhibit A".
5. I agree to be responsible if any other person claims to be entitled to ownership of the lot(s) and represent that I am not aware of any such claims.
6. I acknowledge and agree that should the opening of the plot result in any disturbance of remains or lead to any investigation or legal proceedings under applicable laws, including but not limited to the Funeral, Burial, and Cremation Services Act, 2002, or any other relevant legislation, I shall be solely responsible for any and all costs, fees, or expenses incurred by the Township of Hilton as a result, and I further release, discharge, indemnify, save and hold harmless the Township of Hilton, its officers, employees, elected officials, and agents from any liability or financial responsibility for such costs, fees, or expenses, including costs related to investigations, legal proceedings, or any remedial actions that are required or initiated as a result of the opening of the plot.

- 7. I hereby release, discharge, indemnify, save and hold harmless the Township of Hilton, its officers, employees, elected officials and agents from any and all claims or actions that I or anyone have or may have in the future against the Township of Hilton with respect to my use as a successor/owner of the lot(s) and the statements and representations made in this affidavit.
- 8. I agree to pay any fees imposed under the Township of Hilton Bylaws.

I make this affidavit in support of my application to the use the lot(s) in the Grace United Cemetery.
 AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and affects as if made under oath.

Sworn or Affirmed before me at the)	
_____ , in the)	Print Name
District of Algoma, on the ____ day)	
of _____ 2024)	
		Signature

 Commissioner for Taking Oaths



CONSENT AND RELEASE FORM

I, _____ heir, executor, or other legal representative of _____
_____ hereby release any and all claims that I may have with respect to the plots
mentioned below in the Grace United Cemetery, located in the Township of Hilton, and allow _____
_____ to claim the interment rights.

I hereby release, discharge, indemnify and hold harmless the Township of Hilton, its officers, employees,
elected officials and agents from any and all claims or actions that I or anyone have or may have in the
future against the Township of Hilton with respect to my use as a successor/owner of the lot(s) and the
statements and representations made in this affidavit.

I have been given an opportunity to seek legal advice prior to signing this consent and release herein.
Notwithstanding such opportunity, I hereby acknowledge and declare I hereby waive any interest, right
and claim I may have to the Interment rights provided for herein and I am fully aware of the results and
legal consequences of this waiver of legal advice and confirm that I am not under any duress or undue
influence and I am signing this consent and release of my own free will.

Section: _____
Range: _____
Plot(s): _____

Sworn or Affirmed before me at the) _____
Municipality of Hilton, in the) **Print Name**
District of Algoma, on the ____ day)
of _____ 2024) _____
Signature

Commissioner for Taking Oaths

9a)

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1430-24

WHEREAS the Corporation of the Township of Hilton has enacted by-law no. 1420-24 being a by-law to authorize an agreement for the joint management and operation of a Fire Department.; and

WHEREAS the Council of the Township of Hilton deems it desirous and expedient to amend said by-law in order to clarify decision making power and meeting procedures;

WHEREAS Section 9 of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

AND WHEREAS Section 8 of the Municipal Act, 2001, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate and, (b) enhance their ability to respond to municipal issues;

AND WHEREAS the Fire Protection and Prevention Act allows for entering into agreement with one or more municipalities to provide for the joint management and operation of fire departments and for the establishment of joint boards of management thereof;

AND WHEREAS the Council of the Corporation of the Township of Hilton deems it necessary and expedient to enter into such an agreement with the Incorporated Village of Hilton Beach;

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

1. That an agreement be entered into between the Corporation of the Township of Hilton and the Incorporated Village of Hilton Beach with respect to fire department management and operation and the establishment of a joint board of management thereof in accordance with the agreement attached hereto.
2. That the Reeve and Clerk are hereby authorized to execute all documents pertaining to the said agreement.
3. This by-law rescinds By-law 1420-24 passed July 10, 2024.

Read a first and second time this 9th day of Wednesday, October 2024

Read a third and final time and passed this 9th day of Wednesday, October 2024.

REEVE - Rodney Wood

ACTING CLERK - Sara Dinsdale

AGREEMENT

FOR THE JOINT MANAGEMENT AND OPERATION OF THE HILTON UNION FIRE DEPARTMENT

This agreement made this 9TH day of October 2024, between

THE CORPORATION OF THE TOWNSHIP OF HILTON

-and-

THE INCORPORATED VILLAGE OF HILTON BEACH

hereinafter called the "parties".

WHEREAS By-laws have been duly enacted by the corporate parties hereto respectively, pursuant to the provisions of the Municipal Act, to authorize an agreement between the said parties for the establishment of a fire department joint board of management,

AND WHEREAS Part 2 (4) of the Fire Protection and Prevention Act provides for two or more municipalities to establish a fire department for the purpose of providing fire protection services in those municipalities,

AND WHEREAS the parties hereto have passed respective by-laws for entering into this joint operating Agreement.

AND WHEREAS the parties hereto have agreed to jointly manage and operate a fire department known as the "Hilton Union Fire Department", hereinafter called the "department" for the purpose of providing fire protection services in the areas defined in this Agreement.

AND WITNESSETH this Agreement that in consideration of the covenants and terms contained herein, the parties agree as follows:

1. In this Agreement:

“Department” means The Hilton Union Fire Department,

“Deputy Fire Chief” means the person(s) appointed to act in the place of the fire chief in the fire chief’s absence, or in the case of a vacancy in the position of fire chief,

"Designate" means the person who, in the absence of the fire chief, is assigned to be in charge of the particular activity of the fire department and who has the same powers and authority as the fire chief;

“Fire Response Area” means the areas of the participating municipalities, as described in Appendix “A”, attached to and forming part of this Agreement,

“Fire Chief” means a fire chief appointed by the participating municipalities under subsection 6 (1), (2), or (4) of the Fire Protection and Prevention Act,

“Fire Department” means a group of firefighters authorized to provide fire protection services by a municipality, and/or a group of municipalities,

“Fire Protection” means a range of programs designed to protect the lives and property of the inhabitants of the fire department response area from the adverse effect of fires or exposure to dangerous conditions created by man or nature and includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the delivery of fire protection services, rescue and the delivery of all those services.

2. A joint board of management shall be established and shall be composed of three (3) appointed members, plus one (1) alternate, from the Council of the Township of Hilton and three (3) appointed members, plus one (1) alternate, from the Council of the Village of Hilton Beach and is to be known as the "Hilton Union Fire Board". The fire board shall be appointed for a term to run concurrent with the terms of the appointing Councils. Each Council shall appoint their representatives in December of an election year as designated by the Municipal Elections Act, appointments to be effective immediately. Any vacancy occurring on the fire board shall be filled within thirty (30) days of same occurring by the council of the municipality which had appointed the member wherein the vacancy occurred.
3. Board Recommendations/decisions must be presented to respective councils for approval.
4. Fire Board meetings are to be open to the public and agendas and minutes will be posted on respective websites.
5. The fire board shall appoint a chairperson from amongst its members at the first meeting of the fire board for its term.
6. The chairperson shall preside at all meetings of the fire board and be charged with the general administration of the business and affairs of the fire board.
7. (a) The fire board shall appoint a secretary/treasurer at the first meeting of the fire board in each term. The treasurer of the fire board shall be the Clerk-Treasurer of one of the municipalities as agreed to by the parties.

(b) The audit for the fire board shall be included in the audit of the municipality of which the Clerk-Treasurer has been appointed treasurer of the fire board. The auditor shall submit copies of the annual statements to the fire board and to each of the parties to this Agreement.

(c) The secretary/treasurer shall give, or cause to be given, all notices required to members of the fire board and enter, or cause to be entered, in books kept for that purpose minutes of all proceedings at such meetings and be the custodian of such books, papers, records and documents belonging to the fire board, and perform such other duties as may from time to time be prescribed by the fire board.

(d) The secretary/treasurer shall keep full and accurate records of account in which shall be recorded all receipts and disbursements of the department and, under the direction of the fire board, shall deposit all monies with respect to the operation of the department in a bank account to the credit of the fire board, and shall render to the fire board at the meetings thereof, or whenever required, an account of all transactions and of the financial position of the department. The secretary/treasurer shall pay only such items as are authorized by the fire board in accordance with its budget.
8. (a) The fire board shall hold four regularly scheduled meetings annually, and at such other times at the call of the chairperson or on petition of a majority of the members of the fire board.

(b) The fire board shall ensure the attendance of the fire chief of the department and/or designate at each regular and special fire board meeting.
9. The fire board shall ensure that all meetings are convened and continued only when each party to the agreement is represented by a minimum of two (2) members. A quorum of the board shall consist of a minimum of four members of the board. The date and times of regular meeting shall be set by the fire board.
10. (a) All fire board meetings shall have business conducted by written motion, duly moved, seconded and carried by a majority vote.

(b) Copies of all minutes of regular and special meeting of the fire board are to be promptly submitted, after their approval, to the councils of each party to this Agreement.

(c) Financial statements, after consideration by the fire board, are to be forwarded to the councils of each party to this agreement.

11. (a) By the 30th of May in each year the fire board shall submit in writing to each of the parties hereto, a draft budget for the operation of the department for that year together with an apportionment of the costs to each of the parties herein using the formula of fifty percent (50%) for the Township of Hilton and fifty percent (50%) for the Village of Hilton Beach.

Each party hereto shall approve such draft budget, or an amendment thereto, as agreed to by the other party, on or before the 30th of June of each year. Each party hereto shall pay to the treasurer in semi-annual instalments on the 30th day of June and the 31st day of December in each year the amount of their said apportionment of costs. Interest will begin to accrue from the day following the due dates at the rate of 1.25% per month.

(b) Each annual draft budget submitted to the councils shall include an appropriate provision for a reserve fund for the replacement and repair of equipment. Such contributions to the reserve fund shall be placed in a separate deposit account in the care and custody of the secretary/treasurer. The secretary/treasurer shall submit a report to the fire board on the position of the reserve fund in each year, prior to the budget meeting. No unbudgeted amounts shall be paid out of, or charged against the reserve fund following the date when any party has given notice of intent to withdraw from this Agreement.

12. The parties hereto agree that for the purposes of the financial terms and commitment to this agreement all capital and operating costs shall be incurred as per the formula in Section 9 of this Agreement.

13. The fire board shall be responsible for the preparation of draft by-laws, the formulating of policies, for and relating to the administration of the department and the fire board.

14. The fire board shall provide adequate facilities and equipment for the operation of the department.

15. The fire board shall be responsible for providing fire protection to areas within the boundary as per schedule "A" attached hereto and forming part of this agreement.

16. The department shall endeavour to respond as soon as possible to all emergency calls with the defined area as per schedule "A" with such apparatus and staff as per policy approved by the fire board.

17. The fire chief of the department is hereby authorized to purchase necessary parts and/or supplies and have the necessary repairs conducted to keep the apparatus and equipment in proper operating condition to a maximum of the annual budget.

18. Both parties to this Agreement shall give such authority as may be necessary to the members of the department in all matters pertaining to fire protection.

19. The fire board will arrange, in consultation with the councils of the parties hereto, for the issuance of policies of insurance to protect assets in the care, custody and control of the fire board from physical loss or damage and for protecting the fire board, the parties hereto and members of the department against legal liability resulting from the activities of the fire board and the operations of the department and to ensure that all policies of insurance provide that both parties to this Agreement be endorsed as additional named insureds as their interest may appear.

20.(a) This Agreement shall remain in effect until a new agreement is made, notwithstanding, the terms of this agreement may be amended from time to time.

(b) Should one of the parties wish to propose an amendment to this Agreement written notice of such shall be given to both parties and the fire board at least thirty (30) days prior to the next regularly scheduled meeting of the fire board.

21. So often as there may be any dispute between the parties to this Agreement with respect to any matter contained in this Agreement, including but not limited to the interpretation of this Agreement, the same shall be submitted to arbitration under the provisions of the Municipal Arbitrations Act, R.S.O. 1990 c. M.48, and the decision rendered in respect of such proceedings shall be final and binding upon the parties to this Agreement. If for any reason the said arbitration cannot be conducted pursuant to the provisions of the Municipal Arbitrations Act, then the parties hereto shall agree to the selection of a single arbitrator and, in the absence of

such agreement, such arbitrator shall be appointed by a Judge of the Supreme Court of Ontario pursuant to the provisions of the Arbitrations Act, S.O. 1991 c. 17, or pursuant to any successor legislation.

22. In the event that either party to this Agreement wishes to cease participating in the fire board they may do so provided that:

(a) One (1) year's written notice be given to the other party. Any written notice given, as aforesaid shall terminate this Agreement as of the 31st December of the following year in which notice is given.

(b) The terminating party's share, based on the formula in Section 9 of this Agreement, will be first offered to the remaining party at a price determined by an independent appraisal. The funding of such purchase will be extended over a period to be determined at the time by both parties, subject to O.M.B. approval.

(c) If the department is completely dissolved, the assets are to be split based on the formula contained in Section 9 of this Agreement including the assessed value of the fire station located on Part Lot 1, Concession 17, Hilton Township, but not including the land, unless otherwise agreed upon.

23. It is agreed that, with respect to matters not dealt with in this Agreement, the fire board may formulate policies for and relating to the administration and operation of the department unless otherwise prohibited by any applicable statute or regulation passed thereunder.

24. The parties hereto shall execute such further assurances as may be reasonably required to carry out the terms thereof.

25. Upon the execution of this Agreement any existing agreement between the parties, as amended, with respect to fire protection shall forthwith become null and void.

26. In the event that any covenant, provision or term of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this Agreement which shall remain in full force and effect mutatis mutandis.

27. In witness whereof the parties have hereunto affixed the signatures of their duly authorized officers together with their corporate seals.

THE CORPORATION OF THE TOWNSHIP OF HILTON

REEVE – Rodney Wood

ACTING CLERK – Sara Dinsdale

THE INCORPORATED VILLAGE OF HILTON BEACH

MAYOR – Robert Hope

CLERK – Myra Eddy

SCHEDULE "A" to By-Law No. 1430-24

"Fire Response Area" that area encompassed by the municipal boundaries of the Village of Hilton Beach and the Township of Hilton.

East Algoma Detachment

- Host Location: Blind River
- Satellite Locations: Elliot Lake and Thessalon
- Spanish to Tarbutt Township, including Elliot Lake

Sault Ste. Marie Detachment

- Location: Sault Ste. Marie
- Laird Township to Montreal River

Superior East Detachment

- Host Location: Wawa
- Satellite Locations: White River, Hornepayne and Chapleau
- Montreal River to Thunder Bay District line



East Algoma Detachment

- Detachment Commander: Inspector Tyler Sturgeon
- Operations Manager: Staff Sergeant Mike Salminen
- OPP.East.Algoma@opp.ca

Sault Ste. Marie Detachment

- Detachment Commander: Staff Sergeant Laurie Graham
- OPP.Sault.Ste.Marie@opp.ca

Superior East Detachment

- Detachment Commander: Staff Sergeant Kevin Fellingner
- OPP.SuperiorEast@opp.ca



2024 Building Permit Fees Collected vs Costs Incurred
(re: Tulloch Services)

Month	a/c 480100	a/c 525600	a/c 525610	Difference
	Permit Fees Collected	Invoice Time Based	Invoice Mileage	
January	170.00	851.00	84.60	765.60
February	345.00	870.47	79.20	604.67
March	2,410.00	820.56	79.20	-1,510.24
April	195.00	586.51	79.20	470.71
May		421.28	0.00	421.28
June		1,480.83	360.00	1,840.83
July	2,703.00	1,357.47	282.08	-1,063.45
August		985.37	135.00	1,120.37
September	232.00	869.16	158.00	795.16
October				0.00
November				0.00
December				0.00
	6,055.00	8,242.65	1,257.28	3,444.93

Actual Net Cost to date 2024

9,499.93
Total Inspection and Mileage Costs

Historical FYI:

2024	6,055.00	9,499.93
2023	7,730	19,089.46
2022	5,695	13,131.71
2021	4,186	10,898.45
2020	3,885	13,951.98
2019	4,075	11,833.02
2018	2,420	6,269.23
2017	2,075	8,716.38
2016	1,570	4,165.25
2015	1,800	6,484.63
2014	2,325	7,436.83
2013	1,120	7,167.71

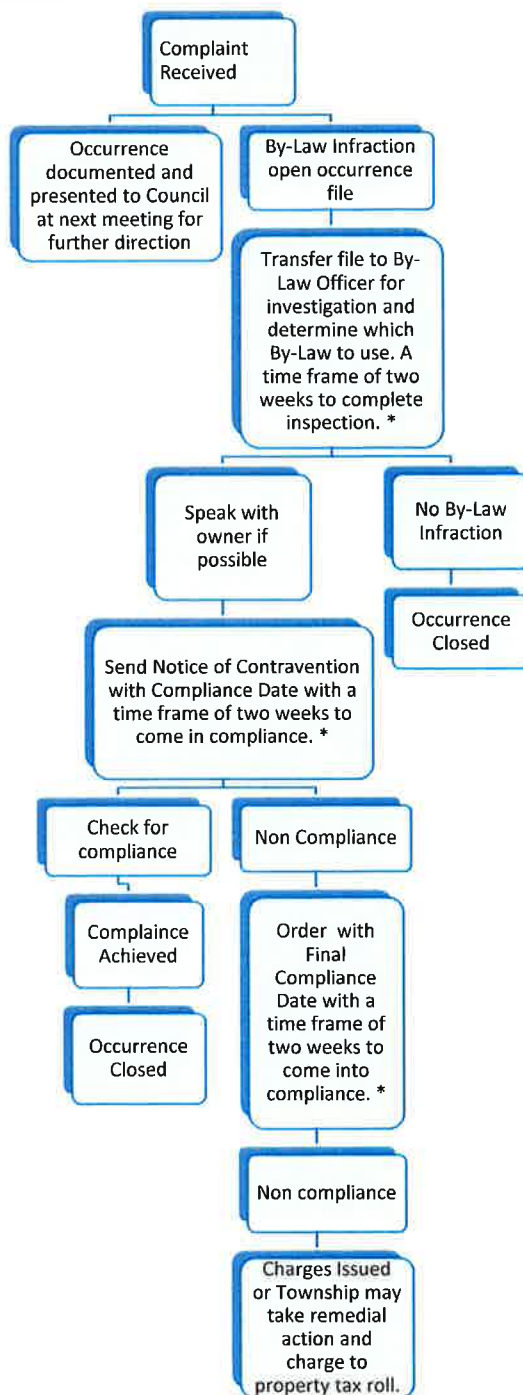
Actual Annual Cost:

3,444.93
11,359.46
7,436.71
6,712.45
10,066.98
7,758.02
3,849.23
6,641.38
2,595.25
4,684.63
5,111.83
6,047.71

Township of Hilton

By-law Complaint Procedure:

1. All by-law complaints from the public, staff and members of Council shall be made in writing by the complainant on the prescribed form. The complaint form is a standardized form that must be complete and contain particulars of the alleged breach and be signed by the complainant. These complaint forms are available on the Townships website, by mail or can be picked up and filled in at the office.
2. Complaints are to be acted upon as quickly and responsibly as possible. Complaints are required in writing to alleviate frivolous complaints where one neighbour is feuding with another. The requiring of the signature protects the Township from being accused of discriminating against a citizen. Personal information including the complainant's name shall be kept confidential, however, if the matter goes to court, the complainant could be called to testify and give evidence to substantiate the Townships position.
3. Reactive Complaint Flow-Chart:



*Please note

Time frames mentioned above may vary due to the following:

- Time of year and seasonal weather conditions.
- Type of occurrence i.e. health and safety issue, small infraction etc.
- If there are unusual circumstances i.e. sickness, death in the family etc.
- Please note the Township makes every effort to gain voluntary compliance by working with the property owner, which may vary the time frames mentioned in the flow chart.

Resolution # _____

Date:



GENERAL COMPLAINT FORM

Date: _____

Your Name: _____

Address: _____

Phone : _____

Email Address: _____

Please outline your complaint/issue/concern, including relevant dates, times, location and background information that might include municipal employees you have contacted to resolve the complaint, witnesses to the incident, photographs, etc.

Please explain the desired outcome to improve or resolve the situation.

Signature: _____

Thank you for taking the time to express your concern(s).
We will provide a response within thirty (30) days of receiving your complaint.
If you have any questions about this process, please contact the Clerk at:
705-246-2472 or admin@hiltontownship.ca

Personal information contained on this form is collected pursuant to
Freedom of Information and Protection of Privacy legislation and will be used
for the purpose of complaint investigation and resolution.



OFFICE USE ONLY:

Complaint #: _____

Received by: _____

Date: _____

Forwarded to: _____

Date: _____

Acknowledgement Letter/email sent:

Date: _____

Additional Correspondence: _____

Inspection Date: _____

Conditions Found:

Actions Taken:

Letter of Violation Sent: _____

Compliance Achieved Date: _____

Comments:

Hilton Township Administration

From: Carly Iannelli <Clannelli@algomapublichealth.com>
Sent: September 24, 2024 4:33 PM
To: Hilton Township Administration
Subject: FW: Question for short term rental follow up

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Sara,

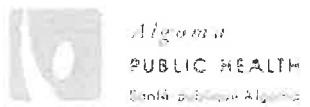
Thank you for your email regarding the creation of a by-law to regulate Short-Term Rentals (STRs). I understand the Council’s interest in ensuring the safety and compliance of these properties.

So, to hopefully answer your question, Algoma Public Health (APH) conducts inspections of premises that fall under *O. Reg. 319/08 (Small Drinking Water Systems)*, and short-term rentals would only be inspected if they qualify as small drinking water system under this regulation.

Regarding your question about including provisions in the by-law, you could consider adding a clause that all STRs must comply with relevant public health requirements and regulations, particularly those concerning potable water and waste disposal services – as you mentioned. This would ensure that owners are responsible for maintaining safe conditions without the need for individual inspections in every case.

If you would like further clarification on the scope of our inspections under *O. Reg. 319/08* or have additional questions about compliance requirements, please feel free to reach out.

Thanks!



Carly Iannelli, BHSc., CPHI (C) | Public Health Inspector
Algoma Public Health | 294 Willow Ave. | Sault Ste. Marie, ON | P6B 0A9
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Please consider the environment before printing this email.

From: Nicole Lindahl <NLindahl@algomapublichealth.com>
Sent: September 18, 2024 8:24 AM
To: Hilton Township Administration <admin@hiltontownship.ca>
Subject: RE: EMPC

Hilton Township Administration

From: Hilton Township Administration
Sent: September 13, 2024 5:26 PM
To: Mike Jagger
Subject: FW: Draft STR By-laws
Attachments: Draft STR Licensing By-law.docx; Draft STR Regulation By-law.docx

Hi Mike,

Council reviewed the drafts. Below are a few suggestions:

- 1) All the documents reference "city" and that should be changed to Municipality
- 2) There's a few spots where it says "Township of St. Joseph" that should be changed to Township of Hilton
- 3) In the Licensing of Short-Term Rental Accommodations by-law, 3rd page; section v) there are two g's.
- 4) The first g-Council would like "and The Corporation of the Township of Hilton added at the end
- 5) Council would like clarity on what the second g means
- 6) Pg 6, at the top in sections a, b, c; council feels that "and/or" should be added at the end of the sentences
- 7) Section i) and ii) on same page; Council suggests that the wording could be a little clearer in order for better understanding so i) refers to a private owner and ii) refers to a corporation
- 8) Section 9.3- Council wants Algoma Public Health and a list of acceptable entities to be used. I don't have a list yet though...
- 9) On the Short Term Rental Application and renewal form-second page under Agency Approval Sign-off; add Algoma Public Health
- 10) Same page-last line seems like it's missing something?
- 11) On Regulate and Govern Short Term Rentals By-law Under General Provisions on second page council wants a sentence that includes: At no time can trailers, or tet be used for additional guest. They were wondering if this this sentence should go here and/or on the licensing by-law
- 12) Council would like licensing fee to include a sign so we can provide it.

Thank you.

Sara Dinsdale
 Acting Clerk/Treasurer
 Township of Hilton
 705-246-2472
 admin@hiltontownship.ca
www.hiltontownship.ca



My working hours may not be your working hours. Please do not feel obligated to reply outside of your normal work schedule.

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 2024-xxxx

Being a by-law to Regulate and Govern Short-Term Rentals (STRs)

WHEREAS Section 11(2) of the Municipal Act as amended, provides that a lower tier municipality may pass by-laws respecting health, safety and well-being of persons and protection of persons and property, including consumer protection;

AND WHEREAS Section 11(3) of the Municipal Act as amended, provides that a lower tier municipality may pass by-laws respecting business licensing;

AND WHEREAS the Council of the Corporation of the Township of Hilton has enacted a By-law to require a license to operate a Short-Term Rental accommodation in the Township of Hilton

AND WHEREAS Section E1.11 of the St. Joseph Island Official Plan provides that Municipal Councils may pass a By-law prescribing standards and regulations related to the use of residential dwellings for the purpose of Short-Term Rentals; and that such a by-law would be complimentary to any provisions enacted in a Municipal Zoning By-law, which may contain provisions for land use controls for Short-Term Rentals.

AND WHEREAS the said section of the Official Plan further provides that where a Municipal Council enacts a separate Short Term-Rentals By-law, the by-law may address the following:

- a) A requirement for hosts to obtain a permit from the Municipality prior to commencing a Short-Term Rental operation;
- b) A requirement to identify to the Municipality a Property Manager for the Short-Term Rental operation;
- c) Permissions for condominium corporations, housing cooperatives, or building owners, to register with the Municipality a request for a prohibition on Short-Term Rental operations within their dwellings;
- d) General administrative processes for the Municipality to grant, refuse, suspend, revoke or review permits; and
- e) Offences and penalties for contravention of the by-law provisions.

NOW THEREFORE the Council of the Corporation of the Township of Hilton Enacts as Follows:

1. Definitions

In this by-law:

“Accessory Building” means a detached subordinate building that is devoted exclusively to a use normally incidental to the main use of the property;

“Applicant” means a person applying for a licence or renewal of a licence thereof under this Bylaw;

“Authorized Agent” means a person duly appointed and that may provide proof satisfactory to the Clerk that they act for a person, a partnership, or corporation;

“Council” means the Council of the Corporation of the Township of Hilton ;

“Clerk” means the Clerk for the Corporation of the Township of Hilton, a delegate or assigned representative.;

“Dwelling” means a place of residence with one or more habitable rooms containing separate kitchen and bathroom facilities for private use as a single housekeeping unit;

“Licence” means the certificate issued under this Bylaw as proof of licensing under this Bylaw;

“Licensee” means a person licensed under this Bylaw or a person required to be licensed under this Bylaw;

“Municipality ” means the Corporation of the Township of Hilton;

“Officer” means a Municipal Bylaw Enforcement Officer(s), or a designate responsible for the enforcement of this Bylaw;

“Owner” means the Person holding title to the Property on which the Short-term Rental is located, and “Ownership” has a corresponding meaning;

"Person(s)" includes an individual, partnership, corporation, and the heirs, executors, administrators or other legal representatives of a person to whom the context can apply according to law;

“Renter” means a person(s) renting a Short-Term Rental by way of concession, permit, lease, license, rental agreement, or similar arrangement for 28 consecutive days or less.

“Short-Term Rental” or “STR” means a primary Dwelling or any part thereof, or an accessory building thereto, that operates or offers a place of temporary residence, lodging or occupancy by way of concession, permit, lease, licence, rental agreement or similar arrangement for twenty-eight (28) consecutive calendar days or less with no on-site management throughout all or part of the year. Short-term Rental uses shall not mean or include a bed and breakfast establishment, institutional tourist establishment, tourist establishment, tourist camping establishment, motel, resort, or similar commercial or institutional use, as defined in the Municipality’s Comprehensive Zoning By-law # 2010-xxxx; or any successor, as amended, or other short-term accommodations where there is no payment;

“Short-Term Rental Host” means the Owner (must be 18 years of age) or a Property Manager (agent) assigned by the Owner or Licensee of the Short-term Rental Dwelling to ensure the Short-term Rental Dwelling is operated in accordance with the provisions of this By-law, the Licence and applicable laws;

2. Registration and Licensing

- 2.1 No person shall operate a Short-Term Rental without first obtaining a license or permit to operate the Short-Term Rental within the Municipality as required under this by-law, and in accordance with the Municipality's Short-Term Rental Licensing By-law.
- 2.2 No person shall operate a Short-Term Rental without first obtaining the approval of the Municipality of a site plan showing location of buildings, parking spaces and waste storage facility details.

3. General Provisions

1. Short-term Rentals shall comply with all applicable Municipal By-laws and provincial legislation.
2. The maximum number of persons, including but not limited to residents, renters and their guests, permitted on a premises, at any one time, shall be restricted to 2 Persons per sleeping area as stated in an approved Licence. At no time shall a trailer or tent be used to provide accommodation for additional guests.
3. The provision of parking on the site plan referenced shall include the following:
 - a) A minimum of one parking space per Short-Term Rental;
 - b) Parking space sizes of 3 metres by 6 metres; and
 - c) Compliance with other parking provisions as set forth in the applicable Zoning By-law.
4. All vehicles shall only be permitted in a parking area consisting of a hard- surfaced driveway (gravel, paved, concrete, interlock, or similar hard surface).
5. The following shall be posted on the interior of each STR Premises, visible to guests and made available for inspection:
 - a) Copy of current STR Licence
 - b) Premises address (and phone number if applicable)
 - c) Type of access to the STR Premises, where one of the following must be checked:
 - a. Year-round maintained public road
 - b. Seasonally maintained road
 - c. Private road / Right-of-way
 - d. Water access
 - d) Emergency Services Statement: If the type of access to the STR-Premises is NOT a year-round maintained public road, the following statement must be posted with the address:

“Due to this STR Premises not accessible by a year round maintained public road, emergency response times may be delayed to this location.”

- e) Owner name and contact information
 - f) STR Responsible Person for Emergency and By-law concerns contact information
 - g) Inspection results (copies of inspection reports, e.g. fire dept., building dept.)
 - h) Copy of approved Site Plan (with parking plan & waste storage details)
 - i) A copy of the Renters Code of Conduct (see Schedule A)
 - j) A copy of the Municipality's current Noise By-law
 - k) A copy of the Municipality's current Open Air Burning By-law together with a copy of any Burning Permit which may be in effect for the Short-Term Rental
 - l) A copy of the current Parking provisions for Short-Term Rentals as described in the applicable Zoning By-law
6. All Short-term Rentals must provide a class ABC fire extinguisher in any cooking area and a class BC or better on each floor of the establishment.
7. A Short-Term Rental Host (Responsible Person) shall respond within sixty (60) minutes to an emergency or contravention of any Township By-law.
8. A Short-Term Rental Host (Responsible Person) shall attend the Short-term Rental premises within twenty-four (24) hours of being notified of the occurrence.

4. Signage:

A Short-Term Rental Sign shall be displayed to identify a Short-Term Rental property and shall be located near the vicinity of the civic address / 911 sign and meet the following criteria:

1. The sign shall have a maximum area of 0.2m² (2.15 sq. ft.) and be located a maximum height of 1.5m (5ft) above adjacent ground level.
2. The Short-Term Rental Sign must contain the following information:
 - the civic (911) address of the property
 - current Short-Term Rental Licence Number located in the top right corner of the sign, and
 - the following wording "for Short-Term Rental concerns related to this property, please call (responsible person's name and phone number).
3. The Short-Term Rental sign shall be supplied and installed by the municipality and the costs thereof shall be included in the applicable Licensing Fee under the provisions of By-law No. 2024-xxxx.

5. Advertising

5.1 No person shall provide or market a short-term rental without prominently displaying in each advertisement or listing:

- I) the license number of the Short-Term rental unit issued by the Municipality; and
- II) the maximum overnight guest limit as established by Section 3.2 of this by-law.

5.2 No person shall fail to remove an advertisement for a short-term rental that is prohibited under this by-law within seventy-two (72) hours of becoming aware of the prohibition or receiving notice to do so by the Clerk..

6. Insurance

6.1 Each Short-Term Rental Host (Responsible Person) of a Short-term Rental unit to which this by-law applies shall have and maintain Commercial General Liability Insurance subject to limits of not less than Two Million Dollars (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use, that includes: blanket contractual liability; premises and operations liability; products and completed operations liability; contingent employers liability; personal injury, owners and contractors protective coverage; broad form property damage; occurrence property damage; employees as additional insured, and cross liability and severability of interest provision to the satisfaction of the Township’s Solicitor.

6.2 The insurance provided in accordance with subsection (1) shall:

- i) name the Municipality as an additional insured; and
- ii) include an endorsement to provide the Municipality with no less than thirty (30) days’ prior notice of any cancellation.

6.3 The Clerk is authorized to approve alternative and equivalent insurance requirements to those in subsection (1).

7. Responsible Person Consent Form

7.1 Every Short Term Rental Host (Responsible Person) shall complete a Responsible Person Consent Form as per Schedule “A” to this By-law.

7.2 Schedule “A” hereto forms part of this By-law.

8. Posting of License Details

Pursuant to Part IV of the Municipal Act, 2001, issued Licences, along with the licence details will be posted on the Township’s website.

PASSED in Open Council this _____ day of _____, 2024

Rod Wood – Reeve

Sara Dinsdale – Acting-Clerk

Schedule "A" to Bylaw No. 2024-xxxx

Responsible Person Consent Form

per

Township of Hilton By-law 2024-xxxx,

Responsible Person is defined as "the Owner (must be 18 years of age or older) or Agent assigned by the Owner or Registerer of the Short-term Rental Dwelling to ensure the Short-term Rental Dwelling is operated in accordance with the provisions of the Township of Hilton's Short-Term Rental By-law, and applicable laws".

Section 3.7 of the Short-Term Rental Registration By-law states an Owner or Owner's Agent (Responsible Person) will respond within sixty (60) minutes to an emergency or contravention of any Township By-law.

Responsible Person Declaration

I, _____ certify and acknowledge that as the Responsible Person
(Full Legal Name - Please Print)
designated for the operation of the Short-Term Rental at _____
_____, (Property Address) in the Township of Hilton, Ontario,

I understand the duties as required herein, and

I confirm that I will be readily available for emergency or contravention purposes as outlined in the Township of Hilton's Short-Term Rental Registration Bylaw.

By signing this declaration, I have acted on due diligence to understand the said Short-Term Rental Regulation By-law to the best of my capabilities in order to comply with all requirements.

Phone number (must be able to receive text messages): _____

Home Address: _____

Email: _____

Date: _____ Signature: _____

*The information above must match what is provided on the registration application for the specified short-term rental property.

Corporation of the Township of Hilton

By-law No. 2024-xxxx

Being a By-law to Provide for the Licensing of Short-Term Rental Accommodations

WHEREAS Section 11(3) of the Municipal Act as amended, provides that a lower tier municipality may pass by-laws respecting business licensing;

AND WHEREAS subsection 151(1) of the Municipal Act provides that, without limiting sections 9, 10 and 11, a municipality may provide for a system of licences with respect to a business and may,

- (a) prohibit the carrying on or engaging in the business without a licence;
- (b) refuse to grant a licence or to revoke or suspend a licence;
- (c) impose conditions as a requirement of obtaining, continuing to hold or renewing a licence;
- (d) impose special conditions on a business in a class that have not been imposed on all of the businesses in that class in order to obtain, continue to hold or renew a licence;
- (e) impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence; and
- (f) license, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it.

AND WHEREAS Section D4.1 of the St. Joseph Island Official Plan recognizes the evolving character of short term accommodation and the use of private dwellings, or parts thereof, that are leased as accommodations to the traveling public for a short period of time, and provides that a Short Term Rental operation that is not owner occupied shall be considered as a commercial use.

AND WHEREAS Section 151(5) of the Municipal Act provides that subsections 151(1) to (4) apply with necessary modifications to a system of licences with respect to any activity, matter or thing for which a by-law may be passed under sections 9, 10 and 11 as if it were a system of licences with respect to a business;

NOW THEREFORE the Council of the Corporation of the Township of Hilton enacts this Bylaw to license short-term rental brokerages and owners and to regulate related activity within the jurisdictional boundaries of the Township of Hilton, as follows:

1.1. DEFINITIONS AND INTERPRETATION

“Applicant” means a person applying for a licence or renewal of a licence thereof under this Bylaw;

“Authorized Agent” means a person duly appointed and that may provide proof satisfactory to the Clerk that they act for a person, a partnership, or corporation;

“Council” means the Council of the Corporation of the Township of Hilton ;

“Clerk” means the Clerk for the Corporation of the City of the Township of Hilton, a delegate or assigned representative.;

“Dwelling Unit” means a place of residence with one or more habitable rooms containing separate kitchen and bathroom facilities for private use as a single housekeeping unit;

“Licence” means the certificate issued under this Bylaw as proof of licensing under this Bylaw;

“Licensee” means a person licensed under this Bylaw or a person required to be licensed under this Bylaw;

“Officer” means a Municipal Bylaw Enforcement Officer(s), or a designate responsible for the enforcement of this Bylaw;

"Person(s)" includes an individual, partnership, corporation, and the heirs, executors, administrators or other legal representatives of a person to whom the context can apply according to law;

“Short-Term Rental” or “STR” means a primary Dwelling or any part thereof, or an accessory building thereto, that operates or offers a place of temporary residence, lodging or occupancy by way of concession, permit, lease, licence, rental agreement or similar arrangement for twenty-eight (28) consecutive calendar days or less with no on-site management throughout all or part of the year. Short-term Rental uses shall not mean or include a bed and breakfast establishment, institutional tourist establishment, tourist establishment, tourist camping establishment, motel, resort, or similar commercial or institutional use, as defined in the Municipality’s Comprehensive Zoning By-law # 2010-xxxx; or any successor, as amended, or other short-term accommodations where there is no payment; and

“Township” means the Corporation of the Township of Hilton.

1. 2. APPLICABILITY AND SCOPE

This Bylaw applies to all:

- (a) Short-Term Rental Brokerages that Operate a Short-Term Rental within the jurisdictional boundaries of the Township of Hilton;
- (b) Short-Term Rental Owners that Operate a Short-Term Rental within the jurisdictional boundaries of the Township of Hilton;
- (c) Persons acting as Short-Term Rental Operators within the jurisdictional boundaries of the Township of Hilton; and
- (d) Dwelling Units used as Short-Term Rentals within the jurisdictional boundaries of the Township of Hilton.

This Bylaw does not apply to:

- (a) Commercial accommodation establishments primarily engaged in providing short-term lodging for travelers, tourists and others, including campgrounds, hotels, inns, motels, tourist cabin establishments and tourist establishments as set out in the Township’s zoning by-law

- (b) Bed-and-Breakfast Establishments as set out in the Township's Zoning Bylaw;
- (c) Accommodations rented out to tenants in accordance with the Residential Tenancies Act, 2006, S.O. 2006, c. 17; or
- (d) retirement homes licensed under the Retirement Homes Act, 2010, S.O. 2010, c.

1.3 PROHIBITIONS

1.3.1 No person shall operate or carry on the business of a Short Term Rental or permit a person to carry on the business, or hold themselves out as being licensed to carry on the business of a Short Term Rental:

- (a) without a licence to do so issued under the authority of this Bylaw;
- (b) under any other name than the one endorsed on their licence issued under this Bylaw; or
- (c) except in accordance with the regulations of this Bylaw.

1.3.2. No person shall,

- (a) transfer or assign a licence issued under this Bylaw;
- (b) obtain a licence by providing mistaken, false or incorrect information;
- (c) enjoy a vested right in the continuance of a licence and upon the issue, renewal, transfer, cancellation or suspension thereof, the licence shall be the property of the Township;
- (d) advertise a Short-Term Rental available within the municipal boundary of the Township without a licence; or
- (e) operate or advertise a Short-Term Rental from a recreation vehicle, trailer or tent available within the municipal boundary of the Township of Hilton.

LICENSING REQUIREMENTS

2.1 Application Requirements:

- i) Where the applicant is a corporation, the application for a Short-Term Rental (STR) licence or the application for a renewal of an STR licence shall be made by a duly authorized director or officer of that corporation.
- ii) Where the applicant is a partnership, the application for a STR license or the application for renewal of STR licence shall be made by one or more of the partners.
- iii) Applicants for a STR licence or renewal of STR licence must:
 - (a) in the case of individuals, be permanent residents in Canada;
 - (b) in the case of a partnership, have at least one partner be either a permanent resident in Canada or a corporation incorporated in Canada;

(c) in the case of a corporation, be incorporated in Canada.

iv) Notwithstanding subsections (a), (b) and (c) above, an application for a Short-Term Rental (STR) Licence or an application for renewal of a STR licence thereof may be made in person by an authorized agent, provided that they have written authorization to do so from the applicant and provide one piece of Canadian government photo identification, both to the satisfaction of the Clerk.

v) Every person making application for a Short-Term Rental (STR) licence under this Bylaw shall submit the following to the Clerk:

(a) a completed application for a Licence in the form prescribed by the Clerk, signed by the applicant or an authorized agent for the applicant;

(b) the applicable fees as set out in the City's User Fee Bylaw;

(c) where the applicant is a corporation, the complete articles of incorporation, including the names and addresses of all directors and officers of the corporation, as at the time of application;

(d) where the applicant is a partnership, a copy of the record of registration of the partnership under the Business Names Act, R.S.O.1990, c.B.17 or the Limited Partnerships Act, R.S.O. 1990, c.L.16;

(e) a listing of every STR being made available by the applicant within the jurisdictional boundaries of the Hilton, as at a date no less than seven (7) days from the date of application for a licence;

(f) Where a Dwelling Unit is not within a primary residence, proof of valid general liability commercial insurance in the amount of at least \$2,000,000 with operations confirmed as a Short-Term Rental, and adding 'The Corporation of the Township of Hilton' as an additional insured, and suitable to the Clerk;

g) Where a Dwelling Unit is within a primary residence, proof of valid liability insurance in the amount of at least \$2,000,000, with operations confirmed as a Short-Term Rental, and suitable to the Clerk and Council;

(h) a criminal record check for the named applicant, to wit review of any relevant convictions for which a pardon was not granted will be assessed by the Clerk;

(i) any other information required to be provided under this Bylaw or as may be requested by the Clerk.

vi) At the time of renewal, every person shall re-submit the above required documents to the satisfaction of the Clerk.

2.2 Applications for a Short-Term Rental (STR) License shall be in the form of Schedule "A" hereto.

2.3 Schedule "A" hereto forms part of this By-law.

2.4 Receipt of the application for a STR licence or the application for a renewal of STR licence shall not constitute approval of the application for, or renewal of a licence, nor shall it obligate the Clerk to issue or renew any such licence.

3.1 POWERS OF THE CLERK

The Clerk shall:

- (a) receive and process all applications for STR and applications for renewal of STR licences to be issued under this Bylaw;
- (b) issue licences and renew licences, either conditionally or unconditionally, to any person who meets the requirements of this Bylaw except where:
 - i. the conduct of an applicant affords reasonable grounds for belief that the applicant or authorized agent for the applicant has not carried on, or will not carry on the business in accordance with the law;
 - ii. there are reasonable grounds for belief that the carrying on of the business may be adverse to the public interest; or the applicant is indebted to the Township in respect of fines, penalties, judgments, outstanding property taxes, or any other amounts owing, proof of the contrary to be provided by the applicant;
- (c) with respect to subsection 2.3 (b)(ii.), consideration by the Clerk shall include, any record of offence that is less than (3) years hence and relevant to the nature of the business, or any record of offence that directly affects the applicant's or licensee's ability to competently and responsibly carry on the business;
- (d) make or cause to be made all investigations deemed necessary relative to the applicable application so received, including but not limited to inspections by the Township's Fire and Building Departments;
- (e) maintain complete records showing all applications and licences issued;
- (f) may revoke or suspend a licence in accordance with Section 3.1 of this Bylaw;
- (g) generally perform all the administrative functions conferred upon them by this Bylaw.

4.1 Licences issued pursuant to this Bylaw are conditional on compliance by the licensee with all municipal Bylaws, including, but not limited to, the Township's Zoning Bylaw, Property Standards Bylaw, and Noise Bylaw, and compliance with all Provincial and Federal legislation, including compliance with relevant public health requirements and regulations, particularly those concerning potable water and waste disposal service. A confirmed violation of any of the aforesaid legislation or Bylaws may, at the discretion of the Clerk, result in the suspension or revoking of a license.

5.1 LICENSEE'S RESPONSIBILITIES

- i) Every person operating or carry-on business as an STR shall make available to all occupants a copy of the house rules, stating the exclusive items as listed in the Township's Short-Term Rental By-law (By-law No. 2024-xxxx, and include but not be limited to stating the Township's noise curfew as set out in the Township's Noise Bylaw.
- ii) Every person operating or carry-on business as an STR shall post a copy of their STR Licence in an area plainly visible to anyone approaching a point of entry to the dwelling unit.
- iii) Every person operating or carry-on business as an STR shall post a copy of their Licence or Licence number upon any form of advertisement, marketing platform, listing, or website used in relation to the STR.

6.1 TERM OF LICENCE

A licence issued under the provisions of this Bylaw shall expire at the end of the third (3rd) calendar year after being issued. Therefore, a license obtain by March 1, 2025 will expire on December 31, 2028 and need to be renewed between January 1, 2029 and before March 1, 2029 for the licensed STR and the licensee to continue to be in good standing within the Township. Delayed renewal may result in non-issuance by the Clerk.

7.1 REVOCATION AND SUSPENSION

- i) The Clerk may revoke or suspend a licence where:
 - (a) the licensee would be disentitled to a licence or a renewal of a licence for the reasons set out in this Bylaw; and/or
 - (b) the licensee has failed to comply with the regulations required by this Bylaw, or any other Township Bylaws, including but not limited to Short-term Rentals By-law, Property Standards Bylaw, or any law; and/or
 - (c) the licence was issued in error.
- ii) If the Clerk is of the belief that the continuation of the licence poses an immediate danger to the health or safety of any person, may, for the time and such conditions as are considered appropriate and without a hearing, suspend a licence for not more than 14 days, and, prior to suspending the licence, shall provide the licensee with the reasons for the suspension in writing or orally, with an opportunity for the applicant to respond.
- iii) The decision to revoke or suspend a license, except for under the conditions stated in subsection ii) hereof, is final.

ADMINISTRATION AND ENFORCEMENT

8.1 Enforcement Agency:

The Township's Municipal Bylaw Enforcement Officer(s), or a designate, shall be responsible for the enforcement of this Bylaw.

8.2 Inspections and Re-inspections

i) The Township's Municipal Bylaw Enforcement Officer or any person acting under those persons, or any person authorized by the Township may at reasonable times during business hours inspect as much of any place or premises carrying on any business in respect of which a person has or is required to have a Licence. When a re-inspection is required to confirm compliance with the provisions of this Bylaw or any other Bylaw, a fee in the amount set out in the Township's User Fee Bylaw shall be charged.

ii) No person shall obstruct or hinder, or attempt to obstruct or hinder, an officer, in the exercise of a power or the performance of a duty under this Bylaw.

iii) No person shall refuse to produce any documents or things required by an officer under this Bylaw, and every person shall assist any entry, inspection, examination, or inquiry by an officer.

iv) No person shall knowingly furnish false information to the Township or an officer with respect to this Bylaw.

8.3 Officers Right of Access:

i) An officer may enter upon and within, and inspect any land, property, building or structure at any time to determine if any section of this by-law is complied with, or to determine if any direction, notice or order issued pursuant to this Bylaw or the Municipal Act or any court has been complied with, or to perform any required remedial work.

ii) Notwithstanding subsection 7.3 (i), an officer shall not enter or remain in any room or place actually used as a dwelling unit unless the provisions of Section 437 of the Municipal Act are complied with. An officer shall have inspection powers described in Section 436 of the Municipal Act.

8.4 Orders, Notice, and Non-compliance:

i) Where a person or licensee is in contravention of any provision of this Bylaw or another Township Bylaw, an officer, in addition to any other action, may send a notice, in the form of a letter or email, to the applicant or licensee, describing the contravention.

ii) Any notice or direction given under this Bylaw shall be deemed good and sufficient service if:

- (a) personally delivered to the person to whom it is directed;
- (b) provided by a previously established electronic means of communication;
- (c) mailed by ordinary or registered mail, and delivered to the mailing address of the applicant, licensee, or owner of the property (according to the last revised assessment roll), or
- (d) by being posted on the subject property.

iii) Where any person fails to comply with an order issued, in addition to any prosecutorial action or legal remedies, the Clerk shall forthwith suspend the licensee's STR licence.

8.5 Offences and Penalties

i) Every person who contravenes any of the provisions of this Bylaw, and every director of a corporation who concurs in such contravention by the corporation is guilty of an offence and on conviction liable to a fine not exceeding \$25,000 for a first offence and \$50,000 for any subsequent offence.

ii) Where a corporation is convicted of an offence under this Bylaw, the maximum penalty is \$50,000 for a first offence and \$100,000 for any subsequent offence.

iii) For the purposes of this section, a separate violation shall be deemed to have been committed for each and every day during which such violation continues, and conviction in respect of a violation shall not operate as a bar to further prosecution if such violation continues.

iv) The Court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted, and such order shall be in addition to any other penalty imposed on the person convicted.

v) Pursuant to Section 447 of the Municipal Act, where an owner is convicted of knowingly carrying on or engaging in a business in respect of any premises or any part of any premises without a licence required by this Bylaw, or a person is convicted of any other contravention of this Bylaw and the court determines that the applicant, licensee, or owner of the premises or part of the premises in respect of which the conviction was made knew or ought to have known of the conduct which formed the subject-matter of the conviction or of any pattern of similar conduct, the court may order that the premises or part of the premises be closed to any use for a period not exceeding two (2) years.

8.6 Collection of Unpaid Fines

Pursuant to Section 441 of the Municipal Act, if any part of a fine for a contravention of a business licensing by-law remains unpaid after the fine becomes due and payable under Section 66 of the Provincial Offences Act, R.S.O. 1990, c. P.33, including any extension of time for payment ordered under that Section, the Township may give the person against whom the fine was imposed a written notice specifying the amount of the fine payable and the final date on which it is payable, which shall be not less than 21 days after the date of the notice. If the fine remains unpaid after the final date specified in the notice, the fine is deemed to be unpaid taxes pursuant to Section 351 of the Municipal Act and may be added to the person's tax roll and collected in the same manner as property taxes.

9.1 ENACTMENT

i) Interpretation

In this Bylaw, unless the context otherwise requires, words importing the singular member shall include the plural. Reference in this Bylaw to any legislation or Township Bylaw means as may be amended or replaced from time to time, and includes any regulations thereunder.

ii) Conflict

In the case of a conflict between the provisions of this Bylaw and any other Township Bylaw, the more stringent provision shall prevail.

iii) Severances

If any section, subsection, sentence, clause, phrase or provision of this Bylaw is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of the bylaw; and the Township hereby declares that it would have passed this Bylaw and each section, subsection, sentence, clause, phrase and provision herein, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or provisions be declared invalid.

9.2 TITLE

This Bylaw may be known as the Township of Hilton's "STR Licensing By-law".

9.3 EFFECTIVE DATE

(1) This Bylaw shall be effective on January 1st, 2025 (?).

(2) Any STR, as defined within this Bylaw and the Township's Zoning Bylaw, located within the Township of Hilton shall have until March 1, 2025 (?) to be in possession of a fully issued and valid STR licence and be in compliance with all requirements within this Bylaw and other applicable Township Bylaws.

(3) The process of obtaining a licence from the Clerk includes that the dwelling unit be inspected by the Township's Fire and Building Departments. It is therefore recommended that any applicant initiate the application process as soon as possible upon the date of passing of this Bylaw and thereafter upon renewal of any 3rd year anniversary/expiration of a licence.

PASSED in open Council this day of , 2024.

Rod Wood, Reeve

Sara Dinsdale, Acting-Clerk

Schedule "A" to By-law 2024 – xxxx

Corporation of the Township of Hilton

Short-Term Rental Application and Renewal Form

Submit completed application form to the Township Clerk's Office.

A Short-Term Rental (STR) is the rental of all or part of a dwelling, or accessory use thereto, for a period of no longer than 28 consecutive days and is typically listed on platforms such as Airbnb, VRBO or FlipKey. STRs exclude bed and breakfast establishments, tourist establishments, tourist establishments, hotels, motels, resorts, or similar commercial or institutional uses .

STRs must comply with all applicable laws. All registered STR operators are required to be licensed by the Township of Hilton in accordance with the Municipality's Short-Term Rentals Licensing By-law. Registration must be renewed upon expiry date to permit continued use of the STR property.

It is the STR owner/operator's responsibility to inform the Township of any changes to the licensee's registration. In the event of a change in property ownership, a new license is required. If the applicant is a corporation the complete articles of incorporation, including the names and addresses of all directors and officers of the corporation at the time of application are required.

SHORT-TERM RENTAL PROPERTY INFORMATION

Full Mailing Address of Short-Term Rental (STR) Property: _____

Initial Application _____ Renewal _____ (Please Check)

Number of Bedrooms and/or Sleeping Areas available for guests to use? _____

Maximum number of guests allowed in a unit? _____

Housing Type (Please Check one only) House (single/semi-detached) _____ Duplex/triplex/fourplex _____

Townhouse _____ Apartment/condominium _____ Accessory building (e.g. coach house) _____

Is the operator a tenant or registered owner of the property? Registered Owner _____ Tenant _____

* *An authorization form is required from the owner if the operator is a tenant

Other:

What part of the property will be rented? (Please Check)

Entire building or unit (e.g. personal bedroom, bathroom, kitchen, and entrance) _____

Rooms within the building (e.g. private bedroom, but shared bathroom, kitchen, and entrance) _____

Consent from condominium corporation or Property management received? Yes _____ No _____

STR OPERATOR INFORMATION

Full Name of Owner (please print) _____

Telephone Number _____ Email _____

Driver’s Licence or Ontario Photo Card Number _____

Corporation Name, if applicable: _____

Emergency Contact Name: ----- Address _____

Telephone Number _____ Email _____

The emergency contact must be available 24/7 and willing to act on your behalf should a concern arise and you are not available.

Community Safety Requirements – Self Declaration

Smoke alarms are installed on all levels of the dwelling, outside all sleeping areas, between the sleeping area and the remainder of the home, and are maintained in operating condition in accordance with the manufacturer’s instructions. The owner shall test smoke alarms annually and after every change in tenancy. **Yes** ____ **No** ____

If the dwelling has a fuel burning appliance, fireplace and/or is connected to a garage, please confirm that the dwelling has carbon monoxide alarms installed adjacent to each sleeping area and are maintained in operating conditions in accordance with the manufacturer’s instructions. The owner shall test carbon monoxide alarms annually and after every change in tenancy.

Yes ____ No ____ Not Applicable ____

- “Test” means activating the alarm via the test alarm feature.
- A “written record” shall be maintained of all tests, kept on site and made available to the Chief Fire Official upon request.

Applicant’s Name _____

Address _____ City _____ Postal Code/ _____

I certify that the information contained in this application and other attached documentation is true to the best of my knowledge.

I, _____ shall defend, indemnify and save harmless The Corporation of the Township of Hilton, its officers, Council members, partners, agents and employees from an against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury and to damage to or destruction of tangible property including loss of revenue or incurred expense arising directly or indirectly from use, management, and operation of the STR property as set out in this Short Term Rental Registration and Renewal application.

Signature of Applicant/Agent _____ Date: _____

Agency Approval and Sign-Off:

Applicants/Agents must contact the relevant Township Departments listed below, in the order presented, for information and approval prior to submitting this application form. An official from each department must sign off in this section for the Clerk to deem this application complete.

The application fee must be collected prior to Agency Approval.

1. Building Department: Official's Name _____
Official's Signature _____ Date of Signature _____
Property has passed the file reviewed and/or on-site inspection (whichever is deemed necessary).

2. Fire Department: Official's Name _____
Official's Signature _____ Date of Signature _____
Property has passed on-site inspection.

3. Treasury Department: Official's Name _____
Official's Signature _____ Date of Signature _____
Inspection/File Review fees have been received.

Documents to Include with Registration/Renewal Form:

If the applicant is a tenant, a letter of authorization from the property owner is required.

If the STR unit is within a building or other units, or where owners jointly share common areas such as pools, garages, elevators, outside hallways and gyms, authorization from the condominium board or property management company is required.

Photocopy of the applicant's driver's licence or Ontario Photo card.

Copy of the Certificate of Liability Insurance (COI), naming: "The Corporation of the Township of Hilton" as an additional insured for a minimum of \$2 million. The COI should also indicate that short-term rentals are included.

Level 2 Police Background check performed on the owner from their homebased municipality.

Township of Hilton

Audit report to the Reeve and Council for the
year ended December 31, 2023

START

IBDO

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For the year ended December 31, 2023



To the Reeve and Council of Township of Hilton

We are pleased to provide you with this communication to highlight and explain key issues which we believe to be relevant to the audit of Township of Hilton (the "Township") consolidated financial statements for the year ended December 31, 2023.

The enclosed communication includes our approach to your audit, including: significant risks identified, the nature, extent, timing, and results of our audit work, and the terms of our engagement. We will also communicate any significant internal control deficiencies identified during our audit and confirm our independence.

During the course of our audit, management made certain representations to us—in discussions and in writing. We documented these representations in the audit working papers.

We look forward to discussing our communication with you. In the meantime, please feel free to contact us if you have any questions or concerns.

Yours truly,

BDO Canada LLP
August 5, 2024



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BDO'S DIGITAL AUDIT SUITE

APT Next Gen

We use our APT Next Gen software and documentation tool to save time, streamline processes, and go paperless with your audit.

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For the year ended December 31, 2023



Audit at a glance

Your dedicated BDO audit team:



Jennifer Archambault, CPA, CA
Audit Partner

T: 705-941-5159
E: jarchambault@bdo.ca



Kamryn Rogers, CPA
Audit Manager

T: (705) 963-0806
E: kamrogers@bdo.ca

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Auditor's responsibilities: financial statements

We are responsible for forming and expressing an opinion on the consolidated financial statements that have been prepared by management, with oversight by those charged with governance. The audit of the consolidated financial statements does not relieve management or those charged with governance of their responsibilities. The scope of our work, as confirmed in our engagement letter, is set out below:

- ▶ Present significant findings to the Reeve and Council including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.
- ▶ Provide timely and constructive management letters. This includes deficiencies in internal control identified during our audit.
- ▶ Consult regarding accounting, income taxes, and reporting matters as requested throughout the year.
- ▶ Work with management to issue consolidated financial statements and tax returns in a timely manner.
- ▶ Identify and assess the risks of material misstatement due to fraud.
- ▶ Obtain sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses.
- ▶ Respond appropriately to fraud or suspected fraud identified during the audit.

For the year ended December 31, 2023



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Auditor's responsibilities: fraud risks

We are responsible for planning and performing the audit to obtain reasonable assurance that the consolidated financial statements are free of material misstatements, whether caused by error or fraud, by:

- ▶ Identifying and assessing the risks of material misstatement due to fraud;
- ▶ Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- ▶ Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

Behind the audit report



Learn how we audit your financial statements

[SEE OUR PROCESS](#)

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Auditor's responsibilities: fraud risks

During the audit, we performed risk assessment procedures and related activities to obtain an understanding of the Township and its environment, including the Township's internal control, to obtain information for use in identifying the risks of material misstatement due to fraud and made inquiries regarding:

- ▶ Management's assessment of the risk that the consolidated financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- ▶ Management's process for identifying and responding to the risks of fraud in the Township, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- ▶ Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in Township of Hilton; and
- ▶ Management's communication, if any, to employees regarding its view on business practices and ethical behavior.

We are not aware of any fraud affecting the Township. If you are aware of any instances of actual, suspected, or alleged fraud, please let us know.

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Audit at a glance

Materiality

We determined materiality to be \$37,000 for the year ended December 31, 2023.

Misstatements are considered to be material if they could reasonably be expected to influence the decisions of users based on the consolidated financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

We communicated all corrected and uncorrected misstatements identified during our audit to the Reeve and Council, other than those which we determined to be "clearly trivial."

We encouraged management to correct any misstatements identified throughout the audit process.

Our independence



We have complied with relevant ethical requirements and are not aware of any relationships between Township of Hilton and our Firm that may reasonably be thought to bear on our independence.

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Status of the audit

We have substantially completed our audit of the year ended December 31, 2023 consolidated financial statements, pending completion of the following items:

- ▶ Receipt of signed management representation letter
- ▶ Subsequent events review through to the consolidated financial statements approval date
- ▶ Approval of consolidated financial statements by the Reeve and Council

We conducted our audit in accordance with Canadian generally accepted auditing standards. The objective of our audit was to obtain reasonable, not absolute, assurance about whether the consolidated financial statements are free from material misstatement.

For the year ended December 31, 2023

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Audit findings

As part of our ongoing communications with you, we are required to have a discussion on our views about significant qualitative aspects of the Township's accounting practices, including accounting policies, accounting estimates and consolidated financial statements disclosures. We look forward to exploring these topics in depth and answering your questions. A summary of the key discussion points are below:

Financial statement areas	Risks noted	Audit findings
Revenue	Risk surrounding fraud in revenue streams due to the nature of certain user fees.	Reviewed revenue recognition policy for consistency with the professional standards. No issues noted.



BDO'S DIGITAL AUDIT SUITE

BDO Global Portal

We use **BDO Global Portal** to help you collaborate with your audit team in a seamless way—placing everything you need in one accessible, secure place.

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Internal control matters

During the audit, we performed the following procedures regarding the Township's internal control environment:

- ▶ Documented operating systems to assess the design and implementation of control activities that were relevant to the audit.
- ▶ Discussed and considered potential audit risks with management.

We considered the results of these procedures in determining the extent and nature of audit testing required.



We are required to report to you in writing about any significant deficiencies in internal control that we have identified during the audit.

A significant deficiency is defined as a deficiency or combination of deficiencies in internal control that merits the attention of those charged with governance.

The audit expresses an opinion on the Township's consolidated financial statements. As a result, it does not cover every aspect of internal controls—only those relevant to preparing the consolidated financial statements and designing appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

No control deficiencies were noted that, in our opinion, are of significant importance to discuss.



Adjusted and unadjusted differences

Summary of unadjusted differences

The following is a summary of unadjusted differences noted during the course of our audit engagement

	Increase (Decrease)			
	Assets	Liabilities	Equity	Net income
2023 revenue included in 2022	\$	\$	\$ 12,542	\$ (12,542)
2022 amortization error			2,799	(2,799)
Total			15,341	(15,341)
Tax effect				
Effect of prior year's reversing errors				
Total unadjusted differences	\$	\$	\$ 15,341	\$ (15,341)

Summary of disclosure omissions

The following is a summary of disclosures that have not been made within the consolidated financial statements :

Disclosure omission	Management's response
None	

Summary of adjusted differences

During the audit, adjustments were recommended with support from management and provided as adjusting journal entries.



Other required communications

Professional standards require independent auditors to communicate with those charged with governance certain matters in relation to an audit. In addition to the points communicated within this letter, the attached table summarizes these additional required communications.

Issue	BDO response
None	

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How we audit financial statements: Our audit process

IDENTIFY AND ASSESS RISK

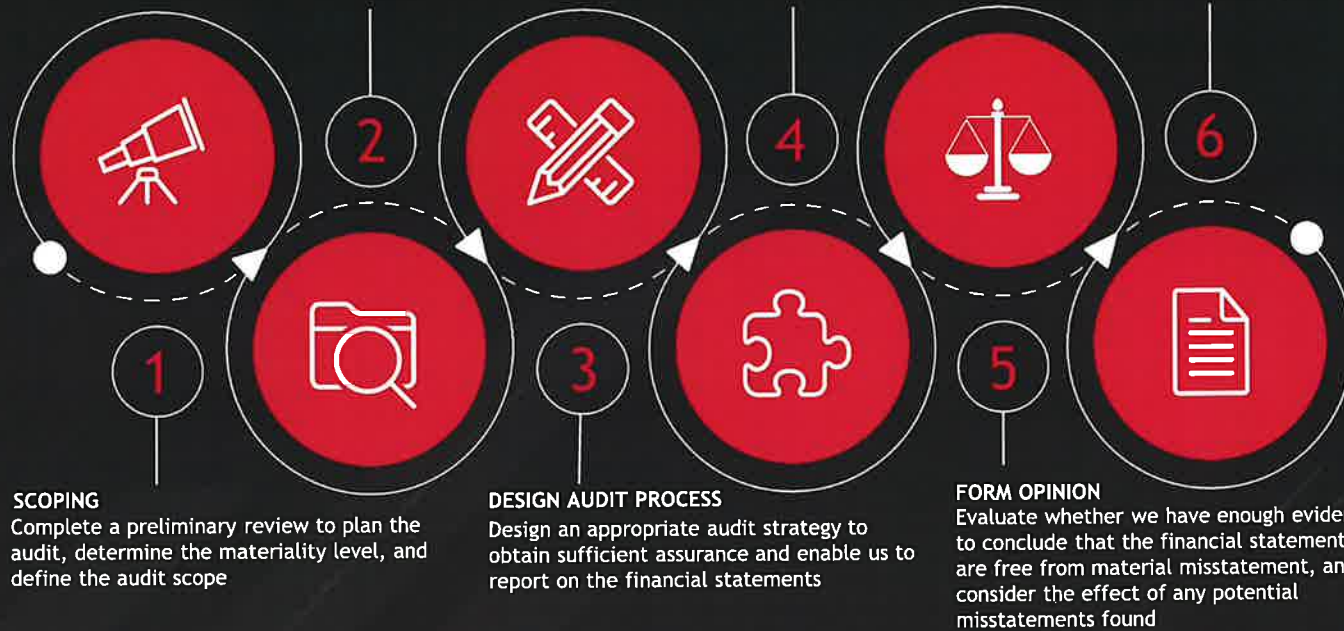
Focus on those areas of financial statements that contain potential material misstatements as a consequence of the risks you face

OBTAIN AUDIT EVIDENCE

Perform audit procedures while maintaining appropriate degree of professional skepticism, to conclude whether or not the financial statements are presented fairly

COMMUNICATION

Communicate our opinion and details of matters on which we are required to communicate



Our audit approach: Responsiveness in action

Our firm is deliberately structured to allow one partner to every six staff members. This means easy access to senior staff and the lead partner throughout your audit. It also helps our team gain a better understanding of your organization.

Our audit process differs from the typical audit in our use of in-field reviews. The benefit of these in-field reviews is that final decision-makers are on site ensuring issues are resolved and files closed quickly.

We offer clients the full-service expertise of a national firm. Yet we maintain a local community focus. The comprehensive range of services we deliver is complemented by a deep industry knowledge gained from over 100 years of working within local communities.



Discover how we're accelerating audit quality



Audit Quality Report

We collected our core beliefs around audit quality, the very practical steps we take to sustain it, and the progress we have made to accelerate its quest.

[Follow our progress](#)



BDO's digital audit suite

Our digital audit suite of technologies enables our engagement teams to conduct consistent risk-based audits, both domestically and internationally, with maximum efficiency and minimal disruption to our clients' operations and people.

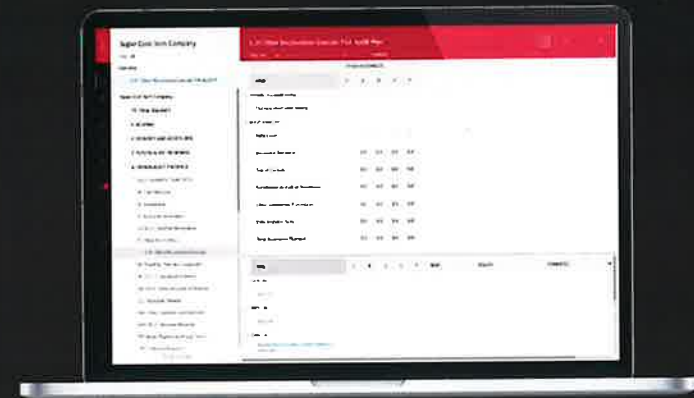
APT Next Gen

Our audit software and documentation tool, APT, is an integral part of our audit methodology. Our professionals engage APT to devise and perform appropriate, risk-based audit procedures and testing based on applicable Canadian Auditing Standards (CASs), as well as to factor in engagement and industry-specific objectives and circumstances.

APT enables us to deliver an audit that fits your organization—whether large or small; complex or basic.

This sophisticated tool also amplifies two key attributes of our audits: consistency and quality. The quality framework that we developed measures our audit performance with hard quality indicators and reflects our indispensable culture for quality. To see our audit quality and consistency in action, look no further than how our teams share best audit practices for continuous improvement.

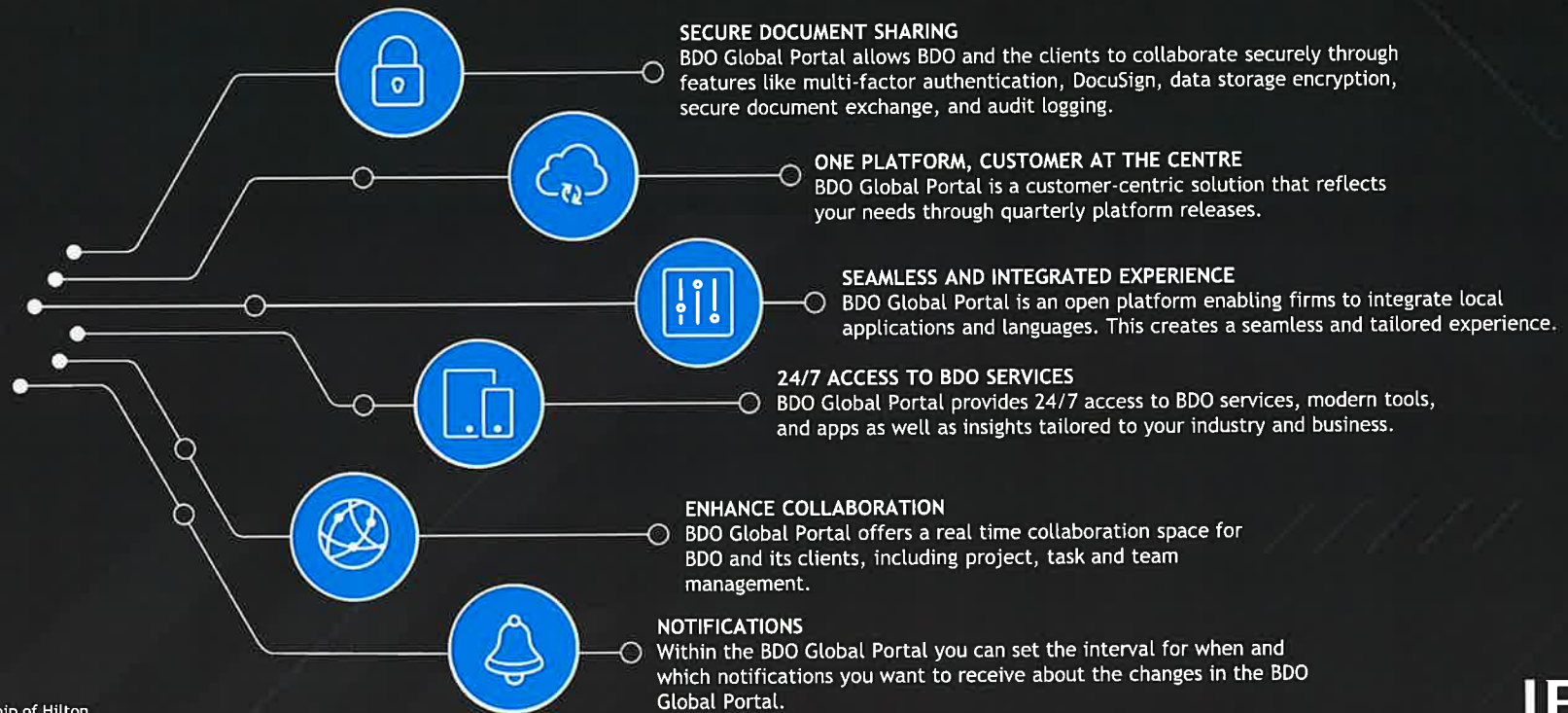
Through a strategic alliance with Microsoft and the introduction of new technology, this global, cloud-based application can now streamline and focus the audit process in even more ways for BDO professionals and their clients.





BDO Global Portal

BDO Global Portal transforms and enhances your digital experience with your BDO advisors. Available at any time, Portal enables you to access all services, tools, apps, and information and to collaborate with your advisors in a seamless way through a flexible, appealing, and secure environment.



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Recommended Resource

Staying in the know with knowledge and perspective

Key changes to financial reporting



When the rules of reporting change, you may need to fine-tune how to present financial statements and govern the organization.

[ACCESS OUR KNOWLEDGE CENTRE](#)

The latest tax pointers



Corporate. Commodity. Transfer pricing. International tax. Government programs. Together they add up to immense differences on the organization's bottom line. Our tax collection keeps you current.

[STAY ON TOP OF TAXES](#)

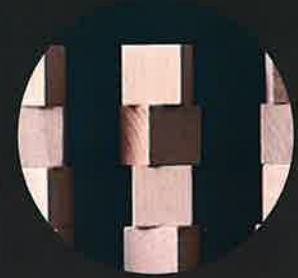
Trending topics



As a community of advisors with the best interests of our clients in mind, we keep our ear to the ground to bring insights and perspectives related to key business trends to you.

[EXPLORE NOW](#)

Asset Retirement Obligations (ARO): A Practical Approach to Section PS 3280



This publication will walk through a practical approach to applying Section PS 3280 including: identification, recognition and measurement of an obligation, and the different options available to entities on transition.

[READ ARTICLE](#)



Recommended Resource

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[READ ARTICLE](#)

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Spotlight on ESG



Transformative world events—an international health crisis, social movements, shareholder and investor values, global supply chains, energy transition, smart cities, and sustainable finance—are transforming Canadian business.

Standards and regulations are rapidly changing to reflect the goals of all of your stakeholders. Organizations, investors, and customers are embracing environmental, social, and governance (ESG) considerations as important measures of success. Non-financial and financial information is becoming more interconnected.

ESG Insights



Sector insights at your convenience

EXPLORE NOW



PRESS RELEASE For immediate release September 16, 2024

Over \$40,000 Committed Supporting Equipment at North Shore Health Network’s Richards Landing – Matthews Site

Richards Landing, ON – The Richards Landing Site Committee of the North Shore Health Network (NSHN) Auxiliary recently committed over \$40,000 towards purchasing essential equipment at the NSHN Richards Landing – Matthews Site.

The gift will directly impact patient outcomes through the purchase of two new automatic blood pressure monitors that fit patients of all ages measuring blood pressure, oxygen saturation and pulse, for example; six automatic IV pumps for medication equipped with a full drug library that is wirelessly updated to reduce risk of medication errors; a new cardiograph machine, commonly known as an ECG machine, that is used to monitor heart activity – including allowing providers to monitor how the heart reacts to treatments; and new batteries providing uninterrupted power for the portable x-ray machine.

The NSHN Auxiliary Richards Landing Site Committee has a long-standing tradition of supporting the Richards Landing – Matthews Site through fundraising activities. The Annual Richards Landing Community Night is one of the Committee’s most successful fundraisers – raising \$28,044 this year. Since 2019, the Site Committee has raised over \$283,590, significantly contributing to procuring essential equipment for the NSHN Richards Landing – Matthews Site.

“The NSHN Auxiliary Richards Landing Site Committee is excited to work with the NSHN Foundation to bring this much-needed equipment to our site,” said Acting Chair Joan Clute. “We thank the community for supporting our fundraising endeavors and hope it will make a difference for patients.”

Hilton Township Administration

Subject: Invitation to Midterm Council Training Session

Good Afternoon Everyone,

I hope this message finds you well. Our Council is pleased to extend an invitation to the upcoming Midterm Council Training session, hosted by the Township of Macdonald, Meredith & Aberdeen Additional in collaboration with the Ministry of Municipal Affairs and Housing. MMAH will be sending staff to teach the training session. This training session is designed to provide valuable insights and guidance to council members, with staff also welcome to attend.

Date: Thursday November 28th

Time: 1:00 PM

Location: Echo Bay Hall, 257 Church Street, Echo Bay, ON. P0S 1C0

Cost: Free to attend

The training session will cover the following topics:

- Role of Council, Councillor, and Staff
- Accountability and Transparency
- Meetings
- Municipal Government
- Changes to Council Composition
- Council as Lawmakers
- Exercising Municipal Powers
- Municipal Conflict of Interest

This comprehensive training from MMAH typically takes 3-4 hours to complete.

We would be delighted if representatives from your municipality would like to join us. Please RSVP by November 22nd to confirm your attendance.

Best regards,

Lacey Kastikainen

CAO/Clerk

Township of Macdonald, Meredith & Aberdeen Additional

208 Church Street, PO Box 10

Echo Bay, ON. P0S 1C0

t. 705.248.2441

f. 705.248.3091

laceyk@ontera.net

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1434-24

Being a by-law to appoint a Road Superintendent/Public Works Foreman in the Township of Hilton in the District of Algoma for a probationary period.

WHEREAS Section 227 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that it is the role of the officers and employees of the municipality:

- a) to implement Council's decisions and establish administrative practices and procedures to carry out council's decisions;
- b) to undertake research and provide advice to Council on the policies and programs of the municipality; and
- c) to carry out other duties required under this or any Act and other duties assigned by the municipality; and

WHEREAS the *Municipal Act*, 2001, c. 25 as amended permits a municipality to appoint such officers and servants as necessary for the purposes of the Corporation; and

WHEREAS the Council of the Corporation of The Township of Hilton deems it necessary and desirable to appoint a new Road Superintendent/Public Works Foreman following the retirement of the previous Superintendent to manage the day to day operations of the Township's Roads Department, Public Works Department, it's fleet of vehicles, winter control operations, prepare and maintain the departmental budget, and to ensure that municipal roads, parks and infrastructures within the exclusive jurisdiction of the Corporation of the Township of Hilton are kept at or above minimum standards of maintenance acting under Council's direction. In addition to the duties and obligations associated with the Road Superintendent/Public Works Foreman position under this or any other Act, Regulation or Statute, and having other Delegated Authority granted or assigned by Council which is deemed to be in the best interest of the public;

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

1. **THAT** Leonard Bringleston of Hilton Beach, Ontario, is hereby appointed Road Superintendent/Public Works Foreman in the Township of Hilton, for a probationary period, to act as aforesaid in accordance with the provisions of the said Act from the 16th day of October 2024.
2. **THAT** the aforesaid probationary period shall be for a period of six calendar months, at the expiration of which this appointment shall be reconsidered.
3. **THAT** the Road Superintendent/Public Works Foreman shall be responsible to carry out all duties imposed by the applicable Statues and Regulations of Ontario for which they have been appointed.
4. **THAT** any By-law or Policy passed prior to this date which conflicts with the provisions of this By-law shall be hereby repealed, and the terms of this By-law shall prevail.
5. **THAT** this By-law shall be known as the "Road Superintendent/Public Works Foreman Appointment By-law".

READ A FIRST AND TAKEN AS READ A SECOND AND THIRD TIME and finally passed in open Council this ninth day of October 2024.

16a)

CORPORATION OF THE TOWNSHIP OF HILTON
Payment Voucher August 2024

NAME	DESCRIPTION	AMOUNT	CHEQUE #
Petty Cash	Coffee Supplies, toilet paper, broom, copies of cemetery maps	61.21	13985
Scotiabank	Internet/Office Supplies/Rds Cell/Rds Trapping License/MAP	1,291.83	13986
Tulloch Engineering Inc.	Building Inspections July/Travel	1,244.13	13987
Algoma Office Equipment	Monthly Photocopier Contract	27.67	13988
Algoma Power Inc.	Office/Garage/Fire/Milford Haven	267.80	13989
Bell Canada	Telephone Office/Garage	299.93	13990
Pioneer Construction	Cold Mix	2,217.57	13991
Island Clippings	Job Add for Road Superintendent	339.00	13992
Ironside Consulting	August Legal Fees	118.65	13993
Michael Jagger/O/A Island Resources	Consulting Service re By-law Assistance	565.00	13994
Quattro SCS	Repair to Fire Department Radio	136.73	13995
Township of St. Joseph Island	Seniors Award Engraving	52.64	13996
Encompass It.ca	Quarterly email licenses	601.17	13997
Robert Hope	Deputy Fire Chief Wage	150.00	13998
Canada Revenue Agency	Source Deductions	6,218.27	13999
Wanita Barber	Office Cleaning Contract-August	\$225.00	14000
Minister of Finance	Policing July Policing	6,682.00	14001
	Total	20,498.60	

NAME	DESCRIPTION	AMOUNT	AFT
Equitable Life	Group Benefits and Life Insurance	\$1,548.71	Auto Withdrawal
Mid Month Payroll		\$6,419.21	
End of Month Payroll		\$6,789.00	
By-law Enforcement Officer	August Contract Work	\$165.50	
Council Honoraria	August	526.00	
OMERS	August Contributions	\$3,619.34	
		\$19,067.76	
TOTAL:		\$39,566.36	

166)

**CORPORATION OF THE TOWNSHIP OF HILTON
Payment Voucher September 2024**

NAME	DESCRIPTION	AMOUNT	CHEQUE #
Wanita Barber	Office Cleaning Contract-September	105.00	14002
Sara Dinsdale	Reimbursement of Deadbolt for Office Building	76.25	14003
M&L Supply Fire & Safety	Inspection of SCBA	1,422.36	14004
Bell Canada	Telephone Office/Garage	299.93	14005
Tulloch Engineering Inc	August Bulding Inspections	1,140.62	14006
Algoma Office Equipment	Monthly Photocopier Contract	163.17	14007
Algoma Power Inc.	Office/Garage/Fire/Milford Haven	271.96	14008
Ironside Consulting Services Inc.	August Legal and HR fees	800.89	14009
Pioneer Construction Inc.	Cold Mix	1,999.55	14010
Island Clippings	Job advertisements and Public meeting Advertisement	316.40	14011
Algoma District Services Admin Board	August and September Levies	54,105.00	14012
Algoma District Municipal Association	Membership fee for 2024	50.00	14013
Traction	Parts for Fire Truck Repair	200.02	14014
EncompassIT.ca	Managed Municipality Final Tax Run	1,308.88	14015
CANADA REVENUE AGENCY	September Source Deductions	6,498.79	14016
Karhi Contracting Inc.	Dirt for Cemetery	659.86	14017
Minister of Finance	August Policing	6,846.00	14018
Scotiabank	BLEO Supplies, Computer supplies, advertising, office supplies, party supplies for senior party, truck fuel, Rds cell, internet	872.56	14019
Sara Dinsdale Petty Cash	batteries for Fire Department Prevention week, water, coffee supplies	139.00	14020
Algoma District School Board	Payment 3-Education Property Taxes	34,603.95	14021
	Total	76,264.68	

NAME	DESCRIPTION	AMOUNT	AFT
Equitable Life	Group Benefits and Life Insurance	\$1,703.10	Auto Withdrawal
Mid Month Payroll		\$7,074.08	
End of Month Payroll		\$7,101.26	
Council Honoraria	September	1,011.00	
Fire Chief & Deputy Fire Chief	September	350.00	
Dave Scagel	Reimbursement of truck parts	68.90	
OMERS	September Contributions	\$3,919.10	
		\$21,227.44	

TOTAL: \$97,492.12