

THE CORPORATION OF THE TOWNSHIP OF HILTON

A G E N D A

Regular Meeting of Council

December 4, 2024 – 7:00 pm

Council Chamber - Hilton Township Municipal Building

[Click This Link to Join through Microsoft Teams](#)

Meeting ID: 280 237 977 487

Passcode: FmpPs6

1. Call to Order.
2. Declarations of Pecuniary Interest
3. Motion to Accept Agenda as presented
4. Delegations: none
5. Approval of Minutes:
 - a) Special meeting of October 28, 2024
 - b) Closed meeting of October 28, 2024
 - c) Regular meeting of November 6, 2024
 - d) Closed meeting of November 6, 2024
9. Roads:
 - a) Road Superintendent updates
10. Fire/Emergency Management:
 - a) Updated Emergency Preparedness Plan for review
 - b) Clerk Report re Community Emergency Preparedness Grant Application
 - c) **i) Letter from Mayor Hope from the Village of Hilton for review (addendum)**
 - c) ii) Email Request by Councilor Mike Trainor
 - d) Letter from SOLGEN re OPP billing for 2025
11. Building/By-Law Enforcement
 - a) Tulloch Invoices costs vs fees to date 2024
12. Planning:
 - a) Notice of Application for Consent
 - b) Email from Mr. Jagger re requested corrections of Short-Term Rental Draft By-laws.
Includes most recent drafts of By-Law to Regulate and Govern Short Term Rental and By-Law to Provide Licensing of Short-Term rental
13. Cemetery
 - a) Discussion re Donations Received
 - b) Update re Gates
14. Administration:
 - b) Procedural By-Law Amendment re Council Meeting Dates: Section 4.1 & 4.2
15. Correspondence:
 - a) Email Request from board member of Kensington Conservancy
16. Expenditures
 - a) October Payment Voucher
 - b) November Payment Voucher
17. Move to closed meeting

Council will enter into closed session in accordance with the provisions of the *Municipal Act, Section 239(2) (d) labour relation or employee negotiation*

 - a) to discuss retirement gift for the Road Superintendent.
18. Return to open meeting

19. Direction to Clerk
20. Confirmatory By-law
21. Adjourn

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES
Special Meeting
October 28, 2024
5:00 p.m.

Present:
Reeve: Rodney Wood
Councillors: Mike Garside
Janet Gordanier
Mike Trainor

Acting Clerk-Treasurer: Sara Dinsdale

Absent: Dave Leask

The meeting was called to order at 4:57 pm

There were no declarations of pecuniary interest.

Resolution 2024 - 254
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for October 28, 2024, as presented. *CARRIED*

Resolution 2024 - 255
Moved: Janet Gordanier
Seconded: Mike Garside

Resolved that this Council move into closed session at 5:00 p.m. to consider items concerning personal matters about an identifiable individual, including education and employment history with a Temporary Deputy Clerk/Treasurer candidate.

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. (*Municipal Act section 239 (2) (b) personal matters about an identifiable individual*). *CARRIED*

Resolution 2024-256
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at 5:48 pm. *CARRIED*

Resolution 2024-257
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does direct the Acting Clerk to proceed with reference check and criminal record check on potential candidate as discussed in closed session. *CARRIED*

Resolution 2024-258
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass By-law No. 1436-24 being a by-law to confirm the proceedings of this meeting. *CARRIED*

THE CORPORATION OF THE TOWNSHIP OF HILTON
Minutes- Special Meeting October 28, 2024

Resolution 2024-259
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 5:57 p.m.
Council to meet again at the Hilton Township Municipal office on November 6, 2024, at 7:00 pm or at the call of
the Reeve. *CARRIED*

Reeve Rodney Wood

Acting Clerk Sara Dinsdale

MINUTES
Regular Meeting
November 6, 2024
7:00 p.m.

Present:
Reeve: Rodney Wood

Councillors: Mike Garside
Janet Gordanier
Mike Trainor
Dave Leask

Acting Clerk Treasurer: Sara Dinsdale
Road Superintendent: Lyndon Garside
Road Superintendent/Public Works Foreman: Leonard Bringleston

The meeting was called to order at 7:00 pm.

There were no declarations of pecuniary interest.

Resolution 2024 - 260
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for November 6, 2024, as presented. *CARRIED*

Delegation: By-Law Enforcement Officer Brant Coulter joined the meeting to discuss direction regarding complaints.

Resolution 2024 - 261
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT This Council move into closed session at 7:02 p.m. in accordance with

Municipal Act section 239 (2)(d) labour relations or employee negotiations, and section 239 (2)(b) personal matters about an identifiable individual and section 239 (b)(c) acquisition or disposition of land

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.

Resolution 2024 - 262
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at 9:28 p.m. *CARRIED*

Resolution 2024 - 263
Moved: Janet Gordanier
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does direct the Acting Clerk to move forward with the direction discussed in closed session regarding complaints received. *CARRIED*

Resolution 2024 - 264
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does direct the Acting Clerk to suggest the offer discussed in closed session regarding the land swap be presented to the applicant. *CARRIED*

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – November 6, 2024

Resolution 2024 - 265
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does direct the Acting Clerk to add an agenda item under #13. Administration, regarding hiring of a Deputy Treasurer. *CARRIED*

Resolution 2024-266
Moved: Dave Leask
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the Special Council Meeting of September 19, 2024. *CARRIED*

Resolution 2024-267
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the Closed Council Meeting of September 19, 2024. *CARRIED*

Resolution 2024-268
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the Regular Council Meeting of October 9, 2024. *CARRIED*

Resolution 2024-269
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the Closed Council Meeting of October 9, 2024. *CARRIED*

Road Superintendent Lyndon Garside and Road Superintendent/Public Works Foreman gave their Roads update. They explained that the township signed the annual Sand Supply Agreement with Ledcor on October 17, 2024. The agreement referenced how the Purchaser shall have access to Ledcor's patrol yards for the purpose of loading sand through the term of the agreement. The agreement stated that the purchaser may use Ledcor's loader that is positioned at each patrol location for loading sand onto its trucks and that the purchaser is responsible for the operation of this equipment. On October 30, 2024, an email was received from Ledcor stating that they have revised procedures and Purchasers are no longer permitted to operate their equipment for the purposes of the Sand Supply Agreement, and that all equipment belonging to the Purchaser is not to be used to access or retrieve sand. The email explained that the purchaser would need to coordinate directly with the designated person in charge of the yard to schedule a date for picking up or purchasing sand.

Road Superintendents Garside and Bringleston explained how wait times during a weather event could be too long resulting in safety issues due to the inability to sand the roads in a timely manner. Researching the possibility of building our own sand dome is currently underway. The purchase amount stated in the Sand Supply Agreement went up significantly from the previous year, and with the latest obstacle of retrieving sand, it was explained that a better long term solution is needed. Road Superintendents Garside and Bringleston plan to bring more information to Council once further research is completed.

Council reviewed a request that was received for winter plowing of the mouth of Joques Bay Road. Road Superintendents Garside and Bringleston did not object to plowing it this year as in previous years.

Resolution 2024-270
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the snow plowing of the Mouth of Joques Bay Rd. *CARRIED*

Council reviewed the OPP Municipal Policing 2025 Annual Billing Statement Package and Building Permit Fees Collected vs Costs Incurred to date Statement and discussed that building permit rates should be discussed and increased again in 2025.

Council reviewed the latest updates and changes to the draft Short Term Rental Licensing by-law and the draft Short Term Rental Regulations by-law that Mr. Jagger from Island Resources and Development has been working on. Notes from Mr. Jagger were included with his recommendations. Council discussed the recommendations and requested the Acting Clerk/Treasurer to contact Mr. Jagger with additional recommendations.

Council reviewed the Group Benefits Annual Renewal Package for 2024/2025.

Resolution 2024-271
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the annual renewal of Group Health Benefits Plan with the inclusion of the Equitable Health Connector Enhancement. *CARRIED*

A discussion took place regarding the 2025 regular Council meeting dates.

Resolution 2024-272
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the 2025 Regular Council Meeting dates to be changed to the second Wednesday of each month. *CARRIED*

The proposal of closing the office from Monday, December 23, 2024, to Monday, January 6, 2025, for Christmas holidays was discussed.

Resolution 2024-273
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON accepts the proposed Christmas Office Closure hours as presented. *CARRIED*

The additional item of the hiring of a Deputy Treasurer, that was added to the agenda was discussed.

Resolution 2024-274
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does direct the Acting Clerk to advertise for the position of Deputy Treasurer with a closing date of November 22, 2024. *CARRIED*

Legal advice that was received from M. Virginia Maclean, K.C.L.S.M, Barrister & Solicitor, Certified Specialist in Municipal Law-Local Government/Land Use Planning and Development Law was reviewed. The advice was regarding the wording of the resolution when appointment of an Acting Reeve took place on March 13, 2024. The conclusion stated, *“Although the resolution is not strictly worded in compliance with the applicable Municipal Act 2001 and Procedure By Law the actions taken after March 13 are protected by the confirmatory by law passed at the end of each of the meetings as required under the Procedure By Law. Furthermore, the error in the wording was not a calculated bad faith error but a minor error made by inexperienced municipal staff.”*

Resolution 2024 - 275
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass By-Law #1437 being a by-law to confirm the proceedings of this meeting. *CARRIED*

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – November 6, 2024

Resolution 2024 - 276
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 10:36 p.m.
Council to meet again at the Hilton Township Municipal office on December 4, 2024, at 7:00 pm or at the call of
the Reeve. *CARRIED*

Reeve Rodney Wood

Acting Clerk Sara Dinsdale



EMERGENCY RESPONSE PLAN

Reviewed: September 12th 2024

The Township of Hilton Emergency Response Plan is a controlled document. All copies of this document and revisions thereof are controlled by Council and administered by the Clerk/Treasurer/Administrator.

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This plan may be updated electronically without being reprinted. Therefore, if viewing this plan in paper format please check with the municipal CAO or the CEMC to ensure it is the latest version.

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DEFINITION OF AN EMERGENCY

An Emergency, according to the Emergency Management Act, 2003, is defined as: "A situation or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property."

Emergencies and disasters, either natural or human caused, can happen anywhere and at any time. The result can cause disruptions in normal operations and channels of communication and may stretch available resources for response and recovery.

PURPOSE OF THE PLAN

The purpose of this Plan is to present the basic principals for local emergencies and to indicate the responsibilities of the Municipality and of the Provincial and Federal Governments when and where necessary. Since the effects of an emergency will be felt directly at the municipal level and the first response will be undertaken by the Municipality, the following plan will be the official plan for any coordinated response to an emergency affecting this municipality by all services responsible.

The service area covered by this Plan shall include only the geographic limits of the Township of Hilton.

SCOPE

Emergency Management Ontario through Ontario Regulation 380/04 requires communities to conduct an assessment of risks faced within the community. The standard tool for evaluating these risks is known as a Hazard Identification and Risk Assessment (HIRA).

The risk assessment is based on a historic review of events that have occurred within the Township while determining the likelihood of impact of the event occurring again in the future.

Once this has been determined, the consequence of the event occurring again is evaluated. It is possible to have a potential incident that is unlikely to occur but carries with it severe consequences (plane crash) while it is also possible to have an incident that is very likely to occur with minimal consequences (severe thunder storm).

EMERGENCY NOTIFICATION PROCEDURES

Only a member of the Municipal Emergency Control Group (MECG) may initiate the notification procedure. This plan will be implemented as soon as an emergency occurs which is considered to be of such a magnitude as to warrant its implementation.

- To activate the notification system, one of the designated individuals will call the Clerk to activate the notification system. If the Clerk is not available, the Fire Chief will start the notification system.
- When a member of the MECG receives a warning of a real or potential emergency, that member will immediately initiate the notification of the MECG. The member initiating the call must provide pertinent details (i.e., Time and a place for MECG to meet) as part of the notification procedures.

The contact phone numbers and addresses of the MCEG members are contained in Appendix A. Persons on the contact list will be called in order.

- If the primary person cannot be reached at any of the listed numbers, the alternate will be called. The time of attempted contact will be noted and recorded.
- If neither can be reached, the next individual on the list will be called.
- Once the end of the list has been reached, another attempt will be made to reach those who were not available.

EMERGENCY OPERATIONS CENTRES

Every Municipality shall establish an Emergency Operations Centre (EOC) to be used by the Municipal Emergency Control Group in an emergency.

Primary Site:

Township of Hilton Municipal Office
2983 Base Line
Hilton Beach, Ontario P0R 1G0

Secondary Site:

Jocelyn Township Municipal Office
3670 5th Side Road
R.R #1
Hilton Beach, Ontario P0R 1G0

Emergency Operations Centre (EOC) Functional Process

1. Establish the Command Function
2. Prepare the Emergency Operations Centre
3. Begin information gathering process
4. Conduct initial Incident Briefing
5. Perform Planning Function — determine Primary Objectives and strategy — develop EOC Incident Action Plan and Operational Period.
6. Perform Logistics function
7. Perform Operations Function
8. Perform Finance and Administration Function
9. Evaluate, adjust and re-evaluate

Once established, the functions remain ongoing until the demobilization of the IMS structure and Command has been terminated.

COMPOSITION OF THE MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MECG) a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The MECG consists of the following:

- Head of Council (or designated Alternate)
- Clerk/Treasurer/Administrator (or designated Alternate)
- The Fire Chief (or designated Alternate)
- Public Works (or designated Alternate)
- Community Emergency Management Coordinator (CEMC)

The MECG may function with only a limited number of persons depending upon the emergency. While the MECG may not require the presence of all the people listed as members of the control group, all members of the MECG must be notified. Other resources to be contacted if needed:

- Algoma Public Health
- Deputy Clerk/Treasurer
- Ontario Provincial Police (OPP)
- Algoma EMS
- Emergency Management Ontario representative
- Medical Officer of Health
- Canadian Red Cross
- Staff from Provincial Ministries

OPERATING CYCLE

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The Clerk will establish the frequency of meetings and agenda items. Meeting will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Status Boards and maps will be kept prominently displayed and up to date by the Operations Officer.

DECLARATION/TERMINATION OF AN EMERGENCY

In conformance with the Emergency Management & Civil Protection Act, 2004, the Head of Council or Acting Head of Council of the Township of Hilton may declare that a state of emergency exists in the Township. The Head of Council or Acting Head of Council, or Council, or the Premier of Ontario, may, at any time, declare that an emergency has been terminated.

Both declaration of an emergency and termination of an emergency should be based on advice of all MECG members and not done without consultation from all members.

When both the HOC or AHOC is not available the councillor with the most votes in the last election will act as HOC.

Upon declaring a state of emergency, the Head of Council or Acting Head of Council, will notify the:

- Provincial Emergency Operations Centre – Emergency Management Ontario
- Township Council
- Public:
- Neighbouring community officials, as required:
- Local member of Provincial Parliament (MPP);
- Local Member of Parliament (MP)

When terminating an emergency, the Head of Council or Acting Head of Council will notify the same.

When an emergency exists, but has not yet been declared to exist, community employees may take such actions under this emergency response plan as may be required to protect property and the health, safety and welfare of the Township of Hilton and its inhabitants.

RESPONSIBILITIES OF THE MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

As a group, the collective responsibilities are:

- Calling out and mobilizing their emergency service, agency and equipment.
- Coordinating and directing their services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law.
- Determining if the location and composition of the EOC are appropriate.
- If required, identify Incident commander according to Incident Management protocols.
- Ensuring support to the IC by offering equipment, staff and resources as required.
- Determining the need to declare and terminate an emergency.
- Determining impacts to the municipality outside of the emergency site.
- Identifying Vulnerable Persons in the Township
- Ordering, coordinating, and/or overseeing the evacuation of inhabitants considered to be in danger.
- Discontinuing utilities or services provided by public or private businesses. (i.e., hydro, closing of businesses)
- Arranging for services and equipment from local agencies not under community control as requested (i.e., private contractors, industry, volunteer agencies, service clubs)
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary.
- Determining if additional volunteers are required and if appeals for volunteers are warranted.

- Determining if additional transport is required for evacuation or transport of persons and/or supplies.
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public.
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery.
- Authorizing expenditure of money required in dealing with the emergency.
- Notifying the service, agency or group under their direction of the termination of the emergency.
Not to be terminated until recovery is complete.
- Maintaining a log outlining decisions made and actions taken, and submitting the log to the Clerk when leaving the EOC or at the termination of the emergency.

INDIVIDUAL RESPONSIBILITIES OF THE MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

HEAD OF COUNCIL

STANDARD OPERATING PROCEDURES

On the receipt of the warning of a real or potential emergency or disaster, the Head of Council of the Township of Hilton shall:

1. Report to the Emergency Operations Centre
2. Convene the Municipal Emergency Control Group
3. Assess the type, scope and magnitude of the emergency.
4. Coordinate media releases with appropriate input from staff.

The Head of Council (or alternate) for the Township of Hilton is responsible for:

- Providing overall leadership in responding to an emergency.
- Activating the Emergency notification system.
- Declaring an emergency within the designated area.
- Chairing meetings of the Municipal Emergency Control Group
- Notify the Provincial Emergency Operations Centre Duty Operations Officer (24/7) at: telephone 1-416-314-0472/73 or toll free 1-866-314-0472

Email: peocd001@ontario.ca

(If you experience any difficulty in contacting the PEOC officer, call the OPP Duty Officer at 705-3562244 or toll free 1-888-3100-1122 or 911)

- Ensuring the members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency status.
- Acting as spokesperson for the municipality.
- Requesting assistance from neighboring municipalities or senior levels of government when required.
- Placing municipal resources at the disposal of the IC as required or requested.
- Approving prepared media releases to keep the public informed.
- Coordinating with the Clerk all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- Ensuring that access to provincial funding, where available, is available as required.
- Overseeing the maintenance of a log of all actions taken.
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency)

CLERK/TREASURER/ADMINISTRATOR

STANDARD OPERATING PROCEDURES

On receipt of the warning of a real or potential emergency or disaster the Clerk/Treasurer/Administrator shall:

1. Activate the MCEG call-out system in whole or in part.
2. Report to the Emergency Operations Centre
3. Assume the responsibilities of the Emergency Operations Centre Coordinator
4. Supply and demand of human resources.
5. Head of Council and MCEG to coordinate the municipal response.

The Clerk/Treasurer/Administrator (or alternate) of the Township of Hilton is responsible for:

- Activating the emergency notification system
- Ensuring liaison with the OPP regarding security arrangements for the EOC.
- Advise the Head of Council on policies and procedures as requested.
- Approving, in conjunction with the Head of Council major announcements, media releases, and social media information prepared by the Emergency Information Officer, in consultation with the MCEG
- Ensuring that a communication link is established between the MCEG and the IC.
- Calling out additional township staff to aid, as required.
- Determining if municipal resources are adequate or if additional resources are needed.
- Recommending when required, that assistance be requested from Provincial or Federal government.
- Advising the Head of Council of any necessary actions that should be taken that are not covered in the emergency plan.

- Coordinating the supply and demand of human resources
- Establishing the most appropriate site(s) for the registration of human resources and administrative details that may involve financial liability.
- Securing equipment and supplies not owned by the Township of Hilton.
- Ensuring liaison with purchasing agents of the neighbouring communities if necessary.
- Maintaining and updating a list of all vendors who may be required to provide supplies and equipment.
- Providing information, recommendations and advise on financial matters as they relate to the emergency.
- Liaising, if necessary, with Treasurers of neighbouring communities.
- Ensuring that accurate financial records are maintained to support possible claims.
- Ensuring prompt payment and settlement of all legitimate invoices and claims incurred during an emergency, subject to review by council.
- maintaining a log of all actions taken.

EMERGENCY INFORMATION OFFICER (EIO) (When required)

STANDARD OPERATING PROCEDURES

The Deputy Clerk will serve as the EIO.

On receipt of the warning of a real or potential emergency or disaster the EIO shall:

1. Report to the Emergency Operations Centre.
2. Assist the Head of Council in all matters relating to public information.
3. Establish a media relations centre.

The EIO of the Township of Hilton is responsible for:

- Obtaining and distributing media releases approved by the Head of Council.
- Establishing a media relations centre.
- Liaison Ing with media for specific needs.
- Arranging for timely releases and conferences.
- Maintaining a log of all actions taken.

FIRE CHIEF

STANDARD OPERATING PROCEDURES

On receipt of the warning of a real or potential emergency or disaster, the Fire Chief shall:

1. Activate the departments emergency call-out system.
2. Report to the Emergency Operations Centre (EOC) when not required at the emergency scene.
3. Activate Mutual Aid if required.

4. Coordinate firefighting and rescue operations.

The Fire Chief (or alternate) of the Township of Hilton is responsible for:

- Activating the emergency notification system.
- Providing the MECG with information and advice on fire fighting and rescue matters.
- Contacting IC and informing the MECG
- Establishing an ongoing communications link with the IC at the scene of the emergency.
- forming the Mutual Aid Fire Coordinators and/or initiate mutual aid arrangements for the provision of additional firefighters and equipment, if needed.
- Determining if additional or special equipment is needed and recommending possible sources of supply (i.e., breathing apparatus, protective clothing). Have MECG provide requested supplies.
- Aiding other community departments and agencies, being prepared to take charge of or contribute to non-firefighting operations if necessary (i.e., first aid, rescue, casualty collection or evacuation)
- Coordinating firefighting operations.
- Ensuring that dangerous goods support agencies are contacted as required.
- Maintaining a log of all actions taken.

PUBLIC WORKS

STANDARD OPERATING PROCEDURES

1. Report to the Emergency Operations Centre
2. Coordinate operations of all matters pertaining to the public works department and equipment as required.

Public Works of the Township of Hilton is responsible for:

- Reporting to the EOC.
- Providing the MECG with information and advice on engineering and public works matters. • Ensuring Liaison with public works from the neighbouring communities to ensure a coordinated response.
- Ensuring the provision of engineering assistance.
- Providing equipment for emergency pumping operations.
- Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes.
- Providing public works vehicles and equipment as required by any other emergency services.
- Activating additional equipment, supplies and personnel as required or requested.
- Arranging for disconnecting of any services (utilities) that represent a hazard.
- Aiding in cleanup of operations
- Providing barricades and flashers.
- Providing emergency back-up power when required.
- Maintaining a log of all actions taken.

ONTARIO PROVINCIAL POLICE

- all emergency activities as per OPP operational guidelines.
- Securing the site of an accident.
- Controlling and, if necessary, dispersing crowds within emergency area and preventing looting.
- Controlling and facilitating the movement of emergency vehicles to and from the emergency scene.
- Arranging, when necessary, for additional police assistance from surrounding Police departments, RCMP or the Canadian Armed Forces.
- Keeping the EOC secure and free from non MCEG members.

ALGOMA PUBLIC HEALTH

- Attend the municipal Emergency Operation Centre and provide public health consultation and
 - notification of actions.
- Provide consultation, recommendations, and information to the public, local health sector, community emergency management coordinators, and other partners on matters which may adversely affect public health (e.g., toxic spills, water quality, air quality, sanitation, communicable diseases, etc.)
- Liaise with the Ontario Ministry of Health and other Medical Officers of Health, as required, to
 - coordinate a public health response.
- Coordinate the surveillance and response to communicable disease and other public health related
 - emergencies.
- Coordinate vaccine storage, handling and distribution, and coordinate and support mass vaccination clinics during incidents related to vaccine preventable disease.
- Provide harm reduction supplies and training, as appropriate.
- Provide consultation and inspect evacuation and other public facilities to ensure appropriate infection prevention and control and compliance with applicable legislation.
- Liaise with municipalities and other local agencies in consideration of priority populations during an emergency.
- Liaise with the appropriate provincial, municipal, or local agencies to provide consultation, direction, or information regarding:
 - water and air quality,
 - infection prevention and control,
 - provision of potable water and sanitary facilities, sewage and waste disposal, overcrowding, general sanitation,
 - food handling, storage, preparation, distribution and service, and
 - health hazards.
- Issue orders pursuant to the Health Promotion and Protection Act to mitigate or eliminate the risk of health hazards and communicable diseases.
- In the event of mass casualties and/or casualties resulting from communicable disease within the meaning of the Health Protection and Promotion Act, providing recommendations to minimize the
 - spread of disease and liaising with the Office of the Regional Supervising Coroner.

REQUESTS FOR ASSISTANCE

- a) Assistance may be requested from Jocelyn Township or St. Joseph Township at any time by contacting the municipalities directly.
- b) Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. Such requests can be made by contacting the local office of the appropriate Provincial Ministry, or by contacting Emergency Management Ontario at any time.

COUNCIL EXPECTATIONS

The Emergency Response Plan for the Township of Hilton has been established to assign responsibilities and to guide the immediate actions of key officials in an emergency. The Township is committed to providing leadership and guidance to meet the challenges associated with emergency management. This includes preparation and planning to safeguard the health, safety and welfare of citizens; taking appropriate measures to ensure the protection of property and the environment; and to provide effective and timely response and recovery operations.

The Emergency Management Program Committee (EMPC) oversees the development, implementation and continuous improvement of the Township's Emergency Management Program. Every official and municipal department must be prepared to carry out the assigned responsibilities in an emergency. The Committee shall hold a minimum of 1 (one) meeting per calendar year. The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:

- Clerk/Treasurer/Administrator
- Head of Council
- Public Works
- CEMC
- Fire Chief

The Clerk/Treasurer/Administrator is hereby appointed as Chair of the Emergency Management Program Committee.

The Emergency Plan, including Appendices, shall be read by all members of the Municipal Control Group, as well as their Alternates. These persons must be familiar with the entire plan, so if called upon they will be prepared to carry out their respective responsibilities. A "Distribution List" is attached as Appendix B as to who possesses a Hard Copy or a Digital copy of this plan.

It is also important for residents, businesses and interested visitors to be aware of the provisions within this plan. Copies of the Township of Hilton Emergency Response Plan are available at the Municipal office or online at www.hiltontownship.ca.

REVISION AND TESTING

An exercise will be conducted annually in order to test the overall effectiveness of this Emergency Plan and to provide training to the Control Group. It is particularly important to test the effectiveness of the communications system. Revisions to this Plan should incorporate recommendations stemming from such exercises.

The Clerk will ensure that this Plan is reviewed annually and, where necessary, revised by a meeting of the Control Group. The Clerk will pass on changes to the Notification System to the Fire Chief, who will in turn ensure that CACC is aware of any changes.

Each time this Plan is revised, it must be approved by Council. However, revisions to the Appendices and minor administrative changes can be made without approval by Council each time.

PUBLIC AWARENESS AND PUBLIC EDUCATION

A Public Awareness Program provides generic information to the broader public to raise awareness about emergency management and suggests ways to reduce the risk of loss of life and property damage in the event of an emergency. Public Education provides focused information to a target audience to educate about protective actions to reduce the risk of life and property damage in the event of an emergency.

The Township of Hilton will provide Emergency information to it's residents by posting notices on the Township's website at www.hiltotownship.ca as well as posting notices and information in the Monthly newsletter.

The Township is also a member of the Vulnerable Persons Registry www.sooovpr.com and encourage our residents to register at this site if you have a physical or other vulnerability. This will ensure that our First Responders will be able to identify and assist those residents who need priority assistance.

AFTER ACTION REVIEW

Following each incident where the EOC is activated, the Township will conduct an After- Action Review under the direction of the CEMC. The purpose of the AAR is to review primary actions taken throughout the incident, identify what worked well, what didn't and to make recommendations for future incident response activities.

CONFIDENTIALITY

The Municipal Freedom of Information and Protection of Privacy act (MFIPPA), RSO 1990, Chapter M.56 states that Municipal Emergency Response Plans are public documents excluding the annexes which are deemed confidential.

As stated in the MFIPPA:

Section 9(1) A Head of Council shall refuse to disclose a record if the disclosure could reasonably be expected to reveal information the institution has received in confidence from:

- a) The Government of Canada
- b) The Government of Ontario or the Government of a Province or Territory in Canada
- c) The Government of a Foreign Country or state
- d) An agency of a government referred to in clause (a), (b), or (c) or
- e) An international organization of states or a body of such an organization.

Section 10 (a) A Head of Council shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly; if the disclosure could reasonably be expected to result in similar information no longer being supplied to the institution where it is in the public interest that similar information continues to be so supplied.

Section 13 A Head of council may refuse to disclose a record when disclosure could reasonably be expected to seriously threaten the safety or health of an individual.

APPENDIX A – MECG CONTACT INFORMATION

POSITION	NAME	HOME PHONE #	Cell/ WORK	EMAIL
Head of Council	Rodney Wood	705-246-1810	705-246-2472 w	rod.wood@hiltontownship.ca
Clerk/Treasurer/Admin	Sara Dinsdale	705-989-7967 cell	705-246-2472 w	admin@hiltontownship.ca
Fire Chief	Robert Hope	705-971-6489 cell	705-246-2242-w	firechief@hiltontownship.ca
CEMC	Jeff Edwards	705-849-7226	705-846-7226	info@phoenixemergencymanagement.com
Public Works	Leonard Bringleson	705-989-2983 cell	705-246-0132 w	roads@hiltontownship.ca

APPENDIX B – LOCAL MUNICIPAL GOVERNMENT

NAME	BUSINESS	24-HOUR	FAX/email
Councillor Mike Garside	705-246-1398		thegarside@gmail.com
Councillor Dave Leask	705-246-1059		David.leask@hiltontownship.ca
Councillor Mike Trainor	249-525-8575		Mike.trainor@hiltontownship.ca
Councillor Janet Gordainier	519-940-6177		Janet.gordainier@hiltontownship.ca
Hilton Beach	705-246-2242		705-246-2913
Twp. Of St. Joseph	705-246-2625		705-246-3142
Twp. Of Jocelyn	705-246-2025		705-246-3282
Township of Tarbutt	705-782-6776	705-782-6776	705-782-4247
Johnson Twp.	705-782-6601	705-782-6601	705-782-6780
Laird Twp.	705-248-2395	705-248-2317	705-248-1138
Garden River FN	705-946-6300		
Sault Ste. Marie	705-541-5173		705-949-2341

Provincial Government

NAME	BUSINESS	24-HOUR	FAX
	705-945-6316	888-310-1122	705-945-6797
Transportation Sudbury Patrol Yard	1-800-461-9523	705-522-9380	
Transportation Thessalon Patrol Yard	705-842-3012	705-842-3012	705-842-0468
Transportation Echo Bay Patrol Yard	705-248-2641	705-541-8509 - cell	
Workplace Safety & Insurance Board	416-942-3002		

APPENDIX C - DECLARATION OF AN EMERGENCY

(TEMPLATE)

The Township of Hilton

I, Reeve_____hereby declare a state of local Emergency in accordance with the Emergency Management and Civil Protection Act., R.S.O. 1990, c E.9 s.4(1) due to the emergency described herein: (nature of emergency)

for an Emergency Area or part thereof described as: (geographic boundary)

In the Municipality of: Township of Hilton

A copy of this declaration is to be forwarded to OFMEM Duty Operations Officer

Tel. -1-866-314-0472 Email: pencd001@ontario.ca Fax (416)314-6220 or (416)314-0474

APPENDIX D - TERMINATION OF A DECLARED EMERGENCY

(TEMPLATE)

The Township of Hilton

I, Reeve _____ hereby declare a state of local Emergency terminated in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, c E.9 S.4. (1) due to the emergency described herein: (nature of emergency)

For an Emergency Area or part thereof described as: (geographic boundary)

Signed: _____

Title:

Dated _____ at _____ (time)

In the Municipality of: The Township of Hilton

A copy of this declaration is to be forwarded to OFMEM Duty Operations Officer

Tel. - 1-866-314-0472 Email: pencd001@ontario.ca Fax (416)314-6220 or (416)314-0474

APPENDIX E - EMERGENCY PUBLIC NOTIFICATION FORM

(TEMPLATE)

Date of Media Release: _____

The Township of Hilton has issued an Emergency Public Notifications to the residents of the Township due to: (insert nature of emergency- who/what/where)

Residents (and businesses- if applicable) located in (indicate area of the Township, streets or local zones) are instructed to:

- a) Shelter in Place (provide instructions for sheltering in place)
- b) Evacuate to: (designated reception centre) via (identified evacuation route)
- c) Take refuge in a safe location (depending on the nature of the event may be an interior basement room or interior upper- level room) and await further instructions.

The Township has emergency plans in place to cope with emergencies and trained personnel are working diligently to respond to the emergency situation at this time. Members of the public are encouraged to tune into local media (indicate which radio or TV stations) and the Township website at www.townshipofhilton.ca for more important information regarding the emergency.

- ❖ If an evacuation is required, (provide instructions for evacuating and any transportation guidelines)
- ❖ If you do not have the means to self evacuate, post a large sign in a visible location from the road with the word "HELP" written in large letters or call (designated general inquiry line) for assistance.
- ❖ During school hours, if parents need to pick up their children at the school's designated Emergency Shelter Location, please check with the local school.

Next Media update (indicate date/time of the next media update.)

Media inquiries should be directed to: (insert name), Emergency Information Officer.

APPENDIX F - MEDIA RELEASE- STATE OF EMERGENCY

(TEMPLATE)

The Township of Hilton has declared a Local State of Emergency on

DATE:

TIME:

This Declaration of Emergency is authorized under the Ontario Emergency Management and Civil Protection Act and under the Township of Hilton By-law No.

The Township has trained personnel who are responding to the emergency. A general inquiry line for residents has been set up at (insert general inquiry line number(s)).

Residents should stay tuned to local websites, radio stations and TV channels for more information.

Media inquiries may be directed to:

(Insert Name) Emergency Information Officer at (insert Contact number(s))

APPENDIX G - TOWNSHIP OF HILTON EVACUATION PLAN

Purpose

The purpose of an emergency evacuation plan is to ensure the safety of residents during an emergency. Since the nature of the emergency can't be known beforehand, the Township of Hilton has a duty to protect residents regardless of what may happen. In the event of an evacuation the Volunteer Fire Department will oversee the evacuation.

Types of Emergencies to Prepare For

According to the Hazard Identification and Risk Assessment ranking (HIRA) of the Township of Hilton, the most probable emergencies will take place due to a weather event. This could be a snowstorm/blizzard, extreme temperatures (hot or cold), windstorm, or losing electrical power.

Each household in the Township of Hilton is expected to be prepared and have accessible a 72- hour emergency kit which should include:

- Non-perishable food — 3 day to one week supply - with a manual can opener
- Water — four liters/person/day for drinking and sanitation (don't forget pets!)
- Phone charger, power bank or inverter
- Battery powered or hand crank radio • Battery powered or hand crank flashlight
- Extra Batteries
- First aid kit and medications
- Personal toiletries and items (such as extra pair of glasses or contacts lenses • Copy of emergency plan
- Copies of important documents, such as insurance papers and identification • •Cash in small bills
- Garbage bags and moist towelettes for personal sanitation
- Seasonal clothing, sturdy footwear and emergency blankets.
- Denture needs and Hearing Aid batteries
- Formula, diapers, bottles
- Pet food and water, collar, ID tag, leashes, pet carrier
- Whistle
- Help/OK sign (attached) — display the appropriate side outward in your window during a disaster.

Residents should also assemble a:

Grab -and-go-bag

- Food (ready to eat) and water
- Phone charger and battery bank
- Small battery powered or hand crank radio
- Battery powered or hand crank flashlight

- Extra batteries
- Small first aid kit and personal medications
- Personal toiletries and items, such as an extra pair of glasses or contact lenses
- Copy of emergency plan
- Copies of important documents, such as insurance papers and identification. • Cash in small bills
- Local map with family meeting place identified
- Seasonal clothing and emergency blanket
- Pen and notepad
- Whistle

When is Evacuation Needed?

Any type of emergency may require an evacuation. This decision is decided on a case-by-case basis. The Emergency Operation Centre members must assess the vulnerability of their residents to the different types of emergencies.








What to do if an Evacuation Alert has been issued:

1. Gather your Grab and Go bag for emergencies
2. Keep track of the location of all family members and determine a planned meeting place should an evacuation be called while separated.
3. Immediately relocate large pets and livestock to an area outside of the evacuation alert.
4. Arrange accommodation for your family in the event of an evacuation. Evacuation Centre for The Township of Hilton is at the Royal Canadian Legion Branch, 1534 10th Side Rd. Richards Landing, ON POR IJ0 Phone: 705-246-2494

What to do if an Evacuation Order has been issued:

1. **YOU MUST LEAVE THE AREA IMMEDIATELY.** It is imperative that you report to the Evacuation center (Royal Canadian Legion, 1534 10th Side Rd., Richards Landing, ON POR IJ0 Phone: 705-246-2494) or follow instructions provided by the Emergency Operations Centre. Reporting to the Evacuation center or following instructions provided, facilitates contact by concerned friends or relative, and in matching separated family members.
2. If you need transportation to evacuate, advice the Emergency Operations Centre.
3. Close all doors and windows in your home. Leave gates unlocked and clear driveways for firefighter access.
4. Take your Grab and Go bag for emergencies. Re-admission is not permitted until the order is lifted.
5. Follow directions of emergency personnel and obey traffic directions.

APPENDIX H - NGO ALLIANCE of ONTARIO CONTINUUM

NGO	PREPAREDNESS	RESPONSE	RECOVERY	REBUILDING
	<ul style="list-style-type: none"> Public messaging as a trusted agent Deliver public education to help communities prepare for disasters Help build resiliency Joint exercises and planning with communities 	<ul style="list-style-type: none"> Registration, Family Reunification Emergency food, clothing and shelter services, medical care and psychosocial support Reception Center and Shelter Management province-wide Coordinate with all levels of government Volunteer management and mobilization 	<ul style="list-style-type: none"> Support to self-recovery (direct aid and community job-awards, shelter and lodging services and support, Livelihoods and small business support) Case management, cash transfer programs, community grant programs and community engagement Donation management Volunteer management 	<ul style="list-style-type: none"> Ongoing Case Management (as required)
	<ul style="list-style-type: none"> Training (internal curriculum & through EMO) Participation in joint exercises Frequent deployment & conditioning Integration in existing response procedures with partner agencies Public messaging as a trusted agent 	<ul style="list-style-type: none"> Mass Feeding Spiritual & Emotional Care Critical Incident Stress Management (CISM) Debriefings Clothing Distribution 	<ul style="list-style-type: none"> Feeding (SARs/Arts, Responders and Volunteers) CISM Debriefings (as needed) Clothing Distribution 	
	<ul style="list-style-type: none"> Lighthouse Church & Teams Program Training of Site Leadership Public messaging as a trusted agent 	<ul style="list-style-type: none"> Disaster Assessment Team Deployment Deployment of Leadership Teams and Assets Engagement with Provincial & Regional EM Coordinators Engagement with Municipal EM Coordinators & ESS 	<ul style="list-style-type: none"> Home & Property Clean-Up and Reclamation Rural Tarping Mud Abatement (Road events) Essential Infrastructure Management Rapid Response Capability 	<ul style="list-style-type: none"> Assist Long Term Recovery Organizations to develop definite recovery systems and programs Assist LTRO with initial Case Management information
Mennonite Disaster Service	<ul style="list-style-type: none"> Public messaging as a trusted agent Create study material: Preparing for Disaster 	<ul style="list-style-type: none"> MDS Executive assess disaster situation to determine response needs in collaboration with partner agencies Volunteers with equipment and volunteers 	<ul style="list-style-type: none"> Clean-up and debris removal of residences after floods and windstorms Works in collaboration with partner agencies Riskiness assessment & physical & emotional support 	<ul style="list-style-type: none"> Repair and rebuilding of homes, occupied homes after floods, windstorms and fires if owner cannot with own resources Collaboration and monitoring of Long-Term Recovery Orgs. MDS does not supply building supplies
	<ul style="list-style-type: none"> Regional Managers (USA & Canada) meet semi-annually Personnel Resource Management allocations aligned Public messaging as a trusted agent Monthly coordination calls 	<ul style="list-style-type: none"> Regional Managers assess disaster situation (online if possible) to determine how World Renew could respond 	<ul style="list-style-type: none"> Volunteer Support for Clean-Up efforts (usually in partnership with SPC or MDS) 	<ul style="list-style-type: none"> Assist in minor or major repairs and home rebuilding Provide community needs assessment Assist Long Term Recovery Organizations to develop definite recovery systems and programs
	<ul style="list-style-type: none"> Internal & External Exercises Public education, training and products to encourage personal self-sufficiency and community resiliency Public messaging as a trusted agent 	<ul style="list-style-type: none"> Evaluation Centre First Aid Medical & triage response and health care support services Assisting with transportation of ill, injured or vulnerable persons Health-related screening and residential inspections Assist in the evacuation of hospitals and other health care facilities 	<ul style="list-style-type: none"> Assisting in the search for missing or lost persons 	
ONTARIO SPCA	<ul style="list-style-type: none"> Public messaging as a trusted agent Provide communities and individuals with materials and education on being prepared for emergency situations 	<ul style="list-style-type: none"> Deploys a team of professionals to assist with sheltering and evacuating animals 	<ul style="list-style-type: none"> Will assist in the reclamation of animals and their owners 	
AI	<ul style="list-style-type: none"> Public messaging as a trusted agent Heretofore preparedness workshops for members Church crisis readiness and safety plans Volunteer training and equipping 	<ul style="list-style-type: none"> Link and donation management Crisis Care (trauma counselling) Volunteer management 	<ul style="list-style-type: none"> Link and donation management Crisis Care (trauma counselling) Volunteer management 	
O RUBICON	<ul style="list-style-type: none"> Hazard Mitigation (Fire, Flood) Incident Management Training (ICS and IAD) Crisis Preparedness Training 	<ul style="list-style-type: none"> Incident Management Assistance Teams Crisis Planning Rapid Damage and Impact Assessment Disaster Mapping Spontaneous Volunteer Management (Type 4: Emergent Groups) 	<ul style="list-style-type: none"> Work Order Managers in Infrastructure Support, Mold Remediation Debris Removal - Expedient Home Repairs Incident Management Assistance Team 	<ul style="list-style-type: none"> Assist long term recovery organizations
	<ul style="list-style-type: none"> Public messaging as a trusted agent Personal preparedness workshops for Chapter Teams 	<ul style="list-style-type: none"> Donation management - clothing and furniture 	<ul style="list-style-type: none"> Donation management - clothing and furniture 	
	<ul style="list-style-type: none"> Public messaging as a trusted agent Joint Exercises Maintain stockpile of water purification equipment, large filters, sandbagging equipment, water purification units 	<ul style="list-style-type: none"> Water, Food, Shelter Rescue/AV drone support Sandbagging equipment support Rescue equipment (boats & UTVs) Non-Food Items 	<ul style="list-style-type: none"> Mucking and mold remediation Case Management Supply Chain support Distribution Management 	<ul style="list-style-type: none"> Responsive programming – focus on local job creation

Guiding Principles

- Maintain a reliable, credible and respected Alliance for members, municipalities, the Province and other stakeholders to access and share information
- Provide NGO Executive members the opportunity to participate in the emergency response network committees and initiatives within Ontario where possible
- Redirect calls to NGO Council members and other stakeholders for support and to provide assistance in times of disaster and emergencies within Ontario
- Develop working relationships with other NGO members, municipalities, the Province and additional stakeholders
- Broadly communicate NGO member capacity by maintaining a current NGO Alliance of Ontario Handbook, Continuum infographic and website

APPENDIX I – CONTINUITY OF OPERATIONS PLAN

Introduction

In addition to the Township's role in providing support to the community, as an organization, it must prepare itself to ensure that it can remain in operation during a community emergency and then restore itself and services to pre-emergency conditions. Through its business continuity and recovery actions, the Township must ensure that it is able to:

- maintain its workforce in terms of sufficient staff availability
- health and safety of the employees
- provide sufficient physical and financial resources
- ensure communications/data infrastructure remains operational

This Section shall provide some basic guidelines to follow while ensuring the continuity of Township operations.

Human Resources

The availability of adequate numbers of human resources ranks very high in priority in terms of maintaining continuity of operations for the Township. In summary, without its staff, the Township of Hilton will not be able to adequately provide its essential emergency related services or its reduced routine services that may be offered during a community emergency. The Clerk/Treasurer/Administrator is responsible to oversee the Human Resources functions.

Communications/Data Resources

The maintenance of the Township's communications and data resources such as the telephone and computer systems is vitally important. Retaining the use of the primary systems is essential for emergency management functions and the continuation of normal Township services, even under conditions where some elimination of normal services occurs. The Information Technology contacts will assist the MCEG in ensuring that the primary and secondary systems and services are maintained during a community emergency.

Facilities

During a community emergency, Township facilities will require special attention due to the limitation of some services and the closure of some buildings. Meanwhile, the maintenance and ongoing operation of other facilities will require more effort. During a power failure, the standby electrical generators will need to be

supervised and their fuel supplies maintained. The Township's facilities that remain open for other use will also require ongoing maintenance and in some cases special set-up arrangements to ready them for use during a community emergency.

Financial Resources

During a community emergency, some high-level decisions and subsequent actions will be required to ensure that financial matters are being dealt with in an effective and efficient manner. The availability of operating funds and other financial functions such as accounting and supply/services is important to ensure that adequate resources are acquired to manage and respond to the emergency and for the purpose of maintaining accurate records of the transactions. Payroll is another example of a service that will need to be addressed as part of managing the financial issues during a community emergency. During an emergency, the Township's Procurement policy will be suspended.

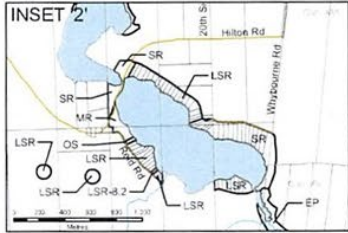
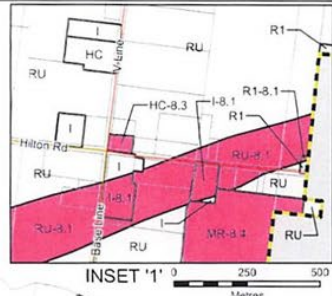
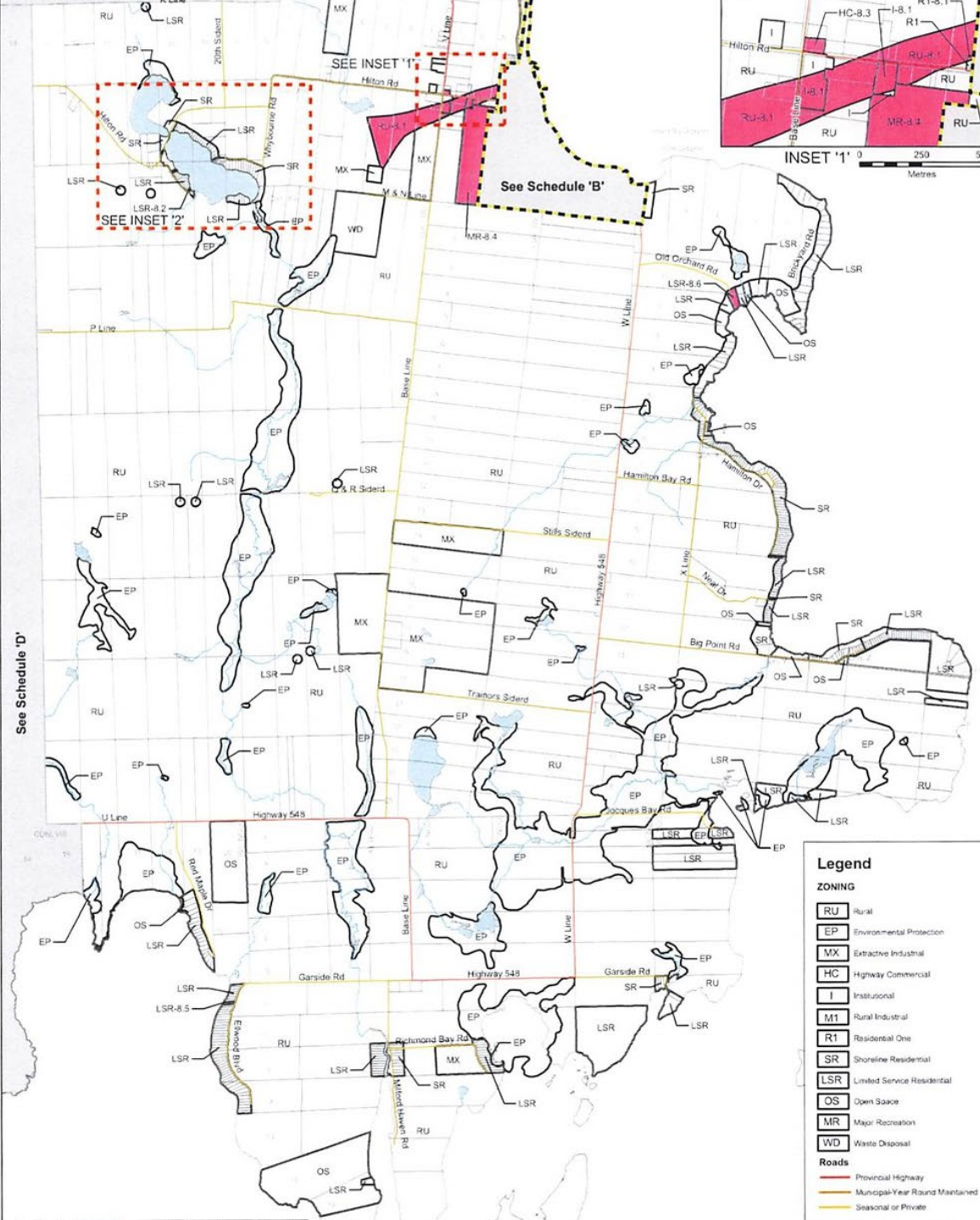
Ongoing Essential Services

During a community emergency a decision will need to be made by the MECG on the continuation of nonessential services such as recreation programs, planning/building, etc. The continuation and even enhancement of essential services must be a high priority for the MECG. Fire Services and municipal roads maintenance are two matters that must be considered primary services that require continuation and specific actions that will be overseen by the MECG to ensure continuity of services to the community.

Corporate Recovery

In addition to overseeing community recovery efforts, the Township will need to address its own recovery from the emergency to restore its losses and resume the provision of normal services. Based on the type of event and its magnitude, the MECG should develop a recovery action plan to direct the actions of restoring normal Township business.

**St. Joseph Island Zoning Bylaw
Township of Hilton
Schedule 'C'**



Legend

ZONING

- RU Rural
- EP Environmental Protection
- MX Extractive Industrial
- HC Highway Commercial
- I Institutional
- MI Rural Industrial
- R1 Residential One
- SR Shoreline Residential
- LSR Limited Service Residential
- OS Open Space
- MR Major Recreation
- WD Waste Disposal

Roads

- Provincial Highway
- Municipal-Year Round Maintained
- Seasonal or Private

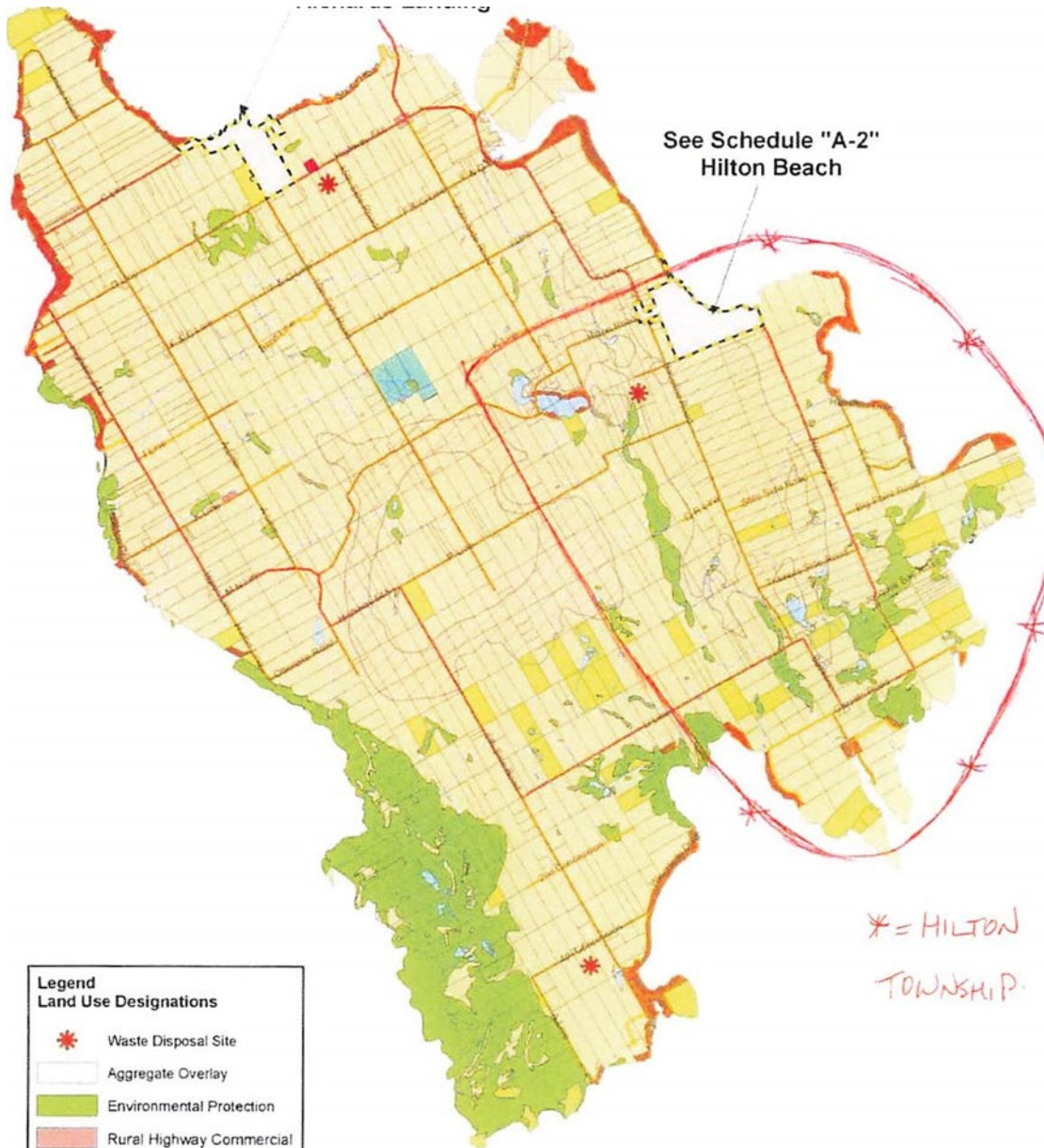
This is Schedule 'C' to By-law 2011 - ____
Passed this ____ day of _____, 2011

Reeve/Mayor _____ Clerk _____

Source: MNR NRVIS Data System,
April 2003



Note: Islands shall be zoned LSR



See Schedule "A-2"
Hilton Beach

* = HILTON
TOWNSHIP.

Legend Land Use Designations	
	Waste Disposal Site
	Aggregate Overlay
	Environmental Protection
	Rural Highway Commercial
	Major Recreation
	Major Open Space
	Shoreline
	Rural
	Business Park

Source: MNR NRVIS Data System:
April 2003



APPENDIX J - RECORD OF AMENDMENTS

DATE	CHANGES MADE	CHANGES MADE BY
September 2024	Re-ordered information in the plan for a more user-friendly layout, added information regarding roles and responsibilities, assistance, and declarations. Added 'clickable' Table of Contents. Took out IMS references.	J. Edwards

APPENDIX K - DISTRIBUTION LIST

HARD COPY - HC DIGITAL-D

		D	Date Distributed
Head of Council	1	1	
Canadian Red Cross		1	
Clerk	3	1	
Emergency Operations Centre (Primary)	1		
Emergency Operations Centre (Secondary)	1		
Fire Chief	1	1	
Medical Officer of Health		1	
Algoma Public Health		1	
Municipal Council	4	4	
Police (OPP)		1	
Public Works	1	1	
Emergency Management Ontario	1	1	

All dates of plan revisions to be recorded and verified that members of distribution list have been sent copies of revised plan.



Clerk Report: 2024-12-04-01

Meeting Date: November 6, 2024

Subject: **Community Emergency Preparedness Grant**

Regular Council Meeting

Prepared by: Sara Dinsdale

An application has been submitted for the Community Emergency Preparedness Grant in order to assist the Township of Hilton to be prepared for, and to ensure the ability to respond to and recover from any emergency that arises while providing safety to its residents and visitors. The focus of the project will address extreme cold that often occurs during severe winter storms that we often experience. Supplies and equipment can also be used for other types of emergencies such as ice-storms, extreme heat, tornados, floods, lightening, fires, and food contaminations. The grant funding will help us make arrangements to protect the public health and safety of our residents by providing them with a safe and warm location to surrender to.

Below is a list of items that have been quoted and submitted for approval in the grant application. Upon approval, the items will allow us to meet the requirements of the Community Emergency Preparedness Plan

Supplies:

- 200 Emergency Kits good for 25 years (1200 servings= 2 servings /3 days)
- 12 folding cots
- 12 cotton blankets
- 12 wool blankets

Capital Equipment:

- 1-Generac Generator for Municipal Office
- 1-portable generator for warming centre
- 4-two way radios
- 1 chainsaw

Services:

- Emergency Plan Development and exercise planning
- Emergency Preparedness Promotional Strategy-brochures, posters, wall decals

Training:

- 20-first aid training
- Training for operations of two-way radios
- training to operate generators
- To create advertise and create volunteer list

The total Funding request is \$47, 045.66.

INCORPORATED VILLAGE OF HILTON BEACH

3100 BOWKER STREET, P.O. BOX 25
HILTON BEACH, ONTARIO – P0R 1G0

PHONE (705) 246-2242
FAX (705) 246-2913

E-MAIL: info@hiltonbeach.com
WEBSITE: www.hiltonbeach.com

April 10, 2024

Township of Hilton
Reeve Wood, council, staff and rate payers.

The Village of Hilton Beach would like to extend the use of the Hilton Beach Community Hall as an emergency warming shelter to the leadership and ratepayers of Hilton Township. Council recognizes that considerable contributions have been made toward the community hall expansion by the Township as well Township residents and ratepayers many years ago yet the Township does not utilize the hall or realize any benefit from those efforts. This is not fair nor is it in the spirit of being a good neighbour and we wish to make this correction moving forward. The Village would also invite Township ratepayers as well the council and staff to use the hall for gatherings, social functions and events.

The Village offers a long overdue thank you for your participation in the hall expansion and hopes that you take up the offer of the hall for your use with the acceptance of a key to the facility.

Best regards,
Mayor Robert Hope



Hilton Township Administration

From: Mike Trainor
Sent: November 24, 2024 1:01 PM
To: Hilton Township Administration
Cc: Rod Wood
Subject: HB Warming Center

Hello Sara,

Met with Rod today at the Lions Breakfasts and we discussed the Twnsp using the HB Community Hall as the township warming Center.

Can you please add to next months agenda, with point being to discuss a letter being put together to the Village asking what the township can do maybe financially?

Sent from my iPhone

Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
 Toronto ON M7A 1Y6
 Tel: 416 326-5000
 Toll Free: 1 866 517-0571
 Minister.SOLGEN@ontario.ca

Solliciteur général

Bureau du solliciteur général

25, rue Grosvenor, 18^e étage
 Toronto ON M7A 1Y6
 Tél. : 416 326-5000
 Sans frais : 1 866 517-0571
 Minister.SOLGEN@ontario.ca



November 29, 2024

His Worship Rodney Wood
 Reeve
 Township of Hilton
 admin@hiltontownship.ca

Dear Reeve Wood:

Our government is proud to have a strong working relationship with both our municipal partners and the police services that keep our communities safe. The collective agreement that was reached between the province and the Ontario Provincial Police Association (OPPA) earlier this year reflects this strong relationship and will support our brave women and men in uniform across Ontario.

At the same time, we understand the impact these changes are having on the budgets of municipalities that are served by the OPP, including your own, which is why we are stepping up with additional provincial support. With that in mind, I am pleased to share with you the following proposed billing changes:

- A 3.75 per cent reduction of the total 2023 reconciled costs to all communities to approximate the full (100 per cent) impact of the Ontario Provincial Police Association (OPPA) salary increases, excluding the 1 per cent increase that was built into the 2023 estimates; and
- A 44 per cent reduction on overtime 2023 reconciled costs to all communities;
- A 10 per cent reduction of 2025 invoice amounts to all communities to approximate the full (100 per cent) impact of the OPPA salary increases excluding the 1 per cent increase that was already built into the 2023 estimate.

These changes would provide over \$77 million in relief to OPP-policed municipalities.

The total billing statement that was initially provided to you for 2025, inclusive of the increases resulting from the new collective agreement, was \$100,541. Today's proposed billing changes will provide an estimated \$14,578 in financial relief for your municipality, bringing the new total for OPP services being billed to your municipality in 2025 to \$85,962.

In addition to these changes, the Government of Ontario is continuing its annual \$125 million Court Security & Prisoner Transportation Transfer Payment Program for the 2025 calendar year.

The province will also be examining options for reviewing the OPP billing model to ensure that it meets the needs of communities across the province.

If you have any questions, please contact Ryan Whealy, Deputy Director of Issues and Legislative Affairs, at Ryan.Whealy@ontario.ca.

Thank you for your continued collaboration, valuable relationship, input and dedication to ensuring the safety and well-being of your community.

Sincerely,



Michael Kerzner
Solicitor General

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	1,192.00	845.70	132.00	-214.30
November		975.30	156.00	1,131.30
December				0.00
	7,247.00	10,063.65	1,545.28	4,361.93

Actual Net Cost to date 2024

11,608.93
Total Inspection and Mileage Costs

Historical FYI:

2024	7,247.00	11,608.93
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:

4,361.93
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

ST. JOSEPH ISLAND PLANNING BOARD

NOTICE OF APPLICATION FOR CONSENT

TAKE NOTICE that the St. Joseph Island Planning Board has received a complete application for consent to sever land and will meet on Monday, December 16th, 2024, at 7:00 p.m. at the Township of St. Joseph Municipal Administration, 1669 Arthur Street, Richards Landing, Ontario to consider that application.

The purpose and effect of the subject application for consent is to permit the severance of a parcel of land located at Concession 8 Part Lots 4 and 5 Reference Plan 1R9553 Parts 2 and 3, in the Township of Hilton. This application proposes to sever a parcel with an approximate area of 12.3 hectares (30.4 acres). The parcel proposed to be severed has frontage of approximately 150 metres (500 feet) on Garside Road West and is made up of vacant land. The proposed use of the parcel to be severed is to be developed as rural/residential. The parcel to be retained has an approximate area of 28.31 hectares (70 acres) and frontage along Garside Road West of 1,150 metres (350 feet).

ADDITIONAL INFORMATION regarding the application is available for inspection by contacting the Secretary-Treasurer of the St. Joseph Island Planning Board at the address shown herein.

ANY PERSON may attend the meeting and/or make written or verbal representation either in support of or in opposition to the proposed consent. All persons wishing to attend and/or make verbal representation at the meeting are asked to contact the Secretary-Treasurer in advance of the meeting. If a person or public body that files an appeal of a decision of the St. Joseph Island Planning Board in respect of the proposed consent does not make written submission to the St. Joseph Island Planning Board before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

If any person wishes to be notified of the decision of the St. Joseph Island Planning Board in respect of the proposed consent, a written request must be submitted to:

St. Joseph Island Planning Board
c/o P.O. Box 290
Richards Landing, Ontario
P0R 1J0

KEY MAP



Subject Property

Dated at St. Joseph Island
this 26th day of November 2024

Amanda Richardson
Assistant to the Secretary-Treasurer

For: Michael Jagger, Secretary-Treasurer
St. Joseph Island Planning Board
Telephone: (705) 542-4606
Email: sjiplanningboard@gmail.com

From: Mike Jagger <islandresourcesdc@gmail.com>
Sent: December 1, 2024 5:36 PM
To: Hilton Township Administration <admin@hiltontownship.ca>
Subject: Re: STR and Cost Recovery By-laws

Sara,

I think Council must be misinterpreting the intent of paragraph (a) as it appears on Page 1 of the By-law to Regulate and Govern STRs. That entire section is a direct quote from our proposed Official Plan which intended to grant authority for the enactment of a Short Term Rentals By-law (i.e. to regulate and govern them). It would require an amendment of or modification to the Official Plan to change that wording, but this is only in the preamble of the by-law anyway. Section 2.1 of the enactment portion of the by-law states that " 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." and this section is worded so that it will apply to both pre-existing and new STRs. Similarly, section 1.3.1. of the Licensing By-law states that " 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; " which again will apply to both pre-existing and new STRs.

I am not at all sure that it is possible to obtain "general liability commercial insurance" on a primary residence, as liability insurance coverage for a primary residence is normally provided under a homeowners policy. A homeowners policy however may not provide the required amount of coverage in relation to STRs located in a non-primary residence situation (i.e. cottage or guest cabin), and I believe it is for this reason that the two types of coverage are referenced in sample by-laws (i.e. Sault Ste. Marie). Regardless of the type of insurance (homeowners or commercial), it is the amount of liability coverage that is important.. Perhaps we could replace both sections with one stating simply that " 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 " ?

Let me know Council's thoughts.

Mike

On Fri, Nov 8, 2024 at 11:42 AM Hilton Township Administration <admin@hiltontownship.ca> wrote:

Hi Mike,

Below are recommendations from our council meeting regarding your notes below. I have added them in green.

From: Mike Jagger <islandresourcesdc@gmail.com>
Sent: October 24, 2024 9:45 PM
To: Hilton Township Administration <admin@hiltontownship.ca>
Subject: Re: STR and Cost Recovery By-laws

Hi Sara,

I can certainly make changes to the Short Term Rental Application Form to change "Department" to "Inspector" as requested by Council., May I ask though who will actually be doing the inspections if not a representative of your Building or Fire Departments? I can also reword the police background check requirement so that it will be conducted by the applicant's home based police department whether it be a municipal police department or their Provincial Police.or the RCMP.

In regard to the By-law to Regulate and Govern STRs (paragraph a) on page 1, I do not see any contradiction or conflict between this section and section 1.3 of the STR licensing by-law.They are both referencing the need for an STR operator to obtain a permit from the municipality. The wording of this section is taken verbatim from Section E1.11 .2 of the proposed new Official Plan. Similarly there is no conflict between these sections and section 1.3.1 of the Responsible Person Consent Form.

The By-law to Regulate and Govern STR's talks about STR's operating prior to commencing only. But then section 1.3.1 of the Licensing by-law talks about STR's that are already operating. Council still feels that this is contradicting and would like the wording to be changed to also include already operational STRs in paragraph a on page 1.

Sections 2.1 v) (f) and (g) are very similar but one (f) refers to situations where the STR unit is not in a primary dwelling unit (e.g. guest cabin) and requires commercial insurance, where the other (g) refers to an STR within a primary residence. If Council wishes I could probably reword these sections so that both situations are covered under a single statement? Let me know. Also, actual commercial operations (i.e. campgrounds, resorts, tourist establishments, etc.) offering STR type accommodations are exempt from the STR licensing and regulation by-laws, and therefore are not required to be addressed in the Responsible Person Declaration.

Council's suggestion is that STR that are within the primary residence should still have commercial insurance not just liability as they are still operating a commercial business. They should require commercial and liability insurance for both; when STR unit is not in a primary dwelling unit (e.g. guest cabin) AND when operating withing a primary residence.

I will change the word "City's" to "Township's" in Section 2.1 v)(b) of the Responsible Person Consent Form. Thought I had already done that but apparently it did not take.

I don't think the absence of a property standards by-law will have any effect but I can modify the wording of section 4.1, if Council wishes.?

Please let me know.

Mike

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 - Pease 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.

THE CORPORATION OF THE TOWNSHIP OF HILTON

By-Law 1438-24

A by-law to govern the proceedings of Council and Committees of the
Township of Hilton, the conduct of its members and the calling of Meetings.

WHEREAS Section 238(2) of the Municipal Act, S.O. 2001, Chapter M.25, as amended, requires that every municipality shall pass a Procedural By-law for governing the calling, place and proceedings of meetings;

AND WHEREAS pursuant to Section 239 (1) of the Municipal Act, the Council of The Corporation of the Township of Hilton deems it expedient to amend its procedural by-law Section 4.7 to allow the use of live streaming open meetings when available;

AND WHEREAS pursuant to Section 238 (3.1) of the Municipal Act provides that the applicable procedural by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is open to the public to the extent and in the manner set out in the by-law provided that any such member may be counted in determining whether or not a quorum of members is present at any point in time;

AND WHEREAS Bill 197 amends Section 238 of the Municipal Act, Section 238 (3.3) to provide that the applicable procedural by-law may provide that, a member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is open or closed to the public.

AND WHEREAS the Council of The Corporation of the Township of Hilton deems it expedient to amend its procedural by-law to allow its members to participate at Council meetings beyond the period of time of a declared Provincial and/or Municipal emergency;

AND WHEREAS the Council of The Corporation of the Township of Hilton deems it expedient to amend its procedural by-law Section 19.1 to include Schedule "A" being a Delegation Request Form;

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

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1. SHORT TITLE

1.1 This By-law shall be cited as the "Procedural By-law".

2. DEFINITIONS

THAT in this By-law:

- 2.1 "CHAIR" shall mean the Head of Council or Presiding Officer at a committee meeting;
- 2.2 "CLERK" means the Clerk of The Corporation of the Township of Hilton.
- 2.3 "CLOSED SESSION" shall mean closed to the public as described in Subsection 4.4 of this By-law;
- 2.4 "COMMITTEE" means any advisory or other committee, sub-committee or similar entity composed of members of one or more councils or local boards or the public;
- 2.5 "CONFLICT OF INTEREST" means a direct or indirect pecuniary interest as defined in the *Municipal Conflict of Interest Act*; R.S.O. 1990, Chapter M.50 as amended (MCIA), and any successor legislation thereto;
- 2.6 "CORPORATION" means the Municipal Corporation of the Township of Hilton;
- 2.7 "COUNCIL" means the elected and sworn members of the Council of the Township of Hilton.
- 2.8 "DEPUTATION / DELEGATION" means an individual/group who has submitted a request for delegation to the Clerk within the prescribed timelines to address Council or Committee;
- 2.9 "ELECTRONIC MEETING" means a meeting called and held in full or in part via electronic means (including, but not limited to, audio teleconference, video teleconference, or via means of the internet), and with or without in person attendance;
- 2.10 "EMERGENCY" means any period of time during which an emergency has been declared to exist in all or part of a municipality by the Head of Council or the Province under sections 4 or 7.0.1 of the Emergency Management Act;
- 2.11 "EMERGENCY MANAGEMENT ACT" means the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, as amended;
- 2.12 "HEAD OF COUNCIL" means the Reeve of Hilton Township or such Acting Head of Council as may be appointed by Council Resolution;
- 2.13 "MAJORITY" means for the purpose of voting, more than half of the members of Council or Committee present at the vote and not prohibited by statute from voting;
- 2.14 "MEETING" means any regular, special, committee or other meeting of Council or a Committee or Local Board, where,
- a) A quorum of members is present, and
 - b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee;
- 2.15 "MEMBER" means a member of Council and includes the Head of Council, or a member of Committee, and includes the Chair;
- 2.16 "MAIN MOTION" shall mean any motion except the following ones:
- a) a motion to extend the time of the meeting;
 - b) a motion to refer;
 - c) a motion to amend;
 - d) a motion to defer or table;
 - e) a motion to reconsider;
 - f) a motion to adjourn;

- 2.17 "MOTION" means a question to be considered by the Council or Committee which is moved, seconded, presented, read by the Chair and is subject to debate. When a Motion is adopted, it becomes a Resolution.
- 2.18 "MUNICIPAL ACT" means the Municipal Act S.O. 2001, Chapter 25, as amended and any successor legislation thereto;
- 2.19 "MUNICIPAL CONFLICT OF INTEREST ACT" (MCIA) means regulations under the Municipal Conflict of Interest Act R.S.O. 1990, Chapter M.50 as amended, and where Members shall declare any pecuniary interest in common with electors within the area of jurisdiction and/or where the matter under consideration affect only part of the area of jurisdiction;
- 2.20 "MUNICIPALITY" means the Municipal Corporation of the Township of Hilton;
- 2.21 "PUBLIC MEETING" means a portion of a meeting for either public hearings on a planning matter, or a matter added to the already adopted Agenda to allow for free public delegation;
- 2.22 "QUORUM" shall mean a majority (more than half) of the whole number of members of Council or a Committee. Where a member has or members have declared a pecuniary interest pursuant to the *Municipal Conflict of Interest Act*, the quorum may be less than half plus one of the whole number of members but shall not be less than two;
- 2.23 "RECORDED VOTE" means the recording of the name and vote of every member of any matter of question. In the case of a Member who has declared a conflict of interest in the matter or question, the minutes shall reflect the Member's declaration and the general nature thereof;
- 2.24 "REGULAR MEETING" means any regular Council or Committee meeting when a quorum is present;
- 2.25 "RESOLUTION" means a record of decisions or wishes of Council and includes routine administrative and management matters;

3. GENERAL PROVISIONS

- 3.1 Subject to the provisions of the Municipal Act, the rules and regulations contained in the By-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business for the Council and Committees of Council.
- 3.2 All rules inconsistent with this By-law at the time of the passing hereof, be and the same are hereby repealed.
- 3.3 Any rule established by the By-law, other than a quorum requirement, may be suspended at or for a particular meeting by Resolution, provided two-thirds of all Councillors present vote in favour thereof, provided that the suspension of the rules does not result in a contravention of the Municipal Act.

4. CONVENING OF COUNCIL MEETINGS

- 4.1 The Inaugural Meeting of Council shall take place at 7:00 p.m. on the second Wednesday in December following a regular election at the Council Chambers in the Municipal Office for the purpose of swearing in the new Council and conducting regular business.
- 4.2. The Council of The Corporation of the Township of Hilton shall hold its regular meeting on the second Wednesday of each month at 7:00 p.m. at The Corporation of the Township of Hilton Council Chambers, 2983 Base Line, Hilton Beach. The meeting date may be changed by resolution of Council.
- 4.3 When a public or civic holiday fall on a regular meeting day, an alternate meeting date shall be scheduled, if required, at the previous regular council meeting.
- 4.4 Where a regular meeting of Council is to be held at a time, day or place other than as

than as set out in 2.) above, Council shall give notice by having the Clerk post it in the Municipal Office or, if time permits, posted on the municipality's web site and/or advertised in the Island Clippings.

- 4.5 If a quorum is not present within fifteen minutes after the time appointed for the meeting, the Clerk shall call the roll and record the names of the Members present and the meeting shall stand adjourned until the next regular meeting or until a special meeting is called.
- 4.6 The use of audio, still camera and video recording equipment (electronics) during a meeting that is not closed to the public is permitted providing it is not disruptive to the conduct of the meeting and that Council is advised it is being used. Any and all audio/camera/video recordings recorded other than by the municipality, under any circumstances, shall not be deemed to be the official records.
- 4.7 The Municipality will make every reasonable effort to ensure that meetings are available to the public through live streaming. Live streaming of open council meetings is a courtesy only. Sessions will continue regardless of technical issues, internet failure, or availability as all regular meetings are open for the public to attend in person. A link to the meeting will be posted to the township's website when available."
- 4.8 All meetings of Council, and all meetings of any Committees of the Council, shall be open to the public, except that they **may** be closed to the public if the subject matter being considered involves:
- a) The security of the property of the municipality or the local board;
 - b) Personal matters about an identifiable individual, including municipal employees or local board members;
 - c) A proposed or pending acquisition or disposition of land for municipal or local board purposes;
 - d) Labour relations or employee negotiations;
 - e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - g) A matter in respect of which a Council, local board, committee or other body may hold a closed meeting under another Act;
- 4.9 A meeting or part of a meeting **shall** be closed to the public if the subject matter being considered is:
- a) a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the Council, local board, committee or other body is the head of an institution for the purposes of that Act; or
 - b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman.
- 4.10 A meeting of a Council or local board or of a committee of either of them **may** be closed to the public if the following conditions are both satisfied:
- a) The meeting is held for the purpose of educating or training the members.
 - b) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.
- 4.11 Before holding a meeting or part of a meeting that is to be closed to the public, Council shall state by resolution:
- a) The fact of the holding of the closed meeting and the general nature of the matter to be considered; or
 - b) The case of a meeting for educational or training purposes, the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed for that reason.

- 4.12 When Council or committee is in Closed Meeting all members of the public (other than those involved in discussion and support staff who may be asked to stay) will be asked to leave the building in which the meeting is being held.
- 4.13 All votes of Council shall be open to the public except those votes taken during a meeting or part thereof that is closed to the public in accordance with Section 4.7 of this By-law if said vote is for a procedural matter or for giving directions or instruction to officers, employees or agents of the Township, Committee or local board or persons retained by or under contract with the Township, committee or local board or to rise from closed session.
- 4.14 When at any session of the Council meeting the hour of 11:00 p.m. shall be reached, the Reeve, or other presiding officer, shall declare the Council adjourned and leave the chair, unless the Council by unanimous consent and by resolution determines otherwise.

5. NOTICE OF MEETINGS

- 5.1 Notice of meetings of Council, Local Boards and Committees will be given by publication of future meetings in previous Minutes, posting of Agendas on the Township website (www.hiltontownship.ca) and by posting notice at the Municipal Office prior to the meeting.
- 5.2 Where a regular meeting of the Council is to be held at a time of day other than as set out in Section 4.2 above, the Council shall give notice of at least seven (7) days in advance of such meeting by posting a notice at the Municipal Office and on the municipal website.

6. MEETINGS OF COUNCIL - SPECIAL

- 6.1 The Head of Council may at any time call a special meeting of the Council and it shall be the Reeve's duty to call a special meeting whenever requested by a majority of the members of the Council. In addition, the Clerk shall, upon receipt of a written petition signed by the majority of the members of the Council, summon a special meeting for the purpose and at the time mentioned in the petition. Notice of such a special meeting shall be given by the Clerk's office contacting members.
- 6.2 The Clerk will provide forty-eight hour notice of the special meeting. It shall be the responsibility of the Clerk to make available to Council Members, when possible, all notices, agendas and other information required for the Special Meeting a minimum of twenty-four hours in advance of such meetings.
- 6.3 The notice calling a special meeting of the Council shall state the business to be considered at the special meeting and no business other than that stated in the notice shall be considered at such meeting except with the unanimous consent of all members present at such meeting.
- 6.4 In the case of special meetings, notice shall be given by posting of the Agenda on the Township website and at the municipal office as soon as practicable after notice of the special meeting has been given and any other notification that is permitted within the time frame.
- 6.5 In accordance with Section 236 of the Municipal Act, an Emergency Meeting of Council may be called by the Reeve at any time and at any location as may be convenient. For the purposes of this section an Emergency Meeting may be called for an emergency within the meaning of the Township's Emergency Plan or any other similar unforeseeable circumstance.
- 6.6 Notwithstanding the requirements set out above, in the event of an emergency, the special meeting may be held as soon as practical following receipt of the summons or petition as the case may be.

7. ELECTRONIC MEETING

- 7.1 A regular meeting or special meeting of Council may be conducted by Electronic Meeting, in accordance with this Section.

- 7.2 Members attending and present during an Electronic Meeting shall be counted for purposes of quorum at the commencement and at any point in time during the meeting, and shall be entitled to vote through a vote recorded by the Clerk as if they were attending the meeting in person. An Electronic Meeting may include a Closed Session, which shall be conducted in the absence of the public and in accordance with this Section.
- 7.3 A public notice of an Electronic Meeting shall include sufficient information as to provide the public with a means to electronically access the open session of such Electronic Meeting.
- 7.4 An Electronic Meeting shall not permit public delegations, except by way of electronic submission received in advance of the meeting, which shall be submitted to the Clerk prior to the start of the Electronic Meeting, and shall be provided to members at the meeting.
- 7.5 Notwithstanding the foregoing, Council's Procedural By-law shall continue to apply to an Electronic Meeting held pursuant to this Section, except that any Provincial legislation or order shall prevail to the extent of any conflict.

8. CANCELLATION OF MEETINGS

- 8.1 The Head of Council may cancel any meeting if notice has been given that a quorum will not be available to conduct a meeting.
- 8.2 The Council, at its discretion, at a preceding Regular Meeting may cancel or reschedule Regular Meetings of the Council.
- 8.3 Due to inclement weather or other emergencies, a notice must be posted on the door and an attempt made to notify all council members.

9. ADJOURNMENT

- 9.1 A motion to adjourn a meeting shall be in order except,
- a) When another Councillor is in possession of the floor;
 - b) When it has been decided that the vote be now taken; or
 - c) During the taking of a vote.
- 9.2 Where a person has been deemed guilty of improper conduct by the Presiding Officer and is expelled or excluded from the meeting by the Presiding Officer and such person refuses to so leave, the Presiding Officer may adjourn the meeting without any motion to do so until such time as the person has left the meeting room.

10. AGENDA

- 10.1 It shall be the duty of the Clerk to prepare and circulate for the use of the members at the regular meetings of the Council, an agenda under the following headings:
- a) Call to Order
 - b) Declarations of Pecuniary Interest
 - c) Minutes of previous meeting and any other meetings to be adopted by Council
 - d) Delegations
 - e) Road Issues
 - f) Fire Issues
 - g) Planning Issues
 - h) Building and By-law Enforcement Issues
 - i) Administration Issues
 - j) Correspondence
 - k) Presenting, Referring or Passing of Accounts
 - l) Confirmatory By-law
 - m) Adjournment
- 10.2 The business of Council shall be considered in order set forth on the agenda provided, however, the Head of Council, with approval of the members, may vary the order of business to better deal with matters before Council.

- 10.3 Except as otherwise decided by a majority vote of the members present and voting, Council shall not consider any report, or any matter, that has not been included on the agenda.
- 10.4 Paper copies of agendas will be available for pickup by council members no later than 4:30 p.m. on the Monday preceding the regular meeting of Council. Agendas may be sent electronically by email to those members unable to pick up their paper copies.

11. ORDER OF PROCEEDINGS OF COUNCIL

- 11.1 As soon after the hour fixed for the meeting as a Quorum is present, the Meeting shall be called to order by the Head of Council.
- 11.2 The Head of Council, if present, shall preside at all meetings.
- 11.3 In the absence of the Head of Council, a Presiding Officer shall preside during the Meeting or until the arrival of the Reeve. A Presiding Officer shall be chosen by a vote of the Members of the Council present during the meeting and shall have all the power of the Head of Council.

12. MINUTES

- 12.1 The minutes of Council as taken by the Clerk or designate shall consist of a record of all proceedings taken in Council. Pursuant to the *Municipal Act, 2001*, the minutes shall be a factual account without note or comment.
- 12.2 The Clerk may delegate its duties with respect to recording minutes within a public or within a Closed Meeting of Council or Committee, to a staff person who has been delegated this task under Section 228(4) of the *Municipal Act, 2001* only.
- 12.3 Minutes of a closed session of Council or a Committee of Council shall be presented for adoption at the next regular meeting of Council under separate resolution to adoption of the regular Minutes.
- 12.4 All minutes and committee minutes following adoption by Council and all By-laws passed by the Council shall be kept in the Clerk's office and shall be made available for viewing during normal office hours and shall be posted on the Township website, save and except those minutes recorded during a meeting or part thereof that was closed to the public in accordance with Section 4.7 and 4.8 of the By-law and subject to the provisions of any applicable By-law, act or statute.
- 12.5 During the adoption of the Minutes of a previous meeting of Council, no changes can be made in the action taken by Council at the previous meeting; only changes in the form of errors and omissions and recording of any action taken at the previous meeting may be made in adopting the Minutes.

13. CONDUCT OF PROCEEDINGS AT A MEETING OF COUNCIL

- 13.1 It shall be the duty of the Presiding Officer to:
- a) Preserve order and decorum in the Council Chambers;
 - b) Open the meeting of Council by taking the Chair and calling the members to order;
 - c) Receive and submit, in the proper manner, all motions presented by the Councillors;
 - d) Put to vote all motions which are properly moved and seconded, or necessarily arise in the course of proceedings, and to announce the results;
 - e) Decline to put to vote motions which infringe on the rules of procedure;
 - f) Restrain the Councillors, within the rules of order, when engaged in debate;
 - g) Enforce on all occasions the observance of order and decorum among the members;
 - h) Call by name any member persisting in breach of the rules of order of the Council, thereby ordering that member to vacate the Council Chamber.
 - i) Receive all messages and other communications and announce them to the Council.

- j) Authenticate, by signature when necessary, all by-laws, resolutions and minutes of Council;
- k) Represent and support the Council, declaring its decision in all things;
- l) Ensure that the decisions of Council are in conformity with the laws and by-laws governing activities of the Council;
- m) Expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting;
- n) Adjourn the meeting when the business is concluded, but also in the case of grave disorder arising in the Council Chamber.

14. DECORUM

14.1 Council Members Shall Not:

- a) Use offensive words or unparliamentary language in or against the Council or any member thereof;
- b) Speak on any subject other than the subject in debate;
- c) Criticize any decision of the Council except for the purpose of moving that the question be reconsidered;
- d) Disobey the rules of the Council or a decision of the Head of Council on questions of order or practice, or upon the interpretation of the rules of the Council;
- e) Disturb another, or the Council itself, by any disorderly conduct disconcerting to any member speaking;
- f) Interrupt a member who is speaking, except to raise a point of order.

15. RULES OF DEBATE

15.1 The Chair shall:

- a) designate the member who has the floor when two or more members wish to speak
- b) read all motions presented in writing before permitting debate on the question, except when otherwise provided in this By-law
- c) preside over the conduct of the meeting including the preservation of good order and decorum, ruling on points of order and questions of privilege and ruling on all questions relating to the procedure of the meeting, with any such ruling being subject to an appeal by any Councillor
- d) indicate why the appeal should be rejected and the Chair's ruling upheld, if an appeal is made by a Council for a ruling of the Chair
- e) without debate on the appeal, call on the Councillor to vote on the appeal
- f) if the appeal is upheld, change his/her ruling accordingly; if the appeal is rejected the Chair may close the debate

15.2 The Chair may speak on any matter before the commencement of debate on that matter. In addition, the Chair may speak to close the debate on any matter after every member wishing to speak has spoken.

15.3 When a member is speaking, no other member shall interrupt the member except to raise a point of order.

15.4 A member may ask a question only for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding thereof.

15.5 A member may, during the discussion on any particular item on the Agenda, ask questions, through the Chair, of any Department Head of the Municipality in attendance at the meeting, pertaining to the item concerned.

16. VOTING ON QUESTIONS

16.1 When the Head of Council calls for the vote on a question, each member shall occupy their seat and shall remain there until the result of the vote has been declared, and during such time no member shall walk across the room or speak to any other member or make any noise or disturbance.

- 16.2 If a member who has voted on a question disagrees with the declaration of the Head of Council that the question is carried or lost, the member may but only immediately after the declaration, object to the declaration and require a recorded vote to be taken in the manner prescribed in subsection 16.3 of this By-law.
- 16.3 When a member request a recorded vote, each member shall announce his respective vote openly and individually unless otherwise prohibited by statute. The Clerk shall announce each member's name, request each member's vote, commencing with the member who requested the vote, and continuing in alphabetical order by last name, followed by the Head of Council. The Head of Council shall always vote last. When all votes have been recorded, the Clerk shall announce the result of the vote.
- 16.4 Every member present at a meeting of the Council when a question is put shall vote thereon, except that if the member has any pecuniary interest, direct or indirect in the question, the member shall at the first opportunity disclose that interest and shall refrain from taking part in the discussion and from voting on the particular question. Every member present who is required to vote on a question, but in fact does not want to vote thereon, shall be deemed to be voting in the negative and shall be so recorded.
- 16.5 The Reeve (except where disqualified from voting by reason of interest or otherwise) may vote with the members on all questions. Any questions on which there is an equality of votes shall be deemed to be negative.

17. MOTIONS

- 17.1 All motions shall be submitted in writing signed by the mover and seconder and filed with the Clerk.
- 17.2 Motions may be introduced without notice if the Council, without debate, dispenses with the notice on the affirmative vote of at least two-thirds of the Councillors present and voting.
- 17.3 The Presiding Officer shall state the question in the precise form in which it will be recorded in the minutes immediately preceding the calling for the vote.
- 17.4 The manner of determining the decision of the Council on a motion shall be by a show of hands.
- 17.5 Any resolution shall require three affirmative votes in order to be valid and binding on Council. Where only a quorum is present, a resolution, in order to carry or be passed, must be unanimously affirmed by the said quorum.
- 17.6 Where a vote is taken for any purpose and a member requests immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly, and any failure to vote by a member who is not disqualified shall be deemed to be a negative vote and the Clerk shall record each vote.
- 17.7 After a motion is read, it shall be deemed to be in possession of the Council, and it may only be withdrawn before decision or amendment with permission of a majority of the members of the Council present.
- 17.8 No member shall speak to any motion until it is first read and the mover is entitled to speak both first and last thereon if the member so elects. Motions shall be seconded before being debated or put to a vote.
- 17.9 After any question is finally put by the Head of Council, no member shall speak on the question, nor shall any other motion be made until after the result is declared. The decision of the Head of Council as to whether the question has been finally put shall be conclusive.
- 17.10 A member who wishes to introduce a motion, either on the agenda or at the regular meeting, that is of a substantive nature, must introduce the motion as a Notice of Motion.

- a) The member who hands a written Notice of Motion to the Clerk to be read at any regular Council meeting need not necessarily be seated during the reading of said notice.
 - b) A motion of which notice has been given, if not moved on the day and at the meeting for which notice has been given cannot be moved at any subsequent meeting without due notice having been given for such meeting unless the Head of Council and all members of the Council are present and consent to such motion being made.
 - c) Notice of a Notice of Motion shall be given either by inclusion on an agenda or by announcement at a regular meeting of the Council. The motion of which notice has been given shall not be considered at the same meeting as that at which notice thereof was given, without the consent of Council (simple majority) to do so. If notice is given otherwise than on an agenda, such Notice of Motion shall be in writing and given to the Clerk who shall read the same to the Council.
- 17.11 Subject to a motion to reconsider, a motion once decided by the Council may not again be introduced in the same calendar year; nor shall a motion that has been defeated be introduced as an amendment.
- 17.12 All motions shall be put to the Council in the order in which they are proposed, except amendments which shall be submitted in the reverse order in which they are made.
- 17.13 When a question is under consideration, no motion shall be received unless:
- a) to amend (see section 17.14)
 - b) to refer or defer (see section 17.15)
 - c) to adjourn (see section 17.16)
 - d) to lay on table (see section 17.17)
- 17.14 Motion to Amend shall:
- a) be open to debate;
 - b) not propose a direct negative to the main Motion;
 - c) be relevant to the main Motion; and
 - d) not be further amended more than once.
- 17.15 Motion to Refer or Defer
- a) A motion to refer shall require direction as to the body or official to which it is being referred and is not debatable. A motion for reference to a Committee, Board or official until it is decided, shall preclude all amendments of the main question and takes precedence over a motion to defer.
 - b) A motion to defer must include a reason for deferral and is not debatable except:
 - i) that the mover of the deferral motion shall be entitled to give a brief explanation of the mover's reasons for deferral, and
 - ii) either the mover or the seconder of the original motion which is the subject of the motion to defer may speak against the deferral motion.
 - iii) one person or delegation may speak for and/or against the deferral and shall be limited to two minutes.
- 17.16 Motion to Adjourn
- A motion to adjourn the Council or adjourn the debate is not debatable and shall be in order except:
- a) when a member is in possession of the floor;
 - b) when it has been decided that the vote be now taken; or
 - c) during the taking of a vote.
- 17.17 Motion to Table
- A motion to table is not debatable and shall take precedence over any motion or amendment, except a motion to adjourn. Further consideration of a table motion may take place at any time on a motion "that the matter be taken from the table".
- 17.18 Any member of the Council may give notice within a 12 month period in which the

question was decided, for a reconsideration of the question at any regular meeting of the Council. A majority vote will be required to carry the motion for reconsideration is carried, and no question shall be reconsidered more than once in a 12 month period.

18. DISCLOSURE OF CONFLICT OF INTEREST

- 18.1 All Members shall govern themselves at any meeting in accordance with the current legislation respecting any disclosure of interest they may have in accordance to the *Municipal Conflict of Interest Act* R.S.O 1990.
- 18.2 It is the responsibility of the Member to identify and disclose any interest and complete a Declaration of Conflict of Interest Form to be filed with the Clerk prior to the meeting.
- 18.3 The Member shall disclose the interest including the general nature thereof, prior to any consideration of the matter and shall not take part in the discussion of, or vote on any question in respect of the matter and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
- 18.4 Where a Member has declared a conflict of interest, and the matter is being discussed at a public meeting, the Member shall not participate in any debate or vote.
- 18.5 Where a meeting is not open to the public, the Member shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.
- 18.6 Where a Member is absent from a meeting which include a matter on which they have an interest, the Member shall disclose this interest at the next public meeting they attend.
- 18.7 The Clerk shall record every declaration of interest and general nature thereof made by a Council Member under MCIA in the minutes of a Council meeting which is open to the public and maintain the declaration within a registry to be made available for public viewing.
- 18.8 The Clerk shall record every declaration of interest, but not the general nature thereof, made by a Council Member under MCIA in the minutes of the Council meeting, which is not open to the public.

19. DEPUTATIONS/DELEGATIONS

- 19.1 Persons desiring to present information verbally on matter of fact or make a request of Council shall submit to the Clerk a written request by completing a Delegation Request Form; not less than seven days prior to the meeting of Council. All requests to be heard by Council shall state the purpose of the deputation and shall be signed.
- 19.2 A delegation shall be listed on the agenda and heard in the order determined by the Clerk. Deputations/Delegations shall be limited in speaking to not more than 15 minutes, except that a delegation consisting of two or more persons shall be allowed to speak for a total time of 20 minutes and shall be advised of the time limitation in advance of their presentation.
- 19.3 Notwithstanding the provisions of Section 19.1 Council may, at their sole discretion, entertain deputations or delegations with less notice as the circumstances may warrant.

20. READINGS OF BY-LAWS AND PROCEEDINGS THEREON

- 20.1 Every By-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act and shall be complete with the exception of the date thereof.
- 20.2 Every By-law shall have three readings prior to it being passed if required by legislation.
- 20.3 The first and second reading of the by-law shall be decided without amendment or debate.

- 20.4 If the Council determines that the By-law is to be considered by a committee, it shall be so considered prior to the third reading thereof.
- 20.5 If Council so determines, a By-law may be taken as read.
- 20.6 The Clerk shall set out on all by-laws enacted by Council the date of the several readings thereof.
- 20.7 Every by-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk and the Presiding Officer and shall be deposited by the Clerk in the municipal office for safekeeping.

21. EFFECTIVE DATE

- 21.1 By-law 1421-24 is hereby repealed upon the passing of this By-law.
- 21.2 This By-law shall come into effect on the date it receives final reading by the Council of the Corporation of the Township of Hilton.

Read a first, second and third and final time and passed in Open Council this 4th day of December 2024.

REEVE RODNEY WOOD

ACTING CLERK SARA DINSDALE

isa)

Hilton Township Administration

From: [REDACTED]
Sent: November 20, 2024 11:18 AM
To: Hilton Township Administration
Subject: Kensington Conservancy tax mailer insert

Hi Sara, nice chatting with you today.

As discussed, I am new to the non-profit Kensington Conservancy board this year. I am trying to help out in the areas of awareness. Who we are, what we do (land protection, conservation, maintenance of nature preserves & hiking trails, wildlife studies, nature camps, etc.). The Gravel Point Preserve hiking trail near you is just one of our many ongoing contributions to the community.

I was wondering if it would be possible to include a flyer with some of this information when you physically mail out the tax bills in the spring? This would enable us to educate the public on all the good work that's being done and how they can benefit, and also help if they wish.

As an alternative, I know some Townships usually includes a newsletter, and if we could get some coverage in there, that would be great. We would likely have to reduce our content to fit your newsletter, so a separate flyer would be preferable, but we are grateful for whatever way you could help us get the word out.

I am happy to have a call to discuss, if that is preferred. 519.564.5979

Thanks in advance for your consideration of the above.

Regards,
[REDACTED]

CORPORATION OF THE TOWNSHIP OF HILTON
Payment Voucher October 2024

169)

NAME	DESCRIPTION	AMOUNT	CHEQUE #
Wanita Barber	October Office Cleaning	105.00	14022
Tulloch Engineering Inc	September Bulding Inspections	1,084.80	14023
Ironside Consulting Services Inc.	Integrity Commissioner Services and Legal Fees	2,174.27	14024
Algoma Power Inc.	Power for September	263.26	14025
Algoma Office Equipment	New Phtocopier	4,853.35	14026
ICONIX Waterworks LP	Office Sign	95.60	14027
MPAC	Quarterly Billing	4,489.32	14028
EncompassIT.ca	Office 365 Software & Managed Backup Quarterly billing, IT Support	1,397.26	14029
Kentvale Merchants Ltd.	Supplies for Parks, Cemetery, and Roads	74.07	14030
Cliffe Printing Inc.	Window Envelopes	427.14	14031
PSD Citywide Inc.	Annual Renewal	2,449.92	14032
Michael Jagger	Consult Services August 22-Sept 30, 2024	155.38	14033
BDO Dunwoody LLP	Audit Fees	13,711.20	14034
Bell Canada	Telephone Office/Garage	302.28	14035
M. VIRGINIA MACLEAN, K.C. L.S.M.	Legal Advice as per Peter Berlingieri	1,995.00	14036
Island Clippings	Advertismet for Temp Deputy Clerk Treasurer	158.20	14037
Co-Op	Fuel for Grader and Truck	2,402.76	14038
Karhi Contracting Inc.	Annual Inspections-Plow, Water Truck, Fire Truck,Trailer	2,531.79	14039
Algoma District Services Admin Board	October Muncipal Levy	27,052.50	14040
Minister of Finance	LSR Policint Services for September	6,611.00	14041
McDougall Energy Inc.	Tank Rental	84.75	14042
Police Retirees of Ontario	Donation as per Resolution 2024-197	200.00	14043
CANADA REVENUE AGENCY	Source Deductions for October	4,714.31	14044
Scotiabank	Sept Visa Bill-Internet, Rd's cell, shop, cemetery & office supplies, Rds gas	785.37	14045
Scotiabank	August Visa Bill-Senior Party, Office Supplies, Job ad, internet, CVOR renewal, Fire Prvention items, Fire Truck oil, Rds Gas, Parks Gs, Grader Fuel, Rds cell	2,082.22	14046
	Total	80,200.75	
NAME	DESCRIPTION	AMOUNT	AFT
Equitable Life	Group Benefits and Life Insurance	\$1,703.10	Auto Withdrawal
Mid Month Payroll		\$4,703.71	
End of Month Payroll		\$6,416.19	
Council Honoraria	October	1,021.00	
Fire Chief & Deputy Fire Chief	October	350.00	
Leonard Bringleson	Reimbursement for Criminal Record Check and Driver's Abstract	233.43	
WSIB	Quarterly Premiums	2,139.09	
OMERS	October Contributions	\$3,040.26	
		\$19,606.78	
	TOTAL:	\$99,807.53	

CORPORATION OF THE TOWNSHIP OF HILTON
Payment Voucher November 2024

166)

NAME	DESCRIPTION	AMOUNT	CHEQUE #
Tulloch Engineering Inc	October permits, inspections, consultations, mileage	1,131.30	14047
Sara Dinsdale Petty Cash	Fire Department Supplies-broom, cleaner, trash can/office supplies, bottled water	149.22	14048
Algoma District Services Admin Board	November Municipal Levy	27,052.50	14049
Pioneer Construction Inc.	Cold Patch	1,723.40	14050
P.S.E.C.N First National Alarmcap	Building Security System	193.50	14051
Island Clippings	Employment Opportunity Advertising	113.00	14052
Wanita Barber	November Cleaning	120.00	14053
Penny Wood	Hallowe'en Party Supplies	239.16	14054
Co-Op	Fuel	748.74	14055
Algoma Power Inc.	Power for October	280.71	14056
Equitable Life	Group Benefits and Life Insurance	\$1,474.95	Auto Withdrawal
Payroll	Mid Month	\$6,534.72	AFT
Payroll	End of Month	\$6,445.71	AFT
Council Honoraria	November	526.00	AFT
Fire Chief & Deputy Fire Chief	November	350.00	AFT
Leonard Bringleon	Reimbursement for roads department tools	602.55	AFT
Bell Canada	Telephone Office/Garage	296.89	AFT
EncompassIT	Sage Updates, connections fix	363.87	AFT
Brant Coulter	November BLEO time and mileage	189.20	AFT
NCU Visa	paper, postage, office supplies, job add, Rd Super cell deposit, Rd gas,	1,486.70	AFT
OMERS	November Contributions	\$3,510.56	AFT
	Total:	53,532.68	