

THE CORPORATION OF THE TOWNSHIP OF HILTON

**A G E N D A**

Regular Meeting of Council

March 20, 2025 – 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) Regular meeting of February 12, 2025
  - b) Closed meeting of February 12, 2025
6. Roads:
  - a) Road Superintendent updates
  - b) Review and approve/disapprove Rock Networks Fiberoptic Plans
  - c) Clerk Report with summary of Roads Department expenses to date
7. Fire/Emergency Management:
  - a) **HUFB Resolution to purchase SCBA's**
8. Building/By-Law Enforcement:
  - b) Tulloch Invoices costs vs fees
  - c) Final reading of By-Law 1448-25; Fees and Charges
9. Planning:
10. Cemetery:
11. Administration:
  - a) Enter into public meeting
  - b) Passing of Parking By-Law 1452-25
  - c) Passing of Procedures for the Sale of Land owned by the Municipality By-Law 1453-25
  - d) Acceptance of Municipal Insurance Program Proposal
  - e) Clerk Report re Landfill and the Trillium Grant Application from 2024
  - f) Memo regarding upcoming C.A.C.A. meeting
  - g) Clerk Report re AMCTO Zone meeting
12. Correspondence:
  - a) Lion's Club Request for Donation toward Rock'n the Island Fundraiser Dance
13. Expenditures:
  - a) February 2025 Payment Voucher
14. Move to closed meeting:

Council will enter into closed session in accordance with the provisions of the *Municipal Act*, Section 239(2) (b) *Personal Matters about an identifiable individual*, and section (2) (d) *labour relations or employee negotiation*
15. Return to open meeting
16. Direction to Clerk
17. Confirmatory By-law
18. Adjourn

## THE CORPORATION OF THE TOWNSHIP OF HILTON

**MINUTES**  
Regular Meeting  
February 12, 2025  
7:00 p.m.

Present:

Reeve: Rodney Wood

Councillors: Janet Gordanier  
Mike Garside  
Mike Trainor  
Dave Leask

Acting Clerk Treasurer: Sara Dinsdale

Deputy Treasurer: Britney MacKay

Road Superintendent/Public Works Foreman: Leonard Bringleston

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

Councillor Janet Gordanier declared pecuniary interest regarding item No. 12.b)

There were no delegations.

Resolution 2025-25

Moved: Dave Leask

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for February 12, 2025, as presented. \*CARRIED\*

Resolution 2025-26

Moved: Mike Garside

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the regular council meeting of January 8, 2024. \*CARRIED\*

Resolution 2025-27

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 January 8, 2025. \*CARRIED\*

Roads Update:

Road Superintendent/Public Works Foreman Leonard Bringleston mentioned to council that he is enrolled into the fur management course and will start it in April of this year.

Mr. Bringleston's roads update included information regarding the 2025 amalgamated tender. Mr. Bringleston reported that he has received confirmation from Beamish Construction Inc. that they will honour last year's price for surface treatment. Mr. Bringleston explained that ordering 10 units of calcium chloride will allow him to deposit it to the P Line and Richmond Bay Rd. with some extra left over for re-applications as needed. Councillor Leask asked if the calcium leftovers could be stored somewhere and Mr. Bringleston explained that it could be stored outside covered with plastic to be used the following year.

Resolution 2025-28  
Moved: Dave Leask  
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the tender for the following items through the amalgamated tender by-law:

16,740 m<sup>2</sup> of double surface treatment  
10 units of calcium chloride or magnesium chloride – 17 flake tonne equivalent  
6 pieces of high ware blades (wing) (2 complete blades)  
\*CARRIED\*

Mr. Bringleston also updated council on the progress of the planning stage of building a sand dome. He explained that he is currently waiting on quotes from contractors in order to incorporate it into his final estimate to be presented to council at a later date.

After Mr. Bringleston's roads update was concluded, he explained to council that if he was no longer needed for anything in the meeting that he was going to leave in anticipation of needing to plow later in the night due to the poor weather. Reeve Wood suggested that the closed portion of the meeting pertaining to Mr. Bringleston's performance evaluation discussion be moved up in the agenda to accommodate Mr. Bringleston's need to depart the meeting and council agreed.

Reeve Wood requested that Deputy Treasurer MacKay and any guests attending the meeting step out of the office during the closed session and that streaming of the meeting close until council returns to open meeting again.

Resolution 2025-29  
Moved: Mike Garside  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON move into closed session at 7:18 p.m. in accordance with:

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

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

Resolution 2025-30  
Moved: Mike Trainor  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at 7:33 p.m. \*CARRIED\*

Mr. Bringleston departed while streaming resumed and Ms. MacKay and guests were invited to return to the council chambers.

Council reviewed Clerk Report 2025-02-12-01 containing fire board meeting dates for 2025, and information regarding the fire protection grant that the Hilton Union Fire Department received to purchase PPE. The department received \$8230.45 to purchase PPE and must purchase it by the end of March 2025. The Clerk Report also recommended that council discuss the possibility of providing a key and passcode to access the municipal office in order to allow the Hilton Union Fire Department use of the council chambers for training sessions when needed. Acting Clerk Dinsdale offered additional information that was received after reaching out to the Ministry of Municipal Affairs and Housing for advice on this matter. The advice that was received was that a council member may have access to the municipal office providing that they do not have access to any part of the administration records. Council discussed that Councillor Mike Garside should have the key as he is also a fire volunteer with the Hilton Union Fire Department.

Resolution 2025-31  
Moved: Janet Gordanier  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to recommend that Mike Garside of the Hilton Union Fire Department receive a key and passcode to access the Hilton Township's council chambers as needed for fire training. \*CARRIED\*

Council reviewed the quote for the township's 2025 Community Emergency Management Coordinator. Councillor Mike Garside asked Acting Clerk Dinsdale if she or Deputy Treasurer MacKay would consider the schooling to become the township's Community Emergency Management Coordinator. Acting Clerk Dinsdale replied by suggesting that it might be best that both employees complete the Municipal Administration Program before considering additional schooling and responsibilities.

Resolution 2025-32  
Moved: Mike Garside  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does give first, second and third and final reading and of by-law No. 1447-25 being a by-law to appoint a Community Emergency Coordinator for the Corporation of the Township of Hilton for the year 2025. \*CARRIED\*

Council moved into a public meeting at 7:51 p. m. as required by Municipal Act, S.O. 2001, c. 25, s. 251 to provide the community with an opportunity to comment on the proposed increase to the existing building permit fees and charges.

Council reviewed the history of building permit fee increases as well as building permit fees collected vs costs incurred to date summary.

There were no comments or attendees to the public meeting. The public meeting was closed at 8:08 p.m.

Resolution 2025-33  
Moved: Janet Gordanier  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the 20% increase of building permit fees and charges.

Council reviewed an application received to purchase a portion of the shore road allowance.

Resolution 2025-34  
Moved: Mike Trainor  
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve in principle the application made by Suzanne Ritchie Raymond and Clifford James Raymond to purchase that part of the original shoreroad allowance lying in front of Lot 6, Plan 1M554 at a cost of \$30.00 per lineal foot plus GST and further declare that this land be deemed surplus to the needs of the Municipality. This approval is subject to the provisions of the Municipal Act and any other requirements set by various agencies as well as the required Reference Plan of Survey and deposit being received by this municipality within one year of this date. \*CARRIED\*

Council reviewed the new cemetery by-law with all schedules attached that were recently approved by the Bereavement Authority of Ontario.

Resolution 2025-35  
Moved: Mike Garside  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does give first, second and third and final reading of pass by-law No. 1449-25; being a by-law to provide for rules and regulations for the care and control of Grace United Cemetery within the Township of Hilton. \*CARRIED\*

CORPORATION OF THE TOWNSHIP OF HILTON  
MINUTES – February 12, 2025

Resolution 2025-36  
Moved: Mike Trainor  
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does give first, second and third and final reading and pass by-law No. 1450-25 being a by-law to appoint officers, servants, boards and commissions for the year 2025 and rescinds by-law 1442-25. \*CARRIED\*

Council reviewed the 2024 remuneration report provided by Acting Clerk Dinsdale.

Resolution 2025-37  
Moved: Mike Trainor  
Seconded: Janet Gordanier

Whereas Section 284 of the Municipal Act, 2001, as amended, provides that the Treasurer of a municipality shall in each year provide to the council of the municipality an itemized statement of remuneration and expenses paid in the previous year to council members and local board members and whereby such remuneration is authorized under by-law 1404-24. Council hereby agrees to accept the attached statement as verification of such remuneration paid. \*CARRIED\*

Resolution 2025-38  
Moved: Mike Trainor  
Seconded: Dave Leask

Council reviewed information and a quote to upgrade the township's security system.

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the security system upgrade as per the attached Commercial Subscription Form #FAC717297 from Securitas Technology in the amount of \$299.00 plus HST for installation and \$49.95 plus HST per month for 24-hour monitoring, interactive cellular line, parts and labour. \*CARRIED\*

Council reviewed a draft amendment to the township's parking by-law and made suggestions. A public notice will be posted, and the by-law will be read and passed at the next regular council meeting on March 12, 2025.

Council reviewed a report of the integrity commissioner for 2024.

Council reviewed and discussed the donation requests received by Mathews Memorial Hospital Association and Crime Stoppers. In the past, the township contributed \$1000 to Mathews Memorial for physician recruitment and \$1500 as a donation. Council suggested that this year the amount for physician recruitment be increased to \$1500 and the additional donation amount could be increased to \$2000. Council requested that the Acting Clerk Treasurer include a \$2000 donation amount in this year's budget to discuss at a later date. Council also suggested that a \$250 donation to Crime Stoppers would be reasonable based on the previous years' donations to them.

Resolution 2025-39  
Moved: Mike Garside  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to contribute \$1500.00 to Mathews Memorial Hospital Association for physician recruitment efforts. \*CARRIED\*

Resolution 2025-40  
Moved: Dave Leask  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to contribute \$250.00 to support Crime Stoppers with its efforts to increase public awareness resulting in more tips and crimes solved in the Algoma District. \*CARRIED\*

Council discussed items that they would like to include in the next landfill meeting that the Village of Hilton Beach will be scheduling in April 2025. Some of the items included are the operations of the landfill, concerns that have been communicated by rate payers, and an insight of expenses as the Township of Hilton has been paying 68.34% of the operating costs.

Council reviewed 2024 summaries provided by the township's solicitor.

Resolution 2025-41  
Moved: Mike Trainor  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the payment of Township bills for the month of January 2025 in the amount of \$162,021.69 as per the attached voucher.  
\*CARRIED\*

Council moved back into closed session at 9:23 p.m. in accordance with the provisions of the Municipal Act, Section 239 (2)(b) Personal Matters about an identifiable individual, Section (2)(c) Acquisition or disposition of land and section (2)(d) labour relations or employee negotiations.

Resolution 2025-42  
Moved: Mike Garside  
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at 10:28 p.m. \*CARRIED\*

Resolution 2025-43  
Moved: Mike Trainor  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the Clerk's report and employment contract between Dave Scagel and the Township of Hilton supporting the promotion from seasonal part time to permanent part time. \*CARRIED\*

Resolution 2025-44  
Moved: Janet Gordanier  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the Clerk's report and directs the Clerk to proceed with next steps established in by-law No. 843-05 being a by-law to establish procedures for the sale of land owned by the Municipality. \*CARRIED\*

Resolution 2025-45  
Moved: Mike Trainor  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the Clerk's report and directs the Clerk to provide recommendations discussed by council in closed session to the township's By-Law Enforcement Officer. \*CARRIED\*

Resolution 2025-46  
Moved: Mike Trainor  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass by-law no. 1451-25, being a by-law to confirm the proceedings of this meeting. \*CARRIED\*

Resolution 2025-47  
Moved: Dave Leask  
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 10:33 p.m. Council to meet again at the Hilton Township Municipal office on March 12, 2025, at 7:00 pm or at the call of the Reeve. \*CARRIED\*

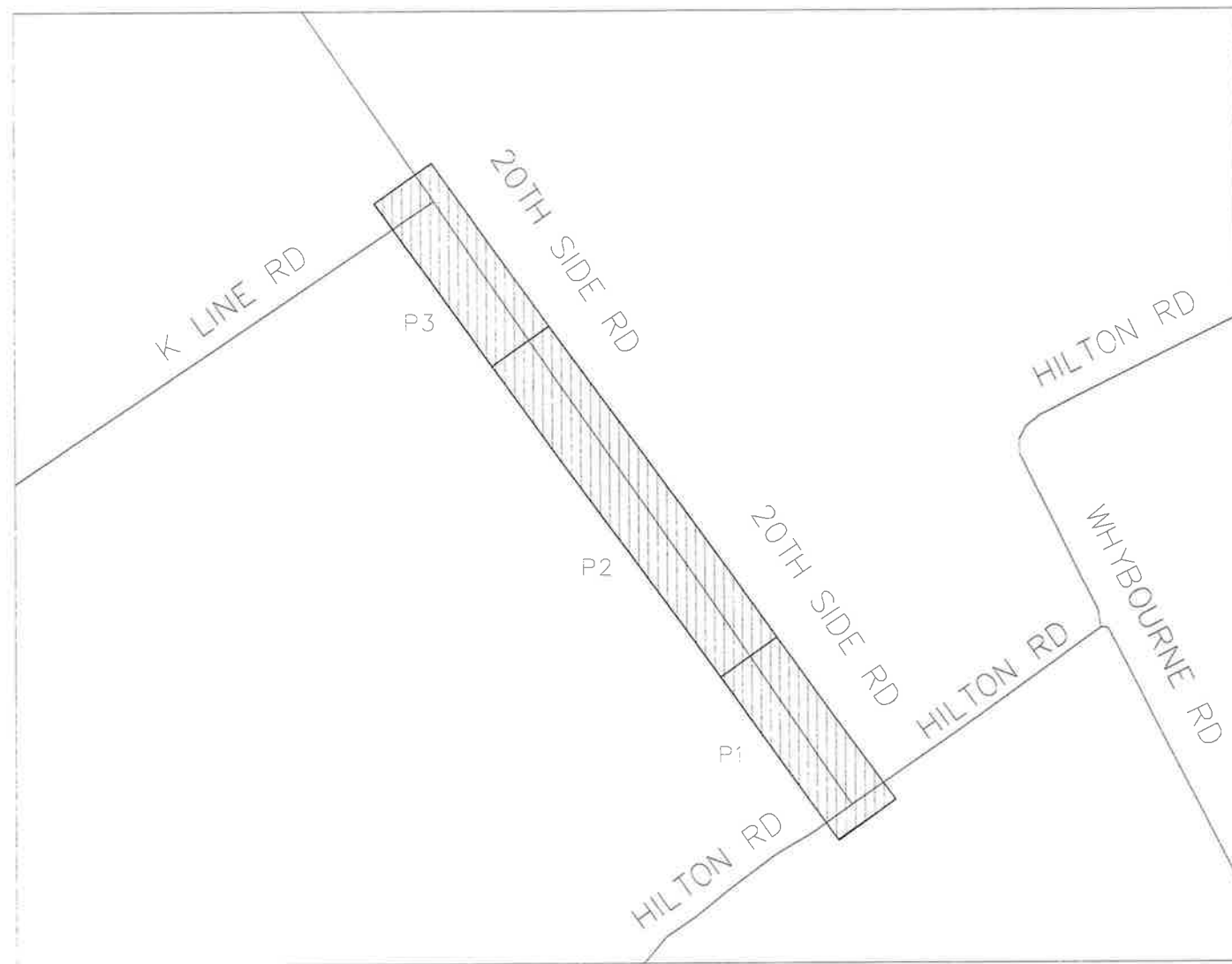
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Reeve Rodney Wood

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Acting Clerk Sara Dinsdale

TOWNSHIP OF HILTON  
TRUNK ID # TRUNK40363  
DISTRIBUTION KEYMAP



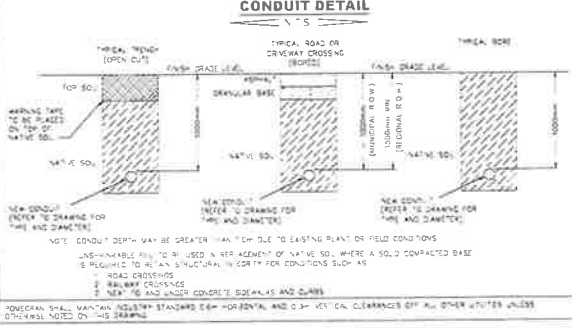
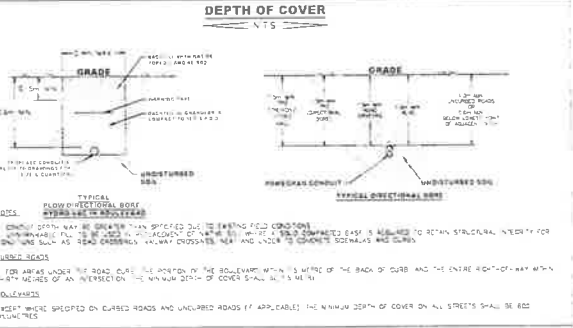
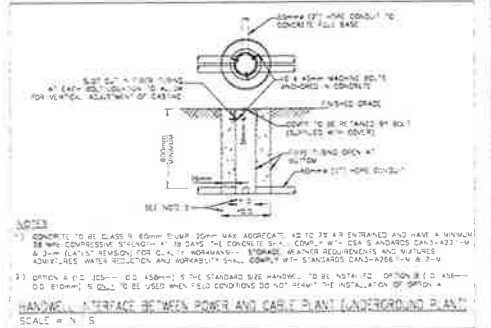
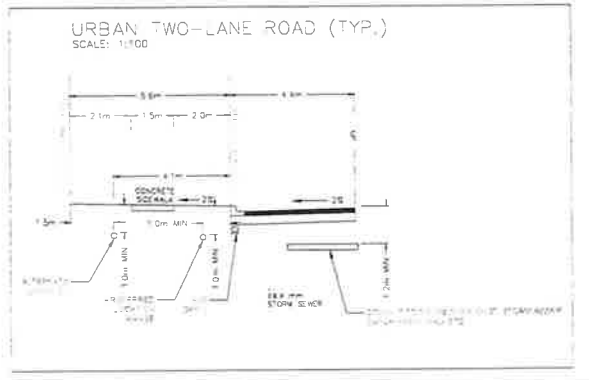
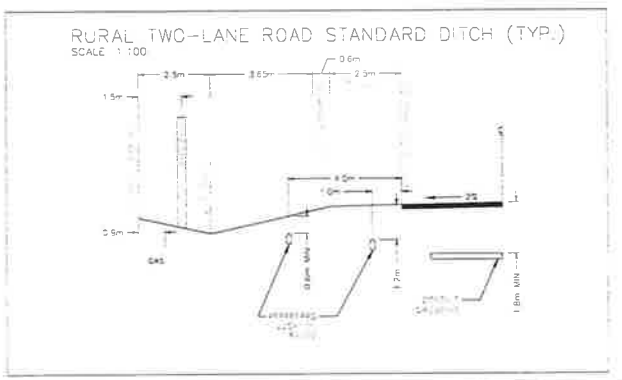
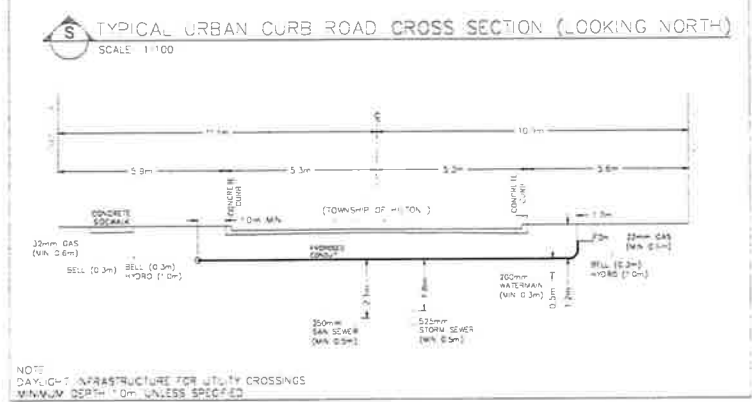
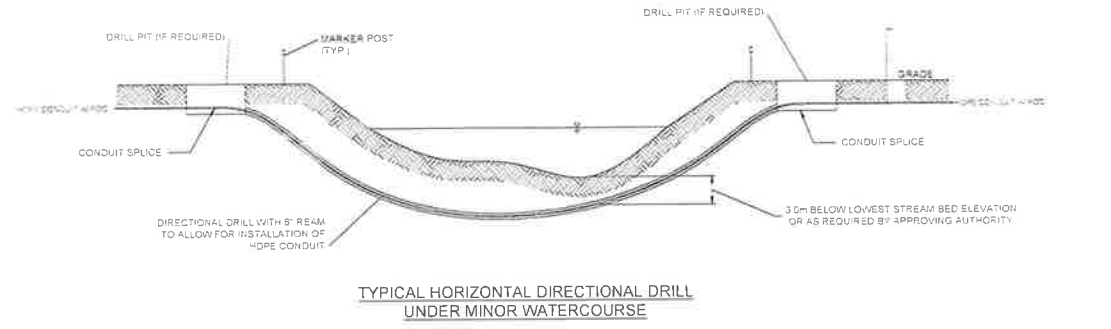
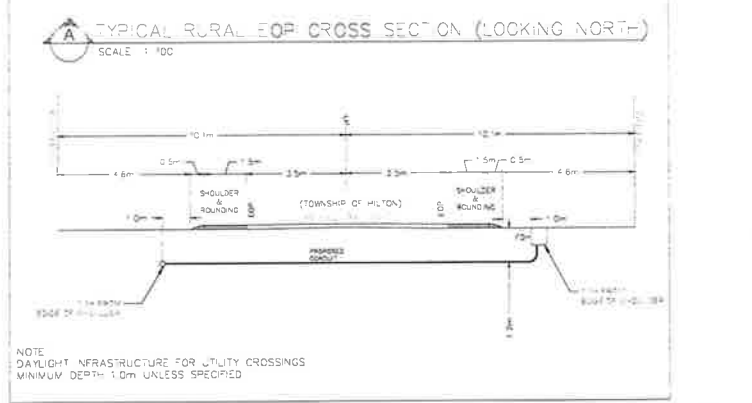
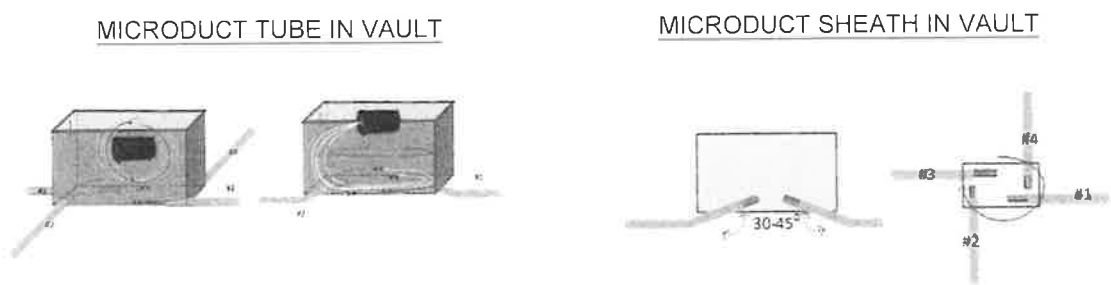
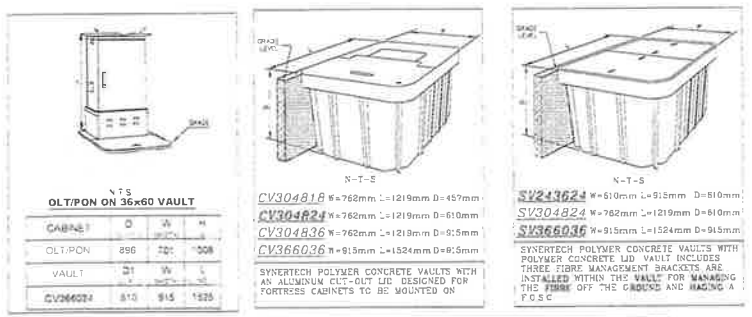
**CYIENT**

ELNAZ BOKRAH  
500 ALDEN RD MARKHAM ON L3R 3T7  
Email: Elnaz.Bokrah@cyient.com

**GENERAL NOTE**

- 1 THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND MAINTENANCE OF PUBLIC AND PRIVATE PROPERTIES. HE SHALL PROTECT, BRACE, SUPPORT AND MAINTAIN ALL UNDERGROUND PIPES, CONDUITS, DRAINS AND OTHER UNDERGROUND CONSTRUCTION UNCOVERED OR OTHERWISE AFFECTED BY THE CONSTRUCTION.
- 2 WORK PERFORMED:  
CERTAIN LINES, SEWERS, CULVERTS, DRAINS, CABLES AND OTHER EXISTING SUBSURFACE STRUCTURES IN THE VICINITY OF THE WORK TO BE COMPLETED ARE INDICATED ON THE PLANS ACCORDING TO THE BEST INFORMATION AVAILABLE TO THE SURVEY CREW. HOWEVER, THERE IS NO GUARANTEE OF ACCURACY OF SUCH INFORMATION AND ANY DAMAGE TO SUBSURFACE STRUCTURES OR DELAY TO THE CONTRACTOR DUE TO ENCOUNTERING STRUCTURES, CABLES OR PIPELINES NOT SHOWN OR IN LOCATIONS DIFFERENT FROM THOSE INDICATED ON THE PLANS SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND SHALL NOT CONSTITUTE A CLAIM FOR ADDITIONAL PAYMENT.
- 3 THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DAMAGE TO STREETS, CURBS, SIDEWALKS, RETAINING AND LANDSCAPING WALLS, ROADS, HIGHWAYS, SHOULDERS, DITCHES, EMBANKMENTS, CULVERTS, STORM DRAINS, BRIDGES OR OTHER PUBLIC OR PRIVATE PROPERTY OR FACILITY, REGARDLESS OF LOCATION OR CHARACTER, WHICH MAY BE CAUSED BY MOVING, HAULING OR OTHERWISE TRANSPORTING EQUIPMENT, MATERIALS OR MEN TO OR FROM THE WORK OF ANY SITE THEREOF, WHETHER BY HIM OR HIS SUBCONTRACTOR OR SUBCONTRACTORS.
- 4 EXTREME CARE SHALL BE EXERCISED TO AVOID HITTING OR CAUSING DAMAGE TO SUBSURFACE OBSTRUCTIONS. OWNERS OF SUBSURFACE STRUCTURES WILL BE NOTIFIED IN ADVANCE OF EXCAVATION WORK BY THE CONTRACTOR AND A REQUEST WILL BE MADE TO LOCATE THE AFFECTED PLANT. THE PROPOSED CONDUIT MAY BE PLACED ABOVE OR BELOW THE FOREGOING PLANT DEPENDING ON THE DEPTH OF THE PLANT AND THE REQUIRED DEPTH OF THE PROPOSED PLANT. MINIMUM VERTICAL / HORIZONTAL CLEARANCES WILL BE MAINTAINED TO MEET SPECIFIC CITY REQUIREMENTS. EXTRA TRENCH DEPTH MAY BE REQUIRED TO SATISFY THE ABOVE CONDITIONS.
- 5 THE CONTRACTOR SHALL MAKE, WITHOUT DELAY, SATISFACTORY AND ACCEPTABLE ARRANGEMENTS WITH THE AGENCY OR AUTHORITY HAVING JURISDICTION OVER THE DAMAGED PROPERTY, SURFACE, STRUCTURE OR FACILITY COVERING ITS REPAIR OR DAMAGE REPLACEMENT OR PAYMENT OF COSTS INCURRED IN CONNECTION WITH SAID DAMAGE.
- 6 THE CONTRACTOR SHALL CLEAR BRUSH OR TREES UNDER THE FOLLOWING CONDITIONS:  
WHEN BRUSH CLEARING IS SPECIFIED ON CONSTRUCTION DRAWINGS AND, WHEN BRUSH OBSTACLES PLACING CABLE ALONG ROUTE.
- 7 ALL BRUSH AND DEBRIS WILL BE REMOVED FROM THE RIGHT-OF-WAY AT SOLE EXPENSE OF THE CONTRACTOR.
- 8 EVERY EFFORT WILL BE MADE BY THE CONTRACTOR TO AVOID DAMAGE TO ORNAMENTAL SHRUBBERY OR TREES ON PUBLIC OR PRIVATE RIGHT-OF-WAYS. DAMAGE REPAIR IS AT THE SOLE EXPENSE OF THE CONTRACTOR.
- 9 ALL WORK TO BE PERFORMED IN STRICT ACCORDANCE WITH THE APPLICABLE CODES OR REQUIREMENTS OF ANY REGULATING GOVERNMENTAL AGENCY, POMEGRAN OR THE RIGHT-OF-WAY GRANTOR.
- 10 CONTRACTOR IS RESPONSIBLE FOR ALL TRAFFIC SIGNS AND TRAFFIC CONTROL IN ACCORDANCE WITH THE MUNICIPAL, REGIONAL AND PROVINCIAL REGULATIONS.
- 11 CONTRACTOR IS RESPONSIBLE FOR PHYSICALLY LOCATING ALL UTILITIES PRIOR TO CONSTRUCTION ACTIVITY.
- 12 ALL BURIED CONDUIT CABLE WILL BE PLACED AT 100MM (1 3/8") MINIMUM COVER UNLESS SPECIFIED OTHERWISE ON THE CONSTRUCTION DRAWINGS.
- 13 POMEGRAN OPERATIONS PERSONNEL TO BE CONTACTED BY THE CONTRACTOR 48 HOURS PRIOR TO CONSTRUCTION.
- 14 FIBER OPTIC CABLE TAGS TO BE ATTACHED AT EACH MAN-HOLE HANDWELL POLE.
- 15 BORE ALL CONCRETE DRIVEWAYS AND RAUPS UNLESS OTHERWISE SPECIFIED FROM PLUS ENDS OF CONDUIT. THE OFF-PULL ROPE AND PLUS ENDS OF UNDERDUIT.
- 16 THE CONTRACTOR SHALL CHECK AND VERIFY CONDITIONS, CLEARANCES, AND DIMENSIONS AT THE SITE AND REPORT ANY DISCREPANCIES TO THE ENGINEER BEFORE PROCEEDING WITH THE WORK.
- 17 ALL EXISTING UTILITIES MUST BE EXPOSED BY HAND DIGGING OR HYDRO EXCAVATION PRIOR TO CROSSING.
- 18 ALL RESTORATION REQUIREMENTS INCLUDING BACKFILL AND COMPACTON TO MEET APPROPRIATE MUNICIPAL SPECIFICATIONS AND STANDARDS.
- 19 ALL PAVEMENT, CURBS AND SIDEWALK CUTS TO HAVE STRAIGHT EDGES.
- 20 REPLACE SIDEWALKS BY THE FULL SECTION.
- 21 CONTRACTORS TO TRIM ALL CURBS AND TREE ROOTS ENCOUNTERED.
- 22 WHEN BREAKING OUT EXISTING DUCTS WITH CABLES INSIDE A STEEL GUARD OR SIMILAR PROTECTIVE ELEMENT MUST BE SLID INTO THE DUCT TO PROTECT THE CABLES DURING BREAKOUT WITH JACK HAMMERS OR SIMILAR DEVICES.
- 23 DRAWINGS ARE NOT TO BE SCALED.
- 24 PROPERTY LINES ARE APPROXIMATE AND SHOWN FOR INFORMATION PURPOSES ONLY.
- 25 ALL IN-SITE CONDITIONS, CLEARANCES AND DIMENSIONS BOTH EXISTING AND ASSUMED ARE TO BE CHECKED AND VERIFIED BY THE CONTRACTOR. CONTRACTORS REPORT ANY DISCREPANCIES TO POMEGRAN AND THE ENGINEERING FIRM PRIOR TO PROCEEDING WITH ANY WORK.
- 26 THE POSITION OF POLE LINES, CONDUITS, WATERMANS, SEWERS AND OTHER UNDERGROUND AND ABOVE UTILITY PLANT AND STRUCTURES AS SHOWN ARE NOT EXACT. THE ACCURACY OF THE POSITION OF SUCH UTILITY PLANT AND STRUCTURES IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL CONFIRM THE EXACT LOCATION OF ALL UTILITY PLANT AND STRUCTURES.

# STANDARD DETAILS



**POMEGRAN**

**ROCK NETWORKS**

**CYENT**

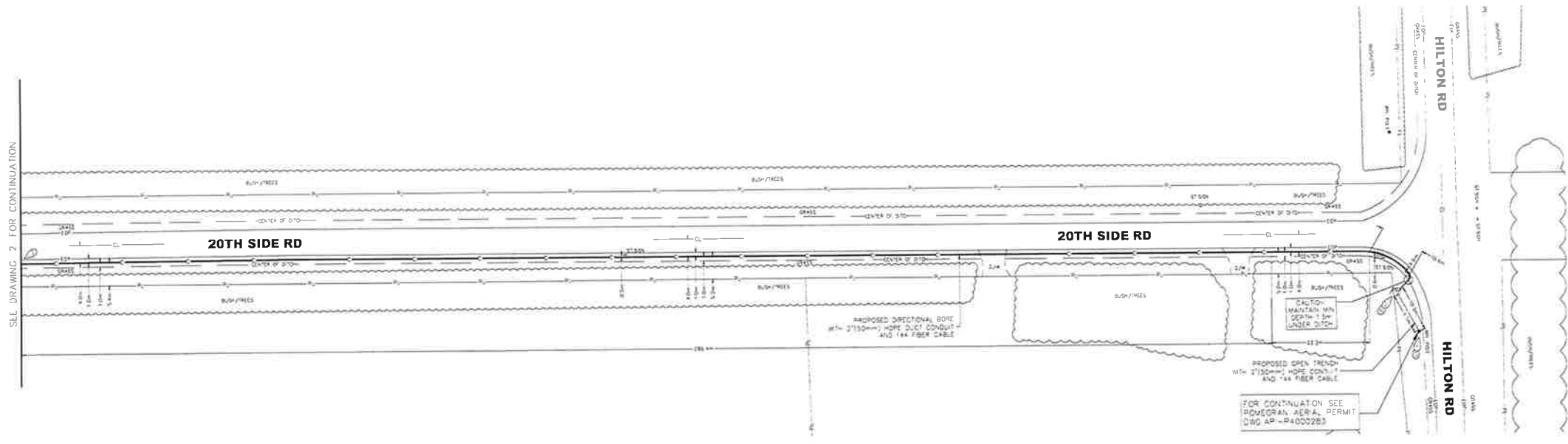
ELHAZ BOUKRAN  
800 ALDEN RD MARKHAM ON L3R 3T7  
Email: Elhaz.Boukran@cyent.com

- GENERAL NOTE**
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND MAINTENANCE OF PUBLIC AND PRIVATE PROPERTIES. HE SHALL PROTECT BRACE, SUPPORT AND MAINTAIN ALL UNDERGROUND PIPES, CONDUITS, DRAINS AND OTHER UNDERGROUND CONSTRUCTION UNCOVERED OR OTHERWISE AFFECTED BY THE CONSTRUCTION WORK PERFORMED.
  - CERTAIN PIPE LINES (SEWERS, CULVERTS, DRAINS, CABLES AND OTHER EXISTING SUBSURFACE STRUCTURES) IN THE VICINITY OF THE WORK TO BE COMPLETED ARE INDICATED ON THE PLANS ACCORDING TO THE BEST INFORMATION AVAILABLE TO THE SURVEY CREW. HOWEVER, THERE IS NO GUARANTEE OF ACCURACY OF SUCH INFORMATION AND ANY DAMAGE TO SUBSURFACE STRUCTURES OR DELAY TO THE CONTRACTOR DUE TO ENCOUNTERING STRUCTURES, CABLES OR PIPELINES NOT SHOWN OR IN LOCATIONS DIFFERENT FROM THOSE INDICATED ON THE PLANS SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND SHALL NOT CONSTITUTE A CLAIM FOR ADDITIONAL PAYMENT.
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  - THE CONTRACTOR SHALL CLEAR BRUSH OR TREES UNDER THE FOLLOWING CONDITIONS:
    - WHEN BRUSH CLEARING IS SPECIFIED ON CONSTRUCTION DRAWINGS AND WHEN BRUSH IMPEDES PLACING CABLE ALONG ROUTE.
    - ALL BRUSH AND DEBRIS WILL BE REMOVED FROM THE RIGHT-OF-WAY AT SOLE EXPENSE OF THE CONTRACTOR.
    - EVERY EFFORT WILL BE MADE BY THE CONTRACTOR TO AVOID DAMAGE TO ORNAMENTAL SHRUBBERY OR TREES ON PUBLIC OR PRIVATE RIGHT-OF-WAYS. DAMAGE REPAIR IS AT THE SOLE EXPENSE OF THE CONTRACTOR.
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  - CONTRACTOR IS RESPONSIBLE FOR ALL TRAFFIC SIGNAGE AND TRAFFIC CONTROL IN ACCORDANCE WITH THE MUNICIPAL, REGIONAL AND PROVINCIAL REGULATIONS.
  - CONTRACTOR IS RESPONSIBLE FOR PHYSICALLY LOCATING ALL UTILITIES PRIOR TO CONSTRUCTION ACTIVITY.
  - ALL BURIED CONDUIT/CABLE WILL BE PLACED AT 1000MM (1.0M) MINIMUM COVER UNLESS SPECIFIED OTHERWISE ON THE CONSTRUCTION DRAWINGS.
  - POMEGRAN OPERATIONS PERSONNEL TO BE CONTACTED BY THE CONTRACTOR 48 HOURS PRIOR TO CONSTRUCTION.
  - FIBER OPTIC CABLE TAGS TO BE ATTACHED AT EACH MANHOLE/MANHOLE POLE.
  - SORE ALL CONCRETE DRIVEWAYS AND RAMPS UNLESS OTHERWISE SPECIFIED FORM PLUG ENDS OF CONDUIT. THE OFF ROLL, ROPE AND PLUG ENDS OF MICRODUCT.
  - THE CONTRACTOR SHALL CHECK AND VERIFY CONDITIONS, CLEARANCES AND DIMENSIONS AT THE SITE AND REPORT ANY DISCREPANCIES TO THE ENGINEER BEFORE PROCEEDING WITH THE WORK.
  - ALL EXISTING UTILITIES MUST BE EXPOSED BY HAND DIGGING OR WEDGING EXCAVATION PRIOR TO CROSSING.
  - ALL RESTORATION REQUIREMENTS INCLUDING BACKFILL AND COMPACTION TO MEET APPROPRIATE MUNICIPAL SPECIFICATIONS AND STANDARDS.
  - ALL PAVEMENT, CURB AND SIDEWALK CUTS TO HAVE STRAIGHT EDGES.
  - REPLACE SIDEWALKS BY THE FULL SECTION.
  - CONTRACTORS TO TUNNEL ALL CURBS AND TREE ROOTS ENCOUNTERED WHEN BREAKING OUT EXISTING DUCTS WITH CABLES INSIDE A STEEL SQUARE OR SIMILAR PROTECTIVE ELEMENT MUST BE SUBMITTED TO THE DUST TO PROTECT THE CABLE DURING BREAKOUT WITH JACK HAMMERS OR SIMILAR DEVICES.
  - DRAWINGS ARE NOT TO BE SCALED.
  - PROPERTY LINES ARE APPROXIMATE AND SHOWN FOR INFORMATION PURPOSES ONLY.
  - ALL WORK SITE CONDITIONS, CLEARANCES AND DIMENSIONS BOTH EXISTING AND ASSUMED ARE TO BE CHECKED AND VERIFIED BY THE CONTRACTOR. CONTRACTORS REPORT ANY DISCREPANCIES TO POMEGRAN AND THE ENGINEERING FIRM PRIOR TO PROCEEDING WITH ANY WORK.
  - THE POSITION OF POLE LINES, CONDUITS, WATERMANS, SEWERS AND OTHER UNDERGROUND AND ABOVE UTILITY PLANT AND STRUCTURES AS SHOWN ARE NOT EXACT. THE ACCURACY OF THE POSITION OF SUCH UTILITY PLANT AND STRUCTURES IS NOT GUARANTEED BEFORE STARTING WORK. THE CONTRACTOR SHALL CONFIRM THE EXACT LOCATION OF ALL UTILITY PLANT AND STRUCTURES.

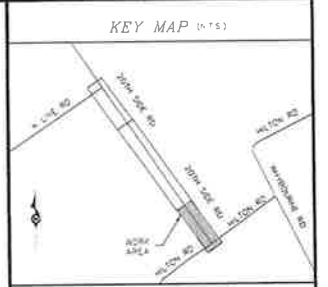


(b)(iii)

PLAN VIEW  
SCALE = 1" = 50'



SEE DRAWING 2 FOR CONTINUATION



TOWNSHIP OF HILTON

LEGEND

---	STREET USE
---	PROPERTY LINE
---	PROPOSED OPTICAL CONDUIT
---	EXISTING ROAD
---	CONCRETE CURB
---	EXISTING GAS
---	EXISTING WATER
---	EXISTING BELL
---	ADJ. SIDE
---	STREET LIGHT
---	SE. SIDE
---	NEW MANHOLE
---	NEW MANHOLE
---	PROPOSED OPTICAL VALVE
---	NEW OPTICAL VALVE
---	EXISTING MANHOLE
---	EXISTING OPTICAL
---	EXISTING VALVE
---	SEAL OPTICAL
---	HYDRO TRANSFORMER
---	WATER MANHOLE
---	SEAL MANHOLE
---	HYDRO MANHOLE
---	STORM MANHOLE
---	SANITARY MANHOLE
---	MISCELLANEOUS MANHOLE
---	MANHOLE
---	CATCH BASIN
---	WATER VALVE
---	HYDRANT
---	DRIVE
---	ROAD SIGN
---	TRAFFIC BOX
---	RAIL TRACKS
---	AND/OR

PROJECT DRAWINGS HAVE BEEN RESEVENED BY THE TOWN OF HILTON. THE TOWN ENGINEER HAS REVIEWED THE DRAWINGS AND APPROVED THEM FOR CONSTRUCTION. THE TOWN ENGINEER'S REVIEW IS LIMITED TO THE TECHNICAL ASPECTS OF THE DRAWINGS AND DOES NOT CONSTITUTE A GUARANTEE OF THE ACCURACY OF THE INFORMATION PROVIDED.

RECORD OF INSPECTION

AS CONSTRUCTED

AERIAL INSTALLATION  BURIED INSTALLATION

DATE: 10/15/24

ISSUED FOR PERMIT APPROVAL: CPT

DATE: 10/15/24

REVISIONS:

DESIGNED BY: POMEGRAN

DESIGNED BY: ROCK NETWORKS

CYIENT

TOWNSHIP OF HILTON

20th Side Rd & Hilton Rd

DATE: 10/15/24

DRAWN BY: T. WILKINSON

SCALE: 1" = 50'

PROJECT NO: 2024-001

DATE: 10/15/24

PROJECT NO: 2024-001

DATE: 10/15/24

PROJECT NO: 2024-001

DATE: 10/15/24

SCOPE OF WORK

NO.	DESCRIPTION	THIS PAGE	TOTAL PAGES
1)	DIRECTIONAL BORE	324m	133m
2)	OPEN TRENCH	11m	11m
3)	2"(50mm) HDPE DUCT CONDUIT	338m	338m
4)	1 WAY HDPE MICRO DUCT	0m	0m
5)	GLB 3048	1	2
6)	WINDOW CUT	0	1

- CONSTRUCTION NOTES
- OPEN TRENCH 11m AND INSTALL NEW 1-2"(50mm) HDPE DUCT CONDUIT AND 144 FIBER CABLE
  - DIRECTIONAL BORE 324m AND INSTALL NEW 1-2"(50mm) HDPE DUCT CONDUIT AND 144 FIBER CABLE
  - PROPOSED POMEGRAN GLB 3048
  - DIP LOCATION

**CAUTION** PROPERTY LINE DRAWN AS PER RECORD AERIAL AND MAY NOT BE ACCURATE. VERIFY LOCATION OF PROPERTY LINE.

**CAUTION - HAND DIG** WHEN CROSSING WITHIN 10m OF EXISTING UTILITIES.

**CAUTION** REFER TO MUNICIPAL CODES FOR VERTICAL AND HORIZONTAL CLEARANCE REQUIREMENTS.

**IMPORTANT NOTE:** THIS DRAWING COMPLIES WITH MUNICIPAL CODES FOR VERTICAL AND HORIZONTAL CLEARANCE REQUIREMENTS.







6(c1)

Clerk Report: 2025-03-20-01

Meeting Date: March 20, 2025

Subject: **Roads Department Expenses**

Regular Council Meeting

Prepared by: Sara Dinsdale

---

I received a request to include the attached summary of Roads Department expenses for Council to review. A summary of all of 2024 is included to compare to January and February 2025 expenses.

Included in the expense summary you will see a purchase for 11" Nordik blades complete with holder plate that was ordered from Whites Wearparts LTD. The payment for this purchase has not been submitted yet in order to allow council to review and discuss.

## 2025 Roads Purchases Summary

<b>January</b>	<b>Date</b>	<b>Supplier</b>	<b>Item</b>	<b>Cost</b>
Shop Supplies	Jan. 8, 2025	Certified Lab.	Grease (premlube)	\$623.43
	Jan. 10, 2025	Leonard	Sling-Choker - safety glasses, gloves, earplugs, paint	\$92.09
	Jan. 15, 2025	Princess Auto	Slings, measuring wheel, shackles	\$174.98
	Jan. 15, 2025	Linde	cut off/grinder wheels	\$270.47
	Jan. 16, 2025	Amazon	Flint strikers & missing receipt	\$22.80
	Jan. 17, 2025	Amazon	Missing Receipt	\$171.73
	Jan. 20, 2025	Cdn Tire	Oil, gas can, premix coolant	\$149.95
	Jan. 30, 2025	Timbermart	Hardware and supplies for shelves	\$475.14
	Jan. 30, 2025	Kentvale	chainsaw oil, hose couplers/hardware, utility knife & blade)	\$111.79
			<b>Total</b>	<b>\$2,092.38</b>
Mileage		Leonard	193km (when pickup was down-Co-op, patrol, total electric)	\$138.96
			<b>Total</b>	<b>\$138.96</b>
Plow Truck Maintenance Equipment Maintenance	Jan. 16, 2025	Traction	Drums of Def Fluid	\$559.62
	Jan. 7, 2025	Kentvale	Chainsaw service	\$157.47
	Jan. 16, 2025	Kentvale	Tractor tire tubes	\$22.69
		<b>Total</b>	<b>\$739.78</b>	
Pick up Gas	Jan. 9, 2025	Turn Off	Pickup gas	\$158.76
	Jan. 15, 2025	Big Arrow	Pickup Gas	\$54.80
	Jan. 30, 2025	Turnoff	Pickup gas	\$82.86
			<b>Total</b>	<b>\$296.42</b>
Pickup Maintenance	Jan. 8, 2025	Parts Avatar	ignition cables, filters, spark plugs, brake parts	\$656.44
	Jan. 10, 2025	Leonard	Atlas - Sway bar links	\$30.28
	Jan. 10, 2025	Leonard	Total Electric - Truck starter	\$111.94
			<b>Total</b>	<b>\$798.66</b>
Tools	Jan. 8, 2025	Kentvale	Chainsaw file	\$12.81
		Leonard	Amazon - Impact socket set	\$178.07
		Leonard	Amazon - ratchet tie downs, bungee cords	\$47.86
		Leonard	Amazon- wheel chocks, impact adapters, Dewalt grinder, die grinder kit, Deep impact sockets, axle nut impact sockets	\$387.59
	Jan. 16, 2025	Amazon	Screwdriver set	\$39.12
	Jan. 17, 2025	Amazon	Number & letter punch set	\$20.35
	Jan. 17, 2025	Amazon	Fuel transfer pump (for diesel fuel tank)	\$91.58
	Jan. 20, 2025	Canadian tire	Drill bit set, torque set, pry bar set, Dewalt battery, 50' cord)	\$687.93
			<b>Total</b>	<b>\$1,465.31</b>
			<b>January total</b>	<b>\$5,531.51</b>

60 iii)

<b>February</b>	<b>Date</b>	<b>Supplier</b>	<b>Item</b>	<b>Cost</b>
Shop Supplies	Feb. 12, 2025	Leonard	Amazon - Electrical wire, tire rack	\$161.17
	Feb. 28, 2025	Linde	Welding rod	\$260.32
		TimberMart	Sediment faucet, door sweep	\$287.14
			<b>Total</b>	<b>\$708.63</b>
Plow Truck Maintenance	Feb. 12, 2025	Leonard	Check valve	\$29.99
	Feb. 20, 2025	White's	One-way plow blades	\$3,679.39
			<b>Total</b>	<b>\$3,709.38</b>
Pick up Gas	Feb. 12, 2025	Turn Off	Pickup Gas	\$146.01
	Feb. 21, 2025	Turn Off	Pickup Gas	\$36.02
	Feb. 26, 2025	Big Arrow	Pickup Gas	\$170.61
			<b>Total</b>	<b>\$352.64</b>
Tools	Feb. 12, 2025	Leonard	Amazon - Torch, nut driver set, tape measurer, fuel nozzle, Dewalt grease gun & blow gun	\$741.76
	Feb. 26, 2025	Princess A.	Hyd. Jack, ladder, sawhorses, grinder, earmuffs, pipe wrench, safety glasses	\$961.48
	Feb. 27, 2025	Amazon	HD Ratchet tie down hauling chain	\$418.22
			<b>Total</b>	<b>\$2,121.46</b>
Misc. Equipment	Feb. 27, 2025	Amazon	Pallet forks for backhoe	\$235.06
			<b>February Total</b>	<b>\$7,127.17</b>

Total Roads & Shop Purchases for January and February 2025: **\$12,658.68**

Summary	Jan/Feb 2025	2024
Shop Supplies	\$ 2,801.01	\$ 1,458.13
Plow & Pick Up Maintenance	\$ 5,067.66	\$ 3,341.31
Misc Equipment & Maintenance	\$ 415.22	\$ 7,006.37
Pick Up Gas	\$ 649.06	\$ 2,575.82
Tools	\$ 3,586.77	\$ 491.18
reimbursed mileage	\$ 138.96	\$
	<b>\$12,658.68</b>	<b>\$ 14,872.81</b>

**HILTON UNION FIRE DEPARTMENT**

Resolution No. F2025 - 03

March 19, 2025

**Moved:**

Mike Garside \_\_\_\_\_  
Janet Gordanier \_\_\_\_\_  
Rodney Wood  \_\_\_\_\_  
Dave Leask \_\_\_\_\_  
Sally Cohen \_\_\_\_\_  
Brian Delvecchio \_\_\_\_\_  
Sarah Brown \_\_\_\_\_  
Kelly Rathwell \_\_\_\_\_

**Seconded:**

Mike Garside \_\_\_\_\_  
Janet Gordanier \_\_\_\_\_  
Rodney Wood \_\_\_\_\_  
Dave Leask \_\_\_\_\_  
Sally Cohen  \_\_\_\_\_  
Brian Delvecchio \_\_\_\_\_  
Sarah Brown \_\_\_\_\_  
Kelly Rathwell \_\_\_\_\_

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does agree to the purchase of 12 SCBA's from PPE Solutions as per the attached quote #PPEQ14894-01.

Carried:  \_\_\_\_\_

Defeated: \_\_\_\_\_

Chairperson: B. De



905 Dillingham Road, unit #7  
Pickering, Ontario L1W 3X1  
Phone: (888) 999-0316  
[www.ppes.ca](http://www.ppes.ca)

03/13/25  
**QUOTE**  
PPEQ14894-01

<b>Prepared For</b> Britney MacKay britney@hiltontownship.ca Phone (705) 246-2472 Fax (705) 246-2913	<b>Hilton Fire Department</b> 2983 Base Line Hilton Beach, ON P0R 1G0 Terms: Net 30	<b>Representative</b> Brett Leng Brett.Leng@ppesolutions.ca Phone 888-999-0316 x9 Fax
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Description	Qty	FD Price	Ext. Price
804101-01 SCBA CYLINDER & VALVE, ALUMINUM, 2.2, 30-MIN, CGA <i>Before April 1st price increase - Freight PPDNC</i>	12	\$908.00	\$10,896.00
		Subtotal	\$10,896.00
		HST	\$1,416.48
		<b>TOTAL</b>	<b>\$12,312.48</b>

\*PPE has offered to pay the freight (approx. \$300) instead of offering a reduced price.

**Applicable Taxes & Shipping Charges - Additional to Unit Price (Unless Otherwise Noted).**  
Considering the current economic situation, it is impossible for us to guarantee our prices according to our usual 30-day policy.  
Therefore, the quoted prices are subject to change.



8a)

**2025 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		594.56	72.60	667.16
February				0.00
March				0.00
April				0.00
May				0.00
June				0.00
July				0.00
August				0.00
September				0.00
October				0.00
November				0.00
December				0.00
	<b>0.00</b>	<b>594.56</b>	<b>72.60</b>	<b>667.16</b>

**Actual Net Cost to date 2025**

**667.16**

**Total Inspection and Mileage Costs**

**Historical FYI:**

<b>2025</b>		667.16
2024	7,247.00	11,559.00
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**

<b>667.16</b>
<b>4,435.03</b>
<b>11,359.46</b>
<b>7,436.71</b>
<b>6,712.45</b>
<b>10,066.98</b>
<b>7,758.02</b>
<b>3,849.23</b>
<b>6,641.38</b>
<b>2,595.25</b>
<b>4,684.63</b>
<b>5,111.83</b>
<b>6,047.71</b>

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW #1448-25

Being a by-law to establish and require payment of various fees and charges.

WHEREAS by-laws imposing fees and charges are authorized under Part XII of the Municipal Act 2001, section 69 of the Planning Act, R.S.O. 1990, as amended, and the Building Code Act, as amended.

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

1. A tariff of fees and charges is hereby established as set out on the attached Schedule "A".
2. No request by any person for documentary, written or printed information relating to any land, building or structure in the municipality, or any application described in Schedule "A" will be processed, nor will any other municipal business be acknowledged unless and until the person requesting the information or submitting the application has paid the applicable fee in the prescribed amount as set out in Schedule "A" to this by-law.
3. Notwithstanding the tariff of fees prescribed in paragraph 1 of this by-law and contained in Schedule "A" hereto, Council may at its discretion, reduce the amount of or waive the requirement for the payment of the fee in respect of the application or service where the Council is satisfied that it would be unreasonable to require payment in accordance with the tariff of fees described in the attached Schedule "A".
4. Schedule "A" forms part of this by-law.
5. Should any part of this by-law, including any part of Schedule "A" be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the by-law shall be severable and that the remainder of this by-law including the remainder of Schedule "A" as applicable shall continue to operate and to be in force and effect.
6. This by-law rescinds By-Law # 1417-24.
7. The new fees will take effect on March 20, 2025.

Read first, and second time on the 12<sup>th</sup> day of February 2025.

Read a third time and finally passed this 20<sup>th</sup> day of March 2025.

\_\_\_\_\_  
Reeve Rodney Wood

\_\_\_\_\_  
Acting Clerk Sara Dinsdale



8b)iii)

Description of Fee or Charge	Fee or Charge	Authorizing by-law or legislation
<b>Freedom of Information Requests</b>		
To initiate request	5.00	O. Reg. 823
Copies and computer printouts	.20	O. Reg. 823
For manually searching a record each 15 mins. spent	7.50	O. Reg. 823
For preparing a record for disclosure, including severing a part of the record - for each 15 mins. spent	7.50	O. Reg. 823
<b>Roads</b>		
Entrance Permits - Permanent	160.00	By-Law 1448-25
Entrance Permits - Temporary	320.00	By-Law 1448-25
Excavating: per hour	96.00	By-Law 1448-25
Grading per hour (minimum call-out charge: \$160)	160.00	By-Law 1448-25
Plowing/Sanding: per hour (minimum call-out charge: \$145)	232.00	By-Law 1448-25
Grading/Plowing/Sanding: per season	TBA	By-Law 982-10
<b>Tax Sales</b>		
All associated fees to be set by Township of Hilton's solicitor and includes disbursements; HST and monthly interest charge of 2% on unpaid legal fees.		By-Law 1448-25

THE CORPORATION OF THE TOWNSHIP OF HILTON

By-law No. 1452-25

Being a by-law to prohibit overnight parking during specified months and times, and to prohibit parking on a highway and road allowance that interferes with the removal of snow or ice or the clearing of snow within the Corporation of the Township of Hilton.

**WHEREAS** the Council of the Corporation of the Township of Hilton deems it desirable to restrict the hours for parking or camping on the road allowances within the Township of Hilton;

**AND WHEREAS** Section 8 of the Municipal Act, 2001, S.O., 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person, for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 11 of the Municipal Act, 2001, S.O., 2001, c.25, as amended, authorizes municipalities to enact by-laws regulating parking;

**AND WHEREAS** pursuant to Section 63(1) of the Municipal Act, 2001, S.O., c.25, permits a municipality, subject to subsection 170(15) of the Highway Traffic Act R.S.O. 1990, c.H.8, to remove and impound or restrain and immobilize any object or vehicle placed, stopped, standing or parked on or near a highway in contravention of this by-law;

**AND WHEREAS** pursuant to Section 100 and 101(1) of the Municipal Act, 2001, S.O., c.25 as amended, permits a municipality, subject to subsection 170(15) of the Highway Traffic Act, R.S.O. 1990, c. H.8, to remove and impound or restrain and immobilize any vehicle, at the owner's expense, parked or left in contravention of this by-law.

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

**1. DEFINITIONS**

1.1 In this By-law:

"Council" means the Council of the Corporation of the Township of Hilton

"Highway" includes a common and public highway, street, driveway, any part of which is intended for, or used by, the general public for the passage of vehicles and includes the area between the lateral property lines thereof;

"Highway Traffic Act" means the Ontario Highway Traffic Act, R.S.O. 1990, c. H.8, as amended;

"Motor Vehicle" includes an automobile, motorcycle, trailer, and any other vehicle propelled or driven otherwise than by muscular power;

"Municipal By-law Enforcement Officer" means a person appointed by the Council of the Corporation of the Township of Hilton to enforce municipal by-laws;

"Park" or "Parking" when prohibited means the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of and while

actually engaged in loading or unloading merchandise or passengers;

"Shall" shall be construed as imperative.

"Road allowances" shall include all opened and unopened roads within the Township of Hilton.

## **2. INTERPRETATION**

### **2.1 In this By-law:**

- (a) Words importing the singular number or the masculine gender only, include more persons, parties or things of the same kind than one and females as well as males and the converse;
- (b) A word interpreted in the singular number has a corresponding meaning when used in the plural;
- (c) "Motor vehicle", when used as part of a prohibition of parking or stopping, includes any part thereof, and
- (d) "Subsection" when used without reference to another section, refers to a subsection contained in the same section in which the phrase is used.

2.2 It is declared that if any section, subsection or part or parts thereof be declared by any court of law to be bad, illegal or ultra vires, such section, subsection or part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.

## **3. GENERAL REGULATIONS**

3.1 No person shall park a motor vehicle or permit a motor vehicle to remain parked on any highway so as to interfere in any manner with the work of:

- (a) Removing snow or ice
- (b) Clearing of Snow
- (c) Grass Cutting
- (d) Brushing
- (e) Tree trimming
- (f) Cleaning Ditches

3.2 No person shall park a motor vehicle, travel trailer, motor home, tent trailer, tent or camper to remain parked on any highway or road allowance in the Township of Hilton at any time from November 1<sup>st</sup> of one year to April 30<sup>th</sup> of the following year.

3.3 No person shall park any motor vehicle, travel trailer, motor home, tent trailer, tent or camper of any type on any highway or road allowance in the Township of Hilton between May 1<sup>st</sup> and October 31<sup>st</sup> between the hours of 7:00 am and 7:00 pm every day, each week inclusive without having received prior permission from the municipality.

3.4 Any vehicle, travel trailer, motor home, tent trailer, tent or camper of any type found parked on any road allowance between the above noted hours and for which the owner has not received prior permission from the municipality,

may be removed by the municipality at the owner's expense with no liability to the Township of Hilton.

#### **4. OFFENCES AND FINES**

- 4.1 Every person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.R.S. 1990, c. P. 33, as amended.

#### **5. VEHICLES SUBJECT TO REMOVAL WHEN ILLEGALLY PARKED**

- 5.1 In addition to any other penalties provided by this By-law, upon discovery of any motor vehicle parked on any highway or road in contravention of any provision of this By-law, a municipal by-law enforcement officer or police officer may cause such motor vehicle to be moved or taken to and placed or stored in a suitable place, without notice.
- 5.2 All costs and charges incurred for removing, taking away and storing a motor vehicle pursuant to Subsection (1) of this Section, shall be a lien upon the motor vehicle, which lien may be enforced in the manner prescribed by Section 4 of the Repair and Storage Liens Act, R.S.O. 1990, C. R.25, as amended.

#### **6. PENALTY**

- 6.1 Every person who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act R.S.O. 1990, c. P.33, as amended.
- 6.2 Any person violating this by-law shall be subject to a penalty ranging from \$250.00 to \$500.00 as per the following:
- First Offence - \$250.00;  
Second Offence - \$400.00;  
Third or More Offences - \$500.
- 6.3 These set fines are exclusive of costs, and all such penalties shall be recoverable under the Provincial Offences Act. Offenders have the opportunity to remit the base amount of the fine directly to the Hilton Municipal Office, 2983 Base Line, Hilton Beach, Ontario, if they do not wish to go through the court.

#### **7. SEVERABILITY**

- 7.1 Where a Court of competent jurisdiction declares any section or part of a section of this by-law invalid, the remainder of this by-law shall continue in force unless the Court makes an Order to the contrary.

**8. REPEAL**

- 8.1 By-law #727 is hereby repealed.
- 8.2 Any By-law inconsistent with this by-law shall hereby be repealed.

**9. ENACTMENT**

This by-law shall come into force and effect upon third and final reading of Council.

Read a first and second time this 20<sup>th</sup> day of March 2025.

Read a third and final time and passed this 20<sup>th</sup> day of March 2025.

---

Reeve Rodney Wood

---

Acting Clerk Sara Dinsdale



THE CORPORATION OF THE TOWNSHIP OF HILTON

By-Law No. 1453-25

Being a by-law to establish procedures for the sale of land owned by the Municipality.

WHEREAS Section 268(1) of the Municipal Act, 2001, C. 25, requires the adoption of a by-law to govern the sale of land owned by the Municipality;

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

1. THAT where made applicable by Section 268 of the Municipal Act, 2001, this by-law shall apply to the sale of land owned by the Corporation including land leased for a period of 21 years or longer.
2. THAT prior to the disposal of municipally owned land the Council shall by resolution declare the land to be surplus.
3. THAT prior to the disposal of municipally owned land and where there is no exemption under the regulations, the Council shall obtain at least one appraisal of the fair market value of the subject land.
4. THAT the form of appraisal shall be an "Opinion of Value" from a Realtor.
5. THAT the Council may direct by resolution that the appraisal shall be conducted by an independent qualified appraiser who is a registered member in good standing of the Appraisal Institute of Canada.
6. THAT notice to the public of the proposed sale shall be given at least ten days, including holidays, prior to the disposal of the municipally owned land through publication, one time, in a newspaper having general circulation in the municipality. Notice may be extended by posting a notice on the subject property or at a nearby location chosen by the Clerk or his delegate.
7. THAT unsolicited offers to purchase municipally owned land may be processed on a first come, first serve, basis.
8. THAT when more than one party has expressed an interest in purchasing the municipally owned land or where the Council believes it to be in the best interest of the community, the Council may by resolution direct that the subject land be sold by tender or public auction.
9. THAT when the Council directs that the municipally owned land be sold by tender, the tendering policy and procedures in effect at the time shall apply with necessary modifications.
10. THAT the purchaser shall be responsible for all costs incurred or required to dispose of the municipally owned land including legal, survey, appraisal, encumbrances, advertising, improvements, administrative fees and any other such reasonably related costs.
11. THAT where the municipally owned land is not to be disposed of by tender, the purchaser shall pay in advance, the appraisal costs and the cost of giving notice to the public.
12. THAT where the municipally owned land is to be disposed of through public auction, the Treasurer of the municipality or a person named by the Treasurer shall act in the position of auctioneer.
13. THAT the fee for issuing a "Certificate of Compliance" pursuant to the Act shall be in accordance to the township's fees and charges schedule.

THE CORPORATION OF THE TOWNSHIP OF HILTON

By-Law No. 1453-25 (Continued)

14. THAT the price for shoreroad allowances shall be in accordance with Schedule "A" attached to, and forming part of, this by-law.
15. THAT By-law 843-05 is hereby rescinded.
16. THAT this by-law shall come into force on the date it is finally passed.

READ a first, second and third time, and finally passed this 20<sup>th</sup> day of March 2025.

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Reeve Rodney Wood

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Acting Clerk-Treasurer Sara Dinsdale

**THE CORPORATION OF THE TOWNSHIP OF HILTON**

**Schedule "A" to By-Law No. 1453-25**

**Shoreroad Allowances shall be sold according to the following prices and all such costs shall be the financial responsibility of the purchaser:**

1. \$30.00 per linear foot of water frontage; plus
2. Application/Administrative Charge of \$240.00; plus
3. All costs of the land transaction including the cost of all required notices, surveys, legal fees, and all documents required to be registered in the Land Registry Office.



# Memo

Meeting Date: March 20, 2025

Subject: **Insurance Renewal**

Regular Council Meeting

Prepared by: Sara Dinsdale

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Below are comments presented by the Township's Risk Advisor from Northern Insurance Brokers Inc. regarding the proposed renewal of insurance for your consideration:

- Municipal renewal terms, effective March 15th.
- Kindly note an overall Premium Decrease of -1.5%.

## **Municipal General Liability**

- Primary Liability & Environmental Impairment Liability increased by 5% as per standard inflationary changes.

## **Umbrella Liability**

- Increased by standard 5% inflation
- Excludes coverage sub-limited within the primary

## **Property including Machinery Breakdown**

- 4% increase to Blanket Limit due to inflationary increases
- Under Physical Damage, the Blanket POED Limit is \$5,674,385. This presentation is based on the Property schedule provided by your office.

## **Subjectivities**

- Subject to company's final approval of terms.



## **Automobile**

- IRCA Policy Rating (premium savings of 20%)
- This proposal is based on the Automobile schedule provided by your office.

## **Annual Low Risk Events (LCIS)**

- 8% Increase this year
- Additional Insured Vendor & Liquor Liability Endorsement included
- Policy Fee: \$50

Please see the below premium summary:

<b>SUMMARY</b>		
<b>Type of Coverage</b>	<b>Annual Premium</b>	<b>Tax</b>
<b>Casualty/Primary Liability</b>	\$14,416.00	\$1,153.28
<b>Umbrella Liability (1st Layer)</b>	\$5,309.00	\$424.72
<b>Property: TIV</b>	\$10,935.00	\$874.80
<b>Property: Boiler</b>	\$875.00	\$70.00
<b>Crime Primary</b>	\$850.00	\$68.00
<b>Automobile</b>	\$10,443.00	N/A
<b>Council Accident</b>	\$300.00	\$24.00
<b>Out of Province Medical Coverage</b>	\$300.00	\$24.00
<b>Volunteers Fire Fighters' Accident</b>	\$1,207.00	\$96.56
<b>LCIS - Annual Low Risk Events</b>	\$1,366.00	\$109.28
<b>LCIS Policy Fee</b>	\$50.00	\$4.00
<b>TOTALS:</b>	<b>\$46,051.00</b>	<b>\$2,848.64</b>

Premiums paid for 2024-2025 were \$46,671.00

To proceed, Northern Insurance Brokers Inc. will require the signed acceptance form that is attached.

11d) iii)



# Corporation Of The Township Of Hilton Insurance Proposal

March 15, 2025 - March 15, 2026  
12:01 a.m. Standard Time as to each said dates

February 28, 2025

## Important – Please Note The Following

### **Duty of Disclosure**

In addition to providing all basic information necessary to enable us to place the risk, you must ensure that you are complying with your legal duty of disclosure of all material matters relating to the risk. In particular, you must satisfy yourself as to the accuracy and completeness of the information you provide to insurers. In this respect, you must provide all information relating to the risk, whether favourable or not, which would influence the judgement of a prudent insurer in determining whether he will take the risk, and, if so, for what premium and on what terms. If all such information is not disclosed by you, insurers have the right to void the policy from its inception which may lead to claims not being paid.

### **Payment Terms**

Premiums are due and payable on receipt of a Marsh invoice. Payment should be made immediately to avoid any possible cancellation for non-payment of premium.

### **Period of Validity of Quote**

This offer remains open for acceptance by the Insured until the expiry of the current Municipal Insurance program policy (ies).

### **Breach of Warranty or Subjectivity**

If any of the terms and conditions contained in this proposal are identified as a “warranty” or as a subjectivity to binding or continuing cover, you should be aware that if the terms of the warranty as stated are breached or the subjectivity is not met, insurers may have the right to void the applicable coverage and deny any resulting or subsequent losses as a result.

### **Underinsurance**

It is important that all policy limits and amounts insured be reviewed carefully and at least annually to be certain they are adequate to provide full recovery in event of a loss.

### **Underwriting / Binding Authority**

Certain portions of this quotation of cover have been provided by Marsh Canada Limited acting in an underwriting capacity on behalf of the Insurer who, under a binding authority agreement, has given us authority to quote and confirm insuring terms, conditions and premiums. Marsh Canada Limited is not acting as an insurance broker in this instance and is not providing alternative terms or markets for the cover other than as quoted. For covers where Marsh Canada Limited does not act in an underwriting capacity nor has a binding authority agreement with the Insurer, coverage cannot be bound with those Insurers unless a request is made to the Insurer and confirmation of coverage is subsequently received by Marsh Canada Limited from the Insurer.

## **Material Changes From Expiring Policy**

You should carefully note any items identified in the "Changes from Expiry" section under each coverage as they represent material changes in cover from your previous policy.

## **Risk And Claims Information**

This proposal has been based on the risk and claims information provided and/or verified by you to Marsh Canada Limited. If any of this information is not correct or has changed in the interim, you must advise us immediately as the terms quoted may therefore be invalid and cover cannot be bound as quoted.

## **Taxes Payable By Insureds**

The following taxes as prescribed by federal and/or local laws and regulations will apply to all or certain portions of the premiums quoted and will be charged by Marsh Canada Limited in addition to the premiums quoted:

Provincial Sales Tax



## Canadian Councils Liability

<b>Limits of Liability:</b>	\$5,000,000	General Liability, including Sudden and Accidental Pollution any one Occurrence
	\$5,000,000	and in the Annual Aggregate for Products and Completed Operations during the Policy Period
<b>Extensions of Coverages:</b>	\$5,000,000	Employers' Liability; any one Claim
	\$5,000,000	Tenant Legal Liability; any one Occurrence
	\$5,000,000	Employee Benefit Liability; any one Claim
	\$5,000,000	*Incidental Medical Malpractice; any one Claim Retroactive Date: November 15, 1993
	\$50,000	Voluntary Medical Payments; any one Claim and in the Annual Aggregate during the Policy Period
	\$2,000,000	Forest Fire Fighting Expense; any one Occurrence and in the Annual Aggregate during the Policy Period
	\$50,000	Voluntary Payment for Property Damage; any one Occurrence and in the Annual Aggregate during the Policy Period
	\$250,000	Incidental Garage Operations; any one Occurrence and in the Annual Aggregate during the Policy Period
	\$100,000	Municipal Marina Legal Liability; any one Pleasure Craft
	\$1,000,000	Municipal Marina Legal Liability; in the Annual Aggregate for Legal Liability for Property Damage during the Policy Period
	\$500,000	Wrongful Dismissal (Legal Expense); any one Claim and in the Annual Aggregate during the Policy Period
	\$100,000	Conflict of Interest Reimbursement Expenses; any one Claim
	\$100,000	Legal Expense, Reimbursement Expenses; any one Claim and
	\$500,000	Legal Expense, Reimbursement Expenses; in the Annual Aggregate during the Policy Period
	\$5,000,000	Non-Owned Automobile (including Contractual Liability for Hired Automobiles); any one Occurrence
	\$250,000	Legal Liability for Damage to Hired Automobiles; any one Occurrence
	\$5,000,000	Wrap-Up Liability – Difference in Conditions and Difference in Limits; any one Occurrence
<b>Endorsements:</b>	\$5,000,000	*Municipal Errors and Omissions Liability; any one Claim and in the Annual Aggregate during the Policy Period Retroactive Date: November 15, 1993
	\$2,500,000	*Environmental Impairment Liability; any one Claim and
	\$5,000,000	Environmental Impairment Liability; in the Annual Aggregate during the Policy Period Retroactive Date: November 15, 1993
	\$2,000,000	*Abuse / Molestation Liability; any one Claim and
	\$2,000,000	Abuse / Molestation Liability; in the Annual Aggregate during the Policy Period Retroactive Date: March 15, 2025
		Voluntary Compensation; As per Endorsement No. 4 – Schedule of Benefits
	\$5,000,000	Police Officer Assault; any one Occurrence
	\$1,000,000	*Communicable Disease

INSURANCE PROPOSAL

<b>Deductibles:</b>	\$10,000	Public Entity General Liability; any one Occurrence including Products and Completed Operations, per Claimant in respect of Sewer Back-up
	\$10,000	Extensions of Coverage; per Occurrence / per Claimant for all Extensions of Coverage except;
	Nil	Extensions of Coverage; any one Occurrence with respect to Non-Owned Automobile Liability, Conflict of Interest and Legal Expense Reimbursement As per Endorsement No. 4 – Schedule of Benefits for Voluntary
	\$1,000	Extensions of Coverage; with respect to Legal Liability for Damage to Hired Autos
	\$10,000	Extensions of Coverage; with respect to Wrongful Dismissal (Legal Expense)
	\$5,000	Municipal Errors and Omissions Liability; any one Claim
	\$5,000	Environmental Impairment Liability; any one Claim
	\$10,000	Abuse / Molestation Liability; any one Claim
	\$10,000	Police Officer Assault; any one Occurrence
	\$25,000	Communicable Disease; each and every claim
<b>Additional Endorsements:</b>	<ul style="list-style-type: none"> <li>• Excluding Cyber, as per LMA5529</li> <li>• PFAS Exclusion, as per LMA5595 amended 29 July 2022</li> </ul>	
<b>Policy Form:</b>	B0509BOWC12451887 / EK2004502	
<b>Insurer(s) and Proportion of Participations(s):</b>	Certain Lloyd's Underwriters (Syndicate 1886) – 100%	
<b>Subject To:</b>	1. Terms will remain as indicated subject to no claims deterioration as of March 15, 2025.	

## Canadian Councils Umbrella Liability (1st Layer)

<b>Limit of Coverage:</b>	\$ 20,000,000	any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement
	\$ 20,000,000	any one Occurrence in the Annual Aggregate in respect of Products & Completed Operations
	\$ 20,000,000	*any one Occurrence in the Annual Aggregate in respect of Municipal Errors and Omissions Liability
	\$ 20,000,000	any one Occurrence in the Annual Aggregate in respect of Employee Benefits Liability
<b>Excess of Underlying Coverage(s) and Limit(s):</b>	\$ 5,000,000	any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement
	\$ 5,000,000	any one Occurrence and in the Aggregate in respect of Products and Completed Operations during the Policy Period
	\$ 5,000,000	*Incidental Medical Malpractice; any one Claim
	\$ 5,000,000	Municipal Errors and Omissions; in the Annual Aggregate
	\$ 5,000,000	Employer's Liability and Tenant's Legal Liability; any one Occurrence
	\$ 5,000,000	Employee Benefits Liability; any one Claim
	\$ 5,000,000	Non-Owned Automobile Liability including Contractual Liability
	\$ 5,000,000	Owned Automobile Liability (Aviva Insurance Company of Canada); any one Occurrence
<b>* Claims Made Coverage Note:</b>	Certain sections of this policy are written on a <b>CLAIMS MADE</b> basis. In order to trigger coverage, a claim must first be made against the insured during the Policy Period or the Extended Reporting Period of 90 days (or longer if purchased) and the act(s), which lead to the claim, must have occurred on or after the Retroactive Date. Furthermore, such claims must also be reported to the insurer during the policy period for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer.	
<b>Retained Limit:</b>	\$ Nil	
<b>Endorsements:</b>	<ul style="list-style-type: none"> <li>• Standard Excess Automobile Liability Policy Follow Form Named Insured, SPF No. 7</li> <li>• PFAS Exclusion, as per LMA5595 amended 29 July 2022</li> <li>• Communicable Disease excluded absolutely.</li> <li>• Cyber Excluded as per LMA5529.</li> </ul>	
<b>Policy Form:</b>	B0509BOWCI2451885 / EK2004498	
<b>Insurer(s) and Proportion of Participations(s):</b>	Certain Lloyd's Underwriters (Syndicate 1886) – 100%	
<b>Subject To:</b>	1. Terms will remain as indicated subject to no claims deterioration as of March 15, 2025.	

## Combined Physical Damage & Machinery Breakdown

<b>Coverage:</b>	Property Of Every Description – All Risks of Direct Physical Loss or Direct Physical Damage (Subject to Policy Exclusions)	
<b>Limits of Liability:</b>	\$ 5,674,385	Blanket Limit of Loss on Property of Every Description including Machinery Breakdown
<b>Physical Damage Extensions of Coverage:</b>	<p>The limits for the following extensions of coverage are included in the Blanket Limit shown above:</p> <p>\$ 500,000 Valuable Papers;</p> <p>\$ 500,000 Extra Expense;</p> <p>\$ 500,000 Accounts Receivable;</p> <p>\$ 500,000 Gross Rentals;</p> <p>\$ 500,000 Computer Media;</p> <p>\$ 25,000 Fine Arts (Agreed Value);</p> <p>The limits for the following extensions of coverage are in addition to the Blanket Limit shown above:</p> <p>\$ 1,000,000 Newly Acquired Property;</p> <p>\$ 1,000,000 Building in the Course of Construction; Contractors and Consultants</p> <p>\$ 500,000 Property in Transit;</p> <p>\$ 1,000,000 Unnamed Locations;</p> <p>\$ 500,000 Expediting Expense;</p> <p>\$ 300,000 Business Interruption – Profits; Subject to maximum of \$25,000 per month;</p> <p>\$ 1,000,000 Contingent Business Interruption;</p> <p>\$ 100,000 Fire Extinguishing Material and Fire Fighting Expense;</p> <p>\$ 500,000 Professional Fees;</p> <p>\$ 10,000 Master Key;</p> <p>\$ 100,000 Land and Water Pollution Clean Up Expense;</p> <p>\$ 100,000 Stock Spoilage;</p> <p>\$ 100,000 Commercial Property Floater;</p> <p>\$ 1,000,000 Off Premises Service Interruption;</p> <p>\$ 100,000 Exhibition Floater;</p> <p>\$ 100,000 or 10% Environmental Upgrade;</p> <p>\$ 15,000 Money, Cash Cards and Securities;</p> <p>\$ 15,000 Preservation of Property;</p> <p>\$ 25,000 Technological Advancement;</p> <p>\$ 1,000,000 Demolition and Increased Cost of Construction;</p> <p>\$ 50,000 / 100,000 Prevention of Ingress / Egress; 4 weeks;</p> <p>\$ 100,000 or 25% Debris Removal;</p> <p>\$ 15,000 Property of Councillors, Board Members and Employees; any one loss (\$25,000 maximum annual policy limit)</p>	
<b>Machinery Breakdown:</b>	\$1,000,000	Newly Acquired Property
	\$500,000	Expediting Expense
	\$500,000	Professional Fees
	\$100,000	Consequential Damage
	\$500,000	Hazardous Substance
	\$10,000	Data and Media
	\$500,000	Ammonia Contamination
	\$500,000	Water Escape
	\$10,000	Reproduction Costs
	\$ 50,000 / 100,000	Interruption by Civil Authority; 4 weeks
<b>Endorsements:</b>	Automobile Replacement Cost Deficiency Endorsement	
<b>Deductibles:</b>	\$ 10,000	each occurrence for all losses except

**INSURANCE PROPOSAL**

	<p>\$ 1,000 each Computer/Electronic Data Processing loss</p> <p>\$ 1,000 each Fine Arts loss</p> <p>\$ 100,000 each Flood loss</p> <p>5% of total insured value at loss location or \$100,000 minimum, whichever is greater, each Earthquake occurrence</p>
<b>Policy Form:</b>	Municipal Insurance Program - Master Policy (January 1, 2022)
<b>Insurer(s) and Proportion of Participations(s):</b>	<p><b>Physical Damage:</b></p> <p>Aviva Insurance Company of Canada - 70%</p> <p>Zurich Canada - 30%</p> <p><b>Machinery Breakdown:</b></p> <p>Aviva Insurance Company of Canada - 100%</p>
<b>Subject To:</b>	<ol style="list-style-type: none"> <li>1. A Schedule of Property including Construction, Occupancy, Protection, Exposure, civic address including postal codes for all locations.</li> <li>2. Schedule of Miscellaneous Tools and Contractors Unlicensed Equipment</li> <li>3. All cooking facilities are ULC wet chemical compliant with semi-annual maintenance contract and Class K portable extinguisher.</li> <li>4. Unless specifically agreed, all heritage properties are covered for Replacement Cost only. For Heritage Replacement Cost, a professional appraisal must be provided for approval by the insurer.</li> <li>5. All locations may be subject to Engineering Inspection.</li> <li>6. <b>Subject to Zurich's approval of terms.</b></li> <li>7. Terms will remain as indicated subject to no claims deterioration as of March 15, 2025.</li> </ol>

## Comprehensive Crime

<b>Limits:</b>	\$1,000,000	Employee Dishonesty – Form A
	\$200,000	Broad Form Loss of Money (Inside Premises)
	\$200,000	Broad Form Loss of Money (Outside Premises)
	\$200,000	Money Orders & Counterfeit Paper Currency
	\$1,000,000	Depositors Forgery
	\$200,000	Professional Fees / Audit Expenses
	\$200,000	Computer Fraud or Funds Transfer Fraud
<b>Deductible(s):</b>	NIL per Loss	
<b>Policy Form:</b>	Master Crime Wording (April 2012)	
<b>Insurer(s) and Proportion of Participations(s):</b>	Aviva Insurance Company of Canada – 100%	
<b>Subject To:</b>	<ol style="list-style-type: none"> <li>1. Bank Accounts NOT being reconciled by the same person(s) authorized to deposit and withdraw funds.</li> <li>2. All cheque requisitions and issued cheques containing dual signatures.</li> <li>3. If the above is not part of your internal Financial controls, please provide explanation(s).</li> <li>4. Terms will remain as indicated subject to no claims deterioration as of March 15, 2025.</li> </ol>	

## Automobile Insurance (Ontario)

<b>Limits:</b>	\$5,000,000	Liability – Bodily Injury / Property Damage  Accident Benefits – Basic Benefits; Limits as stated in the Policy Accident Benefits – Options; None Selected; Limits as stated in Policy  Uninsured Automobile; Limits as stated in the Policy  Direct Compensation – Property Damage; Limits as stated in the Policy  Loss or Damage – All Perils Deductible: \$10,000
<b>Endorsements:</b>	OPCF 44	Family Protection Endorsement Applicable to Private Passenger Vehicles, Light Commercial Vehicles, Skidoos and All Terrain Vehicles, and Police Vehicles  Notice of Cancellation Ninety (90) Days Tarmac Exclusion
<b>Policy Form:</b>	Provincial Statutory Owners Policy	
<b>Insurer(s) and Proportion of Participations(s):</b>	Aviva Insurance Company of Canada – 100%	
<b>Subject To:</b>	1. Terms will remain as indicated subject to no claims deterioration as of March 15, 2025.	

## Councillors' Accident Coverage

<b>Limits of Coverage:</b>	\$250,000 Principal Sum
<b>Included Coverage:</b>	Number of Councillors: Five (5) While On Duty Coverage  Based on Five (5) Members Out of Province Emergency Medical Coverage for 15 days including Spouse's Coverage
<b>Policy Form:</b>	Insurers Standard Form
<b>Insurer(s) and Proportion of Participations(s):</b>	AIG Insurance Company of Canada – 100%
<b>Subject To:</b>	<ol style="list-style-type: none"> <li>\$2,500,000 Aggregate Limit of Indemnity Per Accident.</li> <li>Terms will remain as indicated subject to no claims deterioration as of March 15, 2025.</li> </ol>

## Volunteer Fire Fighters' Accident Coverage

<b>Limits of Coverage:</b>	<table> <tr> <td>\$ 200,000</td> <td>Principal Sum</td> </tr> <tr> <td>\$ 300</td> <td>Disability Benefit 1st 4 weeks</td> </tr> <tr> <td>\$ 500</td> <td>Disability Benefit after 4 weeks</td> </tr> <tr> <td></td> <td>While on Duty Only Coverage</td> </tr> </table>	\$ 200,000	Principal Sum	\$ 300	Disability Benefit 1st 4 weeks	\$ 500	Disability Benefit after 4 weeks		While on Duty Only Coverage
\$ 200,000	Principal Sum								
\$ 300	Disability Benefit 1st 4 weeks								
\$ 500	Disability Benefit after 4 weeks								
	While on Duty Only Coverage								
<b>Policy Form:</b>	Insurers Standard Form								
<b>Insurer(s) and Proportion of Participations(s):</b>	AIG Insurance Company of Canada – 100%								
<b>Subject To:</b>	1. Terms will remain as indicated subject to no claims deterioration as of March 15, 2025.								



**LCIS – Annual Low Risk Events Liability**

<b>Limits of Coverage:</b>	\$5,000,000	Bodily Injury & Property Damage any one Occurrence
	\$5,000,000	Products & Completed Operations Aggregate
	\$2,000,000	Personal Injury & Advertising Liability
	\$10,000	Medical Payments per Person
	\$50,000	Medical Payments per Accident
	\$5,000,000	Tenant's Legal Liability
	\$5,000,000	Incidental Medical Malpractice Liability
	\$2,000,000	Non-Owned Automobile Liability
	\$50,000	SEF 94 – Legal Liability for Damage to Non-Owned Autos
	\$1,000,000	Fire Fighting Expense Liability
<b>Endorsements:</b>	USA Jurisdiction Fire Fighting Expense Liability Security Default Cancellation Clause Service of Suit Clause (Canada) (Action Against Insurer) Notice Concerning Personal Information Intention for AIF to bind Clause Lloyd's Underwriters Policyholder's Complaint Protocol	
<b>Additional Endorsements:</b>	Additional Insured Vendor Liability Endorsement	
<b>Deductible(s):</b>	\$1,000	per Loss but only with respect to Property Damage Liability, Tenant's Legal Liability and SEF 94 – Legal Liability for Damage to Non-Owned Autos
<b>Policy Form:</b>	LCIS GL 2018	
<b>Insurer(s) and Proportion of Participations(s):</b>	Certain Lloyd's Underwriters (Syndicate 1886) – 100%	
<b>Subject To:</b>	1. Terms will remain as indicated subject to no claims deterioration as of March 15, 2025.	



**Acceptance of Municipal Insurance Program Proposal**

To: Marsh Canada Limited  
Public Sector Division  
120 Bremner Boulevard, Suite 800  
Toronto, Ontario Canada M5J 0A8  
Telephone: 416 868 2600

Policy Term: March 15, 2025 - March 15, 2026

Annual Premium: \$46,051

We agree with the underwriting and claims information submitted and to the terms quoted in the Municipal Insurance Program proposal. This is your authority to proceed with binding cover(s) as outlined in the Municipal Insurance Proposal effective the date(s) noted above. We have also noted below our choice of any optional items in the Insurance Proposal as well as any specific instructions.

Indicated below are our instructions regarding any optional coverages shown in the insurance proposal.

Optional Coverages / Specific Instructions:

Signed on Behalf of Corporation Of The Township Of Hilton

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print the name of the person signing above

Implementation of Limit of Liability:  
In no event shall either party be liable for any indirect, special, incidental, consequential or punitive damages or for any lost profits arising out of or relating to any services provided by Marsh or its affiliates. The aggregate liability of Marsh, its affiliates and its and their employees to you or your affiliates arising out of or relating to the provision of services by Marsh or its affiliates shall not exceed \$10 million. This provision applies to the fullest extent permitted by applicable law.



Marsh Canada Limited  
120 Bremner Boulevard, Suite 800  
Toronto, Ontario M5J 0A8  
+1 416 868 2600

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Clerk Report: 2025-03-20-02

Meeting Date: March 20, 2025

Subject: **Landfill & Ontario Trillium Fund Grant**

Regular Council Meeting

Prepared by: Sara Dinsdale

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### **Info Regarding Landfill Costs Received from The Village of Hilton Beach**

- Circular Materials have been using costs from Datacall RPRA back from 2020 to calculate what the monthly re-imbusement rate.
- Currently, Circular Materials adjusted the monthly fee in the contract until the end of 2025; however, they won't recognize Hilton Township as a user, so our recycling is considered "Non-eligible source" and based on the 68% calculation of the materials picked up will be charged back to the Village at \$200 per tonne. This would be taken off the new contract price, which is still currently under negotiation.
- The Village of Hilton Beach's transition date is supposed to be April 1, 2025.
- Hilton Township is not recognized as an eligible source until 2026.
- The revised compensation figures were estimated by Circular Materials using the following standardized methodology:
  - Based on the amount that The Village of Hilton Beach reported for Residential Depot/Transfer Costs within the 2020 Datacall, Circular Materials removed **60%** of the reported Residential Depot/Transfer Costs (assumption for hauling – not applicable to a depot operations agreement with EC).
  - 2021 Stats Canada Population Counts were to determine the population proportions for each community, represented as a percentage. The Village of Hilton Beach accounting for **34%** (198 residents) and Township of Hilton accounting for the remaining **66%** (382 residents), to determine the allocated proportion of the combined annual baseline cost.
  - The addition of a **4%** Administration Factor based on the 2020 RPRA Blue Box Program Cost and Revenue Data Call.
  - The addition of a CPI Index escalation for the Depot Operation estimated costs from Jan. 1, 2021, through April 1, 2025.
  - Hilton Township's cost will be determined and presented once the agreement is finalized.



### **Landfill Committee Meeting**

In preparation for the landfill committee meeting in April, I was requested to ask council what days and times would work for everyone as well as any topics for discussion that you would like added to the agenda.

### **Ontario Trillium Foundation Grant Application from 2024 Update**

In 2024, the application for the Ontario Trillium Fund was submitted for a grant to build pickleball courts, trails, playground equipment, and a pavilion at 4377 W line. The application was denied due to the project not meeting the eligibility requirements; however, I was advised that we could re-apply this year.

An application was re-submitted on March 5, 2025, for the above noted recreational plan at 4377 W Line. Council will receive an update on the status of the grant as soon as one is received.



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# Memo

Meeting Date: March 20, 2025

Subject: **C.A.C.A Meeting**

Regular Council Meeting

Prepared by: Sara Dinsdale

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A C.A.C.A meeting has been scheduled for March 27, 2025 from 9:00 am to 3:00 pm at Bruce Station Hall in Bruce Mines. Deputy Treasurer MacKay and Acting Clerk-Treasurer Dinsdale are planning to attend.

Some of the topics that will be included are:

Code of Conduct

Cemetery: Care and Maintenance Account uses, interment rights

Asset Management

Landfill

Health and Safety

Parkland Levy



Clerk Report: 2025-03-20-03

Meeting Date: March 20, 2025

Subject: **AMCTO Zone Meeting**

Regular Council Meeting

Prepared by: Sara Dinsdale

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The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) will be hosting this year's Zone meeting for our district in Sudbury on April 10 and 11, 2025. I have included the agenda for council to view. Many of the topics that will be discussed will be very helpful to both me and our new Deputy Treasurer. I am particularly excited about the Finance Friday workshop with KPMG as well as the by-law workshop which includes procurement, procedure, retention, public notice, and sale/disposition of land.

The cost for both of us to attend both days is \$225.00 plus accommodations at the Holiday Inn, which is currently held at a discounted rate of \$159.00 per night. The total cost for both of us to attend is \$543.00 plus mileage as I would drive my own vehicle.

I am requesting that council consider allowing both of us to attend this meeting as this will be a great opportunity for us to network, learn, exchange ideas with others in our region, and to hear about relevant association, sector policy and legislative updates.

This request comes with a secondary request. The next regular council meeting is scheduled for April 9; therefore, I am also requesting that council consider rescheduling this meeting to a different day in order to allow us to travel to Sudbury on April 9. A public notice would be posted stating that the office would be closed early on Wednesday, April 9 and all day on Friday, April 11.

Thank you for your consideration.

Sara Dinsdale  
Acting Clerk-Treasurer

**Zone 7 Executive  
2024-2025**

**Zone 7 Spring 2025 Workshop Agenda  
Host: Zone 7 Executive**

**Representative to the  
Board**

*Kathryn Scott*

**Thursday, April 10, 2025**

*Continental breakfast served with coffee and tea*

**Chair**

*Belinda Ketchabaw*

8:45 am

**Welcoming Remarks**

- Belinda Ketchabaw, Zone 7 Chair

**Vice Chair**

*Carol Trainor Kent, AMCT*

9:00 am

**AMCTO Update**

**Past Chair**

*Nicky Kunkel*

9:30 am

**Record Retention By-Law**

Christine Hodgins, Legislative Compliance  
Coordinator, City of Greater Sudbury

**Secretary**

*Madison Zuppa, CMO*

10:30 am

**Coffee Break**

**Treasurer**

*Kris Croskery-Hodgins*

11:00 am

**By-law Talk**

Facilitator: Nicole Gourlay, Clerk Administrator,  
Town of Kearney

**Zone Directors**

*Candy Beauvais*

*Melanie Bouffard*

*Joseph Burke*

*Stasia Carr*

*Nancy Field*

*Tammy Godden*

*Nicole Gourlay*

*Amanda St. Michel*

12:00 pm

Lunch Break

1:00 pm

**Zone Business**

- Conference Sponsorship
- Financial Update
- Executive Structure
- Elections

1:30 pm

**Municipal Law Update**

Natalie Schryer, Weaver, Simmons LLP

For detailed zone  
information please visit:

**[www.amcto.com](http://www.amcto.com)**

2:30 p.m.

Coffee Break

3:00 p.m.

**Human Resources and Learning Your  
Communication Style**

M. Elizabeth Keenan, Mathews, Dinsdale &  
Clark LLP



**Zone 7 Executive  
2024-2025**

**Zone 7 Spring 2025 Workshop Agenda  
Host: Zone 7 Executive**

**Representative to the  
Board**

*Kathryn Scott*

**Thursday, April 10, 2025**

5:30 pm                      **Cocktails (Cash Bar)**

**Chair**

*Belinda Ketchabaw*

6:00 pm                      **Dinner**

**Vice Chair**

*Carol Trainor Kent, AMCT*

**Friday, April 11, 2025**

**Past Chair**

*Nicky Kunkel*

8:30 am                      **Breakfast**

9:00 am                      **Finance Friday  
KMPG**

**Secretary**

*Madison Zuppa, CMO*

10:00 am                      **Coffee Break**

**Treasurer**

*Kris Croskery-Hodgins*

10:30 am                      **Finance Friday Continued**

KMPG

**Zone Directors**

*Candy Beauvais*

*Melanie Bouffard*

*Joseph Burke*

*Stasia Carr*

*Nancy Field*

*Tammy Godden*

*Nicole Gourlay*

*Amanda St. Michel*

12:00 pm                      **Closing Remarks**

**Meeting Location – Holiday Inn, Sudbury, 1696 Regent Street**

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For detailed zone  
information please visit:  
**[www.amcto.com](http://www.amcto.com)**

**CORPORATION OF THE TOWNSHIP OF HILTON**  
**Payment Voucher January 2025**

NAME	DESCRIPTION	AMOUNT	CHEQUE #
Co-Op	Fuel	\$1,031.37	14130
Algoma District Services Admin Board	February municipal levy	\$27,052.50	14131
Ironside Consulting Services Inc.	Integrity commissioners 2024 report	\$102.55	14132
Lyons TIM-BR Mart	Shop supplies (work bench building material)	\$528.73	14133
Kentvale Merchants Ltd.	Shop supplies	\$135.70	14134
Canada Revenue Agency	January source deductions	\$4,520.32	14135
Minister of Finance	December Policing	\$6,846.00	14136
VOID	Printing error		14137
Co-Op	Clear diesel	\$743.53	14138
VOID	Printing error		14139
Receiver General for Canada	Fire Radio License	\$437.28	14140
Bell Canada	January Telephone (Office and garage)	\$328.45	14141
Tulloch Engineering Inc.	Missed HST on November invoice	\$105.49	14142
Tulloch Engineering Inc.	January building inspections and mileage	\$731.79	14143
Algoma Power Inc.	Power for January	\$348.18	14144
Penny Wood	Kids Christmas Party Reimbursements	\$453.35	14145
Berlingieri Professional Corp.	2024 Lawyer fees	\$5,327.95	14146
Crime Stoppers	Donation	\$250.00	14147
Matthews Memorial Hospital Assoc.	Donation - Doctor Recruitment	\$1,500.00	14148
Co-Op	Fuel	\$540.76	14149
EnCompassIT.ca	Annual fees (backups, website, fire permits, email, and domain) & IT support	\$1,363.64	14150
Algoma Office Equipment	Photocopier contract	\$37.57	14151
Island Clippings	Posting public notice	\$67.80	14152
McDougall Energy Inc.	Propane	\$3,671.37	14153
Wanita Barber	February cleaning	\$45.00	14154
Reliable Maintenance Products	Cleaning supplies	\$84.00	14155
Linde Canada Inc.	Shop supplies (welding rod)dak	\$289.07	14156
TIM-BR Mart	Shop supplies	\$102.84	14157
EnCompassIT.ca	IT support	\$364.44	14158
Minister of Finance	2024 EHT payment	\$3,053.54	14159
Lyndon Garside	Reissue of 2023 stale dated cheques	\$708.87	14160
White's Wear Parts	Plow truck blades	\$4,085.80	14161
Payroll	Payroll Feb 1-15, 2025	\$6,649.62	AFT
Payroll	Payroll Feb 16-28, 2025	\$6,853.06	AFT
Leonard Bringleston	Reimbursement for shop supplies and tools	\$1,002.67	AFT
Brant Coulter	BLEO February time and mileage	\$181.80	AFT
Rod Wood	February council honorarium	\$200.00	AFT
Janet Gordanier	February council honorarium	\$168.00	AFT
Mike Trainor	February council honorarium	\$168.00	AFT
Robert Hope	February Fire Chief honorarium	\$350.00	AFT
Leonard Bringleston	Reimbursement for shop supplies	\$29.99	AFT
OMERS	February pension contributions	\$3,441.52	AFT
NCU Visa	January Visa (shop supplies, roads cell, gas, tools)	\$1,010.90	Online Bill Payment
Equitable	February Premiums	\$3,441.52	Auto Payment
	<b>Total</b>	<b>\$88,354.97</b>	



Dear St. Joseph Island Lions Club Supporter,

SJI Lions Club has planned another busy year of Island-wide service. Our club's enthusiastic membership place high value on doing beneficial work in support of all our Island Community. Monthly Pancake Breakfasts continue to be well attended which helps the Lions support important initiatives.

Our first major exciting event of 2025 is the **Rock'n the Island Fundraiser Dance** which will be held on **Saturday May 17** in the Hilton Beach Community Hall.

100% of the proceeds from this event will be donated to the St. Joseph Island Personal Support Worker (PSW) Outreach Program. The highly impactful PSW program is in need of financial support in order to provide personal services to those that require simple day to day care.

#### 2025 Sponsorship levels

Gold \$500 receives 6 dance tickets

Silver \$300 receives 4 dance tickets

Bronze \$200 receives 2 dance tickets

Donations – Cash, Gift Card, Prize, or Discount Certificate to your  
business

Cash donations are incredibly helpful and go directly to PSW. Last years event sold out (with 240 attendees from around the island) and we raised \$18,000 for our Island libraries and museums. The event was a resounding success!!

Payment is available by

1. E-transfer ( [sjilc.weserve@gmail.com](mailto:sjilc.weserve@gmail.com)) with auto-deposit enabled
2. cheques payable to St. Joseph Island Lions Club
3. cash donations

To promote our event and your sponsorship, we will be posting on the St. Joseph Lion Facebook page and 3 St Joseph Island Facebook pages reaching thousands of followers. These posts will take place both pre and post event.

All sponsors and supporters will be recognized prominently during the event both verbally and present through the dance on a projection screen and posters.

Please help us help the PSW Program deliver needed services to the Island community.

A Lions member is available to pick up any donations at your earliest convenience. Thank you for your time and we hope to hear from you soon!

Regards,

Proud to Serve as Lion

St. Joseph Island Lions Club

Lion Patricia Duma

705-989-4102