

**MINUTES**  
Regular Meeting  
February 5, 2014  
7:00 p.m.

Present:

Reeve:

Councillors: Pat Garside  
Dianne Holt  
Robert Jerrard  
Dave Leask

Road Superintendent: Lyn Garside

Clerk Treasurer: Valerie Obarymskyj

Absent:

Rodney Wood

There were no disclosures of pecuniary interest.

Moved by Robert Jerrard

2014-21

Seconded by Dave Leask

Resolved that due to the absence of Reeve Rod Wood, we do appoint Councillor Pat Garside as Acting Head of Council for the meeting of February 5, 2014. \* Carried \*

Moved by Dianne Holt

2014-22

Seconded by Robert Jerrard

Resolved that we do accept the Agenda as presented. \* Carried \*

Moved by Robert Jerrard

2014-23

Seconded by Dave Leask

Resolved that we do approve the Minutes of the meeting of January 8, 2014, as presented. \*Carried\*

Moved by Dave Leask

2014-24

Seconded by Robert Jerrard

Resolved that we do approve the Minutes of the Closed Meeting of January 8, 2014, as presented. \*Carried\*

Acting Reeve, Pat Garside, welcomed local resident Nicholas Higgins (X Line) who had asked to address Council on the matter of satisfying Home Industry requirements set out in the Township's Zoning By-law. Council had confirmed last year that the operation of a 'bread bakery' could be classified as a Home Industry, thereby allowing full use of an accessory structure for such purpose; under the Home Occupation designation, only 50% of an accessory building may be used for the secondary purpose. The Home Industry designation, however, requires a 100' setback from the front property line as opposed to the Home Occupation required setback of 26'. Given various issues with the terrain of his property, Mr. Higgins was requesting a reduction to 28' for the front lot line setback. Council noted the pros/cons of the two designations and recommended the owner pursue a zoning amendment to allow for the reduced setback under the Home Industry classification. Council confirmed a letter of compliance could be issued to the required agencies once the zoning amendment process had been completed.

Lyn Garside, Road Superintendent provided an update to Council on road issues in the Township. Recent days have been spent in the grader winging back snow banks that have accumulated from the significant snowfall the past couple months.

In preparation for the upcoming amalgamated tender, road projects for the current year were discussed. Council reviewed the 2014/2015 recommended road projects from the newly drafted Asset Management Plan (AMP). The 20<sup>th</sup> Side Road will be completed this year with an application of double surface treatment at a projected cost of roughly \$40,000. Also included in the AMP for 2014 was granular placement and surface treatment of Garside Road West from Milford Haven Road to its intersection with Ellwood Boulevard at a projected cost of \$131,000. The Township's annual construction budget is in the \$100k range so Council acknowledged it would be prudent to postpone the Garside Road West improvement until possible grants are announced that will help to offset the taxpayer portion of such an upgrade. The Road Super recommended as an alternate project that the 2015 project to apply gravel and surface treatment to Neal Drive be moved forward to the current year at a projected cost of \$61,000. The Road Super recommended, however, that surface treating this road be held off until 2015 to allow the rebuilt road to settle. The \$23,000 AMP recommendation to improve Milford Haven Road in 2014 will be subject to time constraints of the Road Superintendent more than financial considerations. The Clerk noted that if budgeted projects fall short of the \$100,000 typical construction budget, the difference should be transferred to the Roads Infrastructure Reserve Fund to offset future road projects as opposed to reducing the current year's tax rate. It was recommended by the Road Super that the recently announced Capacity Funding in the amount of \$20,000 be directed toward the resurfacing of that section of Base Line from S and T to Highway 548. This section of road was last surface treated twelve years ago. The Capacity Funding will cover approximately 60% of the total cost. Following acceptance of the foregoing recommendations, the following resolutions were passed.

Moved by Dave Leask 2014-25

Seconded by Robert Jerrard

Resolved that we do tender for the following items through the amalgamated tender:

2.0 km of Single Surface Treatment (Base Line)

1.4 km of Double Surface Treatment (20<sup>th</sup> Side Road) \*Carried\*

Moved by Robert Jerrard 2014-26

Seconded by Dave Leask

Resolved that we do tender for the following items through the amalgamated tender:

Calcium Chloride or Magnesium Chloride - 17 Flake Tonne Equivalent;

10 – 18” (450mm) Smooth Bore Plastic Pipe and 5 Couplers;

10 – 12” (300mm) Smooth Bore Plastic Pipe and 5 Couplers;

8 High Temp Grader Blades;

4 Banana Shoes;

6 One Way Plow Shoes;

3 Pieces Carbide Blades;

1 High Wear Wing Blade \*Carried\*

The Road Superintendent provided quotes he had obtained for the replacement of two fuel tanks on the municipal property. When renewing the Township’s insurance policy this year we were advised if the fuel tanks on site were constructed prior to 1993 we would have to provide proof they were double-walled and if not, construct a containment area. The lowest quote was approximately \$1,600 per tank but there will be additional installation costs as well. The Road Superintendent was authorized to proceed with the purchase and the Clerk directed to confirm with the Township’s insurer that the tanks will be replaced in the spring of 2014.

Council reviewed correspondence from the owner of Part of Lot 12, Concessions X and Y (Big Point Road) requesting permission to construct an entrance to her property from the end of Old Moffat Bay Road. The development along Old Moffat Bay Road was not the result of a registered plan of subdivision and no reserve exists at the end of the road. The Road Superintendent noted, however, that it appears the easement for power runs along the actual roadway and accordingly, permission may be needed from Algoma Power Inc. prior to the Township authorizing an entrance in this location. Council noted that it would restrict the width of such an entrance, if there is no objection from Algoma Power, to ensure the access does not become a thoroughfare to Big Point Road. Council also noted that any potential residential development on this property must be located on the portion zoned Shoreline Residential. If plans exist to build a residence in the block previously zoned ‘Open Space’ a zoning amendment will be necessary.

Correspondence was provided from Jerry Shields, Fire Chief, recommending a meeting with Council to discuss information regarding Fire Underwriters Surveys and the impact it could have on future fire operations. Council agreed with a recommendation that the Fire Board Meeting scheduled for February 19, 2014 be opened up to all council members from the Village and the Township so the information could be received by all. Council asked if the information could be provided in the agenda package to allow time for review prior to the meeting.

The Clerk provided WSIB’s response to several questions regarding coverage for volunteer firefighters in terms of age and income levels, as well as, what effect there would be if a firefighter was injured outside our municipal jurisdiction. The information will also be presented at the next fire board meeting.

The Clerk advised that a seasonal resident of Red Maple Drive had inquired about the rules governing the erection of a wind generator on the municipal-owned shoreroad allowance fronting his lot. Council noted that such a structure would not be considered a temporary fixture because it would likely require anchoring in concrete. In addition, the new zoning by-law states any structures must be located a minimum 100’ from the high water mark. Council also acknowledged that the developer of the subdivision had registered a number of covenants and restrictions on these lots including a restriction regarding the height of antennas or aerials. The Clerk was directed to respond accordingly to the owner.

Council reviewed the revised draft trailer by-law presented by the Clerk. The revision now included reference to prohibiting the use of a trailer as a principal residence, as well as, limiting the number of trailers that can be stored or used on a property situated within a built-up area. ‘Built-up areas’ have been defined as both sides of the roads within developed subdivisions. The focus of the trailer by-law has changed considerably by relieving property owners of the need to obtain or pay for a permit but reinforcing the need to satisfy public health and building code requirements. The by-law will be passed at the next council meeting.

The Clerk provided a quote received for new computer software which would replace the existing DOS-based tax program (installed in 1995) and also provide a ‘Managed Assets’ module. Several clerks recently attended a neighbouring municipality where the software was being installed and had the opportunity to see how the program would work. The company that developed and maintains the software is located in Sudbury and currently has approximately twenty municipalities using its system. The Clerk acknowledged that while the existing DOS-based

tax software continues to work adequately on the Township's 2005 Dell computer, there are concerns linked to integrating it with a new computer, the purchase of which is currently being considered. The intent behind the Managed Assets module is to ensure the information provided in the recently completed Asset Management Plan continues to be updated to ensure the continued integrity of the data. Additional services provided by the same company include website development and hosting and daily backups of all computer information both on and offsite. Once further information is received, the Clerk will provide a summary of total costs and recommended services. The Clerk confirmed the Township currently has \$10,000 in an Office Equipment Reserves fund intended for such purposes.

The Clerk advised Council that after attending the first of four meetings of the Northern Safety Group, it was realized that a municipality our size appears to be out of place in this program. The requirements of the year-long program will be fairly significant and time consuming and the rebate benefit to our WSIB premiums, if all commitments are satisfied, will only be equal to the cost of enrolment. The matter has already been discussed with the organizers and a refund will be possible. We will continue to work with our local Public Health and Safety representative to ensure adequate safety measures are in place for the Township and its employees.

The Clerk advised Council of the changes that would be made to the Township's WSIB premium rate given the recent employee injury claim. The Township will lose its 5% premium reduction, thereby returning to the standard rate, and also incur an additional 10% surcharge on top of that rate for a three year period.

The Clerk provided a copy of the Statistics Canada report stating the increase in the consumer price index from December 2012 to December 2013 was 1.2%. In accordance with the Township's remuneration by-law, wages for all employees will be adjusted accordingly for the 2014 year.

Moved by Robert Jerrard  
Seconded by Dave Leask

2014-27

Resolved that we do give first, second and third and final reading and pass By-Law No. 1092-14 being a by-law respecting remuneration and expenses for members of council and municipal employees of the Corporation of the Township of Hilton. \*Carried\*

Council reviewed correspondence from St. Joseph Island Hunters and Anglers requesting financial assistance with the annual fishing derby held on Twin Lakes. Council considers its support of this children's event part of the Township's recreation budget, noting the many volunteers from all over the Island that contribute to its success.

Moved by Dianne Holt  
Seconded by Robert Jerrard

2014-28

Resolved that we do contribute \$500.00 to help offset the costs associated with the Ernie Eddy Memorial Children's Ice Fishing Derby held annually at Twin Lakes in Hilton Township. \*Carried\*

The Clerk advised Council of an inquiry from a local resident regarding the possibility of reducing the interest rate charged on outstanding tax balances for certain low-income situations. A survey of area municipalities was done and none provided for such allowances. The Township did pass a by-law in 1998 allowing for a deferral of taxes for low-income households if the increased tax was greater than \$300 given fluctuations to the assessment. Following MPAC's adoption of its four-year equalized increase to assessments, such significant changes seldom occur now.

The Village of Hilton Beach advised that upon further investigation it was realized there is a two year delay in the rebate funding under the recycling program but that once we have been in operation for more than the two years, payments will be received regularly on a quarterly basis.

Correspondence was received from the North Channel Nurse Practitioner Led Clinic (North Channel NPLC) advising they would be officially opening on January 29, 2014 in Thessalon. Tentative plans are in place to visit the Island in March 2014 and accept registrations from interested residents.

Correspondence was received from the Association of Municipalities of Ontario (AMO) advising it has created a new OPP Billing Steering Committee. This Committee will represent the interests of all communities and work toward a billing model that is realistic for both large and small municipalities. (Go to: [www.opp.ca](http://www.opp.ca) for an update on municipal policing (look under 'What We Do/Municipal Policing/OPP Billing Review/FAQ and Summary of Online Responses Dec 2013).

Moved by Robert Jerrard  
Seconded by Dave Leask

2014-29

Resolved that we do authorize the payment of Township bills for the month of January 2014 in the amount of \$50,265.51 as per Voucher 01-2014: Administration - \$16,116.46; Asset Management Plan (final installment) - \$8,871.91; Building - \$0; Fire - \$4,575.45; MPAC (1<sup>st</sup> Qtr) - \$4,433.20; Misc - \$7,529.70; Police (Dec) - \$2,481.00; Roads - \$6,257.79. \* Carried \*

Moved by Robert Jerrard  
Seconded by Dianne Holt

2014-30

Resolved that we do pass By-Law No. 1096-14 being a by-law to confirm the proceedings of this meeting.  
\*Carried\*

Moved by Dave Leask  
Seconded by Robert Jerrard

2014-31

Resolved that we do adjourn at 11:15 p.m., Council to meet again at the Hilton Township Municipal Office at 7:00 p.m. on Wednesday, March 5, 2014 or at the call of the Reeve. \*Carried\*

Acting Reeve, Pat Garside

Valerie Obarymskyj, Clerk Treasurer

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**\*\*\* Building Inspection \*\*\***  
Ron LeBlanc – Building Inspector - Call 1-800-797-2997

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

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**F I R E - 911 for EMERGENCIES**

**\*\* New Cell Phone # for Fire Chief: 705-971-2806 \*\***

This year we are again enjoying (!) a typical Canadian winter. Please ensure your laneway is cleared wide enough so that any form of emergency vehicle can enter should the need arise!

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Please ensure you do not shovel snow on to the road when clearing your driveway. Not only is it against the law but it also can result in a dangerous situation for motorists. Your co-operation is appreciated!

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The Ernie Eddy Memorial Children's Ice Fishing Derby will be held at Twin Lakes on Saturday, March 1, 2014. It is organized by the St. Joseph Island Hunters and Anglers Association. The Association provides all bait, fishing equipment (for those who don't have their own), hot chocolate and hot dogs. The organizers would truly appreciate anyone who would be willing to contribute some goodies (cookies!) to go along with the hot chocolate for the kids! Please contact Judy or Wayne Ingram (705-246-1475) if you think you could help out.

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**A reminder that payment of the interim tax billing for 2014 is due February 28, 2014.**

For those residents who prefer to pay their taxes electronically, we have agreements with the following banking institutions: ASCU, CIBC, Northern Credit Union, Royal Bank, Scotiabank and TD Canada Trust. Your customer identification number will be your "Roll Number" (ie 5704 000 000 \*\*\*\*\* 0000) that appears on the top of your tax bill.

For all residents who pay their taxes electronically, when choosing the "Payee Name" please ensure you pick: **HILTON (TOWNSHIP) - TAXES and not HILTON BEACH (VILLAGE OF) - TAXES.** Thank you!