

THE CORPORATION OF THE TOWNSHIP OF HILTON

**MINUTES**

Regular Meeting

February 5, 2020

7:00 p.m.

Present:

Reeve: Rodney Wood

Councillors: Mike Garside

Pat Garside

Dianne Holt

Dave Leask

Road Superintendent: Lyn Garside

Clerk Treasurer: Valerie Obarymskyj

Absent:

There were no disclosures of pecuniary interest.

Moved by Mike Garside

2020-10

Seconded by Dave Leask

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

Moved by Pat Garside

2020-11

Seconded by Dave Leask

Resolved that we do approve the Minutes of the Regular Meeting of January 8, 2020 as presented. \*Carried\*

Lyn Garside, Road Superintendent, reviewed the cost and time details of various road projects for the 2020 construction season. Several small upgrades were approved including a culvert replacement and resurfacing a section of Canoe Point Road; surface treating an apron to both ends of Trainor Side Road; fixing a soft spot on Base Line and reconstructing/resurfacing a section of Haight Road. Given the Township's goal of annual road projects in the \$75k to \$100k range to ensure our road assets continue to be adequately maintained, and the provincial OCIF funding of \$50,000 intended to further advance our infrastructure improvements, Council considered two additional projects involving Milford Haven Road and Garside Road West. Council approved both projects totaling a combined \$140,000 with our 2020 overall construction in the \$160,000 range. The work on Milford Haven Road will include some reconstruction and surface treatment past the boat launch to the end of the road. The work on Garside Road West will include a buildup of gravel followed by surface treatment from the turnaround to 100 metres onto Ellwood Boulevard. Surface treating the remainder of Ellwood Boulevard is scheduled in our Asset Management Plan for 2023 and will be subject to various considerations at that time. These road projects are estimated to take six to seven weeks with weather playing a key role. In addition, the Road Superintendent noted that cleanup along roadsides from the January 2020 ice storm will be labour intensive. Acquiring the proposed tractor earlier than anticipated could help immensely in reducing that time. The construction of a driveshed on the municipal property will add another few weeks to this year's workload.

Moved by Mike Garside

2020-12

Seconded by Pat Garside

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

2,810 metres of Double Surface Treatment (18,827 m<sup>2</sup>)

Calcium Chloride or Magnesium Chloride – 17 Flake Tonne Equivalent \*Carried\*

The Clerk advised Council of a conversation with a resident from the unmaintained section of Haight Road asking if there was anything the Township could do to create a few parking spots just past the turnaround. The unmaintained section of road has been plowed by private individuals wanting to access their camps in the winter months, however, the nature of the road/hill still makes for a difficult drive. Despite signage at the turnaround advising 'No Parking – Plow Turnaround' the Road Superintendent confirmed there have been instances when vehicles/trailers have been left there which have required him to back up the plowtruck to Hilton Road (1.2 km) and then repeat the process of backing up the same distance to return to the turnaround to plow the other side of the road. Council acknowledged this is unacceptable. Drivers must adhere to the signage restrictions. Despite the size of the turnaround, the length of the plowtruck requires use of the entire area. The Clerk asked if it was possible to use the 66' wide unopened 20<sup>th</sup> Side Road allowance (just past the turnaround) to create an area for a few parking spots but it was confirmed there is both a hydro pole and guidewire located in the middle of that area. The unopened road allowance on the shore side includes a steep terrain that would not be feasible for plowing/parking. While Council acknowledged the access issues during the winter period for residents on this section of Haight Road, it noted that is part of the reason it was zoned a seasonal subdivision with no winter access intended.

Council reviewed correspondence from the Ministry of Infrastructure confirming we would receive the formula-based OCIF funding of \$50,000 for 2020. These funds will be allocated to the 2020 road construction projects.

The Clerk advised other Island municipalities had not as yet finalized their by-law addressing zoning requirements for shipping containers. Council reviewed the draft by-law prepared by the Clerk along with the requested comments of the Planning Board Secretary. If shipping containers are to be considered 'accessory structures' and subject to the same conditions, this needs to be specified in the by-law. The Clerk advised that accessory structures are defined as being subordinate to, or exclusively devoted to, the principal use of the lot; therefore, to ensure property owners would not require a zoning amendment to place a shipping container on a vacant Rural property, the Clerk was asked to confirm if this would be the case as it was not something Council intended. The matter will once again be reviewed by Council prior to proceeding with the General Zoning Amendment Notice.

Council approved the Planning Board Budget for 2020 noting a significant increase related to updating the Official Plan. The additional costs will not reflect in the municipal levies as the necessary funds have already been set aside in Reserves.

Moved by Dianne Holt 2020-13  
Seconded by Mike Garside  
Resolved that we do approve in principle the St. Joseph Island Planning Board Budget for 2020 in the amount of \$31,080. \*Carried\*

Council reviewed the Statistics Canada report detailing the Consumer Price Index for December 2019. As per our policy, the wage grid for all employees and Council will be adjusted accordingly.

Moved by Dave Leask 2020-14  
Seconded by Dianne Holt  
Resolved that we do adjust the wage grid for all employees and Council by the amount of 2.2% reflecting the change in the cost of living from December 2018 to December 2019 and that this change be effective January 1, 2020. \*Carried\*

Moved by Dianne Holt 2020-15  
Seconded by Dave Leask  
Resolved that we do give first, second and third and final reading and pass By-Law No. 1266-20 being a by-law respecting the remuneration and expenses and payment thereof for Members of Council and Municipal Employees of the Corporation of the Township of Hilton. \*Carried\*

Moved by Pat Garside 2020-16  
Seconded by Dave Leask  
Resolved that we do give first, second and third and final reading and pass By-Law No. 1263-20 being a by-law to appoint officers, servants, boards and commissions for the year 2020. \*Carried\*

The Clerk presented Council with a Municipal Complaint Policy detailing procedures to be followed should an individual wish to file a complaint against an employee or the Township. Key to the process is that individuals are able to voice their concerns but they should be done through proper channels of communication. The first step should involve the individual speaking directly to the employee against whom the complaint is directed and if resolution cannot be reached, then proceed to the Department Supervisor then Head of Council and finally all of Council. Anonymous complaints will not be addressed.

Moved by Mike Garside 2020-17  
Seconded by Pat Garside  
Resolved that we do give first, second and third and final reading and pass By-Law No. 1267-20 being a by-law to approve a Municipal Complaint Policy for the Township of Hilton. \*Carried\*

Council reviewed information from MPAC detailing the changes in Assessment for each property class for the 2019 and 2020 tax years. Residential assessment comprises 97.2% of our total assessment values and has increased 4.00%.

Council reviewed the Algoma Public Health 2020 municipal levy of \$11,170, noting it had increased 7.6% over 2019.

Moved by Dianne Holt 2020-18  
Seconded by Dave Leask  
Resolved that we do authorize the payment of Township bills for the month of January 2020 in the amount of \$74,073.98 as per Voucher 01-20: Administration - \$11,379.32; Algoma District Services Admin - \$23,793.33; Algoma Public Health (2020 levy) - \$11,170.00; Building - \$431.21; Fire - \$350.00; Miscellaneous (Employee/Employer Payroll Deductions/Benefits) - \$6,651.91; MPAC (1<sup>st</sup> Qtr) - \$4,563.72; Roads – \$13,692.42; Workplace Safety Insurance (4<sup>th</sup> Qtr 2019) - \$2,042.07. \*Carried\*

Moved by Pat Garside 2020-19  
Seconded by Mike Garside  
Resolved that we do pass By-Law No 1268-20 being a by-law to confirm the proceedings of this meeting.\*Carried\*

Moved by Dave Leask 2020-20  
Seconded by Pat Garside  
Resolved that we do adjourn at 9:56 p.m. Council to meet again at the Hilton Township Municipal Office at 7:00 p.m. on Wednesday, March 4, 2020 or at the call of the Reeve. \*Carried\*

Reeve, Rodney Wood

Valerie Obarymskyj, Clerk Treasurer

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**\*\*\* Building Inspection \*\*\***  
Kevin Morris – Building Inspector - Call 1-800-797-2997  
Email: kevin.morris@tulloch.ca

**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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**M and N Road - Landfill/Recycling:**



**WINTER Hours in Effect from Sept 15/19 – May 15/20**  
Saturday: 10:00 am - 3:00 pm  
Sunday: 12:00 pm - 4:00 pm

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**The INTERIM instalment of this year's property tax bill was mailed February 1, 2020 with a due date of February 29, 2020.**

A reminder for those residents that wish to pay their taxes electronically - we have agreements with most banking institutions to enable this. Your customer identification number will be your "Roll Number" (19 digits) that appears on your tax bill.

Please allow three business days for processing.

PLEASE ensure when choosing the "Payee Name" that you select:  
**HILTON (TOWNSHIP) - TAXES**  
and not  
**HILTON BEACH (VILLAGE) - TAXES**  
Thank you!



Residents are reminded that several turnarounds exist on municipal roads and these are intended for the use of the snowplow operator as well as school buses and fire/emergency response vehicles. All of these vehicles require use of the entire turnaround so it is imperative that no vehicles/trailers/etc be left in these areas and this applies on a year-round basis.

# FIRE - 911 for Emergencies

## GET OUT & STAY OUT

### PLAN YOUR ESCAPE



#### WHY DO I NEED AN ESCAPE PLAN?

Homes today burn up to **8x faster** than 50 years ago

**Despite their best efforts**, the fire department may not arrive quickly enough to save you.

You need to know how to react in a fire **BEFORE** it happens.

#### PRACTICE MAKES PERFECT

**Practicing** a home fire escape plan so everyone knows what to do will help everyone safely escape a fire as quickly as possible.

Office of the Fire Marshal & Emergency Management  
[www.ontario.ca/firemarshal](http://www.ontario.ca/firemarshal)

#### If a fire occurred in your home tonight would your family get out safely?

- ❖ Test your **SMOKE ALARMS** by pushing the test button. Smoke alarms should be installed on every storey and outside all sleeping areas.
- ❖ Sit down with everyone in your home and discuss how each person will get out in a fire. **PRACTICE YOUR ESCAPE PLAN** with everyone in the home.
- ❖ **KNOW TWO WAYS OUT OF EACH ROOM**, if possible. Make sure all doors and windows leading outside open easily.
- ❖ **HELP THOSE WHO NEED IT!** Determine who will be responsible for helping young children, older adults, people with disabilities or anyone else who may need assistance.
- ❖ **HAVE A MEETING PLACE OUTSIDE**, a safe distance from your home. In case of fire, everyone should go directly to this meeting place to be accounted for.
- ❖ **CLOSE DOORS** behind you as you leave.
- ❖ **GET OUT, STAY OUT.** When the smoke alarms sound, get out immediately and call 9-1-1 from outside using a cell phone or from a neighbour's home. Never re-enter a burning building.

#### Additional Winter Tips:

Ensure all entry/exits in your home are cleared from snow to ensure you can get out in case of a fire. Make sure all windows are not frozen in case you need to use these as an escape mechanism.



The Hilton Union Fire Department invites residents to purchase a Garrison 2.5 lb. fire extinguisher at the Municipal Office at a municipal - subsidized price of \$20 (cash or cheque only). Residents will be asked to provide their civic address number confirming Village/Township residency.