

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES
Special Meeting
March 18, 2015
7:00 p.m.

Present:

Reeve: Rodney Wood
Councillors: Pat Garside
Dianne Holt
Robert Jerrard

Absent:

Dave Leask
Road Superintendent: Lyn Garside

Clerk Treasurer: Valerie Obarymskyj

There were no disclosures of pecuniary interest.

This special meeting was called so that Council could take the time to complete an in depth Simplified Risk Assessment (SRA) to assist in identifying our fire safety priorities. The last SRA was completed by previous Fire Chief Joe Books in 2004. Council also wanted to review items that should be discussed at the upcoming Island Joint Council meetings.

Moved by Robert Jerrard

2015-41

Seconded by Dianne Holt

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

Reeve Wood thanked invited guest Joe Books for attending the meeting and assisting in the SRA update. A draft updated SRA was presented by the Clerk as a starting point. The draft included an updated demographic profile for the Township which provided a breakdown of our permanent population of 254: 113 residents are 65 and older; 41 residents are within the 55 – 64 year age group; 73 are between 31 – 54 and 27 represent the under 30 group. This age breakdown represents a significant, although not surprising, population shift from the SRA of 2004 when only 54 residents (out of 244) were over the age of 65.

A breakdown on the classification of residences showed that of 359 residential units: 117 represent permanent homes and 242 represent seasonal units. The seasonal units include both cottages used in the summer and hunt camps used mainly during the rifle season each November.

There was no change in terms of commercial establishments (one) with that classification continuing to include the Tim-br Mart store on Base Line.

The above information was used to determine concerns that should be addressed in terms of the delivery of fire protection services. The following items were noted:

- Many highly assessed residences are located on roads well beyond insurance providers' standards meaning such residences have to pay increased insurance premiums or receive no coverage at all
- The reality of the time needed for the fire department to reach these structures increases the potential loss figures
- A large number of seasonal residences were constructed many years ago, prior to the implementation of the Zoning Bylaw, on roads that were never brought up to municipal standards and remain, to this day, without municipal road maintenance. This could pose problems for access by fire vehicles.
- The distance between residences/outbuildings in many of the older subdivisions is minimal given they were built on smaller lots than what is required by today's standards. This could result in fires spreading quickly from one property to another, especially given so many of these subdivisions are located so far from the current firehall.
- Given that many of the older subdivision roads are narrow, as well as the laneways to access the residences, the size of firetrucks purchased in the future should be limited to vehicles that could access these areas. It was also noted that multiple trucks responding could get stuck behind each other on these narrow roads if different departments are not familiar with the geographical area - there should be plans for the staging of trucks.
- The trailer park situated on Twin Lakes offers 37 sites in a relatively small area – if operating at full capacity the need for safe burning practices among trailer occupants is extremely important.
- Many homes supplement their heat with wood and this can be of special concern with the large senior population given the realities of forgetfulness and reduced reaction times.

The draft SRA included details on municipal fire losses over the last three years. While the number of fire calls continues to decrease area wide, our community did experience a fatality in 2014 that also included the loss of the entire residence. This unfortunate instance addresses the need to ensure our entire population is aware of the new rules regarding installation and maintenance of smoke alarms/carbon monoxide detectors and that time be invested in identifying those residents considered most vulnerable.

Two fire calls in 2012 were reviewed: one involved a grass fire in an area bordering the communities of Hilton Beach and Hilton Township and the second involved the loss of a shed as the result of burning leaves that got out of control. The first fire could have resulted in the loss of a nearby cottage assessed in the \$50,000 range if not for the quick response and efforts of our fire volunteers. The shed that was demolished by fire did not result in any municipal assessment loss however the owner did lose the value of all the contents. In 2013 there was one fire call, again in an area bordering the communities of Hilton Beach and Hilton Township, and it involved a snowmobile on fire. The loss was a private individual's and did not involve any financial loss to the municipality.

Concerns addressed when reviewing the above municipal fire losses included the following:

- As new residences continue to be built along the waterfront areas of Hilton Township, with considerable areas still to be developed, potential municipal fire loss risk increases as all of these properties are well beyond the standard 8 km from the responding firehall. Funds have to be invested in a satellite fire station to address not only this issue but that of public safety for new residents and those already living in these areas.
- Given the significant distance at which so many residents live from the responding firehall, coupled with the fact that some residents are living on roads not maintained by the municipality in the winter months, more emphasis has to be made towards educating the public on personal fire safety.
- A list of those members of the public considered 'vulnerable' needs to be compiled and efforts made to meet with them to ensure their homes and living practices are safe.

Municipalities are required to file compliance statements with the Office of the Fire Marshal and Emergency Management (OFMEM) confirming they have: conducted a risk assessment, provided a smoke alarm program including home escape planning, distributed public education information and implemented public education programs and provided fire prevention inspections upon complaint or request. Given these requirements, Council completed a "Priority Setting for Compliance" chart addressing our community's fire safety priorities in order of concern as well as a status of what we are currently doing and how certain improvements might be made. The priorities listed were:

- **Residential Fires:**
 - Currently: safety messages included in monthly Minutes which are mailed to permanent residents and posted on our website for seasonal residents; information pamphlets are available for pickup in the Municipal Office
 - Improvements: contract out for the service of inspections; establish a smoke alarm tracking program; engage more with the public at special events; schedule workshops on proper fire extinguisher use/home escape planning/safe wood burning practices; establish a fire department presence at summer functions to provide information to the public and answer any questions
- **Vulnerable Residents (Seniors):**
 - Currently: as above re safety messages in monthly Minutes and information available for pickup in Municipal Office
 - Improvements: establish a listing of vulnerable residents and visit them to ensure awareness of safe fire practices; attend senior functions and distribute 'Older and Wiser' information
- **Open Air Burning:**
 - Currently: as above re safety messages in monthly Minutes and information available for pickup in Municipal Office; permits must be obtained at Municipal Office prior to any burning for period April 1st to October 31st
 - Improvements: have permits and safe burning guidelines available on website for easier access by seasonal residents and require signed permits be returned to Municipal Office via email; set up the Fire Trucks outside the Firehall in April/May to increase presence to public and provide information on safe burning as well as issue permits
- **Trailer Park:**
 - Currently: providing inspection of facility upon request or complaint
 - Improvements: schedule an annual inspection to ensure owner/occupant compliance and bring fire truck to engage youth in the message being delivered; provide safety pamphlets to Owner for distribution to occupants for remainder of season
- **Wood Heat:**
 - Currently: as above re safety messages in monthly Minutes and information available for pickup in Municipal Office
 - Improvements: invite a WETT inspector to a workshop for the public detailing the importance of safe burning practices and required maintenance

It was noted that other priorities identified by Council fell under operational fire department matters and are not part of the compliance requirements of OFMEM. These included the location of the current firehall and how it does not meet the needs of a large number of our residents; the limited number of fire volunteers available during the regular work week as well as the required number of trained volunteers necessary to provide interior fire fighting. These issues will be addressed in the near future with the Fire Board or at the joint council meeting with the Village.

Reeve Wood thanked Joe for his input during the discussions and recommendations for improvements. It was noted that there haven't been enough fire calls to allow the volunteer fire fighters to gain experience in dealing with fires and while overall, this is a good situation to have, it does pose problems in keeping volunteers engaged. Joe offered, along with the rest of Council, to help out in terms of satisfying the public education mandate so that the entire responsibility doesn't fall onto the volunteers.

Joe Books asked to attend an upcoming meeting in his role as Community Emergency Management Coordinator. He will provide part of the necessary training Councils must take to satisfy Emergency Management requirements. It was agreed we would schedule the training session for 6:30 pm at the May 6, 2015 meeting.

The remainder of the meeting was used to address those topics to be discussed at upcoming joint council meetings. In our meeting with the Village of Hilton Beach the issue of renovating the current firehall and improving the insulation and heating system will be discussed, along with the need to build a satellite as part of the joint fire operations. It was noted that deficiencies have been addressed by the MOE with the Village owned M and N landfill site and the impact, if any, on our municipality's budget will need to be determined. There remain some outstanding issues with the operation of the Library including ownership of the book collection and the allocation of HST in the library budget. A date has not yet been determined for the joint meeting.

When meeting with the joint island councils, the topics of the museum, planning board, joint fire service, rural health care and TSSA implications will all be addressed. A date and location still needs to be agreed upon by all Councils.

Moved by Robert Jerrard 2015-42
Seconded by Dianne Holt
Resolved that we do pass By-Law No 1129-15 being a by-law to confirm the proceedings of this meeting. *Carried

Moved by Robert Jerrard 2015-43
Seconded by Pat Garside
Resolved that we do adjourn at 11:55 p.m, Council to meet again at the Hilton Township Municipal Office at 7:00 p.m. on Wednesday, April 1, 2015 or at the call of the Reeve. *Carried*

Reeve, Rodney Wood

Valerie Obarymskyj, Clerk Treasurer



***** Building Inspection *****
Ron LeBlanc – Building Inspector - Call 1-800-797-2997
Email: ron.leblanc@tulloch.ca

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

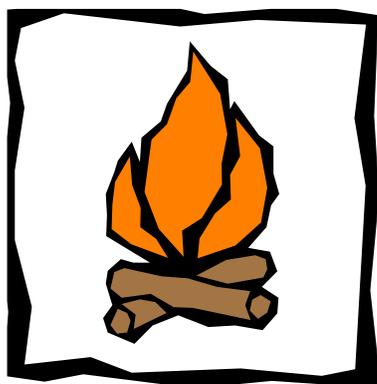
Dump/Recycling (M and N Road):



WINTER Hours in Effect from Sept 15/14 – May 15/15:
Saturday: 10:00 am - 3:00 pm
Sunday: 2:00 pm - 6:00 pm

Note: **Tippage Free** weekend for all Hilton Township residents during the three days of the May 'Victoria Day' weekend (May 16, 17, 18)

F I R E - 911 for Emergencies



It is necessary to obtain a Fire Permit at the Municipal Office for Small Brush Burning and Incinerator Burning during the months from April to October. There is no fee for this permit. The permit can be picked up in the Municipal Office during regular hours or is available on the Township's website (www.hilontownship.ca) under "More – Documents – Permits". In order for your digital version to be considered valid, you must sign and return the permit to the Township of Hilton via email: admin@hilontownship.ca and then your name will be added to the 'authorized permit list'.

A reminder that burning is only permitted two hours before sunset and two hours after sunrise.
(Exception: campfires for cooking/warmth allowed anytime.)