

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES
Regular Meeting
January 6, 2016
7:00 p.m.

Present:

Absent:

Reeve: Rodney Wood

Councillors: Pat Garside

Dianne Holt

Dave Leask

Robert Jerrard

Road Superintendent: Lyn Garside

Clerk Treasurer: Valerie Obarymskyj

There were no disclosures of pecuniary interest.

Moved by Pat Garside 2016-01

Seconded by Dave Leask

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

Moved by Robert Jerrard 2016-02

Seconded by Dianne Holt

Resolved that we do approve the Minutes of the meeting of December 2, 2015, as presented. *Carried*

Lyn Garside, Road Superintendent, provided an update on road issues in the Township. The mild winter to date will result in reduced costs related to sand, fuel and wages. The windstorm that hit our area on Christmas Eve left many residents without power for a prolonged period of time and in addition, many roads were completely blocked with fallen trees. The Road Superintendent noted that following a fire call responding to trees on fire on power lines, a couple fire volunteers provided much appreciated assistance in removing the trees still blocking many roads. Council asked that a letter of appreciation be sent to those individuals.

Moved by Dave Leask 2016-03

Seconded by Pat Garside

Resolved that we do agree to plow the end of Jocques Bay Road for the 2015-2016 winter season to allow for the parking of vehicles off the highway. *Carried*

Correspondence was received from Algoma Power advising in 2016 it will be rebuilding the line adjacent to Hwy 548 for the section from Base Line to 500m north of Old Orchard Road. The work is anticipated to begin in the first half of the year.

Council reviewed the response from the Village of Hilton Beach regarding discontinuing use of the old Village office for fire department storage and classroom training for the volunteers. The Village's position was that such matters should be resolved by the Fire Board and not by Council. Hilton Township Council noted the issue had been discussed at the November 2015 fire board meeting with a decision being postponed to allow for an inspection of both the current firehall and the old Village office. Following the inspection, Hilton Township fire board members, who represent 50% of the fire board, confirmed at the December 2015 council meeting that the building was not needed and had not been used since April 2015. Fire board members reiterated that use of the building had only been approved on a temporary basis when it was first suggested in 2012. Hilton Township Council supported its fire board members' position to terminate the agreed upon temporary use of the old Village office effective December 31, 2015. The timing of Council's decision was intended to ensure there would not be a continued similar expense for Hilton Township residents in 2016.

Moved by Robert Jerrard 2016-04

Seconded by Dianne Holt

Resolved that we do give first, second and third and final reading and pass By-Law No. 1149-16 being a by-law to appoint Jim Waycik as Community Emergency Management Coordinator (CEMC) and Valerie Obarymskyj as Alternate CEMC for the Township of Hilton. *Carried*

Council reviewed the annual building permit summary for 2015 provided by Ron LeBlanc, Building Inspector. A total of nine permits were issued for a combined construction value of \$392,735. Total permit fees collected were \$1,800 resulting in an overall cost to date of \$4,600 for this service to residents. The Clerk advised the final cost will be adjusted once building inspection costs for December 2015 have been provided.

Moved by Pat Garside 2016-05

Seconded by Robert Jerrard

Resolved that we do give first, second and third and final reading and pass By-Law No. 1146-16 being a by-law to appoint officers, servants, boards and commissions for the year 2016. *Carried*

In preparation for issuing the 2016 interim taxes, the Clerk asked that the following by-laws be passed. The interim taxes will be mailed the beginning of February with a due date of February 29, 2016.

Moved by Dianne Holt 2016-06

Seconded by Dave Leask

Resolved that we do give first, second and third and final reading and pass By-Law No. 1147-16 being a by-law to provide for an interim tax levy for 2016 and for the payment of taxes and for penalty and interest of 1.25% per month after the due date. *Carried*

Moved by Dave Leask 2016-07

Seconded by Robert Jerrard

Resolved that we do give first, second and third and final reading and pass By-Law No. 1148-16 being a by-law to establish tax ratios for the Township of Hilton for the year 2016. *Carried*

Council reviewed information detailing how the Office of the Ombudsman's jurisdiction was extended January 1, 2016 to include full oversight of local government services, administration and officials. Previously, the Ombudsman was only involved in investigating complaints related to the closed meetings of municipalities and to address this formed the Open Meeting Law Enforcement Team (OMLET). The Clerk advised that the expanded authority now means anyone can contact the Ombudsman with concerns or complaints about common municipal issues such as customer service; conduct of staff or council; conflicts of interest; services such as garbage collection or snow removal, etc; municipally owned utilities; accountability/transparency mechanisms or the lack thereof. Pamphlets explaining the changes to residents have been provided and are available for pickup in the municipal office. The Clerk advised that area clerks had recently reviewed various website policies and the matter of posting Agendas/Minutes from municipal boards and committees was discussed. Many municipalities do post such items and given the goal of more transparency and the fact a good portion of the services provided is funded through tax dollars, the Clerk recommended that Agendas/Minutes from municipally associated boards and committees should also be posted on our website. These meetings are intended to be public meetings and without some form of notice members of the public could not hope to attend. Such boards would include Fire Board; Library Board; Museum Board and Planning Board. If some of these Boards have their own websites and currently post this information, providing a link would be all that is necessary on our website. It was suggested we contact the various groups to determine if they are already doing this and if not, would be willing to do so.

Correspondence was received from the Ministry of Municipal Affairs and Housing (MMAH) addressing our municipality's 2014 Financial Indicator Review. Two areas of concern were raised pertaining to Taxes Receivable and Net Book Value. It was suggested that stronger enforcement of tax collection may be necessary and setting aside higher amounts for allowance for uncollectable taxes. The Clerk advised that a significant amount of tax arrears had been collected in early 2015 as the result of a tax registration initiative in 2014. The amount involved could have played a role in raising this concern with MMAH. With regard to our current Net Book Value position indicating some of our assets are nearing the end of their life and will soon require replacement, the advice was we should be reviewing our reserve funds to ensure adequate replacement cost is available. Council has addressed this issue in the past and that is why funds have been set aside annually to prepare for the replacement of the plow truck, grader, excavator and fire trucks as well as contribute annually to the Building Fund and Office Equipment reserves. Maintaining the good condition of the Township roads is ensured with annual construction investments of \$100k and more when available through various grants. The Clerk relayed this information to MMAH. The correspondence reinforced the practice of ensuring annual transfers are made to various reserves and reserve funds needs to continue to protect the financial future of the municipality.

The Clerk presented a number of policies related to Accessibility that were created in 2015 and recommended they be adopted through by-law. The Accessibility for Ontarians with Disability Act (2005) and the Integrated Accessibility Standards Ontario Regulation 191/11 (IASR) detail a variety of requirements all municipalities must satisfy regardless of their size. The Clerk noted that the municipal website needs to be updated to include more information on accessibility. It was recommended that forming an Accessibility Committee comprised of the Clerk, Deputy Clerk and a couple members of Council would help to distribute the associated workload involved with future requirements and training. Reeve Wood and Councillor Jerrard offered to sit on the Committee.

Moved by Dianne Holt 2016-08

Seconded by Robert Jerrard

Resolved that we do give first, second and third and final reading and pass By-Law No. 1150-16 being a by-law to adopt the following Accessibility Policies: Accessible Procurement of Goods and Services Policy; Accessibility – Individual Accommodation Plan Policy; Accessibility – Return to Work Process Policy; Integrated Accessibility Standards Regulation (IASR) – Employment Policy; IASR – Design of Public Spaces Policy. *Carried*

The Clerk provided information related to Ontario Tire Stewardship (OTS) and Registered Tire Collectors. The two parties enter into an agreement whereby the OTS pays a used tire collection allowance to the registered collector and registered haulers provide pickup at no charge to the registered collector. Information showed that landfills operated by St. Joseph Township, Johnson Tarbutt, Laird, Echo Bay and Huron Shores are all registered collectors. There is no cost to the municipality, revenue is generated at the time of collection and the program encourages recycling.

Council reviewed a report from the Clerk requesting additional administrative assistance in 2016. A number of areas including asset management, accessibility, cemetery regulations, emergency management and record retention need to be addressed and assistance from the Deputy Clerk for the regular work requirements would enable the Clerk to focus on some of the new areas. Currently the Deputy Clerk is asked to provide assistance each February at tax time and vacation relief for the Clerk in the summer and fall months. Council confirmed it supported any additional time thought necessary by the Clerk and to include such extra cost in the 2016 budget.

Moved by Dianne Holt 2016-09
Seconded by Pat Garside

Resolved that we do authorize the payment of Township bills for the month of December 2015 in the amount of \$94,124.44 as per Voucher 12-2015: Administration - \$16,369.70; Algoma District School Board - \$33,246.59; Algoma District Services Admin - \$21,449.58; Building - \$549.18; Fire - \$1,977.17; Miscellaneous (Employee/Employer Payroll Deductions/Benefits) - \$5,394.14; Policing - \$7,243.00; Roads – \$5,837.41; WSIB (Qrtly) – \$2,057.67.*Carried*

Moved by Pat Garside 2016-10
Seconded by Robert Jerrard

Resolved that we do pass By-Law No 1151-16 being a by-law to confirm the proceedings of this meeting.*Carried

Moved by Robert Jerrard 2016-11
Seconded by Pat Garside

Resolved that we do adjourn at 10:24 p.m Council to meet again at the Hilton Township Municipal Office at 7:00 p.m. on Wednesday, February 3, 2016 or at the call of the Reeve. *Carried*

Reeve, Rodney Wood

Valerie Obarymskyj, Clerk Treasurer



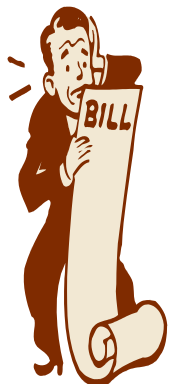
***** Building Inspection *****
Ron LeBlanc – Building Inspector - Call 1-800-797-2997
Email: ron.leblanc@tulloch.ca

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



WINTER Hours in Effect from Sept 15/15 – May 15/16:
Saturday: 10:00 am - 3:00 pm
Sunday: 2:00 pm - 6:00 pm

The Village of Hilton Beach has advised that one small 'kitchen-catcher' style garbage bag may be included inside a large clear bag when disposing of household garbage at the landfill. The clear bag policy came into effect January 1, 2016.



The INTERIM instalment of this year's property tax bill will be mailed February 1, 2016 with a due date of February 29, 2016.
A reminder for those residents that wish to pay their taxes electronically: we have agreements with the following banking institutions: ASCU, Bank of Montreal, CIBC, MCAP, Northern Credit Union, Royal Bank, Scotiabank and TD Canada Trust. Your customer identification number will be your "Roll Number" that appears on your tax bill.
Please ensure when choosing the "Payee Name" that you select:
HILTON (TOWNSHIP) - TAXES
and not
HILTON BEACH (VILLAGE) - TAXES
Thank you!

FIRE - 911 for Emergencies

Wood Pellet Stove Safety



- Have a QUALIFIED professional install stoves, chimney connectors, and chimneys.
- Stoves should have the LABEL of an independent testing laboratory.
- In wood stoves, burn only DRY, seasoned wood. In pellet stoves, burn only dry, seasoned wood pellets.
- Have your chimney and stove INSPECTED and cleaned by a certified chimney sweep every fall just before heating season.
- CLEAN the inside of your stove periodically using a wire brush.
- Allow ashes to COOL before disposing of them. Place ashes in a covered metal container. Keep the container at least 10 feet away from the home and other buildings.
- Keep a CLOSE EYE on children whenever a wood or pellet stove is being used. Remind them to stay at least 3 feet away from the stove. Stoves need SPACE. Keep anything that can burn at least 3 feet away from the stove.
- INSTALL and maintain carbon monoxide alarms (CO) outside each sleeping area and on every level of the home. For the best protection, interconnect the CO alarms. When one sounds, they all sound.



- Blow out all candles when you leave the room or go to bed. Avoid the use of candles in the bedroom and other areas where people may fall asleep.
- Keep candles at least 12 inches away from anything that can burn. If you do burn candles, make sure that you use candle holders that are sturdy, and won't tip over easily.
- Put candle holders on a sturdy, uncluttered surface.
- Light candles carefully. Keep your hair and any loose clothing away from the flame.
- Don't burn a candle all the way down — put it out before it gets too close to the holder or container.
- Never use a candle if oxygen is used in the home.
- Have flashlights and battery-powered lighting ready to use during a power outage. Never use candles.
- Never leave a child alone in a room with a burning candle. Keep matches and lighters up high and out of children's reach, preferably in a locked cabinet.
- Think about using flameless candles in your home. They look and smell like real candles.

Information provided courtesy of NFPA Public Education Division

"FAMILY DAY" FUN! (February 15, 2016) in HILTON BEACH

The Village of Hilton Beach is inviting EVERYONE to attend their "Hilton Family Fun Day" to be held at the All Season Sport Surface located in front of the Waterfront Centre on Bowker Street. Festivities begin at 12 Noon and include skating drills (dependent on ice conditions) and games, prizes, hot chocolate, hotdogs and sweets for the children.