

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES
Regular Meeting
January 8, 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 Dave Leask 2020-01
Seconded by Pat Garside
Resolved that we do accept the Agenda as presented. * Carried *

Prior to the Minutes of December 4, 2019 being approved, the Clerk noted Resolution Number 133 should have been numbered 134.

Moved by Dianne Holt 2020-02
Seconded by Mike Garside
Resolved that we do approve the Minutes of the Regular Meeting of December 4, 2019 as amended.
Carried

Reeve Wood welcomed Glenn Martin, currently serving as the Clerk Treasurer for the Township of Tarbutt. The three townships of Hilton/Jocelyn and Tarbutt have shared a joint emergency management agreement for the past four years with Jim Waycik as our Community Emergency Management Co-ordinator (CEMC). Given Mr. Waycik's recent resignation, Mr. Martin agreed to take over the CEMC role for Hilton and Jocelyn Townships given he has already taken a number of the required courses. The recent ice storm with its resulting downed trees and power outages was discussed. It was noted that the Province does require municipalities to implement an Emergency Plan but it is important for municipalities to educate their residents to personally prepare themselves so they can be self-sufficient for a minimum of 72 hours. While the municipality's Emergency Control Group could meet after a period of 24 hours to assess the situation, in certain circumstances such as what was experienced with this situation, keeping people off the roads is just as important - it prevents more accidents and also allows road crews to do their job without being impeded by other drivers. Reeve Wood thanked Mr. Martin for attending and for taking over the role of CEMC.

Moved by Mike Garside 2020-03
Seconded by Dave Leask
Resolved that we do give first, second and third and final reading and pass By-Law No. 1260-20 being a by-law to appoint Glenn Martin as Community Emergency Management Coordinator (CEMC) and Valerie Obarymskyj as Alternate CEMC for the Township of Hilton. *Carried*

Lyn Garside, Road Superintendent, provided an update on road issues in the Township. Further to the discussion already had on the recent ice storm, Mr. Garside noted the dangers in clearing the broken limbs and how important it was that experienced individuals do the work. It was not unusual for roads to be cleared of downed trees only to have to turn around and do the work again with more trees coming down. In an effort to get the roads passable many of the downed trees and branches have been pushed to the roadside and cleanup will take place in the Spring. Some clearing was contracted out given the height of some broken limbs on Base Line and the need to alleviate the danger of them falling.

In preparation for the amalgamated tenders to be submitted in February 2020, the Road Superintendent suggested a few road projects he considered priority. A section of Base Line near Still Side Road will need reconstruction and resurfacing. In addition, part of the maintained section of Haight Road will need to be reconstructed to remove the old corduroy used in the original 1980s construction that has been making its way up through the road. A section of Canoe Point Road will need to be resurfaced after a culvert at its intersection with the K Line is replaced. It was recommended by Council that no other significant road construction projects be taken on this year to ensure there is adequate time for the construction of a driveshed on the township property. This structure will serve as storage for the Recreation Committee's materials as well as shelter for the Road Department's culverts and proposed tractor purchase. The Road Superintendent confirmed there may be changes coming with the operation of the East Algoma Road Superintendents'

Association. This Association is made up of Road representatives from approximately thirteen area municipalities. The group was formed many years ago to find savings through submitting amalgamated tenders for calcium/ surface treatment/ culverts /etc. Questions have now been raised concerning legal situations involving one municipality that might extend to all members, as well as, the proposed application of penalties to contractors failing to meet the terms of their agreement and the ramifications such actions could bring. While it has been resolved no penalty clause will be enacted this year, there may be more Municipal Council involvement in the Road Association going forward to deal with the legal and insurance issues.

Council reviewed correspondence from St. Joseph Township continuing the discussion about the road improvements it made to the section of K Line off the 20th Side Road during the summer of 2019 and its request that Hilton Township share the cost. Hilton Township Council agreed having both Councils meet to discuss a formal shared maintenance agreement for all boundary roads would be beneficial to ensure that in the future any work proposed and subsequent cost-sharing is agreed to by both municipalities.

The Clerk provided Council with copies of sand invoices for the month of December 2019 totalling approximately \$3,700.00. The amount is far greater than normally experienced due in part to the weather conditions, as well as, the increased cost of the product.

Reeve Wood addressed a request by the St. Joseph Island Voyageurs Snowmobile Club to once again confirm the Township's permission to allow use of its road right-of-ways for snowmobile use. This permission has been given in the past and was requested to update records for both the local club and the Ontario Federation of Snowmobile Clubs. Council had no objection.

Council reviewed the proposed by-law regarding shipping containers prepared by the St. Joseph Island Planning Board following its December 2019 meeting discussion. The focus of the Planning Board discussion had been on the Ontario Building Code (OBC) recognizing such units as accessory structures which are subject to the OBC requirements. Our current Zoning By-law already states that accessory structures shall not be used for human habitation. Council agreed shipping containers should be subject to the established setback requirements for accessory structures, as well as, lot coverage requirements. The intent is to permit shipping containers in Rural, Commercial and Industrial Zones only within the Township of Hilton. The Clerk recommended reviewing how the other Island municipalities will proceed in the hope of putting forward a zoning amendment similar Island-wide.

The Clerk provided a summary of building inspection costs versus fees collected for 2019. A total of \$4,075 was received in building permit fees while the contracted cost including mileage was \$11,833. Council once again stated its satisfaction with the professional building inspection services provided by Tulloch Engineering and confirmed it has no interest in increasing the permit fee rates. The difference in fees versus costs will balance out eventually with higher assessment values and increased taxation.

In preparation for issuing the 2020 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, 2020. Calculation of the interim taxes is based on 50% of the previous year's tax rates applied to the current year's assessment.

Moved by Pat Garside

2020-04

Seconded by Dave Leask

Resolved that we do give first, second and third and final reading and pass By-Law No. 1261-20 being a by-law to provide for an interim tax levy for 2020 and for the payment of taxes and for penalty and interest of 1.25% per month after the due date. *Carried*

Moved by Pat Garside

2020-05

Seconded by Mike Garside

Resolved that we do give first, second and third and final reading and pass By-Law No. 1262-20 being a by-law to establish tax ratios for the Township of Hilton for the year 2020. *Carried*

When reviewing the proposed Appointment By-law for 2020 a change was requested in representation on certain boards. A revised by-law will be presented at the February 2020 meeting.

Council reviewed a report from the Clerk on Accessibility Compliance requirements for 2019. A number of reports have been posted to our website. Continued training will be required for Council/Staff and Fire Volunteers with an anticipated delivery of Spring 2020.

Moved by Pat Garside

2020-06

Seconded by Dianne Holt

Resolved that we do give first, second and third and final reading and pass By-Law No. 1264-20 being a by-law to adopt a Multi-Year Accessibility Plan for 2020 – 2025. *Carried*

Council reviewed the Financial Indicator Review for 2018 prepared by the Ministry of Municipal Affairs. The Review indicated a “moderate” risk in two areas: the amount of taxes billed but not collected and how much of our assets’ life expectancy has been consumed. The Clerk noted that there had been one significant tax arrears account settled in 2019 while another has been sent to the lawyer for tax registration. In terms of the large portion of some of our assets’ life expectancy being consumed – this could apply to the plowtruck which was replaced in 2019; the modification of the old plowtruck to a newer tanker partially addresses that issue; replacement of the excavator may be deemed imminent in terms of age but as the result of good maintenance practice, it should serve for many more years.

The Clerk advised Council the main office computer had required servicing following the recent prolonged and intermittent power outages and has also now been updated to Windows 10. The Clerk recommended replacing the Administration’s 2009 laptop using funds set aside in the Office Equipment Reserve.

Moved by Dave Leask 2020-07
Seconded by Mike Garside
Resolved that we do authorize the payment of Township bills for the month of December 2019 in the amount of \$103,239.80 as per Voucher 12-2019: Administration - \$10,790.62; Algoma District School Board - \$32,765.34; Algoma District Services Admin - \$23,793.33; Building - \$1,599.76; Fire - \$2,617.26; Miscellaneous (Employee/ Employer Payroll Deductions/Benefits) - \$5,717.47; Policing - \$14,300.00; Roads – \$11,656.02. *Carried*

Moved by Pat Garside 2020-08
Seconded by Dianne Holt
Resolved that we do pass By-Law No 1265-20 being a by-law to confirm the proceedings of this meeting. *Carried*

Moved by Mike Garside 2020-09
Seconded by Dave Leask
Resolved that we do adjourn at 9:58 p.m. Council to meet again at the Hilton Township Municipal Office at 7:00 p.m. on Wednesday, February 5, 2020 or at the call of the Reeve. *Carried*

Reeve, Rodney Wood

Valerie Obarymskyj, Clerk Treasurer



***** 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



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



The INTERIM instalment of this year's property tax bill will be 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 ensure when choosing the “Payee Name” that you select:
HILTON (TOWNSHIP) - TAXES
and not
HILTON BEACH (VILLAGE) - TAXES
Thank you!

F I R E - 911 for Emergencies

The recent ice storm and heavy snow event impacted some folks significantly. Many were without power for longer than a day. **A key message is to make sure you are prepared to take care of your family for a minimum of 72 hours.**

- Have your emergency kit ready. Be prepared for power outages. For more information go to: <http://www.getprepared.ca/>
- Carbon monoxide kills: **NEVER** use a generator, BBQ, propane inside an enclosed area. [Learn more about generator safety here](#)
- Follow official instructions during snow removal and clean up – stay off the roads unless travel is absolutely necessary.



72 hours – Is Your Family Prepared?

The Red Cross recommends that you keep a [disaster preparedness kit](#) in your home with enough supplies to meet your family's needs for at least 72 hours. By taking the time now to store food, water and other supplies, you can provide for your entire family in the event of an emergency.

The following is a checklist to ensure you are well prepared.

- Water
- Food (non-perishable) and manual can opener if this includes cans
- Special needs such as medications, baby needs, extra glasses, etc.
- Important family documents (i.e. copies of birth and marriage certificates, passports, licenses, wills, land deeds and insurance)
- A copy of your emergency plan
- Crank or battery-operated flashlight, with extra batteries
- Battery-operated or crank radio
- Extra keys, for your house and car
- First aid kit
- Extra cash
- Personal hygiene items
- Pet food and pet medication
- Cell phone with extra charger or battery pack

Additional items to consider

- Change of clothing and footwear for each person
- Plastic sheeting
- Scissors and a pocket knife
- Whistle
- Hand sanitizer
- Pet food and pet medication
- Garbage bags and twist ties
- Toilet paper
- Multi-tool or basic tools (i.e. hammer, wrench, screwdriver etc.)
- Duct tape
- Sleeping bag or warm blanket for each member of your household