

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

Present:  
Reeve: Rodney Wood  
Councillors: Pat Garside  
Dianne Holt  
Robert Jerrard  
Dave Leask  
Road Superintendent: Lyn Garside  
Clerk Treasurer: Valerie Obarymskyj

Absent:

There were no disclosures of pecuniary interest.

Moved by Dave Leask 2014-53  
Seconded by Pat Garside  
Resolved that we do accept the Agenda as presented. \* Carried \*

Moved by Robert Jerrard 2014-54  
Seconded by Dianne Holt  
Resolved that we do approve the Minutes of the meeting of April 2, 2014 as presented. \* Carried \*

Reeve Wood welcomed Joe Books, CEMC (Community Emergency Management Co-ordinator) for St. Joseph Island. Mr. Books reviewed with Council "Lesson 2: Roles and Responsibilities" of the Basic Emergency Management Course as part of the municipality's training requirements to ensure annual compliancy. The presentation addressed the various phases of an emergency; the roles of federal/provincial/municipal governments; federal/provincial legislation and local emergency plans. Mr. Books advised similar presentations at future council meetings will fulfill our training requirements along with a mock exercise in the fall of this year. Reeve Wood thanked Mr. Books for his time and effort to ensure all Island municipalities achieve compliancy with EMO requirements this year.

Lyn Garside, Road Superintendent, advised that the combination of heavy rains last fall and the severe cold throughout the long winter has resulted in significant frost damage to several roads. A culvert on Hilton Road will likely need replacement and it is hoped that severe cracks along the centre line of many roads will mend themselves once the frost comes out of the ground.

The results of the amalgamated tender were reviewed and the following resolutions passed (surface treatment is for the 20<sup>th</sup> Side Road and resurfacing of 2.1 km of Base Line from S and T to Hwy 548).

Moved by Robert Jerrard 2014-55  
Seconded by Pat Garside  
Resolved that we do accept our share of the amalgamated tender calls as follows (taxes included):  
Surface Treatment – Ellwood Robinson - \$76,361.11 \*Carried\*

Moved by Dave Leask 2014-56  
Seconded by Dianne Holt  
Resolved that we do accept our share of the amalgamated tender calls as follows (taxes included):  
Culverts – Armtec - \$3,859.23  
Blades – White's Wearparts Ltd - \$3,122.57  
Calcium – Morris Chemicals Inc. - \$7,153.04 \*Carried\*

The Clerk advised that the Roads Working Capital has reached a level in excess of the auditor's recommendation and it was suggested that part of the funds be directed to a term deposit or used towards a proposed equipment purchase. The Road Superintendent confirmed it could be to the Township's benefit to own a piece of equipment that could be used for a variety of functions: mowing the roadsides more than just once annually; adding a broom to sweep the intersections/roads; adding a bucket to assist in snow removal and the moving of gravel/sand. The Road Superintendent explained that as more of the major construction projects are completed in the Township, we will be moving to more of a maintenance mode and such a machine would be beneficial. More investigation is needed and it was decided to invest the excess funds this year and address the equipment proposal as part of next year's budget discussions.

The Clerk advised that a new Municipal Funding Agreement must be entered into with the Association of Municipalities of Ontario (AMO) for the Federal Gas Tax Fund. Municipalities receive an annual allocation based on population. Funds may only be used for specific types of projects and annual reporting is required when the

funds are spent. The Township of Hilton receives approximately \$16,000 per year. Some of the changes in the new Agreement include the Municipal Treasurer taking responsibility for ensuring financial compliance as opposed to the municipality's auditor; the filing of Schedule C's are no longer required for road projects and funds may now accumulate for up to five years instead of the previous three year period.

Moved by Dianne Holt 2014-57  
Seconded by Robert Jerrard

Resolved that we do give first, second and third and final reading and pass By-Law No. 1101-14 being a by-law to authorize the Reeve and Clerk to execute a Municipal Funding Agreement with the Association of Municipalities of Ontario for the Transfer of Federal Gas Tax Revenues. \*Carried\*

Council reviewed a letter from OGRA (Ontario Good Roads Association) advising we are entitled to a refund of approximately \$50 from our original \$100 contribution toward the legal application to defend the Minimum Maintenance Standards. The application had been successful and while the offer was being made to return our share of the unspent funds, there was also an option to leave the funds in the reserve in case a further appeal was launched. Council confirmed that our share of the funds could remain with OGRA for such a purpose.

Moved by Dave Leask 2014-58  
Seconded by Dianne Holt

Resolved that we do enter Closed Meeting at 8:58 p.m. for the purpose of discussing personal matters about an identifiable individual. \*Carried\*

Moved by Pat Garside 2014-59  
Seconded by Dave Leask

Resolved that we do return to Open Meeting at 9:55 p.m. \*Carried\*

Moved by Robert Jerrard 2014-60  
Seconded by Dianne Holt

Resolved that we do direct the Clerk to confirm with the local property owner Council's position regarding the matter of restitution due to a recent flooding issue. \*Carried\*

The Clerk provided zoning information regarding what types of uses were permitted as 'home occupations'. It was noted that while some uses may be allowed, there may still be some environmental considerations that need to be addressed for a property owner to be in full compliance.

The construction of pole buildings was discussed and it was suggested that the Clerk contact the building inspector to determine if there are specific requirements as to who can erect such structures.

The Clerk presented the financial statements for 2013 prepared by BDO Dunwoody. Council reviewed the Management Letter and noted the auditor's comments that it is important for council members to be fully engaged in the financial operations of the municipality and encouraged continued/increased confirmation in the Council Minutes of such involvement. Council noted that the Clerk has always provided detailed financial information to members at regular meetings, as well as, the annual budget meeting and all members were fully aware of the Township's financial position in terms of Reserves/Reserve Fund savings. In addition, Council noted they were always kept informed of any grant opportunities and fully engaged in the application process and determining what level of funding should be requested. Council noted the same transparency has always been provided by the Road Superintendent, ensuring members are kept informed of any road or vehicle issues, financial or otherwise, and any significant variances from budgeted figures have always been discussed with Council prior to any commitment.

Moved by Dianne Holt 2014-61  
Seconded by Pat Garside

Resolved that we do accept the 2013 Financial Statements for the Township of Hilton, as prepared by BDO Dunwoody. \*Carried\*

Moved by Robert Jerrard 2014-62  
Seconded by Dave Leask

Resolved that we do accept the 2013 Financial Statements for the Hilton Union Fire Department, as prepared by BDO Dunwoody. \*Carried\*

In preparation for the upcoming budget meeting, the Clerk presented the following items for discussion. Given the increase to the minimum wage effective June 1, 2014, the Clerk identified a flaw in the Township's wage scale for the position of Custodian. While this position is currently paid an amount greater than minimum wage, the fact that the scale starts at a range lower than the new minimum of \$11.00 was thought to need correction. The Clerk noted that this position did not appear to fall within the categories outlined in the point system of the current Pay Equity Plan and it was recommended the position be removed from the Plan and paid on a contracted monthly basis.

Moved by Dave Leask 2014-63  
Seconded by Pat Garside

Resolved that we do recommend the position of Custodian be removed from the Township of Hilton's Pay Equity Plan and remuneration for the position be changed to a monthly contract fee and that this change be posted the beginning of June 2014 for the required 90 day period. \*Carried\*

At the previous council meeting the Clerk had provided a survey of area council honoraria that showed this Council's meeting rates to be considerably lower than the majority. The Clerk asked Council to consider establishing a new rate. Council noted the last time the rate had been changed was in 2010 and that was after a ten year period of no change. A recommendation was made that the meeting rate increase \$25 per month for all members of council but that this change not take effect until January 2015, following the 2014 election. The increase would move the monthly rate for Councillor to \$125 and \$150 for Reeve.

The Clerk provided a survey of twelve Algoma municipalities which detailed vacation benefits provided to staff. The Township of Hilton was the only municipality that did not offer six weeks vacation at twenty years of service, with several offering that amount at fifteen to nineteen years service. Council agreed that Hilton Township staff should be entitled to the same as area municipalities but that the ceiling on vacation benefits be limited to six weeks.

Moved by Robert Jerrard 2014-64  
Seconded by Dianne Holt

Resolved that we do amend the vacation benefits for staff to include 6 weeks vacation at 20 years of service. \*Carried\*

Council accepted the Clerk's recommendation that vacation relief wages be recognized differently and the following resolution was passed.

Moved by Pat Garside 2014-65  
Seconded by Dave Leask

Resolved that we do agree that effective immediately, the Deputy Clerk, while providing vacation relief for the Clerk, will be compensated at her same grid level but the wage scale of the Clerk will be applied. \*Carried\*

Council discussed the Senior of the Year function to be held at the Trefry Centre in early June and recommended a local individual for the award.

Moved by Dianne Holt 2014-66  
Seconded by Dave Leask

Resolved that we do support the Central Algoma Secondary School with a donation of \$100.00 to be awarded to a deserving Graduate. \*Carried\*

Moved by Dianne Holt 2014-67  
Seconded by Pat Garside

Resolved that we do approve the St. Joseph Island Museum Budget for 2014 as presented in the amount of \$45,600 with Hilton Township's share being \$5,368.67. \*Carried\*

The Clerk provided Council with two different options for updating the office printing functions, both of which would provide colour photocopies. Currently, the office uses a Canon photocopier, purchased seven years ago, as well as, a desktop HP laserjet printer, purchased in 1999. Both machines continue to function well, however, neither is capable of printing in colour. Replacement of the 1999 model would appear to make the most sense. The Clerk suggested the matter be deferred until the 2014 budget was drafted to determine if funds were available without having to impact the tax rate, noting a significant amount of expense has already been incurred this year with the purchase of a new computer and new tax and asset management software.

Councillor Holt provided a verbal report on the recent annual meeting of the Algoma District Services Administration Board. The differences of how disability and social service benefits were regulated was discussed and it was noted that ADSAB is currently investigating how that agency could take over responsibility for disability services in an effort to deliver the service in a better way.

Council reviewed AMO's Final Report regarding the OPP Billing Steering Committee. Five billing models had been studied including the following: 1) Households 2) Weighted Assessment 3) 50% Assessment and 50% Number of Properties 4) 50% Number of Properties and 50% Population 5) 50% Households and 50% Weighted Assessment. Pros and cons were identified for each model but the final recommendation of the Committee was for the Province to move forward with either Option 1 (Households) or Option 5 (Households/Weighted Assessments). It was also acknowledged by the Committee that both models would result in significant financial impacts on a number of municipalities and any change must be implemented with both mitigation funding and a phase-in transition.

Moved by Robert Jerrard 2014-68  
Seconded by Dianne Holt

Resolved that we do authorize the payment of Township bills for the month of April 2014 in the amount of \$58,231.33 as per Voucher 04-2014: Administration - \$11,698.75; Algoma Dist Services Admin (April) - \$20,760.38; Building - \$745.80; Fire - \$525.00; MPAC (1<sup>st</sup> Qtr) - \$4,433.20; Misc - \$6,445.31; Roads - \$12,327.61; WSIB (2st Qtr) - \$1,295.28. \* Carried \*

Moved by Pat Garside 2014-69  
Seconded by Dave Leask

Resolved that we do pass By-Law 1102-14 being a by-law to confirm the proceedings of this meeting. \*Carried\*

Moved by Dave Leask 2014-70  
Seconded by Robert Jerrard

Resolved that we do adjourn at 11:59 p.m., Council to meet again at the Hilton Township Municipal Office at 7:00 p.m. on Wednesday, May 21, 2014 (Budget Meeting) or at the call of the Reeve. \*Carried\*

Rodney Wood, Reeve

Valerie Obarymskyj, Clerk Treasurer

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

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**Dump/Recycling (M & N Road):**

**SUMMER Hours in Effect from May 15/14 – September 15/14**

Wednesday: 2:00 pm – 7:00 pm  
Saturday: 10:00 am - 3:00 pm      Sunday: 2:00 pm - 6:00 pm  
Holiday Mondays: 2:00 pm – 6:00 pm

**Notice to All Hilton Township Residents:**

**Tippage Fees will be WAIVED through the Victoria Day Weekend (May 17<sup>th</sup>/18<sup>th</sup>/19<sup>th</sup>).**

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**Items considered Hazardous:** Paint (both oil and latex); oil; acids; anti- freeze; aerosols; caustics; flammables; pesticides; batteries of all types; propane cylinders; oil filters; pharmaceuticals; fire extinguishers; etc. Please note the above items are not accepted in the local landfill anymore.

Hilton Township residents are authorized to deposit these items at the Household Special Waste Facility located at:

**115 Industrial Park in Sault Ste. Marie**  
(turn off Great Northern Road across from Esquire Honda).

**Hours of Operation:** Thursdays and Fridays from 9:00 am till 6:00 pm and Saturdays from 8:00 am till 4:00 pm during the months of May through to October.

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**\$\$\$\$\$ Budget Meeting \$\$\$\$\$**

Council for the Township of Hilton will review the 2014 Budget at a special meeting on Wednesday, May 21, 2014 at 7:00 pm at the Municipal Office, 2983 Base Line, Hilton Beach, Ontario. As with all regular meetings, members of the public are welcome to attend.

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

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



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.

**A reminder that burning is only permitted two hours before sunset and two hours after sunrise.**

*(Exception: campfires for cooking/warmth allowed anytime.)*