THE CORPORATION OF THE TOWNSHIP OF HILTON

 **MINUTES**

 Regular Meeting

 February 24, 2021

 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: None

There were no disclosures of pecuniary interest.

The Clerk provided a few additional items for the agenda affecting Roads and Administration.

Resolution 2021-01

Moved by Dave Leask

Seconded by Mike Garside

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

 Resolution 2021-02

 Moved by Pat Garside

Seconded by Dianne Holt

 Resolved that we do approve the Minutes of the Regular Meeting of December 2, 2020 as presented. \*Carried\*

 Lyn Garside, Road Superintendent, noted the winter has been exceptionally good which has resulted in a reduction to fuel and sand expenses. The new plowtruck is performing well, however, in an effort to avoid significant delays when tendering for the vehicle, we did end up purchasing a unit that was onsite at a local dealership. The tires on the truck did not match with what we had specified and a decision was made at the time to try them out. This winter has shown they lack the grip needed and Council authorized the Road Superintendent to purchase a new set of Michelin tires.

 Capital road projects for the 2021 year were discussed. It was confirmed that we will continue to receive $50,000 in Ontario Community Infrastructure Funding this year which would help to offset planned road improvements. The Road Super noted that while surface treating Ellwood Boulevard is included in the 10 Year Capital Road Plan for the year 2023, it makes sense to do it now. The road has been improved within the last several years with additional gravel and the surface remains in good shape. If we wait another couple years it may involve a more involved reconstruction which could lead to changing the elevation of each entrance along the road. The proposed cost for the 1.75 km road is approximately $90,000. Council weighed the benefit of surface treating Trainor Side Road instead. While there are only two residences on the road, it is used by many Hamilton Drive/Old Moffat Bay/Big Point residents as a means of accessing the landfill. The length of Trainor Side Road is 3.1 km which would involve significantly higher costs. The Road Super advised that while we have fewer gravel roads in the Township, roads such as Jocques Bay and the end of X Line need grading a few times each summer and Trainor Side Road is on the way. After additional discussion, Council agreed to surface treat Ellwood Boulevard this year and plan for Trainor Side Road next year if funds permit.

 In addition to the surface treatment project, additional gravel will be deposited on P Line starting at Base Line and continuing to the first hill. The Roads Department will also be looking for a newer (used) pickup to work in conjuction with the existing 2010 vehicle with a focus on the parks and cemetery. Another project to be completed will be the construction of a driveshed back of the Municipal Garage. More research needs to be done as to whether building one or purchasing a prebuilt metal structure would be best. The Road Super will have more details for Council at the next meeting.

 Resolution 2021-03

 Moved by Mike Garside

Seconded by Pat Garside

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

 11,725 m2 of Double Surface Treatment

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

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The Clerk provided information on amendments effective January 2021 relating to Off-Road Vehicles on Municipal highways. The by-law passed by our municipality in 2003 addressing use of All Terrain Vehicles within the Township of Hilton should now be revoked to encompass the broader range of vehicles designed

for off-road use. In addition to the municipal parks where such vehicles are not permitted, the new by-law should also include the Township’s property on W Line which is not intended for any kind of motorized vehicle use. A draft by-law will be presented at the next meeting of Council.

When discussing the issue of Off-Road Vehicles on the road, the issue of snowmobiles was also addressed. The Clerk provided information from the Motorized Snow Vehicles Act which included the speed limits that apply to snowmobiles using the roads.

* Snowmobiles may not be operated at a speed greater than 20 km/hr on roads where the speed limit is 50 km/hr or less. The majority of Township municipal roads are posted at 50 km/hr.
* Snowmobiles may not be operated at a speed greater than 50 km/hr on roads where the speed limit is greater than 50 km/hr. The only Township municipal roads posted greater than 50 km/hr are Base Line and Hilton Road (excluding Twin Lakes area) which are posted at 80 km/hr.

The provincial legislation identified where snowmobilers can and cannot ride allowing municipalities to address additional limitations within their own by-laws. Council did not want to impose any additional restrictions on snowmobilers using the roadways, noting however, that travelling within the municipal ditches can pack down the snow/ice cutting off the flow of water and damaging culverts. When asked if a resident could erect some form of marker at either side of their entrance in an effort to dissuade snowmobilers from crossing their entrance and potentially damaging their culvert, Council had no objection noting the already common practice of residents placing planter boxes/reflective markers/civic number signs/flag poles in such locations to mark their entrances.

Council was advised that the first three vacant lots of Plan H530, Haight Road had recently changed ownership and the new owners have development plans. The first of these lots is adjacent to Hilton Road where Haight Road was closed and stopped up approximately twenty years ago given the dangers associated with the original intersection. At that time, Council had given written permission for a future entrance off of Hilton Road provided that entrance only serviced the first three lots and did not, at any point, intersect with Haight Road. The new owners have been advised accordingly.

 Resolution 2021-04

 Moved by Pat Garside

Seconded by Dianne Holt

Resolved that we do agree to plow the end of Jocques Bay Road for the 2020-2021 winter season to allow for the parking of vehicles off the highway. \*Carried\*

Council reviewed a request from an individual wishing to access the Crown lot located beside Twin Lakes on the Reid Road/Twin Lakes Drive side. Given the two access roads are privately owned, the only remaining means of access is the unopened section of the 20th Side Road allowance. Council asked the Road Superintendent to meet with the individual to confirm the type of access required as it did not want the unopened road allowance altered from its natural state.

Council reviewed correspondence from MPP Michael Mantha regarding the closure of the Ontario Fire Training College in Gravenhurst. It has been recommended that regional training centers be established throughout the Province instead. It was noted that the Hilton Union Fire Department has not sent any members to the Gravenhurst location in many years. Further discussion will take place on the issue when the Hilton Union Fire Board meets.

 Resolution 2021-05

 Moved by Mike Garside

 Seconded by Dave Leask

Resolved that we do recommend to the St. Joseph Island Planning Board approval of the application by Dave Gerhart for consent to sever part of Lot 5, Concession 17, in the Township of Hilton, to permit a lot addition to an adjacent parcel. This approval is conditional on all property taxes being paid up to date as well as satisfying any requirements set by the Planning Board. \*Carried\*

Council reviewed information received from the owner of Block A, Plan H597 (X Line) which included a surveyor’s sketch outlining the boundaries of the lot and the location of existing accessory structures. While Council noted the sketch could not be considered a legal survey, it showed the dramatic change in the water’s edge over the years and the effect that would have on any future development. It was confirmed that shoreroad allowance subject to flooding should not be sold by the municipality with the intention of development. Questions were raised as to the original intent of Block A when the subdivision was first developed and it was thought it was intended to be used as parkland, however, a different inland lot on Hamilton Drive had been negotiated instead. Based on the information provided, Council determined it would not consider the sale of this shoreroad allowance and would no longer consider the sale of the

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unopened road allowance. The existing structures will need to be removed from both the municipal shoreroad allowance and road allowance with a follow-up confirmation by the Building Inspector.

Council reviewed an application to purchase the shoreroad allowance on a cottage lot on X Line to permit dock repairs.

 Resolution 2021-06

 Moved by Dave Leask

 Seconded by Dianne Holt

Resolved that we do approve in principle the application made by John and Crystal MacDonald to purchase that part of the original shoreroad allowance lying in front of Lot 1, Plan H597 (3766 X Line) and further declare that this land be deemed surplus to the needs of the Municipality. This approval is subject to the provisions of the Municipal Act and any other requirements set by various agencies as well as the required Reference Plan of Survey and deposit being received by this municipality wihin one year of this date. \*Carried\*

The Clerk advised Council that a Municipal Comment Form had been received from the MNRF regarding a landowner’s requested work permit to move some rocks left in the water from a previously permitted project. The Clerk contacted the Planning Board Secretary-Treasurer to confirm such work was in conformance with our planning policies as outlined in the Municipal Comment Form. As long as the work is not in an area designated Environmental Protection then the only Official Plan policies that might apply are fish habitat provisions. The Clerk was asked to include this in our written response to the MNRF.

The Clerk confirmed there had not been any objections received to the zoning amendment permitting a residential dwelling at the Highway Commercially zoned property located at 3003 Base Line.

Council reviewed the 2020 Building Permit Fees versus Costs summary. The total building permit fees collected were $3,885 and the total costs were $13,925 resulting in a net building inspection service cost of $10,040. Once again Council noted its satisfaction with the services provided by Tulloch Engineering.

Council reviewed communication from the owners of Part of Lot 20, Con M (Haight Road) regarding modifications being made to a trailer. While trailers are permitted on a temporary basis, they do require an Algoma Public Health grey-water permit. If a trailer is being modified so that it no longer meets the definition of a trailer, then it must satisfy the minimum size requirements of a dwelling for either the Limited Service Residential Zone (400 sq ft) or Shoreline Residential Zone (750 sq ft). The Clerk was directed to ask the Building Inspector to inspect the unit when the owners return in the spring and ensure the owners obtain an APH grey-water permit.

 Council reviewed the Statistics Canada report detailing the Consumer Price Index for December 2020. As per our policy, the wage grid for all employees will be adjusted accordingly.

 Resolution 2021-07

 Moved by Pat Garside

Seconded by Dianne Holt

Resolved that we do adjust the wage grid for all employees by the amount of 0.7% reflecting the change in the cost of living from December 2019 to December 2020 and that this change be effective January 1, 2021. \*Carried\*

Resolution 2021-08

 Moved by Mike Garside

Seconded by Dave Leask

Resolved that we do give first, second and third and final reading and pass By-Law No. 1289-21 being a by-law updating the wage grid respecting CPI changes for 2021 for remuneration and expenses and payment thereof to Members of Council and Municipal Employees of the Corp of the Township of Hilton. \*Carried\*

Resolution 2021-09

 Moved by Mike Garside

Seconded by Pat Garside

Resolved that we do give first, second and third and final reading and pass By-Law No. 1290-21 being a by-law to appoint officers, servants, boards and commissions for the year 2021. \*Carried\*

Resolution 2021-10

 Moved by Dianne Holt

Seconded by Pat Garside

Resolved that we do give first, second and third and final reading and pass By-Law No. 1291-21 being a by-law to provide for an interim tax levy for 2021 and for the payment of taxes and for penalty and interest of 1.25% per month after the due date. \*Carried\*

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Resolution 2021-11

 Moved by Mike Garside

Seconded by Dianne Holt

Resolved that we do give first, second and third and final reading and pass By-Law No. 1292-21 being a by-law to establish tax ratios for the Township of Hilton for the year 2021. \*Carried\*

 Council reviewed the Covid-19 Safety Plan prepared by the Clerk. The Plan outlines the steps taken by the Municipality and Employees to maintain the safety of everyone during the pandemic.

Resolution 2021-12

 Moved by Dave Leask

 Seconded by Pat Garside

Resolved that we do adopt the Covid-19 Safety Plan for the Township of Hilton as presented. \*Carried\*

 The Ministry of Municipal Affairs provided a review of our municipality’s financial health in relation to established provincial thresholds. Our data was based on our 2019 Financial Information Returns. Two indicators registered in the low end of the ‘moderate’ risk category:

* The amount of taxes billed but not collected
* The amount of an asset’s life expectancy that has been consumed

 The Province’s requirement that all municipalities establish a Community Safety and Well Being Plan has had its deadline postponed to July 1, 2021. Many municipalities do not consider this enough of a postponement given the impact Covid-19 has had on day-to-day working conditions, as well as, the nature of the Plan’s requirements to reach out and meet with various agencies. A twelve hour virtual training session will be offered in March but the Clerk noted that kind of time commitment is problematic at this time of year.

 Council reviewed our municipal insurance policy proposal for 2021-2022. Two options were presented with one including cyber insurance resulting in a premium increase of 32%; the second option excluded the cyber coverage and resulted in a 16% premium increase. Given the preventative measures we have already taken with our IT provider, Council opted to approve the option excluding the cyber coverage.

 Resolution 2021-13

 Moved by Pat Garside

 Seconded by Mike Garside

Resolved that we do accept the proposal for insurance from Algoma Insurance for the period March 15, 2021 – March 15, 2022, in the amount of $26,261 excluding applicable taxes. \*Carried\*

Council discussed the recently announced June 1, 2021 closure of the Richards Landing Northern Credit Union which serves as our municipality’s banking institution. Our branch will be consolidated with the NCU’s McNabb Street Branch in Sault Ste. Marie. Council acknowledged that Covid-19 has forced a lot more banking to be done on-line but that a number of our seniors are not comfortable with doing their banking in that manner. The likelihood of another banking institution replacing the NCU is slim. Discussions will take place with senior management of NCU to try and put in place some measures that would help our seniors, as well as, reduce the need for others to drive to Sault Ste. Marie to do their banking.

Resolution 2021-14

 Moved by Dave Leask

 Seconded by Dianne Holt

Resolved that we do authorize the Clerk to proceed with the purchase of laptops for Council and Staff to enable participation in electronic meetings during the continued Covid-19 pandemic period. \*Carried\*

Council reviewed information received from both the Chair of Matthews Memorial Hospital Association and the North Shore Health Network. The North Shore Health Network serves communities from Echo Bay to Spanish, including St. Joseph Island. Three sites are located in Blind River, Thessalon and Richards Landing. A Recruitment Committee has been established and all municipalities in the area are now being invoiced a base amount to support the full time position of a Recruiter and also to provide incentives to recruit physicians to the area. The Clerk noted the amount being asked from each municipality was not based on population or assessment as each municipality on the Island was being asked to contribute $3,000. There is a substantial difference between the size of St. Joseph Township and the Village of Hilton Beach and the distribution does not appear equitable. It is anticipated this will become an annual budget item. The Clerk was asked to obtain additional information before the invoice is paid.

 Resolution 2021-15

 Moved by Pat Garside

 Seconded by Dave Leask

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Resolved that we do authorize the payment of Township bills for the month of December 2020 in the amount of $106,129.34 as per attached Voucher 12-20: Administration - $12,366.04; Algoma District School Board - $32,577.49; Algoma District Services Admin - $24,300.33; Building - $1,753.67; ; Fire - $791.57; Miscellaneous (Employee/Employer Payroll Deductions/Benefits) - $7,068.20; Police - $14,550.60; Roads – $10,257.80; Workplace Safety Insurance (4th Qtr 2020) - $2,463.64;

And the payment of Township bills for the month of January 2021 in the amount of $59,660.69 as per attached Voucher 01/21: Administration - $11,997.59; Algoma District Services Admin - $24,300.33; Building - $1,507.65; Emergency (2020) - $1,200.00; Fire - $3,032.60; Miscellaneous (Employee/Employer Payroll Deductions/Benefits) - $7,123.51; MPAC (1st Qtr) - $4,515.79; Roads – $5,983.22; . \*Carried\*

Resolution 2021-16

 Moved by Mike Garside

 Seconded by Dave Leask

Resolved that we do pass By-Law No 1293-21 being a by-law to confirm the proceedings of this meeting.\*Carried\*

Resolution 2021-17

 Moved by Mike Garside

 Seconded by Dianne Holt

Resolved that we do adjourn at 11:59 p.m. Council to meet again at the Hilton Township Municipal Office for the next regular meeting of Council at a date still to be determined or at the call of the Reeve. \*Carried\*

Rodney Wood, Reeve Valerie Obarymskyj, Clerk Treasurer

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 **Building Inspection:**

 Kevin Morris – Building Inspector

 Phone: 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**

 

**M and N Landfill/Recycling:**

**WINTER Hours in Effect from September 15, 2020 to May 15, 2021**

Saturday: 10:00 am - 3:00 pm

 Sunday: 12:00 pm - 4:00 pm

**Snow Plow Turnarounds:**

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 - 9 1 1 for Emergencies**

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.