

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES
Regular Meeting
April 6, 2022
7:00 p.m.

Present:

Reeve (Acting): Dave Leask
Councillors: Mike Garside
Pat Garside
Road Superintendent: Lyn Garside
Clerk Treasurer: Valerie Obarymskyj

Absent: Reeve Rod Wood and Councillor Dianne Holt

There were no disclosures of pecuniary interest.

Resolution 2022-39

Moved by Pat Garside

Seconded by Mike Garside

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

Resolution 2022-40

Moved by Pat Garside

Seconded by Mike Garside

Resolved that due to the absence of Reeve Rod Wood, we do appoint Councillor Dave Leask as Acting Head of Council for the regular meeting of April 6, 2022. * Carried *

Resolution 2022-41

Moved by Dave Leask

Seconded by Mike Garside

Resolved that we do approve the Minutes of the Regular Meeting of March 2, 2022, as amended. * Carried *

Lyn Garside, Road Superintendent provided an update on road issues in the Township. Given the significant amount of rain, a thorough inspection of all Township ditches had been done and water was flowing as it should. New cold patch will be purchased next week to fix potholes. The new backhoe was due to arrive today but there was an issue with its transportation and it should arrive shortly. We will not know the results of the amalgamated tender until later this month but it is expected that given the recent significant increases to fuel, the actual costs of our 2022 road projects may be considerably higher than budgeted.

Council reviewed the summary costs of 2021 Capital Projects. The Township invested a total of \$169,706 in projects including the surface treatment of Ellwood Boulevard; a new steel storage building for Township equipment and a reconstruction of the old Storage Building for Administration and Recreation.

Acting Reeve Leask welcomed resident Rick Porter to the meeting. Mr. Porter, a former police officer, offered his insight into measures that might help to regulate some of the problems associated with Short Term Rentals. He recommended the Township develop its own by-law addressing noise and that, if necessary, the OPP be contacted to enforce charges of mischief or trespassing. He noted the value in having STRs available on the Island for additional accommodation for tourists as well as family visitors. Council confirmed a noise by-law was included in tonight's agenda. Acting Reeve Leask thanked Mr. Porter for his comments and attendance.

Acting Reeve Leask opened the Public Meeting under the Planning Act at 7:30 pm to address the Zoning Amendment for 4102 Old Moffat Bay regarding a proposed building setback from the water. No one was in attendance to object to the proposed amendment. The Clerk noted that of all the property owners and agencies notified, only the St. Joseph Island Planning Board and the Algoma Public Health had responded. The Planning Board's comments were informal as it was not due to meet until April 23, 2022 but the accuracy of the measurements noted had been questioned given they were taken from an old APH septic permit. The APH had no objections to the building setback but noted if the septic system required replacement, it too, would require a zoning amendment in order to comply with the current 30 m setback. Council returned to Open Meeting under the Municipal Act at 7:45 pm and the following resolution was passed.

Resolution 2022-42

Moved by Mike Garside

Seconded by Pat Garside

Resolved that we do defer a decision to permit a reduced building setback on Part of Lot 10, Concession X, 4102 Old Moffat Bay Road, until such time that confirmation of the measurements in the application can be verified.

* Carried *

Notice was received from the Ministry of the Solicitor General that our Municipality had satisfied the annual requirements of the Emergency Management and Civil Protection Act for 2021.

Acting Reeve Leask advised he and Reeve Wood and the Clerk had met with the owners of 2233 Hilton Road to discuss their proposed Zoning Amendment to reduce the building setback from the water. During the initial review of the request, it was confirmed that the parcel of land currently under one Roll designation is actually made up of three distinct lots with two lots included in the 1961 Subdivision Plan H-530. This meant that each of those two lots had their own setback requirements. The owners had also been advised that the shoreroad allowance remained under municipal ownership. The owners acknowledged they would relocate their proposed structure to an area outside of the municipally owned shore road allowance and would like to proceed with a deeming by-law that would then consider all three lots as one under the Planning Act.

Resolution 2022-43

Moved by Pat Garside

Seconded by Mike Garside

Resolved that we do give first, second and third and final reading and pass By-Law No. 1327-22 being a by-law to deem part of a Registered Plan of Subdivision to not be part of a registered plan of subdivision with specific reference to Lots 1 and 2, Plan H-530 (Hilton Road). * Carried *

The Clerk advised that with the current marketing of an older subdivision that had been accepted with the condition no winter maintenance would be provided, the issue of Site Plan Agreements (SPA) within the LSR Zone needed to be addressed. When the Township adopted the new Zoning By-law in 2011, it included a clause that any new development on LSR (Limited Service Residential) lots was subject to the requirement of a Site Plan Agreement to obtain the owners' acknowledgment they were aware there would be no winter maintenance and consequently no emergency vehicle or school bus service during the winter months. The understanding at that time was that the SPA was an optional tool and mainly applicable with roads that had little development. The Clerk had now received confirmation from the Planning Board Secretary-Treasurer that the requirement of a SPA should always be applied with any new building on an LSR road, whether or not other lots have been developed in the past. The Agreement would clarify not only that winter maintenance would not be provided but also confirm the potential inability of emergency response vehicles and school bus services during that period. In 2012, thinking the SPA was an optional tool, Council had agreed to cover the associated registration costs. With the current understanding it must be applied in all cases of new development in LSR Zones, Council agreed the legal costs of registering the Agreement should be covered by the property owner when they decide to develop their lot.

Resolution 2022-44

Moved by Mike Garside

Seconded by Pat Garside

Be it resolved that when a Site Plan Agreement is required in the LSR Zone for building permit purposes, the owner will be responsible for the cost of registering the document on title. This Resolution rescinds Resolution Number 2012-116. *Carried*

The Clerk presented a by-law addressing Noise Control within the Township. The by-law was given first and second reading only and will be posted on the Township's website (www.hiltontownship.ca) to allow a period for comments to be received before adoption is considered at an upcoming council meeting.

Resolution 2022-45

Moved by Mike Garside

Seconded by Pat Garside

Resolved that we do give first and second reading only to By-Law No. 1328-22 being a by-law to control noise within the Township of Hilton. * Carried *

The Clerk presented Council with a report from another Ontario municipality confirming in November 2021 that it opted at the time to not pursue zoning or licensing with regard to Short Term Rental controls. Its reason included other municipalities using those measures had seen their cases end up being heard by the Ontario Land Tribunal involving considerable time and expense and an outcome had not, as yet, been realized. Instead, it had chosen to strengthen its own noise and parking by-laws. It was noted the municipality and its consultants had spent over two years studying the issue that had resulted in five options to consider. Each had its own pros and cons with each addressing the municipal costs of implementation/enforcement as well as the significant administration time involved. One option considered establishing classes of STRs with different license fees: cottage owners renting only occasionally might be charged a license fee of \$250 while owners renting regularly and frequently might pay \$1,000 or more. The Clerk also advised another Southern Ontario municipality that had also spent over two years addressing a Short Term Rental approach had an entire "STR Team" on staff. Hilton Township will continue its study of this issue along with continued consultation with the St. Joseph Island Planning Board and its Official Plan consultants.

The Clerk advised Council of a discussion with a local resident considering severing ten acres off a 97-acre parcel on Hilton Road. A formal application has not yet been submitted to the Planning Board but Council's review was requested first to identify any areas of concern. The Clerk noted it appears the actual Hilton Road encroaches onto this property and it would be wise if the owner proceeds with the severance, to have his survey identify this area so that it can be transferred to the Township at the same time.

The Clerk advised that the Federal Government has now signed off on the Indigenous Consultation requirements for the proposed pedestrian trail project on our W Line property. Our initial application was submitted in late 2020 and since that time costs have escalated well beyond the amount of the grant. The Clerk was asked to contact both Federal and Provincial levels of government sponsoring this grant to confirm scaling back the project would not invalidate the approval. The required timeline is for work to begin prior to September 2023 and be completed by December 2024

The Clerk confirmed she is continuing training sessions on the new Asset Management Plan Software (AMP) as well as working with other PSD Citywide representatives to provide the necessary information to develop an updated Asset Management Plan required by July 2022. In addition to the work involved with the new AMP, plans are being made to start working with The Managed Municipality to develop an approach to digitizing/organizing all Township records and establishing new administrative approaches that will result in improved efficiencies.

Resolution 2022-46

Moved by Pat Garside

Seconded by Mike Garside

Resolved that we do approve the Hilton Union Public Library Board Budget for 2022 as presented in the amount of \$38,700 with a Hilton Township municipal levy of \$14,246. * Carried *

The Clerk advised as part of a mandatory interview with the Ministry of Municipal Affairs to review what policies the Township had in place and how we made the public aware of them, it was determined we still have some policies to develop/adopt, as well as, get posted to our website. More information is required on our website regarding our Integrity Commissioner and our Strategic Asset Management Plan. We should still be developing policies with regard to Succession Planning (beyond our financial commitment already in place); a Reserves Policy; a Tax Collection Policy and to consider developing an Anti-Racism-Discrimination Policy.

The Clerk addressed the lifting of many restrictions regarding Covid. Prior to the March 2020 closing of the Municipal Office due to the pandemic, the Clerk worked five days per week but was only available to the public on Monday/Wednesday/Friday. In March 2020, the Clerk opted to be available to the public five days per week in consideration of the closed doors. The overwhelming majority of residents were able to receive any services required either through email/phone or Canada Post. For those that preferred in-person services, such arrangements were made but they proved to be very infrequent. The Clerk advised that through a combination of the five-day availability and the increased workload due to successful grants and new Asset Management requirements, the current backlog of work is significant. The Clerk requested the office continue to remain closed until such time that the backlog is reduced and we continue to operate as we have for the past two years with the exception the Clerk return to three days per week public availability. Council acknowledged the significant increases to the workload and authorized the continued closure of the municipal office on an interim basis.

Resolution 2022-47

Moved by Mike Garside

Seconded by Pat Garside

Resolved that we do accept with regret the resignation of Sandy Palandra as Hilton Township's representative for the Trefry Centre. * Carried *

Resolution 2022-48

Moved by Pat Garside

Seconded by Mike Garside

Resolved that with the Grace United Church Cemetery having been legally transferred to the ownership of the Township of Hilton effective January 25, 2022, the Clerk is hereby authorized to meet with the Northern Credit Union and the Treasurer of the Grace United Church Cemetery Board to finalize the transfer of all bank accounts into the Township's name and to provide a copy of the land transfer to the Bereavement Authority of Ontario to register this change. * Carried *

Resolution 2022-49

Moved by Mike Garside

Seconded by Pat Garside

Resolved that we do accept the proposal for insurance from Northern Insurance Brokers Inc. for the period March 15, 2022 – March 15, 2023, in the amount of \$29,499 excluding applicable taxes. * Carried *

The Ministry of Municipal Affairs provided information on the Disaster Recovery Assistance for Ontario program which was activated in the Townships of Hilton, Jocelyn and St. Joseph as a result of the storm that occurred on August 11, 2021. Residents and small-business owners that were affected by the storm can apply for assistance under the program if they do not have insurance or their insurance is insufficient to cover the essential costs as laid out in the program guidelines. The Ministry will be hosting a virtual information session on the disaster program on April 27, 2022 at 6:30 – 8:00 pm and plans to announce a meeting link shortly.

Councilor Mike Garside updated Council on a virtual meeting he attended March 10, 2022 of the NSHN Recruitment Committee. The Island is fortunate to have found a physician, Dr. Crawford, to replace Dr. Lupien. It is unfortunate the Island’s gain is Thessalon Clinic’s loss as that is where Dr. Crawford worked previously. MPP Mike Mantha will be personally addressing this serious physician shortage in Northern Ontario with the Minister of Health, as well as, with a speech at Queen’s Park.

Resolution 2022-50

Moved by Pat Garside

Seconded by Mike Garside

Resolved that we do authorize the payment of Township bills for the month of March 2022 in the amount of \$289,383.61 as per Voucher 03-2022: Administration - \$5,970.25; Algoma District School Bd (1st Qtr); \$32,739.17; Algoma District Services Admin - \$24,720.08; Asset Management Plan - \$5,273.34; Building - \$67.80; Fire - \$2,449.26; Misc (Employee/ Employer Payroll Deductions/ Benefits) - \$7,207.94; Policing - \$7,135.00; Roads – \$10,033.29; Toromont CAT (backhoe): \$153,301.24; Village of Hilton Beach (landfill/ recycling/hydrant maintenance 2021): \$35,019.67. *Carried*

Resolution 2022-51

Moved by Mike Garside

Seconded by Pat Garside

Resolved that we do pass By-Law No. 1329-22 being a by-law to confirm the proceedings of this meeting.*Carried

Resolution 2022-52

Moved by Pat Garside

Seconded by Mike Garside

Resolved that we do adjourn at 10:15 p.m., Council to meet again at the Hilton Township Municipal Office at 7:00 p.m. on Wednesday, May 4, 2022 or at the call of the Reeve. *Carried*

Acting Reeve, Dave Leask

Valerie Obarymskyj, Clerk Treasurer



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, 2021 to May 15, 2022

Saturday: 10:00 am - 3:00 pm

Sunday: 12:00 pm - 4:00 pm

SUMMER Hours in Effect from May 15, 2022 to September 15, 2022

Wednesday: 12:00 pm – 5:00 pm

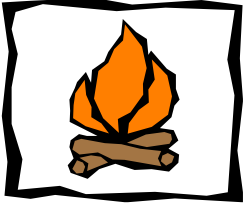
Saturday: 10:00 am - 3:00 pm

Sunday: 12:00 pm - 4:00 pm

Holiday Mondays: 12:00 pm – 4:00 pm

Free Tipping Weekend: May 21st, May 22nd, May 23rd, 2022

FIRE - 9 1 1 for Emergencies



Open Air Burning Permits will be available starting April 1, 2022 by calling the Township Office at (705-246-2472) or by emailing: admin@hiltontownship.ca There is no charge for these permits.

Information re Fire Bans: If a fire ban is issued there will be green and orange posters placed in the Township Office windows; the outdoor fire status sign at the Municipal Office will have the banner “Fire Ban in Effect” below the colour coded levels; there will be a Notice on our website: www.hiltontownship.ca under the Services – Fire tab; there will be a Notice sent to SooToday.

If you are unsure, please call the Municipal Office at 705-246-2472 and we can confirm the situation for you.

Emergency Preparedness Week: May 1 to 7, 2022

There are certain steps you can take to ensure you and your family are ready for almost any emergency:

Step 1: Make A Plan

It’s important for your whole family to be involved. Not all emergencies happen when everyone is together so you need to think about different situations and make sure everyone knows what to do.

Step 2: Build an Emergency Kit

Your emergency survival kit should have everything you and your family would need to be safe and take care of yourselves for at least three days immediately following an emergency.

Step 3: Stay Informed

Stay tuned to local news channels during an emergency. Having a battery-operated radio in your emergency kit could help in situations of power outages.

Disaster Recovery Assistance for Ontarians

- Disaster Recovery Assistance for Ontarians is a provincial program designed to help people affected by natural disasters get back on their feet. The program provides assistance for emergency expenses and costs to repair or replace essential property. It is not a replacement for insurance.
- The Disaster Recovery Assistance for Ontarians (DRAO) has been activated for eligible homeowners, tenants, small owner-operated businesses and farms, and not-for-profit organizations within parts of our municipal boundary that were most affected by the storm on August 11, 2021.
- If you are interested in submitting an application or learning more about this provincial program, please visit: www.ontario.ca/disasterassistance. You can find the [program guidelines](#), frequently asked questions and application forms on this website.
- Please note that this is a program run by the province. If you need help with your application or have questions, please write directly to the province at disasterassistance@ontario.ca or contact the information line at 1-877-822-0116.
- Application deadline for this program is: **Friday, July 29, 2022.**

Applicant forms can be downloaded at www.ontario.ca/disasterassistance. Please note that there is now a separate form for homeowners/tenants and small businesses/farms/not-for-profits.

Municipal Election October 24, 2022

Nominations for this year's municipal election will open on May 2, 2022 at 8:30 a.m. and close on August 19, 2022 at 2:00 p.m.

Available **Municipal Council** positions:

Reeve (1)

Councillor (4)

English School Board – all nominations are to be filed at either the:

- ✓ Thessalon Town Office, 187 Main St, Thessalon, (705-842-2217) or;
- ✓ MacDonald Meredith, Aberdeen (Echo Bay) Town Office, 208 Church St, Echo Bay, (705-248-2441).

Filing is to be in person. Fees are \$200 for Reeve and \$100 for all other offices (cash, or certified cheque or money order **only**).

Two pieces of identification must be presented showing name, qualifying address and signature.

To be eligible to be nominated, a person must:

- reside in the Township of Hilton (or be the owner or tenant of land or the spouse of an owner or tenant).
- be a Canadian citizen;
- be at least 18 years old; and
- not be prohibited from voting, by reason of:
 - serving a sentence of imprisonment in a penal or correctional institution;
 - being a corporation;
 - being an executor or trustee;
 - being a person convicted of a corrupt practice described in the *Municipal Elections Act*;
 - or a former candidate in the 2018 election who failed to file financial statements.

Before incurring any expenses or collecting any money, candidates must file a nomination form along with the filing fee with the Clerk or designate.

Forms can be found on the Township Website <https://hiltontownship.ca>

Nomination forms must be signed by the candidate and filed in person or by an agent with the Clerk or designate.

Anyone wishing to file a nomination is encouraged to do so by appointment. Appointments may be made by calling 705-246-2472 or emailing admin@hiltontownship.ca

A two-hour Candidate Training Session presented by the Ontario Ministry of Municipal Affairs and Housing will be held by Zoom at 6:00 p.m. on April 26, 2022: us02web.zoom.us/j/87336214070

Topics to be covered include: an overview of the responsibilities set out in legislation for candidates/third-party advertisers and a general overview of the roles and responsibilities of members of Council.