

THE CORPORATION OF THE TOWNSHIP OF HILTON

A G E N D A

Regular Meeting of Council

December 6, 2023 – 7:00 p.m.

Council Chamber - Hilton Township Municipal Building

1. Call to Order.
2. Declarations of Pecuniary Interest
3. Approval of Agenda
4. Approval of Minutes
 - a) Regular Meeting of Nov. 8, 2023
 - b) Special Meeting of Nov. 1, 2023
5. Swearing in of Clerk/Treasurer/Administrator and Deputy Clerk/Treasurer
6. Delegations - none
7. Roads:
 - a) Road Superintendent Update
 - b) Request for Plowing for parking on Q&R
 - c) Ledcor agreement for Sand
8. Fire/Emergency Management:
 - a) By-law to adopt new Emergency Response Plan
 - b) Police Services Board Composition and Reports
 - c) Resolution of Support for increasing Volunteer Firefighters Tax Credit
9. Planning:
 - a) By-law to enter into Site Plan Agreement
 - b) Short Term Rental Update
10. Building/By-Law Enforcement:
 - a) Tulloch Invoices costs vs fees to date 2023
11. Administration:
 - a) Cleaner for Municipal Office
 - b) Meeting Calendar for 2024
 - c) OCIF Allocation 2024
12. Correspondence:
 - a) Royal Canadian Legion letter
13. Revenue and Expenditures for November
14. Closed Session

Council will enter into closed session in accordance with the provisions of the Municipal Act, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

 - a) Retirement gifts for Clerk and Deputy Clerk
 - b) Contract for Clerk and Deputy Clerk
 - c) Clerk Overtime Report
15. Return to Open
16. Confirmatory By-law
17. Adjourn

MINUTES
Regular Meeting
November 8, 2023
7:00 p.m.

Present:

Reeve: Rod Wood
Councillors: Mike Garside
Dave Leask

Clerk Treasurer: Valerie Obarymskyj
Road Superintendent: Lyndon Garside

Absent: Janet Gordanier, Mike Trainor

There were no disclosures of pecuniary interest.

Resolution 2023-154
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON accept the agenda for Nov. 8, 2023 as presented. *CARRIED*

Resolution 2023-155
Moved: Dave Leask
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON do approve the following Minutes as presented:

- a) Regular minutes of Oct. 4, 2023
 - b) Special meeting minutes of Nov. 1, 2023
 - c) Close meeting minutes of Aug. 30, 2023 and Sept. 6, 2023
- *CARRIED*

Resolution 2023-156
Moved: Dave Leask
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON agree to plow the end of Jacques Bay Road for the 2023-2024 winter season to allow for the parking of vehicles off Highway 548. *CARRIED*

Resolution 2023-157
Moved: Dave Leask
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON authorize a monthly cell phone allowance for Mary Lynn Duguay in the amount of \$75 per month. *CARRIED*
(Emergency Management duties/Clerk/Treasurer/administrator duties)

Resolution 2023-158
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON authorizes the requested extension to October 31, 2024 by the owner of Block A, Plan H597, to remove or relocate accessory structures currently situated within the municipal road allowance. This will represent the final extension to be granted. *CARRIED*

Resolution 2023-139
Moved by Mike Trainor
Seconded by Mike Garside
Resolved that we do do authorize Mary Lynn Duguay to attend the AMCTO Zone Meeting held in Sault Ste. Marie on November 2, 2023. * Carried *

Resolution 2023-159
Moved: Dave Leask
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON accept the proposed Christmas Office Closure hours as presented. *CARRIED*

Resolution 2023-160
Moved: Dave Leask
Seconded: Mike Garside

WHEREAS the jury that heard the Carol Culleton, Anastasia Kuzyk, and Nathalie Warmerdam Inquest (The Renfrew County Inquest) issued 86 recommendations to prevent future deaths and delivered those recommendations to the Province of Ontario on Intimate Partner Violence; and

WHEREAS recommendation #1 of the Inquest is for the Province of Ontario to formally declare Intimate Partner Violence an epidemic; and

WHEREAS every six days in Canada a woman is killed by her intimate partner; and

WHEREAS this past year in Ontario, 52 women or one every week, were victims of femicide; and

WHEREAS gender- and sexually-diverse Indigenous individuals are particularly at risk, being five times more likely than non-Indigenous gender- and sexually-diverse individuals to experience intimate partner violence in their lifetime; and

WHEREAS according to Statistics Canada, 80% of intimate partner violence goes unreported; and

WHEREAS violence against women costs the national justice system, health care systems, social service agencies, and municipalities nearly \$10 billion dollars per year; and municipalities are on the front lines in addressing gender-based violence; and

WHEREAS over 60 municipalities and regions across Ontario have declared a gender-based violence and/or intimate partner violence epidemic; and

WHEREAS on August 20, 2023, Ontario Big City Mayors and Mayors and Regional Chairs of Ontario passed a motion declaring intimate partner violence and gender-based violence an epidemic; called on the Federation of Canadian Municipalities, the Association of Municipalities of Ontario, and all municipalities and regions in Ontario and Canada to do the same; and called for changes to the Criminal Code; and

WHEREAS The Council of the Township of Hilton recognizes that issues of gender-based violence and intimate partner violence are matters of local importance, including public health, EMS, community services, and community safety:

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON declares an epidemic in intimate partner violence and gender-based violence in accordance with recommendation #1 of the Renfrew County Inquest;

That the Township request the Ontario Provincial Police to integrate intimate partner violence into the Police Service's Community Safety and Well Being Plan in accordance with recommendation #10 of the Renfrew County Inquest.

That a copy of this motion be sent to The Honourable Arif Virani, Minister of Justice; The Honourable Doug Ford, Premier of Ontario; The Honourable Charmaine A. Williams, Associate Minister of Women's Social and Economic Opportunity; The Honourable Parm Gill, Minister of Red Tape Reduction; MP Carol Hughes, MPP Michael Mantha, the Federation of Canadian Municipalities, the Federation of Northern Ontario Municipalities and the Association of Municipalities of Ontario. *CARRIED*

Resolution 2023-161
Moved: Dave Leask
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON authorize the payment of Township bills for the month of October 2023 in the amount of \$86, 979.89 per the attached Voucher #23-10. *CARRIED*


Resolution 2023-162
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON passes By-Law no. 1393-24 being a by-law to confirm the proceedings of this meeting November 8, 2023. *CARRIED*

Resolution 2023-163
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON do adjourn at 8:34 p.m., Council to meet again at the Hilton Township Municipal Office at 7:00 p.m. on Wednesday, December 6, 2023 for the next regular meeting of Council or at the call of the Reeve. *CARRIED*

Rodney Wood, Reeve



Valerie Obarymskyj, Clerk Treasurer

MINUTES
Special Meeting of Council
Nov. 1, 2023
7:00 p.m.

4b)

Present:

Reeve: Rodney Wood
Councillors: Mike Garside
Dave Leask
Mike Trainor
Janet Gordanier

Clerk Treasurer: Mary Lynn Duguay

Absent:

Councillors:

There were no disclosures of pecuniary interest.

Subject: Discussion of regulations for Short Term Rentals in the Township of Hilton

2023-149

Moved: Dave Leask

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON call the meeting to order and accept the Agenda as presented. *CARRIED*

2023-150

Moved: Mike Garside

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON approves the delegation of the Clerk's authority from Valerie Obarymskyj to Mary Lynn Duguay for the Special Meeting of November 1, 2023. *CARRIED*

2023-151

Moved: Janet Gordanier

Seconded: Mike Trainor

Whereas the demand for alternative accommodations has resulted in an increased prominence of residential properties being advertised for short term accommodations through third party companies such as Airbnb and VRBO; a shift from the 'traditional' cottage rental historically managed by a property owner; and

Whereas over the past decade a flood of properties have been removed from the ownership and long-term rental market (*Canada Research Chair in Urban Governance at McGill University*) contributing to housing shortages, increased housing demands and increased housing costs resulting in housing affordability issues, including affordable rentals; and

Whereas short term rentals (STR) can be beneficial, when operated appropriately, by providing solutions for the accommodation industry that supports local tourism and small businesses as well as providing an opportunity for property owners to generate income from their residence (permanent or seasonal) using a convenient third-party system; and

Whereas STR's can create nuisances including noise, parking, high volumes of visitors attending a property, septic capacity and fire safety, for adjacent residential property owners who wish to experience quiet enjoyment of their property; and

Whereas research indicates that demand for STR's is increasing, in part due to vacationers choosing domestic travel options as well as the financial benefits to property owners, demonstrating that STR's are here to stay; and

Whereas there are no Provincial regulations in place governing third party STR companies resulting in a variety of regulations/guidelines being implemented at the local municipal level which creates inconsistencies, confusion and frustrations for both consumers and residents across the Province; and

THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON calls on the Provincial Government to move forward as soon as possible to legislate all third-party short-term rental brokerage companies, for example Airbnb and VRBP, requiring them to:

- Appropriately manage and be responsible for their listings, and to compel compliance; and
- Establish a registry system, making it mandatory for each rental listing to register and pay an appropriate annual fee, with the requirement that STR companies are to provide the registry and collected fees to the municipality in which the STR properties are located, allowing municipalities to be aware of all registered STR properties and to have access to funds to assist with the response and enforcement of issues surrounding STR properties; and
- De-list/remove a property from the STR company's listing when a municipality has identified and verified life, health and/or nuisance infractions including noise, fire safety, septic, etc to ensure a property cannot be rented; and

That a copy of this resolution be sent to Minister of Municipal Affairs and Housing Paul Calandra, local M.P.P. Mike Mantha and M.P. Carol Hughes. *CARRIED*

2023-152

Moved: Mike Trainor

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON will handle the issue of Short term rental units in the township by requiring such units to be licensed with the township, following all requirements set out in the licensing procedures as well as by amending the zoning by-law as discussed.

CARRIED

2023-153

Moved: Mike Garside

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON pass By-Law 1393-23 being a by-law to confirm the proceedings of this meeting. *CARRIED*

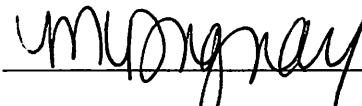
2023-153

Moved: Dave Leask

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON adjourn at 8:55 p.m., Council to meet again at the Hilton Township Municipal Office at 7:00 p.m. on Wednesday, Nov. 8, 2023 for the next regular meeting of Council or at the call of the Reeve. *CARRIED*

Reeve, Rodney Wood



Clerk, Mary Lynn Duguay



701

Ledcor Highways Ltd.
7008 Roper Road NW
Edmonton, AB
T6B 3H2

Corporation of the Township of Hilton
2983 Base Line
Hilton Beach, ON
P0R 1G0

November 16, 2023

Attention: Corporation of the Township of Hilton (the "Purchaser")
Phone: 705-246-2472
Email: admin@hiltontownship.ca

Re: Sand Sales 2023 – 2024 Winter Season

This agreement is between Ledcor Highways Ltd. (operating in Sault Ste. Marie) and the Purchaser for the sale of abrasive sand from Ledcor Highways Ltd. to the Purchaser for winter maintenance of roads within the Purchaser's jurisdiction.

Ledcor Highways Ltd. hereby agrees to sell winter sand to the Purchaser at a per cubic meter price of \$45.87 up to 500 cubic meters, adjusted to \$52.75 per cubic meter over 500 cubic meters. This product will be available to the Purchaser from the date of execution of this Sales Agreement, until May 31st, 2024, at the agreed price, however, Ledcor Highways Ltd. cannot guarantee amounts desired by the Purchaser will always be in stock.

The sand provided will meet the Ministry of Transportation specifications and will be blended with 3% salt by weight volume.

The Purchaser shall have access to Ledcor Highways Ltd. patrol yards for the purpose of loading sand throughout the term of this agreement subject to the following prerequisite: all Purchaser employees or persons acting under the instructions of the Purchaser who enter the Ledcor Highways Ltd. patrol yards shall have attended an induction course provided by Ledcor Highways Ltd. and have their name recorded in a register as free to enter. No other person is permitted into any Ledcor Highways Ltd. patrol yard.

The Purchaser may use the Ledcor Highways Ltd. loader positioned at each patrol location for loading sand onto its trucks. The Purchaser is responsible for the operation of this equipment and liable for damage to the equipment itself, or any structures within the patrol yard. Ledcor Highways Ltd. will not be liable for damage to or loss of property of the Purchaser or those for whom it is responsible, or for injury or death, arising out of the Purchaser's use of the yards or equipment. Prior to using the Ledcor Highways Ltd. front end loading equipment, Purchaser employees, or persons under the direction of the Purchaser shall provide a copy of a certificate of competence for loader operation from a government approved training provider and their names will be recorded in a register as able to use the equipment. No other persons are permitted to use the equipment.

Ledcor Highways Ltd. shall provide routine maintenance and fuel for the operation of the end-loaders and will strive to ensure the loaders are operational, but does not guarantee they will be fully operational at all times.



Ledcor Highways Ltd. will provide front-end loading equipment with bucket scales to be used for material tracking. Two load tickets are to be printed, one to remain in the loader and attached to the provided clipboard, the other to be sent to the Ledcor Highways Ltd. head office 2620 Hwy 17N, Unit #3, Goulais River ON, P0S 1E0 bi-weekly with a summary sheet for invoicing. Any overdue invoice payments may result in loss of services.

Ledcor Highways Ltd. shall invoice the Purchaser for sand loaded monthly throughout the season. Terms of payment shall be 30 Days.

Ledcor Highways Ltd. Mandatory Safety Rules and general safety Best Practices will be shared with Purchaser employees during the induction course provided by Ledcor Highways Ltd. These rules and practices, as well as Ledcor Highways Ltd. personnel instructions while attending a yard, must be strictly adhered to. In the event of a breach of these policies, procedures or instructions, Ledcor Highways Ltd. reserves the right to withdraw the right of that employee or person under the direction of the Purchaser from entering Ledcor Highways Ltd. patrol yards.

The Purchaser shall immediately advise Ledcor Highways Ltd. of any fluid spill from Purchaser equipment, and Ledcor Highways Ltd. will advise the Ministry of Environment as may be necessary. Ledcor Highways Ltd. will oversee and ensure appropriate clean up and containment of the spill. The Purchaser will be responsible for all costs associated with environmental clean-up and proper disposal and any restoration.

Either party will have the right to terminate this agreement at any time for any reason upon providing written notice to the other party.

TOWNSHIP OF HILTON

Purchaser Name

Valerie Obymskyj
Signature

VALERIE OBYMSKYJ.
Name (print)

November 29, 2023.
Date

LED COR HIGHWAYS LTD.

Signature

Name (print)

Date

Valerie Obarymskyj

From: Tammy Brock <Tammy.Brock@ledcor.com>
Sent: Thursday, November 16, 2023 12:05 PM
To: Valerie Obarymskyj
Cc: Frederick Chabot-Beaurivage; Jason Lafleur; Grant Trepasso; Bryce Johnson; Mark Stahl; Tim Celetti; Nathan Maclean
Subject: Sand Sale Agreement - Corporation of the Township of Hilton - Signature Required
Attachments: Sand Sale Agreement Corporation of the Township of Hilton.pdf

Hello,

Please see attached Sand Sale Agreement between Ledcor Highways Ltd and Corporation of the Township of Hilton.

As outlined in the agreement, pricing will be:

\$45.87/cubic meter – up to 500 cubic meters

\$52.75/cubic meter – over 500 cubic meters

If the operator picking up sand requires the use of Ledcor Highways Ltd equipment for loading, they will need to have a competency assessment done by a Ledcor representative to in order to operate Ledcor equipment.

Arrangements for this training can be organized through Bryce Johnson / Mark Stahl the Superintendent of the area.

Please ensure the operators are tracking sand pickups by bucket and reporting after every pickup.

Thank you,

Tammy Brock

Project Accountant

Ledcor Constructors Inc.

7008 Roper Road NW, Edmonton, AB T6B 3H2

p 705-206-2073

www.ledcor.com

FORWARD. TOGETHER.

8a)

TOWNSHIP OF HILTON

EMERGENCY RESPONSE PLAN

Adopted: _____

The Township of Hilton Emergency Response Plan is a controlled document. All copies of this document and revisions thereof are controlled by Council and administered by the Clerk/Treasurer/Administrator.

This plan, and any of its annexes, shall not be copied or reproduced in whole or in part, by any means, in any format, including electronic, without the express written permission of the municipal CAO.

This plan may be updated electronically without being reprinted. Therefore, if viewing this plan in paper format please check with the municipal CAO or the CEMC to ensure it is the latest version.

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HAZARD IDENTIFICATION AND RISK ASSESSMENT RANKING

1. DEFINITION OF AN EMERGENCY

An Emergency, according to the Emergency Management Act, 2003, is defined as: "A situation or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property."

Emergencies and disasters, either natural or human caused, can happen anywhere and at any time. The result can cause disruptions in normal operations and channels of communication and may stretch available resources for response and recovery.

2. PURPOSE OF THE PLAN

The purpose of this Plan is to present the basic principals for local emergencies and to indicate the responsibilities of the Municipality and of the Provincial and Federal Governments when and where necessary. Since the effects of an emergency will be felt directly at the municipal level and the first response will be undertaken by the Municipality, the following plan will be the official plan for any coordinated response to an emergency affecting this municipality by all services responsible.

The service area covered by this Plan shall include only the geographic limits of the Township of Hilton.

3. AUTHORITY

The authority for the development, content and implementation of the Emergency Response Plan is provided or referenced in the following legislation, regulation and policy statements:

- Emergency Management and Civil Protection Act (EMPCA) RSO 1990.
- Ontario Regulation 380/04; and
- Incident Management System (IMS) for Ontario Doctrine.

4. SCOPE

Emergency Management Ontario through Ontario Regulation 380/04 requires communities to conduct an assessment of risks faced within the community. The standard tool for evaluating these risks is known as a Hazard Identification and Risk Assessment (HIRA).

The risk assessment is based on a historic review of events that have occurred within the Township while determining the likelihood of impact of the event occurring again in the future.

Once this has been determined, the consequence of the event occurring again is evaluated. It is possible to have a potential incident that is unlikely to occur but carries with it severe consequences (plane crash) while it is also possible to have an incident that is very likely to occur with minimal consequences (severe thunder storm).

There are many types of emergencies that may affect the Township. The Township's HIRA has been identified in Appendix

5. INCIDENT MANAGEMENT SYSTEM (IMS)

IMS provides for standardized organizational structures, functions, processes and terminology for use at all levels of emergency management in Ontario and is consistent with internationally recommended practices.

IMS provides a functional approach to emergency management and response. It allows for the utilization of available personnel to fulfill the required functional roles regardless of their normal day to day positions or assignments within the Township. Some functional requirements of the EOC are best suited to individuals who possess the required training, competency and professional skills to fulfill the functional responsibilities.

Every Municipality shall establish an Emergency Operations Centre (EOC) to be used by the Municipal Emergency Control Group in an emergency.

The Emergency Operations Centre

Primary Site:

Township of Hilton Municipal Office
2983 Base Line
Hilton Beach, Ontario P0R 1G0

Secondary Site:

Jocelyn Township Municipal Office
3670 5th Side Road
R.R #1
Hilton Beach, Ontario POR IGO

Emergency Operations Centre (EOC) Functional Process

1. Establish the Command Function
2. Prepare the Emergency Operations Centre
3. Begin information gathering process
4. Conduct initial Incident Briefing
5. Perform Planning Function — determine Primary Objectives and strategy — develop EOC Incident Action Plan and Operational Period.
6. Perform Logistics function
7. Perform Operations Function
8. Perform Finance and Administration Function
9. Evaluate, adjust and re-evaluate

Once established, the functions remain ongoing until the demobilization of the IMS structure and Command has been terminated.

OPERATING CYCLE

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The Clerk will establish the frequency of meetings and agenda items. Meeting will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Status Boards and maps will be kept prominently displayed and up to date by the Operations Officer.

6. DECLARATION/TERMINATION OF AN EMERGENCY

In conformance with the Emergency Management Act, 2003, the Head of Council or Acting Head of Council of the Township of Hilton may declare that a state of emergency exists in the Township. The Head of Council or Acting Head of Council, or Council, or the Premier of Ontario, may, at any time, declare that an emergency has been terminated.

This authority is referenced under By-Law 1226-18 adopting the Emergency Plan for the Township of Hilton which is included as Appendix H and has been filed with the Office of the Fire Marshal and Emergency Management.

Upon declaring a state of emergency, the Head of Council or Acting Head of Council, will notify the:

- Provincial Emergency Operations Centre- Office of the Fire Marshall and Emergency Mgmt.
- Township Council
- Public:
- Neighbouring community officials, as required:
- Local member of Provincial Parliament (MPP);
- Local Member of Parliament (MP)

When terminating an emergency, the Head of Council or Acting Head of Council will notify the same.

When an emergency exists, but has not yet been declared to exist, community employees may take such actions under this emergency response plan as may be required to protect property and the health, safety and welfare of the Township of Hilton and its inhabitants.

7. EMERGENCY NOTIFICATION PROCEDURES

Only a member of the Municipal Emergency Control Group (MECG) may initiate the notification procedure. This plan will be implemented as soon as an emergency occurs which is considered to be of such a magnitude as to warrant its implementation.

- 7.1 To activate the notification system, one of the designated individuals will call the Emergency Dispatcher 9-1-1 giving all pertinent information.
- 7.2 Hilton Union Fire department will be paged to respond.
- 7.3 When a member of the MECG receives a warning of a real or potential emergency, that member will immediately initiate the notification of the MECG. The member initiating the call must provide pertinent details (i.e., Time and a place for MECG to meet) as part of the notification

procedures. The contact phone numbers and addresses of the MECG members are contained in Appendix A. Persons on the contact list will be called in order.

- 7.4 If the primary person cannot be reached at any of the listed numbers, the alternate will be called. The time of attempted contact will be noted and recorded.
- 7.5 If neither can be reached, the next individual on the list will be called.
- 7.6 Once the end of the list has been reached, another attempt will be made to reach those who were not available.

8. COMPOSITION OF THE MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MECG) a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The MECG consists of the following:

Head of Council (or designated Alternate)

Clerk/Treasurer/Administrator (or designated Alternate)

The Fire Chief (or designated Alternate)

Public Works (or designated Alternate)

Community Emergency Management Coordinator (CEMC)

The MECG may function with only a limited number of persons depending upon the emergency. While the MECG may not require the presence of all the people listed as members of the control group, all members of the MECG must be notified. Other resources to be contacted if needed:

Deputy Clerk/Treasurer

Ontario Provincial Police (OPP)

Emergency Management Ontario representative

Medical Officer of Health

Canadian Red Cross

Staff from Provincial Ministries

9. RESPONSIBILITIES OF THE MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

The Reeve of the Township of Hilton or the designated alternate may, on the advice of other members of the MECG, officially declare an emergency to exist and may, for the purpose of this plan, designate all or part of the Township as an "Emergency Area"

- Calling out and mobilizing their emergency service, agency and equipment.
- Coordinating and directing their services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law.
- Determining if the location and composition of the EOC are appropriate.
- Identify Incident commander according to Incident Management protocols.
- Ensuring support to the IC by offering equipment, staff and resources as required.
- Identifying Vulnerable Persons in the Township
- Ordering, coordinating, and/or overseeing the evacuation of inhabitants considered to be in danger.
- Discontinuing utilities or services provided by public or private concerns as requested by the IC. (i.e., hydro, closing of businesses)
- Arranging for services and equipment from local agencies not under community control as requested (i.e., private contractors, industry, volunteer agencies, service clubs)
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary.
- Determining if additional volunteers are required and if appeals for volunteers are warranted.
- Determining if additional transport is required for evacuation or transport of persons and/or supplies.
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public.
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery.
- Authorizing expenditure of money required in dealing with the emergency.
- Notifying the service, agency or group under their direction of the termination of the emergency. Not to be terminated until recovery is complete.
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Clerk within one week of the termination of the emergency or as required.

10. INDIVIDUAL RESPONSIBILITIES OF THE MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

HEAD OF COUNCIL

STANDARD OPERATING PROCEDURES

On the receipt of the warning of a real or potential emergency or disaster, the Head of Council of the Township of Hilton shall:

1. Report to the Emergency Operations Centre
2. Convene the Municipal Emergency Control Group
3. Assess the type, scope and magnitude of the emergency.
4. Coordinate media releases with appropriate input from staff.

The Head of Council (or alternate) for the Township of Hilton is responsible for:

- Providing overall leadership in responding to an emergency.
- Activating the Emergency notification system.
- Declaring an emergency within the designated area.
- Chairing meetings of the Municipal Emergency Control Group
- Notify the Provincial Emergency Operations Centre Duty Operations Officer (24/7) at: telephone 1-416-314-0472/73 or toll free 1-866-314-0472

Email: peocd001@ontario.ca <http://www.ontario.ca/emo>

(If you experience any difficulty in contacting the PEOC officer, all the OPP Duty Officer at 705-3562244 or toll free 1-888-3100-1122 or 911)

- Ensuring the members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency status.
- Requesting assistance from neighboring municipalities or senior levels of government when required.
- Placing municipal resources at the disposal of the IC as required or requested.
- Approving prepared media releases to keep the public informed.
- Coordinating with the Clerk all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- Ensuring that access to provincial funding, where available, is available as required.
- Overseeing the maintenance of a log of all actions taken.
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency)

CLERK/TREASURER/ADMINISTRATOR

STANDARD OPERATING PROCEDURES

On receipt of the warning of a real or potential emergency or disaster the Clerk/Treasurer/Administrator shall:

1. Activate the MCEG call-out system in whole or in part.
2. Report to the Emergency Operations Centre
3. Assume the responsibilities of the Emergency Operations Centre Coordinator
4. supply and demand of human resources.
5. Head of Council and MCEG to coordinate the municipal response.

The Clerk/Treasurer/Administrator (or alternate) of the Township of Hilton is responsible for:

- Activating the emergency notification system
- Ensuring liaison with the OPP regarding security arrangements for the EOC.
- Advise the Head of Council on policies and procedures as requested.
- Approving, in conjunction with the Head of Council major announcements and media releases prepared by the Emergency Information Officer, in consultation with the MCEG
- Verify IMS is followed to verify an Incident Commander has been appointed if needed.
- Ensuring that a communication link is established between the MCEG and the IC.
- Calling out additional township staff to aid, as required.
- Determining if municipal resources are adequate or if additional resources are needed.
- Recommending when required, that assistance be requested from Provincial or Federal government.
- Advising the Head of Council of any necessary actions that should be taken that are not covered in the emergency plan.
- Coordinating the supply and demand of human resources
- Establishing the most appropriate site(s) for the registration of human resources and administrative details that may involve financial liability.
- Securing equipment and supplies not owned by the Township of Hilton.
- Ensuring liaison with purchasing agents of the neighbouring communities if necessary.
- Maintaining and updating a list of all vendors who may be required to provide supplies and equipment.
- Providing information, recommendations and advise on financial matters as they relate to the emergency.
- Liaising, if necessary, with Treasurers of neighbouring communities.
- Ensuring that accurate financial records are maintained to support possible claims.
- Ensuring prompt payment and settlement of all legitimate invoices and claims incurred during an emergency, subject to review by council.
- maintaining a log of all actions taken.

EMERGENCY INFORMATION OFFICER (EOI) WHEN REQUIRED

STANDARD OPERATING PROCEDURES

On receipt of the warning of a real or potential emergency or disaster the EIO shall:

1. Report to the Emergency Operations Centre.
2. Assist the Head of Council in all matters relating to public information.
3. Establish a media relations centre.

The Deputy Clerk will serve as the EOI.

The EOI of the Township of Hilton is responsible for:

- Obtaining and distributing media releases approved by the Head of Council. e Establishing a media relations centre.
- Liaison Ing with media for specific needs.
- Arranging for timely releases and conferences.
- Maintaining a log of all actions taken.

FIRE CHIEF

STANDARD OPERATING PROCEDURES

On receipt of the warning of a real or potential emergency or disaster, the Fire Chief shall:

1. Activate the departments emergency call-out system.
2. Report to the Emergency Operations Centre (EOC) when not required at the emergency scene.
3. Activate Mutual Aid if required.
4. Coordinate firefighting and rescue operations.

The Fire Chief (or alternate) of the Township of Hilton is responsible for:

- Activating the emergency notification system.
- Providing the MECG with information and advice on fire fighting and rescue matters.
- Contacting IC and informing the MECG
- Establishing an ongoing communications link with the IC at the scene of the emergency.
- forming the Mutual Aid Fire Coordinators and/or initiate mutual aid arrangements for the provision of additional firefighters and equipment, if needed.
- Determining if additional or special equipment is needed and recommending possible sources of supply (i.e., breathing apparatus, protective clothing). Have MECG provide requested supplies.
- Aiding other community departments and agencies, being prepared to take charge of or contribute to non-firefighting operations if necessary (i.e., first aid, rescue, casualty collection or evacuation)
- Coordinating firefighting operations.
- Ensuring that dangerous goods support agencies are contacted as required.
- Maintaining a log of all actions taken.

PUBLIC WORKS

STANDARD OPERATING PROCEDURES

1. Report to the Emergency Operations Centre
2. Coordinate operations of all matters pertaining to the public works department and equipment as required.

Public Works of the Township of Hilton is responsible for:

- Reporting to the EOC.
- Providing the MCEG with information and advice on engineering and public works matters. • Ensuring Liaison with public works from the neighbouring communities to ensure a coordinated response.
- Ensuring the provision of engineering assistance.
- Providing equipment for emergency pumping operations.
- Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes.
- Providing public works vehicles and equipment as required by any other emergency services.
- Activating additional equipment, supplies and personnel as required or requested.
- Arranging for disconnecting of any services (utilities) that represent a hazard.
- Aiding in cleanup of operations
- Providing barricades and flashers.
- Providing emergency back-up power when required. • Maintaining a log of all actions taken.

11. REQUESTS FOR ASSISTANCE

- a) Assistance may be requested from Jocelyn Township or St. Joseph Township at any time by contacting Central Algoma Communications Centre. (CACC)
- b) Should the Head of Council deem the resources of the Township of Hilton to be insufficient to control the emergency, the Head of Council may request that the mutual aid be activated.
- c) Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. Such requests can be made by contacting the local office of the appropriate Provincial Ministry, or by contacting Emergency Management Ontario at any time.

COUNCIL EXPECTATIONS

The Emergency Response Plan for the Township of Hilton has been established to assign responsibilities and to guide the immediate actions of key officials in an emergency. The Township is committed to providing leadership and guidance to meet the challenges associated with emergency management. This includes preparation and planning to safeguard the health, safety and welfare of citizens; taking appropriate measures to ensure the protection of property and the environment; and to provide effective and timely response and recovery operations.

The Emergency Management Program Committee (EMPC) oversees the development, implementation and continuous improvement of the Township's Emergency Management Program. Every official and municipal department must be prepared to carry out the assigned responsibilities in an emergency. The Committee shall hold a minimum of 1 (one) meeting per calendar year. The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:

- Clerk/Treasurer/Administrator
- Head of Council
- Public Works
- CEMC
- Fire Chief

The Clerk/Treasurer/Administrator is hereby appointed as Chair of the Emergency Management Program Committee.

The Emergency Plan, including Appendices, shall be read by all members of the Municipal Control Group, as well as their Alternates. These persons must be familiar with the entire plan, so if called upon they will be prepared to carry out their respective responsibilities. A "Distribution List" is attached as Appendix A as to who possesses a Hard Copy or a Digital copy of this plan.

It is also important for residents, businesses and interested visitors to be aware of the provisions within this plan. Copies of the Township of Hilton Emergency Response Plan are available at the Municipal office or online at www.hiltontownship.ca.

REVISION AND TESTING

An exercise will be conducted annually in order to test the overall effectiveness of this Emergency Plan and to provide training to the Control Group. It is particularly important to test the effectiveness of the communications system. Revisions to this Plan should incorporate recommendations stemming from such exercises.

The Clerk will ensure that this Plan is reviewed annually and, where necessary, revised by a meeting of the Control Group. The Clerk will pass on changes to the Notification System to the Fire Chief, who will in turn ensure that CACC is aware of any changes.

Each time this Plan is revised, it must be approved by Council. However, revisions to the Appendices and minor administrative changes can be made without approval by Council each time.

PUBLIC AWARENESS AND PUBLIC EDUCATION

A Public Awareness Program provides generic information to the broader public to raise awareness about emergency management and suggests ways to reduce the risk of loss of life and property damage

in the event of an emergency. Public Education provides focused information to a target audience to educate about protective actions to reduce the risk of life and property damage in the event of an emergency.

The Township of Hilton will provide Emergency information to it's residents by posting notices on the Township's website at www.hiltotownship.ca as well as posting notices and information in the Monthly newsletter.

The Township is also a member of the Vulnerable Persons Registry www.sooopr.com and encourage our residents to register at this site if you have a physical or other vulnerability. This will ensure that our First Responders will be able to identify and assist those residents who need priority assistance.

AFTER ACTION REVIEW

Following each incident where the EOC is activated, the Township will conduct an After- Action Review under the direction of the CEMC. The purpose of the AAR is to review primary actions taken throughout the incident, identify what worked well, what didn't and to make recommendations for future incident response activities.

CONFIDENTIALITY

The Municipal Freedom of Information and Protection of Privacy act (MFIPPA), RSO 1990, Chapter M.56 states that Municipal Emergency Response Plans are public documents excluding the annexes which are deemed confidential.

As stated in the MFIPPA:

Section 9(1) A Head of Council shall refuse to disclose a record if the disclosure could reasonably be expected to reveal information the institution has received in confidence from:

- a) The Government of Canada
- b) The Government of Ontario or the Government of a Province or Territory in Canada
- c) The Government of a Foreign Country or state
- d) An agency of a government referred to in clause (a), (b), or (c) or
- e) An international organization of states or a body of such an organization.

Section 10 (a) A Head of Council shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly; if the disclosure could reasonably be expected to result in similar information no longer being supplied to the institution where it is in the public interest that similar information continues to be so supplied.

Section 13 A Head of council may refuse to disclose a record when disclosure could reasonably be expected to seriously threaten the safety or health of an individual.

Appendix A

COMMUNITY PARTNERS ABLE TO PROVIDE ASSISTANCE TO MECG UPON REQUEST

ONTARIO PROVINCIAL POLICE

OPP is responsible for:

- all emergency activities as per OPP operational guidelines.
- Securing the site of an accident.
- Controlling and, if necessary, dispersing crowds within emergency area and preventing looting.
- Controlling and facilitating the movement of emergency vehicles to and from the emergency scene.
- Arranging, when necessary, for additional police assistance from surrounding Police departments, RCMP or the Canadian Armed Forces.
- Keeping the EOC secure and free from non MECG members.

MEDICAL OFFICER OF HEALTH

The Medical officer of Health is responsible for:

- Coordinating link for all emergency health services at the MECG.
- Ensuring liaison with the Ontario Ministry of Health and Long-term care, Public Health branch.
- Maintaining a log of all actions taken.

THE CANADIAN RED CROSS

The responsibilities of the Canadian Red Cross Society (Sault & District Branch) during an emergency or disaster are to:

- Appoint Red Cross staff to MECG if required.
- Activate the Society's emergency alerting or call-out system. ● Provide the following social services:
 - a) Emergency feeding
 - b) Emergency clothing
 - c) Emergency lodging
 - d) Registration and inquiry
 - e) Provision of Home Makers as required
 - f) Supply of needs assessment
- Coordinate in cooperation with the activities of other volunteer social service agencies.
- Maintain records for financial accountability to the municipality. ● Maintain a log of all actions taken.

Appendix B

DISTRIBUTION LIST

HARD COPY - HC

DIGITAL-D

| | | D | Date Distributed |
|---|---|---|------------------|
| Head of Council | 1 | 1 | |
| Canadian Red Cross | | 1 | |
| Clerk | 3 | 1 | |
| Emergency Operations Centre (Primary) | 1 | | |
| Emergency Operations Centre (Secondary) | 1 | | |
| Fire Chief | 1 | 1 | |
| Medical Officer of Health | | 1 | |
| Algoma Public Health | | 1 | |
| Municipal Council | 4 | 4 | |
| Police (OPP) | | 1 | |
| Public Works | 1 | 1 | |
| Chief Emergency Management Ontario | 1 | 1 | |
| Ministry of Solicitor General | | 1 | |
| Ministry of Natural Resources | | 1 | |
| Ministry of Transportation | | 1 | |
| Ministry of Social Services | | 1 | |
| Ministry of Environment | | 1 | |
| or-MEM Field Officer | 1 | 1 | |
| Other- as requested | | | |

All dates of plan revisions to be recorded and verified that members of distribution list have been sent copies of revised plan.

Appendix C

Municipal Emergency Control Group (Chair- Head of Council)

| POSITION | NAME | HOME PHONE # | CELL WORK | EMAIL |
|-----------------------|------------------|--------------|----------------|-------------------------------------|
| Head of Council | Rodney Wood | 705-246-1810 | 705-246-2475-w | admin@hiltontownship.ca |
| Clerk/Treasurer/Admin | Mary Lynn Duguay | 705-989-6461 | 705-989-6461 | Dreamacres241@hotmail.com |
| Fire Chief | Lyndon Garside | 705-246-1172 | 705-542-3146-c | lynandgayle@gmail.com |
| CEMC | Jeff Edwards | 705-849-7226 | 705-846-7226 | info@phoenixemergencymanagement.com |
| Public Works | Lyndon Garside | 705-243-1172 | 705-542-3146 | lynandgayle@gmail.com |

Notify the Provincial Emergency Operations Centre, Duty Operations Officer (24/7) at:

Telephone 1-416-314-0472/73 or Toll free 1-866-314-0472 fax 416-314-6220

Email — peocd001@ontario.ca <http://www.ontario.ca/emo>

(If you experience any difficulty in contacting the PEOC Officer, call the OPP Duty Officer at 705-3562244 or toll free 1-888-3100-1122 or 911)

Appendix D

Local Municipal Government

| NAME | BUSINESS | 24-HOUR | FAX/email |
|----------------------------|--------------|--------------|-----------------------------------|
| Councillor Mike Garside | 705-246-1398 | | thegarside@gmail.com |
| Councillor Dave Leask | 705-246-1059 | | djleask@sympatico.ca |
| Councillor Mike Trainor | 249-525-8575 | | Mike.trainor@hiltontownship.ca |
| Councillor Janet Gordanier | 519-940-6177 | | Janet.gordanier@hiltontownship.ca |
| Hilton Beach | 705-246-2242 | | 705-246-2913 |
| Twp. Of St. Joseph | 705-246-2625 | | 705-246-3142 |
| Twp. Of Jocelyn | 705-246-2025 | | 705-246-3282 |
| Township of Tarbutt | 705-782-6776 | 705-782-6776 | 705-782-4247 |
| Johnson Twp. | 705-782-6601 | 705-782-6601 | 705-782-6780 |
| Laird Twp. | 705-248-2395 | 705-248-2317 | 705-248-1138 |
| Garden River FN | 705-946-6300 | | |
| Sault Ste. Marie | 705-541-5173 | | 705-949-2341 |

Provincial Government

| NAME | BUSINESS | 24-HOUR | FAX |
|--------------------------------------|----------------|---------------------|--------------|
| | 705-945-6316 | 888-310-1122 | 705-945-6797 |
| | | | |
| Transportation Sudbury Patrol Yard | 1-800-461-9523 | 705-522-9380 | |
| Transportation Thessalon Patrol Yard | 705-842-3012 | 705-842-3012 | 705-842-0468 |
| Transportation Echo Bay Patrol Yard | 705-248-2641 | 705-541-8509 - cell | |
| Workplace Safety & Insurance Board | 416-942-3002 | | |

Appendix E

Local Key Contacts

| NAME | BUSINESS | 24-HOUR | FAX |
|---------------------------------------|--|--------------|--------------|
| Vulnerable Persons Registry | Phone: 1(705) 942-7927 Ex: 3041 Toll Free: 1(866) 353-0697 Email: maki soon r.com | | |
| St. Joseph Island Public School | 705-246-2618 | | 705-246-0511 |
| Algoma District School Board | 705-945-7111 | 705-946-7994 | 705-942-2540 |
| Algoma Health Unit | 705-759-5287 | 705-759-5287 | 705-759-1534 |
| Matthews Memorial Hospital (St. Joes) | 705-246-2570 | 705-246-2570 | 705-246-2569 |
| Sault Area Hospital | 705-759-3434 | 705-759-3434 | 705-759-3708 |
| Group Health Centre | 705-759-1234 | 705-759-1234 | 705-759-5659 |
| Canadian Red CrossSSM | 705-759-4547 | 705-759-4547 | 705-759-3082 |
| Superior Propane | 1-877-873-7467 | | |
| Island Timber Mart | 705-246-2475 | 705-246-2475 | 705-246-2979 |
| St. Joseph Island Trading Post | 705-782-4359 | | |
| Gilbertson's Enterprises | 705-246-2076 | | |

Appendix F

CRITICAL INFRASTRUCTURE

There are 9 Critical Infrastructure which includes:

- Food and Water (food distribution, transportation, wells and Septic)
- Electricity (power generation stations, transformer stations, lines and towers, substations) • Gas and Oil (distribution networks)
- Transportation (Roads, snow removal equipment, bridges)
- Health Care (Hospitals, Clinics, pharmacies, EMS,)
- Communications Systems (911, EMS dispatch, Microwave towers, wireless networks, television and radio, Canada Post/Courier services)
- Financial Institutions (Banks, Credit unions, ATMs interact)
- Public Safety and Security (Emergency Operations Centers, Fire, Police, Evacuation centers)
- Continuity of Government (Council, delegation of authority)

These 9 Critical Infrastructure sectors are presented in no order of importance or priority. Most of these sectors are privately owned and do not fall under the jurisdiction of a municipality. Ownership should be identified of all the non-municipal critical infrastructure and relationships should be fostered with the owners so that a close liaison may be achieved during emergency events. It is not the Township's obligation to provide assurance plans or programs for Critical infrastructure that it does not own or operate.

Municipal Infrastructure Contacts

| Sector | Type of Infrastructure | Component | Agency or Owner | Contact Information | Priority |
|--------------------------|----------------------------|----------------------------------|------------------------------------|------------------------|----------|
| Transportation | Bridge, Highways and Roads | Hwy 548 | Ontario Ministry of Transportation | Ledcor 905-673-0009 | 2 |
| | | Hwy 17 | same | | 2 |
| | | Secondary Rds. Plow, Grader | Township | 705-246-2472 | |
| Continuity of Government | Municipal and Township | Hilton Township 2983 Baseline | Hilton Township | 705-246-2472 | 2 |
| | IT support | | Encompass IT 705-525-0558 | Mark 705-561-5477 | 2 |

| | | | | | |
|---------------|---|---|--|---|---|
| Communication | 911 Dispatch | | | | 1 |
| | Land Lines Switching station | Bell Canada | 611 | | 1 |
| | Cell Phone | Network towers | | | 1 |
| Internet | Satellite twr | Xplornet | 1-877-959-5717 | | 2 |
| Electricity | Electrical Transmission and Distribution | Local distribution | Hydro One | Power outage & Emergencies 1-800- 4341235 | 1 |
| | Transmission | Local Distribution | Algoma Power Clerk-1-844- 319-3614 | 1-844-901- 9473 | 1 |
| Public Safety | Primary Emergency Operations Centre | Township of Hilton Council Chambers | 2983 Baseline | 705-246- 2472 | 1 |
| | Alternate Emergency Operations Centre | Township of Jocelyn Council Chambers | 5670 5 th side Rd. | 705-246- 2026 | 1 |
| | Fire Station #1 | 2983 Baseline | Pumper Truck Tanker Truck | Generator gas | 1 |

Appendix G

DECLARATION OF AN EMERGENCY
(TEMPLATE)

Municipality: The Township of Hilton

I, Reeve _____ hereby declare a state of local Emergency in accordance with the Emergency Management and Civil Protection Act., R.S.O. 1990, c E.9 s.4(1) due to the emergency described herein: (nature of emergency)

for an Emergency Area or part thereof described as: (geographic boundary)

In the Municipality of: Township of Hilton

A copy of this declaration is to be forwarded to OFMEM Duty Operations Officer

Tel. -1-866-314-0472 Email: pencd001@ontario.ca Fax (416)314-6220 or (416)314-0474

Appendix H

TERMINATION OF A DECLARED EMERGENCY
(TEMPLATE)

Municipality: The Township of Hilton

I, Reeve _____ hereby declare a state of local Emergency terminated in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, c E.9 S.4. (1) due to the emergency described herein: (nature of emergency)

For an Emergency Area or part thereof described as: (geographic boundary)

Signed: _____

Title:

Dated _____ at _____ (time)

In the Municipality of: The Township of Hilton

A copy of this declaration is to be forwarded to OFMEM Duty Operations Officer

Tel. - 1-866-314-0472 Email: pencd001@ontario.ca Fax (416)314-6220 or (416)314-0474

Appendix I

EMERGENCY PUBLIC NOTIFICATION FORM (TEMPLATE)

Date of Media Release: _____

The Township of Hilton has issued an Emergency Public Notifications to the residents of the Township due to:
(insert nature of emergency- who/what/where)

Residents (and businesses- if applicable) located in (indicate area of the Township, streets or local zones) are instructed to:

- a) Shelter in Place (provide instructions for sheltering in place)
- b) Evacuate to: (designated reception centre) via (identified evacuation route)
- c) Take refuge in a safe location (depending on the nature of the event may be an interior basement room or interior upper- level room) and await further instructions.

The Township has emergency plans in place to cope with emergencies and trained personnel are working diligently to respond to the emergency situation at this time. Members of the public are encouraged to tune into local media (indicate which radio or TV stations) and the

Township website at www.townshipofhilton.ca for more important information regarding the emergency.

- ❖ If an evacuation is required, (provide instructions for evacuating and any transportation guidelines)
- ❖ If you do not have the means to self evacuate, post a large sign in a visible location from the road with the word "HELP" written in large letters or call (designated general inquiry line) for assistance.
- ❖ During school hours, if parents need to pick up their children at the school's designated Emergency Shelter Location, please check with the local school.

Next Media update (indicate date/time of the next media update.)

Media inquiries should be directed to: (insert name), Emergency Information Officer.

Appendix J

MEDIA RELEASE- STATE OF EMERGENCY (TEMPLATE)

The Township of Hilton has declared a Local State of Emergency on

DATE:

TIME:

This Declaration of Emergency is authorized under the Ontario Emergency Management and Civil Protection Act and under the Township of Hilton By-law No.

The Township has trained personnel who are responding to the emergency. A general inquiry line for residents has been set up at (insert general inquiry line number(s)).

Residents should stay tuned to local websites, radio stations and TV channels for more information.

Media inquiries may be directed to:

(Insert Name) Emergency Information Officer at (insert Contact number(s))

Appendix K

INCIDENT ACTION PLAN

(TEMPLATE)

Incident Name:

Operational Period: FROM:

TO:

Date IAP Valid:

Impact to Township Services (list):

1. Objectives
2. Weather (date/time issued)

| Temperature | Relative Humidity | Wind Speed (direction) | Precipitation (mm/cm) |
|-------------|-------------------|------------------------|-----------------------|
|-------------|-------------------|------------------------|-----------------------|

Weather Forecast (next 2-3 days):

Extended Weather Outlook (next 5-7 days):

3. Priorities for the Day (list, be specific)
4. Assignments (list, be specific)
5. Resources Required (list, be specific)
6. Safety
7. Attachments - Item attached? Description map, organization chart, other (list)
8. Cooperating Agencies (list)
9. Vulnerable Persons
10. Other Concerns (Pets, Livestock etc.)
11. Approval

Prepared by:

Approved By: Incident Commander

Appendix L

After Action Review (AAR) (TEMPLATE)

Incident:

Incident Date(s):

Location:

AAR Meeting Date/Time:

In Attendance:

Regrets:

Chronology of Events (list):

Section Reports (list highlights as applicable):

- Command
- Information Officer
- Liaison Officer
- Safety Officer
- Operations Section
- Plans Section
- Logistics Section
- Finance/Administration Section

Action Items (be specific)

Other Comments:

Meeting Adjourned at:

Appendix M

TOWNSHIP OF HILTON EVACUATION PLAN

Purpose

The purpose of an emergency evacuation plan is to ensure the safety of residents during an emergency. Since the nature of the emergency can't be known beforehand, the Township of Hilton has a duty to protect residents regardless of what may happen. In the event of an evacuation the Volunteer Fire Department in conjunction with the operational guidance of the Ontario Provincial Police will oversee the evacuation.

Types of Emergencies to Prepare For

According to the Hazard Identification and Risk Assessment ranking (HIRA) of the Township of Hilton, the most probable emergencies will take place due to a weather event. This could be a snowstorm/blizzard, extreme temperatures (hot or cold), windstorm, or losing electrical power.

Each household in the Township of Hilton is expected to be prepared and have accessible a 72- hour emergency kit which should include:

- Non-perishable food — 3 day to one week supply - with a manual can opener
- Water — four liters/person/day for drinking and sanitation (don't forget pets!)
- Phone charger, power bank or inverter
- Battery powered or hand crank radio ● Battery powered or hand crank flashlight
- Extra Batteries
- First aid kit and medications
- Personal toiletries and items (such as extra pair of glasses or contacts lenses ● Copy of emergency plan
- Copies of important documents, such as insurance papers and identification ●Cash in small bills
- Garbage bags and moist towelettes for personal sanitation
- Seasonal clothing, sturdy footwear and emergency blankets.
- Denture needs and Hearing Aid batteries
- Formula, diapers, bottles
- Pet food and water, collar, ID tag, leashes, pet carrier
- Whistle
- Help/OK sign (attached) — display the appropriate side outward in your window during a disaster.

Residents should also assemble a:

Grab -and-go-bag

- Food (ready to eat) and water
- Phone charger and battery bank
- Small battery powered or hand crank radio
- Battery powered or hand crank flashlight

- Extra batteries
- Small first aid kit and personal medications
- Personal toiletries and items, such as an extra pair of glasses or contact lenses
- Copy of emergency plan
- Copies of important documents, such as insurance papers and identification. • Cash in small bills
- Local map with family meeting place identified
- Seasonal clothing and emergency blanket
- Pen and notepad
- Whistle

When is Evacuation Needed?

Any type of emergency may require an evacuation. This decision is decided on a case-by-case basis. The Emergency Operation Centre members must assess the vulnerability of their residents to the different types of emergencies.


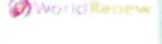


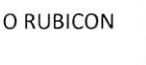

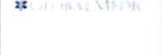
What to do if an Evacuation Alert has been issued:

1. Gather your Grab and Go bag for emergencies
2. Keep track of the location of all family members and determine a planned meeting place should an evacuation be called while separated.
3. Immediately relocate large pets and livestock to an area outside of the evacuation alert.
4. Arrange accommodation for your family in the event of an evacuation. Evacuation Centre for The Township of Hilton is at the Royal Canadian Legion Branch, 1534 10th Side Rd. Richards Landing, ON POR IJO Phone: 705-246-2494

What to do if an Evacuation Order has been issued:

1. **YOU MUST LEAVE THE AREA IMMEDIATELY.** It is imperative that you report to the Evacuation center (Royal Canadian Legion, 1534 10th Side Rd., Richards Landing, ON POR IJO Phone: 705-246-2494) or follow instructions provided by the Emergency Operations Centre. Reporting to the Evacuation center or following instructions provided, facilitates contact by concerned friends or relative, and in matching separated family members.
2. If you need transportation to evacuate, advice the Emergency Operations Centre.
3. Close all doors and windows in your home. Leave gates unlocked and clear driveways for firefighter access.
4. Take your Grab and Go bag for emergencies. Re-admission is not permitted until the order is lifted.
5. Follow directions of emergency personnel and obey traffic directions.

Appendix N NGO ALLIANCE of ONTARIO CONTINUUM

| | PREPAREDNESS | RESPONSE | RECOVERY | REBUILDING |
|---|--|---|---|---|
|  | <ul style="list-style-type: none"> Public messaging as a trusted agent Deliver public education to help communities be ready for disasters Help build readiness Joint activities and planning with communities | <ul style="list-style-type: none"> Registries, kits, drills, distribution, emergency call routing and shelter services, medical care and psychological support Provision of shelter and Disaster Management resources Coordinate with all levels of government Volunteer recruitment and mobilization | <ul style="list-style-type: none"> Support to help communities assess and address long-term needs and recovery, including shelter and housing, services and financial, emotional and social assistance support Case management, case transfer programs, community-based programs and community engagement Disaster management Insurance claim support | <ul style="list-style-type: none"> Ongoing Case Management as required |
|  | <ul style="list-style-type: none"> Training (internal chapters & through EMO) Participation in joint exercises Preparedness plan & coordination Negotiation of disaster response procedures with partner agencies Public messaging as a trusted agent | <ul style="list-style-type: none"> Mass Feeding Spiritual & Emotional Care Critical Incident Stress Management (CISM) Deliverables Disaster Distribution | <ul style="list-style-type: none"> Feeding and other emergency relief services CISM Deliverables (as needed) Disaster Distribution | |
|  | <ul style="list-style-type: none"> Log in to the Church & Towns Program Training of local leadership Public messaging as a trusted agent | <ul style="list-style-type: none"> Disaster Assessment Team Deployments Deployment of Leadership Teams and Assets Engagement with Provincial & Regional EM Coordinators Engagement with Municipal EM Coordinators & EMS | <ul style="list-style-type: none"> Home & Property Damage and Restoration Food Triage Disaster Assessment Case Transfer Disaster Case Management Disaster Response Co-ordinator | <ul style="list-style-type: none"> Assist Long Term Recovery Organizations to develop definite recovery systems and programs Assist LTRO with initial Case Management information |
|  | <ul style="list-style-type: none"> Public messaging as a trusted agent Events and preparedness training for churches | <ul style="list-style-type: none"> MDS Disaster teams deployed to disaster regions as needed in collaboration with partner agencies Provision of equipment and supplies | <ul style="list-style-type: none"> Assess and rebuild damaged housing, schools, churches and other facilities Work in collaboration with partner agencies Provision of equipment & supplies & materials as needed | <ul style="list-style-type: none"> Provision and rebuilding of damaged housing, schools, churches and other facilities Provision of equipment and supplies MDS does not supply building supplies |
|  | <ul style="list-style-type: none"> Regional Managers, USA & Canada have comprehensive Disaster Response Allocation Request Public messaging as a trusted agent Multi-agency disaster relief | <ul style="list-style-type: none"> Regional Managers deploy disaster relief teams to disaster regions | <ul style="list-style-type: none"> Volunteer support to disaster relief efforts, including disaster relief | <ul style="list-style-type: none"> Assist in minor to major repairs and home rebuilding Provide community needs assessment Assist Long Term Recovery Organizations to develop definite recovery systems and programs |
|  | <ul style="list-style-type: none"> Internal - Clinical Exercises Public education training as a trusted agent Public messaging as a trusted agent | <ul style="list-style-type: none"> Evacuation Coordination First Aid Medical & dental health care support services Assessing and transportation of injured or vulnerable persons Health-related screening and mental health services Coordinate the activities of hospitals and other health care facilities | <ul style="list-style-type: none"> Recovery in the case of the closing of the premises | |
|  | <ul style="list-style-type: none"> Public messaging as a trusted agent Public education and activities with pet owners and advocates to being prepared for emergency situations | <ul style="list-style-type: none"> Deploy a team of professionals to assist with planning and executing activities | <ul style="list-style-type: none"> Help assist in the rebuilding of animals and their owners | |
|  | <ul style="list-style-type: none"> Public messaging as a trusted agent Internal preparedness workshops for members Church preparedness and safety plans Volunteer training and equipment | <ul style="list-style-type: none"> Food and drink management Check Out/Check In/Check Back Volunteer management | <ul style="list-style-type: none"> Food/drink management Disaster Case Transfer (as needed) Volunteer management | |
|  | <ul style="list-style-type: none"> Hazard Mitigation (Fire, Floods) Disaster Management Training (ICS and IMS) Disaster Preparedness Training | <ul style="list-style-type: none"> Incident Management Assistance Teams Disaster Planning Rapid Change and Impact Assessment Disaster Mapping Spontaneous volunteer Management Task & Response Groups | <ul style="list-style-type: none"> Work Order Management Insurance Support (Mutual Contributions) Disaster Relief - Organized Home Visits Incident Management Assistance Teams | <ul style="list-style-type: none"> Assist long term recovery organizations |
|  | <ul style="list-style-type: none"> Public messaging as a trusted agent Rehearse preparedness workshops for Chapter Teams | <ul style="list-style-type: none"> Disaster management - staffing and funding | <ul style="list-style-type: none"> Disaster management - staffing and funding | |
|  | <ul style="list-style-type: none"> Public messaging as a trusted agent Joint Exercises Maintain stockpile of water purification equipment, large tanks, radiating equipment, water purification units | <ul style="list-style-type: none"> Water, Fuel, Shelter Remediation support Sanitizing equipment support Rescue equipment (boats & ATVs) Non-Food Items | <ul style="list-style-type: none"> Messing and meal preparation Case Management Supply Chain Support Distribution Management | <ul style="list-style-type: none"> Responsive programming – focus on local job creation |

Guiding Principles

- Maintain a reliable, credible and respected Alliance for members, municipalities, the Province and other stakeholders to access and share information
- Provide NGO Executive members the opportunity to participate in the emergency response network committees and initiatives within Ontario where possible
- Redirect calls to NGO Council members, and other stakeholders for support and to provide assistance in times of disaster and emergencies within Ontario
- Develop working relationships with other NGO members, municipalities, the Province, and additional stakeholders
- Broadly communicate NGO member capacity by maintaining a current NGO Alliance of Ontario handbook, Continuum infographic and website

Appendix O

Continuity of Operations Plan

Introduction

In addition to the Township's role in providing support to the community, as an organization, it must prepare itself to ensure that it can remain in operation during a community emergency and then restore itself and services to pre-emergency conditions. Through its business continuity and recovery actions, the Township must ensure that it is able to:

- maintain its workforce in terms of sufficient staff availability
- health and safety of the employees
- provide sufficient physical and financial resources
- ensure communications/data infrastructure remains operational

This Section shall provide some basic guidelines to follow while ensuring the continuity of Township operations.

Human Resources

The availability of adequate numbers of human resources ranks very high in priority in terms of maintaining continuity of operations for the Township. In summary, without its staff, the Township of Hilton will not be able to adequately provide its essential emergency related services or its reduced routine services that may be offered during a community emergency. The Clerk/Treasurer/Administrator is responsible to oversee the Human Resources functions.

Communications/Data Resources

The maintenance of the Township's communications and data resources such as the telephone and computer systems is vitally important. Retaining the use of the primary systems is essential for emergency management functions and the continuation of normal Township services, even under conditions where some elimination of normal services occurs. The Information Technology contacts will assist the MECG in ensuring that the primary and secondary systems and services are maintained during a community emergency.

Facilities

During a community emergency, Township facilities will require special attention due to the limitation of some services and the closure of some buildings. Meanwhile, the maintenance and ongoing operation of other facilities will require more effort. During a power failure, the standby electrical generators will need to be

supervised and their fuel supplies maintained. The Township's facilities that remain open for other use will also require ongoing maintenance and in some cases special set-up arrangements to ready them for use during a community emergency.

Financial Resources

During a community emergency, some high-level decisions and subsequent actions will be required to ensure that financial matters are being dealt with in an effective and efficient manner. The availability of operating funds and other financial functions such as accounting and supply/services is important to ensure that adequate resources are acquired to manage and respond to the emergency and for the purpose of maintaining accurate records of the transactions. Payroll is another example of a service that will need to be addressed as part of managing the financial issues during a community emergency. During an emergency, the Township's Procurement policy will be suspended.

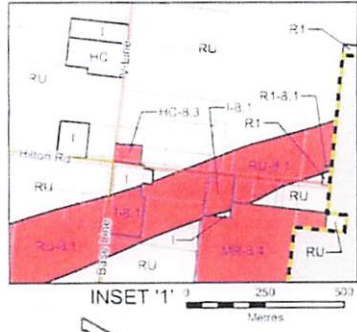
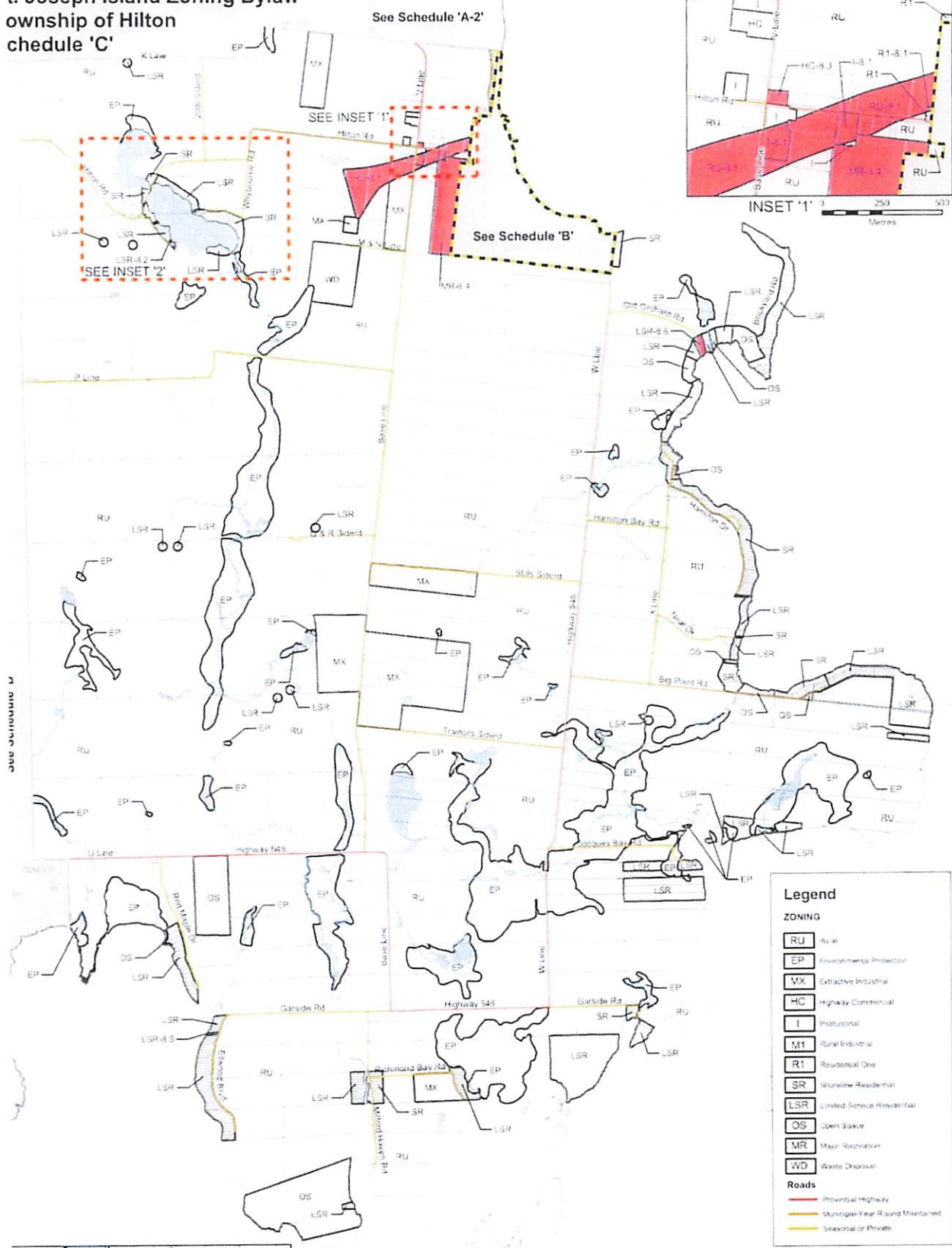
Ongoing Essential Services

During a community emergency a decision will need to be made by the MECG on the continuation of nonessential services such as recreation programs, planning/building, etc. The continuation and even enhancement of essential services must be a high priority for the MECG. Fire Services and municipal roads maintenance are two matters that must be considered primary services that require continuation and specific actions that will be overseen by the MECG to ensure continuity of services to the community.

Corporate Recovery

In addition to overseeing community recovery efforts, the Township will need to address its own recovery from the emergency to restore its losses and resume the provision of normal services. Based on the type of event and its magnitude, the MECG should develop a recovery action plan to direct the actions of restoring normal Township business.

t. Joseph Island Zoning Bylaw
ownership of Hilton
chedule 'C'



Legend

ZONING

- RU Rural
- EP Environmental Protection
- MX Extractive Industrial
- HC Highway Commercial
- I Institutional
- MI Rural Industrial
- R1 Residential One
- SR Shoreline Residential
- LSR Limited Service Residential
- OS Open Space
- MR Major Recreation
- WD Waste Disposal

Roads

- Provincial Highway
- Municipal Year Round Maintained
- Seasonal or Private

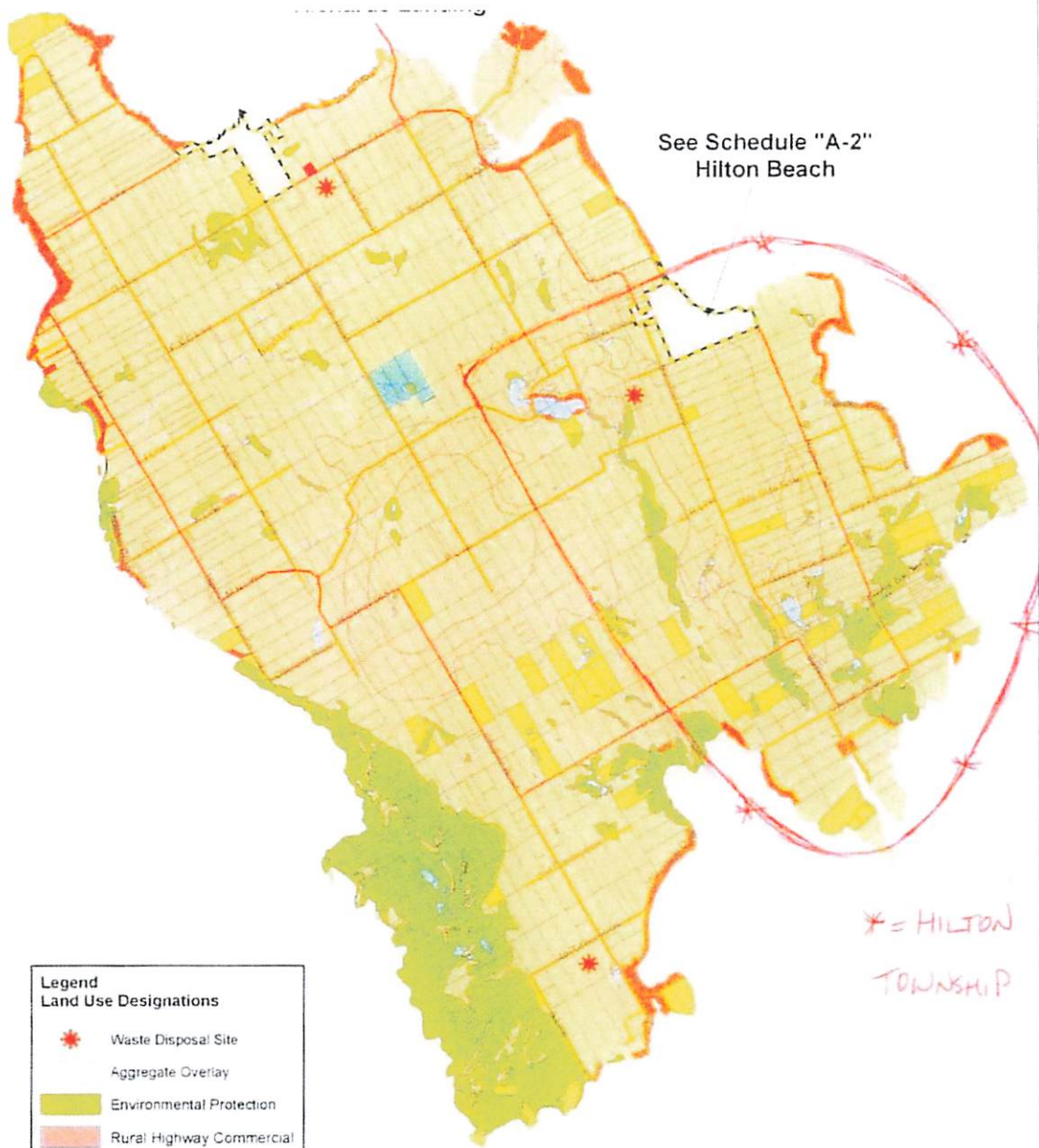
This is Schedule 'C' to By-law 2011 - _____
 Passed this ____ day of _____, 2011

 Reeve/Mayor Clerk

Source: MNR NRVIS Data System,
 April 2003



Note: Islands shall be zoned LSR



Legend
Land Use Designations

| | |
|--|--------------------------|
| | Waste Disposal Site |
| | Aggregate Overlay |
| | Environmental Protection |
| | Rural Highway Commercial |
| | Major Recreation |
| | Major Open Space |
| | Shoreline |
| | Rural |
| | Business Park |

Source: MNR NRVIS Data System
April 2003

* = HILTON
TOWNSHIP



Richards Landing

Hazard Identification and Risk Assessment Ranking

To update the order of the ranking: CTRL+SHIFT+R

**Hilton
Township**

| Hazard | Frequency | Frequency Category | Consequence | Consequence Description | Changing Risk | RISK TOTAL <i>(Frequency x Consequence x Changing Risk)</i> | Level of Risk |
|-----------------------------------|-----------|--------------------|-------------|-------------------------|---------------|--|---------------|
| Snowstorm / Blizzard | 6 | Almost Certain | 4 | Severe | 3 | 72 | Extreme |
| Freezing Rain / Ice Storm | 6 | Almost Certain | 5 | Very Severe | 2 | 60 | Extreme |
| Extreme Temperatures - Cold Wave | 6 | Almost Certain | 3 | Moderate | 2 | 36 | High |
| Energy Emergency (Supply) | 6 | Almost Certain | 2 | Slight | 2 | 24 | Moderate |
| Explosion / Fire | 6 | Almost Certain | 2 | Slight | 2 | 24 | Moderate |
| Human Health Emergency - Pandemic | 4 | Probable | 2 | Slight | 2 | 16 | Low |
| Windstorm | 6 | Almost Certain | 1 | Minor | 2 | 12 | Low |
| Critical Infrastructure Failure | 6 | Almost Certain | 1 | Minor | 2 | 12 | Low |
| Cyber Attack | 6 | Almost Certain | 1 | Minor | 2 | 12 | Low |
| Special Event | 6 | Almost Certain | 1 | Minor | 2 | 12 | Low |

Hazard Identification and Risk Assessment Ranking

To update the order of the ranking: CTRL+SHIFT+R

**Hilton
Township**

| Hazard | Frequency | Frequency Category | Consequence | Consequence Description | Changing Risk | RISK TOTAL <i>(Frequency x Consequence x Changing Risk)</i> | Level of Risk |
|----------------------------------|-----------|--------------------|-------------|-------------------------|---------------|--|---------------|
| Fog | 6 | Almost Certain | 1 | Minor | 2 | 12 | Low |
| Tornado | 2 | Very Unlikely | 3 | Moderate | 2 | 12 | Low |
| Extreme Temperatures - Heat Wave | 5 | Likely | 1 | Minor | 2 | 10 | Very Low |
| Forest / Wildland Fire | 3 | Unlikely | 1 | Minor | 2 | 6 | Very Low |
| Building / Structure Collapse | 2 | Very Unlikely | 1 | Minor | 2 | 4 | Very Low |
| Flood - Storm Surge | 2 | Very Unlikely | 1 | Minor | 2 | 4 | Very Low |
| Earthquake | 1 | Rare | 1 | Minor | 2 | 2 | Very Low |
| Farm Animal Disease | 1 | Rare | 1 | Minor | 2 | 2 | Very Low |
| Drought / Low Water | 1 | Rare | 1 | Minor | 2 | 2 | Very Low |
| Food Emergency | 1 | Rare | 1 | Minor | 2 | 2 | Very Low |

Hazard Identification and Risk Assessment Ranking

To update the order of the ranking: CTRL+SHIFT+R

**Hilton
Township**

| Hazard | Frequency | Frequency Category | Consequence | Consequence Description | Changing Risk | RISK TOTAL <i>(Frequency x Consequence x Changing Risk)</i> | Level of Risk |
|------------------------------------|-----------|--------------------|-------------|-------------------------|---------------|--|---------------|
| Plant Disease and Pest Infestation | 1 | Rare | 1 | Minor | 2 | 2 | Very Low |
| Drinking Water Emergency | 1 | Rare | 1 | Minor | 2 | 2 | Very Low |



Memo to Council

Dec. 6, 2023

Re: East Algoma OPP Police Services Board

Approval has been received from the Solicitor General regarding the composition of the East Algoma OPP detachment board.

Our Board will include:

Township of Tarbutt

Township of Johnson

Township of Hilton

Township of St. Joseph

Village of Hilton Beach

Township of Plummer

Bruce Mines

Huron Shores

Town of Thessalon

Thessalon First Nations

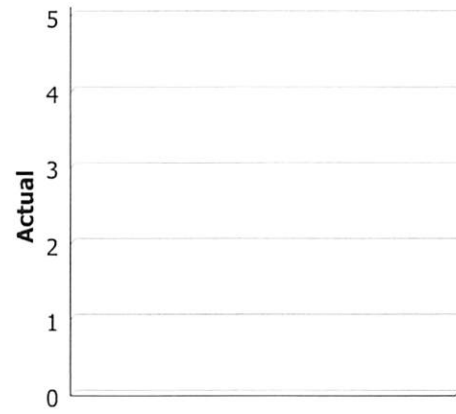
There will be 10 Council seats available. 1 from each Municipality. As well, there will be 3 Community Representative seats and 3 Provincial appointed seats. The hope is that at least 6 communities will have 2 reps and the community and provincial reps can be rotated among communities. The meetings will likely be quarterly.

We need a Council representative.

Police Services Board Report for Hilton
Records Management System
September - 2023

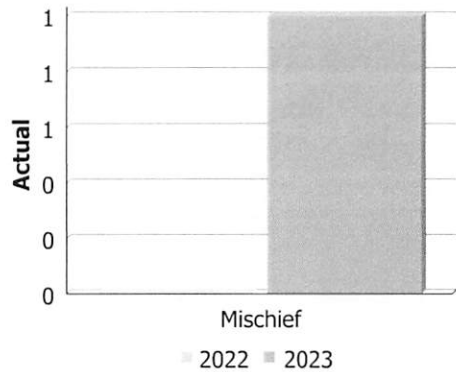
Violent Crime

| Actual | September | | | Year to Date - September | | |
|-------------------------------|-----------|----------|-----------|--------------------------|----------|----------------|
| | 2022 | 2023 | % Change | 2022 | 2023 | % Change |
| Murder | 0 | 0 | -- | 0 | 0 | -- |
| Other Offences Causing Death | 0 | 0 | -- | 0 | 0 | -- |
| Attempted Murder | 0 | 0 | -- | 0 | 0 | -- |
| Sexual Assault | 0 | 0 | -- | 1 | 0 | -100.0% |
| Assault | 0 | 0 | -- | 0 | 0 | -- |
| Abduction | 0 | 0 | -- | 0 | 0 | -- |
| Robbery | 0 | 0 | -- | 0 | 0 | -- |
| Other Crimes Against a Person | 0 | 0 | -- | 0 | 0 | -- |
| Total | 0 | 0 | -- | 1 | 0 | -100.0% |



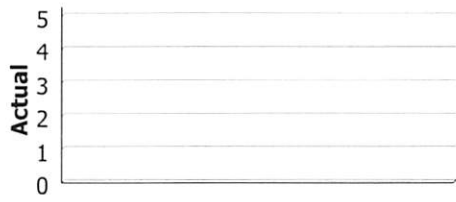
Property Crime

| Actual | September | | | Year to Date - September | | |
|-------------------|-----------|----------|-----------|--------------------------|----------|---------------|
| | 2022 | 2023 | % Change | 2022 | 2023 | % Change |
| Arson | 0 | 0 | -- | 0 | 0 | -- |
| Break & Enter | 0 | 0 | -- | 0 | 0 | -- |
| Theft Over | 0 | 0 | -- | 0 | 0 | -- |
| Theft Under | 0 | 0 | -- | 0 | 0 | -- |
| Have Stolen Goods | 0 | 0 | -- | 0 | 0 | -- |
| Fraud | 0 | 0 | -- | 1 | 1 | 0.0% |
| Mischief | 0 | 1 | -- | 4 | 1 | -75.0% |
| Total | 0 | 1 | -- | 5 | 2 | -60.0% |



Drug Crime

| Actual | September | | | Year to Date - September | | |
|----------------------------|-----------|----------|-----------|--------------------------|----------|-----------|
| | 2022 | 2023 | % Change | 2022 | 2023 | % Change |
| Possession | 0 | 0 | -- | 0 | 0 | -- |
| Trafficking | 0 | 0 | -- | 0 | 0 | -- |
| Importation and Production | 0 | 0 | -- | 0 | 0 | -- |
| Total | 0 | 0 | -- | 0 | 0 | -- |



Detachment: 4B - EAST ALGOMA (Blind River)
Location code(s): 4B10 - EAST ALGOMA (Thessalon)
Area code(s): 4006 - Hilton
Data source date: 2023/11/18

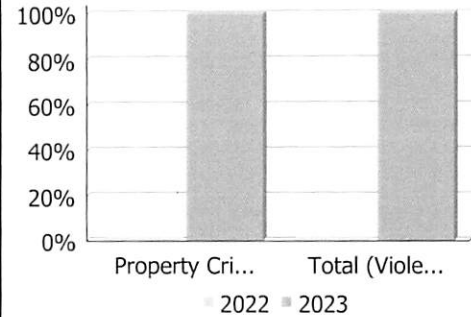
Report Generated by:
 Bowles, Natalie

Report Generated on:
 23-Nov-23 1:53:29 PM
 PP-CSC-Operational Planning-4300

**Police Services Board Report for Hilton
Records Management System
September - 2023**

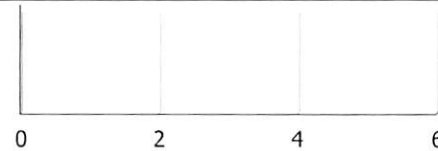
Clearance Rate

| Clearance Rate | September | | | Year to Date - September | | |
|---|-----------|---------------|------------|--------------------------|--------------|--------------|
| | 2022 | 2023 | Difference | 2022 | 2023 | Difference |
| Violent Crime | -- | -- | -- | 100.0% | -- | -- |
| Property Crime | -- | 100.0% | -- | 0.0% | 50.0% | 50.0% |
| Drug Crime | -- | -- | -- | -- | -- | -- |
| Total (Violent, Property & Drug) | -- | 100.0% | -- | 16.7% | 50.0% | 33.3% |



Unfounded

| Unfounded | September | | | Year to Date - September | | |
|----------------------------------|-----------|------|----------|--------------------------|------|----------|
| | 2022 | 2023 | % Change | 2022 | 2023 | % Change |
| Total (Violent, Property & Drug) | 0 | 0 | -- | 0 | 1 | -- |



Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

Data Utilized

- Major Crimes
- Niche RMS All Offence Level Business Intelligence Cube

Detachment: 4B - EAST ALGOMA (Blind River)
Location code(s): 4B10 - EAST ALGOMA (Thessalon)
Area code(s): 4006 - Hilton
Data source date:
 2023/11/18

Report Generated by:
 Bowles, Natalie

Report Generated on:
 23-Nov-23 1:53:29 PM
 PP-CSC-Operational Planning-4300

| | |
|----------------|-----------|
| Starting Year | 2023 |
| Starting Month | September |
| Ending Month | September |

Police Services Board Report for Hilton
Integrated Court Offence Network
 September - 2023

| Criminal Code and Provincial Statutes Charges Laid | | | | | | |
|--|------------------|-----------|----------|--------------------------|------------|----------|
| Offence Count | September - 2023 | | | Year to Date - September | | |
| | 2022 | 2023 | % Change | 2022 | 2023 | % Change |
| Highway Traffic Act | 1 | 1 | 0.0% | 27 | 14 | -48.1% |
| Criminal Code Traffic | 2 | 5 | 150.0% | 23 | 27 | 17.4% |
| Criminal Code Non-Traffic | 9 | 19 | 111.1% | 193 | 175 | -9.3% |
| Liquor Licence Act | 0 | 0 | | 0 | 1 | |
| Other Violations | 0 | 0 | | 0 | 1 | |
| All violations | 12 | 25 | | 243 | 218 | |



| Traffic Related Charges | | | | | | |
|-------------------------|------------------|----------|----------|--------------------------|-----------|----------|
| Offence Count | September - 2023 | | | Year to Date - September | | |
| | 2022 | 2023 | % Change | 2022 | 2023 | % Change |
| Speeding | 1 | 0 | -100.0% | 10 | 3 | -70.0% |
| Seatbelt | 0 | 0 | | 0 | 0 | |
| Impaired | 2 | 5 | 150.0% | 14 | 22 | 57.1% |
| Distracted | 0 | 0 | | 0 | 0 | |
| All violations | 3 | 5 | | 24 | 25 | |



Integrated Court Offence Network data is updated on a monthly basis: Data could be as much as a month and a half behind

Data Utilized

Ministry of Attorney General, Integrated Court Offence Network
 Integrated Court Offence Network Business Intelligence Cube

| | |
|----------------------|-----------|
| Detachment: | 4810 |
| Data Source Date: | 16-Nov-23 |
| Report Generated On: | 16-Nov-23 |
| Report Generated By: | |



Calls For Service (CFS) Billing Summary Report

Hilton October - 2023

| Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i> | | 2023 | | | | 2022 | | | |
|--|---|------------------------|--------------|---------------|-----------------------------|----------|--------------|---------------|-----------------------------|
| | | October | Year to Date | Time Standard | Year To Date Weighted Hours | October | Year to Date | Time Standard | Year To Date Weighted Hours |
| Violent Criminal Code | Sexual Assault | 0 | 0 | | 0.0 | 0 | 1 | 15.8 | 15.8 |
| | Assault-Level 1 | 0 | 0 | | 0.0 | 1 | 1 | 15.8 | 15.8 |
| | Total | 0 | 0 | | 0.0 | 1 | 2 | 15.8 | 31.6 |
| Property Crime Violations | Theft of - Trucks | 0 | 0 | | 0.0 | 1 | 1 | 6.4 | 6.4 |
| | Theft under - Other Theft | 0 | 1 | 6.4 | 6.4 | 0 | 0 | | 0.0 |
| | Fraud -Money/property/ security > \$5,000 | 0 | 0 | | 0.0 | 0 | 1 | 6.4 | 6.4 |
| | Fraud -Money/property/ security <= \$5,000 | 0 | 1 | 6.4 | 6.4 | 0 | 0 | | 0.0 |
| | Fraud - Other | 0 | 0 | | 0.0 | 1 | 1 | 6.4 | 6.4 |
| | Mischief - master code | 0 | 1 | 6.4 | 6.4 | 0 | 3 | 6.4 | 19.2 |
| | Mischief [Graffiti - Non Gang Related] | 0 | 0 | | 0.0 | 0 | 1 | 6.4 | 6.4 |
| | Property Damage | 0 | 1 | 6.4 | 6.4 | 0 | 0 | | 0.0 |
| | Total | 0 | 4 | 6.4 | 25.6 | 2 | 7 | 6.4 | 44.8 |
| | Operational | Animal -Master code | 0 | 0 | | 0.0 | 0 | 1 | 3.8 |
| Animal Injured | | 0 | 0 | | 0.0 | 0 | 1 | 3.8 | 3.8 |
| Phone -Nuisance - No Charges Laid | | 0 | 0 | | 0.0 | 0 | 1 | 3.8 | 3.8 |
| Fire - Building | | 0 | 0 | | 0.0 | 0 | 1 | 3.8 | 3.8 |
| Noise Complaint -Master code | | 0 | 1 | 3.8 | 3.8 | 0 | 0 | | 0.0 |
| Noise Complaint - Others | | 0 | 0 | | 0.0 | 0 | 2 | 3.8 | 7.6 |
| Suspicious Vehicle | | 0 | 1 | 3.8 | 3.8 | 0 | 0 | | 0.0 |
| Neighbour Dispute | | 1 | 2 | 3.8 | 7.6 | 0 | 2 | 3.8 | 7.6 |
| Assist Fire Department | | 0 | 1 | 3.8 | 3.8 | 0 | 0 | | 0.0 |
| Assist Public | | 0 | 0 | | 0.0 | 1 | 2 | 3.8 | 7.6 |
| Distressed/Overdue Motorist | | 0 | 1 | 3.8 | 3.8 | 0 | 0 | | 0.0 |
| Family Dispute | | 0 | 0 | | 0.0 | 0 | 2 | 3.8 | 7.6 |
| Total | | 1 | 6 | 3.8 | 22.8 | 1 | 12 | 3.8 | 45.6 |
| Operational2 | | 911 call / 911 hang up | 0 | 2 | 1.4 | 2.8 | 0 | 1 | 1.4 |
| | 911 call - Dropped Cell | 0 | 1 | 1.4 | 1.4 | 0 | 0 | | 0.0 |
| | Total | 0 | 3 | 1.4 | 4.2 | 0 | 1 | 1.4 | 1.4 |
| Traffic | MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION) | 0 | 1 | 3.7 | 3.7 | 1 | 2 | 3.7 | 7.4 |
| | Total | 0 | 1 | 3.7 | 3.7 | 1 | 2 | 3.7 | 7.4 |
| Total | | 1 | 14 | | 56.3 | 5 | 24 | | 130.8 |

Note to Detachment Commanders:

- The content of each report is to be shared by the Detachment Commander only with the municipality for which it was generated. The municipality may treat this as a public document and distribute it as they wish.
- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable'



Calls For Service (CFS) Billing Summary Report

Hilton
October - 2023

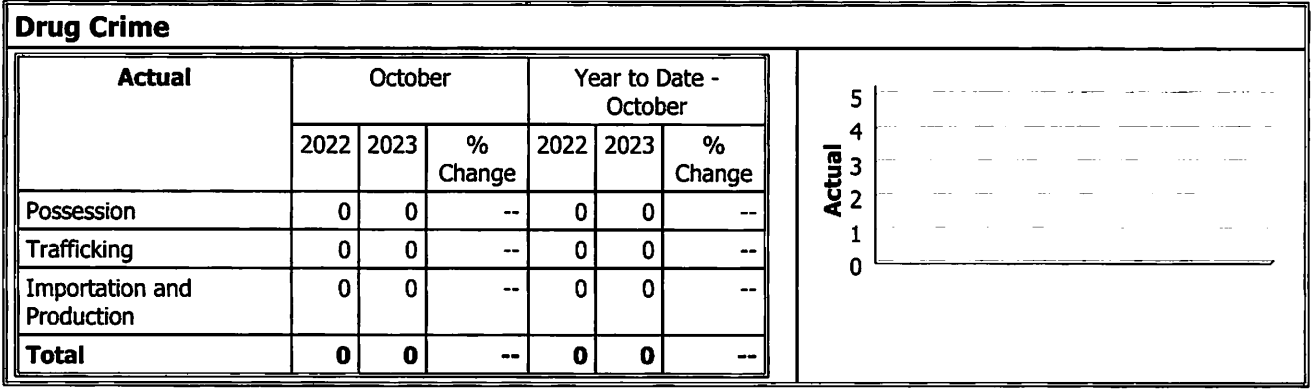
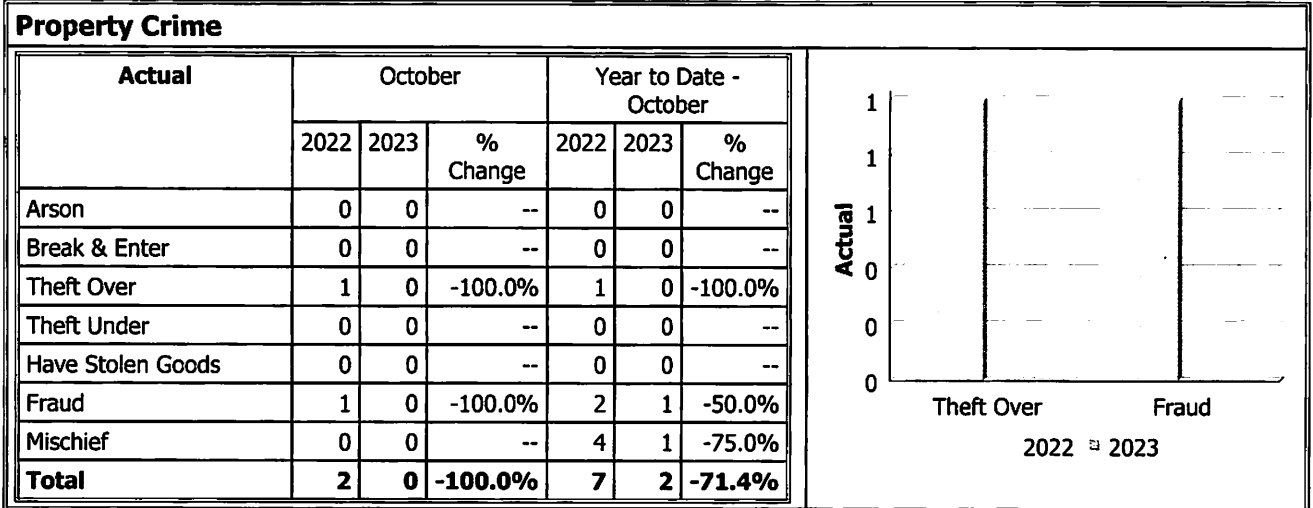
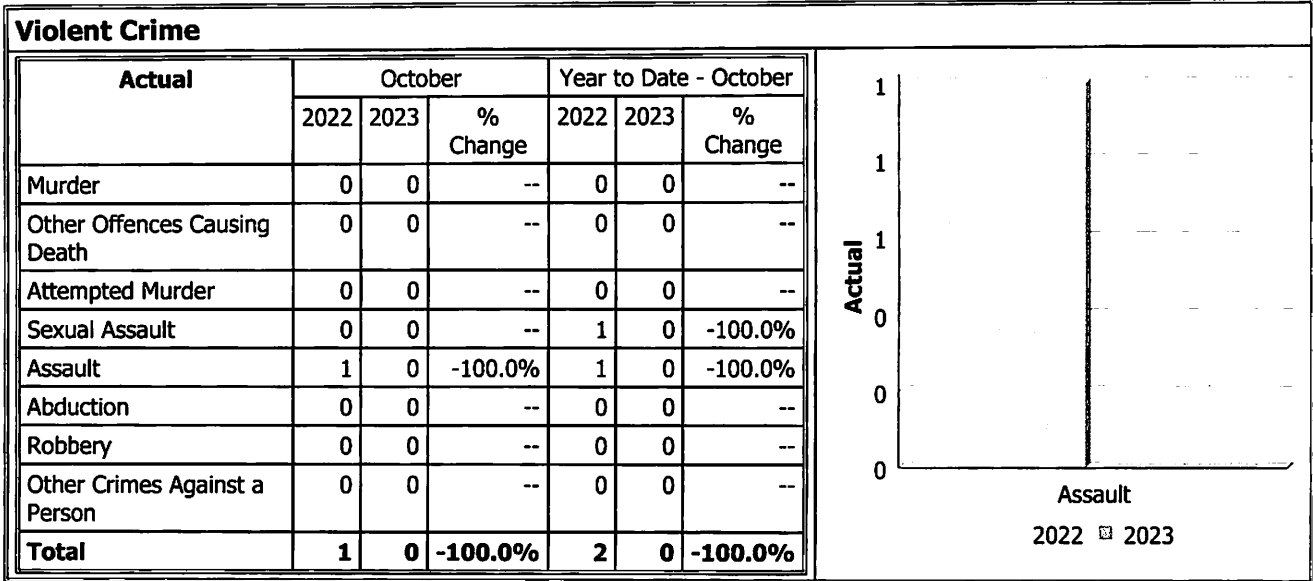
occurrences ONLY. Data is refreshed on a weekly basis.

- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2023 billing period.

Note to Municipalities:

- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to investigate and solve crime.
- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services Board reports or Statistics Canada reporting.

**Police Services Board Report for Hilton
Records Management System
October - 2023**

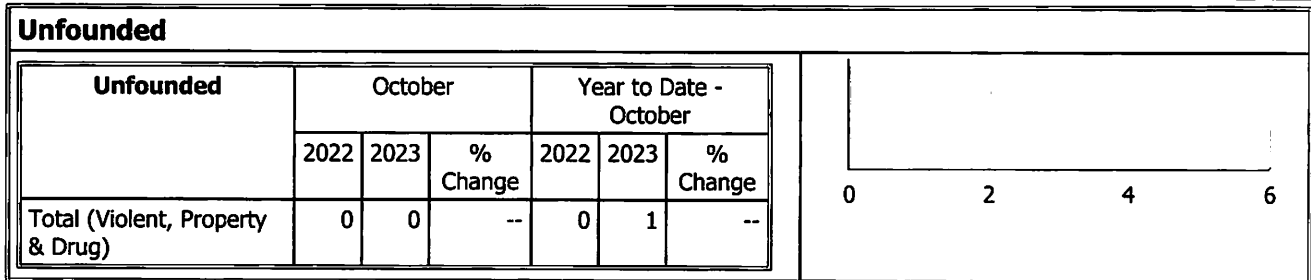
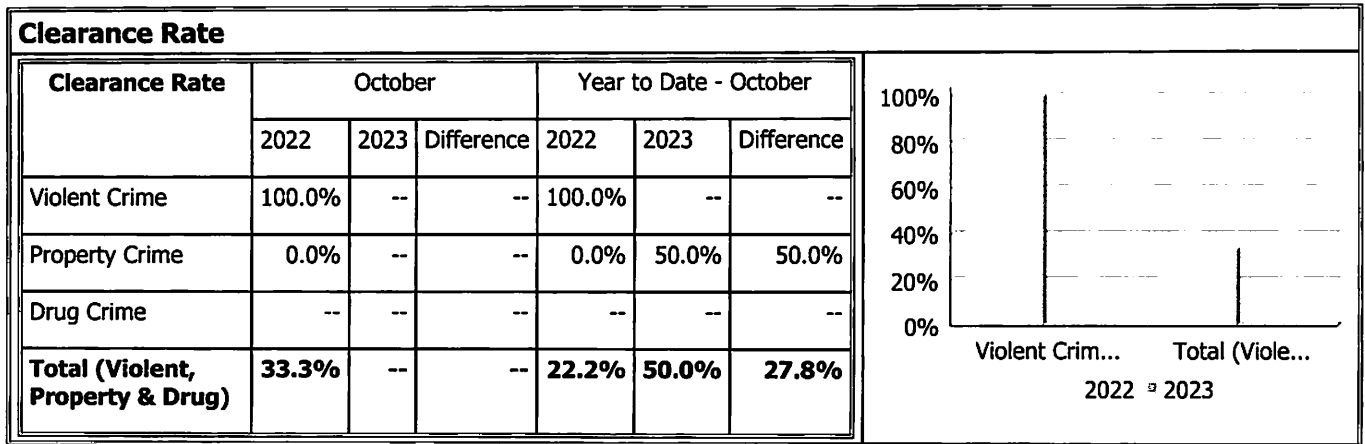


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**Police Services Board Report for Hilton
Records Management System
October - 2023**



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15650

Moved by Dan Osborne

Seconded by Ken Blodgett

BE IT RESOLVED THAT Gore Bay Council supports the Municipality of Wawa regarding requesting the Government of Canada to amend subsections 118.06 (2) and 118.07 of the Income Tax Act to increase the amount of tax credits for volunteer firefighting and search and rescue volunteer services from \$3,000 to \$10,000;

FURTHER, this resolution be forwarded to the Association of Fire Chiefs of Ontario, Manitoulin Fire Mutual Aid Association, Association of Municipalities of Ontario, and all Ontario municipalities.

Carried

9a)

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1396-23

Being a by-law to enter into a Site Plan Agreement with the Owners of 3078 Brickyard Rd., Plan 1M458 Lot 16, RP 1R9637 Part 3 PCL 8900 ACS, Township of Hilton.

WHEREAS the Council of the Corporation of the Township of Hilton deems it desirable to enter into a Site Plan Agreement with the Owners of 3078 Brickyard Rd., Plan 1M458 Lot 16, RP 1R9637 Part 3 PCL 8900 ACS, Township of Hilton to confirm the status of municipal road maintenance to the road fronting the subject land;

AND WHEREAS a Site Plan Agreement has been submitted as a condition to the issuance of a building permit for the subject land given its location in the Limited Service Residential (LSR) Zone;

NOW THEREFORE the Council of the Corporation of the Township of Hilton hereby enacts as follows:

1. The Township of Hilton shall enter into a Site Plan Agreement with Gregory Duma and Patricia Grisales the owners of 3078 Brickyard Rd., Plan 1M458 Lot 16 RP 1R9637Part 3 PCL 8900 ACS,
2. The said Agreement shall be in the form of Schedule "A" hereto attached.
3. The Reeve and Clerk are hereby authorized to execute any and all documents necessary to give effect to the foregoing.
4. Schedule "A" attached forms part of this by-law.
5. This Agreement shall take effect on the date of its final passing.

Read a first, second and third time and passed this 6th day of December, 2023.

REEVE – Rodney I. Wood

CLERK – Mary Lynn Duguay

Schedule "A" to By-law No. 1396-23

AGREEMENT FOR SITE PLAN CONTROL

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF HILTON
hereinafter referred to as the "Township"

of the First Part

- and -

GREGORY DUMA AND PATRICIA GRISALES
hereinafter referred to as the "Owners"

of the Second Part.

WHEREAS the parties are desirous of satisfying the conditions outlined in Section B6.4.3 and Section D2.5.2 of the St. Joseph Island Official Plan regarding the conditions for development on properties located in the Limited Service Residential (LSR) Zone;

AND WHEREAS satisfying these conditions is in accordance with By-Law No. 896-06 of the Township of Hilton;

AND WHEREAS the lot located at 3078 Brickyard Road, Plan 1M458 Lot 16 RP 1R9637 Part 3 PCL 8900 ACS is situated on a road designated in the Township's Zoning By-law as LSR;

AND WHEREAS the building permit application submitted by the owner of 3078 Brickyard Road, Plan 1M458 Lot 16 RP 1R9637 Part 3 PCL 8900 ACS is dependent on certain conditions being satisfied;

NOW THEREFORE this Agreement witnesseth that in consideration of the mutual covenants and conditions hereinafter contained, the parties hereto do hereby covenant and agree as follows:

1. The Owners acknowledge and agree that the lot in question does not front on an improved public road that is maintained year-round by the Township.
2. The Owners acknowledge and agree that the Township does not or is not required to maintain or snowplow the said road or street.
3. The Owners acknowledge and agree that as a result of no winter road maintenance being provided there will not be any emergency response vehicle availability or school bus transportation availability during the traditional winter period including October through April of every year.
4. The Owners acknowledge and agree that the Township will not take over or assume a private road or street as a Township public road or street unless it has been built according to an appropriate road standard.
5. The Owners acknowledge and agree that the Township is not liable for any injuries, losses or damages as a consequence of the Township issuing a building permit.
6. The Owners agree that this Agreement pertaining to the said lands shall be adopted by Municipal By-law and be binding upon the Owners.

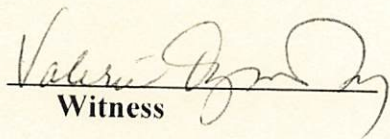
7. The Owners agree that once both dwellings have been constructed, the kitchen facilities must be removed from one dwelling. (unless new zoning rules are put in place at that time permitting 2 dwellings.)

8. IN WITNESS WHEREOF the Corporation of the Township of Hilton has affixed its Corporate Seal over the hands of its proper signing officers in that behalf and the Owners have affixed their hand and seal.

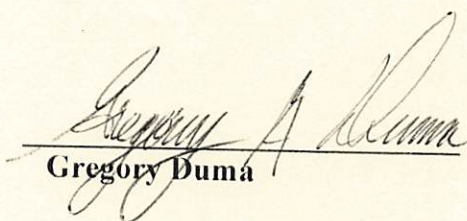
**THE CORPORATION OF THE
TOWNSHIP OF HILTON**

Rodney I. Wood, Reeve

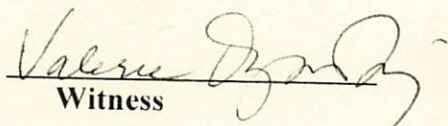
Mary Lynn Duguay, Clerk



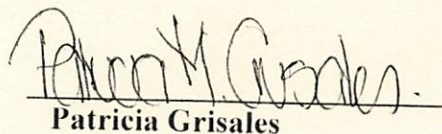
Witness



Gregory Duma



Witness



Patricia Grisales



9b)

Memo to Council

Dec. 6, 2023

Re: Short Term Rentals

I met with Mike Jagger for further discussions regarding preparing the zoning amendments that Council had discussed.

The discussion included tightening up the definition of Bed and Breakfast. Adding that the owner must **reside** there. As well, can also be in an accessory building on the property as long as the owner resides on the property.

Also, tightening up the definition of Short Term Rental. Suggested making it less than 29 days instead of 30.

Updates are required to the permitted uses in the rural zone, major recreation and commercial highway. As well, his thought was that the planning board would find the minimum separation distance of 1500 ft in the rural zone too excessive.

Do we want to limit STR's to no more than 1 building on a property?

What about trailers as STR's?

Discussion regarding fire and building inspections and if we will be providing those services for a fee.

Public meeting for zoning change will probably be in February.

What to do about seasonal residents input?

10a)

2023 Building Permit Fees Collected vs Costs Incurred
(re: Tulloch Services)

| Month | a/c 480100 | a/c 525600 | a/c 525610 | Difference |
|-----------|-----------------------|--------------------|-----------------|-------------------|
| | Permit Fees Collected | Invoice Time Based | Invoice Mileage | |
| January | 0.00 | 1,408.52 | 240.60 | -1,649.12 |
| February | 0.00 | 1,338.62 | 258.60 | -1,597.22 |
| March | 0.00 | 1,174.53 | 243.60 | -1,418.13 |
| April | 0.00 | 234.05 | 0.00 | -234.05 |
| May | 1,780.00 | 2,275.75 | 312.00 | -807.75 |
| June | 1,090.00 | 1,828.56 | 169.80 | -908.36 |
| July | 1,170.00 | 1,571.10 | 169.20 | -570.30 |
| August | 750.00 | 1,243.94 | 198.00 | -691.94 |
| September | 945.00 | 2,205.95 | 335.40 | -1,596.35 |
| October | 1,825.00 | 2,129.07 | 361.20 | -665.27 |
| November | | | | 0.00 |
| December | | | | 0.00 |
| | 7,560.00 | 15,410.09 | 2,288.40 | -10,138.49 |

Actual Net Cost to date 2023

17,698.49

Total Inspection and Mileage Costs

Historical FYI:

| | | |
|------|-------|-----------|
| 2022 | 5,695 | 13,131.71 |
| 2021 | 4,186 | 10,898.45 |
| 2020 | 3,885 | 13,951.98 |
| 2019 | 4,075 | 11,833.02 |
| 2018 | 2,420 | 6,269.23 |
| 2017 | 2,075 | 8,716.38 |
| 2016 | 1,570 | 4,165.25 |
| 2015 | 1,800 | 6,484.63 |
| 2014 | 2,325 | 7,436.83 |
| 2013 | 1,120 | 7,167.71 |

Actual Annual Cost:

| |
|-----------|
| 7,436.71 |
| 6,712.45 |
| 10,066.98 |
| 7,758.02 |
| 3,849.23 |
| 6,641.38 |
| 2,595.25 |
| 4,684.63 |
| 5,111.83 |
| 6,047.71 |



1(a)

Memo to Council

Dec. 6, 2023

Re: Office Cleaner

Sherry will be retiring this month and we will be in need of an office cleaner.

Discussion: Hours? Wages? Advertising?

← → 2024

Today

Day

Week

Month

Year

January

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

February

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |

March

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

April

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

May

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

June

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

July

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

August

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

September

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

October

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

November

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

December

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

11(c)



Ontario Community Infrastructure Fund (OCIF)

Revised Allocation Notice

Ministry of Infrastructure

The Corporation of the Township of Hilton

December 2023

Disponible en français

Overview

2024 OCIF Funding

The amount of Funds the municipality named on this Revised Allocation Notice is eligible to receive under the Agreement in the 2024 Funding Year is as follows:

| | |
|--------------------------------|------------------|
| 2024 formula allocation | \$100,000 |
|--------------------------------|------------------|

2023 105,617
 2022 100,000

Terms and Conditions

The provision of Funds to the Recipient are subject to the terms and conditions of the Agreement.

OCIF Financial Reporting Requirements

In addition to the other reporting requirements noted in the Agreement (e.g., submission to Ministry of Municipal Affairs and Housing of the 2022 Financial Information Return, etc.), the Recipient must report on funding twice each year, providing information on how program funding is or will be used, and again after year-end on how funding was actually used.

In the spring, prior to the start of the construction season the Recipient will submit to the Ministry an **initial report** that includes information on planned/proposed projects that make use of OCIF funding. The Recipient will also submit to Ministry a **final report for the year** on or before March 31st that will include the amount of interest earned on Funds over the year, information on actual annual expenditures and a status update on projects that make use of OCIF funding, indicating whether each project is still in progress or completed. Standard reporting forms will be sent out close to each reporting timeline.

Payment of Funds

As per section F.2.1 of the Agreement and subject to the submission and acceptance of all required reporting, the province will make payments in accordance with the following schedule:

- Allocations of \$150,000 or less will be provided in one payment;
- Allocations greater than \$150,000 but less than \$1 million will be provided through six payments; and
- Allocations greater than \$1 million will be provided through twelve payments.

As per section A3.2(b) of the Agreement, the province may withhold payments until it determines all reporting has been submitted and is satisfied with the Recipient's plan to utilize funding.

Data Sources

- **Core infrastructure:** Current replacement values (CRVs) estimates were derived from CRV template submissions, Asset Management Plans and Schedule 51A of the Financial Information Returns (FIR).
- In cases where CRVs for OCIF eligible core infrastructure were not provided through a CRV template submission and not included in a municipality's asset management plan, the Ministry is using its own CRV estimates for those assets.
- To derive CRV estimates, four years (2019, 2020, 2021, 2022) of FIR data were considered, giving priority to the most recent available data.
- For municipalities that submitted a CRV template though the 2023 CRV data collection process, CRVs used for 2024 OCIF were capped at 150% of their MOI FIR-based estimates and limited to 70% of MOI FIR-estimates as their lowest point. In cases where the Ministry did not receive a template submission, CRVs from asset management plans were anchored to +/- 30% of MOI's FIR-based estimates.

- Categories included are:

| <u>Line</u> | <u>Item</u> |
|-------------|--|
| 611 | Roads - Paved |
| 612 | Roads - Unpaved |
| 613 | Roads - Bridges and Culverts |
| 614 | Roadways - Traffic Operations & Roadside Maintenance |
| 621 | Winter Control - except Sidewalks, Parking Lots |
| 622 | Winter Control - Sidewalks, Parking Lots only |
| 650 | Street Lighting |
| 811 | Wastewater Collection/Conveyance |
| 812 | Wastewater Treatment and Disposal |
| 821 | Urban Storm Sewer System |
| 822 | Rural Storm Sewer System |
| 831 | Water Treatment |
| 832 | Water Distribution/Transmission |

- **Weighted property assessment:** Measures the size of the municipality's tax base. Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes (PILs) retained by the municipality).

Data sources: Final 2022 Market Change Profile (MCP) and 2024 starting tax ratios (Municipal Property Assessment Corporation (MPAC) and municipal tax rate bylaws) and Municipal FIRs (2021 or 2022 for PILs). 2024 OMPF (Ontario Municipal Partnership Fund) data released October 2023.

- **Median household income:** Statistics Canada's measure of median income for all private households in 2020.

Ontario Community Infrastructure Fund (OCIF)
 Revised Allocation Notice
 The Corporation of the Township of Hilton

Below are the key data source values used to calculate your 2024 allocation:

| The Corporation of the Township of Hilton | | |
|---|---|---|
| | Inputs | |
| a | Core infrastructure CRV estimate | \$26,115,848 |
| b | Adjusted core infrastructure | \$26,115,848 |
| c | Weighted property assessment | \$88,722,450 |
| d | Number of households | 383 |
| e | Median household income | \$76,000 |
| Ind 1* | Indicator 1 (h ÷ i) | 0.0200 |
| f | Indicator 1 – Raw (b ÷ c) | 0.2944 |
| g | Indicator 1 of eligible municipalities: Median, Lowest, Highest Value | g1: Median: 0.2711 g2: Lowest: 0.0151 g3: Highest: 1.4344 |
| h | Difference between Indicator value and Median (f – g1) | 0.0233 |
| i | Difference between the Maximum and the Median value (g3 - g1) ¹ | 1.1633 |
| Ind 2* | Indicator 2 (l ÷ m) | -0.1078 |
| j | Indicator 2 – Raw (b ÷ d ÷ e) | 0.8972 |
| k | Indicator 2 of eligible municipalities: Median, Lowest, Highest Value | k1: Median: 0.9986 k2: Lowest: 0.0584 k3: Highest: 4.1491 |
| l | Difference between Indicator value and Median (j – k1) | -0.1014 |
| m | Difference between the Median and the Minimum value (k1-k2) ² | 0.9402 |
| Ind | Infrastructure Index (Ind1+Ind2)/2 | -0.0439 |
| n | Median of Infrastructure Indices of all eligible municipalities | -0.0331 |
| o | Percentage points away from the Median | -1.08 |
| p | Core infrastructure multiplier (per \$100,000 of core infrastructure) \$194.538 - \$24 x (n - Ind) ÷ 10% ³ | \$191.94 |
| q | Median core infrastructure multiplier | \$194.538 |
| | 2023 OCIF Allocation | \$105,617 |
| | 2024 OCIF Allocation Maximum of (p x a ÷ \$100,000) or \$100,000, up to \$10 million, limited to ±15% variance from 2023 grant** | \$100,000 |

****Core infrastructure value must be divided by \$100,000 before applying the core infrastructure multiplier.**

Please Note: Due to rounding, some calculations may vary from the results shown.

*The re-weighted indicators are on a scale of -1 to +1.

Note 1: Since the indicator is above the median, the difference between the maximum value and median is calculated (g3-g1)

Note 2: Since the indicator is below the median, the difference between the median and the lowest value is calculated (k1-k2)

Note 3: Since the index is below the median, the funding multiplier per \$100,000 of core infrastructure is less than \$194.538

Details of how grants are calculated, including the infrastructure index and the way in which it impacts OCIF funding by comparing it to the median infrastructure index of all eligible municipalities, can be found in the Ontario Community Infrastructure Fund program guidelines at: www.ontario.ca/page/ontario-community-infrastructure-fund#section-5.

12a)

RCL BR 374
ST. JOSEPH ISLAND

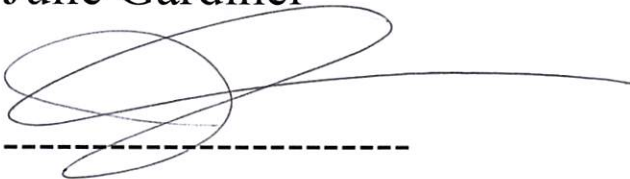
HILTON TOWNSHIP COUNCIL

Dear M and Mdm and Ms

We, at Legion Branch 374 are so fortunate and happy to receive your generous donation. We also hope to continue to work together going forward on the same principles of community growth on the Island. Veterans and community benefit is our first order of business. Because we share this land among us, it is important that we share similar interests and commitments. We look forward to working and communicating with you, our shared interests as a Historical community group within your Township. Again thank you and please keep in touch.

Br 374 President

Julie Gardiner



A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right. Below the signature is a dashed horizontal line.

CORPORATION OF THE TOWNSHIP OF HILTON
Payment Voucher November 2023

| NAME | DESCRIPTION | AMOUNT | CHEQUE # |
|---------------------------------|---|------------------|-------------|
| Algoma Dist. Services Admin.Bd. | November Levy | 25,956.67 | 13685 |
| Algoma Office Equipment | Photocopier October 2022 | 97.43 | 13686 |
| Scotiabank | Internet/Stationary/record check, business cards, shop supplies Cell/Pickup Fuel | 1,374.85 | 13687 |
| Bell Canada | Office/Roads November | 305.69 | 13688 |
| Sherry Hoover | Digitization - Scanning Township records October & November | 2,560.00 | 13689 |
| Lakeway Truck Centre | Truck Maintenance | 253.93 | 13690 |
| Securitas Technology | Alarm System monitoring from Nov 1, 2023-April 30, 2024 | 189.70 | 13697 |
| Toromont CAT | Parts for Excavator | 428.92 | 13692 |
| UAP Inc | Shop Supplies | 119.60 | 13693 |
| Payroll | Mid Month November | 8,527.37 | 13694-13697 |
| Algoma Power Inc. | VOID | 0.00 | 13698 |
| Algoma Power Inc. | VOID | 0.00 | 13699 |
| Algoma Power | Office/Rds/Fire/Milford Haven October | 338.16 | 13700-13702 |
| Co-Op | Grader Fuel | 177.87 | 13703 |
| St. Joseph Township | Reimbursement for supplies for BLEO | 89.75 | 13704 |
| EncompassIT | Digitizing/Firewall/Router/IT Support/Laptops for Sara & Mary Lynn/Mary Lynn's Monitor/Software | 8,756.41 | 13705 |
| Co-Op | Truck Fuel | 464.46 | 13706 |
| The Kensington Conservancy | Reimbursement for credit balance on account | 1,024.72 | 13707 |
| Valerie Obarymskyj | VOID | 0.00 | 13708 |
| Lyndon Garside | VOID | 0.00 | 13709 |
| Honorarium | Honorariums 2023 | 4,500.01 | 13710-13719 |
| Tulloch Engineering Inc. | Building Inspection/Mileage November | 2,765.34 | 13720 |
| Petty Cash - V.Obarymskyj | Misc Exp September, October and November | 65.16 | 13721 |
| BDO Dunwoody | Accounting services/Financial statements/year end for 2022 | 1,239.33 | 13722 |
| Sick Pay | Sick Pay for 2023 | 3,019.82 | 13723-13724 |
| Payroll | End of Month November | 10,360.74 | 13725-13733 |
| Sara Dinsdale | Reimbursement for office chair and office coffee pot | 446.70 | 13734-13735 |
| Receiver General for Canada | Misc Payroll Deductions Nov | 7,031.80 | 13736 |
| Sherry Hoover | Digitization - Scanning Township records November | 3,072.00 | 13737 |
| Penny Wood | Halloween Children's Party | 96.13 | 13738 |
| EncompassIT | Upgrade Sage/Support/Sara's Monitor/Cemetery Sopftware/fillable forms/TOMRMSTraining | 9,758.13 | 13739 |
| | | 93,020.69 | |

| NAME | DESCRIPTION | AMOUNT | AFT |
|---------------|---------------------------|-----------------|-----------|
| Equitable Lie | Group Insurance Nov. 2023 | 751.86 | |
| OMERS | Premium for November 2023 | 6,137.66 | 28-Nov-23 |
| | | 6,889.52 | |

GRAND TOTAL: (cheques and AFT) 99,910.21

The Treasurer is authorized to pay the above accounts as per Resolution #2023- 11 Dated December 6, 2023.

Reeve: _____ Clerk: _____
 Distribution: Administration