

THE CORPORATION OF THE TOWNSHIP OF HILTON

A G E N D A

Regular Meeting of Council

April 10, 2024 – 7:00 pm

Council Chamber - Hilton Township Municipal Building

Please Join via Microsoft Teams on your computer, mobile app or room device

[Join the meeting now](#)

Meeting ID: 232 297 223 64

Passcode: M3qXKb

1. Call to Order.
2. Declarations of Pecuniary Interest
3. Motion to Accept Agenda as presented
4. Approval of Minutes
 - a) Regular meeting of March 6, 2024
 - b) Special meeting of March 13, 2024
 - c) Closed meeting of March 13, 2024
 - d) Special meeting of March 25, 2024
5. Delegations - none
6. Roads:
 - a) Road Superintendent Update
 - b) NORDS reporting has been submitted for Trainors Sideroad resurfacing project 2024
7. Fire/Emergency Management:
 - a) Fire Chief update
 - b) Clerk Report - Warming Centre
 - c) Emergency Management Program - Contact Info updates
8. Building/By-Law Enforcement
 - a) Tulloch Invoices costs vs fees to date 2024
9. Administration:
 - a) Appointment By-Law
 - b) Cemetery By-Law and Fees discussion
 - c) i) Hilton Union Library Budget Proposal for 2024 ii) **Request for Bonus to Librarian**
 - d) Truth and Reconciliation STAT day & Council Declaration Summary-Deferred from March 6
 - e) Clerk Report – Council Meeting Dates
 - f) Fees and Charges Recommended Updates-Deferred from February 14 and March 6
 - g) Clerk Report - UPS and Generator
 - h) Clerk Report - CACA meeting with attached VFIS info
 - i) Memo re Counter top quote
 - j) Memo re Council and Email Communication – Update
 - k) Clerk Report – Authority Delegation
 - l) Clerk Report – Live Streaming of Council Meetings
 - m) Algoma District Service Admin Board Budget for 2024
10. Correspondence:
 - a) Letter of Concern - Home Care Service
 - b) Ministry of Finance - Taxation of New Multi-Residential Rental Properties/Vacant Home Taxes
 - c) Huron Shore: Res. #24-08-23 Potential Equipment Operator Course
 - d) NSHN: Recruitment Committee
 - e) NSHN: Expanding Medical Imaging Services
 - f) OPP Detachment Board Update
 - g) Township of St. Joseph Council Resolution & Letter re Closer of PHO Labs
 - h) Letter Written to oppose the closure of Sault Ste. Marie PHO lab
 - i) Outdoors and Gun Show-Sunday, May 5, 2024
 - j) Report of the Integrity Commissioner
 - k) Ironside Consulting – Quote for Services re Pay Equity Plan
11. Expenditures for March
12. Move to Closed Meeting
Council will enter into closed session in accordance with the provisions of the Municipal Act, Section 239 (2) (d) labour relations or employee negotiations.
13. Return to Open Meeting
14. Direction to Clerk
15. Confirmatory By-law
16. Adjourn

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES
Regular Meeting
March 6, 2024
7:00 p.m.

Public Meeting: 7:30 pm Zoning Amendment to Regulate Short-Term Rental Accommodation Uses

Present:

Acting Reeve: Dave Leask
Councillors: Mike Garside via Zoom
Mike Trainor
Janet Gordanier

Acting Clerk Treasurer: Sara Dinsdale
Road Superintendent: Lyndon Garside

Absent: Rod Wood

The meeting was called to order at 7:00 pm.

There were no disclosures of pecuniary interest.

Resolution 2024 - 56
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON accept the agenda for March 6, 2024 as presented. *CARRIED*

Resolution 2024 - 57
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the Minutes of the regular Council meeting held on February 14, 2024 as presented *CARRIED*

Resolution 2024-58
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the Minutes of the closed session held on February 14, 2024 s presented*CARRIED

Resolution 2024 - 59
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the Minutes of the special meeting held on February 20, 2024 as presented *CARRIED*

Resolution 2024 - 60
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the Minutes of the closed session held on February 20, 2024 as presented *CARRIED*

Resolution 2024 - 61
Moved: Janet Gordanier
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the Minutes of the special meeting held on February 26, 2024 as presented *CARRIED*

Resolution 2024-69
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the payment of Township bills for the month of February, 2024 in the amount of \$127, 695.84 per the attached voucher.
CARRIED

Resolution 2024-70
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON passes by-law No. 1411-24 being a by-law to confirm the proceedings of this meeting. *CARRIED*

Resolution 2024-71
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 9:00 pm. Council to meet again at the Hilton Township Municipal Office on Wednesday, April 3, 2024 or at the call of the Reeve.*CARRIED*

Acting Reeve, Dave Leask

Acting Clerk, Sara Dinsdale

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES
Special Meeting
March 13, 2024
7:00 p.m.

Present:

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

Acting Clerk Treasurer: Sara Dinsdale
 Integrity Commissioner: Antoinette Blunt via Zoom

The meeting was called to order at 7:02 pm.

Resolution 2024 - 72
 Moved: Dave Leask
 Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to appoint Councilor Mike Garside as Acting Reeve to chair all Council meetings in accordance to the requirements of the Code of Conduct for Council and Local Boards, By-Law 1234-19, under the Intake Procedures section, on page 3 that states, " Upon receipt of a complaint involving the Reeve, the Clerk shall immediately advise the individual who was acting Reeve at the time of the allegation who is authorized to act in the place of the Reeve." *Carried*

There were no disclosures of pecuniary interest.

Resolution 2024 - 73
 Moved: Dave Leask
 Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON accept the agenda for March 13, 2024 as presented/amended. *CARRIED*

An update was discussed regarding the hiring of a new Fire Chief. Jocelyn Township will be having a Council meeting on March 26 to discuss the possibility of the Hilton Union Fire Department sharing Joceyln Township's Fire Chief. It was recommended that the Clerk suggest to the Hilton Union Fire Department that the special Fire Board meeting that was scheduled for March 20 be rescheduled for March 27 in order to wait for the update from Jocelyn Township's Council meeting. It was also recommended that the Clerk send all of Council the updated recommendation regarding the Fire Chief after the next Fire Board meeting.

Resolution 2024 - 74
 Moved: Janet Gordanier
 Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does confirm the date of Monday, March 25, 2024 at 7:00 p.m. for a Special Meeting of Council for the presentation of the Preliminary Information Report, by John Hart. *CARRIED*

Resolution 2024 -75
 Moved: Dave Leask
 Seconded: Mike Trainor

Resolved that this Council move into closed session at 7:25 p.m.to consider items concerning labour relations or employee negotiations.

Further be it Resolved that should the said closed session be adjourned, the Council may reconvene in closed session to discuss the same matters without the need for a further authorizing resolution. (*Municipal Act* section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees.
 CARRIED

Resolution 2024 - 76
Moved: Dave Leask
Seconded: Rod Wood

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at 8:10 p.m. *CARRIED*

Resolution 2024 - 77
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the recommendations discussed in the Closed Session *CARRIED*

Resolution 2024-78
Moved: Dave Leask
Seconded: Rod Wood

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON passes by-law No. 1412-24 being a by-law to confirm the proceedings of this meeting. *CARRIED*

Resolution 2024-79
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 8:18 p.m. Council to meet again at the Hilton Township Municipal Office on Monday, March 25, 2024 or at the call of the Reeve.*CARRIED*

Acting Reeve, Mike Garside

Acting Clerk, Sara Dinsdale

MINUTES
Special Meeting
March 25, 2024
7:00 p.m.

Present:

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

Acting Clerk /Treasurer: Sara Dinsdale
Acting Integrity Commissioner: John Hart via Teams

The meeting was called to order at 7:04 pm.

There were no declarations of pecuniary interest.

Resolution 2024 - 80
Moved: Dave Leask
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON accept the agenda for March 25, 2024 as presented/amended. *CARRIED*

Deputation: Acting Integrity Commissioner, Mr. John Hart was welcomed.

Resolution 2024 - 81
Moved: Dave Leask
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the assessment steps set out by Acting Integrity Commissioner, John Hart as presented in the Preliminary Information Report Relating to Code of Conduct Investigation *Carried*

Resolution 2024 - 82
Moved: Mike Trainor
Seconded: Rod Wood

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the estimated cost of \$7500.00, exclusive of HST set out by Acting Integrity Commissioner, John Hart for the Code of Conduct inquiry as presented *CARRIED*

Resolution 2024 -83
Moved: Rod Wood
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON passes by-law No. 1413-24 being a by-law to confirm the proceedings of this meeting. *CARRIED*

Resolution 2024-84
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 7:19 p.m. Council to meet again at the Hilton Township Municipal Office on Wednesday, April 10, 2024 or at the call of the Reeve.*CARRIED*

Acting Reeve, Mike Garside

Acting Clerk, Sara Dinsdale

Appendix I

PROJECT INFORMATION FORM
(April 1, 2024 to March 31, 2025)

*Please fill out one PROJECT INFORMATION FORM per proposed project.

Municipality: The Corporation of the Township of Hilton

Project Name: Trainor's Side Road

Project Description: Please provide a brief description of the project and the proposed activities

We will be laying fresh 5/8" gravel (shaping gravel) on top of significant remedial work we did in 2019 and then surface treat the entire 2.7 km. This road intersects with Base Line with both being major roads for logging/gravel trucks. This road services the five gravel pits on Base Line to haul gravel to the eastern side of our Township. By bringing this road up to a better standard in 2019, that also helped to prepare for the ongoing heavy logging/gravel use.

Resource Development Impacts. Please describe how the proposed capital project is impacted by, or advances opportunities related to resource development and how the project is addressing or mitigating those impacts.

As noted above, this road is the major route used by all logging/gravel trucks coming from Base Line with its 5 gravel pits when heading toward the eastern side of our Township. It sees a huge amount of such traffic and this work will ensure the road is sturdy enough to handle continued heavy traffic, as well as, provide safer conditions for personal vehicles when passing logging/gravel trucks.

Alignment with Existing Municipal Planning Documents: Does the proposed project align with existing municipal planning documents (i.e. Asset Management Plan, Official Plan)? If yes, please identify the applicable municipal planning documents. If no, please provide an explanation.

This remedial work was scheduled in our Asset Management Plan for 2023, however, with other road projects being completed this year we do not have adequate funds available to complete it and the other priorities. By banking the NORDS funding for 2023-2024 and combining it with 2024-2025 funds that will allow us to complete the work without an undue tax burden on our residents.

Project Start Date (mm/dd/yyyy)	Project End Date (mm/dd/yyyy)
06/01/2024	09/09/2024

Partnership Type: (Select One)

- Sole Municipality Lead (no partnership)
- Lead Municipality (partnership)
- Supporting Municipality (partnership)

For partnerships only. If you are the lead partner, please indicate that you own the asset. If you are a supporting municipality, please identify the project lead and confirm the amount of NORDS funding that is to be transferred to the lead municipality. Note that supporting municipalities must submit a Council resolution confirming your support.

Do you intend to allocate all or part of your ANNUAL FUNDING allocation to this project in a future year? If yes, please select the funding year(s) you intend to use the NORDS funds. Note: all applicable fields within this project information form must be completed for all projects where Year 2 funding will be used to fund, including in future years. (Note: Please add additional years as required.)

Year X (April 1, 20XX to March 31, 20XX)	Year X April 1, 20XX to March 31, 20XX)	Year(s) X (April 1, 20XX to March 31, 20XX)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Identify the Total Project Costs for the whole project? In the fields below, enter the total project cost amount and the timing of when the costs will be incurred.

Year X (April 1, 20XX to March 31, 20XX)	Year X (April 1, 20XX to March 31, 20XX)	Year X (April 1, 20XX to March 31, 20XX)

Identify the Eligible Project Costs (e.g. capital costs) for the project. In the fields below, enter the total eligible cost amount and the timing of when the costs will be incurred.

Year X (April 1, 20XX to March 31, 20XX)	Year 4 (April 1, 2024 to March 31, 2025)	Year X (April 1, 20XX to March 31, 20XX)
	176,180.00	

Identify the proposed amount of your NORDS annual allocation that will be applied to the project in the applicable year the funding will be utilized. In the fields below, identify the timing of your NORDS allocation will be utilized. For Multi-Year projects where the municipality intends to utilize NORDS funding in upcoming year(s), please identify the NORDS allocation amount in the year that your NORDS allocation will be applied to the project (e.g. \$75,000 in Year 2 and \$75,000 in Year 3) in the fields below.

Year X (April 1, 20XX to March 31, 20XX)	Year 4 (April 1, 2024 to March 31, 2025)	Year X (April 1, 20XX to March 31, 20XX)
	127,193.92	

Identify any other funding sources related to the proposed project. Please identify the name of the organization or funding program, the amount of funding requested or approved, and the status of the funding request (e.g. approved, application submitted pending decision, application not yet submitted).

Name of Funding Source #1	Funding Amount	Status
Municipal Taxation	48,987.00	approved

Name of Funding Source #2	Funding Amount	Status

Name of Funding Source #3	Funding Amount	Status

Certification

The Recipient confirms that the proposed project and information submitted associated with it meets program requirements including:

The proposed capital project(s) is impacted by, or advances opportunities related to resource development;

Project costs funded through NORDS funding are directly related to the proposed project(s) and recorded as a capital expense;

Assets associated with the project are owned by the recipient;

All projects are in compliance with and satisfy applicable Provincial and Federal laws and requirements and adhere to required approvals and processes.

On behalf of the Recipient, I hereby certify that, to the best of my knowledge, the information in this Project Information Form to which this certification is attached, is true, correct, and is in compliance with the terms and conditions of the Agreement.

Sara Dinsdale
 Name of Signing Authority

 Signature

Acting Clerk/Treasurer
 Title
 March 20, 2024
 Date



Clerks Report: 2024-04-10/01

Council Meeting Date: April 10, 2024

Subject: **Warming Centre**

Prepared by: Sara Dinsdale, Acting Clerk/Treasurer

At our last meeting, it was requested that I look into the suitability of the Community Centre as our warming centre. As per the request, I reached out to Jeff Edwards and he said that if the building has a generator, or a heat source that does not require electricity, then it would be suitable.



Clerks Report: 2024-04-10/02

Council Meeting Date: April 10, 2024

Subject: **Emergency Management Program-Contact Info**

Prepared by: Sara Dinsdale, Acting Clerk/Treasurer

Agnes Gutkowska, Provincial Constable #13591 from OPP East Algoma Detachment has request that Hilton Township update the attached Appendix A. Please assist me in updating this contact list.

Appendix A

7c)ii)

Emergency Management Program Committee - EMPC Chair – Clerk/Treasurer

POSITION	NAME	HOME PHONE #	CELL # - Work	EMAIL
Head of Council	Rodney Wood	705-246-1810	705-246-2475 w	admin@hiltontownship.ca
Clerk/Treasurer	Valerie Obarymskyj	705-248-9934	705-246-2472 w	admin@hiltontownship.ca
Fire Chief	Lyndon Garside	705-246-1172	705-246-1781 w 705-542-3146 c	lynandgayle@gmail.com
CEMC	Jim Waycik	705-246-1913	705-256-9617	jhtcemc@gmail.com
Roads Superintendent	Lyndon Garside	705-246-1172	705-246-1781 w 705-542-3146 c	roads@hiltontownship.ca

Municipal Emergency Control Group – MCEG Chair - Head of Council

POSITION	NAME	Home PHONE #	CELL # - wk	EMAIL
Head of Council	Rodney Wood	705-246-1810	705-246-2475	admin@hiltontownship.ca
Councillor	Patrick Garside	705-246-1701		pgarside@bellnet.ca
	Dianne Holt	705-246-1795		none
	David Leask	705-246-1059		djleask@sympatico.ca
	Mike Garside	705-246-1398		thegarside@gmail.com
Clerk/Treasurer	Valerie Obarymskyj	705-248-9934	705-246-2472 w	admin@hiltontownship.ca
Fire Chief	Lyndon Garside	705-246-1172	705-246-1781 w 705-542-3146 c	lynandgayle@gmail.com
Roads Superintendent	Lyndon Garside	705-246-1172	705-246-1781 w 705-542-3146 c	roads@hiltontownship.ca
CEMC	Jim Waycik	705-246-1913	705-256-9617	jhtcemc@gmail.com
Deputy Clerk	Sherry Hoover	705-246-2800		admin@hiltontownship.ca

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, call the OPP
Duty Officer at 705-356-2244 – toll free 1-888-3100-1122 OR 911)

2024 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	851.00	84.60	935.60
February	345.00	870.47	84.60	610.07
March	2,410.00	820.56	79.20	-1,510.24
April				0.00
May				0.00
June				0.00
July				0.00
August				0.00
September				0.00
October				0.00
November				0.00
December				0.00
	2,755.00	2,542.03	248.40	35.43

Actual Net Cost to date 2024

2,790.43

Total Inspection and Mileage Costs

Historical FYI:				Actual Annual Cost:
2024	2,755.00	2,790.43		35.43
2023	7,730	19,089.46		11,359.46
2022	5,695	13,131.71		7,436.71
2021	4,186	10,898.45		6,712.45
2020	3,885	13,951.98		10,066.98
2019	4,075	11,833.02		7,758.02
2018	2,420	6,269.23		3,849.23
2017	2,075	8,716.38		6,641.38
2016	1,570	4,165.25		2,595.25
2015	1,800	6,484.63		4,684.63
2014	2,325	7,436.83		5,111.83
2013	1,120	7,167.71		6,047.71

BY-LAW NO. 1400-24

Being a by-law to appoint officers, servants, boards and commissions for the year 2024.

WHEREAS under the Municipal Act, 2001, Chapter 25, Section 5 (1), the powers of a municipality shall be exercised by its Council;

AND WHEREAS one of these municipal powers includes the appointment of such officers and servants as may be necessary for the purposes of the Corporation for carrying into effect the provisions of any act of the legislature or by-law of the Council, and appointing members to boards of management;

AND WHEREAS the Council of the Corporation of the Township of Hilton deems it expedient to appoint said officers, servants, boards and commissions for the year 2024;

NOW THEREFORE the Council of the Corporation of the Township of Hilton hereby enacts that the following be appointed for the year 2024:

Fence Viewer	David Leask
Pound keeper	Lyn Garside
Stock Evaluator	Mike Garside
Trench Inspector	Lyn Garside
Weed Inspector	Lyn Garside
Community Emergency Management Coordinator (CEMC)	Jeff Edwards
CEMC (Alternate)	?
Emergency Management Program Committee	Jeff Edwards
	?
	Mike Garside
Cemetery Board	All Council
Public Liaison	Mike Trainor
Cenotaph Committee	Rod Wood
	Roy Broadhagen
Hilton Union Public Library Board	Dave Leask
	Janise Garside
	Shirley Pollock
	Donna Smith
Hilton Union Fire Board	Janet Gordanier
	Mike Garside
	Rod Wood
Museum Board	Rod Wood
	Karen Mascardelli
	Dana Stevens
North Shore Health Network Recruitment Committee	Mike Garside
Planning Board	David Leask
	Rod Wood
Recreation Committee	Dale Kingsley
	Donna Smith
	Penny Wood
Seniors/Disabled Advisory Committee	Barry Elliot
Landfill Committee	Mike Trainor
	Rod Wood
	Janet Gordanier (Alternate)
OPP Board	Mike Garside

This by-law rescinds By-Law No. 1354-23

Read a first, second and third time and passed this 10th day of April, 2024

Acting Reeve, Mike Garside

Acting Clerk/Treasurer, Sara Dinsdale

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1366-23

Being a by-law to provide for rules and regulations for the care and control of Grace United Cemetery within the Township of Hilton.

WHEREAS the *Funeral Burial and Cremation Services Act, 2002*, authorizes the owner to establish rules and regulations regarding a municipally owned cemetery;

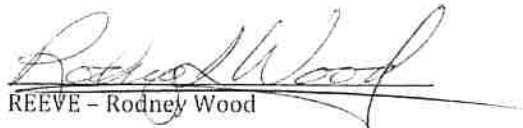
AND WHEREAS the Corporation of the Township of Hilton owns the municipal cemetery known as Grace United Cemetery, located at 2876 Hilton Road within the Township of Hilton;

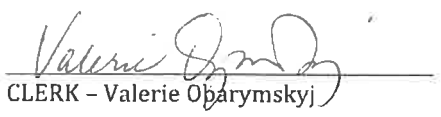
AND WHEREAS the Council for the Corporation of the Township of Hilton deems it desirable to enact a by-law to regulate the operation, care and control of Grace United Cemetery and any other cemetery subsequently owned and operated by the Corporation of the Township of Hilton;

NOW THEREFORE be it resolved that the Council of the Corporation of the Township of Hilton hereby enacts as follows:

1. That the Corporation of the Township of Hilton hereby approves the Rules and Regulations attached hereto as Schedules A, B, C, D and forming part of this By-law;
2. That this By-law shall come into force and effect after receiving approval of the Registrar, *Funeral Burial and Cremation Services Act, 2002*, Bereavement Authority of Ontario.

Read a first, second and third and final time and passed this 13th day of April, 2023.


 REEVE - Rodney Wood


 CLERK - Valerie Obarymskyj

THE CORPORATION OF THE TOWNSHIP OF HILTON

Schedule ' A ' to By-law No. 1366-23

A By-law for the care, maintenance, management and operation
of Grace United Cemetery located in the Township of Hilton.

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Section F: CARE AND PLANTING

Section G: OUTLINING ITEMS THAT ARE PROHIBITED AND
PERMITTED

Section H: CONTRACTOR/MONUMENT DEALER BY-LAWS

These by-laws are the rules and regulations that govern The Township of Hilton's Grace United Cemetery and have been approved by the Registrar, *Funeral, Burial and Cremation Services Act, 2002* (FBCSA), Bereavement Authority of Ontario (BAO).

A. DEFINITIONS

Burial/Interment: The opening of a lot and then the placing of dead human remains or cremated human remains in that lot, followed by closing the lot. The lot may be a grave in the ground.

By-laws: The rules and regulations under which the Cemetery and/or Crematorium operates.

Care and Maintenance Fund: It is a requirement under the FBCSA and O. Reg. 30/11 and 184/12 that a prescribed amount or a percentage of the purchase price (excluding tax) of all interment rights sold, transferred, assigned or permitted; and prescribed amounts for monuments and markers, is contributed into the care and maintenance fund. Interest earned from this fund is used to provide care and maintenance of lots, plots, markers and monuments at the cemetery.

Caretaker: means the contractor hired by the Board to maintain the cemetery.

Contract: For purposes of these by-laws, all purchasers of interment, or other cemetery supplies and services must receive a copy of the contract they and the cemetery operator have signed detailing the obligations of both parties, and acknowledging receipt and acceptance of the cemetery by-laws, a copy of the Consumer Information Guide and the Price List.

Corner Posts: Shall mean any stone or other land markers set flush with the surface of the ground and used to indicate the location of a lot or plot.

Council: Shall mean the Council of the Township of Hilton.

Grave: (Also known as a Lot) means any inground burial space intended for the interment of a child, adult or cremated human remains.

Interment Right: The right to require or direct the interment of human remains or cremated human remains in a grave, or lot and to authorize the installation of a monument or marker.

Interment Rights Certificate: The document issued by the cemetery operator to the purchaser once the interment rights to a specific lot have been paid in full, identifying ownership and authority over those specific interment rights.

Interment Rights Holder: The person(s) authorized or entitled to inter human remains in a specified lot. They may be the person named in the Interment Rights Certificate or such other person to whom the rights have been assigned.

Lot: For the purpose of this By-Law a lot is a single grave space.

Marker: Shall mean any permanent memorial structure – monument, plaque, headstone, cornerstone or other structure or ornament affixed or intended to be affixed to a burial lot, mausoleum crypt, columbarium niche or other structure or place intended for the deposit of human remains and may be used to indicate the location of a burial.

Plot: For the purposes of these by-laws, a plot means two or more lots in respect of which the rights to inter have been sold as a unit.

Non Resident: means a person who does not own property within The Township of Hilton.

Resident: means a person who owns property, or the spouse of a person who owns property, or an individual who has maintained permanent residency in The Township of Hilton for a minimum of one year prior to the date of application for a burial lot.

Township: means The Corporation of The Township of Hilton.

B. GENERAL INFORMATION

General Conduct:
The cemetery reserves full control over the cemetery operations and management of land within the cemetery grounds.

No person may damage, destroy, remove or deface any property within the Cemetery.

All visitors should conduct themselves in a quiet manner that shall not disturb any service being held.

By Law Amendments:
The cemetery shall be governed by these by-laws, and all procedures will comply with the FBCSA and O.Reg. 30/11 and 184/12, which may be amended periodically.

- All by-law amendments must be:**
- A. Published once in a newspaper with general circulation in the locality in which the cemetery is located;
 - B. Conspicuously posted on a sign at the entrance of the cemetery; and
 - C. Delivered to each supplier of markers who has delivered a marker to the cemetery during the previous year, if the by-law or by-law amendment pertains to markers or their installation.

All by-laws and by-law amendments are subject to the approval of the Registrar, FBCSA, BAO.

Hours:
For lot purchase or cemetery information the Township of Hilton Office (2983 Base Line, Hilton Beach, Ontario P0R 1G0) is open Monday/Wednesday/Friday from 9:00 am to 4:30 pm and closed on holidays. Interments may be arranged any day of the week with the cemetery caretaker.

Liability:

The cemetery operator will not be held liable for any loss or damage, without limitation (including damage by the elements, Acts of God, or vandals) to, any lot, plot, monument, marker, or other article that has been placed in relation to an interment, save and except for direct loss or damage caused by gross negligence of the cemetery.

Lot Pricing: The selling price of the lot including care and maintenance shall be set by Council in the Fees and Charges Bylaw and will not be subject to sales tax (HST).

Public Register:

Provincial legislation – Section 110 of O. Reg. 30/11 requires all cemeteries and crematoriums to maintain a public register that is available to the public during regular office hours.

Pets or Other Animals:

Pets or other lower animals, including cremated animal remains, are not allowed to be buried on cemetery grounds.

Right to Re-Survey:

The Cemetery has the right at any time to re-survey, enlarge, diminish, re-plot, change or remove plantings, grade, close pathways or roads, alter in shape or size, or otherwise change all or any part of the cemetery, subject to approval of the appropriate authorities.

Notice of Resale and Transfer of Interment Rights:

The cemetery operator prohibits the resale of interment rights to a third party and will repurchase these rights from the interment rights holder or such other person to whom the interment rights have been assigned, at the price listed on the current price list less any care and maintenance contribution amount previously made. Transfers of interment rights cannot be prohibited so long as the purchaser meets the qualifications and requirements as outlined in the cemetery operator's by-laws.

The cemetery operator prohibits the resale of interment rights to a third party and is not required to repurchase unused interment rights in a plot (more than one lot) if one of the interment rights in the plot has been exercised.

C. BY-LAWS FOR THE CANCELLATION OR RESALE OF INTERMENT RIGHTS

Purchasers of interment rights acquire only the right to direct the burial of human remains, and the installation of monuments, markers and inscriptions, subject to the conditions set out in the cemetery by-laws. In accordance with cemetery by-laws, no burial, or installation of any monument, marker, inscription, or memorialization is permitted until the interment rights have been paid in full. An interment rights certificate will be issued to the Interment Rights Holder(s) when payment has been made in full. The purchase of interment rights is not a purchase of real estate or real property.

Cancellation of Interment Rights within 30 Day Cooling-Off Period:

- A purchaser has the right to cancel an interment contract within thirty (30) days of signing the interment rights contract, by providing written notice of the cancellation to the cemetery operator. The cemetery operator will refund all monies paid by the purchaser within thirty (30) days from the date of the request for cancellation.

Cancellation of Interment Rights after the 30-Day Cooling-Off Period:

- Upon receiving written notice from the purchaser of the interment rights, the cemetery operator will cancel the contract and issue a refund to the purchaser for the amount paid for the interment less the appropriate amount that is required to be deposited into the Care and Maintenance Fund. This refund will be made within thirty (30) days of receiving said notice. If the interment rights certificate has been issued to the interment rights holder(s), the certificate must be returned to the cemetery operator along with the written notice of cancellation.

If any portion of the interment or scattering rights has been exercised, the purchaser, or the interment rights holder(s) are not entitled to cancel the contract or re-sell the interment

Resale of Interment Rights after 30 Day Cooling-Off Period:

- The cemetery operator prohibits the resale of interment rights to a third party and will repurchase these rights from the interment rights holder or such other person to whom the interment rights have been assigned, at the price listed on the current price list less any care and maintenance contribution amount previously made. Transfers of interment rights cannot be prohibited so long as the purchaser meets the qualifications and requirements as outlined in the cemetery operator's by-laws.
- The cemetery operator prohibits the resale of interment rights to a third party and is not required to repurchase unused interment rights in a plot (more than one lot) if one of the interment rights in the plot has been exercised.
- If any portion of the interment rights has been exercised, the purchaser, or the interment rights holder(s) are not entitled to sell back the interment rights.

NOTE: ALL REALES OF INTERMENT RIGHTS MUST BE CARRIED OUT THROUGH THE CEMETERY OPERATOR.

Requirements where resale is prohibited within cemetery by-laws:

- If an interment rights holder wishes to re-sell the interment rights and the cemetery operator's by-laws prohibit the third-party resale of interment rights, the rights holder must make the request to the cemetery operator in writing. The cemetery operator will repurchase the interment right at the price listed on the cemetery operator's current price list less the Care and Maintenance Fund contribution made at the time of purchase. The re-purchase and payment to the rights holder requesting the sale must be completed within 30 days of the request.
- The interment rights holder requesting the resale of the rights must return the interment rights certificate to the cemetery operator and the rights holder(s) must endorse the interment rights certificate, transferring all rights, title and interest back to the cemetery operator. The appropriate paperwork must be completed before the cemetery operator reimburses the rights holder(s).

Care and Maintenance Fund Contributions:

- It is a requirement under the FBCSA and O. Reg. 30/11 and 184/12 that a prescribed amount or a percentage of the purchase price (excluding tax) of all interment rights

sold; and prescribed amounts for monuments and markers is contributed into the care and maintenance fund. Interest earned from this fund is used to provide care and maintenance of lots, plots, markers and monuments at the cemetery. Contributions to the care and maintenance fund are not refundable except when interment rights are cancelled within the 30-day cooling off period.

D. BY-LAWS PERTAINING TO BURIAL OF REMAINS

- Interment rights holder(s) must provide written authorization prior to a burial taking place. Should the interment rights holder be deceased, authorization must be provided in writing by the person authorized to act on behalf of the interment rights holder in keeping with the *Succession Law Reform Act* i.e. Personal Representative, Estate Trustee, Executor or next of kin.
- A burial permit issued by the Registrar General or equivalent document showing that the death has been registered with the province must be provided to the cemetery office prior to a burial taking place. A Certificate of Cremation must be submitted to the cemetery office prior to the burial of cremated remains taking place.
- In accordance with the FBCSA and O. Reg 30/11 and 184/12 the purchaser of interment rights must enter into a cemetery contract, providing such information as may be required by the cemetery operator for the completion of the contract and the public register prior to each burial or entombment of human remains, or cremated human remains.
- Payment must be made to the cemetery operator before a burial can place.
- The cemetery operator shall be given 72 business hours of notice for each burial of human remains.
- The opening and closing of graves may only be conducted by cemetery staff or those designated to do work on behalf of the cemetery.
- Cremated remains may not be scattered within the cemetery.
- Cremated remains are not permitted to be scattered on a grave containing human remains in keeping with these by-laws.
- Human remains may be disinterred from a lot provided that the written consent (authorization) of the interment rights holder has been received by the cemetery operator and the prior notification of the medical officer of health. A certificate from the local medical officer of health must be received at the cemetery office before the removal of casketed human remains from the cemetery may take place. A certificate from the local medical officer of health is not required for the disinterment of cremated remains from a lot or the removal of cremated remains from the cemetery.
- In special circumstances the removal of human remains may also be ordered by certain public officials without the consent of the interment rights holder and/or next of kin(s).
- Each lot may contain up to one full casket burial and up to six cremated remains.

E. BY-LAWS PERTAINING TO MEMORIALIZATION

- No memorial or other structure shall be erected or permitted on a lot until all charges have been paid in full and/or a permit is obtained from the cemetery operator.
- No monument, footstone, marker or memorial of any description shall be placed, moved, altered, or removed without permission from the cemetery operator.
- Minor scraping of the monument base of an upright monument due to grass/lawn maintenance is considered normal wear and tear.
- The cemetery operator will take reasonable precautions to protect the property of interment rights holders, but it assumes no liability for the loss of, or damage to, any monument, marker, or other structure, or part thereof.
- Memorials – monuments, markers, plaques etc. are owned by the interment rights holder and the cemetery operator is not responsible for their loss or deterioration. These memorials should be protected by the interment rights holder's own insurance coverage.
- The cemetery operator reserves the right to determine the maximum size of monuments, their number and their location on each lot or plot. They must not be of a size that would interfere with any future interments. For a multi-burial in one plot, raised monuments beside the main plot monument are not permitted. Flat stones only. Raised monuments must be a minimum of 5" wide at its narrowest point and shall not exceed 44" in height.
- All foundations for monuments and markers shall be built by, or contracted to be built for, the cemetery operator at the expense of the interment rights holder.
- Should any monument or marker present a risk to public safety because it has become unstable, the cemetery operator shall do whatever it deems necessary by way of repairing, resetting, or laying down the monument or marker or any other remedy to remove the risk.
- The cemetery operator reserves the right to remove at its sole discretion any marker, monument, or inscription which is not in keeping with the dignity and decorum of the cemetery as determined by the trustees.
- A monument, private mausoleum, or other structure shall be erected only after the specific design plans have been approved by the cemetery operator including: dimensions, material of structure, construction details, and proposed location.
- In keeping with the cemetery by-laws only one monument shall be erected within the designated space on any lot.
- The minimum thickness for flat markers including footstones is 4 inches or 10 cm.
- All monuments and markers shall be constructed of bronze or natural stone (i.e. granite).
- Markers made of wood are permitted for temporary use (up to 2 years) until a permanent marker is placed

- No monument shall be delivered to the cemetery for installation until the monument foundation has been completed, and the interment rights holder(s) and/or marker retailer have been notified by the cemetery operator.
- Markers and footstones of bronze or granite are permitted with size and quantity restrictions according to cemetery by-laws and the placement of such memorials shall not interfere with future interments.
- Single lot maximum: Raised monuments must be a minimum of 5" wide at its narrowest point and shall not exceed 44" in height.

F. BY-LAWS PERTAINING TO CARE AND PLANTING

A portion of the price of interment rights is trusted into the Care and Maintenance Fund. The income generated from this fund is used to maintain, secure and preserve the cemetery grounds and markers. Services that can be provided through this fund include:

- Re-levelling and sodding or seeding of Lots
- Maintenance of cemetery roads, sewers and water systems
- Maintenance of perimeter walls and fences
- Maintenance of cemetery landscaping
- Maintenance of mausoleum and columbarium
- Repairs and general upkeep of cemetery maintenance buildings and equipment
- No person other than cemetery staff shall remove any sod or in any other way change the surface of the burial lot in the cemetery.
- No person shall plant trees, flower beds or shrubs in the cemetery except with the approval of the cemetery.
- Flowers placed on a grave for a funeral shall be removed by the cemetery staff after a reasonable time to protect the sod and maintain the tidy appearance of the cemetery.

G. BY-LAWS OUTLINING ITEMS THAT ARE PROHIBITED AND PERMITTED

The cemetery reserves the right to regulate the articles placed on lots or plots that pose a threat to the safety of all interment rights holders, visitors to the cemetery and cemetery employees, prevents the cemetery from performing general cemetery operations, or are not in keeping with the respect and dignity of the cemetery.

Prohibited articles will be removed and disposed of without notification. Prohibited articles include: articles made of hazardous materials such as non-heat resistant glass (excludes glass attached to monuments), ceramics, or corrosive metals; loose stones or sharp objects; trellises or arches; chairs or benches.

- The cemetery reserves the right to disallow or remove quantities of memorial wreaths or flowers considered to be excessive and that diminishes the otherwise tidy appearance of the cemetery.
- Deteriorated wreaths may be removed and disposed of by the Cemetery without

notification. Items removed will be held in storage for a maximum of 6 months for pickup by owner, if not claimed within 6 months of removal they will be disposed of without notification.

H. CONTRACTOR/MONUMENT DEALER BY-LAWS

Any contract work to be performed within the cemetery requires the written pre-approval of the interment rights holder and the cemetery operator before the work may begin. Pre-approval includes but is not limited to: landscaping, delivery of monuments and markers, inscriptions, designs, drawings, plans and detailed specifications relating to the work, proof of all applicable government approvals and permits, the location of the work to be performed. It is the responsibility of all contractors to report to the cemetery office and provide the necessary approvals before commencing work at any location on the cemetery property.

Prior to the start of any said work, contractors must provide proof of:

- WSIB coverage
 - Occupational Health and Safety Compliance
 - WHMIS
 - Evidence of liability insurance of not less than \$2 million
- All cemetery by-laws apply to all contractors and all work carried out by contractors within the cemetery grounds.
 - Contractors, monument dealers and suppliers shall not enter the cemetery in the evening, weekends or statutory holidays, unless approval has been granted by the cemetery operator.
 - No work will be performed at the cemetery except during the regular business hours of the cemetery.
 - Contractors shall temporarily cease all operations if they are working within 100 meters of a funeral until the conclusion of the service. The cemetery operator reserves the right to temporarily cease contractor operations at their sole discretion if the noise of the work being performed by the contractor is deemed to be a disturbance to any funeral or public gathering within the cemetery.
 - Contractors, monument dealers and suppliers shall lay wooden planks on the burial lots and paths over which heavy materials are to be moved to protect the surface from damage.

THE CORPORATION OF THE TOWNSHIP OF HILTON

Schedule "B" to By-law No. 1366-23

**CEMETERY SCHEDULE OF FEES
(NO HST APPLICABLE)****SALE OF LOT:**

(includes one full burial and six cremations to be interred in each grave site)

Full Size Burial Lot

Resident 1.22 m x 2.44 m (4' x 8') \$ 700 (\$290 to Care and Maintenance)

Non-Resident 1.22 m x 2.44 m (4' x 8') \$1,000 (\$400 to Care and Maintenance)

OPENING AND CLOSING:**Full Size Burial Lot** – arranged by Funeral Home per Funeral Home fee and paid directly to Contractor**Marking out of the lot by caretaker or designate:**

Regular Burial Lot \$100

Cremated Remains \$ 50

MARKER PERMIT FEES as prescribed under the FBCSA, 2002:

Flat Markers less than 1,116.13 sq cm (173 sq in), flush with ground nil

Flat Markers more than 1,116.13 sq cm (173 sq in), flush with ground \$100

Pillow Marker over 1,116.13 sq cm (173 sq in) on pad above ground,
Sloped or flat, including base \$200Upright Marker up to 1.22 metres in height (4 ft) and
1.22 metres (4 ft) in width, including base: \$200Upright Marker over 1.22 metres in height (4 ft) and
1.22 metres (4 ft) in width, including base: \$400*100% of installation fees for markers are allocated to the Care and Maintenance Fund in accordance with Ontario Regulation 30/11 made under the Funeral, Burial and Cremations Services Act, 2002.*

OTHER FEES:

Transfer of Interment Rights \$75

Duplicate Copy Certificate of Interment Rights \$75

9/12

Schedule ' C ' to By-law No. 1366-23

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

Telephone: 705-246-2472

Fax: 705-246-0132

Email: admin@hiltontownship.ca

Sales Contract for the Purchase of Interment Rights

Sales Contract Number: _____ Date of Purchase: _____

PURSUANT TO the *Funeral, Burial and Cremation Services Act, 2002* and *Ontario Regulation 31/11* and all amendments thereto, the Interment Rights Holder (s) listed below have the right to direct/consent to the burial and memorialization associated with the Interment Rights in conjunction with the Township of Hilton and the By-laws for The Township of Hilton Grace United Cemetery. This Contract is between the Purchaser and The Township of Hilton Cemetery Board, concerning Cemetery Interment Rights for the Recipient(s) as identified in this Contract. The Purchaser represents being legally authorized or charged with the responsibility for the Recipient(s) Cemetery Interment Rights and Services as specified in this Contract. This agreement will be enforceable to the benefit of the named recipients.

Purchaser Details			
Name			
Address			
Telephone		Email	
Recipient(s): List all recipients and contact information below.			
Name	Contact Information		Relationship to Recipient

Interment Rights Details					
Cemetery	Grace United Cemetery				
No. of Graves		Section		Row/Lot	
Notes					

Purchaser's Initials _____

9513

Schedule ' C ' to By-law No. 1366-23

Deceased information (If applicable)			
Name			
Place of Death		Date of Death	

Services	
Sale Price	
Care & Maintenance Contribution	
Subtotal	
HST	
Total Price	

By-laws	<i>By-laws for The Township of Hilton 1366-23 Updated: April 2023</i>
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It is agreed between the parties that this Contract is subject to the By-laws of The Township of Hilton – Grace United Cemetery, and the Purchaser hereby acknowledges receipt and review of a copy of the Cemetery By-laws, Cemetery Price List and the Ontario Consumer Information Guide.

I acknowledge I have read and reviewed the Contract's Terms & Conditions on the reverse and hereby confirm that the Interment Rights as specified are complete and correct. I direct The Township of Hilton Cemetery Board to proceed with the Interment Right(s) as identified in the Contract in accordance with the Cemetery By-law which is now in force or at any time in force.

The Township of Hilton Cemetery Board

Signature of Purchaser

I acknowledge receipt of a copy of this Contract.

Purchaser's Initials _____

Schedule ' C ' to By-law No. 1366-23

TERMS AND CONDITIONS GOVERNING THE PURCHASE OF INTERMENT RIGHTS

1. The Rights Holder agrees to abide by the terms of this Contract and the approved By-laws of The Township of Hilton – Grace United Cemetery. The Rights Holder hereby acknowledges receipt of the By-laws, price list and the Ontario Consumer Information Guide as a condition of this Contract. The By-laws govern the operation of the Cemetery and set out the exercise of Interment Rights and restrictions with respect to the purchase of Cemetery supplies and services from a source other than the Cemetery.

2. The following trusting provisions, as set out in the *Funeral, Burial and Cremation Services Act, 2002* and *Ontario Regulation 31/11*, are in effect. Such funds shall be deposited to the Care and Maintenance Fund of the Cemetery: the greater of 40% of the price of the Interment Rights as set out in the Price List, and \$290.

3. The contributions to the Care and Maintenance Fund of the Cemetery for the installation of markers, as set out in the *Funeral, Burial and Cremation Services Act, 2002* are as follows:
 - a. For any flat marker measuring more than or equal to 1,116 sq cm or 173 sq in, \$100
 - b. For any pillow marker measuring more than or equal to 1,116 sq cm or 173 sq in., including the base, \$200
 - c. For any upright marker measuring 1.22m (4ft) or less in both height and length, including the base, \$200
 - d. For any upright marker measuring more than 1.22m (4ft) in height and length, including the base, \$400.

4. If the Interment Rights *have not been used*, the Purchaser may, in writing to The Township of Hilton Cemetery Board within thirty (30) days from the signing of this agreement, cancel this Contract for a full refund.

5. The Rights Holder, by written demand, may request that The Township of Hilton Cemetery Board repurchase the Interment Rights described herein at any time *before they are used*. Upon receipt of notice and surrender of the endorsed Certificate of Interment Rights, the Rights Holder shall receive the current market price less the amount paid into the Care and Maintenance Fund of the Cemetery. **The resale of Interment Rights other than to The Township of Hilton Cemetery Board is prohibited.**

6. A Rights Holder wishing to transfer Interment Rights shall deliver written notification to The Township of Hilton Cemetery Board, accompanied by the Certificate of Interment Rights or predecessor easement. Upon receipt of this documentation and payment of the appropriate fee, a new Certificate of Interment Rights will be issued to the Transferee. The Township of Hilton Cemetery Board is entitled to require the production of certified or notarized copies of such wills, codicils, supporting affidavits, or other documents as the Municipality, in its sole discretion, deems to be necessary or advisable in the circumstances to establish authority to transfer the Interment Rights.

7. The exercise of Interment Rights shall be limited to the Rights Holder, their legal representative(s) or their heir(s)-at-law. Executors, legal representatives and heirs-at-law of the Rights Holder will be required to submit proof of identification, and an Order for Interment. The Township of Hilton Cemetery Board shall be entitled to require the production of certified/notarized copies of wills, codicils, supporting affidavits or any other such documents deemed to be necessary or advisable in the circumstances.

Purchaser's Initials _____

Schedule ' C ' to By-law No. 1366-23

- 8. The following documents are required to exercise Interment Rights in the Cemetery:
 - a. Burial Permit OR Certificate of Cremation
 - b. Certificate of Interment Rights or predecessor easement
 - c. Order for Interment, signed by Rights Holder or their legal representative

Additionally, the following documents may be required:

- a. Interment Authorization, when the executors, legal representatives or heir(s)-at-law are exercising Interment Rights
 - b. Statutory Declaration
 - c. Any supporting documentation deemed necessary to establish authority to authorize interment.
- 9. The Purchaser acknowledges and provides consent to permit The Township of Hilton Cemetery Board to collect, use and disclose personal information in accordance with the requirements under the *Funeral, Burial and Cremation Services Act, 2002* and *Ontario Regulation 31/11* for information within the Cemetery Public Register. The Purchaser also understands that The Township of Hilton Cemetery Board does not rent or sell personal information to third party organizations.

Purchaser's Initials _____

Schedule " D " to By-law No. 1366-23

Interment Rights Certificate # GUC-_____

Date Purchased:

Contract #

Interment Rights Holder(s): The Interment Rights Holder(s) listed below have the right to direct/consent to the burial, and memorialization associated with the Interment Rights in conjunction with the cemetery by-laws.

Rights Holder Name: _____

Rights Holder Name: _____

Address: _____

Address: _____

City: _____ Province: _____

City: _____ Province: _____

Postal Code: _____

Postal Code: _____

Phone Number: _____ Email: _____

Phone Number: _____ Email: _____

Cemetery Name: *Grace United Cemetery*

Cemetery Address: *2876 Hilton Road, Hilton Beach, On P0R 1G0*

Cemetery Phone Number: 705-246-2472

Interment Right Location: *Section: _____ Row: _____ Lot: _____*

Interment Right Type: *Grave*

Price: _____ Care & Maintenance Contribution: *\$290 or 40% of the purchase price (whichever is greater)*

Area: *Example: Show area (2.23 square metres) or show dimensions (0.91 m wide x 2.45 m in length)*

Interment Right Capacity: *One full casket burial and up to six cremated remains*

Memorialization Permitted: *Refer to By-law No. 1366-23 – Section E*

Refer to the Cemetery By-laws provided to you at the time of purchase for a complete listing of by-laws that apply to your specific Interment Right

The Rights Holder(s), by written demand, may request the Township of Hilton Grace United Cemetery Board repurchase the Interment Rights described herein at any time *before they are used*. Upon receipt of notice and surrender of the endorsed Certificate of Interment Rights, the Rights Holder shall receive the current market price less the amount paid into the Care and Maintenance Fund or the Cemetery. **The resale of Interment Rights other than to the Township of Hilton Grace United Cemetery Board is prohibited.**

The Interment Rights Certificate must be returned to the cemetery operator if the Rights Holder(s) wish to transfer their rights to a third-party purchaser, a transferee, or back to the cemetery operator. If the original Interment Rights Certificate is misplaced the cemetery operator must issue a duplicate certificate in order to complete the transfer of ownership of the Interment Right, and the cemetery operator is entitled to charge an administration fee (as shown on the cemetery's price list) for the issuance of a duplicate certificate.

Purchaser's Signature

Cemetery Operator's Signature

Date Certificate Issued

To the Councillors of Hilton Beach and the Councillors of Hilton Township,

The Hilton Union Library Board is proposing that our Librarian (Kim McHale) be awarded a performance bonus (in addition to her salary) for the upcoming budget year. We believe Kim deserves this bonus because of the new projects she has initiated on her own time. Kim wrote a proposal for a youth program and submitted it to Sault Rotary North. The Rotary club has donated \$3500 to purchase materials for activity kits our community can borrow. Kim is currently purchasing materials and assembling the kits as well as taking care of the extra bookkeeping for the project. This project will greatly expand the use of the library by families.

Kim has been the librarian for four years, and the library patronage has increased by 170 since she started. Kim also has initiated several programs for the patrons such as book clubs, reading challenges and tech sessions. Additionally, the library is now a place in Hilton where people can come and enjoy a coffee with each other all the while networking and borrowing books.

Kim is diligent and efficient in her duties and goes above and beyond in her work. As a result, the Library Board has agreed and would like the each council to consider giving Kim a \$500 bonus this year.

Sincerely,

Janise Garside & Shirley Pollock on behalf of the Hilton Union Library Board.

9c)ii)

2023-HUPL-BUDGET COMPARISON
2024-HUPL-DRAFT BUDGET

REVENUE	BUDGET	ACTUAL	DRAFT 2024
Municipal-Hilton Township	\$ 17,719.00	\$ 17,719.00	\$ 19,020.45
Municipal-Village of Hilton Beach	\$ 17,719.00	\$ 17,719.00	\$ 19,020.45
Transfer From Reserves Account	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00
Provincial Grant-PLOG	\$ 2,108.00	\$ 2,108.00	\$ 2,108.00
Pay Equity Funding		\$ 786.00	
OLS-N Internet Rebate		\$ 912.00	
HST Rebate	\$ 1,000.00	\$ 1,064.29	\$ 1,000.00
Transfer From Donations Account	\$ 2,000.00	\$ 2,000.00	\$ 1,900.00
TOTAL	\$ 42,546.00	\$ 44,308.29	\$ 47,048.90
EXPENSES			
Audit	\$ 1,500.00	\$ 2,034.00	\$ 2,100.00
Bank Fees	\$ 100.00	\$ 97.45	\$ 100.00
Books	\$ 5,500.00	\$ 4,668.12	\$ 5,700.00
Computer Programs & Supplies	\$ 500.00	\$ 390.10	\$ 500.00
Internet	\$ 1,000.00	\$ 1,029.37	\$ 1,030.00
Conference/Training			
Insurance	\$ 4,536.00	\$ 4,536.00	\$ 4,837.33
Misc./Supplies	\$ 600.00	\$ 490.71	\$ 600.00
Utilities	\$ 5,600.00	\$ 4,710.30	\$ 5,400.00
Phone	\$ 600.00	\$ 527.10	\$ 600.00
WSIB	\$ 110.00	\$ 74.99	\$ 120.00
Wages-Librarian	\$ 18,600.00	\$ 17,987.33	\$ 21,161.57
Wages-Tech	\$ 450.00	\$ 270.07	\$ 450.00
Wage Deductions-Librarian	\$ 2,700.00	\$ 3,012.88	\$ 3,200.00
Wage Deductions-Tech	\$ 50.00	\$ 10.75	\$ 50.00
Travel	\$ 700.00	\$ 600.00	\$ 700.00
Performance Bonus			\$ 500.00
TOTAL	\$ 42,546.00	\$ 40,439.17	\$ 47,048.90

* Salary reflects increase of hours open as of June 4, 2024. (Tuesday 2-6pm)

Truth and Reconciliation Stat Day and Council Declaration Summary

	Is this a Stat day for Staff?	Does Council do a declaration at meetings?
Hilton Township	no	no
Hilton Village	no	no
Huron Shores	yes	yes
Johnson Township	under review	no
Laird Township	no	no
MacDonald Township	yes	yes - on the agenda
Plummer	no - but will be in their next contract	no
Prince Township	no	yes
Tarbutt Township - please confirm	no	no
Town of Blind River	yes	yes
Town of Bruce Mines	yes	yes
Town of Elliot Lake	yes	yes
Town of Thessalon	yes	yes
Township of St. Joseph	no	no
Wawa	yes	yes

Land Acknowledgement:

We would like to acknowledge that the land on which we gather is the traditional territory of the Anishinaabe in particular the Anishinaabek of Thessalon First Nation.



9e)i)

Clerks Report: 2024-04-10/02

Council Meeting Date: April 10, 2024

Subject: **Council Meeting Dates**

Prepared by: Sara Dinsdale, Acting Clerk/Treasurer

Regular Council meeting dates were approved in December, 2023 for the year 2024; however, I am requesting that Council reconsider some of the dates due to conflict with STAT days. I have attached the 2024 Council meeting schedule with all of the STAT days circled. The original meeting dates are highlighted in yellow and the proposed meeting dates are highlighted in pink. I am requesting that we move the July and August meeting dates, as well as the October meeting. The October meeting date change would only be necessary upon passing a motion to observe National Truth and Reconciliation Day on September 30, as a STAT.

← → 2024

Today

Day

Week

Month

Year

○ = STAT Days

■ = Meeting Dates

■ = Proposed Meeting date changes

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	①	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	②	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	②	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	②	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	④	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	③					

October

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	②	10	11	12
13	④	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	①	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	⑤	⑥	27	28
29	30	31				

NOTE: October change is only requested if Truth and Reconciliation Day is observed as a STAT.

Schedule "A" to By-law 1376-23

9f)1)

Description of Fee or Charge	Fee or Charge	Authorizing by-law or legislation
Application for Zoning Amendment	500 ~ 250.00	By-Law 982-10
Application for Official Plan Amendment (OPA)	750 ~ 500.00	By-Law 982-10
Applications for Zoning Amendment & OPA at same time	1000 600.00	By-Law 982-10
Application for Purchase of Shoreroad	200 150.00	By-Law 843-05
Certificate of Compliance (re Sale of Land)	50 25.00	By-Law 982-10
<i>In addition to the above fees, where it is necessary to advertise in a newspaper having general circulation within the municipality, the applicant shall, in addition to the fees prescribed above, pay the cost of any newspaper advertising to the municipality prior to the placement of the advertisement.</i>		
Facsimile - 1 st page	2.00	By-Law 982-10
Facsimile - consecutive pages	1.00	By-Law 982-10
Lottery Licences - % of prizes	3%	Order in Council 2688/93 - s. 23
Photocopies - each	.25 .20	By-Law 982-10
Service charge for NSF cheques	50 ~ 25.00	By-Law 982-10
Tax Certificates	50 ~ 25.00	By-Law 982-10
Building permits		
For the first \$1,000 of the cost of construction	100.00	By-Law 1376-23
For each additional \$1,000 or part thereof of the cost of construction	5.00	By-Law 1376-23
Valuation of proposed work based on following rates:		
Dwellings: Full Basement	150.00 sqft	By-Law 1376-23
Second Floor	100.00 sqft	By-Law 1376-23
Frost Wall/Slab-on-Ground	100.00 sqft	By-Law 1376-23
Garottage: (classed same as dwellings)		By-Law 1376-23
Garages: Finished	50.00 sqft	By-Law 1376-23
Unfinished	35.00 sqft	By-Law 1376-23
Second Floor (Finished only - storage use only)	35.00 sqft	By-Law 1376-23
Decks	30.00 sqft	By-Law 1376-23
Carports	50.00 sqft	By-Law 1376-23
Farm Buildings/Pole Buildings	35.00 sqft	By-Law 1376-23
Commercial/Industrial Buildings	100.00 sqft	By-Law 1376-23
Miscellaneous: shingling / siding / replacing windows / renovations - ONLY IF structural changes are involved		By-Law 1376-23
up to \$5,000 estimated material value plus 50% or Contractor's Quote	Single Fee 100.00	By-Law 1376-23
> \$5,000 estimated material value plus 50% or Contractor's quote		By-Law 1376-23
Demolition permit	Single Fee 50.00	By-Law 1376-23
Moving Fee - to another location on same property	Single Fee 100.00	By-Law 1376-23
Change of Use	Single Fee 100.00	By-Law 1376-23
Occupancy Permit	Single Fee 100.00	By-Law 1376-23
Re-inspection of outstanding deficiencies	Single Fee 100.00	By-Law 1376-23
Commencement of construction without permit	double	By-Law 1376-23
Fire		
Delivery of Load of Water (payable to Hilton Union Fire Department)	100.00	By-Law 982-10
Water (payable to Village Hilton Beach)	25.00	By-Law 982-10
Winterize Hydrant (payable to Hilton Union Fire Department)	50 25.00	By-Law 982-10

9f)ii)

Schedule "A" to By-law 1376-23 (Page 2)

Description of Fee or Charge	Fee or Charge	Authorizing by-law or legislation
Freedom of Information Requests		
To initiate request	5.00	O. Reg. 823
Copies and computer printouts	25	O. Reg. 823
For manually searching a record each 15 mins. spent	10-	O. Reg. 823
For preparing a record for disclosure including severing a part of the record - for each 15 mins. spent	10-	O. Reg. 823
Roads		
Entrance Permits - Permanent	100.00	By-Law 752
Entrance Permits - Temporary	200.00	By-Law 752
Excavating: per hour	150	By-Law 982-10
Grading per hour (minimum call-out charge: \$100)	100.00	By-Law 982-10
Plowing/Sanding: per hour (minimum call-out charge: \$145)	145.00	By-Law 1178-17
Grading/Plowing/Sanding: per season	TBA	By-Law 982-10
Tax Sales		
All associated fees to be set by Township of Hilton's solicitor and includes disbursements: HST and monthly interest charge of 1.25% on unpaid legal fees.		By-Law 1241-19

Commission of documents \$ 10
for non residents only

see document



99)i)

Clerks Report: 2024-04-10/03

Council Meeting Date: April 10, 2024

Subject: **Uninterrupted Power Supply (UPS) & Generator**

Prepared by: Sara Dinsdale, Acting Clerk/Treasurer

Uninterrupted Power Supply (UPS)

Due to the recent power outage during the early morning hours on April 3, the UPS system we currently have is no longer working properly. According to our IT team, this system was never suitable for instances where the power would go off and on repeatedly as it did.

Attached you will find a quote and information about a new system that our IT team is suggesting. I am requesting that we move forward with placing the order.

Generator

It was also recommended that we look into purchasing a generator that would automatically turn on during power failure. This would alleviate the strain that even the new UPS system could experience. Having the generator will result in prolonging the life of the UPS which will in turn result in protecting the server from damage, and corrupting the data.

A verbal quote was received from Kentvale Merchants for a generator that would provide sufficient power to our office. The price would be \$6400.00 plus \$1800.00 for the electrical panel that would provide the kick-out switch. We would need to hire two contractors; a gas fitter and an electrician to do the install.

I am requesting that we move forward with requesting official quotes from all that would be involved with the purchase and install.

NOTE: Having the generator could also open up the idea of having the Township Office listed as the warming centre.

99011)

Hilton Township Administration

From: Mark Anderson <mark@encompassit.ca>
Sent: April 3, 2024 9:37 AM
To: Hilton Township Administration
Subject: UPS Suggestion
Attachments: CyberPower_DS_PR1000LCD.pdf

Hi Sara:

This would be suitable for the server's power needs over the next three years or so, and would prevent the kind of up/down power bumping you saw last night. I'm glad things are coming back up as they should, but power failures that 'hit' a server directly can definitely corrupt data and create physical damage to the server itself, so power protection is very much a high priority. This unit would provide about 15 minutes of 'uptime' in a power outage – which is enough time to automatically shut down the server gracefully instead of having a sudden loss of power.

These units would ship in a few days if needed – they are heavy so there's a (regrettable) shipping surcharge as noted below:

CyberPower PR1000LCD Tower UPS
1000VA / 1000 Watt
"Smart" Capability for server communication
3 Year Warranty from CyberPower
3 Day Delivery from Toronto Warehouse \$ 655.00
Shipping Surcharge (heavy freight) \$ 72.00

Regards,

Mark Anderson
TMM / EncompassIT
1894 LaSalle Blvd
Sudbury, ON
P3A 2A4
(705) 562-5477

99)iii)

CyberPower

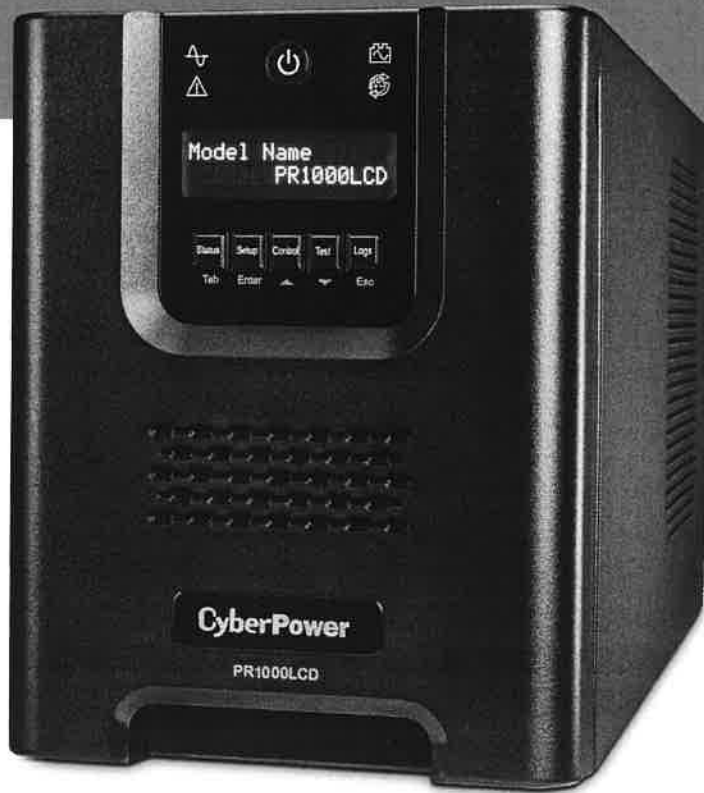
PR1000LCD SMART APP SINEWAVE UPS

Offers significant energy savings, battery backup and surge protection.

The CyberPower Smart App Sinewave PR1000LCD mini-tower uninterruptible power supply (UPS) with LCD control panel and sine wave output is Active PFC compatible for safeguarding mission-critical servers, telecom equipment, VoIP and internetworking hardware that require seamless pure sine wave power.

The PR1000LCD uses Automatic Voltage Regulation (AVR) to correct minor power fluctuations without switching to battery power, which extends battery life. AVR is essential in areas where power fluctuations occur frequently.

A Three-Year Warranty ensures that this UPS has passed our highest quality standards in design, assembly, material or workmanship and further protection is offered by a \$375,000 Connected Equipment Guarantee.



TYPICAL APPLICATIONS

- Workstations
- Telecom Appliances/VoIP
- High-End Audio/Video

FEATURES

- 1000 VA / 1000 W
- Line Interactive Topology
- Active PFC Compatible
- Extendable LCD Control Panel
- SNMP/HTTP Remote Management
- Full-time Surge Protection and Battery Backup
- Mini-Tower Form Factor
- 8 Outlets / USB / Serial / EPO Port
- PowerPanel® Business Edition
- 3-Year Warranty

SPECIFICATIONS

GENERAL

UPS Topology	Line Interactive
Energy Saving	GreenPower UPS™ Bypass

INPUT

Voltage	120V
Voltage Range	78 - 154Vac
Frequency	47Hz - 63Hz (auto-sensing)

PR1000LCD SMART APP SINEWAVE UPS

SPECIFICATIONS - CONT.

INPUT - CONT.

Plug Type	NEMA 5-15P
Plug Style	Straight
Cord Length	6'

OUTPUT

VA	1000
Watts	1000
On Battery Voltage	120Vac \pm 5.0%
On Battery Frequency	50/60Hz \pm 1%
Automatic Voltage Regulation (line mode)	Yes
On Battery Waveform	Sine Wave
Outlets - Total	8
Outlet Type	NEMA 5-15R
Outlets - Battery & Surge Protected	8
Overload Protection	Internal circuitry limiting / circuit breaker
Transfer Time	4ms - 8ms

BATTERY

Runtime at Half Load (min)	10.5
Runtime at Full Load (min)	3.1
Battery Type	Sealed Lead-Acid
Battery Size	12V/12AH
Hot-Swappable	Yes
Replacement Battery	RB12120X2B
Battery Quantity	2
User Replaceable	Yes
Typical Recharge Time	3 Hours - Quick Charge Mode, 8 Hours - Eco Mode

SURGE PROTECTION & FILTERING

Surge Suppression	1,030 Joules
EMI/RFI Filtration	Yes

MANAGEMENT & COMMUNICATIONS

LCD Control Panel	41 different settings or status options via the UPS Status menu, UPS Setup & Control menus, and run Testing/Battery Calibration menus.
Extendable LCD Control Panel	Yes - Standard with 4.5 ft. Cable
HID Compliant USB Port	Yes
Serial Port	Yes
EPO Port	Yes
Management Cable	USB Cable, Serial Cable, EPO Cable
LED Indicators	Power On, On-Line, On-Battery, Wiring fault, Replace Battery
Audible Alarms	On Battery, Low Battery, Overload, Fault
Software	PowerPanel [®] Business Edition
SNMP / HTTP Remote Monitoring	Yes, with optional RMCARD205

PHYSICAL

Form Factor	Mini-Tower
Dimensions (WxHxD) (in.)	6.7 x 8.7 x 17
Weight (lbs.)	44.0

ENVIRONMENTAL

Operating Temperature	32°F to 104°F / 0°C to 40°C
Operating Relative Humidity	0% - 90% non-condensing

CERTIFICATIONS

Safety	UL1778, cUL 107.3, FCC DOC Class A
Environmental	RoHS Compliant

WARRANTY

Product Warranty	3 Years Limited
Connected Equipment Guarantee	Lifetime
CEG Amount	\$375,000



9h)i)

Clerks Report: 2024-04-10/04

Meeting Date: April 10, 2024

Subject: **CACA Meeting**

Prepared by: Sara Dinsdale, Acting Clerk/Treasurer

Area Clerks and support staff from local townships met at the Johnson Arena on Thursday, March 28, 2024 to discuss various topics. Some of the highlights are listed below:

VFIS Accident & Sickness Benefits

Carlo DiCandia from Northern Insurance joined the meeting via Zoom to discuss Volunteer Firefighters Accident & Sickness Benefits. Their discussion included the attached summary of coverage. This coverage is for On Duty Volunteers only. Carlo explained that if a Volunteer Firefighter is receiving other sources of income, the insurance will top up their remaining wages to meet 100% of their average gross weekly wages. There was a discussion regarding PTSD. Even if PTSD is not diagnosed until many years after the Volunteer Firefighter has retired, if it is proven to be directly related to their on-duty time, they can still receive benefits. The benefit periods for a total disability are 260 weeks, 520 weeks or to the age of 70. The benefits for a partial disability are 52 weeks, or 104 weeks depending on what is selected in the policy.

MPAC

Judy Sauder gave a presentation on assessment management. Most of the focus was to do with Sea Cans and how they can affect the property assessments. The tax class depends on the use and the value depends on the condition. Some examples of assessed sea-cans were discussed and clarified. For example, if a sea-can is modified to be used as an office, then it will be assessed as an office. If it has been modified to be used as a garage (for example; two sea-cans together with a garage door), then it is assessed as a detached garage. Their motto is, "If it looks like a sea-can, office or shed, then it's assessed as a sea-can, office, or shed". This presentation sparked an interest in me to research our by-law regarding Shipping Containers. (By-Law 1270-20) I found it interesting that in our township, we permit them as an accessory use for storage purposes only in most zones, and on a construction site for temporary storage of equipment and material incidental to construction only and for a temporary period not to exceed one year. I am interested in researching and learning the reason why our township does not allow modifications to them.

AMCTO

Maddison Zuppa, Deputy City Clerk from Sault Ste. Marie gave a presentation regarding the upcoming Zone meeting that will be taking place in Little Current on April 25 and 26. Maddison discussed some training options that are available through AMCTO as well as the membership fees. Having the membership would give me access to Municipal documents and discounted course fees. She explained that there are also some free short training courses available throughout the year and we can sign up for them as they become available. I plan to look into these courses in the near future.

I felt that going to this meeting was extremely beneficial for me. I was able to put some faces to the names of people I often communicate through emails with. It was a great way to get to know everyone and it gave me an opportunity to ask some questions about other township's policies, procedures and by-laws. This meeting presented to me a support group that I wasn't aware I had until then.

9h)11)

f NA appears for the On Duty or Off Duty Coverage this means Not Applicable and No Coverage in effect.

VFIS Accident & Sickness Benefits Summary of Coverage- On Duty Only

Township of Hilton Fire Department
Policy Number: VFP 9425586

GENERAL INFORMATION

This is only a brief description of coverage(s) available under this policy. The policy contains conditions, reductions, limitations, exclusions, and termination provisions. Full details of the coverage are contained in the policy. Should there be any conflict between this Summary of Coverage document and the policy, the policy shall govern under all circumstances.

Eligible Participants:

- *Any Volunteer member of the Policyholder
- *A paid on call volunteer (includes members that receive a monthly or annual stipend)
- *A junior member or Auxiliary member
- *A commissioner, director, trustee or person acting in a similar position
- *A non-member deputized at the scene of an emergency by one of your officers, but only for the duration of the emergency or non-member who is requested to participate by the Policyholder

Scope of Coverage:

Benefits are paid (travel to, during and from) depending on the type of activity:

*Covered Activities include emergency response for fire suppression, rescue or emergency medical activity, training exercise which simulates an emergency and where physical participation is required, firematic events or contests, class room training, fundraising activities including athletic activities that are for the policyholder or other non-profit organization, all official functions to further the business of the Policyholder, official conventions or conferences, athletic events held on the premises of the Policyholder, authorized public safety educational events and administrative or maintenance duties.

Exclusions:

This policy will not cover any loss caused by, or resulting from, the following:

- Suicide or any attempt at it, while sane or insane, or intentionally self-inflicted injuries.
- Injuries that happened while flying except:
 - a) as a passenger on a commercial aircraft; or
 - b) as a passenger on any aircraft while taking part in a Covered Activity.
- Injuries that happen while flying as a crew member or during parachute jumps from the aircraft.
- War or any act of war, whether declared or undeclared
- Mental or emotional disorders except as specifically provided for covered Post Traumatic Stress Disorder.
- Treatment of alcoholism or drug addiction and any complications arising there from, except loss caused by injury sustained during and resulting from a Covered Activity.
- Illness except as provided by the policy.
- Military service of any province or country
- Cancer, except as provided by the Cancer Benefit.

On Duty-Schedule of Coverage	Amount	Benefit Notes
Loss of Life Benefits:		
Accidental Death Benefit	\$100,000	
Seat Belt Benefit	\$25,000	
Safety Vest Benefit	\$25,000	
Military Death Benefit	\$15,000	
Illness Loss of Life Benefit	\$100,000	
Dependent Child Benefit	\$30,000	Per Dependent
Spousal Support Benefit	\$15,000	
Memorial Benefit	\$5,000	
Dependent Elder Benefit	\$5,000	Per Dependent
Repatriation Benefit	\$20,000	
Lump Sum Benefits:		
Accidental Dismemberment Benefit	\$100,000	% of impairment
Quadra, Para, Hemiplegia (Paralysis)	\$200,000	% of impairment
Vision Impairment	\$100,000	% of impairment
Home Alteration & Vehicle Modification	\$50,000	
Injury Permanent Impairment Benefit	\$100,000	% of impairment
Illness Permanent Impairment Benefit	\$100,000	% of impairment
Heart Impairment Benefit	\$100,000	% of impairment
Cosmetic Disfigurement (Burns) Benefit	\$100,000	% of impairment
HIV Positive Benefit (100% Paid Upfront)	\$100,000	Lump Sum
Felonious Assault Benefit	\$50,000	Lump Sum
Cancer Benefit	\$5,000	Lump Sum
Coma Benefit (Pays monthly on top of other benefits)	\$1,000	36 Months
Weekly Income Benefits:		
Total Disability Weekly Amount (first 28 Days)	\$300	PTSD & Cancer
Total Disability Weekly Amount (after 28 Days)	\$300	260 Weeks
Total Disability Minimum Weekly Amount	\$75	260 Weeks
Partial Disability Weekly Amount-% of Total Disability	50%	52 Weeks
Transition Benefit	Included	26 Weeks
Occupational Retraining Benefit Maximum	\$20,000	
Medical Expense Benefits:		
Medical Expense Maximum	\$5,000	
Cosmetic/Plaster Surgery Maximum	\$25,000	
Post Traumatic Stress Disorder Maximum	\$25,000	
Critical Incident Stress Management Max	\$25,000	
Family Expense Benefit Amount (per day)	\$100	1st Day to 26 Weeks
Family Bereavement & Counseling Benefit	\$1,000	Per Person
Weekly Permanent Physical Impairment Benefit (Lifetime)	\$300	% of impairment
Optional Benefits:		
Weekly Hospital Indemnity Benefit	NA	104 Weeks
Extended Total Disability for 10 years	NA	520 Weeks
Extended Total Disability to Age 70	NA	Up to Age 70
First Week Total Disability Benefit Amount	NA	



BENEFIT PROVISIONS

Accidental Death	Payable for death due to a covered accidental injury. No Time Limit.
Seat Belt	Payable when death occurs while wearing a properly fastened seat belt.
Safety Vest	Payable when death occurs while wearing an approved safety vest while acting as a pedestrian at a MVA or while directing traffic.
Military Death Benefit	Provided when death occurs while serving or training for the Canadian Armed Forces or Reserve Unit.
Illness Loss of Life	Payable when death due to illness occurs during or as a result of a Covered Activity. Also payable for death due to heart attack or stroke within 48 hours of an Emergency Response or of physical participation in a training exercise.
Dependent Child	Payable for each Dependent Child when a line of duty death benefit is payable.
Spousal Support	Payable to a surviving spouse when a line of duty death benefit is payable.
Memorial	Payable to the department when a line of duty death benefit is payable.
Dependent Elder	Payable for each Dependent Elder when a line of duty death benefit is payable.
Repatriation	Payable for expense incurred to return member's body to area of residence when death occurs outside 50 kilometers.
Accidental Dismemberment & Paralysis	% of Principal Sum based on area and degree of injury as indicated in the policy. The Principal Sum is doubled for hemiplegia, paraplegia or quadriplegia.
Vision Impairment	If vision is impaired, a % of the Principal Sum is provided based on the degree of impairment.
Home Alteration & Vehicle Modification	Payable for home alteration or vehicle modification costs necessary due to a covered Injury or Illness. Cost must be incurred within 3 years.
Injury Permanent Impairment	% of Principal Sum payable based on degree of Permanent Impairment as determined by Physician and the AMA Guide. When impairment is 90% or more, 125% of the Principal Sum is payable.
Illness Permanent Impairment	If Total Disability remains after 5 years, % of Principal Sum as follows: 50% payable for one who cannot return to their own occupation. 100% payable when one cannot return to any gainful occupation.
Heart Permanent Impairment	The indicated % is paid based on degree of heart function impairment. This is reviewed when 26 weeks of Total Disability have been paid.
Cosmetic Disfigurement from Burns	The indicated % is paid for disfigurement due to full thickness burns.
HIV Positive Benefit	Provides the full Principal Sum for a covered HIV positive result.
Felonious Assault	Additional benefit will be paid if loss is due to a Felonious Assault and due to a Covered Activity.
Cancer Benefit	When Life Threatening Cancer is diagnosed during the policy term, requires medical treatment and the cancer is eligible or approved by Workers' Compensation, the Cancer Benefit is payable.
Cost of Living	Benefit increases each July 1, after 52 weeks consecutive weeks. 5% minimum - 10% maximum per Consumer Price Index (CPI). Annual increases apply each subsequent year.
Coma Benefit	If a member suffers Injury or Illness and within 30 days of Covered Activity is in a Permanent Coma, a monthly benefit is paid in addition to other benefits collected. Payable up to 36 months.

9k7111

Weekly Income Benefits	<p>1st 28 days – Benefit selected paid regardless of other sources of income. PTSD & Cancer if qualified, is payable for 1st 4 Weeks.</p> <p>After 28 days – Benefit equals:</p> <ul style="list-style-type: none"> Up to 100% of Average Weekly Wage, less other income benefits paid or payable. Not to exceed Maximum Benefit Amount Not less than Minimum Benefit Amount <p><u>Benefit Periods:</u></p> <p>Total Disability:</p> <ul style="list-style-type: none"> 260 weeks, 520 weeks or to Age 70. <p>Partial Disability:</p> <ul style="list-style-type: none"> 52 weeks or 104 weeks (Check Policy to see what is selected)
Occupational Retraining Benefit	Pays for occupational retraining if the Insured becomes permanently Totally Disabled and we agree to a rehabilitation program. Covers costs for tuition, books, etc.
Medical Expense	Covers reasonable and customary medical expenses in excess of any provincial or federal hospital and/or medical plan.
Cosmetic Plastic Surgery	Covers reasonable and customary expense for covered plastic surgery.
Post-Traumatic Stress Disorder	Covers reasonable and customary expense for medical treatment of Post-Traumatic Stress Disorder.
Critical Incident Stress Management	Covers reasonable and customary costs incurred or fees charged by a Critical Incident Stress Management Team for transportation, meals, lodging, etc.
Family Expense	Provided when hospital confinement is necessary due to an Injury or Illness.
Family Bereavement & Trauma	Provided when a family member seeks counselling due to a line of duty death or member experiencing a Traumatic Incident.
Weekly Permanent Physical Impairment (WPPI)	Income benefit that is payable for life with 50% or greater impairment rating. Paid in addition to other benefit paid or payable under the policy. Payable even if the Member returns to work.
Weekly Hospital Indemnity	If purchased, pays an additional weekly disability benefit if confined to the hospital. This benefit is not affected by other disability plans or workers compensation. Will double if in Critical Care. Payable for 52 Weeks
Extended Total Disability 10 yrs- Optional	Adds another 260 weeks to Total Disability for a total of 520 weeks.
Long Term Total Disability To Age 70-Optional	This policy will extend the Total Disability time period from 520 weeks to up to Age 70. This will be extended for both Injury and Illness and the Insured Person must not be able to perform 85% of Gainful Occupation. Non Income earners can not perform 2 out of 6 Daily Living Activities
COLA's for either WPPI or Long Term Disability- Optional	When purchased, provides minimum of 5% inflationary increase of weekly benefits payable under Weekly IPI or Long-Term Total Disability.
Transition	If a member is terminated from their job while on Total Disability and remains unemployed after the Total Disability payment period ends, this weekly benefit is payable up to 26 weeks.

Underwritten by: **AIG Insurance Company of Canada**
120 Bremner Blvd, Suite 2200
Toronto, Ontario M5J 0A8



9:11)

MEMO

Meeting Date: April 10, 2024

Subject: **Counter Top – Information only**

Prepared by: Sara Dinsdale, Acting Clerk/Treasurer

The covid Plexi-glass was recently removed from the front counter causing some damage. I have included a quote from Sims Countertops for your reference.

Although it would improve the esthetics of the office, I don't feel that it's necessary to replace the countertop at this time as I am able to "strategically" place items on the damaged areas. Replacing the countertop might lead into updating paint, carpets etc. This can be addressed at a later date if necessary.

91111)



QUOTE #6257

SENT ON:

Apr 02, 2024

RECIPIENT:

Township of Hilton Beach

Hilton Beach, ON

Phone: 705-246-2472

Date: April 2/24

Tag Name: Township of Hilton Beach

Product:: Laminate

Colour: Any "A" group

Backsplash: No

Thickness: 1.25"

Profile:: Inno 5/8"

SENDER:

Sims Countertops

1244 Great Northern Rd.

Sault Ste. Marie, ON

P6B 0B6

Phone: 705-759-1616

Email: info@simscountertops.com

Website: simscountertops.com

Product/Service	Description	Qty.	Total
Custom Laminate Countertops	Supply custom laminate countertop-supply only, any "A" group colour- this will be 26 3/4 wide, with a roll on each long side, finished on the ends, one end will have radius corners	1	\$430.00

Quote valid for 21 days.

Subtotal

\$430.00

HST ON (13.0%)

\$55.90

Total

\$485.90

Signature: _____

Date: _____

9j)



MEMO

Meeting Date: April 10, 2024

Subject: **Council and Email Communication**

Prepared by: Sara Dinsdale, Acting Clerk/Treasurer


Further to the info provided regarding Council and Email Communication that was presented in the regular meeting on March 6, I was asked to request clarification from Malcolm White on the matter. Please see his email below:

Re: Clarification regarding Email Communication between Council

 M White <malcolm-white@live.com>
To: Hilton Township Administration

[↩ Reply](#) [↩ Reply All](#) [➔ Forward](#) [⋮](#)

Mon 2024-03-11 6:12 PM

 Follow up: Completed on March 12, 2024.
You forwarded this message on 2024-03-12 9:02 AM.

Hi Sara,

The rule of thumb in this case is - it's fine for you to send an email with information to all of Council at once. Where they need to be careful is responding to you with further questions, if they do they should ask you directly without using 'reply to all'. That way a group discussion doesn't result. It's a matter of balancing the need to treat all council members equally (sending the information to the group at the same time) while preventing a group discussion from arising (by directing follow up emails to you on a one-to-one basis).

Regards,

Malcolm



9K)1)

Clerks Report: 2024-04-10/05

Meeting Date: April 10, 2024

Subject: **Authority Delegation**

Prepared by: Sara Dinsdale, Acting Clerk/Treasurer

In order to take advantage of a valuable opportunity that arose, I recently sent an email to each Council member individually, to request approval to proceed with assistance from another party for one day; Sunday, April 7. This day was agreed upon due to the fact that we have other commitments that prevented us from agreeing on a date after our regular meeting is to be scheduled on April 10, where it would normally be discussed and requested by council for approval. Due to the outcome of my sent email, I was not able to utilize this opportunity.

At the advice of the Senior Consultant at Ironside Consulting Services Inc., I am requesting that Council delegates the authority to myself, or the Acting Reeve to execute agreements/contracts in accordance with our procurement by-law up to an amount that Council is comfortable with. This would streamline the process of obtaining small dollar value goods and services and enable situations like this to be dealt with more effectively in the future.

I have attached our Procurement Policy By-law for your reference.

SECTION C

Definitions

- 1.0.0. **“Best Value”** shall not be limited to the lowest price but shall be a combination of price, quality and other factors such as transportation costs and logistics. Such determination shall be left up to the discretion of the Department Head.
- 2.0.0. **“Capital Project”** shall refer to a project that has been budgeted within the annual Capital Budget or if not budgeted, shall refer to projects that would normally appear within the Capital expenditures of the municipality.
- 3.0.0. **“Clerk”** shall refer to the Clerk of the Corporation or deemed alternate
- 4.0.0. **“Corporation”** shall mean the Corporation of the Township of Hilton or its successors.
- 5.0.0. **“Council”** shall mean the Council of the Corporation of the Township of Hilton
- 6.0.0. **“Department Head”** shall refer to anyone who has responsibility for an annual budget.
- 7.0.0. **“Immediate Family Member”** shall mean a spouse, common law spouse, same-sex partner, child or stepchild.
- 8.0.0. **“Municipality”** shall mean the Corporation of the Township of Hilton.
- 9.0.0. **“Treasurer”** shall refer to the Treasurer of the Corporation or deemed alternate.

SECTION D

Procurement Process

- 1.0.0. Refer to Schedule “A” attached hereto and forming part of this by-law for types of procurement.

SECTION E**Regulations****1.0.0 Restrictions**

- 1.0.1.** No other forms of procurement shall be permitted, unless prior approval is obtained by Council resolution.
- 1.0.2.** Notwithstanding the above, adherence to this purchasing policy is not required with respect to those items listed below:
- Utilities, including hydro, propane, telephone, etc.
 - Payroll and payments to Government agencies, carriers or unions
 - Boards' and Committees' Levies
 - Vehicle Licenses
 - Council Honoraria
 - Courier and other shipping charges.
 - Licences, certificates and other approvals required
 - Petty cash vouchers
 - Postage
 - Subscriptions and memberships
 - Training and Education
 - Refundable Employee Expenses
 - Ongoing maintenance for existing computer hardware and software
 - Professional and skilled services provided to individuals as part of approved programs within Corporate or Community Services
 - Engineering Consulting Services
 - Other Professional and Special Services, including additional non-recurring Accounting and Auditing Services, Insurance Services, Legal Services, if made in accordance with the delegation of authority to municipal solicitor, banking services where covered by agreements, group benefits, realty services regarding the lease, acquisition, demolition, sale of land and appraisal of land
 - Policing contracts
 - Reciprocal or shared agreements
- 1.0.3.** No contract for goods, services or construction may be divided into two or more parts to avoid the application of the provisions of this by-law.

- 1.0.4. No contract for services shall be awarded where the services would result in the establishment of an employee-employer relationship.
- 1.0.5. Only those individuals authorized to purchase on behalf of the municipality in accordance with this policy shall be permitted to contact bidders in writing as soon as practicable during the procurement process in instances where clarification about the procurement is necessary. No one involved in the procurement process is permitted to contact bidders during the evaluation process.
- 1.0.6. No one associated with the municipality, including members of Council and employees shall accept any gifts with a value greater than \$100, from any suppliers participating in or who have participated in procurement processes with the municipality.
- 1.0.7. If a Department Head considers purchasing a good or service from a Council Member, Employee or immediate family member of an Employee or Council Member and the purchase is more than \$501.00, then two written quotations must be obtained and filed for future reference.
- 1.0.8. The municipality shall not consider In-House bids as an acceptable procurement process.

2.0.0

Conflict of Interest

2.0.1 Where an employee involved in the award of any contract, either on his or her own behalf or while acting for, by with or through another person, has any pecuniary interest, direct or indirect, in the contract, the employee

- Shall immediately disclose the interest and the general nature thereof to Council
- Shall not take part in the award of the contract; and
- Shall not attempt in any way to influence the award of the contract;

An employee has an indirect pecuniary interest in any contract in which the municipality is concerned, if the employee or his or her spouse or same-sex partner

- Is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public that has a pecuniary interest in the contract,

- Has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public that has a pecuniary interest in the contract, or
- Is a member of an incorporated association or partnership, that has a pecuniary interest in the matter, or
- Is in the employment of a person, unincorporated association or partnership that has a pecuniary interest in the contract.

2.0.2 Where a member of Council, either on his her own behalf or while acting for, by with or through another person, has any pecuniary interest, direct or indirect, in the contract, that Council Member

- Shall not take part in the award of the contract; and
- Shall not attempt in any way to influence the award of the contract

A member of Council has an indirect pecuniary interest in any contract in which the municipality is concerned, if he or she or his or her spouse or same-sex partner

- Is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public that has a pecuniary interest in the contract,
- Has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public that has a pecuniary interest in the contract, or
- Is a member of an incorporated association or partnership, that has a pecuniary interest in the matter, or
- Is in the employment of a person, unincorporated association or partnership that has a pecuniary interest in the contract.

3.0.0. Petty Cash

3.0.1 Petty Cash funds are intended for all purchases under \$75.00 from local suppliers except in circumstances where the use of petty cash funds is not feasible (time restrictions). Petty cash shall be replenished through a request to the Treasurer, which contains all receipts, account charges and a proper reconciliation of the fund. Petty Cash reconciliation is to be completed on a regular basis and filed with the Treasurer.

4.0.0. Co-Operative Purchasing

4.0.1 The municipality may participate with other government agencies and/or local boards in co-operative purchasing where it is in the

best interests of the municipality to do so. The policies of the government agency or local board calling the co-operative tender are to be the governing policy for that particular tender.

5.0.0. Non-Competitive Purchases

5.0.1 Sole Source Purchases:

5.0.1.1 Exemption from this policy is granted in circumstances where there is only one supplier available and no alternative or substitute exists and/or where there is a statutory monopoly on the product or service.

5.0.2 Single Source Purchases:

5.0.2.1 Exemption from this policy is granted in circumstances where the municipality deems it desirable to award a non-competitive contract for follow-on goods or services after the completion of a competitive contract provided that the possibility of a follow-on contract is identified in the original bid solicitation.

6.0.0. Purchasing Procedures

6.0.1 Purchasing Responsibilities

The Council has the responsibility for procurement activities, and has ultimate authority for all expenditures. All contracts are subject to Council approval. The Council may delegate, by resolution, staff members who shall have the authority to purchase goods and/or services within the boundaries of this policy. The Treasurer cannot pay for any items that have not been authorized by the Council through budget approvals or specific resolution. The purchasing policy provides guidelines outlining how spending authority is to be used.

6.0.2 Cancellation of Bid Solicitation

The Council may cancel a bid solicitation at any time up to the contract award.

6.0.3 Access to Information

The disclosure of information requests made in writing to the Clerk, or other person designated by Council, relevant to the issue of bid solicitations or the award of contracts emanating from bid solicitations shall be in accordance with the provisions of the *Municipal Freedom and Protection of Privacy Act, as amended*.

6.0.4 Contract Without Budgetary Approval

Where a requirement exists to initiate a project for goods, services or construction and funds are not contained within the approved budget, the Department Head requesting the goods/services shall, prior to commencement of the purchasing process, submit a report to Council containing:

- Information surrounding the requirement to contract;
- The terms of reference to be provided in the contract;
- Information on the availability of the funds within existing estimates that were originally approved by Council for other purposes, or on the requirement of additional funds.

6.0.5 Annual Review

Department expenditures will be reviewed annually.

SECTION F**1.0.0 Tender and Proposal Procedures (\$15,000+ Purchases)**

1.0.1 Tenders may be called by public advertisement or invitation only. Tenders called for all work, equipment and materials by way of public advertising, shall follow the guidelines outlined in this section.

1.0.2 Advertisements must include the following information:

- Site meeting (if applicable) – time, date and location
- Contact names for technical and purchasing inquiries
- Document fee (if applicable)
- Location for picking up tender packages
- Location for dropping off tender packages
- Deadline for submission of tender packages
- The privilege clause: “Lowest or any bid may not necessarily be accepted”

1.0.3 The closing date shall be a minimum of 10 calendar days after the date of advertising. However, a tender may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s) tendered.

1.0.4 The tender advertisement shall be as per municipal notice requirements.

1.0.5 Depending on the complexity of the item(s) being purchased, Council may obtain professional assistance from qualified individuals to assist with the preparation and competition of the tender specifications.

1.0.6 All tender submissions must be addressed to the Clerk and returned in the envelope provided with the tender package. Upon receipt of a tender, the Clerk shall:

- Date and time recorded on the sealed envelope
- Assign a tender number to the tender package and record the submission on the "Tender Log" (Appendix I) attached to and forming part of this By-Law.
- Deposit the sealed tender in a tender envelope or box

1.0.7 The Clerk shall refuse to accept any tender submission that is:

- Not sealed
- Received after the closing deadline. Clerk or designate is to record on late tender received, the date and time received and make a copy of the sealed envelope to retain on file. Envelope to be returned to the bidder
- Submitted after a tender has been cancelled

1.0.8 Requests for withdrawal of a tender shall be allowed if the request is made by the bidder in writing before the closing time for the contract to which it applies. A senior official of the company must direct requests to the Clerk by letter or in person, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a tender does not disqualify the bidder from submitting another tender on the same contract.

1.0.9 Tenders will be opened at a regular council meeting or, if at another time specified in the tender documents, in the presence of two staff members or one staff member and one council member. The amount of each bid shall be recorded on the "Tender Log".

Handwritten notes:
2014/10/10
Clerk

1.0.10 The Clerk shall review each tender to determine whether a bid irregularity exists, and action is taken according to the nature of the irregularity. For List of bid irregularities, (See Appendix II) attached to and forming part of this By-Law)

1.0.11 The Clerk shall submit a report for consideration by Council and approval by resolution. Such report shall include:

- List of rejected bids and reasons for the rejection
- A recommendation in support of one of the bids
- The rationale for this recommendation

2.0.0. Bid Irregularities

- 2.0.1** For the purposes of this policy, bid irregularities are further classified as “major irregularities” or “minor” irregularities. See Appendix II, attached to and forming part of this by-law for types of irregularities and their classification.
- 2.0.2** Major irregularity is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The municipality must reject any bid, which contains a major irregularity.
- 2.0.3** Minor irregularity is a deviation from the bid request, which affects form, rather than substance. There is no material effect to quality, quantity or delivery. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors. The municipality may permit the bidder to correct a minor irregularity.
- 2.0.4** The Clerk will be responsible for all action taken in dealing with bid irregularities, and acts in accordance with the nature of the irregularity:
- Major irregularity – automatic rejection
 - Minor irregularity – bidder may rectify
 - Errors in calculations (including errors in taxes) – may be corrected and the unit prices will govern

3.0.0. Procurement Documentation

- 3.0.1** Procurement documentation for bid requests shall void use of specific products or brand names.
- 3.0.2** The use of standards in procurement that have been certified, evaluated, qualified, registered or verified by independent and nationally recognized and industry-supported organizations such as the Standards Council of Canada shall be preferred.
- 3.0.3** Notwithstanding Clauses 3.0.1, Council may specify a specific product or brand name for essential functionality purposes to avoid unacceptable risk or for some other valid purpose. In such instances, Council shall manage the procurement in order to achieve a competitive situation if possible.

3.0.4 Awards shall typically be made to the lowest bidder who has complied with the terms and conditions in the Request for Quotation or Request for Tender, all other factors being equal. In addition to price, consideration of factors as set out below may result in the acceptance of a bid other than the lowest bid.

- Ability and experience to perform in accordance with the Terms of the invitation
- Record of past performance with Council
- Location and transportation logistics
- Past performance with other municipalities or boards
- Financial and technical resources
- Knowledge of the municipality's operations, systems and services
- Compatibility with other goods and services of the municipality
- The percentage of local content, including supplies, materials and sub-contractors from within the municipal boundaries
- Any other factors, including a scoring system which may be used by Council in evaluating bids received
- All bid requests shall include the privilege clause "The lowest or any bid may not necessarily be accepted". When using such privilege clause the specific reasons for not accepting the bids shall be disclosed to all bidders

4.0.0 Guarantee of Contract Execution and Performance

4.0.1 Council may require that a bid bond or other similar security to guarantee entry into a contract shall be submitted with all bids. Unless otherwise specified, in circumstances where a bid bond or other security is required, the refundable deposit requirements for Request for Tenders shall be a minimum of 10%.

4.0.2 Prior to commencement of the work, the successful bidder may be required to provide the following security in addition to the security provided in Clause 4.0.1.

- A performance bond, percentage to be pre-determined in original tender documents, to guarantee the performance of a contract, and
- A payment bond, percentage to be pre-determined in original tender documents, to guarantee the payment for labour and materials supplied in connection with a contract

4.0.3 Council shall select the appropriate means to guarantee execution and performance of the contract. Means may include one or more of, but are not limited to, certified cheque, bank draft, irrevocable letter of credit, money-order and, where appropriate, a bid bond

issued by an approved guarantee company properly licensed in the province of Ontario, on bond forms acceptable by Council.

- 4.0.4** Prior to the commencement of work, evidence of Health and Safety Training, safety orientation; Liability and Workplace Safety Insurance coverage satisfactory to the municipality must be obtained, ensuring indemnification of the municipality from any and all claims, demands, losses, costs or damages resulting from the performance of a Bidder's obligations under the contract and from any risk determined by the municipality as requiring coverage.
- 4.0.5** Prior to payment to a supplier, a Certificate of Clearance from the Workplace Safety Insurance Board shall be obtained from the supplier ensuring all premiums or levies have been paid to the Workplace Safety and Insurance Board to the date of payment.

5.0.0. Evaluation of Bids Received and Award

- 5.0.1** The Clerk and Department Head requesting the goods/services, shall review all bids against the established criteria and reach consensus on the final rating results and the Clerk shall ensure that the final rating results are kept with the procurement file.
- 5.0.2** The Clerk shall submit a summary of the procurement and provide a recommendation to Council respecting award of contract to the bidder whose bid meets all mandatory requirements as specified in the bid solicitation and provides best value to the municipality based on the evaluation criteria specified in the bid solicitation.
- 5.0.3** In the event that more than one bidder has submitted a tender in the same amount, Council shall make its decision based on the merit of the bid (i.e. including such factors as time for completion and previous performance of the bidder). If the merit for each bid is equal, then the bid to be accepted shall be decided by means of a draw. The names of the tied bidders shall be placed in a container and the bid to be awarded shall be drawn by a member of Council. The Clerk shall set the time and location of the draw and notify all bidders in order that may be present.

6.0.0. Bids in Excess of Project Estimates

- 6.0.1** Where bids are received in response to a bid solicitation but exceed the project estimates, the Clerk, with the authority of Council, may enter into negotiations with the Lowest Responsive Bidder to attempt to achieve an acceptable bid within the project estimate.
- 6.0.2** Council may cancel a competition or call a new competition when an original bid cannot be negotiated that falls within budget limits.

7.0.0. Contractual Agreements

- 7.0.1** A formal agreement may be used when the contract is complex and will contain terms and conditions other than Council's standard terms and conditions.
- 7.0.2** Council shall approve any all changes in a contract that affect price or terms of the original contract.
- 7.0.3** All contracts shall specify conditions under which the contract may be terminated by either Council or the bidder.

SECTION G**1.0.0****Supplier Performance**

- All staff participating in a procurement process shall document evidence where the performance of a supplier has been unsatisfactory in terms of failure to meet contract specifications, terms and conditions or for Health and Safety Violations. The Treasurer shall maintain such documentation on file for the respective vendors.

SECTION H**Contract Options****1.0.0.****Exercise of Contract Renewal Options**

- 1.0.1** Where a contract contains an option for renewal, Council may exercise such option provided that:
- The supplier's performance in supplying the goods, services or construction is considered to have met the requirements of the contract, and
 - Council agrees that the exercise of the option is in the best interest of the municipality, and

- Funds are available in appropriate accounts within the municipality's approved estimates including authorized revisions to meet the proposed expenditure.

2.0.0. Execution and Custody of Documents

- 2.0.1** The Head of Council and Clerk are authorized to execute formal agreements in the name of the municipality that have been approved by by-law.
- 2.0.2** The Department Head requesting the goods/services shall have the authority to execute purchases issued in accordance with this by-law.
- 2.0.3** The Treasurer shall be responsible for the safeguarding of original purchasing and contract documentation for the contracting of all goods, services or construction awards.

SECTION I

1.0.0. Review and Evaluation

- 1.0.1** The municipality shall review this policy every three years commencing from the date of adoption. Such review shall include the evaluation of the effectiveness and efficiency of all policies.

SCHEDULE "A" TO BY-LAW NO. 834-04

Amount of Purchase	Procurement Process to be Used	Conditions/Explanation
\$0 to \$1,000.00	Direct Acquisition, including Petty Cash purchases	Dept Head is permitted to purchase goods and/or services without receiving Council approval.
\$1,001.00 to \$5,000.00	Informal Quotations	Dept Head is permitted to purchase goods and/or services provided that: <ul style="list-style-type: none"> • The goods and/or services have been included in the annual budget estimates approved by Council. • Dept Head obtains a minimum of 3 verbal quotations, where possible and practicable • Written documentation is maintained for each quotation • Where only one supplier is available, the Treasurer will file that supplier's quote plus details of refusals.
\$5,001 to \$15,000.00	Quotations (Request for Quotations-RFQ)	<ul style="list-style-type: none"> • Dept Head obtains a minimum of 3 quotations, where possible and practicable. • Copies of quotations are provided to Council with a recommendation • Council shall make the final decision, by resolution, based on the quotations provided. • Expenditures must be made so as to obtain the best value for the Corporation • Where only one supplier is available, the Treasurer will file that supplier's quote plus details of refusals.
\$15,001 and up	Tendering (Request for Tenders -RFT)	<ul style="list-style-type: none"> • The tender process outlined in Section "F" of this policy shall be followed
No \$ Limit	Proposal (Request for Proposal-RFP)	<ul style="list-style-type: none"> • Used when a unique proposal designed to meet a broad outcome to a complex problem or need for which there is no clear or single solution

APPENDIX I TO BY-LAW 834-04

TENDER LOG
The Corporation of the Township of Hilton

Project Name:	
Tender Deadline:	

Name of Bidder	Envelope No.	Date Submitted	Time Submitted	Tender Amount**

** To be completed only after tenders are opened in accordance with Tender Document.

APPENDIX II TO BY-LAW NO 834-04

Description of Irregularity	Major	Minor	Action to be Taken
Late bid (by any amount of time)	x		Automatic rejection
Bids completed in pencil	x		Automatic rejection
Bid surety not submitted with the bid when the bid request (or any addenda) indicated that such surety is required	x		Automatic rejection
Execution of Agreement to bond: a) bond company corporate seal or equivalent proof of authority to bind company or signature missing b) surety company not licensed to do business in Ontario	x		Automatic rejection
Execution of Bid Bonds: a) corporate seal or equivalent proof of authority to bind company or signature of the BIDDER or both missing b) corporate seal or equivalent proof of authority to bind company or signature of BONDING COMPANY missing	x		Automatic rejection
Other Bid Security: Cheque has not been certified	x		Automatic rejection
Bidders not attending mandatory site meeting	x		Automatic rejection
Unsealed tender envelopes	x		Automatic rejection
Proper response envelope or label not used		x	Acceptable if officially received on time
Pricing or signature pages missing	x		Automatic rejection
Insufficient financial security (i.e. no deposit or bid bond or insufficient deposit)	x		Automatic rejection
Bid received on documents other than those provided in request	x		Not acceptable unless specified otherwise in the request
Part bids (all items not bid)	x or	x	Acceptable unless complete bid has been specified in the request
Bids containing minor clerical errors		x	2 Working days to correct errors and initial changes. Township of Hilton reserves the right to waive initialing and accept bid
Other mathematical errors which are not consistent with the unit prices		x	2 Working days to correct errors and initial changes. Unit prices will prevail
Pages requiring completion of information by vendor are missing	x		Automatic rejection
Bid documents which suggest that the bidder has made a major mistake			Consultation with a solicitor on a case-by-case basis and referenced within the staff report if applicable.



Clerks Report: 2024-04-10/06

Meeting Date: April 10, 2024

Subject: **Live Streaming of Council Meetings**

Prepared by: Sara Dinsdale

In January the below resolution was passed regarding live streaming of Council Meetings.

Resolution 2024-03

Moved: Mike Trainor

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON approve live streaming Council meetings on the preferred platform. *CARRIED*

While at the CACA meeting on March 28, some of us were discussing the use of live streaming open Council meetings. It has come to my attention that if there are technical issues and/or the meeting cannot take place via live stream, according to the Ombudsman, the meeting must be stopped. The suggestion is to have an alternate solution in place. See below link and excerpt from The Ombudsman.

<https://www.ombudsman.on.ca/have-a-complaint/who-we-oversee/municipalities/municipal-closed-meetings/open-meetings-guide-for-municipalities>

Can meetings be held electronically, including over teleconference or video conference?

Yes, the *Municipal Act, 2001* was amended in 2020 to permit councils, local boards, and committees to hold meetings electronically if permitted by their procedure by-law. This change was made in response to the COVID-19 pandemic, but has remained in the Act, giving municipalities more flexibility in their meeting styles.

All of the open meeting rules continue to apply to electronic meetings. Notice must be provided and should include directions for how the public can access the meeting, such as a link. Minutes must be recorded and a resolution must be passed in public before a meeting can be closed. Municipalities should monitor any broadcast or livestream to ensure that the meeting is stopped if there are technical issues, and should consider putting a back-up broadcast method in place.

We currently have a subscription through Teams that expires on April 12. The renewal fee for one year is \$230.52 including tax. Our IT team is not familiar with Teams therefore I am unable to reach out for assistance.

The fees for Zoom are: free for meetings up to 40 minutes OR \$214.90 for a one-year subscription. Our IT team is familiar with this and can assist any time.

I have since reached out to other townships to seek info about their policies on streaming meetings and the feedback I have received is that it has stopped post pandemic since meetings can now occur in person.

I am requesting that we discontinue streaming open meetings for the following reasons:

- 1) Cost
- 2) Issue of technical difficulties, unreliable internet, and lack of alternate solution
- 3) Our Procedural By-law only permits **Emergency** Electronic Meetings

9m) i)



Budget Summary

Program	2024							2023	Change	
	Gross Expenditure	Provincial/Federal	Other Revenue	Net Expenditure	Transfer to (from) Reserve	Capital to be Financed	Municipal Share	Municipal Share	Increase/ (Decrease)	%
Social Services										
Children's Services and Early Learning										
Providers	\$ 10,465,923	\$ 9,863,286	\$ -	\$ 602,637	\$ -	\$ -	\$ 602,637	\$ 602,637	\$ -	
Program Delivery	1,021,351	565,351	-	456,000	-	-	456,000	368,061	87,939	
	11,487,274	10,428,637	-	1,058,637	-	-	1,058,637	970,698	87,939	9.06
Housing Services										
Program	8,521,441	4,226,966	2,478,764	1,815,711	55,814	-	1,871,525	1,769,408	102,117	
Program - Capital - New	-	-	-	-	-	-	-	-	-	
Program Delivery	2,777,768	420,000	176,100	2,181,668	(29,040)	-	2,152,628	2,132,069	20,559	
	11,299,209	4,646,966	2,654,864	3,997,379	26,774	-	4,024,153	3,901,477	122,676	3.14
Social Assistance										
Clients	7,495,250	7,475,250	-	20,000	-	-	20,000	15,000	5,000	
Program Delivery	3,148,768	1,599,000	97,750	1,452,018	-	-	1,452,018	1,422,970	29,048	
	10,644,018	9,074,250	97,750	1,472,018	-	-	1,472,018	1,437,970	34,048	2.37
Algoma Benefits Children	175,000	-	-	175,000	-	-	175,000	175,000	-	-
Subtotal - Social Services	33,605,501	24,149,853	2,752,614	6,703,034	26,774	-	6,729,808	6,485,145	244,663	3.77
Paramedic Services										
Paramedic Services	13,836,043	7,206,817	425,000	6,204,226	(80,000)	-	6,124,226	5,993,543	130,683	2.18
Board and related										
Board	122,200	-	-	122,200	-	-	122,200	122,200	-	-
Total	\$ 47,563,744	\$ 31,356,670	\$ 3,177,614	\$ 13,029,460	\$ (53,226)	\$ -	\$ 12,976,234	\$ 12,600,888	\$ 375,346	2.98
Shared Services and Supports (Reserve Transfers)										
	-	-	100,000	(100,000)	100,000	-	-	-	-	-
	\$ 47,563,744	\$ 31,356,670	\$ 3,277,614	\$ 12,929,460	\$ 46,774	\$ -	\$ 12,976,234	\$ 12,600,888	\$ 375,346	2.98

Reserve Transfers (Breakdown)	Net Change To (From)
Working Funds	\$ 100,000
Paramedic Services - Equipment	(80,000)
Housing Services - Capital	26,774
	<u>\$ 46,774</u>

9M)ii)



Algoma District Services Administration Board
 Conseil d'administration des services du district d'Algoma

Apportionment - 2024

Municipality	Adjustment to be made in 2024 for 2023	2024 Apportionment			% Share	2024 Levy Including 2023 Adjustment
		Power Dam Grant	Apportionment of Remaining	Total Levy (2023 Tax Ratios)		
Blind River, Town of	70	\$ 32,469	\$ 1,272,641	\$ 1,305,110	10.0577	\$ 1,305,180
Bruce Mines, Town of	(562)	-	184,135	184,135	1.4190	183,573
Dubreuilville, Twp. of	8	-	158,854	158,854	1.2242	158,862
Elliot Lake, City of	131	-	2,381,607	2,381,607	18.3536	2,381,738
Hilton Beach, Twp. of	18	-	324,612	324,612	2.5016	324,630
Hilton Beach, Village of	5	-	82,632	82,632	0.6368	82,637
Homepayne, Twp. of	9	-	153,449	153,449	1.1825	153,458
Huron Shores, Municipality of	49	17,082	884,236	901,318	6.9459	901,367
Jocelyn, Twp. of	17	-	301,684	301,684	2.3249	301,701
Johnson, Twp. of	20	-	372,095	372,095	2.8675	372,115
Laird, Twp. of	28	-	509,144	509,144	3.9237	509,172
MacDonald, Twp. of	32	-	588,203	588,203	4.5329	588,235
North Shore, Twp. of	15	58,871	276,591	335,462	2.5852	335,477
Plummer, Twp. of	20	-	359,601	359,601	2.7712	359,621
St. Joseph, Twp. of	44	-	808,384	808,384	6.2297	808,428
Spanish, Town of	10	-	178,449	178,449	1.3752	178,459
Tarbutt, Twp. of	20	-	370,055	370,055	2.8518	370,075
Thessalon, Town of	18	-	318,304	318,304	2.4530	318,322
Wawa, Municipality of	39	1,000,123	705,323	1,705,446	13.1428	1,705,485
White River, Twp. of	9	-	173,707	173,707	1.3387	173,716
Subtotal	-	\$ 1,108,545	\$ 10,403,709	\$ 11,512,251	88.7180	11,512,251
Unincorporated	-	11,768	1,452,212	1,463,980	11.2820	1,463,980
Total	-	\$ 1,120,313	\$ 11,855,921	\$ 12,976,231	100.0000	\$ 12,976,231

To Be Apportioned	
Levy	\$ 12,976,234
Offsetting Grant	<u>(1,120,313)</u>
Remaining	<u>\$ 11,855,921</u>

Variance Due to Rounding

Hilton Township Administration

From: Dale Kingsley <dale.kingsley65@gmail.com>
Sent: March 19, 2024 9:24 AM
To: Hilton Township Administration
Subject: Home Care Service (Nursing post op & wound care) Lacking

Hello,

I have heard of three patients who have recently had surgery that were told they have to drive into the Sault to get their nursing Home Care, even though the doctors ordered nursing care. Home Care was set up to keep patients out of the hospital. Now they are making vulnerable (post=op & wound) people drive when they shouldn't be. It is unknown to me who came up with this new model but it is not Home Care. Can our council please write a letter to help return Home Care's essential service back to 'in home care'? I would assume the information has to go to:

Ministry of Health Silvia Jones
College Park 5th Fir
777 Bay St,
Toronto, Ont
M7A 2I3

Kindest regards,
Dale Kingsley

Sent from my iPad

Ministry of Finance

Provincial-Local Finance Division

Frost Building North
95 Grosvenor Street
Toronto ON M7A 1Z1

Fax: 1 888 333-2138

Ministère des FinancesDivision des relations provinciales
municipales en matière de financesÉdifice Frost nord
95 rue Grosvenor
Toronto ON M7A 1Z1

Télééc. : 1 888 333-2138



April 4, 2024

Dear Municipal Treasurer / Clerk-Treasurer:

I am writing to inform you of a few announcements related to municipal taxation made in the 2024 Ontario Budget, including:

1. A new property tax option available to municipalities.
2. Extension of Municipal Vacant Home Tax authority, as well as the release of a Provincial Policy Framework.

Taxation of new multi-residential rental properties

Ontario is committed to addressing the current housing crisis and increasing housing affordability for the people of Ontario. To further encourage the development of purpose-built rental properties, effective immediately, Ontario is providing municipalities with the flexibility to offer a reduced municipal property tax rate on new multi-residential rental properties.

Municipalities will be able to offer this type of tax reduction through the adoption of an optional new multi-residential property subclass within the new multi-residential property class.

Single-tier or upper-tier municipalities that are interested in offering a reduced municipal property tax rate can do so by passing a municipal by-law adopting the subclass and setting a reduction percentage of up to 35%, as determined by the municipality.

Only new multi-residential developments would qualify for a reduced property tax rate, pursuant to a building permit issued on or after an effective date specified in the municipal by-law. Consistent with the approach taken for the previously implemented new multi-residential property class, a property would be subject to the tax reduction once construction has been completed and the building is ready for occupancy. The property would benefit from a reduced rate for a period of 35 years.

Amendments have been made to regulations under the *Assessment Act*, *Municipal Act, 2001*, and the *City of Toronto Act, 2006*. These enabling regulations are available on e-laws at the following links:

- [O. Reg. 140/24: GENERAL \(ontario.ca\)](#)

- O. Reg. 141/24: TAX MATTERS – SPECIAL TAX RATES AND LIMITS (ontario.ca)
- O. Reg. 142/24: TRADITIONAL MUNICIPAL TAXES, LIMITS AND COLLECTION (ontario.ca)

If you have any questions related to this new flexibility, please contact Chris Broughton, Director of the Property Tax Policy Branch at Chris.Broughton@ontario.ca or 416-455-6307.

Municipal Vacant Home Taxes

An unoccupied home is unacceptable in a housing crisis. That is why Ontario is empowering municipalities to make more vacant homes available for housing.

Ontario has responded to municipal requests for additional clarity and flexibility around the existing municipal Vacant Home Tax authority by:

- Extending authority broadly to all single- and upper-tier municipalities to impose a tax on vacant homes, effective immediately.
- Releasing a Provincial Policy Framework. Municipalities will be supported with a new Provincial Policy Framework that sets out best practices for implementing a Vacant Home Tax. The Framework will also encourage municipalities to set a higher Vacant Home Tax rate for foreign-owned vacant homes.

Amendments have been made to the relevant regulations under the *Municipal Act, 2001*. This enabling regulation is available on e-laws at the following link:

- O. Reg. 143/24: OPTIONAL TAX ON VACANT RESIDENTIAL UNITS - DESIGNATED MUNICIPALITIES

The Provincial Policy Framework for municipal Vacant Home Taxes has been released, and is available at:

- Provincial Policy Framework

If you have any questions related to the Municipal Vacant Home Tax authority, please contact Mary Iannaci, Director of the Municipal Funding Policy Branch at Mary.Iannaci@ontario.ca or 647-407-0820.

Sincerely,



Ian Freeman, CPA, CMA
Assistant Deputy Minister
Provincial-Local Finance Division



Municipality of Huron Shores
 7 Bridge Street, PO Box 460
 Iron Bridge, ON P0R 1H0
 Tel: (705) 843-2033 Fax: (705) 843-2035

March 25, 2024

Re: Res. #24-08-23 – Potential Equipment Operator Course

The Council of the Corporation of the Municipality of Huron Shores passed Resolution #24-08-23 at the Regular Meeting held Wednesday, March 13th, 2024, as follows:

“WHEREAS municipal public works departments from across the Province of Ontario provide invaluable services to our communities ensuring the health and safety of all residents;

AND WHEREAS, if it was not for our municipal public works employees from across the Province of Ontario maintaining our public roads systems, our communities would not be able to function as emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments, and many more basic functions would not be able to happen;

AND WHEREAS, municipal public works departments are already feeling the impacts of a labour shortage, which will only be exasperated over the next three (3) to five (5) years, which will cause the levels of service that municipalities are able to provide to ensure the health and safety of our residents to decrease;

AND WHEREAS there is currently no provincial-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment;

NOW THEREFORE IT BE RESOLVED THAT the Corporation of the Municipality of Huron Shores supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;

AND THAT Council for the Corporation of the Municipality of Huron Shores calls on the Province of Ontario's Ministry of Labour, Training, Immigration and Skilled Trades to fully fund the Municipal Equipment Operator Course in 2024 through the Skills Development Fund;

AND THAT a copy of this Resolution be forwarded to the Minister of Labour, Training, Immigration and Skilled Trades, the Association of Municipalities of Ontario (AMO), the Association of Ontario Road Supervisors (AORS); and all Ontario Municipalities.”

Should you require anything further in order to address the above-noted resolution, please contact the undersigned

Yours truly,



Natashia Roberts

CAO/Clerk

NR/KN

Cc: Minister of Labour, Training, Immigration and Skilled Trades, the Association of Municipalities of Ontario (AMO), the Association of Ontario Road Supervisors (AORS); and all Ontario Municipalities

10d)i)

North Shore
Health Network



Réseau Santé
Rive Nord

North Shore Health Network Recruitment Committee

March 7, 2024

7:00 PM

Join Zoom Meeting
<https://us06web.zoom.us/j/81037824017?pwd=AVAgHFaNu8k7Luu5786KxsIOJIPXSZ.1>

Meeting ID: 810 3782 4017
Passcode: 021990

ITEM	TOPIC <i>* Items marked with an asterisk indicate attachments included.</i>	LEAD	POLICY FORMATION	DECISION MAKING	MONITORING	INFORMATION	EDUCATION
1.0	CALL TO ORDER	T. Vine		X			
2.0	REVIEW OF MINUTES* 2.1 Business Arising from the Minutes	T. Vine		X			
3.0	RECRUITMENT COORDINATOR'S REPORT* 3.1 Past & Upcoming events, Locum/coverage update	C. Matheson				X	
4.0	COMMUNITY UPDATES 4.1 ROMA findings	C. Matheson/ T. Vine				X	
5.0	NEW BUSINESS 5.1 Departing Blind River physicians	T. Vine				X	
6.0	CONCLUSION 6.1 Next Meeting Date	T. Vine		X			

10d)ii)



North Shore Health Network Recruitment Committee (NSHN RC) Meeting Minutes

DATE: Thursday, December 14, 2023 **TIME:** 7:00 PM

LOCATION: Zoom

Present

Tim Vine
Craig Matheson
Sally Hagman
Tony Moor
Jerry Bourck

Recorder

Craig Matheson

THESE COMMENTS ARE THE INTERPRETATIONS OF THE RECORDER ONLY AND ARE NOT OFFICIAL UNTIL APPROVED.

1.0 CALL TO ORDER

Time Vine called the meeting to order at 7:03PM.

2.0 REVIEW OF MINUTES

APPROVAL OF MINUTES: Motion was moved and seconded to approve the minutes from September 14, 2023.

MOTION CARRIED.

3.0 RECRUITMENT COORDINATOR'S REPORT

Presented by Craig Matheson

Attended Conferences:

Sept. 25 – McMaster
Oct. 27 – Ottawa U
Nov. 8 – 10 – Montreal (Family Medicine Forum)

Fall Conference Season – Overview

I saw a lot of potential recruits that were interested in both permanent positions and locum spots with our network. I think the most promising long-term prospects will come from the NOSM graduating class in June, so I'm hopeful we can offer site visits to showcase our communities if we find interested parties. Overall, I think we added 20-30 physician contacts to our rolodex from each event. I have been in touch with all of our interested resident graduates, and both our residents and locums are now receiving our 'opportunities' email blasts.

In addition to our physician contacts, we also touched base with some of the new NOSM admin staff. One item they mentioned was to schedule site tours with their residency placement manager who's new to the role. We will have her in our sites this spring to help her place residents and learners who are looking for rural communities and a rural generalist practice, in hopes of increasing our chances of retaining our learners and residents' long term.

NSHN – Locum Updates

Our locum usage has remained fairly stable overall in our 3 emergency departments. We have a slight downtick of usage come February in Thessalon, as we'll have both Dr. Vine and Dr. Haapala picking up coverage. However, we've seen an uptick of locum usage in Blind River where we're very successfully filling our gaps using our ministry funded 'Emergency Department Locum Program'.

In addition, we've now been accepted into the 'Northern Specialist Locum Program' that will allow our Blind River site to encourage hospitalist locums to visit to help support our in-patient care which has proven to be challenging to fill due to the limited capacity of our local group.

All that said, we've filled all of our emergency rooms and in-patient care coverage through to the new year. Hopefully, this will give our local physician groups as well as our admin team some peace of mind over the holidays.

4.0 Community Updates

Presented by Tim Vine & Craig Matheson

- Dr. Eric Haapala will be joining our Huron Shores FHT at the Bruce Mines site – his ask from our community partners is that we find him garbage removal.

5.0 New Business/Discussion

- Updated budget to be distributed – aim for December 2023

6.0 CONCLUSION

MEETING ADJOURNED: Motion was made and seconded to adjourn the North Shore Health Network Recruitment Committee meeting at 7:33 PM.

MOTION CARRIED.

6.1 NEXT MEETING DATE

Thurs. March 7, 2024 @ 7:00 pm

10d)1111)

**NORTH SHORE HEALTH NETWORK
RECRUITMENT COMMITTEE**

North Shore
Health Network



Réseau Santé
Rive Nord

**Recruitment Coordinator Report
Dec. 14, 2023**

Prepared by Craig Matheson

Conferences Attended:

Rural Ontario Medical Program (ROMP) – Collingwood, ON
Queen’s Family Medicine Conference – Kingston, ON

Recruitment Update

I have been in touch with several residents these past 2 years that have expressed interest in our region. I am hopeful that we can expect some site visits this summer. To date we have no confirmed dates, but I will keep our communities posted when we can offer the grand tours.

ED Funding Timelines

Our regional ER funding incentives are scheduled to end as of April 1st, 2024. To date we haven’t heard news that this will be extended or replaced, however, the rumor is that some program will be implemented. This short turnaround offers us little notice to both administer these new programs as well as advertise the new remuneration model to potential locums. I really wish the MOH would offer us a more appropriate timeline for these program rollouts.

Locum Updates

Our network is still working on approx. 50% locum coverage among our clinic, ER and acute care work. With our additional pending departures, I don’t foresee this number decreasing any time soon. We have now been able to attract return locums to our hospitalist program in Blind River to which I commend our efforts in creating an attractive experience for physicians.

Upcoming Events

Society of Rural and Remote Physicians – Edmonton, ON

Our Northern Ontario recruiters are continually pushing for NOSM to add a recruitment event to the schedule, but we have yet to hear any movement from their staff. At some point, we mentioned that if they didn’t have the capacity to run an event, the recruiters and communities would pitch in. This is really needed as these residents are statistically more likely to stay in our Northern communities to practice.



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PRESS RELEASE

For immediate release March 26, 2024

NSHN Expanding Medical Imaging Services at Thessalon & Richards Landing – Matthews Sites

The North Shore Health Network Medical Imaging department is excited to announce that services are expanding at the Thessalon and Richards Landing – Matthews sites in April.

Effective Tuesday April 2, 2024 ultrasound services will be available at the Thessalon Site once a week. Ultrasound appointments at the Thessalon Site will be booked between 9:00 am – 5:00 pm, one day per week. All requisitions should be sent to the Blind River Site by providers for triaging – including any specialists or non-local providers. At this time, there are some ultrasound types that are unable to be completed in Thessalon, these appointments will remain in Blind River. Instructions will be provided to patients in advance of their appointment.

Effective April 2, 2024 there will be an increase in available appointments for X-Ray at the Richards Landing-Matthews Site to 3 days per week. Appointments will now be available on Mondays 9am – 1 pm, Wednesdays 1pm – 5pm, and Fridays 9am – 1pm. The schedule will be updated for weeks with Statutory holidays.

“We are so pleased to support more communities along the western part of our catchment area by offering more diagnostic services closer to home.” – Tim Vine, NSHN President & CEO

Attached Photo Details: With the help of Tatjana Johnston, the very first Ultrasound patient at the Thessalon Site, Sonographer Melanie Grimard test runs the equipment ahead of launching the new service on April 2, 2024.

-30-

Media Contact:

Melanie Kubatlija, Chief Risk and Communications Officer, NSHN

mkubatlija@nshn.care

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3

25 rue Grosvenor
12^e étage
Toronto ON M7A 2H3

Telephone: (416) 314-3377
Facsimile: (416) 314-4037

Téléphone: (416) 314-3377
Télécopieur: (416) 314-4037

March 4, 2024

Dear Ontario Provincial Police Detachment Board Lead:

In January 2024, communities were notified that the Ministry of the Solicitor General released the description of the regulation that will set out Ontario Provincial Police (OPP) Detachment Board compositions and other related matters; public/stakeholder input on the Ontario Regulatory Registry (ORR) was due February 13, 2024. The ministry is now writing to provide OPP Detachment Boards with next steps in this process.

The ORR posting is now closed, and we thank all stakeholders for their feedback. Please be aware, the proposed board compositions reflected in the posting are not finalized as the ministry will be taking all feedback into consideration, including any requests received from communities for revisions to their respective board composition. In the interim, the ministry continues to prepare for the *Community Safety and Policing Act, 2019* to come in-force on April 1, 2024.

The ministry requires a key contact for each detachment board to create an Agency Profile on Ontario's Public Appointment Management System (PAMS). This Agency Profile will be available on the public-facing Public Appointments Secretariat [website](#) to help facilitate the appointment of provincial appointees to your Board.

The following information is required to create an Agency Profile:

- Name of the OPP detachment board
- Mailing address
- Email address
- Phone number
- URL (if applicable)

Please note that the contact information that is provided will be published and can be accessed publicly. The name of the OPP detachment board on the PAMS system will be labelled as it appears on the description (e.g., [Detachment name] OPP Detachment Board – Board 1).

Please submit this information to the ministry lead, Jacob Estrela-Robalino, Appointments Officer, Public Safety Division, at Jacob.estrela-robalino@ontario.ca. Once received, the information will be translated to French and posted to the website. Each OPP Detachment Board will be notified when their Agency Profile is live on the website and accepting applications. All boards should provide the above information to the ministry by **March 15, 2024**.

Page 2

If you have any further questions about the public appointments process, please contact Jacob Estrela-Robalino, Appointments Officer, Public Safety Division, by email at Jacob.estrela-robalino@ontario.ca.

Thank you for your continued support and collaboration throughout this ongoing process.

Sincerely,

A handwritten signature in black ink, appearing to read "Michelina Longo". The signature is fluid and cursive, with a large initial "M" and "L".

Michelina Longo
Director, External Relations Branch
Public Safety Division

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EAST ALGOMA OPP DETACHMENT BOARD

MUNICIPALITY	COUNCIL REPRESENTATIVE	APRIL 15, 2024	In Person / Zoom	Email
Huron Shores	Councillor Tim Currie	available	in person	t.currie@huronshores.ca
Town of Thessalon	Councillor Marcel Baron	sent email		m.baron@thessalon.ca
Thessalon First Nation				
Township of Plummer Additional	Councillor Kelly Warwick	available	zoom	kellywarwick@plummertownship.ca
Town of Bruce Mines	Mayor, Lory Patteri	available	in person	lpatteri@brucemines.ca
Township of Johnson	Councillor Keith Stobie	sent email		councillorstobie@johnsontownship.ca
Township of Tarbutt	Councillor Jacqui Nagel	available	in person	nageljacqui2022@gmail.com
Township of St. Joseph	Councillor Greg Senecal	available	in person	littletonelectric.don@gmail.com
Township of Jocelyn				
Hilton Township	Councillor Mike Garside	available	zoom	thegarside@gmail.com
Village of Hilton Beach	Councillor Sarah Brown	available	in person	Sarah@hiltonbeach.com

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The Corporation of The Township of St. Joseph



COUNCIL RESOLUTION

Council Meeting Date: March 6, 2024

Resolution #2024-61

Moved By: Steven Adams

Seconded By: Bryon Hall

WHEREAS on December 6, 2023, the Ontario Auditor General's report and recommendations for Public Health Ontario (PHO) recommends that six PHO labs, including the Sault Ste. Marie PHO lab, be closed, and

WHEREAS the Auditor General only visited one lab in Northern Ontario (Sudbury) and only four labs altogether, and only interviewed medical officers from eight out of 34 of Ontario's public health units, and

WHEREAS the Auditor General did not take the opportunity to hear from Northern Ontario residents and communities that would be impacted by its recommendations about the health care inequities already faced by northern Ontarians, and

WHEREAS the title of the Auditor General's report "Value for Money Audit", clearly indicates that the primary objective of its recommendations are financial and are not focussed on addressing existing inequities of health care services in Northern Ontario, and

WHEREAS testing has been gradually removed from the Sault Ste. Marie PHO lab meaning that the Sault Ste. Marie PHO lab has had to send these samples elsewhere to be tested, and

WHEREAS this has resulted in skewed statistics being considered by the Auditor General and published in its report as justification for its recommendation to close the Sault Ste. Marie PHO lab, and

WHEREAS the staff employed at the Sault Ste. Marie PHO lab have the expertise, experience and knowledge to perform more testing for Sault Ste. Marie and the surrounding region which would result in improved testing turnaround times for residents, and

WHEREAS the COVID-19 pandemic has provided a prime example of the inequities faced by residents of the Sault Ste. Marie and Algoma region when they had to wait 10+ days for their COVID-19 test results even though there was the experience and expertise in the Sault Ste. Marie PHO lab to run the tests if the PCR COVID testing was added to the Sault Ste. Marie lab, and

WHEREAS timely testing is key to identifying and confirming dangers to public health and preventing the growth of outbreaks and the spread of infection and the prevention of widespread outbreaks, and
WHEREAS many rural residents in the Algoma region rely on the Sault Ste. Marie PHO lab to test the private well water, and

WHEREAS the closure of the Sault Ste. Marie PHO lab would mean longer wait times in getting results from beach water, hotel and recreation centre spas/pools and provincial park water sampling for the region, or even the cessation of sampling altogether due to time sensitivity, and

WHEREAS Sault Ste. Marie and area is currently faced an acute shortage of doctors and the availability of clinical/diagnostic testing supports the attraction and retention of doctors, and

WHEREAS a strong local health care system requires a critical mass of skilled health care professionals and health care services, which includes reliable and timely lab testing, and

WHEREAS there is a shortage of medical laboratory technologists (MLTs) in Ontario and the closure of the Sault Ste. Marie PHO lab will result in the loss of eight full-time positions of skilled and experienced and lab attendants, and

WHEREAS lab staff at Sault Area Hospital are already overburdened with lab testing from critical care (ER, ICU, wards), and

WHEREAS before the PHO moves on with their plan, it requires approval from the Ontario Ministry of Health,

THEREFORE, BE IT RESOLVED that the Township of St. Joseph advise the Ontario's Minister of Health that it is opposed to the closure of the Sault Ste. Marie PHO lab, and

BE IT FURTHER RESOLVED that The Township of St. Joseph requests that the PHO be directed to review past decisions to remove the Sault Ste. Marie PHO lab's ability to test samples, and

BE IT FURTHER RESOLVED that this resolution be forwarded to Ontario's Minister of Health, municipalities across Algoma, the Algoma District Municipal Association (ADMA), the Federation of Northern Ontario Municipalities (FONOM), Algoma-Manitoulin's Member of Provincial Parliament Michael Mantha, Sault Ste. Marie's Member of Provincial Parliament Ross Romano, the Leader of Ontario's Official Opposition (Marit Stiles) and the Official Opposition's Health Critic (France Gelinias).

Carried.



The Corporation of the Township of St. Joseph

1669 Arthur Street
P.O Box 187
Richards Landing, ON P0R 1J0
Telephone: 705-246-2625
Fax: 705-246-3142
www.stjosephtownship.com

March 7, 2024

Ontario Minister of Health Sylvia Jones,

RE: PHO Lab Closure Sault Ste. Marie

Dear Minister Jones,

At their March 6, 2024, Council meeting, The Township of St. Joseph passed resolution 2024-61 regarding the planned closure of six Public Health Ontario (PHO) Labs, including the laboratory in Sault Ste. Marie.

The attached resolution outlines the objection to this closure and the detrimental effects of such a closure to the health and safety of residents in municipalities in our region.

The Township of St. Joseph wishes to advise Ontario's Minister of Health that it is opposed to the closure of the Sault Ste. Marie PHO lab and requests that the PHO be directed to review past decisions to remove the Sault Ste. Marie PHO lab's ability to test samples.

Respectfully,

Amanda Richardson
Clerk Administrator

cc

Municipalities across Algoma, the Algoma District Municipal Association (ADMA), the Federation of Northern Ontario Municipalities (FONOM), Algoma-Manitoulin's Member of Provincial Parliament Michael Mantha, Sault Ste. Marie's Member of Provincial Parliament Ross Romano, the Leader of Ontario's Official Opposition (Marit Stiles) and the Official Opposition's Health Critic (France Gelinat).

/encl.

10h)



CORPORATION OF THE TOWNSHIP OF HILTON

2983 BASE LINE, HILTON BEACH, ONTARIO P0R 1G0

Phone (705) 246-2472

Fax (705) 246-0132

Email: admin@hiltontownship.ca

March 27, 2024

Ministry of Health
The Honourable Sylvia Jones

RE: PHO Lab Closure Sault Ste. Marie

Dear Minister Jones:

The Township of Hilton Council wishes to make it known that we oppose the closure of the Sault Ste. Marie PHO Lab for testing. As a rural community, this service is essential to the health and well-being of our residents. Without a municipally treated water supply for our residents, we rely on wells to supply all of our drinking water. Since many areas of St. Joseph Island are farmland, these wells need to be tested often to ensure that the water is safe to drink. Without a testing lab in Sault Ste. Marie, water samples would have to be transported a great distance. Since the samples are temperature sensitive, the increased transportation time could result in a negative impact on sample integrity, as well as increased courier costs, increased turn-around times and possible rejection of samples.

Tourist operators in our area need to be able to ensure that their water sources are safe for public consumption as well as for swimming. Our township has public beaches that require frequent testing of the water. Any increase in time to obtain testing results or increased costs involved would jeopardize the health of tourists and the ability of the tourist businesses to operate.

At present, the water samples are tested without cost to the submitter. If private citizens are forced to submit samples to a licensed private laboratory, the cost of up to \$150 per sample would make it cost prohibitive to have water tested as frequently as is necessary for safety and result in higher risk of health issues. The province should consider it to be a right for private well owners to have free biological water testing as part of public health concerns.

We feel that the proposed closures would result in a serious negative impact on the health of our residents at a time when the people of Northern Ontario are already dealing with inequity in the health care opportunities available to us.

Respectfully,

Sara Dinsdale
Acting Clerk/Treasurer
Township of Hilton

Cc: Municipalities across Algoma, the Algoma District Municipal Association (ADMA), the Federation of Northern Ontario Municipalities (FONOM), Algoma-Manitoulin's Member of Provincial Parliament Michael Mantha, Sault Ste. Marie's Member of Provincial Parliament Ross Romano, the Leader of Ontario's Official Opposition (Marit Stiles) and the Official Opposition's Health Critic (France Gelinias).

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OUTDOORS AND GUN SHOW

SUNDAY MAY 5, 2024 9am-4pm

Desbarats Arena - Johnson Twp Community Centre

The St. Joseph Island Hunters and Anglers club is hosting the annual Outdoors and Gun Show at the Desbarats Arena. Previous shows have been great events and the Club is excited to do it again. The Desbarats Arena provides a great venue for the show and there will be vendors both inside and outside.

There will be something for everyone who loves hunting, fishing, camping, hiking, boating and more! Many vendors are offering sales prices that you won't find elsewhere. Cash is required for raffles and some other purchases including food. There is no ATM on site.

For more information visit our website at SJHA.ca.



**HUNTERS & ANGLERS
ASSOCIATION**

Lottery License #M815015

Proudly supported by the Ontario Federation of Anglers and Hunters

OVER 80 VENDOR TABLES
INSIDE INCLUDING
NUMEROUS GUN VENDORS

OUTSIDE VENDORS -
MARINE, CAMPING,
OFFROAD

FREE DRAWS AND PRIZES -
RAFFLES AVAILABLE TOO!

FREE FAMILY ACTIVITIES
ARCHERY, CASTING, HAWK
THROWING AND NERF GUN
RANGE

FREE HUNTING AND
FISHING PRESENTATIONS
AT 10, 11:30, 1:30

ADMISSION IS BY
DONATION

10/23



MEMORANDUM

TO: Hilton Township

FROM: Antoinette Blunt, Integrity Commissioner
Ironside Consulting Services Inc

DATE: Report Submitted: 7 March 2024

SUBJECT: Report of the Integrity Commissioner
Covering the period from March 18, 2023 to December 31, 2023

Appointment

On February 6, 2019, the Council of Hilton Township appointed Antoinette Blunt, President, Ironside Consulting Services Inc. as the Municipality's first Integrity Commissioner. The appointment was effective February 6, 2019, according to By-Law No. 1233-19. The appointment was further extended according to By-Law 1324-22 until December 31, 2024.

Municipal Act, 2001

Section 223.6 (1) of the Municipal Act states, that" If the Commissioner provides a periodic report to the municipality on his or her activities, the Commissioner may summarize advice he or she has given but shall not disclose confidential information that could identify a person concerned. 2006, c. 32, Sched. A, s. 98."

Activities, Expenditures During Period and Total Since Appointment

There were no requests for advice or inquiries during this reporting period. There were no expenditures during this reporting period and none since date of appointment.

10K)



**QUOTATION FOR SERVICES – 4 April 2024
TOWNSHIP OF HILTON**

For the Following Services R/T Pay Equity	Time	Cost
<ul style="list-style-type: none"> • Review all Historical Documentation. • Ongoing communication with staff and Council as required throughout project including phone calls, emails, virtual and in-person meetings if required. • <u>Develop/Amend:</u> <ol style="list-style-type: none"> 1. New Gender-Neutral Job Evaluation System, based on system developed for Municipalities in Algoma. 2. New Questionnaire for gathering job data. 3. Process document outlining steps for ongoing job re-evaluation and evaluation of new jobs. 4. Policy and Procedures including: <ol style="list-style-type: none"> a. Compensation System b. Job Evaluation c. Pay Equity Maintenance • <u>Position Descriptions:</u> <ol style="list-style-type: none"> 1. Review and revise with competency and behavioural based design. • <u>Develop Pay Equity Maintenance Plan:</u> <ol style="list-style-type: none"> 1. Evaluate all jobs and any changes since 2013, to ensure compliance with legislation and maintenance is achieved to end of fiscal 2023-24. 2. Prepare excel spreadsheet with comparators to other Algoma Municipalities • <u>Train:</u> <ol style="list-style-type: none"> 1. Sara Dinsdale (and another staff if available), how to ensure ongoing maintenance – providing tools, processes and relevant links. • <u>Report:</u> <ol style="list-style-type: none"> 1. Develop and present to Council, a written analytical report of project and outcomes. 		
Sub-Total	32	\$8,400.00
Disbursements		00.00
HST		\$1,092.00
TOTAL		\$9,492.00

Notes:

1. Business Number: 87739 0922 RT0001
2. Any additional approved services will be invoiced at the rate of \$250.00/hour.
3. In-Person Meetings: Mileage charges at \$0.65/km.
4. In-Person Meetings: Travel time – one way charge.

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CORPORATION OF THE TOWNSHIP OF HILTON
Payment Voucher March 2024

NAME	DESCRIPTION	AMOUNT	CHEQUE #
Canada Post	Stamps	623.75	13849
Association of Municipalities of Ontario	Membership for 2024	911.82	13850
Algoma Power Inc	Hydro Office/Garage/Fire/Milford Haven	293.42	13851
Tulloch Engineering	Building Inspections February 2024/Mileage	999.15	13852
Bell Canada	Telephone Office/Garage	592.64	13853
Penny Wood	Reimbursement for Easter Party Supplies	197.28	13854
Algoma District Service Admin	Levy March 2024	25,956.67	13855
Traction (UAP)	Shop Supplies	31.22	13856
Algoma Office Equipment	Photocopier	80.96	13857
Island Clippings	Half page add for Notice of Passing of Zoning By-Law	113.00	13858
Scotiabank	Internet/Excavator parts// Pickup Fuel & Oil/Road Cell	3,973.08	13859
Toromont	Grader Parts	83.17	13860
Encompass It.ca	Set up Council Account for Internet Access, Hosted Meeting, Scanner Fix	505.68	13861
Island Clippings	Fire Permit Ad for two issues	135.60	13862
Encompass It.ca	Re-activate Fortigate Cloud Connection, Microsoft Subscription balance from	135.04	13863
Algoma Dist. School Bd.	First Quarter 2024	33,878.79	13864
Northern Insurance Brokers	Premium Insurance Renewal	49,366.52	13865
Receiver General	CPP owing from 2023 as per PIER	75.30	13866
Toromont	Grader Parts	1,876.94	13867
Minister of Finance	February Policing	6,764.00	13868
Co-Op	Fuel	246.05	13869
Village of Hilton Beach	Fire - Hydrant Maintenance	1,620.00	13870
Robert Hope	Deputy Fire Chief Wage March 2024	150.00	13871
Sherry Hoover	Office Assistant Contract March 2024	2,368.00	13872
Receiver General	March Source Deductions	7,232.13	13873
McDougall Energy Inc.	Fire Hall Propane	1,607.98	13874
Township of Jocelyn	Fire 2022 Communication and Compressor costs		
		136,200.13	

NAME	DESCRIPTION	AMOUNT	AFT
Equitable Life		1,544.41	01-Mar
OMERS	Balance Owing for May & June, 2023	1,311.03	25-Mar
OMERS	March Contributions	2,328.12	27-Mar
Payroll-Mid Month		4,558.83	15-Mar
Payroll-End of Month		4,475.62	31-Mar
Janet Gordanier	Council Honorarium-March	619.00	31-Mar
Mike Trainor	Council Honorarium-March	495.00	31-Mar
		15,332.01	
GRAND TOTAL: (cheques and AFT)		151,532.14	

The Treasurer is authorized to pay the above accounts as approved by Resolution # 2024- dated April 10, 2024.

Reeve: _____ Clerk: _____