

THE CORPORATION OF THE TOWNSHIP OF HILTON

A G E N D A

Regular Meeting of Council

May 8, 2024 – 7:00 pm

Council Chamber - Hilton Township Municipal Building

1. Call to Order.
2. Declarations of Pecuniary Interest
3. Motion to Accept Agenda as presented
4. Approval of Minutes:
 - a) Regular Meeting of April 10, 2024
 - b) Closed Meeting of April 10, 2024
5. Delegations - none
6. Roads:
 - a) Road Superintendent Update
 - b) Amalgamated Tenders
 - c) OCIF Annual Financial Report 2024 Allocation - completed
 - d) 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
7. Return to open meeting
8. Fire/Emergency Management:
 - a) Fire Chief update and Job Advertisement
 - b) Emergency Preparedness Notification and Communication Protocol
 - c) Emergency Preparedness Week: May 5-11, 2024
 - d) CEMC Services for 2024
 - e) Police Services Board Report
 - f) Letter regarding Management of Rural Fire Safety
9. Building/By-Law Enforcement
 - a) Tulloch Invoices costs vs fees to date 2024
10. Planning:
 - a) Budget for 2024
 - b) Clerk Report - Short Term Rental By-Law & Trailer By-Law
 - c) Fines/Licensing discussion
11. Administration:
 - a) Appointment By-Law-amendment
 - b) Proposed New Employee Performance Evaluation Recommended by Ms. Blunt
 - c) Museum Budget for 2024
12. Cemetery Board Meeting
 - a. Clerk Report – Grace United Cemetery Info from BAO
13. Correspondence:
 - a) Trefry Memorial Centre-Funding Request
 - b) Trefry Memorial Centre-Luncheon to Present Award
 - c) Central Algoma Intermediate & Secondary School Graduation – Donation Request
 - d) Huron Shore Health Network: Acute Care Covid-19 Outbreak
14. Expenditures for April
15. Confirmatory By-law
16. Adjourn

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES
Regular Meeting
April 10, 2024
7:00 p.m.

Present:
Acting Reeve: Mike Garside
Councillors: Rod Wood
Dave Leask
Mike Trainor
Janet Gordanier
Acting Clerk Treasurer: Sara Dinsdale
Road Superintendent: Lyndon Garside

The meeting was called to order at 7:03 pm.

Janet Gordanier declared pecuniary interest in regards to item No. 10 a)

Resolution 2024 - 85
Moved: Rod Wood
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON accepts the agenda for April 10, 2024 as presented. *CARRIED*

Resolution 2024 - 86
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the regular Council meeting of March 6, 2024. *CARRIED*

Resolution 2024-87
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the special Council meeting of March 13, 2024. *CARRIED*

Resolution 2024 - 88
Moved: Mike Trainor
Seconded: Rod Wood

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the closed Council meeting of March 13, 2024. *CARRIED*

Resolution 2024 - 89
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the Special Council meeting of March 25, 2024. *CARRIED*

Road Superintendent Update: Lyn advised that Monday, April 15, 2024 would be the final day that we are responsible for plowing the roads. The plow will be coming off the road until the next winter season. Lyn also advised that there will be a roads meeting on April 17 where the budget will be discussed.

Fire/Emergency Management: There was a discussion regarding the Fire Chief position. Councillor Wood mentioned that Jocelyn's Fire Chief is interested in becoming the Fire Chief for the Hilton Union Fire Department while remaining as Fire Chief for the Township of Jocelyn. It was mentioned that at the Council meeting of the Township of Jocelyn, Councillors agreed that their Fire Chief has the freedom to do as he pleases on his own time so becoming the Fire Chief for Hilton Union Fire Department wouldn't be a problem. Acting Reeve Garside mentioned that some of the members on the Hilton Union Fire Department aren't in agreeance with this decision. There was a discussion regarding alternate solutions. Acting Reeve Garside reminded Council that we currently do still have an Acting Fire Chief until this gets resolved. Re-visiting the possibility of sharing with the Township of St. Joseph was discussed and it was recommended that another fire board meeting be held as soon as possible to discuss solutions for the Fire Chief position.

The warming centre was discussed. It was mentioned that the Village of Hilton is prepared to send the Township of Hilton a letter explaining that the use of the Community Centre could be used as the warming centre. It meets the requirements of having a heat source that does not require electricity. It was recommended that the Acting Clerk also send a letter to the Village of Hilton request to partner with them in listing the Community Centre as the warming centre for both municipalities.

Resolution 2024 - 90
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does give first, second and third and final reading and pass By-Law No. 1400-24 being a by-law to appoint officers, servants, boards, and commissions for the year 2024. *CARRIED*

There was a discussion regarding Grace United Cemetery. Council suggested that the Acting Clerk update some of the wording on Schedule B to By-Law No. 1366-23 to reflect clearer definitions. It was suggested that the Acting Clerk reach out to BAO to find out if there is any special training that needs taken in order to dig graves and if we need to go to tender. It was suggested that the previous grave digger be contacted to request if they are interested in continuing to dig graves as needed. Council also suggested that BAO be contacted in order to find out if cemetery files can leave the office with a board member for education purposes.

Resolution 2024 - 91
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the Hilton Union Public Library Board Budget for 2024 as presented in the amount of \$47,048.90 with a Hilton Township municipal levy of \$19,020.45. *CARRIED*

Resolution 2024-92
Moved: Janet Gordanier
Seconded: Rod Wood

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree with the Library Board's suggestion of \$500 bonus to Kim McHale, Librarian. *CARRIED*

Resolution 2024-93
Moved:
Seconded:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to recognize National Day of Truth and Reconciliation (September 30) as a paid STAT holiday. *Defeated*

Resolution 2024-94
Moved:
Seconded:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to recognize include the Land Acknowledgment at the beginning of every meeting. *Defeated*

Resolution 2024-95
Moved: Dave Leask
Seconded: Rod Wood

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the recommended changes of the regular Council meeting dates for the remainder of 2024. *CARRIED*

Resolution 2024-96
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the recommended fees and charges updates to Schedule "A" of By-Law 1376-23. *CARRIED*

Resolution 2024-97
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to proceeding with the purchase of the new UPS system as recommended by our IT department. *CARRIED*

Resolution 2024-98
Moved: Dave Leask
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to delegate authority to Sara Dinsdale to undertake guidance sessions with area Clerks/Duputy Clerks when available without remuneration. *CARRIED*

Resolution 2024-99
Moved: Dave Leask
Seconded: Rod Wood

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to discontinue live streaming Council meetings until further notice. *CARRIED*

Resolution 2024-100
Moved: Rod Wood
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to support The Corporation of the Township of St. Joseph’s resolution to oppose the closure of the Sault Ste. Marie PHO Lab. *CARRIED*

Resolution 2024-101
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the amount of \$8400.00 plus HST to proceed with the development of the pay equity plan as set out in the provided quotation from Ironside Consulting Services Inc. *CARRIED*

Resolution 2024-102
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the payment of Township bills for the month of February, 2024 in the amount of \$151, 532.14 per the attached voucher. *CARRIED*

Resolution 2024-103
Moved: Mike Trainor
Seconded: Rod Wood

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON move into closed session at 9:45 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) (d) labour relations or employee negotiations. *CARRIED**

Resolution 2024-104
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at 9:53 p.m. *CARRIED*

Resolution 2024-105
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept a contract for office cleaning between the individual identified in the discussions held in closed session, pending positive reference check. *CARRIED*

Resolution 2024-106
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass By-Law No. 1414-24 being a by-law to confirm the proceeding of this meeting. *CARRIED*

Resolution 2024-107
Moved: Rod Wood
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 9:55 p.m. Council to meet again at the Hilton Township Municipal office on Wednesday, May 8, 2024 or at the call of the Reeve. *CARRIED*

Acting Reeve, Mike Garside

Acting Clerk, Sara Dinsdale

APRIL 16 2024

332 PM

Contract No 01-2024 - 01

6a)i)



EAST ALGOMA ROAD SUPERINTENDENTS ASSOCIATION



AMALGAMATED TENDER

Tender Number: 01- 2024 - 01

Sealed Tenders will
be received by:

East Algoma Road Superintendents Association
c/o Harry Hadikin
via EMAIL ONLY
harryhadikin@outlook.com
705-849-0812

Tender Closing Date: APRIL 16, 2024

Tender Closing Time: 4:00 P.M. D.S.T.

Tender Opening Date: APRIL 17, 2024

Tender Opening Time: 10:00 A.M. Echo Bay Community Hall
257 Church St
Echo Bay On.

Tender for: BITUMINOUS SURFACE TREATMENT

Locations:

To supply Surface Treatment to the following
Municipalities between MacDonald Township and
North Shore Township in the District of Algoma:
Townships of Laird, St. Joseph, MacDonald, Hilton,
Jocelyn, Bruce Mines, Johnson and Town of Blind
River, Village of Hilton Beach, Township of
Tarbutt

The Contractor has carefully examined the conditions and specifications attached and referred to in this contract, and has carefully examined the site and work location and understands and accepted the said conditions and specifications, and for the prices set forth in this tender, hereby offers to furnish all labour, equipment and materials, except as otherwise specified in the contract, to complete the work in strict accordance with said conditions and specifications.

Attached to this tender is a certified cheque, in the amount of 10% of the total tender, made payable to the Association. The proceeds of this cheque shall, upon acceptance of the tender, constitute a deposit which shall be forfeited to the Municipality, if the Contractor fails to file with the Municipality, an executed form of agreement for the performance of the work, in accordance with this tender, within ten (10) calendar days from the date of Acceptance of Tender.

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY Sq Metre	UNIT PRICE	TOTAL
1	Township of Bruce Mines Single Surface Treatment	m ²	8,000	\$ 3.67	\$ 29,360.00
2	Town of St Joseph Single Surface Treatment	m ²	38,500	\$ 3.67	\$ 141,295.00
3	Township of MacDonald Single Surface Treatment	m ²	22,110	\$ 3.67	\$ 81,143.70
4	Township of Tarbutt Single Surface Treatment	m ²	35,650	\$ 3.67	\$ 130,835.50
5	Township of Laird Single Surface Treatment	m ²	33,600	\$ 3.67	\$ 123,312.00
6	Township of Johnson Double Surface Treatment	m ²	14,950	\$ 7.35	\$ 109,882.50
7	Township of Laird Double Surface Treatment	m ²	11,100	\$ 7.35	\$ 81,585.00
8	Township of St Joseph Double Surface Treatment	m ²	10,000	\$ 7.35	\$ 73,500.00
9	Township of Hilton Double Surface Treatment	m ²	33,480	\$ 7.35	\$ 246,078.00 \$123,039
10	Town of Blind River Double Surface Treatment	m ²	35,000	\$ 7.35	\$ 257,250.00
11	Township of MacDonald Double Surface Treatment	m ²	10,720	\$ 7.35	\$ 78,792.00
12	Village of Hilton Beach Double Surface Treatment	m ²	7,405	\$ 7.35	\$ 54,426.75



Waneco Waterworks Northern

(6a)iii)

EAST ALGOMA ROAD SUPERINTENDENTS ASSOCIATION



CONTRACT NO 01-2024-03

AMALGAMATED CALCIUM CHLORIDE TENDER

To supply Calcium Chloride as indicated to the following municipalities, in the Districts of Algoma.

Sealed tenders will be received by the undersigned as Agent, and tenders will be closed **Tuesday April 16, 2024** at 4:00 P.M. D.S.T.

ITEM NO	MUNICIPALITY	UNIT PRICE	QUANTITY IN LIQUID	1- TONNE BAGS
1	Township of Johnson	Flake Tonne	34	
2	Township of MacDonald	Flake Tonne		20
3	Township of Tarbutt...	Flake Tonne		7
4	Township of Hilton	Flake Tonne		8 x \$745 = \$5960.00
5	Township of St. Joseph	Flake Tonne	17	4
Total Flake Tonne = 51 - Liquid				39 - 1 Tonne bags

Summary

Total Flake Tonne Equivalent-	
HST	
Sub Total	
Total One Tonne Bags - 39 bags @ \$ 745.00/bag	\$ 29 055.00
HST	\$ 3777.15
Sub Total	\$ 32 832.15
Grand Total	\$ 32 832.15

Annual Financial Report - 2024 Allocation

INSTRUCTIONS

1. Please refer to the accompanying "Instructions for Completing your Annual Financial Report - 2024 Allocation". A copy of your "Annual Financial Overview" has been provided for your reference.
2. Please note that some fields in this document are automatically calculated and will not allow manual changes.
3. Required fields are marked with an asterisk (*).
4. Complete other fields as applicable.
5. Do not sign or scan this document. This report should be emailed directly to your analyst at the Ontario Ministry of Infrastructure (MOI) or OCIF@ontario.ca.

RECIPIENT IDENTIFICATION

Municipality/ LSB Name:

File Number:

PART 1: FUNDS TO BE UTILIZED

Carry Forward from 2023 *

\$ 970.32

2024 Allocation *

\$ 100,000.00

2024 Interest Earned (At Year End Only - See Note Below)

Transfers In (if applicable) From:

--- Please Select ---

SUB - TOTAL

\$ 100,970.32

Less Transfers Out (if applicable) To:

--- Please Select ---

TOTAL FUNDS TO BE UTILIZED

\$ 100,970.32

**TOTAL OF 2024 EXPENDITURES
FROM PROJECT(S) BELOW**

\$ 0.00

VARIANCE (CARRY FORWARD TO 2025)

\$ 100,970.32

This question is continued on page 2

NOTE: Interest Earned should ONLY be reported as part of your year-end reporting. Include interest on ALL formula funds entered above, including amounts received from other OCIF recipients. Interest must be calculated from the time the funds are received until they are fully utilized or, for joint projects, are transferred to another eligible recipient. Only in very rare cases will this amount be zero and justification must be provided below.

Please note as reporting on interest earned is a condition of your agreement, your analyst may follow up to request additional information to substantiate the justification provided.

Justification if no interest earned: (Maximum 200 words)

Word Count: 6 of 200

To be completed in final report.

PART 2: PROJECTS UTILIZING FUNDS

Complete the boxes below for any projects which will utilize funds available in Part 1 of this form. Provide estimated project dates below.

PROJECT # 1

Project Type: Roads Status: New Project

Project Title: Hilton Road Re-Surfacing

Construction Start Date: 2025/06/01 Construction Completion Date: 2025/09/30
(YYYY/MM/DD) (YYYY/MM/DD)

Project Description (Maximum 250 words)

Word Count: 12 of 250

We will be banking the funds for a bigger project in 2025.

Expenditure Forecast for Formula Funds

Previous Years Actuals	2024	2025	2026	2027	2028
		\$ 100,970.32			
Total Eligible Costs	\$ 100,970.32		Total Project Value	\$ 105,000.00	

Project #1 questions are continued on the next page

Roads - Project Objectives / Benefits / Improvements

1. What is/was the primary objective of your Project?

Maintain public health and safety over the long-term

2. As detailed in your asset management plan (AMP), what is/was the priority of this Project?

Due to be completed in the next year

3. Indicate which of the following benefits you have experienced or anticipate as a result of the Project.

- | | |
|---|---|
| <input type="checkbox"/> Addressed an urgent public health and/or safety issue(s) | <input type="checkbox"/> Reduced the probability of asset failure and/or service interruptions |
| <input checked="" type="checkbox"/> Achieved service levels or key performance indicators established by an asset management plan | <input checked="" type="checkbox"/> Reduced lifecycle costs |
| <input checked="" type="checkbox"/> Promoted safe active transportation (e.g., cycling, walking, etc.) and/or transit-supportive policies | <input checked="" type="checkbox"/> Supported climate change adaptation (e.g., resilient infrastructure) and/or mitigation (e.g., reduced greenhouse gas emissions) |
| <input checked="" type="checkbox"/> Supported enhanced environmental protection | <input checked="" type="checkbox"/> Promoted job creation or retention |
| <input type="checkbox"/> Improved economic infrastructure that was identified as a barrier to growth | <input type="checkbox"/> Have the highest priority items in your AMP been addressed earlier than planned |
| <input type="checkbox"/> Other benefits – Provide details in text box | |

4. As applicable indicate specific measurable improvements as a result of the Project.

Measureable Improvements	Result
Linear length in kilometres	3.00
Other measurable improvements	To prolong the life of existing infrastructure.

questions are continued on the next page

Aboriginal Duty to Consult (Fill in at Project completion)

Provide confirmation that the requirements have been met under Article A4 and Schedule "G" of the Agreement.

Please check all boxes that apply:

☒ No communication from any Aboriginal Groups in relation to the Project was received

☒ No items of cultural significance to Aboriginal Groups were discovered while implementing the Project

If you are unable to check all boxes above, please confirm the following:

☐ A copy of any correspondence with Aboriginal Groups was provided to MOI

☐ MOI was made aware of any issues identified by any Aboriginal Groups

☐ MOI was provided with Notice upon discovery of items of cultural significance

PART 3: ATTESTATION

MUST BE COMPLETED BY AUTHORIZED REPRESENTATIVE OF THE MUNICIPALITY/LOCAL SERVICES BOARD (LSB)

By inserting a name, title and date below, the Recipient warrants that:

1. The information provided herein is accurate and complete.
2. The information is in compliance with the terms and conditions of its OCIF Formula-based Component Agreement.
3. Any interest earned (as reported in Part 1 at year-end) has been or will be used for costs associated with eligible submitted projects.
4. If during the course of the construction of the infrastructure projects any of the following occur: any archaeological resources are found; other impacts that could affect Aboriginal or treaty rights emerge; or the municipality is contacted by any Aboriginal Community that is expressing concerns about the project and potential impacts on their rights, the Recipient will put the project immediately on hold and notify MOI.
5. I have the authority to bind the municipality/Local Services Board.

Name *

Sara Dinsdale

Title *

Acting Clerk/Treasurer

Email *

admin@hiltontownship.ca

Date *

(YYYY/MM/DD)

2024/05/06

Phone

(705) 246-2472

Extension

FOR MINISTRY USE ONLY

Reviewed

(YYYY/MM/DD)

Analyst

Ministry Notes



HILTON UNION FIRE DEPARTMENT VOLUNTEER FIRE CHIEF OPPORTUNITY



The Hilton Union Fire Department is seeking a Fire Chief. This is a volunteer administration position with paid honoraria based on qualifications. The Fire Chief will be responsible for all aspects of the operation and administration of the fire department in accordance with provincial regulations and legislation and municipal policies. This leadership role will require a strong commitment to public service, outstanding decision-making abilities and excellent communication skills.

This position involves flexible hours to attend emergency responses, meetings and training.

Reporting Relationship: Reports to the Hilton Union Fire Board
Direction Exercised: Department subordinates & General public
Major Equipment: Emergency vehicles, Firefighting equipment, Rescue equipment

Responsibilities:

- Responsible for the operation and administration of the municipal fire department in accordance with provincial regulations, legislation, and municipal policies
- Develops, delivers and supervises the department's training programs
- Responsible for maintaining morale and discipline within the department
- Responsible for identifying the department's equipment needs and preparing an annual budget
- Responsible for recruiting department volunteers
- Responsible for maintaining all records, files, manuals and department documents up-to-date and secure
- Responsible for ensuring decisions made by the Fire Board are upheld in relation to the Fire Department

Qualifications:

- Grade 12 education or equivalent
- Fire Fighter 1 & 2
- Current valid driver license
- WHMIS (preferred)
- Ability to work both independently and as a team member
- Ability to assume responsibilities of the role
- Recognition of hazards of the occupation

Control: The position is primarily self-directed with additional policy direction from the Hilton Union Fire Board and administrative assistance from the Clerk/Treasurer for the Township of Hilton.

The above reflects the general details considered necessary to describe the principal functions of the position identified and shall not be construed as a detailed description of all the work requirements that may be inherent to the position.

HILTON UNION FIRE DEPARTMENTResolution No. F2024-20May 6, 2024

Moved:

Mike Garside

Janet Gordanier

Rodney Wood

Robert Hope

Brian Delvecchio

Sarah Brown

☒☐☐☐☐

Seconded:

Mike Garside

Janet Gordanier

Rodney Wood

Robert Hope

Brian Delvecchio

Sarah Brown

☐☐☐☐☒

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT

does recommend to the respective Councils to agree to post the Fire Chief Job advertisement ~~as~~~~presented.~~ *after recommended modifications agreed to by board.*Carried: ☒Defeated: ☐

Chairperson:

B. Ch

211 EMERGENCY PREPAREDNESS NOTIFICATION AND COMMUNICATION PROTOCOL

Purpose

This information sheet provides an overview of protocols for 211 services in Ontario to support public inquiry services in the event of an emergency (declared or undeclared). The emergency may be flooding, fires, large scale accidents, infrastructure problems (i.e. water supply), among others.

About 211 Ontario

2-1-1 is an accessible phone line available throughout Ontario to support residents, municipalities, businesses, and others. 211's Information & Referral professionals are available 24/7/365 to provide live answer information about Ontario's community, social, health and government services.

In Ontario, 211 is an integrated system and phone service is provided by five Regional Service Providers (RSPs). RSPs employ Database Curators to maintain the resource database and Community Navigators to answer inquiries.

Many of 211's Navigators work remotely allowing for the continuity of operations in emergency situations. They are trained to help callers identify, understand, and effectively use the services they need. Navigators provide advocacy and follow-up for callers who need extra assistance accessing services and are prepared to assess and meet the immediate, short-term needs of callers in crisis.

Database Curators maintain a database of local, regional, provincial, and federal organizations and programs. The database is used by Community Navigators to provide information, assistance, and referrals. It is customizable for specialized data sets and online directories and is available at 211ontario.ca with search/chat/email options.

During the response to and recovery from emergency events, 211 alleviates the burden of non-emergency calls to 911 and allows First Responders to focus on emergencies.

Steps To Notify 211 of the Need for Public Inquiry Services During an Emergency

1

Notify 211 that an event has occurred or when preparations are underway for an anticipated event. Dial 2-1-1 and speak to a Navigator or use the map provided to contact your respective 211 Regional Service Provider directly.

2

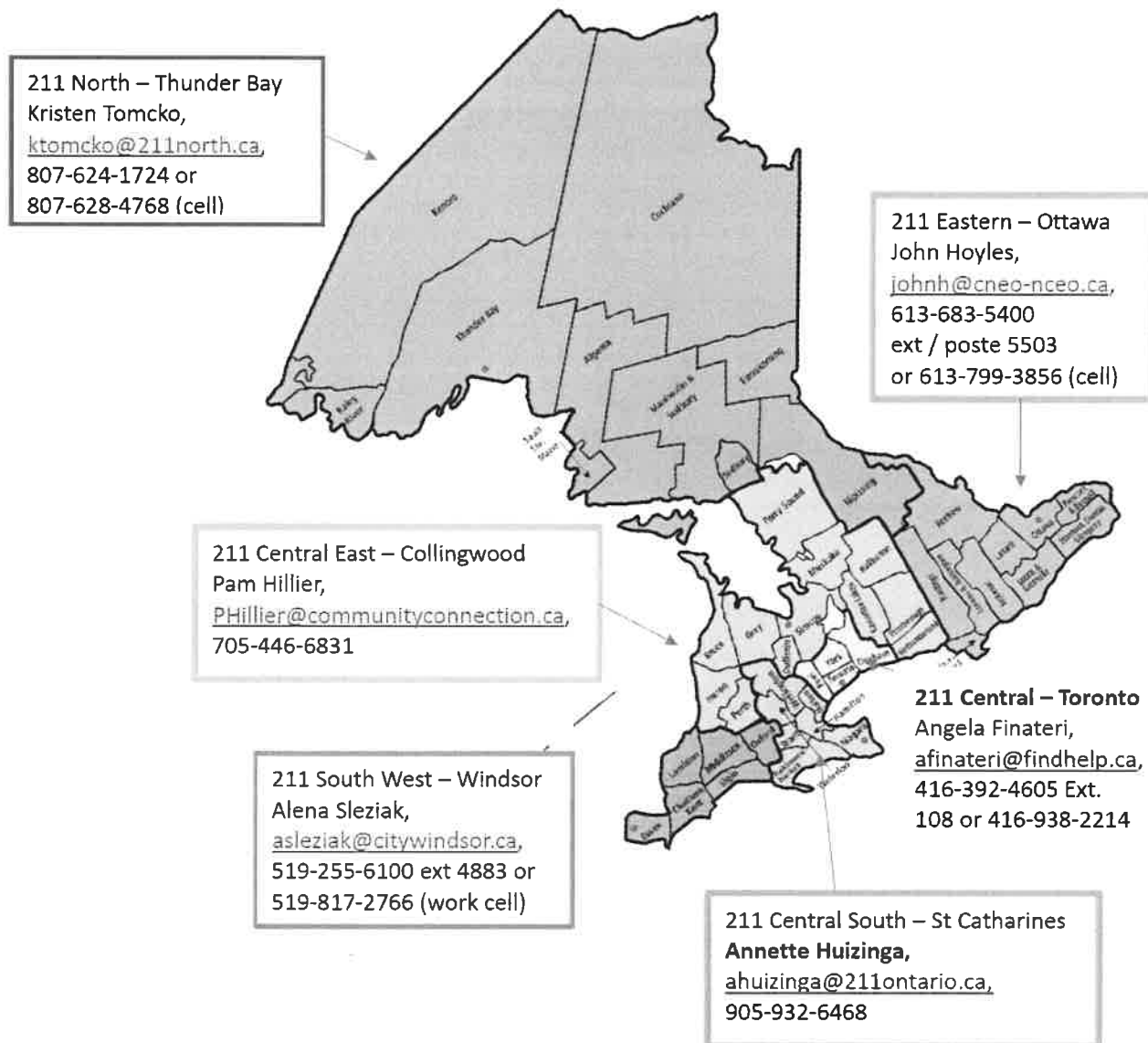
Provide 211 with the names and contact information of Community Emergency Management Coordinators (CEMCs), Emergency Information Officers (EIO) and others authorized to invoke the assistance of 211.

3







Establish two-way communication between the municipality and 211. Two-way communication is required for the designated person from the municipality to relay information to 211 for public dissemination and to allow 211 to relay important information to the municipality from callers.

4

The municipality must receive agreement (written or verbal) from 211 as the event's public inquiry line before 211 is promoted as the public inquiry line.



Discuss with your Regional Service Provider about 211 providing additional supports such as:

-  Central access point for information about volunteering and donations.
-  Registration for residents and wellness check-ins.
-  Registration for people with difficulty leaving home needing basic needs or specialized assistance.
-  In-person public inquiry at reception or evacuation centres.
-  Reports on caller needs, unmet needs, and data for after-action reports.
-  Participation in de-briefing meetings.

Emergency Preparedness Week 2024 (May 5–11): Plan for every season

.....

Emergency Preparedness Kit Bingo

.....

There are two ways to play:

Version 1:

1. Go get your emergency preparedness kit!
 2. Circle an item if it's in your kit and see if you get a straight line or full-card bingo!
 3. While you're at it, make sure nothing has expired. If it has, replace it this week!
 4. Take a picture of your emergency kit and show off how you're **#PreparedON!**
-

Version 2:

1. Don't have an emergency preparedness kit yet? Let's see if you already have what it takes to build one now with just your items at home!
2. Add as many of the items below as you can to a bag, circling them on the card as you go. Make sure to keep track of expiry dates!
3. Try to get a straight line or full-card bingo.
4. Take a picture of your new emergency kit and show off how you're **#PreparedON!**

Didn't get a full card? This week is the perfect time to fix that!

Version 1 - This is a standard bingo card.

Version 2 - Use the 'Additional items to consider' list to complete the bottom row with your personalized essential items.

Now, go forth and be **#PreparedON!**



Version 2

Emergency Preparedness Week 2024 (May 5–11)

Plan for every season

Emergency Preparedness Kit Bingo

Additional items to consider

Below is a list of items that you might want to add to your emergency preparedness kit.

Choose five to add to your kit and your bingo card. And you don't have to stop there! Feel free to add as much as is essential and feasible for you so you can be **#PreparedON!**

- ☐ Personal protective equipment (PPE)
- ☐ Back up chargers & power banks for cell phone or mobile device
- ☐ Water purification tablets
- ☐ Items for babies and small children (diapers, formula, bottles, etc.)
- ☐ Lightweight plates and utensils
- ☐ Survival multi-tool
- ☐ Extra pair of glasses or contact lenses and solution
- ☐ Comfort and sentimental items
- ☐ Local map with your safe meeting places identified
- ☐ Traditional medicines/portable ceremonial items
- ☐ Traditional foods that may be difficult to find
- ☐ Garbage bags
- ☐ Zip-lock bag (to keep things dry)
- ☐ Pen or pencil and a small paper/notepad



Version 1

80111

Emergency Preparedness Week 2024 (May 5–11)

Plan for every season

Emergency Preparedness Kit Bingo

Extra car/ house keys	Cash (in small bills)	Important papers (identification, records for any pets)	Radio (crank or battery-run)	Non- perishable food (for you & any pets)
Sleeping bags/ blankets	Footwear	Flashlight, headlamp, or glow stick	Clothing (seasonal)	Bottled/ bagged water
Toilet paper & personal hygiene items	First-aid kit	 Free space	Medication (for you & any pets)	Whistle (to attract attention, if necessary)
Candles	Matches/ Lighter	Playing cards/ travel games/ small activities	Extra batteries	A copy of your emergency plan
Personal protective equipment (PPE)	Chargers + power banks for phones/ devices	Survival multitool	Duct tape	Water purification tablets



Ontario.ca/BePrepared

Ontario 

Hilton Township Administration

From: Jeff Edwards <edwardsjeff2003@yahoo.ca>
Sent: April 27, 2024 8:27 AM
To: Hilton Township Administration; Township of Jocelyn; Richardson Amanda (MOH External); Hiltonbeach Info
Cc: Konopelky Faye (TBS)
Subject: CEMC Services for 2024

Hello Everyone,

I hope everyone is doing well and is having a good Spring so far. As you know every municipality in Ontario must comply with the Emergency Management & Civil Protection Act and I have been assisting you with that for the last 2 years.

I am willing to ensure your municipality's compliance again this year, however, I would like to review and make changes to your emergency response plans. This would bring them up to a level that I would be more comfortable with, as it is my name as CEMC that would be attached to the compliance report and any subsequent response using the plan.

Please note, this will not be a complete re-write or re-development of your ERP. I would simply be making a few changes to the plan to make it more legitimate and useable.

This will come at an additional cost. In previous years, I charged \$1000 for each community. This year, I would be charging \$2000 to make the changes and ensure compliance.

If your community cannot afford this cost, I completely understand. However, please understand that I cannot keep attaching my name to ERPs that may be less than ideal.

I will not be able to continue to make your municipality compliant without some improvements to the ERP.

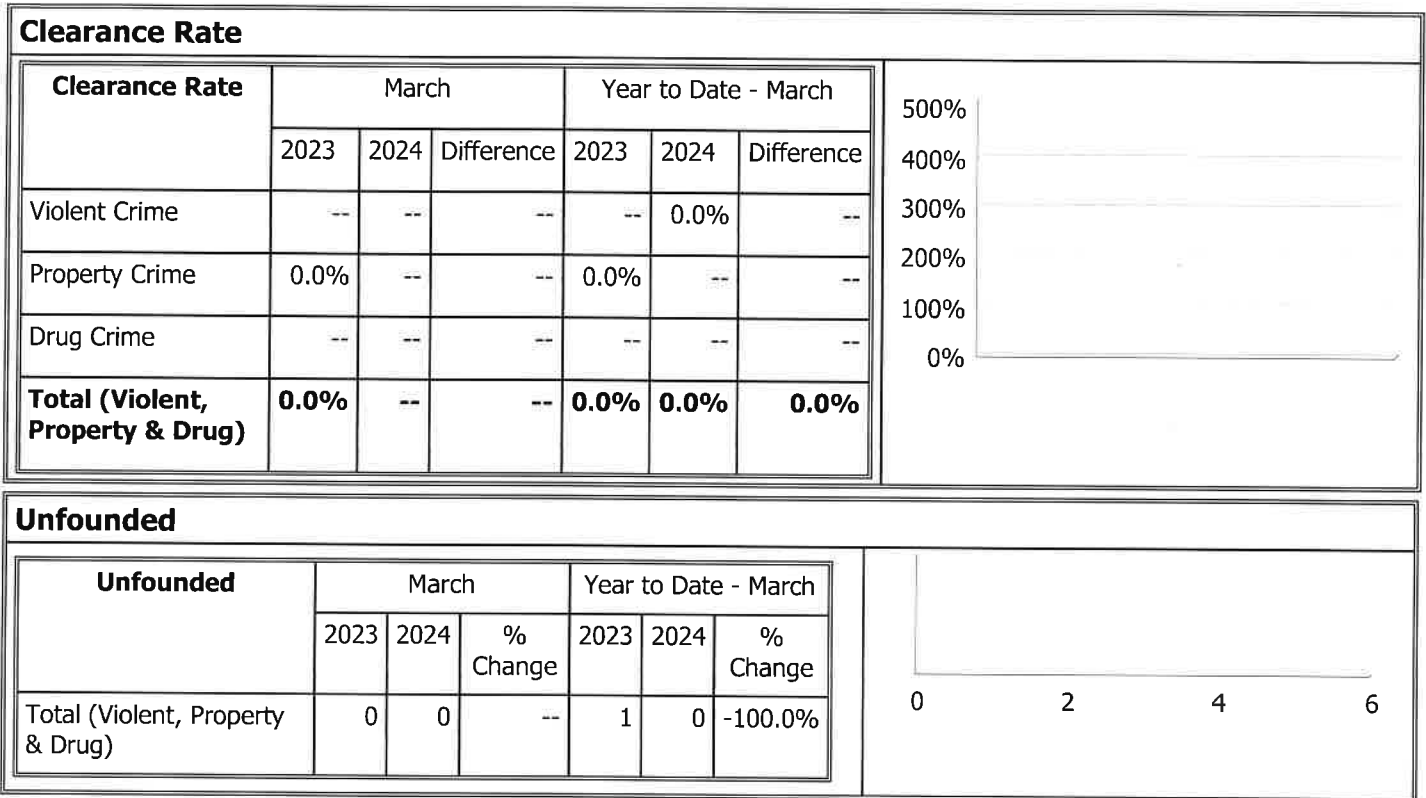
Please let me know if you still want my services as CEMC for 2024. If so, I would like to complete compliance before November this year.

Thank you for your consideration and understanding.

Cheers,
Jeff

8e)i)

**Police Services Board Report for Hilton
Records Management System
March - 2024**



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

Data Utilized

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

Detachment: 4B - EAST ALGOMA (Blind River)
Location code(s): 4B10 - EAST ALGOMA (Thessalon)
Area code(s): 4006 - Hilton
Data source date:
 2024/04/20

Report Generated by:
 Bowles, Natalie

Report Generated on:
 22-Apr-24 8:54:06 AM
 PP-CSC-Operational Planning-4300



Calls For Service (CFS) Billing Summary Report

8e)ii)

Hilton March - 2024

Billing Categories (Billing categories below do not match traditional crime groupings)		2024				2023			
		March	Year to Date	Time Standard	Year To Date Weighted Hours	March	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	Utter Threats to Person	0	1	15.4	15.4	0	0		0.0
	Total	0	1	15.4	15.4	0	0		0.0
Property Crime Violations	Theft under - Other Theft	0	0		0.0	0	1	6.3	6.3
	Fraud -Money/property/security <= \$5,000	0	0		0.0	1	1	6.3	6.3
	Total	0	0		0.0	1	2	6.3	12.6
Operational	Sudden Death - Natural Causes	1	1	3.8	3.8	0	0		0.0
	Family Dispute	0	1	3.8	3.8	0	0		0.0
	Total	1	2	3.8	7.6	0	0		0.0
Operational2	911 call - Dropped Cell	0	0		0.0	0	1	1.5	1.5
	Total	0	0		0.0	0	1	1.5	1.5
Traffic	MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION)	2	3	3.8	11.4	0	1	3.8	3.8
	Total	2	3	3.8	11.4	0	1	3.8	3.8
Total		3	6		34.4	1	4		17.9

Note to Detachment Commanders:

- The content of each report is to be shared by the Detachment Commander only with the municipality for which it was generated. The municipality may treat this as a public document and distribute it as they wish.
- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2024 billing period.

Note to Municipalities:

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

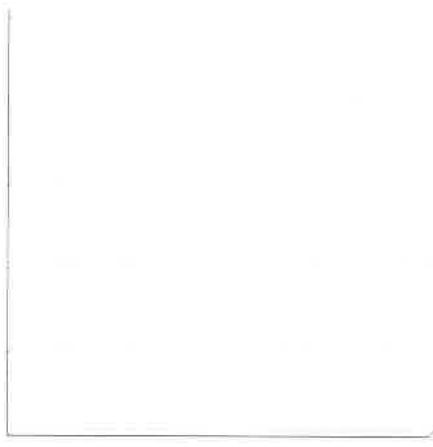
Police Services Board Report for Hilton
Records Management System
March - 2024

Violent Crime

Actual	March			Year to Date - March		
	2023	2024	% Change	2023	2024	% Change
Murder	0	0	--	0	0	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	0	0	--	0	0	--
Assault	0	0	--	0	0	--
Abduction	0	0	--	0	0	--
Robbery	0	0	--	0	0	--
Other Crimes Against a Person	0	0	--	0	1	--
Total	0	0	--	0	1	--

Actual

5
4
3
2
1
0

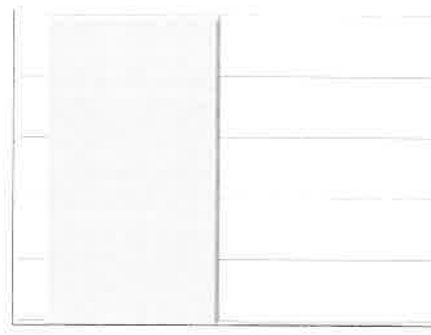


Property Crime

Actual	March			Year to Date - March		
	2023	2024	% Change	2023	2024	% Change
Arson	0	0	--	0	0	--
Break & Enter	0	0	--	0	0	--
Theft Over	0	0	--	0	0	--
Theft Under	0	0	--	0	0	--
Have Stolen Goods	0	0	--	0	0	--
Fraud	1	0	-100.0%	1	0	-100.0%
Mischief	0	0	--	0	0	--
Total	1	0	-100.0%	1	0	-100.0%

Actual

1
1
1
0
0
0
0



Fraud

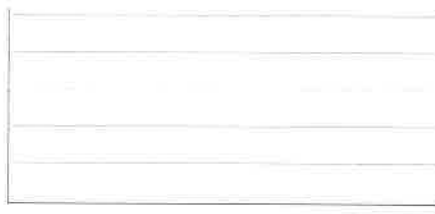
2023 ■ 2024

Drug Crime

Actual	March			Year to Date - March		
	2023	2024	% Change	2023	2024	% Change
Possession	0	0	--	0	0	--
Trafficking	0	0	--	0	0	--
Importation and Production	0	0	--	0	0	--
Total	0	0	--	0	0	--

Actual

5
4
3
2
1
0



Detachment: 4B - EAST ALGOMA (Blind River)
Location code(s): 4B10 - EAST ALGOMA (Thessalon)
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Data source date:
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Report Generated by:
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Report Generated on:
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Corporation of the Township of Hilton
2983 Base Line, Hilton Beach, ON P0R 1G0



Village of Hilton Beach
PO Box 25, Hilton Beach, ON P0R 1G0

May 9, 2024

RE: Management of Rural Fire Safety

Dear MPP Michael Mantha:

Please accept this letter as an expression of our great and growing concerns over the management of Rural fire safety. As you are likely well aware, there have been discussions regarding the overbearing regulations of both governments and insurance agencies tied to the replacement of fire service equipment, as small rural communities fall under the same guidelines as large municipalities. As one of these small rural communities, we would like to help you put these regulations into perspective.

Take our community of Hilton Beach, for example. We share a fire department with our neighbour, Hilton Township. Our village is comprised of 154 households who, through their tax dollars, are responsible for 50% of the operation of a firehall, its equipment, and maintenance. Together with the township, our fire team engaged in 3 separate fire calls in 2022. In 2023, we engaged in 4 fire calls. You must admit that with response numbers such as these, our equipment remains in very good working order for much longer than is deemed reasonable by current regulations, yet we are held to the same standards as Toronto and all other major municipalities.

Overzealous regulations not only provide a burden to communities due to equipment, but also to staffing. Our Firefighters and chief are all volunteers, as are those in many rural municipalities and small fire halls across the nation. In recent years the amount of training required for a volunteer firefighter has increased exponentially- that is, to the point volunteers are turning away from service. Volunteers show up to serve and protect their communities and neighbours in times of crisis. They often have full-time jobs elsewhere, and limited time to spend on excessive and sometimes irrelevant bookwork. Volunteers attend biweekly in-person training sessions as well as special events and fundraising opportunities on top of their duties. Would-be volunteers are turning away because the requirements to serve have become too great. Recruiting volunteers can be a challenge on its own, but adding layers of red tape makes it nearly impossible to bring new members into the crew. Without volunteers, we do not have a fire department, and that would put our community at great risk.

We recognize that the safety of Emergency Response personnel is of the utmost importance. In small, tight-knit communities, where it is neighbours helping neighbours, we do not take their service for granted. There must be a way to regulate fire safety in small communities that considers the reality of volunteer firefighting in its entirety. Forcing the same requirements as a city with a large demand, high usage and paid staff just does not make any logical or practical sense.

We look forward to hearing how this will be resolved in 2024.

Sincerely,

Reeve, Rodney Wood
Township of Hilton

Mayor, Robert Hope
Village of Hilton Beach

Cc: MP Carol Hughes

9a)

2024 Building Permit Fees Collected vs Costs Incurred
(re: Tulloch Services)

	a/c 480100	a/c 525600	a/c 525610	
Month	Permit Fees Collected	Invoice Time Based	Invoice Mileage	Difference
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	195.00	575.00	79.20	459.20
May				0.00
June				0.00
July				0.00
August				0.00
September				0.00
October				0.00
November				0.00
December				0.00
	2,950.00	3,117.03	327.60	494.63

Actual Net Cost to date 2024

3,444.63

Total Inspection and Mileage Costs

Historical FYI:			Actual Annual Cost:
2024	2,950.00	3,444.63	494.63
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

St. Joseph Island Planning Board

2024 BUDGET

	<u>2023</u> <u>Budget</u> \$	<u>2023</u> <u>Actual</u> \$	<u>2024</u> <u>BUDGET</u> \$
<u>Expenditures:</u>			
General Board Expenses	3,500	3,547	3,600
Professional Fees (Audit)	500	544	4,000
Administration Fees	6,715	6,716	6,715
Honouraria	2,400	1,610	2,400
Staff/Board Training & Conferences	0	0	500
Contribution to Reserves	0	7,547	0
Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>
Operating Expenses Sub-Total	14,115	19,964	17,215
Official Plan Review and Update	2,803	387	2,465
Zoning By-law Update	<u>15,000</u>	<u>0</u>	<u>15,000</u>
TOTAL EXPENDITURES	<u>31,918</u>	<u>20,351</u>	<u>34,680</u>

Revenues:

Application Fees	3,000	5,400	3,600
Interest Income	120	451	250
Contribution from Reserves	14,298	0	15,830
Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>
Sub-Total	17,418	5,851	19,680
Levy to Municipalities	<u>14,500</u>	<u>14,500</u>	<u>15,000</u>
TOTAL REVENUE	<u>31,918</u>	<u>20,351</u>	<u>34,680</u>

Reserve for Working Funds (at Year End)	9,908	31,758	15,323
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Municipal Levy Apportionment

<u>Municipality</u>	<u>Equalized Assessment</u>	<u>%</u>	<u>Levy</u>
Village of Hilton Beach	22,965,745	5.46	819.00
Township of Jocelyn	83,863,868	29.95	2,992.00
Township of Hilton	90,237,499	21.46	3,220.00
Township of St. Joseph	<u>223,354,080</u>	<u>53.13</u>	<u>7,969.00</u>
Total	420,421,192	100.00	15,000.00



106)

Clerks Report: 2024-05-08/01

Meeting Date: May 8, 2024

Subject: **Short Term Rental & Trailer By-laws**

Regular Meeting

Prepared by: Sara Dinsdale

There have been no appeals to the new Short Term Rental By-Law.

In order to proceed with incorporating license and permit fees, I have included a copy of our STR By-Law and trailer By-law. You will also see attached the Sault Ste. Marie Short Term Rental By-Law as well as a few of the local area trailer license/permit fees in order to have samples to refer to during discussion.

THE CORPORATION OF THE TOWNSHIP OF HILTON

By-law No. 1407-24

BEING A BY-LAW TO AMEND BY-LAW 1025-11

WHEREAS the Corporation of the Township of Hilton has enacted By-law No. 1025-11 being the Comprehensive Zoning by-law for the Township of Hilton, which regulates the use of land, the erection, location and use of buildings and structures, and the provision and maintenance of loading and parking facilities within the Township of Hilton; and

WHEREAS the Council of the Township of Hilton deems it desirable and expedient to amend said by-law to provide for the regulation of short-term residential rental accommodation (STR) uses, and;

WHEREAS a new Official Plan, dated July 2023, has been adopted by all of the municipalities within the St. Joseph Island Planning Area, including the Township of Hilton, to revise and replace the current Official Plan for St. Joseph Island, and;

WHEREAS the newly adopted Official Plan has been submitted for approval by the Ministry of Municipal Affairs and Housing, and includes policies to provide for the regulation of short-term residential rental accommodations through zoning and other controls, and;

WHEREAS notice of this proposed amendment was published in accordance with the provisions of Section 34 of the Planning Act, and a public meeting was held on March 6, 2024, to consider the proposed amendment and provide an opportunity for public comment;

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

1. By-law 1025-11 of the Township of Hilton is hereby amended as follows:

1. The definition of "Bed and Breakfast Establishment" included in section 3.0 definitions, is deleted in its entirety and replaced by the following:

BED AND BREAKFAST ESTABLISHMENT

Means a part of a *dwelling unit* or an *accessory building* thereto, which is occupied by the owner thereof, and in which not more than three bedrooms are used or maintained for the accommodation of the traveling public, in which the owner of the *dwelling unit* supplies lodgings with or without meals for hire or pay; but does not include a *group home, tourist establishment, hotel, motel, inn or short-term residential rental accommodation*.

2. Section 3.0 Definitions is amended by the addition of the following:

SHORT-TERM RESIDENTIAL RENTAL ACCOMMODATION

Means a *building or structure* or any part thereof that operates or offers a place of temporary residence, lodging or occupancy for hire or pay by way of concession, permit, lease, license, rental agreement or similar arrangement for any period of twenty-eight (28) or less consecutive calendar days, throughout all or any part of a calendar year. Short term residential rental accommodation uses shall not mean or include a *group home, bed and breakfast establishment, tourist establishment, hotel, motel, inn or similar commercial or institutional use*.

3. Table A-1 – Residential Zones is amended by the addition of Short-term Residential Rental Accommodation to the Permitted Uses of the RU (Rural) Zone.

4. Table A-2- Commercial and Industrial Zones is amended by the addition of Short-term Residential Rental Accommodation to the Permitted Uses of the GC (General Commercial) and HC (Highway Commercial) Zones.

5. Table A-3- Rural and Recreational Zones is amended by the addition of Short-term Residential Rental Accommodation to the Permitted Uses of the RU (Rural) and MR (Major Recreation) Zones.

6. Section 4.12 Multiple Uses on One Lot is amended by the addition of the following new subsection:

4.12.1 Short-Term Rental Accommodations in the RU (Rural) Zone

Within the RU (Rural) Zone, not more than one Short-term Residential Rental Accommodation shall be permitted on each lot.

7. Section 4.20 Special Setbacks is amended by the addition of the following new subsection:

4.21.8 Setbacks for Short-Term Residential Rental Accommodations

No Short-term Residential Rental Accommodation located in the RU (Rural) Zone shall be located any closer than 300 meters (1,000 feet) to any other Short-term Rental Accommodation.

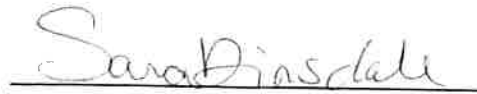
2. This by-law shall come into force and effect on the date of final passing subject to the provisions of Subsection 24 (2.1) of the Planning Act, R.S.O., 1990, c P.13, as amended.

Read a first, second and third time and finally passed this 6th day of March, 2024.



Rodney Wood-Reeve

Acting Reeve, Dave Leask



Acting Clerk, Sara Dinsdale

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1302-21

Being a by-law to regulate the use of trailers located outside of trailer parks in the Township of Hilton and to repeal By-law 1095-14.

WHEREAS Section 164 of the Municipal Act, 2001, as amended, states a local municipality may prohibit or license trailers located in the municipality; and

WHEREAS Section 445 of the Municipal Act, 2001, as amended, provides that if a municipality is satisfied that a contravention of a by-law of the municipality passed under this Act has occurred, the municipality may make an order requiring the person who contravened the by-law or who caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to do work to correct the contravention; and

WHEREAS the Council of the Corporation of the Township of Hilton deems it necessary and expedient to pass a By-law to address the matter of trailers outside of registered Trailer Parks to control and regulate the potential for nuisance, noise, and fair property valuation;

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

1. Definitions

- (a) a *trailer* means a structural unit having no permanent foundation and supported by wheels, jacks or similar supports with lights, hitch, towing capacity and which is used or constructed to be used for conveyance upon public streets or highways and duly licensable in accordance with Ministry of Transportation standards. Without limiting the generality of the foregoing, includes motor homes, travel trailers, tent trailers and camping units of all types that are capable of being used for the living, sleeping or accommodation of persons therein, but excludes a mobile home.
- (b) a *trailer park* means lands designated and zoned in the Township's Official Plan and Zoning By-law as an area of land used for the temporary or seasonal parking of trailers and/or truck campers occupied by the travelling or vacationing public.
- (c) a *principal residence* means the housing unit a person usually occupies during the year
- (d) the *built-up areas* within the Township of Hilton include properties that border both sides of the following roads:
- Big Point Road
 - Brickyard Road
 - Canoe Point Road
 - Ellwood Boulevard
 - Haight Road
 - Hamilton Court/Drive
 - Milford Haven Road
 - Neal Drive
 - Old Moffat Bay Road
 - Old Orchard Road
 - Quarry Point Road
 - Red Maple Drive
 - Reid Road
 - Richmond Bay Road
 - Twin Lakes Road
 - X Line (part of Hamilton Drive Subdivision)
- (e) *Mobile Home* means an assessed trailer which is fitted with parts for connection to utilities that can be installed on a permanent site and used as a permanent, multi-season residence.

- (f) *Setback* means the horizontal distance from a lot line or defined physical feature, measured at right angles to the nearest part of any building or structure on a lot, including trailers
- (g) *Shoreline Setback* means the minimum distance between any building or structure and the original High Water Mark

2. General Provisions


- a) No trailer situated outside of a trailer park shall be used for the occupancy, sleeping, eating or living accommodation of any person or persons within the Township of Hilton unless the owner or occupant thereof has first satisfied the requirements of Algoma Public Health (APH). It is the responsibility of the property owner to contact APH to confirm the respective requirements.
- b) Only one trailer will be allowed to be used or stored on a property less than ten (10) acres in size if such property is located within the built-up areas of the Township of Hilton.
- c) No trailer shall be occupied for a period of more than 4 months in a calendar year. This period of use is defined as the consecutive days beginning with the first day of usage in the calendar year whether or not the use continues consecutively throughout the four month period.
- d) No trailer shall be used as a principal residence.
- e) Trailers placed, occupied or stored within the built-up areas of the Township of Hilton must belong to the owner or immediate family member of the property on which they are located.
- f) The rental of a trailer outside the boundaries of a registered trailer park will be considered a contravention of this by-law.
- g) Trailers on rural, residential or commercial properties must satisfy the same front, rear and side yard setback requirements as a structure, in accordance with the Township's Zoning By-law and must not obstruct any sight line for pedestrians, motorists or neighbouring properties. No trailer may be placed, occupied or stored within the 100 foot shoreline setback.
- h) No permit fee will be required for trailers to be placed, occupied or stored within the Township of Hilton but all provisions of this by-law will continue to apply.

3. Contraventions and Penalties

- a) Any person who contravenes any provision of this By-law shall be guilty of an offence and liable to a penalty of not less than One Hundred Fifty (\$150.00) and not more than One Thousand Dollars (\$1,000.00) and costs.
 - b) Every such penalty shall be recoverable under the provisions of the *Provincial Offences Act*.
 - c) Any trailer within the Township of Hilton that is repeatedly not in compliance with the conditions of this by-law shall be removed from the Township of Hilton at the property owner's expense.
4. By-law No. 1095-14 is hereby repealed.

Read a first, second and third time and finally passed this 19th day of August 2021.


REEVE - Rodney Wood


CLERK - Valerie Obarymskyj

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2022-178

SHORT TERM RENTALS: A by-law to license, regulate and govern short-term rentals.

WHEREAS Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended (the "Municipal Act") provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on a municipality to

- (a) enable it to govern its affairs as it considers appropriate, and
- (b) enhance its ability to respond to municipal issues;

AND WHEREAS Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* or any other Act;

AND WHEREAS Section 10(1) of the *Municipal Act* provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS subsection 10(2) of the *Municipal Act* provides that a municipality may pass by-laws respecting: in paragraph 5, Economic, social and environmental well-being of the municipality; in paragraph 6, Health, safety and well-being of persons; in paragraph 7, Services and things that the municipality is authorized to provide under subsection (1); in paragraph 8, Protection of persons and property; in paragraph 11 Business Licensing;

AND WHEREAS Section 11(2) of the *Municipal Act* as amended, provides that a lower-tier municipality may pass by-laws respecting health, safety and well-being of persons and protection of persons and property, including consumer protection;

AND WHEREAS Section 11(3) of the *Municipal Act* as amended, provides that a lower-tier municipality may pass by-laws respecting business licensing;

AND WHEREAS subsection 151(1) of the *Municipal Act* provides that, without limiting sections 9, 10 and 11, a municipality may provide for a system of licences with respect to a business and may,

- (a) prohibit the carrying on or engaging in the business without a licence;
- (b) refuse to grant a licence or to revoke or suspend a licence;
- (c) impose conditions as a requirement of obtaining, continuing to hold or renewing a licence;

- (d) impose special conditions on a business in a class that have not been imposed on all of the businesses in that class in order to obtain, continue to hold or renew a licence;
- (e) impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence;
- (f) license, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it.

AND WHEREAS Section 151(5) of the Municipal Act provides that subsections 151(1) to (4) apply with necessary modifications to a system of licences with respect to any activity, matter or thing for which a by-law may be passed under sections 9, 10 and 11 as if it were a system of licences with respect to a business;

AND WHEREAS Section 391 of the Municipal Act amended, provides for the municipality to impose fees or charges on persons for services or activities provided or done by or on behalf of it;

AND WHEREAS Section 425 of the Municipal Act provides that a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality passed under the Act is guilty of an offence;

AND WHEREAS Section 426 of the Municipal Act provides that no person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this Act or under a by-law passed under the Act;

AND WHEREAS Section 429 of the Municipal Act provides for the municipality to establish a system of fines for offences under a by-law of the municipality passed under the Municipal Act;

AND WHEREAS Section 431 of the Municipal Act provides that if any by-law of the municipality is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by the by-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order to prohibit the continuation or repetition of the offence by the person convicted;

AND WHEREAS Sections 444 and 445 of the Municipal Act amended, respectfully, provide for the municipality to make an order requiring a person who contravenes a by-law or who causes or permits the contravention or the owner or occupier of land on which a contravention occurs to discontinue the contravening activity or do work to correct a contravention;

AND WHEREAS the Council of the City of Sault Ste. Marie deems the licensing of short-term rental brokerages and owners and the regulation of all related activity to be in the interest of public safety, community well-being and nuisance control;

NOW THEREFORE the Council of the Corporation of the City of Sault Ste. Marie enacts this Bylaw to license short-term rental brokerages and owners and to regulate all related activity within the jurisdictional boundaries of the City of Sault Ste. Marie.

1. APPLICABILITY AND SCOPE

(1) This Bylaw applies to all:

- (a) Short-Term Rental Brokerages that Operate within the jurisdictional boundaries of the City of Sault Ste. Marie;
- (b) Short-Term Rental Owners that Operate a Short-Term Rental within the jurisdictional boundaries of the City of Sault Ste. Marie;
- (c) Persons acting as Short-Term Rental Operators within the jurisdictional boundaries of the City of Sault Ste. Marie;
- (d) Dwelling Units used as Short-Term Rentals within the jurisdictional boundaries of the City of Sault Ste. Marie; and
- (e) Each Dwelling Unit within the jurisdictional boundary of Sault Ste. Marie must benefit from a licence under this Bylaw.

(2) This Bylaw does not apply to:

- (a) Accommodation Services as set out in the City's Zoning Bylaw;
- (b) Bed-and-Breakfast Establishments as set out in the City's Zoning Bylaw;
- (c) accommodations rented out to tenants in accordance with the *Residential Tenancies Act*, 2006, S.O. 2006, c. 17;
- (d) retirement homes licensed under the *Retirement Homes Act*, 2010, S.O. 2010, c. 11.

2. DEFINITIONS AND INTERPRETATION

"Applicant" means a person applying for a licence or renewal of a licence thereof under this Bylaw;

"Authorized Agent" means a person duly appointed and that may provide proof satisfactory to the Clerk that they act for a person, a partnership, or corporation;

"City" means the Corporation of the City of Sault Ste. Marie;

"Council" means the Council of the City of Sault Ste. Marie;

"Clerk" means the City Clerk for the Corporation of the City of Sault Ste. Marie, a delegate or assigned;

"Dwelling Unit(s)" means a place of residence with one or more habitable rooms containing separate kitchen and bathroom facilities for private use as a single housekeeping unit;

"Licence" means the certificate issued under this Bylaw as proof of licensing under this Bylaw;

"Licensee" means a person licensed under this Bylaw or a person required to be licensed under this Bylaw;

"Officer" means the Sault Ste. Marie Police Service and the City's Municipal Bylaw Enforcement Officer(s), or a designate responsible for the enforcement of this Bylaw;

"Person(s)" includes an individual, partnership, corporation, and the heirs, executors, administrators or other legal representatives of a person to whom the context can apply according to law;

"Short-Term Rental" or "STR" means the provision of a dwelling unit which is used for the temporary lodging of the travelling public for a rental period not greater than 28 consecutive days or less in exchange for payment, but does not include accommodation services or a bed and breakfast establishment as defined in the City's Zoning Bylaw, or other short-term accommodations where there is no payment;

3. PROHIBITIONS

- (1) No person shall operate or carry on the business of a STR or permit a person to carry on the business, or hold themselves out as being licensed to carry on the business of a STR:
 - (a) without a licence to do so issued under this Bylaw;
 - (b) under any other name than the one endorsed on their licence issued under this Bylaw; or
 - (c) except in accordance with the regulations of this Bylaw.
- (2) No person shall,
 - (a) transfer or assign a licence issued under this Bylaw;
 - (b) obtain a licence by providing mistaken, false or incorrect information;
 - (c) enjoy a vested right in the continuance of a licence and upon the issue, renewal, transfer, cancellation or suspension thereof, the licence shall be the property of the City;
 - (d) advertise an STR available within the city of Sault Ste. Marie municipal boundary without a licence;
 - (e) operate or advertise an STR from a recreation vehicle or tent available within the city of Sault Ste. Marie municipal boundary.

4. LICENSING REQUIREMENTS

4.1 Application Requirements

- (1) Where the applicant is a corporation, the application for a STR licence or the application for a renewal of STR licence shall be made by a duly authorized director or officer of that corporation.
- (2) Where the applicant is a partnership, the application for a STR or the application for renewal of STR licence shall be made by one or more of the partners.
- (3) Applicants for a STR licence or renewal of STR licence must:
 - (a) in the case of individuals, be permanent residents in Canada;
 - (b) in the case of a partnership, have at least one partner be either a permanent resident in Canada or a corporation incorporated in Canada;
 - (c) in the case of a corporation, be incorporated in Canada.
- (4) Applicants are required, in accordance with the City's Municipal Transient Accommodation Tax (MAT) Bylaw, to collect the municipal accommodation tax on behalf of any dwelling unit licenced in their or its name in accordance with this Bylaw and must be registered with the City to do so prior to making any application for a STR licence under this Bylaw.
- (5) Despite section 4.1(1) and 4.1(2) above, an application for a STR Licence or an application for renewal of a STR licence thereof may be made in person by an authorized agent, provided that they have written authorization to do so from the applicant and provides one piece of Canadian government photo identification, both to the satisfaction of the Clerk.
- (6) Every person making application for a STR licence under this Bylaw shall submit the following to the Clerk:
 - (a) a completed application for a Licence in the form prescribed by the Clerk, signed by the applicant or an authorized agent for the applicant;
 - (b) the applicable fees as set out in the City's User Fee Bylaw;
 - (c) where the applicant is a corporation, the complete articles of incorporation, including the names and addresses of all directors and officers of the corporation, as at the time of application;
 - (d) where the applicant is a partnership, a copy of the record of registration of the partnership under the *Business Names Act*, R.S.O.1990, c.B.17 or the *Limited Partnerships Act*, R.S.O. 1990, c.L.16;
 - (e) a listing of every STR being made available within the jurisdictional boundaries of the city of Sault Ste. Marie, as at a date no less than seven (7) days from the date of application for a licence;
 - (f) Where a Dwelling Unit is not within a primary residence, proof of valid general liability commercial insurance in the amount of at least \$2,000,000, with

operations confirmed as a Short-Term Rental, adding 'The Corporation of the City of Sault Ste. Marie' as an additional insured, and suitable to the Clerk is required; **[AMENDED BY BY-LAW 2023-184]**

- (f.1) Where a Dwelling Unit is within a primary residence, proof of valid liability insurance in the amount of at least \$2,000,000, with operations confirmed as a Short-Term Rental, and suitable to the Clerk is required; **[AMENDED BY BY-LAW 2023-184]**
 - (g) a criminal record check for the named applicant, to wit review of relevant infections for which a pardon was not granted will be assessed by the Clerk;
 - (h) any other information required to be provided under this Bylaw or as may be requested by the Clerk.
- (7) At the time of renewal, every person shall re-submit the above required documents to the satisfaction of the Clerk.
 - (8) Receipt of the application for a STR licence or the application for a renewal of STR licence shall not constitute approval of the application for, or renewal of a licence, nor shall it obligate the Clerk to issue or renew any such licence.

4.2 Powers of the Clerk

- (1) The Clerk shall:
 - (a) receive and process all applications for STR and applications for renewal of STR licences to be issued under this Bylaw;
 - (b) issue licences and renew licences, either conditionally or unconditionally, to any person who meets the requirements of this Bylaw except where:
 - i. the conduct of an applicant affords reasonable grounds for belief that the applicant or authorized agent for the applicant has not carried on, or will not carry on the business in accordance with the law;
 - ii. there are reasonable grounds for belief that the carrying on of the business may be adverse to the public interest; or
 - iii. the applicant is indebted to the City in respect of fines, penalties, judgments, outstanding property taxes, or any other amounts owing, proof of the contrary to be provided by the applicant;
 - (c) with respect to subsection (1)(b)(ii.), include in the Clerk's consideration, any record of offence that is less than (3) years and relevant to the nature of the business, or any record of offence that directly affects the applicant's or licensee's ability to competently and responsibly carry on the business;
 - (d) make or cause to be made all investigations deemed necessary relative to the applicable application so received;
 - (e) maintain complete records showing all applications and licences issued;
 - (f) may revoke or suspend a licence in accordance with Section 6 of this Bylaw;
- and

(g) generally perform all the administrative functions conferred upon them by this Bylaw.

- (2) Licences issued pursuant to this Bylaw are conditional on compliance by the licensee with all municipal Bylaws, including, but not limited to, the City's Zoning Bylaw, the City's Property Standards Bylaw, the City's Noise Bylaw, and compliance with all Provincial and Federal legislation. A confirmed violation of any of the aforesaid legislation and Bylaws shall result in the revoking of a license.

4.3 Licensee's Responsibilities

- (1) Any person operating or carry-on business as an STR shall make available to all occupants a copy of the house rules, stating the exclusive items as listed in the City's STR Licensing Guidelines, and include but not be limited to stating the City noise curfew as set out in the City's Noise Bylaw.
- (2) Any person operating or carry-on business as an STR shall post a copy of their STR Licence in an area plainly visible to anyone approaching a point of entry to the dwelling unit.
- (3) Any person operating or carry-on business as an STR shall post a copy of their Licence or Licence number upon any form of advertisement, marketing platform, listing, or website used in relation to the STR. **[AMENDED BY BY-LAW 2023-84]**

5. TERM OF LICENCE

- (1) A licence issued under the provisions of this Bylaw shall expire on the third (3rd) calendar year after being issued. Therefore a license obtain by March 1, 2023 will expire on December 31, 2026 and need to be renewed between January 1, 2027 and before March 1, 2027 for the licensed STR and licensee to continue to be in good standing within the City. Delayed renewal may result in non-issuance by the Clerk.

6. REVOCATION AND SUSPENSION

- (1) The Clerk may revoke or suspend a licence where:
- (a) the licensee would be disentitled to a licence or a renewal of a licence for the reasons set out in this Bylaw;
 - (b) the licensee has failed to comply with the regulations required by this Bylaw, any other City Bylaws, including but not limited to Municipal Accommodation Tax Bylaw, Property Standards Bylaw, any law; or
 - (c) the licence was issued in error.

- (2) If the Clerk is satisfied that the continuation of the licence poses an immediate danger to the health or safety of any person, may, for the time and such conditions as are considered appropriate and without a hearing, suspend a licence for not more than 14 days, and, prior to suspending the licence, shall provide the licensee with the reasons for the suspension in writing or orally, with an opportunity for the applicant to respond.
- (3) The decision to revoke or suspend a license, except for under the conditions stated in 6(2), is final.

7. ADMINISTRATION AND ENFORCEMENT

7.1 Enforcement Agency

- (1) The Sault Ste. Marie Police Service and the City's Municipal Bylaw Enforcement Officer(s), or a designate, shall be responsible for the enforcement of this Bylaw.

7.2 Inspections and Re-inspections

- (1) The Sault Ste. Marie Police Service, a Municipal Bylaw Enforcement Officer or any person acting under those persons, or any person authorized by the City may at reasonable times during business hours inspect as much of any place or premises carrying on any business in respect of which a person has or is required to have a Licence.
- (2) When a re-inspection is required to confirm compliance with the provisions of this Bylaw or any other Bylaw, a fee in the amount set out in the City of Sault Ste. Marie's User Fee Bylaw shall be charged.
- (3) No person shall obstruct or hinder, or attempt to obstruct or hinder, an officer, in the exercise of a power or the performance of a duty under this Bylaw.
- (4) No person shall refuse to produce any documents or things required by an officer under this Bylaw, and every person shall assist any entry, inspection, examination, or inquiry by an officer.
- (5) No person shall knowingly furnish false information to the City or an officer with respect to this Bylaw.

7.3 Officers Right of Access

- (1) An officer may enter upon and within, and inspect any land, property, building or structure at any time to determine if any section of this by-law is complied with, or to determine if any direction, notice or order issued pursuant to this Bylaw or the

Municipal Act or any court has been complied with, or to perform any remedial work authorized by this Bylaw.

- (2) Notwithstanding subsection 7.1 (1), an officer shall not enter or remain in any room or place actually used as a dwelling unit unless the provisions of Section 437 of the Municipal Act are complied with.
- (3) An officer shall have inspection powers described in Section 436 of the Municipal Act.

7.4 Orders, Notice, and non-compliance

- (1) Where person or licensee is in contravention of any provision of this Bylaw or another City Bylaw, an officer, in addition to any other action, may send a notice, in the form of a letter or email, to the applicant or licensee, describing the contravention.
- (2) Any notice or direction given under this Bylaw shall be deemed good and sufficient service if:
 - (a) personally delivered to the person to whom it is directed;
 - (b) provided by a previously established electronic means of communication;
 - (c) mailed by ordinary or registered mail, and delivery to the mailing address of the applicant, licensee, or owner of the property (according to the last revised assessment roll of the property), or
 - (d) by being posted on the subject property.
- (3) Where any person fails to comply with an order issued, in addition to any prosecutorial action or legal remedies, the Clerk shall forthwith suspend the licensee's STR licence.

7.5 Offences and Penalties

- (1) Every person who contravenes any of the provisions of this Bylaw, and every director of a corporation who concurs in such contravention by the corporation is guilty of an offence and on conviction liable to a fine not exceeding \$25,000 for a first offence and \$50,000 for any subsequent offence.
- (2) Where a corporation is convicted of an offence under this Bylaw, the maximum penalty is \$50,000 for a first offence and \$100,000 for any subsequent offence.
- (3) For the purposes of this section, a separate violation shall be deemed to have been committed for each and every day during which such violation continues, and conviction in respect of a violation shall not operate as a bar to further prosecution if such violation continues.

- (4) The Court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted, and such order shall be in addition to any other penalty imposed on the person convicted.
- (5) Pursuant to Section 447 of the Municipal Act, where an owner is convicted of knowingly carrying on or engaging in a business in respect of any premises or any part of any premises without a licence required by this Bylaw, or a person is convicted of any other contravention of this Bylaw and the court determines that the applicant, licensee, or owner of the premises or part of the premises in respect of which the conviction was made knew or ought to have known of the conduct which formed the subject-matter of the conviction or of any pattern of similar conduct, the court may order that the premises or part of the premises be closed to any use for a period not exceeding two (2) years.

8. COLLECTION OF UNPAID FINES

- (1) Pursuant to Section 441 of the Municipal Act, if any part of a fine for a contravention of a business licensing by-law remains unpaid after the fine becomes due and payable under Section 66 of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, including any extension of time for payment ordered under that Section, the City may give the person against whom the fine was imposed a written notice specifying the amount of the fine payable and the final date on which it is payable, which shall be not less than 21 days after the date of the notice. If the fine remains unpaid after the final date specified in the notice, the fine is deemed to be unpaid taxes pursuant to Section 351 of the Municipal Act and may be added to the person's tax roll and collected in the same manner as property taxes.

9. ENACTMENT

9.1 Interpretation

- (1) In this Bylaw, unless the context otherwise requires, words importing the singular member shall include the plural.
- (2) Reference in this Bylaw to any legislation or City Bylaw means as may be amended or replaced from time to time, and include any regulations thereunder.

9.2 Conflict

- (1) In the case of a conflict between the provisions of this Bylaw and any other City Bylaw, the more stringent provision shall prevail.

9.3 Severances

- (1) If any section, subsection, sentence, clause, phrase or provision of this Bylaw is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of the bylaw. The City hereby declares that it would have passed this Bylaw and each section, subsection, sentence, clause, phrase and provision herein, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or provisions be declared invalid.

9.4 Title

- (1) This Bylaw may be known as the "STR Licensing Bylaw".

9.5 Effective Date

- (1) This Bylaw shall be effective on January 1st, 2023. Any STR, as defined within this Bylaw and the City's Zoning Bylaw, within the city of Sault Ste. Marie shall have until March 1, 2023 to be in possession of a fully issued and valid STR licence and be in compliance with all requirements within this Bylaw and other applicable City Bylaws.
- (2) The process of obtaining a licence from the Clerk includes the dwelling unit be inspected by the City's Fire and Building Department, therefore its recommended that any applicant initiate the application process as soon as possible upon the date of passing of this Bylaw and thereafter upon renewal of any 3rd year anniversary/expiration of a licence.

PASSED in open Council this 20th day of September, 2022.

"Christian Provenzano"

MAYOR – CHRISTIAN PROVENZANO

"Rachel Tyczinski"

CITY CLERK – RACHEL TYCZINSKI

Sample

Item:	7a
Date:	

**THE TOWNSHIP OF TARBUTT
BY-LAW 2020 – 4, As Amended**

**A By-Law to Amend By-law 2020 - 4 being a by-law to License
Trailers in The Township of Tarbutt.**

WHEREAS the Municipal Act, 2001, Section 164 (1) authorizes the Municipality to pass by-laws for the licensing of Trailers within the Municipality; and

WHEREAS all properties and structures shall meet the Zone Standards and requirements set out in The Township of Tarbutt Zoning By-law;

NOW THEREFORE the Council of the Corporation of The Township of Tarbutt proposes to amend By-law 4-2020 and all amendments to same, and hereby enacts as follows:

1. SHORT TITLE

1.1 This By-Law shall be cited as the ‘Trailer License By-Law’.

2. DEFINITIONS

For the purposes of this By-Law, the following definitions shall apply:

- 2.1 **Assessed Trailer** means any trailer located on a property which is assessed under the Assessment Act, which has had the means of mobility removed and which is considered a permanent structure.
- 2.2 **Habitation** means a dwelling place or lodgings used for the occupancy, eating, sleeping or living of individuals.
- 2.3 **License** means a Trailer License issued to a property owner by The Township of Tarbutt for seasonal or short term habitation.
- 2.4 **Owner** means the Registered property owner(s) named on the assessment roll.
- 2.5 **Setbacks** means the distance from a structure to each of the property lines of a property.
- 2.6 **Stored Trailer** means any trailer located on the property only for the purpose of sale or storage but shall not include any trailer being used at any time for living, sleeping or eating accommodations of person while located on that property.
- 2.7 **Township or Municipality** shall mean The Corporation of The Township of Tarbutt and shall be defined as the lands and premises within the corporate limits.

- 2.2 **Trailer** shall mean any vehicle suitable for being attached to a motor vehicle for the purpose of being drawn or propelled by a motor vehicle, or which is self propelled, and is capable of being used for the living, sleeping or eating accommodation of person on a temporary, transient or short term basis, even if the vehicle is jacked up or its running gear is removed. Examples include but are not limited to those trailers commonly referred to as a tent trailer, pop up trailer, a camper trailer, a recreational trailer, a fifth wheel, a bus converted into a motor home or a park model trailer. Any trailer having dual purpose of hauling and living is subject to this by-law when used predominantly for the purpose of habitation.
- 2.3 **Trailer Park** means commercial or recreational lands used for the parking and temporary use for at least five campsites occupied by tents, motor homes, truck campers and recreation vehicles; for which a fee to occupy a specific space is charged.

3. SCOPE

- 3.1 The owner of land on which a Trailer is situated within The Township of Tarbutt shall be responsible for obtaining a Trailer License from the Municipality, unless an exemption under Section 4 of this By-law is applicable.
- 3.2 The owner of a trailer who is not the registered property owner shall not be eligible to obtain a permit without the written consent of the owner.
- 3.3 An Application for Trailer License shall be accompanied by a site plan showing the size of the subject property, and the size, dimensions and setbacks for any structures on the property, including trailers.
- 3.4 No license shall be issued unless the prescribed annual fee has been paid.
- 3.5 The owner of the property must provide proof of disposal of septic and grey water and/or the installation of a privy will be required.

4. EXEMPTIONS

- 4.1 A Trailer that is stored on a property and not used shall not require a permit.
- 4.2 Trailers situated within a licensed Trailer Park shall not require a license.
- 4.3 No permit is required for a trailer if it is included as a structure in the assessment of the property, being an Assessed Trailer.
- 4.4 A Trailer Permit may be issued for a trailer which is temporarily located on the property while a Building Permit for a dwelling is in effect, and which Trailer shall be removed once the dwelling is approved for occupancy.

- 4.5 A livestock or utility trailer shall not require a license. Any trailer having dual purpose of hauling and habitation is subject to this by-law when used predominantly for the purpose of habitation.
- 4.6 Trailers used for a short term, weekend or once per year event shall not require a permit; however, the property owner shall notify the Township prior to the event advising of the time period of the event and the number of Trailers expected. If the Trailers are to be used for a period of more than five (5) days the proponent shall notify the Municipality of plans to address sewage and grey water disposal, and also shall ensure that there is sufficient parking for trailers and vehicles without obstructing any travelled road.

5. LICENSE FEES

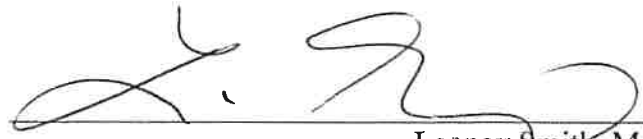
- 5.1 The license fee for each trailer on a property shall be \$500.00 per year, applicable for the calendar year from January 1 until December 31 each year.
- 5.2 The license fee is payable in advance of the term.
- 5.3 The license fee is imposed upon the owner of the property on which the Trailer is located. If the owner fails to make payment of the license fee in any year, the fee shall be deemed overdue and such license fees shall be collected in like manner as Municipal Taxes.
- 5.4 Any violation of this by-law shall result in the withholding of a future permit until such violation has been addressed.

6. VALIDITY

- 6.1 If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof other than the section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all the remaining sections, clauses or provisions of the By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions therefore shall have been declared to be invalid.
- 6.2 THAT "May" shall be construed as permissive and "Shall" shall be construed as imperative.
- 7.1 THAT this By-law shall come into effect on the date of the third and final reading.

READ A FIRST TIME on the Fifteenth day of June, 2022.

READ A SECOND AND THIRD time and finally passed in open Council this 15th
DAY OF JUNE, 2022.



Lennox Smith, Mayor



Carol Trainor, Clerk

**THE TOWNSHIP OF TARBUTT
APPENDIX "A" TO BY-LAW 4-2020
TRAILER PERMIT APPLICATION**

Property Owner: _____

Primary Residence Address: _____

Postal Code: _____

Telephone: _____ e-mail: _____

Civic Address: _____

Proposed Trailer Location: Lot: _____ Plan/Conc #: _____

Occupancy date: _____ Year: _____

Make of Trailer: _____ Model: _____

Serial Number: _____ License Plate: _____

Number of Persons to be accommodated: _____

If the Owner is not the occupant, name of occupant: _____

A Site Plan of the property is to be attached to this application showing the following:

- Property shape and dimensions
- The position and location of the Trailer on the site including setbacks from all property lines, distance from other buildings, distance from the high water mark, roads, fencing and any water courses on the property. Minimum setbacks apply to all structures.
- Location of well and septic system, if applicable
- Parking and entrances

Sample site plan on reverse.

Please describe what provisions have been made for:

Septage/waste disposal: _____

Disposal of grey water: _____

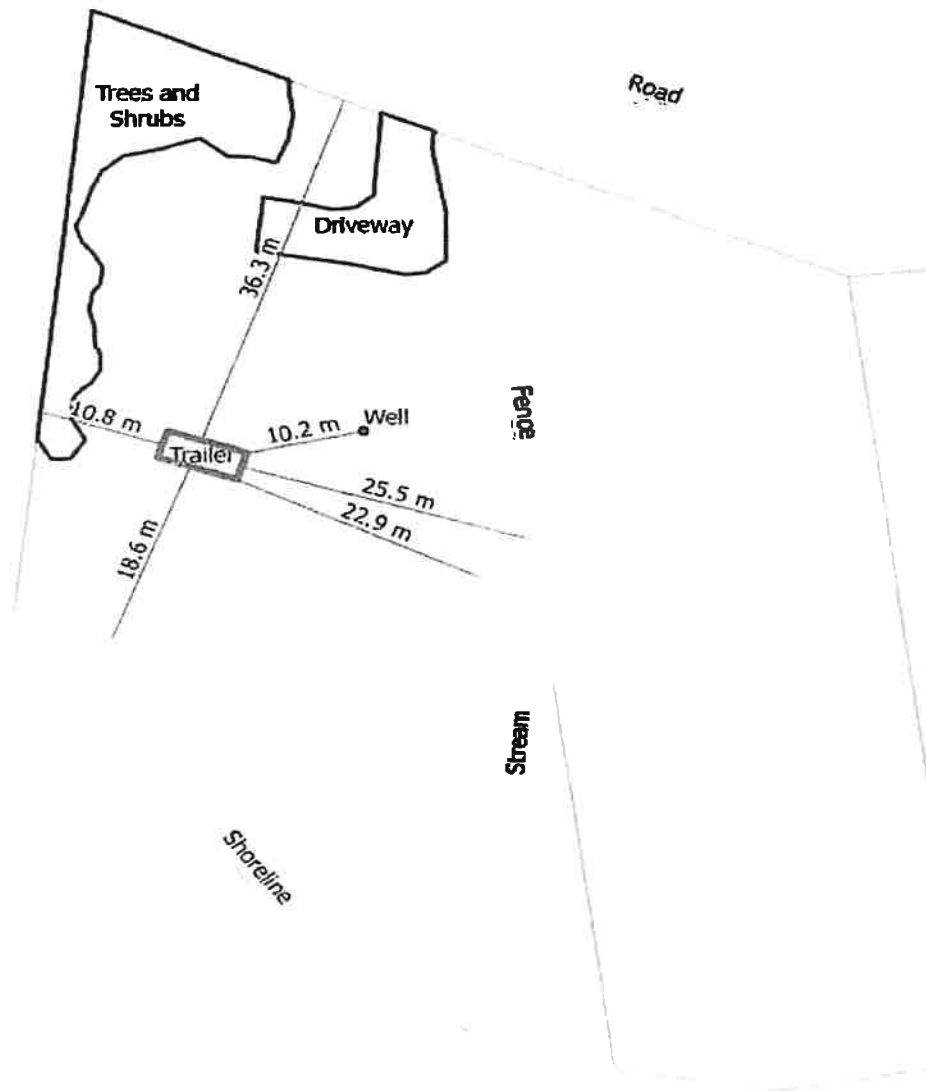
Garbage disposal and recycling: _____

Electricity and/or heat, if applicable: _____

By signing this application, I _____, the owner of the above noted property do hereby agree to abide by the provisions and conditions set out in By-law 4-2020.

Signature: _____ Date: _____

Sample Site Plan for Trailer



Sample only: your property may not have all of these features, but this site plan is intended to demonstrate the distances and setbacks to be shown. Please include any other structures or features and the distance from the trailer. A hand drawn site plan will be accepted.

Sample

THE CORPORATION OF THE TOWNSHIP OF JOHNSON
By-law No. 2012 – 695

BEING A BY-LAW TO LICENSE AND REGULATE TRAILERS

WHEREAS pursuant to the provisions of the Municipal Act, 2001, Section 164, the Council of a Municipality may enact By-laws to prohibit or licence trailers in the municipality,

AND WHEREAS the Council of the Corporation of the Township of Johnson deems it advisable to pass a By-law to regulate trailers in order to implement the policies of the official plan;

NOW THEREFORE, the Council of the Corporation of the Township of Johnson enacts as follows:

1. "Trailer" means any vehicle constructed to be attached and propelled by a motor vehicle and that is capable of being used by persons for living sleeping or eating, even if the vehicle is jacked up or its running gear is removed.
2. "Trailer camp" means any land on which a trailer is kept.
3. Prohibitions
 - (a) No person shall use any trailer within the Township of Johnson unless the person has first obtained a license under the provisions of this By-law.
4. General Administration
 - (a) All applications for a license for a trailer shall be made using the prescribed form (as per Scheduled "A") and the applicant shall pay a license fee of \$100.00/month, for every month or portion of a month that the trailer is located in the Municipality in any given year.
 - (b) Any person applying for a license shall provide copies of all approvals required from other authorities or such other information necessary to consider an application and such copies or information shall be submitted to the Township of Johnson prior to the issuance of the license.
 - (c) No license fee shall be charged in respect of a trailer assessed under the Assessment Act.
 - (d) Trailers in a trailer camp shall be exempt from this By-law.
 - (e) Every license obtained under this By-law shall expire on the 31st day of December in the year in which the license was issued or upon the expiration of the period of time for which it was issued, whichever occurs first.
5. General Provisions
 - (a) No license shall be issued under this By-law if the application for the license or the proposed location of the trailer by the applicant would be in contravention of any other By-law of the corporation or any applicable Federal or Provincial law or regulation, including but not limited to the zoning By-law and the site plan control By-law of the Township of Johnson.
 - (b) Applications for licenses shall be made to the Township of Johnson and duly signed by both the applicant, and the owner of the property upon which the trailer is to be located.
 - (c) Any license issued under this By-law is not transferable. License as per Schedule B".
 - (d) No license shall be issued to exceed a period of more than sixty days in any calendar year.
 - (e) The owner or person to whom the license has been issued shall display the license on the trailer in a place that can be easily seen from outside the trailer.
 - (f) License fees are non-refundable.
 - (g) Any license fee owing to the Township of Johnson under the terms of this By-law shall constitute a debt owing to the Township of Johnson and may be collected under the provisions of the *Municipal Act*.

6. Penalty
 - (a) Any person who contravenes any of the provisions of this By-law shall be guilty of an offence and shall be liable to the fines and penalties prescribed by the Provincial Offences Act, and each day of contravention shall constitute a separate offence.
7. Validity
 - (a) In any provision of this By-law is, for any reason, declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole, or any part thereof other than the provision so declared to be invalid, and it is hereby declared to be the intention that all the remaining provisions of this By-law shall continue to be in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.
8. Effective Date
 - a) This By-law shall be effective on date of adoptions.
 - b) This By-Law shall repeal all by-laws previously passed for this purpose.
 - c) That the aforementioned License and Application License is attached hereto as Schedules "A" and "B" forming part of this By-Law.

Read a first and second time this 7th day of March, 2012

Read a third time and adopted this 7th day of March, 2012.



Mayor, Ted Hicks



Clerk, Ruth Kelso



TRAILER LICENSE # _____

Schedule "B" to By-Law #2012 - 695

Licensee: _____

Address of Trailer: _____

License Period: From _____ To: _____
(dd/mm/yy) (dd/mm/yy)

This license is valid for the above license period only unless revoked. This license is not transferrable to any other trailer or property. This license is only valid when all other necessary permits and approvals have been obtained and remain valid.

Township of Johnson

Clerk or Designate

Date Issued _____

Zone Requirements for Trailers

- Minimum setback (of trailer and sewage disposal system from high water mark 30 metres
- Minimum setback of trailer from all other lot lines..... 10 metres
- A vegetation buffer not less than 15 metres in depth measured perpendicular from the high water mark shall be maintained, except for a landscaped corridor not exceeding 3 metres in width which provides access to the lake.



THE CORPORATION OF THE TOWNSHIP OF JOHNSON
AN APPLICATION FOR A TRAILER LICENSE
Schedule "A" to By-Law # 2012-695

Name of Property Owner:	Phone Number (Home):		
	Phone Number (Cell):		
	E-mail:		
Lot Number (of trailer location):	Concession Number or Plan Number (of trailer location):		
Civic Address of Trailer Location:	Postal/Zip Code:		
Permanent Address of Registered Property Owner:			
Name and Address of Trailer Owner (If Different from property owner)			
Trailer License Plate Number:	Trailer Description (Make/Model/Colour/Size)		
Beginning (dd/mm/yy):	Period of Occupancy Ending (dd/mm/yy):		
Type of Permit (Check One)			
One Month:	One Year:		
Agency Approvals and Other Information			
Agency / Company	Type of Approval	Approval/Certificate Number	Date of Approval
Algoma Public Health	Class of sewage disposal system:		
Name of Well Driller:	Type of well or source of water:	Well driller certificate:	
Township of Johnson	Site Plan Approval	n/a	
Township of Johnson	Lake Capacity Assessment		

I declare the information on this application to be true and accurate:

Applicant Name (Print) _____ Signature of Applicant _____

_____ Date

Office Use Only	
Permit: Four Months <input type="checkbox"/>	One Year <input type="checkbox"/>
Fee Paid (\$): _____	Receipt Number: _____
Date Permit Issued: _____	
Date Permit Revoked: _____	
Assessment Roll #: _____	

The Township of Plummer Additional
Part 1 Provincial Offences Act
By-Law 2019-36: Trailer Licensing

Sample

SCHEDULE "A"

FEES FOR TRAILER PERMIT

2019 Rate:

Annual Trailer Permit \$ 50.00 per trailer

2020 and forward Rates (until amended):

Prior to April 1st:

Annual Trailer Permit \$ 50.00 per trailer

After April 1st

Annual Trailer Permit \$ 75.00 per trailer

Exception: with proof of new trailer purchase after April 1st the \$50 rate will apply.

Appeal Fee \$ 100.00

MUNICIPALITY OF HURON SHORES

SCHEDULE "A"
BY-LAW NO. 24-12

License Fees

Rural (R) or Agricultural (A):

Primary (No dwelling) \$300.00 per year

Secondary (existing dwelling) \$150.00 per year

Residential Low Density (R1):

Primary (No dwelling) \$500.00 per year

Secondary (existing dwelling) \$250.00 per year

Waterfront Residential (RW) or Waterfront Recreational (W.Rec):

Primary (No dwelling) \$700.00 per year

Secondary (existing dwelling) \$350.00 per year

Administration Fee per application: \$34.50 + HST

*All trailer license fees are non-refundable

MUNICIPALITY OF HURON SHORES
PART I PROVINCIAL OFFENCES ACT
BY-LAW #24-12: RECREATIONAL VEHICLE
LICENSING BY-LAW
SCHEDULE 'C'

ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 PROVISION CREATING OR DEFINING OFFENCE	COLUMN 3 SET FINE
1	Failure to obtain a license.	3.1	\$300.00
2	Allowing a Recreational Vehicle to be used without a license.	3.1	\$300.00
3	Keep Recreational Vehicle on lot – temporary accessory use.	3.1.1	\$300.00
4	Locate a Recreational Vehicle that does not comply with zoning requirements	3.4	\$300.00
5	Construct/Permit Construction of an unauthorized structure	3.5	\$500.00
6	Allowing an unauthorized connection to sewage system or greywater	3.6	\$500.00
7	Improper disposal of greywater or sewage	3.7	\$500.00
8	Rental of Recreational Vehicle or property for locating a Recreational Vehicle	3.8	\$500.00
9	Unauthorized transfer of a license	3.10	\$300.00
10	Failure to display a license	4.3	\$100.00

Note: The Penalty provision for the offences indicated above is Section 5.2 of By-law #24-12, a certified copy of which has been filed.

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)	Sara Dinsdale
Emergency Management Program Committee	Jeff Edwards
	Sara Dinsdale
	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
	Dave Leask (Alternate)
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
	Janet Gordanier
	Rod Wood (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

DATE APPROVED:

DATE LAST REVISED: APRIL 2024

DATE LAST REVIEWED: APRIL 2024

Employee Name:	Position Title:
Supervisor:	Date of Review:

Guidelines for Assignment of Performance:

1. At times, employees go beyond what is expected to be proficient and function at standard. These are **Exceptional** situations where performance exceeds standard.
2. The Township sets high standards based on their values and goals and in doing so expect that all employees are performing at the required level and are **Proficient**, in all required competencies. If unknown, Proficient is the default rating.
3. To continually perform "At Standard" means ongoing development and learning must be a part of the job of all employees. When employees are learning something new such as a new protocol or procedure they should be rated as being in the **Learning Phase**.
4. A rating of **Requires Development** means the employee is functioning below Standard some of the time.
5. A rating of **Unsatisfactory** means the employee is functioning below Standard most of the time.
6. In assigning a rating of **Proficient**, an example is not mandatory. However, in assigning **any other rating** examples **MUST** be provided.
7. Each statement **MUST** receive a check mark for rating – just double Click on the box and a check mark can be inserted.
8. At the end of each competency, add up the total number of check marks, (each check mark is one point) for each behaviour demonstrated.

RATING: HOW COMPETENCY IS DEMONSTRATED THROUGH PERFORMANCE	
E = Exceptional:	The employee demonstrates expert knowledge/understanding and exceeds standards/performance expected.
P = Proficient:	The employee is adept and skilled in the performance of his/her position responsibilities and meets standards/performance expected.
LP = Learning Phase:	The new employee or the employee who is learning a new skill or technique and is not yet at the standards/performance expected.
RD = Requires Development:	The employee who is having difficulty learning or performing the required skill, ability or knowledge/understanding and who does not meet standards/performance expected some of the time.
U = Unsatisfactory:	The employee who is not functioning at a satisfactory or passable level of performance, and who lacks the required skill, ability or knowledge/understanding and does not meet standards/performance expected most of the time.

11611)

Competency 1:

Insert for Position:

This Competency measures the knowledge and skill in position including knowledge of policies, procedures, processes and rules of work and proficiency in performance of the job.

Demonstrated and Evidenced By:	U	RD	LP	P	E	Example
Ability to prioritize: Able to set priorities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Problem Solving: Detects problems at an early stage and seeks to solve them before they escalate; able to analyze a situation and make appropriate decisions; knows when to ask for assistance or advice; exercises judgment and reason.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Job Knowledge: Has a thorough knowledge of the job; Complies with policies, procedures, and all rules of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative/Works Independently Requires minimal supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quality of Work: Completes work with no or minimal errors. Excellent feedback from other staff and Council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Efficiency: Achieves productivity standards where identified. Seeks out most efficient method to work; able to identify and eliminate inefficiencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Member of a Team: Works collaboratively with others; contributes to the team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dress: Appropriate appearance and attire at work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Effectiveness under Pressure: Able to effectively work under pressure; handle multiple tasks, difficult situations and clients and meet deadlines while displaying a calm, approachable manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work/Life Balance: Understand need for balance and seek measures to ensure ongoing personal health and wellness maintained						
Flexibility: Realizes often more than one way to achieve desired result; readily accepts new assignments; adjusts to changes in policy, procedures, methods, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attendance: Attends work regularly as scheduled and is punctual for work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Respect for Authority: Accepts reasonable instructions, and constructive criticism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL						

Competency 2:

Exhibits exemplary professional conduct.

Demonstrated and Evidenced By:	U	RD	LP	P	E	Example
Manifesting superior personal integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Complying with Township values and statement of confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Complying with provincial, federal and/or regulatory body privacy policies, acts, and legislation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Complying with standards of professional regulatory colleges (where applicable), directly and on behalf of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Setting and achieving personal professional development goals that enhance personal leadership skills and the operations of the Township	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL						

11b) iii)

Competency 3: Engages in effective internal and external relationships all staff, the public, Council, and others.

Demonstrated and Evidenced By:	U	R D	L P	P	E	Example
Represents the Township in a positive and professional way with other staff, the public, Council, and others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Being prepared for and/or participating in and/or leading meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engaging in active listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communicating in a professional manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Respecting and valuing the work of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Being a positive ambassador for CMHA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL						

Competency 4: Promotes and ensure a safe workplace environment.

Demonstrated and Evidenced By:	U	R D	L P	P	E	Example
Promoting a safe working environment for all employees by adhering to all relevant policies and protocols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensuring compliance with the provisions of the <i>Occupational Health and Safety Act</i> and regulations and all workplace health and safety policies, programs, and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Immediately reporting any violations of the <i>Occupational Health and Safety Act</i> and regulations and/or any other safe workplace policies and protocols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL						

SUMMARY COMMENTS BY SUPERVISOR

(Note: Employees should also complete this section as a part of their self-evaluation as their comments will be taken into consideration)

AREAS OF STRENGTH:

AREAS FOR ONGOING IMPROVEMENT/DEVELOPMENT:

11b) iii)

AREAS WHERE PERFORMANCE OUTCOMES NOT MET:

GOALS (PERFORMANCE EXPECTATIONS) FOR NEXT YEAR:

1.
2.
3.

This will acknowledge that I have read this performance appraisal, have been given a copy and have had an opportunity to provide input by way of a self-evaluation and a discussion with my supervisor. I understand that this report will be placed on my Human Resources file.

Signature of Supervisor: _____

Date:

Signature of Employee: _____

Date: _____

Form Developed: 29 Feb. 2024

11c)i)

ST. JOSEPH ISLAND MUSEUM
R.R. 1 RICHARDS LANDING

May 6th, 2024

Dear Mayors, Reeves and Councils,

On behalf of the Museum I wish to thank you for your on-going support in allowing us to preserve the history of St. Joseph Island. We have 6 buildings and over 7,000 artifacts. This year we have finally been able to arrange for signage on Hwy. 17 as many visitors have told us this is a "hidden gem"!

Several events have been planned for the season and new children's activities are underway. We are planning on adding a children's pioneer "kitchen, along with weekly story time. A very generous donation of a Bunkie will provide an activity room for children's crafts etc. Young and old alike enjoy map quest as well as the scavenger hunt. We offer guided tours and self-guided tours.

Under the Canada Summer Student Employment program we have been able to hire 2 students for 9 weeks. Unfortunately, last year we only had 1 student for the entire season and one for part of the month of July. This is reflected in the budget. *The increase in our budget is mainly due to wages. The Curator position has not had a raise in 4 years.*

We are looking forward to a great season.

Respectfully yours,

Lavera Crack

Chair

11c)ii)

**St. Joseph Island Museum Board
Budget 2024**

	<u>Budget</u> <u>2023</u>	<u>Actual</u> <u>2023</u>	<u>Variance</u> <u>2023</u>	<u>Budget</u> <u>2024</u>	<u>Comments</u>
REVENUE					
Municipal grants	\$ 30,280	\$ 30,280	\$ -	\$ 36,250	20% increase from 2023
Canada Summer Jobs Grant	9,666	6,709	(2,957)	10,325	
Covid Recovery Fund Grant	4,000	4,000	-	-	
Admissions/Memberships	3,400	4,685	1,285	3,400	
Preservation	500	-	(500)	-	
Events	1,500	1,568	68	1,500	
Fundraising	-	6,855	6,855	2,000	Includes workshops and other fundraisers
Donations	2,000	8,345	6,345	2,000	
Transfer from reserve	-	-	-	3,000	
Transfer from Building Fund	-	-	-	7,000	For bunky and Kentvale store refurbishing
TOTAL REVENUE	51,346	62,442	11,096	65,475	
EXPENSES					
Hydro	2,200	2,180	20	2,200	
Telephone & Internet	1,200	1,258	(58)	1,300	
Insurance	3,011	3,294	(283)	3,300	
Advertising	400	727	(327)	600	
Signage Hwy 17	590	624	(34)	400	
Gift Shop & Clothing	200	4,120	(3,920)	200	
Display	500	873	(373)	200	
Office	1,000	951	49	1,800	Includes new iPad
Professional Fees	1,500	1,497	3	1,500	
Repairs & Maintenance	3,000	2,788	212	6,000	Incl \$1,000 for bunky from Building Fund
Kentvale Store Refurbishing	-	-	-	6,000	Funded from Building Fund
Wages & Benefits	32,125	33,654	(1,529)	36,750	Increase due to rate increases
Bank Charges	320	284	36	300	
Preservation	500	62	438	-	
Events/fundraising	1,500	3,015	(1,515)	1,500	
Mileage	100	-	100	100	
Groundskeeping	1,200	1,225	(25)	1,325	
Treasurer Admin Fee	2,000	2,000	-	2,000	
TOTAL EXPENSES	51,346	58,551	(7,205)	65,475	
EXCESS OF REVENUES OVER EXPENSES	\$ -	\$ 3,891	\$ 3,891	\$ -	

Municipal Levy Apportionment

<u>Municipality</u>	<u>Equalized</u> <u>Assessment</u>	<u>Allocation</u> <u>Percentage</u>	<u>2024</u> <u>Levy</u>
St. Joseph Township	223,354,080	53.13%	\$ 19,258
Jocelyn Township	83,863,868	19.95%	\$ 7,231
Hilton Township	90,237,499	21.46%	\$ 7,781
Village of Hilton	22,965,745	5.46%	\$ 1,980
TOTAL	420,421,192	100.00%	\$ 36,250



12a)i)

Clerks Report: 2024-05-08/02

Meeting Date: May 8, 2024

Subject: **Grace United Cemetery**

Regular Meeting

Prepared by: Sara Dinsdale

Upon reaching out to BAO to clarify some operating questions, please see the below information regarding our options as a Cemetery Operator:

- 1) To continue to operate accurate maps, plans, layouts etc. are needed **or** an archeological assessment would need to be done prior to laying out the lots to ensure there are no existing interments in areas. The archaeological study is quite expensive- generally around \$20-30k. We would hire a licensed archaeologist under the Ontario Heritage Act, and we would need to obtain a Cemetery Investigation Authorization (CIA) from the BAO.
- 2) We do not need to carry-out any further interments or sell any interment rights as of the date that Hilton Township has taken over. We would let the community know that our role is to maintain the cemetery, but there will be no further interments. We wouldn't "close" so to speak, as a cemetery closure involves disinterring all of the remains and moving them to another cemetery etc. Instead, we could decide to become Inactive which is a term used that would mean no sales or new interments are being done. We can decide that we will no longer offer sales, but will honour remaining Interment Rights that can be proven. BAO would keep us "Active" in their system. To the community, we would say that the mapping of the "old" section is not available or reliable and that we will no longer be conducting burials/interments in that section.
- 3) Regarding interment rights: As a cemetery operator we do not have to bury anyone or take anyone's word for it. If an Interment Rights Certificate cannot be presented, and we can't verify their interment rights with the records we currently have, we do not have to take anyone at their word. If no proper documentation can be found, then BAO does not recommend honoring the claim on interment rights.
- 4) A partial closure, is not an option. This is usually if there was a church on a cemetery and the town wants to sell the church to be used as a residential property. It's a process. The BAO needs to approve it, then the town needs to approve the rezoning of the area, and we would sever the land etc.



12a)ii)

- 5) If, the correct documentation for interment rights can be presented; however, since our cemetery map is not accurate/reliable, BAO recommends that we do not dig where we think an open lot might could be. The ground moves over time, and we do not want to hit a casket while digging. If we did, we would need to start an investigation, and that takes time. As per the Funeral, Burial and Cremation Services Act, 2002 (FBCSA) s. 94, (see below) we do not want to disturb a burial:

BURIAL SITES

Disturbing burial site prohibited

94 No person shall disturb or order the disturbance of a burial site or artifacts associated with the human remains except

- (a) on instruction by the coroner;
- (b) pursuant to a site disposition agreement; or
- (c) if the disturbance is carried out in accordance with the regulations. 2002, c. 33, s. 94; 2006, c. 34, Sched. D, s. 65

- 6) The times of opening/closing of a grave can be specified in our By-Law, stating that we do not have burials on Sundays or holidays. we can even add Saturdays. There can also be certain hours of the day. We would also add a note about requiring 48h notice. There could be a very rare situation where a Medical Officer of Health (MOH) requires a burial on a specific date. However, that would be very rare.
- 7) The staffing, cemetery liaison versus cemetery care taker: cemetery administrator/main contact is an example of the cemetery liaison and a care taker is one who is cutting the grass, ensuring markers are remaining safe (laying them down if not) etc.



DR. HAROLD S. TREFRY MEMORIAL CENTRE

A Division of The Corporation of the Township of St. Joseph
Seniors and Persons with a Disability Services



April 4, 2024

The Township of Hilton
2983 Base Line
Hilton Beach, ON P0R1G0

Dear Mayor and Council,

As you are aware, the Dr. H.S. Trefry Memorial Centre provides numerous programs and services to seniors and persons with disabilities living in your community. At this time, community support services provided by the Trefry Centre are partially funded by the Ministry of Health and Long-Term Care. However, this funding does not cover annual expenditures to run the Centre or programming at current capacity, or to meet goals of growing programs. Because of this, the Centre depends on generous contributions from Municipal Governments in our catchment area which have been a vital component in the Centre's success.

As you enter budget deliberations for the year, please consider the Trefry Centre and the services provided to your community. Our current operating budget has been attached for your information, including suggested contribution amounts based on Statistics Canada senior populations within our catchment area. Please keep in mind that we also serve individuals with long-term or short-term disabilities (ODSP). These individuals are not reflected in the percentage of calculation for contributions.

I would be happy to meet to discuss current services in your community, and to answer any questions you may have. Please contact the Centre to arrange a meeting with your Council or area designate.

Thank you for your consideration, which is much appreciated and will help ensure the continuation and success of the community support programs.

Marcy Clark
Manager

**Dr. H.S. Trefry Memorial Centre
2024/25 Budget**

Ontario Health Reporting Year from April 1, 2024 to March 31, 2025

Revenues

Ontario Health Program Funding	\$ 319,840
Other Funding (OCSA, New Horizons, NOHFC, ADSAB)	13,880
Other Funding - Municipal Contributions	25,000
Client Service Recipient Payments (Meals on Wheels, Diners, Transportation, Day Out)	108,000
Other Revenues - Donations, Hall Rental	18,750
Total Revenues	\$ 485,470

Expenditures

Salaries & Benefits	\$ 345,090
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Program Expenditures

Administration Expenses	28,675
Building Maintenance and Utilities	21,240
Home Maintenance Program Costs	3,080
Meals on Wheels Program Costs	39,130
Congregate Dining/Exercise Program Costs	11,040
Transportation Program Costs	37,700
Day Out Program Costs	8,745
Total Programs Materials & Supplies Expenditures	\$ 149,610

Total Expenditures	\$ 494,700
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Surplus (deficit) - Township of St Joseph to fund any deficit incurred	\$ (9,230)
---	-------------------

Municipalities	2021 Census Seniors (>=65) Population	Percentage Ratio of Total Seniors Population	Funding Consideration Amount
The Village of Hilton Beach	65	2.5%	\$ 613
The Township of Jocelyn	130	4.9%	\$ 1,226
The Township of Hilton	135	5.1%	\$ 1,274
The Township of Johnson	140	5.3%	\$ 1,321
The Township of Tarbutt	145	5.5%	\$ 1,368
The Township of Laird	255	9.6%	\$ 2,406
The Township of MacDonald, Meredith and Aberdeen Additional	295	11.1%	\$ 2,783
The Township of St. Joseph	485	18.3%	\$ 4,575
The Township of Plummer Additional	195	7.4%	\$ 1,840
The Town of Bruce Mines	210	7.9%	\$ 1,981
The Town of Thessalon	455	17.2%	\$ 4,292
The Township of Huron Shores (up to Thessalon only estimated)	140	5.3%	\$ 1,321
Total:	2,650	100.0%	\$ 25,000

- based on each municipality's seniors population as a % of the total seniors population

Hilton Township Administration

From: Marcy Clark <manager@trefrycentre.ca>
Sent: April 24, 2024 1:51 PM
To: Hilton Township Administration
Subject: RE: Dr. Trefry Centre Concert - June 14th

Hi Sara,

I also wanted to let you know that it's that time of year again!

Our June luncheon where we have each municipality present an award to their "senior of the year" will be held on June 25th. Please let me know if you would like us to organize purchase and engraving of the award by May 10th. If you could also advise who will be presenting, receiving and how many would be attending the luncheon. The cost of the lunch is \$16 per person.

Thank you so much, and if you have any further questions, please feel free to reach out 😊
Marcy

From: Hilton Township Administration <admin@hiltontownship.ca>
Sent: Wednesday, April 24, 2024 10:54 AM
To: Marcy Clark <manager@trefrycentre.ca>
Subject: RE: Dr. Trefry Centre Concert - June 14th

Thank you, Marcy.

Have a wonderful day!

Thank you.

Sara Dinsdale
Acting Clerk/Treasurer
Township of Hilton
705-246-2472
admin@hiltontownship.ca
www.hiltontownship.ca



My working hours may not be your working hours. Please do not feel obligated to reply outside of your normal work schedule.

CENTRAL ALGOMA INTERMEDIATE & SECONDARY SCHOOL

32 KENSINGTON RD. DESBARATS, ON P0R 1E0

P # : 705-782-6263 F # : 705-782-4288



PRINCIPAL

Mr. J. Turco

VICE PRINCIPAL

Ms. R. Grisdale

VICE PRINCIPAL

Ms. M. Snider

April 2024

Dear Friend and Supporter of CAIS/CASS,

Graduation is always such a special time of the year when all the communities that make up the Central Algoma Family come together to celebrate the achievements of our students. This year's respective ceremonies are scheduled for:

- Wednesday, June 26th at 7:00 p.m. – CAIS
- Thursday, June 27th at 7:00 p.m. – CASS

Our Graduation Exercises are held to mark a milestone in the lives of our students and to honour their excellent effort, achievement, leadership, and citizenship.

A significant aspect of this ceremony is the recognition of student excellence through scholarships and awards. We believe the recognition of academic excellence encourages students to continue to strive to reach their full potential as they prepare for their post-secondary endeavours.

To acknowledge student achievement, we rely on the generous support of our communities. We are asking for your assistance to continue our tradition at graduation ensuring that student excellence is celebrated. Any donation would be greatly appreciated to help our students with their post-secondary expenses.

If you are interested in becoming or continuing as a donor, please submit your tax-deductible donation along with the enclosed information to:

Central Algoma Secondary School
32 Kensington Road
Desbarats, ON
P0R 1E0
C/O Alison Russon

Sincerely,

Joey Turco

Principal, CAIS/CASS

HOWLING SINCE 1972





PRESS RELEASE

For immediate release April 30, 2024

NSHN Acute Care COVID-19 Outbreak

Blind River, ON: As part of ongoing, proactive surveillance and case finding, COVID-19 has been confirmed on the Acute Care Unit of the North Shore Health Network (NSHN) located in Blind River. As a result, Algoma Public Health (APH) is declaring an outbreak.

NSHN is working closely with APH to take actions to keep workers, providers, patients and visitors safe including monitoring all patients for new symptoms, closing the unit to new admissions, and implementing visiting restrictions.

Effective immediately, the following visiting restrictions for the Acute Care Unit will be in place:

- There will be **no general visiting** during the outbreak.
- Visiting is limited to **Essential Caregivers / Essential Visitors** only.
 - Limited to two (2) visitors per day.
 - Length of visits is not restricted unless exceptional circumstances apply.
- End-of-life patients (including end-of-life COVID-positive patients) will have a visiting plan developed with the Nursing Team.
- Visitors are required to wear a medical mask at all times, and to perform hand hygiene upon entry and exit.

All visitors should consider their personal health in determining whether visiting is appropriate. Visitors exhibiting signs of influenza-like illness (fever, cough, difficulty breathing, runny nose, sneezing, etc.) will be asked not to visit.

The North Shore Health Network will continue to provide updates on the status of the outbreak. Thank you for your understanding and for treating our workers with kindness and respect.

For more information on COVID-19 and what to do if you have symptoms, please visit Algoma Public Health's website here: <https://www.algomapublichealth.com/disease-and-illness/infectious-diseases/covid-19/>

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Media Contact:

Melanie Kubatlja, Chief Risk and Communications Officer, NSHN
mkubatlja@nshn.care

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CORPORATION OF THE TOWNSHIP OF HILTON
Payment Voucher April 2024

NAME	DESCRIPTION	AMOUNT	CHEQUE #
Scotiabank	Internet/Pickup Fuel/Road Cell/Office Supplies	929.50	13876
EncompassIT	Managed Backup-Quarterly	339.00	13877
McDougall Energy	Propane-Garage	1,136.59	13878
MPAC	Quarterly levy	4,489.32	13879
Penny Wood	Children's Easter Party	570.15	13880
FONOM	Annual Membership	176.40	13881
BDO Dunwoody	Professional Services regarding Sage	695.23	13882
Algoma Power Inc.	Office/Rds/Fire/Milford Haven April	312.62	13883
Algoma District Services	April Adjusted Municipal Levy	30,340.00	13884
Algoma Office Equipment	Photocopier	63.38	13885
Tulloch Engineering	Building Inspections/Mileage	739.25	13886
Co-Op	Truck/Grader Fuel	710.71	13887
Receiver General	Licenses for Radios	425.77	13888
Robert Hope	Deputy Chief Wage	150.00	13889
Void	Issue with Printer		13890
Void	Issue with Printer		13891
Void	Issue with Printer		13892
Void	Issue with Printer		13893
Void	Issue with Printer		13894
Sherry Hoover	April Office Assistant Contract Work	592.00	13895
Wanita Barber	April Cleaning Contract Work	165.00	13896
Bereavement Authority of Ontario	2024 License Fee	17.04	13897
Petty Cash	Bottled Water/Coffee Supplies/Meeting Supplies	54.40	13898
Sara Dinsdale	Reimbursement for File boxes/Office Supplies	82.80	13899
Linde Canada	Cylinder Lease x2	842.02	13890
Ironside Consulting	Consulting Services	533.93	13901
Minister of Finance	Policing March	6,846.00	13902
VOID	Issue with Printer		13903
Hilton Union Public Library	2024 Levy	417.41	13904
EncompassIT.ca	UPS system/Tech Support	888.75	13905
Canada Revenue Agency	April Source Deductions	2,585.10	13906
Scotiabank	Internet/Pickup Fuel/Road Cell/Fire Equipment	541.51	13907
Ironside Consulting	Consulting Services	1,536.42	13908
		56,180.30	
NAME	DESCRIPTION	AMOUNT	
OMERS	April Contributions	2,372.84	AFT
Equitable Life Insurance	April Contributions	1,555.98	Auto withdrawl
Payroll-Mid Month		4,277.05	AFT
Payroll-End of Month		4,201.73	AFT
Janet Gordanier	Council Honorarium-April	165.00	AFT
Mike Trainor	Council Honorarium-April	165.00	AFT
Rod Wood	Council Honorarium-Jan, Feb, March, April	1,702.00	AFT
WSIB (Apr 22/23)	Premium for Jan-March 2023	2,562.09	AFT
		17,001.69	
GRAND TOTAL: (Cheques and Automatic Payments)		73,181.99	