

THE CORPORATION OF THE TOWNSHIP OF HILTON

A G E N D A

Regular Meeting of Council

November 6, 2024 – 7:00 pm

Council Chamber - Hilton Township Municipal Building

[Click This Link to Join through Microsoft Teams](#)

Meeting ID: 280 237 977 487

Passcode: FmpPs6

1. Call to Order.
2. Declarations of Pecuniary Interest
3. Motion to Accept Agenda as presented
4. Delegations: By-Law Enforcement Officer Brant Coulter re by-law complaints to be discussed in closed session
5. Move to closed meeting

Council will enter into closed session in accordance with the provisions of the Municipal Act, Section 239(2) (b) personal matters about an identifiable individual and Section 239 (2) (c) acquisition or disposition of land.

6. Return to open meeting
7. Direction to Clerk
8. Approval of Minutes:
 - a) Special meeting of September 19, 2024
 - b) Closed meeting of September 19, 2024
 - c) Regular meeting of October 9, 2024
 - d) Closed meeting of October 9, 2024
9. Roads:
 - a) Road Superintendent update
 - b) Request for winter plowing of the Mouth of Joques Bay Rd.
10. Fire/Emergency Management:
 - a) OPP Municipal Policing 2025 Annual Billing Statement Package
11. Building/By-Law Enforcement
 - a) Tulloch Invoices costs vs fees to date 2024
12. Planning:
 - a) Email from Mr. Jagger re requested corrections of Short-Term Rental Draft By-laws.
Includes Draft By-Law to Regulate and Govern Short Term Rental and Draft By-Law to Provide Licensing of Short-Term rental
13. Administration:
 - a) Group Benefits Annual Renewal
 - b) 2025 Council Meetings
 - c) Christmas Holidays
14. Correspondence:
 - a) Legal Advice received on behalf of Mr. Peter Berlingiri regarding Appointment of Acting Reeve
 - b) Info received from Hicks Morley Law re Bill 190 amends several statutes including.
 - c) Letter from Minister of Finance re Ontario Municipal Partnership Fund. (OMPF)
15. Confirmatory By-law
16. Adjourn

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES
Special Meeting
September 19, 2024
9:00 a.m.

Present:

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

Road Superintendent Lyndon Garside
Acting Clerk Treasurer: Sara Dinsdale

Absent: Janet Gordanier

The meeting was called to order at 8:59 am.

There were no declarations of pecuniary interest.

Resolution 2024 - 230
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for September 19, 2024, as presented. *CARRIED*

Resolution 2024 - 231
Moved: Dave Leask
Seconded: Mike Trainor

Resolved that this Council move into closed session at 9:00 am to consider items concerning personal matters about an identifiable individual, including education and employment history with Road Superintendent/Public Works Foreman candidates.

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

Resolution 2024-232
Moved: Dave Leask
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at 2:37 pm. *CARRIED*

Resolution 2024-233
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does direct the Acting Clerk to extend an offer of employment for the Road Superintendent/Public Works Foreman position to the individual identified in the closed session, upon successful completion of the written test, practical test, reference check and criminal record check. *CARRIED*

Resolution 2024-234
Moved: Dave Leask
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass By-law No. 1433-24 being a by-law to confirm the proceedings of this meeting. *CARRIED*

THE CORPORATION OF THE TOWNSHIP OF HILTON
Minutes- Special Meeting September 19, 2024

Resolution 2024-235

Moved: Dave Leask

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 2:40 p.m.
Council to meet again at the Hilton Township Municipal office on October 9, 2024, at 7:00 pm or at the call of the
Reeve. *CARRIED*

Reeve Rodney Wood

Acting Clerk Sara Dinsdale

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES
Regular Meeting
October 9, 2024
7:00 p.m.

Present:

Deputy Reeve: Dave Leask

Councillors: Mike Garside
 Janet Gordanier
 Mike Trainor

Acting Clerk Treasurer: Sara Dinsdale
 Road Superintendent: Lyndon Garside

Absent: Reeve Rodney Wood

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

There were no declarations of pecuniary interest.

Resolution 2024 - 236

Moved:

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for October 9, 2024, as presented. *CARRIED*

A public meeting was announced open in order to allow an opportunity for comments or questions about the 2024 budget. Council reviewed the budget and there were no other comments.

Resolution 2024 - 237

Moved: Mike Trainor

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the 2024 Budget as presented with a net income in the amount of \$215,700.00. *CARRIED*

Resolution 2024 - 238

Moved: Mike Trainor

Seconded: Dave Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the minutes of the regular Council meeting of September 11, 2024. *CARRIED*

Road Superintendent Lyn Garside explained that there were no road updates; however, he requested to speak about an incident that occurred recently with a dog owner as Mr. Garside is also the Township's Pound Keeper.

An incident occurred in 2021 when a community member's small dog was attacked by their neighbour's larger dogs causing damage and a large vet bill. The small dog was recently attacked and killed while on its leash, while the owner was inside their home. The family has requested guidance from the Township and the Acting Clerk provided information to the family on what actions they could take. As this falls under the Dog Owners' Liability Act, R.S.O. 1990, c. D.16, the phone number to the local OPP Dispatch was provided to the family, as well as information from the Dog Owners' Liability Act for them to research and act on. The Acting Clerk also left voicemails with the local OPP contact that took the call regarding this incident. In addition, the Acting Clerk reached out to the Township's By-Law Enforcement Officer and received contact info for an Animal Welfare Services Inspector at the Ministry of the Solicitor General. An email was sent regarding the incident.

Council wants to remind the community that dog owners should have care and control at all times. Making sure your pets are leashed on and off your property will help keep them and others safe. The Dog Owners' Liability Act, R.S.O. 1990, c. D.16, section 5.1 states, "*the owner of a dog shall exercise reasonable precautions to prevent it from, (a) biting or attacking a person or domestic animal; or (b) behaving in a manner that poses a menace to the safety of persons or domestic animals.* 2005, c. 2, s. 1 (15). The Township's by-law #757; being a by-law to prohibit dogs from running at large in public beaches is also in effect.

To report a dog attack, or a dangerous dog, please contact the Ontario Provincial Police at 1-888-310-1122.

For general questions or comments about animal welfare, please email solgen.correspondence@ontario.ca. or call 1-833-9-ANIMAL for animal-related complaints or concerns.

The following items were reported by Acting Clerk Sara Dinsdale:

1. Markers Proposing Safety Risk:

According to our By-law, “*should any monument or marker present a risk to public safety because it has become unstable, the cemetery operator shall do whatever it deems necessary by way of repairing, resetting, or laying down the monument or marker or any other remedy to remove the risk*”.

There are a few markers in Grace United Cemetery that propose a safety risk. One was recently re-set due to the ground being unstable.

These are currently being assessed and repaired.

2. Request for Dirt:

There have been several requests made by community members/cemetery lot owners to have some dirt available in the back corner where it previously was located, in order for them to fill and maintain the ground’s levelness of their family-owned plots. There has been a load of dirt purchased and placed there for the convenience of the cemetery lot owners.

3. Recent Casket Burial Request:

This could not be honoured due to BAO recommendations not to honour casket burials without an archaeological study and missing proper documentation to prove executorship of Succession Law.

This situation has since been somewhat rectified and the interment of cremated remains has been postponed to the following year.

4. A virtual meeting with the Bereavement Authority of Ontario took place on Friday, September 13, 2024, where it was recommended to not honour ANY interments; cremations and full caskets, as we really cannot guarantee that other remains will not be disturbed. I mentioned the Affidavit of Interment Rights and Consent and Release forms that I was working with our legal team to create, and they made a suggestion to add item #6 on the Affidavit if we want to continue to do cremation interments.

5. Documents for review to add to the By-Law:

Affidavit of Interment Rights
Consent and Release

6. There have been multiple burials taking place in the Grace United Cemetery that have not been registered with the office. Families have either received authorization from funeral homes directly or they have taken it upon themselves to open and close their family plot on their own. In order to conduct a legal interment, it needs to be organized with the cemetery operator. If it is to be organized with the funeral home, the funeral home still needs to notify the cemetery operator and provide all the proper documentation including proof of interment rights, payments for opening and closing, and monument permit fees. Our legal team has advised the below:

“Unauthorized Burials at the Cemetery

Regarding the issue of unauthorized burials and the scattering of ashes, this is a significant concern that could potentially breach both the **Criminal Code** and the **Funeral, Burial and Cremation Services Act, 2002**:

- **Criminal Code, Section 430(c):** Unauthorized burials could meet the actus reus of **Mischief**, as they obstruct, interfere with, or interrupt the lawful use, enjoyment, or operation of the cemetery.
- **Funeral, Burial and Cremation Services Act, 2002, Section 5:** The Act clearly states that only licensed cemetery operators can authorize burials, cremations, or the scattering of ashes.

If needed, an investigation could be escalated by filing a complaint with the **Registrar of Cemeteries** under **Section 66** of the Act, which could result in fines of up to **\$50,000**. However, Under the Act, an investigator has

*the authority to impose penalties on the cemetery operator for discrepancies under **Part III: Prohibitions and General Duties Regarding the Operation of Businesses**. Given the issues with the cemetery's plotting and record-keeping, we want to avoid drawing attention that might prompt an investigation of the cemetery itself. Instead, we suggest issuing a public statement (or utilizing another method that quickly reaches township residents) to clearly inform everyone that all burials must go through the proper channels and that unauthorized use of the cemetery will not be tolerated”*

Organizing interments with the township office is clearly stated in the Cemetery By-Law as well as posted on the new sign at the cemetery. BAO suggested that we get the OPP involved, install cameras in the cemetery, and install a gate with a sign on it explaining that access to the cemetery will need to be arranged with the township office. Access by foot would still be available for those who want to visit their loved one’s graves.

- 7. Notices of the new by-law and pricing that state we are not honouring full casket burials were mailed out in June to the local funeral homes and monument suppliers. I have spoken to one funeral home regarding this, after they authorized and organized a burial in the cemetery without my knowledge, and they said they did not receive it. They have agreed to advise families to contact the township office to arrange interments going forward.
- 8. I am still waiting for our new cemetery by-law to be approved by the Bereavement Authority of Ontario.

Acting Clerk Dinsdale explained that a new public notice will be sent, as per the lawyer’s suggestion, to inform everyone that all burials must go through the proper channels and that unauthorized use of the cemetery will not be tolerated. The notice will also be re-issued to funeral homes and monument dealers stating that we are not honouring full casket burials.

Resolution 2024 - 239
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the addition of the Affidavit of Interment Rights form and the Consent and Release form to the Cemetery By-law #1418-24.
CARRIED

Resolution 2024 - 240
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to restrict unauthorized vehicular access to the Grace United Cemetery by installing 4 gates, locks and two signs.
CARRIED

Resolution 2024 - 241
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. 1430-24 to authorize an agreement for the joint management and operation of a Fire Department. *CARRIED*

Resolution 2024-242
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the by-law complaint procedure and general complaint form. *CARRIED*

Council reviewed information received from Algoma Public Health regarding inspections of short-term rental properties. The information stated that “*Algoma Public Health (APH) conducts inspections of premises that fall under O. Reg. 319/08 (Small Drinking Water Systems), and short-term rentals would only be inspected if they qualify as small drinking water system under this regulation.*

Regarding your question about including provisions in the by-law, you could consider adding a clause that all STRs must comply with relevant public health requirements and regulations, particularly those concerning

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – September 11, 2024

potable water and waste disposal services – as you mentioned. This would ensure that owners are responsible for maintaining safe conditions without the need for individual inspections in every case.”

Second drafts of the new Short-Term Rental Licensing by-law and the new Short-Term Rental Regulations by-law were reviewed by Council. Some suggestions were documented and requested to be sent back to Mr. Jagger.

There was also a discussion regarding the Cost & Recovery By-law that was requested by Council previously to be created by Mr. Jagger from Island Resources Development Consultants, and it was suggested that since the creation of it has been unsuccessful to date, that it be put off until the Acting Clerk is able to research existing by-laws to establish whether cost & recovery is already incorporated in those or if they can be amended to include it.

Council reviewed the final audit report and financial statements received by BDO Canada LLP.

Resolution 2024-243
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does recommend that the Acting Clerk confirm Council’s attendance at the free Midterm Council Training session, presented by the Ministry of Municipal Affairs and Housing on Thursday, November 28, 2024, at 1:00 p.m. taking place at the Echo Bay Hall, 257 Church St. Echo Bay. *DEFEATED*

Resolution 2024-244
Moved: Janet Gordanier
Seconded: Mike Garside

Resolved that this Council move into closed session at 8:28 p.m. in accordance with:

Municipal Act section 239 (2)(d) labour relations or employee negotiations, and section 239 (2)(b) personal matters about an identifiable individual and section 239 (b)(c) acquisition or disposition of land

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. *CARRIED*

Resolution 2024-245
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at: 10:15 pm. *CARRIED*

Resolution 2024-246
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON accepts the employment contract between Leonard Bringleston and the Township of Hilton. *CARRIED*

Resolution 2024-247
Moved: Mike Garside
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does direct the Acting Clerk to schedule an interview with the candidate discussed in closed session for the position of Temporary Deputy Clerk-Treasurer on October 28, 2024, at 5:00 pm OR October 29, 2024, at 5:00 pm. *CARRIED*

Resolution 2024-248
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does direct the Acting Clerk to re-post for the position of Temporary Deputy Clerk-Treasurer with a closing date of October 25, 2024. *CARRIED*

Resolution 2024 - 249
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does direct the Acting Clerk to engage the township’s By-Law Enforcement Officer regarding the complaints discussed in closed session.
CARRIED

Resolution 2024 - 250
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON give first, second and third and final reading and pass By-law No. 1434-24 being a by-law to appoint a Road Superintendent/Public Works Foreman in the Township of Hilton in the District of Algoma for a probationary period. *CARRIED*

Resolution 2024 - 251
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the payment of Township bills for the month of August 2024 in the amount of \$39,566.36 and the month of September in the amount of \$97,492.12 as per the attached vouchers. *CARRIED*

Resolution 2024 - 252
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass By-Law #1435 being a by-law to confirm the proceedings of this meeting. *CARRIED*

Resolution 2024 - 253
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 10:22 p.m. Council to meet again at the Hilton Township Municipal office on November 6, 2024, at 7:00 pm or at the call of the Reeve. *CARRIED*

Deputy Reeve Dave Leask

Acting Clerk Sara Dinsdale

Hilton Township Administration

From: Johnson, Tracy (Supervisor) <JohnsonTr@sah.on.ca>
Sent: October 25, 2024 9:10 AM
To: Hilton Township Administration
Subject: Winter Plowing of the Mouth of Joques Bay Road

Good morning,

Would you please put this on the agenda for approval again this year?

Thank you!

Tracy Johnson

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



102)

**Municipal Policing Bureau
Bureau des services policiers des municipalités**

777 Memorial Ave.
Orillia ON L3V 7V3

777, avenue Memorial
Orillia ON L3V 7V3

Tel: 705 329-6140
Fax: 705 330-4191

Tél. : 705 329-6140
Télec.: 705 330-4191

File Reference:

612-20

October 4, 2024

Dear Mayor/Reeve/CAO/Treasurer,

Please find attached the OPP municipal policing 2025 Annual Billing Statement package.

This year's billing package includes a statement for the 2023 year-end reconciliation. The final cost adjustment calculated as a result of the 2023 annual reconciliation has been included as an adjustment to the amount being billed to the municipality during the 2025 calendar year.

The final reconciliation of the 2025 annual costs will be included in the 2027 Annual Billing Statement.

For more detailed information on the 2025 Annual Billing Statement package please refer to the resource material available on the internet, www.opp.ca/billingmodel. Further, the Municipal Policing Bureau will be hosting a webinar information session in October/November. An e-mail invitation will be forwarded to the municipality advising of the session date.

If you have questions about the Annual Billing Statement please e-mail
OPP.MPB.Financial.Services.Unit@OPP.ca.

Yours truly,

A handwritten signature in black ink, appearing to read "Steve Ridout".

Steve Ridout
Superintendent
Commander,
Municipal Policing Bureau

OPP 2025 Annual Billing Statement

Hilton Tp

Estimated costs for the period January 1 to December 31, 2025

Please refer to www.opp.ca for 2025 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	387		
	Commercial and Industrial	12		
	Total Properties	399	189.44	75,585
Calls for Service	(see summaries)			
	Total all municipalities	209,489,870		
	Municipal portion	0.0062%	32.47	12,955
Overtime	(see notes)		8.88	3,541
Prisoner Transportation	(per property cost)		1.67	666
Accommodation/Cleaning Services	(per property cost)		5.70	2,274
Total 2025 Estimated Cost			238.15	95,022
2023 Year-End Adjustment	(see summary)			5,519
Grand Total Billing for 2025				100,541
2025 Monthly Billing Amount				8,378

OPP 2025 Annual Billing Statement

Hilton Tp

Estimated costs for the period January 1 to December 31, 2025

Notes to Annual Billing Statement

- 1) **Municipal Base Services and Calls for Service Costs** - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2025 billing purposes the allocation of the municipal workload in detachments has been calculated to be 50.7 % Base Services and 49.3 % Calls for Service. The total 2025 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) **Base Services** - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$189.44 estimated for 2025. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) **Calls for Service** - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) **Overtime** - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2020, 2021, 2022, and 2023 has been analyzed and averaged to estimate the 2025 costs. The costs incorporate the estimated 2025 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2025 hours and salary rates and included in the 2027 Annual Billing Statement.
- 5) **Court Security and Prisoner Transportation (CSPT)** - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2025 costs have been estimated based on the 2023 activity levels. These costs will be reconciled to the actual cost of service required in 2025.

There was no information available about the status of 2025 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.

- 6) **Year-end Adjustment** - The 2023 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

OPP 2025 Estimated Base Services and Calls for Service Cost Summary
Estimated Costs for the period January 1, 2025 to December 31, 2025

Salaries and Benefits		Positions	Base	Total Base Services and Calls for Service	Base Services	Calls for Service
		FTE	%	\$/FTE	\$	\$
Uniform Members	Note 1					
Inspector		26.56	100.0	187,318	4,975,177	4,975,177
Staff Sergeant-Detachment Commander.		8.60	100.0	156,717	1,347,770	1,347,770
Staff Sergeant		38.53	100.0	168,657	6,498,335	6,498,335
Sergeant		226.23	50.7	143,480	32,459,478	16,460,024
Constable.		1,618.15	50.7	120,835	195,529,705	99,147,813
Part-Time Constable		11.97	50.7	91,572	1,096,112	555,839
Total Uniform Salaries		1,930.04			241,906,577	128,984,959
Statutory Holiday Payout				6,207	11,906,411	6,262,929
Shift Premiums				1,129	2,095,821	1,062,740
Uniform Benefits - Inspector.			29.47%		1,466,114	1,466,114
Uniform Benefits - Full-Time Salaries.			36.38%		85,791,541	44,909,750
Uniform Benefits - Part-Time Salaries.			18.75%		205,571	104,245
Total Uniform Salaries & Benefits					343,372,035	182,790,737
Detachment Civilian Members	Note 1					
Detachment Administrative Clerk		164.29	50.7	75,342	12,377,949	6,276,748
Detachment Operations Clerk		3.41	50.7	69,798	238,011	120,750
Detachment Clerk - Typist		1.74	50.7	62,349	108,488	54,867
Court Officer - Administration.		28.73	50.7	92,124	2,646,719	1,342,245
Crimestoppers Co-ordinator		0.89	50.7	73,240	65,184	32,958
Cadet.		1.62	50.7	51,219	82,974	41,999
Total Detachment Civilian Salaries		200.68			15,519,324	7,869,568
Civilian Benefits - Full-Time Salaries			36.13%		5,606,608	2,843,009
Total Detachment Civilian Salaries & Benefits					21,125,933	10,712,577
Support Costs - Salaries and Benefits	Note 2					
Communication Operators				6,682	12,896,527	6,782,230
Prisoner Guards				2,061	3,977,812	2,091,915
Operational Support				7,119	13,739,955	7,225,785
RHQ Municipal Support				3,208	6,191,568	3,256,120
Telephone Support				157	303,016	159,355
Office Automation Support				938	1,810,378	952,070
Mobile and Portable Radio Support				357	693,298	364,522
Total Support Staff Salaries and Benefits Costs					39,612,554	20,831,997
Total Salaries & Benefits					404,110,521	214,335,311
Other Direct Operating Expenses	Note 2					
Communication Centre				150	289,506	152,250
Operational Support				1,112	2,146,204	1,128,680
RHQ Municipal Support				360	694,814	365,400
Telephone				1,458	2,813,998	1,479,870
Mobile Radio Equipment Repairs & Maintenance				168	326,258	171,540
Office Automation - Uniform				4,487	8,660,089	4,554,305
Office Automation - Civilian				1,154	231,585	116,485
Vehicle Usage				10,219	19,723,079	10,372,285
Detachment Supplies & Equipment				1,073	2,070,933	1,089,095
Uniform & Equipment				2,360	4,583,144	2,409,725
Uniform & Equipment - Court Officer				1,037	29,793	15,109
Total Other Direct Operating Expenses					41,569,403	21,854,744
Total 2025 Municipal Base Services and Calls for Service Cost					\$ 445,679,925	\$ 236,190,055
Total OPP-Policed Municipal Properties						1,246,809
Base Services Cost per Property						\$ 189.44

OPP 2025 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2025 to December 31, 2025

Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2020 through 2023. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 85.71 FTEs with a cost of \$17,779,996 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2025 salaries incorporate the 2025 general salary rate increase set in the 2023 to 2026 OPPA Uniform and Civilian Agreements (uniform and civilian staff - 4.75% in 2023, 4.50% in 2024 and 2.75% in 2025.)

The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2024-25). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

Two new premiums were added in these new agreements: a 3% Frontline Patrol Premium (which applies to Constables and Sergeants in Frontline roles only) and a 3% Second-In-Command Premium (which applies to members when temporarily backfilling a short term platoon command position.) An allowance of \$2,101 per Constable FTE and \$3,330 per Sergeant FTE for the Frontline Patrol Premium and \$76 per Constable FTE for the Second-In-Command premium have been included in the salary rates for Constables and Sergeants. These allowances are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.7% Base Services : 49.3% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2024 Municipal Policing Cost-Recovery Formula.

OPP 2025 Calls for Service Billing Summary

Hilton Tp

Estimated costs for the period January 1 to December 31, 2025

Calls for Service Billing Workgroups	Calls for Service Count					2025 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2025 Estimated Calls for Service Cost
	2020	2021	2022	2023	Four Year Average				
					A	B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	0	0	0	0	0	5.9	0	0.0000%	0
Drugs	0	0	0	0	0	88.1	0	0.0000%	0
Operational	20	6	15	8	12	3.9	48	0.0026%	5,495
Operational 2	1	1	1	3	2	1.7	3	0.0001%	293
Other Criminal Code Violations	0	0	0	0	0	7.1	0	0.0000%	0
Property Crime Violations	4	1	8	4	4	6.2	26	0.0014%	3,031
Statutes & Acts	2	6	0	0	2	3.5	7	0.0004%	805
Traffic	4	2	4	1	3	3.8	10	0.0006%	1,202
Violent Criminal Code	1	1	2	1	1	14.8	19	0.0010%	2,128
Municipal Totals	32	17	30	17	24		113	0.0062%	\$12,955

Provincial Totals (Note 4)

Calls for Service Billing Workgroups	Calls for Service Count					2025 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2025 Estimated Calls for Service Cost
	2020	2021	2022	2023	Four Year Average				
					A	B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	2,803	2,979	2,483	2,363	2,657	5.9	15,676	0.8608%	1,803,207
Drugs	1,127	1,050	797	920	974	88.1	85,765	4.7092%	9,865,380
Operational	178,171	180,823	176,502	180,423	178,980	3.9	698,021	38.3272%	80,291,662
Operational 2	48,046	48,395	46,304	47,019	47,441	1.7	80,650	4.4283%	9,276,939
Other Criminal Code Violations	12,123	12,103	12,206	12,931	12,341	7.1	87,619	4.8110%	10,078,638
Property Crime Violations	46,799	47,403	48,878	49,446	48,132	6.2	298,415	16.3855%	34,325,987
Statutes & Acts	31,261	32,888	32,697	34,047	32,723	3.5	114,531	6.2887%	13,174,266
Traffic	32,067	34,757	38,776	32,713	34,578	3.8	131,397	7.2148%	15,114,318
Violent Criminal Code	19,343	20,055	21,513	22,640	20,888	14.8	309,139	16.9743%	35,559,474
Provincial Totals	371,740	380,453	380,156	382,502	378,713		1,821,214	100%	\$209,489,870

Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2021 municipal police force amalgamations.

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OPP 2025 Calls for Service Details

Hilton Tp

For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Grand Total	32	17	30	17	24.00
Operational	20	6	15	8	12.25
Animal - Bite	1	0	0	0	0.25
Animal - Dog Owners Liability Act	1	1	0	0	0.50
Animal - Injured	0	0	1	0	0.25
Animal - Master Code	0	0	1	0	0.25
Assist Fire Department	0	0	0	1	0.25
Assist Public	1	0	3	1	1.25
Distressed / Overdue Motorist	0	0	0	1	0.25
Domestic Disturbance	5	0	0	0	1.25
Family Dispute	1	1	2	0	1.00
Fire - Building	0	0	1	0	0.25
Found Property - Master Code	1	0	0	0	0.25
Lost - Household Property	1	0	0	0	0.25
Lost Property - Master Code	0	1	0	0	0.25
Missing Person 12 & older	1	0	0	0	0.25
Neighbour Dispute	2	0	2	3	1.75
Noise Complaint - Master Code	0	0	0	1	0.25
Noise Complaint - Others	0	0	2	0	0.50
Phone - Master Code	0	1	0	0	0.25
Phone - Nuisance - No Charges Laid	0	0	1	0	0.25
Phone - Other - No Charges Laid	0	1	0	0	0.25
Sudden Death - Natural Causes	2	1	2	0	1.25
Sudden Death - Others	1	0	0	0	0.25
Suspicious Person	1	0	0	0	0.25
Suspicious vehicle	2	0	0	1	0.75
Operational 2	1	1	1	3	1.50
911 call - Dropped Cell	0	0	0	1	0.25
911 call / 911 hang up	0	0	1	2	0.75
False Alarm - Accidental Trip	0	1	0	0	0.25
False Alarm - Others	1	0	0	0	0.25
Property Crime Violations	4	1	8	4	4.25
Break & Enter	2	0	0	0	0.50
Fraud - Money/property/security Over \$5,000	0	0	1	0	0.25
Fraud - Money/property/security Under \$5,000	0	0	0	1	0.25
Fraud - Other	0	0	2	0	0.50
Mischief	1	0	3	1	1.25
Mischief Graffiti - Non-Gang Related	0	0	1	0	0.25
Property Damage	0	0	0	1	0.25
Theft of - Trucks	0	0	1	0	0.25
Theft Over \$5,000 - Trailers	1	0	0	0	0.25
Theft Under \$5,000 - Other Theft	0	0	0	1	0.25
Theft Under \$5,000 - Persons	0	1	0	0	0.25
Statutes & Acts	2	6	0	0	2.00
Mental Health Act - Apprehension	0	1	0	0	0.25

OPP 2025 Calls for Service Details

Hilton Tp

For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Mental Health Act - Voluntary Transport	0	1	0	0	0.25
Trespass To Property Act	2	4	0	0	1.50
Traffic	4	2	4	1	2.75
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	1	1	1	0	0.75
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	3	1	3	1	2.00
Violent Criminal Code	1	1	2	1	1.25
Assault - Level 1	0	0	1	0	0.25
Criminal Harassment	0	0	0	1	0.25
Sexual Assault	1	0	1	0	0.50
Utter Threats - Master Code	0	1	0	0	0.25

OPP 2023 Reconciled Year-End Summary**Hilton Tp****Reconciled cost for the period January 1 to December 31, 2023**

			Cost per Property \$	Reconciled Cost \$	Estimated Cost \$
Base Service	Property Counts				
	Household	381			
	Commercial and Industrial	12			
	Total Properties	393	174.11	68,427	65,105
Calls for Service					
	Total all municipalities	187,830,598			
	Municipal portion	0.0058%	27.83	10,937	10,398
Overtime			11.06	4,348	2,870
Prisoner Transportation	(per property cost)		1.45	570	460
Accommodation/Cleaning Services	(per property cost)		5.06	1,989	1,914
Total 2023 Costs			219.52	86,270	80,746
2023 Billed Amount				80,751	
2023 Year-End-Adjustment				5,519	

Notes

The Year-End Adjustment above is included as an adjustment on the 2025 Billing Statement.

This amount is incorporated into the monthly invoice amount for 2025.

The difference between the estimated and billed amount is due to rounding the bills to the nearest dollar throughout the year.

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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	170.00	851.00	84.60	765.60
February	345.00	870.47	79.20	604.67
March	2,410.00	820.56	79.20	-1,510.24
April	195.00	586.51	79.20	470.71
May		421.28	0.00	421.28
June		1,480.83	360.00	1,840.83
July	2,703.00	1,357.47	282.08	-1,063.45
August		985.37	135.00	1,120.37
September	232.00	869.16	158.00	795.16
October	1,192.00	845.70	132.00	-214.30
November				0.00
December				0.00
	7,247.00	9,088.35	1,389.28	3,230.63

Actual Net Cost to date 2024

10,477.63

Total Inspection and Mileage Costs

Historical FYI:

2024	7,247.00	10,477.63
2023	7,730	19,089.46
2022	5,695	13,131.71
2021	4,186	10,898.45
2020	3,885	13,951.98
2019	4,075	11,833.02
2018	2,420	6,269.23
2017	2,075	8,716.38
2016	1,570	4,165.25
2015	1,800	6,484.63
2014	2,325	7,436.83
2013	1,120	7,167.71

Actual Annual Cost:

3,230.63
11,359.46
7,436.71
6,712.45
10,066.98
7,758.02
3,849.23
6,641.38
2,595.25
4,684.63
5,111.83
6,047.71

12a) i)

Hilton Township Administration

From: Mike Jagger <islandresourcesdc@gmail.com>
Sent: October 24, 2024 9:45 PM
To: Hilton Township Administration
Subject: Re: STR and Cost Recovery By-laws

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Sara,

I can certainly make changes to the Short Term Rental Application Form to change "Department" to "Inspector" as requested by Council., May I ask though who will actually be doing the inspections if not a representative of your Building or Fire Departments? I can also reword the police background check requirement so that it will be conducted by the applicant's home based police department whether it be a municipal police department or their Provincial Police.or the RCMP.

In regard to the By-law to Regulate and Govern STRs (paragraph a) on page 1, I do not see any contradiction or conflict between this section and section 1.3 of the STR licensing by-law.They are both referencing the need for an STR operator to obtain a permit from the municipality. The wording of this section is taken verbatim from Section E1.11 .2 of the proposed new Official Plan. Similarly there is no conflict between these sections and section 1.3.1 of the Responsible Person Consent Form.

I will change the word "City's" to "Township's" in Section 2.1 v)(b) of the Responsible Person Consent Form. Thought I had already done that but apparently it did not take.

Sections 2.1 v) (f) and (g) are very similar but one (f) refers to situations where the STR unit is not in a primary dwelling unit (e.g. guest cabin) and requires commercial insurance, where the other (g) refers to an STR within a primary residence. If Council wishes I could probably reword these sections so that both situations are covered under a single statement? Let me know. Also, actual commercial operations (i.e. campgrounds, resorts, tourist establishments, etc.) offering STR type accommodations are exempt from the STR licensing and regulation by-laws, and therefore are not required to be addressed in the Responsible Person Declaration.

I don't think the absence of a property standards by-law will have any effect but I can modify the wording of section 4.1, if Council wishes.?

Please let me know.

Mike

On Wed, Oct 23, 2024 at 12:38 PM Hilton Township Administration <admin@hiltontownship.ca> wrote:

Hey Mike!

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 2024-xxxx

Being a by-law to Regulate and Govern Short-Term Rentals (STRs)

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 the Council of the Corporation of the Township of Hilton has enacted a By-law to require a license to operate a Short-Term Rental accommodation in the Township of Hilton

AND WHEREAS Section E1.11 of the St. Joseph Island Official Plan provides that Municipal Councils may pass a By-law prescribing standards and regulations related to the use of residential dwellings for the purpose of Short-Term Rentals; and that such a by-law would be complimentary to any provisions enacted in a Municipal Zoning By-law, which may contain provisions for land use controls for Short-Term Rentals.

AND WHEREAS the said section of the Official Plan further provides that where a Municipal Council enacts a separate Short Term-Rentals By-law, the by-law may address the following:

- Should say New STRs →*
- a) A requirement for hosts to obtain a permit from the Municipality prior to commencing a Short-Term Rental operation; *per for continuation of, *contradicts - in licensing by-law. 1.3 Prohibition.*
 - b) A requirement to identify to the Municipality a Property Manager for the Short-Term Rental operation;
 - c) Permissions for condominium corporations, housing cooperatives, or building owners, to register with the Municipality a request for a prohibition on Short-Term Rental operations within their dwellings;
 - d) General administrative processes for the Municipality to grant, refuse, suspend, revoke or review permits; and
 - e) Offences and penalties for contravention of the by-law provisions.

NOW THEREFORE the Council of the Corporation of the Township of Hilton Enacts as Follows:

1. Definitions

In this by-law:

“Accessory Building” means a detached subordinate building that is devoted exclusively to a use normally incidental to the main use of the property;

“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;

“Council” means the Council of the Corporation of the Township of Hilton ;

“Clerk” means the Clerk for the Corporation of the Township of Hilton, a delegate or assigned representative.;

“Dwelling” 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;

“Municipality ” means the Corporation of the Township of Hilton;

“Officer” means a Municipal Bylaw Enforcement Officer(s), or a designate responsible for the enforcement of this Bylaw;

“Owner” means the Person holding title to the Property on which the Short-term Rental is located, and “Ownership” has a corresponding meaning;

"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;

“Renter” means a person(s) renting a Short-Term Rental by way of concession, permit, lease, license, rental agreement, or similar arrangement for 28 consecutive days or less.

“Short-Term Rental” or “STR” means a primary Dwelling or any part thereof, or an accessory building thereto, that operates or offers a place of temporary residence, lodging or occupancy by way of concession, permit, lease, licence, rental agreement or similar arrangement for twenty-eight (28) consecutive calendar days or less with no on-site management throughout all or part of the year. Short-term Rental uses shall not mean or include a bed and breakfast establishment, institutional tourist establishment, tourist establishment, tourist camping establishment, motel, resort, or similar commercial or institutional use, as defined in the Municipality’s Comprehensive Zoning By-law # 2010-xxxx; or any successor, as amended, or other short-term accommodations where there is no payment;

“Short-Term Rental Host” means the Owner (must be 18 years of age) or a Property Manager (agent) assigned by the Owner or Licensee of the Short-term Rental Dwelling to ensure the Short-term Rental Dwelling is operated in accordance with the provisions of this By-law, the Licence and applicable laws;

2. Registration and Licensing

- 2.1 No person shall operate a Short-Term Rental without first obtaining a license or permit to operate the Short-Term Rental within the Municipality as required under this by-law, and in accordance with the Municipality's Short-Term Rental Licensing By-law.
- 2.2 No person shall operate a Short-Term Rental without first obtaining the approval of the Municipality of a site plan showing location of buildings, parking spaces and waste storage facility details.

3. General Provisions

1. Short-term Rentals shall comply with all applicable Municipal By-laws and provincial legislation.
2. The maximum number of persons, including but not limited to residents, renters and their guests, permitted on a premises, at any one time, shall be restricted to 2 Persons per sleeping area as stated in an approved Licence. At no time shall a trailer or tent be used to provide accommodation for additional guests.
3. The provision of parking on the site plan referenced shall include the following:
 - a) A minimum of one parking space per Short-Term Rental;
 - b) Parking space sizes of 3 metres by 6 metres; and
 - c) Compliance with other parking provisions as set forth in the applicable Zoning By-law.
4. All vehicles shall only be permitted in a parking area consisting of a hard- surfaced driveway (gravel, paved, concrete, interlock, or similar hard surface).
5. The following shall be posted on the interior of each STR Premises, visible to guests and made available for inspection:
 - a) Copy of current STR Licence
 - b) Premises address (and phone number if applicable)
 - c) Type of access to the STR Premises, where one of the following must be checked:
 - a. Year-round maintained public road
 - b. Seasonally maintained road
 - c. Private road / Right-of-way
 - d. Water access
 - d) Emergency Services Statement: If the type of access to the STR-Premises is NOT a year-round maintained public road, the following statement must be posted with the address:

"Due to this STR Premises not accessible by a year round maintained public road, emergency response times may be delayed to this location."

- e) Owner name and contact information
 - f) STR Responsible Person for Emergency and By-law concerns contact information
 - g) Inspection results (copies of inspection reports, e.g. fire dept., building dept.)
 - h) Copy of approved Site Plan (with parking plan & waste storage details)
 - i) A copy of the Renters Code of Conduct (see Schedule A)
 - j) A copy of the Municipality's current Noise By-law
 - k) A copy of the Municipality's current Open Air Burning By-law together with a copy of any Burning Permit which may be in effect for the Short-Term Rental
 - l) A copy of the current Parking provisions for Short-Term Rentals as described in the applicable Zoning By-law
6. All Short-term Rentals must provide a class ABC fire extinguisher in any cooking area and a class BC or better on each floor of the establishment.
7. A Short-Term Rental Host (Responsible Person) shall respond within sixty (60) minutes to an emergency or contravention of any Township By-law.
8. A Short-Term Rental Host (Responsible Person) shall attend the Short-term Rental premises within twenty-four (24) hours of being notified of the occurrence.

4. Signage:

A Short-Term Rental Sign shall be displayed to identify a Short-Term Rental property and shall be located near the vicinity of the civic address / 911 sign and meet the following criteria:

1. The sign shall have a maximum area of 0.2m² (2.15 sq. ft.) and be located a maximum height of 1.5m (5ft) above adjacent ground level.
2. The Short-Term Rental Sign must contain the following information:
 - the civic (911) address of the property
 - current Short-Term Rental Licence Number located in the top right corner of the sign, and
 - the following wording "for Short-Term Rental concerns related to this property, please call (responsible person's name and phone number).
3. The Short-Term Rental sign shall be supplied and installed by the municipality and the costs thereof shall be included in the applicable Licensing Fee under the provisions of By-law No. 2024-xxxx.

5. Advertising

5.1 No person shall provide or market a short-term rental without prominently displaying in each advertisement or listing:

- I) the license number of the Short-Term rental unit issued by the Municipality; and
- II) the maximum overnight guest limit as established by Section 3.2 of this by-law.

5.2 No person shall fail to remove an advertisement for a short-term rental that is prohibited under this by-law within seventy-two (72) hours of becoming aware of the prohibition or receiving notice to do so by the Clerk..

6. Insurance

6.1 Each Short-Term Rental Host (Responsible Person) of a Short-term Rental unit to which this by-law applies shall have and maintain Commercial General Liability Insurance subject to limits of not less than Two Million Dollars (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use, that includes: blanket contractual liability; premises and operations liability; products and completed operations liability; contingent employers liability; personal injury, owners and contractors protective coverage; broad form property damage; occurrence property damage; employees as additional insured, and cross liability and severability of interest provision to the satisfaction of the Township's Solicitor.

6.2 The insurance provided in accordance with subsection (1) shall:

- i) name the Municipality as an additional insured; and
- ii) include an endorsement to provide the Municipality with no less than thirty (30) days' prior notice of any cancellation.

6.3 The Clerk is authorized to approve alternative and equivalent insurance requirements to those in subsection (1).

7. Responsible Person Consent Form

7.1 Every Short Term Rental Host (Responsible Person) shall complete a Responsible Person Consent Form as per Schedule "A" to this By-law.

7.2 Schedule "A" hereto forms part of this By-law.

8. Posting of License Details

Pursuant to Part IV of the Municipal Act, 2001, issued Licences, along with the licence details will be posted on the Township's website.

PASSED in Open Council this day of , 2024

Rod Wood – Reeve

Sara Dinsdale – Acting-Clerk

Schedule "A" to Bylaw No. 2024-xxxx

Responsible Person Consent Form

per

Township of Hilton By-law 2024-xxxx,

Responsible Person is defined as "the Owner (must be 18 years of age or older) or Agent assigned by the Owner or Registerer of the Short-term Rental Dwelling to ensure the Short-term Rental Dwelling is operated in accordance with the provisions of the Township of Hilton's Short-Term Rental By-law, and applicable laws".

Section 3.7 of the Short-Term Rental Registration By-law states an Owner or Owner's Agent (Responsible Person) will respond within sixty (60) minutes to an emergency or contravention of any Township By-law.

Responsible Person Declaration

I, _____ certify and acknowledge that as the Responsible Person
(Full Legal Name - Pease Print)

designated for the operation of the Short-Term Rental at _____
_____, (Property Address) in the Township of Hilton, Ontario,

I understand the duties as required herein, and

I confirm that I will be readily available for emergency or contravention purposes as outlined in the Township of Hilton's Short-Term Rental Registration Bylaw.

By signing this declaration, I have acted on due diligence to understand the said Short-Term Rental Regulation By-law to the best of my capabilities in order to comply with all requirements.

Phone number (must be able to receive text messages): _____

Home Address: _____

Email: _____

Date: _____ Signature: _____

*The information above must match what is provided on the registration application for the specified short-term rental property.

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

1.3 PROHIBITIONS

* 1.3.1 No person shall operate or carry on the business of a Short Term Rental or permit a person to carry on the business, or hold themselves out as being licensed to carry on the business of a Short Term Rental: *It should Refer to Already operating STR's. instead?*

- (a) without a licence to do so issued under the authority of 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.

1.3.2. 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 Township;
- (d) advertise a Short-Term Rental available within the municipal boundary of the Township without a licence; or
- (e) operate or advertise a Short-Term Rental from a recreation vehicle, trailer or tent available within the municipal boundary of the Township of Hilton.

LICENSING REQUIREMENTS

2.1 Application Requirements:

- i) Where the applicant is a corporation, the application for a Short-Term Rental (STR) licence or the application for a renewal of an STR licence shall be made by a duly authorized director or officer of that corporation.
- ii) Where the applicant is a partnership, the application for a STR license or the application for renewal of STR licence shall be made by one or more of the partners.
- iii) 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;

*This
Contradicts
By-law
Regulation
At pg - a*

(c) in the case of a corporation, be incorporated in Canada.

iv) Notwithstanding subsections (a), (b) and (c) above, an application for a Short-Term Rental (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 provide one piece of Canadian government photo identification, both to the satisfaction of the Clerk.

v) Every person making application for a Short-Term Rental (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 ^{Municipality's.} 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 by the applicant within the jurisdictional boundaries of the Hilton, 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, and adding 'The Corporation of the Township of Hilton' as an additional insured, and suitable to the Clerk; - not primary.

(g) 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 and Council; - primary - does not talk about commercial. I should

(h) a criminal record check for the named applicant, to wit review of any relevant convictions for which a pardon was not granted will be assessed by the Clerk;

(i) any other information required to be provided under this Bylaw or as may be requested by the Clerk.

vi) At the time of renewal, every person shall re-submit the above required documents to the satisfaction of the Clerk.

2.2 Applications for a Short-Term Rental (STR) License shall be in the form of Schedule "A" hereto.

2.3 Schedule "A" hereto forms part of this By-law.

What is the difference?
Is this commercial??

2.4 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.

3.1 POWERS OF THE CLERK

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 the applicant is indebted to the Township 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 2.3 (b)(ii.), consideration by the Clerk shall include, any record of offence that is less than (3) years hence 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, including but not limited to inspections by the Township's Fire and Building Departments; *we don't have our own departments.*

(e) maintain complete records showing all applications and licences issued;

(f) may revoke or suspend a licence in accordance with Section 3.1 of this Bylaw;

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

4.1 Licences issued pursuant to this Bylaw are conditional on compliance by the licensee with all municipal Bylaws, including, but not limited to, the Township's Zoning Bylaw, Property Standards Bylaw, and Noise Bylaw, and compliance with all Provincial and Federal legislation, including compliance with relevant public health requirements and regulations, particularly those concerning potable water and waste disposal service. A confirmed violation of any of the aforesaid legislation or Bylaws may, at the discretion of the Clerk, result in the suspension or revoking of a license.

*Inspector's need to be
Authorized
by the
Township's
Fire & Building
Inspectors.*

*we
don't
have
that yet
but maybe
soon*

5.1 LICENSEE'S RESPONSIBILITIES

- i) Every 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 Township's Short-Term Rental By-law (By-law No. 2024-xxxx, and include but not be limited to stating the Township's noise curfew as set out in the Township's Noise Bylaw.
- ii) Every 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.
- iii) Every 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.

6.1 TERM OF LICENCE

A licence issued under the provisions of this Bylaw shall expire at the end of the third (3rd) calendar year after being issued. Therefore, a license obtain by March 1, 2025 will expire on December 31, 2028 and need to be renewed between January 1, 2029 and before March 1, 2029 for the licensed STR and the licensee to continue to be in good standing within the Township. Delayed renewal may result in non-issuance by the Clerk.

7.1 REVOCATION AND SUSPENSION

- i) 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; and/or
 - (b) the licensee has failed to comply with the regulations required by this Bylaw, or any other Township Bylaws, including but not limited to Short-term Rentals By-law, Property Standards Bylaw, or any law; and/or
 - (c) the licence was issued in error.
- ii) If the Clerk is of the belief 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.
- iii) The decision to revoke or suspend a license, except for under the conditions stated in subsection ii) hereof, is final.

ADMINISTRATION AND ENFORCEMENT

8.1 Enforcement Agency:

The Township's Municipal Bylaw Enforcement Officer(s), or a designate, shall be responsible for the enforcement of this Bylaw.

8.2 Inspections and Re-inspections

i) The Township's Municipal Bylaw Enforcement Officer or any person acting under those persons, or any person authorized by the Township 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. 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 Township's User Fee Bylaw shall be charged.

ii) 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.

iii) 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.

iv) No person shall knowingly furnish false information to the Township or an officer with respect to this Bylaw.

8.3 Officers Right of Access:

i) 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 required remedial work.

ii) Notwithstanding subsection 7.3 (i), 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. An officer shall have inspection powers described in Section 436 of the Municipal Act.

8.4 Orders, Notice, and Non-compliance:

i) Where a person or licensee is in contravention of any provision of this Bylaw or another Township 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.

ii) 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 delivered to the mailing address of the applicant, licensee, or owner of the property (according to the last revised assessment roll), or
- (d) by being posted on the subject property.

iii) 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.

8.5 Offences and Penalties

i) 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.

ii) 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.

iii) 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

iv) 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,

v) 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.

8.6 Collection of Unpaid Fines

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 Township 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.

9.1 ENACTMENT

i) Interpretation

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

ii) Conflict

In the case of a conflict between the provisions of this Bylaw and any other Township Bylaw, the more stringent provision shall prevail.

iii) Severances

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; and the Township 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.

9.2 TITLE

This Bylaw may be known as the Township of Hilton's "STR Licensing By-law".

9.3 EFFECTIVE DATE

(1) This Bylaw shall be effective on January 1st, 2025 (?).

(2) Any STR, as defined within this Bylaw and the Township's Zoning Bylaw, located within the Township of Hilton shall have until March 1, 2025 (?) 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 Township Bylaws.

(3) The process of obtaining a licence from the Clerk includes that the dwelling unit be inspected by the Township's Fire and Building Departments. It is therefore 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 day of , 2024.

Rod Wood, Reeve

Sara Dinsdale, Acting-Clerk

Change
wording to
Township's
Authorized
Inspectors

Corporation of the Township of Hilton

By-law No. 2024-xxxx

Being a By-law to Provide for the Licensing of Short-Term Rental Accommodations

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; and
- (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 D4.1 of the St. Joseph Island Official Plan recognizes the evolving character of short term accommodation and the use of private dwellings, or parts thereof, that are leased as accommodations to the traveling public for a short period of time, and provides that a Short Term Rental operation that is not owner occupied shall be considered as a commercial use.

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;

NOW THEREFORE the Council of the Corporation of the Township of Hilton enacts this Bylaw to license short-term rental brokerages and owners and to regulate related activity within the jurisdictional boundaries of the Township of Hilton, as follows:

1.1. 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;

“Council” means the Council of the Corporation of the Township of Hilton ;

"Clerk" means the Clerk for the Corporation of the City of the Township of Hilton, a delegate or assigned representative.;

"Dwelling Unit" 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 a 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 a primary Dwelling or any part thereof, or an accessory building thereto, that operates or offers a place of temporary residence, lodging or occupancy by way of concession, permit, lease, licence, rental agreement or similar arrangement for twenty-eight (28) consecutive calendar days or less with no on-site management throughout all or part of the year. Short-term Rental uses shall not mean or include a bed and breakfast establishment, institutional tourist establishment, tourist establishment, tourist camping establishment, motel, resort, or similar commercial or institutional use, as defined in the Municipality's Comprehensive Zoning By-law # 2010-xxxx; or any successor, as amended, or other short-term accommodations where there is no payment; and

"Township" means the Corporation of the Township of Hilton.

1. 2. APPLICABILITY AND SCOPE

This Bylaw applies to all:

- (a) Short-Term Rental Brokerages that Operate a Short-Term Rental within the jurisdictional boundaries of the Township of Hilton;
- (b) Short-Term Rental Owners that Operate a Short-Term Rental within the jurisdictional boundaries of the Township of Hilton;
- (c) Persons acting as Short-Term Rental Operators within the jurisdictional boundaries of the Township of Hilton; and
- (d) Dwelling Units used as Short-Term Rentals within the jurisdictional boundaries of the Township of Hilton.

This Bylaw does not apply to:

- (a) Commercial accommodation establishments primarily engaged in providing short-term lodging for travelers, tourists and others, including campgrounds, hotels, inns, motels, tourist cabin establishments and tourist establishments as set out in the Township's zoning by-law

Schedule "A" to By-law 2024 – xxxx

Corporation of the Township of Hilton

Short-Term Rental Application and Renewal Form

Submit completed application form to the Township Clerk's Office.

A Short-Term Rental (STR) is the rental of all or part of a dwelling, or accessory use thereto, for a period of no longer than 28 consecutive days and is typically listed on platforms such as Airbnb, VRBO or FlipKey. STRs exclude bed and breakfast establishments, tourist establishments, tourist establishments, hotels, motels, resorts, or similar commercial or institutional uses .

STRs must comply with all applicable laws. All registered STR operators are required to be licensed by the Township of Hilton in accordance with the Municipality's Short-Term Rentals Licensing By-law. Registration must be renewed upon expiry date to permit continued use of the STR property.

It is the STR owner/operator's responsibility to inform the Township of any changes to the licensee's registration. In the event of a change in property ownership, a new license is required. If the applicant is a corporation the complete articles of incorporation, including the names and addresses of all directors and officers of the corporation at the time of application are required.

SHORT-TERM RENTAL PROPERTY INFORMATION

Full Mailing Address of Short-Term Rental (STR) Property: _____

Initial Application _____ Renewal _____ (Please Check)

Number of Bedrooms and/or Sleeping Areas available for guests to use? _____

Maximum number of guests allowed in a unit? _____

Housing Type (Please Check one only) House (single/semi-detached) _____ Duplex/triplex/fourplex _____

Townhouse _____ Apartment/condominium _____ Accessory building (e.g. coach house) _____

Is the operator a tenant or registered owner of the property? Registered Owner _____ Tenant _____

* *An authorization form is required from the owner if the operator is a tenant

Other:

What part of the property will be rented? (Please Check)

Entire building or unit (e.g. personal bedroom, bathroom, kitchen, and entrance) _____

Rooms within the building (e.g. private bedroom, but shared bathroom, kitchen, and entrance) _____

Consent from condominium corporation or Property management received? Yes _____ No _____

STR OPERATOR INFORMATION

Full Name of Owner (please print) _____

Telephone Number _____ Email _____

Driver's Licence or Ontario Photo Card Number _____

Corporation Name, if applicable: _____

Emergency Contact Name: ----- Address _____

Telephone Number _____ Email _____

The emergency contact must be available 24/7 and willing to act on your behalf should a concern arise and you are not available.

Community Safety Requirements – Self Declaration

Smoke alarms are installed on all levels of the dwelling, outside all sleeping areas, between the sleeping area and the remainder of the home, and are maintained in operating condition in accordance with the manufacturer's instructions. The owner shall test smoke alarms annually and after every change in tenancy. Yes _____ No _____

If the dwelling has a fuel burning appliance, fireplace and/or is connected to a garage, please confirm that the dwelling has carbon monoxide alarms installed adjacent to each sleeping area and are maintained in operating conditions in accordance with the manufacturer's instructions. The owner shall test carbon monoxide alarms annually and after every change in tenancy.

Yes _____ No _____ Not Applicable _____

- "Test" means activating the alarm via the test alarm feature.
- A "written record" shall be maintained of all tests, kept on site and made available to the Chief Fire Official upon request.

Applicant's Name _____

Address _____ City _____ Postal Code _____

I certify that the information contained in this application and other attached documentation is true to the best of my knowledge.

I, _____ shall defend, indemnify and save harmless The Corporation of the Township of Hilton, its officers, Council members, partners, agents and employees from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury and to damage to or destruction of tangible property including loss of revenue or incurred expense arising directly or indirectly from use, management, and operation of the STR property as set out in this Short Term Rental Registration and Renewal application.

Signature of Applicant/Agent _____ Date: _____

Agency Approval and Sign-Off:

Applicants/Agents must contact the relevant Township Departments listed below, in the order presented, for information and approval prior to submitting this application form. An official from each department must sign off in this section for the Clerk to deem this application complete.

The application fee must be collected prior to Agency Approval.

1. ~~Building Department:~~ **Inspector** Official's Name _____
Official's Signature _____ Date of Signature _____
Property has passed the file reviewed and/or on-site inspection (whichever is deemed necessary).
2. ~~Fire Department:~~ **Inspector** Official's Name _____
Official's Signature _____ Date of Signature _____
Property has passed on-site inspection.
3. Treasury Department: Official's Name _____
Official's Signature _____ Date of Signature _____
Inspection/File Review fees have been received.

Documents to Include with Registration/Renewal Form:

If the applicant is a tenant, a letter of authorization from the property owner is required.

If the STR unit is within a building or other units, or where owners jointly share common areas such as pools, garages, elevators, outside hallways and gyms, authorization from the condominium board or property management company is required.

Photocopy of the applicant's driver's licence or Ontario Photo card.

Copy of the Certificate of Liability Insurance (COI), naming: "The Corporation of the Township of Hilton" as an additional insured for a minimum of \$2 million. The COI should also indicate that short-term rentals are included.

Level 2 Police Background check performed on the owner ~~from their homebased municipality.~~

by their homebased OPP



13a)

Clerk Report: 2024-11-06-06

Meeting Date: November 6, 2024

Subject: **Group Benefits Annual Renewal 2024/2025**

Regular Council Meeting

Prepared by: Sara Dinsdale

Our Group Benefit plan renews annually in September. We are part of a consortium made up of 14 municipalities.

The health rates will increase by 12.9% due mostly due to member usage and the number of dental claims over the last year.

Annually Administration requests possible enhancement pricing from our Broker. The Broker suggested the addition of a Virtual Health Care provider. Members have access to a virtual health care provider, this would not replace their current provider (if they have one), this would provide an additional option to the members for health care. Members can schedule a callback or time that is most convenient for them to speak to a health care professional; virtual care providers can prescribe & renew medications for members (they will send the prescription to the pharmacy of choice for the member or use the associated direct home delivery pharmacy. Additional information is attached to this report.

This enhancement to the plan is subject to every municipality in the consortium agreeing to the enhancement. The cost to add this enhancement is \$3.40 per member per month, or \$163.20 (4 members x \$3.40 x 12 months) annually for the Township of Hilton.

BUDGET IMPLICATION

The renewal plus the enhancements equals \$2470.16. monthly for the Township of Hilton.

Whereas the renewal is late in the year, an increase can be expected in the 2025 Budget to accommodate.

RECOMMENDATION

I am recommending that Council consider authorizing the renewal of the Group Health Benefits Plan with the inclusion of the Equitable Health Connector enhancement.



East Algoma Community Futures Development Corporation

Policy Number: 812879

Renewal Date: September 1, 2024

Presented to: Innova Group Solutions Inc.

RENEWAL REPORT Private & Confidential



Brendan Donnelly, Group Account Executive, (905) 477-0063, bdonnelly@equitable.ca

Total monthly cost summary

Benefit	Family category	Unit value	Class	# of lives	Volume	Current		Renewal		% adj
						Rates	Monthly premium	Rates	Monthly premium	
Life		\$1,000	B,C,D,E,F,G,I,J,K,L,M,N,O,T	106	\$12,325,000	\$0.356	\$4,387.70	\$0.306	\$3,771.45	-14.0%
Dependent Life			B,C,D,E,F,G,I,J,K,L,M,N,O,T	91		\$6.820	\$620.62	\$6.820	\$620.62	0.0%
AD&D		\$1,000	B,C,D,E,F,G,I,J,K,L,M,N,O,T	106	\$12,325,000	\$0.040	\$493.00	\$0.040	\$493.00	0.0%
LTD		\$100	B,C,D,E,F,G,I,J,L,N,O,T	93	\$259,762	\$3.060	\$7,948.72	\$2.693	\$6,995.39	-12.0%
LTD		\$100	K	5	\$12,500	\$2.873	\$359.13	\$2.629	\$328.63	-8.5%
Employee and Family Assistance Program			B,C,D,E,F,J,K,L,O,T	87		\$2.750	\$239.25	\$2.750	\$239.25	0.0%
STD		\$10	B,C,D,E,F,G,I,J,L,N,O,T	93	\$66,342	\$0.616	\$4,086.67	\$0.519	\$3,443.15	-15.7%
STD		\$10	K	5	\$3,750	\$0.646	\$242.25	\$0.592	\$222.00	-8.4%
Health	Single		B	3		\$80.41	\$241.23	\$90.70	\$272.10	12.8%
Health	Family		B	29		\$191.55	\$5,554.95	\$216.06	\$6,265.74	12.8%
Health	Single		C,I,M,N,O	7		\$76.22	\$533.54	\$85.97	\$601.79	12.8%
Health	Family		C,I,M,N,O	24		\$181.56	\$4,357.44	\$204.79	\$4,914.96	12.8%
Health	Single		D,E,F,G,J,K,L,T	9		\$75.71	\$681.39	\$85.40	\$768.60	12.8%
Health	Family		D,E,F,G,J,K,L,T	37		\$179.20	\$6,630.40	\$202.13	\$7,478.81	12.8%
Dental	Single		B,C,E,I,J,M,N	8		\$74.08	\$592.64	\$100.74	\$805.92	36.0%
Dental	Family		B,C,E,I,J,M,N	61		\$182.49	\$11,131.89	\$248.18	\$15,138.98	36.0%
Dental	Single		D,F,K,O,T	6		\$92.23	\$553.38	\$125.43	\$752.58	36.0%
Dental	Family		D,F,K,O,T	25		\$227.20	\$5,680.00	\$308.99	\$7,724.75	36.0%
Dental	Single		G	0		\$119.28	\$0.00	\$162.22	\$0.00	36.0%
Dental	Family		G	4		\$242.97	\$971.88	\$330.43	\$1,321.72	36.0%
Dental	Single		L	2		\$87.61	\$175.22	\$119.14	\$238.28	36.0%
Dental	Family		L	3		\$216.24	\$648.72	\$294.08	\$882.24	36.0%
Total Premium							\$56,130.02		\$63,279.96	12.7%

In and Out of Country Pool charges of 11.74% of Premium are included in the above Health rates.

Volumes shown are based on the amounts of insurance in force at the time the renewal rates were calculated.

Rates will be effective as of Sep 1, 2024 and do not include Provincial Sales Tax.



Basic Life insurance

The Basic Life rate will decrease by 14% to \$0.306 per \$1,000 of benefit.

The Basic Life benefit is underwritten on a fully insured non-refund basis. The renewal premium rates are calculated on a purely manual rate basis. The Life manual rates are based on the demographics of the employees covered including: age, gender, occupations, number of covered lives and amounts of insurance.

The number of lives insured remains the same at 106, with 20 employees added and 20 employees terminated. There were no paid claims this year. There are 4 employees on Life Waiver.

Certificate name	Date of birth	Life volume	Life reserve
		\$85,000	\$13,704
		\$124,000	\$16,218
		\$100,000	\$22,073
		\$66,000	\$13,305

Change in factors

Factor	2023 Renewal	2024 Renewal	% change from 2023 to 2024
Age/Sex	0.296	0.263	-11.15%
Ind/Occ	0.996	0.991	-0.50%



Basic Life insurance

Changes in life demographics

2023 Renewal					2024 Renewal				
Age band	Male # of lives	Female # of lives	Total	% of total	Age band	Male # of lives	Female # of lives	Total	% of total
0-19	0	0	0	0.00%	0-19	0	0	0	0.00%
20-24	1	2	3	2.83%	20-24	1	0	1	0.94%
25-29	2	1	3	2.83%	25-29	2	2	4	3.77%
30-34	3	2	5	4.72%	30-34	4	4	8	7.55%
35-39	5	5	10	9.43%	35-39	6	5	11	10.38%
40-44	6	9	15	14.15%	40-44	5	8	13	12.26%
45-49	7	4	11	10.38%	45-49	7	5	12	11.32%
50-54	8	7	15	14.15%	50-54	9	9	18	16.98%
55-59	6	11	17	16.04%	55-59	4	12	16	15.09%
60-64	11	13	24	22.64%	60-64	9	11	20	18.87%
65-69	2	1	3	2.83%	65-69	1	2	3	2.83%
70+	0	0	0	0.00%	70+	0	0	0	0.00%
Total	51	55	106	100.00%	Total	48	58	106	100.00%

Changes in life volumes

2023 Renewal					2024 Renewal				
Age band	Male volume	Female volume	Total	% of total	Age band	Male volume	Female volume	Total	% of total
0-19	\$0	\$0	\$0	0.00%	0-19	\$0	\$0	\$0	0.00%
20-24	\$102,000	\$169,000	\$271,000	2.34%	20-24	\$104,000	\$0	\$104,000	0.84%
25-29	\$250,000	\$149,000	\$399,000	3.44%	25-29	\$264,000	\$240,000	\$504,000	4.09%
30-34	\$317,000	\$189,000	\$506,000	4.37%	30-34	\$434,000	\$376,000	\$810,000	6.57%
35-39	\$579,000	\$687,000	\$1,266,000	10.92%	35-39	\$779,000	\$663,000	\$1,442,000	11.70%
40-44	\$709,000	\$1,109,000	\$1,818,000	15.68%	40-44	\$653,000	\$1,083,000	\$1,736,000	14.09%
45-49	\$850,000	\$459,000	\$1,309,000	11.29%	45-49	\$823,000	\$586,000	\$1,409,000	11.43%
50-54	\$957,000	\$732,000	\$1,689,000	14.57%	50-54	\$1,160,000	\$1,090,000	\$2,250,000	18.26%
55-59	\$702,000	\$1,221,000	\$1,923,000	16.59%	55-59	\$530,000	\$1,373,000	\$1,903,000	15.44%
60-64	\$1,171,000	\$1,090,000	\$2,261,000	19.50%	60-64	\$914,000	\$1,103,000	\$2,017,000	16.37%
65-69	\$100,000	\$50,000	\$150,000	1.29%	65-69	\$50,000	\$100,000	\$150,000	1.22%
70+	\$0	\$0	\$0	0.00%	70+	\$0	\$0	\$0	0.00%
Total	\$5,737,000	\$5,855,000	\$11,592,000	100.00%	Total	\$5,711,000	\$6,614,000	\$12,325,000	100.00%



Dependent Life insurance

The Dependent Life rate will remain the same at \$6.820 per unit.

The Dependent Life benefit is underwritten on a fully insured non-refund basis. The renewal premium rates are calculated on a purely manual rate basis. The manual rates are based on the demographics of the employees covered including: age, gender, occupations, number of covered lives and amounts of insurance.

There were no paid claims this year.



Accidental Death & Dismemberment (AD&D)

The AD&D rate will remain the same at \$0.040 per \$1,000 of benefit.

The AD&D benefit is underwritten on a fully insured non-refund basis. The renewal premium rates are calculated on a purely manual rate basis. The manual rates are based on the demographics of the employees covered including: age, gender, occupations, number of covered lives and amounts of insurance.

There were no paid claims this year.



Long Term Disability (LTD)

The LTD rate for Class K will decrease by 8.5% to \$2.629 per \$100 of benefit. The LTD rate for Class B,C,D,E,F,G,I,J,L,N,O and T will decrease by 12% to \$2.693 per \$100 of benefit.

The LTD benefit is underwritten on a fully insured non-refund basis. The renewal premium rates are calculated based on a combination of the manual rate and the experience indicated rate. The manual rates for LTD are based on the demographics of the group. The experience indicated rate is based on the group's claims experience.

Impact of demographics: Rates are calculated based on the expected claim cost by age, gender, occupations, industry, province and amount of insurance. Expected claim incidence and recovery rates vary by these demographic factors. The number of covered lives also impacts the rate.

Impact of interest rates: In addition to demographics, interest rates also impact LTD rates. By law, insurance companies hold reserves for disabled employees and claims incurred but not yet reported. The cost of LTD is offset by the interest earned on the reserves.

For Class B,C,D,E,F,G,I,J,L,N,O and T we have applied 22.0% credibility to the experience indicated rate of \$3.812. When we combine it with the manual rate of \$2.377, we get a blended rate of \$2.692.

For Class K the renewal premium rates are calculated on a purely manual rate basis. The manual rate is \$2.628.

The number of lives insured increased to 98, with 20 employees added and 18 employees terminated. There are 4 open LTD claims at the end of the most recent experience period. There were \$60,272.77 in paid claims this year.

LTD claimant	Sex	Date of birth	Date of disability	Net benefit Amount	Disabled life reserve	CPP approved
	F		12-Jun-2019	\$1,584.94	\$136,849.64	Yes
	F		01-Aug-2023	\$2,500.00	\$133,473.32	No
	M		20-Oct-2018	\$1,729.78	\$152,301.74	Yes
	F		30-Apr-2018	\$1,096.90	\$137,775.34	Yes



Long Term Disability (LTD)

Changes in LTD demographics

2023 Renewal					2024 Renewal				
Age band	Male # of lives	Female # of lives	Total	% of total	Age band	Male # of lives	Female # of lives	Total	% of total
0-19	0	0	0	0.00%	0-19	0	0	0	0.00%
20-24	1	2	3	3.13%	20-24	1	0	1	1.02%
25-29	2	1	3	3.13%	25-29	2	2	4	4.08%
30-34	3	2	5	5.21%	30-34	4	4	8	8.16%
35-39	5	5	10	10.42%	35-39	6	5	11	11.22%
40-44	6	9	15	15.63%	40-44	5	8	13	13.27%
45-49	7	4	11	11.46%	45-49	7	5	12	12.24%
50-54	8	7	15	15.63%	50-54	9	9	18	18.37%
55-59	6	10	16	16.67%	55-59	4	11	15	15.31%
60-64	9	9	18	18.75%	60-64	7	9	16	16.33%
65-69	0	0	0	0.00%	65-69	0	0	0	0.00%
70+	0	0	0	0.00%	70+	0	0	0	0.00%
Total	47	49	96	100.00%	Total	45	53	98	100.00%

Changes in LTD volumes

2023 Renewal					2024 Renewal				
Age band	Male volume	Female volume	Total	% of total	Age band	Male volume	Female volume	Total	% of total
0-19	\$0	\$0	\$0	0.00%	0-19	\$0	\$0	\$0	0.00%
20-24	\$2,500	\$4,581	\$7,081	2.69%	20-24	\$2,500	\$0	\$2,500	0.92%
25-29	\$5,533	\$2,500	\$8,033	3.05%	25-29	\$5,533	\$5,001	\$10,534	3.87%
30-34	\$8,439	\$5,076	\$13,515	5.13%	30-34	\$11,318	\$9,863	\$21,181	7.78%
35-39	\$14,720	\$14,000	\$28,720	10.91%	35-39	\$18,450	\$13,278	\$31,728	11.65%
40-44	\$15,877	\$25,676	\$41,553	15.79%	40-44	\$14,392	\$24,785	\$39,177	14.39%
45-49	\$17,586	\$11,438	\$29,024	11.03%	45-49	\$18,016	\$13,979	\$31,995	11.75%
50-54	\$22,797	\$19,645	\$42,442	16.12%	50-54	\$24,638	\$25,877	\$50,515	18.55%
55-59	\$19,272	\$27,563	\$46,835	17.79%	55-59	\$13,000	\$30,514	\$43,514	15.98%
60-64	\$24,344	\$21,669	\$46,013	17.48%	60-64	\$19,273	\$21,845	\$41,118	15.10%
65-69	\$0	\$0	\$0	0.00%	65-69	\$0	\$0	\$0	0.00%
70+	\$0	\$0	\$0	0.00%	70+	\$0	\$0	\$0	0.00%
Total	\$131,068	\$132,148	\$263,216	100.00%	Total	\$127,120	\$145,142	\$272,262	100.00%



HealthConnector® services

Employee and Family Assistance Program (EFAP)

The Employee and Family Assistance Program rate will remain the same at \$2.75.



Short Term Disability (STD)

The STD rate for Class K will decrease by 8.4% to \$0.592 per \$10 of benefit.

The STD benefit is underwritten on a fully insured non-refund basis. The renewal premium rates are prospectively experience rated. Past claims experience and demographic changes are used to determine premiums adequate to cover expected claims and expenses for the upcoming year. Profits and losses from prior years are not considered.

The experience rating is based on a 3/2/1 weighting and 13.3% credibility.

Date		Billed premium	Paid claims	Incurred claims	Incurred loss ratio
From	To				
01 May 2021	30 Apr 2022	\$4,154	\$0	(\$1)	0.0%
01 May 2022	30 Apr 2023	\$2,805	\$0	(\$59)	N/A
01 May 2023	30 Apr 2024	\$3,002	\$0	(\$12)	N/A

The following figures are used in the experience rating to determine the required rate change. Adjusted premium is equal to the billed premium adjusted to reflect any changes in rates. Adjusted incurred claims are equal to the incurred claims adjusted to reflect any plan changes.

Date		Adjusted net premium	Adjusted net incurred claims	Adjusted net incurred loss ratio
From	To			
01 May 2021	30 Apr 2022	\$2,824	(\$1)	0.0%
01 May 2022	30 Apr 2023	\$2,322	(\$59)	N/A
01 May 2023	30 Apr 2024	\$2,894	(\$12)	N/A

Target Loss Ratio 67.4%

Credibility 13.3%



Short Term Disability (STD)

The STD rate for Class B,C,D,E,F,G,I,J,L,N and O and T will decrease by 15.7% to \$0.519 per \$10 of benefit.

The STD benefit is underwritten on a fully insured non-refund basis. The renewal premium rates are prospectively experience rated. Past claims experience and demographic changes are used to determine premiums adequate to cover expected claims and expenses for the upcoming year. Profits and losses from prior years are not considered.

For Class B,C,D,E,F,G,I,J,L,N and O and T the experience rating is based on a 3/2/1 weighting and 72.2% credibility.

Date					
From	To	Billed premium	Paid claims	Incurred claims	Incurred loss ratio
01 May 2021	30 Apr 2022	\$72,846	\$24,338	\$17,884	24.6%
01 May 2022	30 Apr 2023	\$66,960	\$20,291	\$21,370	31.9%
01 May 2023	30 Apr 2024	\$52,850	\$34,529	\$34,056	64.4%

The following figures are used in the experience rating to determine the required rate change. Adjusted premium is equal to the billed premium adjusted to reflect any changes in rates. Adjusted incurred claims are equal to the incurred claims adjusted to reflect any plan changes.

Date				
From	To	Adjusted net premium	Adjusted net incurred claims	Adjusted net incurred loss ratio
01 May 2021	30 Apr 2022	\$35,913	\$17,884	49.8%
01 May 2022	30 Apr 2023	\$44,863	\$21,370	47.6%
01 May 2023	30 Apr 2024	\$48,569	\$34,056	70.1%

Target Loss Ratio	76.8%
Credibility	72.2%



Health benefits

The Health rates will increase by 12.8%.

The Health benefit is underwritten on a fully insured non-refund basis. The renewal premium rates are prospectively experience rated. Past claims experience, trend, and demographic changes are used to determine premiums adequate to cover expected claims for the upcoming year. Profits and losses from prior years are not considered.

The experience rating is based on a 3/1 weighting and 100.0% credibility.

This group has a pooling level of \$15,000 per individual for In Canada Health Claims; 1st Dollar Out of Canada claims. All claims above this level have been removed for purposes of calculating this renewal. For the current experience period, the following claims have been removed:

In Canada Health Claims including drug claims: \$0.00

Out of Country claims: \$0.00

Date		Billed net premium	Paid net claims	Incurred net claims	Incurred net loss ratio
From	To				
01 May 2021	30 Apr 2022	\$195,086	\$137,782	\$137,088	70.3%
01 May 2022	30 Apr 2023	\$200,460	\$151,465	\$139,650	69.7%
01 May 2023	30 Apr 2024	\$182,765	\$163,591	\$165,259	90.4%

The following figures are used in the experience rating to determine the required rate change. Adjusted net premium is equal to the billed premium less pooled premium and adjusted to reflect any changes in rates. Adjusted incurred claims are equal to the incurred claims less pooled claims plus inflation and are adjusted to reflect any plan changes.

Date		Adjusted net premium	Adjusted net incurred claims	Adjusted net incurred loss ratio
From	To			
01 May 2021	30 Apr 2022	\$169,920	\$198,631	116.9%
01 May 2022	30 Apr 2023	\$205,271	\$180,060	87.7%
01 May 2023	30 Apr 2024	\$195,376	\$181,962	93.1%

Target Loss Ratio	84.9%
Credibility	100.0%
Annual Inflation	12.5%

Experience Rated Premium	\$182,765
Pooled Premium	\$22,520
Total Billed Premium	\$205,285



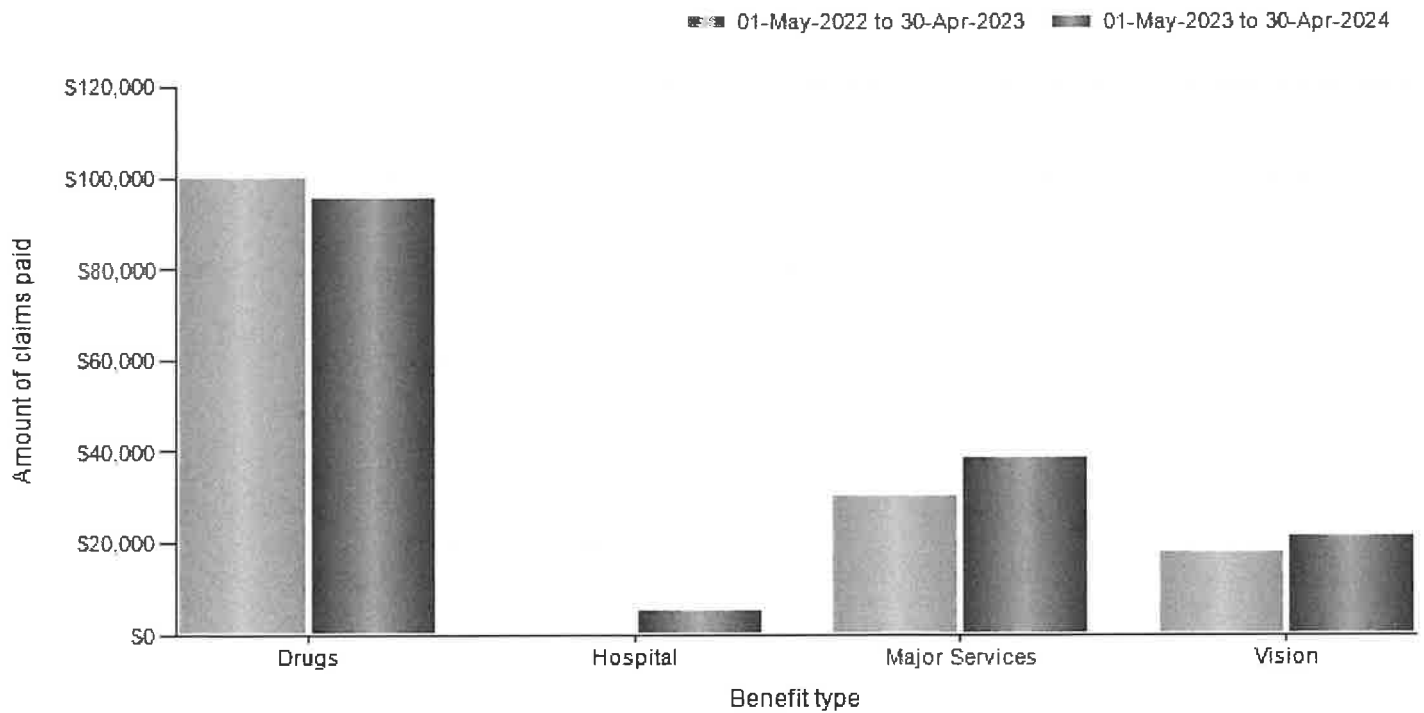
Health benefits

Health claims

Type of expense	01-May-2022 to 30-Apr-2023				01-May-2023 to 30-Apr-2024			
	# of occurrences	Amount paid	Average amount paid	% of total paid	# of occurrences	Amount paid	Average amount paid	% of total paid
Drugs	3035	\$100,898.79	\$33.25	66.62%	2879	\$96,174.60	\$33.41	58.79%
Hospital	2	\$1,040.00	\$520.00	0.69%	23	\$5,846.00	\$254.17	3.57%
Major Services	335	\$30,755.88	\$91.81	20.31%	489	\$39,344.85	\$80.46	24.05%
Vision	169	\$18,770.50	\$111.07	12.39%	177	\$22,225.21	\$125.57	13.59%
Total	3541	\$151,465.17	\$42.77	100.00%	3568	\$163,590.66	\$45.85	100.00%

The number of occurrences represents the number of individual service and drug submissions to Equitable Life.

Summary of health claims by benefit type





Health benefits

Health major services claims

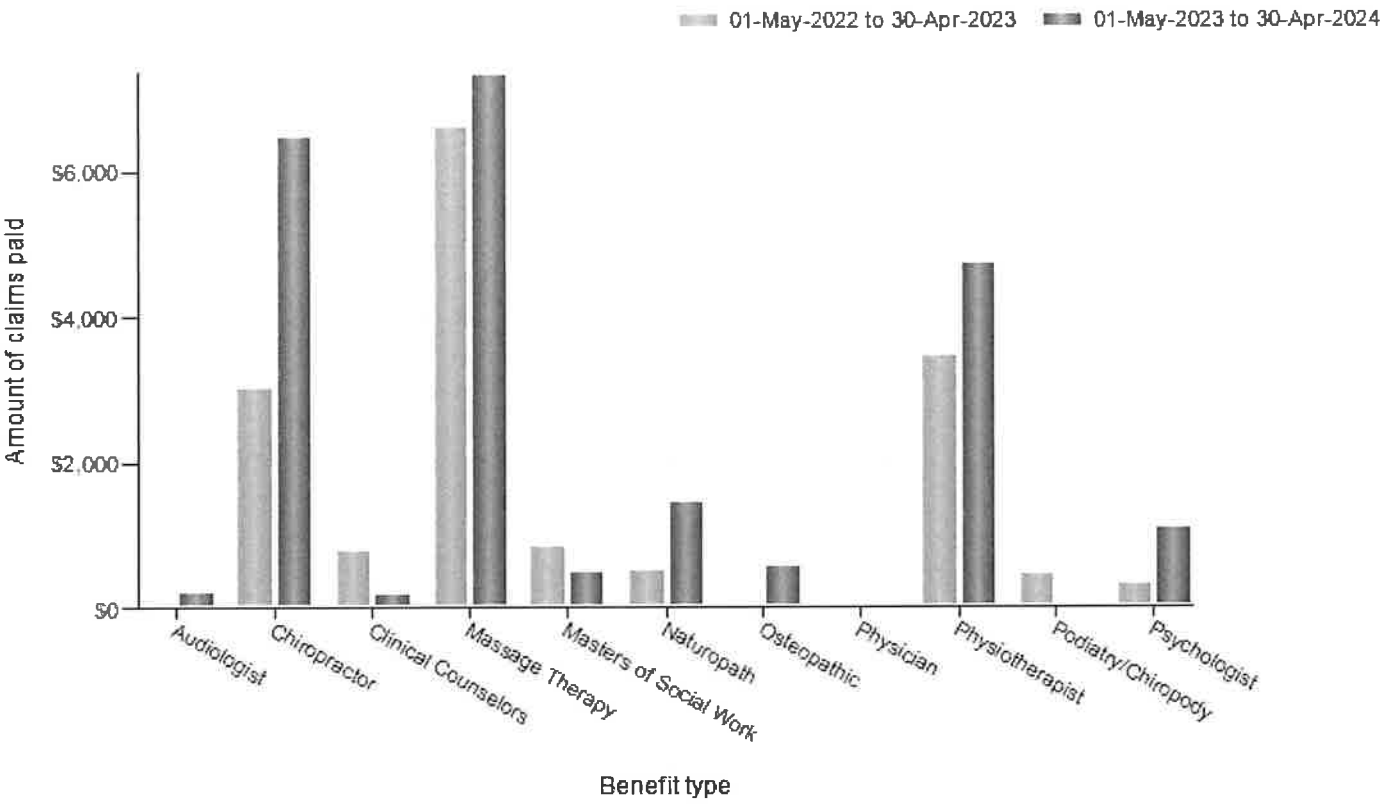
Type of expense	01-May-2022 to 30-Apr-2023				01-May-2023 to 30-Apr-2024			
	# of occurrences	Amount paid	Average amount paid	% of total paid	# of occurrences	Amount paid	Average amount paid	% of total paid
Audiologist	1	\$25.00	\$25.00	0.15%	3	\$245.00	\$81.67	1.07%
Chiropractor	77	\$3,059.00	\$39.73	18.64%	150	\$6,516.50	\$43.44	28.38%
Clinical Counselors	6	\$845.00	\$140.83	5.15%	4	\$226.00	\$56.50	0.98%
Massage Therapy	89	\$6,654.88	\$74.77	40.56%	105	\$7,370.32	\$70.19	32.10%
Masters of Social Work	6	\$895.00	\$149.17	5.45%	36	\$540.00	\$15.00	2.35%
Naturopath	10	\$555.00	\$55.50	3.38%	15	\$1,487.00	\$99.13	6.48%
Osteopathic	0	\$0.00	\$0.00	0.00%	6	\$609.50	\$101.58	2.65%
Physician	1	\$0.00	\$0.00	0.00%	4	\$0.00	\$0.00	0.00%
Physiotherapist	50	\$3,510.00	\$70.20	21.39%	65	\$4,781.40	\$73.56	20.82%
Podiatry/Chiropody	6	\$505.00	\$84.17	3.08%	1	\$45.00	\$45.00	0.20%
Psychologist	4	\$360.00	\$90.00	2.19%	9	\$1,140.00	\$126.67	4.97%
Paramedical Sub Total	250	\$16,408.88	\$65.64	100.00%	398	\$22,960.72	\$57.69	100.00%
Ambulance	2	\$250.00	\$125.00		0	\$0.00	\$0.00	
Orthotics	14	\$2,749.00	\$196.36		8	\$1,500.00	\$187.50	
Other Major Services	69	\$11,348.00	\$164.46		83	\$14,884.13	\$179.33	
Total Major Services	335	\$30,755.88	\$91.81		489	\$39,344.85	\$80.46	

The number of occurrences represents the number of individual service and drug submissions to Equitable Life.



Health benefits

Comparison of paramedical claims



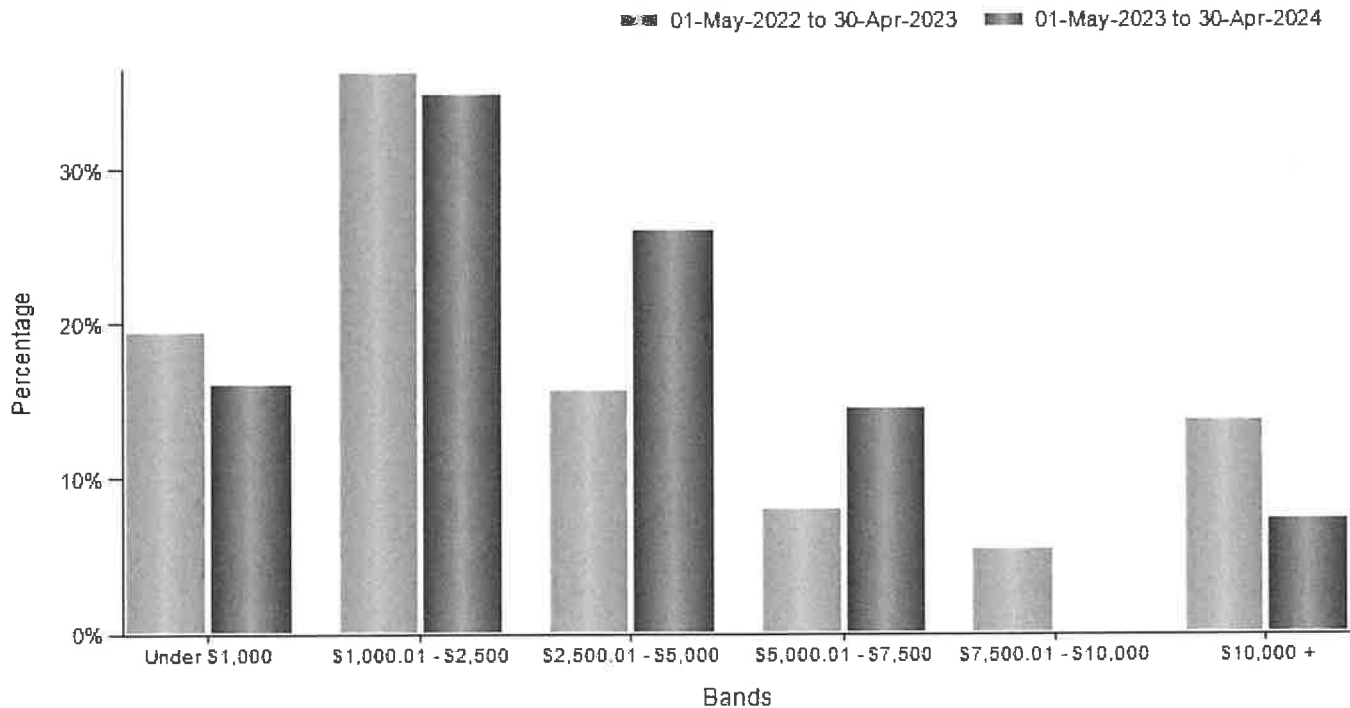


Health benefits

Health claims banding

Banding	01-May-2022 to 30-Apr-2023			01-May-2023 to 30-Apr-2024		
	Number of certs	Total amount paid	% of total amount paid	Number of certs	Total amount paid	% of total amount paid
Under \$1,000	93	\$29,861.13	19.71%	88	\$26,579.56	16.25%
\$1,000.01 - \$2,500	36	\$55,304.79	36.51%	35	\$57,426.35	35.10%
\$2,500.01 - \$5,000	7	\$24,145.06	15.94%	13	\$43,027.92	26.30%
\$5,000.01 - \$7,500	2	\$12,492.17	8.25%	4	\$24,105.43	14.74%
\$7,500.01 - \$10,000	1	\$8,601.14	5.68%	0	\$0.00	0.00%
\$10,000 +	2	\$21,060.88	13.90%	1	\$12,451.40	7.61%
Total	141	\$151,465.17	100.00%	141	\$163,590.66	100.00%

Percentage of aggregate health claims





Dental benefits

The Dental rates will increase by 36.0%.

The Dental benefit is underwritten on a fully insured non-refund basis. The renewal premium rates are prospectively experience rated. Past claims experience, trend, fee guide changes, and demographic changes are used to determine premiums adequate to cover expected claims for the upcoming year. Profits and losses from prior years are not considered.

The experience rating is based on a 3/1 weighting and 100.0% credibility.

Date		Billed premium	Paid claims	Incurred claims	Incurred loss ratio
From	To				
01 May 2021	30 Apr 2022	\$133,650	\$134,030	\$135,770	101.6%
01 May 2022	30 Apr 2023	\$162,262	\$169,844	\$170,177	104.9%
01 May 2023	30 Apr 2024	\$216,611	\$256,000	\$260,399	120.2%

The following figures are used in the experience rating to determine the required rate change. Adjusted net premium is equal to the billed premium adjusted to reflect any changes in rates. Adjusted incurred claims are equal to the incurred claims plus trend and fee guide and are adjusted to reflect any plan changes.

Date		Adjusted net premium	Adjusted net incurred claims	Adjusted net incurred loss ratio
From	To			
01 May 2021	30 Apr 2022	\$194,728	\$189,973	97.6%
01 May 2022	30 Apr 2023	\$214,348	\$206,806	96.5%
01 May 2023	30 Apr 2024	\$238,056	\$271,827	114.2%

Target Loss Ratio	86.9%
Credibility	100.0%
Annual Trend	8.6%
Fee Guide	4.8%



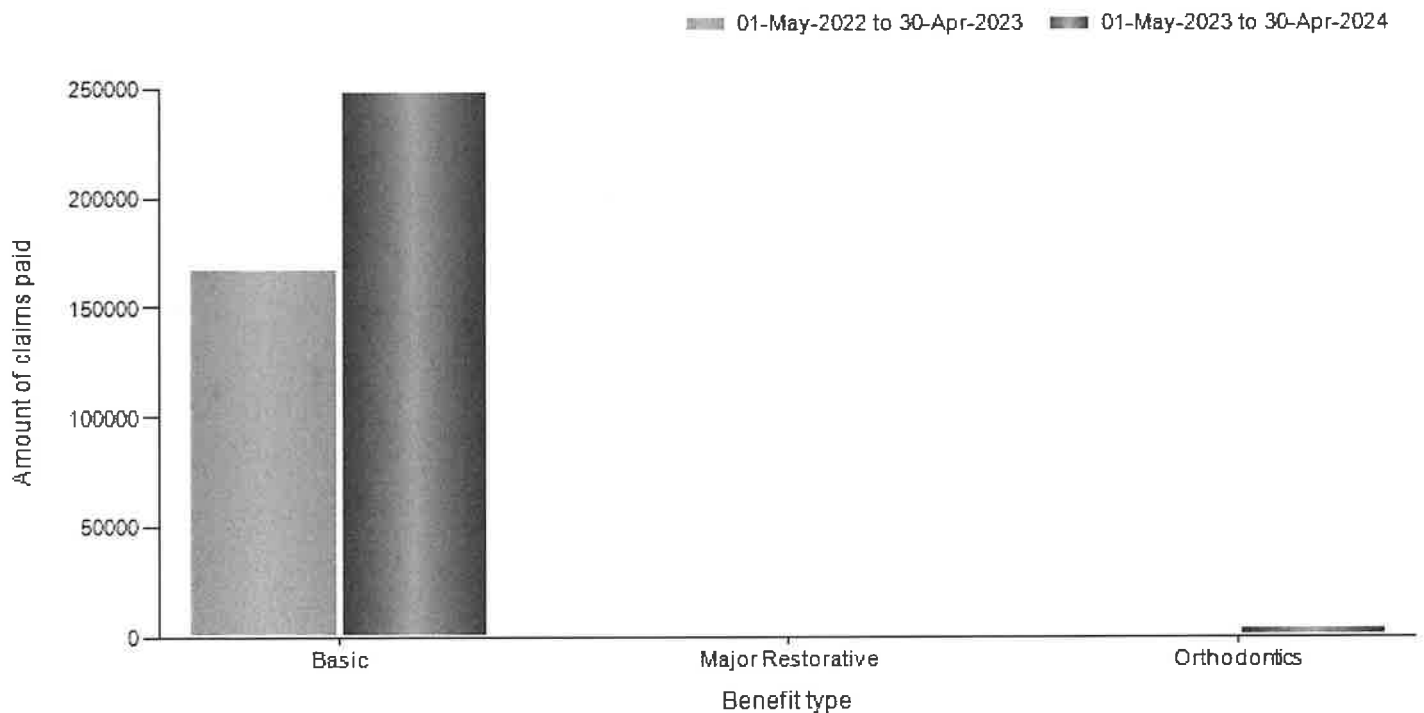
Dental benefits

Dental claims

Procedure	01-May-2022 to 30-Apr-2023				01-May-2023 to 30-Apr-2024			
	# of occurrences	Amount paid	Average amount paid	% of total paid	# of occurrences	Amount paid	Average amount paid	% of total paid
Basic	1714	\$168,314.62	\$98.20	99.10%	2135	\$249,945.45	\$117.07	97.63%
Major Restorative	6	\$554.50	\$92.42	0.33%	16	\$1,148.80	\$71.80	0.45%
Orthodontics	12	\$974.50	\$81.21	0.57%	38	\$4,905.80	\$129.10	1.92%
Total	1732	\$169,843.62	\$98.06	100.00%	2189	\$256,000.05	\$116.95	100.00%

The number of occurrences represents the number of individual service submissions to Equitable Life.

Summary of dental claims by benefit type





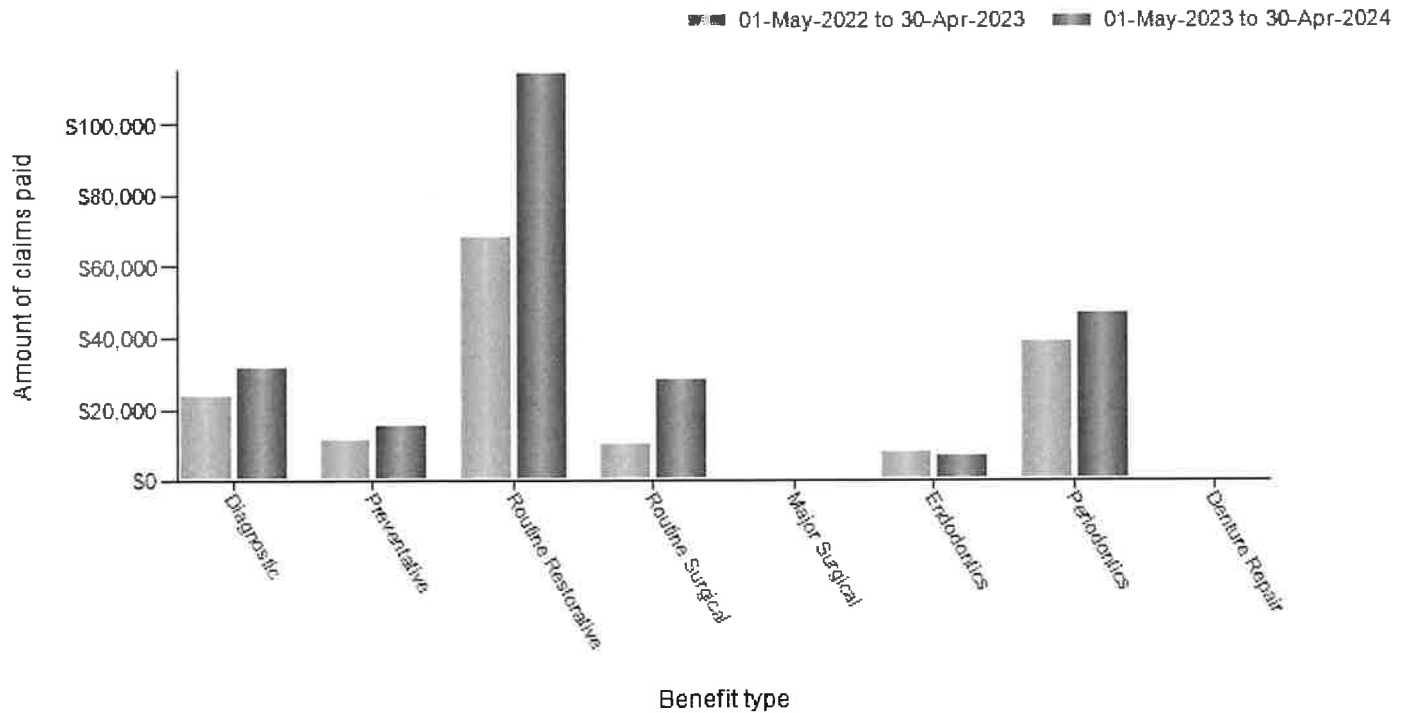
Dental benefits

Basic dental claims

Procedure	01-May-2022 to 30-Apr-2023				01-May-2023 to 30-Apr-2024			
	# of occurrences	Amount paid	Average amount paid	% of total paid	# of occurrences	Amount paid	Average amount paid	% of total paid
Diagnostic	524	\$24,928.72	\$47.57	14.81%	595	\$32,456.01	\$54.55	12.99%
Preventative	357	\$12,324.24	\$34.52	7.32%	424	\$16,363.75	\$38.59	6.55%
Routine Restorative	318	\$69,209.91	\$217.64	41.12%	486	\$115,331.70	\$237.31	46.14%
Routine Surgical	53	\$11,437.15	\$215.80	6.80%	117	\$29,108.70	\$248.79	11.65%
Major Surgical	2	\$248.00	\$124.00	0.15%	3	\$503.00	\$167.67	0.20%
Endodontics	13	\$9,273.98	\$713.38	5.51%	10	\$7,790.00	\$779.00	3.12%
Periodontics	445	\$39,973.87	\$89.83	23.75%	499	\$47,945.29	\$96.08	19.18%
Denture Repair	2	\$918.75	\$459.38	0.55%	1	\$447.00	\$447.00	0.18%
Total	1714	\$168,314.62	\$98.20	100.00%	2135	\$249,945.45	\$117.07	100.00%

The number of occurrences represents the number of individual service submissions to Equitable Life.

Comparison of basic dental claims



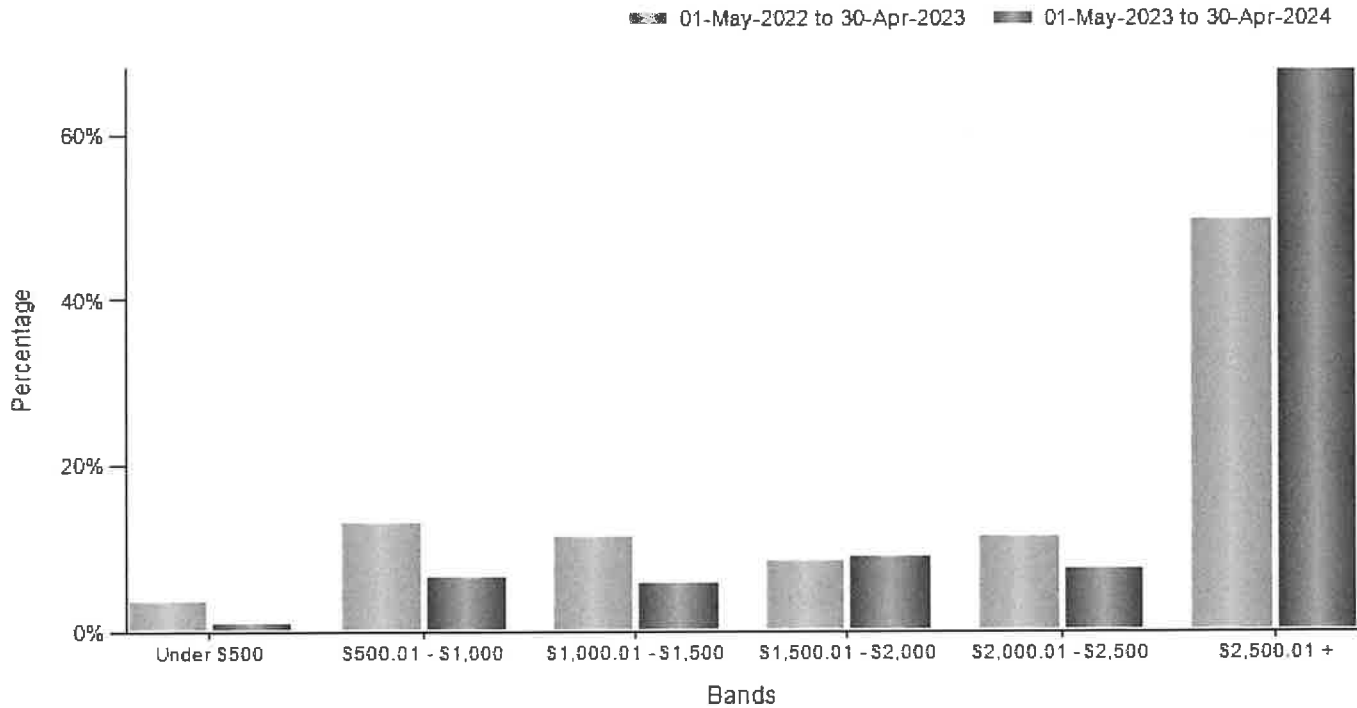


Dental benefits

Dental claims banding

Banding	01-May-2022 to 30-Apr-2023			01-May-2023 to 30-Apr-2024		
	Number of certs	Total amount paid	% of total amount paid	Number of certs	Total amount paid	% of total amount paid
Under \$500	33	\$6,767.90	3.98%	24	\$3,466.74	1.35%
\$500.01 - \$1,000	31	\$22,947.67	13.51%	26	\$17,421.00	6.81%
\$1,000.01 - \$1,500	16	\$19,777.25	11.64%	13	\$15,794.60	6.17%
\$1,500.01 - \$2,000	9	\$15,208.30	8.95%	14	\$24,165.00	9.44%
\$2,000.01 - \$2,500	9	\$20,099.20	11.83%	9	\$20,468.30	8.00%
\$2,500.01 +	19	\$85,043.30	50.07%	32	\$174,684.41	68.24%
Total	117	\$169,843.62	100.00%	118	\$256,000.05	100.00%

Percentage of aggregate dental claims





Included - Equitable HealthConnector® services

Health and wellness solutions that matter® - Healthy plan members make a healthy workplace.

A standard feature of all Equitable Life Group Benefit Plans is the easy to access, reliable Canadian health and wellness resources available through EquitableHealth.ca®. EquitableHealth.ca is offered to all our Groups at no charge as part of their Group Benefits Plan and is available to all Plan Members. On top of access to online self-service options, EquitableHealth.ca connects Plan Members with Canadian health and wellness resources through the Equitable HealthConnector® platform and Homewood Health®.

- HealthConnector supports Members' health by connecting them to the resources that can help them find a doctor, deal with a family or personal issue or locate valuable health resources.
- Homewood Health® Online (Homeweb.ca/Equitable) offers Plan Members access to tools, resources and information that can help them better cope with everyday issues ranging from work-life balance and parenting concerns, financial and legal issues to dealing with aging loved ones. This includes an interactive online Health Risk Assessment, and access to an innovative Cognitive Behavioural Therapy program that helps employees seeking support with anxiety or depression.

EquitableHealth.ca is appropriately marketed to Plan Members as "*resources for a healthier you*" and can help reduce employer costs associated with avoidable and unnecessary absences by supporting employees in their efforts to be at their best at home and at work. However, there are health and life events when Plan Members require direct and professional assistance to provide support, direction and expertise in managing specific situations that could:

- Threaten their health and well-being;
- Challenge their work-life balance; and
- Impact their ability to be present and productive at work.

That's where other, employer paid HealthConnector services come in.

HealthConnector provides a unique platform allowing employers to easily customize their Group Benefit programs to meet their specific demographic and cost containment needs by being:

- Available in any combination to provide comprehensive coverage for Plan Members;
- Billed as part of a single, unified monthly statement; and
- Easily accessible for Plan Members online on www.EquitableHealth.ca under *My Resources*.

Equitable Life clients have the ability to customize their Group Benefit programs with services that meet their specific needs. These services guide and assist Plan Members through specific life events and help them return to leading healthy and productive lives at home and at work.



Consider additional - Equitable HealthConnector® services

FeelingBetterNow®

Every day, millions of Canadians struggle with the impact of living with mental health issues. Left undiagnosed or unmonitored, mental health issues can impact employees' ability to keep up with the daily demands of life and work.

Provided by Mensante and reviewed and approved by the College of Family Physicians of Canada as a practice management tool available to assist family physicians in patient care. FeelingBetterNow.com (FBN) is a confidential, interactive, web based mental health care tool designed to support family physicians in the early detection, treatment and follow-up of common and potentially debilitating mental health issues. FBN will help identify when an individual is at risk for common mental health disorders, including depression, anxiety and alcoholism and provide their doctors the practical help they need to treat and follow up on these disorders. By supporting both the treating physician and the Plan Members in dealing with mental health issues, FBN can help clear the path back to productivity at work.

The CAREpath Navigation System™

Being diagnosed, or having a loved one diagnosed with cancer is only the first step in a long and difficult journey back to health. The CAREpath's Navigation System is a patient's partner throughout the whole cancer process. CAREpath can help Plan Members deal with the emotional and medical issues they will face as they struggle with the impact of cancer on their daily personal and work lives.

CAREpath can reduce the burden that the disease places on employees and their families by ensuring that treatment is based on the most up-to-date, reliable and evidence-based information. Telephone support is provided by oncology nurses supported by oncology physicians. These professionals help Plan Members before their first visit to an oncologist and continue to provide information, guidance and support while the person goes through cancer treatment and their efforts to return to health and work.

Dialogue Virtual Healthcare

Access to healthcare can be a challenge for many Canadians. Many don't have a family doctor and those who do often wait days or weeks to see their physician.

Our Virtual Healthcare solution, provided by Dialogue, is available to give your plan members and their families convenient, unlimited, and on-demand access to healthcare professionals.

Available 24/7, 365 days/year, Dialogue Virtual Healthcare provides access to unlimited non-urgent medical care for a wide range of health concerns. Plan members get fast access to the largest, most experienced and bilingual medical team in Canada for non-urgent medical issues. They also benefit from in-app prescription renewals and refills, personalized follow-ups after every consultation, and concierge-level navigation support for all referrals to in-person specialists when needed.

Dialogue's industry-leading platform provides an all-in-one patient journey to address health issues, reducing long wait times and time away for doctor appointments.

WorldCare (remote second opinion service)

A second opinion service from WorldCare provides expert, timely e-consultations for serious illnesses. WorldCare delivers highly specialized and personalized electronic second medical opinions from the best medical centres in North America. Second opinions include a confirmation or modification of the original diagnosis and treatment recommendations, including alternative treatments and/or therapies, based upon the latest cutting-edge research from experts from member hospitals of the WorldCare Consortium™ including:

- Children's Hospital of Boston;
- Duke University Health System;
- The Mayo Clinic;

- Partners HealthCare System (*Massachusetts General Hospital, Brigham and Women's Hospital, Dana-Farber/Partners CancerCare*); and
- UCLA HealthCare.

Benefits of this service include:

- Electronic process can provide multiple Second Opinions from several hospitals simultaneously in complex cases;
- Coverage for 29 conditions (including 4 psychological) and any other life threatening illness;
- Personal assistance throughout the second opinion process from a dedicated WorldCare Member Care Representative; and
- Medical records collected at no cost to the Plan Member.

By providing access to second opinions from some of the world's leading hospitals and specialists, Plan Members will benefit from the most up-to-date treatments, techniques and procedures as they and their doctors deal with life threatening medical and mental health illnesses.



Quote for additional HealthConnector® services

Service	Class	Lives	Rates per member per month	Total per month
FeelingBetterNow®	ALL	109	\$0.55	\$59.95
CAREpath Navigation System™ (minimum 20 lives required)	ALL	109	\$2.45	\$267.05
Virtual Healthcare	ALL	109	\$3.40	\$370.60
WorldCare	ALL	109	\$1.60	\$174.40
				\$872.00

Fees are exclusive of any applicable taxes.

Rates do not include Provincial Sales Tax (if applicable).

Eligible Employees: An employee must be actively-at-work, a Canadian resident, and have at least one insured benefit, as provided by Equitable Life, to be eligible for the Services. This would also include maternity leaves, seasonal, part-time and those on temporary layoff. Dependents are also included. The Services for any employee will terminate with their last active benefit, but no later than age 71. Retired Employees and those covered through special arrangements are not eligible for any Service.

Homewood Health is a registered trademark of Schlegel Health Care Inc.

FeelingBetterNow is a registered trademark of Mensante Corporation

CAREpath Navigation System is a registered trademark of CAREpath Inc.

WorldCare Consortium is a registered trademark of WorldCare International, Inc.

® denotes a registered trademark of The Equitable Life Insurance Company of Canada unless otherwise specified



Secure access to virtual primary healthcare practitioners

Dialogue Virtual Healthcare services

Accessing healthcare can be challenging and inconvenient. Many Canadians don't have a family doctor, and those who do often wait days or weeks to see their physician. They have to deal with limited clinic hours, time-consuming travel and even time off work. When it's hard for your plan members to get the care they need, their health and well-being can suffer.

Fortunately, Dialogue is available to give your plan members and their families convenient, on-demand access to primary healthcare practitioners.

Available 24/7, 365 days a year, Dialogue Virtual Healthcare provides easy access to non-urgent medical care for a wide range of common health issues. Using the secure Dialogue web portal or mobile app, your plan members get fast access to an extensive network of doctors, nurse practitioners and nurses, with flexibility, convenience and shorter wait times. They also benefit from in-app prescription renewals and refills, personalized follow-ups after every consultation, and concierge-level navigation support for all referrals to in-person specialists when needed.

Dialogue's industry-leading platform provides an all-in-one patient journey to address health issues, reducing long wait times and time away for doctor appointments.

Connecting to primary healthcare

Access to virtual healthcare can help to:

- Drive employee engagement;
- Reduce absenteeism related to in-person medical appointments;
- Help manage chronic health issues;
- Attract and retain top talent;
- Build a healthier workforce.

Whether plan members have a family physician or not, they and their dependents can use Dialogue Virtual Healthcare services to look after their health and well-being. And if they do have a family doctor, Dialogue can provide any diagnoses, treatments or referral information to the physician for reference, upon patient request and consent.

Dialogue Virtual Healthcare's practitioners can:

- Provide medical advice
- Create a care plan
- Prescribe medication
- Provide specialist referrals
- Order laboratory tests

You can add Dialogue Virtual Healthcare to your plan for an additional cost by contacting your advisor.

See reverse for more information on conditions that Dialogue Virtual Healthcare can treat.

How can plan members use Dialogue Virtual Healthcare?

Virtual Healthcare can help with a variety of conditions, including and not limited to:

- Minor or known headaches
- Painless eye issues
- Infection of the upper respiratory tract
- Mild or known gastric issues
- Mild infection of the digestive system
- Asymptomatic sexual health
- Genito-urinary infection in women
- Breastfeeding support and related infections
- Dermatologic infections and eruptions
- Minor cuts or bites
- Travel health
- Prescription renewal for most known and stable conditions
- Thyroid issues
- Common mental health issues, such as depression anxiety, stress, fatigue and insomnia*

In-person healthcare visits are required for:

- Controlled substances
- Life-threatening conditions
- Condition requiring a neurological, eye, ear, lung, heart and blood vessels, abdominal or genital examination
- Moderate to major muscle and skeleton conditions

When in-person visits are required, Dialogue's care coordinators will assist the plan member with locating a healthcare practitioner in their area to schedule an appointment.

*Access to mental health therapists limited to one session per care episode



13b)i)

Clerk Report: 2024-11-06-07

Meeting Date: November 6, 2024

Subject: **2025 Council Meeting Dates**

Regular Council Meeting

Prepared by: Sara Dinsdale

In accordance with the procedural by-law, regular council meetings should be scheduled on the first Wednesday of every month. I have attached a 2025 monthly calendar for your reference. You will see that all the dates that are highlighted in pink indicate STAT holidays. I am requesting that Council consider changing the meeting dates to the second Wednesday of every month rather than the first for the following reasons:

- 1) There are six months that will be difficult to prepare for the meetings due to STATS or not having enough preparation time. These months include January, April, July, August, September and October.
- 2) The second Wednesday of every month lines up with the Village of Hilton's Council meetings. This will allow for quicker decision-making regarding Fire Board Meetings-suggested by Fire Chief Robert Hope.
- 3) The Fire Board plans to organize their 2025 meetings around the two Township's Council meetings. The change will allow them to easily select their dates.
- 4) Moving meetings to the second Wednesday will assist office staff in preparing for the meetings with all the necessary material required in a timely manner.

Thank you for your consideration on this matter.

- ☐ - First Wednesday of each month
- ☐ - STAT
- ☐ - Proposed meeting dates

2025

13)b)ii)

X January

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November

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December

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13c)

Clerk Report: 2024-11-06-08

Meeting Date: November 6, 2024

Subject: **2024 Christmas Holidays**

Regular Council Meeting

Prepared by: Sara Dinsdale

I am requesting that the office close on the following four days for Christmas holidays:

Monday, December 23-CLOSE

Tuesday, December 24-already closed

Wednesday, December 25-Christmas Day STAT

Thursday, December 26- Boxing Day STAT

Friday, December 27 -CLOSE

Monday, December 30-CLOSE

Tuesday, December 31-already closed

Wednesday, January 1, 2025-New Year's Day-STAT

Thursday, January 2-Already Closed

Friday, January 3-CLOSE

14a)

M. VIRGINIA MACLEAN, K.C. L.S.M.
Barrister & Solicitor



Certified Specialist: Municipal Law - Local Government/
Land Use Planning and Development Law

235 Lakeshore Rd. East
Suite 206
Oakville, Ontario L6J 1H7
Tel: 416-365-1993

Email: virginia@virginiamaclean.com

Website: www.virginiamaclean.com

October 3, 2024

Council of the Corporation of the Township of Hilton
Municipal Offices
2983 Base Line
Hilton Beach ON P0R 1G0

Attention Sara Dinsdale, Acting Clerk/Treasurer

Delivered by E Mail and Xpress Post

Dear Ms. Dinsdale:

Re Legal Opinion on Township of Hilton Resolution no 2024-72 March 13, 2024

As requested in your communications with Peter J. Berlingieri I am pleased to provide this legal opinion on the above resolution.

Overview and Issues

The Council of the Township of Hilton on March 13, 2024, at a Special Meeting to Discuss Identifiable Personnel, passed as Item 2 on the Agenda, Resolution 2024-72, Appoint Acting Reeve.

Resolution 2024-72 moved by Councillor David Leask and seconded by Councillor Janet Gordanier was:

to appoint Councillor Mark Garside as Acting Reeve to chair all Council meetings in accordance to the requirements of the Code of Conduct for Council and Local Boards, By-Law 1234-19, under the Intake Procedures section, on page 3 that states, "Upon receipt of a complaint involving the Reeve, the Clerk shall immediately advise the individual who was acting Reeve at the time of the allegation who is authorized to act in the place of the Reeve".

The Acting Reeve appointed by the Resolution, chaired council meetings on March 13, 25, April 10, May 8, June 5, July 2 and July 10, 2024. The Resolution purports to be "in accordance with the requirements of the Council Code of Conduct" with a section of the Code identified.

The issues are whether the Resolution is in accordance with the Code of Conduct, as alleged, or if not,, are there any legal problems or consequences to the actions subsequently taken at the council meetings presided over by the Acting Reeve appointed under this Resolution in particular, the actions related to the Code of Conduct?

Facts

Resolution 2019-10

The council has appointed an Acting Reeve in the past. Council minutes disclose that councillor Pat Garside was appointed Acting Head of council by Resolution 2019-10 for the regular meeting of council of Feb 6, 2019. **[Attachment “1”]**. Resolution 2019-10 differs from Resolution 2024-72 in that: it contains no “in accordance with provision”, it contains the reason for enactment-i.e. The absence of the Reeve and, it relates to one identified meeting, the one at which it was passed.

By Law 1274-20

The *Municipal Act, 2001* (M.A.) includes provisions for the appointment of a head of council when the head is Absent or refused to act (Sec 242). The M.A. in section 238(2) requires every municipality to pass a “procedure by law” “for governing the calling and place and proceedings of meetings”.

Council passed Procedure By law 1274-20 July 8 2020. In this By-law, the “head of council” is defined in section 2.12 as the Reeve “or such Acting Head of Council as may be appointed by Council Resolution.” Under section 11.2, the Head of Council, if present, shall preside at all meetings which he or shall call to order (11.1). Section 11.3 addresses the procedure if the Head of Council is not present.

Section 11.3 provides:

In the absence of the Head of Council, a Presiding Officer shall preside during the Meeting or until the arrival of the Reeve. A Presiding officer shall be chosen by vote of the Members of Council present during the meeting and shall have all the powers of the Head of Council.

The Procedure Bylaw will be examined in more detail later. This by law is a very important one on a review of the facts.

Code of Conduct and Integrity Commissioner

Sections 223.1 to 223.24 of the M.A. are sections giving enhanced accountability powers to municipalities under Part V.1 of the M.A. **Accountability and Transparency**. These sections include the Code of Conduct and, the appointment of the Integrity Commissioner [sections 223.2, 223.3 and 223.4 of the M.A. **[Attachment “2”]**].

The Resolution purports to be linked to the Code of Conduct for Members of Council adopted by Council by By-Law 1234-19 made under section 223.2(1) of the *Municipal Act, 2001* (M.A.) (“in accordance with the requirements of “)

Under By Law 1234-19, Council adopted the Code of Conduct attached to the By Law as Schedule “A” with three (3) appendices: Appendix “A” Complaint Protocol, Appendix “B” Request for Investigation and Appendix “C” Request for Advice.

Appendix “A” is the process or Complaint Protocol for Code of Conduct. It contains the responsibility of the Integrity Commissioner (I.C.), the procedure for making a complaint, the procedure for obtaining advice from the I.C., intake procedure by the Clerk on receipt of a complaint, Investigation and reporting requirements by the I.C. and, actions by council. There are formal and informal complaints. All formal complaints or requests for inquiries must be on the Appendix “B” form are submitted to the clerk who must “forthwith forward the complaint to the I.C.”

Under the Intake Procedures in Appendix "A", upon receipt of the complaint, the clerk must "advise immediately" the Reeve if the complaint does not involve the Reeve or, advise the "individual who was acting Reeve at the time of the allegation who is authorized to act in the place of the Reeve" if the complaint involves the Reeve. This is the section referred to in the Resolution. It describes the procedure to be followed by the clerk only and does not provide for the appointment of an Acting Reeve.

Following the passing of the Resolution, the Acting Reeve chaired the March 13 council meeting, a Special Meeting to Discuss Identifiable Personnel. On that agenda were two items related to a Formal Complaint under the Code of Conduct received from Ms. Duguay, the former clerk/treasurer and, one item unrelated to the Formal Complaint. The Acting Reeve chaired the entire meeting. The Reeve attended this meeting and is shown on the list of councillors attending the closed session. There was no disclosure of pecuniary interest at this meeting by the Reeve. The meeting concluded with a confirmatory by law. Both of these facts will be address in detail in the **Legal Analysis and Opinion**.

Integrity Commissioner

The Integrity Commissioner (I.C). "is responsible for performing in an independent manner the functions assigned by the municipality including the application of the Code of Conduct for members and the application of any procedures rules and policies of the municipality governing the ethical behaviour of members. "The I.C. has an important role in the Code of Conduct complaint process.

Council first appointed an Integrity Commissioner in 2019 by By law 1233-19. The I.C. appointed was Antoinette Blunt, president Ironside Consulting Services Inc. and was reappointed I.C. for a further term ending on December 31, 2024.. As of the date of the reappointment, no requests for advice or inquiries had been made to the I.C. Therefore the municipal staff until the formal complaint and Resolution 2024-72 had no experienced in the handling of complaints under the Code of Conduct By Law 1234-19.

The Code of Conduct Complaint Process

Prior to the receipt of the Complaint and Request for Investigation, Council had met in closed sessions on February 8, 20 and 26 chaired by the Reeve to discuss the Code of Conduct interaction of February 2, 2024 between Ms. Duguay the then Clerk /Treasurer and the Reeve. The Reeve asked Ms. Duguay to leave on paid administrative leave without first seeking council approval. The Minutes of February 26, meeting referred to a letter to council from Ms. Duguay in which "she wishes to file a complaint that Rod Wood held the February 8,2024 meeting without following proper procedure. Ms. Duguay followed the Protocol and filed a formal complaint on March 8 2024. The I.C. attended the February 26 and March 13 council meeting by Zoom.

The Acting I.C. made the Preliminary Information Report to council on the March 25,2024, as agreed at the March 13 council meeting. The Minutes of the March 25,2024 Special Meeting **[Attachment "3"]** chaired by Acting Reeve Garside was attended by the Reeve (shown on the list of Councilllors). Council in open session agreed to the assessment steps set out in the Acting I. C's Preliminary Information Report (a public document). There was no disclosure of pecuniary interest by the Reeve. The meeting concluded with a confirmatory by Law.

The Final Report to Council by the Acting I.C. was presented to a Special Meeting of Council on July 24,2024, a public meeting. The report was public as required under the *Municipal Act* ,2001

and the Complaint Protocol. According to the minutes, Reeve Rodney Wood declared a pecuniary interest on the agenda item-4a presentation of the Final Report of the I.C.. Deputy Reeve David Leask "assumed the chair due to the declaration by the Reeve". The I.C. explained the investigation report, his finding that the Reeve had breached the Code of Conduct by not obtaining council approval before acting; and, the penalty recommendation that council reprimand and not suspend the Reeve without pay as provided in the M.A. This was because the Reeve had already written a letter of sincere apology to Ms. Duguay.

Council deferred its discussion on sanctions to the next regular meeting of council in August. The meeting concluded with the confirmatory By-Law.

The next regular meeting of council in August was August 14. The Reeve chaired that meeting and declared a pecuniary interest in the deferred discussion on the report (agenda item 11 c & d). Deputy Reeve David Leask chaired this agenda item. Resolution 2024-198 was moved and passed. That resolution stated:

That the COUNCIL OF THE TOWNSHIP OF HILTON does agree that the letter of apology sent by Reeve Wood addressed to Ms. Duguay on February 21, 2024 is sanction enough and no further penalty is required.

After this item, the Reeve resumed the position of meeting chair. The meeting concluded with a confirmatory by law.

Other council meetings chaired by Acting Reeve Garside

Council minutes show Mike Garside as Acting Reeve chairing the Regular Council meetings of April 10 (Rod Wood present), May 8 (Rod Wood absent) and June 5 (Rod Wood present) and the Special Council Meeting of July 2. (Rod Wood present). Mike Garside also chaired the meeting of July 10 when Rod Wood was absent.

There was no resolution passed at any of these meeting appointing Mike Garside Acting Reeve. Resolution 2024-72 may have been considered sufficient. Reeve Rod Wood chaired the council meetings from July 24 subject to declaring a conflict of interest at the July 24 and August 14 council meetings. The meetings chaired by the Acting Reeve contained regular council business.

Legal Analysis and Opinion

As stated, the Procedure By law provided for the appointment of an Acting Reeve and the section of the Code of Conduct Protocol referred to in the Resolution had no bearing on the appointment of the Acting Reeve. The Resolution may have been an attempt to excuse the Reeve from chairing council meeting related to the Code of Conduct Complaint to insure impartiality or concern about conflict of interest. It would have been prudent, if that was the case, to declare a conflict and as provided in section 18 of the Procedure By law as was the case at the subsequent council meeting when the Code of Conduct complaint process was followed but it is my opinion that the *Municipal Conflict of interest Act* is not relevant to this opinion on the Resolution.

The Acting Reeve was appointed by Resolution passed under the Procedure By law not the Code of Conduct. Under the Procedure By law the Acting Reeve can only exercise the powers of the Reeve **to preside at meetings**. Under Roberts Rules of Order, the Reeve or head of council is the presiding officer who "conducts the meeting and sees that the rules are observed and a clerk makes a written record of what was done" -the minutes.

Reference in the Procedure By law to the absence of the head of council or until the arrival of the Reeve follows Robert's Rules of Order which provide that a temporary chairman ceases to be such at the first adjournment of the meeting. This did not occur and does that affect resolution or subsequent council meeting at which this acting Reeve presided.? No affect. On a strict and narrow interpretation of the Procedure by law and the M.A. provision the Resolution was deficient. It was not a temporary appointment and therefor was not applicable to council meetings after the meeting of March 13 notwithstanding the wording "chair all Council meetings". It should be noted that under section 8 of the M. A. the powers of the municipality under the M.A. and other Act are to be interpreted broadly "to enable the municipality to govern its affairs as it considers appropriate "and this could well apply to the interpretation of the Resolution.

The deficiency in the Resolution relates to its scope (more than one meeting). The intent of the Resolution is clear. Because the Reeve was unwilling to chair certain meetings after March 13, a chairperson was required and that is the role that was performed by councillor Garside. The Councillor chaired the meetings and made sure that minutes of the meetings were taken. The size of the Council and the quorum requirements must also be considered when trying to evaluate the effect of this irregularity on the subsequent meetings.

When considering this deficiency, another question to be considered is what is the impact? Council is required to meet and transact business which it did without passing further resolutions at the commencement of each council meeting similar to resolution 1234-19. Other wise, the procedure By law was followed. As noted in the Facts every meeting concluded with a Confirmatory By law as required under the Agenda in the Procedure By Law.

Before reviewing the legal means of attacking the Resolution, an opinion is required on whether this technical error affected the Code of Conduct complaint process. As stated under the facts, the Formal Complaint process under the Code of Conduct Bylaw was followed and in my opinion cannot be challenged successfully. It was public and transparent. Moreover, why would it be challenged on the basis that the Acting Reeve was not duly appointed by the Resolution. There was final disposition in accordance with the By law and I assume, the employment law provisions were also addressed. It makes no practical sense to attack this resolution because of non compliance with part of the wording of the Procedural By law

If Ms. Duguay had wanted to quash the Resolution and then try to set aside the decision of the I.C., in my opinion, she would fail. A municipal by law or resolution can be quashed on a court application under section 272 of the M.A. for illegality within 1 year of its passage. However, if it is passed in good faith under any Act it cannot be quashed or reviewed because of unreasonableness or supposed unreasonableness. Bad faith has been interpreted by the courts as a lack of, frankness and impartiality. The standard to establish "bad faith" is very high See *Equity Waste Management of Canada Corp. v Halton Hills (Town)* (1977), 35 O.R.(3d)321 The fact that the process was open and transparent and involved the investigation by an independent third party would make such an application unsuccessful. Furthermore, the courts have been reluctant to interfere on matters that are mere technicalities as opposed to matters of substance.

To attack the Resolution, the person who brings the challenge bears the onus of proof and must pay their own legal fees and, if unsuccessful, must pay costs to the municipality.

Could other persons who were involved in the business decisions of the council seek to set aside any resolutions passed at the council meetings at which there was this technical glitch relating to the Acting Reeve? Yes, municipalities can be sued and applications made to quash by laws they are unlikely to succeed and unless I am directed to a specific example I cannot see any of the business transacted at any of these meetings as being challenged because of the Resolution deficiency.

Municipal Conflict of Interest Act

Briefly, the conflict of interest is a matter for the member section 18.1 Procedure By law [Attachment "4") and one on which the I.C. can provide advice to the member. Also, under the M.C.I the Act, section 12 (Attachment "5") failure to comply with the Act requirements setting out the duty of council members "does not invalidate any proceeding but they could be voidable. No further analysis of this section is necessary and it not relevant.

Conclusion

In Conclusion although the resolution is not strictly worded in compliance with the applicable *Municipal Act 2001* and Procedure By law the actions taken after March 13 are protected by the confirmatory by law passed at the end of each of the meetings as required under the Procedure By law, Furthermore the error in the wording was not a calculated bad faith error but a minor error made by inexperienced municipal staff. For these reasons the by law would not be successfully especially with respect to the Code of Conduct complaint.

Yours truly,



M. Virginia MacLean, K.C. L.S.M.
Certified Specialist-Local Government/Land Use Planning and Development Law

This Letter contains a privileged and confidential legal opinion. The Council, as the client, can determine whether or not it wants to lift or waive the privilege and confidentiality of the legal opinion and make it a public document. To do so the council should pass a resolution waiving the privilege and confidentiality and thereby rendering the opinion a public document.

Copy Peter Berlingieri

THE CORPORATION OF THE TOWNSHIP OF HILTON

Resolution No. 2019 – 10.

February 6, 2019

Moved by

Seconded by

Resolved that due to the absence of Reeve Rod Wood, we do appoint Councillor Pat Garside as Acting Head of Council for the regular meeting of ^{Feb 6} ~~January 9~~, 2019.

Carried:

Defeated:

Reeve:

Attachment # 1 to letter to Township of Hilton
Oct 3 2024

Code of conduct

223.2 (1) A municipality shall establish codes of conduct for members of the council of the municipality and of its local boards. 2017, c. 10, Sched. 1, s. 18.

Same

(2) Without limiting sections 9, 10 and 11, those sections authorize the municipality to establish codes of conduct. 2017, c. 10, Sched. 1, s. 18.

No offence or administrative penalty

(3) A by-law cannot provide that a member who contravenes a code of conduct is guilty of an offence or is required to pay an administrative penalty. 2017, c. 10, Sched. 1, s. 18.

Regulations

(4) The Minister may make regulations prescribing one or more subject matters that a municipality is required to include in a code of conduct. 2017, c. 10, Sched. 1, s. 18.

Section Amendments with date in force (d/m/y)

Integrity Commissioner

223.3 (1) Without limiting sections 9, 10 and 11, those sections authorize the municipality to appoint an Integrity Commissioner who reports to council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to any or all of the following:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1, 5.2 and 5.3 of the *Municipal Conflict of Interest Act* to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for

members of council and members of local boards and about the *Municipal Conflict of Interest Act*. 2017, c. 10, Sched. 1, s. 19 (1); 2022, c. 24, Sched. 3, s. 3.

Provision for functions if no Commissioner appointed

(1.1) If a municipality has not appointed a Commissioner under subsection (1), the municipality shall make arrangements for all of the responsibilities set out in that subsection to be provided by a Commissioner of another municipality. 2017, c. 10, Sched. 1, s. 19 (2).

Provision for functions if responsibility not assigned

(1.2) If a municipality has appointed a Commissioner under subsection (1), but has not assigned functions to the Commissioner with respect to one or more of the responsibilities set out in that subsection, the municipality shall make arrangements for those responsibilities to be provided by a Commissioner of another municipality. 2017, c. 10, Sched. 1, s. 19 (2).

Powers and duties

(2) Subject to this Part, in carrying out the responsibilities described in subsection (1), the Commissioner may exercise such powers and shall perform such duties as may be assigned to him or her by the municipality. 2006, c. 32, Sched. A, s. 98.

Request for advice shall be in writing

(2.1) A request by a member of council or of a local board for advice from the Commissioner under paragraph 4, 5 or 6 of subsection (1) shall be made in writing. 2017, c. 10, Sched. 1, s. 19 (3).

Advice shall be in writing

(2.2) If the Commissioner provides advice to a member of council or of a local board under paragraph 4, 5 or 6 of subsection (1), the advice shall be in writing. 2017, c. 10, Sched. 1, s. 19 (3).

Content of educational information

(2.3) If the Commissioner provides educational information to the public under paragraph 7 of subsection (1), the Commissioner may summarize advice he or she has provided but shall not disclose confidential information that could identify a person concerned. 2017, c. 10, Sched. 1, s. 19 (3).

Delegation

(3) The Commissioner may delegate in writing to any person, other than a member of council, any of the Commissioner's powers and duties under this Part. 2006, c. 32, Sched. A, s. 98.

Same

(4) The Commissioner may continue to exercise the delegated powers and duties, despite the delegation. 2006, c. 32, Sched. A, s. 98.

Status

(5) The Commissioner is not required to be a municipal employee. 2006, c. 32, Sched. A, s. 98.

Indemnity

(6) A municipality shall indemnify and save harmless the Commissioner or any person acting under the instructions of that officer for costs reasonably incurred by either of them in connection with the defence of a proceeding if the proceeding relates to an act done in good faith in the performance or intended performance of a duty or authority under this Part or a by-law passed under it or an alleged neglect or default in the performance in good faith of the duty or authority. 2017, c. 10, Sched. 1, s. 19 (4).

Interpretation

(7) For greater certainty, nothing in this section affects the application of section 448 with respect to a proceeding referred to in subsection (6) of this section. 2017, c. 10, Sched. 1, s. 19 (4).

Section Amendments with date in force (d/m/y)

Inquiry by Commissioner

223.4 (1) This section applies if the Commissioner conducts an inquiry under this Part,

(a) in respect of a request made by council, a member of council or a member of the public about whether a member of council or of a local board has contravened the code of conduct applicable to the member; or

(b) in respect of a request made by a local board or a member of a local board about whether a member of the local board has contravened the code of conduct applicable to the member. 2006, c. 32, Sched. A, s. 98.

Powers on inquiry

(2) The Commissioner may elect to exercise the powers under sections 33 and 34 of the *Public Inquiries Act, 2009*, in which case those sections apply to the inquiry. 2009, c. 33, Sched. 6, s. 72 (1).

Information

(3) The municipality and its local boards shall give the Commissioner such information as the Commissioner believes to be necessary for an inquiry. 2006, c. 32, Sched. A, s. 98.

Same

(4) The Commissioner is entitled to have free access to all books, accounts, financial records, electronic data processing records, reports, files and all other papers, things or property belonging to or used by the municipality or a local board that the Commissioner believes to be necessary for an inquiry. 2006, c. 32, Sched. A, s. 98.

Penalties

(5) The municipality may impose either of the following penalties on a member of council or of a local board if the Commissioner reports to the municipality that, in his or her opinion, the member has contravened the code of conduct:

1. A reprimand.
2. Suspension of the remuneration paid to the member in respect of his or her services as a member of council or of the local board, as the case may be, for a period of up to 90 days. 2006, c. 32, Sched. A, s. 98.

Same

(6) The local board may impose either of the penalties described in subsection (5) on its member if the Commissioner reports to the board that, in his or her opinion, the member has contravened the code of conduct, and if the municipality has not imposed a penalty on the member under subsection (5) in respect of the same contravention. 2006, c. 32, Sched. A, s. 98.

Termination of inquiry when regular election begins

(7) If the Commissioner has not completed an inquiry before nomination day for a regular election, as set out in section 31 of the Municipal Elections Act, 1996, the Commissioner shall terminate the inquiry on that day. 2017, c. 10, Sched. 1, s. 20.

Same

(8) If an inquiry is terminated under subsection (7), the Commissioner shall not commence another inquiry in respect of the matter unless, within six weeks after voting day in a regular election, as set out in section 5 of the Municipal Elections Act, 1996, the person or entity who made the request or the member or former member whose conduct is concerned makes a written request to the Commissioner that the inquiry be commenced. 2017, c. 10, Sched. 1, s. 20.

Other rules that apply during regular election

(9) The following rules apply during the period of time starting on nomination day for a regular election, as set out in section 31 of the Municipal Elections Act, 1996, and ending on voting day in a regular election, as set out in section 5 of that Act:

1. There shall be no requests for an inquiry about whether a member of council or of a local board has contravened the code of conduct applicable to the member.

2. The Commissioner shall not report to the municipality or local board about whether, in his or her opinion, a member of council or of a local board has contravened the code of conduct applicable to the member.

3. The municipality or local board shall not consider whether to impose the penalties referred to in subsection (5) on a member of council or of a local board. 2017, c. 10, Sched. 1, s. 20.

MINUTES

Special Meeting

March 25, 2024

7:00 p.m.

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

Attachment # 3 to letter to Township of Hilton
Oct 3 2024

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

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

There were no declarations of pecuniary interest.

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

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

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

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

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

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


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

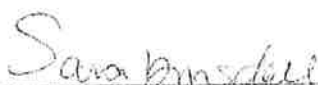
Resolution 2024 -83
Moved: Rod Wood
Seconded: Dave Leask

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

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

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


Acting Reeve, Mike Garside


Acting Clerk, Sara Dinsdale

- 17.18 Any member of the Council may give notice within a 12 month period in which the question was decided, for a reconsideration of the question at any regular meeting of the Council. A majority vote will be required to carry the motion for reconsideration is carried, and no question shall be reconsidered more than once in a 12 month period.

18. DISCLOSURE OF CONFLICT OF INTEREST

- 18.1 All Members shall govern themselves at any meeting in accordance with the current legislation respecting any disclosure of interest they may have in accordance to the *Municipal Conflict of Interest Act* R.S.O. 1990.
- 18.2 It is the responsibility of the Member to identify and disclose any interest and complete a Declaration of Conflict of Interest Form to be filed with the Clerk prior to the meeting.
- 18.3 The Member shall disclose the interest including the general nature thereof, prior to any consideration of the matter and shall not take part in the discussion of, or vote on any question in respect of the matter and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
- 18.4 Where a Member has declared a conflict of interest, and the matter is being discussed at a public meeting, the Member shall not participate in any debate or vote.
- 18.5 Where a meeting is not open to the public, the Member shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.
- 18.6 Where a Member is absent from a meeting which include a matter on which they have an interest, the Member shall disclose this interest at the next public meeting they attend.
- 18.7 The Clerk shall record every declaration of interest and general nature thereof made by a Council Member under MCI A in the minutes of a Council meeting which is open to the public and maintain the declaration within a registry to be made available for public viewing.
- 18.8 The Clerk shall record every declaration of interest, but not the general nature thereof, made by a Council Member under MCI A in the minutes of the Council meeting, which is not open to the public.

19. DEPUTATIONS//

Attachment #4 to letter to Township of Hilton
Oct 3 2024

- 19.1 Persons desiring to Council shall give Council, in writing council shall be sig
- 19.2 A delegation shall Deputations/Deleg that a delegation c time of 20 minute: presentation.
- 19.3 Notwithstanding the provisions of Section 19.1, Council may, in its sole discretion, entertain deputations or delegations with less notice as the circumstances may warrant.

20. READINGS OF BY-LAWS AND PROCEEDINGS THEREON

- 20.1 Every By-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act and shall be complete with the exception of the date thereof.
- 20.2 Every By-law shall have three readings prior to it being passed if required by legislation.

deal from order or new trial

(3) Where the case is remitted to a judge under subsection (2), an appeal lies from the order of the judge to the Divisional Court in accordance with the provisions of this section. R.S.O. 1990, c. M.50, s. 11 (3).

Section Amendments with date in force (d/m/y) [+]

Proceedings not invalidated but voidable

12 (1) A member's failure to comply with section 5, 5.1, 5.2 or 5.3 does not invalidate any proceedings in respect of a matter referred to in those sections, but those proceedings are voidable in the circumstances described in subsection (2). 2017, c. 10, Sched. 3, s. 9; 2022, c. 18, Sched. 3, s. 4.

✂ Declaring proceedings void

(2) Subject to subsection (3), if a member has failed to comply with section 5, 5.1, 5.2 or 5.3 in respect of a matter referred to in those sections, the municipality or local board, as the case may be, may declare the proceedings to be void before the second anniversary of the date of the passing of the by-law or resolution authorizing the matter. 2017, c. 10, Sched. 3, s. 9; 2022, c. 18, Sched. 3, s. 4.

Exception

(3) Subsection (2) does not apply if declaring the proceedings to be void would adversely affect the rights that any person who acted in good faith and without actual notice of the failure to comply with section 5, 5.1, 5.2 or 5.3 acquired under or by virtue of the proceedings. 2017, c. 10, Sched. 3, s. 9; 2022, c. 18, Sched. 3, s. 4.

Section Amendments with date in force (d/m/y) [+]

Other proceedings prohibited

13 (1) A proceeding that relates to a member's or former member's alleged conflict of interest and seeks a remedy described in subsection 9 (1) shall be brought only under this Act. 2017, c. 10, Sched. 3, s. 9.

Same

✂ (2) Subsection (1) does not affect the power of a municipality or a local board to reprimand a member or suspend a member's remuneration under subsection 223.4 (5) or (6) of the *Municipal Act, 2001* or under subsection 160 (5) or (6) of the *City of Toronto Act, 2006*. 2017, c. 10, Sched. 3, s. 9.

Section Amendments with date in force (d/m/y) [+]

Insurance

14 (1) Despite section 279 of the *Municipal Act, 2001*, every municipality may at any time pass by-laws,

- (a) for contracting for insurance;
 - (b) despite the *Insurance Act*, to enable the mu
 - (c) for exchanging with other municipalities in C
- XIII of the *Insurance Act*.

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to protect a member of the council or of any local board thereof who has been found not to have contravened section 5, 5.1, 5.2 or 5.3 against any costs or expenses incurred by the member as a result of a proceeding brought under this Act, and for paying on behalf of c reimbursing the member for any such costs or expenses. R.S.O. 1990, c. M.50, s. 14 (1); 2002, c. 17, Sched. F, Table; 2006, c. 32, Sched. C, s. 33 (2); 2017, c. 10, Sched. 3, s. 10 (1); 2022, c. 18, Sched. 3, s. 4.

Insurance Act does not apply

(2) The *Insurance Act* does not apply to a municipality acting as an insurer for the purposes of subsection (1). R.S.O. 1990, c. M.50, s. 14 (2).

Attachment # 5 to letter to Township of Hilton
Oct 3 2024

FTR Now

Ontario's Working for Workers Five Act, 2024 Receives Royal Assent

Date: October 29, 2024

On October 28, 2024, Ontario's [Working for Workers Five Act, 2024](#) (Bill 190) received Royal Assent. Bill 190 amends several statutes including the *Employment Standards Act, 2000*, the *Occupational Health and Safety Act* and the *Workplace Safety and Insurance Act, 1997*. In this *FTR Now*, we review key amendments of particular interest to employers.

Employment Standards Act, 2000 (ESA)

The following amendments **are now in force**:

- An employer is prohibited from requiring an employee to provide a certificate from a qualified health practitioner as evidence of their entitlement to *ESA* sick leave.
- The maximum fine for an individual convicted of violating the *ESA* is increased from \$50,000 to \$100,000.

The following amendments come into force **on a date to be proclaimed in the future**:

- Every publicly advertised job posting must include a statement on whether the posting is for an existing vacancy. This requirement may be subject to prescribed exemptions.
- An employer who interviews an applicant for a publicly advertised job posting must provide the applicant with prescribed information within a prescribed time period.

Occupational Health and Safety Act (OHSA)

The following amendments **are now in force**:

- The *OHSA* applies to telework performed in or around a private residence. Additional amendments exclude any office in a private residence from the definition of an "industrial establishment."
- The definition of workplace harassment and workplace sexual harassment is expanded to include harassment that occurs in a workplace "virtually through the use of information and communications technology."
- A constructor or employer is permitted to post the names and work locations of joint health and safety committee members in a readily accessible electronic format, rather than in the physical workplace.
- Joint health and safety committee meetings can now occur in locations other than the workplace (i.e., they can be held remotely).
- An employer may post its workplace health and safety policy in a readily accessible electronic format, rather than in the physical workplace.
- An employer may post a copy of the *OHSA* and any explanatory material in a readily accessible electronic format, rather than in the physical workplace. As was previously the case, this material must be posted in both English and the majority language of the workplace.

The following amendment comes into force **on a date to be proclaimed in the future**:

- A constructor or employer is required to ensure that any washroom facilities provided for worker use are maintained in a clean and sanitary condition. The constructor or employer is also required to maintain cleaning records, as prescribed. Additional regulations may modify or supplement the obligation to provide clean washroom facilities.

Workplace Safety and Insurance Act, 1997

The following amendment is **now in force**:

- Presumptive coverage for post-traumatic stress disorder is extended to wildland firefighters and wildland fire investigators.

The following amendment comes into force **on a date to be proclaimed in the future**:

- Presumptive coverage for primary-site skin cancer is extended to prescribed firefighters and fire investigators, provided the worker had at least 10 years of service before being diagnosed.

Additional Statutory Amendments

Bill 190 makes additional amendments to the *Fair Access to Regulated Professions and Compulsory Trades Act, 2006*, the *Ontario Immigration Act, 2015* and the *Building Opportunities in the Skilled Trades Act, 2021* that are discussed in our *FTR* Now of May 7, 2024.

Should you have any questions about the amendments introduced by Bill 190 and how they may impact your workplace, please contact your regular Hicks Morley lawyer.

Ministry of Finance
Office of the Minister
Frost Building S, 7th Floor
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Tel.: 416-325-0400



14C)
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Tél.: 416-325-0400

Minister of Finance | Ministre des Finances
PETER BETHLENFALVY

October 30, 2024

Dear Head of Council:

I am writing to provide you with an update on the Ontario Municipal Partnership Fund (OMPF).

We understand the importance of the Ontario Municipal Partnership Fund (OMPF) to communities across Ontario. We are listening to municipalities and have heard, particularly from small, northern, and rural municipalities, that they are facing financial challenges in delivering services to their communities.

To assist them with these challenges, I am pleased to announce that the Province will be increasing the OMPF by \$100 million over two years, bringing the total funding envelope to \$600 million by 2026. In 2025, municipalities will benefit from an immediate \$50 million increase in funding through the program. This enhancement will be targeted to small, northern and rural municipalities and those with a limited property tax base. This funding will assist municipalities in providing critical services to people across the province.

With the introduction of the enhancement to the program in 2025, all of the program's core grant components will increase. In addition, Transitional Assistance funding guarantees have been enhanced to 100% of a municipality's 2024 OMPF allocation, ensuring that all OMPF core recipients will receive at least the same level of funding as they did in 2024.

The \$100 million enhancement to the OMPF builds on the significant increases in support that the government is providing to municipalities, including investing an additional \$1 billion through the Ontario Community Infrastructure Fund (OCIF) over five years, starting in 2022, the introduction of the Northern Ontario Resource Development Support Fund and the nearly \$2 billion in housing-enabling infrastructure programs, which include funding specifically dedicated to small, northern and rural municipalities.

We have always been committed to working closely with our municipal partners and know how important the OMPF is for many municipalities. This is why in the coming months the Ministry of Finance will be consulting with municipalities to hear their perspective, advice, and

priorities for the program. Through the ministry's discussions with your treasurers and clerk treasurers, we look forward to discussing how to implement a reporting framework in order to gain a better understanding of how the OMPF is supporting your communities.

The Ministry of Finance's Provincial-Local Finance Division will be providing your municipal treasurers and clerk-treasurers with further details on your 2025 OMPF allocation. Details regarding the consultation process will also be provided. Supporting materials on the 2025 program are available on the ministry's web site at www.ontario.ca/document/2025-ontario-municipal-partnership-fund.

As we continue to work together to build up our communities and move Ontario's economy forward, maintaining a close relationship with our municipal partners remains critical. I look forward to our continued collaboration as we move forward with building a strong future for our province.

Sincerely,

Original signed by

Peter Bethlenfalvy
Minister of Finance

c. c. The Honourable Paul Calandra, Minister of Municipal Affairs and Housing