

THE CORPORATION OF THE TOWNSHIP OF HILTON

**A G E N D A**

Regular Meeting of Council

May 14, 2025 – 7:00 pm

Council Chamber - Hilton Township Municipal Building

Public Meeting: 7:15 pm: Draft Amendment to Parking By-law

[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. Public Meeting Regarding Parking By-Law Amendment
  - a) Clerk report with written representation from a ratepayer
  - b) Review and pass Parking By-Law #
5. Approval of Minutes:
  - a) Regular meeting of April 15, 2025
  - b) Closed meeting of April 15, 2025
6. Roads:
  - a) Updates
  - b) Amalgamated Tenders for Trainors Side Road Re-Surfacing
  - c) OCIF Annual Financial Report 2025-completed
  - d) NORDS Annual Financial Report 2025-completed
  - e) Clerk Report re Sand Dome Project
  - f) Abandoned Trailer on Q&R Line
  - g) Job Posting for Road Superintendent/Public Works Foreman Position
7. Fire/Emergency Management:
  - a) Draft 2025 Fire Department Budget
  - b) Clerk Report re pool fills and fee
8. Building/By-Law Enforcement:
  - a) Tulloch Invoices costs vs fees
9. Planning:
  - a) Update re land exchange request dated June 7, 2024

THE CORPORATION OF THE TOWNSHIP OF HILTON  
May 14, 2025-Regular Meeting of Council Agenda Cont'd

10. Cemetery:

- a) Notice re new gates, and honouring cremation interments only

11. Administration:

- a) Review and approval of 2025 Strategic Asset Management Policy
- b) Clerk report re the AMCTO Zone Conference held on April 10 and 11, 2025
- c) Deputy Treasurer report re the AMCTO Zone Conference held on April 10 and 11, 2025
- d) Review and pass new Notice By-Law 1457-25
- e) Clerk Report re a Personnel Committee
- f) Review draft amended Hiring Policy By-Law
- g) Clerk Report re Midterm Council Training Session Rescheduled from November 2024

12. Correspondence:

- a) Donation request from CASS
- b) Dr. Harold's Trefry Memorial Centre 2025 Budget Funding Request
- c) Donation Request from The Township of St. Joseph Recreation Program
- d) Senior of the year nomination for 2025
- e) Landfill meeting minutes for review and discussion
- f) Landfill Design & Operations Plan
- g) Landfill Usage Breakdown between Hilton Township and Village of Hilton
- h) Letter received by the Village of Hilton Beach re recycling costs for 2025

13. Expenditures:

- a) April 2025 Payment Voucher

14. Move to closed meeting:

Council will enter into closed session in accordance with the provisions of the Municipal Act, Section 239(2) (d) Labour Relations or Employee Negotiation and Section 239(2) (f) Advice subject to solicitor-client privilege

15. Return to open meeting

16. Direction to Clerk

17. Confirmatory by-law

18. Adjournment



4a)

Clerk Report: 2025-04-15/01

Meeting Date: May 14, 2025

Subject: **Parking By-Law Amendment**

Regular Council Meeting

Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

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Below is a concern sent via email from Mr. Mike Jagger regarding the amendment to the Township of Hilton's Parking by-law:

*"I have no qualms with this as it pertains to parking on publicly maintained and plowed roadways, but I am concerned as to the effect it will have on me being able to access my cottage in the wintertime. At present when I want to access my cottage during the winter months I will shovel enough of the unmaintained road allowance leading to my property so I can park there and not on the adjacent maintained roadway. According to this by-law, that would be illegal and I could be charged for doing so. The only alternative for me to access my property in the winter months would be to hire someone to plow the unmaintained road allowance from the Whybourne Rd/Haight Rd. intersection all the way to my property, a distance of nearly 1/4 mile, which would be cost prohibitive."*

*"Section 3.2 prohibits the parking of any motor vehicle on any road allowance at any time between November 1 and April 30. I agree that trailers, motor homes, campers, etc should not be allowed to set up on road allowances at any time, but a person should be allowed to park their car on an unopened or unmaintained road allowance in order to access their property when there is no open public maintained road providing access to their property."*

## THE CORPORATION OF THE TOWNSHIP OF HILTON

## By-law No. 1452-25

Being a by-law to prohibit overnight parking during specified months and times, and to prohibit parking on a ~~highway and~~ road allowance that interferes with the removal of snow or ice or the clearing of snow within the Corporation of the Township of Hilton.

**WHEREAS** the Council of the Corporation of the Township of Hilton deems it desirable to restrict the hours for parking or camping on the road allowances within the Township of Hilton;

**AND WHEREAS** Section 8 of the Municipal Act, 2001, S.O., 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person, for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 11 of the Municipal Act, 2001, S.O., 2001, c.25, as amended, authorizes municipalities to enact by-laws regulating parking;

~~**AND WHEREAS** pursuant to Section 63(1) of the Municipal Act, 2001, S.O., c.25, permits a municipality, subject to subsection 170(15) of the Highway Traffic Act R.S.O. 1990, c.H.8, to remove and impound or restrain and immobilize any object or vehicle placed, stopped, standing or parked on or near a highway in contravention of this by-law;~~

**AND WHEREAS** pursuant to Section 100 and 101(1) of the Municipal Act, 2001, S.O., c.25 as amended, permits a municipality, subject to subsection 170(15) of the Highway Traffic Act, R.S.O. 1990, c. H.8, to remove and impound or restrain and immobilize any vehicle, at the owner's expense, parked or left in contravention of this by-law.

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

## 1. DEFINITIONS

### 1.1 In this By-law:

"Council" means the Council of the Corporation of the Township of Hilton

"Highway" includes a common and public highway, street, driveway, any part of which is intended for, or used by, the general public for the passage of vehicles and includes the area between the lateral property lines thereof;

"Highway Traffic Act" means the Ontario Highway Traffic Act, R.S.O. 1990, c. H.8, as amended;

"Motor Vehicle" includes an automobile, motorcycle, trailer, and any other vehicle propelled or driven otherwise than by muscular power;

"Municipal By-law Enforcement Officer" means a person appointed by the Council of the Corporation of the Township of Hilton to enforce municipal by-laws;

"Park" or "Parking" when prohibited means the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers;

"Shall" shall be construed as imperative.

"Road allowances" shall include all opened and unopened roads within the Township of Hilton.

## 2. INTERPRETATION

### 2.1 In this By-law:

- (a) Words importing the singular number or the masculine gender only, include more persons, parties or things of the same kind than one and females as well as males and the converse;
- (b) A word interpreted in the singular number has a corresponding meaning when used in the plural;
- (c) "Motor vehicle", when used as part of a prohibition of parking or stopping, includes any part thereof, and
- (d) "Subsection" when used without reference to another section, refers to a subsection contained in the same section in which the phrase is used.

### 2.2 It is declared that if any section, subsection or part or parts thereof be declared by any court of law to be bad, illegal or ultra vires, such section, subsection or part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.

## 3. GENERAL REGULATIONS

### 3.1 No person shall park a motor vehicle or permit a motor vehicle to remain parked on any ~~highway road allowance~~ so as to interfere in any manner with the work of:

- (a) Removing snow or ice
- (b) Clearing of Snow
- ~~(c) Grass Cutting~~
- ~~(d) Brushing~~
- ~~(e) Tree trimming~~
- ~~(f) Cleaning Ditches~~

### 3.2 No person shall park a motor vehicle, travel trailer, motor home, tent trailer, tent or camper to remain parked on any ~~highway or~~ road allowance in the Township of Hilton at any time from November 1<sup>st</sup> of one year to April 30<sup>th</sup> of the following year.

### 3.3 No person shall park any motor vehicle, travel trailer, motor home, tent trailer, tent or camper of any type on

any road allowance owned by the Township of Hilton between the hours of 9:00 pm one day and 5:00 am the next day, without having received prior permission from the municipality.

- 3.4 Any motor vehicle, travel trailer, motor home, tent trailer, tent or camper of any type found parked on any road allowance between ~~the above noted hours~~ November 1<sup>st</sup> of one year to April 30<sup>th</sup> of the following year and between the above noted hours and for which the owner has not received prior permission from the municipality, may be removed by the municipality at the owner's expense with no liability to the Township of Hilton.

#### **4. OFFENCES AND FINES**

- 4.1 Every person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.R.S. 1990, c. P. 33, as amended.

#### **5. VEHICLES SUBJECT TO REMOVAL WHEN ILLEGALLY PARKED**

- 5.1 In addition to any other penalties provided by this By-law, upon discovery of any motor vehicle parked on any highway or road allowance in contravention of any provision of this By-law, a municipal by-law enforcement officer or police officer may cause such motor vehicle to be moved or taken to and placed or stored in a suitable place, without notice.
- 5.2 All costs and charges incurred for removing, taking away and storing a motor vehicle pursuant to Subsection (1) of this Section, shall be a lien upon the motor vehicle, which lien may be enforced in the manner prescribed by Section 4 of the Repair and Storage Liens Act, R.S.O. 1990, C. R.25, as amended.

#### **6. PENALTY**

- 6.1 Every person who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act R.S.O. 1990, c. P.33, as amended.
- 6.2 Any person violating this by-law shall be subject to a penalty ranging from \$250.00 to \$500.00 as per the following:
- First Offence - \$250.00;  
Second Offence - \$400.00;  
Third or More Offences - \$500.
- 6.3 These set fines are exclusive of costs, and all such penalties shall be recoverable under the Provincial

6.3 These set fines are exclusive of costs, and all such penalties shall be recoverable under the Provincial Offences Act. Offenders have the opportunity to remit the base amount of the fine directly to the Hilton Municipal Office, 2983 Base Line, Hilton Beach, Ontario, if they do not wish to go through the court.

## **7. SEVERABILITY**

7.1 Where a Court of competent jurisdiction declares any section or part of a section of this by-law invalid, the remainder of this by-law shall continue in force unless the Court makes an Order to the contrary.

## **8. REPEAL**

8.1 By-law #727 is hereby repealed.

8.2 Any By-law inconsistent with this by-law shall hereby be repealed.

## **9. ENACTMENT**

This by-law shall come into force and effect upon third and final reading of Council.

Read a first and second time this 14<sup>th</sup> -day of May 2025.

Read a third and final time and passed this 14<sup>th</sup> day of May 2025.

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Reeve Rodney Wood

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-Clerk Sara Dinsdale

## THE CORPORATION OF THE TOWNSHIP OF HILTON

**MINUTES**  
Regular Meeting  
April 15, 2025  
7:00 p.m.

Present:

Reeve Rodney Wood

Councillor Mike Trainor  
Councillor Mike Garside  
Councillor Dave Leask

CAO/Clerk-Treasurer Sara Dinsdale  
Deputy Treasurer Britney MacKay

Absent:

Councillor Janet Gordanier  
Road Superintendent/Public Works Foreman Leonard Bringleston

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

There were no declarations of pecuniary interest.

There were no delegations.

Resolution 2025-67

Moved: Mike Garside

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for April 15, 2025, as presented. \*CARRIED\*

Resolution 2025-68

Moved: Dave Leask

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the regular council meeting of March 20, 2025. \*CARRIED\*

Resolution 2025-69

Moved: Mike Garside

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the closed council meeting of March 20, 2025. \*CARRIED\*

Item 6 a): Road Superintendent Updates, was skipped due to Road Superintendent/Public Works Foreman Leonard Bringleston's absence.

Council received a memo stating that the purchase of the 12 SCBA's for the Hilton Union Fire Department had been made. The memo also stated that Hilton Township was approved for the Emergency Preparedness Grant in the amount of \$47,045.66.

2025 building permit fees collected vs costs incurred to date were reviewed.

Council reviewed the draft parking by-law and discussed the idea of removing the additional summer parking restrictions that were added and returning the by-law's restrictions to winter restrictions. Council also reviewed the draft notices that were added. The notices were created in order to notify people when they are in contravention of the parking by-law. One notice would be used to notify a vehicle owner they are parked on the road during the restricted winter months, and one notice would be used to notify a resident who is pushing snow across the road that they are in contravention of Section 181 of the Ontario Highway Act.



CORPORATION OF THE TOWNSHIP OF HILTON  
MINUTES – April 15, 2025

5a)ii)

Resolution 2025-70  
Moved: Dave Leask  
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to schedule a public meeting regarding the proposed amendments to the township's parking by-law to be held on May 14, 2025.  
\*CARRIED\*

Council reviewed a Clerk Report prepared by Acting Clerk/Treasurer Sara Dinsdale and Deputy Treasurer Britney MacKay regarding the CACA meeting that was held at the Bruce Station Community Hall on Thursday, March 27, 2025. The report summarized the topics discussed at the meeting and how they affect the Township of Hilton.

Council reviewed the Algoma District Services Admin Board Budget for 2025. Hilton Township's 2025 Levy is \$336,690.00.

A letter from The Village of Hilton Beach, requesting that the council of the Township of Hilton consider reimbursing them the amount calculated by Circular Materials for the reduction in recycling costs of non-eligible items each month from April 1 to December 31, 2025. Council suggested that this matter be deferred to the next regular council meeting, after the Landfill Committee meeting, which is being held on April 16, in order to discuss it at the meeting. Council brainstormed some topics that they would be interested in seeing on the Landfill Committee meeting agenda.

The Hilton Union Library 2025 draft budget was reviewed.

Resolution 2025-71  
Moved: Mike Trainor  
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the draft 2025 budget presented by the Hilton Union Library. \*CARRIED\*

A Clerk Report was received by council regarding a training session offered by Ironside Consulting about closed meeting exceptions, procedures (minute taking and drafting) conflict of interest procedures and relevant Ombudsman investigation decisions. The training was recommended for both staff and council.

Resolution 2025-72  
Moved: Mike Trainor  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON direct the Clerk to schedule a training session for council and staff with Ironside Consulting on procedures and administration of closed meetings at a cost of \$550.00 plus. \*CARRIED\*

Council reviewed the payment voucher for March 2025.

Resolution 2025-73  
Moved: Mike Trainor  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the payment of Township bills for the month of March 2025 in the amount of \$174,555.12 as per the attached voucher.  
\*CARRIED\*

Resolution 2025-74  
Moved: Mike Garside  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON move into closed session at 8:48 p.m. in accordance with:

*Municipal Act section 239 (2)(b) personal matters about an identifiable individual, and (2)(d) labour relations or employee negotiations.*

- 1) To receive legal advice from the township's solicitor regarding short-term rentals and;
- 2) To review and discuss employee performance evaluations.

Further, be it resolved that should the said closed session be adjourned; council may reconvene in closed session to discuss the same matters without the need for a further authorizing resolution. **\*CARRIED\***

Resolution 2025-75  
Moved: Mike Garside  
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at 10:32 p.m. **\*CARRIED\***

Resolution 2025-76  
Moved: Mike Trainor  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the legal advice provided by the township’s solicitor in closed session. **\*CARRIED\***

Resolution 2025-77  
Moved: Mike Trainor  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to actions as discussed in closed session. **\*CARRIED\***

| RECORDED VOTE:         | <u>Conflict of Interest</u> | <u>For</u>        | <u>Against</u>    |
|------------------------|-----------------------------|-------------------|-------------------|
| Rodney Wood            | <u>          </u>           | X                 | <u>          </u> |
| Mike Garside           | <u>          </u>           | X                 | <u>          </u> |
| Janet Gordanier (away) | <u>          </u>           | <u>          </u> | <u>          </u> |
| Dave Leask             | <u>          </u>           | X                 | <u>          </u> |
| Mike Trainor           | <u>          </u>           | X                 | <u>          </u> |

Resolution 2025-78  
Moved: Dave Leask  
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree that the Clerk shall provide to the Deputy Treasurer, the performance evaluation feedback as discussed in closed session. **\*CARRIED\***

Resolution 2025-79  
Moved: Mike Trainor  
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the Clerk’s report and employment contract between Sara Dinsdale and the Township of Hilton supporting the appointment from Acting Clerk-Treasurer to CAO/Clerk-Treasurer, as presented in closed session. **\*CARRIED\***

Resolution 2025-80  
Moved: Mike Garside  
Seconded: Dave Leask

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. 1455-25, being a by-law to appoint a CAO/Clerk-Treasurer. **\*CARRIED\***

Resolution 2025-81  
Moved: Mike Garside  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass by-law no. 1456-25, being a by-law to confirm the proceedings of this meeting. \*CARRIED\*

Resolution 2025-82  
Moved: Mike Garside  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 10:45 p.m. Council to meet again at the Hilton Township Municipal office on May 14, 2025, at 7:00 pm or at the call of the Reeve. \*CARRIED\*

\_\_\_\_\_  
Rodney Wood, Reeve

\_\_\_\_\_  
Sara Dinsdale, CAO/Clerk-Treasurer Clerk

Wamco



## EAST ALGOMA ROAD SUPERINTENDENTS ASSOCIATION



CONTRACT NO 01-2025-03

## AMALGAMATED CALCIUM CHLORIDE TENDER

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

Sealed tenders will be received by the undersigned as Agent, and tenders will be closed **Tuesday April 15, 2025** at 4:00 P.M. D.S.T.

| ITEM NO                         | MUNICIPALITY           | UNIT PRICE  | QUANTITY IN LIQUID | 1- TONNE BAGS     |
|---------------------------------|------------------------|-------------|--------------------|-------------------|
| 1                               | Township of Johnson    | Flake Tonne | 34                 | 14                |
| 2                               | Township of MacDonald  | Flake Tonne |                    | 20                |
| 3                               | Township of Tarbutt    | Flake Tonne |                    | 4                 |
| 4                               | Township of Hilton     | Flake Tonne |                    | 10                |
| 5                               | Township of St. Joseph | Flake Tonne | 17                 | 4                 |
| 6                               | Town of Blind River    | Flake Tonne | 17                 |                   |
| Total Flake Tonne = 68 - Liquid |                        |             |                    | 52 - 1 Tonne bags |

X 876.47  
= \$8764.70

## Summary

|  |                     |
|--|---------------------|
| Total Flake Tonne Equivalent-                  |                     |
| HST  |                     |
| Sub Total                                      |                     |
| Total One Tonne Bags - 52 bags @ \$ 876.47/bag | \$ 45 576.44        |
| HST  | \$ 5 924.93         |
| Sub Total                                      | \$ 51 501.37        |
| <b>Grand Total</b>                             | <b>\$ 51 501.37</b> |

\*Please note, all quoted pricing is subject to Wamco terms and conditions, and subject to change without notice due to any tariffs or trade regulations that may be enacted.



**EAST ALGOMA ROAD SUPERINTENDENTS ASSOCIATION  
BLADES - AMALGAMATED TENDER - CONTRACT NO 01-2025-04**

## **TENDER**

To Supply grader and plow blades as indicated to the following municipalities, in the District of Algoma

**Sealed Tenders will be received by the undersigned as Agent, and tenders will be closed Tuesday April 15, 2025 at 4:00 P.M. DST**

**Tender opening Wednesday April 16, 2025 at 10:00 A.M. at Echo Bay Community Hall 257 Church St. Echo Bay On.**

**Earliest delivery date to be stated in tender**

**Latest Delivery Date to be**

|                                       |
|---------------------------------------|
| <b>June 15, 2025 Summer Blades</b>    |
| <b>October 15, 2025 Winter Blades</b> |

**Please Do Not Change Any Quantity, Size or Remarks**

**Prices to be effect for one year from date of tender opening**

**Material to be delivered F.O.B. municipal yards**

**Huron Shores has two Delivery Locations**

**Include a subtotal for each municipality, HST and Grand Total. Totals will be used to bill Municipalities on an individual basis.**

**Billing addresses will be provided to the successful bidder.**

|   | Twp       | Size Remarks         | Quantity | Size Remarks                      | Quantity Price  | Total   |
|---|-----------|----------------------|----------|-----------------------------------|-----------------|---------|
| 1   | St Joseph | High Wear Wing Blade | 2 SETS   | 144", 3 pc, 5/8" Hole, 8" Spacing | 367.64          | 2205.84 |
|   |           | Plow Runner Viking   | 6        | G7085                             | 118.47          | 710.82  |
| Delivery Point F.O.B. Municipal Yard: Richard Landing |           |                      |          |                                   | <b>Subtotal</b> | 2916.66 |
|   |           |                      |          |                                   | <b>HST</b>      | 379.17  |
|   |           |                      |          |                                   | <b>Total</b>    | 3295.83 |

|   | Twp     | Size Remarks                  | Quantity | Size Remarks             | Quantity Price  | Total   |
|---|---------|-------------------------------|----------|--------------------------|-----------------|---------|
| 2 | Tarbutt | Grader Blades JD Heat Treated | 6        | 6' long x 6" high x 3/4" | 123.44          | 740.64  |
|   |         | Grader Blades JD Heat Treated | 6        | 7' long x 6" high x 3/4" | 169.10          | 1014.60 |
|   |         |                               |          |                          | <b>Subtotal</b> | 1755.24 |
|   |         |                               |          |                          | <b>HST</b>      | 228.18  |
|   |         |                               |          |                          | <b>Total</b>    | 1983.42 |

Delivery Point F.O.B. Municipal Yard: Tarbutt & Tarbutt

|   | Twp   | Size Remarks  | Quantity | Size Remarks                              | Quantity Price  | Total    |
|---|-------|---|----------|---|-----------------|----------|
| 3 | Laird | Cat Heat Treated  | 10       | 3/4" x 8" x 84" HT, 3/4" Hole, 6" spacing | 168.80          | 1688     |
|   |       | Craig Wing Highwear Carbide                             | 2        | 5/8" hole, 12" Spacing, 14'               | 912.67          | 5476.02  |
|   |       | Cat Heat Treated  |          | Long narrow tooth ice blades              |                 |          |
|   |       | Tenco One Way Plow Carbide                              |          | 3/4"x44"x5/8" hole, 8" spacing            |                 |          |
|   |       | Tenco Wing High Wear Carbide                            | 2        | 5/8" hole, 8" spacing, 11 feet            | 275.00          | 1650.00  |
|   |       | Polar Flex for Tenco One Way Plow Slipper or Equivalent | 1        | 11' long, 5/8" holes                      | 2743.44         | 2743.44  |
|   |       | Polar Flex for Cat moleboard or equivalent              | 1        | 14' long, 3/4" holes                      | 5722.20         | 5722.20  |
|   |       |   |          |   | <b>Subtotal</b> | 17279.66 |
|   |       |   |          |   | <b>HST</b>      | 2246.36  |
|   |       |   |          |   | <b>Total</b>    | 19526.02 |

Delivery Point F.O.B. Municipal Yard: Laird

|   | Twp    | Size Remarks        | Quantity | Size Remarks          | Quantity Price  | Total   |
|---|--------|---------------------|----------|-----------------------|-----------------|---------|
| 4 | Hilton | Highwear Wing Blade | 2 Sets   | 6" x 132", 5/8" holes | 721.38          | 1442.76 |
|   |        |                     |          |                       | <b>Subtotal</b> | 1442.76 |
|   |        |                     |          |                       | <b>HST</b>      | 187.56  |
|   |        |                     |          |                       | <b>Total</b>    | 1630.32 |

Delivery Point F.O.B. Municipal Yard: Richard Landing

**Grand Total For All Municipalities Including All Taxes**

|                     |                      |
|---------------------|----------------------|
|                     | <b>Total</b> (b)(iv) |
| Township St Joseph  | 3295.83              |
| Township of Hilton  | 1630.32              |
| Township of Tarbutt | 1983.42              |
| Township of Laird   | 19,526.02            |
|                     |                      |
| <b>Grand Total</b>  | 26,435.59            |

Lowest or any tender not necessarily accepted.

**Special Note: If any Summer Item is not delivered by June 15, 2025 or Winter Item by October 15, 2025  
a 5% charge will be Made on the Over All Total Tender Amount**

**Tender quotations to be submitted to the following address:**

**Dan See via Email [publicworks@stjosephtownship.com](mailto:publicworks@stjosephtownship.com)**

**Name, Address of Firm:** Valley Blades Limited  
435 Phillip Street  
Waterloo, Ontario  
N2L 3X2

**Signing Officier Name Printed:** Jim Kirkbride

**Signature:**

*Jim KIRKBRIDE*

# Sales Quote: Q071735

Quote Date: 2025 April 15.

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VALLEY BLADES LIMITED - WATERLOO  
435 PHILLIP STREET  
WATERLOO, ON N2L 3X2  
Canada

Bill To  
TOWNSHIP OF HILTON  
HILTON TWP  
Leonard Bringleson  
P O BOX 205  
HILTON BEACH, ON P0R 1G0  
Canada

Sell To  
TOWNSHIP OF HILTON  
P O BOX 205  
HILTON BEACH, ON P0R 1G0  
CA  
Leonard Bringleson

Ship To  
TOWNSHIP OF HILTON  
P O BOX 205  
HILTON BEACH, ON P0R 1G0  
CA  
Leonard Bringleson

| Your Reference | Salesperson   | Payment Terms | Shipment Method |
|----------------|---------------|---------------|-----------------|
|                | Jim Kirkbride | Net 30        |                 |

\*\*\*\*\* EAST ALGOMA TENDER \*\*\*\*\*  
\*\*\*\*\* CONTRACT #01-2025-04 \*\*\*\*\*  
\*\*\*\*\* DELIVERY INCLUDED \*\*\*\*\*

| No.                 | Description                     | Qty | UOM  | Weight | Unit Price | Unit Tax | Ext Tax | Ext Price |
|---------------------|---------------------------------|-----|------|--------|------------|----------|---------|-----------|
| 586132FHIWB         | 5/8X6X132 HEAT-TREATED HIGHWEAR | 2   | Each | 279.00 | 721.38     | 93.78    | 187.56  | 1,630.32  |
| Total \$ Excl. Tax  |                                 |     |      |        |            |          |         | 1,442.76  |
| Tax                 |                                 |     |      |        |            |          |         | 187.56    |
| Total CAD Incl. Tax |                                 |     |      |        |            |          |         | 1,630.32  |
| Total Weight (lbs)  |                                 |     |      |        |            |          |         | 558.00    |

Please note that voluntary customer returns will be subject to a minimum 25% restocking fee  
Please see our website for our terms and conditions: <http://www.valleyblades.com/terms>

GST/HST Registration No.  
HST # 105473870

Home Page  
[www.valleyblades.com](http://www.valleyblades.com)

Phone No.  
519 885 5500

Email  
[sales@valleyblades.com](mailto:sales@valleyblades.com)





## Ontario Community Infrastructure Fund (OCIF)

Reporting Period: 01/01/2025 to 12/31/2025

Saved: 05/01/2025 09:44

Expand

Validate

|                                  |                          |                              |
|----------------------------------|--------------------------|------------------------------|
| Instructions                     | Recipient Identification | PART 1: FUNDS TO BE UTILIZED |
| PART 2: PROJECTS UTILIZING FUNDS | PART 3: ATTESTATION      |                              |

## Instructions

1. Please refer to the "Instructions for Completing your Annual Financial Report" available under the *Download Program Documentation* section in *Step 1* of the *Submit Report to Ministry* page.
2. A copy of your "Annual Financial Overview" will be available under the *Supporting Document* section in *Step 3* of the *Submit Report to Ministry* page.
3. Required fields are marked with an asterisk (\*).
4. Please note that some fields in this document are automatically calculated and will not allow manual changes.
5. For further assistance, please email [OCIF@ontario.ca](mailto:OCIF@ontario.ca)

## Recipient Identification

Municipality/ LSB Name: THE CORPORATION OF THE TOWNSHIP OF HILTON

File Number: OCIF FC2-M-0160

## PART 1: FUNDS TO BE UTILIZED

|  |                  |              |
|--|------------------|--------------|
| Carry Forward from 2024                          |                  | \$100,014.21 |
| 2025 Allocation                                  |                  | \$100,000.00 |
| Transfer From                                    | Confirm Transfer | Amount       |
|  |                  | - +          |
| SUB - TOTAL                                      |                  | \$200,014.21 |
| Transfer To                                      | Confirm Transfer | Amount       |
|  |                  | - +          |
| TOTAL FUNDS TO BE UTILIZED                       |                  | \$200,014.21 |
| TOTAL OF 2025 EXPENDITURES FROM PROJECT(S) BELOW |                  | \$123,039.00 |
| VARIANCE (CARRY FORWARD TO 2026)                 |                  | \$76,975.21  |

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

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

Justification if no interest earned: (Maximum 2000 characters)

**PART 2: PROJECTS UTILIZING FUNDS**

Showing: 1 – Roads

&lt;&lt; &lt; &gt; &gt;&gt;

Add

Remove

Project Type: \*

Roads

Status: \*

New

Project Title: \*

Trainors Side Road Re-Surfacing

Construction Start Date \*

06/02/2025

Construction Completion Date \*

10/31/2025

**Project Description (Maximum 4000 characters) \***

This project is for changing Trainors Sideroad, a gravel road, into a surface treated road. The work will include grading of the road for shaping and repairs, and cutting brush along both sides of the road prior to the surface treating. Double Surface Treatment will be applied when the contractors are in the area mid to late summer 2025.

**Previous Years Expenditure Amount**

Year

Expenditure Amount

No Records

**Current Year Expenditure Forecast**

Year

Expenditure Amount \*

2025

\$123,039.00

**Future Years Expenditure Forecast**

Year

Expenditure Amount

2026

2027

2028

2029

Total Eligible Costs

\$123,039.00

Total Project Value

\$123,039.00

**Roads - Project Objective / Benefits / Improvements**

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

Public health &amp; Safety Lng-trm

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

Overdue To Be Completed

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

☐ Addressed an urgent public health and/or safety issue(s)☒ Reduced the probability of asset failure and/or service interruptions☒ Achieved service levels or key performance indicators established by an asset management plan☒ Reduced lifecycle costs

- ☒ Promoted **safe** active transportation (e.g., cycling, walking, etc.) and/or transit-supportive policies
- ☒ Supported climate change **adaptation** (e.g., resilient infrastructure) and/or mitigation (e.g., reduced greenhouse gas emissions)
- ☒ Supported enhanced environmental protection
- ☒ Promoted job creation or retention
- ☐ Improved economic infrastructure that was identified as a barrier to growth
- ☐ Have the highest priority items in your AMP been addressed earlier than planned
- ☐ Other benefits – Provide details in text box
- Other benefits

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

| Measurable Improvements       | Result |
|-------------------------------|--------|
| Linear length in kilometers   | 2.70   |
| Other measurable improvements |        |

#### Aboriginal Duty to Consult (Fill in at Project completion)

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

Please check all boxes that apply:

- ☒ No communication from any Aboriginal Groups in relation to the Project was received
- ☒ No items of cultural significance to Aboriginal Groups were discovered while implementing the Project

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

- ☐ A copy of any correspondence with Aboriginal Groups was provided to MOI
- ☐ MOI was made aware of any issues identified by any Aboriginal Groups
- ☐ MOI was provided with Notice upon discovery of items of cultural significance

#### PART 3: ATTESTATION

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

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

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

Name \*

Sara Dinsdale

Title \*

CAO/Clerk-Treasurer

Email \*

admin@hiltontownship.ca

Appendix I

PROJECT INFORMATION FORM  
(April 1, 2025 to March 31, 2026)

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

Municipality: The Corporation of the Township of Hilton

Project Name: Trainors Side Road & Sand Dome

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

We will be laying fresh 5/8" shaping gravel to improve the road and then apply double surface treat to the entire 2.7km length of Trainors Side Road.  
A sand dome will be built on municipal property next to the Road's Department garage to hold sand for use on municipal roads during the winter months.

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

This road intersects with Base Line and both are major routes for logging/gravel trucks, the road services the 5 gravel pits on Base Line to allow the trucks to haul to the eastern side of our Township. This road handles a large amount of such traffic and the work will ensure the road is sturdy enough to handle the loads and provide safer conditions for person vehicles when passing the trucks. Having a sand dome on our grounds will keep the sand/salt mix easily accessible for our roads crew in the winter months along with keeping it dry and clean and out of the weather. We will source the construction and engineering locally. Having our own sand storage will allow us to source our own sand/salt mix locally and at a bulk discount.

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

This project was scheduled in our Asset Management Plan for 2023 but because of lack of funds the project was moved to 2024. Last year the project was unable to be completed because of a scheduling issue with the surface treat contractor, they were unable to come in the summer months to complete the work so the project was postponed until 2025

| Project Start Date (mm/dd/yyyy) | Project End Date (mm/dd/yyyy) |
|---------------------------------|-------------------------------|
| 06/01/2025                      | 11/30/2025                    |

**Partnership Type:** (Select One)

Sole Municipality Lead (no partnership) ☒  
Lead Municipality (partnership) ☐  
Supporting Municipality (partnership) ☐

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

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

| Year X<br>(April 1, 20XX to March 31, 20XX) | Year X<br>(April 1, 20XX to March 31, 20XX) | Year(s) X<br>(April 1, 2025 to March 31, 2026) |
|---|---|--|
| <input type="checkbox"/>                    | <input type="checkbox"/>                    | <input checked="" type="checkbox"/>            |

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

| Year X (April 1, 20XX to March 31, 20XX) | Year X (April 1, 20XX to March 31, 20XX) | Year 5 (April 1, 2025 to March 31, 2026) |
|--|--|--|
|  |  | \$325,023.50                             |

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

| Year 3 (April 1, 2025 to March 31, 2026) | Year 4 (April 1, 20XX to March 31, 20XX) | Year 5 (April 1, 2025 to March 31, 2026) |
|--|--|--|
|  |  | \$189,108.56                             |

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

| Year 3 (April 1, 2023 to March 31, 2024) | Year 4 (April 1, 2024 to March 31, 2025) | Year 5 (April 1, 2025 to March 31, 2026) |
|--|--|--|
| \$63,596.96                              | \$62,899.37                              | \$62,612.23                              |

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

| Name of Funding Source #1 | Funding Amount | Status           |
|---------------------------|----------------|------------------|
| OCIF                      | \$135,914.94   | Pending decision |

| Name of Funding Source #2 | Funding Amount | Status |
|---------------------------|----------------|--------|
|                           |                |        |

| Name of Funding Source #3 | Funding Amount | Status |
|---------------------------|----------------|--------|
|                           |                |        |

**Certification**

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

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

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

Assets associated with the project are owned by the recipient;  
☒

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

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

|                           |
|---------------------------|
| Sara Dinsdale             |
| Name of Signing Authority |
| <i>Sara Dinsdale</i>      |
| Signature                 |

|                        |
|------------------------|
| Acting Clerk-Treasurer |
| Title                  |
| March 13, 2025         |
| Date                   |



Clerk Report: 2025-04-15/02

Meeting Date: May 14, 2025

Subject: **Sand Dome-Engineered Drawings**

Regular Council Meeting

Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

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As per recent discussions regarding the building of a sand dome to house the township's sand and salt for the winter season, engineered drawings are needed in order to proceed with a tender call for all work, equipment and materials needed for the project. The township has received two estimates for engineered drawings for a 32' x 60' design with 6' high concrete walls. The lowest quote that was received was \$9500.00 plus taxes. Upon consultation with the Township's previous Road Superintendent as well as other neighbouring Road Superintendents, it was suggested that reducing the size to approximately 20' x 30' might be more suitable.

I am requesting that council consider approving the cost of the engineered drawings for a sand dome of approximately 20' x 30' in size.



6f)

Clerk Report: 2025-04-15/03

Meeting Date: May 14, 2025

Subject: **Abandoned Camper Trailer**

Regular Council Meeting

Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

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A rate payer notified the Township office that while at their camp over the weekend, they discovered a camper trailer parked on the side of the Q & R Road and it appeared to have been there for a while. I went to investigate whether it was still there in order to determine the appropriate next steps and discovered it approximately 1 km down the road, parked on side. It appears to be abandoned and does not have a license plate visible. Below are pictures taken on May 12, 2025. I am requesting that Council recommend to the Clerk an appropriate approach of this violation of the parking by-law.







69)

**The Corporation of The Township of Hilton**  
**2983 Base Line, Hilton Beach, ON P0R 1G0**  
**Tel: 705-246-2472 ~ Email: [admin@hiltontownship.ca](mailto:admin@hiltontownship.ca)**  
**Website: [hiltontownship.ca](http://hiltontownship.ca)**

### **Job Opportunity**

**Job Title:** Road Superintendent/Public Works Foreman

**Remuneration:** Benefits, pension, salary will commensurate with experience and Skills

The Township of Hilton is seeking a multi-position person to fill the role of Road Superintendent/Public Works Foreman. This is a full-time permanent position.

Key areas of responsibility include road maintenance, fleet management, winter control operations, building maintenance, cemetery and parks maintenance.

The ideal candidate plans, co-ordinates and monitors daily, weekly, yearly operations, ensures Occupational Health and Safety practices are strictly observed, and supervisory and safety components are met. The Road Superintendent/Public Works Foreman is required to be on-call and work unusual/extended hours as required at a minimum of 40 hours per week.

**Reporting Relationship:** Reports to the Township Council

**Major Equipment:** Backhoe, Tractor Mower, Grader, Snow Plow, Excavator, Chainsaw

**Minimum Qualifications:**

- Must have, and maintain, a valid class "DZ" driver's license with a minimum 2 years' clean driver abstract.
- Able to operate and direct maintenance on various pieces of equipment; grader, backhoe, tractor, dump truck & snowplow.
- Thorough knowledge of the construction and maintenance of municipal roads, bridges and other related infrastructure including legislated requirements.
- A demonstrated management, supervisory, organizational, and leadership ability.
- Grade 12 graduate or equivalent

**Preferred Qualifications:**

- A valid class "AZ" driver's license with a minimum 2 years' a clean driver abstract.
- Post-secondary education in a field related to municipal infrastructure such as civil engineering or the successful completion of an equivalent professional training program such as the Certified Roads Supervisors (CRS) Certified Road Supervisor (CRS-I, CRS-S) from AORS.
- Road School courses as provided by the Ontario Good Roads Association.
- Knowledge of all municipal services including roads, bridges, policies, fleet management.
- An excellent knowledge of related legislation, pertinent to roads construction and maintenance such as the Highway Traffic Act, Municipal Act, Technical Standard and Safety Act, OHSA, Minimum Maintenance Standards, Ontario Provincial Standards, Drainage Act, Fisheries Act, and Endangered Species Act., CVOR record keeping.
- Certification in: Chainsaw, CPR/First Aid and, Working at Heights, or a willingness to complete.
- Able to use Microsoft Office Suite

The full job description is available at [www.hiltontownship.ca](http://www.hiltontownship.ca).

**How to apply:** Please submit your resume and cover letter by Friday, May 23, 2025 to:

Sara Dinsdale, CAO/Clerk-Treasurer  
Township of Hilton  
2983 Base Line, Hilton Beach, ON P0R 1G0  
Email: [admin@hiltontownship.ca](mailto:admin@hiltontownship.ca) using the Subject Line "Road Superintendent/Public Works Foreman"

*We thank all candidates for their interest, however, only those candidates selected for an interview will be contacted. Candidates are encouraged to advise us of any accommodation measures you may require during the selection process. Information received relating to accommodation needs will be addressed confidentially. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of candidate selection.*



**HILTON UNION FIRE DEPARTMENT**  
**2025 BUDGET (including \$20k to Reserve Fund)**

updated April 23, 2025

| Account #     | REVENUE                                       | 2024<br>BUDGET   | 2024<br>ACTUAL                      | 2025<br>BUDGET    |
|---------------|---|------------------|-------------------------------------|-------------------|
| 472110        | Township of Hilton                            | 27,824.97        | 27,829.98                           | 34,239.25         |
| 442101        | Village of Hilton Beach                       | 27,824.97        | 27,829.98                           | 34,239.25         |
| 496200        | Interest on Term Deposit                      | 6,000.00         | 8392.93                             | 8,400.00          |
|               | Pumper Truck Rental (water)                   | 300.00           | 300                                 | 300.00            |
| 472100        | Donation                                      | 266.06           | 276.06                              | 275.00            |
|               | Fire Protection Grant                         |                  |                                     | 8,592.18          |
|               | Alloc from Fire Working Capital Reserves      | 0.00             |                                     |                   |
|               | Alloc from Fire Equipment/Building Reserve Fd | 0.00             |                                     | 24,000.00         |
|               | <b>TOTAL REVENUE</b>                          | <b>62,216.00</b> | <b>64,628.95</b>                    | <b>110,045.67</b> |
|               | <b>EXPENSES</b>                               |                  |                                     |                   |
| 521100/260    | Chief & Deputy Wages/EHT                      | 3,000            | 2646.48                             | 4,252             |
| 521110        | FireFighters' Honorarium                      | 4,500            | 4500                                | 5,500             |
| 521230        | WSIB  | 3,500            | 3762                                | 500               |
| 512331/521330 | Miscellaneous                                 | 75               | 980.53                              | 1,000             |
| 521400        | Truck Repairs and Maintenance                 | 2,000            | 1342.37                             | 2,000             |
| 521410        | Building Maintenance                          | 500              | 85.07                               | 500               |
| 521420        | Compressor Maintenance                        | 1,200            | 1200 need invoice from Jocelyn      | 1,200             |
| 521438        | Prevention/fire permit support (webiste)      | 500              | 566.22                              | 570.00            |
| 521450        | Equipment: Purchases/Repairs                  | 4,100            | 103.80                              | 5,250             |
| 521460        | Truck Fuel                                    | 500              | 333.86                              | 500               |
| 521470        | Turnout Gear                                  | 0                | 0                                   | 19,720.25         |
| 521475        | SCBAs   | 0                | 0                                   | 15,723.42         |
| 521480        | Training - Seminars                           | 0                | 0                                   | 1,800             |
| 521490        | Mileage                                       | 0                | 0                                   | 0                 |
| 521512        | Audit Fees                                    | 1,200            | 1143.27                             | 1,200             |
| 521570        | Insurance                                     | 16,641.00        | 15,641.36                           | 13,000.00         |
| 521590        | Mutual Aid                                    | 0                | 0                                   | 0                 |
| 521600        | Hydrant Maintenance                           | 1,600            | 1620                                | 1,620             |
| 521610        | Inspections (re equipment testing)            | 2,000            | 2665.84 FT pump/SCBA/pumper testing | 2,000             |
| 521680        | Telephone                                     | 0                | 0                                   | 0                 |
| 521682        | Communication (radios/emails)                 | 2,400.00         | 3015.53 need invoice from Jocelyn   | 2,810.00          |
| 521690        | Power/Propane                                 | 2,500            | 1462.81                             | 2,500             |
|               | <b>SUB TOTAL</b>                              | <b>46,216.00</b> | <b>41,069.14</b>                    | <b>81,645.67</b>  |
|               | <b>TOTAL EXPENSES</b>                         | <b>46,216.00</b> | <b>41,069.14</b>                    | <b>81,645.67</b>  |

**HILTON UNION FIRE DEPARTMENT  
2025 BUDGET**

|   | 2024<br>BUDGET   | 2024<br>ACTUAL   |                         | 2025<br>BUDGET    |
|---|------------------|------------------|-------------------------|-------------------|
| <b>TRANSFERS: RESERVES &amp; RESERVE FUNDS</b>              |                  |                  |                         |                   |
| Allocate to/(from) Fire Working Capital (surplus/(deficit)) | 0.00             | 5166.88          | <b>Proof of Surplus</b> | 0.00              |
| Allocate Interest on TD and GIC to Fire Res Fd              | 6,000.00         | 8392.93          | 23,559.81               | 8,400.00          |
| Allocate to Reserve Fund for Equip/Bldg                     | 10,000.00        | 10,000.00        | -8392.93                | 20,000.00         |
| TOTAL TRANSFERS:  | 16,000.00        | 18,392.93        | -10,000.00              | 28,400.00         |
| <b>TOTAL BUDGET</b>   | <b>62,216.00</b> | <b>59,462.07</b> | <b>5,166.88</b>         | <b>110,045.67</b> |

|                                     |            |
|-------------------------------------|------------|
| Fire Working Capital Balance        | 24,451.81  |
| Fire Equipment Reserve Fund Balance | 188,395.35 |
| Fire Building Reserve Fund Balance  | 15,532.33  |

|                       |                   |                              |
|-----------------------|-------------------|------------------------------|
| Pumper:               | 125,872.00        | includes \$10,000 & interest |
| Tanker:               | 38,523.35         |                              |
| Bunker Gear:          | 13,000.00         |                              |
| Rapid Attack:         | 11,000.00         |                              |
|                       | 188,395.35        |                              |
| Building:             | 15,532.33         |                              |
| <b>Total ResFunds</b> | <b>203,927.68</b> |                              |

|                       |                   |                   |
|-----------------------|-------------------|-------------------|
| Pumper:               | 145,872.00        | includes \$20,000 |
| Tanker:               | 38,523.35         |                   |
| Bunker Gear:          | 0.00              |                   |
| Rapid Attack:         | 0.00              |                   |
|                       | 184,395.35        |                   |
| Building:             | 15,532.33         |                   |
| <b>Total ResFunds</b> | <b>199,927.68</b> |                   |



Clerk Report: 2025-04-15/04

Meeting Date: May 14, 2025

Subject: **HUFB-Pool Fills & Fee**

Regular Council Meeting

Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

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At the last Hilton Union Fire Board Meeting, I was asked to discuss the fee for the delivery of water to fill a pool with the Council of the Township of Hilton.

It was suggested that the fee be removed from the Township's fees and charges by-law and that the fire department only accept donations in order to avoid any liability issues regarding damage that may occur either by the truck, or the water that is being used. Due to complaints received in the past by recipients of this service, the fireboard has requested that a waiver be signed by each person receiving a delivery.

Upon consulting with the Township's insurance company, although there is liability coverage regarding the fire truck and possible damage that may occur; however, there is no liability coverage regarding damage that may be caused due to the water being used.

I am requesting that Council consider the above noted matters and offer a recommendation to the Hilton Union Fire Department regarding:

- 1) whether the delivery fee should remain on the Township's fees and charges by-law
- 2) whether the service should continue
- 3) whether the use of a waiver is satisfactory

# 2025 Building Permit Fees Collected vs Costs Incurred

(re: Tulloch Services)

| Month     | a/c 480100            | a/c 525600         | a/c 525610      | Difference |
|-----------|-----------------------|--------------------|-----------------|------------|
|           | Permit Fees Collected | Invoice Time Based | Invoice Mileage |            |
| January   |                       | 594.56             | 72.60           | 667.16     |
| February  |                       | 46.81              |                 | 46.81      |
| March     |                       | 70.21              |                 | 70.21      |
| April     | 604.00                | 351.07             |                 | -252.93    |
| May       |                       |                    |                 | 0.00       |
| June      |                       |                    |                 | 0.00       |
| July      |                       |                    |                 | 0.00       |
| August    |                       |                    |                 | 0.00       |
| September |                       |                    |                 | 0.00       |
| October   |                       |                    |                 | 0.00       |
| November  |                       |                    |                 | 0.00       |
| December  |                       |                    |                 | 0.00       |
|           | 604.00                | 1,062.65           | 72.60           | 531.25     |

Actual Net Cost to date 2025

1,135.25

Total Inspection and Mileage Costs

## Historical FYI:

|      |          |           |
|------|----------|-----------|
| 2025 | 604.00   | 1,135.25  |
| 2024 | 7,247.00 | 11,559.00 |
| 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:

|           |
|-----------|
| 531.25    |
| 4,435.03  |
| 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  |



9a)

# Memo

Meeting Date: May 14, 2025

Subject: **Land Exchange Update**

Regular Council Meeting

Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

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Upon sending Mr. Hamilton Council's proposed purchase price and conditions of the land transfer of the Township's 66' road allowance located on X Line and their 80' portion of the South end of 3828 X Line Block A PL H597, the below response was received by Mr. John McDonald on behalf of Mr. Hamilton:

*"Better late then never that we get back to you on this matter. Based on the proposal you provided, I am sure you understand that we are now in no rush to advance the matter. The proposal from the Township goes far beyond our initial thoughts of a land swap. Due to the extent of how monetarily far apart we are, we would hate to waste additional township time and resources in pursuing this matter further. However, should the township reconsider, we remain interested in what could be negotiated to the benefit of both parties*

*Thank-you for your time. Should you wish to discuss further, please feel free to reach out at your convenience."*

# Notice

## Grace United Cemetery

The Township of Hilton would like to inform you that gates have been installed at the two vehicular entrances of the Grace United Cemetery located at 2876 Hilton Road, in Hilton Township. Please contact Sara Dinsdale at the Township of Hilton Municipal office at [admin@hiltontownship.ca](mailto:admin@hiltontownship.ca) or by telephone at 705-246-2472 to make arrangements to enter by vehicle during regular office hours. Access to the cemetery will continue to be available through the walking paths.

The Grace United Cemetery will no longer be honouring full casket burials; however, interments of cremated remains will continue to be permitted and must be organized with the cemetery operator in advance.

Please refer to our website at [www.hiltontownship.ca/by-laws](http://www.hiltontownship.ca/by-laws) to view the NEW Grace United Cemetery by-law #1449-25, approved by the Bereavement Authority of Ontario.



705-246-2472

[admin@hiltontownship.ca](mailto:admin@hiltontownship.ca)

2983 Base Line, Hilton Beach ON P0R 1G0

Office Hours: Monday, Wednesday, Friday 9:00 am - 4:30 pm

# The Corporation of the Township of Hilton

## Strategic Asset Management Policy

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|--------------------|-----------------------------------|
| Submission Date:   | 2025-05-15                        |
| Recommended by:    | CAO/Clerk-Treasurer Sara Dinsdale |
| Approval Date:     | 2025-05-15                        |
| Effective Date:    | 2025-05-15                        |
| Policy Number:     | AMP 2025                          |
| Next Revision Due: | 2030-04-30                        |

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### 1.0 Purpose

The purpose of this policy is to provide a framework for the development and implementation of the Municipality's asset management program. It is intended to guide the consistent use of **asset management** across the organization, to facilitate logical and evidence-based decision-making for the management of **municipal infrastructure assets** and to support the delivery of sustainable community services now and in the future.

By using sound asset management practices, the Municipality will work to ensure that all municipal infrastructure assets meet expected performance levels and continue to provide desired service levels in the most efficient and effective manner. Linking service outcomes to infrastructure investment decisions will assist the Municipality in focusing on service, rather than budget, driven asset management approaches.

This policy demonstrates an organization-wide commitment to the good stewardship of municipal infrastructure assets, and to improved accountability and transparency to the community through the adoption of best practices regarding asset management planning.

### 2.0 Background

The Municipality is responsible for providing a range of essential services to the community, including transportation networks, fire protection services, and recreation services. To deliver these services, it owns and manages a diverse municipal infrastructure asset portfolio of roads and appurtenances, bridges, culverts, buildings, parks, vehicles, and equipment. As the social, economic, and environmental wellbeing of the community depends on the reliable performance of these municipal infrastructure assets it is critical to implement a systemic, sustainable approach to their management.

Asset management is such an approach, and refers to the set of policies, practices and procedures that allow an organization to realize maximum value from its municipal infrastructure assets. An asset management approach allows organizations to make informed decisions regarding the planning, building, operating, maintaining, renewing, replacing and disposing of municipal infrastructure assets through a wide range of **lifecycle activities**. Furthermore, it is an organization-wide process that involves the coordination of activities across multiple departments and service areas such as administration, municipal services and fire services. As such, it is useful to adopt a structured and coordinated approach to outlining the activities, roles and responsibilities required of organizational actors, as well as the key principles that should guide all asset management decision-making.

A comprehensive and holistic asset management approach will support efficient and effective delivery of expected **levels of service** and ensure that due regard and process are applied to the long-term management and stewardship of all municipal infrastructure assets. In addition, it will align the Municipality with provincial and national standards and regulations such as the Infrastructure for Jobs and Prosperity Act, 2015 and Ontario Regulation 588/17, enabling the organization to take full advantage of available grant funding opportunities.

The approval of this policy is an important step towards integrating the Municipality's strategic mission, vision and goals with its asset management program, and ensuring that critical municipal infrastructure assets and vital services are maintained and provided to the community in a reliable, sustainable manner.

### **3.0 Alignment with the Municipality's Strategic Direction**

This policy aligns with the Township's vision and goals, as stated in the St. Joseph Island Official Plan (**January 6, 2010**). The Official plan establishes a long-term role and function for the rural area, including the Township of Hilton, with a vision to manage growth, protect heritage features, diversity, and civic identity. Of the strategic objectives outlined in the Plan, the following closely align with strategic asset management principles:

- To ensure that a thorough understanding of the natural environment, including the values, opportunities, limits and constraints that it provides, guides land use decision-making on the Island.
- To encourage a strong connection between the downtowns and the waterfront areas through mixed-use developments and improvements to public spaces.
- To ensure that new development areas are integrated into the fabric of the existing community.
- To encourage appropriate development of the urban waterfront.

### **4.0 Policy Statement**

To guide the Municipality, the following policy statements have been developed:



1. The Municipality will implement a Township-wide asset management program through all departments. The program will promote lifecycle and risk management of all municipal infrastructure assets, with the goal of achieving the lowest total cost of ownership while meeting desired levels of service.
2. The Municipality will implement continuous improvement protocols and adopt best practices regarding asset management planning, including:
  - i. Complete and Accurate Asset Data;
  - ii. Condition Assessment Protocols;
  - iii. Risk and Criticality Models;
  - iv. Whole Lifecycle Management;
  - v. Financial Strategy Development;
  - vi. Level of Service Framework
3. The Municipality will develop and maintain an asset inventory of all municipal infrastructure assets which includes unique ID, description, location information, value (both historical and replacement), performance characteristics and/or condition, estimated remaining life and estimated repair, rehabilitation or replacement date; and estimated cost repair, rehabilitation or replacement costs.
4. The Municipality will develop an **asset management plan** that incorporates all municipal infrastructure assets that meet the **capitalization threshold** outlined in the organization's Tangible Capital Asset Policy. The asset management plan will be updated at least every five years in accordance with O. Reg. 588/17 requirements, to promote, document and communicate continuous improvement of the asset management program.

For management purposes, it can be advantageous to inventory, track, and document municipal infrastructure assets that fall below the relevant capitalization threshold. Recognizing that it may be beneficial to include these types of assets in the asset management plan, the Township will consider incorporating such assets at their own discretion, based on the objective of sustainably managing municipal infrastructure assets.

5. The Municipality will integrate asset management plans and practices with its long-term financial planning and budgeting strategies. This includes the development of financial plans that determine the level of funding required to achieve short-term operating and maintenance needs, in addition to long-term funding needs to replace and/or renew municipal infrastructure assets based on full lifecycle costing.

6. The Municipality will explore innovative funding and service delivery opportunities, including but not limited to grant programs, public-private partnerships (P3), alternative financing and procurement (AFP) approaches, and shared provision of services, as appropriate.
7. The Municipality will consider the risks and vulnerabilities of municipal infrastructure assets due to climate change and the actions that may be required including, but not limited to, anticipated costs that could arise from these impacts, adaptation opportunities, mitigation approaches, disaster planning and contingency funding. Impacts may include matters relating to operations, levels of service and lifecycle management.
8. The Municipality will align all asset management planning with the Province of Ontario's land-use planning framework, including any relevant policy statements issued under section 3(1) of the *Planning Act*; shall conform with the provincial plans that are in effect on that date; and, shall be consistent with all municipal official plans.
9. The Municipality will coordinate planning for asset management, where municipal infrastructure assets connect or are interrelated with those of its neighbouring municipalities or jointly-owned municipal bodies wherever viable and beneficial.
10. The Municipality will develop processes and provide opportunities for municipal residents and other interested parties to offer input into asset management planning wherever and whenever possible.
11. The Strategic Asset Management Policy should be reviewed and, if necessary, updated at least every five years.
12. Council will conduct an annual review of the Municipality's asset management progress on or before July 1 in each year, starting the year after the Municipality's asset management plan is completed to meet the requirements outlined in O.Reg. 588/17

The annual review must address:

- i. The municipality's progress in implementing its asset management plan;
- ii. Any factors impeding the Municipality's ability to implement its asset management plan;
- iii. A strategy to address the factors identified as impeding the Municipality's ability to implement its asset management plan

13. The Municipality will post its asset management policy and asset management plan on a website that is available to the public, and will provide a copy of the policy and plan to any person who requests it.

## **5.0 Roles and Responsibilities**

The development and continuous support of the Municipality's asset management program requires a wide range of duties and responsibilities. The following passages outline the persons responsible for these tasks:

### **1. Council**

- i. Approve the AM policy and direction of the AM program;
- ii. Maintain adequate organizational capacity to support the core practices of the AM program;
- iii. Prioritize effective stewardship of assets in adoption and ongoing review of policy and budgets;
- iv. Establish and monitor levels of service;
- v. Approve the asset management plan by resolution;
- vi. Review the Municipality's asset management progress annually

### **2. Executive Lead (Clerk Treasurer)**

- i. Manage policy and policy updates;
- ii. Provide organization-wide leadership in AM practices and concepts;
- iii. Provide departmental staff coordination and ensure resources are available to implement and maintain core AM practices;
- iv. Monitor levels of service and make recommendations to Council;
- v. Coordinate and track AM program implementation and progress;
- vi. Ensure the AM program aligns with the Municipality's strategic plan
- vii. Endorse the asset management plan

### **4. Departmental/Contracted Staff**

- i. Utilize the new business processes and technology tools developed as part of the AM program;
- ii. Participate in implementation task teams to carry-out AM activities;
- iii. Implement and maintain levels of service;
- iv. Provide support and direction for AM practices within their department;
- v. Track and analyze AM program progress and results

## 6.0 Key Principles

The Municipality shall consider the following principles as outlined in section 3 of the *Infrastructure for Jobs and Prosperity Act, 2015*, when making decisions regarding asset management:

1. Infrastructure planning and investment should take a long-term view, and decision-makers should take into account the needs of citizens by being mindful of, among other things, demographic and economic trends.
2. Infrastructure planning and investment should take into account any applicable budgets or fiscal plans.
3. Infrastructure priorities should be clearly identified in order to better inform investment decisions respecting infrastructure.
4. Infrastructure planning and investment should ensure the continued provision of core public services, such as health care and education.
5. Infrastructure planning and investment should promote economic competitiveness, productivity, job creation and training opportunities.
6. Infrastructure planning and investment should ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.
7. Infrastructure planning and investment should foster innovation by creating opportunities to make use of innovative technologies, services and practices, particularly where doing so would utilize technology, techniques and practices developed in Ontario.
8. Infrastructure planning and investment should be evidence based and transparent, and, subject to any restrictions or prohibitions under an Act or otherwise by law on the collection, use or disclosure of information,
  - i. investment decisions respecting infrastructure should be made on the basis of information that is either publicly available or is made available to the public, and
  - ii. information with implications for infrastructure planning should be shared between the Municipality and broader public sector entities, and should factor into investment decisions respecting infrastructure.
9. Where provincial or municipal plans or strategies have been established in Ontario, under an Act or otherwise, but do not bind or apply to the Municipality,

as the case may be, the Municipality should nevertheless be mindful of those plans and strategies and make investment decisions respecting infrastructure that support them, to the extent that they are relevant.

10. Infrastructure planning and investment should promote accessibility for persons with disabilities.
11. Infrastructure planning and investment should minimize the impact of infrastructure on the environment and respect and help maintain ecological and biological diversity, and infrastructure should be designed to be resilient to the effects of climate change.
12. Infrastructure planning and investment should endeavour to make use of acceptable recycled aggregates.
13. Infrastructure planning and investment should promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the well-being of a community affected by the project, such as local job creation and training opportunities, improvement of public space within the community, and any specific benefits identified by the community.

## 7.0 Definitions

1. **Asset management (AM)** – the coordinated activity of an organization to realize value from assets. It considers all asset types, and includes all activities involved in the asset's life cycle from planning and acquisition/creation; to operational and maintenance activities, rehabilitation, and renewal; to replacement or disposal and any remaining liabilities. Asset management is holistic and normally involves balancing costs, risks, opportunities and performance benefits to achieve the total lowest lifecycle cost for each asset.
2. **Asset management plan (AMP)** – Documented information that specifies the activities, resources, and timescales required for an individual asset, or a grouping of assets, to achieve the organization's asset management objectives.
3. **Capitalization threshold** – the value of a municipal infrastructure asset at or above which a municipality will capitalize the value of it and below which it will expense the value of it.

4. **Green infrastructure asset** – an infrastructure asset consisting of natural or human-made elements that provide ecological and hydrological functions and processes and includes natural heritage features and systems, parklands, stormwater management systems, street trees, urban forests, natural channels, permeable surfaces and green roofs.
5. **Level of service** – parameters, or combination of parameters, which reflect social, political, environmental and economic outcomes that the organization delivers. Parameters can include, but are not necessarily limited to, safety, customer satisfaction, quality, quantity, capacity, reliability, responsiveness, environmental acceptability, cost, and availability.
6. **Lifecycle activities** – activities undertaken with respect to a municipal infrastructure asset over its service life, including constructing, maintaining, renewing, operating and decommissioning, and all engineering and design work associated with those activities.
7. **Municipal infrastructure asset** – an infrastructure asset, including a green infrastructure asset, directly owned by a municipality or included on the consolidated financial statements of a municipality, but does not include an infrastructure asset that is managed by a joint municipal water board.



Clerk Report: 2025-04-15/04

Meeting Date: May 14, 2025

Subject: **AMCTO Zone Conference**

Regular Council Meeting

Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

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Algoma Area Clerks and support staff met in Sudbury on Thursday, April 10, and Friday, April 11 for the Zone 7 Spring 2025 Conference. There were so many interesting topics and informative presentations. Some of the highlights are listed below:

### **Record Retention By-Law**

Christine Hodgins, Legislative Compliance Coordinator for the City of Great Sudbury gave a presentation regarding the importance of having and following a record retention by-law. Ms. Hodgins explained that when Municipalities are updating their record retention by-law that it is also important to update and include a digitization policy. The purpose of including a digitization policy is to allow for the original hard copy records to become eligible for destruction once they are digitized. Hilton Township's Record Retention by-law was updated in November of 2022, but it does not appear to include a digitization policy. This will be researched further and a draft amendment to the Record Retention by-law will be presented to council in the near future. Ms. Hodgins also mentioned that transitory records are not included in the retention policy as they are of temporary significance. Transitory records are used for a limited time to complete a routine action, prepare final records, or serve as convenience copies and are not considered essential for legal, administrative, or operational needs.

### **MPAC**

Judy Sauder, Account Manager for the Algoma District, along with Alice Newton and Jeremy Cormier presented information regarding a new type of report called Electronic Assessment Information (EAI) that is available for download four times per year. The EAI report contains general property data, homeowner name and school support data, structure data for residential properties only, current and historical sales data, and soil classification details. It enables municipal geographic information systems' (GIS) departments to include various data elements with their customized internal mapping systems, and Planning and Finance Departments to monitor growth or changes in property types, property codes, structure, and services. It was determined that we are not in need of this type of reporting as the elements from it that we do need are available in other reports that we currently utilize. Another topic of discussion was regarding when the re-assessment would take place. Currently properties are being assessed at 2016 values. There is no news about when the next re-assessment will be.

### **By-Law Workshop**

I attended a by-law workshop regarding the Notice by-law. Each person offered information included in their own by-law and we collaborated on the best details to include in a more updated version of an amended notice by-law. It was noted that many municipalities still have a by-law that states that public notices must be posted in the local newspaper; however, this isn't the most practical source in today's practice. A new draft amendment to the township's notice by-law will be presented to council at a later date.



### **Municipal Law**

Natalie Schryer, Solicitor from Weaver, Simmons LLP, presented information regarding conflicts of interest. I found this topic to be particularly interesting as it comes up in council meetings often regarding whether an agenda item should be declared a pecuniary interest. Ms. Schryer noted that although the Municipal Conflict of Interest Act mostly references direct and indirect pecuniary interest (monetary), all conflicts of interest should be considered by council. In order to determine if an agenda topic could be considered a conflict of interest, she recommended that two questions be answered:

- 1) Could the matter interfere with your objective judgment?
- 2) How will the community view your involvement in the matter?

Ms. Schryer noted that during an **open** meeting, members are expected to remove themselves completely during the discussion topic in order to prevent any questionable actions during the discussion. The Municipal Conflict of Interest Act states that, *"where the meeting is **not open** to the public, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration."* An exception to this is when consideration of penalty is part of the meeting to consider whether to suspend the remuneration paid to the member.

### **Human Resources and Learning Your Communication Style**

Prior to attending the AMCTO Zone Conference, we were asked to participate in a personality test to discover what "colour" our communication style is. After completing the test, it was determined that my Communication style colour is Orange. "Orange is associated with qualities like energy, vitality, and enthusiasm. Their personalities are often creative, optimistic, and outgoing. They're typically good at multitasking and enjoy being active in daily activities, are usually quick action takers and good at problem solving."

Elizabeth Keenan, Solicitor from Mathews, Dinsdale & Clark LLP presented information regarding effective communication and guidelines for managers/supervisors. Ms. Keenan explained that being present, being clear and being consistent are the key elements of communication. It is important to set clear expectations by defining roles and responsibilities, monitoring employee performances annually, provide feedback and ask for employee feedback. Maintaining an ongoing communication of expectations is important to avoid surprises if the need to provide a negative performance evaluation is necessary. A good manager also offers ongoing training opportunities and supports a work-life balance. Each personality has a different communication style. Learning each employee's communication style through the personality test can help support an effective approach and connection between management and staff. I've included the link below to the personality test for you to find out what colour your communication style is.

<https://www.colorpersonalitytest.org/#:~:text=Take%20our%20free%20test%20to%20know%20more%20about,color%20personality%20test%20will%20take%20about%205%20minutes>

### **Asset Management Planning**

Leah Carson, Partner of KPMG, explained the Asset Management Plan is required to be updated every five years and progress reporting is to be done every year. Compliance for 2025's July 1 deadline must include the current state of local infrastructure assets in the asset management policy, levels of service, life cycle of management and financial strategies, and a risk management strategy. We are currently working closely with KPMG to meet the 2025 requirements.



**How to Prepare for Year-End**

Oscar Poloni, Partner and Areej Salam, Manager of KPMG, presented information regarding the yearly audit. They explained that before starting on the audit, it's helpful to schedule an audit planning meeting with the auditor to discuss items and events that occurred throughout the year as they may impact how the audit will be conducted. The auditor will send a list of documents that are required for the audit including (not limited to) closed session minutes, legal matters, payroll information, bank statements and reconciliations. They mentioned that a Schedule 81: Annual Debt Repayment Limit (ARL) which is the annual debt and financial obligation limits needs to be included as this will affect the budget for the year. The Ministry will inform the municipality in writing of the limit.

Thank you to Council for allowing me to participate in this very beneficial conference. It has assisted me in acquiring useful knowledge and information to provide a better level of service and office operations. Creating significant connections and networking with other AMCTO members has opened many possibilities for further learning opportunities and support.



11c)

Deputy Treasurer Report: 2025-05-14/DT1

Meeting Date: May 14, 2025

Subject: **AMCTO Zone Meeting**

Regular Council Meeting

Prepared by: Britney MacKay, Deputy Treasurer

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The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) hosted this year's Zone meeting for our district in Sudbury on April 10 and 11, 2025. There were a lot of great speakers covering a lot of informative topics, I have listed some of the highlights below.

### **Record Retention By-Law**

Ms. Christine Hodgins, Legislative Compliance Coordinator from the City of Greater Sudbury did a talk on record retention by-law. This was interesting to hear her process of updating their retention policy and by-law along with explaining how they dispose of their hardcopies as she moves them into their electronic filing system. We broke out into groups for different by-laws, I went into a group to discuss Retention by-laws. People discussed how they have 'divorced' their by-law from their policy, this allows the Clerk to be able to make changes to the policy (ie. Dates of disposal for non-permanent files) without having to bring it to council to change the by-law for every new file. It was great to discuss this topic with other administrators and learn other municipalities practices pertaining to retention. I am currently reviewing our retention policy and looking for areas that are needing updating.

### **HR & Your Communication Style**

Prior to the meeting AMTCO had sent out a Communication Style Quiz for each of us to do, which told us the colour of our communication style. Ms. Elizabeth Keenan from Keenan, Mathews, Dinsdale & Clark LLP did a great talk explaining how to use the knowledge of different coworkers' communication styles to better communicate with them.

### **Financial**

KPMG had a couple of speakers to discuss tips on audits and asset management. They spoke on the importance of labelling electronic documents properly to be able to use electronic audit portals, which I am quite excited to do in the future. KPMG touched on Asset Management a bit and talked about 'Levels of Service' which I have been trying to work on, so all the information was helpful and pertaining to things I am working on right now.

I really enjoyed the conference; it was great to get to hear all the speakers and get to know some of the other Township Administrators. I was speaking with another local treasurer who offered to let me come and see how she uses the Document Locator during the year to save time when it comes to pulling information electronically for the audit, which will be able to save us time and money for future audits. Thank you for allowing me to go with Sara to this conference; I have made some great contacts who I feel I am able to reach out to for advice and assistance with issues.

## THE CORPORATION OF THE TOWNSHIP OF HILTON

By-Law No. 1457-25

Being a by-law to establish circumstances in which the municipality shall provide notice to the public

WHEREAS section 270(1) of the Municipal Act, S.O. 2001, c. 25 requires a municipality to adopt and maintain a policy with respect to the circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times such notice shall be given;

AND WHEREAS it is deemed advisable to set out the minimum notice requirements for those actions for which the notice requirements are not prescribed under the provisions of the Municipal Act or its regulations;

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

**1. SHORT TITLE:**

This by-law may be cited as the "Notice By-Law"

**2. DEFINITIONS:**

- 2.1 "Clerk" shall mean the person within the Township of Hilton administration who fulfills the function of the Municipal Clerk as required by the Municipal Act, 2001, or his or her designate;
- 2.2 "Council" shall mean the Council of the Corporation of the Township of Hilton;
- 2.3 "Municipality" shall mean the Corporation of the Township of Hilton;
- 2.5 "Township Office" means the Hilton Township Municipal Office located at 2983 Base Line, Hilton Beach, Ontario, P0R 1G0;
- 2.7 "Notice to the Public" or "Public Notice" shall mean notice given to the public generally but does not include notice given to specified persons;
- 2.9 "Meeting" shall mean a meeting of the Council of the Corporation of the Township of Hilton which is open to the public;
- 2.10 "Township Website" means the official Township of Hilton's website identified as [www.hiltontownship.ca](http://www.hiltontownship.ca)

**3. APPLICATION:**

- 3.1 Where the municipality is required to give notice under a provision of any act or regulation, the notice shall be given in a form and manner and at the time indicated in this by-law, unless;
  - a) The applicable act or regulation prescribes or permits otherwise;
  - b) The requirements for notice are prescribed in another by-law or resolution of the municipality; or

- c) Council directs by resolution a method by which notice is to be given that Council considers adequate to give reasonable notice under the provision

- 3.2 Where there is a conflict between this by-law and the provision of an act or regulation or of another by-law, the act or regulation or the other by-law shall apply.
- 3.3 Where a notice does not strictly comply with the provisions hereof but would substantially inform a reasonable person of the subject matter to which the notice relates, the notice shall be deemed to be adequate and in compliance with this by-law.
- 3.4 Where a notice is required under any act but is not provided for specifically in this by-law, a notice which would substantially inform a reasonable person of the subject matter to which the notice relates, shall be deemed to be adequate and in compliance with this by-law.

#### **4. CONTENT OF NOTICES:**

- 4.1 Unless otherwise prescribed in an act or regulation, a notice to the public shall contain the following information when applicable:
  - a) A general description of the subject matter under consideration or otherwise involved;
  - b) Purpose of any meeting of which notice is required to be given or the purpose and effect of the proposed action;
  - c) Identification of the authority under which notice is being given;
  - d) Date, time and location of any meeting at which the subject matter will be considered of which notice is required to be given;
  - e) Where the matter relates to a defined location, sufficient particulars of the location to identify it generally, such as reference to a municipal address or road intersection, or a legal description or plan, and may include a key map showing the affected lands;
  - f) General provision guiding the submission of information by delegation to any meeting referred to in the notice;
  - g) Instruction on obtaining any additional information which may be made available by the municipality, including name, address, phone number and fax number of any office providing notice;
  - h) Details on required actions and time frames; and
  - i) Be clearly identified as a notice given by the Township of Hilton.

#### **5. ADDITIONAL NOTICE:**

- 5.1 If the matter is deferred at the meeting of which notice has been given, no additional notice is required, except where an act or by-law provides otherwise or the council directs otherwise.
- 5.2 If the matter is considered at a subsequent meeting, no additional notice is required, except where an act or by-law provides otherwise or the council provides otherwise.

**6. METHOD OF NOTICE:**

Notice shall be given in the following manner no less than seven (7) days prior to the consideration or occurrence of the subject matter:

6.1 Posting at the Township Office; and

6.2 Posting on the Township website

**7. PURPOSE OF NOTICE:**

In addition to any notice required to be given by an act, regulation and/or other by-law, notice in accordance with the provisions of this by-law shall be given for the purposes of any of the following:

a) Road Closings

b) Sale of Land

c) Adoption of Budget and Budget Amendments

d) Any other matter that may arise that Council identifies as warranting public notice

**8. EMERGENCY PROVISIONS:**

8.1 In the event of a circumstance, which in the opinion of the Clerk, in consultation with the Reeve, is considered to be an urgent or time sensitive nature, and which may affect the health, safety or physical security of residents in the Township of Hilton, or if a State of Emergency is declared, the requirements of the by-law may be suspended by the Reeve and best efforts shall be made by the Clerk to provide as much notice as is reasonable under the circumstances.

8.2 If a by-law is passed in the case of an emergency without complying with the provisions of this by-law, Council shall, as soon as is practical after its passage, give the required notice and hold a meeting and may, after that meeting, amend or repeal the by-law without the requirement of a further meeting.

**9. REPEAL OF PREVIOUS BY-LAW:**

9.1 That by-law 774-03 is hereby repealed.

**10. EFFECTIVE DATE:**

10.1 That this by-law shall come into force and effect on the date of passing hereof.

Read a first, second and third time, and finally passed this 14<sup>th</sup> day of May 2025.

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Rodney Wood, Reeve

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Sara Dinsdale, CAO/Clerk-Treasurer



Clerk Report: 2025-04-15/05

Meeting Date: May 14, 2025

Subject: **Personnel Committee**

Regular Council Meeting

Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

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Upon researching a Personnel Committee with other local townships, I have compiled a list of the roles and responsibilities involved. The committee is typically made up of the CAO or Clerk, and two Councillors. I am requesting that Council review the below information to determine whether the Township of Hilton would benefit from a Personnel Committee.

### **Roles and Responsibilities**

#### **Chair:**

To be chosen at the first meeting

#### **CAO/Clerk-Treasurer:**

- Secretary for meetings
- Create Job Description, job posting, interview questions
- Receive and review applications
- Conduct performance evaluations of office staff and Roads Superintendent
- Road Superintendent would complete the evaluation of the Public Works Labourer and hand in to the CAO/Clerk-Treasurer, to present to the committee
- Prepare recommendations for wage increases, discipline, training requirements etc.
- Review performance evaluation with staff and provide recommendations suggested by the committee
- Prepare interview questions
- Participate in the interview panel

#### **Committee Responsibilities:**

- Review description, job posting, interview questions
- Review the resumes and select the candidates who will be interviewed
- Approve the interview questions
- Make recommendation to council for the successful applicant
- Advise on personnel policies and practices
- Provide guidance management on staffing, performance management, and compensation systems
- Committee members minus the CAO would do the performance evaluation of the CAO

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW #XXXX-25

Being a by-law to adopt a policy for the hiring of employees  
for the Corporation of the Township of Hilton.

**WHEREAS** Section 270 of the Municipal Act, S.O. 2001, c. 25, and amendments thereto,  
provides that Councils shall adopt policies with respect to the hiring of employees;

**NOW THEREFORE** the Council of the Township of Hilton **HEREBY ENACTS AS  
FOLLOWS:**

- 1.     **THAT** the Council of the Corporation of the Township of Hilton hereby adopts the  
Hiring Policy as set out in Schedule “A” of this by-law.
- 2.     **THAT** any previous Township of Hilton Hiring Policies are hereby rescinded.
- 3.     **THAT** this by-law shall come into force and effect on the day of passing.

Read a first, second and third time and finally passed this xx day of xxxx 2025.

\_\_\_\_\_  
Rodney Wood, Reeve

\_\_\_\_\_  
Sara Dinsdale, CAO/Clerk-Treasurer

**Schedule "A" to By-Law #XXXX-25**

**Subject:** Hiring Policy and Procedures  
**Source:** By-Law XXXX-25  
**Date:** XXXX, 2025

---

**POLICY:**

The Township of Hilton is an equal opportunity employer and does not discriminate in the hiring process on the basis of race, ancestry, place of origin, colour, ethnicity, citizenship, creed, sex, sexual orientation, age, marital/family status or disability.

Employment decisions are based on an individual's qualifications and competencies, focusing on skills, training and overall ability to perform the work. The goal is to have the best person hired to meet the needs of the job in all its aspects.

**PURPOSE:**

The purpose of this statement of policy and procedure is to provide a systematic, equitable approach to hiring and to ensure compliance with legislative requirements.

**SCOPE:**

All staff and members of Council involved in hiring shall follow the responsibilities and duties as outlined in this policy.

**DEFINITIONS:**

"Casual Labour" shall mean personnel required on a non-repetitive, short-term or emergency basis.

"Part-Time Labour" shall mean personnel required for less than full time but required for regularly defined or scheduled duties.

"Relative" shall mean any person who is a spouse, same-sex partner, child, sibling, or parents of an employee or member of Council or similarly related by marriage (in-laws).

**ADMINISTRATIVE RESPONSIBILITIES:****A. Application and Selection Process**

1. The Corporation's objective is always to hire the most competent and qualified applicant.
2. The selection process will be based equally on qualifications, skills, training and the ability to perform the work.



3. Where a conflict of interest exists, the employee or member of Council with the conflict shall declare such at the beginning of the process.
4. Once a position has been identified it will be the responsibility of the CAO/Clerk, or his/her designate, to ensure the job description for the position to be filled is accurate and has been provided to the Council.
5. A hiring requisition shall be submitted to and approved by Council to initiate a request for additional or replacement permanent or part-time staff.
6. All positions will be publicly advertised on the Township's website and through a local publication. Council may, at its discretion, direct additional advertising for the position be carried out.
7. All applicants must complete an application form and/or prepare a resume and submit such to the CAO/Clerk or other designated person outlining their qualifications and experience as specified in the posting.
8. The Personnel Committee shall consist of the CAO/Clerk-Treasurer, two Councillors and three alternate Councillors, with the option to add other members of Council as alternate members in the absence of appointed members.
9. The CAO/Clerk or other designated person will review all application(s) entered into the competition by the closing date and create a short list from which candidates will be selected for an interview. The Personnel Committee will participate in all interviews.
10. All selection interviews will be conducted in a professional and ethical manner. Questions relating to an individual's background and experience must be in accordance with the Ontario Human Rights Code.
11. Any candidate who deliberately misrepresents information at any stage of the recruitment process will be eliminated from the selection process.
12. Consideration for entitlement to interview expenses for out-of-town candidates is discouraged and shall be determined prior to any interviews being conducted. Requests of this nature shall require prior approval by Council.
13. Candidates being considered for hire may be requested to complete employment tests deemed necessary to determine their skills, knowledge or ability to perform the job.
14. Candidates being considered for hire shall provide proof of educational background, associated training and certificates, as requested. The inability of a candidate to provide such documentation may result in elimination from the selection process.
15. Once the interviews are completed and the successful candidate has been approved by resolution of Council, the CAO/Clerk, or his/her designate, will contact the candidate

and make a conditional offer of employment. It will be conditional on the requirements of Clause 17 not disqualifying the candidate.

16. The CAO/Clerk, or his/her designate, will notify all candidates who received an interview of their status in the competition.
17. New employees will be required to provide a copy of a current criminal record check prior to commencing employment with the Corporation. A current copy of their Provincial Driving Record may also be requested where it is a necessary qualification for the position.
18. The costs associated with providing the aforementioned documentation shall be reimbursed upon signing of an employment contract.
19. New employees may be required to provide a copy of a completed medical certificate.
20. The CAO/Clerk, or his/her designate, will be responsible for general new hire orientation and administration of benefits and pension plan.
21. General Health and Safety training for all employees will be coordinated by the CAO/Clerk, or his/her designate.

#### **B) Hiring of Casual Labour**

1. The affected Department Head will contract casual labour as needed on a 'best qualified on limited notice' basis. Hiring of casual labour shall be preauthorized by Council.

#### **C) Hiring of Relatives**

1. The relative of an employee or member of Council may be hired provided that an application has been processed in the normal manner and the candidate is the best-qualified person with respect to the employment standards required for the position.
2. No employee or member of Council shall participate in the hiring or discipline of an employee to whom they are a relative.
3. It is the responsibility of the employee or member of Council to declare in advance a possible conflict in the case where an individual being considered for a position is a relative.
4. No employee or member of Council may be in a position responsible for the handling of confidential material related to the performance or evaluation of an immediate relative.
5. An employee cannot be hired to a position that would result in a direct reporting relationship between relative unless prior written approval is received from Council.



11g)

Clerk Report: 2025-04-15/06

Meeting Date: May 14, 2025

Subject: **Midterm Council Training Session**

Regular Council Meeting

Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

---

The Ministry of Municipal Affairs and Housing has rescheduled the Midterm Council training session that was cancelled last November due to inclement weather. This training should last approximately 2-3 hours.

**Date: Thursday May 22<sup>nd</sup>**

**Time: 4pm.**

**Location: Echo Bay Hall, 257 Church Street, Echo Bay, ON.**

**Cost: Free to attend**

**Topics include the following:**

- Role of Council, Councillor, and Staff
- Accountability and Transparency
- Meetings
- Municipal Government
- Changes to Council Composition
- Council as Lawmakers
- Exercising Municipal Powers
- Municipal Conflict of Interest

I am requesting that council consider the above mentioned training and direct the Clerk to RSVP by Tuesday, the 20<sup>th</sup> with whom would like to attend.

# CENTRAL ALGOMA INTERMEDIATE & SECONDARY SCHOOL 12a)

32 KENSINGTON RD. DESBARATS, ON P0R 1E0

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



**PRINCIPAL**

Mr. J. Turco

**VICE PRINCIPAL**

Ms. R. Grisdale

**VICE PRINCIPAL**

Ms. M. Snider

April 2025

Dear Friend & Supporter of CAIS/CASS,

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

**Central Algoma Intermediate School (Grade 8) Graduation – Wednesday June 25 @ 7p.m.**

**Central Algoma Secondary School (Grade 12) Graduation – Thursday June 26 @ 7p.m.**

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

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

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

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

**Central Algoma Secondary School**

**32 Kensington Road**

**Desbarats, ON**

**P0R 1E0**

**C/O Ashley Farrell**

Sincerely,

Joey Turco

Principal – CAIS/CASS

## HOWLING SINCE 1972





## DR. HAROLD S. TREFRY MEMORIAL CENTRE

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



April 24, 2025

The Township of Hilton

Dear Reeve and Council,

As you are aware, the Dr. H.S. Trefry Memorial Centre provides numerous essential programs and services to seniors and individuals living with disabilities in your community. These community support services are partially funded by the Ministry of Health and Long-Term Care; however, this funding is not always consistent and often falls short of covering the full cost of operations. This limits our ability to maintain current service levels, let alone expand to meet growing needs. For this reason, the generous contributions of our municipal partners have been, and continue to be, vital to our success.

As you begin your budget deliberations for the year, we respectfully ask that you consider supporting the Trefry Centre in your financial planning. Enclosed, you will find our current operating budget, along with suggested contribution amounts based on senior population data (Statistics Canada) for each municipality within our catchment area. Please note that we also serve individuals with long-term or short-term disabilities who receive support through the Ontario Disability Support Program (ODSP); these individuals are not reflected in the senior population statistics used for contribution estimates.

I would welcome the opportunity to speak with you directly about the services provided in your community and to answer any questions you may have. Please feel free to contact the Centre to arrange a meeting with your Council or designated representative.

Thank you for your time, consideration, and ongoing commitment to supporting inclusive, accessible services for residents in need. Your support makes a meaningful difference.

Warm Regards,

A handwritten signature in cursive script, reading 'Marcy Clark'.

Marcy Clark  
Manager

12b) iii)

**Dr. H.S. Trefry Memorial Centre****2025/26 Budget**

Ontario Health Reporting Year from April 1, 2025 to March 31, 2026

**Revenues**

|  |                   |
|--|-------------------|
| Ontario Health Program Funding   | \$ 357,432        |
| Other Funding (OCSA, New Horizons, NOHFC, ADSAB)                                     | 15,000            |
| Other Funding - Municipal Contributions  | 25,000            |
| Client Service Recipient Payments (Meals on Wheels, Diners, Transportation, Day Out) | 90,000            |
| Other Revenues - Donations, Hall Rental  | 17,741            |
| <b>Total Revenues</b>  | <b>\$ 505,173</b> |

**Expenditures**

|                                |                   |
|--------------------------------|-------------------|
| <b>Salaries &amp; Benefits</b> | <b>\$ 357,532</b> |
|--------------------------------|-------------------|

**Program Expenditures**

|   |                   |
|---|-------------------|
| Administration Expenses                                     | 34,442            |
| Building Maintenance and Utilities                          | 24,007            |
| Home Maintenance Program Costs                              | 3,080             |
| Meals on Wheels Program Costs                               | 41,331            |
| Congregate Dining/Exercise Program Costs                    | 8,123             |
| Transportation Program Costs                                | 28,180            |
| Day Out Program Costs                                       | 8,477             |
| <b>Total Programs Materials &amp; Supplies Expenditures</b> | <b>\$ 147,640</b> |

|                           |                   |
|---------------------------|-------------------|
| <b>Total Expenditures</b> | <b>\$ 505,173</b> |
|---------------------------|-------------------|

|   |            |
|---|------------|
| <b>Surplus (deficit) - Township of St Joseph to fund any deficit incurred</b> | <b>\$0</b> |
|---|------------|

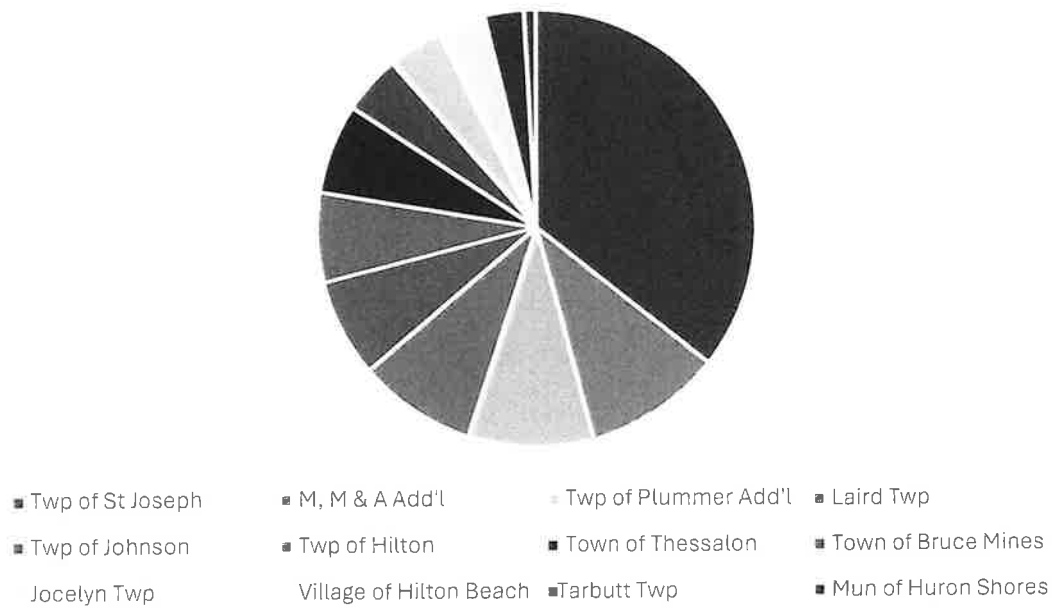
| Municipalities  | 2021 Census Seniors (>=65) Population | Percentage Ratio of Total Seniors Population | Funding Consideration Amount |
|---|---------------------------------------|--|------------------------------|
| The Village of Hilton Beach                                   | 65              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

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

## Individuals Served by Area 2024

|                         |     |      |
|-------------------------|-----|------|
| Twp of St Joseph        | 123 | 35.7 |
| M, M & A Add'l          | 35  | 10.1 |
| Twp of Plummer Add'l    | 32  | 9.3  |
| Laird Twp               | 30  | 8.7  |
| Twp of Johnson          | 25  | 7.2  |
| Twp of Hilton           | 23  | 6.7  |
| Town of Thessalon       | 23  | 6.7  |
| Town of Bruce Mines     | 15  | 4.3  |
| Jocelyn Twp             | 14  | 4.1  |
| Village of Hilton Beach | 12  | 3.5  |
| Tarbutt Twp             | 10  | 2.9  |
| Mun of Huron Shores     | 3   | 0.9  |
| Combined                | 345 |      |

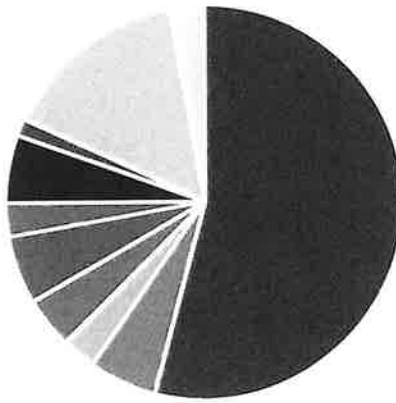
## Individuals served per Township



## Volunteers per Township 2024

|                         |    |
|-------------------------|----|
| Twp of St Joseph        | 39 |
| M, M & A Add'l          | 4  |
| Twp of Plummer Add'l    | 2  |
| Laird Twp               | 3  |
| Twp of Johnson          | 4  |
| Twp of Hilton           | 2  |
| Town of Thessalon       | 4  |
| Town of Bruce Mines     | 1  |
| Jocelyn Twp             | 11 |
| Village of Hilton Beach | 2  |
| Tarbutt Twp             | 0  |
| Mun of Huron Shores     | 0  |
| Combined                | 72 |

## Volunteers per Township



|                    |                         |                        |                       |
|--------------------|-------------------------|------------------------|-----------------------|
| ■ Twp of St Joseph | ■ M, M & A Add'l        | ■ Twp of Plummer Add'l | ■ Laird Twp           |
| ■ Twp of Johnson   | ■ Twp of Hilton         | ■ Town of Thessalon    | ■ Town of Bruce Mines |
| Jocelyn Twp        | Village of Hilton Beach | ■ Tarbutt Twp          | ■ Mun of Huron Shores |



## Hilton Township Administration

---

**From:** Sherie Gladu <community@sjtwp.ca>  
**Sent:** May 9, 2025 9:39 AM  
**To:** Hilton Township Administration  
**Subject:** Recreation Donation request

Hi Sarah,

We have been completing our budget for recreation and have noticed that the past few years (post covid) the Township of Hilton has not made donations to our youth recreation program? We provide fields, equipment and coordinate for t-ball and softball and soccer for any child on St. Joseph Island. In the past Hilton Township gave a donation of \$500 towards our programming.

Would you ask your council if they would be interested in reinstating this support?

Thank you, and have a wonderful weekend!

-Sherie

**Sherie Gladu**

Community Projects Coordinator

The Township of St. Joseph

705-246-2625 ext 200

[www.stjosephtownship.com](http://www.stjosephtownship.com)

**Hilton Township Administration**

---

**From:** Marcy Clark <manager@trefrycentre.ca>  
**Sent:** April 25, 2025 10:22 AM  
**To:** Hilton Township Administration  
**Subject:** Senior of the year award

Good morning,

It's that time of year again!

Our June luncheon where we have each municipality present an award to their "senior of the year" will be held on Tuesday June 24<sup>th</sup>. Please let me know if you would like us to organize purchase and engraving of the award by May 9<sup>th</sup>. (It may take up to 6 weeks for the plaques to come in)

If you could let me know who will be receiving the award by May 30, that should be lots of time to get it engraved. At that time, if you could also advise who will be presenting, receiving and how many would be attending the luncheon. The cost of the lunch is \$16 per person.

I will invoice for the cost of the plaque and engraving once I receive it. Last year the cost was \$58.45.

I will make extra sure the spelling is correct!!

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

*Marcy Clark*  
Manager of Seniors & Persons with a Disability  
Township of St. Joseph  
Dr. Trefry Centre - 1601 C Line Rd, Richards Landing, Ontario  
705-246-0036

INCORPORATED VILLAGE OF HILTON BEACH  
TOWNSHIP OF HILTON  
LANDFILL COMMITTEE MINUTES

Council Meeting – April 16, 2025

Hilton Beach Municipal Office  
3100 Bower Street., Hilton Beach, Ontario

**PRESENT**

|                         |  |
|-------------------------|--|
| Village of Hilton Beach | Robert Hope; Mayor<br>Brian Delvecchio; Councillor<br>Sarah Brown; Councillor<br>Kelly Rathwell; Councillor<br>Sally Cohen; Councillor |
| Staff:                  | Myra Eddy; Clerk-Treasurer   |
| Township of Hilton      | Rodney Woods; Reeve<br>Janet Gordanier; Councillor   |
| Staff:                  | Sara Dinsdale; CAO/Clerk-Treasurer<br>Britney MacKay; Deputy-Clerk   |

|         |  |
|---------|--|
| 2025-61 | Moved by Kelly Rathwell<br>Seconded by Sarah Brown |
|---------|--|

BE IT RESOLVED THAT the Village of Hilton Beach Council call the meeting to order at 6: 00 p.m.  
CARRIED

The meeting was called to discuss the Township Landfill. The Committee/Council usually meets once a year; however the last meeting was in 2022.

The mayor welcomed everyone in attending. He noted that there have and continues to be challenges with the Landfill with operation and new requirements from MECP that need to be complied with in 2025. The agenda was addressed;

- 1. Landfill operating  
There was discussion about the amount of recycling overflow that is going into the landfill site that could be diverted. Circular Materials would be contacted with hope that additional bins could be brought in during the summer.
- 2. Financials  
There was considerable discussion about the percentages paid for the operation of the landfill. No contract or agreement was found for the division of expenses. A summary of households was discussed, and the percentage was determined to be close to the 68%/32% split. A spreadsheet using population and residences would also be done to see what those splits might be.
- 3/4Recycling  
The Province has changed the recycling program to make producers pay for their packaging so there will no longer be GFL invoices to be paid by the Village and Township. Circular Materials, who represents the producers are responsible for contracts with each

municipality as they transition to the new program. As noted in the letter to the Township, Circular Material refused to accept any recycling from Hilton Township stating that they were not on the province's transition schedule and any recycling would be considered 'non-eligible source' and there would be a cost of \$200/tonne for removal. This amount would fluctuate based on market value. The Village is requesting the Township to re-imburse that amount from April 1 – December 31, 2025.

5. Tipping Fees

Currently, tipping fees are collected at the landfill site. Landfill staff have receipt books to record tipping fees being collected and then once per week the money and receipt books are reconciled at the Village Office. It was requested to sell tipping slips from both municipal offices and perhaps the General Store to remove the cash from the site. The public would need to be notified that this would be occurring.

6. High Volume of Trash

This does impact the amount of maintenance required and potential impact to the lifespan of the landfill. The current lifespan of the landfill is 30+ years with 22 ha for a disposal site.

7. Landfill Keys

There are keys for contractors who work on behalf of the Village, staff and for the Hilton Township Roads and Fire Department for access. There are also Landfill Key Contracts with businesses in the Village and Hilton Township that would allow access outside of business hours. Due to the ECA, it was decided that this was not a good practice. The locks would be changed and the current businesses with keys would be notified that they must dispose of their garbage/recycling during regular landfill hours. If someone needs to go outside of hours, landfill staff or Public Works employee Elijah Lederman would need to be contacted and agree to go into the landfill with the public/contractor. There would need to be a call out fee that would go the employee/Village plus the tipping fee. No fee had been set at this meeting.

8. Employment Standards/Work Conditions for Attendants

It was noted that a new outhouse was being constructed for the landfill site. There was talk about providing a new heat source prior to next winter. Also, if the Landfill Supervisor was being compensated for his personal phone if he was using it for work purposes. Additional discussion would be needed.

9. Fund for Landfill Closure

As part of the Asset Management plan, the Village should be setting aside funds for the closure of the landfill. It was suggested that the tipping fees or part of the fees collected each year be set aside for this purpose.

10. Back up Plan if Landfill had to Close

Hilton Township looked at the plan on renting/purchasing bins and brought to a property (not identified at this time) so people can continue to dispose of their garbage. Recycling would need to be addressed by Circular Materials. The Ministry would be contacted for support.

11. Operations Plan

A Design and Operation Plan has been completed by Pinchin Ltd. A copy would be provided to Hilton Township.

12. Original Agreement

As mentioned, neither office could locate the agreement with the current percentage split even though this has been occurring for many years. It was decided that a new formal agreement would need to be created. This would require additional meetings with the plan to have it completed by September 2025.

13. Capital Expenses

The Hilton Landfill has been directed by Ministry of Environment, Conservation and Parks that we must comply with regulations. The Village contracted out with Greenstone Engineering to complete the installations of the wells, sampling/monitoring as well as the annual report. The installation of the wells was quoted as \$30,0000 plus taxes in 2024. An additional \$16,500 plus taxes for the sampling and reporting which would become an annual cost. Further discussion of this would be included in additional meetings.

14. Other

- If there was need for a barrier at the top of the comingle area.
- That the kitchen garbage area needs to have sloped sides for stabilization.

Additional meeting dates would be discussed between the two municipal offices.

2025-62

Moved by Brian Delvecchio  
Seconded by Sally Cohen

THAT BY-LAW NO. 2025.16, being a by-law to confirm the proceedings and resolutions of Hilton Beach Council which were adopted up to and including April 16, 2025, be given FIRST, SECOND and THIRD READING and FINALLY PASSED this 16th day of April 2025.

CARRIED

2025-63

Moved by Kelly Rathwell  
Seconded by Sarah Brown

THAT the Village of Hilton Beach Council adjourn at 8:20 p.m. and agree to meet again on April 24, 2025 or at the call of the Mayor.

CARRIED

---

Mayor, Robert Hope

---

Clerk Treasurer – Myra Eddy



**FINAL**

# **Design & Operations Plan**

Hilton Beach Landfill Site  
Hilton Township, Ontario

Prepared for:

**The Village of Hilton Beach**  
3100 Bowker Street, P.O. Box 25  
Hilton Beach, ON P0R 1G0

October 4, 2022

Pinchin File: 307418



**Issued To:** The Village of Hilton Beach  
**Issued On:** October 4, 2022  
**Pinchin File:** 307418  
**Issuing Office:** Sault Ste. Marie, ON  
**Primary Contact:** Jake Rebellato, Operations Manager – Sault Ste. Marie  
705.542.2126  
[jrebellato@pinchin.com](mailto:jrebellato@pinchin.com)

---

A handwritten signature in black ink that reads "Andrew McCormick".

**Author:** Andrew McCormick  
Project Technologist  
1.249.622.1593  
[amccormick@pinchin.com](mailto:amccormick@pinchin.com)

A handwritten signature in black ink that reads "Tim McBride".

**Reviewer:** Tim McBride, B.Sc., P. Geo., QP<sub>ESA</sub>  
Director – Landfill and Municipal Services  
1.705.521.0560  
[tmcbride@pinchin.com](mailto:tmcbride@pinchin.com)



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## 1.0 INTRODUCTION

The following Design & Operations Plan (D&O Plan) was prepared for the Hilton Beach Landfill Site (hereafter referred to as the Site) located on Lots 3 and 4, Concession 15, Hilton Township, District of Algoma, Ontario. The Site is active and is owned and operated by The Village of Hilton Beach (Client). A key map indicating the location of the Site is provided as Figure 1 (all Figures are found in Appendix I).

The Site is operated under the Ontario Ministry of the Environment, Conservation and Parks (MECP) Amended Environmental Compliance Approval (ECA) Number **A560901**, issued on March 2, 2022. The Site is approved for the use and operation of a 44.5 hectare (ha) landfill site for the disposal of domestic and commercial wastes and a waste transfer station.

As per Section 3.2 of the Amended ECA A560901, the Owner shall:

*"prepare a Design and Operational Report (D&O) and submit it to the Director for approval by February 1, 2024. The D&O shall, at a minimum contain the following:*

- a. Description of the site and surrounding features;*
- b. Waste quantities and characteristics;*
- c. Areal delineation of current waste limits which should be surveyed, described and shown on a figure;*
- d. Analysis of historical landfilling area, volumes and theoretical capacity calculations for the site;*
- e. Detailed description of landfill development for the life of the landfill;*
- f. Detailed description of waste transfer site;*
- g. Description of the operation of the site for both the landfill and waste transfer site;*
- h. Description of environmental monitoring and annual reporting;*
- i. Complaint response procedure;*
- j. Site closure;*
- k. Contingency plans; and*
- l. Figures and tables to support sections of the report.*

This D&O Plan has been completed to provide a strategy to optimize the remaining waste disposal capacity and includes industry standards and best management practices that should help reduce the long-term and potential environmental impacts to associated receivers.



### 1.1 Site Location and Legal Description

The Site is located at Universal Transverse Mercator (UTM) coordinates 515,4206 meters (m) Easting and 276,089 m Northing, Zone 17, relative to the North American Datum (NAD) 83. The Site coordinates are captured from Autodesk Civil3D.

The Site is located on North ½ of Lots 3 and 4, Concession 15, Township of Hilton, in the Algoma District, Ontario, approximately 2.69 kilometers (km) southwest of Hilton Beach, Ontario. The Site is located along the south side of an unnamed access road approximately 970 m west of Base Line and approximately 1.36 km east of Twin Lakes. The location of the Site is presented on Figure 1 and the existing Site Layout is provided as Figure 2.

### 1.2 Background

The Site is an active waste disposal site which is owned and operated by the Corporation of the Village of Hilton Beach. The Site was originally approved under ECA Number A560901, which was issued on August 31, 1972, for a 44.5 ha landfill site for the disposal of solid, non-hazardous waste consisting of 85% domestic waste and 15% commercial waste. The ECA was registered on title on October 4, 1983.

A notice to the ECA (Notice 1) was approved in 1998, which permitted the disposal of up to 200 cubic meters (m<sup>3</sup>) per year of sewage sludge from the Village of Hilton Beach. An ECA (Air – Number 8-6162-98-006) was approved at the Site in 1998 for a wood composting operation at the Site. However, the composting operation was not established and this ECA is not currently in use at the Site.

An additional notice to the ECA (Notice 2) was approved in 2001, which allows for the disposal of 350 m<sup>3</sup> per year of sewage sludge from the Townships of Macdonald, Meredith, Aberdeen to be deposited in the trenches at the Site, in addition to the 200 m<sup>3</sup> per year of sewage sludge accepted from the Village of Hilton Beach.

An agreement between the Township of Hilton and the Village of Hilton Beach was reached on November 6, 1991, which allows for the disposal of waste from the Township of Hilton and the Village of Hilton Beach at the Site. This service agreement remains active.

An amended ECA Number **A560901**, was issued by the MECP on March 2, 2022. A copy of the Amended ECA is provided in Appendix II.

### 1.3 Scope of Work

The scope of work included the preparation of the D&O Plan as outlined in the Pinchin proposal entitled *“Proposal for Waste Management Environmental Consulting Services, Hilton Beach Landfill Site, Hilton Township, District of Algoma, Ontario”* and dated March 23, 2022. The scope of work has been



developed in accordance with applicable MECP guidelines and legislation. This D&O Plan has also been developed in accordance with Ontario Regulation 232/98, and the MECP's "*Landfill Standards, A Guideline on the Regulatory and Approval Requirements for New or Expanding Landfilling Sites*", dated January 2012 (the MECP Landfill Standard).

This D&O Plan describes Site design and development, environmental control measures, daily operations and maintenance, contingency measures, site closure, and post closure monitoring and maintenance. It is required that the D&O Plan be maintained current at all times.

The scope of work completed by Pinchin included the following:

- Obtain the background information necessary to fulfill the understanding of the Site history and development, and complete a thorough background information research on the waste disposal Site's servicing requirements, operational needs, and history;
- Conduct a walkthrough of the Site documenting the existing conditions and operational plan;
- Conduct a topographical survey to determine the existing site conditions;
- Consolidate all of the information gathered from the background research, Site walkthrough and topographic survey to prepare this D&O Plan report. The D&O Plan includes, but is not be limited to, the following:
  - Service area for the Site and the waste types to be landfilled or transferred off-site for recycling or further processing;
  - A site plan (collected during the topographic survey activities) indicating the locations of access roads, on-site roads, site boundaries, waste footprint, buffer areas, fences, gates, buildings, and waste receiving and storage areas;
  - Site operating plans depicting the area that has already been filled and the location and dimensions of potential future development phases;
  - A detailed description of waste receiving protocols to ensure that only approved waste types are received at the Site;
  - A detailed description of how wastes are stored and transferred off-site and the frequency of removal of such wastes from the Site;
  - Details of the signs required at the site, including the sign at the front gate and the Signs at the other waste handling locations throughout the Site;
  - Screening of the Site from the public, both visual and the protection from the noise impact;



- Details of the clean surface water drainage from the Site and any works required to prevent extraneous surface water from contacting the active working face;
- Description of the fill method, the equipment used at the Site, the areas used for various fill methods of landfilling, and timelines for various phases of the Site development;
- The operating hours of the Site and the hours for the various activities to be undertaken at the site, including waste compaction, waste coverage, clean wood burning, and removal of wastes collected for transfer;
- Details on winter operations;
- Thickness of the daily cover, frequency of the application, characteristics of the material and its source and the method of application;
- Thickness of the intermediate cover, frequency of the application, characteristics of the material and its source and the method of application;
- The equipment used, the frequency and the procedures used for waste compaction;
- Details on Site supervision and monitoring of the activities at the Site, including inspections of the incoming wastes;
- Details on handling of other wastes, including the types and amounts of wastes handled, storage locations, storage facility design/description and the frequency of removal from the Site;
- Details on housekeeping practices undertaken to control noise, dust, litter, odour, rodents, insects, and other disease vectors, scavenging birds or animals;
- Location of the clean wood burning area and the procedures for the burning, including frequency, supervision, and measures to keep the unacceptable waste from the burn area;
- Details on the closure of the Site, including the description of the final cover and its estimated permeability, its thickness, the source of the final cover material, the thickness of the topsoil and the vegetation proposed for the closed waste mound, as well as the timeframe for the progressive final cover placement;
- Monitoring program for the surface and the groundwater during operations and post closure;
- Landfill gas control or management required at the Site, if any;



- Maintenance activities proposed for the Site and for the monitoring well network, including the type of the activities, the frequency of the activities and the personnel responsible for them;
- Inspection activities proposed for the Site, including the frequency of the activities and the personnel responsible for them;
- Details of training provided for the personnel responsible for the activities at the Site;
- Details of a conceptual closure strategy for the existing waste deposits;
- Contingency plans for the emergency situations that may occur at the Site; and
- Storm water management, including the location and the design of any works required.

#### **1.4 Objectives**

The concept for the D&O Plan is to allow for the long-term development and continued use of the Site as a solid waste landfill, such that the impact to the surrounding environment will be minimized and the diversion of waste materials to recycling is maximized, thereby optimizing the Site life through the strategic progressive development.

The objectives of the D&O Plan are to assess the existing conditions at the waste disposal site, the current methodology by which waste is received and to establish a development plan, which will maintain and optimize the development capacity of the waste disposal site. The development and operation of the Site were assessed in terms of sound engineering principles, good management practices, cost effectiveness, and minimization of both short- and long-term risk to public health and the environment.

## **2.0 DESIGN CONSIDERATIONS**

### **2.1 Service Area**

With the exception of the sewage sludge approved via Notice 2, only waste that is generated within The Corporation of the Village of Hilton Beach and Hilton Township shall be accepted at the Site. The population of the Village of Hilton Beach is 171 people (according to the 2016 Census from Statistics Canada). In discussions with the Site Operator, it is estimated that the Site services approximately 600 people during the winter months and 1,000 people during the summer months, from the Village of Hilton Beach and Hilton Township.



## **2.2 Land Use and Zoning**

The Site is located on township owned property on an unmarked road, off of Base Line in the Algoma District. As such, it is subject to zoning requirements. The zoning designation is WD – Waste Disposal. The primary use intent of the WD zone is waste disposal (St. Joseph Island Zoning By-Law, 2011). Figure 2 depicts the property lines and the location of the existing Site operations.

## **2.3 Adjacent Land Use**

The Site is located within the Algoma District in a predominantly undeveloped area on the west side of Highway 548, approximately 3 km southwest of Hilton Beach, Ontario. The land use within 1 km of the Site is predominantly rural zoning. The nearest dwellings are located approximately 0.7 km northeast of the Site, on Base Line.

Based on a search of the MECP Ontario Well Record Map, there are no drinking water wells located within 500 m of the Site. The Site is surrounded by a densely wooded area immediately to the north, east and south, with a low-lying marshy area located to the west.

## **2.4 Summary of Site Physical Setting**

The following sections provide a summary of the Site topography, geology, and hydrogeology.

### ***2.4.1 Topography and Surface Water Drainage***

Topography and surficial geology surrounding Hilton Beach is the result of several glaciations. The majority of the area has moderate relief, having been overridden and depressed by glacial ice and then overlain by minor deposits consisting of clays, silts, and sands.

The Site is in a forested, undulating to rolling, area of moderate relief. The local topography around the Site is relatively flat with a slight average negative grade towards the west. The minimum elevation on Site is 224 m above sea level (masl) in the vicinity of the west and rises to a maximum elevation of 255 masl in the east portion of the Site. The site-specific topographic elevation contours as collected by Pinchin in 2022 are presented on Figure 3.

Hilton Beach is located approximately 2.2 km east of the Site and Twin Lakes is located approximately 1.1 km west of the Site. An unnamed pond/surface water body is located approximately 525 m west of the Site property boundary and is connected to the discharge/outflow of Twin Lakes. The unnamed pond flows southeast along Koshkawong River, before eventually discharging into Lake Huron near Milford Haven.

Surface water drainage from the landfill is inferred to flow to the west towards the unnamed pond. The unnamed pond appears to have little seasonal variation with similar water levels observed during each





visit to the Site. Surficial drainage of the Site is primarily via over land flow, with no defined ditches, swales, or water courses.

It is assumed that the local unconfined and shallow bedrock groundwater aquifer is hydraulically connected to various surrounding water bodies, most notably the unnamed pond to the west. In addition, there are no Provincially Significant Wetlands identified in the surrounding watershed system.

#### 2.4.2 Geology

The bedrock geology of the area surrounding the Site reportedly consists of migmatitic rocks and gneisses of undetermined protolith, commonly layered biotite gneisses and migmatites; locally includes quartzofeldspathic gneisses, orthogneisses, paragneisses (NDMNRF, 2019).

The surficial geology of the Site has been described as consisting of the following overburden deposits:

- Course-textured glaciolacustrine deposits (consisting of sand, gravel, minor silt and clay);
- Organic deposits (consisting of peat, mulch, marl); and
- Bedrock-drift complex deposits in Precambrian terrain (primarily till).

Based on the information provided to Pinchin at the time of preparation of this report, previous intrusive investigations (such as borehole drilling or test pit excavations) have not been conducted at the Site to confirm the site-specific subsurface geology.

#### 2.4.3 Hydrogeological Setting

There are currently no groundwater monitoring wells established at the Site to confirm the depth to the water table or determine inferred groundwater elevation contours and flow direction.

Local overburden groundwater flow is assumed to flow to the west towards the unnamed pond/surface water body and in the general direction of the immediate topographical downward slopes.

### 2.5 Waste Disposal History

The existing Site plan is presented on Figure 2. It is estimated that the Site has been in operation as a combined area fill and trench and fill method landfill since its approval in 1972. Historical waste deposits have been reported to be located along the northwest portion of the Site, adjacent to the active demolition disposal area. The assumed historic waste disposal area and current active areas are also illustrated on Figure 2.

The Site is approved for a 44.5 ha landfill area; the boundaries of the approved fill area are not defined in the ECA. The Site is operated by the Corporation of the Village of Hilton Beach. The Site is currently open to the public within the operating hours. The current ECA does not specify a maximum daily or annual



waste receipt/disposal rate. Volumes of waste deposited at the Site are tracked by Hilton Beach Landfill staff through estimated garbage bag counts.

Current landfill operations appear to consist of trench filling of domestic waste in the northeastern portion of the Site and area filling (progressive slope method) of domestic and construction & demolition waste in the southwestern portion of the Site.

Cover material appears to be available on Site and consists of soil from the trench excavations, stockpiled at the south of the active fill area. Waste compaction (utilizing a bulldozer) and interim cover placement on the active face occurs as-needed, approximately twice per year.

Scrap metals, white goods, wood, tires and blue box recyclable items are source separated for the purpose of recycling and reuse programs in place at the landfill. A cleared storage area for metals and white goods is located off the access road, near the entrance and to the south-central portion of the Site. A segregated tires pile is also located near the entrance of the Site, just northwest of the attendant office. The recyclable items depot and the wood and ash storage areas are located within the east central portion of the site.

## **2.6 Site Capacity and Lifespan**

The available volume remaining in the Site is dependent upon the area limitations of the Site placed by the ECA, and applicable provincial statutes and regulations. The primary constraint is the 44.5 ha area for landfilling approved in ECA Number A560901 and the maximum theoretical capacity of the proposed conceptual final design. As the total area of Lot 3 and Lot 4 is 45.5 ha (i.e., 22.725 ha each) the actually allowable waste disposal footprint would be 22.33 ha in order to account for the 100 m buffer zone.

As the Site currently appears to be operating as a combination of area filling and trench filling methods for waste deposition, the conceptual final design for the Site includes capacity for below grade waste deposition by future trench and fill operations, as well as above grade waste deposition by future area fill operations. Based on the limitations of the Site footprint and the proposed conceptual final contours, the theoretical remaining capacity of the Site was determined to be approximately 144,410 m<sup>3</sup> (consisting of approximately 70,000 m<sup>3</sup> of below grade waste and approximately 74,410 m<sup>3</sup> of above grade waste).

Based on the estimated service population of 1,000 people per year and an estimated waste generation rate of approximately 293 kg/person/year (Government of Canada, 2022), the annual waste deposition rate for the landfill is estimated to be approximately 420 m<sup>3</sup>/year. Given the remaining capacity of the Site of 144,410 m<sup>3</sup> and the annual waste deposition rate of 420 m<sup>3</sup>/year (and applying a 1.5 safety factor and a 20% allowance for interim cover), the estimated remaining lifespan of Phase I of the Site is in excess of 30 years (i.e. a standard solid waste planning period). It is important to note that waste deposition is somewhat variable, resulting in changes to the average annual deposition rate being estimated over time.



Given the limited data available to calculate the disposal rates, remaining capacity and lifespan of the Site, it is recommended that regular topographic surveys of the full Site be undertaken on an annual basis, in order to facilitate accurate remaining capacity and site life estimates. Comparison of subsequent topographic surveys will enable the estimate of accurate in-place waste volume and deposition rates.

### **3.0 SITE DESIGN**

The Site design is based on the MECP Landfill Standard (MECP, 2012) requirements, and current landfill industry standards commonly used in the Province of Ontario. In several cases, maximum or minimum values are given, which reflect the upper and lower limit of the range of acceptable values.

#### **3.1 Buffer Zones**

A buffer zone is defined in the MECP Landfill Standards (MECP, 2012), as a green belt or zone located on-Site between the waste fill area and the Site boundaries that allows for contaminant attenuation and provides enough space around the waste fill area to accommodate vehicle entry, exit and turning; to permit access to all areas of the Site for monitoring, maintenance, and environmental control activities; and to provide sufficient space to accommodate all anticipated structures, equipment and activities. The buffer area must surround the waste fill area. The buffer area should consist of cleared, undeveloped areas, with bare mineral soils and minimal vegetative growth. O. Reg. 232/98 indicates that the buffer area must be a minimum of 100 m wide unless the Site Owner can demonstrate that a smaller buffer (minimum of 30 m) can satisfy all the buffer area purposes.

The Site facilities and features that have been established at the Site are presented on Figure 2. An approximate buffer zone of 100 m was incorporated in the final design around the proposed future landfill footprint, as indicated on Figure 2.

#### **3.2 Final Contours**

The proposed final top of waste contours for the landfill area are illustrated on Figure 5 and the final top of cover contours are illustrated on Figure 6.

The area available for future landfilling within the existing 44.5 ha approved waste disposal area was limited by the existing topography and the 100 m buffer. The proposed future fill area based on these limitations was determined to be approximately 22.33 m<sup>2</sup>, as presented on Figure 5.

The design slope used for the Site is noted to meet the minimum criteria of 5 percent (20 horizontal to 1 vertical (20:1)) and the maximum criteria of 25 percent (4 horizontal to 1 vertical (4:1)), specified by MECP guidelines. The use of minimum slope criteria is necessary to provide adequate surface water runoff and reduce infiltration, and consequently leachate production, particularly after long-term



consolidation of the disposed waste has occurred. A maximum slope criterion relates to soil erosion during storm events and ensures that slopes are manageable for construction and maintenance equipment. The grade around the perimeter of the landfill area will facilitate the incorporation of perimeter surface water drainage ditches in the final cover construction.

The maximum elevation of the landfill (i.e., to top of final cover) will be 255 masl, being approximately 30 m above surrounding ground elevation (nominal ground elevation of 224 masl).

### **3.3 Interim Cover**

At landfills accepting municipal solid waste, application of cover to the active face fulfills a number of functions including minimizing erosion of landfilled waste, minimizing wind blown litter, reducing odours, discouraging vermin and vector activity, and improving vehicular access to the active disposal area. Due to the size of the Site, the low volume of waste received daily, and the small area utilized as a tipping face, the application of daily cover is not required. Interim cover soil is currently applied to the active waste disposal area twice per year. In accordance with Condition 3.20 of the Site's ECA, a minimum thickness of 150 mm of cover material should be applied to active working face every month.

Cover material is stockpiled on Site, nearby to the active tipping face. Additional cover material may consist of clean fill material purchased as necessary. Clean fill or other inert fill (i.e., earth, rockfill or waste of a similar nature that contains no putrescible materials and/or soluble, decomposable chemical substances, subject to acceptance protocol) brought to the landfill for disposal can also be segregated and stockpiled for use as waste cover soil or road construction material.

During development of the landfill, areas which are not considered part of the active disposal area but are scheduled to receive additional lifts of waste at some future time over 90 days, should be covered with an interim cover. Prior to resuming landfilling, the interim cover is to be removed to promote hydraulic connection between waste lifts. As much of the interim cover should be removed as is practical and the remaining material will be broken up or scarified.

### **3.4 Final Cover**

A progressive, final cover should be used throughout the Site in order to minimize infiltration and leachate generation. As final contours are reached, the final cover should be progressively placed. The traditional soil cover system is illustrated on Figure 7.

#### **3.4.1 Traditional Soil Cover**

Low permeable soil material is to be placed directly over the uncompacted waste in continuous, uniform, loose lifts not exceeding 0.2 m in thickness. In accordance with the standard industry practices, the low



permeable soil must be compacted to a minimum of 95 percent of the material's Standard Proctor Maximum Dry Density (SPMDD) and at or to 4% above the optimum moisture content. The low permeable soil must have a minimum of 60 percent fines (silt and clay), by weight, passing the No. 200 sieve (0.074 mm opening), of which a minimum of 15 percent is clay (0.002 mm).

This material should be placed to achieve an in-situ hydraulic conductivity of  $1 \times 10^{-6}$  cm/sec. A 150 mm vegetative topsoil cover is to be placed over the cover material as specified in the following section.

#### 3.4.2 *Topsoil and Vegetative Cover*

Topsoil should be secured from suitable off-Site sources and placed directly over the low permeable soil cover material. Organic composted material from the Site may be mixed with the topsoil to obtain an organic content in the range of 5 percent to 20 percent. The mixed topsoil should be fertile, agricultural soil typical for the area of the Site. The topsoil should be free of clay, impurities, plants, weeds, and roots. The pH of the topsoil should range from 5.4 to 7.

The vegetative cover should be established, as soon as practically possible, after the placement of the topsoil layer, to minimize erosion of the topsoil layer. A typical grass seed mixture, which is used at landfills and which may be used at the Site, is as follows:

- 30 percent - Tall Fescue
- 20 percent - Annual Rye Grass (nurse crop)
- 20 percent - Creeping Red Fescue
- 10 percent - Timothy
- 10 percent - Birdsfoot Trefoil
- 5 percent - White Dutch
- 5 percent - Alsicla Clover

The above seed mixture has been successful in establishing a heavy root mat in a short period of time to minimize soil erosion, sustain periods of drought, and does not require excessive maintenance.

#### 3.4.3 *Perimeter Ditching*

Currently, surface water drainage at the Site is controlled by infiltration of precipitation to the ground and overland flow towards the low-lying marsh to the southwest. The landfill and surrounding topography are similar in elevation as the closure design strategy has been developed to follow this shape, blending the waste deposits with the surrounding terrain. Following implementation of the final cover system, surface water drainage should be managed by a network of perimeter ditching, in order to direct any heavy precipitation or spring freshet away from the landfill to minimize infiltration and/or ponded water on the



cap. The perimeter ditches should be constructed in a trapezoidal shape, with a bottom width of 1 m and side slopes of 2 horizontal to 1 vertical (2H:1V). These perimeter drainage ditches should be field fit and directed towards the low-lying area located immediately west and southwest of the Site. The low lying area would act to direct water away from the landfill and slow down runoff and surface water flow received from the drainage ditches prior to discharge to any surface water receivers located to the west and south.

#### 3.4.4 Leachate Seeps

As leachate infiltrates through the closed waste cells, it may encounter a confining unit (i.e., thick compacted waste layer, interim cover layer, etc.) which prevents continued downward migration of the leachate, resulting in lateral breakouts which compromise the vegetated final cover layer and create a leachate seep. A leachate seep is a moist/wet area where groundwater leachate reaches the surface of the landfill. Leachate seeps present potential issues such as slope stability of the cell due to soil erosion and increased environmental impacts as the seep brings the contaminants back up to the surface and impedes the leachate treatment process at the Site (i.e., natural attenuation). Therefore, any leachate seeps identified on the closed cells at the Site must be repaired by:

- Excavating within the area of the leachate seep to locate the confining layer;
- Break up/remove the confining layer;
- Backfill the area with a porous material, to encourage downward migration of the leachate and prevent further lateral movement; and
- Replace/repair the final cover in that area.

## 4.0 SITE DEVELOPMENT

### 4.1 Material Placement

The Site has historically and currently operated as a combination of area fill method and trench and fill method landfilling. During Pinchin's visit to the Site in the spring of 2022, it was observed that area filling (progressive slope method) is currently occurring in the western portion of the Site and trench filling is currently occurring in the eastern portion of the Site.

Vehicles drive up the access road to the designated dumping locations and toss waste into the active subgrade trench/fill area. The area in which this occurs is called the tipping face. Users are encouraged to dump only at the current tipping face, to reduce wind-blown litter and prevent people from accidentally falling into the active fill area. To prevent vehicles from accidentally backing up into the fill area, a timber wheel stop should be located along the edge of the tipping face.



The proposed future development of the Site shall continue to consist of a combination of trench and area fill operations, with waste deposited below grade (trench fill) as well waste deposited above grade (area fill). The following sections describe the best practices for both area filling and trench and fill methods of waste disposal.

#### 4.1.1 Trench Fill Operations

A trench and fill operation is described in the "*Operating Manual for Small Waste Disposal Sites*" (Ontario Ministry of the Environment, 2009) as a process in which users deposit waste directly into a rectangular pit (trench) excavated in one area of the Site, a bulldozer or other suitable piece of equipment is periodically driven into the trench to collect and compact the waste at one end of the trench, and then apply a layer of cover. When the trench is full, a final covering layer of soil is applied, and another trench is constructed. Additional trenches are excavated as required until the Site limits and/or maximum capacity are reached, and then the entire site is closed.

The following criteria must be taken into consideration when deciding on where to develop new trenches:

- It is preferable to locate new trenches beside and parallel to the previous trench;
- The proposed trench area must not be subjected to flooding;
- The seasonal high water table mark must be at least 1 meter below the proposed bottom of the trench;
- A firebreak/buffer zone of at least 30 m must be maintained between the proposed trench and the surrounding forest;
- The short edge (width) of the trench should be oriented along and parallel to the Site's predominant wind direction to reduce wind-blown litter;
- The trench should be reasonably deep to maximize fill volume and reduce the need for heavy machinery while still ensuring the safe structural integrity of the trench;
- The trench must be long enough to allow for at least one vehicle to back up to the side of the trench for depositing of wastes, however there is no restriction on maximum trench length, although longer trenches will require more fencing and related maintenance;
- A vehicle and equipment access ramp must be built at the end of the trench opposite the side where the working face is to be started to allow access to the trench for periodic compaction and covering of the wastes. For safety, the grade of the ramp must not exceed 1 unit of vertical for every three units of horizontal; and



- The desired total volume of the trench should be determined based on anticipated waste deposit rates, available area for the trench, and the above trench location and size constraints.

In trench and fill operations, the vehicles back up to the edge of the trench and toss waste into the trench. The area in which this occurs is called the tipping face. The tipping face is typically located along the long side (length) of the trench and restricted to an area only large enough to accommodate one vehicle to dump at one time. To prevent vehicles from accidentally backing up into the trench, it is recommended that concrete or timber wheel stops be installed along the edge of the trench at the tipping face. For a new trench, the tipping face should be located at the end of the trench opposite the access ramp. The tipping face of a trench should remain in the same location until the trench in that section fills up to a level of 60 cm below ground level. Once that section of the trench is full, a bulldozer or backhoe should be driven into the trench via the access ramp at the non-filled end of the trench, and the wastes compacted and covered. The tipping face should then be shifted down the length of the trench so that users would be dumping at right angles to the new, compacted working face. Examples of the recommended side and three-dimensional profiles are included as Figure 8 (Ontario Ministry of the Environment, 2009).

#### 4.1.2 Area Fill Operation

An area fill operation is described in the "*Operating Manual for Small Waste Disposal Sites*" (Ontario Ministry of the Environment, 2009) as a process in which a certain thickness of waste is added above ground level over a specified area. Rather than filling the entire area at once, waste is deposited into cells, which are smaller sized areas. The use of cells minimizes the amount of exposed waste, resulting in better litter, animal, and vermin control than is observed at less organized area fill operations. One cell should be completely built up with waste to the desired height and covered with appropriate covering material before another cell is started. Generally, cells are initially built up against a raised soil berm or the side of an excavated area with a 5% to 25% slope and new cells should be built against the previous one(s), until the entire area is filled to the same level with waste. The recommended slope angle is to ensure safety for the public and equipment operators working at the bottom of the active face. Examples of the recommended side and three-dimensional profiles are included as Figure 9.

## 4.2 Sequential Waste Deposition

The proposed waste disposal areas of Phase 1 (5.0 ha) are presented on Figure 4 and include the historical waste area (0.9 ha), the proposed area fill (1.2 ha) and combined area fill and trench fill area (2.3 ha), as well as the Sewage Biosolids/sludge area (0.6 ha). Waste deposition at the Site is proposed to continue within the available remaining fill area; no further waste deposition, above or below grade, can occur within the historic fill area depicted on Figure 4, although this area may require some regrading.





Phase 2 is considered to be the balance of the Site outside (north) of the identified Phase 1 area within the 100 m buffer area (22.33.x ha).

Within the remaining available fill areas, deposition of waste below grade can only occur in the northwestern and central portions due to the presence of existing buried waste deposits within the south and west portions and the presence of the sludge trenches in the north portion. The area available for below grade waste deposition is identified on Figure 10a.

In conjunction with the development of the available trench fill area, additional waste placement may proceed above grade using the area fill method to fill in the remainder of the available waste disposal footprint, until the proposed final top of waste contours are achieved, as presented in Figure 5. The proposed above grade development of the Site should occur in smaller cells, which are to be filled to predetermined elevations and graded to the predetermined slopes as waste is deposited, as described in Section 4.1.2. The proposed sequential development of the above grade waste deposition area is presented in Figure 10b. Based on the estimated fill rate of 420 m<sup>3</sup>/year (plus the 1.5 factor of safety and 20% interim cover rate) and the available capacity for waste deposition, it is estimated that the Site will reach capacity in excess of 30 years.

Throughout the development of the Site, the extent of the active disposal working face should be limited to an approximate size of 25 m x 25 m (625 m<sup>2</sup>) or smaller in order to minimize potential operational problems associated with odour and litter. In addition, minimizing the active area will also serve to reduce precipitation/snow melt that contacts waste and therefore cannot be shed as surface water (i.e., must be allowed to infiltrate through the underlying waste).

The establishment of temporary berms around the active working face minimize the potential contact of stormwater with the waste, thereby reducing potential leachate generation and environmental impacts of the Site.

A progressive filling and closure plan will also be utilized throughout development of the Site, in order to reduce leachate generation. Final cover should be placed progressively on areas of the landfill that have reached final contours (this should include any historical/existing waste disposal areas that are currently at the final design elevations and may be capped with a final cover system). Interim cover will be placed on disposal areas which will remain inactive for more than 90 days, after which landfilling will resume until final contours are reached. Interim cover should be removed from reuse prior to the resumption of landfilling, in order to promote hydraulic connection between waste lifts. The timely placement of interim and final cover will reduce leachate generation by promoting surface water runoff and thereby minimizing infiltration into the landfill.



### 4.3 Compaction

Waste compaction (using mechanical equipment) and appropriate interim cover (Section 3.3) should be applied to the working face twice per year. To maximize the Site's capacity, waste should continue to be compacted by driving a bulldozer, an excavator, a sheep's foot or other piece of heavy equipment directly over the active fill area. The heavy equipment's weight is used to crush and compact the waste as much as possible. Waste should be compacted and covered in 30 to 60 cm layers that have a slope of at least 3 horizontals to 1 vertical. Compacted waste must adhere to the elevation of the final top of waste contours, to allow for the additional 60 cm of final cover and 15 cm of topsoil to be applied to reach the final top of cover contours.

Additional compaction could be achieved by using a compactor. This would increase the projected lifespan of the Site. However, the purchase of a compactor is not anticipated to be required at this time.

### 4.4 Cover Material Requirements and Sources

The application of interim cover material over the compacted waste reduces the problems associated with windblown waste, odour and exposure to birds, bears, and other wildlife. Interim cover should be applied following compaction a minimum of twice per year. An approximate thickness of 150 mm of interim cover (soil) should be applied to the working face following compaction of the waste (Ontario Ministry of the Environment, 2009) in the following circumstances:

- Once an entire cell has been filled to capacity;
- If animal, insect, other vermin, or odour problems become severe; and
- If the Site is scheduled to be or has been closed to waste disposal for a period of greater than 30 consecutive days.

It appears as though soil material has been piled on-Site nearby to the active tipping face and could be used as a source of cover material. As trenches are excavated at the Site, soil can continue to be stored on-Site for use as cover material. If additional interim cover is required, it can be imported from nearby sources.

Once each trench or area cell has reached capacity, final cover as described in Section 3.4 should be applied within a minimum of 365 days of reaching the final contours. A vegetative cap should be encouraged to reduce methane emissions and prevent rainfall from penetrating into the waste creating additional leachate.



#### 4.5 Material Segregation and Special Storage Areas

Material segregation directly affects the lifespan and operating costs of the landfill site. Segregation of recyclable material for sale and off-Site recycling minimizes the volume of waste that must be landfilled, thus increasing the lifespan of the facility. The segregation of clean wood and brush for annual burning also reduces the demand for landfill space.

At the time of the site visit conducted by Pinchin in the spring of 2022, it was confirmed that segregated areas for the diversion of metals and white goods, tires, wood and recyclable items (glass, cans and plastics; cardboard and paper) are maintained at the Site. Burning currently takes place at the Site as needed, once per year. In accordance with the Condition 3.16 of the Site's ECA, recyclables, metals and white goods must be removed from the Site as needed or at least once per year. The locations of the material segregation areas are presented on Figure 2 and photographs are presented in Appendix III.

The following waste segregation procedures should be established or maintained at the Site to promote waste diversion and increase the lifespan of the landfill.

##### 4.5.1 Metal Waste

All metal wastes brought to the Site should be placed in the pile designated exclusively for metal and white goods. Metal waste can include refrigeration appliances that have been tagged to certify them as refrigerant-free. The tag must state: the date of the removal, the name of the person who removed the refrigerant, their certificate number with expiry date, and a statement that the equipment no longer contains any refrigerant.

A scrap metal dealer should be periodically asked to remove the metal waste from the Site.

##### 4.5.2 Tires

Used tires disposed of at the Site, should be stored in a designated area for recycling, or disposed of directly in the main fill area along with other wastes. Environmentally and financially, it would be advantageous to register as a Tire Collector with the "Used Tires Program" of the Ontario Tire Stewardship (OTS) organization (<http://rethinktires.ca/program-participants/collector/>). The 2002 Waste Diversion Act made tire manufacturers and first importers (Stewards) responsible for developing, operating, and funding a used tire diversion program. Under the program, the Stewards sign agreements with Tire Collectors to provide them with financial incentives to:

- Accept used passenger light truck tires, medium truck tires and tires from off-road vehicles free of charge;
- Store the tires in accordance with MECP and Ontario Fire Marshall Regulations and in a manner that ensures they remain free of foreign materials and excessive moisture;



- Arrange for free pick-up of the tires with an OTS registered Hauler when the minimum number of tires agreed to with OTS (usually 75 in northern Ontario) have accumulated; and
- Record and report on the types and quantities of tires collected.

The used tires should be hauled to processors that convert them into recycled rubber that is then used to manufacture new products.

#### 4.5.3 *Clean Wood Waste and Brush*

The only waste that is permitted to be burned at a waste disposal site is clean wood and brush. Clean wood waste is defined as wood that has not been painted or treated (Ontario Ministry of the Environment, 2009). Composite wood materials are not considered clean wood waste as they contain wood and non-wood materials that have the potential to release toxic compounds when burnt.

The area designated for clean wood and brush should be located away from the main fill area, the active fill area, the areas designated for other types of waste and the Site boundaries to reduce the risk of fire spreading (Ontario Ministry of the Environment, 2009). The designated wood area should be clear of vegetation and surrounded by a 0.5 m high soil berm on all sides except for a portion of one side large enough to allow for single vehicle access to the pile.

All burning of clean wood waste and brush at the Site:

- Must be completed in compliance with an NDMNRF burning permit, to ensure compliance with Ontario Regulation 207/96 under the Forest Fires Prevention Act;
- Must be controlled and supervised;
- Must be conducted within the bermed clean wood and brush area;
- Means to extinguish the fire if the need arises must be available; and
- Must be done during daylight hours.

#### 4.5.4 *Contaminated Soil*

The Site Owner or Operator may occasionally receive a call to accept contaminated soil at the Site. If the Site Operator receives a call, they must refer it to the Site Owner. The Site Owner is not obligated to accept contaminated soil; however, they may wish to accept it to use as future cover material.

The Site Owner must contact the MECP for approval as the acceptance of the contaminated soil must, in all cases, be approved by the MECP and the soil must not be considered "leachate toxic waste" by meeting the criteria as prescribed by Schedule 4 Leachate Quality Criteria, established by Ontario Regulation 558/00.



If the soil meets the leachate criteria and is approved by MECP, it must be handled as follows:

- Soil should be deposited outside of any existing fill area, in an empty area segregated from other wastes and active fill areas of the Site, while remaining inside the approved fill area boundary;
- The soil should be spread out as much as practical to facilitate in the breakdown/off-gassing of any remaining contaminants; and
- When sufficient time, as recommended by the MECP on a case-by-case basis, has elapsed, the soil should be collected, and reserved for use as cover material at the Site (Ontario Ministry of the Environment, 2009).

#### 4.5.5 Asbestos Waste

Asbestos is a naturally occurring mineral fiber. It was used in numerous building materials for its strength and ability to resist heat and corrosion before its dangerous health effects were discovered. As a result of the hazards associated with asbestos in the workplace, it is considered a designated substance under Ontario Regulation 490/09 and is therefore subject to its own regulation. A designated substance is defined as "a biological, chemical or physical agent or combination of agents for which a regulation has been developed to prohibit, regulate, limit or control worker exposure".

It is incumbent upon the generator of the waste material to determine if it does, or does not, contain asbestos and to manage its removal and transportation to an approved landfill for disposal in accordance with O. Reg. 490/09 and Reg. 347.

As a general rule, asbestos waste is usually only hazardous if it is uncontained or not managed properly thereby increasing the likelihood of the release of asbestos fibres into the air. The following procedure should be followed if asbestos waste is to be disposed of at the Site:

- If waste materials have been received at the Site and it is suspected as containing asbestos, the waste shall be treated as containing asbestos unless testing indicates otherwise;
- Redirect any asbestos waste disposal requests to the Site Owner;
- All asbestos waste loads must be pre-approved at least 48-hours prior to disposal in order to ensure adequate resources are available including a landfill attendant and a landfill operator at the site to manage the asbestos waste;



- Every person directly handling asbestos waste, supervising the unloading of asbestos waste in bulk or cleaning asbestos waste residues from containers, vehicles or equipment shall wear protective clothing and personal respiratory equipment while so doing;
- Prior to unloading or disposal, the waste shall be visually inspected to ensure that it is properly bagged or contained and is free from punctures, tears or leaks;
- Off/unloading of asbestos waste should be carried out so that no loose asbestos or punctured, broken or leaking containers of asbestos are landfilled. During the transportation or unloading process, any asbestos waste that is loose or in a container that is punctured, broken or leaking shall be packaged, immediately on discovery, in a six-mil polyethylene bag;
- The asbestos waste shall be placed in the disposal area in a manner which avoids damage to the containers and to prevent dust and spillage;
- Asbestos waste may be deposited at a landfilling site only while the depositing is being supervised by the operator of the site or a person designated by the operator for the purpose and the person supervising is not also operating machinery or the truck involved;
- Asbestos waste must be deposited in a separate area or a dedicated trench that has been adapted for the purpose of asbestos disposal (or are otherwise suitable for that purpose). This area shall be suitably sized and in a location away from the active landfilling face. The deposition area shall also be at least 1.25 metres below the surface of the disposal area to ensure that daily cover material remove in the future does not encounter the asbestos waste;
- Where asbestos waste is deposited, at least 125 centimetres of garbage or cover material must be placed immediately over the deposited asbestos waste in such a manner that direct contact with compaction equipment or other equipment operating on the site is avoided;
- Asbestos shall not be stockpiled at the landfill for burial at a later date;
- Caution should be exercised to ensure that bags or containers are not broken open before they are covered. If an asbestos container is ruptured, it should be re-packed by trained personnel prior to burial;



- Asbestos waste should not be handled during windy conditions if possible. Every person directly or indirectly involved in the transportation, handling or management of asbestos waste shall take all precautions necessary to prevent asbestos waste from becoming airborne; and
- Detailed location and maps of asbestos disposal locations should be recorded and maintained to minimize the risk of exposing asbestos waste during future activities at the landfill.

#### 4.5.6 Sewage Biosolids/Sludge

This Site is permitted to accept a maximum of 550 cubic metres per year ( $\text{m}^3/\text{year}$ ) of sewage biosolids from the Townships of Macdonald, Meredith, Aberdeen Additional, and the Incorporated Village of Hilton Beach. The total volume of sewage biosolids received at the Site shall not exceed:

- 350  $\text{m}^3/\text{year}$  from the Townships of Macdonald, Meredith and Aberdeen Additional; and
- 200  $\text{m}^3/\text{year}$  from the Incorporated Village of Hilton Beach

The dewatering trenches constructed along the northeast portion of the Site shall consist of the following design and construction standards:

- Each trench will have a minimum length of 30 m (not exceeding a maximum length of 75 m) and no wider than 5 m;
- The trenches will not extend beyond 1.5 m below ground surface and will have a maximum wall slope of 1:1 and the slope of the bottom of the trench shall not exceed 1:75;
- The bottom of each trench will be graded to slope away from the location where the hauled sewage is discharged into the trench;
- The maximum depth of the trenches will have a minimum separation distance of 1.5 m between the lowest point of the trench and the water table;
- The maximum depth of the trenches will have a minimum separation distance of 3.0 m between the lowest point of the trench and bedrock;
- Trenches will be constructed with a minimum setback distance of 30 m from the property boundary; and
- Individual trenches shall be situated a minimum of 5 m apart from other trenches.



## **5.0 SITE FACILITIES**

A record of the existing Site facilities is presented in the photographic log provided in Appendix III.

### **5.1 Fencing and Gates**

The entrance to the on-Site access road is equipped with a lockable gate, to prevent unauthorized access to the Site and to prohibit vehicle entrance and uncontrolled waste disposal outside landfill operating hours.

The perimeter of the Site is not currently fenced, however, due to the remoteness and size of the Site, as well as the surrounding forested areas, additional fencing is not considered necessary.

### **5.2 Signs**

The Site must be properly signed with clearly visible and understandable signs. The following signage is required:

- As required under Condition 3.7 of the Site's ECA, a sign or signs located at the Site entrance must include the following:
  - The name of the Site and Owner;
  - The number of the ECA;
  - The operating hours of the Site;
  - The type of wastes that are approved for receipt at the Site;
  - The telephone number to which complaints may be directed;
  - A twenty-four (24) hour emergency telephone number (if different from above);
  - and
  - A warning against dumping outside the Site.
- Additional signage at the entrance or throughout the Site may include (Ontario Ministry of the Environment, 2009):
  - Only authorized users are permitted;
  - The Site is to be used at own risk and that bears, or other animals may be present on Site;
  - No Scavenging;
  - A list of Acceptable and Unacceptable Wastes;





- The vermin and insect infestation control measures (if any) that are being employed on Site;
- The speed limit for on-Site roads (e.g. 20 km/h);
- Waste is to be segregated and deposited only in their appropriate area(s);
- A statement that refrigeration appliances are accepted only if they are tagged by a person with an Ozone Depletion Prevention Certificate confirming that all refrigerants have been removed in compliance with O.Reg. 189/94;
- The contact information (names and phone numbers) for the Site Operator for routine questions and in case of emergencies; and
- Signs within the Site that direct users to the appropriate disposal areas (e.g., wood waste, scrap metal, public dumping area, no dumping zones).

The signage at the Site is currently limited to the hours of operation and the accepted and non-accepted types of waste. Additional signage is required to meet the ECA requirements described above. As a minimum, it is recommended that a sign be posted at the site entrance with the site name, ECA number, operator name and contact information. Additionally, signs should be posted within the Site to identify the designated waste segregation areas to ensure waste types are properly deposited. The need for additional signage should be reviewed from time to time by landfill staff for adequacy and implemented as required.

### **5.3 On-Site Access Roads**

Current access to the Site is provided by an access road from the Site entrance, located approximately 450 m north off of Base Line Road. The existing Site access road is depicted on Figure 3. The on-Site access road is a compacted sand roadway which can accommodate two-way traffic. The road leads directly up to the active tipping face, segregated piles and turn around area.

## **6.0 SITE OPERATIONS**

### **6.1 Site Management and Supervision**

The *General Waste Regulation* (O. Reg. 347) states that access to a landfilling site shall be limited to such times as an attendant is on duty and shall be restricted to use by persons authorized to deposit waste in the fill area. The role of a Site attendant is to monitor all Site activities, which should help ensure that best practices are carried out by Site users, reduce the potential for unauthorized types of waste to be deposited, and keep the Site cleaner. The operating hours chosen should reflect the size of the local population, volume of waste typically deposited and seasonal variations in waste generation (e.g. summer peak periods, etc.) (Ontario Ministry of the Environment, 2009).



O. Reg. 347 requires that all incoming waste be inspected prior to being received to ensure that the Site is approved to accept such waste.

The Site Owner is the Corporation of the Village of Hilton Beach. The Site management and supervision measures in place include a locked gate located at the intersection of the main access road and the on-Site road.

The following sections outline the duties and responsibilities generally assigned to Site Owners, Site Operators and Site Attendants as described in MECP document "*Operating Manual for Small Waste Disposal Sites*", dated January 2009.

#### *6.1.1 Duties and Responsibilities of the Site Owner*

The Site Owner is the legal owner of the Site meaning the individual, company, or organization to which a waste disposal site ECA has been issued (Ontario Ministry of the Environment, 2009). The Owner of this Site is the Corporation of the Village of Hilton Beach.

The Site Owner retains legal responsibility, overall authority, and responsibility for the Site, its' operations, and compliance with this D&O Plan, the ECA conditions, any applicable Acts and Regulations (e.g. *Environmental Protection Act (EPA)*, Ontario Regulation 347 – General Waste Management (O. Reg. 347), etc.), and any direction from the MECP. Failure to abide by the Site's ECA, requirements of the EPA or O. Reg. 347, could result in enforcement action by the MECP (Ontario Ministry of the Environment, 2009).

The Site Owner is also responsible for ensuring the Site Operator operates the Site in compliance with this D&O Plan, the Site's ECA and all applicable Acts and Regulations and the Service Agreement and that the Site is operated in a safe manner, both for employees and users, at all times, and that all applicable workplace health and safety requirements are followed. It is recommended that the Site be operated as follows:

- Only solid non-hazardous domestic and commercial waste from the service area listed in Section 2.1 may be accepted;
- All incoming waste must be inspected prior to accepting it at the Site to ensure that it is approved for acceptance;
- All wastes at the Site are to be managed and disposed of in accordance with O. Reg. 347;
- The Site must be operated in a safe and secure manner which minimizes the impacts of dust, odour, noise, litter, vectors, and vermin on the general public, Site personnel, and the natural environment;



- Signage must be prominently posted at the Site entrance stating the hours of operations, the Owner's name, staff contact, and telephone number;
- A log of complaints received must be maintained, and when a complaint is received the MECP must be contacted within 48 hours of receipt of a complaint, and a written description of the complaint and the actions taken to address it must be provided to MECP within 7 days;
- Daily inspections of the Site's equipment and facilities must be conducted to ensure the Site is maintained in good working order at all times, and a log of deficiencies that have the potential to negatively impact the environment must be maintained;
- In the event a spill or leak occurs:
  - All measures necessary to contain and clean it up must begin immediately;
  - The spill, all actions taken to clean it up, and measures necessary to prevent future spills must be recorded in the daily log;
  - The spill must be immediately reported to the MECP; and
  - All waste materials from the spill must be managed and disposed of in accordance with O. Reg. 347.
- Records of all inspections, monitoring, and other activities associated with the Site are maintained at the Corporation of the Village of Hilton Beach office in paper or electronic file.

#### *6.1.2 Duties and Responsibilities of the Site Operator*

The Site Operator is the individual, company or organization that is in charge of operating a waste disposal site on a day-to-day basis. The Site Operator is the Corporation of the Village of Hilton Beach.

The Site Operator has overall authority and responsibility for day-to-day Site operations and must ensure that the Site is operated in accordance with this D&O Plan, the conditions of the Site's ECA, and all applicable Acts and regulations. Failure to operate the Site in accordance with the above-mentioned documents and the service agreement for the Site could result in enforcement action by the Corporation of the Village of Hilton Beach and/or the MECP (Ontario Ministry of the Environment, 2009).

The Site Operator is responsible for:

- Retaining a Site Attendant(s) and ensuring that the person(s) is(are) appropriately trained;



- Ensuring a trained Site Attendant is on duty whenever the Site is open for the deposition of wastes, and that they carry out their duties as described in this D&O Plan, the ECA and all applicable Acts and Regulations and the Service Agreement; and
- Ensuring that the Site is operated in a safe manner, both for employees and users, at all times, and that all applicable workplace health and safety requirements are followed (Ontario Ministry of the Environment, 2009).

The Site Operator may also be assigned the responsibility for:

- Arranging for and applying proper waste covering and compaction;
- Conducting litter clean-up around the site away from the main working face; and/or
- Repairing road surfaces, signage, fencing, gates, etc. away from the main working area.

#### *6.1.3 Duties and Responsibilities of the Site Attendant*

The Site Attendant is the on-Site supervisor who is in charge of all waste disposal activities while on duty.

The on-duty Site Attendant ensures that this Plan, the ECA and all other requirements related to waste disposal activities are followed on a day-to-day basis. The Site Attendant is instrumental in ensuring that:

- Site operations do not negatively impact the local environment;
- Authorized users are provided with a convenient and safe facility for waste disposal; and
- The Site is operated as efficiently as possible.

At a minimum, the Site Attendant should be responsible for carrying out the following duties:

- Opening and closing the Site according to posted hours of operation;
- Ensuring that only authorized users deposit waste at the Site;
- Ensuring that only authorized wastes are deposited at the Site by conducting a visual inspection of wastes brought to the Site;
- Ensuring that scavenging does not occur at the Site;
- Ensuring that refuse is only deposited at the current working face or tipping face of the Site;
- Employing appropriate emergency response procedures as required; and

Notifying the Site Operator if conditions at the Site are deteriorating. This is especially important when conditions, if not corrected, may deteriorate to the point where they threaten to violate the operational requirements listed in this Plan, the ECA, and/or the applicable Acts and Regulations.



## 6.2 Hours of Operation

In accordance with the Site's ECA, operations at the Site may be conducted daily between 7:00 am and 8:00 pm. Within this timeframe, the Owner has operational flexibility to establish and change the hours the Site receives waste.

At the present time, the days and hours of operation for the Site are as follows:

- Saturdays – 10:00 am to 3:00 pm
- Sundays – 12:00 pm to 4:00 pm

During the spring and summer months (May 15 to September 15), additional hours are as follows:

- Wednesdays – 12:00 pm to 5:00 pm
- Mondays of the long weekend – 12:00 pm to 4:00 pm

Should revisions to the hours of operation be needed, they should be approved by the required operating authority. Sufficient public notification should be provided, and updated signage should be posted at the Site entrance to reflect the changes.

## 6.3 Authorized Site Users

The Site is authorized to accept the disposal of solid, non-hazardous, domestic and commercial waste from the users in the Hilton Beach Village and Township of Hilton Beach surrounding area. The Site operator collects bagged waste and transports it to the Site daily. It is estimated that the current population being served is approximately 600 to 1,000 people.

## 6.4 Emergency Response

The Site Operator should be equipped with some form of reliable communications (e.g. radio, cellular phone if service is available, or satellite phone) while on duty. The procedures that should be followed depending on the emergency are stated below.

### 6.4.1 Fire Control

Fire is a continual risk at the landfill site due to decomposition of waste, disposal of smouldering waste, vandalism, and generation of landfill gases.

If a fire is detected at the landfill site, the Site Operator must ensure his or her own safety, then immediately contact the following phone numbers:

|                             |                 |
|-----------------------------|-----------------|
| Fire Department             | 911;            |
| NDMNRF Report a Forest Fire | 1-888-863-3473; |



MECP Spills Action Centre 1-800-268-6060; and

Site Owner 705-246-2242 (Village of Hilton Beach).

A fire extinguisher should be kept on Site, stored in the operators shed or other on-Site building. In case of fire, the preferred method of extinguishing a fire involves smothering the fire with sand cover material. The sand should be pushed over the burning area in a thickness of 1-2 m. Water should be used as a last resort, since water will accelerate leachate production. A stockpile of sand cover material should be maintained near brush/wood piles in case of fire, and the brush/wood piles should be no larger than 25 m<sup>3</sup> and 5-6 m high.

#### **6.4.2 Medical**

Should the Site Operator or a user be in need of emergency medical care, the Site Attendant should immediately contact the following phone numbers:

Emergency Medical Services 911; and

Site Owner 705-246-2242 (Village of Hilton Beach).

#### **6.4.3 Environmental Spill**

Should a spill of hazardous materials occur, or any other situation develops that poses an immediate threat to the environment, the Site Operator should contact the following phone numbers:

MECP Spills Action Centre: 1-800-268-6060; and

Site Owner 705-246-2242 (Village of Hilton Beach).

#### **6.4.4 Personal Safety/Site Security**

Should the Site Operator fear for personal safety due to threat of physical violence by any person, he or she should avoid physical confrontation at all cost, and contact the following phone numbers:

Ontario Provincial Police 911; and

Site Owner 705-246-2242 (Village of Hilton Beach)

### **6.5 Record Keeping**

Records of waste disposal activities are needed to properly assess the effectiveness and efficiency of site design and operation, their effect or relationship to any nuisance and environmental impacts, and the occurrence of any public complaints or concerns. Record keeping helps maintain high operational standards, is required for the annual operations report (where required by MECP), and to plan for future site activities.



The Corporation of the Village of Hilton Beach as the Site Owner is responsible for ensuring that records of the activities undertaken at the Site are kept. The Site Operator is responsible for keeping the required records. The Site Operator or Attendant (if applicable) is responsible for recording the required information.

Records should be kept and include the following information as outlined in the MECP document Landfill Standards Guidelines (Ontario Ministry of the Environment, 2010), as well as Conditions 3.25 and 3.26 of the current ECA:

- The type, date and time of arrival, hauler, and quantity (estimated volume as received) of all waste and cover material received at the Site;
- The area of the Site in which waste disposal operations are taking place;
- Any complaints from the public received by the Owner and/or Operator and a description of the action taken by the owner in response;
- A calculation of the total quantity (estimated volume as received) of waste received at the Site during each operating day and each operating week;
- A record of litter collection activities and the application of dust suppressants;
- A record of inspections of any control, treatment, disposal or monitoring facilities; and
- A description of any out-of-service period of any control, treatment, disposal or monitoring facilities, the reasons for the loss of service, and action taken to restore and maintain service.

## **6.6 Visual Screening**

The Site has a natural visual buffer of trees and brush between the Site and surrounding areas in all directions.

## **6.7 Dust Control**

Dust generation is common at most landfill sites due to the handling of soils and movement of vehicles along gravel and dirt roads. Dust impacts typically result from landfill site traffic, landfill operations, soil borrow operations, and wind erosion. Dust in the vicinity of a landfill site should not be problematic under normal conditions and is usually controllable under extreme dry/windy conditions.

The vehicular traffic at the Site has not resulted in significant historic dust impacts, over extended periods of time. During normal landfill operations some dust is created, however, the buffer zones surrounding the landfill area, in conjunction with the perimeter Site screening treeline, generally contain and attenuate the dust levels. Due to the remoteness of the Site and the low-use frequency, generation of dust on the Site



should not be a problem. If dust raised by vehicle traffic becomes a problem, the application of a water-based dust suppressant is an acceptable method to treat on-Site roads. It is recommended that calcium chloride be avoided if possible as performance of the landfill as a natural attenuation type facility is evaluated via chloride concentrations and the application of calcium chloride could provide confounding influences.

#### **6.8 Litter Control**

Litter can be an issue from an aesthetic perspective and present a safety and health hazard. To ensure that litter does not become problematic at the Site during normal or extremely windy conditions, the following control measures could be implemented:

- All vehicular traffic transporting waste to and around the Site should be adequately loaded to prevent debris from blowing out of the vehicle;
- Waste cover soil should be placed over the working face of the landfill, as required, in order to minimize blowing debris;
- The active face of the landfill should be kept to a minimum, especially on windy days. This may be accomplished by placing waste cover soils over a portion of the active face, should windy conditions warrant this action;
- Windblown litter should be recovered and returned to the active working face; and
- Landfill staff should continue to monitor and collect windblown debris, as conditions dictate, to prevent it from leaving the boundaries of the Site.

#### **6.9 Odour Control**

In general, landfills have the potential to emit two types of odours: waste odour and landfill gas odour. Waste odour is generated by recently deposited waste at the active face and landfill gas odour is generated by the anaerobic decomposition of organic waste materials. In addition, odour emissions can also result from leachate seeps, ponded leachate, or stagnant water on the surface of the landfill entering into an anaerobic state. It is not anticipated that Site operations will cause significant problems with respect to odour.

#### **6.10 Noise Control**

Potential noise impacts from the Site will generally result from operation of the landfill construction and stationary equipment. The operation of the equipment should be conducted in such a manner as to minimize noise impacts, whenever possible. Operation of landfill equipment should be carried out only during daylight hours to reduce the noise impacts to surrounding residents unless emergency corrective





action dictates the use of such equipment during non-daylight hours. It is not anticipated that Site operations will cause a significant problem with respect to noise given the site-specific conditions.

All landfill equipment associated with the development, operation or closure of the Site should comply with the "*Model Municipal Noise By-law Publication NPC-115 - Construction Equipment*" (MECP, August 1978), where applicable. In addition, a landfill equipment program should be maintained in accordance with the manufacturer's specifications with particular attention being given to maintaining and where feasible, improving the noise muffling systems.

In accordance with the "Noise Guidelines for Landfill Sites" (MECP, October 1998), the stipulated noise levels resulting from operation of landfill equipment are not to exceed the following allowable criteria:

- 55 dBA during any hour of the day (7:00 a.m. to 7:00 p.m.); and
- 45 dBA during any hour of the night (7:00 p.m. to 7:00 a.m.).

In the case of stationary noise sources, the allowable limits during the daytime and nighttime are 50 dBA and 45 dBA, respectively, as specified in "*Environmental Noise Guideline – Stationary and Transportation Sources – Approval and Planning (NPC-300)*" (MECP, August 2013).

If further noise control measures are determined to be required for the Site under future operating conditions, then a contingency measure would consist of a monitoring program and possibly the construction of an acoustic barrier(s) at select locations along the Site property boundary, if required. The need for and exact locations and configurations of such a barrier(s) would be determined subsequent to completion of noise measurements. Based on the results of the noise measurements, a detailed design would be undertaken for the acoustic barrier(s) and submitted to the MECP for approval.

#### **6.11 Vector and Vermin Control**

The terms vector and vermin refer to objectionable insects, rodents, and birds that may establish a habitat at a landfill. Common landfill vector and vermin include flies, rats, and gulls. The impact of these species is of concern from both a health and aesthetic perspective. Landfill operations are required to control vector and vermin on the landfill Site property.

There has not been a significant problem with vectors and vermin at the Site. However, should vector and vermin become problematic then the following control measures could be undertaken:

- Should an outbreak of flies occur at the site then an insect exterminator should be contracted to control the population on an as required basis;
- Should rodents come to inhabit the site, then extermination should be conducted by a licensed exterminator, on an as required basis; and



- Should the presence of gulls at the site become problematic, increased daily cover should be utilized.

### **6.12 Scavenging**

Both Ontario Regulation 347 (O. Reg. 347) and O. Reg. 232/98 prohibit scavenging at a landfill site. Scavenging is the uncontrolled removal of waste materials from a landfill site. Scavenging is prohibited due to safety concerns, and the potential for damage to environmental controls, monitoring equipment and other works at a landfill.

Currently, the following measures have been implemented at the Site to prevent scavenging:

- Recyclable and recoverable materials such as metals are segregated from the incoming waste streams and are removed off-Site for subsequent recycling, on an as-required basis;
- The gate is locked outside of approved operating hours to prohibit vehicle entrance when the Site is closed;
- Interim cover is applied to the active face of the landfill; and
- There is a treed buffer surrounding the Site that is comprised of coniferous trees dense enough to visually buffer the site and to discourage access to the site at any location other than the site entrance.

### **6.13 Winter and Wet Weather Operation**

Winter operations require advanced planning for Site preparation, snow removal, and the stockpiling and storage of cover material.

Many operational problems occur as a direct result of the failure to prepare an adequate disposal area in advance of winter. An area sufficient to hold more than the expected volume of waste should be prepared in advance. In addition, stockpiles of cover material, areas for piling snow, as well as snow fences, to minimize and control snow drifting, should be placed prior to the onset of winter.

During winter months, the active fill area should be located in such a manner, as to be protected from prevailing winds and, where possible, located with a southern exposure. Up to twice the estimated area for disposal during the winter months should be prepared to minimize problems associated with heavy snow and equipment failure. During the winter months, flatter grades may be required at the working face to facilitate the movement of equipment.

Sufficient quantities of waste cover soil should be stockpiled on-Site to satisfy waste cover soil requirements during the winter months.



Snow ploughing and a designated snow storage area should be considered in advance of winter conditions. A snow disposal area should be created adjacent to the active landfill area to allow the removal of snow from the tipping face and any other active landfill areas. This area should be located such that snow melt will not flow into the active landfill area. Should snow require removal and piling after ploughing, then a suitable area for snow storage should be located, which will not interfere with daily landfill operations.

Waste disposal operations are particularly hard on disposal equipment during the winter months. As such, the Site equipment should be cleaned and maintained on a daily basis to ensure adequate operation.

During wet weather operations, surface water should be directed away from the active fill area by means of temporary earth berms constructed upgradient of the active area. Under extremely wet weather conditions, the disposal operations may be temporarily relocated to a drier working area, to accommodate vehicular traffic at the working face.

On-Site equipment required to be used for continued landfill operations during rainfall events, should be provided with closed cabs.

Site roadways should be maintained in a passable condition during wet weather conditions. Should washouts of the Site roadways occur due to rainfall events, then the roadways will be reconstructed in a timely fashion and in a manner consistent with the design presented in this report.

## **7.0 LANDFILL GAS MANAGEMENT**

### **7.1 General**

Landfill gas is a colourless and flammable gas generated by methanogenic bacteria during the decomposition of organic material under anaerobic conditions. The rate of landfill gas production depends on the interrelationship of many factors, of which waste composition and age, temperature, moisture content, pH, quantity and quality of nutrients and microbial populations are the principal factors. The length of time that a landfill may generate landfill gas can be in excess of 50 years.

Landfill gas is composed of a variety of chemical compounds which reflect the type of wastes that are placed at the landfill site. In general, landfill gas is composed of approximately 50 to 55 percent (%) methane by volume, 40 to 45 % carbon dioxide by volume, and less than 1 % other gases such as sulphur species and volatile organic compounds. The concerns with landfill gas are:

- Methane gas creates an explosive hazard under certain conditions (between 5 to 15 % by volume in air);
- Landfill gas will reduce or replace the percentage of the natural atmosphere in enclosed structures, thus creating an oxygen deficient environment;



- The potential for health effects depending on the concentrations of trace gas compounds (e.g. hydrogen sulfide); and
- The potential for landfill gas to migrate through the subsurface soils and create off-Site impacts to neighboring receptors.

Landfill gas has two primary methods of emanating from the landfill site. These two methods are emission of the landfill gas to the atmosphere either under controlled release conditions (designed venting and/or collection structures) or uncontrolled conditions (venting through the landfill cover), and/or the migration of the landfill gas within the surrounding subsurface until a venting location is encountered.

The migration of landfill gas is dependent on the soil conditions at the landfill site, the landfill gas generation rate, the landfill site design, and weather conditions throughout the year. The migration of landfill gas will occur in the higher permeable soil stratigraphic units that are present around the landfill site. The landfill gas generation rate will govern the amount of gas available to migrate and impact the landfill gas migration, since landfill gas will usually rise. A perched water table or frost layer will impact the distance of landfill migration since the boundary layer will create a reduced exfiltration area for the gas. As such, landfill gas monitoring programs should include monitoring events during inclement weather conditions that would impact the extent of landfill gas migration.

The concern with methane gas is that it creates an explosive hazard under certain conditions. The concentration level at which methane has the potential to explode is called the Explosive Limit. Methane is explosive when mixed with air at concentrations between 5% by volume in air (vol %) and 15 vol %. At concentrations below 5 vol % and above 15 vol %, methane is not explosive. Therefore, the Lower Explosive Limit (LEL) of methane is 5 vol % and the Upper Explosive Limit (UEL) is defined at 15 vol %. Methane is lighter than air and is likely to dissipate unless trapped inside enclosed spaces.

## **7.2 Landfill Gas Monitoring**

Ontario Regulation 232/98 (O. Reg. 232/98) provides threshold criteria for landfill gas concentrations at new or expanding landfill sites. The criteria outlined in O. Reg 232/98 provides a basis for assessing the potential impacts due to methane gas migration. The concentration limits specified in the Regulation are:

- Less than 2.5 vol % in the subsurface at the property boundary;
- Less than 1.0 vol % volume in any on-site building, and in the area immediately outside the foundation if the building or structure is accessible to any person or contains electrical equipment or a potential source of ignition; and



- Less than 0.05 vol % in any off-site building, and in the area immediately outside the foundation if the building or structure is accessible to any person or contains electrical equipment or a potential source of ignition.

With respect to landfill gas monitoring at the Site, any buildings or structures at the Site would be required to contain adequate ventilation systems to relieve any possible landfill gas accumulation to prevent methane concentration reaching the levels within its explosive range. Routine monitoring for explosive methane gas levels should be conducted in all buildings or structures on-Site, especially enclosed structures which at times are occupied by people. Currently, these types of structures are not present at the Hilton Beach Landfill Site.

The nearest dwellings are located approximately 700 m northeast of the Site, on Base Line. Given the current volume of waste in place at the Site, it is not anticipated that methane gas generation would present an issue for the nearby dwellings. The need for landfill gas monitoring probes should be assessed in the future with the further development of the Site to monitor landfill gas migration prior to the nearby receptors (the residential properties on Base Line).

## **8.0 STORMWATER MANAGEMENT**

Currently, surface water drainage at the Site is controlled by infiltration of precipitation into the Site and overland flow towards the west. Surface water drainage has not been an issue at the Site and it is anticipated that all non-contact stormwater can continue to be managed through a combination of discharge via diffuse overland runoff and infiltration. No surface water drainage issues such as ponding have been observed at the Site during site visits completed by Pinchin. During operation of the Site, temporary soil berms should be established around the active working face to minimize the potential contact of stormwater with the waste.

The closure design strategy has been developed to follow the surrounding topography, blending the waste deposits with the surrounding terrain. At Site closure, the application of the final cover layer will reduce the amount of infiltration at the Site and may increase the amount of surface water runoff. Therefore, following installation of the final cover system, surface water drainage should be managed by a network of perimeter ditching, in order to direct any heavy precipitation or spring freshet away from the landfill to minimize infiltration and/or ponding of water on the cap. The perimeter ditches should be constructed in a trapezoidal shape, with a bottom width of 1 m and side slopes of 2 horizontal to 1 vertical (2H:1V). The low topographic relief of the Site may preclude the use of ditching and the diversion of storm and melt water may need to be conveyed by a series of shallow swales. These perimeter drainage ditches and/or swales should be field fit and directed towards the low-lying vegetated area to the east of



the Site. The low-lying area would act to slow down runoff and surface water flow received from the drainage ditches and direct water away from the landfill.

## **9.0 LEACHATE MANAGEMENT**

With respect to leachate management, it is proposed that the Site continue to operate as a natural attenuation landfill, which will utilize the attributes of the Site's natural setting for the attenuation of leachate on Site. The findings of future hydrogeologic investigations and annual monitoring results would confirm the suitability of the Site as a natural attenuation Site. The effectiveness of the leachate management system under continued operation of the Site should be evaluated through a developed long-term monitoring program for the Site based on a hydrogeological assessment.

### **9.1 Contaminant Attenuation Zone**

Attenuation of the leachate at the Site is accomplished primarily through filtration, dilution, dispersion, and adsorption processes (i.e., natural attenuation). A defined contaminant attenuation zone (CAZ) has not been established for the Site.

### **9.2 Annual Monitoring and Reporting**

#### **9.2.1 Groundwater and Surface Water Monitoring**

There is no groundwater or surface water monitoring program in place at the Site. Groundwater and surface water should be monitored throughout the active life of the Site and following closure. Groundwater flow is currently assumed to be towards the west and southwest, based on the topography of the Site and the proximity of the low-lying wetland area located to the west.

Under condition 4.1 of the Site's ECA, the Client intends to retain a qualified professional to assess the Site to determine if a groundwater and/or surface water monitoring program and an off-site groundwater and surface water mitigation plan are required for the Site. If a monitoring program and/or mitigation plan are required, then the Client shall submit it to the Director for approval by February 1, 2024.

The performance of the Site, with respect to the impact on surface water quality to the nearby surface water receivers and groundwater quality within the aquifer in the vicinity of the Site, should be assessed on an annual basis, as provided in Annual Water Quality Monitoring Reports.

The evaluation of surface water quality should involve comparison of measured surface water quality results to the Provincial Water Quality Objectives (PWQO), Aquatic Protection Values (APV) and the Canadian Water Quality Guidelines (CWQG).

The evaluation of groundwater quality should involve comparison of measured groundwater quality results from monitoring wells to the Ontario Drinking Water Quality Standards (ODWQS), formerly the



Ontario Drinking Water Objectives (ODWO). In addition, annual monitoring reports examined the potential impact of landfill operations on local groundwater quality using the MECP's Guideline B-7 (formerly the Reasonable Use Concept (RUC)).

Groundwater impacts for new proposed landfill sites are assessed at the property boundary in consideration of Guideline B-7. The Guideline B-7, the "reasonable use concept" (RUC) approach, is the MECP's groundwater management strategy for mitigating the effect of contamination on properties adjacent to its source. It establishes procedures for determining the reasonable use of groundwater on a property adjacent to sources of contaminants and establishes limits on the discharge of contaminants from facilities which dispose of waste into the shallow subsurface.

The application of "reasonable use" is outlined in Procedure B-7-1 "*Determination of Contaminant Limits and Attenuation Zones*". The procedure determines the maximum concentration ( $C_m$ ) of a particular contaminant that would be acceptable in the groundwater beneath an adjacent property and is calculated in accordance with the relationship:

$$C_m = C_b + x (C_r - C_b)$$

$C_b$  – This is the background concentration of the particular groundwater contaminant in consideration before it has been affected by human activities. From this it is possible to calculate the extent of human activities impact on contaminant levels.

$C_r$  – In accordance with the Ontario Water Management Guideline, this is the maximum concentration of a particular contaminant that should be present in the groundwater. This value is dependent on property's use of the groundwater as outlined in B-7. It also allows for the total amount of contamination. Pinchin conservatively assumes that the reasonable use of the groundwater on-site is potentially for potable drinking purposes (i.e., uses the ODWQS).

$x$  – As determined by the MECP, this constant determines the extent which the contamination has on the groundwater's use. For drinking water  $x$  is 0.5 for non-health related parameters or 0.25 for health-related parameters. For other reasonable uses it is 0.5.

Contamination concentrations which exceed  $C_m$  may have an appreciable effect on the use of an adjacent property and as such the Site should be managed in a manner to minimize environmental damage, or the operation should be modified. It is acceptable to modify the operation of the disposal site to meet the specified limits. However, if these limits are exceeded, all waste disposals, except for that done in conjunction with a reasonable plan for closure or with remedial activities, should be terminated until the specified limits have been met, or until monitoring data indicate that these limits will be met.

Determination of the replacement of contaminated water supplies and the abatement of the contaminant



plume must be made on a case-by-case basis in accordance with "*Resolution of Groundwater Quality Interference Problems*", Guideline B-9.

## **10.0 SITE CLOSURE**

### **10.1 End Use**

There is presently no end use plan formalized for the Site. It is anticipated that most of the Site area will be returned to a naturalized condition, with no land use planned for it. The final contours proposed for the D&O Plan will allow for a revegetated, passive land use area to an elevation and overall condition consistent with the surrounding natural environment.

### **10.2 Closure Plan**

A detailed Site Closure Plan in compliance with Section V of the Site's ECA should be prepared 2 years prior to the Site reaching approved final contours. This plan should be prepared with regard to the requirements outlined in the MECP Landfill Standards (MECP, 2012), and should include, but not be limited to, details on:

- Proposed end use;
- Final contour configuration;
- Design and construction of final cover;
- Landscaping;
- Site facilities (if any);
- Closure procedures;
- Closure schedule;
- Surface water control;
- Post-closure inspection, maintenance, and monitoring;
- Record keeping;
- Contingency plans; and
- Updated contaminating lifespan estimate.

The Site Closure Plan must be submitted to the MECP for review and approval prior to implementation.





## 11.0 TERMS AND LIMITATIONS

This D&O Plan was prepared for the Village of Hilton Beach (Client) for the Hilton Beach Landfill Site (Site). Conclusions derived are specific to the immediate area of study. The D&O Plan was prepared in general compliance with currently acceptable practices for environmental site investigations and specific Client requests, as applicable to this Site.

This report was prepared for the exclusive use of the Client, subject to the terms, conditions, and limitations contained within the duly authorized work plan for this project. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, is the sole responsibility of such third parties. Pinchin accepts no responsibility for damages suffered by any third party as a result of decisions made or actions conducted.

If additional parties require reliance on this report, written authorization from Pinchin will be required. Pinchin disclaims responsibility of consequential financial effects on transactions or property values, or requirements for follow-up actions and costs. No other warranties are implied or expressed. Furthermore, this report should not be construed as legal advice. Pinchin will not provide results or information to any party unless disclosure by Pinchin is required by law.

Pinchin makes no other representations whatsoever, including those concerning the legal significance of its findings, or as to other legal matters touched on in this report including, but not limited to ownership of any property, or the application of any law to the facts set forth herein. With respect to regulatory compliance issues, regulatory statutes are subject to interpretation and these interpretations may change over time.

## 12.0 REFERENCES

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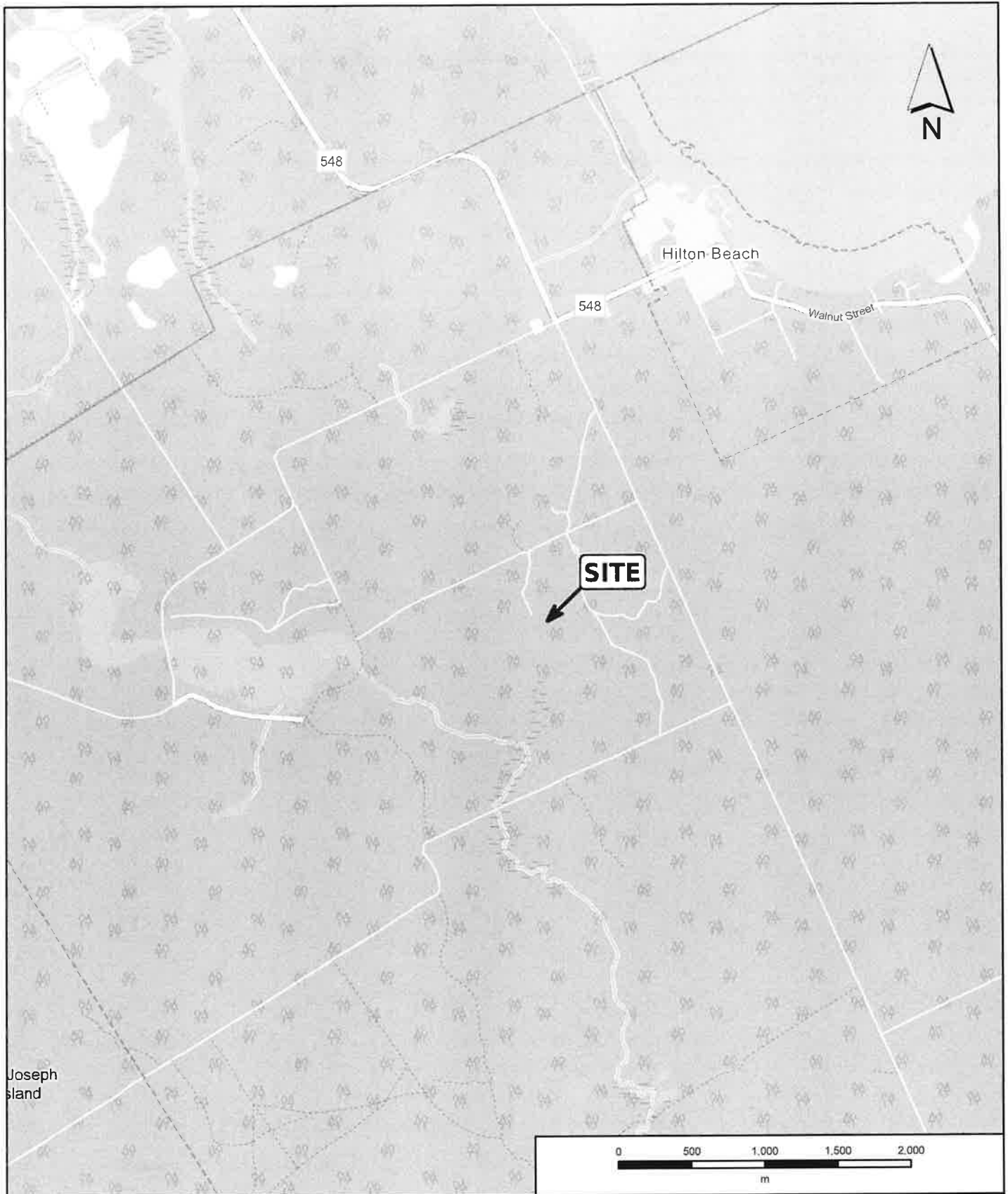
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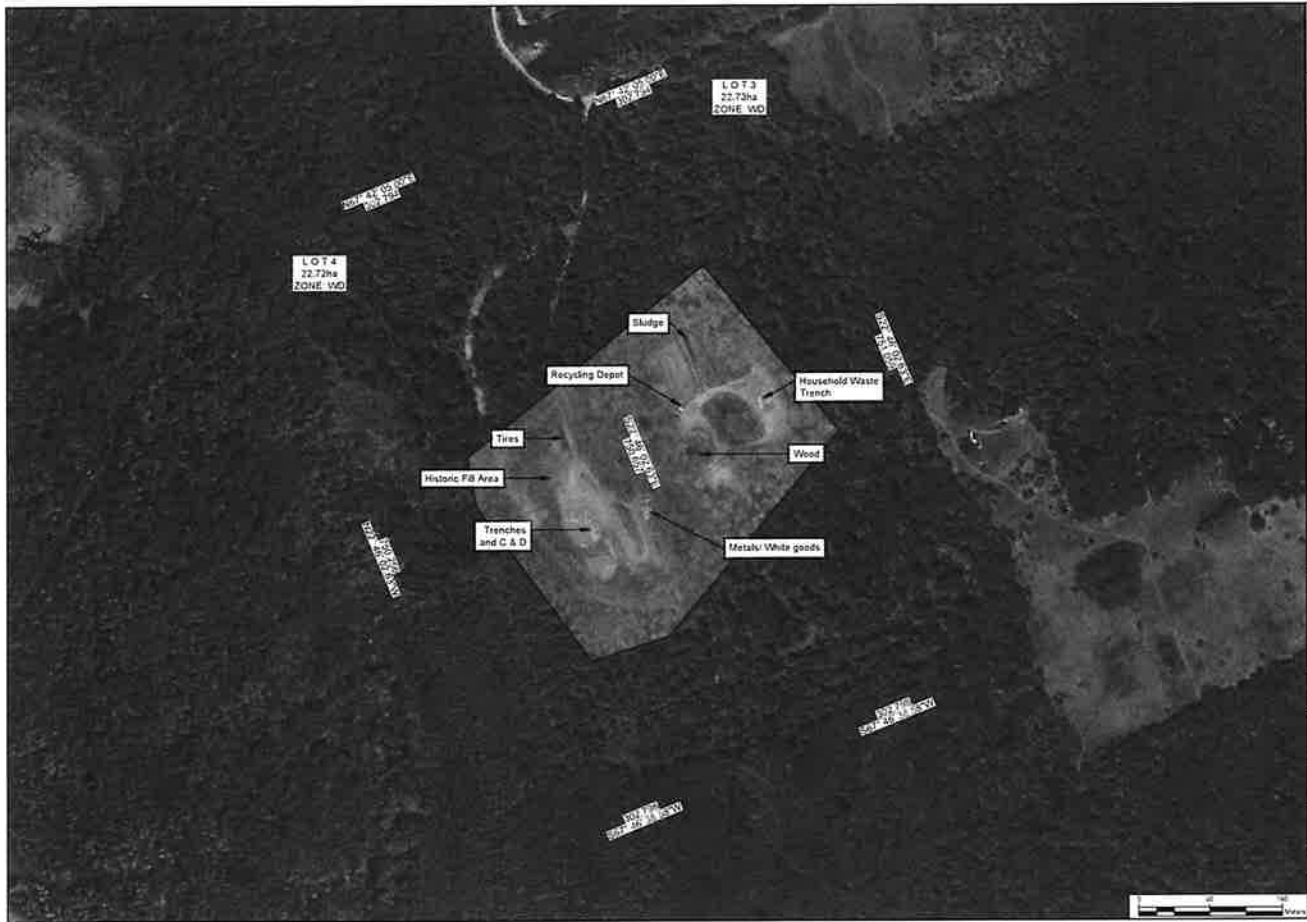
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- R.R.O. 1990, Ontario Regulation 347: *General Waste Management*, dated July 1, 2021.
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**APPENDIX I**  
**Figures**



|   |  |                |                   |                      |                    |  |
|---|--|----------------|-------------------|----------------------|--------------------|--|
|  | PROJECT NAME<br>HILTON BEACH LANDFILL DESIGN AND OPERATIONS PLAN |                |                   |                      |                    |  |
|   | CLIENT NAME<br>THE CORPORATION OF THE VILLAGE OF HILTON BEACH    |                |                   |                      |                    |  |
|   | PROJECT LOCATION<br>HILTON BEACH, ONTARIO                        |                |                   |                      |                    |  |
|   | FIGURE NAME<br>KEY MAP   |                |                   |                      |                    |  |
| PROJECT NUMBER<br>307418  | SCALE<br>1:50,000  | DRAWN BY<br>DM | REVIEWED BY<br>AV | DATE<br>OCTOBER 2022 | FIGURE NUMBER<br>1 |  |



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NATURAL VEGETATION

**PINCHIN**

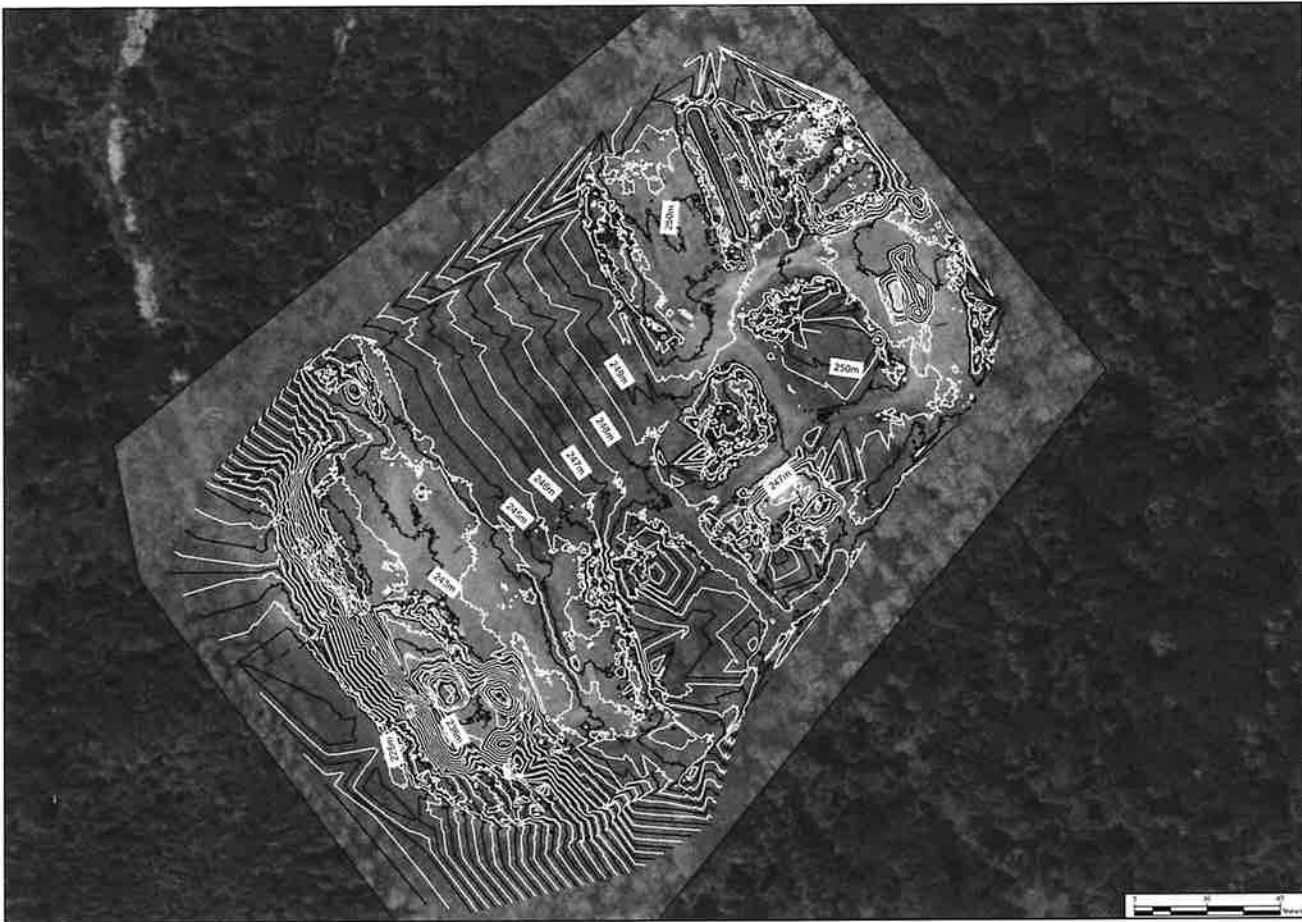
HILTON BEACH LANDFILL  
DESIGN AND OPERATIONS PLAN

THE CORPORATION OF THE  
VILLAGE OF HILTON BEACH

HILTON BEACH, ONTARIO

**SITE LAYOUT**

|              |          |
|--------------|----------|
| 307418       | AS SHOWN |
| DM           | AV       |
| OCTOBER 2022 | 2        |



MAJOR CONTOURS (1.0m)  
MINOR CONTOURS (0.3m)

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HILTON BEACH LANDFILL  
DESIGN AND OPERATIONS PLAN

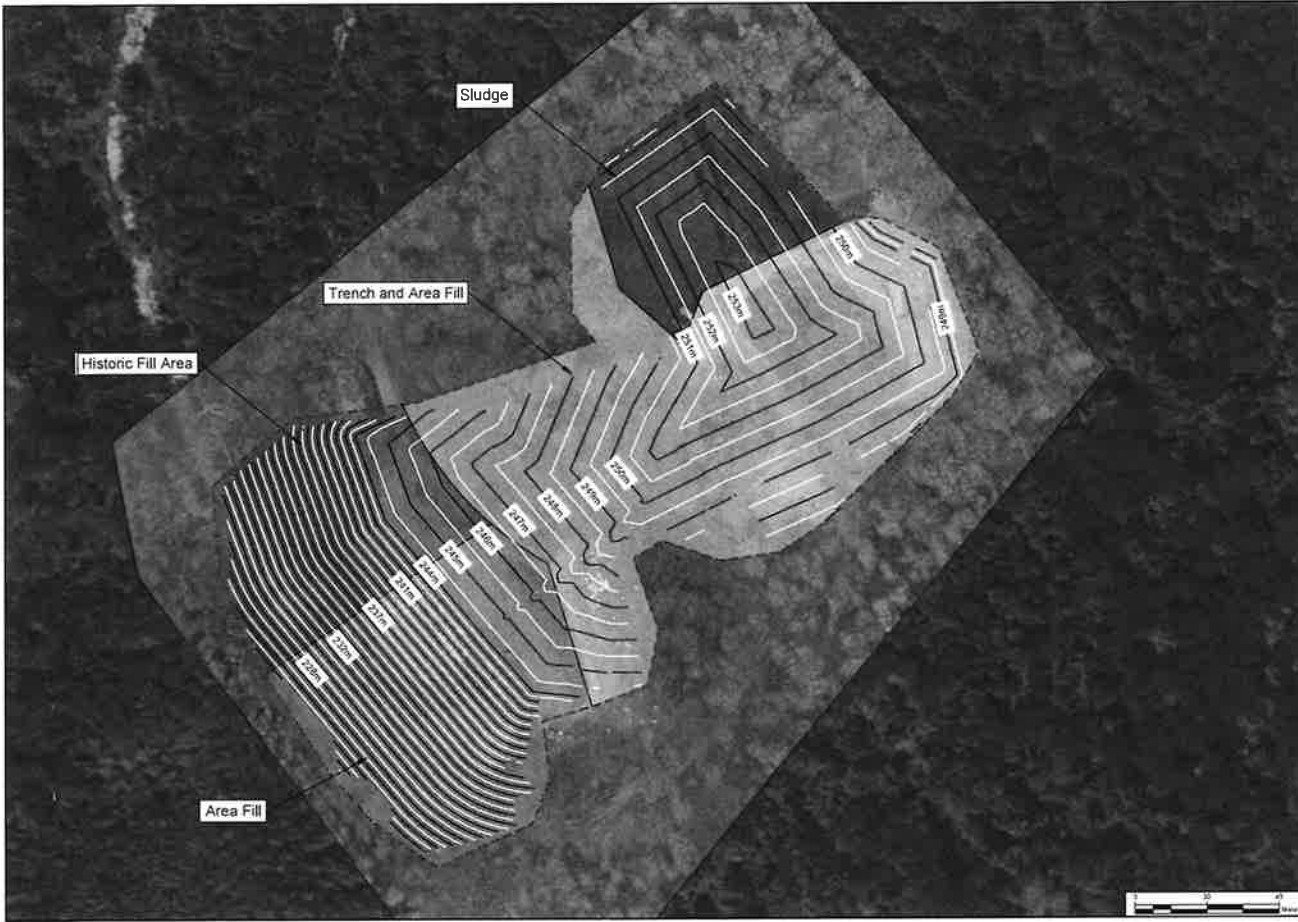
THE CORPORATION OF THE  
VILLAGE OF HILTON BEACH

HILTON BEACH, ONTARIO

EXISTING TOPOGRAPHIC  
CONTOURS

|        |          |
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| 307410 | AS SHOWN |
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FINAL FOOTPRINT BOUNDARY  
MAJOR CONTOURS (1.0m)  
MINOR CONTOURS (0.5m)  
SLUDGE, NO WASTE DEPOSITIONS  
COMBO (TRENCH AND AREA FILL)  
AREA FILL  
HISTORIC FILL AREA

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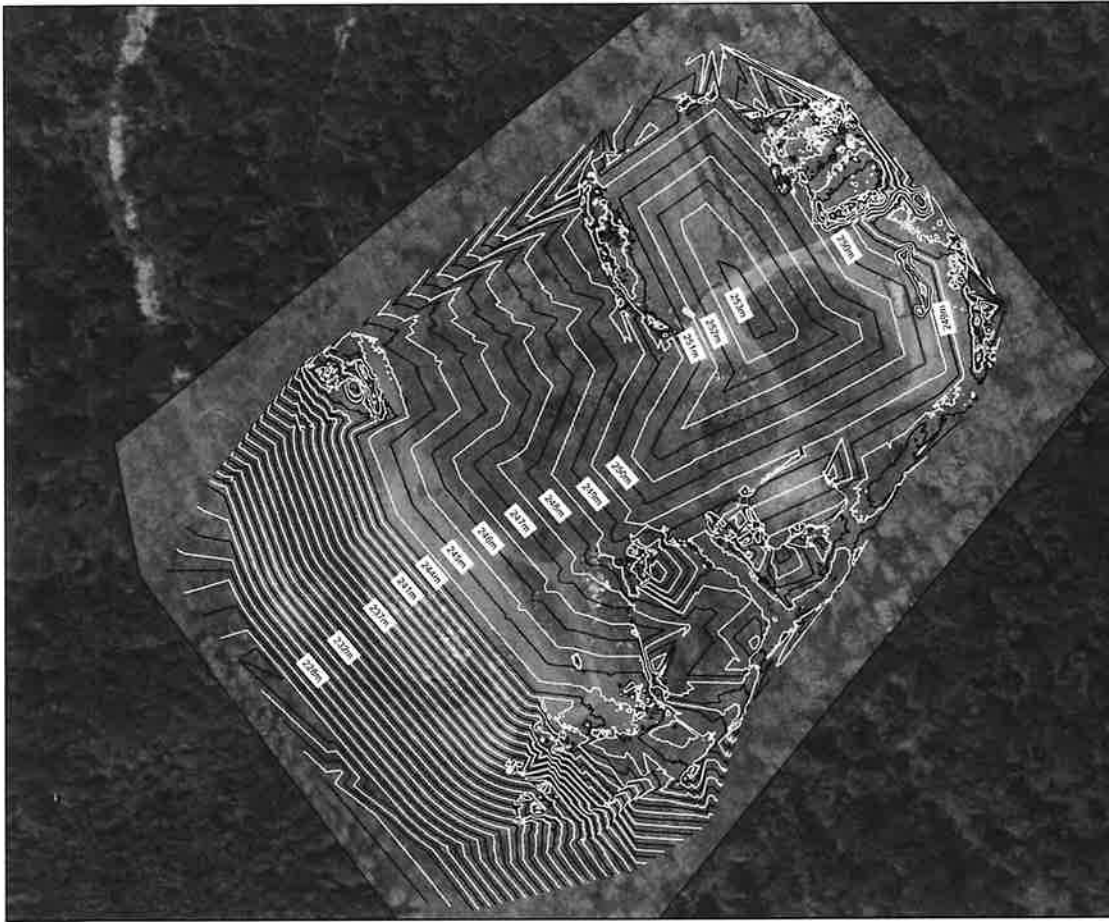
HILTON BEACH LANDFILL  
DESIGN AND OPERATIONS PLAN

THE CORPORATION OF THE  
VILLAGE OF HILTON BEACH

HILTON BEACH, ONTARIO

WASTE DISPOSAL AREAS

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MAJOR CONTOURS (1 0m)  
MINOR CONTOURS (0 5m)

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INTERPRETING MAPS



HILTON BEACH LANDFILL  
DESIGN AND OPERATIONS PLAN

THE CORPORATION OF THE  
VILLAGE OF HILTON BEACH

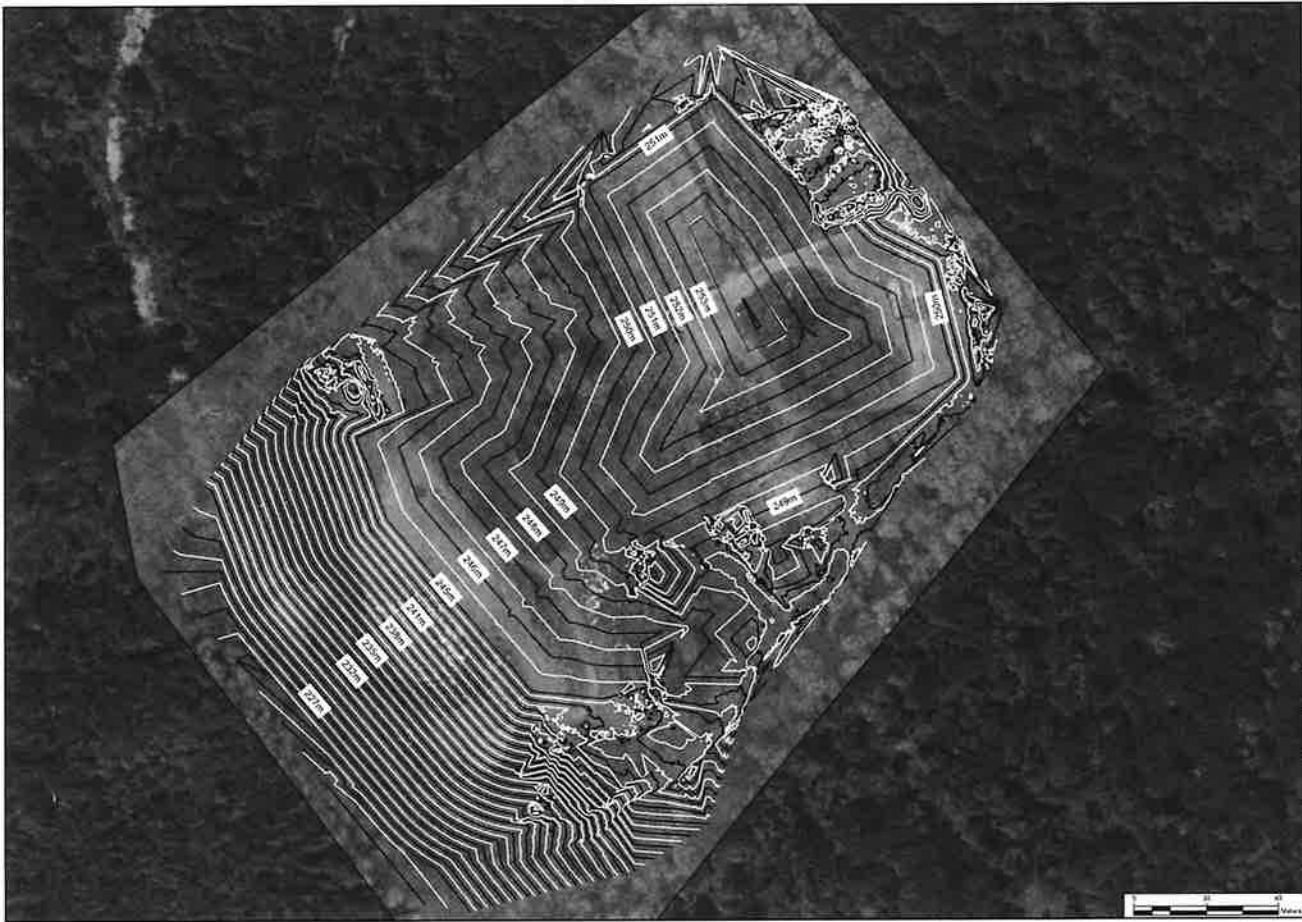
HILTON BEACH, ONTARIO

PROPOSED FINAL WASTE  
CONTOURS

307418 AS SHOWN  
DM AV

OCTOBER 2022 5'





MAJOR CONTOURS (1.0m)  
MINOR CONTOURS (0.5m)

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OR MISREPRESENTATION



HILTON BEACH LANDFILL  
DESIGN AND OPERATIONS PLAN

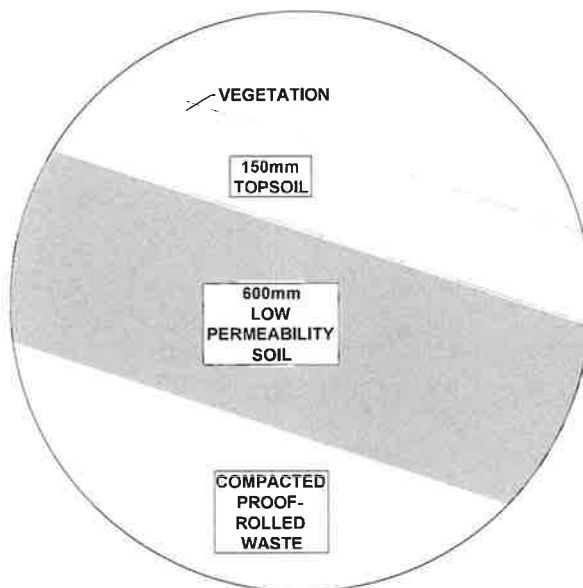
THE CORPORATION OF THE  
VILLAGE OF HILTON BEACH

HILTON BEACH, ONTARIO

PROPOSED FINAL COVER  
CONTOURS

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OCTOBER 2022 6



DETAIL TRADITIONAL SOIL COVER  
OPTION 1

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INTERPRETATION



HILTON BEACH LANDFILL  
DESIGN AND OPERATIONS PLAN

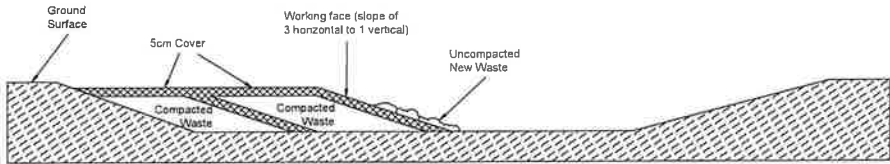
THE CORPORATION OF THE  
VILLAGE OF HILTON BEACH

HILTON BEACH, ONTARIO

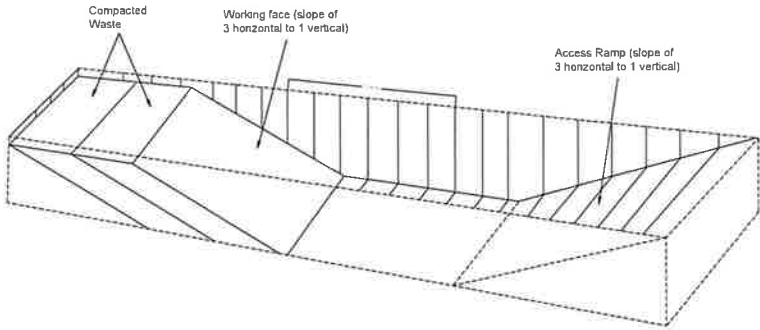
FINAL COVER DETAILS

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Trench Example - Side Profile



Trench Example - 3-Dimensional Profile



Note: Cover to be applied to all exposed waste surfaces, as shown in the side profile, above

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INTERPRETATION



HILTON BEACH LANDFILL  
DESIGN AND OPERATIONS PLAN

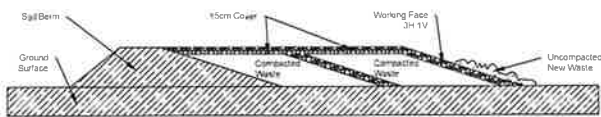
THE CORPORATION OF THE  
VILLAGE OF HILTON BEACH

HILTON BEACH, ONTARIO

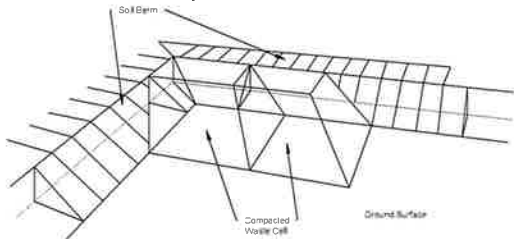
TRENCH FILL PROFILES

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| OCTOBER 2022 |          |

Area Fill Example - Side Profile



Area Fill Example - 3-D Dimensional Profile



Notes - exposed sides of waste cells to be sloped 3 units horizontal to 1 unit vertical for safety  
- cover to be applied to all exposed waste surfaces as shown in the side profile above

LEGEND IS COLOUR DEPENDENT  
NON-COLOUR COPIES MAY ALTER  
INTERPRETATION



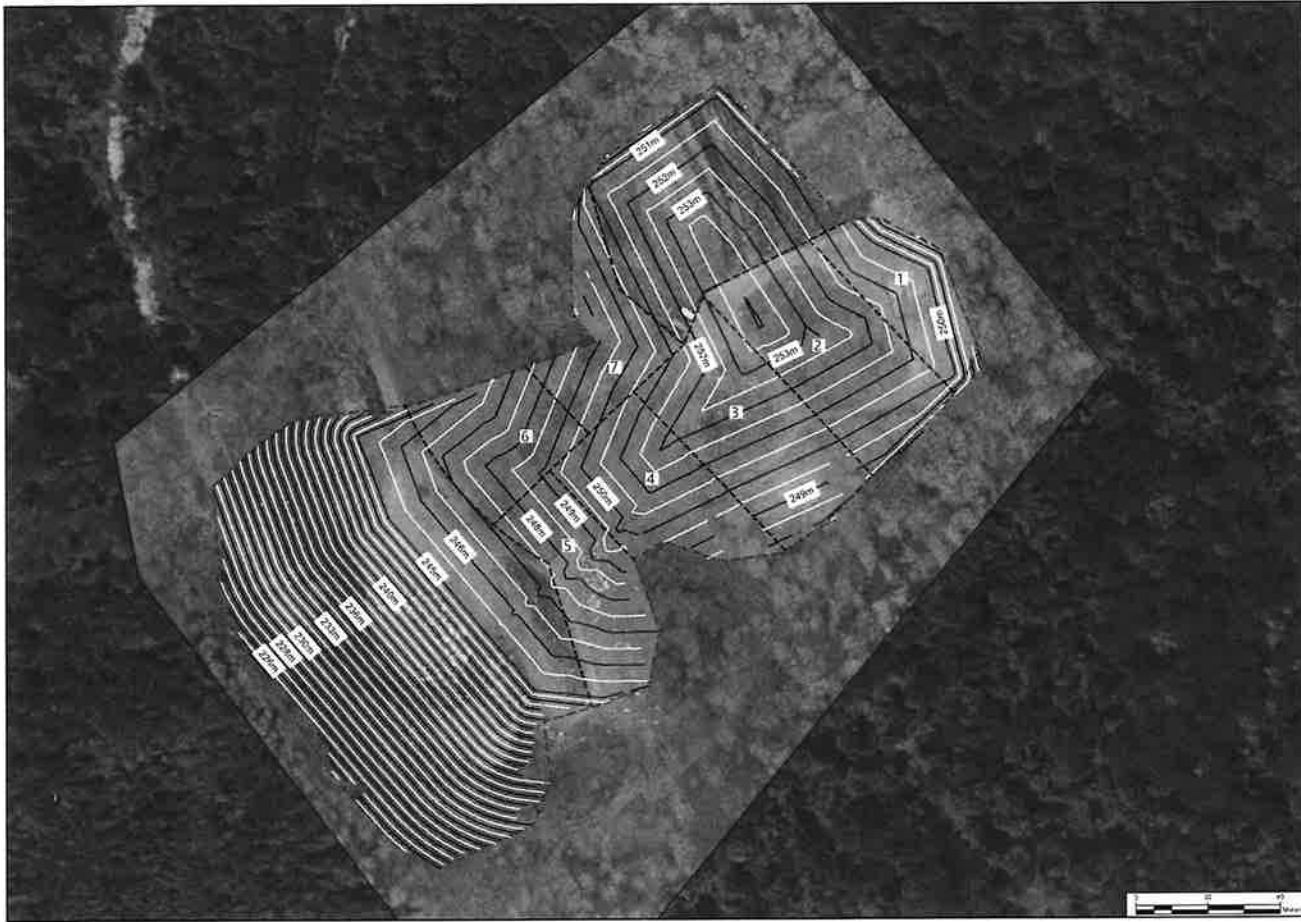
HILTON BEACH LANDFILL  
DESIGN AND OPERATIONS PLAN

THE CORPORATION OF THE  
VILLAGE OF HILTON BEACH

HILTON BEACH, ONTARIO

AREA FILL PROFILES

|              |          |
|--------------|----------|
| 307418       | AS SHOWN |
| DM           | AV       |
| OCTOBER 2022 | 9        |





FINAL FOOTPRINT BOUNDARY  
MAJOR CONTOURS (10m)  
MINOR CONTOURS (5m)  
FUTURE TRENCH AREA

LEGEND IS COLOUR DEPENDENT  
NON-COLOUR COPIES MAY ALTER  
INTERPRETATION



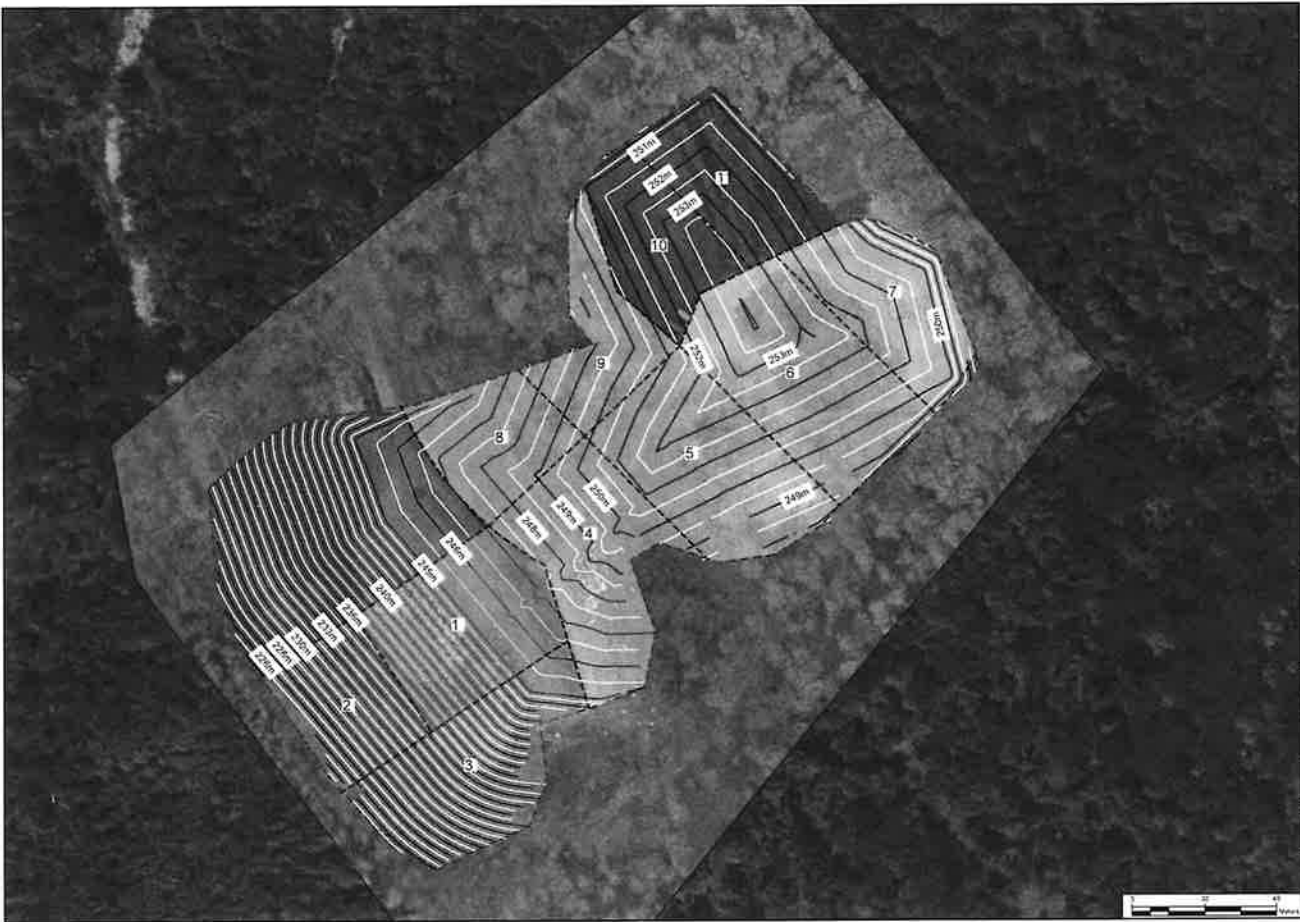
HILTON BEACH LANDFILL  
DESIGN AND OPERATIONS PLAN

THE CORPORATION OF THE  
VILLAGE OF HILTON BEACH

HILTON BEACH, ONTARIO

PROPOSED SITE DEVELOPMENT  
PLAN - BELOW GRADE WASTE  
DEPOSITION

|              |          |
|--------------|----------|
| 307418       | AS SHOWN |
| DM           | AV       |
| OCTOBER 2022 | 10A      |





--- FILL FOOTPRINT BOUNDARY

--- MAJOR CONTOURS (1M)

--- MINOR CONTOURS (0.5M)

■ SLUDGE AREA FILL

■ CROWN (TRENCH AND AREA FILL)

■ AREA FILL

■ READING FILL AREA

LEGEND IS COLOUR DEPENDENT  
NON-COLOUR FORMS MAY ALLOW  
OVERINTERPRETATION.



HILTON BEACH LANDFILL  
DESIGN AND OPERATIONS PLAN

THE CORPORATION OF THE  
VILLAGE OF HILTON BEACH

HILTON BEACH, ONTARIO

PROPOSED SITE DEVELOPMENT  
PLAN - ABOVE GRADE WASTE  
DEPOSITION

307418

DM

OCTOBER 2022

AS SHOWN

AV

10B

**APPENDIX II**  
**Environmental Compliance Approval**

**AMENDED ENVIRONMENTAL COMPLIANCE APPROVAL**

NUMBER A560901

Issue Date: March 2, 2022

The Corporation of the Village of Hilton Beach  
Post Office Box, No. 25  
Hilton Beach, Ontario  
P0R 1G0

Site Location: Hilton Beach Landfill Site  
Lot 3, 4, Concession 15  
Hilton Township, District Of Algoma

*You have applied under section 20.2 of Part II.1 of the Environmental Protection Act, R.S.O. 1990, c. E. 19 (Environmental Protection Act) for approval of:*

the use and operation of a 44.5 hectare landfill site for the disposal of domestic and commercial wastes and a waste transfer station, as follows:

*For the purpose of this environmental compliance approval, the following definitions apply:*

**I DEFINITION OF TERMS**

- a) "Approval" or "ECA" means this Environmental Compliance Approval and any attached Schedules to it, including the application and supporting documentation listed in the attached Schedule "A";
- b) "CAZ" or "Contaminant Attenuation Zone" means land adjacent to a landfilling site that is used for the attenuation of contaminants from the landfilling site to levels that will not have an unacceptable impact beyond the boundary of the zone.
- c) "Director" means any Ministry employee appointed by the Minister pursuant to Part II.1 of the EPA;
- d) "District Manager" means the District Manager of the Sault Ste. Marie District Office of the Ministry;
- e) "EPA" or "Act" means the Environmental Protection Act, R.S.O. 1990, c. E.19, as amended;
- f) "Ministry" or "MECP" means the Ontario Ministry of the Environment, Conservation and Parks , formerly known as the Ontario Ministry of the Environment or Ontario Ministry of the Environment and Climate Change or MOE or MOECC;



- g) "NMA" means Nutrient Management Act, 2002, S.O. 2002, c. 4, as amended;
- h) "Operator" means any person, other than the Owner's employees, authorized by the Owner as having the charge, management or control of any aspect of the Site and includes its successors or assigns;
- i) "Owner" means any person that is responsible for the establishment or operation of the Site being approved by this Approval, and includes The Corporation of the Village of Hilton Beach;
- j) "OWRA" means the Ontario Water Resources Act, R.S.O. 1990, c. O.40, as amended;
- k) "PA" means the Pesticides Act, R.S.O. 1990, c. P-11, as amended;
- l) "Provincial Officer" means any person designated in writing by the Minister as a provincial officer pursuant to Section 5 of the OWRA, Section 5 of the EPA, Section 17 of the PA, Section 4 of the NMA, or Section 8 of the SDWA;
- m) "Reasonable Use Guideline" means the Ministry Guideline B-7 entitled "Incorporation of the Reasonable Use Concept into MOE Groundwater Management Activities, dated April 1994, as amended;
- n) "Regulation 347" or "Reg. 347" means Regulation 347, R.R.O. 1990, made under the EPA, as amended;
- o) "SDWA" means Safe Drinking Water Act, 2002, S.O. 2002, c. 32, as amended;
- p) "Site" means the entire property including the 44.5 ha landfill area, located at Lot 3, 4, Concession 15 Hilton Township, District Of Algoma;
- q) "Municipality" means The Corporation of the Village of Hilton Beach;
- r) "Transfer Station" refers to part of the Site that shall be used for the temporary storage of wastes prior to the removal of the wastes to a final disposal site.
- s) "Guideline C-7" means the Guideline C-7: burning at landfill sites, Ontario Ministry of the Environment, April 1994.

*You are hereby notified that this environmental compliance approval is issued to you subject to the terms and conditions outlined below:*

## **TERMS AND CONDITIONS**

### **II GENERAL PROVISIONS**

#### **Compliance**

2.1 The Owner and Operator shall ensure compliance with all the conditions of this Approval and shall

ensure that any person authorized to carry out work on or operate any aspect of the Site is notified of this Approval and the conditions herein and shall take all reasonable measures to ensure any such person complies with the same.

- 2.2 Any person authorized to carry out work on or operate any aspect of the Site shall comply with the conditions of this Approval.

### **In Accordance**

- 2.3 Except as otherwise provided by this Approval, the Site shall be designed, developed, built, operated and maintained in accordance with the documentation listed in the attached Schedule "A".

### **Interpretation**

- 2.4 Where there is a conflict between a provision of any document listed in Schedule "A" in this Approval, and the conditions of this Approval, the conditions in this Approval shall take precedence.
- 2.5 Where there is a conflict between the application and a provision in any document listed in Schedule "A", the application shall take precedence, unless it is clear that the purpose of the document was to amend the application and that the Ministry approved the amendment.
- 2.6 Where there is a conflict between any two documents listed in Schedule "A", the document bearing the most recent date shall take precedence.
- 2.7 The conditions of this Approval are severable. If any condition of this Approval, or the application of any condition of this Approval to any circumstance, is held invalid or unenforceable, the application of such condition to other circumstances and the remainder of this Approval shall not be affected thereby.

### **Other Legal Obligations**

- 2.8 The issuance of, and compliance with, this Approval does not:
- a. relieve any person of any obligation to comply with any provision of any applicable statute, regulation or other legal requirement; or
  - b. limit in any way the authority of the Ministry to require certain steps be taken or to require the Owner and Operator to furnish any further information related to compliance with this Approval.

### **Adverse Effect**

- 2.9 The Owner and Operator shall take steps to minimize and ameliorate any adverse effect on the natural environment or impairment of water quality resulting from the Site, including such accelerated or additional monitoring as may be necessary to determine the nature and extent of the effect or impairment.
- 2.10 Despite an Owner, Operator or any other person fulfilling any obligations imposed by this Approval the person remains responsible for any contravention of any other condition of this Approval or any

applicable statute, regulation, or other legal requirement resulting from any act or omission that caused the adverse effect to the natural environment or impairment of water quality.

### **Change of Ownership**

- 2.11 The Owner shall notify the Director, in writing, and forward a copy of the notification to the District Manager, within 30 days of the occurrence of any changes in the following information:
- a. the ownership of the Site;
  - b. the Operator of the Site;
  - c. the address of the Owner or Operator; and
  - d. the partners, where the Owner or Operator is or at any time becomes a partnership and a copy of the most recent declaration filed under the Business Names Act, R. S. O. 1990, c. B.17, shall be included in the notification.
- 2.12 No portion of this Site shall be transferred or encumbered prior to or after closing of the Site unless the Director is notified in advance and sufficient financial assurance is deposited with the Ministry to ensure that these conditions will be carried out.
- 2.13 In the event of any change in ownership of the Site, other than change to a successor municipality, the Owner shall notify the successor of and provide the successor with a copy of this Approval, and the Owner shall provide a copy of the notification to the District Manager and the Director.

### **Registration of a Requirement (Certificate of Requirement) on Title**

- 2.14 Prior to dealing with the property in any way, the Owner shall provide a copy of this Approval and any amendments, to any person who will acquire an interest in the property as a result of the dealing.
- 2.15
- a. If not completed previously, within 6 months of issuance of this ECA, the Owner shall submit to the Director:
    - i. a plan of survey prepared, signed and sealed by an Ontario Land Surveyor, which shows the area of the Site where waste has been or is to be deposited at the Site;
    - ii. proof of ownership of the Site;
    - iii. the legal abstract of the property;
    - iv. a completed Certificate of Requirement; and its supporting documents, containing a registerable description of the Site; and
    - v. a letter signed by a member of the Law Society of Upper Canada; or other qualified legal practitioner acceptable to the Director, verifying the legal description provided in the Certificate of Requirement.
  - (b) Within fifteen (15) calendar days of receiving a Certificate of Requirement authorized by the Director, the Owner shall:
    - i. register the Certificate of Requirement in the appropriate Land Registry Office on the title to the property; and
    - ii. submit to the Director and District Manager a copy of the registered document together with a copy of the PIN Abstract confirming the registration.

### **Inspections by the Ministry**

- 2.16 No person shall hinder or obstruct a Provincial Officer from carrying out any and all inspections authorized by the OWRA, the EPA, the PA, the SDWA or the NMA, of any place to which this Approval relates, and without limiting the foregoing:
- a. to enter upon the premises where the approved works are located, or the location where the records required by the conditions of this Approval are kept;
  - b. to have access to, inspect, and copy any records required to be kept by the conditions of this Approval;
  - c. to inspect the Site, related equipment and appurtenances;
  - d. to inspect the practices, procedures, or operations required by the conditions of this Approval; and
  - e. to sample and monitor for the purposes of assessing compliance with the terms and conditions of this Approval or the EPA, the OWRA, the PA, the SDWA or the NMA.

### **Information and Record Retention**

- 2.17
- a. Except as authorized in writing by the Director, all records required by this Approval shall be retained at the Municipal Offices for a minimum of two (2) years from their date of creation.
  - b. The Owner shall retain all documentation listed in Schedule "A" for as long as this Approval is valid.
  - c. All monthly summary reports are to be kept at the Site and/or the Municipal Office until they are included in the Annual Report.
  - d. The Owner shall retain employee training records as long as the employee is working at the Site.
  - e. The Owner shall make all of the above documents available for inspection upon request of Ministry staff.
- 2.18 The receipt of any information by the Ministry or the failure of the Ministry to prosecute any person or to require any person to take any action under this Approval or under any statute, regulation or other legal requirement, in relation to the information, shall not be construed as:
- a. an approval, waiver, or justification by the Ministry of any act or omission of any person that contravenes any term or condition of this Approval or any statute, regulation or other legal requirement; or
  - b. acceptance by the Ministry of the information's completeness or accuracy.
- 2.19 The Owner shall ensure that a copy of this Approval, in its entirety and including all its Notices of Amendment, and documentation listed in Schedule "A", are retained at the Site at all times.
- 2.20 Any information related to this Approval and contained in Ministry files may be made available to the public in accordance with the provisions of the Freedom of Information and Protection of Privacy Act, RSO 1990, CF-31.

### **III OPERATIONS AND DESIGN**

#### **Operation**

- 3.1 The Site shall be operated and maintained at all times including management and disposal of all waste, in accordance with the EPA, Regulation 347, and the conditions of this Approval. At no time shall the discharge of a contaminant that causes or is likely to cause an adverse effect be permitted.
- 3.2 The Owner shall prepare a Design and Operational Report (D&O) and submit it to the Director for approval by February 1, 2024. The D&O shall, at a minimum contain the following:
  - a. Description of the site and surrounding features;
  - b. Waste quantities and characteristics;
  - c. Areal delineation of current waste limits which should be surveyed, described and shown on a figure;
  - d. Analysis of historical landfilling area, volumes and theoretical capacity calculations for the site;
  - e. Detailed description of landfill development for the life of the landfill;
  - f. Detailed description of waste transfer site;
  - g. Description of the operation of the site for both the landfill and waste transfer site;
  - h. Description of environmental monitoring and annual reporting;
  - i. Complaint response procedure;
  - j. Site closure;
  - k. Contingency plans; and
  - l. Figures and tables to support sections of the report.
- 3.3 The Site shall be operated in accordance with the Reasonable Use Guideline.
- 3.4 The Site shall consist of the landfill and waste transfer station.

#### **Service Area and Hours of Operations**

- 3.5 Only waste that is generated within The Corporation of the Village of Hilton Beach and Hilton Township shall be accepted at the Site.
- 3.6 Operations at the Site may be conducted daily between 7:00 am and 8:00 pm. Within this timeframe the Owner has operational flexibility to establish and change the hours the Site receives waste.

#### **Signage and Security**

- 3.7 The Owner shall install and maintain a sign at the main entrance/exit to the Site on which, at a minimum, is legibly displayed the following information:
  - a. the name of the Site and Owner;
  - b. the number of the ECA;
  - c. the operating hours of the Site;
  - d. the type of wastes that are approved for receipt at the Site;
  - e. the telephone number to which complaints may be directed;
  - f. a twenty-four (24) hour emergency telephone number (if different from above); and

g. a warning against dumping outside the Site.

- 3.8 No waste shall be received, landfilled or removed from the Site unless a Trained Personnel is present and supervises the operations during operating hours. The Site shall be closed when a Trained Personnel is not present to supervise landfilling or waste transfer.
- 3.9 The Site shall be operated and maintained in a secure manner. During non-operating hours, the Site entrance and exit gates shall be locked and the Site shall be secured against access by unauthorized persons.

### **Approved Waste Types for Landfill and Transfer**

- 3.10 The Owner may only accept the following categories of Municipal (non-hazardous) solid waste to be landfilled at the Site:
- Domestic Waste, and
  - Industrial, Commercial and Institutional (IC&I) Wastes.
- 3.11 The Owner may only accept the following categories of waste to be stored and transferred at the Site:
- Recyclable Materials which includes: Glass, Cans and Plastics; Cardboard and Paper; and
  - Scrap Metal and White Goods.
- 3.12
- The Owner shall ensure all incoming loads are inspected by a Trained Personnel to ensure only waste approved under this ECA are received at this Site;
  - If any incoming waste load is known to, or is discovered to, contain unapproved waste, that load shall not be accepted at the Site; and
  - If any unapproved waste is discovered on-Site, that waste shall be immediately disposed of in accordance with the EPA and Reg. 347.
- 3.13
- This Site is permitted to accept a maximum of 550 cubic metres per year ( $m^3$ /year) of sewage biosolids from the Townships of Macdonald, Meredith, Aberdeen Additional, and the Incorporated Village of Hilton Beach.
  - Total volume of sewage biosolids received at the Site shall not exceed:
    - 350 cubic metres per year ( $m^3$ /year) from the Townships of Macdonald, Meredith and Aberdeen Additional; and
    - 200 cubic metres per year ( $m^3$ /year) from the Incorporated Village of Hilton Beach.
- 3.14 Asbestos waste may be accepted at the Site provided that the waste is accepted, handled and disposed of as per Regulation 347.

### **Waste Limit and Storage**

- 3.15 The amount of waste that the Site may accept within the landfill areas shall be determined and described in the D&O outlined in Condition 3.2.
- 3.16 The waste to be stored and transferred at the Site must adhere to the following maximum amounts and storage timeframes:

- a. The recyclable materials shall be removed from the Site as required or at least once a year.
  - b. White Goods and Scrap Metal shall be stockpiled at the Site and removed from the Site as required or at least once a year.
- 3.17 The Owner/Operator shall remove the refrigerant as defined in O. Reg. 463/10 in accordance with the following:
- a. All White Goods containing refrigerants which have not been tagged by a licensed technician to verify that the equipment no longer contains refrigerants, shall be stored separately from other White Goods in an upright position; and
  - b. White Goods containing refrigerants received at the Site shall be shipped off-Site in order to have the refrigerants removed by a licensed technician in accordance with O. Reg. 463/10; or
  - c. The refrigerant shall be removed at the Site by a licensed technician, in accordance with O. Reg. 463/10, prior to shipping White Goods off-Site.
- 3.18 Locations of non-landfill wastes (stockpiles, containers, and bins) are allowed to be moved around the Site from time to time to allow for the development of the landfill. Any changes to the Site layout must be included as a figure in the annual report.
- 3.19 Municipal Hazardous and Special Wastes (MHSW) may be accepted at the Site on days that the Owner is hosting special MHSW disposal days. These events may occur at the Owner's discretion throughout the year. A licensed contractor shall be used to collect and transfer the MHSW on these days.

#### **Landfill Cell Cover**

- 3.20 The entire working face shall be covered with minimal thickness of cover material of 150 mm every month, when the weather permits. The District Manager may modify the frequency if they believe that the coverage is not providing adequate control.
- 3.21 In areas where landfilling is temporarily discontinued for a minimum period of 3 months, an intermediate cover of a minimum of 300 mm shall be applied.

#### **Nuisance Control**

- 3.22 The Owner shall operate and maintain the Site such that the dust, odours, vectors, vermin, birds, litter, noise and traffic do not create a nuisance.
- 3.23 The Owner shall conduct regular inspections and clean-up of the landfill for litter.

#### **Burning of Clean Wood and Brush Waste**

- 3.24 Burning of clean wood and brush waste at the Site is permitted under the direct supervision of the Trained Personnel and/or Municipality staff as long as it is conducted during daylight hours in a segregated portion of the Site and in compliance with Ministry Guideline C-7.

#### **Daily Inspections**

- 3.25 An inspection of the Site shall be conducted each day of operation to ensure that:
- a. the Site is secure;
  - b. that the operation of the Site is not causing any nuisances;
  - c. that the operation of the Site is not causing any adverse effects on the environment; and
  - d. that the site is being operated in compliance with this ECA.
- Any deficiencies discovered as a result of the inspection shall be remedied as soon as reasonably possible, including temporarily ceasing operations at the Site if needed.

### **Record Keeping**

- 3.26 The Owner shall maintain a daily record, on each day of operation, either electronically or in a log book which shall include the following information:
- a. the type, date and time of arrival, source, and quantity of all waste received at the Site;
  - b. the date, type, quantity and destination of all waste transferred from the Site;
  - c. a record of any waste refusals which shall include: amounts, reasons for refusal and actions taken; and
  - d. a record of the daily inspections required by Condition 3.25.

### **Employees and Training**

- 3.27 A training plan for all employees that operate any aspect of the Site shall be developed and implemented by the Owner. Only Trained Personnel shall operate any aspect of the Site or carry out any activity required under this ECA.

### **Complaints Procedure**

- 3.28 If at any time, the Owner receives complaints regarding the operation of the Site, the Owner shall respond to these complaints according to the following procedure:
- a. The Owner shall record and number each complaint, either electronically or in a log book, and shall include the following information: the nature of the complaint, the name, address and the telephone number of the complainant if the complainant will provide this information and the time and date of the complaint;
  - b. The Owner, upon notification of the complaint, shall initiate appropriate steps to determine all possible causes of the complaint, proceed to take the necessary actions to eliminate the cause of the complaint and forward a formal reply to the complainant; and
  - c. The Owner shall complete and retain, at the Office of the Municipality, a copy of the report written within one (1) week of the complaint date, listing the actions taken to resolve the complaint and any recommendations for remedial measures, and managerial or operational changes to reasonably avoid the recurrence of similar incidents.

## **IV MONITORING**

- 4.1 The Owner shall have a qualified professional assess the Site to determine if a groundwater and/or surface water monitoring program and an off-site groundwater and surface water mitigation plan are required for the Site. If a monitoring program and/or mitigation plan are required, then the Owner shall submit it to the Director for approval by February 1, 2024.



## **V CLOSURE PLAN**

- 5.1 At least two (2) years prior to the anticipated date of closure of the landfill at the Site, the Owner shall submit to the Director for approval, with copies to the District Manager, a detailed site closure plan pertaining to the termination of landfilling operations at this Site, post-closure inspection, maintenance and monitoring, and end use. The plan shall include, at a minimum, the following:
- a. a plan showing Site appearance after closure;
  - b. a description of the proposed end use of the Site;
  - c. a descriptions of the procedures for closure of the Site, including:
    - i. advance notification of the public of the landfill closure;
    - ii. posting of a sign at the Site entrance indicating the landfill is closed and identifying any alternative waste disposal arrangements;
    - iii. completion, inspection and maintenance of the final cover and landscaping;
    - iv. site security;
    - v. removal of unnecessary landfill-related structures, buildings and facilities;
    - vi. final construction of any control, treatment, disposal and monitoring facilities for leachate, groundwater, surface water and landfill gas, where needed; and
    - vii. a schedule indicating the time-period for implementing sub-conditions i) to vi) above.
  - d. descriptions of the procedures for post closure care of the Site, including:
    - i. operation, inspection and maintenance of the control, treatment, disposal and monitoring facilities for leachate, groundwater, surface water and landfill gas, where needed;
    - ii. record keeping and reporting; and
    - iii. complaint contact and response procedures;
  - e. an assessment of the adequacy of and need to implement the contingency plans for leachate and methane gas; and
  - f. an updated estimate of the contaminating life span of the Site, based on the results of the monitoring programs to date.
- 5.2 The Site shall be closed in accordance with the closure plan as approved by the Director.

## **VI ANNUAL REPORT**

- 6.1 A written report on the development, operation and monitoring of the Site, shall be completed annually (the "Annual Report"). The Annual Report shall be submitted to the District Manager, in electronic format, by March 31 of each year, and shall cover the 12 month period of the preceding year, starting with March 31, 2023.
- 6.2 The Annual Report shall include the following:
- a. the results and an interpretive analysis of the results of all groundwater and surface water monitoring, including an assessment of the need to amend the monitoring programs;
  - b. site plans showing areas of landfilling operation and transfer station layout during the reporting period; areas of intended operation during the next reporting period; and the progress of any final cover or vegetative cover;
  - c. calculations of the volume of waste and cover deposited or placed at the Site during the reporting period and a calculation of the total volume of Site capacity used during the reporting period;

- d. a calculation of the remaining capacity of the Site and an estimate of the remaining Site life;
- e. a summary of any complaints received and the responses made;
- f. a summary of type and quantity of all wastes received and transferred from the Site and the destination;
- g. a discussion of any operational problems encountered at the Site and corrective action taken;
- h. any changes to the Design and Operations Report and the Closure Plan that have been approved by the Director since the last Annual Report; and
- i. a report on the status of all monitoring wells and a statement as to compliance with Ontario Regulation 903.

The following items are added to the Schedule "A":

**Schedule "A"**

1. Application for a waste disposal site and supporting information form dated June, 1972.
2. Letter and its attachment from Gloria Fischer, Clerk - Treasurer, Incorporated Village of Hilton Beach to Frank Tesolin, MOE, dated September 25, 2000, Re: Application.
3. Letter and its attachment from Gloria Fischer, Clerk - Treasurer, Incorporated Village of Hilton Beach to Mohsen Keyvani, MOE, dated February 26, 2001, Re: CofA Application 4456-4QHMG7.

*The reasons for the imposition of these terms and conditions are as follows:*

*The reason for Condition 1 is to define the specific meaning of terms and simplify the wording of conditions within this ECA.*

*The reason for Conditions 2(1), (2), (4), (5), (6), (7), (8), (9), (10), (17), (18) and (19) is to clarify the legal rights and responsibilities of the Owner and Operator under this Approval.*

*The reasons for Condition 2(3) are to ensure that the Site is designed, operated, monitored and maintained in accordance with the application and supporting documentation submitted by the Owner, and not in a manner which the Director has not been asked to consider.*

*The reasons for Condition 2(11) are to ensure that the Site is operated under the corporate name which appears on the application form submitted for this approval and to ensure that the Director is informed of any changes.*

*The reasons for Condition 2(12) are to restrict potential transfer or encumbrance of the Site without the approval of the Director and to ensure that any transfer of encumbrance can be made only on the basis that it will not endanger compliance with this Approval.*

*The reason for Condition 2(13) is to ensure that the successor is aware of its legal responsibilities.*

*The reasons for Condition 2(14) and (15) are that the Part II.1 Director is an individual with authority pursuant to Section 197 of the Environmental Protection Act to require registration on title and provide any person with an interest in property before dealing with the property in any way to give a copy of the Approval to any person who will acquire an interest in the property as a result of the dealing.*

*The reason for Condition 2(16) is to ensure that appropriate Ministry staff has ready access to the Site for inspection of facilities, equipment, practices and operations required by the conditions in this Approval. This Condition is supplementary to the powers of entry afforded a Provincial Officer pursuant to the Act, the OWRA, the PA, the NMA and the SDWA.*

*Condition 2 (20) has been included in order to clarify what information may be subject to the Freedom of Information Act.*

*The reasons for Conditions 3 and 4 are to ensure that the Site is designed, operated, monitored and maintained in accordance with the application and supporting documentation submitted by the Owner, and not in a manner which the Director has not been asked to consider.*

*The reasons for Conditions 3 and 4 are also to ensure that the Site is operated, inspected and maintained in an environmentally acceptable manner and does not result in a hazard or nuisance to the natural environment or any person.*

*The reason for Condition 3.6 is to specify the hours of operation for the landfill Site.*

*The reasons for Conditions 3.8 through 3.9 are to ensure that the Site is supervised by properly trained staff in a manner which does not result in a hazard or nuisance to the natural environment or any person and to ensure the controlled access and integrity of the Site by preventing unauthorized access when the Site is closed and no site attendant is on duty.*

*The reasons for Conditions 3.10 through 3.19 are to specify the approved areas from which waste may be accepted at the Site and the types and amounts of waste that may be accepted for disposal at the Site or transferred from the Site, based on the Owner's application and supporting documentation.*

*The reasons for Conditions 3.20 through 3.21 are to ensure that daily and intermediate cover is used to control potential nuisance effects, to facilitate vehicle access on the site, and to ensure an acceptable site appearance is maintained.*

*The reasons for Conditions 3.25 and 3.26 are to ensure that detailed records of Site inspections are recorded and maintained for inspection and information purposes.*

*The reason for Condition 3.28 is to ensure that any complaints regarding landfill operations at this Site are responded to in a timely and efficient manner.*

*The reason for Condition 4.1 is to demonstrate that the landfill site is performing as designed and the impacts on the natural environment are acceptable. Regular monitoring allows for the analysis of trends over time and ensures that there is an early warning of potential problems so that any necessary remedial/contingency action can be taken.*

*The reason for Condition 5 is to ensure that final closure of the Site is completed in an aesthetically pleasing manner, in accordance with Ministry standards, and to ensure the long-term protection of the health and safety of the public and the environment.*

*The reason for Condition 6 is to ensure that regular review of site development, operations and monitoring data is documented and any possible improvements to site design, operations or monitoring programs are identified. An annual report is an important tool used in reviewing site activities and for determining the effectiveness of site design.*

**Upon issuance of the environmental compliance approval, I hereby revoke Approval No(s). A560901 issued on September 7, 1983**

In accordance with Section 139 of the *Environmental Protection Act*, you may by written notice served upon me and the Ontario Land Tribunal within 15 days after receipt of this notice, require a hearing by the Tribunal. Section 142 of the *Environmental Protection Act* provides that the notice requiring the hearing ("the Notice") shall state:

- a. The portions of the environmental compliance approval or each term or condition in the environmental compliance approval in respect of which the hearing is required, and;
- b. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

Pursuant to subsection 139(3) of the *Environmental Protection Act*, a hearing may not be required with respect to any terms and conditions in this environmental compliance approval, if the terms and conditions are substantially the same as those contained in an approval that is amended or revoked by this environmental compliance approval.

The Notice should also include:

1. The name of the appellant;
2. The address of the appellant;
3. The environmental compliance approval number;
4. The date of the environmental compliance approval;
5. The name of the Director, and;
6. The municipality or municipalities within which the project is to be engaged in.

And the Notice should be signed and dated by the appellant.

This Notice must be served upon:

Registrar\*  
Ontario Land Tribunal  
655 Bay Street, Suite 1500  
Toronto, Ontario  
M5G 1E5  
OLT.Registrar@ontario.ca

and

The Director appointed for the purposes of Part II.1 of  
the *Environmental Protection Act*  
Ministry of the Environment, Conservation and Parks  
135 St. Clair Avenue West, 1st Floor  
Toronto, Ontario  
M4V 1P5

\* Further information on the Ontario Land Tribunal's requirements for an appeal can be obtained directly from the Tribunal at: Tel: (416) 212-6349 or 1 (866) 448-2248, or [www.olt.gov.on.ca](http://www.olt.gov.on.ca)

The above noted activity is approved under s.20.3 of Part II.1 of the *Environmental Protection Act*.

DATED AT TORONTO this 2nd day of March, 2022



Mohsen Keyvani, P.Eng.  
Director  
appointed for the purposes of Part II.1 of the  
*Environmental Protection Act*

CM/

c: Area Manager, MECP Sault Ste. Marie

c: District Manager, MECP Sudbury

The Corporation of the Village of Hilton Beach, The Corporation of the Village of Hilton Beach

**APPENDIX III**  
**Photographic Log**



Photo 1 – Landfill entrance, access road and gate.



Photo 2 – Entrance signage.



Photo 3 – On-site signage.

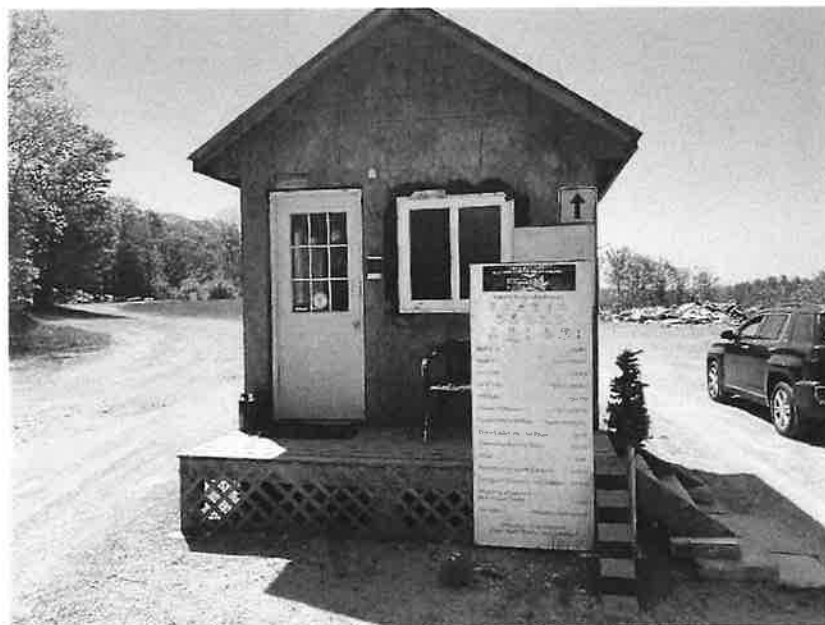


Photo 4 – Attendants shed.





Photo 5 – Active area fill.



Photo 6 – Wood storage area.



Photo 7 – Recycling depot.



Photo 8 – Sludge drying trenches.

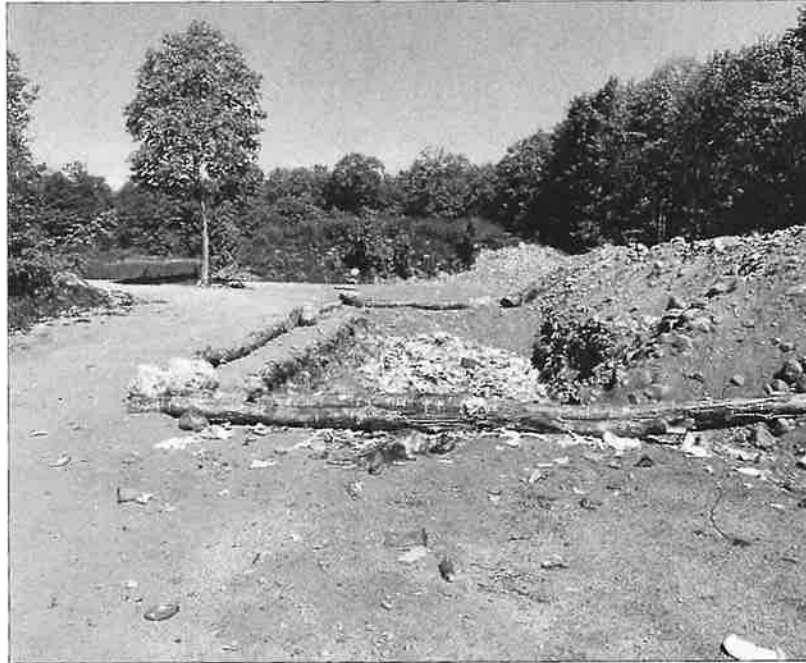


Photo 9 – Active trench.



Photo 10 – Metals and white goods storage area.

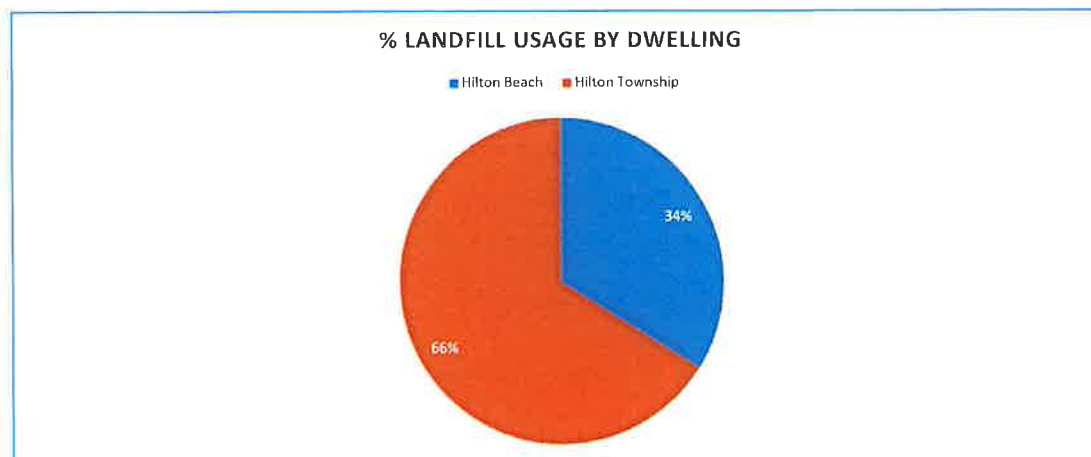


Photo 11 – Tires storage area.

## Landfill Usage Breakdown - April 17/2025

|                       | Hilton Beach | Hilton Township |
|-----------------------|--------------|-----------------|
| Residential Dwellings | 134          | 335             |
| Businesses            | 47           | 19              |
| <b>Total</b>          | <b>181</b>   | <b>354</b>      |
| <b>Percent Usage</b>  | <b>34</b>    | <b>66</b>       |

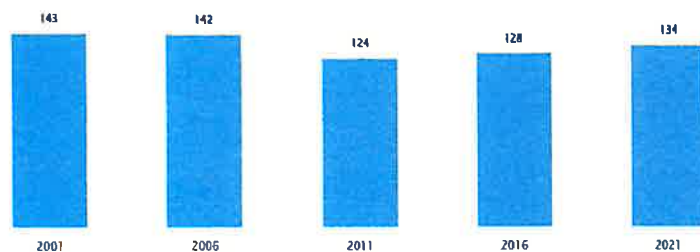
| Estimated Effective Dwellings from Businesses |    |                 |    |
|---|----|-----------------|----|
| Hilton Beach                                  |    | Hilton Township |    |
| General Store                                 | 3  | Trailer Park    | 16 |
| Marina  | 9  | Twin Lakes Park | 2  |
| Trailer Park                                  | 25 | Big Point Park  | 1  |
| Mad Jacks                                     | 1  |                 |    |
| Tilt'n Hilton                                 | 7  |                 |    |
| Forbes Park                                   | 2  |                 |    |
|   | 47 |                 | 19 |



### Hilton Beach

#### Total Private Dwellings

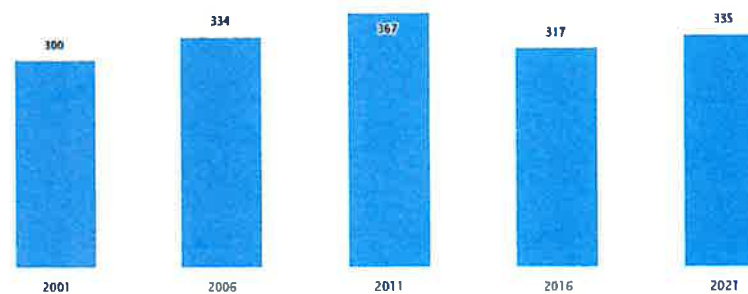
Source: Statistics Canada, Census.  
Last Updated: February 2022



### Hilton Township

#### Total Private Dwellings

Source: Statistics Canada, Census.  
Last Updated: February 2022



**INCORPORATED VILLAGE OF HILTON BEACH**

3100 BOWKER STREET, P.O. BOX 25

HILTON BEACH, ONTARIO – POR 1G0

PHONE (705) 246-2242  
FAX (705) 246-2913E-MAIL: [info@hiltonbeach.com](mailto:info@hiltonbeach.com)  
WEBSITE: [www.hiltonbeach.com](http://www.hiltonbeach.com)

April 10, 2025

Township of Hilton  
2983 Base Line  
P.O Box 205  
Hilton Beach, ON  
POR 1G0

RE: Recycling

Dear Council,

The Ontario Government will transition the Blue Box/Recycling Program in 2026 to a producer-responsible system. This means that municipalities will not be responsible for collection. This new system will not include recycling collected from industrial, commercial or institutional locations.

Circular Materials is responsible for Depot Operations Agreements with Municipalities. The Hilton Landfill transitioned on April 1<sup>st</sup> with the contract ending December 31<sup>st</sup> 2025.

In many meetings and letter writing, Circular Materials has refused to accept that Hilton Township was a user of the recycling at the Landfill even though you do not have your own freestanding blue box depot. Hilton Township was not on the transition schedule for 2025 along with the Village of Hilton Beach.

The original signed contract back in October 2024 was amended in February 2025 to remove Hilton Township's non-eligible sources using documents/data from DataCall to do their calculations. In doing so, CM will charge the Village back on their calculations each month of what Hilton Township's portion of NES (non-eligible sources) based on \$200 per tonne. This could range from \$75.00-\$100.00 per month as discussed with CM.

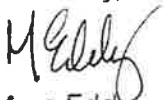
The current contract will re-imburse the Village of Hilton Beach for 9 months at \$584.55 then reduce it by Hilton Township's NES.

Council would like Hilton Township Council to consider re-imbursing the Village by the calculated reduction each month from April 1 – December 31<sup>st</sup>, 2025. RPG is to provide documentation/spreadsheets to verify the amounts and can be provided to Hilton Township.

Please see the attached resolutions.

Thank you for your consideration and understanding of the situation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Myra Eddy', written over the printed name.

Myra Eddy  
Village of Hilton Beach.

Encl/me

rh) iii)

Village of Hilton Beach

Resolution No. \_\_\_\_\_

Meeting: March 12, 2025

Moved by S.B. 

Seconded by S.C. \_\_\_\_\_


WHEREAS Circular Materials is the Common Collection System Administrator and is responsible for the procurement of collection, depot hauling and receiving facility services on behalf of all PRO and producers.

WHEREAS Circular Material does not recognize the Township of Hilton as being on the Transition Schedule starting April 1, 2025, along with the Village of Hilton Beach and considers any Hilton Beach's recycling to be Non-Eligible.

WHEREAS the original contracted amount for Circular Materials to pay to the Village of Hilton Beach combined the tonnes from both the Village of Hilton Beach and Hilton Township.

WHEREAS the tonnes collected from Hilton Township is to be charged back to the Village of Hilton Beach at a rate of \$200 per tonne.

BE IT RESOLVED THAT Council agrees to the Amended Contract of \$584.55 less Hilton Beach tonnes per month with Circular Materials for recycling at the Hilton Landfill from April 1<sup>st</sup> to December 31<sup>st</sup>, 2025.



CARRIED



Village of Hilton Beach

Resolution No. 2025-30

Meeting: March 12, 2025

Moved by S.C.

Seconded by S.B. Brown

BE IT RESOLVED that the Village of Hilton Beach send a letter to the Township of Hilton requesting re-imbursement for the costs calculated by Circular Materials as being non-eligible from April 1<sup>st</sup> to December 31<sup>st</sup>, 2025.

B.A.

CARRIED

RECORDED VOTE    YES    NO

Mayor Robert Hope

Councillor Sarah Brown

Councillor Sally Cohen

Councillor Brian Delvecchio

Councillor Kelly Rathwell

Village of Hilton Beach

13a)

## CORPORATION OF THE TOWNSHIP OF HILTON

## Payment Voucher April 2025

| NAME                                 | DESCRIPTION  | AMOUNT       | CHEQUE #         |
|--------------------------------------|--|--------------|------------------|
| MPAC                                 | Quarterly billing  | \$4,590.14   | 14195            |
| Algoma District Services Admin Board | April municipal levy   | \$31,072.50  | 14196            |
| Dan Rowlinson                        | 2025 Trapping course   | \$275.00     | 14197            |
| Canada Revenue                       | March source deductions  | \$5,459.06   | 14198            |
| Algoma Power Inc.                    | March power  | \$345.28     | 14199            |
| Tulloch Engineering Inc.             | March building inspections   | \$77.97      | 14200            |
| Algoma Veterinary Committee          | 2025 membership  | \$60.14      | 14201            |
| Bell Canada                          | Telephone (Office and garage)  | \$315.10     | 14202            |
| Toromont                             | Backhoe maintenance  | \$95.97      | 14203            |
| TMS Truck Centre Ltd.                | Plow truck maintenance   | \$216.35     | 14204            |
| Traction                             | Backhoe and plow maintenance   | \$294.79     | 14205            |
|                                      | See Payroll  |              | 14206            |
|                                      | See Payroll  |              | 14207            |
| Wanita Barber                        | April cleaning   | \$105.00     | 14208            |
| Kentvale Merchants Ltd.              | Gas & lawnmower parts  | \$396.44     | 14209            |
| Linde Canada Inc.                    | Welding cylinder lease   | \$384.14     | 14210            |
| Village of Hilton Beach              | 2024 fire hydrant maintenance fee  | \$1,620.00   | 14211            |
| Algoma Office Equipment              | April photocopier contract   | \$36.62      | 14212            |
| Valley Blades Ltd.                   | Bolt-On Grader blades  | \$2,337.16   | 14213            |
| EncompassIT.ca                       | IT, Mthly back up, server back up, emails, website                                   | \$1,149.32   | 14214            |
| Co-Op                                | Clear and coloured diesel  | \$1,675.24   | 14215            |
|                                      | FOI payment return   | \$10.00      | 14216            |
| Petty Cash                           | Creamer, CACA-meeting, MPAC meeting supplies   | \$59.90      | 14217            |
| Hilton Union Public Library          | 2025 Levy  | \$21,234.28  | 14218            |
| Payroll                              | Payroll April 1-15, 2025   | \$8,807.95   | AFT & chq. 14206 |
| Payroll                              | Payroll April 16-30, 2025 (includes 1 hr Roads OT)                                   | \$10,366.88  | AFT & chq. 14207 |
| Sara Dinsdale                        | Reimbursement for mileage  | \$481.32     | AFT              |
| Dave Scagel                          | Reimbursement for truck parts  | \$248.59     | AFT              |
| Bob Hope                             | April fire honourarium   | \$200.00     | AFT              |
| Rod Wood                             | April council honourarium  | \$400.00     | AFT              |
| Janet Gordanier                      | April council honourarium  | \$231.00     | AFT              |
| Mike Trainor                         | April council honourarium  | \$168.00     | AFT              |
| OMERS                                | April pension contributions  | \$4,287.74   | AFT              |
| Equitable                            | April Premiums   | \$1,987.46   | Auto payment     |
| NCU Visa                             | March Statement -office & shop supplies, tools,<br>internet, rd's cell, gas, postage | \$2,741.24   | Online payment   |
| Total:                               |  | \$101,730.58 |                  |