

THE CORPORATION OF THE TOWNSHIP OF HILTON

**A G E N D A**

Regular Meeting of Council

August 13, 2025 – 7:00 pm

Council Chamber - Hilton Township Municipal Building

---

[Click here to join the meeting via Microsoft Teams](#)

Meeting ID: 280 194 598 149 4

1. Call to Order
2. Declarations of Pecuniary Interest
3. Motion to Accept Agenda as presented
4. Delegations: None
5. Public Meeting:
  - a) Review 2025 Municipal Budget
  - b) Clerk Report regarding tax levy increase of 8.44%
  - c) Review OPTA Tax Analysis, Tax Impact Summary, and 2025 Tax Rates Summary
  - d) Adopt 2025 Municipal Budget
  - e) Adopt 2025 Tax Rates By-law #1465-25
6. Approval of Minutes:
  - a) Regular Meeting of July 9, 2025
  - b) Closed Meeting of July 9, 2025
7. Roads:
  - a) Road Superintendent updates
  - b) Clerk Report re: Sand Structure RFQ's Received
8. Fire/Emergency Management:
  - a) Emergency Preparedness Brochures
  - b) Memo re: First Aid/CPR Training & CEMC Meeting
9. Building/By-Law Enforcement:
  - a) Tulloch Invoices Costs vs Fees Summary
  - b) Request from By-Law Enforcement Officer Brant Coulter re laptop purchase
10. Planning:
  - a) Consent Application #9/24:
    - I. Letter to Mr. Rob Dumanski re: Conditions, including 2 enclosures dated July 16, 2025
    - II. Cash in Lieu of Parkland Calculation

11. Administration:

- a) Provincial Offences Agreement with SSM
- b) Memo re Landfill
- c) Clerk Report re: Ontario Trillium Foundation (OTF) Grant Status
- d) Appointment of Deputy Clerk-Treasurer By-law #1466-25
- e) By-Laws Amendments:
  - i. 2025 Appointment By-law #1467-25: Pound Keeper/Trench Inspector/Weed Inspector, Personnel Committee, Landfill Committee, Seniors/Disabled Advisory Committee
  - ii. Retention Policy & By-Law #1468-25: To include transitory records

12. Correspondence:

- a) Letter from Municipal Policing Bureau re: Distribution of Police Record Check Revenue
- b) Hilton Township Summer/Fall 2025 Newsletter

13. Expenditures:

- a) July 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)(b): Personal Matters About an Identifiable Individual* to discuss by-law complaints received by the township.

15. Return to open meeting

16. Confirmatory By-law

17. Adjourn

5 a)

|           |   | 2024 ACTUAL  | Difference   | 2025 Budget (Initial) |
|-----------|---|--------------|--------------|-----------------------|
| Account # | REVENUE                                       |              |              |                       |
| 401000    | Tax levy-municipal                            | 791,279.01   | 473.01       | 862,753               |
| 402000    | Tax Levy-supplemental-municipal               | 3,519.40     | 1,519.40     | 2,000.00              |
| 403000    | Mun tax write offs                            | (314.30)     | 685.70       | (1,000.00)            |
| 405000    | Interim Tax Levy                              |              | -            |                       |
| 411000    | Grant-in-lieu-ontario                         | 5,154.23     | (246.77)     | 6,941.00              |
| 412000    | Grant-in-lieu-municipal                       | 1,246.77     | 22.77        | 1,300.00              |
| 415000    | Tax levy-school board                         | 138,330.40   | 2,830.40     | 138,803.26            |
| 415100    | Tax levy-supplemental school board            | 609.91       | 609.91       |                       |
| 415200    | Tax levy-french school                        | 84.15        | (0.85)       | 85.00                 |
| 415300    | Tax levy-supplemental-french school           | -            | -            |                       |
| 418000    | Board of education                            | (137,849.20) | (2,349.20)   | (138,803.26)          |
| 418100    | Brd of education-tax write offs               | (1,091.11)   | (1,091.11)   |                       |
| 419000    | French public school board                    | (84.15)      | (84.15)      |                       |
| 419001    | French public school board                    |              | -            |                       |
| 419100    | French public tax write offs                  | -            | 85.00        |                       |
| 420620    | Ontario - OMPF                                | 311,600.00   | -            | 330,700.00            |
| 420630    | Ontario - Cannabis Funds                      | -            | -            | -                     |
| 420640    | Ontario - Modernization Grant(Digitization)   | -            | -            | -                     |
| 420645    | Ontario - Covid-19 Restart Grant              | -            | -            | -                     |
| 422100    | Ontario - Fire (Emergency Preparedness Grant) |              |              | 47,045.66             |
| 428700    | Ontario - Fire Prevention Grant               |              | -            | 8,230.45              |
| 453100    | Ontario - Capital Grant - OCIF                | -            | (100,000.00) | 126,456.39            |
| 453100    | Ontario - Capital Grant - NORDS               | -            | (62,900.00)  | 189,108.56            |
| 431200    | Canada - Grant - GG (PSDCW AMPlan)            |              | -            | -                     |
| 461200    | Canada - Capital Grant - Accessibility        |              | -            | -                     |
| 463100    | Canada - Cap Grant - Rds (AMO-CCBF)           |              |              | 87,668.87             |
| 431200    | Canada-gg                                     |              | -            |                       |
| 432100    | Canada-fire                                   |              | -            |                       |
| 433100    | Canada-Roads                                  |              | -            |                       |
| 438200    | Canada-recreation programs                    |              | -            |                       |
| 438400    | Canada-recreation facilities                  |              | -            |                       |
| 438700    | Canada-museum                                 |              | -            |                       |
| 442101    | Other mun-village HB 50%fire levy             | 27,829.39    | -            | 34,239.25             |
| 442102    | Hilton twp revenue allocations                |              | -            |                       |
| 442700    | Other mun-provincial offences act             | 2,630.45     | 1,130.45     | 1,500.00              |
| 451100    | Ontario-capital grant-gg                      |              | -            |                       |
| 452100    | Ontario-capital grant-fire                    |              | -            |                       |
| 453100    | Ontario-capital grant-roads                   |              | -            |                       |
| 458200    | Ontario-captial grant-rec programs            |              | -            |                       |
| 458400    | Ontario-capital grant-rec facilitie           |              | -            |                       |
| 461200    | Canada-capital grant-gg                       | (52,340.00)  | (52,340.00)  |                       |
| 462100    | Canada-capital grant-fire                     |              | -            |                       |
| 463100    | Canada-capital grant-roads(inc amo)           |              | -            |                       |

|  | 2024 ACTUAL         | Difference          | 2025 Budget (Initial) |
|--|---------------------|---------------------|-----------------------|
| 468200 Canada-capital grant-rec programs   |                     | -                   |                       |
| 468400 Canada-capital grant-rec facilities |                     | -                   |                       |
| 471100 Fees-tax certificates               | 205.00              | (95.00)             | 300.00                |
| 472100 Fees-Fire Volunteers                | 576.06              | 276.06              | -                     |
| 472110 Hilton twp revenue clearing         |                     | -                   |                       |
| 473110 Fees-culvert sales                  |                     | -                   |                       |
| 473120 Fees-grader rental-paved            |                     | -                   |                       |
| 473130 Fees-truck rental-paved             |                     | -                   |                       |
| 473140 Fees-sander rental                  |                     | -                   |                       |
| 473150 Fees-excavator rental               |                     | -                   |                       |
| 473160 Fees-entrance permit-paved          | -                   | (300.00)            | 300.00                |
| 473170 Fees-aggregate resources            | 3,191.75            | 691.75              | 3,200.00              |
| 473220 Fees- grader rental - unpaved       |                     | -                   |                       |
| 473230 Fees-Truck Rental-unpaved           |                     | -                   |                       |
| 473260 Fees - entrance permits - unpaved   |                     | -                   |                       |
| 473520 Fees - grader rental - winter ctrl  |                     | -                   |                       |
| 473530 Fees - truck rental - winter ctrl   |                     | -                   |                       |
| 478100 Fees-park-subdivider contr-5% lieu  | 1,096.76            | (443.24)            | 1,000.00              |
| 478200 Fees-Admissions & other             |                     | -                   |                       |
| 478210 Fees-fundraising                    |                     | -                   |                       |
| 478700 Fees-museum                         |                     | -                   |                       |
| 478750 Fees- Cemetery - Grace United       | 3,593.90            | 2,593.90            | 1,000.00              |
| 479100 Fees-zoning fees                    | 400.00              | -                   | 400.00                |
| 479120 Fees-shoreroad applications         |                     | -                   |                       |
| 479130 Fees-certificate of compliance      |                     | -                   |                       |
| 480100 Lic, permits-building permits       | 7,077.00            | 677.00              | 7,680.00              |
| 480410 Lic,permits-trailer permits         |                     | -                   |                       |
| 493000 Penalties & interest on taxes       | 10,428.67           | (1,071.33)          | 10,000.00             |
| 495000 Other revenue-miscellaneous         | 46.44               | 46.44               | 60.00                 |
| 496000 Bank interest-general               | 4,341.51            | (3,258.49)          | 2,996.65              |
| 496100 Bank int-oblig reserve fd-park      |                     | -                   |                       |
| 496102 Bank int-oblig-gas tax              |                     | -                   | 5,264.94              |
| 496200 Interest-reserve funds-bank         | 30,513.50           | 10,513.50           | 18,000.00             |
| 497000 Donations/severances/Shrd sales     | 1,000.00            | 1,000.00            |                       |
| 498000 Gain/Loss-Sale of land & TCA        | -                   | -                   |                       |
| <b>TOTAL REVENUES</b>                      | <b>1,153,075.54</b> | <b>(201,024.85)</b> | <b>1,747,229.77</b>   |

|  | 2024 ACTUAL | Difference | 2025 Budget (Initial) |
|--|-------------|------------|-----------------------|
| <b>EXPENSES</b>                                    |             |            |                       |
| <b>GENERAL GOVERNMENT</b>                          |             |            |                       |
| 511100 Council honorariums                         | 22,742.89   | (1,142.89) | 14,500.00             |
| 511110 Council CPP                                 | 312.33      | (312.33)   | 300.00                |
| 511480 Integrity Commissioner Services             | 17,425.37   | 9,574.63   | 15,000.00             |
| 511490 Council travel                              | 200.00      | -          | 200.00                |
| 512100 Admin salaries -incl Vac/OT/x mtgs/life ins | 94,276.22   | (3,302.25) | 164,650.00            |
| Admin Life Insurance Deduction                     | (1,119.28)  | (302.72)   | (1,090.00)            |
| 512100 Administration life insurance               | 1,119.28    | 302.72     | -                     |
| 512210 Admin-cpp                                   | 4,557.56    | 691.26     | 8,695.49              |
| 512211 Office mtce-CPP                             |             | -          | -                     |
| 512220 Admin-ei                                    | 2,303.97    | (302.91)   | 3,157.11              |
| 512221 Office mtce-EI                              |             | -          | -                     |
| 512230 Admin-wsib                                  | 1,374.79    | 1,825.21   | 400.00                |
| 512231 Office mtce-WSIB                            |             | -          | -                     |
| 512240 Admin-omers                                 | 7,939.03    | 199.76     | 13,300.00             |
| 512250 Admin-group & Life Ins                      | 10,523.93   | (9,101.93) | 14,548.77             |
| 512260 Admin-ehs                                   | 868.97      | 631.03     | 2,000.00              |
| 512261 Office mtce-EHT                             |             | -          | -                     |
| 512330 Misc expenses (Contracts- resources etc)    | 5,273.27    | (273.27)   | 1,000.00              |
| 512331 Misc expenses-Fire Volunteers               | 955.27      | (255.27)   | -                     |
| 512335 Covid 19 expenses                           |             | -          | -                     |
| 512340 Capping expense                             |             | -          | -                     |
| 512345 Digitization Project Expenses               |             | -          | -                     |
| 512347 Tech Support                                | 1,358.19    | 441.81     | 2,000.00              |
| 512350 Postage                                     | 1,211.05    | 588.95     | 800.00                |
| 512400 Photocopier maintenance                     | 880.86      | 149.14     | 600.00                |
| 512410 Office building mtce                        | 1,623.35    | (623.35)   | 9,000.00              |

|  | 2024 ACTUAL       | Difference         | 2025 Budget (Initial) |
|--|-------------------|--------------------|-----------------------|
| 512420 Office Supplies                     | 768.60            | 31.40              | 1,000.00              |
| 512424 Computer equipment/sof              | 8,353.62          | (3,353.62)         | 8,400.00              |
| 512430 Office equipment mtce               |                   | 58.65              | -                     |
| 512432 Office furnishing                   | 234.03            | 15.97              | 410.00                |
| 512440 Subscriptions & dues                | 4,713.86          | 286.14             | 5,000.00              |
| 512450 Stationary                          | 2,917.06          | (317.06)           | 3,000.00              |
| 512480 Administration training             | 2,167.34          | 332.66             | 2,500.00              |
| 512490 Administration travel               | 173.50            | 76.50              | 1,200.00              |
| 512510 Advertising                         | 2,802.42          | (1,502.42)         | 2,000.00              |
| 512512 Audit fees                          | 24,270.06         | (4,270.06)         | 30,000.00             |
| 512516 Assessment services                 | 17,957.28         | 42.72              | 18,361.00             |
| 512530 Election                            |                   | -                  | -                     |
| 512570 Insurance                           | 14,257.96         | (450.96)           | 14,884.00             |
| 512580 Legal fees                          | 12,992.84         | 1,007.16           | 10,000.00             |
| 512590 Website maintenance                 | 1,221.12          | 28.88              | 1,500.00              |
| 512612 TCA implementation ( Asset Mngment) | 2,206.22          | (2,206.22)         | 2,300.00              |
| 512680 Telephone                           | 2,295.21          | 104.79             | 2,400.00              |
| 512682 Internet                            | 1,709.52          | (9.52)             | 1,710.00              |
| 512690 Office utilities                    | 2,182.24          | 317.76             | 2,500.00              |
| 512700 Bank service charges                | 1,165.58          | (315.58)           | 1,000.00              |
| 512720 Donations/gifts                     | 4,495.22          | 2,504.78           | 8,000.00              |
| 512900 Amortization-corporate management   | 12,395.59         | (12,395.59)        |                       |
| <b>Sub-total</b>                           | <b>293,106.32</b> | <b>(21,226.03)</b> | <b>365,226.37</b>     |
| <b>PROTECTION PERSONS &amp; PROP</b>       |                   |                    |                       |
| 521100 Fire Chief & Deputy Wages           | 2,600.00          | 1,600.00           | 4,200.00              |
| 521110 Firefighters-honorarium             | 4,500.00          | -                  | 5,500.00              |
| 521230 Fire-wsib                           | 3,762.00          | (62.00)            | 500.00                |
| 521260 Fire-ehf                            | 46.48             | 0.52               | 52.00                 |
| 521330 Fire-miscellaneous                  | 25.26             | 474.74             | 1,000.00              |
| 521400 Truck-repairs and maintenance       | 1,342.37          | 657.63             | 2,000.00              |
| 521410 Building maintenance                | 85.07             | 414.93             | 500.00                |
| 521420 Compressor maintenance              | -                 | 1,200.00           | 1,200.00              |
| 521438 Prevention                          | 566.22            | 233.78             | 570.00                |
| 521450 Equipment/purchases/re              | 103.80            | 3,996.20           | 5,250.00              |
| 521460 Truck-fuel                          | 333.86            | 166.14             | 500.00                |
| 521470 Turnout gear                        | -                 | -                  | 19,720.25             |
| 521475 SCBAs                               | -                 | -                  | 15,723.42             |
| 521480 Training and seminars               | -                 | -                  | 1,800.00              |

|  | 2024 ACTUAL       | Difference       | 2025 Budget (Initial) |
|--|-------------------|------------------|-----------------------|
| 521490 Mileage                             | -                 | -                | -                     |
| 521512 Audit fees                          | 1,143.27          | 56.73            | 1,200.00              |
| 521570 Insurance                           | 15,172.40         | 27.60            | 13,000.00             |
| 521590 Mutual aid                          | -                 | -                | -                     |
| 521600 Hydrant maintenance                 | 1,620.00          | (20.00)          | 1,620.00              |
| 521610 Inspections re equipment testing    | 2,665.84          | (665.84)         | 2,000.00              |
| 521680 Telephone                           | -                 | -                | -                     |
| 521682 Communications expense              | 619.53            | 1,780.47         | 2,810.00              |
| 521690 Power                               | 1,462.81          | 1,037.19         | 2,000.00              |
| 521900 Amortization-fire                   | 7,577.25          | (7,577.25)       | -                     |
| 522600 Policing                            | 81,429.00         | (429.00)         | 85,962.00             |
| 522610 Provincial Offences Act Exp.        | -                 | -                | -                     |
| 524600 Bylaw Enforcement Contracted        | 175.50            | 324.50           | 500.00                |
| 524610 Bylaw Enforcement-Mileage           | 179.20            | 320.80           | 500.00                |
| 524620 Bylaw Enforcement-Materials & Supp  | 69.94             | 30.06            | -                     |
| 525510 Algoma veterinary com               | 60.14             | -                | 60.14                 |
| 525600 Building inspections-contracted     | 9,493.51          | 8,506.49         | 15,000.00             |
| 525610 Building inspection-mileage         | 1,550.75          | 1,049.25         | 2,500.00              |
| 525620 Building inspections-materials&supp | -                 | -                | -                     |
| 526320 Emergency measures-mat & supplies   | -                 | -                | 44,550.00             |
| 526510 Emergency measures-advertising      | -                 | -                | 2,500.00              |
| 526620 Emergency response-911              | -                 | 200.00           | 200.00                |
| 526640 Emergency management                | 3,229.56          | (1,229.56)       | 3,250.00              |
| <b>Sub-total</b>                           | <b>139,813.76</b> | <b>12,093.38</b> | <b>236,167.81</b>     |



|  | 2024 ACTUAL | Difference   | 2025 Budget (Initial) |
|--|-------------|--------------|-----------------------|
| <b>ROADS OPERATING</b>                             |             |              |                       |
| 531100 Roads-wages-incl Life Ins-paved 25%         | 29,531.17   | 11,581.33    | 38,353.75             |
| 531101 Roads-wages-Life ins. deduction             | (887.20)    | 887.20       | (965.00)              |
| 531210 Roads-cpp-paved                             | 5,997.72    | 2,955.92     | 7,000.00              |
| 531220 Roads-ei-paved                              | 1,620.54    | 997.86       | 2,000.00              |
| 531230 Roads-wsib-paved                            | 3,289.50    | 2,310.50     | 500.00                |
| 531240 Roads-omers-paved                           | 12,100.06   | 5,301.86     | 11,500.00             |
| 531250 Roads-group benefits & Life Insurance-paved | 2,290.86    | (1,510.86)   | 3,389.61              |
| 531260 roads-ehs-paved                             | 1,533.93    | (233.93)     | 2,050.00              |
| 531330 Roads-miscellaneous-paved 35%               | 859.16      | 40.84        | 1,000.00              |
| 531350 Grader maintenance-paved                    |             | 300.00       | -                     |
| 531352 Grader fuel-paved                           |             | -            | -                     |
| 531360 Truck maintenance-paved 30%                 | 1,003.29    | 1,196.71     | 3,465.00              |
| 531362 Truck fuel-paved incl pick-up               | 2,997.77    | 1,502.23     | 4,500.00              |
| 531370 Tractor maintenance                         | 84.65       | 115.35       | 1,900.00              |
| 531380 Excavator maintenance                       | 839.07      | 660.93       | 750.00                |
| 531390 Misc equipment expense-paved 35%            | 585.75      | 14.25        | 600.00                |
| 531420 Calcium chloride                            |             | -            | -                     |
| 531424 Culverts                                    | 122.11      | 77.89        | 200.00                |
| 531428 Gravel-paved                                |             | -            | -                     |
| 531430 Sand-paved                                  |             | -            | -                     |
| 531440 Misc materials-paved 30%                    |             | -            | -                     |
| 531450 Signs & posts-paved 40%                     |             | 175.00       | 1,370.00              |
| 531460 Hard top patching 100%                      | 7,223.18    | (5,223.18)   | 6,000.00              |
| 531464 Shop supplies-paved 30%                     | 437.41      | (137.41)     | 1,965.00              |
| 531470 Small tools 33%                             | 162.09      | 12.91        | 2,000.00              |
| 531480 Training & seminars-paved 33%               |             | -            | 90.75                 |
| 531481 Memberships- Paved - 25%                    | 158.46      | 1.54         | 48.75                 |
| 531490 Mileage 33%                                 |             | -            | 46.00                 |
| 531520 Equipment rental-paved 55%                  |             | -            | -                     |
| 531570 Insurance-paved 33%                         | 6,144.25    | (289.25)     | 5,994.00              |
| 531580 Surface Treatment-paved 100%                |             | -            | -                     |
| 531680 Telephone-paved 30%                         | 601.78      | (181.78)     | 696.00                |
| 531690 Utilities-paved 20%                         | 581.60      | 118.40       | 800.00                |
| 531900 Amortization-roads-paved                    | 155,111.29  | (155,111.29) |                       |



|   | 2024 ACTUAL | Difference  | 2025 Budget (Initial) |
|---|-------------|-------------|-----------------------|
| 532100 Roads-Wages-unpaved 45%                      | 57,418.89   | 16,583.61   | 50,474.81             |
| 532200 Roads-Group Benefits & Life Ins.-unpaved 45% | 4,123.56    | (4,123.56)  | 4,364.30              |
| 532330 Roads-miscellaneous-unpaved 35%              | 859.16      | (559.16)    | 1,000.00              |
| 532350 Grader maintenance-unpaved 70%               | 1,356.67    | (656.67)    | 2,000.00              |
| 532352 Grader fuel-unpaved - 70%                    | 2,353.64    | 1,146.36    | 3,500.00              |
| 532360 Truck maintenance-unpaved 30%                | 1,003.29    | 1,196.71    | 3,465.00              |
| 532362 Truck fuel-unpaved 30%                       | 2,997.77    | 1,502.23    | 4,500.00              |
| 532370 Tractor maintenance-unpaved 40%              | 84.65       | 115.35      | 1,900.00              |
| 532380 Excavator maintenance-unpaved 75%            | 2,517.22    | 982.78      | 2,250.00              |
| 532390 Misc equipment expense-unpaved 35%           | 585.75      | (410.75)    | 600.00                |
| 532420 Calcium Chloride-unpaved 100%                |             | -           | 8,918.96              |
| 532424 Culverts-unpaved 80%                         | 488.45      | (488.45)    | 800.00                |
| 532428 Gravel-unpaved 100%                          | -           | 19,000.00   | 1,750.00              |
| 532440 Misc materials-unpaved 35%                   |             | -           | -                     |
| 532450 Signs & Posts-unpaved 60%                    |             | -           | 2,850.00              |
| 532464 Shop supplies-unpaved 35%                    | 510.36      | 89.64       | 2,000.00              |
| 532470 Small Tools - Unpaved 33%                    | 162.09      | 12.91       | 2,000.00              |
| 532480 Training & seminars-unpaved 33%              |             | -           | 90.75                 |
| 532481 Memberships- Unpaved - 45%                   | 285.23      | (285.23)    | 87.75                 |
| 532490 Mileage - unpaved 33%                        |             | -           | 46.00                 |
| 532520 Equipment rental-unpaved 45%                 |             | -           |                       |
| 532570 Insurance-unpaved 33%                        | 6,144.25    | (289.25)    | 5,994.00              |
| 532680 Telephone-unpaved 50%                        | 972.88      | (272.88)    | 1,160.00              |
| 532690 Utilities-unpaved 20%                        | 581.60      | 118.40      | 750.00                |
| 532900 Amortization-roads-unpaved                   | 13,529.92   | (13,529.92) |                       |
| 533900 Amortization-roads-structures                |             | -           |                       |
| 534900 Amortization-traffic&roadside mtce           |             | -           |                       |

|  | 2024 ACTUAL       | Difference          | 2025 Budget (Initial) |
|--|-------------------|---------------------|-----------------------|
| 535100 Roads-Wages-winter control 30%                      | 38,279.25         | 11,055.75           | 33,649.88             |
| 535200 Roads-Group Benefits & Life ins.-winter control 30% | 2,749.04          | (2,749.04)          | 2,909.54              |
| 535330 Roads-misc-winter control 30%                       | 736.42            | (486.42)            | 800.00                |
| 535350 Grader mtce- winter control 30%                     | 581.43            | (281.43)            | 800.00                |
| 535352 Grader fuel-winter control 30%                      | 1,008.68          | 491.32              | 1,500.00              |
| 535360 Truck mtce. winter control 40%                      | 1,337.73          | 2,262.27            | 4,520.00              |
| 535362 Truck fuel-winter control 40%                       | 3,996.94          | 2,003.06            | 6,000.00              |
| 535370 Tractor mtce - winter control 20%                   | 42.34             | 57.66               | 1,110.00              |
| 535390 Misc equip exp winter control 30%                   | 501.82            | (351.82)            | 500.00                |
| 535430 Sand-winter control 100%                            | 8,044.73          | 1,955.27            | 10,000.00             |
| 535440 Misc materials-winter control 35%                   |                   | -                   | -                     |
| 535464 Shop supplies-winter control 35%                    | 510.36            | 89.64               | 2,122.06              |
| 535470 Small Tools - Winter Control 34%                    | 167.00            | (17.00)             | 2,527.00              |
| 535480 Training & sem winter control 34%                   |                   | -                   | 93.50                 |
| 535481 Memberships- Winter control- 30%                    | 190.14            | (190.14)            | 58.50                 |
| 535490 Mileage - winter control 34%                        |                   | -                   | 48.00                 |
| 535530 Equip rental-winter control 100%                    |                   | -                   |                       |
| 535570 Insurance-winter control 34%                        | 6,330.46          | (298.46)            | 6,176.00              |
| 535680 Telephone-winter control 20%                        | 431.01            | (131.01)            | 464.00                |
| 535690 Utilities-winter control 60%                        | 1,744.79          | 655.21              | 1,950.00              |
| 535900 Amortization-winter ctrl-excpt sdwk                 | 13,709.95         | (13,709.95)         |                       |
| <b>Sub-total</b>   | <b>408,725.91</b> | <b>(113,949.95)</b> | <b>270,983.91</b>     |

|  | 2024 ACTUAL       | Difference         | 2025 Budget (Initial) |
|--|-------------------|--------------------|-----------------------|
| <b>ENVIRONMENTAL SERVICES</b>            |                   |                    |                       |
| 546600 Dump expense                      | 36,528.09         | 4,471.91           | 41,000.00             |
| 546610 Special waste disposal            |                   | -                  |                       |
| 547600 Recycling                         | 19,085.31         | (1,085.31)         | 21,000.00             |
| 547600 Recycling rebate                  | (2,527.53)        | (6,472.47)         | -                     |
| <b>Sub-total</b>                         | <b>53,085.87</b>  | <b>(3,085.87)</b>  | <b>62,000.00</b>      |
| <b>HEALTH SERVICES</b>                   |                   |                    |                       |
| 551800 Algoma health unit-external tsf   | 16,374.00         | 1.00               | 17,848.00             |
| 552800 Sault area hospital-external tsf  |                   | -                  |                       |
| 553800 Ambulance services                |                   | -                  |                       |
| 555100 Cemetery - wages                  | 1,807.00          | 193.00             | 2,100.00              |
| 555210 Cemetery - cpp                    | 35.52             | 79.48              | 50.00                 |
| 555220 Cemetery - ei                     | 10.78             | 11.22              | 15.00                 |
| 555230 Cemetery - wsib                   | 57.08             | 3.92               | 61.00                 |
| 555240 Cemetery - OMERS                  | 140.52            | (5.52)             | 190.00                |
| 555260 Cemetery - eht                    | 20.41             | 1.59               | 30.00                 |
| 555320 Cemetery - materials and supplies | 1,933.92          | 566.08             | 5,000.00              |
| 555600 Cemetery - maintenance-contracted |                   | -                  | 3,000.00              |
| <b>Sub-total</b>                         | <b>20,379.23</b>  | <b>850.77</b>      | <b>28,294.00</b>      |
| <b>SOCIAL SERVICES</b>                   |                   |                    |                       |
| 561800 General welfare-external tsf      | 324,630.01        | (13,130.01)        | 336,690.00            |
| 562800 Homes for the aged-external tsf   |                   | -                  |                       |
| 563800 Child care-external tsf           |                   | -                  |                       |
| 571800 Social housing-external tsf       |                   | -                  |                       |
| <b>Sub-total</b>                         | <b>324,630.01</b> | <b>(13,130.01)</b> | <b>336,690.00</b>     |

|   | 2024 ACTUAL      | Difference    | 2025 Budget (Initial) |
|---|------------------|---------------|-----------------------|
| <b>RECREATION &amp; CULTURE</b>                   |                  |               |                       |
| 581100 Parks-wages                                | 728.63           | 571.37        | 1,000.00              |
| 581210 Parks-cpp                                  | 94.72            | (69.72)       | 100.00                |
| 581220 Parks-ei                                   | 28.75            | 1.25          | 30.00                 |
| 581230 Parks-wsib                                 | 23.02            | 1.98          | 25.00                 |
| 581240 Parks - OMERS                              | 79.59            | 37.41         | 135.00                |
| 581260 Parks-eht                                  | 8.23             | 6.77          | 21.00                 |
| 581320 Parks-main/services                        | 1,354.96         | (54.96)       | 1,400.00              |
| 581900 Amortization-parks                         | 189.29           | (189.29)      |                       |
| 582100 Recreation programs-wages                  | -                | -             |                       |
| 582210 Recreation programs-cpp                    | -                | -             |                       |
| 582220 Recreation programs-ei                     | -                | -             |                       |
| 582260 Recreation programs-eht                    | -                | -             |                       |
| 582320 Fundraising expense                        | -                | -             |                       |
| 582330 Recreation programs-miscellaneous          | 500.00           | -             | -                     |
| 582450 Adult programs                             | -                | -             |                       |
| 582460 Children's programs                        | 1,325.48         | (25.48)       | 1,350.00              |
| 582470 Special events                             | 32.00            | 468.00        | 110.00                |
| 582510 Advertising                                | -                | -             |                       |
| 583100 Recreation facilities-wages                | -                | -             |                       |
| 583210 Recreation facilitation-cpp                | -                | -             |                       |
| 583220 Recreation facilitation-ei                 | -                | -             |                       |
| 583230 Recreation facilities-wsib                 | -                | -             |                       |
| 583260 Recreation facilitation-eht                | -                | -             |                       |
| 583690 Recreation facil-power-milford havn        | 808.40           | 91.60         | 900.00                |
| 584320 Cemetery - miscellaneous - NO LONGER USING | -                | -             |                       |
| 585800 Library-external transfer                  | 19,020.45        | (0.45)        | 21,234.28             |
| 586100 Museum-wages                               | -                | -             |                       |
| 586320 Museum-materials & supplies                | -                | -             |                       |
| 586600 Museum-contracted services                 | 7,781.00         | 19.00         | 8,819.00              |
| 587800 Cenotaph - External transfer               | -                | -             |                       |
| <b>Sub-total</b>                                  | <b>31,974.52</b> | <b>857.48</b> | <b>35,124.28</b>      |

|   | 2024 ACTUAL         | Difference          | 2025 Budget (Initial) |
|---|---------------------|---------------------|-----------------------|
| <b>PLANNING &amp; ZONING</b>            |                     |                     |                       |
| 591320 Planning materials & supplies    | -                   | 800.00              |                       |
| 591500 Planning - contracted service    | 2,035.20            | 1,039.80            | -                     |
| 591800 Planning board-external transfer | 3,220.00            | (3,220.00)          | 3,297.00              |
| 593320 Horticultural society            |                     | 400.00              |                       |
| <b>Sub-total</b>                        | <b>5,255.20</b>     | <b>(980.20)</b>     | <b>3,297.00</b>       |
| <b>TOTAL EXPENSE</b>                    | <b>1,276,970.82</b> | <b>(138,570.43)</b> | <b>1,337,783.37</b>   |
| <b>NET INCOME</b>                       | <b>(123,895.28)</b> | <b>(339,595.28)</b> | <b>409,446.40</b>     |
| <b>PSAB ADJUSTMENTS (below)</b>         |                     |                     |                       |
| add back amortization                   | 202,513.29          | 202,513.29          | -                     |
| Less TCA purchases roads                | (17,154.19)         | (17,154.19)         | (405,983.82)          |
| Transfers from reserves                 | -                   | -                   | 108,577.42            |
| Transfers to reserves                   | (110,258.87)        | (57,458.87)         | (38,500.00)           |
| Deferred revenue                        | -                   | 162,900.00          | (73,540.00)           |
| Loan proceeds                           |                     | -                   |                       |
| Loan payments - principal               |                     | -                   |                       |
|   |                     | -                   |                       |
| <b>OPERATING SURPLUS OR DEFICIT</b>     | <b>(48,795.05)</b>  | <b>(48,795.05)</b>  | <b>(0.00)</b>         |

|                                |                                      | 2024 ACTUAL | Difference   | 2025 Budget (Initial) |
|--------------------------------|--------------------------------------|-------------|--------------|-----------------------|
| <b>AMORTIZATION</b>            |                                      |             |              |                       |
| 512900                         | Amortization - corporate management  | 12,395.59   | (12,395.59)  | -                     |
| 521900                         | Amortization-fire                    | 7,577.25    | (7,577.25)   |                       |
| 531900                         | Amortization-roads-paved             | 155,111.29  | (155,111.29) |                       |
| 532900                         | Amortization-roads-unpaved           | 13,529.92   | (13,529.92)  | -                     |
| 533900                         | Amortization-roads-structures        | -           | -            | -                     |
| 534900                         | Amortization-traffic&roadside mtce   | -           | -            | -                     |
| 535900                         | Amortization-winter ctrl-excpt sdwk  | 13,709.95   | (13,709.95)  | -                     |
| 581900                         | Amortization-parks                   | 189.29      | (189.29)     |                       |
| Total amortization             |                                      | 202,513.29  | (202,513.29) | -                     |
| <b>TANGIBLE CAPITAL ASSETS</b> |                                      |             |              |                       |
| 191200                         | Photocopier                          | 4,370.59    | (4,370.59)   | -                     |
|                                | Municipal driveway surface treatment |             | -            | 22,377.43             |
| 191250                         | Computer Equip./Software             | -           | -            | 5,000.00              |
|                                | Red Maple Drive including turnaround | -           | -            | -                     |
|                                | 20th Side Road                       | -           | -            | -                     |
| 183270                         | Trainor's Side Road                  | 12,783.60   | (12,783.60)  | 124,206.39            |
| 153405                         | Sand Storage Building                |             |              | 254,400.00            |
| Total TCA purchases            |                                      | 17,154.19   | (17,154.19)  | 405,983.82            |



|                                     |                                | 2024 ACTUAL | Difference   | 2025 Budget (Initial) |
|-------------------------------------|--------------------------------|-------------|--------------|-----------------------|
| <b>Transfer from reserves</b>       |                                |             |              |                       |
|                                     | Succession planning            |             | -            | 60,000.00             |
|                                     | Modernization intake - balance |             | -            | 24,577.42             |
|                                     | Cemetery                       |             | -            | -                     |
|                                     | Fire department                |             | -            |                       |
|                                     | Museum working funds           |             | -            | -                     |
|                                     | Fire equipment                 |             | -            | 24,000.00             |
|                                     | Working funds                  |             | -            |                       |
| <b>Total transfer from reserves</b> |                                | -           | -            | 108,577.42            |
| <b>Transfer to reserves</b>         |                                |             |              |                       |
| 315203                              | Covid restart                  | 579.14      | (579.14)     |                       |
| 315204                              | Cannibis                       | 329.15      | (329.15)     | -                     |
| 315205                              | Office equipment               | 5,000.00    | (5,000.00)   |                       |
| 315206                              | Succession planning            | 1,095.29    | (1,095.29)   |                       |
| 315217                              | Centotaph                      | 2,000.00    | (2,000.00)   | 1,000.00              |
| 315218                              | Enabling accessibility         | 177.06      | (177.06)     |                       |
| 335205                              | Building                       | 6,527.84    | (6,527.84)   | 2,500.00              |
| 315215                              | Roads reserve                  | 10,000.00   | (10,000.00)  | 5,000.00              |
|                                     | Roads equipment                | 8,626.07    | (8,626.07)   | 5,000.00              |
| 315210                              | Fire department                | 30,020.65   | (30,020.65)  | 20,000.00             |
| 315209                              | Modernization                  | 384.28      | (384.28)     | -                     |
|                                     | Museum building                | -           | -            |                       |
|                                     | Fire equipment                 | -           | -            |                       |
| 335290                              | General                        | 7,227.25    | (7,227.25)   |                       |
| 315010                              | Working funds                  | 38,292.14   | (38,292.14)  |                       |
|                                     | Integrity Commissioner/Legal   |             |              | 5,000.00              |
| <b>Total transfer to reserves</b>   |                                | 110,258.87  | (110,258.87) | 38,500.00             |
| <b>Deferred revenue</b>             |                                |             |              |                       |
|                                     | Deferred revenue - NORDS       |             | -            |                       |
|                                     | Deferred revenue - OCIF        |             | -            | 73,540.00             |
|                                     |                                |             | -            |                       |
| <b>Total transfer to reserves</b>   |                                | -           | -            | 73,540.00             |





5b)

Clerk Report: 2025-08-13/01

Meeting Date: August 13, 2025

Subject: **2025 Budget & Tax Levy**

Regular Council Meeting

Prepared by: CAO/Clerk-Treasurer Sara Dinsdale

---

At the regular meeting held on July 9, 2025; Council reviewed the draft 2025 Municipal Budget and CAO/Clerk-Treasurer Sara Dinsdale presented multiple tax rate options for 2025. It was recommended that increasing the Municipal Tax Levy of 8.44% would be the best option. This would result in a Municipal Levy Increase of \$71,947 with a combined tax rate being .01110391. The Total Tax Levy is \$869,694. With the overall departmental cost of living increases, additional Municipal Employees, the addition of pay equity retro pay Liability and the supplies and tools needed in the Roads Department, this option still allows the Township to contribute to the reserve funds, including the new Integrity Commissioner/Legal Reserve fund as per the below:

\$2500 to NEW reserve fund for Integrity Commissioner/Legal Reserve.

\$2500 to Building Reserve

\$5000 to Roads Reserve

\$5000 to Roads Equipment Reserve

The OPTA tax analysis, tax impact summary, and 2025 tax rates summary are included for your reference.

**HILTON TOWNSHIP - OPTA TAX ANALYSIS Using Total Levy of \$869,694: 8.44% increase**

July 7 2025

| July 7 2025                       | *1*                | *2*               | *3*           | *4*             | *5*                          | *6*           | *7*        | *8*                 | *9*         |
|-----------------------------------|--------------------|-------------------|---------------|-----------------|------------------------------|---------------|------------|---------------------|-------------|
| Taxable Class                     | Current Value Asst | Transition Ratios | Tax Reduction | New Trans Ratio | CVA Weighted by Trans Ratios | Percent Share | 2025 Taxes | Effective Tax Rates | Proof (1*8) |
| Res/Farm                          | 89,717,400         | 1.000000          |               | 1.0000          | 89,717,400                   | 98.76%        | 858,946    | 0.00957391          | 858,946     |
| Multi-Res                         |                    |                   |               |                 | 0                            | 0.00%         | 0          |                     | 0           |
| Comm. Occupied                    | 21,100             | 1.217400          |               | 1.2174          | 25,687                       | 0.03%         | 246        | 0.01165527          | 246         |
| Comm. Excess Land                 | 13,900             | 1.217400          | 0.30          | 0.8522          | 11,845                       | 0.01%         | 113        | 0.00815869          | 113         |
| Comm. Vac. Lands                  | 14,200             | 1.217400          | 0.30          | 0.8522          | 12,101                       | 0.01%         | 116        | 0.00815869          | 116         |
| Sub Total                         | 49,200             |                   |               |                 | 49,633                       | 0.05%         | 475        |                     | 475         |
| Ind. Occupied                     | 9,400              | 1.100000          |               | 1.1000          | 10,340                       | 0.01%         | 99         | 0.01053130          | 99          |
| Ind. Excess Land                  | 0                  | 1.100000          | 0.35          | 0.7150          | 0                            | 0.00%         | 0          | 0.00684534          | 0           |
| Ind. Vac. Lands                   | 0                  | 1.100000          | 0.35          | 0.7150          | 0                            | 0.00%         | 0          | 0.00684534          | 0           |
| Aggregate Extraction              | 157,000            | 0.895077          |               | 0.8951          | 140,527                      | 0.15%         | 1,345      | 0.00856938          | 1,345       |
| Industrial (New Constr)           |                    |                   |               |                 |                              |               |            |                     |             |
| Sub Total                         | 166,400            |                   |               |                 | 150,867                      | 0.17%         | 1,444      |                     | 1,444       |
| Pipelines                         | 0                  |                   |               |                 | 0                            | 0.00%         | 0          | 0.00000000          | 0           |
| Farmlands                         | 276,500            | 0.250000          |               | 0.2500          | 69,125                       | 0.08%         | 662        | 0.00239348          | 662         |
| Managed Forest                    | 511,900            | 0.250000          |               | 0.2500          | 127,975                      | 0.14%         | 1,225      | 0.00239348          | 1,225       |
| Exempt                            | 1,514,000          |                   |               |                 |                              |               |            |                     |             |
| Total Taxable                     | 92,235,400         |                   |               |                 | 90,115,000                   | 99.20%        | 862,753    |                     | 862,753     |
| Mun Levy increase of \$= \$71,947 |                    |                   |               |                 |                              |               |            |                     |             |
| PAYMENTS IN LIEU                  |                    |                   |               |                 |                              |               |            |                     |             |
| Res/Farm                          | 44,500             | 1.000000          |               | 1.0000          | 44,500                       | 0.05%         | 426        | 0.00957391          | 426         |
| Multi-Res                         | 0                  |                   |               |                 | 0                            | 0.00%         | 0          | 0.00000000          | 0           |
| Comm. Occupied                    | 559,000            | 1.217400          |               | 1.2174          | 680,527                      | 0.75%         | 6,515      | 0.01165527          | 6,515       |
| Comm. Excess Land                 | 0                  | 1.217400          | 0.30          | 0.8522          | 0                            | 0.00%         | 0          | 0.00000000          | 0           |
| Comm. Vac. Land                   | 0                  | 1.217400          | 0.30          | 0.8522          | 0                            | 0.00%         | 0          | 0.00000000          | 0           |
| Sub Total                         | 559,000            |                   |               |                 | 680,527                      | 0.75%         | 6,515      |                     | 6,515       |
| Ind. Occupied                     | 0                  | 1.100000          |               | 1.1000          | 0                            | 0.00%         | 0          | 0.00000000          | 0           |
| Ind. Excess Land                  | 0                  | 1.100000          | 0.35          | 0.7150          | 0                            | 0.00%         | 0          | 0.00000000          | 0           |
| Ind. Vac. Land                    | 0                  | 1.100000          | 0.35          | 0.7150          | 0                            | 0.00%         | 0          | 0.00000000          | 0           |
| Sub Total                         | 0                  |                   |               |                 | 0                            | 0.00%         | 0          |                     | 0           |
| Pipelines                         | 0                  |                   |               |                 | 0                            | 0.00%         | 0          | 0.00000000          | 0           |
| Farmlands                         | 0                  | 0.250000          |               | 0.2500          | 0                            | 0.00%         | 0          | 0.00000000          | 0           |
| Managed Forests                   | 0                  | 0.250000          |               | 0.2500          | 0                            | 0.00%         | 0          | 0.00000000          | 0           |
| TOTAL PIL                         | 603,500            |                   |               |                 | 725,027                      | 0.80%         | 6,941      |                     | 6,941       |
| GRAND TOTAL                       | 92,838,900         |                   |               |                 | 90,840,027                   | 100.00%       | 869,694    |                     | 869,694     |

Note: formulas changed in August 2006 to better reflect OPTA results that combine Regular taxation and PILs, ie tax rate based on total taxes plus PIL total 869,694) and not just property taxes (862,753)

# Tax Tools, 2025 Tax Impact Summary

## Hilton Township, 5704

8.44% Increase

Using OPTA calculated rates on July 7, 2025 12:56PM EST.

Active parameter set: Current Parameters (Unsaved)

Assessment Data Filter Option Used: No Limits, Include PIL Properties, Tax Ratios Used: 2025 Tax Ratios

|                      | 2024 Total Year End Taxation |           |            | 2025 Estimated Total Taxation (\$) |           |            | Difference Between 2024 and 2025 Taxation |         |           |         |              |         | CVAs Used to determine municipal general levy |           |              |
|----------------------|------------------------------|-----------|------------|------------------------------------|-----------|------------|---|---------|-----------|---------|--------------|---------|---|-----------|--------------|
| Class                | Municipal                    | Education | Total 2024 | Municipal                          | Education | Total 2025 | Municipal                                 |         | Education |         | Total Change |         | CVA   | Tax Ratio | du. Tax Rate |
|                      |                              |           |            |                                    |           |            | \$  | %       | \$        | %       | \$           | %       |   |           |              |
| Taxable              |                              |           |            |                                    |           |            |   |         |           |         |              |         |   |           |              |
| Residential          | 792,084                      | 137,268   | 929,351    | 858,946                            | 137,268   | 996,214    | 66,863                                    | 8.44%   | 0         | 0.00%   | 66,863       | 7.19%   | 89,717,400                                    | 1.000000  | 0.00153000   |
| Multi-residential    | 0                            | 0         | 0          | 0                                  | 0         | 0          | 0   | 0.00%   | 0         | 0.00%   | 0            | 0.00%   | 0   | 1.000000  | 0.00153000   |
| Com Occupied         | 227                          | 186       | 412        | 246                                | 186       | 432        | 19  | 8.44%   | 0         | 0.00%   | 19           | 4.64%   | 21,100  | 1.217400  | 0.00880000   |
| Com Exc Land         | 105                          | 122       | 227        | 113                                | 122       | 236        | 9   | 8.44%   | 0         | 0.00%   | 9            | 3.89%   | 13,900  | 0.852180  | 0.00880000   |
| Com Vac Land         | 107                          | 125       | 232        | 116                                | 125       | 241        | 9   | 8.43%   | 0         | 0.00%   | 9            | 3.89%   | 14,200  | 0.852180  | 0.00880000   |
| Ind Occupied         | 91                           | 83        | 174        | 99                                 | 83        | 182        | 8   | 8.43%   | 0         | 0.00%   | 8            | 4.43%   | 9,400   | 1.100000  | 0.00880000   |
| Ind Exc Land         | 0                            | 0         | 0          | 0                                  | 0         | 0          | 0   | 0.00%   | 0         | 0.00%   | 0            | 0.00%   | 0   | 0.715000  | 0.00880000   |
| Ind Vac Land         | 0                            | 0         | 0          | 0                                  | 0         | 0          | 0   | 0.00%   | 0         | 0.00%   | 0            | 0.00%   | 0   | 0.715000  | 0.00880000   |
| Aggregate Extraction | 1,525                        | 1,382     | 2,906      | 1,345                              | 802       | 2,148      | -179                                      | -11.76% | -579      | -41.93% | -759         | -26.10% | 157,000                                       | 0.895077  | 0.00511000   |
| Pipelines            | 0                            | 0         | 0          | 0                                  | 0         | 0          | 0   | 0.00%   | 0         | 0.00%   | 0            | 0.00%   | 0   | 0.000000  | 0.00880000   |
| Farm                 | 610                          | 106       | 716        | 662                                | 106       | 768        | 52  | 8.44%   | 0         | 0.00%   | 52           | 7.20%   | 276,500                                       | 0.250000  | 0.00038250   |
| Managed Forests      | 1,130                        | 196       | 1,326      | 1,225                              | 196       | 1,421      | 95  | 8.44%   | 0         | 0.00%   | 95           | 7.19%   | 511,900                                       | 0.250000  | 0.00038250   |
| Com Total Taxable    | 438                          | 433       | 871        | 475                                | 433       | 908        | 37  | 8.44%   | 0         | 0.00%   | 37           | 4.25%   | 49,200  |           |              |
| Ind Total Taxable    | 91                           | 83        | 174        | 99                                 | 83        | 182        | 8   | 8.43%   | 0         | 0.00%   | 8            | 4.43%   | 9,400   |           |              |
| Total Taxable        | 795,878                      | 139,467   | 935,345    | 862,753                            | 138,887   | 1,001,640  | 66,875                                    | 8.40%   | -579      | -0.42%  | 66,296       | 7.09%   | 90,721,400                                    |           |              |
| Payment In Lieu      |                              |           |            |                                    |           |            |   |         |           |         |              |         |   |           |              |
| Residential          | 393                          | 0         | 393        | 426                                | 0         | 426        | 33  | 8.44%   | 0         | 0.00%   | 33           | 8.44%   | 44,500  | 1.000000  | 0.00153000   |
| Multi-residential    | 0                            | 0         | 0          | 0                                  | 0         | 0          | 0   | 0.00%   | 0         | 0.00%   | 0            | 0.00%   | 0   | 1.000000  | 0.00153000   |
| Com Occupied         | 6,008                        | 1,137     | 7,145      | 6,515                              | 1,137     | 7,652      | 507                                       | 8.44%   | 0         | 0.00%   | 507          | 7.10%   | 559,000                                       | 1.217400  | 0.00880000   |
| Com Exc Land         | 0                            | 0         | 0          | 0                                  | 0         | 0          | 0   | 0.00%   | 0         | 0.00%   | 0            | 0.00%   | 0   | 0.852180  | 0.00880000   |
| Com Vac Land         | 0                            | 0         | 0          | 0                                  | 0         | 0          | 0   | 0.00%   | 0         | 0.00%   | 0            | 0.00%   | 0   | 0.852180  | 0.00880000   |
| Ind Occupied         | 0                            | 0         | 0          | 0                                  | 0         | 0          | 0   | 0.00%   | 0         | 0.00%   | 0            | 0.00%   | 0   | 1.100000  | 0.00880000   |
| Ind Exc Land         | 0                            | 0         | 0          | 0                                  | 0         | 0          | 0   | 0.00%   | 0         | 0.00%   | 0            | 0.00%   | 0   | 0.715000  | 0.00880000   |
| Ind Vac Land         | 0                            | 0         | 0          | 0                                  | 0         | 0          | 0   | 0.00%   | 0         | 0.00%   | 0            | 0.00%   | 0   | 0.715000  | 0.00880000   |
| Aggregate Extraction | 0                            | 0         | 0          | 0                                  | 0         | 0          | 0   | 0.00%   | 0         | 0.00%   | 0            | 0.00%   | 0   | 0.895077  | 0.00511000   |
| Pipelines            | 0                            | 0         | 0          | 0                                  | 0         | 0          | 0   | 0.00%   | 0         | 0.00%   | 0            | 0.00%   | 0   | 0.000000  | 0.00880000   |
| Farm                 | 0                            | 0         | 0          | 0                                  | 0         | 0          | 0   | 0.00%   | 0         | 0.00%   | 0            | 0.00%   | 0   | 0.250000  | 0.00038250   |
| Managed Forests      | 0                            | 0         | 0          | 0                                  | 0         | 0          | 0   | 0.00%   | 0         | 0.00%   | 0            | 0.00%   | 0   | 0.250000  | 0.00038250   |
| Com Total PIL        | 6,008                        | 1,137     | 7,145      | 6,515                              | 1,137     | 7,652      | 507                                       | 8.44%   | 0         | 0.00%   | 507          | 7.10%   | 559,000                                       |           |              |
| Ind Total PIL        | 0                            | 0         | 0          | 0                                  | 0         | 0          | 0   | 0.00%   | 0         | 0.00%   | 0            | 0.00%   | 0   |           |              |
| Total PIL            | 6,401                        | 1,137     | 7,538      | 6,941                              | 1,137     | 8,078      | 540                                       | 8.44%   | 0         | 0.00%   | 540          | 7.17%   | 603,500                                       |           |              |
| Com Grand Total      | 6,446                        | 1,570     | 8,016      | 6,991                              | 1,570     | 8,560      | 544                                       | 8.44%   | 0         | 0.00%   | 544          | 6.79%   | 608,200                                       |           |              |
| Ind Grand Total      | 91                           | 83        | 174        | 99                                 | 83        | 182        | 8   | 8.43%   | 0         | 0.00%   | 8            | 4.43%   | 9,400   |           |              |
| Grand Total          | 802,279                      | 140,604   | 942,882    | 869,694                            | 140,024   | 1,009,718  | 67,415                                    | 8.40%   | -579      | -0.41%  | 66,836       | 7.09%   | 91,324,900                                    |           |              |

## 2025 Tax Rates Summary

8.44% tax increase

Using OPTA calculated rates on July 7, 2025 1:02PM EST.

Active parameter set: Current Parameters (Unsaved)

Assessment Data Filter Option Used: No Limits, Include PIL Properties, Tax Ratios Used: 2025 Tax Ratios

|                              | Residential | Multi-residential | Commercial |             |             | Industrial |             |             | Aggregate Extrac | Pipelines  | Farm       | Managed Forests |
|------------------------------|-------------|-------------------|------------|-------------|-------------|------------|-------------|-------------|------------------|------------|------------|-----------------|
|                              | Occupied    | Occupied          | Occupied   | Excess Land | Vacant Land | Occupied   | Excess Land | Vacant Land | Occupied         | Occupied   | Occupied   | Occupied        |
| Tax Ratios                   | 1.000000    | 1.000000          | 1.217400   |             |             | 1.100000   |             |             | 0.895077         | 0.000000   | 0.250000   | 0.250000        |
| Education- Retained          |             |                   | 0.00980000 | 0.00980000  | 0.00980000  | 0.00980000 | 0.00980000  | 0.00980000  |                  |            |            |                 |
| <b>Hilton Township, 5704</b> |             |                   |            |             |             |            |             |             |                  |            |            |                 |
| Education                    | 0.00153000  | 0.00153000        | 0.00880000 | 0.00880000  | 0.00880000  | 0.00880000 | 0.00880000  | 0.00880000  | 0.00511000       | 0.00880000 | 0.00038250 | 0.00038250      |
| General                      | 0.00957391  | 0.00957391        | 0.01165528 | 0.00815869  | 0.00815869  | 0.01053130 | 0.00684535  | 0.00684535  | 0.00856939       | 0.00000000 | 0.00239348 | 0.00239348      |

BY-LAW NO. 1465-25

Being a by-law to provide for the adoption of the current estimates and tax rates and to further provide for penalty and interest in default of payment thereof for 2025.

WHEREAS the Municipal Act, 2001, c. 25, as amended, provides that the Council of a local municipality shall adopt estimates for the year and, after the adoption of estimates for the year, pass a by-law to levy a separate tax rate on the assessment in each property class;

AND WHEREAS the Municipal Act, 2001, c. 25, as amended, also requires that the tax rates are to be established in the same proportion as tax ratios;

AND WHEREAS the 2025 levy for all purposes (excluding education/ including PIL) has been set at \$869,694. (eight-hundred, sixty-nine thousand, six-hundred, ninety-four dollars) and adopted by the Council of the Corporation of the Township of Hilton;

AND WHEREAS certain education rates are provided in various regulations,

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

1. That the tax rates for **2025** for municipal and education purposes be hereby set as follows:

| Class                  | Municipal Rate | Education Rate | Total Rate |
|------------------------|----------------|----------------|------------|
| Residential/Farm       | 0.00957391     | 0.00153000     | 0.01110391 |
| Multi-residential      | 0.00957391     | 0.00153000     | 0.01110391 |
| Commercial/Occupied    | 0.01165528     | 0.00880000     | 0.02045528 |
| Commercial/Excess Land | 0.00815870     | 0.00880000     | 0.01695870 |
| Commercial/Vacant Land | 0.00815870     | 0.00880000     | 0.01695870 |
| Industrial/Occupied    | 0.01053130     | 0.00880000     | 0.01933130 |
| Industrial/Excess Land | 0.00684535     | 0.00880000     | 0.01564535 |
| Industrial/Vacant Land | 0.00684535     | 0.00880000     | 0.01564535 |
| Aggregate Extraction   | 0.00856939     | 0.00511000     | 0.01367939 |
| Farmlands              | 0.00239348     | 0.00038250     | 0.00277598 |
| Managed Forests        | 0.00239348     | 0.00038250     | 0.00277598 |

2. That all taxes shall become due and payable on the 30<sup>th</sup> day of September 2025.
3. Non-payment of the amount, as noted on the date stated in accordance with this by-law constitutes default. On all taxes of the levy which are in default after the noted due date shall be added a penalty of 1.25 percent per month, until December 31, 2025.
4. On all taxes unpaid as of December 31, 2025, interest shall be added at the rate of 1.25 percent per month, for each month or fraction thereof in which the arrears continue.
5. All taxes are due and payable to the Township of Hilton Municipal Office, 2983 Base Line, Hilton Beach, Ontario, P0R 1G0.

Read a first, second and third and final time this 13<sup>th</sup> day of August 2025.

## THE CORPORATION OF THE TOWNSHIP OF HILTON

**MINUTES**  
Regular Meeting  
July 9, 2025  
6:00 p.m.

Present:

Reeve Rodney Wood  
Councillor Dave Leask  
Councillor Janet Gordanier

CAO/Clerk-Treasurer Sara Dinsdale

Absent:

Councillor Mike Garside  
Councillor Mike Trainor

The meeting was called to order at 6:00 pm.

There were no declarations of pecuniary interest.

Resolution 2025-143

Moved: Janet Gordanier

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for July 9, 2025, as presented. \*CARRIED\*

Resolution 2025-144

Moved: Dave Leask

Seconded: Janet Gordanier

Resolved that this Council move into closed session at 6:03 p.m. in accordance with:

*Municipal Act section 239 (2)(d) labour relations or employee negotiations* to receive information regarding pay equity and employee compensation.

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 2025-145

Moved: Dave Leask

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at 6:47 p.m. \*CARRIED\*

Deputy Treasurer, Britney MacKay and Road Superintendent/Public Works Foreman, Dan See joined the meeting

Resolution 2025-146

Moved: Dave Leask

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the new Pay Equity Plan presented in closed session. \*CARRIED\*

Resolution 2025-147

Moved: Janet Gordanier

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adopt the 7 level wage scale reflecting the job values and pay equity adjustments according to the Township's new pay equity plan. \*CARRIED\*

CORPORATION OF THE TOWNSHIP OF HILTON  
MINUTES – July 22, 2025

Resolution 2025-148  
Moved: Dave Leask  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the regular council meeting of June 11, 2025. \*CARRIED\*

Resolution 2025-149  
Moved: Janet Gordanier  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the closed council meeting of June 11, 2025. \*CARRIED\*

Resolution 2025-150  
Moved: Dave Leask  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON give first, second and third and final reading and pass by-law No. 1462-25; being a by-law to appoint Daniel See as Road Superintendent/Public Works Foreman in the Township of Hilton in the District of Algoma for a probationary period. \*CARRIED\*

Mr. Dan See, Road Superintendent/Public Works Foreman provided the below roads update:

- Getting caught up with some cold patching
- Spoke to Rock Networks to request all the permission requests pertaining to the installation of fiberoptics throughout the township, in order to review them
- Beamish Construction Inc. has been in touch regarding the surface treatment of Trainors Side Road and the parking lot. They are planning to start the project during the week of July 14, 2025.
- The P Line will receive a calcium application once the rain stops
- Maintenance on the dump truck has been done. It was difficult to locate the grease lines that were previously cut off but will continue to look.
- The two dead trees are currently being removed at the cemetery by Island Arboriculture.

There was a discussion regarding the Sand Structure project. Council asked if the preliminary engineered drawings that were provided by Norquay Engineering were updated to include buttresses along the back and sides, as well as the floor. The Clerk confirmed that they were updated and that the Request for Quotes has been advertised with a closing date of July 31, 2025, at 4:00 pm.

Council reviewed the notices created for the Roads Department. The first is a notice that will be given by the Roads Superintendent when the clearing of snow from a driveway across the road has occurred, in contravention of Section 181 of the Ontario Highway Act. The other is a notice of contravention of the snow removal parking by-law #1452-25.

A letter from the Ministry of Emergency Preparedness and Response was received by Council that stated that Hilton Township has satisfied all thirteen (13) program elements required under the EMCPA 2024.

Council reviewed the Tulloch Invoices costs vs fees summary to date.

The Clerk presented a memo regarding the Cemetery Clean-Up that took place on Saturday, July 5, 2025, from 10 am to 12 pm. The memo stated that many areas were filled in with dirt, leaves were raked up and removed, dead tree branches were removed, garbage was picked up, and many unsafe and fallen headstones were assessed for future repair. The Township would like to thank: Dan See, Judith See, Charlie See, Sara Dinsdale, Adam Dinsdale, Graham Kent, Mike Trainor, Britney MacKay, Rob MacKay, Maggie MacKay, and Murray Mackay for volunteering their time and effort to clean up the Grace United Cemetery.

Council received a Clerk Report regarding the costs of offering to pay for full casket burials in a neighbouring cemetery to those who have proven interment rights in the Grace United Cemetery and do not wish to be cremated. Council discussed how the added cost would affect the Municipal budget and taxation for the Township's ratepayers and agreed that it was not a service that the Township could offer at this time. Council noted that the additional costs would not be fair to the Township's ratepayers as many interment rights holders reside outside of Hilton Township.

Council reviewed the Township's Hiring Policy with amendments to reflect more current procedures and to include the new Personnel Committee responsibilities.



CORPORATION OF THE TOWNSHIP OF HILTON  
MINUTES – July 22, 2025

Resolution 2025-151  
Moved: Janet Gordanier  
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. 1463-25; being a by-law to adopt a policy for the hiring of employees for the Corporation of the Township of Hilton. \*CARRIED\*

Council reviewed the amended Personnel Committee roles and responsibilities that were discussed at the regular meeting of June 18, 2025. The appointment of one more Council member was discussed in order not to limit the committee to only two Council members.

Resolution 2025-152  
Moved: Dave Leask  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to appoint Councillor David Leask, in addition to Councillor Mike Trainor and Councillor Mike Garside as members of the Township's Personnel Committee. Furthermore, the remainder of Council shall be appointed as alternate members.  
\*CARRIED\*

Resolution 2025-153  
Moved: Janet Gordanier  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to schedule a Personnel Committee meeting on July 15<sup>th</sup>, 2025, at 4:00 pm to discuss an employee performance review.  
\*CARRIED\*

The draft 2025 Municipal Budget was reviewed and a Clerk Report with an explanation of budget items and the tax levy was received and discussed. A tax rate increase of 8.44% was presented. This increase would still allow the township to contribute to the reserve funds with a lesser amount than the Township annually contributes, plus a contribution to the new Integrity Commissioner/Legal Reserve Fund. The second option presented was to increase the tax rate by 10%, which would allow the Township to contribute the same annual amount to the reserve funds, plus a contribution to the new Integrity Commissioner/Legal Reserve Fund.

Resolution 2025-154  
Moved: Dave Leask  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON accept the Draft 2025 Budget with the total revenue of \$1,747,229.77. A public meeting will be held on August 13, 2025, in order to provide an opportunity for the public to comment, prior to adopting the 2025 budget. \*CARRIED\*

A discussion regarding the landfill took place. The current by-Law # 575 and Agreement between the Village of Hilton Beach and the Township of Hilton along with correspondence from 2008 & 2009 regarding operating costs and agreement negotiations were reviewed. Council summarized that according to the correspondence, there was not a new agreement put in place; therefore, the current agreement associated with by-law 575, that states a 50/50 split of costs should be in effect. Council worked together to create a summary of the percentage of the usage between the Village of Hilton Beach and the Township of Hilton in order to compare it with the Village of Hilton Beach at the next landfill meeting. Council discussed that they would like to move forward in creating a new agreement with the Village that includes a reasonable percentage split of costs.

A letter that was received by the Township of Hilton in April from The Village of Hilton Beach, that had been deferred from previous meetings with a request to re-imburse the Village for recycling costs. This topic was deferred again, until it can be addressed at the next landfill meeting.

Council reviewed a letter that the Village of Hilton Beach sent to all business owners that currently have a contract and a key to access the landfill. The letter stated that all contracts will be cancelled by July 25, 2025, and access will be allowed on regular scheduled days and hours.

Council received a report prepared by Deputy Treasurer, Britney MacKay, regarding tax arrears. The report explained that since a tax arrears notice was distributed in May 2025, to all property owners with interest accruing on their property tax accounts, the Township now only has 44 properties that remain in arrears out of the initial 81.

CORPORATION OF THE TOWNSHIP OF HILTON  
MINUTES – July 22, 2025

There are currently three (3) properties that are in arrears for 3 plus years. Ms. Mackay’s report included information on how to proceed with the tax sale process on these properties.

Resolution 2025-155  
Moved: Janet Gordanier  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the Tax Sale Process through Realtax for properties in tax arrears for 3 plus years. \*CARRIED\*

Council received correspondence received from the St. Joseph Island Pioneer Museum regarding the Children’s Fall Fair. The fair will take place at the St. Joseph Island Museum located at the corner of I Line and 20<sup>th</sup> Side Road on Tuesday, August 16<sup>th</sup>, 2025. For more information, the Museum can be contacted at 705-246-2672.

Council discussed a request that was received by the Dr. Trefry Centre, stating that they are looking for a representative to add to their advisory committee. The committee typically meets monthly (with the exception of August) on the second Monday of the month. Topics include programming and information that might be shared between the municipalities and local social groups. Any resident of the Township of Hilton that would be interested in joining the Dr. Trefry Advisory Committee may contact the Municipal office at 705-246-2472 or by email at [admin@hiltontownship.ca](mailto:admin@hiltontownship.ca).

Council reviewed the June 2025 Payment Voucher.

Resolution 2025-156  
Moved: Dave Leask  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the payment of Township bills for the month of June 2025 in the amount of \$132,840.42 as per the attached voucher.\*CARRIED\*

Resolution 2025-157  
Moved: Janet Gordanier  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass by-law no. 1464-25, being a by-law to confirm the proceedings of this meeting.\*CARRIED\*

Resolution 2025-158  
Moved: Dave Leask  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 9:38 p.m. Council to meet again at the Hilton Township Municipal office on Wednesday, August 13, 2025, at 7:00 pm or at the call of the Reeve. \*CARRIED\*

---

Rodney Wood, Reeve

---

Sara Dinsdale, CAO/Clerk-Treasurer Clerk



86)

# Memo

Meeting Date: August 13, 2025

Subject: **First Aid/CPR Training & CEMC Meeting**

Regular Council Meeting

Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

---

## First aid/CPR training

First aid/CPR training is scheduled and will be funded by the Emergency Preparedness Grant. The first class that is scheduled is taking place on August 26, 2025. This is a blended class; the first part is completed online in advance, and the second part is in-person from 9 am to 3:30 pm.

The second class that is scheduled is taking place on Saturday September 6 and Sunday September 7. Attendance is required in-person for both days.

There is still room for more to attend either of the above mentioned classes. The cost to attend is \$141.59 plus taxes or if you would like to add your name to the list of volunteers to be called in case of an emergency to help out with distributing water, blankets, food packs etc. at the warming centre, the fee to attend the training is paid for by the grant.

## CEMC Meeting

A Community Emergency Management Committee meeting is scheduled to be held at the Hilton Township Municipal office on Wednesday, October 29, 2025 at 6:00 pm. Members that are required to attend are:

Reeve Rod Wood, Road Superintendent Dan See, CAO/Clerk-Treasurer Sara Dinsdale, Fire Chief Bob Hope, and Councillor Mike Garside.

9)a)

|  |
|--|
| <b>2025 Building Permit Fees Collected vs Costs Incurred</b><br>(re: Tulloch Services) |
|--|

|           | a/c 480100            | a/c 525600         | a/c 525610      |                  |
|-----------|-----------------------|--------------------|-----------------|------------------|
| Month     | Permit Fees Collected | Invoice Time Based | Invoice Mileage | Difference       |
| 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       |                       | 1,755.36           | 376.81          | 2,132.17         |
| June      | 1,680.00              | 1,053.22           | 210.85          | -415.93          |
| July      | 4,800.00              |                    |                 | -4,800.00        |
| August    |                       |                    |                 | 0.00             |
| September |                       |                    |                 | 0.00             |
| October   |                       |                    |                 | 0.00             |
| November  |                       |                    |                 | 0.00             |
| December  |                       |                    |                 | 0.00             |
|           | <b>7,084.00</b>       | <b>3,871.23</b>    | <b>660.26</b>   | <b>-2,552.51</b> |

Actual Net Cost to date 2025

**4,531.49**  
Total Inspection and Mileage Costs

| Historical FYI: |          | Actual Annual Cost: |                  |
|-----------------|----------|---------------------|------------------|
| 2025            | 7,084.00 | 4,531.49            | <b>-2,552.51</b> |
| 2024            | 7,247.00 | 11,559.00           | <b>4,435.03</b>  |
| 2023            | 7,730.00 | 19,089.46           | <b>11,359.46</b> |
| 2022            | 5,695.00 | 13,131.71           | <b>7,436.71</b>  |
| 2021            | 4,186.00 | 10,898.45           | <b>6,712.45</b>  |
| 2020            | 3,885.00 | 13,951.98           | <b>10,066.98</b> |
| 2019            | 4,075.00 | 11,833.02           | <b>7,758.02</b>  |
| 2018            | 2,420.00 | 6,269.23            | <b>3,849.23</b>  |
| 2017            | 2,075.00 | 8,716.38            | <b>6,641.38</b>  |
| 2016            | 1,570.00 | 4,165.25            | <b>2,595.25</b>  |
| 2015            | 1,800.00 | 6,484.63            | <b>4,684.63</b>  |
| 2014            | 2,325.00 | 7,436.83            | <b>5,111.83</b>  |
| 2013            | 1,120.00 | 7,167.71            | <b>6,047.71</b>  |

**Hilton Township Administration**

---

**From:** Brant Coulter <brantcoulter@hotmail.com>  
**Sent:** July 29, 2025 11:46 AM  
**Subject:** Request for Support: Laptop Purchase to Ensure Continuation of Services  
**Attachments:** Best Buy Quote Brant Coulter.xlsx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Councils and Senior Staff of the Townships of Macdonald, Meredith & Aberdeen Additional; Laird; Tarbutt; and Hilton,

I hope you are all doing well.

As you know, I currently provide by-law enforcement to your townships, and I look forward to continuing to contribute in meaningful ways. My current personal computer is very outdated and my Microsoft subscriptions are expiring on August 16th. I makes for notes for inspections, upload pictures, respond to e-mail requests, prepare notices, submit monthly hours, etc.

To ensure that I can continue delivering efficient, professional service for at least two more years, I would kindly ask each township to consider contributing **\$215** toward the purchase of a new laptop equipped with the necessary Microsoft Office programs.

In return, I guarantee continuity of my services to each township for a minimum of two years—so you can be assured your investment supports reliable delivery service and improved productivity.

I have attached a quote from Best Buy for your review.

I'd sincerely appreciate your support and am happy to answer any questions or provide additional details if needed. I look forward to continuing to serve each of your communities.

Thank you very much for your time and consideration.

*Please Note that the quote is subject to change at the General Managers discretion*

## Price Quote

|         |               |
|---------|---------------|
| Name    | Brant Coulter |
| Address |               |
| City    |               |
| Phone#  |               |
| E-Mail  |               |

[illegible]

|          | <u>Product Service Plan</u> | <u>Grand Total With PSP</u> |
|----------|-----------------------------|-----------------------------|
| 5 Year - |                             |                             |
| 4 Year - |                             |                             |
| 3 Year - |                             |                             |
| 2 Year - |                             |                             |

|            |          |
|------------|----------|
| <b>HST</b> | \$ 98.80 |
|------------|----------|

|             |           |
|-------------|-----------|
| Grand Total | \$ 858.77 |
|-------------|-----------|

**Associate:** JF

Thank-You. Please Call me if you have any questions 705-942-0722



**CORPORATION OF THE TOWNSHIP OF HILTON**  
2983 BASE LINE, HILTON BEACH, ONTARIO P0R 1G0

10a)i)

Phone (705) 246-2472  
Fax (705) 246-0132  
Email: [admin@hiltontownship.ca](mailto:admin@hiltontownship.ca)  
Website: [hiltontownship.ca](http://hiltontownship.ca)

July 16, 2025

Sent via: Mail

Mr. Robert Dumanski  
2120 Garside Rd. West  
R.R. #1  
Hilton Beach, ON P0R 1G0

**RE: CONDITIONS REGARDING CONSENT TO SEVER PART OF LOTS 4 & 5, CONCESSION 8**

Dear Mr. Dumanski:

As you are aware, the Council of the Township of Hilton reviewed your Consent to Sever application at its regular meeting on December 4, 2025.

The St. Joseph Island Planning Board approved your application on December 16, 2024 with conditions. I have attached the approval letter for your reference.

Due to the postal strike that occurred in 2024 this letter was missed by the Township of Hilton, and Council did not have an opportunity to review it or discuss whether 5% cash in lieu of park purposes would be requested by you. It is recognized that you did reach out and request verification that Council did not request this condition and you received the attached email reply.

Rest assured, that there are no issues with your consent application and it remains approved; however, Council will be reviewing whether they would like to request the 5% cash in lieu of park purposes amount at its next regular Council meeting scheduled for Wednesday, August 13, 2025.

I deeply apologize for the oversight and the inconvenience that this may cause. You will receive a letter indicating Council's decision subsequently.

Best regards,

Sara Dinsdale  
CAO/Clerk-Treasurer

ENCL. 2



# ST. JOSEPH ISLAND PLANNING BOARD

P.O. Box 290

Richards Landing, ON

P0R 1J0

Telephone: (705) 542-4606

Email: [sjiplanningboard@gmail.co](mailto:sjiplanningboard@gmail.co)

December 19, 2024

Robert Dumanski  
2120 Garside Rd. West  
R. R. # 1  
Hilton Beach, ON  
P0R 1G0

Dear Mr. Dumanski:

## **Re: Consent Application # 9/24 - Part of Lots 4 & 5, Concession 8, Township of Hilton**

Notice is hereby given that this approval authority has provisionally approved the above noted application for consent. This provisional consent is subject to the following conditions:

1. This approval shall apply to the severance of one new rural/residential lot from Part Lot 4 & 5, Concession 8, Hilton Township, with an area of approximately 12.3 hectares (30.4 acres) and frontage of about 150 metres (500 ft.) on Garside Road West.
2. Prior to the deeds for this transaction being stamped:
  - i. A Reference Plan prepared by an Ontario Land Surveyor of the subject lands, shall have been delivered to the St. Joseph Island Planning Board;
  - ii. All property taxes levied against the subject properties shall been paid in full;
  - iii. The applicant shall convey 5% of the subject lands to the municipality, if requested, for park purposes. Alternatively, the municipality may require cash in lieu of all or a portion of such conveyance.
3. The subject transaction shall be completed within two years of the date of notice of this approval.

If these conditions have not been fulfilled within two years from the giving of this notice, then this application for consent will thereupon be deemed to be refused.

You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have made a written request to be notified of changes to the conditions of the provisional consent.

Any person or agency may appeal to the Ontario Land Tribunal against this decision, or any or all of the conditions imposed, by filing with the Secretary-Treasurer of the St. Joseph Island Planning Board, a notice of appeal setting out written reasons in support of the appeal, and must be accompanied by payment to the Secretary-Treasurer of the fee required by the Ontario Land Tribunal.

**The last date on which a notice of appeal may be filed is January 8<sup>th</sup>, 2025.**

Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Ontario Land Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

All submissions received relating to this application were considered in support of this application.

Additional information regarding this application for consent is available for inspection by contacting the Secretary-Treasurer of the St. Joseph Island Planning Board at the address shown herein.

If you have any questions, please do not hesitate to contact the undersigned.

Yours truly,

A handwritten signature in black ink, appearing to read 'Michael Jagger', with a long, sweeping horizontal line extending to the right.

Michael Jagger  
Secretary-Treasurer  
St. Joseph Island Planning Board

- c. Township of Hilton ✓  
Algoma Public Health

## Hilton Township Administration

---

**From:** Hilton Township Administration  
**Sent:** May 9, 2025 10:55 AM  
**To:** Rob Dumanski  
**Subject:** Consent to Sever

Hi Rob,

Your Application for consent to sever was reviewed by the Council of the Township of Hilton on December 4, 2024 at it's regular meeting. Council did not request that you pay 5% for park purposes or a cash in lieu amount.

Thank you.

Sara Dinsdale  
CAO/Clerk-Treasurer  
Township of Hilton  
705-246-2472  
[admin@hiltontownship.ca](mailto:admin@hiltontownship.ca)  
[www.hiltontownship.ca](http://www.hiltontownship.ca)



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

We are dedicated to fostering a positive and respectful environment for everyone. We kindly ask all employees, community members, and visitors to treat each other with kindness and respect. Abusive, inappropriate, and negative conduct of any kind will not be tolerated.

Individuals who submit letters and other information to Council should be aware that any personal information contained within their communications may become part of the public record and may be made available to the public through the Council Agenda process.

End 2.

28-Jul-25

**Roll #45101: 2120 Garside Road West**  
**Part of Lots 4&5, Concession 8, Township of Hilton**

Assessment Value Roll #45101 (2024 Value) = \$ 122,000  
 acres = 100.38

Assessment Value Roll # 45101 (land only) using average of \$599.64/acre

Value of Land (100.38x\$599.64)= \$ 60,192.19

Value per acre= \$ 599.64

Acres of Land being sold = 30.4  
 Therefore, \$599.64 x 30.4 (acres being sold) = \$ 18,229.06

**Therefore, \$18,229.06 x 5% = \$ 911.45 (Cash in lieu of parkland)**

\* Average of \$599.64/acre based on assessment values for other Roll #s in area:

|               |                           | per acre  |
|---------------|---------------------------|-----------|
| Roll # 45100: | \$ 59,000.00 100.65 acres | \$ 586.19 |
| Roll # 45200: | \$ 59,000.00 94.44 acres  | \$ 624.74 |
| Roll # 42250: | \$ 60,000.00 102.04 acres | \$ 588.00 |

Average/acre: \$ 599.64

**FOURTH INTER-MUNICIPAL AGREEMENT RENEWAL**

**THIS RENEWAL** made this 7th day of April, 2025.

**BETWEEN:**

**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**

Hereinafter referred to as “the City”

-and-

**THE MUNICIPAL PARTNERS BEING:**

**The Town of Bruce Mines**  
**The Township of Hilton**  
**The Municipality of Huron Shores**  
**The Township of Johnson**  
**The Township of MacDonald, Meredith & Aberdeen Additional**  
**The Township of Plummer Additional**  
**The Township of Dubreuilville**  
**The Village of Hilton Beach**  
**Township of Jocelyn**  
**The Township of Laird**  
**The Municipality of Wawa**  
**The Township of Prince**  
**The Township of St. Joseph**  
**The Corporation of the Town of Thessalon**  
**The Township of Tarbutt & Tarbutt Additional**  
**The Township of White River**  
**Garden River First Nation**  
**Batchewana First Nation of Ojibways**

Hereinafter referred to as “Municipal Partners”

**WHEREAS** an Inter-Municipal Service Agreement dated May 14, 2001 (the “Agreement”) was made between the City and the Municipal Partners in support of a Memorandum of Understanding for the transfer of service delivery for all court administration and court support functions under the *Provincial Offences Act* and prosecutions of matters under Parts I and II of the *Provincial Offences Act*;

**AND WHEREAS** the Parties agreed to the City of Sault Ste. Marie being the service delivery agent to effect a seamless transition of *Provincial Offences Act* court administration and to share the net revenues on a population basis among the Municipal Partners;

**AND WHEREAS** the Agreement has been renewed by the City and the Municipal Partners from time to time to allow for the continuous provision of services;

**AND WHEREAS** the most recent renewal of the Agreement was the Renewal of Inter-Municipal Agreement made the 10<sup>th</sup> day of August, 2020 (the "2020 Agreement"), which renewed the Agreement for the period of five (5) years commencing on April 1, 2020 and ending on March 31, 2025;

**AND WHEREAS** Section 13 of the 2009 Agreement provides that the Parties hereto may amend the agreement on the written consent of the Parties thereto;

**AND WHEREAS** the Parties hereto agree and wish to renew the 2009 Agreement for a further period of five (5) years;

**NOW THEREFORE** the Parties hereto agree as follows:

1. The Parties hereto acknowledge and agree that Section 9 of the 2009 Agreement shall be amended, so as to cause the renewal of the 2009 agreement for a future period of five (5) years, commencing on April 1, 2025 and ending on March 31, 2030.
2. This Agreement may be executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute but one and the same instrument.

**IN WITNESS WHEREOF** the Parties hereto have signed and sealed this renewal of the 2009 Agreement by their proper signing officers as of the date first above written.

**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**

\_\_\_\_\_  
MAYOR – MATTHEW SHOEMAKER

\_\_\_\_\_  
CLERK – RACHEL TYCZINSKI

**THE TOWN OF BRUCE MINES**

\_\_\_\_\_  
MAYOR – LORY PATERI

\_\_\_\_\_  
CLERK – JUDY DAVIS

**THE TOWNSHIP OF HILTON**

\_\_\_\_\_  
REEVE – RODNEY WOOD

\_\_\_\_\_  
~~ACTING CLERK~~ – SARA DINSDALE  
*CAO/Clerk-Treasurer*

**THE MUNICIPALITY OF HURON SHORES**

\_\_\_\_\_  
MAYOR – JANE ARMSTRONG

\_\_\_\_\_  
CLERK – NATASHA ROBERTS

**THE TOWNSHIP OF DUBREUILVILLE**

\_\_\_\_\_  
MAYOR – BEVERLY NANTEL

\_\_\_\_\_  
CLERK – SHELLEY B. CASEY

**THE VILLAGE OF HILTON BEACH**

\_\_\_\_\_  
MAYOR – ROBERT HOPE

\_\_\_\_\_  
CLERK – MYRA EDDY

**TOWNSHIP OF JOCELYN**

\_\_\_\_\_  
REEVE – CORI MURDOCK

\_\_\_\_\_  
CLERK – KAYLEE D'ANGELO



**THE TOWNSHIP OF JOHNSON**

---

MAYOR – REG MCKINNON

---

CLERK – JANET MAGUIRE

**THE TOWNSHIP MACDONALD,  
MEREDITH & ABERDEEN ADDITIONAL**

---

MAYOR – LYNN WATSON

---

CLERK – LACEY KASTIKAINEN

**THE TOWNSHIP OF PLUMMER ADDITIONAL**

---

MAYOR – BETH WEST

---

ACTING CLERK – LIISA COTNAM

**THE TOWNSHIP OF ST. JOSEPH**

---

MAYOR – JODY WILDMAN

---

CLERK – AMANDA RICHARDSON

**THE TOWNSHIP OF LAIRD**

---

MAYOR – SHAWN EVOY

---

CLERK – JENNIFER ERRINGTON

**TOWNSHIP OF MICHIPICOTEN  
NOW THE MUNICIPALITY OF WAWA**

---

MAYOR – MELANIE PILON

---

CLERK – MAURY O'NEILL

**THE TOWNSHIP OF PRINCE**

---

REEVE – MELANIE MAGERAN

---

CLERK – SAM CAROLEI

**THE TOWNSHIP OF TARBUTT &  
TARBUTT ADDITIONAL**

---

MAYOR – LENNOX SMITH

---

CLERK – CAROL O. TRAINOR

**THE CORPORATION OF THE  
TOWN OF THESSALON**

---

DEPUTY MAYOR – JORDAN BIRD

---

CLERK – DEBBIE RYDALL

**GARDEN RIVER FIRST NATION**

---

CHIEF KAREN BELL

---

COUNCILLOR KARI BARRY

---

COUNCILLOR DARWIN BELLEAU

---

COUNCILLOR KRISTY DAWN JONES

---

COUNCILLOR LEE ANN GAMBLE

---

COUNCILLOR TRAVIS JONES

**BATCHEWANA FIRST NATION OF OJIBWAYS**

---

CHIEF MARK McCOY

---

COUNCILLOR JOE TOM SAYERS

---

COUNCILLOR AGNES LIDSTONE

---

COUNCILLOR LUKE McCOY

---

COUNCILLOR ANN TEGOSH

**THE TOWNSHIP OF WHITE RIVER**

---

MAYOR – TARA ANDERSON HART

---

CLERK – JULIE ROY WARD

---

COUNCILLOR CHESTER LANGILLE

---

COUNCILLOR CANDICE SIM

---

COUNCILLOR TREVOR SAYERS

---

COUNCILLOR BRENDA SAYERS

---

COUNCILLOR GARY ROACH

---

COUNCILLOR CAROL HERMISTON



# Memo

Meeting Date: August 13, 2025

Subject: **Landfill**

Regular Council Meeting

Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

---

At the regular Council meeting held on July 9, 2025, Council requested information of whether the Township's insurance policy includes any insurance coverage regarding the landfill. Upon researching the insurance policy, it was found that it does not contain any insurance regarding the landfill.

A joint Council/Landfill meeting is scheduled for September 24, 2025 at 7:00 pm at the office of the Village of Hilton Beach.



11c)

Clerk Report: 2025-08-13-03

Meeting Date: August 13, 2025

Subject: **Update Re: OTF Grant Application**

Regular Council Meeting

Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

---

An application was submitted for the Capital Grant through the Ontario Trillium Foundation (OTF) in March 2025. The application included a proposal for funds to build a pickleball court, interactive playground equipment and walking trails at the W Line Township property.

The application has been denied.

On July 30, 2025, CAO/Clerk-Treasurer Sara Dinsdale and Deputy Clerk-Treasurer Britney MacKay attended a training session via phone call with a representative from OTF regarding the denial of the application. During this training session, the OTF representative advised on additional information that can be included in the next application when we re-apply in 2026.

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1466-25

Being a by-law to appoint a Deputy Clerk-Treasurer

WHEREAS under the provisions of Section 228 (2) of the *Municipal Act, R.S.O. 2001 C.25, as amended*, a municipality may appoint a Deputy Clerk who shall have all the powers and duties of the Clerk under the Municipal Act and any other Act;

AND WHEREAS under the provisions of Section 286 (2) of the *Municipal Act, R.S.O. 2001 C.25, as amended*, a municipality may appoint a Deputy Treasurer, who shall have all the powers and duties as the Treasurer under the Municipal Act and any other Act;

AND WHEREAS the Municipal Council of the Township of Hilton deems it expedient to combine the said offices of Deputy Clerk and Deputy Treasurer and appoint a Deputy Clerk-Treasurer for the Township of Hilton;

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

- 1. THAT Britney MacKay is hereby appointed to the office of Deputy Clerk-Treasurer for the Township of Hilton.
- 2. THAT the duties and responsibilities of this position shall be contained in the job description attached as "Schedule A" and forming part of this By-Law.
- 3. THAT the salary attached to said office shall be determined from time to time by resolution of the Municipal Council.
- 4. THAT all other by-laws inconsistent with this by-law are hereby repealed.
- 5. THAT this by-law shall come into force and effect on the 13<sup>th</sup> day of August 2025.

Read a first, and second time this 13<sup>th</sup> day of August 2025.

Read a third and final time and passed this 13<sup>th</sup> day of August 2025.

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

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

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1467-25

Being a by-law to appoint officers, servants, boards and commissions for the year 2025.

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

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

AND WHEREAS the Council of the Corporation of the Township of Hilton deems it expedient to appoint said officers, servants, boards and commissions for the year 2025;

NOW THEREFORE the Council of the Corporation of the Township of Hilton hereby enacts that the following be appointed for the year 2025:

|   |                        |
|---|------------------------|
| Fence Viewer                                      | David Leask            |
| Pound keeper                                      | Dan See                |
| Stock Evaluator                                   | Mike Garside           |
| Trench Inspector                                  | Dan See                |
| Weed Inspector                                    | Dan See                |
| Community Emergency Management Coordinator (CEMC) | Jeff Edwards           |
| CEMC (Alternate)                                  | Sara Dinsdale          |
| Emergency Management Program Committee            | Jeff Edwards           |
|   | Sara Dinsdale          |
|   | Mike Garside           |
| Cemetery Board                                    | Rod Wood               |
|   | Dave Leask             |
|   | Mike Trainor           |
|   | Mike Garside           |
|   | Janet Gordanier        |
| Cenotaph Committee                                | Rod Wood               |
|   | Roy Broadhagen         |
| Hilton Union Public Library Board                 | Dave Leask             |
|   | Janise Garside         |
|   | Shirley Pollock        |
|   | Donna Smith            |
| Hilton Union Fire Board                           | Janet Gordanier        |
|   | Mike Garside           |
|   | Rod Wood               |
|   | Dave Leask (Alternate) |
| Museum Board                                      | Rod Wood               |
|   | Karen Mascardelli      |
|   | Myles Routledge        |

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1467-25

|  |  |
|--|--|
| North Shore Health Network Recruitment Committee | Mike Garside   |
| Planning Board                                   | David Leask<br>Rod Wood  |
| Recreation Committee                             | Dale Kingsley<br>Donna Smith<br>Penny Wood   |
| Seniors/Disabled Advisory Committee              |  |
| Landfill Committee                               | Mike Trainor<br>Janet Gordanier<br>Rod Wood<br>David Leask<br>Mike Garside                         |
| Community Hall Kitchen Committee                 | Rod Wood   |
| OPP Board  | Mike Garside<br>Barbara Church   |
| Personnel Committee                              | David Leask<br>Mike Garside<br>Mike Trainor<br>Rod Wood (alternate)<br>Janet Gordanier (alternate) |

This by-law rescinds By-Law No. 1450-25.

Read a first, second and third time and passed this 13<sup>th</sup> day of August 2025

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

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

## THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1468-25

Being a by-law to establish schedules of retention periods for documents, records, and other papers of the Municipality.

**WHEREAS** Subsection 254(1) of the *Municipal Act, 2001* (the “Act”) provides that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with subsection 2001, c.25 s.254 (1);

**AND WHEREAS** Subsection 255(1) of the *Municipal Act, 2001*, S.O. 2001 c.25 (the “Act”) as amended provides that except otherwise provided, a record of the municipality or local board may only be destroyed in accordance with section. 2001, c. 25 s.255 (1);

**AND WHEREAS** Subsection 255(2) of the *Municipal Act, 2001*, states that despite Section 254, a record of a municipality or a local board may be destroyed if a retention period for the record has been established under this section and a), the retention period has expired; or b) the record is a copy of the original record. 2001, C.25, s.255 (2); 2006, c. 32, Schedule A. S. 109 (1); and

**AND WHEREAS** in accordance with Subsection 255(3) a municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with section 254. 2001, C.25 2.255 (3).

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

1. **THAT** the Retention Periods for the records of the Township of Hilton attached hereto as “Schedule A” and forming part of this by-law, are hereby adopted.
2. **THAT** the Clerk has the authority to destroy all documents provided they have been retained until the retention period outlined in “Schedule A” has expired.
3. **THAT** the Clerk is required to make a record of documents destroyed.
4. **THAT** Schedule “A” is amended to include transitory records.
5. **THAT** this by-law shall come into force and effective the date of passing.
6. **THAT** By-law 1349-22 is hereby rescinded.

Read a first, second and third time and finally passed this 13<sup>th</sup> day of August 2025.

---

Rodney Wood, Reeve

---

Sara Dinsdale, CAO/Clerk-Treasurer



## ADM - Administration Management

| CLASSIFICATION CODE | ACTIVITY   | DESCRIPTION  | TRIGGER                | RETENTION PERIOD | NOTE   |
|---------------------|--|--|------------------------|------------------|--|
| ADM                 |  | Records related to administrative processes and activities including access and privacy, administrative support, meetings and event participation, processes and performance management.   |                        |                  |  |
| ADM01               | Delegation of Authority  | Records related to the delegation or assignment of authority.  | File Closed Date       | 7 Years          | File Closed Date - Superseded or Obsolete    |
| ADM02               | Forms and Templates  | Includes all blank templates and forms created and/or used by the municipality.  | File Closed Date       | 1 Year           | File Closed Date - Superseded or Obsolete    |
| ADM03               | Associations/ Organizations/ Societies/Committees Participation - External | Records related to association, organizations, societies and Committees to which staff belong to or with which they communicated in the course of their duties. Records can include: annual reports, newsletters, bylaws, meeting minutes and agendas. | Calendar Year End Date | 2 Years          | Includes APH, ADSAB & other related agencies |
| ADM04               | Departmental Meetings  | Records include minutes, reports, notice of meetings and agendas for Departmental meetings.  | Calendar Year End Date | 4 Years          |  |

|              |  |   |                  |                           |   |
|--------------|--|---|------------------|---------------------------|---|
| <b>ADM05</b> | Policies, Procedures, Standards and Guidelines | Records include Departmental policies, procedures, standards, guidelines and operating manuals, checklists, and informal departmental workflow process documentation used to document tasks and activities. | File Closed Date | Not Specified - Must Keep | File Closed Date - Superseded or Obsolete |
| <b>ADM06</b> | Statistical Reports                            | Records regarding the preparation of statistics such as Departmental activity reports.  | Report Date      | 2 Years                   |   |
| <b>ADM07</b> | Accssibility Requests & Correspondence         | Records & related correspondence in regard to requests for accomodation made by residents.  | Report Date      | 5 Years                   |   |
| <b>ADM08</b> | Birth & Death Certificates                     | Records in regard to birth and death certificates.  | Date Received    | P                         |   |

AST - Asset Management & Maintenance

| CLASSIFICATION CODE | ACTIVITY          | DESCRIPTION  | TRIGGER                | RETENTION PERIOD  | NOTE |
|---------------------|-------------------|--|------------------------|---|------|
| AST                 |                   | Records related to the management and maintenance of physical assets including property maintenance, the operation of equipment and facilities, and the physical security of buildings and property.   |                        |   |      |
| AST01               | Parks Maintenance | Record related to landscaping, design and maintenance of parks, playgrounds and trails such as descriptions and layouts, maintenance scheduling, cycle paths, irrigation and other maintenance activities.   | Calendar Year End Date | Park maintenance = 5**, Playground equipment = 15 Years |      |
| AST02               | Equipment         | Records regarding the maintenance of owned or leased equipment or apparatus that is not part of an internal building primary mechanical and supply system such as serial numbers, technical specification manuals for the operation of the equipment, specifications, calibration records, installation instructions and maintenance activities. | Disposal of Equipment  | 1 Year  |      |

|              |                                   |  |                                     |                              |  |
|--------------|-----------------------------------|--|-------------------------------------|------------------------------|--|
| <b>AST03</b> | Fleet Management                  | Records regarding the maintenance of all vehicles owned or leased by the municipality. Records can include: work orders, registrations, inspection check lists, repair orders and disposal.  | Disposal of vehicle or end of lease | Not specified, must maintain |  |
| <b>AST04</b> | Building Maintenance              | Records regarding the maintenance of municipal building such as: the monitoring and maintenance of building structures, recreational facilities and internal property systems including heating and cooling (HVAC, etc.), pool and arena plant systems, elevating devices, power, wiring, plumbing and alarms. Records may include building layouts for equipment, lighting, plumbing, power and ceiling conduits. Records may also include the maintenance and Operational Management manuals for building infrastructure, inspection and monitoring reports and logs, deficiency reports, asbestos audit testing, building condition reviews, status reports, preventative and maintenance monitoring. | Calendar Year End Date              | 10 Years                     |  |
| <b>AST05</b> | Planning, Design and Construction | Records regarding the management of construction and renovation projects for the municipal buildings such as project specifications, project schedules, status reports, site photographs, change requests, contract compliance monitoring, permits and vendor and contractor liaison.  | Project Closed Date                 | P                            |  |

|              |   |   |                  |          |   |
|--------------|---|---|------------------|----------|---|
| <b>AST06</b> | Building Drawings                               | Records include drawings and plans regarding the structure of any building owned by the municipal, including mechanical and electrical systems, structural plans, architectural layouts and blue prints and specifications for any new builds, upgrades or additions. | File Closed Date | P        | E = superseded or life of asset/system                            |
| <b>AST07</b> | Building & Property Security                    | Records regarding the protection of the municipal property such as key lists, vandalism reports and other protection measures.  | Originating      | 5 Years  |   |
| <b>AST08</b> | Bridges & Bridge Reports                        | Includes all bi-annual bridge reports, bridge restrictions, engineer recommendations & reviews  | File Closed Date | 15 years |   |
| <b>AST09</b> | Entrance Permits                                | Includes all culvert placements, inspections, repairs, replacements and any related inquiries.  | File Closed Date | P        | *Where applicable, a copy is kept in the roll file for reference* |
| <b>AST10</b> | Roads Opening & Closures                        | Includes all records relating to roads opening & closures, including related correspondence.  | File Closed Date | 3 Years  |   |
| <b>AST11</b> | Roads Design Construction & Contracted Projects | Includes all records relating to roads construction projects, progress reports, and related correspondence. Includes roads engineering drawings.  | File Closed Date | 7 Years  |   |
| <b>AST12</b> | Roads Needs Assessment                          | Records for roads needs assessment, related roads recommendations from RWF and engineers. Includes all related roads data including ratings and valuations  | File Closed Date | P        |   |
| <b>AST13</b> | Roads Maintenance                               | Records in regard to roads maintenance, winter maintenance (incl Roads salt & sand), and winter road notices  | File Closed Date | 7 Years  | *Where applicable, a copy is kept in the roll file for reference* |

COM - Communication Management

| CLASSIFICATION CODE | ACTIVITY                      | DESCRIPTION   | TRIGGER                | RETENTION PERIOD | NOTE                   |
|---------------------|-------------------------------|---|------------------------|------------------|------------------------|
| COM                 |                               | Records related to the municipality's relationship with the community and other stakeholders. Includes communication production and coordination, external communication such as speeches and communications and relationship management.   |                        |                  |                        |
| COM01               | Corporate Identity & Branding | Records regarding the municipality's design elements, logos, watermarks, visual identity standards used for signage, letterhead and branded material other means of identifying the municipality.   | File Closed Date       | P                | Superseded or Obsolete |
| COM02               | Design Coordination           | Records include graphic design and production execution planning, layouts, and graphics use to create promotional material and advertising for the municipality.  | Calendar Year End Date | 7 Years**        | ** - archive review    |
| COM03               | Media Analytics               | Records related to media, web and social media research and analytics such as media monitoring results, and usage data tracking and analysis.   | Calendar Year          | 5 Years **       | ** - archive review    |
| COM04               | Media Content Management      | Records related to content and messages distributed through various external media channels such as the internet and social media platforms. Includes content posted to websites <b>not included municipally managed websites or social media</b> , posting status and checklists, and website snapshots. | File Closed Date       | P                | Superseded or Obsolete |

|              |                                    |  |                        |                 |   |
|--------------|------------------------------------|--|------------------------|-----------------|---|
| <b>COM05</b> | Communications                     | Records include final version of published or distributed information and materials such as promotional material, information packages, brochures, advertisements and newsletters.   | File Closed Date       | 1 Year          | Superseded or Obsolete                                  |
| <b>COM06</b> | Speeches & Presentations           | Records include background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials. <b>Includes notes &amp; slide decks from conferences and seminars</b>  | Calendar Year End Date | 7 Years**       | ** - archive review                                     |
| <b>COM07</b> | Heritage Preservation              | Records include photographs, artifacts, inventories and other records regarding the history of the municipality and surrounding municipalities.  | File Closed Date       | P               | File Closed Date = removal of designation               |
| <b>COM08</b> | Community Organizations            | Records related to formal communication in the course of staff duties with community organizations regarding advocacy, joint initiatives, and information sharing such as correspondence, background information, communication summaries and participation details. | Calendar Year End Date | 2 Years         |   |
| <b>COM09</b> | Fundraising                        | Records related to the raising of funds and donations for municipality-run programs.   | Calendar Year End Date | 2 Years         |   |
| <b>COM10</b> | Public Relations                   | Record related to the promoting relationships with the media such as key messaging, press releases, community announcements and correspondence with media.   | Calendar Year End Date | 7 Years         |   |
| <b>COM11</b> | Community Inquiries and Complaints | Includes records regarding inquiries, comments, congratulations and complaints received. Include the municipality's response to questions asked through media and email messages   | File Closed Date       | 5 Years **      | E = Resolution of inquiry or complaint, closure of file |
| <b>COM12</b> | Website and Social Media Content   | Includes all social media posts, information, postings and updates.  | File Closed Date       | Once Superseded |   |



| CSS - COMMUNITY SUPPORT SERVICES |                                       |   |                        |                                     |  |
|----------------------------------|---------------------------------------|---|------------------------|-------------------------------------|--|
| CLASSIFICATION CODE              | ACTIVITY                              | DESCRIPTION   | TRIGGER                | RETENTION PERIOD                    | NOTE   |
| CSS                              |                                       | Records related to the municipality's delivery of Services to its community members.  |                        |                                     |  |
| CSS01                            | Family and Community Support Services | Records related to the family and community support services that enhances the social well-being of individuals and families through promotion or intervention strategies as permitted under the Family and Community Support Service Act.  | File Closed Date       | Not specified, shall prepare/submit | Superseded or Obsolete                       |
| CSS02                            | Heritage Designation                  | Records related to the identification, designation and conservation of buildings, structures and natural resources that are of historical significance such as heritage studies, registers of sites of cultural and historical interest and documentation used to identify the appropriateness of a heritage designation. | File Closed Date       | P                                   |  |
| CSS03                            | Cemetery Records                      | Includes records related to interment, burial records, maintenance records, annual BAO reports, lots sales, etc.  | Calendar Year End Date | P                                   |  |
| CSS04                            | Special Community Events              | Records regarding special community events such as: Canada Day, etc.  | Calendar Year End Date | 7 Years**                           | ** - archive review                          |
| CSS05                            | Facilitations & Historical Archives   | Records include photographs, artifacts, inventories and other records regarding the history of the municipality and surrounding municipalities. Includes family archives, family events, historical information within the Township. Media Clips, stories, and other historical information.                              | Calendar Year End Date | P**                                 | **Filed digitally and in historical binders. |
| CSS06                            | Engagements                           | Records related to public engagements.  | Calendar Year End Date | 5 Years                             |  |
| CSS07                            | Vulnerable Sector Registry            | All records related to vulnerable sector registry, including personal information.  | Calendar Year End Date | 1 Year                              |  |
|                                  |                                       |   |                        |                                     |  |



| DEV - COMMUNITY PLANNING AND DEVELOPMENT |  |   |                        |                  |  |
|--|--|---|------------------------|------------------|--|
| CLASSIFICATION CODE                      | ACTIVITY                                 | DESCRIPTION   | TRIGGER                | RETENTION PERIOD | NOTE   |
| DEV                                      |  | Records related to the growth and development of the municipality including the Statutory Plans and buiding and development permits.  |                        |                  |  |
| DEV01                                    | Building and Fire Inspections            | Records regarding inspections of commercial, industrial and institutional properties.   | File Closed Date       | P                | File Closed Date = Date of Passed Inspection, life of system                     |
| DEV02                                    | Development Permits and Building Permits | Records related to development and building permit applications, supporting documents, and copies of approvals. Includes copies of all building permit inspection reports.Includes all septic,private water systems & public health approvals | File Closed Date       | P                | File Closed Date = Superseded/Obsolete, Excludes actual data residing on systems |
| DEV03                                    | Residential Development                  | Records relating to planning and development applications and requests to develop, build or renovate such as applications, supporting documentation including plans and reports, approvals and development permits issued.                    | File Closed Date       | 10 Years **      | File Closed Date = Date of Application   |
| DEV04                                    | Economic Development                     | Records regarding the promotion and development of industry and commerce in the municipality including inquiries and business profiles.   | Calendar Year End Date | 10 Years **      | ** - archive review  |

|              |   |  |                  |            |  |
|--------------|---|--|------------------|------------|--|
| <b>DEV05</b> | Annexation/ Amalgamation                                    | Records pertaining to the annexing and amalgamating of land adjacent to the municipality's lands to accommodate growth.  | File Closed Date | P          | Superseded or Obsolete   |
| <b>DEV06</b> | Rights-of -Way, Licence of Use, Easements and Encroachments | Records regarding Rights-of-Way, Easements, licensing and encroachment agreements concerning ownership of private lands in order to maintain community services such as water and sewer lines that cross private property.   | File Closed Date | 6 Years ** | File Closed Date = termination of right, license and easement ** - archive review                        |
| <b>DEV07</b> | Maps and Mapping  | Records regarding maps and geospatial mapping components including maps relating to community facilities, zoning, electoral boundaries, flood plain, geologic survey,reference plans, subdivision, land use, typographic and water and soil.   | File Closed Date | P          | S/O, Excludes actual data residing on systems. Where applicable, a copy is kept in the related roll file |
| <b>DEV08</b> | Land Use Bylaw Amendment Applications                       | Records regarding Land Use Bylaw amendment applications and reports. Includes rezoning (redistricting) applications.   | File Closed Date | 2 Years ** | File Closed Date = Final decision is made ** - archive review  |
| <b>DEV09</b> | Development Statistics                                      | Records include monthly and annual reports of development permits and building permit statistics.  | File Closed Date | 10 Year ** | File Closed Date = Project Completion<br>** - archive review   |
| <b>DEV10</b> | Environmental Planning                                      | Records related to environmental studies with a long range planning emphasis such as flood control, watershed management, open space planning and storm drainage.<br>Records related too local improvement programs such as studies, statistics and any required background information. | 15 Years **      | P          | ** - archive review  |
| <b>DEV11</b> | Local Improvements  |  | File Closed Date | P          | File Closed Date = Project Completion<br>** - archive review   |

|               |   |   |                  |             |  |
|---------------|---|---|------------------|-------------|--|
| <b>DEV12</b>  | Municipal Addressing                    | Records related to the assignment of new subdivisions and other street names and numbers such as correspondence, reports, 911 sign applications and drawings. Records include statutory plans and amendments to statutory plans. Includes, Inter-municipal Development Plan, Municipal Development Plan, Area Structure Plans, Area Redevelopment Plans, etc. | File Closed Date | 10 Years ** | ** - archive review  |
| <b>DEV13</b>  | Statutory Plans                         | Records related to the approval of plans of commercial and residential subdivisions such as drawings, technical reports, written comments, working notes, "red line" revisions, changes to approved plans, status reports and background information.   | File Closed Date | P           |  |
| <b>DEV14</b>  | Registered Plans                        |   |                  | P           | File Closed Date = Final Decision                                  |
| <b>DEV 15</b> | Agricultural Development/Tile Drainage  | Includes all records in relation to Tile Drainage applications and installations  | File Closed Date | P           | Kept in related Roll file  |
| <b>DEV 16</b> | Official Plans & Amendment Applications | Includes all Official Plans, related correspondence & amendment applications  | File Closed Date | P           | Where applicable, applications are kept in the related roll files  |
| <b>DEV 17</b> | Property/Roll Files                     | Includes all related correspondence, applications and pertinent information related to specific properties. Sorted by Roll file   | File Closed Date | P           | When a roll is closed, the note "closed will be noted on the file" |

| ENV - ENVIRONMENTAL SERVICES MANAGEMENT |                                 |   |                  |                  |   |
|---|---------------------------------|---|------------------|------------------|---|
| CLASSIFICATION CODE                     | ACTIVITY                        | DESCRIPTION   | TRIGGER          | RETENTION PERIOD | NOTE  |
| ENV                                     |                                 | Records related to the assessment, preservation and protection of natural resources and the environment including environmental impact assessments, hazardous materials control, reclamation and remediation and forest preservation.   |                  |                  |   |
| ENV01                                   | Chemical Applications Control   | Includes records related to the application of pesticides, fertilizer and weed control mixtures, exterior building and window cleaning solutions such as spray books, logs, spray notices and handling and storage records. Also includes chemical applications used in pools and fountains such as chlorine and bacteria analysis and related application documentation.   | File Closed Date | p                | File Closed Date = date pesticide was applied *Where applicable, copies are kept in related roll files* |
| ENV02                                   | Environmental Impact Assessment | Records related to the completion of an environmental impact assessment including the identification of environmental conditions and areas of major concern regarding potential environmental, social and economic impacts; plans to mitigate the impacts; the consideration of alternatives, community consultation and monitoring plans, and plans for minimizing the production or the release into the environment of substances that may have an adverse effect. | File Closed Date | P                | File Closed Date = Completion of Assessment *Where applicable, copies are kept in related roll files*   |

|        |  |   |                        |   |  |
|--------|--|---|------------------------|---|--|
| ENV03  | Hazardous Waste Management                     | Records related to the management of hazardous materials including pick up and transport such as requisitions, manifest reports, transit and disposal; testing and analytical hazardous recyclable dockets. | File Closed Date       | P                                       | File Closed Date = Superseded or Obsolete *Where applicable, copies are kept in related roll files*. |
| ENV04  | Chemical Spill Management                      | Records related to the clean-up of spills and land reclamation.   | File Closed Date       | P                                       | File Closed Date = Resolution *Where applicable, copies are kept in related roll files*              |
| ENV05  | Forest Preservation                            | Records related to forestry planning, health and protection.  | Calendar Year End Date | P                                       | *Where applicable, copies are kept in related roll files*  |
| ENV06  | Livestock Affidavits                           | Records related to livestock damage reports to OMAFRA. Includes final report, correspondence and application  | File Closed Date       | 7 Years                                 |  |
| ENV07  | Municipal Energy Report                        | Records related to annual energy reporting that is submitted to the Ministry of Energy  | File Received by MOE   | 10 years                                |  |
| ENV08  | MOE & MNR Correspondence                       | Includes any records related to MOE & MNR correspondence that is specific to properties & rolls.  | File Closed Date       | P *unless approved to destroy by clerk* | *Where applicable, copies are kept in related roll files*  |
| ENV09  | Pits & Quarries - Aggregate                    | All correspondence and annual reports related to pits, quarries and aggregate extraction in the Township  | Calendar Year End Date | 10 Years                                | *Where applicable, copies are kept in related roll files*  |
| ENV10  | Village Hilton Beach - Landfill Correspondence | All correspondence related to Village Hilton Beach landfills & operations   | File Closed Date       | P                                       |  |
| ENV 11 | Village Hilton Beach - Landfill Reports        | Includes lifecycle reports, liability estimations, and other information related to the closure of landfills (either in the future or present)  | File Closed Date       | P                                       |  |
| ENV 12 | Recycling, Waste & Site Records                | Records related to recycling and waste removal & pickup, and dump site access records.  | File Closed Date       | 7 Years                                 | *Where applicable, copies are kept in related roll files*  |
| ENV 13 | Renewable Energy                               | Records related to renewable energy studies, recommendations, projects, programs and related applications.  | File Closed Date       | 7 Years                                 | *Where applicable, copies are kept in related roll files*  |

## ESM - EMERGENCY SERVICES MANAGEMENT

| CLASSIFICATION CODE | ACTIVITY                       | DESCRIPTION  | TRIGGER          | RETENTION PERIOD | NOTE                                      |
|---------------------|--------------------------------|--|------------------|------------------|---|
| ESM                 |                                | Records related to the provision of emergency management services. Records include plans and activities that pertain to the prevention and mitigation of, preparedness for, and response and recovery to emergencies and disasters.  |                  |                  |   |
| ESM01               | 911 Service                    | Records related to the organization, planning and administration of the 911 emergency service. Also includes: Records and reports documenting details of fire and rescue response to calls.  | File Closed Date | P                | File Closed Date = Superseded or Obsolete |
| ESM02               | Disaster Response Coordination | Records related to the municipality's response to and involvement in community health & safety emergencies or natural disasters such as emergency response team and post event lessons learned.  | File Closed Date | P                | File Closed Date = Superseded or Obsolete |
| ESM03               | Emergency Planning             | Records related to the planning for disasters and emergencies such as emergency plans, training and exercises. Includes copies of agreements and understandings with other jurisdictions relating to reciprocal assistance. May also include contingency plans provided to the municipality. | File Closed Date | P                | File Closed Date = Superseded or Obsolete |

|       |                              |  |                  |         |   |
|-------|------------------------------|--|------------------|---------|---|
| ESM04 | Fire Investigations          | Records related to the investigation of fires such as fire dispatch tapes, photographs, working notes, fire reports and correspondence. Includes Fire Marshall reports   | File Closed Date | P       | File Closed Date = Closure of Investigation |
| ESM05 | Fire Services Administration | Records includes reports, studies, statistics for the administration of the fire protection service.Includes all Hlton Union Fire Department correspondence, contracts, budgets, inspection reports and log books. | File Closed Date | 7 Years | File Closed Date = Superseded or Obsolete   |
| ESM06 | Fire Board Meetings          | Records related to Fire Board Meetings re Agendas, Minutes   | Meeting Date     | P       |   |
| ESM07 | Community Preparedness       | Records related to community preparedness for emergencies. Includes public outreach, manuals, reports and correspondence.  | File Closed Date | P       | File Closed Date = Superseded or Obsolete   |
| ESM08 | OPP Community Protection     | Records realted to community protection, police correspondence, annual budets, annual/monthly reports  | File Closed Date | 7 Years |   |
|       |                              |  |                  |         |   |
|       |                              |  |                  |         |   |

| FIN - FINANCIAL MANAGEMENT |                     |   |                      |   |   |
|----------------------------|---------------------|---|----------------------|---|---|
| CLASSIFICATION CODE        | ACTIVITY            | DESCRIPTION   | TRIGGER              | RETENTION PERIOD                                      | NOTE  |
| FIN                        |                     | Records related to the function of managing the municipality's capital and operational budgets and expenses.  |                      |   |   |
| FIN01                      | Accounts Payable    | Includes records related to funds to be paid by the municipality such as: invoices, receipts, cheque requisitions, electronic fund transfers, packing slips, payment approvals, credit card statements and reconciliations, expense reimbursement requests, Council expense reports utility bills and billing backup reports.Includes related governmet remittances (Source, WSIB, EHT) | Fiscal Year End Date | 7 Years *Plus Revenue Canada approval where required* | Includes CUPE/OMERS payments, final reconciliations kept permanent.Source deduction monthly payments also included. WSIB, EHT, Source added |
| FIN02                      | Accounts Receivable | Records related to funds to be collected by the municipality such as: invoices, utility billings, bylaw tickets, receipts, business licenses, vouchers and supporting documentation for all revenues received. Includes bad debt write-offs and utility bill rebates. Includes GST/HST Submissions to CRA.  | Fiscal Year End Date | 7 Years   |   |



|              |                                 |  |                      |             |  |
|--------------|---------------------------------|--|----------------------|-------------|--|
| <b>FIN03</b> | Banking and Cash Management     | Records related to bank transactions and cash management such as bank statements, cheque registers, stop payments, electronic fund/wire transfers, deposit records, supporting documentation used to authorize issuance of cheques.                                    | Fiscal Year End Date | 7 Years     |  |
| <b>FIN04</b> | Donations                       | Records related to both money and in kind donations received applications, copies of receipts relating to donations and gifts to the municipality as well as those made by the municipality.   | Fiscal Year End Date | 7 Years**   | ** - review archive  |
| <b>FIN05</b> | Budgeting                       | Includes records related to Capital and Departmental budgets and estimates, proposals working notes, calculations and background documentation, budget variances.  | Fiscal Year End Date | 7 Years     |  |
| <b>FIN06</b> | Capital Asset Management & Plan | Records related to the management of capital assets includes fixed asset inventories as well as records of initial expenditure, depreciation, amortization, current value and disposal.Includes asset management plans.  | File Closed Date     | 10 Years ** | File Closed Date =<br>asset disposal date<br>** - review archive |
| <b>FIN07</b> | Financial Reporting             | Records related to internal monthly, quarterly and topic specific financial analysis and reporting for fiscal review purposes such as month end reporting, spreadsheets and analysis reports.  | Fiscal Year End Date | 7 Years     |  |
| <b>FIN08</b> | Financial Statements            | Includes records related to year-end financial statements, audited financial statements and auditor's reports and notes.<br>Records related to the preparation of financial statements or provided to auditors with required information to complete the audit such as | Fiscal Year End Date | P           |  |
| <b>FIN09</b> | Financial Working Papers        | working notes, general ledger account reconciliations, bank reconciliations, calculations and analysis.  | File Closed Date     | 2 Years     | File Closed Date =<br>audit completion                           |

|              |  |  |                      |           |   |
|--------------|--|--|----------------------|-----------|---|
| <b>FIN10</b> | Journal Entries                            | Records include journal entries, adjustments and supporting documents clarifying actions taken.  | Fiscal Year End Date | 7 Years** | ** - review archive   |
| <b>FIN11</b> | Regulatory Financial Reporting and Filings | Records related to the financial and regulatory reporting and remittances such as reports to the Minister.   | Fiscal Year End Date | 7 Years   |   |
| <b>FIN12</b> | Reserve Funds                              | Record regarding the management of reserve funds and accounts.   | File Closed Date     | 7 Years   | File Closed Date = Fund Closure Date  |
| <b>FIN13</b> | Grants and Subsidies to the municipality   | Records related to the generation of revenue in the form of grants-in-lieu, provincial and federal grants, loans and subsidies. Also includes submissions, financial statements, acknowledgements and reports.                       | File Closed Date     | 7 Years   | File Closed Date = Grant and Subsidy has been paid in full and conditions of grant and subsidy have fulfilled |
| <b>FIN14</b> | Grants and Subsidies from the municipality | Records related to the distribution of funds in the form of grants-in-aid, subsidies and rebate programs. Includes submissions, financial statements, acknowledgements and reports.  | File Closed Date     | 7 Years   | File Closed Date = Grant and Subsidy has been paid in full and conditions of grant and subsidy have fulfilled |
| <b>FIN15</b> | Investment Management                      | Records related to the municipality's investments for trust certificates, guaranteed investment certificates and deposits such as investment transaction receipts, interest income calculation, statements of account and reporting. | File Closed Date     | 7 Years   | File Closed Date = Investment has been closed   |
| <b>FIN16</b> | Debt Management                            | Records regarding the approval, initial issuance of the debenture, repayment transactions and correspondence for all long-term debt undertaken by the municipality. Also includes: promisory notes                                   | File Closed Date     | 10 Years  | File Closed Date = Expiry of instrument   |

|              |   |   |                      |          |   |
|--------------|---|---|----------------------|----------|---|
| <b>FIN17</b> | Payroll Processing                            | Records regarding the payment and reporting of salary and benefits such as wages paid and deductions made, payroll remittance, reporting and T4s summaries. Includes all OMERS correspondence, payments and annual reports. Garnishments are also included. | Fiscal Year End Date | P        | Addition of OMERS Garnishments. Removal of Timesheets - moved to 7 years as FIN24                         |
| <b>FIN18</b> | Purchase Orders and Requisitions              | Records include purchase requests, requisitions and approvals, purchase orders, blanket orders and background documentation.  | Fiscal Year End Date | 7 Years  |   |
| <b>FIN19</b> | Requests for Proposal, Tenders and Quotations | Records related to invitations to tender, requests for proposals, requests for quotations, requests for qualifications, evaluations of tenders, letters of acceptance, supporting documentation from suppliers of goods and services.                       | File Closed Date     | 10 Years | File Closed Date = Completion of project **<br>Unsuccessful bids - retain for 2 years from contract award |
| <b>FIN20</b> | Suppliers & Vendors Management                | Records related to the management of municipality approved service providers and suppliers such as price lists, catalogues, engagement parameters and correspondence.   | File Closed Date     | D        | File Closed Date = No longer working with vendor  |
| <b>FIN21</b> | Reserve Funds                                 | Record regarding the management of reserve funds and accounts.  | File Closed Date     | 7 Years  | File Closed Date = Closure of Fund  |
| <b>FIN22</b> | Property Taxes                                | Records related to the calculation and reporting of property taxes.   | Fiscal Year End Date | P        | Interim & Final Tax Runs - Additional Tax related information kept on TMM                                 |

|              |   |   |                                     |         |   |
|--------------|---|---|-------------------------------------|---------|---|
| <b>FIN23</b> | Tax Assessments                           | Record regarding the assessment for tax purposes of all property in the municipality such as notice of assessments, assessment appeals billing requisitions, NSF notices. Tax assesments include those related to property, business, business and community revitalization zones, well drilling equipment, local improvement and special levies. Includes related court records. | File Closed Date                    | P       | File Closed Date = Completion of assessment             |
| <b>FIN24</b> | Timesheets                                | Payroll Timesheets & Timecards  | Fiscal Year End Date                | 7 Years |   |
| <b>FIN25</b> | Bank Agreements & Documents               | Includes all bank agreements, signing authorities, and other documents relating to the overall management of municipal bank accounts.   | File Closed Date                    | 7 Years |   |
| <b>FIN26</b> | Monthly Payment Vouchers (Council Report) | Includes the monthly council expenditure report (Cemetery & General)  | File Closed Date                    | P       |   |
| <b>FIN27</b> | Financial Information Return              | Records relating to annual financial annual return reporting  | File closed Date/Date of submission | P       |   |
| <b>FIN28</b> | Property Tax Registration                 | Records relating to all propert tax sales, registration and related legal correspondence  | File closed Date/Date of submission | P       | *Where required, will be kept in the related roll file* |

GOV - GOVERNANCE MANAGEMENT

| CLASSIFICATION CODE | ACTIVITY                                      | DESCRIPTION  | TRIGGER          | RETENTION PERIOD | NOTE  |
|---------------------|---|--|------------------|------------------|---|
| GOV                 |   | Records related to Council, Council Committees and its accountability for governing the municipality including corporate documents, strategic initiatives, Council meetings and motion records, bylaws, applicable legislation and regulations and intergovernmental liaison with other government bodies that have an impact on the municipality. |                  |                  |   |
| GOV01               | By-laws                                       | Records include Bylaws introduced and adopted by Council.  | File Closed Date | P                | File Closed Date = Bylaw introduced to Council                  |
| GOV02               | Legislation and Regulation                    | Records related to applicable legislation and regulations that govern the municipality's procedures.   | File Closed Date | D                | File Closed Date = legislation or regulation revoked or amended |
| GOV03               | Articles of Incorporation                     | Official seals of the municipality's logos, articles of incorporation, letters patent, orders and other official records identifying the authority of the municipality.  | File Closed Date | P                | File Closed Date = Superseded or Obsolete                       |
| GOV04               | Council Members                               | Council members elected or appointed to the Council. Includes alternate Director appointments. Records include Oath of Office taken by members, Council orientation material, appointment by Council, Chair or Council, Statement of Financial Disclosure, Gift Disclosure.  | File Closed Date | P                | File Closed Date = Until term of office expires                 |
| GOV05               | Council Meetings                              | Records related to Council meetings such as the minutes. For Agendas and Resolutions, see GOV07  | Meeting Date     | P                |   |
| GOV06               | Briefs, Recommendations, & Reports to Council | Includes any briefs, memos, reports and recommendations that are made to Council or related committees   | Meeting Date     | 7 Years          |   |

|              |  |  |                        |                                     |  |
|--------------|--|--|------------------------|-------------------------------------|--|
| <b>GOV07</b> | Council & Committee Agendas, Resolutions | Agendas and Resolutions in relation to Council and related committees (internal)   | Meeting Date           | 2 years                             |  |
| <b>GOV08</b> | Audio Meeting Recordings                 | Audio recordings of Council meetings.  | Meeting Date           | Approval of subject meeting minutes | Transitory record created for the purpose of preparing meeting minutes |
| <b>GOV09</b> | Delegation Requests                      | Records regarding the application to be delegation and associated supplementary information.   | Calendar year End Date | 1 Year                              |  |
| <b>GOV10</b> | Council Committee Meetings               | Records related to Council Committees appointed by the Chair to provide recommendations to the Council. Records include: meeting minutes and agendas.  | Meeting Date           | P                                   |  |
| <b>GOV11</b> | Terms of Reference                       | Records regarding the Terms of Reference for the municipality's Council and Advisory Committees.   | File Closed Date       | P                                   | File Closed Date = Superseded or Obsolete                              |
| <b>GOV12</b> | Committee Member Applications            | Records related to the application and appointment of the municipality's Advisory Committees.  | File Closed Date       | 1 Year                              | File Closed Date = Until term of office expires                        |
| <b>GOV13</b> | Intergovernmental Relations              | Records regarding the municipality's involvement with other municipalities, government bodies and agencies whose functions may have an impact on or involve the municipality such as correspondence, negotiations, advice, policy directives, notifications and inquiries, government submissions and reports. | Calendar year End Date | 7 Years                             |  |

|              |                          |  |                  |  |   |
|--------------|--------------------------|--|------------------|--|---|
| <b>GOV14</b> | Elections                | Includes records related to nominations, election results, information on ward boundaries and all other documentation related to the administrative needs of conducting an election.       | File Closed Date | ** not specified - As Per Election Act | File Closed Date = Until term of office expires   |
| <b>GOV15</b> | Voters List, Ballots     | Records related to voters' lists, nominations, election results, information on ward boundaries and all other documentation related to the administrative needs of conducting an election. | File Closed Date | p**                                    | File Closed Date = Until term of office expires **Ballot = 120 days after voting or resolution of recount |
| <b>GOV16</b> | Strategic Planning       | Includes Council Strategic Plan and Corporate Plans with defined municipality goals objectives, mission statements for the municipality.   | File Closed Date | 10 Years**                             | File Closed Date = Superseded plan should be retained until the plan it replaces has itself been updated. |
| <b>GOV17</b> | Clerk's Notes            | Includes all Clerk's notes in regard to Council Meetings.  | Date of Meeting  | 1 Year** + Clerk's Discretion          | Unless determined by Clerk that some notes should be kept for longer/permanent                            |
| <b>GOV18</b> | Ontario Municipal Board  | Records for all Notice of Applications to the Ontario Municipal Board  | File Closed Date | 7 Years                                |   |
| <b>GOV19</b> | OMB Hearings & Decisions | Ontario Municipal Board Hearings, Decisions and Appeals  | File Closed Date | P                                      |   |
| <b>GOV20</b> | Ombudsman Reports        | Records for all Ombudsman reports, correspondence, cases and appeals   | File Closed Date | P                                      |   |

| HR - HUMAN RESOURCES MANAGEMENT |                   |   |                        |                  |   |
|---------------------------------|-------------------|---|------------------------|------------------|---|
| CLASSIFICATION CODE             | ACTIVITY          | DESCRIPTION   | TRIGGER                | RETENTION PERIOD | NOTE                                      |
| HR                              |                   | Records related to the management of the municipality's staff and volunteers including employee status, volunteer status, compensation and benefits administration, training and skills development, health and safety, and labour relations. |                        |                  |   |
| HR01                            | Benefits Planning | Records include: brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to staff such as group insurance, dental plans, employee support groups.   | File Closed Date       | P                | File Closed Date = Superseded or Obsolete |
| HR02                            | Salary Planning   | Records related to the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity.          | File Closed Date       | 5 Years          | File Closed Date = Superseded or Obsolete |
| HR03                            | Attendance        | Records related to employee attendance, shift scheduling, vacation requests, flex scheduling, hours of work, staff on call, lieu time reports. Also includes management leave allocation.   | Calendar Year End Date | 3 Years          |   |



|             |                                       |   |                         |         |   |
|-------------|---------------------------------------|---|-------------------------|---------|---|
| <b>HR04</b> | Employee File                         | Records include resumes, hiring and job change documents, benefits enrolment, performance reviews, injury reports, criminal records checks, training and certificates of achievement, work plans, driver records, and disciplinary action. Includes records for all full time, part time, casual, temporary and contract staff on the municipality's payroll. | Employee Departure Date | P       |   |
| <b>HR05</b> | Employee Hazardous Substance Exposure | Records regarding an employee's exposure to hazardous Substances.   | File Closed Date        | P       |   |
| <b>HR06</b> | Employee Medical File                 | Records regarding a specific employee's medical treatment and status such as medical information, medical certificates, Physician notes, Independent Medical Exam (IME), personnel health programs, request for medical records, authority for surgery and medical treatment, check-ups, authorization of release of hospital information.                    | Employee Departure Date | P       |   |
| <b>HR07</b> | Employee Pension Entitlement          | Records detailing obligations to individuals entitled to a pension based on their employment at the municipality such as applications, eligible service timeframe, pensionable earnings and beneficiary designations.   | Employee Departure Date | P       |   |
| <b>HR08</b> | Occupational Health Administration    | Records related to programs and assessments regarding ergonomics, disability management, wellness, job health, employment equity, testing and monitoring, potential hazards, investigations.  | File Closed Date        | 7 Years | File Closed Date = Superseded or Obsolete |

|             |   |  |                  |                       |  |
|-------------|---|--|------------------|-----------------------|--|
| <b>HR09</b> | Safety and Incident Management                | Records related to ensuring a safe working and operational environment on the municipality's property and includes WHMIS, completed incident and near miss forms.  | File Closed Date | P                     | File Closed Date = Superseded or Obsolete  |
| <b>HR10</b> | Workers' Compensation & Disability Management | Records regarding workers' compensation claims and disability management such as WCB reports, WCB assessments, alternate work assignment, and other records regarding employee injuries. Also includes: Long Term Disability and return to work programs.                  | File Closed Date | P                     | File Closed Date = Resolution of Claim     |
| <b>HR11</b> | Grievance & Arbitration Case Management       | Records regarding individual arbitration and grievances, such as completed forms, case notes, letters, decisions.  | File Closed Date | 10 Years              | File Closed Date = Resolution of Claim     |
| <b>HR12</b> | Labour Negotiations                           | Records include: union negotiations, collective bargaining, conflict resolution and dispute mediation discussions.   | File Closed Date | 10 Years **           | File Closed Date = Expiry of agreement     |
| <b>HR13</b> | Job Descriptions                              | Records related to job descriptions and specifications as well as background information used in their preparation or amendment.   | File Closed Date | 7 Years**             | File Closed Date = Superseded or Obsolete  |
| <b>HR14</b> | Staff Establishment Chart                     | Records related to the number of positions and employees per Department, approved by the Board.  | File Closed Date | Minimum of 5 Years ** | File Closed Date = Superseded or Obsolete  |
| <b>HR15</b> | Organizational Structure                      | Records regarding reporting relationships, reorganization, organizational analysts, charts, graphs, reviews and recommendations.   | File Closed Date | 5 Years**             | File Closed Date = Superseded or Obsolete  |
| <b>HR16</b> | Recruitment                                   | Records related to solicited and unsolicited resumes, letters of interest, interview questions, job postings regarding hiring of staff and related correspondence to the hiring of staff. Also includes broader resource planning and staffing requirements documentation. | File Closed Date | 2 Years               | File Closed Date = Fulfillment of Position |

|      |  |  |                  |  |  |
|------|--|--|------------------|--|--|
| HR17 | Training & Development                                 | Records include course information, orientation materials etc. regarding the provision of training courses.  | File Closed Date | 2 Years**, Drinking water, wastewater and stormwater materials = 7 Years |  |
| HR18 | Volunteers   | Records include applications, reference checks, placement forms, criminal record checks, vulnerability checks on individuals wishing to volunteer their services to the Town.            | File Closed Date | 7 Years  | File Closed Date = Services No Longer Required |
| HR19 | HR Consultant Notes, Management Notes & Correspondence | Includes all correspondence in regard to consultation on various HR items & Management Notes. Where applicable, a copy of the correspondence will be identified by the related employee. | File closed Date | 3 Years  |  |
| HR20 | Uniforms and Clothing                                  | Includes all correspondence and financials in regard to roads clothing allowances & expense reimbursement  | Fiscal Year End  | 7 years  |  |
| HR21 | Health and Safety Records                              | Records of monthly building inspections, monthly safety reports and incident reports   | Fiscal Year End  | 7 Years  |  |
|      |  |  |                  |  |  |
|      |  |  |                  |  |  |

IM - INFORMATION MANAGEMENT

| CLASSIFICATION CODE | ACTIVITY                                  | DESCRIPTION  | TRIGGER          | RETENTION PERIOD | NOTE                                      |
|---------------------|---|--|------------------|------------------|---|
| IM                  |   | Records related to the management of the municipality's corporate records. Records include the documenting of corporate records retention and disposition.   |                  |                  |   |
| IM01                | Records Disposition                       | Records regarding the destruction of the municipality's corporate records such as destruction certificates, destruction authorizations and correspondence.   | Disposition Date | P                |   |
| IM02                | Records Management Program Administration | Records related to the development, enhancement and administration of the records management program. Also includes user guidelines and training modules, monitoring and compliance assessments, activity reports and inactive records listings. | File Closed Date | D                | File Closed Date = Superseded or Obsolete |

| IT - INFORMATION TECHNOLOGY MANAGEMENT |                                  |   |                  |                  |   |
|--|----------------------------------|---|------------------|------------------|---|
| CLASSIFICATION CODE                    | ACTIVITY                         | DESCRIPTION   | TRIGGER          | RETENTION PERIOD | NOTE                                      |
| IT                                     |                                  | Records related to the provision of technology throughout the municipality such as the design and development of hardware and software systems, application development, corporate and desktop security, server and network management.   |                  |                  |   |
| IT01                                   | Access Permissions &Control      | Records related to the security and access rights configuration and the granting of access to corporate systems and applications, such as security configuration records, user authorization lists, and privileges and requests for access.   | File Closed Date | 1 Year           | File Closed Date = Superseded or Obsolete |
| IT02                                   | Technology Design & Architecture | Records regarding the design, development and implementation of existing and new IT systems and infrastructure such as software applications, hardware infrastructure, and internal or external websites such as network diagrams, user requirements, technical design information, website structure specifications, software and software updates, system testing statements, and related system development. | File Closed Date | 7 Years          | File Closed Date = Superseded or Obsolete |

|      |                                 |  |                        |         |   |
|------|---------------------------------|--|------------------------|---------|---|
| IT03 | Applications & Hardware Support | Records used for or created when supporting users having issues with technology infrastructure. Includes help desk calls, change management requests, application and hardware user manuals and support tools.                                 | Calendar Year End Date | 2 Years |   |
| IT04 | Technology Recovery             | Includes records created or used to recover applications and technology infrastructure. Documents include disaster recovery process documents, and system images/server configuration created on a daily, weekly, monthly and annual rotation. | File Closed Date       | P       | File Closed Date = Superseded or Obsolete |

## LEG - LEGAL AND REGULATORY MANAGEMENT

| CLASSIFICATION CODE | ACTIVITY                          | DESCRIPTION   | TRIGGER          | RETENTION PERIOD | NOTE   |
|---------------------|-----------------------------------|---|------------------|------------------|--|
| LEG                 |                                   | Records related to legal obligations of the municipality including issuance of permits, by-law enforcement, ensuring contractual rights and obligations are fulfilled, insurance and risks management, and legal matters management.                                |                  |                  |  |
| LEG01               | Bylaw Infraction Prosecution      | Records related to the enforcement of the municipality's bylaws such as orders to comply, inspection reports, consent order, and stop work orders.  | File Closed Date | 7 Years          | File Closed Date = Delivery Judgement                          |
| LEG02               | Potential Violation Investigation | Records related to complaints and violations identified such as incident descriptions, investigation of the violation, remediation efforts and reports.   | File Closed Date | P                | File Closed Date = Investigation Completed                     |
| LEG03               | Contracts and Agreements          | Records include contracts, agreements, leases and memorandum of understanding entered into by the municipality that create an obligation and bind the municipality to a person or organization. Includes roads closing files, road widening & road dedication files | File Closed Date | 7 Years **       | File Closed Date = Contract Expiry Date<br>** - review archive |





## PRK - PARKS AND RECREATION MANAGEMENT

| CLASSIFICATION CODE | ACTIVITY  | DESCRIPTION   | TRIGGER                | RETENTION PERIOD  | NOTE                                      |
|---------------------|---|---|------------------------|---|---|
| <b>PRK</b>          |   | Records related to the provision of parks and recreation services.  |                        |   |   |
| <b>PRK01</b>        | Recreational Bookings                             | Records include bookings for recreational and administrative facilities, application for use including recreational centres, swimming pools, baseball diamonds and soccer fields and private facility bookings.                           | Calendar Year End Date | 2 Years ** - Incidents occurring within facility must be retained | ** - review archive                       |
| <b>PRK02</b>        | Recreation and Cultural Programming               | Records related to cultural programs offered by the municipality such as membership lists, course evaluations, course descriptions, supply lists, waiting lists, course background for cultural programs provided by the municipality.    | File Closed Date       | 7 Years   | File Closed Date = Superseded or Obsolete |
| <b>PRK03</b>        | Family and Community Support Services Programming | Records related to services that are of a preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies as permitted under the Family and Community Support Service Act. | File Closed Date       | P   | File Closed Date = Superseded or Obsolete |

[illegible]

| UIP - UTILITIES & INFRASTRUCTURE MANAGEMENT |                               |  |                        |                                      |                                  |
|---|-------------------------------|--|------------------------|--------------------------------------|----------------------------------|
| CLASSIFICATION CODE                         | ACTIVITY                      | DESCRIPTION  | TRIGGER                | RETENTION PERIOD                     | NOTE                             |
| UIP   |                               | Records related to the provision of utilities and infrastructure such as wastewater, water, solid waste including design specifications, drawings and plans; construction coordination; infrastructure maintenance and operations. |                        |                                      |                                  |
| UIP01                                       | Storm Sewers Maintenance      | Records regarding routine monitoring and maintenance of storm sewers.  | File Closed Date       | P                                    | File Closed Date = Life of Asset |
| UIP02                                       | Utility Service Connections   | Records include meter reading requests, line locates, meter hookups and utility change forms.  | Calendar Year End Date | 7 Years                              |                                  |
| UIP03                                       | Utility Service Meters        | Records related to utility services meters such as meter inspection reports, meter repairs, leak repairs, service installation reports, schematics of line on property and copy of the building permit application.                | Calendar Year End Date | P                                    |                                  |
| UIP04                                       | Water Maintenance & Treatment | Records include pressure reports, service line leak detections, maintenance reports, water main repairs, photographs. Includes all water treatment reports   | Calendar Year End Date | 15 Years, Specifications = permanent |                                  |
| UIP05                                       | Water Monitoring              | Records related to the analysis of drinking water, month end reports.  | Calendar Year End Date | P                                    |                                  |
|   |                               |  |                        |                                      |                                  |
|   |                               |  |                        |                                      |                                  |

Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



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

777 Memorial Ave.,  
Orillia ON L3V 7V3

777, avenue Memorial  
Orillia ON L3V 7V3

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

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

File Reference:

612-10

September 6, 2023

To All OPP-policed Municipalities

Re: Distribution of Police Record Check Revenue to Municipalities

In June 2022, the Ontario Provincial Police (OPP) centralized the police record check process by transferring the responsibility for the process from detachment staff to an Online Police Record Check Unit (OPRCU). The centralization of the police record check process eliminates the need for detachment staff to perform duties associated with the police record checks, with the exception of fingerprinting. This OPRCU has been staffed by reinvesting numerous administrative detachment positions from across the province. The change in staffing at OPP detachment locations will be captured in the overall municipal policing cost-recovery in accordance with the terms set out in *Police Services Act*, Ontario Regulation 267/14.

Historically, the revenue generated from detachment staff completing record checks for municipal residents has been credited back to the applicable municipalities. With the reassignment of the police record check workload to the OPRCU, there will be a gradual reduction of the revenue provided to municipalities, except for the revenue for fingerprinting. Fingerprinting remains a detachment responsibility and, therefore, the revenue for conducting fingerprint services at the detachments will continue to be allocated to municipalities. The gradual reduction of police record check revenue (not related to fingerprinting) will be accompanied by the introduction of some cost savings for municipalities resulting from the impact of reinvesting some detachment positions into the OPRCU. This will provide municipalities with an extended period of time to make appropriate adjustments to any impacted financial plans.

**OPP-policed municipalities will continue to receive police record check revenue in 2023 and 2024.** Commencing in 2025, the revenue will be reduced by 25% per year. In 2028, OPP-policed municipalities will cease to receive police record check revenue associated with police record checks processed by the OPRCU. Municipalities will continue to receive revenue for fingerprinting services provided at the detachment.

The OPP will continue to deliver adequate and effective policing services while focusing on meeting the municipalities' unique policing needs.

Should you have any questions, please email the OPP Municipal Policing Bureau Financial Services Unit at [OPP.Financial.Services.Unit@opp.ca](mailto:OPP.Financial.Services.Unit@opp.ca).

Respectfully,

A handwritten signature in black ink, appearing to read "Phil Whitton", with a long horizontal flourish extending to the right.

Phil Whitton Superintendent  
Commander,  
Municipal Policing Bureau

cc OPP Deputy Commissioner Chris Harkins  
OPP Provincial Commander Mary Silverthorn  
A/Inspector Kirsten Buligan, Community Safety Services  
OPP Detachment Commanders



## Hilton Township Summer/Fall 2025 Newsletter



Do you have any questions about by-laws in Hilton Township? Check out the "By-Laws" tab under "Documents" on our website at:  
[www.hiltontownship.ca](http://www.hiltontownship.ca).

If you are unable to find what you are looking for on the website, please contact the office at  
705-246-2472 or by email at:  
[admin@hiltontownship.ca](mailto:admin@hiltontownship.ca).

### Municipal Office Information

Office Hours:

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

Closed: Tuesday, Thursday, weekends and holidays

Upcoming closures: September 1<sup>st</sup>, 2025, for Labour Day and  
October 13<sup>th</sup>, 2025, for Thanksgiving.



A new addition has been added on Base Line; a bench in memory of Harv Stevens, generously donated by the Stevens Family.

You can come and have a rest and learn a little bit about St. Joseph Island's history at the Nip & Tuck Rail Crossing.

*Watch the Island Clippings and the website for our upcoming Children's Halloween Party and Christmas Party held at the Municipal Office.*

### ROADS NEWS

Hilton Township and Council are pleased to welcome Dan See as our new Road Superintendent/Public Works Foreman.

Trainors Side Road surface treatment was completed in July.

All gravel roads received calcium for dust control in July.

There will be a sand structure built to house the winter sand & salt mix behind the municipal garage.

### GRACE UNITED CEMETERY NEWS

Two hazardous trees were removed from the Cemetery.

A cemetery clean-up day was held July 5<sup>th</sup>. Many areas were filled with dirt and lots of leaves and debris were removed. Watch for a notice in early spring 2026 for our next annual clean-up day.



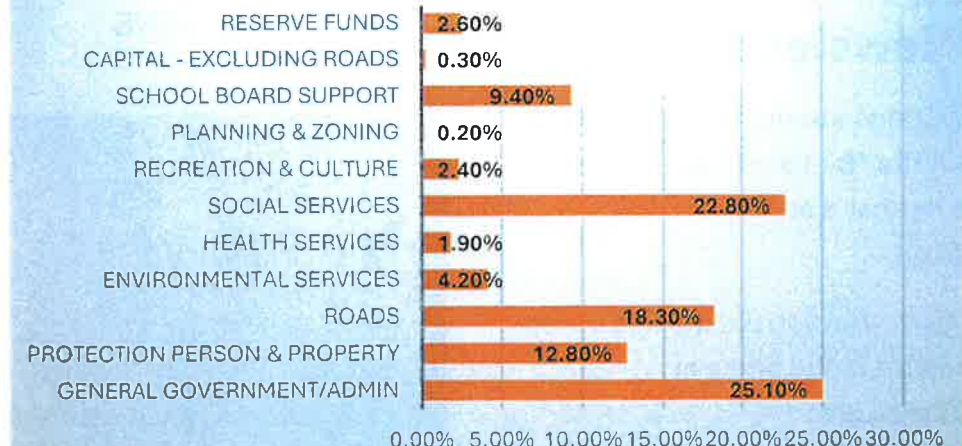
## 2025 Budget at a Glance

### 2025 Municipal Taxes

See chart for a breakdown of where your tax dollars are being spent.

Reminder that Final Tax payments are due September 30, 2025. Please allow 2-5 business days for payment processing time.

2026 Interim Tax bills will be sent out at the end of January 2026 and are due February 28, 2026.



Winter season will be soon be upon us and we would like to remind everyone that parking on any road allowance between November 1<sup>st</sup> and April 30<sup>th</sup> is prohibited and could result in fines as per by-law #1452-25.



Congratulations John Paterson; Hilton Township's 2025 Senior of the Year!

We appreciate all that you do for the community.  
Pictured left with Councillor David Leask

### 2025 Landfill Tipping Fees (paid to the Landfill Attendant)

|                                    |                        |
|------------------------------------|------------------------|
| Half Ton                           | \$20.00                |
| Trailer                            | \$20.00-\$30.00        |
| One Ton                            | \$30.00                |
| Dual Axle (truck or trailer)       | \$80.00-\$120.00       |
| Tri-Axle                           | \$170.00               |
| Commercial Dumpster                | \$150.00-\$200.00      |
| Construction Debris                | Same as above          |
| Batteries                          | Not accepted           |
| Tires                              | Not accepted           |
| Rims                               | No charge              |
| Fridges & Freezers – tagged        | \$15.00                |
| Fridges & Freezers – not tagged    | \$50.00                |
| Major Appliances & Hot Water Tanks | \$10.00                |
| Sludge – per load                  | \$80.00                |
| Shingles                           | Double as above prices |



Reminder: As of September 15<sup>th</sup>, the landfill winter hours take effect.

Saturday 10am to 3pm and  
Sunday 12pm to 4pm.

Don't forget to have your landfill sticker displayed on your windshield when visiting the landfill.

**CORPORATION OF THE TOWNSHIP OF HILTON**  
**Payment Voucher July 2025**

| NAME                                 | DESCRIPTION  | AMOUNT      | CHEQUE #          |
|--------------------------------------|--|-------------|-------------------|
| Algoma District Services Admin Board | July municipal levy  | \$28,057.50 | 14271             |
| BDO Dunwoody LLP                     | Final 2024 audit fees  | \$5,803.68  | 14272             |
| Island Clippings                     | Cemetery clean up ad - 3 issues  | \$203.40    | 14273             |
| Norquay Engineering Ltd.             | Sand storage building drawings   | \$4,054.26  | 14274             |
| Petty Cash                           | Office supplies (water, creamer etc)   | \$43.66     | 14275             |
| PPE Solutions                        | SCBA tanks Fire dept.  | \$12,312.48 | 14276             |
| VOID                                 | Printing error   |             | 14277             |
| Multiple Recipients                  | Pay Equity Liability   | \$3,588.19  | 14278/14279/14280 |
| Island Arboriculture                 | Cemetery tree removal  | \$3,500.00  | 14281             |
| Bell Canada                          | Telephone (Office and garage)  | \$303.16    | 14282             |
| Algoma Office Equipment              | June & July photocopier contract   | \$170.60    | 14283             |
| Algoma Power Inc.                    | June power & generator connect   | \$549.35    | 14284             |
| Alliston Equipment Ltd.              | Grease lines for dump truck  | \$211.18    | 14285             |
| Wanita Barber                        | July cleaning  | \$90.00     | 14286             |
| Canada Post                          | Bulk postage   | \$840.72    | 14287             |
| Co-Op                                | Clear and coloured diesel  | \$1,022.09  | 14288             |
| EncompassIT.ca                       | IT, Mthly back up, server back up, emails, website, new computers (x2)   | \$3,884.48  | 14289             |
| Island Arboriculture                 | Cemetery tree removal (taxes missed on original invoice)   | \$455.00    | 14290             |
| Kentvale Merchants Ltd.              | Pole saw (Emergency Preparedness Grant)  | \$807.76    | 14291             |
| Minister of Finance                  | May Policing   | \$7,164.00  | 14292             |
| Phoenix Emergency Management         | CEMC for 2025 (Emergency Preparedness Grant)   | \$2,260.00  | 14293             |
| Pine Ridge Towing Inc.               | Towing of abandoned trailer  | \$749.19    | 14294             |
| Pioneer Construction Inc.            | Cold patch   | \$2,121.85  | 14295             |
| Traction                             | Grader and tractor engine oil  | \$538.22    | 14296             |
| Tulloch Engineering Inc.             | June building inspections  | \$1,403.69  | 14297             |
| Penny Wood                           | Easter party reimbursement   | \$334.90    | 14298             |
| Payroll                              | Payroll July 16-31, 2025 (includes 2hrs roads OT, 4.5hrs admin OT)   | \$8,816.13  | 14299-14302       |
| Canada Revenue                       | July source deductions   | \$9,765.20  | 14303             |
| Petty Cash                           | Coffee, IT meeting supplies  | \$78.38     | 14304             |
|                                      |  |             | Auto payment      |
| Equitable                            | July Premiums  | \$2,221.19  | AFT               |
|                                      | Reimbursement for criminal check & drivers abstract  | \$66.00     | AFT               |
| Dan See                              | Pay Equity Liability   | \$13,642.25 | AFT               |
| Multiple Recipients                  | Payroll July 1-15, 2025 (includes 7.5hr admin OT)  | \$8,822.69  |                   |
| Payroll                              | July Fire Chief honourarium  | \$200.00    | AFT               |
| Bob Hope                             | July council honourarium   | \$263.00    | AFT               |
| Rod Wood                             | July BLEO hours and kms  | \$168.30    | AFT               |
| Brant Coulter                        |  |             |                   |
|                                      | July Statement - office supplies, internet, roads cell phone, shop tools, registered mail, MAP courses, Fire dept supplies & emergency preparedness supplies | \$5,281.40  | Online payment    |
| NCU Visa                             |  |             |                   |

**Total: \$129,793.90**