

THE CORPORATION OF THE TOWNSHIP OF HILTON

A G E N D A

Regular Meeting of Council

November 12, 2025 – 7:00 pm

Council Chamber - Hilton Township Municipal Building

[Click Here to View Meeting](#)

Meeting ID: 267 610 649 480 2

1. Call to Order
2. Declarations of Pecuniary Interest
3. Motion to Accept Agenda as presented
4. Delegations:
There are no delegations.
5. Approval of Minutes
 - a) Regular Meeting of July 9, 2025 is deferred again due to council attendance
 - b) Closed Meeting of July 9, 2025 is deferred again due to council attendance
 - c) Regular Meeting of October 8, 2025
 - d) Closed Meeting of October 8, 2025
6. Roads
 - a) Road Superintendent updates
 - b) East Algoma Road Superintendents Association Request for Support re Resolution #2025-01
 - c) Sand Agreement between The Township of Hilton and Ledcor
 - d) Request for snow plowing on Q&R
 - e) Winter Parking Notice
7. Fire/Emergency Management
 - a) Upcoming Fundraisers
 - b) By-Law 1473-25: To appoint a Fire Chief-includes resolutions of support from 2024
 - c) By-Law 1474-25: To appoint a Deputy Fire Chief-includes resolutions of support from 2024
 - d) New Updated Emergency Preparedness Plan
8. Building/By-Law Enforcement
 - a) Tulloch Invoices costs vs fees
 - b) Letter re Discontinuation of Chief Building Official Services
 - c) Clerk Report regarding CBO Services
9. Planning
 - a) Clerk Report regarding Consent to Sever Application 6/24 with articles attached
 - b) Application for a Site Specific Zoning Change #6/24

10. Cemetery

- a) Memo: Reminder to Remove Articles from the Cemetery for the Winter

11. Administration

- a) Clerk Report regarding 2026 Regular Council Meeting Schedule
- b) Clerk Report regarding Christmas Closure
- c) Clerk Report regarding Business Writing Course
- d) MEMO re NOHFC Grant, Reeve Rod Wood's email address, and next landfill meeting
- e) Review draft Compensation and Incentive Policy
- f) Clerk Report regarding Addition of Breaks to Agenda

12. Correspondence

- a) Request from Police Retirees of Ontario Incorporated for The Teddy Bear Program
- b) Letter from the MMAH re changes to Ontario's Building Code
- c) Letter from re Ministry of Finance re OMPF funding increase in 2026

13. Expenditures

- a) October 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* regarding the contravention of the Township's Zoning by-law and the Township's Trailer By-law.

15. Return to open meeting

16. Confirmatory By-law

17. Adjourn

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTESRegular MeetingOctober 8, 20257:00 p.m.Present:

Reeve Rodney Wood
Councillor Dave Leask
Councillor Mike Garside
Councillor Mike Trainor
CAO/Clerk-Treasurer Sara Dinsdale
Road Superintendent/Public Works Foreman Dan See
Deputy Clerk-Treasurer Britney MacKay

Absent: Councillor Janet Gordanier

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

There were no declarations of pecuniary interest

Resolution 2025-188

Moved: Mike Garside

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for September October 8, 2025. *CARRIED*

There were two delegations:

- 1) Mr. Robert Peace, Rock Networks/Pomgran to provide an update on the “Fibre-to-Home” project in the community.
- 2) Mr. Dan Hayes-Sheen to discuss the application for a zoning change that was submitted in 2024 as Council would like to re-visit the topic.

To allow additional time for Mr. Peace to arrive, Council decided to proceed with discussing Mr. Hayes-Sheen’s zoning change application.

Mr. Hayes-Sheen was asked to explain the reasoning behind his zoning change application request to reduce the setback from 6.5 to zero. In response, Mr. Hayes-Sheen explained that there was a misunderstanding regarding where the property line was located when building his garage in a 2020. It was assumed that the property line remained straight down between the properties rather than on an angle. Mr. Hayes-Sheen explained that he later realized the mistake once the neighbours approached him with the concern, at which point he had a professional survey conducted that provided for a .10m overage of the property line. Mr. Hayes-Sheen described that upon approval of the zoning change to reduce the setback to zero, he would conduct cosmetic renovation to the part of the garage that is over the property line, with no structural effect, in order to meet the new setback of zero. Reeve Rodney Wood explained that during a discussion with the neighbours, it was also brought to his attention that during the construction of Mr. Hayes-Sheen’s garage, some blasted rock had fallen into the ravine which is located on the neighbour’s property. Reeve Wood asked Mr. Hayes-Sheen if he would be willing to add fill in order to make it look nicer and Mr. Hayes-Sheen agreed.

Council thanked Mr. Hayes-Sheen for attending before he departed.

There was a discussion amongst council regarding when the public meeting should be held and whether the regular meeting of November 12 could be rescheduled as Reeve Wood will not be available to attend. Council agreed to keep the regular meeting scheduled for November 12 as quorum will still be met; and to schedule the public meeting during the regular meeting of December 10, 2025 in order to accommodate the attendance of Reeve Wood.

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – October 8, 2025

Resolution 2025-189
Moved: Dave Leask
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive the application submitted for a zoning amendment specific to property located at 3524 Hamilton Drive; of Plan H597 Lot 20, to reduce the minimum setback from the East side boundary to zero, allowing the existing structure to remain at the edge of the neighbouring property upon the cosmetic removal of the portion of the structure that is over the property line by 0.10m, to be completed by the home owner.

THEREFORE, Council directs staff to begin the public notification process and to schedule a public meeting for December 10, 2025. *CARRIED*

Council decided to move forward with the agenda as the first delegation, Mr. Peace was still not in attendance.

The approval of minutes from the regular and closed meetings held on July 9, 2025 was deferred again to the next meeting due to Council attendance.

Resolution 2025-190
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the regular council meeting of September 10, 2025. *CARRIED*

Resolution 2025-191
Moved: Dave Leask
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the closed council meeting of September 10, 2025. *CARRIED*

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

- The department has been continuing with brushing and patching, and are almost done for the year
- The Sand Structure Project still hasn't started yet. The Contractor explained that they are waiting on the concrete and should be able to start the week after Thanksgiving
- Many headstones in the Grace United Cemetery have been straightened recently and most of the dangerous areas have been attended to.
- The annual inspections have been completed on all vehicles, and maintenance and service needs have been completed.

Council complimented on the roads, cemetery, and overall maintenance of the Township.

Mr. See reported that there was vandalism of a bench located at Twin Lakes Park. Council reviewed a picture showing the leg broken from a bench, which was donated and dedicated to the Laude family.

Council recommended that the bench could be brought to the municipal garage for the winter, while looking for someone that could repair the leg. Reeve Wood mentioned that he may know someone and suggested that he would bring the broken leg to them to inquire about repairing it.

Council received a memo regarding the next fire board meeting, protection grant 2025/2026, and the upcoming CEMC meeting. The memo that stated that the regular Fire Board meeting that was scheduled for September 17, 2025, was cancelled due to quorum. Fire Board members agreed that scheduling the next meeting on Wednesday, November 26 and cancelling the regular scheduled meeting on December 17, 2025, would be best.

The memo also stated that an application has been submitted for the 2025/2026 Fire Protection Grant in the amount of \$16,000.00 to support the purchase of the new bunker gear already ordered in 2025, as well as back-up bunker gear to be purchased in early 2026. Finally, the memo included a reminder that the

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – October 8, 2025

upcoming CEMC meeting will be held at the Municipal Township office on Wednesday, October 29, 2025 at 6:00 pm.

Council received a Clerk Report regarding a recommendation made by Fire Chief Robert Hope to fundraise to assist with the purchase of fire vehicles that are to be retired soon. The report recommended that Council consider a Fire Department Fundraising Committee and explained the make-up of the committee and its core functions. Council discussed and recommended that the idea be presented to the Hilton Union Fire Board.

Resolution 2025-192
Moved: Dave Leask
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does authorize staff to proceed with the process of forming a Hilton Union Fire Department Fund Raising Committee as per the recommendations received in Clerk Report #2025-10-08-01. *DEFEATED*

Council reviewed the Building Permit costs vs. fees summary.

Council received and discussed a letter received from Ms. Amanda Richardson, Assistant Secretary-Treasurer of the St. Joseph Island Planning Board regarding consent Application #6/24-Part of Lot 15, Concession 7 which was in response to correspondence sent by the Township of Hilton on September 11, 2025 that stated that Council considers the severance to be in contravention of the Township's Zoning By-Law #1025-11. The response explained that the Planning Board discussed the matter on September 22, 2025 and asked that the matter be deferred to the November 17, 2025 Planning Board Meeting to allow Ms. Richardson to report on the matter.

The letter stated that the consent approval remains valid and binding and that the only remedy available at this stage would be for Council to consider a zoning by-law amendment to permit the storage building as a primary use on the lot. The letter also stated that Ms. Richardson has reached out to the Ministry of Municipal Affairs and Housing for additional guidance on this matter.

Council agreed to defer the discussion of this matter until Ms. Richardson receives further guidance from the Ministry of Municipal Affairs and Housing.

Council reviewed the calculation amount for the cash-in-lieu of parkland condition set out in the Consent to Sever Application #6/24; The amount is based on the vacant property abutting the subject property.

Resolution 2025-193
Moved: Dave Leask
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON requests that Mr. Michael Jagger, pay the municipality cash-in-lieu of a 5% parkland dedication in the amount of \$123.94 as per the conditions set out by the St. Joseph Island Planning Board in Consent Application #6/24.

Council received an application for a zoning change submitted by Mr. Jagger for Concession No. 15, Lot 7 of registered plan no. IR-14245, PT 1 located on Whybourne Rd. East. The application indicated that the reason for the request is, "to provide for zoning by-law conformity once severance of property is completed." Council agreed to defer the discussion of this matter until Ms. Richardson receives further guidance from the Ministry of Municipal Affairs and Housing regarding the matter of Consent to Sever application #6/24.

Council received Clerk Report #2025-10-08-02 regarding a complaint received regarding the installation of the Grace United Cemetery Gates. The report included information that the rate payer received regarding the reasoning behind the installation of the gates. The report also included the following facts:

- 1) Since the gates have been installed, there have been zero unauthorized interments that we are aware of. In 2024, there were four that we are aware of.
- 2) Since the gates have been installed, there has been zero vandalism.

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – October 8, 2025

- 3) Visitors have been able to make arrangements with the office to enter the cemetery. To date, there have been no issues, and all requests have been accommodated.
- 4) There has been one instance where a vehicle drove off the roadway and overtop of grave sites; however, due to the fact that the key needs to be signed out, and the cemetery was inspected afterwards, the Township staff was able to address the issue with the person.
- 5) The back part of the roadway has become unsafe. Some grave sites and head stones are situated too close to the roadway, making it difficult to get around them, and turning around is not an option.

Council recommended that a letter of response be sent that includes the facts listed above.

Resolution 2025-194
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON received the complaint submitted by the ratepayer regarding the cemetery gates and directs the CAO/Clerk-Treasurer to prepare correspondence accordingly. *CARRIED*

Council reviewed the draft minutes of the joint Council Landfill meeting held on September 24, 2025 and noted that #9; Fund for Landfill Closure, indicated that there was no final decision about the percentage of tipping fees that should be set aside for funds of the closure of the landfill; however, they recall that they agreed that it should be 75%. CAO/Clerk-Treasurer Sara Dinsdale will request clarification from Clerk-Treasurer Myra Eddy of the Village of Hilton Beach.

Resolution 2025-195
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to begin the process of selling landfill tipping tickets from the Hilton Township Municipal office during regular business hours. *CARRIED*

Resolution 2025-196
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to changing the colour of the landfill stickers to be sent to each property owner with their interim tax bills in 2026. *CARRIED*

Resolution 2025-197
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the distribution of one “tipping free card” to be sent to each property owner with their interim tax bills commencing in 2026. *CARRIED*

Council reviewed the letter sent from The Village of Hilton Beach on April 10, 2025 regarding a request to re-imburse the calculated amount of non-eligible sources that was deferred from previous meetings. Spreadsheets were supplied by RPG that indicates the Township of Hilton’s non eligible source amounts for 2025 to date are \$83.50 for April, \$101.00 for May, \$130.56 for June, and \$114.06 for July.

Resolution 2025-198
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to re-imburse the Village of Hilton Beach for the Township of Hilton’s non-eligible sources from April 1-December 31, 2025 as per the spreadsheets provided by RPG. *CARRIED*

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – October 8, 2025

Resolution 2025-199
Moved: Dave Leask
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the payment of Township bills for the month of September 2025 in the amount of \$93,762.87 as per the attached voucher.
CARRIED

Resolution 2025-200
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does move into closed session at 9:19 pm in accordance with:

Municipal Act section 239 (2)(e) Litigation of Potential Litigation.

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 2025-201
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at 9:57 pm.
CARRIED

Resolution 2025-202
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass by-law No. 1472-25; being a by-law to confirm the proceedings of this meeting.*CARRIED*

Resolution 2025-203
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 9:59 p.m. Council to meet again at the Hilton Township Municipal office on Wednesday, November 12, 2025, at 7:00 pm or at the call of the Reeve. *CARRIED*

Dave Leask, Deputy Reeve

Sara Dinsdale, CAO/Clerk-Treasurer Clerk



EAST ALGOMA ROAD
SUPERINTENDENTS ASSOCIATION



Resolution No. 2025-01

October 15, 2025

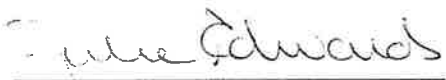
Moved By:

Seconded By:

Dan See ___X___
Mike Pigeon ___X___
Tom Phillips ___X___
Cody Jarrell ___X___
Al May ___X___
Clint Goertzen ___X___
Elijah Leterman ___X___
Rob MacKay ___X___

Dan See ___X___
Mike Pigeon ___X___
Tom Phillips ___X___
Cody Jarrell ___X___
Al May ___X___
Clint Goertzen ___X___
Elijah Leterman ___X___
Rob MacKay ___X___

Be it resolved that the members of the East Algoma Road Superintendents Association held a confidential vote to suspend Beamish (formerly Ellwood Robinson) for a period of 2 (two) years from bidding on the amalgamated tender for Surface Treatment. All members in attendance voted unanimously for the suspension.


Julie Edwards, Secretary/Treasurer



Ledcor Highways Ltd.
7008 Roper Road NW
Edmonton, AB
T6B 3H2

October 31, 2025

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

Attention: Corporation of the Township of Hilton (the "Purchaser")
Phone: 705-246-2472
Email: admin@hiltontownship.ca

This agreement is between Ledcor Highways Ltd. (operating in Sault Ste. Marie) and the Purchaser for the sale of abrasive sand from Ledcor Highways Ltd. to the Purchaser for winter maintenance of roads within the Purchaser's jurisdiction.

Ledcor Highways Ltd. hereby agrees to sell winter sand to the Purchaser at a per cubic meter price of \$50.95 up to 500 cubic meters, adjusted to \$58.59 per cubic meter over 500 cubic meters. This product will be available to the Purchaser from the date of execution of this Sales Agreement, until May 31st, 2026, at the agreed price, however, Ledcor Highways Ltd. cannot guarantee amounts desired by the Purchaser will always be in stock.

The sand provided will meet the Ministry of Transportation specifications and will be blended with 3% salt by weight volume.

The Purchaser shall have access to Ledcor Highways Ltd. patrol yards. All Purchaser employees or persons acting under the instructions of the Purchaser who enter the Ledcor Highways Ltd. Patrol yards shall have attended an induction course provided by Ledcor Highways Ltd. And have their name recorded in a register as free to enter. No other person is permitted into any Ledcor Highways Ltd. Patrol yard.

The Purchaser is not permitted to operate Ledcor Highways Ltd. equipment. Additionally, personal equipment belonging to the Purchaser may not be used to access or retrieve sand material under this agreement. The Purchaser is to coordinate directly with the designated person in charge of the patrol yard to schedule a date for picking up or purchasing sand.

Ledcor Highways Ltd. Will provide front-end loading equipment with bucket scales to be used for material tracking. Two load tickets are to be printed, one to remain with the designated person in charge of the patrol yard, the other to be sent to the Ledcor Highways Ltd. Head office 2620 Hwy 17N, Unit #3, Goulais River ON, P0S 1E0 biweekly with a summary sheet for invoicing. Ledcor Highways Ltd. shall invoice the Purchaser for sand loaded monthly throughout the season. Terms of payment shall be 30 Days. Any overdue invoice payments may result in a loss of services.

Should the Purchaser, or any representative or agent acting on behalf of the Purchaser collect or remove salt from the patrol yard without prior written authorization of Ledcor Highways Ltd., such action shall constitute a material breach of this agreement. Upon the occurrence of such breach, this agreement shall be deemed terminated immediately and



automatically, without further notice or liability to Ledcor Highways Ltd. The Purchaser shall be liable for any and all damages, losses, or expenses incurred by Ledcor Highways Ltd. as a result of the unauthorized collection or removal.

Ledcor Highways Ltd. Mandatory Safety Rules and general safety Best Practices will be shared with Purchaser employees during the induction course provided by Ledcor Highways Ltd. These rules and practices, as well as Ledcor Highways Ltd.'s personnel instructions while attending a yard, must be strictly adhered to. In the event of a breach of these policies, procedures or instructions, Ledcor Highways Ltd. reserves the right to withdraw the right of that employee or person under the direction of the Purchaser from entering Ledcor Highways Ltd. patrol yards.

Either party will have the right to terminate this agreement at any time for any reason upon providing written notice to the other party.

Township of Hilton
Purchaser Name
[Signature]
Signature
Dan SFR
Name (print)
Oct 3, 2025
Date

LEDOR HIGHWAYS LTD.

A Cate
Signature
Ashley Cate
Name (print)
November 4, 2025
Date

Hilton Township Administration

From: Ron Cescon [REDACTED]
Sent: November 3, 2025 8:24 PM
To: Hilton Township Administration
Subject: Winter parking spots on the Q&R

I am asking the council to approve that the snow plow operator push back some snow on the Q&R to create off road parking during the winter months to allow us access to our property as I believe parking on Base Line is not allowed during the winter.

Thank you for your consideration for the matter. This has been done for many years.

Sincerely

Ron Cescon

Sent from my iPad



PUBLIC NOTICE



Winter Parking Restrictions

Effective: November 1, 2025

Until: April 30, 2026

By-law: 1452-25

**No person shall park any vehicle
on any road allowance within the
Township of Hilton.**

**This restriction is necessary to
ensure safe and efficient snow
plowing and winter road maintenance
throughout the Township.**

Your cooperation is appreciated.

Township of Hilton

705-246-2472 | www.hiltontownship.ca

**Paint Day Fundraiser
for the Hilton Union Fire Department**

**Join us for a fun and creative afternoon!
Limited spots available, reserve your seat today!**

When: November 29th, 2025 from 1pm to 3pm

Where: Hilton Beach Community Hall, 3050 Hilton Rd.

**Cost: \$45 per person
\$25 of each ticket sale will be donated to the Fire Dept.**

**Contact: Morgan 249-525-5268 or Sara 705-989-7967
Please send payments to mfiaschetti@hotmail.com
or saradinsdale45@gmail.com**

Paint Night Fundraiser



**Join us for a fun and creative evening, while supporting the Hilton Union Fire Department!
Limited Spots available, reserve your seat today!**

When: Thursday, December 4th, 2025, from 6:30pm to 8:30pm

Where: Hilton Beach Community Hall, 3050 Hilton Road

Cost: \$45 per person (\$25 of each ticket sale will be donated to the Fire Dept.)

Contact: Morgan 249-525-5268 or Sara 705-989-7967

Please send payments to mfiaschetti@hotmail.com or saradinsdale45@gmail.com

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1473-25

Being a by-law to appoint a Fire Chief of the Hilton Union Fire Department for the Corporation of the Township of Hilton.

WHEREAS the Council of the Corporation of the Township of Hilton has established a joint Fire Department with the Village of Hilton Beach for the provision of fire protection and prevention services within the Township of Hilton and the Village of Hilton Beach;

AND WHEREAS the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that the Council of a municipality may, by by-law, appoint such officers and servants as it deems necessary;

AND WHEREAS the *Fire Protection and Prevention Act*, S.O.1997, c.4, Section 6(1), states “If a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities, as the case may be, shall appoint a fire chief for the fire department”;

AND WHEREAS the Fire Chief may exercise all the powers assigned to them under the *Fire Protection and Prevention Act*, S.O.1997 within the territorial limits of the municipality and within any other area in which the municipality has agreed to provide fire protection services, subject to any conditions specified in the agreement;

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

1. **THAT** Robert Hope of the Village of Hilton Beach be appointed as Fire Chief of the Hilton Union Fire Department, effective immediately;
2. **AND THAT** any by-law, or portion thereof, previously enacted that conflicts with the provisions of the by-law is hereby repealed;
3. **AND THAT** the Fire Chief shall not be discharged without just cause and without a hearing before Council;
4. **AND THAT** this by-law shall come into force and effect on the day of passing.

Read a first, second and third time and finally passed this 12th day of November 2025.

David Leask, Deputy Reeve

Sara Dinsdale, CAO/Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF HILTON

Resolution No. 2024 - 214.September 11, 2024**Moved by:**

Mike Garside ✓
Janet Gordanier
Dave Leask
Mike Trainor

Seconded by:

Mike Garside
Janet Gordanier
Dave Leask ✓
Mike Trainor

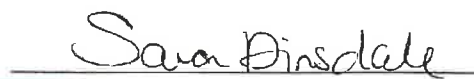
BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the Hilton Union Fireboard's recommendation to appoint Deputy Fire Chief Robert Hope to the position of Fire Chief within the Hilton Union Fire Department.

Carried: ✓

Defeated:



Reeve Rodney Wood



Acting Clerk Sara Dinsdale

Village of Hilton Beach

Resolution No. 166

Meeting: September 11, 2024

Moved by S.B. Sarah Brown

Seconded by S.C.

Be it resolved that we do support the Hilton Union Fire Department's resolution No. R2024-14, dated September 9, 2024 to appoint Robert Hope as Fire Chief. and

B.H.

CARRIED

RECORDED VOTE	YES	NO
Mayor Robert Hope		
Councillor Sarah Brown		
Councillor Sally Cohen		
Councillor Brian Delvecchio		
Councillor Kelly Rathwell		

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1474-25

Being a by-law to appoint a Deputy Fire Chief of the Hilton Union Fire Department for the Corporation of the Township of Hilton.

WHEREAS the Council of the Corporation of the Township of Hilton has established a joint Fire Department with the Village of Hilton Beach for the provision of fire protection and prevention services within the Township of Hilton and the Village of Hilton Beach;

AND WHEREAS the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that the Council of a municipality may, by by-law, appoint such officers and servants as it deems necessary;

AND WHEREAS the *Fire Protection and Prevention Act*, S.O.1997, c.4, Section 6(1), states “If a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities, as the case may be, shall appoint a fire chief for the fire department”;

AND WHEREAS the Fire Chief may delegate powers and duties under the said Act to other officers of the Fire Department, including the Deputy Fire Chief, as deemed appropriate;

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

1. **THAT** Daniel See of the Township of Hilton be appointed as Deputy Fire Chief of the Hilton Union Fire Department, effective immediately;
2. **AND THAT** the Deputy Fire Chief shall perform such duties as may be assigned by the Fire Chief and shall act in the capacity of Fire Chief during the absence, illness, or vacancy of the Fire Chief.
3. **AND THAT** any by-law, or portion thereof, previously enacted that conflicts with the provisions of the By-law is hereby repealed.
4. **AND THAT** this By-law shall come into force and effect on the day of passing.

Read a first, second and third time and finally passed this 12th day of November 2025.

David Leask, Deputy Reeve

Sara Dinsdale, CAO/Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF HILTON

Resolution No. 2024-215

September 11, 2024

Moved by:

Mike Garside _____
Janet Gordanier _____
Dave Leask _____
Mike Trainor _____

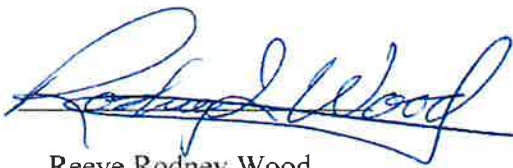
Seconded by:

Mike Garside _____
Janet Gordanier _____
Dave Leask _____
Mike Trainor _____

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the Hilton Union Fireboard’s recommendation to appoint Captain Dan See to the position of Deputy Fire Chief within the Hilton Union Fire Department.

Carried: _____

Defeated: _____



Reeve Rodney Wood



Acting Clerk Sara Dinsdale

Village of Hilton Beach

Resolution No. 165

Meeting: September 11, 2024

Moved by K.R. Kelly Rathwell

Seconded by S.B.

Be it resolved that we do support the Hilton Union Fire Department's Resolution No. F2024-45 to appoint Danny See as Deputy - Fire chief of the Hilton Union Fire Department.

CARRIED



RECORDED VOTE	YES	NO
Mayor Robert Hope		
Councillor Sarah Brown		
Councillor Sally Cohen		
Councillor Brian Delvecchio		
Councillor Kelly Rathwell		



EMERGENCY RESPONSE PLAN

Reviewed: October 29th 2025

The Township of Hilton Emergency Response Plan is a controlled document. All copies of this document and revisions thereof are controlled by Council and administered by the Clerk/Treasurer/Administrator.

This plan, and any of its annexes, shall not be copied or reproduced in whole or in part, by any means, in any format, including electronic, without the express written permission of the municipal CAO.

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Contents

DEFINITION OF AN EMERGENCY	3
PURPOSE OF THE PLAN	3
EMERGENCY NOTIFICATION PROCEDURES.....	3
EMERGENCY OPERATIONS CENTRES	4
COMPOSITION OF THE MUNICIPAL EMERGENCY CONTROL GROUP (MECG)	5
OPERATING CYCLE	5
DECLARATION/TERMINATION OF AN EMERGENCY.....	5
RESPONSIBILITIES OF THE MUNICIPAL EMERGENCY CONTROL GROUP (MECG)	6
INDIVIDUAL RESPONSIBILITIES OF THE MUNICIPAL EMERGENCY CONTROL GROUP (MECG).....	7
HEAD OF COUNCIL.....	7
CLERK/TREASURER/ADMINISTRATOR.....	8
EMERGENCY INFORMATION OFFICER (EIO)	9
FIRE CHIEF.....	9
PUBLIC WORKS	10
ONTARIO PROVINCIAL POLICE.....	11
ALGOMA PUBLIC HEALTH	11
REQUESTS FOR ASSISTANCE	12
REVISION AND TESTING.....	13
APPENDIX A – MECG CONTACT INFORMATION.....	15
APPENDIX B – LOCAL MUNICIPAL GOVERNMENT	16
APPENDIX C - DECLARATION OF AN EMERGENCY	17
APPENDIX D - TERMINATION OF A DECLARED EMERGENCY	18
APPENDIX E - EMERGENCY PUBLIC NOTIFICATION FORM.....	19
APPENDIX F - MEDIA RELEASE- STATE OF EMERGENCY.....	20
APPENDIX G - TOWNSHIP OF HILTON EVACUATION PLAN	21
APPENDIX H - NGO ALLIANCE of ONTARIO CONTINUUM	23
APPENDIX I – CONTINUITY OF OPERATIONS PLAN.....	25
APPENDIX J - RECORD OF AMENDMENTS	29
APPENDIX K - DISTRIBUTION LIST	30

DEFINITION OF AN EMERGENCY

An Emergency, according to the Emergency Management Act, 2003, is defined as: "A situation or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property."

Emergencies and disasters, either natural or human caused, can happen anywhere and at any time. The result can cause disruptions in normal operations and channels of communication and may stretch available resources for response and recovery.

PURPOSE OF THE PLAN

The purpose of this Plan is to present the basic principals for local emergencies and to indicate the responsibilities of the Municipality and of the Provincial and Federal Governments when and where necessary. Since the effects of an emergency will be felt directly at the municipal level and the first response will be undertaken by the Municipality, the following plan will be the official plan for any coordinated response to an emergency affecting this municipality by all services responsible.

The service area covered by this Plan shall include only the geographic limits of the Township of Hilton.

SCOPE

Emergency Management Ontario through Ontario Regulation 380/04 requires communities to conduct an assessment of risks faced within the community. The standard tool for evaluating these risks is known as a Hazard Identification and Risk Assessment (HIRA).

The risk assessment is based on a historic review of events that have occurred within the Township while determining the likelihood of impact of the event occurring again in the future.

Once this has been determined, the consequence of the event occurring again is evaluated. It is possible to have a potential incident that is unlikely to occur but carries with it severe consequences (plane crash), while it is also possible to have an incident that is very likely to occur with minimal consequences (severe thunderstorm).

EMERGENCY NOTIFICATION PROCEDURES

Only a member of the Municipal Emergency Control Group (MECG) may initiate the notification procedure. This plan will be implemented as soon as an emergency occurs which is considered to be of such a magnitude as to warrant its implementation.

- To activate the notification system, one of the designated individuals will call the Clerk to activate the notification system. If the Clerk is not available, the Fire Chief will start the notification system.
- When a member of the MECG receives a warning of a real or potential emergency, that member will immediately initiate the notification of the MECG. The member initiating the call must provide pertinent details (i.e., Time and a place for MECG to meet) as part of the notification procedures.

The contact phone numbers and addresses of the MCEG members are contained in Appendix A. Persons on the contact list will be called in order.

- If the primary person cannot be reached at any of the listed numbers, the alternate will be called. The time of attempted contact will be noted and recorded.
- If neither can be reached, the next individual on the list will be called.
- Once the end of the list has been reached, another attempt will be made to reach those who were not available.

EMERGENCY OPERATIONS CENTRES

Every Municipality shall establish an Emergency Operations Centre (EOC) to be used by the Municipal Emergency Control Group in an emergency.

Primary Site:

Township of Hilton Municipal Office
2983 Base Line
Hilton Beach, Ontario P0R 1G0

Secondary Site:

Jocelyn Township Municipal Office
3670 5th Side Road
R.R #1
Hilton Beach, Ontario P0R 1G0

Emergency Operations Centre (EOC) Functional Process

1. Establish the Command Function
2. Prepare the Emergency Operations Centre
3. Begin information gathering process
4. Conduct initial Incident Briefing
5. Perform Planning Function — determine Primary Objectives and strategy — develop EOC Incident Action Plan and Operational Period.
6. Perform Logistics function
7. Perform Operations Function
8. Perform Finance and Administration Function
9. Evaluate, adjust and re-evaluate

Once established, the functions remain ongoing until the demobilization of the IMS structure and Command has been terminated.

COMPOSITION OF THE MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MECG) a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The MECG consists of the following:

- Head of Council (or designated Alternate)
- Clerk/Treasurer/Administrator (or designated Alternate)
- The Fire Chief (or designated Alternate)
- Public Works (or designated Alternate)
- Community Emergency Management Coordinator (CEMC)

The MECG may function with only a limited number of persons depending upon the emergency. While the MECG may not require the presence of all the people listed as members of the control group, all members of the MECG must be notified. Other resources to be contacted if needed:

- Algoma Public Health
- Deputy Clerk/Treasurer
- Ontario Provincial Police (OPP)
- Algoma EMS
- Emergency Management Ontario representative
- Medical Officer of Health
- Canadian Red Cross
- Staff from Provincial Ministries

OPERATING CYCLE

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The Clerk will establish the frequency of meetings and agenda items. Meeting will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Status Boards and maps will be kept prominently displayed and up to date by the Operations Officer.

DECLARATION/TERMINATION OF AN EMERGENCY

In conformance with the Emergency Management & Civil Protection Act, 2004, the Head of Council or Acting Head of Council of the Township of Hilton may declare that a state of emergency exists in the Township. The Head of Council or Acting Head of Council, or Council, or the Premier of Ontario, may, at any time, declare that an emergency has been terminated.

Both declaration of an emergency and termination of an emergency should be based on advice of all MECG members and not done without consultation from all members.

When both the HOC or AHOC is not available the councillor with the most votes in the last election will act as HOC.

Upon declaring a state of emergency, the Head of Council or Acting Head of Council, will notify the:

- Provincial Emergency Operations Centre – Emergency Management Ontario
- Township Council
- Public:
- Neighbouring community officials, as required:
- Local member of Provincial Parliament (MPP);
- Local Member of Parliament (MP)

When terminating an emergency, the Head of Council or Acting Head of Council will notify the same.

When an emergency exists, but has not yet been declared to exist, community employees may take such actions under this emergency response plan as may be required to protect property and the health, safety and welfare of the Township of Hilton and its inhabitants.

RESPONSIBILITIES OF THE MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

As a group, the collective responsibilities are:

- Calling out and mobilizing their emergency service, agency and equipment.
- Coordinating and directing their services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law.
- Determining if the location and composition of the EOC are appropriate.
- If required, identify Incident commander according to Incident Management protocols.
- Ensuring support to the IC by offering equipment, staff and resources as required.
- Determining the need to declare and terminate an emergency.
- Determining impacts to the municipality outside of the emergency site.
- Identifying Vulnerable Persons in the Township
- Ordering, coordinating, and/or overseeing the evacuation of inhabitants considered to be in danger.
- Discontinuing utilities or services provided by public or private businesses. (i.e., hydro, closing of businesses)
- Arranging for services and equipment from local agencies not under community control as requested (i.e., private contractors, industry, volunteer agencies, service clubs)
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary.
- Determining if additional volunteers are required and if appeals for volunteers are warranted.

- Determining if additional transport is required for evacuation or transport of persons and/or supplies.
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public.
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery.
- Authorizing expenditure of money required in dealing with the emergency.
- Notifying the service, agency or group under their direction of the termination of the emergency.
Not to be terminated until recovery is complete.
- Maintaining a log outlining decisions made and actions taken, and submitting the log to the Clerk when leaving the EOC or at the termination of the emergency.

INDIVIDUAL RESPONSIBILITIES OF THE MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

HEAD OF COUNCIL

STANDARD OPERATING PROCEDURES

On the receipt of the warning of a real or potential emergency or disaster, the Head of Council of the Township of Hilton shall:

1. Report to the Emergency Operations Centre
2. Convene the Municipal Emergency Control Group
3. Assess the type, scope and magnitude of the emergency.
4. Coordinate media releases with appropriate input from staff.

The Head of Council (or alternate) for the Township of Hilton is responsible for:

- Providing overall leadership in responding to an emergency.
- Activating the Emergency notification system.
- Declaring an emergency within the designated area.
- Chairing meetings of the Municipal Emergency Control Group
- Notify the Provincial Emergency Operations Centre Duty Operations Officer (24/7) at: telephone 1-416-314-0472/73 or toll free 1-866-314-0472 Email: peocdo01@ontario.ca
- Ensuring the members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency status.
- Acting as spokesperson for the municipality.

- Requesting assistance from neighboring municipalities or senior levels of government when required.
- Placing municipal resources at the disposal of the IC as required or requested.
- Approving prepared media releases to keep the public informed.
- Coordinating with the Clerk all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- Ensuring that access to provincial funding, where available, is available as required.
- Overseeing the maintenance of a log of all actions taken.
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency)

CLERK/TREASURER/ADMINISTRATOR

STANDARD OPERATING PROCEDURES

On receipt of the warning of a real or potential emergency or disaster the Clerk/Treasurer/Administrator shall:

1. Activate the MCEG call-out system in whole or in part.
2. Report to the Emergency Operations Centre
3. Assume the responsibilities of the Emergency Operations Centre Coordinator
4. Supply and demand of human resources.
5. Head of Council and MCEG to coordinate the municipal response.

The Clerk/Treasurer/Administrator (or alternate) of the Township of Hilton is responsible for:

- Activating the emergency notification system
- Ensuring liaison with the OPP regarding security arrangements for the EOC.
- Advise the Head of Council on policies and procedures as requested.
- Approving, in conjunction with the Head of Council major announcements, media releases, and social media information prepared by the Emergency Information Officer, in consultation with the MCEG
- Ensuring that a communication link is established between the MCEG and the IC.
- Calling out additional township staff to aid, as required.
- Determining if municipal resources are adequate or if additional resources are needed.
- Recommending when required, that assistance be requested from Provincial or Federal government.
- Advising the Head of Council of any necessary actions that should be taken that are not covered in the emergency plan.
- Coordinating the supply and demand of human resources
- Establishing the most appropriate site(s) for the registration of human resources and administrative details that may involve financial liability.

- Securing equipment and supplies not owned by the Township of Hilton.
- Ensuring liaison with purchasing agents of the neighbouring communities if necessary.
- Maintaining and updating a list of all vendors who may be required to provide supplies and equipment.
- Providing information, recommendations and advise on financial matters as they relate to the emergency.
- Liaising, if necessary, with Treasurers of neighbouring communities.
- Ensuring that accurate financial records are maintained to support possible claims.
- Ensuring prompt payment and settlement of all legitimate invoices and claims incurred during an emergency, subject to review by council.
- maintaining a log of all actions taken.

EMERGENCY INFORMATION OFFICER (EIO) (When required)

STANDARD OPERATING PROCEDURES

The Deputy Clerk will serve as the EIO.

On receipt of the warning of a real or potential emergency or disaster the EIO shall:

1. Report to the Emergency Operations Centre.
2. Assist the Head of Council in all matters relating to public information.
3. Establish a media relations centre.

The EIO of the Township of Hilton is responsible for:

- Obtaining and distributing media releases approved by the Head of Council.
- Establishing a media relations centre.
- Liaison Ing with media for specific needs.
- Arranging for timely releases and conferences.
- Maintaining a log of all actions taken.

FIRE CHIEF

STANDARD OPERATING PROCEDURES

On receipt of the warning of a real or potential emergency or disaster, the Fire Chief shall:

1. Activate the departments emergency call-out system.
2. Report to the Emergency Operations Centre (EOC) when not required at the emergency scene.
3. Activate Mutual Aid if required.
4. Coordinate firefighting and rescue operations.

The Fire Chief (or alternate) of the Township of Hilton is responsible for:

- Activating the emergency notification system.
- Providing the MCEG with information and advice on fire fighting and rescue matters.
- Contacting IC and informing the MCEG
- Establishing an ongoing communications link with the IC at the scene of the emergency.
- forming the Mutual Aid Fire Coordinators and/or initiate mutual aid arrangements for the provision of additional firefighters and equipment, if needed.
- Determining if additional or special equipment is needed and recommending possible sources of supply (i.e., breathing apparatus, protective clothing). Have MCEG provide requested supplies.
- Aiding other community departments and agencies, being prepared to take charge of or contribute to non-firefighting operations if necessary (i.e., first aid, rescue, casualty collection or evacuation)
- Coordinating firefighting operations.
- Ensuring that dangerous goods support agencies are contacted as required.
- Maintaining a log of all actions taken.

PUBLIC WORKS

STANDARD OPERATING PROCEDURES

1. Report to the Emergency Operations Centre
2. Coordinate operations of all matters pertaining to the public works department and equipment as required.

Public Works of the Township of Hilton is responsible for:

- Reporting to the EOC.
- Providing the MCEG with information and advice on engineering and public works matters. • Ensuring Liaison with public works from the neighbouring communities to ensure a coordinated response.
- Ensuring the provision of engineering assistance.
- Providing equipment for emergency pumping operations.
- Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes.
- Providing public works vehicles and equipment as required by any other emergency services.
- Activating additional equipment, supplies and personnel as required or requested.
- Arranging for disconnecting of any services (utilities) that represent a hazard.
- Aiding in cleanup of operations
- Providing barricades and flashers.
- Providing emergency back-up power when required.
- Maintaining a log of all actions taken.

ONTARIO PROVINCIAL POLICE

In accordance with the *Community Safety and Policing Act* and standards set out in the regulations, and with the requirements of the *Canadian Charter of Rights and Freedoms* and the *Human Rights Code*. The OPP is responsible for:

1. Crime prevention.
2. Law enforcement.
3. Maintaining the public peace.
4. Emergency response.
5. Assistance to victims of crime.
6. Any other prescribed policing functions.

ALGOMA PUBLIC HEALTH

- a) Attend the municipal Emergency Operation Centre and provide public health consultation and notification of actions.
- b) Provide consultation, recommendations, and information to the public, local health sector, community emergency management coordinators, and other partners on matters which may adversely affect public health (e.g., toxic spills, water quality, air quality, sanitation, communicable diseases, etc.)
- c) Liaise with the Ontario Ministry of Health and other Medical Officers of Health, as required, to coordinate a public health response.
- d) Coordinate the surveillance and response to communicable disease and other public health related emergencies.
- e) Coordinate vaccine storage, handling and distribution, and coordinate and support mass vaccination clinics during incidents related to vaccine preventable disease.
- f) Provide harm reduction supplies and training, as appropriate.
- g) Provide consultation and inspect evacuation and other public facilities to ensure appropriate infection prevention and control and compliance with applicable legislation.
- h) Liaise with municipalities and other local agencies in consideration of priority populations during an emergency.
- i) Liaise with the appropriate provincial, municipal, or local agencies to provide consultation, direction, or information regarding:
 - I. water and air quality,
 - II. infection prevention and control,
 - III. provision of potable water and sanitary facilities, sewage and waste disposal, overcrowding, general sanitation,
 - IV. food handling, storage, preparation, distribution and service, and
 - V. health hazards.
- j) Issue orders pursuant to the Health Promotion and Protection Act to mitigate or eliminate the risk of health hazards and communicable diseases.
- k) In the event of mass casualties and/or casualties resulting from communicable disease within the meaning of the Health Protection and Promotion Act, providing recommendations to minimize the spread of disease and liaising with the Office of the Regional Supervising Coroner.

REQUESTS FOR ASSISTANCE

- a) Assistance may be requested from Jocelyn Township or St. Joseph Township at any time by contacting the municipalities directly.
- b) Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. Such requests can be made by contacting the local office of the appropriate Provincial Ministry, or by contacting Emergency Management Ontario at any time.

COUNCIL EXPECTATIONS

The Emergency Response Plan for the Township of Hilton has been established to assign responsibilities and to guide the immediate actions of key officials in an emergency. The Township is committed to providing leadership and guidance to meet the challenges associated with emergency management. This includes preparation and planning to safeguard the health, safety and welfare of citizens; taking appropriate measures to ensure the protection of property and the environment; and to provide effective and timely response and recovery operations.

The Emergency Management Program Committee (EMPC) oversees the development, implementation and continuous improvement of the Township's Emergency Management Program. Every official and municipal department must be prepared to carry out the assigned responsibilities in an emergency. The Committee shall hold a minimum of 1 (one) meeting per calendar year. The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:

- | | | |
|--------------------------------|------------------|----------------|
| -Clerk/Treasurer/Administrator | -Head of Council | - Public Works |
| -CEMC | -Fire Chief | |

The Clerk/Treasurer/Administrator is hereby appointed as Chair of the Emergency Management Program Committee.

The Emergency Plan, including Appendices, shall be read by all members of the Municipal Control Group, as well as their Alternates. These persons must be familiar with the entire plan, so if called upon they will be prepared to carry out their respective responsibilities. A "Distribution List" is attached as Appendix B as to who possesses a Hard Copy or a Digital copy of this plan.

It is also important for residents, businesses and interested visitors to be aware of the provisions within this plan. Copies of the Township of Hilton Emergency Response Plan are available at the Municipal office or online at www.hiltontownship.ca.

REVISION AND TESTING

An exercise will be conducted annually in order to test the overall effectiveness of this Emergency Plan and to provide training to the Control Group. It is particularly important to test the effectiveness of the communications system. Revisions to this Plan should incorporate recommendations stemming from such exercises.

The Clerk will ensure that this Plan is reviewed annually and, where necessary, revised by a meeting of the Control Group. The Clerk will pass on changes to the Notification System to the Fire Chief, who will in turn ensure that CACC is aware of any changes.

Each time this Plan is revised, it must be approved by Council. However, revisions to the Appendices and minor administrative changes can be made without approval by Council each time.

PUBLIC AWARENESS AND PUBLIC EDUCATION

A Public Awareness Program provides generic information to the broader public to raise awareness about emergency management and suggests ways to reduce the risk of loss of life and property damage

in the event of an emergency. Public Education provides focused information to a target audience to educate about protective actions to reduce the risk of life and property damage in the event of an emergency.

The Township of Hilton will provide Emergency information to it's residents by posting notices on the Township's website at www.hiltotownship.ca as well as posting notices and information in the Monthly newsletter.

The Township is also a member of the Vulnerable Persons Registry www.sooovpr.com and encourage our residents to register at this site if you have a physical or other vulnerability. This will ensure that our First Responders will be able to identify and assist those residents who need priority assistance.

AFTER ACTION REVIEW

Following each incident where the EOC is activated, the Township will conduct an After- Action Review under the direction of the CEMC. The purpose of the AAR is to review primary actions taken throughout the incident, identify what worked well, what didn't and to make recommendations for future incident response activities.

CONFIDENTIALITY

The Municipal Freedom of Information and Protection of Privacy act (MFIPPA), RSO 1990, Chapter M.56 states that Municipal Emergency Response Plans are public documents excluding the annexes which are deemed confidential.

As stated in the MFIPPA:

Section 9(1) A Head of Council shall refuse to disclose a record if the disclosure could reasonably be expected to reveal information the institution has received in confidence from:

- a) The Government of Canada
- b) The Government of Ontario or the Government of a Province or Territory in Canada
- c) The Government of a Foreign Country or state
- d) An agency of a government referred to in clause (a), (b), or (c) or
- e) An international organization of states or a body of such an organization.

Section 10 (a) A Head of Council shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly; if the disclosure could reasonably be expected to result in similar information no longer being supplied to the institution where it is in the public interest that similar information continues to be so supplied.

Section 13 A Head of council may refuse to disclose a record when disclosure could reasonably be expected to seriously threaten the safety or health of an individual.

APPENDIX B – LOCAL MUNICIPAL GOVERNMENT

NAME	BUSINESS	24-HOUR	FAX/email
Councillor Mike Garside	705-246-1398		thegarside@gmail.com
Councillor Dave Leask	705-246-1059		David.leask@hiltontownship.ca
Councillor Mike Trainor	249-525-8575		Mike.trainor@hiltontownship.ca
Councillor Janet Gordainier	519-940-6177		Janet.gordainier@hiltontownship.ca
Hilton Beach	705-246-2242		705-246-2913
Twp. Of St. Joseph	705-246-2625		705-246-3142
Twp. Of Jocelyn	705-246-2025		705-246-3282
Township of Tarbutt	705-782-6776	705-782-6776	705-782-4247
Johnson Twp.	705-782-6601	705-782-6601	705-782-6780
Laird Twp.	705-248-2395	705-248-2317	705-248-1138
Garden River FN	705-946-6300		
Sault Ste. Marie	705-541-5173		705—949—2341

Provincial Government

NAME	BUSINESS	24-HOUR	FAX
	705-945-6316	888-310-1122	705-945-6797
Transportation Sudbury Patrol Yard	1-800-461-9523	705-522-9380	
Transportation Thessalon Patrol Yard	705-842-3012	705-842-3012	705-842-0468
Transportation Echo Bay Patrol Yard	705-248-2641	705-541-8509 - cell	
Workplace Safety & Insurance Board	416-942-3002		

APPENDIX C - DECLARATION OF AN EMERGENCY

The Township of Hilton

I, Reeve_____hereby declare a state of local Emergency in accordance with the Emergency Management and Civil Protection Act., R.S.O. 1990, c E.9 s.4(1) due to the emergency described herein: (nature of emergency)

for an Emergency Area or part thereof described as: (geographic boundary)

In the Municipality of: Township of Hilton

A copy of this declaration is to be forwarded to OFMEM Duty Operations Officer

Tel. -1-866-314-0472 Email: pencd001@ontario.ca Fax (416)314-6220 or (416)314-0474

APPENDIX D - TERMINATION OF A DECLARED EMERGENCY

The Township of Hilton

I, Reeve _____ hereby declare a state of local Emergency terminated in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, c E.9 S.4. (1) due to the emergency described herein: (nature of emergency)

For an Emergency Area or part thereof described as: (geographic boundary)

Signed: _____

Title:

Dated _____ at _____ (time)

In the Municipality of: The Township of Hilton

A copy of this declaration is to be forwarded to OFMEM Duty Operations Officer

Tel. - 1-866-314-0472 Email: pencd001@ontario.ca Fax (416)314-6220 or (416)314-0474

APPENDIX E - EMERGENCY PUBLIC NOTIFICATION FORM

(TEMPLATE)

Date of Media Release: _____

The Township of Hilton has issued an Emergency Public Notifications to the residents of the Township due to: (insert nature of emergency- who/what/where)

Residents (and businesses- if applicable) located in (indicate area of the Township, streets or local zones) are instructed to:

- a) Shelter in Place (provide instructions for sheltering in place)
- b) Evacuate to: (designated reception centre) via (identified evacuation route)
- c) Take refuge in a safe location (depending on the nature of the event may be an interior basement room or interior upper- level room) and await further instructions.

The Township has emergency plans in place to cope with emergencies and trained personnel are working diligently to respond to the emergency situation at this time. Members of the public are encouraged to tune into local media (indicate which radio or TV stations) and the Township website at www.townshipofhilton.ca for more important information regarding the emergency.

- ❖ If an evacuation is required, (provide instructions for evacuating and any transportation guidelines)
- ❖ If you do not have the means to self evacuate, post a large sign in a visible location from the road with the word "HELP" written in large letters or call (designated general inquiry line) for assistance.
- ❖ During school hours, if parents need to pick up their children at the school's designated Emergency Shelter Location, please check with the local school.

Next Media update (indicate date/time of the next media update.)

Media inquiries should be directed to: (insert name), Emergency Information Officer.

APPENDIX F - MEDIA RELEASE- STATE OF EMERGENCY

(TEMPLATE)

The Township of Hilton has declared a Local State of Emergency on

DATE:

TIME:

This Declaration of Emergency is authorized under the Ontario Emergency Management and Civil Protection Act and under the Township of Hilton By-law No.

The Township has trained personnel who are responding to the emergency. A general inquiry line for residents has been set up at (insert general inquiry line number(s)).

Residents should stay tuned to local websites, radio stations and TV channels for more information.

Media inquiries may be directed to:

(Insert Name) Emergency Information Officer at (insert Contact number(s))

APPENDIX G - TOWNSHIP OF HILTON EVACUATION PLAN

Purpose

The purpose of an emergency evacuation plan is to ensure the safety of residents during an emergency. Since the nature of the emergency can't be known beforehand, the Township of Hilton has a duty to protect residents regardless of what may happen. In the event of an evacuation the Volunteer Fire Department will oversee the evacuation.

Types of Emergencies to Prepare For

According to the Hazard Identification and Risk Assessment ranking (HIRA) of the Township of Hilton, the most probable emergencies will take place due to a weather event. This could be a snowstorm/blizzard, extreme temperatures (hot or cold), windstorm, or losing electrical power.

Each household in the Township of Hilton is expected to be prepared and have accessible a 72- hour emergency kit which should include:

- Non-perishable food — 3 day to one week supply - with a manual can opener
- Water — four liters/person/day for drinking and sanitation (don't forget pets!)
- Phone charger, power bank or inverter
- Battery powered or hand crank radio
- Battery powered or hand crank flashlight
- Extra Batteries
- First aid kit and medications
- Personal toiletries and items (such as extra pair of glasses or contacts lenses)
- Copy of emergency plan
- Copies of important documents, such as insurance papers and identification
- Cash in small bills
- Garbage bags and moist towelettes for personal sanitation
- Seasonal clothing, sturdy footwear and emergency blankets.
- Denture needs and Hearing Aid batteries
- Formula, diapers, bottles
- Pet food and water, collar, ID tag, leashes, pet carrier
- Whistle
- Help/OK sign (attached) — display the appropriate side outward in your window during a disaster.

Residents should also assemble a:

Grab -and-go-bag

- Food (ready to eat) and water
- Phone charger and battery bank
- Small battery powered or hand crank radio
- Battery powered or hand crank flashlight

- Extra batteries
- Small first aid kit and personal medications
- Personal toiletries and items, such as an extra pair of glasses or contact lenses
- Copy of emergency plan
- Copies of important documents, such as insurance papers and identification.
- Cash in small bills
- Local map with family meeting place identified
- Seasonal clothing and emergency blanket
- Pen and notepad
- Whistle

When is Evacuation Needed?

Any type of emergency may require an evacuation. This decision is decided on a case-by-case basis. The Emergency Operation Centre members must assess the vulnerability of their residents to the different types of emergencies.

What to do if an Evacuation Alert has been issued:

1. Gather your Grab and Go bag for emergencies
2. Keep track of the location of all family members and determine a planned meeting place should an evacuation be called while separated.
3. Immediately relocate large pets and livestock to an area outside of the evacuation alert.
4. Arrange accommodation for your family in the event of an evacuation. Evacuation Centres for The Township of Hilton will be announced at the time of need.

What to do if an Evacuation Order has been issued:

1. **YOU MUST LEAVE THE AREA IMMEDIATELY.** It is imperative that you follow instructions provided by the Emergency Operations Centre. Reporting to the Evacuation center or following instructions provided, facilitates contact by concerned friends or relative, and in matching separated family members.
2. If you need transportation to evacuate, advice the Emergency Operations Centre.
3. Close all doors and windows in your home. Leave gates unlocked and clear driveways for firefighter access.
4. Take your Grab and Go bag for emergencies. Re-admission is not permitted until the order is lifted.
5. Follow directions of emergency personnel and obey traffic directions.

TOWNSHIP OF HILTON
CRITICAL INFRASTRUCTURE

Updated 2023

Reviewed October 2025

There are 9 Critical Infrastructure which includes:

- Food and Water (food distribution, transportation, wells and Septic)
- Electricity (power generation stations, transformer stations, lines and towers, substations) • Gas and Oil (distribution networks)
- Transportation (Roads, snow removal equipment, bridges)
- Health Care (Hospitals, Clinics, pharmacies, EMS,)
- Communications Systems (911, EMS dispatch, Microwave towers, wireless networks, television and radio, Canada Post/Courier services)
- Financial Institutions (Banks, Credit unions, ATMs interact)
- Public Safety and Security (Emergency Operations Centers, Fire, Police, Evacuation centers)
- Continuity of Government (Council, delegation of authority)

These 9 Critical Infrastructure sectors are presented in no order of importance or priority. Most of these sectors are privately owned and do not fall under the jurisdiction of a municipality. Ownership should be identified of all the non-municipal critical infrastructure and relationships should be fostered with the owners so that a close liaison may be achieved during emergency events. It is not the Township's obligation to provide assurance plans or programs for Critical infrastructure that it does not own or operate.

Municipal Infrastructure Contacts

Sector	Type of Infrastructure	Component	Agency or Owner	Contact Information	Priority
Transportation	Bridge, Highways and Roads	Hwy 548	Ontario Ministry of Transportation	Ledcor 905-673-0009	2
		Secondary Rds. Plow, Grader	Township	705-246-2472	
Continuity of Government	Municipal Township	Hilton Township Office 2983 Baseline	Hilton Township	705-246-2472	2

	IT support		Encompass IT 705-525-0558	Mark 705- 561-5477	2
Communication	911 Dispatch				1
	Land Lines Switching station	Telephone Switching Building	Bell Canada	Hamilton Bay Rd 310-Bell	1
	Cell Phone	Network towers	Bell Canada	End of South Street	1
	Internet Satellite tower	Xplornet	1-877-959-5717		2
Electricity	Electrical Transmission and Distribution	Local distribution	Hydro One	Power outage & Emergencies 1-800- 4341235	1
	Transmission	Local Distribution	Algoma Power Clerk-1-844-319- 3614	1-844-901- 9473	1
	Distribution	Step up Transformer	Hydro One	Garside Rd	
Public Safety	Primary Emergency Operations Centre	Township of Hilton Council Chambers	2983 Baseline	705-246-2472	1
	Alternate Emergency Operations Centre	Township of Jocelyn Council Chambers	5670 5 th side Rd.	705-246-2026	1
	Community Hall	Warming Centre	3050 Hilton Rd		2
	Fire Station	2983 Baseline	Pumper Truck Tanker Truck	Generator gas	1

Hilton Township Community Risk Profile

Updated – September 2024

Reviewed – September 2025

P = Probability scale of 1-4 C = Consequence scale of 1-4

Priority	Hazard	Risk Analysis	Vulnerable Populations	Critical Infrastructure	Environment
#1	Snowstorm/Blizzard/Freezing Rain	P3/C2	Entire Community	Power lines, telephone lines, Hwy 548, evac centres, municipal services, Police, Fire, EMS	Tree damage
#2	Energy Emergency (Supply)	P4/C2	Entire community, especially those with medical conditions	Telecommunications, power	None
#3	Infectious Disease	P4/C2	Entire community, especially those with underlying health conditions	Fire department, public works, and municipal office due to potential loss of workers	None
#4	Extreme Temperatures – Cold/Heat	P3/C2	Entire Community	Fire Department,	None
#5	Forest Fire	P4/C2	Entire Community	Power lines, telephone lines, Hwy 538, evac centres, municipal services, Police, Fire, EMS	Loss of forest
#5	Windstorm/Tornado	P4/C1	Entire Community	All Critical Infrastructure	Tree damage
#6	Critical Infrastructure Failure	P2/C1	Entire Community	Electrical grid, telephones & 911, WTP and associated systems	None to minimal
#7	Air Quality – Smoke	P2/C1	Entire Community, especially those with underlying health conditions	Electrical grid if smoke is very thick.	None

Probability	Consequence
1 – happened at least 50 years ago	1 – minor property damage, few minor injuries
2 – happened at least 25 years ago	2 – serious property damage, multiple minor injuries
3 – happened between 5 – 20 years ago	3 - catastrophic property damage, multiple serious injuries with few deaths
4 – happened multiple times within the last 5 years	4 - catastrophic property damage, multiple serious injuries and many deaths

APPENDIX H - NGO ALLIANCE of ONTARIO CONTINUUM

EVENT 	PREPAREDNESS	RESPONSE	RECOVERY	REBUILDING
	- Public messaging as a trusted agent - Deliver public education to help communities prepare for disasters - Help build resiliency - Joint exercises and planning with communities	- Registration, Family reunification, Emergency food, clothing and shelter services, medical care and psychosocial support - Reception Center and Shelter Management province-wide - Coordinate with all levels of government - Volunteer management and mobilization	- Support to self-recovery (direct aid and community initiatives), shelter and lodging services and supports, Livelihood and small business support - Case management, cash transfer programs, community grant programs and community engagement - Donation management - Volunteer management	Ongoing Case Management (as required)
	- Training (internal curriculum & through EMO) - Participation in joint exercises - Frequent deployment & conditioning - Integration in routine response procedures with partner agencies - Public messaging as a trusted agent	- Mass Feeding - Spiritual & Emotional Care - Critical Incident Stress Management (CISM) Debriefings - Clothing Distribution	- Feeding (Survivors, Responders and Volunteers) - CISM Debriefings (as needed) - Clothing Distribution	
	- Lighthouse Church & Teams Program - Training of Site Leadership - Public messaging as a trusted agent	- Disaster Assessment Team Deployments - Deployment of Leadership Teams and Assets - Engagement with Provincial & Regional EM Coordinators - Engagement with Municipal EM Coordinators & ESS	- Home & Property Clean-Up and Reclamation - Roof Tarping - Mold Abatement (flood events) - Episodic Volunteer Management - Rapid Response Chaplaincy	- Assist Long Term Recovery Organizations to develop definite recovery systems and programs - Assist LTRO with initial Case Management information
	- Public messaging as a trusted agent - Create study material 'Preparing for Disaster'	- MDS Executive assess disaster situation to determine response needs in collaboration with partner agencies - Volunteers with equipment and volunteers	- Cleanup and debris removal of residences after floods and windstorms - Works in collaboration with partner agencies - Recovery assessment & physical & emotional support	- Repair and rebuilding of owner-occupied homes after floods, windstorms and fires if owner cannot with own resources - Collaboration and nurturing of Long-Term Recovery Orgs. - MDS does not supply building supplies
	- Regional Managers (USA & Canada) meet semi-annually - Personnel Resource Management allocations aligned - Public messaging as a trusted agent - Monthly coordination calls	Regional Managers assess disaster situation (on-site if possible) to determine how World Renew could respond	Volunteer Support for Clean-Up efforts (usually in partnership with SPC or MDS)	- Assist in minor or major repairs and home rebuilding - Provide community needs assessment - Assist Long Term Recovery Organizations to develop definite recovery systems and programs
	- Internal / External Exercises - Public education, training and products to encourage personal self-sufficiency and community resiliency - Public messaging as a trusted agent	- Evacuation Centre First Aid - Medical first response and health care support services - Assisting with transportation of ill, injured, or vulnerable persons - Health-related screening and residential inspections - Assist in the evacuation of hospitals and other health care facilities	Assisting in the search for missing or lost persons	
	- Public messaging as a trusted agent - Provide communities and individuals with awareness and education on being prepared for emergency situations	Deploys a team of professionals to assist with sheltering and evacuating animals	Will assist in the reunification of animals and their owners	
	- Public messaging as a trusted agent - Personal preparedness workshops for members - Church preparedness and safety plans - Volunteer training and equipping	- In-kind donation management - Crisis Care (trauma counselling) - Volunteer management	- In-kind donation management - Crisis Care (trauma counselling) - Volunteer management	

	• Hazard Mitigation (Fire/ Flood) • Incident Management Training (ICS and IMS) • Crisis Preparedness Training	• Incident Management Assistance Teams • Crisis Planning • Rapid Damage and Impact Assessment • Disaster Mapping • Spontaneous Volunteer Management (Type 4: Emergent Groups)	• Work Order Management • Infrastructure Support (Mold Remediation) • Debris Removal / Expedient Home Repairs • Incident Management Assistance Team	• Assist long term recovery organizations.
	• Public messaging as a trusted agent • Personal preparedness workshops for Chapter Teams	• Donation management - clothing and furniture.	• Donation management - clothing and furniture.	
	• Public messaging as a trusted agent • Joint Exercises • Maintain stockpile of water purification equipment, large tents, sandbagging equipment, water purification units	• Water, Food, Shelter • RescUAV drone support • Sandbagging equipment support • Rescue equipment (boats & UTVs) • Non-Food Items	• Mucking and mold remediation • Case Management • Supply Chain support • Distribution Management	• Responsive programming – focus on local job creation

APPENDIX I – CONTINUITY OF OPERATIONS PLAN

Introduction

In addition to the Township's role in providing support to the community, as an organization, it must prepare itself to ensure that it can remain in operation during a community emergency and then restore itself and services to pre-emergency conditions. Through its business continuity and recovery actions, the Township must ensure that it is able to:

- maintain its workforce in terms of sufficient staff availability
- health and safety of the employees
- provide sufficient physical and financial resources
- ensure communications/data infrastructure remains operational

This Section shall provide some basic guidelines to follow while ensuring the continuity of Township operations.

Human Resources

The availability of adequate numbers of human resources ranks very high in priority in terms of maintaining continuity of operations for the Township. In summary, without its staff, the Township of Hilton will not be able to adequately provide its essential emergency related services or its reduced routine services that may be offered during a community emergency. The Clerk/Treasurer/Administrator is responsible to oversee the Human Resources functions.

Communications/Data Resources

The maintenance of the Township's communications and data resources such as the telephone and computer systems is vitally important. Retaining the use of the primary systems is essential for emergency management functions and the continuation of normal Township services, even under conditions where some elimination of normal services occurs. The Information Technology contacts will assist the MCEG in ensuring that the primary and secondary systems and services are maintained during a community emergency.

Facilities

During a community emergency, Township facilities will require special attention due to the limitation of some services and the closure of some buildings. Meanwhile, the maintenance and ongoing operation of other facilities will require more effort. During a power failure, the standby electrical generators will need to be

supervised and their fuel supplies maintained. The Township's facilities that remain open for other use will also require ongoing maintenance and in some cases special set-up arrangements to ready them for use during a community emergency.

Financial Resources

During a community emergency, some high-level decisions and subsequent actions will be required to ensure that financial matters are being dealt with in an effective and efficient manner. The availability of operating funds and other financial functions such as accounting and supply/services is important to ensure that adequate resources are acquired to manage and respond to the emergency and for the purpose of maintaining accurate records of the transactions. Payroll is another example of a service that will need to be addressed as part of managing the financial issues during a community emergency. During an emergency, the Township's Procurement policy will be suspended.

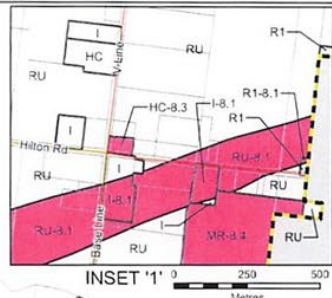
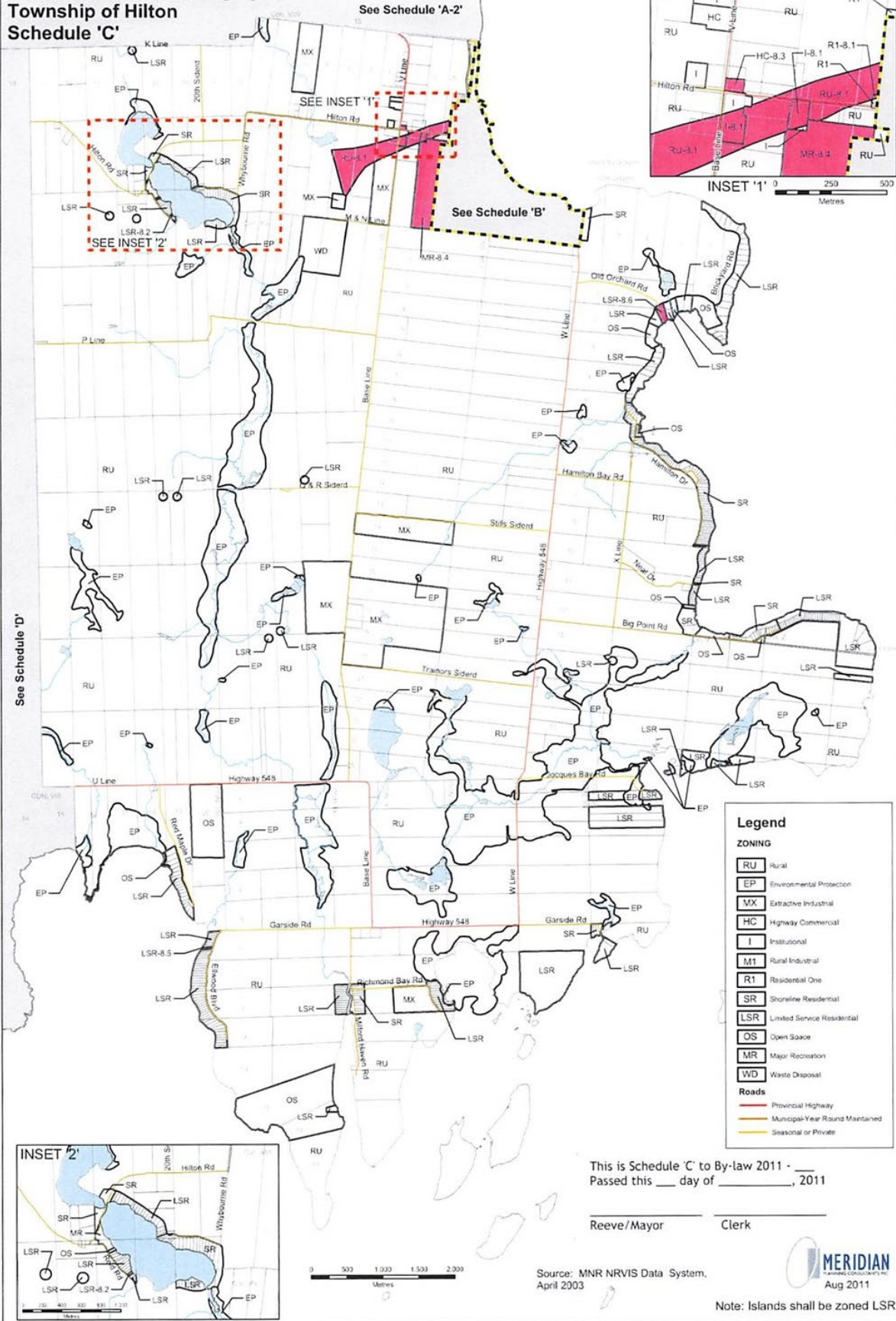
Ongoing Essential Services

During a community emergency a decision will need to be made by the MCEG on the continuation of nonessential services such as recreation programs, planning/building, etc. The continuation and even enhancement of essential services must be a high priority for the MCEG. Fire Services and municipal roads maintenance are two matters that must be considered primary services that require continuation and specific actions that will be overseen by the MCEG to ensure continuity of services to the community.

Corporate Recovery

In addition to overseeing community recovery efforts, the Township will need to address its own recovery from the emergency to restore its losses and resume the provision of normal services. Based on the type of event and its magnitude, the MCEG should develop a recovery action plan to direct the actions of restoring normal Township business.

St. Joseph Island Zoning Bylaw Township of Hilton Schedule 'C'



Legend

ZONING

RU	Rural
EP	Environmental Protection
MX	Extractive Industrial
HC	Highway Commercial
I	Institutional
M1	Rural Industrial
R1	Residential One
SR	Shoreline Residential
LSR	Limited Service Residential
OS	Open Space
MR	Major Recreation
WD	Waste Disposal

Roads

—	Provincial Highway
—	Municipal/Year Round Maintained
—	Seasonal or Private

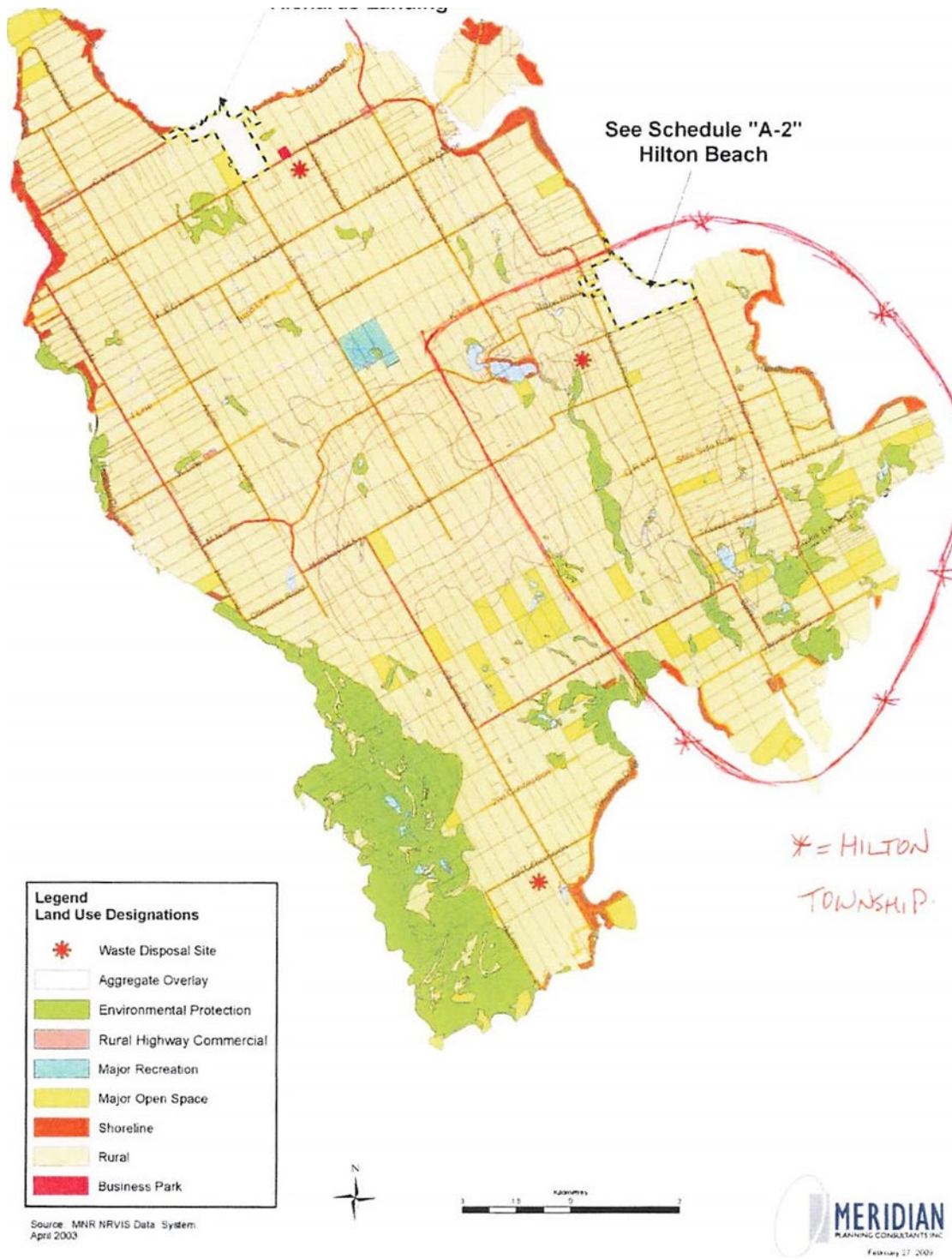
This is Schedule 'C' to By-law 2011 -
Passed this ___ day of ___, 2011

Reeve/Mayor _____ Clerk _____

Source: MNR NRVIS Data System,
April 2003



Note: Islands shall be zoned LSR



APPENDIX J - RECORD OF AMENDMENTS

DATE	CHANGES MADE	CHANGES MADE BY
September 2024	Re-ordered information in the plan for a more user-friendly layout, added information regarding roles and responsibilities, assistance, and declarations. Added 'clickable' Table of Contents. Took out IMS references.	J. Edwards

APPENDIX K - DISTRIBUTION LIST

HARD COPY - HC

DIGITAL-D

		D	Date Distributed
Head of Council	1	1	
Canadian Red Cross		1	
Clerk	3	1	
Emergency Operations Centre (Primary)	1		
Emergency Operations Centre (Secondary)	1		
Fire Chief	1	1	
Medical Officer of Health		1	
Algoma Public Health		1	
Municipal Council	4	4	
Police (OPP)		1	
Public Works	1	1	
Emergency Management Ontario	1	1	

All dates of plan revisions to be recorded and verified that members of distribution list have been sent copies of revised plan.

9)a)

2025 Building Permit Fees Collected vs Costs Incurred

(re: Tulloch Services)

	a/c 480100	a/c 525600	a/c 525610	
Month	Permit Fees Collected	Invoice Time Based	Invoice Mileage	Difference
January		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	1,497.91	259.28	-3,042.81
August	547.20	795.76	112.55	361.11
September	3,897.40	1,699.39	114.68	-2,083.33
October	864.00			-864.00
November				0.00
December				0.00
	12,392.60	7,864.29	1,146.77	-3,381.54

Actual Net Cost to date 2025

9,011.06

Total Inspection and Mileage Costs

Historical FYI:

2025	12,392.60	9,011.06
2024	7,247.00	11,559.00
2023	7,730.00	19,089.46
2022	5,695.00	13,131.71
2021	4,186.00	10,898.45
2020	3,885.00	13,951.98
2019	4,075.00	11,833.02
2018	2,420.00	6,269.23
2017	2,075.00	8,716.38
2016	1,570.00	4,165.25
2015	1,800.00	6,484.63
2014	2,325.00	7,436.83
2013	1,120.00	7,167.71

Actual Annual Cost:

-3,381.54
4,435.03
11,359.46
7,436.71
6,712.45
10,066.98
7,758.02
3,849.23
6,641.38
2,595.25
4,684.63
5,111.83
6,047.71



Planners | Surveyors | Biologists | Engineers

**October 29, 2025
GEN**

Sara Dinsdale, CAO/Clerk-Treasurer
Town of Blind River
11 Hudson Street,
Blind River, ON
P0R 1B0

Re: Discontinuation of Chief Building Official (CBO) Services

TULLOCH wishes to inform the Township of Hildon that we will be discontinuing our Chief Building Official (CBO) services effective May 1, 2026. Until that date, our staff will continue to fulfill all duties and responsibilities under By-law 1183-17 to ensure a consistent level of service and compliance with all applicable building codes and regulations.

We greatly value our long-standing working relationship with the Municipality and the opportunity to support your building services department over the years. TULLOCH is committed to assisting and facilitating a smooth and orderly transition to a new delivery model for these services and will make ourselves available to provide any necessary documentation, guidance, or interim support throughout the process.

Should you have any questions or require further clarification, please do not hesitate to contact the undersigned.

Regards,

TULLOCH Engineering Inc.

Frank Palmay, P.Eng.
Structural Engineering Lead/Principal
frank.palmay@TULLOCH.ca



9)c)

Clerk Report: 2025-11-12-CBO

Meeting Date: November 12, 2025

Subject: **Chief Building Official Services**

Regular Council Meeting

Prepared by: Sara Dinsdale

The City of Sault Ste. Marie has reached out to the neighbouring Municipalities requesting the interest in a CBO service model development for communities. Ms. Susan Hamilton Beach, P.Eng. of DCAO of Public Works and Engineering Services has suggested that a meeting with interested Township's may be beneficial in order to determine the needs of the Township of Hilton.

I am requesting that Council consider this invitation as a possible solution to our Township's requirement to hire a new CBO before May 1 2026, and to authorize the CAO/Clerk-Treasurer to connect with Ms. Hamilton Beach to further discuss this option in order to gather the necessary information to provide to Council for further consideration.



10) a)

Clerk Report: 2025-11-12-CSA 6/24

Meeting Date: November 12, 2025

Subject: **Consent to Sever Application #6/24**

Regular Council Meeting

Prepared by: Sara Dinsdale

Background:

- The Township received the Notice of the Consent to Sever Application dated July 8, 2024 accompanied with a memo dated July 10, 2024. The notice references the cottage location on the property to be severed and references the property to be retained as vacant, although it contains an accessory structure. The map received with this notice does not indicate either of the buildings. (article #1-memo, notice, application, and map)
- The Planning Board reviewed the above mentioned notice, along with a Planning Report dated August 14, 2024, (article #2). The Planning Report states that the property to be retained is vacant. A different map was included in the report that does indicate the cabin on the property to be severed; however, it does not indicate the accessory structure on the property to be retained. (article #3)
- The notice of provisional approval was issued on August 21, 2024. (article #4) There were no appeals. All property taxes are up to date, the 5% cash in lieu of parkland amount has been paid, a site plan was completed by Reeve Wood, and the survey has been received.
- On September 11, 2025, The Township of Hilton submitted correspondence to the Planning Board indicating that Council reviewed the consent to sever application again and considers it to be in contravention of the Township's Zoning By-Law by creating non-conformity by removing the portion of land that contains the cottage, as an accessory structure is only permitted on property with a primary use structure.
- The Township received correspondence from Ms. Richardson, Secretary Treasurer of the St. Joseph Island Planning Board dated October 6, 2025. (article #5) which was deferred from the October 8, 2025, regular Council meeting in order to await a response from MMAH.
- The Township received a Zoning Amendment Application from the property owner regarding the above and deferred it until a response is received from MMAH
- Responses have been received by MMAH



Responses Received from MMAH:

Regarding guidance on how an existing use should be treated when a new lot is created through a severance is summarized below:

In Summary, given the circumstances:

- *The garage use does not qualify as legal non-conforming under Section 34(9) due to the severance, not a change in the zoning by-law.*
- *The severance may result in a new zoning non-compliance, particularly if the garage no longer meets the definition of an accessory use.*
- *A condition of consent requiring a site-specific zoning by-law amendment is appropriate and aligns with planning practice.*
- *If the proposed severance conflicts with the Official Plan, an OPA must be obtained prior to provisional approval.*

Regarding The Township receiving a different map with the Consent to Sever Application on July 10, 2024, compared to the map that the Planning Board received with the Consent to Sever Application on August 14, 2024, is included below:

Once a consent has been granted on a provisional basis, the authority to alter or withdraw that approval is quite limited. The Planning Act does not expressly provide a mechanism for an approval authority to rescind or amend a provisional consent after the notice of decision has been issued and the appeal period has expired. However, the approval only becomes final and binding once all conditions have been satisfied and the certificate of consent has been issued (i.e., the deed has been stamped).

In this case, since the consent has not yet been finalized, the Planning Board is not obligated to issue the certificate if the approval was based on inaccurate or misleading information. Most consent application forms include a statutory declaration or certification clause in which the applicant attests that the information provided is true and complete. If it can be demonstrated that the information submitted was materially inaccurate or omitted a key element (e.g., the existence of the garage), and that this information would have reasonably influenced the Board's decision, the Board may determine that the approval granted was not validly issued in the first place.

Accordingly, the Board may notify the applicant that the consent, as granted, does not reflect the circumstances that were actually before the Board, and therefore the consent cannot proceed to final approval. This approach should be exercised with caution and only after confirming that the approved application and accompanying materials did not disclose the garage or any reference to it.

**Options:**

- 1) Consider the lot in contravention of the zoning by-law and direct staff to submit correspondence to the St. Joseph Island Planning Board that requests a condition be added to the provisional approval conditions of the Consent to Sever Application #6/24, that a zoning by-law amendment is required.
- 2) Consider the notice and planning report to be inaccurate, based on the difference between the two maps that were provided, and direct staff to submit correspondence to the Planning Board with a request not to finalize the consent based on this fact.
- 3) Allow the severance to proceed without a zoning amendment and direct staff to submit correspondence to the Planning Board that states that the Township supports the finalization of the Consent to Sever Application #6/24.

Recommendation:

That Council consider the above options and direct staff accordingly.

ST. JOSEPH ISLAND PLANNING BOARD

P.O. Box 290
Richards Landing, Ontario
P0R 1J0

Telephone: 705-542-4606

Email: sjiplanningboard@gmail.com

MEMO

To: Sara Dinsdale, Township of Hilton

From: Michael Jagger, Secretary Treasurer

Date: July 10, 2024

Re: Consent Application # 6/24 - M. & A. Jagger – Pt. Lot 7, Concession 15, Hilton Twp.

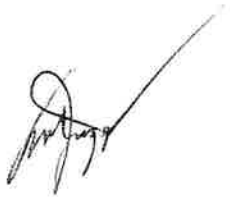
Enclosed are copies of the Notice of Application and the full application for the above.

You will note that this application proposes to sever an already developed 1 hectare (2.5 acre) parcel from a 22 hectare parcel, for estate planning purposes. No further development is proposed.

Any comments or recommendations the municipality may have on this application should be delivered to me before August 19, 2024.

If you have any questions, or need any assistance, then feel free to email or call.

Thanks,



Michael Jagger

ST. JOSEPH ISLAND PLANNING BOARD

NOTICE OF APPLICATION FOR CONSENT TO SEVER LAND

TAKE NOTICE that the St. Joseph Island Planning Board has received a complete application for consent to sever land and will meet to consider this application on:

Monday, August 19th, 2024 at 7:00 p.m.

at the

Township of Hilton Municipal Office
2983 Base Line Rd. (Hwy. 548), Hilton Beach, Ontario

The purpose and effect of the subject application for consent is to permit the severance of of the West ½ of Lot 7, Concession 15, Township of Hilton. The parcel proposed to be severed consists of 1 hectare (about 2.5 acres) of waterfront land with frontage of about 67 metres (220 ft.) on Twin Lakes, with access via a privately maintained right of way from Whybourne Rd., and has a cottage located thereon. The lands proposed to be retained consists of two parts connected by a right of way. One part is a vacant shoreline residential parcel of about 1 hectare (2.5 acres) which also has frontage on Twin Lakes, and is accessed from Whybourne Rd. and M&N Line Rd. The other part is a vacant bushland parcel of about 20 hectares (50 ac.) with the Kaskawong stream running through it and frontage on P Line Rd. and on an unopened portion of Whybourne Rd.

ADDITIONAL INFORMATION regarding the application is available for inspection by contacting the Secretary-Treasurer of the St. Joseph Island Planning Board at the address shown herein.

ANY PERSON may attend the meeting and/or make written or verbal representation either in support of or in opposition to the proposed consent. If a person or public body that files an appeal of a decision of the St. Joseph Island Planning Board in respect of the proposed consent does not make written submission to the St. Joseph Island Planning Board before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

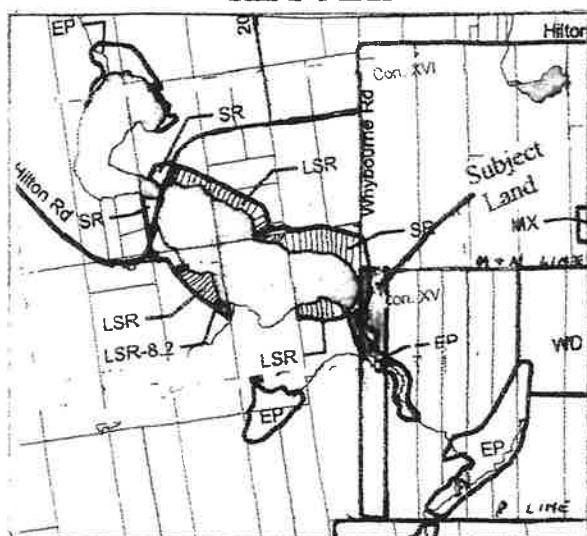
If you wish to be notified of the decision of the St. Joseph Island Planning Board in respect of the proposed consent, you must make a written request to:

St. Joseph Island Planning Board

P.O. Box 290

Richards Landing, Ontario P0R1J0

KEY MAP



Dated at St. Joseph Island
this 8th day of July, 2024

Amanda Richardson, Assist. Secretary-Treasurer

St. Joseph Island Planning Board

Telephone: 705-542-4606

Email: sjiplanningboard@gmail.com

Applicant(s): Michael & Andrea Jagger
Consent Application # 6/24

St. Joseph Island Planning Board
APPLICATION FOR CONSENT

1. Name of Owner(s): MICHAEL JAGGER * Telephone No. 225-542-4606
ANDREA JAGGER

Mailing Address: P.O. Box 262

RICHARDS LANDING, ON Postal Code P.O.R. 1 J0

Name of Owner's Solicitor or authorize agent (if any): N/A

Address:

.....Postal Code:.....

(The owner's written authorization is required if this application is signed by a solicitor or agent)

Please specify to whom communication regarding this application should be sent:

Owner X Solicitor _____ Agent _____

Email address: mikey.jag@hotmail.com

2. (a) Type and Purpose of Transaction: (check appropriate spaces)

Transfer: ☒ creation of new lot(s) Other: ☐ a charge/mortgage
☐ addition of a lot ☐ a lease
☒ an easement ☐ correction of title
☐ other (specify) _____

(b) Number of new lots (not including retained lots) proposed: 1

(c) Name of Person(s), if know, to whom the land or interest in the land is to be transferred, charged or leased: **and relationship of any:**

self (estate planning)

(d) **If a lot addition, identify the lands to which the parcel will be added:**

.....

3. Location of the Subject Land: (complete applicable lines and include entire holdings)

Municipality HILTON TOWNSHIP ^{PART} Lot(s) No. 7

Concession/Plan 15 Reference Plan No. Part(s) No.

Road/Street Name and Number 3302 WAYBOURNE RD

4. Description of Subject Land

		<u>PORTION TO BE SEVERED</u>	<u>PORTION TO BE RETAINED</u>
4.1 Description	Frontage	<u>220 FT.</u>	<u>± 495' + 220'</u>
	Depth	<u>495 FT.</u>	<u>495 FT. PLUS ± 4510 FT</u>
	Area	<u>2.5 ACRES.</u>	<u>53.5 AC.</u>
4.2 Use of Property	Existing Use	<u>WATERFRONT RESIDENTIAL</u>	<u>VACANT / BUSHLAND</u>
	Proposed Use	<u>SAME</u>	<u>SAME</u>
4.3 Buildings or Structures	Existing	<u>RECREATIONAL DWELLING</u>	<u>STORAGE GARAGE</u>
	Proposed	<u>SAME</u>	<u>SAME</u>
		<u>NO NEW BUILDINGS</u>	
4.4 Type of Access (check appropriate space)			
-	Provincial highway	<u> </u>	<u> </u>
-	Municipal road, maintained all year	<u> </u>	<u> ✓ </u>
-	Municipal road, maintained seasonally	<u> </u>	<u> ✓ </u>
-	Other public road	<u> ✓ </u>	<u> ✓ </u>
-	Right of way (i.e. private road)	<u> </u>	<u> </u>
-	Water access	<u> </u>	<u> </u>

(If access to the subject land is by water only, describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road:)

4.5 Type of Water Supply
(check appropriate space)

- Publicly owned and operated piped water system
- Privately owned and operated individual well
- Privately owned and operated communal (shared) well
- Other means (describe)

PORTION TO BE
SEVERED

PORTION TO BE
RETAINED

N/A

LAKE	NONE PROPOSED

4.6 Type of Sewage Disposal
(check appropriate space)

- Publicly owned and operated sanitary sewage system
- Privately owned and operated individual septic system
- Privately owned and operated communal (shared) septic system
- privy
- other means (describe)

N/A

✓	
✓	
	NONE PROPOSED

4.7 Other Services
(Check if the service is available)

- electricity
- telephone
- busing
- garbage collection

✓	✓
✓	✓

- 5.1 What is the existing Official Plan designation of the subject land?SHORELINE..
- 5.2 What is the present zoning of the subject land? ..SHORELINE.....RESIDENTIAL..
- 5.3 Are there any easements or restrictive covenants affecting the subject land?
Yes ____ No X If yes, describe the easement or covenant and its effect:

- 5.4 *If any of the following uses or features are on the subject land or within 500 metres of the subject land, unless otherwise specified, please check the appropriate boxes that apply.*

<u>Use or Feature</u>	<u>On the Subject Land</u>	<u>Within 500 Metres or as Specified</u>
An agricultural operation, including livestock facility or stockyard	_____	_____
A landfill	_____	_____
A sewage treatment plant or waste stabilization plant	_____	_____
A provincially significant wet land (Class 1, 2 or 3 wetland)	_____	_____
A provincially significant wetland within 120 metres of the subject lands	_____	_____
Flood plain	_____	_____
A pit or quarry	_____	_____

- 6.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision or a consent under the Planning Act? Yes ____ No X Unknown ____.
If YES, and known, provide the Ministry's application file number and the decision made on the application:
- 6.2 *If this application is a re-submission of a previous consent application, describe how it has been changed from the original application.*
- 6.3 Has any land been severed from the parcel originally acquired by the owner of the subject land? Yes ____ No X
If YES, and if known, provide for each parcel severed, the date of transfer, the name of the transferee and the land use:

- 6.4 Is the subject land currently the subject of any other application under the Planning Act? (such as an application for an official plan amendment, zoning by-law amendment, minor variance, another consent or plan of subdivision) Yes ___ No ☒ Unknown ___
If YES, provide the file number and status of that application:
.....
.....

7. This application must be accompanied by a sketch showing the following:

- the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained;
- the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- the distance between the subject land and the nearest township lot line or landmark;
- the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- the approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant may affect the application; such as buildings, roads, watercourses, drainage ditches, wooded areas, wetland, wells and septic systems;
- the existing uses on adjacent land, such as residential, agricultural and commercial uses;
- the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- if access to the subject land is by water only, the location of the parking and boat docking facilities to be used; and
- the location and nature of any easement affecting the subject land.

8. Is this application consistent with the policy statements issued under subsection 3(1) of the Planning Act (i.e. Provincial Policy Statement)? Yes ☒ No ___

- 9.1 Is the subject land within an area of land designated under any provincial plan or plans?
Yes ___ No ☒

- 9.2 If yes, does the application conform to the applicable provincial plan or plans?
Yes ___ No ___

10. If there is any other information that you think maybe useful to the Planning Board or other Agencies in reviewing this application, please explain below or attach on a separate page.

..... NO NEW DEVELOPMENT PROPOSED - APPLICATION FOR
..... ESTATE PLANNING PURPOSES ONLY
.....

AFFIDAVIT OR SWORN DECLARATION

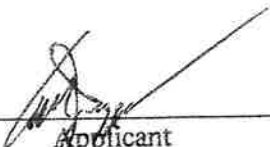
I, MICHAEL JAGGER of the CITY OF SAULT STE MARIE
in the DISTRICT OF ALBANY make oath and say (or solemnly declare)
that the information contained in this application is true and that the information contained in
the documents that accompany this application is true.

Sworn (or declared) before me

at the CITY OF SAULT STE MARIE

in the PROVINCE OF ONTARIO

this 28 day of JUNE 20 24


Applicant


Commissioner of Oaths

Dora-Lee Rita Wilson, a Commissioner
etc., Province of Ontario, for the
Law Office of Hugh MacDonald.
Expires December 2, 2028.

NOTE: If the applicant is not the owner of the subject land, the written authorization of
the owner that the applicant is authorized to make the application must
accompany this application.

10(a) article #1
(V)

BUSHLAND

LOT 22

LOT 21

CONCESSION P

P LINE ROAD

495'

495'

BUSHLAND
LOT 21, CON N
± 75 AC.

(NOT OPEN) WHYBOURNE RD

W 1/2 LOT 7 CON. 15

BUSHLAND

TO BE RETAINED
± 51 AC.

KASHKAWONG RIVER

± 4,950'

BUSHLAND

E 1/2 LOT 7, CON. 15

± 56 AC.

W 1/2 LOT 6, CON. 15

BUSHLAND

± 56 AC.

HILTON LAKE
(TWIN LAKES)

STAGES
COT

ORIGINAL SHORE ROAD ALLOWANCE

(NOT OPEN)

LOT 1
1M-4'

220'

220'

TO BE
SEVERED
2.5 AC.

TO BE
RETAINED
2.5 AC.

30'

R/W

(NOT MAINTAINED) M + N LINE RD.

LOT 6

LOT 7

BUSHLAND

CONCESSION 16

BUSHLAND

± 100 AC.

Planning Report

To: St. Joseph Island Planning Board

From: Amanda Richardson, Assistant Secretary-Treasurer

Date: August 14, 2024

Re: Consent Application # 6/24 – Michael & Andrea Jagger – Lot 7, Concession 15, Hilton

Background:

An application has been received for Consent to permit the severance of the West ½ of Lot 7, Concession 15, Township of Hilton. The parcel proposed to be severed consists of 1 hectare (about 2.5 acres) of waterfront land with frontage of about 67 metres (220 feet) on Twin Lakes, with access via a privately maintained right-of-way from Whybourne Road, and has a cottage located on the property.

The lands proposed to be retained consist of two parts connected by a right-of-way. One part is a shoreline residential parcel of about 1 hectare (2.5 acres) which also has frontage on Twin Lakes and is accessed from Whybourne Road and the M&N Line. This parcel currently has a garage constructed on it. The other part is a vacant/bushland parcel of about 20 hectares (50 acres) with the Kaskawong stream running through it and frontage on the P Line Road and on an unopened portion of Whybourne Road.

The subject properties are all located on Concession 15 in the Township of Hilton with the shoreline area designated as Shoreline in the Official Plan and the bushland portion designated as Rural. The Township's zoning by-law places the Shoreline portion of the subject lands in the Shoreline Residential (SR) zone, and the remainder of the lands in the Rural Zone (RU). The parcel to be retained is currently and will continue to be used as a seasonal/waterfront residential lot. The parcels to be severed are currently vacant/bushland and are proposed to continue with that use. No new development is proposed at this time, the applicant has submitted the application for consent for estate planning purposes only.

Notice of this application has been circulated. No comments or concerns have been received to date.

Options:

Approve the application as submitted without conditions, approve the application with conditions, defer the application or refuse the application.

Planning Rationale:

OP Section B7.4.1 – New Shoreline Residential Lots by Consent

This section permits new shoreline residential lots subject to a minimum lot area of 1.0 hectares.

OP Section B7.4.3 – Residential development on private and seasonal rights of way:

This section specifically deals with lands in the Shoreline land use designation and provides that “all lots that do not have frontage on and direct access to a public road that is maintained year-round shall be placed in a Limited Service Residential Zone.” That section also provides that “all development in the Limited Service Residential Zone shall be subject to Section D2.5.2 .

OP Section D2.5.2 – Conditions which development is permitted on private roads:

This section provides for restriction of new development on LSR zoned lots until a Site Plan Control Agreement is entered into between the landowner and the municipality acknowledging the lack of municipal services for the subject lands and agreeing that the municipality will not be liable for any injury, loss or damages as a consequence of issuing a building permit.

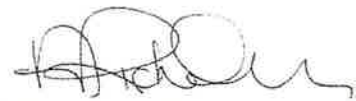
OP Section D4.2 – New Lots by Consent - General Criteria

Policy D4.2.1 (a) calls for all new lots to front on and be directly accessed by a public road that is maintained on a year-round basis. The bushland parcel to be retained fronts on a year-round maintained public road, however the proposed new lot and the shoreline residential parcel to be retained front on publicly owned road allowances, which are not publicly maintained. The proposed severance does, however, meet all the other criteria outlined in Section D4.2 and could be considered subject to the conditions outlined in Section D2.5.2.

Recommendation:

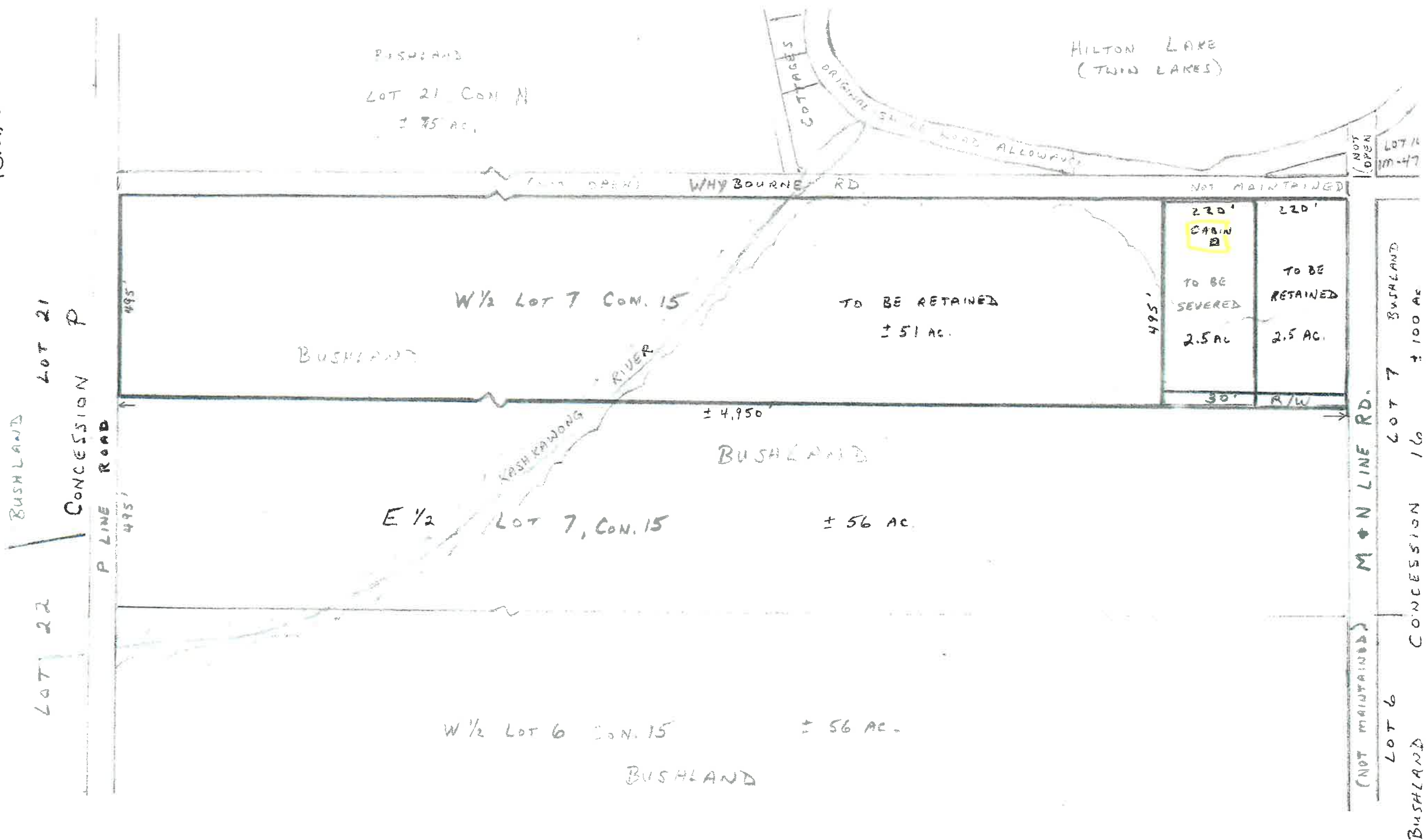
That Application No. 6/24 by Michael and Andrea Jagger be provisionally approved subject to the following conditions:

1. This approval shall apply to the severance of one new shoreline residential lot from the west ½ of Lot 7 Concession 15, Hilton Township with the remainder of the west ½ of Lot 7, Concession 15, consisting of two parts connected by a right-of-way.
2. Prior to the deeds for this transaction being stamped:
 - i. All property taxes levied against the subject properties shall be paid in full; and
 - ii. 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; and
 - iii. The transferor and the transferee shall have acknowledged in writing that they are aware that any new development on the shoreline residential parcels being severed or retained may be restricted until a Site Plan Agreement is entered into between the landowner and the municipality in accordance with the provisions of Section D2.5.2 of the St. Joseph Island Official Plan as it exists on the date of this decision.
3. The subject transaction shall be completed within two years of the date of notice of this approval.



Amanda Richardson
Assistant Secretary-Treasurer

102a) article 3



ST. JOSEPH ISLAND PLANNING BOARD

P.O. Box 290

Richards Landing, ON

P0R 1J0

Telephone: (705) 542-4606

Email: sjiplanningboard@gmail.co

August 21, 2024

Michael & Andrea Jagger
P.O. Box 262
Richards Landing, ON
P0R 1J0

Dear Sir/Madam:

Re: Consent Application # 6/24 - Part of Lot 15, Concession 7, 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 shoreline residential lot from the west ½ of Lot 7 Concession 15, Hilton Township with the remainder of the west ½ of Lot 7, Concession 15, consisting of two parts connected by a right-of-way.
2. Prior to the deeds for this transaction being stamped:
 - i. All property taxes levied against the subject properties shall be paid in full; and
 - ii. 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; and
 - iii. The transferor and the transferee shall have acknowledged in writing that they are aware that any new development on the shoreline residential parcels being severed or retained may be restricted until a Site Plan Agreement is entered into between the landowner and the municipality in accordance with the provisions of Section D2.5.2 of the St. Joseph Island Official Plan as it exists on the date of this decision.
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 September 11th, 2024.

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,



Michael Jagger
Secretary-Treasurer
St. Joseph Island Planning Board

c. Township of Hilton 
Algoma Public Health

October 6, 2025

Council for the Township of Hilton
C/O Sara Dinsdale, CAO/Clerk-Treasurer
Corporation of the Township of Hilton
2983 Base Line
Hilton Beach, ON P0R 1G0

Dear Sara,

The Planning Board received your letter regarding Consent Application No. 6/24 at its September 22, 2025 meeting. Discussion of the matter was deferred until the Board's next meeting on November 17, 2025. The Board has asked that I report back to them at that time regarding your request.

As you are aware, Consent Application No. 6/24 permitted the severance of one new lot from the west half of Lot 7, Concession 15, Township of Hilton. The retained lands (the remainder of the west half of Lot 7, Concession 15) consist of two parts connected by a right-of-way. The application was provisionally approved by the Planning Board on August 19, 2024, with the appeal period expiring on September 11, 2024. The conditions of approval required that:

1. All property taxes against the property be paid in full;
2. Five percent (5%) of the subject lands be conveyed to the municipality, or cash in lieu thereof if requested; and
3. The parties acknowledge in writing that they are aware that development on the shoreline parcels being severed or retained may be restricted pending site plan control.

There was no condition placed on the requirement of a survey, which should have been included. However, it has been confirmed that one was completed and registered. I have attached a copy of that for your reference. There were no comments or objections received from the Township of Hilton during the notice period for the application. While not all conditions have been satisfied, the consent approval remains valid and binding. Under the Planning Act, once the appeal period has expired, the Board does not have authority to withdraw or cancel an approval; it may only lapse if the conditions are not fulfilled within the prescribed timeframe.

The notice of application for consent identified the retained property as vacant, though the application form referenced a storage building located on it. The notice and corresponding planning report indicated a zoning designation of Shoreline Residential (SR). Upon further review, the property appears to be located partially within the Limited Service Residential (LSR) Zone, with the majority in the Rural (RU) Zone and portions identified as Environmental Protection (EP). As you are aware, accessory structures are not permitted on a lot without a primary use (e.g., a dwelling) in any of these zones.

Section 4.1 of the Township's Zoning By-law provides that detached accessory buildings and uses may be located only on the same lot as the primary use to which they relate. The storage garage on the property would have been considered a permitted use in conformity with the Zoning By-law prior

to the severance. However, following the consent approval, the garage is now situated on an otherwise vacant property and therefore has become a non-conforming use. While the use existed as of the passing of the Zoning By-law, the severance has altered the lot configuration, raising the question of whether the existing use is to be considered legally non-conforming or illegal.

The Township's Zoning By-law and the St. Joseph Island Official Plan do not speak directly to "lot uses," but they do define non-conforming and non-complying uses as follows:

Non-Conforming:

Means an existing use or activity of any land, building, or structure that is not identified in the list of permitted uses for the Zone in which it occurs as of the date of passing of this By-law.

Non-Complying:

Means a lot, building, or structure that does not meet the regulations of the Zone in which it is located as of the date of passing of this By-law.

Further, Section 4.16 states:

"No lands shall be used and no building or structure shall be used except in conformity with the provisions of this By-law unless such use existed before the date of passing of this By-law and provided that it has continued and continues to be used for such purpose, and that such use, when established, was not contrary to a By-law passed under Section 34 of the Planning Act, R.S.O. 1990, c. P.13, or a predecessor thereof, that was in force at that time."

Additionally, Section E3.1 of the new St. Joseph Island Official Plan indicates that non-conforming uses should gradually be phased out, which may be interpreted to suggest that new situations of non-conformity should be avoided.

As your Council has indicated that it considers the existing use to be in contravention of the Zoning By-law, the only remedy available at this stage would be for Council to consider a zoning by-law amendment to permit the storage building as a primary use on the lot. It is my understanding that an application has been submitted for Council's consideration.

I have reached out to the Ministry of Municipal Affairs and Housing for additional guidance on this matter but have not yet received a response. I have also discussed the missing survey condition and differing mapping details with the applicant and will include this information in my report to the Planning Board in November. I will keep you informed of any additional information as it becomes available and will include it in my report to the Board.

It is expected that the Planning Board will also consider how similar situations of non-conformity created through previous consents have been addressed and whether a pre-existing use can be deemed legal non-conforming once a severance is completed, for the purposes of consistency in future applications.

I look forward to hearing how your Council decides to proceed on this matter. Please keep me informed following your Council meeting, and I will do the same once the Planning Board has considered the issue in November.

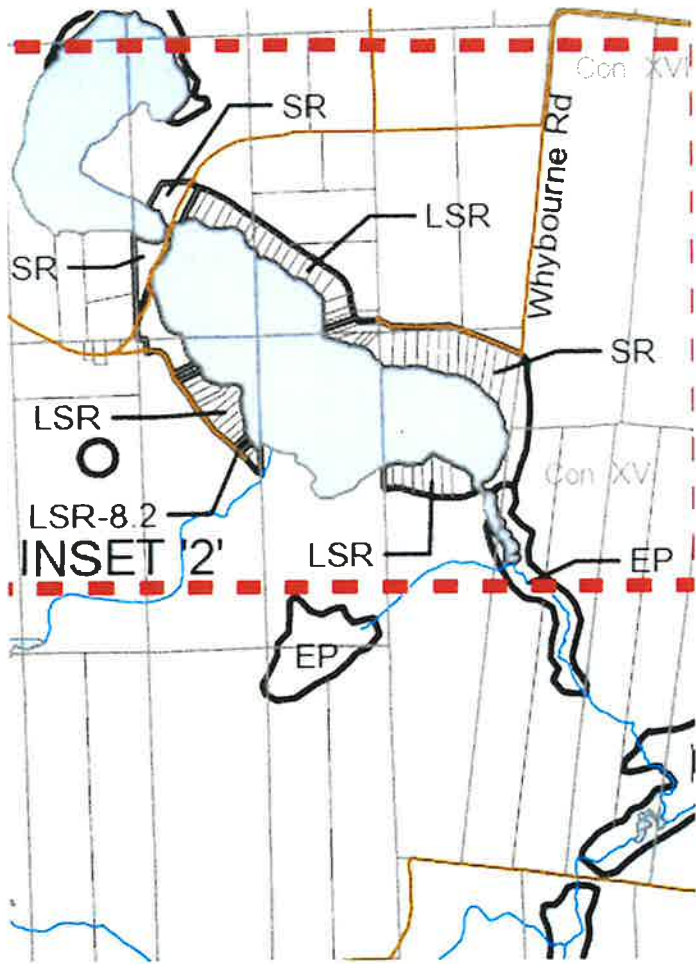
Sincerely,

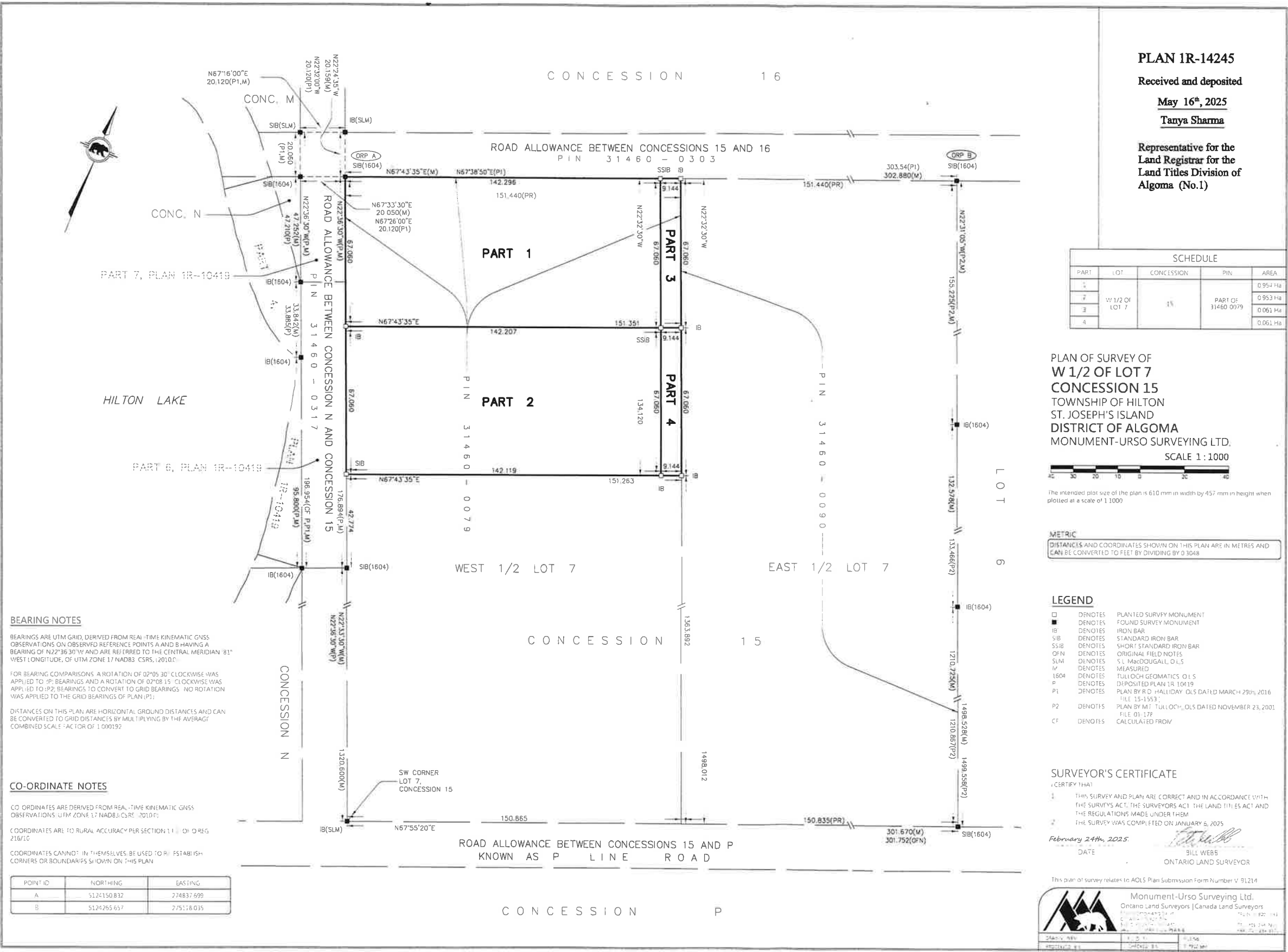
A handwritten signature in blue ink, appearing to read 'A. Richardson', with a stylized flourish at the end.

Amanda Richardson

Asst. Secretary-Treasurer

St. Joseph Island Planning Board





THE CORPORATION OF THE TOWNSHIP OF HILTON
APPLICATION FOR A ZONING CHANGE

NOTE: The attached guide should be read before completing this application.

1. APPLICANT AND OWNER

(a) APPLICANT MICHAEL JAGGER 705-542-4606
Name Phone
Box 262, RICHARDS LANDING, PORT JOLI
Address

I certify that, to the best of my knowledge and belief, the particulars given in the following application are correct. I hereby apply, in accordance with the provisions of The Planning Act, for the change of zoning described in this application. In addition to the fee payable on the filing of this application, I hereby undertake and agree to reimburse the Township or Hilton for all reasonable expenses, fees or charges properly incurred by it in the processing of this application to finality.

[Signature] OCT. 1/25
Signature of Applicant Date

(b) OWNER MICHAEL JAGGER + ANDREA JAGGER
Name
Box 262, RICHARDS LANDING, ON PORT JOLI
Address

Phone: 705-542-4606 Email: mikeyjag@hotmail.com

I, the owner of the subject property, hereby endorse the application.

[Signature] OCT. 1/25
Owner's signature Date

2. AGENTS N/A

SOLICITOR(if any) _____
Name

Address

Phone: _____ Email: _____

Other (Architect/Engineer/Planning Consultant/Etc.)

Name Phone

Phone: _____ Email: _____

3. LOCATION AND DESCRIPTION OF THE LANDConcession No. 15 Lot(s) 7Registered Plan No. 1R-14245 ^{Pt.}
~~Lot~~(s) 1Street WHYBOURNE RD. Side EAST4. REQUESTED CHANGE IN ZONING AND APPROPRIATE AMENDMENT TO THE OFFICIAL PLAN

- (a) Existing Provisions of By-laws affecting lands (specify paragraphs)

SEC. 4.1 - ACCESSORY BUILDINGS/USES TO BE LOCATED
ON SAME LOT AS PRIMARY USE.

- (b) Requested zone change - specify fully

ALLOW EXISTING BUILDING (GARAGE) TO BE USED
FOR STORAGE PRIOR TO DEVELOPMENT OF PRIMARY USE (DWELLING)

- (c) Is an amendment to the Official Plan required?
-
- Yes _____ No
- ✓

If the answer to (c) above is "Yes" what is the required change? Specify fully.

5. LAND USE

- (a) Existing use of the land
- WATER FRONT LOT WITH STORAGE GARAGE

- (b) Proposed use of the lands and/or buildings
- SAME

- EVENTUALLY RESIDENTIAL DWELLING WITH GARAGE6. REASONS FOR REQUESTING THE AMENDMENT

Complete as fully as possible using extra paper as required.

TO PROVIDE FOR ZONING BY-LAW CONFORMITY
ONCE SEVERANCE OF PROPERTY IS COMPLETED.

7. SUPPORTING INFORMATION REQUESTED

- (a) Sketch of Illustration or Survey Plan showing:
 - i. Applicant's/Owner's total holdings in the area.
 - ii. Lands which are the subject of the proposed amendment.
 - iii. The location, size and use of all existing buildings or structures on the subject lands and on immediately adjacent properties.
- (b) Site Plan showing:
 - i. Proposed buildings or structures together with height, size, setbacks and exterior design.
 - ii. Ingress/egress, parking, unloading and driveway areas.
 - iii. Landscaping including fencing and buffers.
- (c) The applicant is requested to submit any further information which may affect this proposal.

8. If this application is approved by Council, and the Ontario Land Tribunal where applicable, within what period will:

- (a) Use of the lands and/or structures commence for the purposes outlined in this application?

UPON COMPLETION OF SEVERANCE

- (b) Construction of any proposed buildings be completed?

NO NEW CONSTRUCTION PROPOSED AT THIS TIME

Zoning Amendment Application – Pt. Lot 7, Concession 15, Hilton Township

Notes:

- Application for Consent to sever was provisionally approved in 2024. Planning Board File # 6/24.
- Proposed parcels are being separated for estate planning purposes only. No new development or change in use is planned at this time. These parcels will remain in current ownership and will continue to be used as one parcel for the time being. Eventually however a dwelling will be erected on the subject parcel (Part 1).

Representative for the
Land Registrar for the
Land Titles Division of
Algoma (No.1)

[illegible]

SCALE 1:1000

The unrolled plot size of the plan is 610 mm in width by 152 mm in height when plotted at a scale of 1:1000.

[illegible]

VERIFY THAT

- 1 THE SURVEY AND PLAN ARE CORRECT AND IN A COMPLIANCE WITH
THE SURVEY ACT, THE SURVEYORS ACT, THE LAND TITLE ACT AND
THE EASEMENTS ACT, AS WELL AS THE
2 THE SURVEY WAS COMPLETED ON JANUARY 25, 2011.

February 24th, 2025

[AT:]

ONTARIO LAND SURVEYOR

The place of survey relative to ΔQ1's Place Surface is: Lower, Horizontal, 11/1/14

Monument: Lito Surveying Ltd.

Copyright © 2004 by John Wiley & Sons, Inc.

© 2002 Blackwell Science Ltd *Journal of Internal Medicine* 252: 105–112

1. *Journal of the American Medical Association*, 2000; 283: 2669-2675.

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$$\frac{1}{\Gamma(\alpha)} \int_0^t (t-\tau)^{\alpha-1} f(\tau) d\tau = I^\alpha f(t), \quad t > 0, \quad (1)$$

P LINE ROAD

WHYBOURNE ROAD

ORIGINAL SHORE ROAD

ALLOWANCE

W 1/2 LOT 7, CON 15

BUSHLAND

E 1/2 LOT 7, CON. 15

BUSHLAND

14510'

495'

220'

495'

220'

4950'

30' RIGHT OF WAY

WAY

30'

M & N LINE

PART 2
PLAN 1R-14245

PART 1
PLAN 1R-14245

COTTAGE

GARAGE

DRIVEWAY



11)a)

Memo

Meeting Date: November 12, 2025

Subject: Grace United Cemetery

Regular Council Meeting

Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

As we enter into the winter months, a reminder that according to the Township's Cemetery By-Law #1449-25, all artificial decorations that have been placed in the cemetery are required to be removed by October 31 of each year. It would be greatly appreciated if the owners of any remaining items could remove them as soon as possible in order to avoid damage that may be caused by weather and to help preserve the cemetery's cleanliness and appearance.

Any prohibited articles as stated in the Cemetery by-law such as glass, bottles, ceramics, cans, corrosive metals, sharp objects, trellises and arches will be removed by staff and disposed of.

Any remaining decorations that are left in the cemetery may be removed by staff and held in storage for a maximum of 6 months for pick up by the owner. If not claimed within 6 months of removal the items will be disposed of.

The Township would like to thank everyone for supporting the preservation of the Grace United Cemetery.



12a)i)

Clerk Report: 2025-11-12-RCMS 2026

Meeting Date: November 12, 2025

Subject: **2026 Regular Council Meeting Schedule**

Regular Council Meeting

Prepared by: CAO/Clerk-Treasurer Sara Dinsdale

In accordance with the procedural by-law, regular council meetings should be scheduled on the second Wednesday of every month. I have attached a 2026 monthly calendar for your reference, indicating all STAT holidays that are observed by the Township of Hilton, as listed below. STAT holidays are highlighted in orange, and all proposed regular council meeting dates are outlined in yellow.

I am requesting the Council consider the follow adjustments:

- 1) That April's meeting be held on the third Wednesday rather than the second Wednesday to allow staff time to prepare agenda items while still accommodating the STAT holidays on April 3 and 6. According to the procedural by-law, the agenda is to be ready for pick up or emailed out by 4:30 pm of the preceding Monday, which is a STAT holiday.
- 2) That November's meeting be held on the third Wednesday rather than the second Wednesday, to accommodate the STAT holiday on November 11.

Please note that I have not included a request to hold the October meeting on an alternate date due to the Monday STAT holiday as we have enough time during the previous week to prepare the agenda and have it out by Friday, October 9.

Upon review and approval by Council, the new meeting schedule will be posted on the Township's website and on the notice board in the Municipal office.

2026 STAT Holidays:

Thursday, January 1: New Year's Day
Monday, February 16: Family Day
Friday, April 3: Good Friday
Monday, April 6: Easter Monday
Monday, May 18: Victoria Day
Wednesday, July 1: Canada Day
Monday, August 3: Civic Holiday
Monday, September 7: Labour Day
Monday, October 12: Thanksgiving
Wednesday, November 11: Remembrance Day
Friday, December 25: Christmas Day
Monday, December 28: In lieu of December 26, Boxing Day

 = STAT

 = Council Meeting

2026 Regular Council Meeting Schedule

January

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



12(b)

Clerk Report: 2025-11-12-2025 XMS

Meeting Date: November 12, 2025

Subject: **2025 Christmas Holidays**

Regular Council Meeting

Prepared by: Sara Dinsdale

I am requesting Council to consider closure of the Municipal office for the following five days for Christmas holidays:

Monday, December 22-CLOSE

Tuesday, December 23-already closed

Wednesday, December 24-CLOSE

Thursday, December 25- STAT

Friday, December 26 -STAT

Monday, December 29-CLOSE

Tuesday, December 30-already closed

Wednesday, December 31-CLOSE

Thursday, January 1-2026-STAT, already Closed

Friday, January 2-CLOSE

Subject to Council approval, a notice will be published in the Island Clippings and on the Township's website. Staff will use vacation pay for non-statutory holiday closures.



12)c)i)

Clerk Report: 2025-11-12-BWC

Meeting Date: November 12, 2025

Subject: **Business Writing Course**

Regular Council Meeting

Prepared by: CAO/Clerk-Treasurer Sara Dinsdale

Deputy Clerk-Treasurer Britney MacKay has enrolled in the *Business Writing Strategies* course offered through Sault College, which began on November 3, 2025, and is expected to be completed by mid-February 2026.

The program focuses on enhancing professional business writing skills applicable to municipal administration. Upon completion, Ms. Mackay will have further strengthened her ability to prepare clear, concise, and professional reports, by-laws, and grant proposals. Enrollment into the course aligns with the performance goal expectations that were included in Ms. MacKay's six-month performance evaluation.

The 2025 Municipal Budget includes an allocation of \$2,500.00 for administration training. The current remaining balance is \$1,165.00.

I am requesting that Council consider reimbursement to Ms. MacKay for the course fees in the amount of \$405.95 (taxes included) as per the attached payment receipt which aligns with the Township's ongoing commitment to supporting staff development and improving the quality of corporate communications.

Sault College Web Payment

Your Order

[Print This Page](#)

Quantity	Item	Unit	Price
1	OEL620 - BUSINESS WRITING STRATEGIES	CAD 405.95	CAD 405.95
		Tax	CAD 0.00
		Total	CAD 405.95

This order is now complete. Transaction approved!

Here is your receipt:

===== TRANSACTION RECORD =====

SAULT COLLEGE APPLIED ART
443 NORTHERN AVE
SAULT STE MARIE, ON P6B 5J3
Canada
WWW.SAULTCOLLEGE.CA

TYPE: Purchase

ACCT: Visa \$ 405.95 CAD

CARD NUMBER : #####7595
DATE/TIME : 21 Oct 25 15:40:38
REFERENCE # : 001 089574 M
AUTHOR. # : 01164F
TRANS. REF. :

Approved - Thank You 000

Please retain this copy for your records.

Cardholder will pay above amount to card
issuer pursuant to cardholder agreement.

=====

Continue



12) d)

Memo

Meeting Date: November 12, 2025

Subject: NOHFC Grant & Reeve's Email, Landfill Meeting

Regular Council Meeting

Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

NOHFC Grant

In December 2024, an application was submitted to the Northern Ontario Heritage Fund Corporation for funding through the People and Talent Program, Workforce Development Stream to assist in funding of the wages of the Township's Deputy Treasurer position which began on January 16, 2025. The Township has been advised of its eligibility and approval of funding in the amount of \$35,000. The first claim was submitted to cover the period of January 16, 2025, to July 15, 2025, and funding will be received upon completion of processing. The second claim will be submitted in 2026 for the remaining portion of eligible wages.

Reeve Rod Wood's Email

As of November 2025, all emails sent to Reeve Rod Wood are automatically copied to the CAO/Clerk-Treasurer. This measure is intended to ensure a timely response to matters of concern.

If an individual wishes to communicate confidentially and ensure that only the Reeve is made aware of a matter, it is recommended that he be contact directly by phone. All contact information can be found on the Township's website at www.hiltontownship.ca.

Joint Council Landfill Meeting

The next joint Council Landfill Meeting is scheduled on December 17, 2025, at 6:00 p.m. Please confirm your attendance. An Agenda with the location and time will be sent to Council at a later date.

Schedule "A" to By-Law No. xxxx-25**Employee Compensation
and
Incentive Program Policy**

DATE APPROVED:

RESOLUTION #:

PURPOSE:

The Township seeks to Establish guidelines for fair, transparent, and consistent compensation and incentive and recognition programs to reward municipal employees for outstanding performance, innovation, cost-saving measures, and long-term service. The goal is to enhance employee morale, retention, talent acquisition, and overall organizational effectiveness.

SCOPE:

This policy applies to all permanent full-time municipal employees, and permanent part-time municipal employees of the Township of Hilton.

This policy does not apply to elected officials or contractors.

DEFINITIONS:

"Active Service" shall mean the continued service that an employee has been employed, including any time the employment relations exists even if the employee is not working. This includes time performing regular duties, approved scheduled vacation, holidays, approved paid leave of absence, pregnancy and parental leave, paid time off due to sickness or accident, and temporary layoff.

"Incentive Program" shall mean programs designed to motivate specific behaviors or achievements, often involving a tangible reward (monetary bonus, extra time off, etc.)

"Compensation" shall mean the structure and pay range of an employee

"Recognition Program" shall mean programs focused on acknowledging and appreciating employee contributions, often with non-monetary rewards (awards, public acknowledgement, etc.).

"Performance Metrics: The specific, measurable criteria used to evaluate performance or achievement.

"Pay Scale" shall be the overall pay structure that defines the salary or wage for different job positions based on factors like experience, skills, education, and performance.

"Pay Equity" shall mean equal pay for work of equal value. *The Pay Equity Act* requires employers to compensate female job classes at least equally to work done by comparable male job classes.

PRINCIPLES:

Fairness & Equity: Programs will be applied consistently and equitably across departments.

Transparency: Eligibility criteria, nomination/selection processes, and rewards will be clearly communicated.

Alignment: Programs will align with the municipality's strategic goals and values.

Fiscal Responsibility: All programs and awards must be within budgeted allocations.

TYPES OF PROGRAMS:

Performance-Based Incentives: Rewards tied to achieving specific, measurable goals (e.g., departmental cost savings, project completion ahead of schedule).

Innovation Incentives: Awards for employees who develop new, efficient processes or significant service improvements.

Longevity/Service Awards: Recognition for significant employment milestones (e.g., 5, 10, 15+ years of service).

Spot Recognition: Immediate, small-scale rewards for exceptional day-to-day efforts.

Professional Development/Tuition Reimbursement: Programs to invest in employee education and skill enhancement.

ELIGIBILITY AND CRITERIA:

Eligibility: Employees must be in good standing (not under active disciplinary action) to be eligible for most incentive programs.

Criteria: Each specific program will have defined, measurable criteria determined by the Personnel Committee.

ADMINISTRATION AND PROCEDURE:

1. Periodically the Township may seek compensation information from comparable Townships for analysis and comparison to their wages and benefits.
2. The Township utilizes a gender-neutral Job Evaluation System that meets legislative requirements for pay equity and supports internal equity in compensation.
3. Results of job evaluation and external compensation information are considered when determining compensation system changes and incentive program changes.
4. Employees are placed on the pay scale for their position upon hire at the Level 1 on the Pay Scale if they have the minimum required education and experience required for the position.
5. The Township will consider relevant education and experience over and above minimum requirements for the position to determine if the employee should be started at a higher step on the scale, commensurate with the employee's additional skills, abilities, qualification, and experience, as determined relevant by the Township.

6. Employees advance up a level on the pay scale annually provided their performance in all areas of expected competency, is achieving standard at a minimum, as noted in the employee's annual performance appraisal.
7. Performance appraisals will occur in January of each year.
8. Employees will receive clear and timely information about their compensation, including details about the components, eligibility criteria, performance expectations, and opportunities for advancement.
9. Where an employee is not achieving standard in all areas of expected competency, the employee will not advance a level on the pay scale. The employee's performance will then be assessed quarterly to determine if the employee is achieving standard in all areas of expected competency and once this occurs, the employee will be advanced to the next level on the scale.
10. Advancement annually on the salary scale also takes into consideration active service as an employee must have a full year of continuous active service to be considered for advancement.
11. Financial rewards and recognition programs aimed at acknowledging, appreciating employee contributions and promoting the ongoing improvement of staff development shall be determined each year in January.
12. All compensation adjustments and incentive rewards require the prior approval of the Council.
13. Where an employee has reached the highest level on the pay scale, it shall be determined yearly what the minimum financial or non-financial bonus shall be, taking into consideration that they are achieving the minimum standard at a minimum, as noted in the employee's annual performance appraisal.
14. The Human Resources (HR) department will be responsible for administering the policy and maintaining records of all awards granted.

RECOMMENDATIONS:

Recommendations will be submitted by department heads to the CAO which will be presented to the Township's Personnel Committee for evaluation against the established criteria.

Budgeting: Department heads are responsible for including incentive program costs in their annual budgets.

TYPES OF REWARDS:

Rewards can be monetary (bonuses, gift cards) or non-monetary (extra paid time off, formal certificates, public recognition at a council meeting, Township swag, professional development opportunities, etc.).

POLICY REVIEW AND UPDATES:

This compensation and incentive policy will be reviewed at least once every five (5) years, or more frequently if required by legislative or organizational changes, to ensure its continued relevance, effectiveness, and compliance with evolving legal and regulatory requirements.



Clerk Report: 2025-11-12-ABA

Meeting Date: November 12, 2025

Subject: **Addition of Break to Agenda**

Regular Council Meeting

Prepared by: CAO/Clerk-Treasurer Sara Dinsdale

Background:

According to the Township's Procedural By-Law #1421-24, Section 19 Deputation/Delegations states:

Persons desiring to present information verbally on matter of fact or make a request of Council shall submit to the Clerk a written request by completing a Delegation Request Form; not less than seven days prior to the meeting of Council. All requests to be heard by Council shall state the purpose of the deputation and shall be signed.

A delegation shall be listed on the agenda and heard in the order determined by the Clerk. Deputations/Delegations shall be limited in speaking to not more than 15 minutes, except that a delegation consisting of two or more persons shall be allowed to speak for a total time of 20 minutes and shall be advised of the time limitation in advance of their presentation.

Observation:

It has been observed that on several occasions during regular Council meetings, spectators have been permitted to address Council during discussions without submitting a delegation request form. While Council values public input, allowing spectators to speak without following the proper procedures can disrupt the flow of the meeting and hinder the efficient conduct of Council business.

Recommendation:

To ensure meetings proceed efficiently and all agenda items are addressed in a timely manner, I am requesting that Council consider whether to incorporate a brief break into regular Council Meeting Agendas to allow spectators an opportunity to provide input at designated times.



The P.R.O. Bear campaign has been met with positive support and enthusiasm from local businesses, community organizations and private citizens throughout Ontario. Since the campaign's inception, thousands of P.R.O. Bears have been distributed to children in need by emergency services and children's organizations. The successful launch of the P.R.O. Bear campaign is a result of the strong support from members of your community.

BEYOND THE BADGE

TEDDY BEAR PROGRAM

INVOLVED BECAUSE WE CARE

PRO SILVER LEVEL SPONSORSHIP \$500



- Your company will be listed as a proud community sponsor in the Police Retirees of Ontario Magazine
- Your company logo will be posted and linked to your website on www.policeretireesofontario.com website as a silver level sponsor for a year.
- Your contribution allows us to get numerous PRO Teddy Bears out to the children in traumatic situations.

PRO BRONZE LEVEL SPONSORSHIP \$350



- Your company will be listed on www.policeretireesofontario.com website as a bronze sponsor for a year.
- Your contribution allows us to get numerous PRO Teddy Bears out to the children in traumatic situations.

PRO COMMUNITY SPONSOR \$200



- Your contribution allows us to get numerous PRO Teddy Bears out to the children in traumatic situations.
- Police Retirees of Ontario Decal sticker to showcase your business support



CONTACT US:



www.policeretireesofontario.com



info@beyondthebadge.ca



BEYOND THE BADGE

TEDDY BEAR PROGRAM

The P.R.O. Bear campaign has been met with positive support and enthusiasm from local businesses, community organizations and private citizens throughout Ontario. Since the campaign's inception, thousands of P.R.O. Bears have been distributed to children in need by emergency services and children's organizations. The successful launch of the P.R.O. Bear campaign is a result of the strong support from members of your community.

INVOLVED BECAUSE WE CARE

PRO BEAR DISTRIBUTION PARTNER \$2,000



- Your company logo will be posted and linked to your website on www.policeretireesofontario.com as Teddy Bear Box sponsor for a year.
- Full page ad spread (2 pages) in the Police Retirees Of Ontario Magazine.
- A box of bears that goes out in your community will be titled and sponsored by your company.
- Your contribution allows us to get numerous PRO Teddy Bears out to the children in traumatic situations.
- Your company receives a bear
- Police Retirees of Ontario Decal sticker to showcase your business support
- Your company will be promoted on Police Retirees of Ontario Social Media as a proud community sponsor.

PRO DIAMOND LEVEL SPONSORSHIP \$1,500



- Your company logo will be posted and linked to your website on www.policeretireesofontario.com website as Teddy Bear Box sponsor for a year.
- Full page ad spread (2 pages) in the Police Retirees Of Ontario Magazine
- A box of bears that goes out in your community will be titled and sponsored by your company.
- Your contribution allows us to get numerous PRO Teddy Bears out to the children in traumatic situations.
- Your company receives a bear
- Police Retirees of Ontario Decal sticker to showcase your business support

PRO PLATINUM LEVEL SPONSORSHIP \$1,000



- Full page ad in the Police Retirees Of Ontario Magazine
- Your company logo will be posted and linked to your website on www.policeretireesofontario.com website as a platinum level sponsor for a year.
- Your contribution allows us to get numerous PRO Teddy Bears out to the children in traumatic situations.
- Police Retirees of Ontario Decal sticker to showcase your business support

PRO GOLD LEVEL SPONSORSHIP \$750



- Half page ad in the Police Retirees Of Ontario Magazine
- Your company logo will be posted and linked to your website on www.policeretireesofontario.com web site as a gold level sponsor for a year.
- Your contribution allows us to get numerous PRO Teddy Bears out to the children in traumatic situations.



CONTACT US:

www.policeretireesofontario.com

info@beyondthebadge.ca

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél.: 416 585-7000



234-2025-4923

October 30, 2025

Dear Head of Council:

I am writing to update you on amendments to the *Development Charges Act, 1997* (DCA) that were made by Bill 17, the *Protect Ontario by Building Faster and Smarter Act, 2025*, and corresponding changes to Ontario's Building Code.

As you recall, our government introduced Bill 17 to help speed up the construction of new homes and infrastructure by streamlining development processes and reducing costs, in partnership with municipalities. Among the changes, the Bill:

- Amended the DCA to provide for payment of development charges (DCs) for non-rental residential developments to be made in full at the earlier of the date an occupancy permit is issued and the date a development is first occupied. This deferral would encourage residential construction activity by enhancing a developer's cashflow flexibility.
- Removed authority for municipalities to charge interest on any legislated DC deferral amounts, except to the extent such interest has accrued prior to these changes coming into force.

The amendments noted above require a commencement order to come into force. Following consultations with municipal and industry experts, the government has issued a commencement order to bring these changes into force on November 3, 2025.

To support the implementation of deferred development charges, I will be amending the Building Code to require that all non-rental residential buildings subject to a deferred development charge will now require an occupancy permit, which can only be issued once these deferred development charges have been paid. These targeted changes will establish a clear, enforceable payment trigger for municipalities while leaving all life-safety requirements for occupancy unchanged. These Building Code amendments will take effect alongside the DCA amendments on November 3, 2025. Municipalities without development charges, and requirements for other buildings, are unaffected.

I look forward to continuing to work together to get shovels in the ground to build more homes that Ontarians can afford. Please accept my best wishes.

Sincerely,

A handwritten signature in black ink, reading "Robert J. Flack". The signature is written in a cursive, flowing style.

Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

- c. Municipal Chief Administrative Officer
 Robert Dodd, Chief of Staff
 Martha Greenberg, Deputy Minister
 Caspar Hall, Assistant Deputy Minister, Local Government Division
 David McLean, Assistant Deputy Minister, Housing Policy and Planning Division

Ministry of Finance
Office of the Minister
Frost Building S, 7th Floor
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Ministère des Finances
Bureau du ministre
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Tél.: 416-325-0400

Minister of Finance | Ministre des Finances
PETER BETHLENFALVY

October 31, 2025

Dear Head of Council:

I am writing to provide you with an update on the 2026 Ontario Municipal Partnership Fund (OMPF).

We understand the importance of the Ontario Municipal Partnership Fund to communities across Ontario. The government is committed to supporting the economic vitality and sustainability of Ontario's small, northern, and rural municipalities.

To support these objectives, as announced in Fall 2024, the government will invest a further \$50 million into the OMPF for the payment cycle beginning in January 2026. This brings the two-year incremental investment to \$100 million, and increases the total funding envelope to \$600 million. This continued enhancement for 2026 will once again be targeted towards small, northern, and rural municipalities, as well as those with a limited property tax base. This funding will assist municipalities in providing critical services to people across the province.

With the further \$50 million enhancement to the OMPF, each of the program's core grant components will again increase in 2026. The program will remain responsive to changing circumstances of individual core grant recipient municipalities through annual data updates and related adjustments. Transitional assistance will also ensure that core grant recipient municipalities in northern Ontario receive at least 90 per cent of their 2025 OMPF allocation, while those in southern Ontario receive at least 85 per cent.

In addition, starting in 2026, municipalities who are ineligible for core grants will be gradually phased-out of Transitional Assistance over a five-year period. This adjustment will allow for further investment in municipalities with measurable challenges, through the OMPF's four core grant components.

The enhancement to the OMPF builds on the significant increases in support that the government is providing to municipalities, including:

- An additional \$1.6 billion investment through the Municipal Housing Infrastructure Program (MHIP), increasing the total investment to \$4 billion;

.../cont'd

- A further \$1 billion investment through the Ontario Community Infrastructure Fund (OCIF) over five years, initiated in 2022; and
- An increase in annual funding for Connecting Links from \$30 million to \$45 million to support municipalities in addressing critical road and bridge improvement needs, extending the life cycle of their assets and advancing local development.

We have always been committed to working closely with our municipal partners and recognize how important the OMPF is for many municipalities. During consultations with municipalities over this past summer, the government heard perspectives and advice on municipal priorities for the program. We want to thank our municipal partners for their input on the future of the OMPF. In early 2026, the ministry will be engaging municipalities through a short survey to better understand how the OMPF is supporting local communities.

The Ministry of Finance's Provincial-Local Finance Division will be providing your municipal treasurers and clerk-treasurers with further details on your 2026 OMPF allocation. Supporting materials on the 2026 program are available on the ministry's website at [Ontario.ca/document/2026-ontario-municipal-partnership-fund](https://ontario.ca/document/2026-ontario-municipal-partnership-fund).

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

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Bethlenfalvy". The signature is fluid and cursive, with a prominent loop at the end.

Peter Bethlenfalvy
Minister of Finance

c: The Honourable Rob Flack, Minister of Municipal Affairs and Housing
The Honourable Lisa M. Thompson, Minister of Rural Affairs

2026 Allocation Notice

Township of Hilton

5704

The Township of Hilton will receive \$375,600 through the OMPF in 2026, which represents an increase of \$44,900 or \$115 per household compared to 2025.

A Total 2026 OMPF**\$375,600****1. Core Grant Components****\$375,600**

a. Assessment Equalization Grant Component	\$88,500
b. Northern Communities Grant Component	\$123,800
c. Rural Communities Grant Component	\$59,200
d. Northern and Rural Fiscal Circumstances Grant Component	\$104,100

2. Transitional Assistance**n/a****B Key OMPF Data Inputs**

1. Households	389
2. Total Weighted Assessment per Household	\$233,158
3. Rural and Small Community Measure (RSCM)	100.0%
4. Farm Area Measure (FAM)	n/a
5. Northern and Rural Municipal Fiscal Circumstances Index (MFCI)	8.1
6. 2026 Guaranteed Level of Support	99.1%
7. 2025 OMPF	\$330,700

Note: See line item descriptions on the following page.

2026 Allocation Notice

Township of Hilton

5704

2026 OMPF Allocation Notice - Line Item Descriptions

A	Sum of 2026 OMPF core grant components and Transitional Assistance, which are described in the 2026 OMPF Technical Guide. This document can be accessed at: https://www.ontario.ca/document/2026-ontario-municipal-partnership-fund/technical-guide .
A2	If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to year-over-year funding changes. See the enclosed Transitional Assistance Calculation Insert for further details.
B1	Based on the 2025 returned roll from the Municipal Property Assessment Corporation (MPAC), including applicable updates.
B2	Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
B3	Represents the proportion of a municipality's population residing in rural areas and/or small communities. For additional information, see the 2026 OMPF Technical Guide, Appendix A.
B4	Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2026 OMPF Technical Guide, Appendix B.
B5	Measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. For additional information, see the enclosed MFCI Insert, and the 2026 OMPF Technical Guide, Appendix D.
B6	Represents the guaranteed level of support the municipality will receive through the 2026 OMPF. For additional information, see the 2026 OMPF Technical Guide.
B7	Line A of 2025 OMPF Allocation Notice.

Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.

2026 Northern and Rural Municipal Fiscal Circumstances Index

Township of Hilton

5704

A Northern and Rural Municipal Fiscal Circumstances Index (MFCI)**8.1**

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances.

The Northern and Rural MFCI is determined based on six indicators that are classified as either primary or secondary, to reflect their relative importance in determining a municipality's fiscal circumstances.

The table below provides a comparison of the indicator values for the Township to the median for northern and rural municipalities.

B Northern and Rural MFCI - Indicators

Primary Indicators	Township of Hilton	Northern and Rural Median
1. Weighted Assessment per Household	\$233,158	\$294,000
2. Median Household Income	\$76,000	\$82,000
Secondary Indicators		
3. Average Annual Change in Assessment (New Construction)	1.1%	1.2%
4. Employment Rate	40.0%	53.0%
5. Ratio of Working Age to Dependent Population	108.1%	152.0%
6. Per cent of Population Above Low-Income Threshold	88.2%	88.0%

Note: An indicator value that is higher than the median corresponds to relatively positive fiscal circumstances, while a value below the median corresponds to more challenging fiscal circumstances.

Additional details regarding the calculation of the Northern and Rural MFCI are provided in the 2026 OMPF Technical Guide, as well as in the customized 2026 Northern and Rural MFCI Workbook.

Note: See line item descriptions on the following page.

2026 Northern and Rural Municipal Fiscal Circumstances Index

Township of Hilton

5704

2026 Northern and Rural Municipal Fiscal Circumstances Index - Line Item Descriptions

A	The municipality's 2026 Northern and Rural MFCI. Additional details are provided in the municipality's customized 2026 Northern and Rural MFCI Workbook.
B1	Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
B2	Statistics Canada's measure of median income for all private households in 2020.
B3	Measures the five-year (2020 - 2025) average annual change in a municipality's assessment, for example, as a result of new construction or business property closures, excluding the impact of reassessment.
B4	Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over.
B5	Statistics Canada's measure of working age population (aged 15 to 64), divided by youth (aged 14 and under) and senior population (aged 65 and over).
B6	Statistics Canada's measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households.

2026 Transitional Assistance Calculation Insert

Township of Hilton

5704

A 2026 OMPF Transitional Assistance (Line B2 - Line B1, if positive)

n/a

As the municipality's 2026 OMPF identified on line B1 exceeds the guaranteed support identified on line B2, Transitional Assistance is not required.

B Supporting Details

1. Sum of 2026 OMPF Core Grant Components (excluding Transitional Assistance)	\$375,600
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2. 2026 Guaranteed Support (Line B2a x Line B2b)	\$327,800
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a. 2025 OMPF	\$330,700
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b. 2026 Guaranteed Level of Support (Line C)	99.1%
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C 2026 Guaranteed Level of Support (Line C1 + Line C2)

99.1%

1. 2026 OMPF Minimum Guarantee	90.0%
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2. Enhancement Based on Northern and Rural Municipal Fiscal Circumstances Index	9.1%
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Note: See line item descriptions on the following page.

2026 Transitional Assistance Calculation Insert

Township of Hilton

5704

2026 Transitional Assistance Calculation Insert - Line Item Descriptions

A	Transitional Assistance ensures that in 2026, northern municipalities will receive a minimum of 90 per cent of the support they received through the OMPF in 2025. The Township of Hilton's 2026 OMPF exceeds their guaranteed level. As a result, Transitional Assistance is not required.
B1	Line A1 of 2026 OMPF Allocation Notice, sum of the following OMPF core grant components: Assessment Equalization, Northern Communities, Rural Communities, and Northern and Rural Fiscal Circumstances Grant Components.
B2	Guaranteed amount of funding through the 2026 OMPF.
B2a	Line A of 2025 OMPF Allocation Notice.
B2b	Represents the guaranteed level of support the municipality will receive through the 2026 OMPF. For additional information, see the 2026 OMPF Technical Guide.
C1	Reflects the minimum level of support for northern municipalities through the 2026 OMPF.
C2	Reflects the enhancement to the minimum level of support based on the municipality's Northern and Rural MFCI.

Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.

4a)

CORPORATION OF THE TOWNSHIP OF HILTON
Payment Voucher October 2025

NAME	DESCRIPTION	AMOUNT	CHEQUE #
	Cheque voided due to Canada Post Strike - paid on Visa in October instead	-331.32	14349
Minister of Finance			
Algoma District Services Admin Board	September municipal levy	\$28,057.50	14350
Canada Revenue	September source deductions	\$6,504.78	14351
EncompassIT.ca	Monthly back up, server back up, emails, and website	\$689.70	14352
Kentvale Merchants Ltd.	Gas, shop supplies, chainsaw oil, & truck parts	\$516.78	14353
MPAC	Quarterly billing	\$4,590.14	14354
UAP Inc. (Traction)	Dump truck part and gloves	\$287.88	14355
Reliable Maintenance	Shop towels	\$137.07	14356
Algoma Office Equipment	September photocopier contract	\$75.70	14357
Algoma Power Inc.	September power	\$342.71	14358
CSP Du Grand Nord	2025 French public levy	\$84.15	14359
ICONIX Waterworks LP	Roads dept. coveralls	\$141.25	14360
McDougall Energy Inc.	Office, Garage & Fire Hall propane	\$2,554.08	14361
Minister of Finance	August policing	\$7,164.00	14362
Pioneer Construction Inc.	Cold patch	\$1,643.47	14363
	Asset management software & training		
PSD Citywide Inc.	(\$2289.60 OCIF grant funding)	\$5,114.91	14364
	Annual inspections for Fire pumper, tanker, roads trailer & plow truck	\$6,879.62	14365
Superior Truck Center Ltd.			
TMS Truck Centre Ltd.	Plow truck parts	\$528.42	14366
Bell Canada	Telephone (Office and garage)	\$307.87	14367
EncompassIT.ca	IT support and TMM update	\$823.78	14368
Iconix	Roads dept. signs and hardware	\$261.65	14369
Karhi Contracting Inc.	Repairs to Fire Dept. tanker axle	\$232.20	14370
Quattra SCS Ltd.	Fire Dept. radio batteries	\$219.22	14371
TMS Truck Centre Ltd.	Fire Dept. tanker parts	\$179.44	14372
Toromont CAT	Grader & backhoe parts	\$1,875.74	14373
Tulloch Engineering Inc.	September building inspections & mileage	\$2,014.45	14374
Ironside Consulting Services Inc.	August IC services	\$310.75	14375
Equitable	October Premiums	\$2,491.83	Auto payment
Payroll	Payroll October 1-15, 2025	\$8,554.45	AFT
Payroll	Payroll October 16-31, 2025	\$8,411.88	AFT
Rod Wood	October council honourarium	\$263.00	AFT
Bob Hope	October Fire Chief honourarium	\$200.00	AFT
OMERS	September pension contributions	\$4,485.04	AFT
WSIB	July 1 - Sept 30, 2025 premiums	\$712.80	EFT
	October Statement - office supplies, roads cell phone, shop tools, shop supplies, internet, & policing		
NCU Visa		\$1,763.94	Online payment
Total:		\$98,088.88	