

HILTON UNION FIRE BOARD
MEETING AGENDA
November 26, 2025
7:00 PM
Hilton Township Municipal Office
2983 Base Line, Hilton Township

1. Accept Agenda as presented
2. Declaration of pecuniary interest
3. Approval of minutes:
 - a) Regular meeting of June 18, 2025
4. Fire Chief Updates:
 - a) Fire Calls since last meeting
 - b) Volunteer numbers
 - c) Fire Pump Service Test Results
5. Administration:
 - a) Report regarding Fire Protection Grant and Bunker Gear Decontamination
 - b) Report regarding Tanker and Pumper Retirement
 - c) Report regarding Fundraising Committee
 - d) Report regarding Fundraising Events and Ideas
 - e) Scheduling 2026 Fire Board Meeting Dates
 - f) Report regarding Fire Department Amalgamation
 - g) Review of By-Law No. 1021-11; being a by-law to continue a fire department
6. Other
7. Adjourn

HILTON UNION FIRE BOARD

Regular Meeting

MINUTES

June 18, 2025

7:00 p.m.

3a)

Present: Chairperson Brian Delvecchio
Fire Chief Robert Hope
Mike Garside
Dave Leask
Sarah Brown
Sally Cohen – via phone

Secretary-Treasurer Sara Dinsdale

Absent: Janet Gordanier
Kelly Rathwell
Rod Wood

Call to order at 7:02 p.m.

Resolution #F2025-09

Moved: Mike Garside

Seconded: Sarah Brown

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT accepts the agenda of June 18, 2025, as presented. *CARRIED*

There were no declarations of pecuniary interest.

Delegation: Mr. Brad Neabel, Fire Protection Advisor, Field and Advisory Services, Office of the Fire Marshal

Mr. Neabel was welcomed by all. Topics for discussion included:

- a) Answering questions re the replacement of equipment and vehicles
- b) Discuss bunker gear replacement information
- c) Answering questions regarding training requirements

Questions were sent to Mr. Neabel in April 2025. Mr. Neabel's response, included below, from April 8, 2025, was discussed:

"I'd like to preface this e-mail by saying the OFM doesn't get involved in the operational decision-making process, but I can provide some clarification and facts on the topic. Please see responses below to your previous questions:

1. Does this mean that we don't necessarily need to replace the gear?

It would be wise to replace the gear as it is not good for life. NFPA standards as well as manufacturer-imposed limitations also apply the 10-yr rule on replacing bunker gear.

Having gear tested and cleaned is an annual requirement in the standards and doesn't prolong or add to the lifespan in any way. There are many private companies you can search that provide this service.

2. What are the rules/regulations around this?

Please see link below for standards, regulations, and acts

[4-8 Care, maintenance, inspection and replacement of structural fire fighting personal protective equipment | Firefighter guidance notes | ontario.ca](#)

3. Is there a specific ACT to refer to?

Please see Applicable regulations and acts on links below

- [Occupational Health and Safety Act](#)
 - *clause 25(1)(b) for maintaining equipment in good condition*
 - *clause 25(2)(h) for taking every precaution reasonable in the circumstances to protect workers*
- [O. Reg. 714/94 – Firefighters – Protective Equipment Regulation](#)
 - *section 5 for the minimum design, performance, testing, and certification requirements of structural firefighting protective garments*

I would strongly recommend having a discussion with your legal counsel, insurance provider, and Municipal Council."

Mr. Neabel explained that even if bunker gear has barely been used, it still needs to be replaced at 10 years. As gear ages, the level of protection is not guaranteed. Mr. Neabel also explained that after the gear is exposed to the pollutants in a fire, that the gear should be decontaminated as the pollutants can remain on the gear if not treated. Mr. Neabel mentioned that many fire departments have a policy for treating gear, along with procedures, and that there are other local fire departments with a decontamination unit that will allow other fire departments use of it for a fee. Mr. Neabel also mentioned that in the past, neighbouring departments shared the purchase costs of decontamination unit using funds received from the Fire Protection Grant, and perhaps this is something that the Hilton Union Fire Department could look into with the next Protection Grant that is scheduled to be available for applications in July 2025.

A discussion took place regarding the pumper's age and Asset Retirement Obligation. Fire Chief Robert Hope stated that although it has reached 30 years of age, it is still in great shape and asked Mr. Neabel if our Fire Department would be able to continue using it, or if it is a requirement to replace it. Mr. Neabel mentioned that many municipalities are in the same

HILTON UNION FIRE BOARD - Regular Meeting
MINUTES – June 18, 2025

situation and perhaps a survey of pumper and fire vehicles' ages of the neighbouring townships could be conducted. Fire Chief Hope asked Mr. Neabel if replacing the pumper on the truck rather than the entire vehicle would suffice and Mr. Neabel said that may be a question for the insurance company as well as the technician performing the inspection.

Mr. Neabel discussed the training requirements. It was explained that most Fire Departments are doing in-house training and that the Hilton Union Fire Department should continue to do so. Municipalities are required to put a mandate of training requirements in place. The Fire Department is only obligated to provide the services in which they are trained for. If the department is not trained for Interior Attack, then they should only provide exterior attack services. If a new member joins the Fire Department and they have not completed all the training requirements, then they can only perform the duties within the scope of their training, and have three years to become certified.

Mr. Neabel asked if the Fire Board has any events planned that perhaps he would attend or participate in. Ms. Sarah Brown mentioned that there is a car show in July that the fire truck will be making an appearance at as well as community night.

Fire Chief Bob Hope mentioned that he can no longer access SharePoint where the monthly reporting is completed through. Mr. Neabel requested that Secretary-Treasurer Sara Dinsdale send him an email regarding it, and he would assist in retrieving access.

The Fire Board thanked Mr. Neabel for attending the meeting before he departed at 8:30 pm and the board entered into a break.

8:35 pm: The Fire Board returned from break.

Resolution #F2025-10
Moved: Dave Leask
Seconded: Sarah Brown

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does approve the minutes of the regular meeting of March 19, 2025. *CARRIED*

Resolution #F2025-11
Moved: Sarah Brown
Seconded: Dave Leask

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does approve the minutes of the special meeting of April 23, 2025. *CARRIED*

Fire Chief Updates:

Fire Chief Robert Hope gave an update on fire calls and volunteer status since the last meeting.
There were four (4) fire calls:

- 1) A tree had fallen across the power line on Hilton Road, near the General Store during a storm. The Fire Department secured the area while Algoma Power attended quickly to remove the tree from the powerline. Although the area was secured, a local rate payer ignored the danger zone and drove through.
- 2) There was a grass fire on Neal Drive. By the time the Fire Department arrived the fire was out. The Fire Department watered the area to cool it down and to make sure it would not re-ignite.
- 3) On the W Line, a tree fell on the power line. The Fire Department attended in order to secure the area and stand by in case it ignited. Algoma Power arrived quickly.
- 4) In the apartment building on South Street, there was something greasy on the element on the stove in the community centre that created an abundance of smoke. There was no danger or flames.

Fire Chief Hope explained that while attending the call on South Street Fire Department experienced some issues with how the residents reacted to the evacuation of the building. Some residents did not evacuate at all, and others that did evacuate, left their apartments locked, making it difficult for the Fire Department to verify they are safe. Someone at the ADSB has been contacted to set up a fire drill in the building as their fire response procedure needs updated and the residents require education on fire response. Fire Chief Hope plans to invite Fire Chief Rick Sirvio from the Jocelyn Fire Department as well as Fire Chief Duncan Rydall from the St. Joseph Township Fire Department.

There are currently 9 active volunteers.

Fire Chief Bob Hope and Fire Chief Duncan Rydall participated in a fire safety training event that took place with a church group of approximately 15 people. The training included a presentation regarding fire risks.

The Fire Board received the below report prepared by Secretary-Treasurer Sara Dinsdale:

Pool Fill Service to be Discontinued

At the last Hilton Union Fire Board Meeting, there was a discussion regarding the pool fill service and its fee. The HUFEB suggested that the fee be removed from the Township's fees and charges by-law and that the fire department accepts donations only in order to avoid any liability issues regarding damage that may occur either by the truck, or the water that is being used. Due to complaints received in the past by recipients of this service, the HUFEB requested that a waiver be signed by each person receiving a delivery.

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

Both respective councils reviewed the above information and determined that the service should discontinue due to liability issues. The attached resolutions are included for your reference.

Jocelyn Fire Department is providing the pool fill service. Fire Chief Rick Sirvio can be contacted to schedule the service at 705-206-8809.

Replacement of Tanker & Pumper Trucks

According to our Asset Management Plan, the Pumper is due to be replaced by 2026, and the Tanker is due to be replaced this year. There is \$145,872.00 in reserve funds for the pumper and \$38,523.35 in reserve funds for the tanker.

Purchase of SCBA Cylinders

Resolutions from each respective councils, in support of the purchase of 12 SCBA Cylinders are included for your reference. They were ordered on March 25, 2025, as per the included order confirmation. They are expected to be shipped to the PPE Solutions warehouse in Pickering, Ontario on July 31, 2025, then they will be shipped here.

Purchase of Bunker Gear

The purchase of the requested bunker has not been placed yet as I am awaiting on sizes. The budget includes the purchase of five (5) pants, five (5) jackets, five (5) helmets, and one (1) pair of boots.

First Aid/CPR Training

In order to book First Aid and CPR Training, the number of attendees are required. This training needs to be scheduled and paid for before September 15, 2025, in order to be funded by the Emergency Preparedness Grant.

When board members referred to the topic of the replacement of the Tanker, they didn't think it was due to be replaced yet and asked where the retirement obligation date came from. Ms. Dinsdale noted that the information will be included in the next meeting for the Fire Board to review.

Fire Chief Hope disclosed that four (4) fire volunteers will need to take the First Aid/CPR Training.

The final adopted 2025 Fire Department Budget was reviewed. Part of the discussion included the purchase of a new pumper truck. Fire Chief Hope requested that he be able to enter into active bidding regarding the purchase of the replacement pumper.

Resolution #F2025-12
Moved: Mike Garside
Seconded: Sally Cohen

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE does agree that the Fire Chief can enter into active bidding regarding the purchase of a replacement pumper. *CARRIED*

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Resolution #F2025-13
Moved: Sarah Brown
Seconded: Dave Leask

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does adjourn at 9:40 p.m. and agree to meet again at the Hilton Township Municipal Office on Wednesday, September 17, 2025, or at the call of the Chair or by petition from majority members of the Board. *CARRIED*

Chairperson: Brian Delvecchio

Secretary-Treasurer Sara Dinsdale



JJ FIRE SERVICE LTD

NORTH BAY ON

Ph 705-845-6565

Fire Pump Service Test Results (using NFPA 1911 Standards)

City or Fire Protection District: Hilton Union
 Apparatus # or designation: Pumper 1
 Manufacturer: HCB Year: 1995
 Model: Pumper Serial Number: 2120

Engine Make: Cummins Model: C6 Cyl: 6 HP: 300 @ 2100 RPM
 Pump Make: Hale Model: QSG Type: 1 stage #: 66391
 Rated Capacity: 5000 Lpm @ 150 psi Ratio, Engine to Pump: 2-2.21

Test Site Location: Richard Landing Marina Test Performed From: ☒ Draft ☐ Hydrant
 Suction Hose Size: 6" Length: 10' x 3

Test Conditions Elevation of Test Site: 1000 Air Temperature: 17
 Lift: 12 feet Water Temperature: 10

Max Vacuum Attained: 22 HG Vacuum drop in 5 min: 15 HG (see below) Time to Prime: 25 sec

Pressure Control Device Test: Rise while pumping capacity @ 150 psi: 5 psi
 Rise while pumping capacity @ 90 psi: 5 psi
 Rise while pumping 50% capacity at 250 psi: 5 psi

Intake Relief Valve Test: N/A
 Gauge Accuracy: Good Flowmeter Accuracy: N/A

Pump Test Results

	Capacity Test	Overload Test	200 psi Test	250 psi Test
Duration:	<u>20 min</u>	<u>5 min</u>	<u>10 min</u>	<u>10 min</u>
Required LPM:	<u>5000</u>	<u>5000</u>	<u>3500</u>	<u>2500</u>
Obtained LPM	<u>5000</u>	<u>5000</u>	<u>3500</u>	<u>2500</u>
Required Pressure:	<u>150</u>	<u>165</u>	<u>200</u>	<u>250</u>
Obtained Pressure:	<u>150</u>	<u>165</u>	<u>200</u>	<u>250</u>
Engine RPM:	<u>1800</u>	<u>1900</u>	<u>1950</u>	<u>2200</u>
Pump RPM:	<u>3978</u>	<u>4199</u>	<u>4309</u>	<u>4862</u>

Remarks: **Discharge 1, 2, 3 leaking. need kits**
Pump Packing leaking
Monitor valve leaking

Pump struggled to reach volume numbers. Likely won't pass in coming years.

Witnessed By: David Tested By: Jacob Johnson Date: June 19/2025



Sa)

Report: FB2025-11-26-FPG

Meeting Date: November 26, 2025

Subject: **Fire Protection Grant**
Bunker Gear Decontamination

Hilton Union Fire Board Regular Meeting

Prepared by: Sara Dinsdale, Secretary-Treasurer

Fire Protection Grant

The fire department spent \$7940.50 of the awarded funding amount of \$8592.18 that was received by the Fire Protection Grant. Cancer prevention items that were purchased included three (3) boxes of decontamination wipes, eleven (11) particle blocking hoods, eleven (11) SCBA face pieces & storage bags, and eleven (11) pairs of gloves.

The Hilton Union Fire Department has been given the opportunity to apply for the second year Fire Protection Grant funding that has been doubled from the previous funding. Cancer prevention items that the funding will cover includes equipment and supplies, PPE, minor infrastructure, modernization - enhanced broadband and internet connectivity.

Upon discussing the needs of the Hilton Union Fire Department with Fire Chief Bob Hope, the application was submitted on September 29, 2025 to fund the purchase of bunker gear for the Fire Department.

Bunker Gear Decontamination

At the Fire Board Meeting held on June 18, 2025, Mr. Brad Neabel, Fire Protection Advisor attended to discuss topics of concern by the Fire Board. Mr. Neabel made a recommendation to look into possibly using the Sault Ste. Marie Fire Department's bunker gear decontamination unit when needed. I have reached out to them requesting information of whether they allow other area municipalities to use their decontamination system by rental fee and was advised that they do not offer this service.



5b)

Report: FB2025-11-26-TPR

Meeting Date: November 26, 2025

Subject: **Tanker & Pumper Retirement**

Hilton Union Fire Board Regular Meeting

Prepared by: Sara Dinsdale, Secretary-Treasurer

Tanker & Pumper Retirements

At the last Hilton Union Fire Board Meeting, Board members requested that the Secretary-Treasurer compile information regarding the Tanker and the Pumper's estimated useful life, asset retirement obligation and whether they can still be insured by the insurance company.

When asked if our insurance will continue to cover the Tanker and the Pumper, due to their age, they said, *"There is no problem insuring them however, due to their age, they do not qualify for replacement cost."*

When asked if the pump could be replaced on the fire truck, rather than replacing the entire vehicle, they said, *"Due to the age of the fire trucks, any settlement in the event of a loss would be based on ACV (Actual Cash Value). This includes any components or parts of the vehicle, such as a pump, even if it was recently replaced. While the newly installed pump may have a higher replacement cost on its own, it becomes part of the overall unit once installed. As such, the value of the pump would be factored into the ACV settlement, but it would not be replaced on a new for old basis. The claim would reflect the depreciated value of the vehicle at the time of loss."*

The 1995 Pumper's Estimated Useful Life was determined to be 15 years at the time of purchase in 2011 based on condition and assessment. The asset management plan, states that it currently has a "Very High Risk Rating" and is due to be replaced by 2026.

The 2001 Tanker was initially purchased as a plow in 2019 and was modified to a Tanker the same year. It's Estimated Useful Life was determined to be 15 years from 2001. When it was modified to a Tanker in 2019, a new condition assessment was performed and an additional six (6) years was added, from 2019. The asset management plan states that it has a "Very High Risk Rating" and is due to be replaced 2026.

Although the Estimated Useful Life of a vehicle can change periodically based on assessment, the retirement obligation is based on the Tangible Capital Asset Policy. I have included it for your reference.

There is \$145,872.00 in reserve funds for the pumper and \$38,523.35 in reserve funds for the tanker Totalling an amount of \$184,395.35. Perhaps a discussion of increasing funds to the reserve accounts should be included during the 2026 budget discussions at a later date.

PURPOSE

The objective of this policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial report can discern information about the investment in Property, Plant and Equipment and the changes in such investment. The principal issues in accounting for tangible capital assets are the recognition of the assets, the determination of their carrying amounts and amortization charges and the recognition of any related impairment losses.

In addition the policy covers policy and procedures to:

- a) Protect and control the use of all tangible capital assets
- b) Provide accountability over tangible capital assets
- c) Gather and maintain information needed to prepare financial statements

DEFINITIONS

Tangible Capital Assets:

Assets having physical substance that;

- a) Are used on a continuing basis in the Township's operations.
- b) Have useful lives extending beyond one year.
- c) Are not held for re-sale in the ordinary course of operations.

Betterments:

Subsequent expenditures on tangible capital assets that:

- increase previously assessed physical output or service capacity;
- lower associated operating costs;
- extend the useful life of the asset; or
- improve the quality of the output.

Any other expenditure would be considered a repair or maintenance and expensed in the period.

Pooled Assets:

Assets that have a unit value below the capitalization threshold but have a material value as a group. Recorded as a single asset with one combined value. Although recorded in the financial systems as a single, each unit may be recorded in the asset sub-ledger for monitoring and control of its use and maintenance. Examples could include personal computers, furniture and fixtures, small moveable equipment, etc.

Capital Lease:

A capital lease is a lease with contractual terms that transfer substantially all the benefits and risks inherent in ownership of property to the County. For substantially all of the benefits and risks of ownership to be transferred to the lessee, one or more of the following conditions must be met;

- a) There is reasonable assurance that the County will obtain ownership of the leased property by the end of the lease term.
- b) The lease term is of such a duration that the County will receive substantially all of the economic benefits expected to be derived from the use of the leased property over its life span.
- c) The lessor would be assured of recovering the investment in the leased property and of earning a return on the investment as a result of the lease agreement.

POLICY STATEMENTS**Capitalization**

Tangible capital assets should be capitalized as detailed in the following chart. Betterment to existing assets will be capitalized when the unit costs exceed the stated thresholds.

Departments:

All assets will be assigned to departments within the Township. The following is a list of the departments that shall be used:

- General Government	- Social and Family Services
- Protection Services	- Social Housing
- Transportation Services	- Recreation and Cultural Services
- Environmental Services	- Planning and Development
- Health Services	- Other

Categories (incl. Sub-categories)

A category of assets is a grouping of assets of a similar nature or function in the Township's operations. The following list of thresholds and anticipated useful lives shall be used for the identified categories and sub-categories:

THE CORPORATION OF THE TOWNSHIP OF HILTON

POLICY: Tangible Capital Assets

MAJOR CATEGORY	MINOR CATEGORY	SUBCLASS	THRESHOLD \$	USEFUL LIFE (years)
Land	Parks		1	Infinite
	Building Sites		1	Infinite
	Undeveloped Rights-of-way		1	Infinite
	Easements and Rights-of-way		1	Infinite
	Vacant municipally owned land		1	Infinite
	General		1	Infinite
Land Improvements	Monuments		5,000	50
	Parking Lots		5,000	25
	Paths		5,000	25
	Landscaping		5,000	25
	Playground Equipment		5,000	25
	Sports Facilities	Baseball Fields	5,000	25
		Bleachers/Stands	5,000	25
		Tennis Courts	5,000	25
Buildings	Permanent Structures		5,000	50
	Portable Structures		5,000	25
	Generators	Heavy Duty	5,000	25
	Well/Septic System		5,000	25
Equipment and Machinery	Communication	Radios/Pagers	5,000	5
	Fire Equipment		5,000	10
	Generators	Light Duty	5,000	20
	Heavy Equipment	Backhoe/Excavator	25,000	20
		Grader	25,000	30
	Tools		5,000	20
Furnishings and Office Equipment	Furnishings	Desks/Chairs, etc	5,000	20
	Office Equipment	Photocopier/Facsimile	5,000	5
	Computer Hardware and Software		5,000	5

DATE: September 10, 2008
 REVISED: December 6, 2017

THE CORPORATION OF THE TOWNSHIP OF HILTON

POLICY: Tangible Capital Assets

MAJOR CATEGORY	MINOR CATEGORY	SUBCLASS	THRESHOLD \$	USEFUL LIFE (years)
Infrastructure	Bridges		10,000	50
	Culverts (> 900 mm)		10,000	25
	Road Bases	Subsurface	10,000	25
	Roads	Paved	10,000	25 *
		Unpaved	10,000	25 *
* No distinction between paved/unpaved – however, effective 2017, the resurfacing of surface treated roads will be capitalized if the associated cost is greater than the thresholds listed above.				
Vehicles	Licensed Vehicles	Light Duty (pickup/trailers)	5,000	10
		Heavy Duty (Plow)	25,000	15
		Heavy Duty (Fire Trucks)	25,000	25

Valuation

Tangible capital assets should be recorded at cost plus all ancillary charges necessary to place the asset in its intended location and condition for use.

1.1 Purchased assets

Cost is the gross amount of consideration paid to acquire the asset. It includes all non-refundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trade discount or rebate.

Cost of land includes purchase price plus legal fees, land registration fees, transfer taxes, etc. Costs would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition and site improvements that become a part of land.

When two or more assets are acquired for a single purchase price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.

1.2 Acquired, Constructed or Developed assets

Cost includes all costs directly attributable (e.g., construction, architectural and other professional fees) to the acquisition, construction or development of the asset. Carrying

costs such as internal design, inspection, administrative and other similar costs may be capitalized. Capitalization of general administrative overheads is not allowed.

Capitalization of carrying costs ceases when no construction or development is taking place or when the tangible capital asset is ready for use.

1.3 Capitalization of Interest Costs

Borrowing costs incurred by the acquisition, construction and production of an asset that takes a substantial period of time to get ready for its intended use should be capitalized as part of the cost of that asset.

Capitalization of interest costs should commence when expenditures are being incurred, borrowing costs are being incurred and activities that are necessary to prepare the asset for its intended use are in progress. Capitalization should be suspended during periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to prepare the asset for its intended use are complete.

1.4 Donated or Contributed Assets

The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined by an estimate of replacement. Ancillary costs should be capitalized.

1.5 Original Value of Asset is Unknown

In the case where historical records cannot be located in order to value an asset, it is necessary to develop costs in today's dollars and then discount them back to the date the asset was constructed/acquired. In the case where the year the asset was constructed or acquired is unknown, an estimate of the number of years remaining and the current value of the asset, working backward an estimated year and value can be determined.

Componentization

Tangible Capital assets may be accounted for using either the single asset or component approach. Whether the component approach is to be used will be determined by the usefulness of the information versus the cost of collecting and maintaining information at the component level.

Factors to consider when determining whether to use a component approach include:

- ♦ Major components have significantly different useful lives and consumption patterns than the related tangible capital asset.
- ♦ Value of components in relation to the related tangible capital asset.

Given the above, Council for the Township of Hilton has determined that all assets will be recorded using the single asset approach.

Amortization

The cost of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

Factors to be considered in estimating the useful life of a tangible capital asset include:

- ♦ Expected future usage
- ♦ Effects of technological obsolescence
- ♦ Expected wear and tear from use or the passage of time
- ♦ The maintenance program
- ♦ Studies of similar items retired
- ♦ The condition of existing comparable items
- ♦ Date of manufacture, rather than date of acquisition, if the purchased item is used

The Township will use a straight-line method for calculating the annual amortization in most situations. Annual amortization amounts included in the budget shall be transferred to a Reserve for Asset Replacement. Township Department Heads will be responsible for establishing an appropriate estimated useful life for assets acquired.

Disposal

When tangible capital assets are taken out of service, destroyed or replaced due to obsolescence, scrapping or dismantling, the department head or designate must notify the Clerk Treasurer of the asset description and effective date. The Clerk Treasury department is responsible for adjusting the asset registers and accounting records recording a loss / gain on disposal.

Capital Leases

When a capital lease is recorded, the asset is treated as an acquisition of a capital asset and thereby setting up a liability. A lease may be recorded as an operating lease when the net present value of the future minimum lease payments or fair value, whichever is less, is less than \$5,000.



Sc)

Clerk Report: FB2025-11-26-FRC

Meeting Date: November 26, 2025

Subject: **Fundraising Committee**

Fire Board Regular Meeting

Prepared by: Sara Dinsdale, Secretary-Treasurer

Background:

Fundraising for the Hilton Union Fire Department has been a topic amongst Council, the Fire Department and the Community as the Fire Department approaches deadlines for the replacement of equipment and fire vehicles, with limited funds available within the budget to do so.

Although the topic has been discussed several times, little progress has been made without a designated group to oversee these efforts. Responsibility for initiating fundraising has also been unclear, as no specific role has been assigned.

Analysis:

Establishing a dedicated fundraising committee would set clear expectations and allow the Fire Board and community members to collaborate on ongoing fundraising initiatives in an organized and transparent manner.

Roles and Responsibilities:

Members could be appointed for a term to run concurrently with the terms of the appointing Councillors. The committee will be responsible for managing and coordinating efforts to generate funds. Its core functions include planning fundraising events, seeking corporate sponsors and donors, overseeing fundraising campaign progress and financial aspects to achieve the financial goals.

The Fire Chief's attendance would be essential to provide information regarding the fundraising needs of the Hilton Union Fire Department, which will support the effectiveness of fundraising priorities.

The Secretary/Treasurer is responsible for managing administrative and financial responsibilities, including preparing meeting agendas and minutes, maintaining financial records, and reporting on progress. With direction from the Fundraising Committee, The Secretary/Treasurer will present a fundraising strategy to Council for approval prior to commencement of any fundraising activities to ensure accountability, transparency, and compliance with municipal policies. Britney MacKay, Deputy Clerk-Treasurer of the Township of Hilton, has volunteered for this position.

The Chairperson is responsible for leading the group by presiding over meetings, setting agendas, and ensuring discussions are productive and inclusive.

Community members are essential in a fundraising committee because they bring local insight, diverse perspectives, and personal connections that help build trust, encourage participation, and



strengthen support for fundraising initiatives. Their involvement ensures that fundraising efforts reflect community needs, foster collaboration, and ultimately achieve greater success.

Meeting cadence could be determined at the first meeting.

Recommendation:

That the Hilton Union Fire Board consider the development of a volunteer based Fundraising Committee, composed of Fire Board members, the Fire Chief, Secretary/Treasurer, and community members.

Conclusion:

Upon approval to establish the Fundraising Committee by the Hilton Union Fire Board, the recommendation will be presented to the Township of Hilton and the Village of Hilton's respective councils for approval prior to advertising for community volunteers. A Fundraising Committee procedural by-law may be created for approval as well.



Sa)

Clerk Report: FB2025-11-26-FRE

Meeting Date: November 26, 2025

Subject: **Fundraising Events & Ideas**

Fire Board Regular Meeting

Prepared by: Sara Dinsdale, Secretary-Treasurer

Fundraising Events

Two fundraisers have been organized to assist in funding for the Hilton Union Fire Department. The first event is a Paint Day and will be held on November 26, 2025 from 1:00 pm to 3:00 pm. The second event is a Paint Night and will be held on December 4, 2025 from 6:30 pm to 8:30 pm. Both events will be held at the Hilton Beach Community Hall located at 3050 Hilton Road. The cost is \$45/person, and all supplies are included. \$25 of each ticket sale will be donated to the Hilton Union Fire Department. Please refer to the posters included for more details.

Fundraising Ideas

Several fundraising ideas have been suggested by neighbouring Clerks, Council, and community members, and are listed below.

- Bottle drive
- Request support from MP and MPP
- Virtual run/walk
- Online auction
- Hire out the fire truck and person or two to help hang lights on tall trees or roofs. \$X/ft or by the hour.
- Get a table at local vendor shows and sell donations from friends, family, community (baking, crafts, new items from shops or companies).
- Make a fun "fireman calendar" with our local volunteers (and their dogs, maybe take orders and sell them for 2026.
- Sell t-shirts with witty fire related sayings and our logo.

Some examples....

"Some heroes wear capes, some prefer turnout gear."

"We came, we saw, we extinguished!"

"When life gets hot, grab a hose"

"Where there's smoke, there's HUFDP"

"Keep your marshmallows close and your hose closer"

"Firefighters don't sweat, they steam"

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

2026

-  = STAT
-  = Council Meeting
-  = Suggested Fire Board Meeting

January

Su	Mo	Tu	We	Th	Fr	Sa
		1				
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April

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July

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August

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November

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December

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Clerk Report: FB2025-11-26-FDA

Meeting Date: November 26, 2025

Subject: **Fire Department Amalgamation**

Fire Board Regular Meeting

Prepared by: Sara Dinsdale, Secretary-Treasurer

Background:

A discussion regarding the possibility of amalgamating the fire departments on St. Joseph Island occurred recently between Fire Chief Robert Hope of Hilton Union Fire Department, Fire Chief Rick Sirvio of Jocelyn Fire Department and Fire Chief Duncan Rydall of St. Joseph Fire Department.

Some Variables to Consider:

1. How will each station be maintained and operated?
2. Remuneration for firefighters for training and for emergency calls.
3. Full time fire chief remuneration, St Joseph township is currently paying total salary. Would the chief's salary be split up between all parties maybe based on a percentage of the total island population or is there another formula? Would St Joseph Township invoice the other municipalities?
4. There are currently three Fire Chiefs, what happens to their roles?
5. Can we rotate training to each station monthly and complete joint training, or would training remain separate at each station?
6. Perhaps only one front line pumper would be needed to meet the 20-year replacement window.
7. Joint training and standardizing response could bring apparatus familiarity across the island for all the responders.
8. Shared resources and sharing of spares when appropriate.
9. Which location manages the budget?
10. Would sharing costs increase or reduce budget expectations for each township?

Recommendation:

That the Hilton Union Fire Board consider the variables involved with the possible amalgamation of the three fire departments and provide direction as to whether this topic should be recommended to each Municipalities' respective Councils.

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1021-11

Being a by-law to continue a Fire Department.

WHEREAS Section 9 of the Municipal Act, S.O. 2001, c. 25, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

AND WHEREAS Section 8 of the Municipal Act, 2001, provides that the powers of the municipality shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate and, (b) enhance their ability to respond to municipal issues;

AND WHEREAS the Fire Protection and Prevention Act, 1997, Part II, Section 5 (1.0), as amended, permits the Council to establish and regulate a fire department;

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

1. In this by-law, unless the context otherwise requires,
 - (a) "Approved" means approved by the municipal council,
 - (b) "Company" means a complement of personnel operating one or more pieces of apparatus or equipment,
 - (c) "Corporation" means the Corporation of the Township of Hilton,
 - (d) "Council" means the Council of the Township of Hilton,
 - (e) "Department" means the Hilton Union Fire Department,
 - (f) "Fire Board" means the Hilton Union Fire Board,
 - (g) "Deputy Fire Chief" means the one person appointed by the council of the municipality to act in the place of the fire chief in the fire chief's absence, or in the case of a vacancy in the position of fire chief,
 - (h) "Fire Chief" means the one person appointed by a by-law of the council of the municipality to act as fire chief,
 - (i) "Fire Department" means a group of firefighters authorized to provide fire protection services by a municipality, and/or group of municipalities, and/or by agreement under Section 3 of the Fire Protection and Prevention Act,
 - (j) "Fire Protection Services" means a range of programs and services designed to protect the lives and property of the inhabitants of the fire department response area from the adverse effects of fires or exposure to dangerous conditions created by individuals or nature and includes fire suppression, fire prevention, fire safety education, communication, rescue as set out on the Mission Statement (Pg 2 of Appendix "A") and the delivery of all those services,
 - (k) "Firefighter" means a fire chief and any other person employed in or appointed to, a fire department and assigned to undertake fire protection services, and includes a volunteer firefighter,
 - (l) "Member(s)" means any defined fire fighter or employee of the department,
 - (m) "Volunteer Fire Fighter" means a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training or activity allowance.
2. (a) A department for the Township of Hilton to be known as the Hilton Union Fire Department is hereby continued and the head of the department shall be known as the fire chief.

- (b) The goals and mission statement of the department shall be as those contained in Appendix "A" of this by-law.
- (c) The department shall be organized as per Table 1 forming part of this by-law.
- 3. In addition to the fire chief, the department personnel shall consist of a deputy fire chief and such number of officers and members as from time to time may be deemed necessary by the Council, through the Fire Board.
- 4. (a) The fire chief may recommend to the Fire Board the appointment of any qualified person as a member of the department, subject to the approved hiring policies of the corporation;
- (b) A person appointed as a member of the department shall be on probation for a period as determined by the Fire Board during which period the probationary member shall take such special training and examinations as may be required;
- (c) If a probationary member fails any such examinations, the fire chief shall recommend appropriate action to the Fire Board.
- 5. (a) The fire chief may reprimand, suspend or recommend dismissal of any member for non-compliance with any of the provisions of this by-law or general orders and department rules, that in the opinion of the fire chief, would be detrimental to the discipline and efficiency of the department;
- (b) Following the suspension of any member, the fire chief shall immediately report, in writing, the suspension and recommendations to Council through the Fire Board;
- (c) A member shall not be dismissed without being afforded the opportunity for a hearing before Council, through the Fire Board, if the member makes a written request for such hearing within seven working days after receiving the proposed dismissal.
- 6. The remuneration of all members of the department shall be as determined by Council through the Fire Board.
- 7. The fire chief is responsible to Council for the proper administration and operation of the department. The fire chief is under the general direction of the Fire Board and:
 - (a) shall have developed and published such written standard operational guidelines, general orders and departmental rules as may be necessary for the care and protection of the department, department equipment and personnel, and for the efficient operation of the department, provided that such orders and rules do not conflict with the provision of any by-laws of the municipality;
 - (b) shall review periodically the policies and procedures of the department and may establish an Advisory Committee to assist in these duties;
 - (c)
 - i) shall take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property; where deemed accessible by the fire chief and/or designate.
 - ii) shall enforce all municipal by-laws respecting fire prevention;
 - iii) shall adhere to the provisions of the Fire Protection and Prevention Act;
 - iv) the fire chief or designate is directed and authorized to have members of the department:
 - (a) pull down or demolish any building or structure to prevent the spread of fire;
 - (b) when unable to contact the property owner, to take such necessary action under (a) above which may include boarding up or barricading of buildings

- (c) the Corporation may recover expenses incurred by such necessary action in a manner provided by the Municipal Act.
 - (d) is responsible for the enforcement of this by-law and the general orders and departmental rules.
8. The deputy fire chief has the same authority and responsibility as the fire chief and shall perform all the duties of the fire chief in the fire chief's absence.
9. The fire chief/deputy chief is responsible for ensuring that the following duties pertaining to the function of Administration are carried out:
- (a) Provide administration facilities for the department;
 - (b) Prepare the departmental budget and exercise control of the budget;
 - (c) Prepare the payroll of the department and initiate requisitions for material and services and certify all accounts of the department;
 - (d) Maintain personnel records in accordance with the policy of the Corporation;
 - (e) Arrange for the provision of medical services;
 - (f) Arrange for the provision of new buildings, as approved;
 - (g) Prepare the annual report of the department;
 - (h) Carry out the general administrative duties of the department;
 - (i) Provide liaison with the Algoma District fire co-ordinator; and,
 - (j) Assist the Algoma District fire co-ordinator in the preparation of a District of Algoma District Mutual Aid Plan and Program.
10. (a) The fire chief/deputy chief is responsible for ensuring that the following duties pertaining to the function of Fire Suppression are carried out:
- i) Prevent, control and extinguish fires;
 - ii) Conduct investigation of fire in order to determine cause, origin, and where required, to request appropriate agencies to assist with the investigation;
 - iii) Respond and assist at such emergencies as may be deemed necessary by the fire chief/deputy chief;
 - iv) Perform pre-emergency planning;
 - v) Perform apparatus maintenance and cleaning duties;
 - vi) Prepare the annual report and budget for fire suppression and submit to the Council.
- (b) Captains are in command of the company to which they are assigned and are responsible to the officer in charge for the proper operation of that company; and,
- (c) Where the fire chief designates a member to act in the position of an officer, such member, when so acting, has all the authority and responsibility of such officer and shall perform all the duties of the officer replaced.
11. The fire chief/deputy chief is responsible for ensuring that the following duties pertaining to the function of Fire Prevention are carried out:

- (a) Develop an approved fire prevention, fire safety and public education policy;
 - (b) Carry out the duties and activities of the fire prevention, fire safety and public education policy, ensuring compliance with the Fire Protection and Prevention Act;
 - (c) Maintain fire loss records; and,
 - (d) Prepare the annual report and budget for Fire Prevention and submit to the Council.
12. The fire chief/deputy chief is responsible for ensuring that the following duties pertaining to the function of Training are carried out:
- (a) Establish a fire department training program and conduct training for all members in accordance with approved training program;
 - (b) Administer training programs; prepare and maintain training records
 - (c) Prepare and conduct examinations of members as required; and,
 - (d) Prepare an annual report and budget for Training and submit to the Council.
13. (a) The fire chief shall develop an approved fire department promotional policy based on such evaluations, written, practical and oral as deemed necessary;
- (b) The provisions of this section shall not apply to the positions of fire chief and deputy fire chief.
14. The department shall not respond to a call with respect to a fire or other emergency outside the approved response areas of the municipality except with respect to a fire or emergency:
- (a) that in the opinion of the fire chief, or designate, threatens property in the municipality or property outside the municipality that is owned or occupied by the municipality;
 - (b) in a municipality with which an agreement has been entered into to provide fire protection;
 - (c) on property with respect to which an agreement has been entered into with any person or corporation to provide fire protection therefore;
 - (d) at the discretion of the fire chief, to a municipality authorized to participate in the Algoma District Mutual Aid emergency fire service plan and program or any other organized plan or program on a reciprocal basis; or,
 - (e) on property beyond the municipal boundary where the fire chief, or designate, determines that immediate action is necessary to preserve and protect life and/or property and the correct department is notified and/or assumes command. The fire chief shall subsequently inform the Head of Council of such response.
15. This by-law comes into effect the day it is passed by Council.

Read a first and second time this 6th day of July, 2011.

Read a third and final time and passed this 6th day of July, 2011.


REEVE – Rodney Wood


CLERK – Valerie Obarymskyj

THE CORPORATION OF THE TOWNSHIP OF HILTON

APPENDIX "A" TO BY-LAW NO. 1021-11

PRIMARY GOALS OF THE FIRE DEPARTMENT

The goal of the fire department is to provide fire protection services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fires or exposure to dangerous conditions created by individuals or nature; first to their municipality; second, to those municipalities requiring assistance through authorized mutual fire aid plan and program activities; and third, to those municipalities which are provided fire protection by the fire department via authorized agreement.

Primary objectives of the fire department:

In order to achieve the goal of the fire department, necessary funding must be in place and the following objectives met:

1. Provide for the safety of the public and the fire fighters; utilizing section 21 guidelines
2. Identify and review the fire services requirements of the municipality;
3. Provide an administrative process consistent with the needs of the department;
4. Provide departmental training to an accepted standard as set out in NFPA and/or OFM Curriculum, which will ensure the continuous up-grading of all personnel in the latest techniques of fire prevention, fire fighting and control of emergency situations and to co-operate with other departments of the Corporation with respect to management training and other programs;
5. Provide a maintenance program to ensure all fire protection apparatus, including equipment, is ready to respond to emergency calls; to
6. Provide an effective fire prevention program to:
 - (a) Ensure, through plan examination and inspection, compliance with applicable municipal, provincial and federal fire prevention legislation, statutes, codes and regulations;
 - (b) Reduce and/or eliminate fire hazards;
7. Develop and maintain an effective public information system and educational program, with particular emphasis on children and seniors' fire safety programs, and commercial, industrial and institutional staff training;
8. Ensure in the event of a major catastrophe in the municipality, assistance to cope with the situation is available from outside departments and other agencies;
9. Develop and maintain a good working relationship with all federal, provincial and municipal departments, utilities and agencies, related to the protection of life and property;
10. Interact with other departments of the Corporation respecting the aspects of fire on any given program; and,
11. Ensure these objectives are not in conflict with any other department of the Corporation.

MISSION STATEMENT OF THE FIRE DEPARTMENT

The primary mission of the Hilton Union Fire Department is to provide a range of programs and services to protect the lives and property of the inhabitants of the Township of Hilton and the Village of Hilton Beach from the adverse effects of fires or exposure to dangerous conditions created by individuals or nature.

The Hilton Union Fire Department will conduct interior and exterior firefighting at the discretion of the fire chief or deputy chief with the decision based on the adequacy of the number of firefighters present and recognition that the firefighters' safety will not be compromised.

The Hilton Union Fire Department will conduct ice rescue at the discretion of the fire chief or deputy chief when safe to do so. The Fire Department will be trained and capable of performing at the NFPA Operational Level of Ice Rescue for Shore Based and On-Ice ice rescues.

The Hilton Union Fire Department will only respond to fire calls on those roads the fire chief or deputy chief determines can be safely accessed by the fire vehicles.

The Hilton Union Fire Department will not conduct high angle rescue or vehicle extrications.

The Hilton Union Fire Department will not respond to medical aid calls.

THE CORPORATION OF THE TOWNSHIP OF HILTON

TABLE 1 TO BY-LAW NO. 1021-11

ORGANIZATION CHART
HILTON UNION FIRE DEPARTMENT

