

THE CORPORATION OF THE TOWNSHIP OF HILTON

AGENDA

Regular Meeting of Council

March 11, 2026 – 7:00 pm

Council Chamber - Hilton Township Municipal Building

1. Call to Order
2. Declarations of Pecuniary Interest
3. Motion to Accept Agenda as presented
4. Delegations: none
5. Approval of Minutes
 - a) Regular meeting of February 11, 2025
 - b) Closed meeting of February 11, 2026
6. Roads/Public Works
 - a) Road Superintendent updates
7. Fire/Emergency Management
 - a) Request to Schedule the CEMC annual meeting
 - b) Hilton Union Fire Board Minutes of November 26, 2026, meeting
 - c) MEMO re delegation of authority
8. Building/By-Law Enforcement
 - a) Tulloch Invoices costs vs fees
9. Planning
 - a) Planning Report regarding Accessory Buildings on Otherwise Vacant Lands-deferred from previous meeting. Includes email with further explanation
 - b) MEMO regarding Property Assessment
10. Cemetery: no items
11. Administration
 - a) Passing of Appointment By-Law #1495-26
 - b) Passing of Confirmatory By-Law #1496-26: February 11, 2026, Personnel Committee Meeting
 - c) Passing of Confirmatory By-Law #1497-26: March 11, 2026, Personnel Committee Meeting
 - d) Passing of By-Law #1498-26: Violence and Harassment Policy
 - e) Staff Report DR-2026-03-11-MRP: Use of Municipal resources Policy
 - f) Passing of By-Law #1499-26: Use of Municipal Resources Policy
 - g) Passing of By-Law #1500-26: Appointment of Auditor (renewal of term)
 - h) Staff Report DR-2026-03-11-TCP: Tax Collection Policy-includes draft policy
 - i) Staff Report CR-2026-03-11-MIP: Municipal Insurance Proposal
 - j) Acceptance of Municipal Insurance Program Proposal
 - k) Algoma District Services Admin Board Draft Budget for 2026

- l) Staff Report DR-2026-03-11-GI: Grant Ideas
- m) MEMO regarding Municipal Property Maps

12. Correspondence

- a) Hilton Township March 2026 Newsletter
- b) Algoma Power Inc. Community Newsletter
- c) Children's Easter Party
- d) Request for Donation: St. Joseph Island Lions Club Rock'n the Island Dance
- e) Request for Council or local leader/volunteer to deliver meals on wheels
- f) Township of St. Joseph, RE: Provincial Contributions to Algoma Public Health Levy Increases, January 16, 2026, support resolution

13. Expenditures

- a) February 2026 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*

15. Return to open meeting

16. Confirmatory By-law

17. Adjourn

MINUTES

Regular Meeting
February 11, 2026
7:00 p.m.

Present: Deputy Reeve Dave Leask
Councillor Mike Trainor
Councillor Janet Gordanier
Councillor Mike Garside

CAO/Clerk-Treasurer Sara Dinsdale
Deputy Clerk-Treasurer Britney MacKay
Road Superintendent/Public Works Foreman Dan See

Absent: Reeve Rodney Wood

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

There were no declarations of pecuniary interest.

Resolution 2026-26
Moved: Mike Garside
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for February 11, 2026. *CARRIED*

Resolution 2026-27
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the regular council meeting of January 14, 2026. *CARRIED*

Resolution 2026-28
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the closed council meeting of January 14, 2026. *CARRIED*

Road Superintendent/Public Works Foreman Updates:

Mr. Dan See, Road Superintendent/Public Works Foreman explained to Council that the new plow blades have been ordered, and the wing has been attached to the grader in order to cut back the banks.

Council received Staff Report: CR-2026-02-11-EARSA prepared by CAO/Clerk-Treasurer Sara Dinsdale regarding the East Algoma Roads Association & Tendering Process. The report indicated that E.A.R.S.A. was established in the mid 1990's and recently several of the area municipal Clerks raised concerns regarding their tendering practices, authority, liability, and financial processes. The association has now discontinued its tendering function, eliminated all membership fees, and is transitioning to an information/education-focused association. All membership fees that were collected will be refunded after payments of any remaining association costs. The report explained that throughout this process, the Secretary-Treasurer and the President resigned from their roles and no other members expressed interest in filling these executive positions.

The Staff Report also indicated that the CAO/Treasurer of the Township of Plummer Additional has offered to administer the tendering process on behalf of any municipalities wishing to participate in an amalgamated tender for surface treatment. A Municipal Surface Treatment Request Form was submitted by the CAO/Clerk of Plummer Township with a request to complete and return it by February 20. The Report also indicated that the CAO/Treasurer of the Township of Plummer Additional has advised that the development of a policy outlining performance standard and procedural requirements for the surface treatment program is in process and recommended that the participating Municipalities may want to temporarily suspend their tendering portion of their procurement policies to allow for the coordination in the multi-municipality process. Approximately six (6) kms of Township roads may require surface treatment and approximately ten tonnes of Calcium Chloride is needed for 2026.

Mr. See explained that another feasible option is to do some patching, using emulsified tar. It was also discussed whether it would be advantageous to explore the possibility of entering into a multi-municipality tender with only the St. Joseph Island Municipalities.

A discussion regarding cost savings took place of whether tendering benefits the Township. Mr. See explained that there is definitely cost savings through tendering; however, there is a concern regarding the evaluation process as the Township of Hilton is being asked to agree to participate in the multi-municipality tendering process organized by the Township of Plummer Additional prior to reviewing any policies, procedures, or the evaluation process. Mr. See was asked how the ten year plan will be affected if surface treatment is not done this year and he explained that he does not think that delaying it a year will cause any issues. Since the ten year plan is only a guideline, it can be adjusted and extra surface treatment can be done in years to come to accommodate if necessary. Mr. See also explained that if he is to only do patching this year, he will plan to do extra.

Resolution 2026-29

Moved: Janet Gordanier

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON hereby agrees to defer the 2026 surface treatment program to the following year;

AND FURTHER THAT, Council directs staff to proceed with alternative surface treatment options for 2026 construction season. *CARRIED*

Resolution 2026-30

Moved: Mike Garside

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does give first, second and third and final reading and pass By-law No. 1487-26; being a by-law to establish terms and conditions regarding the installation of entrances on Township Roads within the Corporation of the Township of Hilton. *CARRIED*

A memo from the Ministry of Emergency Preparedness and Response regarding Updates on Provincial Priority Exercise, was reviewed. The memo explained that the Provincial Priority Exercise that was set to take place in October 2026 has been changed to early 2027 to accommodate operational demands on emergency personnel during the summer season and to avoid conflicts with the October 2026 municipal election.

Council reviewed the 2026 CEMC Services Quote for Phoenix Emergency Management Logic in the amount of \$2200.

Resolution 2026-31

Moved: Mike Trainor

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does give first, second and third and final reading and pass By-law No. 1488-26; being a by-law to appoint a Community Emergency Management Coordinator for the Corporation of the Township of Hilton for the 2026 calendar year beginning on January 1, 2026. *CARRIED*

Council entered into public meeting at 7:30 to allow anyone wishing to provide comments regarding the proposed amendment to the costs associated with building permit fees and charges.

Council reviewed the updated building fees and charges that included a 6% increase from the current fees and charges. There were no comments provided by the public.

Resolution 2026-32

Moved: Mike Garside

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does give first, second and third and final reading and pass By-law No. 1489-26; being a by-law to establish and require payment of various fees and charges for the Corporation of the Township of Hilton. *CARRIED*

Council received Staff Report CR-2026-02-11-BZUD prepared by CAO/Clerk-Treasurer Sara Dinsdale regarding updates of building and zoning infractions. The report explained that new property owners of a property located on Garside Road were contacted regarding a building being erected without a building permit. The Township's Chief Building Official has spoken to the property owner and was advised that a new 8 x 12 accessory structure was erected on the property and that they have plans to build a dwelling later in the year in which a building permit application will be submitted. A site visit has not been scheduled with the Chief Building Official yet; however, it is expected to be completed in the near future.

The report also included a status update regarding a zoning by-law contravention at property located on Richmond Bay Road. The property owner has submitted a completed building permit application in order to meet the compliance deadline of January 31, 2026 that was requested by Council at its regular meeting held on November 13, 2025.

Resolution 2026-33

Moved: Mike Trainor

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does give first, second and third and final reading and pass By-Law No. 1490-26; being a by-law to amend Zoning By-law No. 1025-11 to reduce the minimum setback of the interior side lot line of the east side boundary from 2.0 metres (6.5 feet) to 0 metres (0 feet) for the property located at Lot 20, Plan H597, also known as 3524 Hamilton Drive, in Hilton Beach, Ontario, to facilitate the existing detached accessory building. *CARRIED*

Council discussed a Planning Report received from Mr. Michael Jagger, Secretary-Treasurer of the St. Joseph Island Planning Board titled Accessory Buildings on Otherwise Vacant Lands – Non-Conforming Uses. Council suggested that a better understanding of what Mr. Jagger's report is requesting is needed in order to provide any comments and recommendations.

Resolution 2026-34

Moved: Mike Trainor

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON receives the planning report regarding Accessory Buildings on Otherwise Vacant Lands – Non-Conforming Uses submitted by Mr. Michael Jagger, Secretary-Treasurer of the St. Joseph Island Planning Board;

AND FURTHER THAT Council defers providing comments and recommendations to the regular council meeting scheduled for March 11, 2026. *CARRIED*

Council reviewed the St. Joseph Island Planning Board 2026 Budget. It was noted that the levy amount for each township was not included and will need to be reviewed once the Planning Board has completed the levy appointment.

Resolution 2026-35

Moved: Janet Gordanier

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the 2026 St. Joseph Island Planning Board Budget. *CARRIED*

Council received a memo prepared by CAO/Clerk-Treasurer Sara Dinsdale regarding the Seniors Advisory Committee. The memo indicated that Ms. Judith See, a resident of the Township of Hilton, has been the only person to date that has expressed interest in becoming the Township's representative on the committee.

Resolution 2026-36

Moved: Mike Garside

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON hereby appoints Judith See of The Township of Hilton as a member of the Seniors/Disabled Advisory Committee. *CARRIED*

Council reviewed a Summary of Landfill and Recycling Costs from 2020 to 2025.

Council received Staff Report DR-2026-02-11-TAX prepared by Deputy Clerk-Treasurer Britney MacKay that explained that all three (3) properties that were in arrears for three (3) or more years, and received tax notices in 2025, have now been paid in full prior to the issuance of the interim tax bills.

Resolution 2026-37

Moved: Janet Gordanier

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report DR-2026-02-11-TAX dated February 11, 2026, titled Taxes Updates. *CARRIED*

The Procedural By-law was reviewed due to an amendment to discontinue streaming of meetings that was approved at the January 14, 2025 regular meeting.

Resolution 2026-38

Moved: Mike Trainor

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does give first, second and third and final reading and pass By-law No. 1491-26; being a by-law to govern the proceedings of Council and Committees of the Township of Hilton, the conduct of its members, and the calling of meetings. *CARRIED*

Council received Staff Report CR-2026-02-11-PCM prepared by CAO/Clerk-Treasurer Sara Dinsdale which outlined that the Personnel Committee, originally established on May 14, 2025, is required to be formally established through by-law of Council pursuant to the *Municipal Act, 2001*. The report also indicated that decisions made in the Personnel Committee require confirmation through a confirmatory by-law to be legally effective. Personnel Committee Confirmatory By-Laws are to be passed at the next regular Council meeting following the committee meeting; alternatively, a single confirmatory by-law can be passed to include multiple Personnel Committee meetings.

Resolution 2026-39

Moved: Mike Garside

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report CR-2026-02-11-PCM regarding Personnel Committee Confirmatory By-Law Requirements. *CARRIED*

Resolution 2026-40

Moved: Mike Garside

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does give first, second and third and final reading and pass By-law No. 1492-26; being a by-law to establish a Personnel Committee to Delegate Certain Human Resources Authority. *CARRIED*

Resolution 2026-41

Moved: Mike Trainor

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does give first, second and third and final reading and pass By-law No. 1493-26; being a by-law to confirm the actions and decisions of the Personnel Committee Meetings held in 2025. *CARRIED*

Council reviewed a draft addendum to the Township's Workplace Violence and Harassment Policy. The addendum is to include violence and harassment from members of the public towards Township employees.

Resolution 2026-42

Moved: Mike Trainor

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the draft Violence and Harassment in the Workplace Policy. *CARRIED*

Council received Staff Report DR-2026-02-11-SF prepared by Deputy Clerk-Treasurer Britney MacKay regarding set fines. Pursuant to the *Provincial Offences Act (POA)* municipalities may enforce set fines through by-laws only where a set fine schedule has been reviewed and approved by the Ministry of the Attorney General (MAG). Council reviewed the recommended set fines for Trailer By-law No. 1302-21 and Parking By-law No. 1452-25 and directed staff to submit for by-laws and fines for approval with MAG.

Resolution 2026-43

Moved: Mike Garside

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive the Staff Report DR-2026-02-11-SF regarding Set Fines;

AND FURTHER THAT Council directs staff to prepare the submission of set fines to the Ministry of the Attorney General for approval, as set out in Schedule "A" to By-law No. 1302-21; being the Township's Trailer By-law and in Schedule "B" to By-law No. 1452-25; being the Township's Parking By-law.
CARRIED

Council reviewed the Integrity Commissioner report for the period of January 1, 2025, to December 31, 2025. The report indicated that no services were provided to the Township during the reporting period. The report further noted that total expenditures since date of appointment on February 6, 2019, amount to \$8,158.04.

Council reviewed correspondence from Crime Stoppers requesting municipal financial support to assist in reaching its \$10,000.00 regional fundraising goal for 2026, to support the processing tips related to crimes in Sault Ste. Marie and the Algoma District.

Resolution 2026-44
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to contribute \$250.00 to support Crime Stoppers with its efforts to increase public awareness resulting in more tips and crimes solved in the Algoma District. *CARRIED*

Council reviewed correspondence from the St. Joseph Island Hunters and Anglers Association requesting sponsorship for their 45th Anniversary of the Ernie Eddy Memorial Children's Ice Fishing Derby to be held on March 7, 2026. This is a free event held at Twin Lakes and is open to all public school children.

Resolution 2026-45
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to contribute \$500.00 to support the annual Ernie Eddy Memorial Children's Ice Fishing Derby to be held on March 7, 2026. *CARRIED*

Council reviewed the January 2026 expenditures.

Resolution 2026-46
Moved: Janet Gordanier
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 January 2026 in the amount of \$140,360.12 as per the attached payment voucher. *CARRIED*

Resolution 2026-47

Moved: Mike Garside

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does move into closed session at 8:06 p.m. in accordance with:

Municipal Act section 239 (2) (e) *Litigation or 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 2026-48

Moved: Mike Garside

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does return to open session at 8:17 p.m. *CARRIED*

Resolution 2026-29

Moved: Mike Trainor

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass by-law No. 1494-26; being a by-law to confirm the proceedings of this meeting. *CARRIED*

Resolution 2026-50

Moved: Janet Gordanier

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 8:20 p.m. Council to meet again at the Hilton Township Municipal Office on Wednesday, March 11, 2026 at 7:00 p.m. or at the call of the Reeve. *CARRIED*

Dave Leask, Deputy Reeve

Sara Dinsdale, CAO/Clerk-Treasurer

From: info phoenixemergencymanagement.com
<info@phoenixemergencymanagement.com>
Sent: March 2, 2026 4:02 PM
Subject: Compliance Meeting

Hello Everyone,

I hope everyone had a good weekend and your week is starting off well.

As you know we must meet at least once in 2026 to complete the EMCPA compliance requirements.

As this is an election year, I thought I would send this compliance meeting reminder out sooner than normal in anticipation of many of you wanting to have the meeting before the being busy with the election.

Please let me know when you would like to meet to complete the compliance requirements. As usual, the meeting will be about 2 hours long for most of you. For others, it will be 3 - 4 hours long.

I am available the following days, starting in April:

- Any day from April 6th to April 23rd day or evening
- Any day of the week of May 4th day or evening
- Any day from May 19th to May 29th day or evening
- Any day from June 1st to June 12th day or evening
- Any day from June 22nd to June 30th day or evening.

If you would like to have the meeting in March, or in September or later, please let me know. I didn't provide any July or August dates because most people will be on vacation.

Please remember that yourself, the Mayor/Reeve, Public Works Supervisor, and Fire Chief must attend. It is up to you if you want to invite council or others. I will invite outside agencies, once a date is set.

Thanks and have a good rest of your week.

Cheers,
Jeff

HILTON UNION FIRE BOARD

Regular Meeting

MINUTES

November 26, 2025

7:00 p.m.

7) b)

Present: Chairperson Brian Delvecchio
Fire Chief Robert Hope
Deputy Fire Chief Dan See
Janet Gordanier
Mike Garside
Sarah Brown

Secretary-Treasurer Sara Dinsdale

Absent: Kelly Rathwell
Rod Wood
Dave Leask
Sally Cohen

Call to order at 7:00 p.m.

Resolution #F2025-14
Moved: Janet Gordanier
Seconded: Mike Garside

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT accepts the agenda of November 26, 2025, as presented. *CARRIED*

There were no declarations of pecuniary interest.

The Board reviewed minutes from the June 18, 2025 meeting. Sarah Brown noted a spelling mistake on page 2.

Resolution #F2025-15
Moved: Sarah Brown
Seconded: Mike Garside

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does approve the minutes of the regular meeting of June 18, 2025 accepted with correction on pg. 2 (Neagel to Neabel). *CARRIED*

Fire Chief Updates:

Fire Chief Robert Hope gave an update on fire calls and volunteer status since the last meeting. There were three (3) fire calls. The Fire Department was requested to stand down from two of them. The third one that took place on September 27, 2025 involved a tractor trailer carrying boat lifting equipment. The vehicle caught fire on the corner of Hilton Road, just down from Base Line. The fire department attended, extinguished and secured the area.

There were ten (10) training events since the last meeting.

There are currently nine (9) active volunteers; four (4) are qualified.

Results of the Fire Pump Service Test that took place on June 19, 2025 were discussed. The remarks indicated, *“Discharge 1, 2, 3 leaking and needs kits, pump packing is leaking, and monitor valve is leaking. The pump struggled to reach volume numbers. Likely won’t pass in coming years.”*

Board members asked if these items were corrected. Fire Chief Robert Hope said that he would look into the kits. It was also mentioned that the plan is to hopefully retire the truck next year.

HILTON UNION FIRE BOARD - Regular Meeting
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The Fire Chief mentioned that there is a new carbon monoxide alarm requirement that takes effect on January 1, 2026. The new Ontario Fire Code regulations will require carbon monoxide (CO) alarms on every story of existing homes, not just near sleeping areas.

The Fire Chief asked if Mr. Brad Neabel sent the SharePoint access as requested at the last Fire Board Meeting. Secretary-Treasurer Sara Dinsdale replied stating that it was sent to the Fire Chief and the Secretary-Treasurer was cc'd in, via email in the summer.

The Fire Chief shared information regarding a mobile fire training unit that he is looking into. It comes with a trainer and in order to qualify for the use of it, the Township must have a large enough property to place it on, with security. The Fire Chief mentioned that he is planning to apply for the use of it and that the application needs to be submitted by November 30, 2025. The unit is available between April and October of 2026.

It was mentioned that the Fire Department's Christmas party is taking place at the Hilton Beach Community Hall on November 29 at 6:00 pm.

Further discussion regarding the need to replace the pumper and tanker took place. A pumper/tanker combination vehicle was located; however, it was over budget. It would be ideal to purchase a combo vehicle, 2012-2015 would allow the Fire Department at least 10-15 years.

The Fire Board received a report prepared by Secretary-Treasurer Sara Dinsdale regarding the Fire Protection Grant and Bunker Gear Decontamination. The report stated that \$7940.50 of the awarded funding amount of \$8592.18 was used to fund the purchase of cancer prevention items such as decontamination wipes, particle block hoods, SCBA face pieces, and gloves. The report also explained that an application was submitted on September 29, 2025 for a second grant to fund the purchase of additional bunker gear in order for the fire department to have back-up gear when the primary gear needs repaired or cleaned.

The report also explained that Secretary-Treasurer Sara Dinsdale requested from the Sault Ste. Marie Fire Department the possibility of using their decontamination unit for a rental fee and they advised that they do not provide that service.

The following information was provided in a report prepared by ^{Secretary}~~Secretary~~-Treasurer Sara Dinsdale regarding the Tanker & Pumper Retirement:

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. Its 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

HILTON UNION FIRE BOARD - Regular Meeting
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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.

There was a discussion regarding decontamination of equipment. Sarah Brown mentioned that she located a company in North Bay that repairs and decontaminates equipment. Board members discussed whether it would be best to ship equipment for decontamination and repairs or to purchase a decontamination unit to possibly share amongst neighbouring municipalities. There was a discussion of what location would keep it on their site and who would manage it. It was undecided whether either option would be feasible.

Further to the previous discussion regarding the retirement of the tanker and the pumper, a discussion regarding the rust on the tanker took place and whether rust paint could be applied to it. It was mentioned that there has also been some engine issues with it and that regardless, the search must continue for a replacement. It was asked whether it would be best to keep or sell the old vehicles when a replacement is found. Deputy Fire Chief Dan See mentioned that it might be best to keep it as a back-up.

Secretary-Treasurer Sara Dinsdale presented information regarding the formation of a fundraising committee. The report noted that while the topic of fundraising has been discussed on numerous occasions, no initiatives have yet been undertaken. It outlined potential approaches, as well as recommended roles, responsibilities, and committee composition. Board members discussed whether establishing a committee was necessary, noting that anyone is able to undertake fundraising activities. It was also recognized, however, that although anyone can conduct fundraising, no one except the Secretary-Treasurer has taken the initiative to do so, to date; therefore, establishing a committee may provide clearer direction, accountability, and momentum for moving fundraising efforts forward. Multiple fundraising ideas were discussed. Two painting fundraisers that were organized by Secretary-Treasurer Sara Dinsdale were included in the conversation. They are both taking place at the Hilton Beach Community Hall; one is Saturday, November 29, 2025 and the other is December 4, 2025.

Resolution #F2025-16

Moved: Sarah Brown

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE does agree to recommend to the Council of the Township of Hilton and the Council of the Village of Hilton Beach that the Hilton Union Fire Board develop a volunteer fundraising committee as described in Report #FB2025-11-26-FRC. *CARRIED*

The schedule for 2026 Fire Board Meeting dates was discussed. A request was made by Janet Gordanier to move the meeting time from 7:00 p.m. to an earlier time. Some members stated that they would not be opposed to an earlier meeting time. The Chairperson chose not to discuss the topic.

HILTON UNION FIRE BOARD - Regular Meeting
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Resolution #F2025-17
Moved: Janet Gordanier
Seconded: Sarah Brown

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE does agree to the following dates for the 2026 Fire Board Meetings:

- February 18
- May 20
- August 19
- November 25

CARRIED

The Board received a report regarding the possibility of amalgamating all the Fire Departments on St. Joseph Island. The report indicated that Fire Chief Rick Sirvio of the Jocelyn Fire Department and Fire Chief Duncan Rydall of the St. Joseph Fire Department approached Fire Chief Robert Hope with this suggestion. The report included the following variables to be considered:

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?

Board members discussed the possible pros and cons of an amalgamation which led to a discussion regarding how many volunteers the Hilton Union Fire Department has. Board members mentioned that advertising that the department is looking for volunteers might help; however, Deputy Fire Chief Dan See explained that the department is only set up for 10 people. It was mentioned that perhaps more information is required to proceed with any decisions regarding amalgamation of the fire departments; therefore all the Fire Chiefs will need to get together to discuss an operating plan and proposal for all municipalities involved to review.

Resolution #F2025-18
Moved: Janet Gordanier
Seconded: Mike Garside

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE does agree to recommend entering a discovery phase for the amalgamation of the St. Joseph Island Fire Department, the Jocelyn Fire Department and the Hilton Union Fire Department to the Council of the Township of Hilton and the Council of the Village of Hilton Beach for consideration. *CARRIED*

The Board reviewed and discussed by-law #1021-11; being a by-law to continue a Fire Department. Secretary-Treasurer Sara Dinsdale explained that the reason this by-law is included in tonight's meeting

HILTON UNION FIRE BOARD - Regular Meeting
MINUTES – November 26, 2025

is due to the lack of clarity of Department roles. The by-law explains the responsibilities and duties of the Fire Chief, Deputy Fire Chief, Captains, and the Department as a whole. It was explained that the Secretary-Treasurer has been performing the administrative duties as set out under the Fire Chief's role, and these duties have been taking place during Municipal office time. The Secretary-Treasurer explained that although pleased to assist with the administrative duties, at times, managing the administrative duties in full capacity has interfered with her regular office duties as a Municipal CAO/Clerk-Treasurer for the Township of Hilton. Fire Chief Robert Hope stated that he could provide a report of the Fire Chief Updates to be included in each meeting going forward.

Chairperson Brian Delvecchio went around the table to ask if anyone had any other business to discuss.

Deputy Fire Chief Dan See mentioned that he was in contact with Bill from PPE Solutions. Bill offered to supply the Hilton Union Fire Department with used SCBA packs that are the same as the ones the department has. These packs can be used as backup and/or parts. They should be in good working condition for at least 10 – 15 years as they are not very old. Bill shipped 17 packs and only requested the shipping cost of approximately \$230.00 be paid. They arrived last week.

Sarah Brown mentioned that a newsletter should be created that states that it's burning season. The Secretary-Treasurer mentioned that the Township of Hilton has created a newsletter which is located on their website, that includes some winter fire safety tips.

Fire Chief Robert Hope stated that Phillip Mitchell from Town and Country Towing donated spill control materials to the Hilton Union Fire Board. Springer Aerospace also donated lights for the Fire Hall. These donations are very much appreciated by the Fire Department.

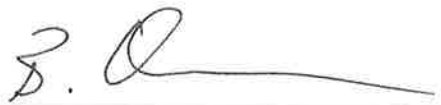
Fire Chief Robert Hope also thanked Secretary-Treasurer Sara Dinsdale for organizing the two upcoming fundraising events and the administration work done for the fire department and board meetings.

Resolution #F2025-19

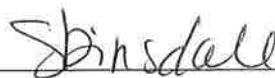
Moved: Mike Garside

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does adjourn at 9:25 p.m. and agree to meet again at the Hilton Township Municipal Office on Wednesday, February 18, 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



7)C)

Memo

Meeting Date: March 11, 2026
Regular Council Meeting

Subject: Hilton Union Fire Board Delegation of Authority
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

At the Hilton Union Fire Board Meeting held on February 25, 2026, the following resolution was passed:

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does acknowledge receipt of the Delegation of Authority letter dated February 20, 2026, from Secretary-Treasurer Sara Dinsdale;

AND THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT recognizes the delegation of duties to Britney MacKay in accordance with the Board's by-laws and established practices for the remainder of the current term of Council.

8) a)

2026 Building Permit Fees Collected vs Costs Incurred
(re: Tulloch Services)

| Month | a/c 480100 | a/c 525600 | a/c 525610 | Difference |
|-----------|-----------------------|--------------------|-----------------|------------------|
| | Permit Fees Collected | Invoice Time Based | Invoice Mileage | |
| January | | 257.45 | | 257.45 |
| February | 3,125.10 | 655.33 | | -2,469.77 |
| March | | | | |
| April | | | | |
| May | | | | |
| June | | | | |
| July | | | | |
| August | | | | |
| September | | | | |
| October | | | | |
| November | | | | |
| December | | | | |
| | 3,125.10 | 912.78 | 0.00 | -2,212.32 |

Actual Net Cost to date 2026

912.78
Total Inspection and Mileage Costs

Historical FYI:

| | | |
|-------------|-----------|-----------|
| 2026 | 3,125.10 | 912.78 |
| 2025 | 12,392.60 | 13,096.22 |
| 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:

| |
|------------------|
| -2,212.32 |
| 703.62 |
| 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 |

Planning Report

To: St. Joseph Island Municipal Councils

From: Michael Jagger, Secretary-Treasurer

Date: January 23, 2025

Re: Accessory Buildings on Otherwise Vacant Lands - Non-Conforming Uses

Background:

The St. Joseph Island Planning Board was delegated Consent Approval Authority by the Province on February 2, 1978. A further delegation of Subdivision Approval Authority came into effect on December 21, 1998. Since 1978, the Planning Board has routinely processed applications resulting in the creation of hundreds of new lots. A substantial number of these new lots had existing storage facilities (i.e. sheds, garages, etc.) or other structures of an accessory type use located on either the new lot being created or on the portion of the original lot being retained, where that parcel was otherwise vacant land. These buildings and structures were considered to meet the zoning by-law definition of a pre-existing non-conforming use which would legally be allowed to continue so long as that pre-existing use was not changed. The appropriateness of considering such buildings and structures to be legally pre-existing non-conforming uses has however recently been raised, and staff of the Ministry of Municipal Affairs and Housing do not recommend this approach. As a result, the Planning Board has directed me to prepare a report on this matter, including potential effects and remedies, as well as other options for consideration by the councils of its member municipalities

This report focuses on two issues related to accessory type uses located on otherwise vacant lots, as follows:

First, should a pre-existing building or structure that was used as an accessory use to a primary permitted use, but which is no longer on the same lot as that permitted primary use as a result of land division, be allowed to continue to be used for the same use it was prior to the land division as a legal pre-existing non-conforming use?

If so, then perhaps nothing would need to be done other than possibly clarifying the wording in related clauses of the zoning by-law. If not, then it may be prudent to clarify this in the zoning by-law. Steps would then also need to be taken to bring a large number of lots previously created by subdivision or severance, which have such buildings thereon, into compliance with your zoning by-laws by requiring amendments to the zoning by-laws to recognize and permit the subject buildings and uses thereof to continue. Failing that, such uses could be required to be terminated and/or the subject buildings removed.

A review of all severance applications processed since 2008 indicated that more than 10% of all applications approved during that period resulted in the creation of otherwise vacant lots that had such buildings or structures located thereon. If that percentage is applied to all applications processed since

1978, the number of which is estimated to be between 700 and 800 applications, then there could quite conceivably be some 70 to 80 similar situations that may need to be either removed or dealt with through individual site specific amendments to your zoning by-laws unless they are recognized as legally pre-existing non-conforming uses.

Second, should certain types of “accessory” buildings or structures be allowed to be erected and used on otherwise vacant lots?

Is there any particular reason why a landowner should not be allowed to have a private storage facility (i.e. shed or garage) or certain other “accessory type uses” (e.g. gazebo) located on their property without having any other primary permitted use on the same lot? Some municipalities allow these types of buildings and structures prior to development of a primary use on a lot, but most do not.

Options to allow such buildings or structures could be considered as part of the zoning by-law review and update currently being undertaken by the Planning Board on behalf of its member municipalities. It would be possible to allow such uses by either adding them to the list of permitted uses of certain zones (e.g. residential zones only) or by adding a notwithstanding (exceptions) clause to the relevant zones. It could also be possible to limit the number and size of such uses permitted on a single lot.

One approach could be to amend the comprehensive municipal zoning by-laws to include a provision which would allow for the erection and use of one private storage facility (i.e. shed or garage) on each lot in the rural and residential zones (RU, R1, R2, SR and LSR) with a maximum size limit based on the size of the lot. Additional storage buildings, if needed, could then be allowed as permitted accessory uses once a primary permitted use to which they are accessory has been established on the lot.

Another potential approach, particularly in rural and waterfront residential zones, could be to add Recreational Use to the list of permitted uses of those zones which could in turn allow certain accessory uses (i.e. storage facility) considered common and incidental to the recreational use of that property. Again, limits could be put on the number and size of such accessory buildings permitted.

In the event a landowner wanted to erect more than the maximum number of storage facilities on a particular lot before establishing a permitted primary use to which they would be an accessory use, then and only then would a zoning by-law amendment be required.

Planning Rational:

The current zoning by-law (Sec. 4.16) provides that “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 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”. Some argue that if lot boundaries change then the pre-existing building’s use also changes and therefore does not have the right to continue. The zoning by-law however does not state or indicate in any way that a building originally constructed legally as an accessory use to a permitted primary use must continue to be located on the same lot as that primary use. Rather it focuses on the use of that building remaining unchanged and continuing.

Section 34 (9) of the Municipal Act entrenches the right of pre-existing buildings and structures to continue and prevents municipalities from enacting zoning by-laws which would remove that right. Once again, it makes no reference to the lot, or any change to the lot, on which such building or structure is or was originally located.

Municipalities may, and often do, encourage appropriate maintenance of vacant lots through property standards by-laws. Policy E1.8 of the St. Joseph Island Official Plan recognizes the importance of property conditions and authorizes municipal councils to pass property standards by-laws to regulate various properties including vacant lands and to prescribe standards for the maintenance of such properties. It is quite common for the owner of a vacant lot, particularly in the rural and residential zones to have, or want to have, a private storage facility (i.e. shed or garage) on the property in which to store certain tools and/or equipment associated with their use and maintenance of that property. Many of these storage buildings can now be constructed without a municipality's knowledge or approval as the Ontario Building Code has been amended to remove the requirement for a building permit for storage buildings with a floor area of up to 15 square metres.

The current zoning by-law (Sec. 4.1.1.1) prohibits the use of detached accessory buildings for human habitation or an occupation for gain unless specifically permitted by the by-law and Sec. 4.1.2.1 restricts the location on lots where a detached accessory building may be located. Section 4.1.2.2 places height restrictions on most accessory buildings or structures and Sec. 4.1.2.4 specifies a maximum floor area for accessory buildings on lots in the rural zone with an area of 1 hectare or less. Similar provisions could be incorporated to restrict the use, location and size of private storage facilities on vacant lots within the rural and residential zones.

Options:

Include provisions in the updated municipal zoning by-laws to clarify whether or not pre-existing accessory use buildings located on lots on which the primary use to which they were constructed is no longer located are to be considered legally non-conforming pre-existing uses, include provisions in the updated zoning by-laws to permit and regulate private storage facilities and/or other accessory type uses on lots in specific zones that have no other primary use buildings located thereon (i.e. vacant lots), add Recreation Uses to the list of permitted uses of specific zones, or do nothing.

Recommendation:

That the Councils of the municipalities on St. Joseph Island review these two issues and the options outlined herein, and provide their comments and recommendations thereon to the St. Joseph Island Planning Board in order that they may be considered at the next meeting of this Board, which is scheduled for March 23, 2026.

Respectfully submitted,



Michael Jagger, Secretary-Treasurer

a)a)ii)

Hilton Township Administration

From: Michael Jagger <sjiplanningboard@gmail.com>
Sent: February 12, 2026 5:04 PM
To: Hilton Township Administration
Cc: Amanda Richardson; Kaylee D'Angelo; Clerk Hilton Beach
Subject: Re: Accessory Type Buildings on Vacant Lands

Follow Up Flag: Follow up
Flag Status: Completed

Sorry Sara, I am a little confused as it is the Planning Board who is asking for Council's recommendations, not the other way around. There are however a number of possible options that could be considered depending on Council's desired approach and goals.

As stated in the report, there are really two separate issues. First is whether or not to recognize and allow the use of pre-existing buildings and structures on severed lands, which were in compliance with the zoning by-law prior to severance but may no longer be as a result of lot division, to continue as pre-existing legally non-conforming uses. If Council wants to allow them to continue, then the by-law could be amended to clarify that such buildings and structures will be considered to be legal non-conforming uses even if they are no longer on the same lot as the primary use to which they were originally constructed as accessory to. If on the other hand, Council does not want to allow such uses to continue as a matter of right, then the current wording of the by-law could be amended to make it clear that pre-existing accessory buildings and structures in such circumstances will require a zoning by-law amendment before they will be permitted to continue. The actual wording either way could be developed by our planning consultant as part of the upcoming zoning review and update.

The second issue, which was discussed at the last meeting of the Planning Board and seemed to have initial general support, is the possibility of allowing storage type buildings such as sheds and garages on otherwise vacant parcels of land. Allowing other accessory type uses such as decks and gazebos, could perhaps also be considered. Again, if the councils are agreeable, the consultants being hired to review and update the Island's municipal zoning by-laws could be requested to propose an appropriate method of allowing such buildings and/or structures. Some of the options that might be considered in that regard could include:

- allowing accessory type uses in general to be constructed and used prior to any primary permitted use being proposed or developed (Note: This option was considered in the drafting the current zoning by-law but was rejected at that time.)
- adding "personal private storage facilities" such as sheds and garages, or other specific accessory type uses (i.e. gazebos, decks, etc.) as primary permitted uses in some or all zones. This option would require definitions for the specific uses to be added to the list of permitted uses.
- adding a "notwithstanding clause" to allow certain specific types of uses (i.e. storage garage, storage shed, gazebo, deck, etc.) to be erected and used prior to the development of any permitted primary use, either in general or in specific zones. This option could include limits on the number and/or size of such buildings or structures on any one lot. For example, this exception

could include a provision that not more than 1 (or 2) such buildings or structures with a total floor area of no more than xxxx sq. metres will be permitted.

I do hope this clarifies the intent of the report provided previously, and some of the options available for dealing with these issues. The consultants may also have some additional ideas on how to best achieve our goals in relation to these issues, but the Board would appreciate some direction from Council on their preferred approach.

If you have any questions or require further clarification, please do not hesitate to contact me immediately.

Thanks,

Mike

On Thu, Feb 12, 2026 at 4:14 PM Hilton Township Administration <admin@hiltontownship.ca> wrote:

Hi Mike,

Council reviewed your Planning Report regarding Accessory Buildings on Vacant Lands at last night's Council meeting, and deferred commenting and providing recommendations to our meeting scheduled on March 11, 2026. Council wants further clarification as to what your options and recommendations are as they felt that it was unclear. If you could provide further details for Council review that would be great.

Thank you.

Sara Dinsdale

CAO/Clerk-Treasurer

Township of Hilton

705-246-2472

admin@hiltontownship.ca

9b)



Memo

Meeting Date: March 11, 2026
Regular Council Meeting

Subject: Property Assessment of Residential/Commercial Property
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

MPAC has notified the Township that the property located at 3003 Base Line, Part of Lot 1, Concession 17 in the Township of Hilton has been added to their re-assessment list for this year as it appears that a commercial business has been operating under the name Stevens Enterprises. Upon completion of MPAC's assessment, the Township will receive a notice indicating whether a classification change has taken place and property taxes will be applied accordingly. It is currently zoned as residential and commercial; however, their tax classification is valued as residential only.

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1495-26

Being a by-law to appoint officers, servants, boards,
and commissions for the year 2026.

WHEREAS Section 5(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that the powers of a municipality shall be exercised by its Council;

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 for the purposes of the Corporation and for carrying into effect the provisions of any Act of the Legislature or by-law of the Council, including the appointment of members to boards of management;

AND WHEREAS the Council of the Corporation of the Township of Hilton deems it expedient to appoint said officers, servants, boards, and commissions for the year 2026;

NOW THEREFORE the Council of the Corporation of the Township of Hilton hereby enacts the following be appointed for the year 2026:

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

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

THAT this By-law rescinds By-law No. 1480-26.

Read a first, second and third time and finally passed this 11th day of March 2026.

Rodney Wood, Reeve

Sara Dinsdale, CAO/Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF HILTON

Schedule "A" to By-law No. xxxx-26

Subject: Workplace Violence and Harassment Policy
Source: By-law XXXX-26
Date Approved: XXXX XX, 2026
Resolution No.:

PURPOSE

The Council of the Township of Hilton is committed to fostering and maintaining a safe, productive, healthy, and respectful working environment for all employees. This commitment extends to all workplace interactions, including those with taxpayers, residents, contractors, volunteers, and other members of the public

The Township of Hilton does not condone and will not tolerate any form of violence, harassment, or bullying in the workplace, whether committed by or directed toward a Township employee.

This includes any form of workplace violence or harassment committed by members of the public, regardless of whether the interaction occurs:

- in person;
- by telephone;
- by email, text message, or social media; or
- through any other electronic or non-electronic communication

This Workplace Violence and Harassment Policy is not intended to restrict free speech or to interfere with normal, everyday interactions among employees. However, it is recognized that behavior or communication that may seem inoffensive to one person may be perceived differently by another. Harassment can generally be distinguished from normal, mutually acceptable social interaction. It is the perception of the recipient, not the intent of the sender, that determines whether a comment, action, or gesture is considered unwelcome or objectionable.

DEFINITIONS

1. "Complainant" shall mean the individual who reports the act/incident and completes the Reporting Form.
2. "Domestic Violence" shall mean the exercise of physical force that could cause physical injury, an attempt to exercise physical force that could cause physical injury, or a statement or behavior that is reasonably interpreted by its target as a threat to exercise physical force that could cause physical injury, by a person who has a

The Corporation of the Township of Hilton
Workplace Violence and Harassment Policy Schedule “A” Cont’d

personal relationship with another person, such as a spouse or former spouse, current or former intimate partner, or a family member.

3. “Respondent” shall mean the individual against whom the complaint is made.
4. “Worker” shall include all employees, elected officials, committee appointees, contractors, volunteers, supervisors, and managers who perform work for the Municipality.
5. “Workplace” shall mean any land, premises, location or thing at, upon, in or near which a Worker works. This may include virtual workplaces, work-related social functions (parties etc.), work responsibilities outside Municipality offices, work-related travel, and work-related conferences, meetings, or training sessions.
6. “Workplace Violence” shall mean any act or threat of physical violence, harassment, intimidation, or threatening behaviour against a worker, an attempt to exercise physical force against a worker, or a statement or behavior that a worker could reasonably interpret as a threat to exercise physical force against them in a workplace. This definition includes threats, verbal abuse, physical assault, and any other action that could cause physical injury to a worker in a workplace.
7. “Personal harassment” shall include any unsolicited, unwelcome, disrespectful, or offensive behaviour with an underlying sexual, bigoted, ethnic, or racial connotation. It may occur through physical, verbal, written, graphic, or electronic means. Examples include:
 - Behaviour that is hostile, degrading based on protected grounds under human rights legislation (e.g. age, race, nationality, disability, family status, religion, gender, sexual orientation, gender identity, or gender expression)
 - Sexual solicitations or advances made by a person in a position to grant, deny or influence employment benefits, where the individual knows or ought reasonably to know the behaviour is unwelcome
 - Reprisal or threats of reprisal for rejecting a sexual solicitation or advance.
 - Unwelcome remarks, jokes, innuendos, propositions, or taunts about a person’s body, clothing, sex, sexual orientation, religion, or other protected characteristics
 - Suggestive, offensive, or sexually explicit comments, bragging, or jokes;
 - Displaying pornographic, sexist, racist, or derogatory pictures or materials;
 - Leering (suggestive persistent staring)
 - Unwelcome physical contact such as touching, patting, or pinching with sexual connotation
 - Sexual assault

The Corporation of the Township of Hilton
Workplace Violence and Harassment Policy Schedule “A” Cont’d

- Conduct between people of any gender, including behaviour by female employees toward males or between individuals of the same sex
 - Actions that create a hostile, intimidating, or offensive workplace, through any physical, verbal, written, graphic, or electronic means
 - Threats of physical violence that endanger the health and safety of employees
8. “Racial/Ethnic Harassment” shall mean any conduct or comment that humiliates an employee because of their racial or ethnic background, colour, place of birth, citizenship, or ancestry. This includes harassment by coworkers, supervisors, or any members of the public. Examples of conduct which may be racial or ethnic harassment include:
- Unwelcome remarks, jokes, or innuendos about an individual’s racial or ethnic origin, colour, place of birth, citizenship, or ancestry
 - Displaying racist or derogatory pictures, symbols, or other offensive material
 - Insulting gestures or practical jokes based on racial or ethnic grounds that cause embarrassment or discomfort
 - Refusing to speak to, work with, or treating someone differently because of their ethnic or racial background

The following definitions are taken from the Occupational Health and Safety Act:

Workplace Harassment –

(a) engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, that is known or ought reasonably to be known to be unwelcome; or

(b) workplace sexual harassment.

Workplace Sexual Harassment –

(a) engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or

(b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

GUIDELINES

The Township of Hilton is committed to providing a safe and healthy work environment, free from violence, threats of violence, discrimination, harassment, sexual harassment, intimidation, and misconduct. Harassment or violent behaviour toward Township staff by anyone—including employees, supervisors, elected officials, contractors, volunteers, or members of the public—is strictly prohibited, whether verbal, physical, or electronic. Examples include but are not limited to:

- yelling, swearing, or verbally abusing staff;
- aggressive or hostile telephone behaviour;
- repeated unfounded complaints intended to intimidate;
- discriminatory remarks or slurs;
- online harassment (emails, social media messages, or posts);
- threats of physical harm or property damage.

Weapons are prohibited on Township premises. If a member of the public is found or suspected to be carrying a weapon or making threats, authorities will be contacted immediately.

Knowingly filing a false complaint or providing false information during an investigation is a violation of this policy and will result in disciplinary action, up to and including termination.

This policy also protects individuals who, in good faith, report incidents or participate as witnesses. Reprisal, or threats of reprisals, are strictly prohibited.

The Township will ensure all employees receive training on workplace violence, harassment, and their responsibilities under this policy. A copy of this policy will be made available to all employees.

APPLICATION

This policy applies to all employees at all stages of employment, including recruitment, hiring, promotion, transfer, and termination. This policy also applies to all individuals working for and representing the Township of Hilton, including contractors, volunteers, Council members, managers and supervisors and extends to all interactions with members of the public.

Supervisors and managers are responsible for enforcing this policy and intervening promptly when incidents are observed or reported. All Township of Hilton employees must make every effort to prevent discrimination or harassing behaviour and to intervene immediately if they observe a problem or if a problem is reported to them.

For the purposes of this policy, harassment or bullying may occur:

- in the workplace;
- at work-related social functions;
- during off-sitework assignments;
- during work-related travel;
- through work-related telephone or electronic communication;
- during any interaction between Township employees and the public (including ratepayers, residents, or visitors).

VIOLENCE RISK ASSESSMENT

The Township will conduct regular risk assessments to identify potential sources of workplace violence and implement measures to control risks. The assessment may include:

- Review of security, incident, and inspection reports;
- Employee surveys and feedback;
- Evaluation of risk factors such as public interaction, exchange of money, receiving doors, working alone, or working at night;
- Review of comparable workplaces' history of violence.

Information regarding individuals with a known history of violence or harassment toward staff will be shared with workers where necessary for their protection.

REPORTING VIOLENCE OR BULLYING

Employees who witness or experience violence or potential violence must immediately report the incident to the CAO/Clerk.

INVESTIGATING REPORTS OF VIOLENCE OR BULLYING

The Municipality shall:

- Investigate all reports promptly and consult with appropriate resources (legal counsel, health and safety consultants, employee assistance provider, human rights office, police);
- Take reasonable measures to eliminate or mitigate risks;
- Document the incident, investigation, and corrective actions;
- Report lost-time injuries due to violence to the Ministry of Labour.
- Review the policy and risk assessment annually;

The CAO/Clerk shall:

- Review the Workplace Violence Hazard Assessment results and provide recommendations to management to reduce or eliminate the risk of violence

The Corporation of the Township of Hilton
Workplace Violence and Harassment Policy Schedule "A" Cont'd

- Review all reports forwarded to the safety representative regarding workplace violence and other incident reports as appropriate pertaining to incidents of workplace violence that result in personal injury or threat of personal injury, property damage, or police involvement
- Participate in the investigation of critical injuries (e.g., incidents that place life in jeopardy or result in substantial blood loss or fracture of leg or arm)
- Recommend corrective measures for the improvement of the health and safety of workers
- Respond to employee concerns related to workplace violence and communicate these to council
- May participate in the investigation of reported incidents that result in personal injury or have the potential to result in injury

REPORTING

Informal Procedure

Employees who believe they have been harassed may:

- Address the behaviour directly with the harasser, verbally or in writing; or
- Report the behaviour to their supervisor, the harasser's supervisor, or another supervisor.

Formal Procedure

Employees may file a written complaint (form attached) with the CAO/Clerk. The complaint must include:

- Dates and times of each incident;
- Names of individuals involved;
- Names of witnesses; and
- A detailed account of each incident.

OHSA requirement: Response within 10 business days of filing.

INVESTIGATION

Once a written complaint has been received, the Township of Hilton will conduct a thorough and impartial investigation. Harassment must not be ignored, as silence may be interpreted as acceptance. Employees will not face demotion, dismissal, discipline, or loss of promotional or employment opportunities because they rejected sexual advances or filed a complaint in good faith.

The Township of Hilton will ensure that all information obtained during the investigation is kept confidential, except where disclosure is required to conduct the investigation, implement corrective measures, or comply with legal requirements.

Investigation Process

The investigation will include, but may not be limited to, the following steps:

- Informing the respondent that a complaint has been filed;
- Interviewing the complainant, the respondent, any individuals directly involved in the incident, and any witnesses identified by either party;
- Interviewing any other person who may have relevant knowledge of the incident or of similar prior incidents.

A copy of the complaint detailing the complainant's allegations will be provided to the respondent. The respondent will be invited to submit a written response. This response will be shared with the complainant before the investigation proceeds.

The Township will take all reasonable measures to protect the privacy of both the complainant and the respondent and to limit disclosure of information to only what is necessary.

All parties involved may be accompanied by a support person if requested. Investigators must be impartial, free from conflicts of interest, and trained in workplace violence and harassment matters.

During the investigation:

- Both the complainant and respondent will be interviewed, along with all identified witnesses.
- Statements will be collected and documented from all relevant parties.
- A determination will be made based on the information gathered.
- External assistance or legal counsel may be used if required.
- Employees will not be penalized for rejecting another employee's sexual advances or for submitting a harassment complaint in good faith.

Upon completion of the investigation, the Township of Hilton will notify both the complainant and the respondent in writing of the findings of the investigation and of any corrective or disciplinary action that has been or will be implemented.

If the complainant decides not to proceed with a formal complaint, senior management may determine - based on the seriousness of the incident - that a formal complaint is required. In such cases, management will prepare and file the necessary documentation and inform the respondent accordingly.

If it is determined that harassment in any form has occurred, appropriate disciplinary action will be taken as promptly as possible.

IMMEDIATE ASSISTANCE

Canada's *Criminal Code* addresses violent acts, threats, and behaviours, such as stalking and assault. Employees should call 911 immediately if:

- An act of violence occurs;
- A threat of violence is made; or
- They feel endangered by anyone

RIGHT TO REFUSE UNSAFE WORK

Under the *Occupational Health and Safety Act (OHSA)*, every worker has the legal right to refuse work they believe is unsafe. Employees are encouraged to follow the procedures outlined in Section 5 of the OHSA when exercising this right.

The Township of Hilton is committed to providing and maintaining a safe, healthy, and supportive workplace. All concerns regarding unsafe work will be taken seriously and addressed promptly in accordance with legislative requirements.

SPECIAL CIRCUMSTANCES

If an employee has a legal court order (e.g., a restraining order or "no-contact" order) against another individual, the employee is encouraged to notify their supervisor and to provide a copy of the order to the CAO/Clerk's Office. This is important if the employee believes the individual may attempt to contact them at the Township of Hilton, in violation of the court order. The Township will take all reasonable actions to help protect the employee. All information will be kept confidential and protected in accordance with all applicable legislation.

If any visitor to the Township of Hilton workplace is seen with a weapon (or is known to possess one) or make a verbal threat or assault against an employee or another individual, employee witnesses must immediately contact the police, emergency services, their immediate supervisor, and the CAO/Clerk's Office.

All records of harassment and any subsequent investigations are confidential and will only be disclosed as required by law. When criminal proceedings are involved, the Township of Hilton will cooperate fully with police agencies, legal counsel, insurance providers, and the courts.

If a member of the public:

- Carries or is suspected of carrying a weapon,
- behaves in a threatening or intimidating manner,
- commits or attempts violence,
- engages in stalking or repeated unwanted contact with an employee,

The employee must immediately notify:

- police/emergency services,
- their supervisor, and
- the CAO/Clerk's Office.

FRAUDULENT OR MALICIOUS COMPLAINTS

This Workplace Violence and Harassment Policy must not be used to file fraudulent or malicious complaints. Unfounded or frivolous allegations may cause significant harm to both the accused individual and the Township. If it is determined that an employee knowingly made false statements regarding a harassment allegation, immediate disciplinary action will be taken. Determinations of frivolous or malicious complaints will follow procedural fairness principles and may be appealed.

DISCIPLINARY MEASURES

If it is determined that an employee has engaged in violent behaviour, unacceptable conduct, or harassment toward another employee, disciplinary action will be taken. This may include counselling, a formal warning, or dismissal, depending on the severity of the behaviour.

Members of the public who commit violence or harassment toward staff may be subject to:

- removal from Township property;
- trespass restrictions;
- service limitations;
- police involvement and charges where applicable.

Confidentiality and Privacy

The Township of Hilton is committed to protecting the privacy and personal information of all individuals involved in complaints, investigations, or reports of workplace violence and harassment. All records, statements, and materials collected are treated as confidential and shared strictly on a need-to-know basis to:

- Conduct a thorough and impartial investigation
- Implement corrective measures, or
- Comply with applicable legal or regulatory requirements

The Township adheres to PHIPA (Personal Health Information Protection Act) and FIPPA/FOIPPA (Freedom of Information and Protection of Privacy Act), ensuring that personal information collected:

- Is used solely for the purpose of the investigation
- Is stored securely and protected from unauthorized access
- Is disclosed only to individuals authorized to access it
- Remains confidential except where disclosure is required by law or is necessary to protect the health and safety of staff

All parties involved—including complainants, respondents, and witnesses—will be treated with respect, fairness, and discretion. Any breach of confidentiality may result in disciplinary action up to and including termination.

MANAGING AND COACHING

Counselling, performance appraisal, work assignments, and the implementation of disciplinary measures are not considered forms of harassment. This policy does not restrict a manager’s or supervisor’s responsibility to manage and direct work.

EMPLOYEE RIGHTS

- a. If an employee believes they are being harassed by their employer or supervisor, they have the legal right to report the incident to someone other than the employer or the supervisor.
- b. In accordance with the *Ministry of Labour – Workplace Harassment, Sept. 13, 2016, section 3.3*, a workplace harassment investigation may be carried out by:
 - Someone within the workplace (e.g., another supervisor or a human resource representative);
 - Someone within the organization (e.g., someone from another company location or from the corporate head office);
 - someone associated with the workplace or organization (e.g., another franchise or business association);
 - or someone external to the organization (e.g., a licensed private investigator, an HR professional, or a lawyer).
- c. Employees may contact the designated person directly without informing the employer (see Section 5: Notification and Investigation).
- d. In certain circumstances, a Ministry of Labour inspector may order the employer to have an investigation conducted by an “impartial person possessing such knowledge, experience, or qualifications as are specified by the inspector”. The inspector decides the criteria for knowledge, experience or qualifications to be set out in what order. Criteria may include: knowledge of the workplace harassment and reprisal provisions under the OHSA and other applicable laws; experience conducting workplace investigations, handling confidentiality and privacy, preparing comprehensive reports, and managing complex or sensitive situations.

- e. An "impartial person" must be unbiased, free from conflict of interest, and, if applicable, in good standing with their professional body. While often external, an impartial person may, in some cases, be someone internal to the organization.
- f. When a third-party investigator is more appropriate, options may include:
 - A community business leader or association member;
 - A certified human resource professional;
 - A lawyer; or
 - A licensed private investigator.

For further information see Ministry of Labour:

<https://www.labour.gov.on.ca/english/hs/pubs/wpvh/harassment.php>

Acknowledgment and Agreement

I, _____, acknowledge that I have read and understand the **Workplace Violence and Harassment Policy** of the Township of Hilton. I agree to comply with the requirements of this policy and to promote a work environment that is free from violence and harassment. I understand that any violation of this policy may result in disciplinary action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____

REPORTING FORM

Important: This form may be used to report incidents involving employees or members of the public

| | | |
|---|---|---------------------------------------|
| Part 1 - Employee Information (to be completed by employee) | | |
| Name: | Department: | |
| Date and time of incident: | | |
| Date and time incident reported: | | |
| Incident reported to: | | |
| Location of incident (please circle one and specify details where applicable) | | |
| Inside Hilton Township Building | Outside Hilton Township Building (specify) | On Hilton Township Property (specify) |
| In Parking lot (specify) | Community location (specify) | Residential (specify) |
| Work location, if off-site | | |
| Were the emergency response procedures initiated? Yes No | | |
| Please check the classification of the incident (please refer to explanation provided) | | |
| <input type="checkbox"/> Type I (Criminal Intent) | Offender has no relationship to the workplace | |
| <input type="checkbox"/> Type II (Client) | Offender is a ratepayer, taxpayer, resident, or any member of the public who became violent toward a worker | |
| <input type="checkbox"/> Type III (Worker-to-worker) | Offender is an employee or past employee of the workplace | |
| <input type="checkbox"/> Type IV (Personal Relationship) | Offender has/had a relationship with an employee (e.g., domestic violence in the workplace) | |
| Describe the event, including persons involved and any known factors that may have precipitated the event (attach additional pages if necessary): | | |

The Corporation of the Township of Hilton
 Workplace Violence and Harassment Policy Schedule "A" Cont'd

| | | |
|--|--|--|
| Does the person(s) involved have a history of previous incidents that you are aware of? Yes No Don't know | | |
| Incident Type | | |
| <input type="checkbox"/> Threat | <input type="checkbox"/> Physical assault | <input type="checkbox"/> Verbal abuse |
| <input type="checkbox"/> Discrimination | <input type="checkbox"/> Robbery, arson, vandalism | <input type="checkbox"/> Carrying a weapon |
| <input type="checkbox"/> Harassment | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Other |
| Injury Type | | |
| <input type="checkbox"/> Strain or sprain | <input type="checkbox"/> Cut or laceration | <input type="checkbox"/> Contusion |
| <input type="checkbox"/> Bitten | <input type="checkbox"/> Pinched or grabbed | <input type="checkbox"/> Psychological |
| <input type="checkbox"/> Emotional | <input type="checkbox"/> Other (Specify) | <input type="checkbox"/> Other (Specify) |
| Was medical attention or first aid required? (Circle) Yes No | | |
| If yes, provide details (attach additional pages if necessary): | | |
| | | |

The Corporation of the Township of Hilton
Workplace Violence and Harassment Policy Schedule "A" Cont'd

Policy Review

As required by the *Occupational Health and Safety Act* Township of Hilton will review this policy annually and will post the policy in a visible place in the workplace.

| <u>Reviewed</u> | <u>Next Review</u> |
|---|--------------------|
| October 2013 (effective October 2013) | October 2016 |
| December 2016 (effective December 2016) | December 2017 |
| February 11 2026 | |
| | |
| | |
| | |
| | |

THE CORPORATION OF THE TOWNSHIP OF HILTON

Schedule “B” to By-law No. 1498-26

Subject: Workplace Violence and Harassment Investigation Checklist
Source: By-law 1498-26
Date Approved: March 11, 2026
Resolution No.:

Workplace Violence and Harassment Investigation Checklist

1. Obtain a Description of the Incident/Claim

- Listen to the employee and ensure they provide a full and detailed account of the incident(s).
- Treat the matter seriously and remain professional; be mindful of the difficulty an employee may experience when coming forward.
- Contact the Township’s legal counsel if the situation appears to require legal advice or action.
- Obtain a written, signed, and dated statement from the claimant.
- Ensure the employee is protected from any form of retaliation for reporting the incident.
- Ask the employee if they believe there is a potential resolution.
- Inform the employee that they may wish to file a complaint with the appropriate authorities, if applicable.

2. Conduct an Investigation into the Incident/Claim

- Begin the investigation immediately upon receiving the complaint.
- Maintain confidentiality throughout the process. Share Information strictly on a need-to-know basis and with those who understand their obligation to keep details confidential.
- Treat all complaints seriously and without bias.
- Document all information thoroughly and accurately.
- Contact the authorities where appropriate.

3. Interviewing the Complainant

- Obtain a complete account of the incident and document all details.
- Determine whether the incident is part of a broader pattern or a single occurrence.
- Identify any contextual factors that may have influenced the incident.
- Review reporting relationships or hierarchical structures that may be relevant.
- Establish a timeline of events, including each involved party’s duties and expected locations at the time of the incident.

- Consider the possibility of a false allegation and any potential motivating factors, while ensuring an unbiased and respectful approach.
- Inform the complainant that a full and impartial investigation will be conducted.
- Obtain a written, signed, and dated statement from the complainant.
- Ensure that the employee remains free from retaliation.

4. Interview the Accused

- Obtain a written, signed, and dated statement from the accused employee.
- Communicate the details of the allegation and ask the accused to clarify any discrepancies.
- Identify any reporting relationships or hierarchical structures between the parties.
- Establish a timeline of events and the duties and expected locations of each party at the time of the incident.
- Assess any potential for retaliation and take immediate measures to protect all parties from potential retaliation or reprisal and clearly state that such behaviour will not be tolerated.
- Document all pertinent information, including behaviours observed during the interview and the accused’s full account of the incident.

5. Interviewing Witnesses

- Obtain written, dated, and signed statements from any witnesses.
- Ensure witnesses are also protected from retaliation.

6. Resolve the Complaint

- If a transfer is requested or required, ensure the change does not negatively impact the employee’s employment status or opportunities.
- Where disciplinary action is required, determine the level of discipline based on:
 - Severity of the incident
 - Consistency with previous similar cases
 - The employee’s history
 - Frequency or recurrence of behaviour.
- Review, update, and re-communicate the Township’s Workplace Violence and Harassment Policy as needed.
- Place all documentation – including the complaint, investigation materials, findings, disciplinary measures, and follow-up actions – into confidential files.
- Follow up with all relevant parties to communicate the actions being taken in response to the findings of the investigation.
- Follow-up evaluations may be conducted to ensure the effectiveness of corrective actions

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Staff Report: DR-2026-03-11-MRP
Subject: Use of Municipal Resources Policy
Prepared by: Britney MacKay, Deputy Clerk-Treasurer

Meeting Date: March 11, 2026
Regular Council Meeting

Background:

Section 88.18 of the *Municipal Elections Act, 1996* (the Act) requires municipalities and local boards to establish rules and procedures governing the use of municipal resources during an election campaign period. This policy must be in place prior to May 1 in the year of a regular municipal election year.

The Act prohibits municipalities from making contributions to Candidates or Registered Third Parties in any form, including money, goods, or services. The improper or perceived improper use of municipal resources during an election campaign may constitute an unlawful contribution under the Act.

Historically, the Township has relied on general policies, staff practices, and legislative guidance to manage the use of municipal resources during election periods. However, the Act now clearly requires municipalities to formally adopt rules and procedures governing this matter through an approved policy.

Analysis:

The Use of Municipal Resources During an Election Period Policy has been developed to ensure the Township’s compliance with the *Municipal Elections Act, 1996*, while promoting transparency, fairness, and accountability throughout the election process.

The policy establishes clear and consistent rules regarding the use of municipal resources by Members of Council, Candidates, Registered Third Parties, and Township Staff during an election campaign period. In particular, the policy:

- Prohibits the use of municipal funds, property, technology, staff time, and other resources for election campaign purposes;
- Ensures that all Candidates and Registered Third Parties are treated fairly and consistently;
- Clarifies expectations for Township staff to maintain political neutrality while continuing to carry out their regular duties;
- Provides guidance related to the use of Township facilities, websites, and social media platforms;
- Protects the integrity and impartiality of the Township during an election period;
- Reduces the risk of real or perceived conflicts of interest or allegations of preferential treatment.

This policy also includes provisions for interpretation and administration, delegating authority to the Clerk to provide guidance and clarification, and to make minor administrative amendments where required due to legislative changes.



Adopting this policy provides clarity and supports the Township's commitment to conducting municipal elections lawful, transparent, and impartial manner.

Conclusion:

The Use of Municipal Resources During an Election Period Policy is required under provincial legislation and provides essential guidance to Council, Candidates, Registered Third Parties, and Township Staff. Adoption of the policy will ensure compliance with the *Municipal Elections Act, 1996* and help safeguard the integrity of the municipal election process.

Recommendation:

THAT Council pass By-law No. 1848-26, being a by-law to adopt the Use of Municipal Resources During an Election Period Policy, as attached as Schedule "A";

AND THAT the Use of Municipal Resources During an Election Period Policy be implemented for the 2026 municipal election and future elections.

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1499-26

Being a by-law adopt the Use of Municipal Resources During an Election Period Policy for the Corporation of the Township of Hilton.

WHEREAS Section 5(1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipal council shall exercise its powers by by-law, except where otherwise provided;

AND WHEREAS Section 5(3) of the *Municipal Act, 2001*, as amended, provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 5(4) of the *Municipal Act, 2001*, as amended, provides that subsections (1) to (3) apply to all municipal powers, whether conferred by this Act or otherwise;

AND WHEREAS Section 88.18 of the *Municipal Elections Act, 1996*, S.O. 1996, c.32, as amended, requires municipalities and local boards to establish rules and procedures with respect to the use of municipal or board resources, during an election campaign period, before May 1 in the year of a regular election;

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

1. **THAT** the Use of Municipal Resources During an Election Period Policy attached hereto as Schedule "A" is hereby adopted.
2. **THAT** Schedule "A" attached hereto shall form part of this By-law.
3. **THAT** this By-law shall come into force and take effect on the day of passing.

Read a first, second and third time and finally passed this 11 day of March, 2026.

Rodney Wood, Reeve

Sara Dinsdale, CAO/Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF HILTON

Schedule "A" to By-Law No. 1499-26

Subject: Use of Municipal Resources During an Election Period Policy
Source: By-law 1499-26
Date Approved: March 11, 2026
Resolution No.:

1. SHORT TITLE

1.1 This By-law shall be cited as the 'Use of Municipal Resources Policy'.

2. PURPOSE

2.1 Section 88.18 of the *Municipal Elections Act, 1996* requires municipalities and local boards to establish rules and procedures with respect to the use of municipal or board resources during the election campaign period.

2.2 Section 88.8(4) of the *Act* specifies that a municipality shall not make a contribution to a Candidates, and section 88.12(4) specifies that a municipality shall not make a contribution to a Registered Third Party.

2.3 The purpose of this policy is to provide a consistent approach and clear direction regarding the use of Municipal Resources during an election Campaign Period.

This policy is intended to:

- a) Ensure compliance with the *Municipal Elections Act, 1996* with respect to the prohibition of a municipality making a contribution to a Candidate or a Registered Third Party in the form of money, goods or services;
- b) Ensure Candidates and Registered Third Parties are treated fairly and consistently within the Township;
- c) Ensure the integrity of the election process is maintained at all times;
- d) Establish appropriate use of Municipal Resources during an election Campaign Period in order to:
 - Protect the interest of Members of Council, Candidates, Registered Third Parties, Township Staff and the Corporation; and
 - Ensure accountable and transparent practices.

3. SCOPE

- 3.1 This policy applies to Candidates (including acclaimed Candidates), Registered Third Parties, and Township Staff. This policy also applies, where applicable, to the Township's local boards and committees.

4. DEFINITIONS

- 4.1 "Act" shall mean the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended.
- 4.2 "Campaign Period" shall mean the official campaign period of a municipal election, commencing on May 1st and ending on December 31st of a regular election year, or in the case of a by-election, as determined by the *Act*.
- 4.3 "Campaign Purposes" or "Campaign Materials" shall mean any activity or material that promotes or opposes the candidacy of an individual seeking office, or a "yes" or "no" answer to a question on the ballot.
- 4.4 "Candidate" shall mean a person who has filed a nomination under section 33 of the *Act* and includes any person acting on their behalf.
- 4.5 "Clerk" shall mean the individual appointed as the Township Clerk, or their designate.
- 4.6 "Members of Council" shall mean the Council of the Township of Hilton.
- 4.7 "Municipal Resources" shall mean real property, goods, and services owned, controlled, leased, acquired, or operated by the Township of Hilton, including, but not limited to facilities, parks, vehicles, equipment, monetary funds, technology, IT systems, social media accounts, logos, and supplies.
- 4.8 "Registered Third Party" shall mean an individual, corporation, or trade union that has filed a Notice of Registration with the Clerk in accordance with the *Act*.
- 4.9 "Staff" shall mean any person employed by the Township of Hilton on a full-time, part-time, or seasonal basis.
- 4.10 "Township" shall mean the Corporation of the Township of Hilton.

5. POLICY

5.1 General Provisions

- 5.1.1 Municipal Resources shall not be used for any Campaign Purposes.
- 5.1.2 Township funds shall not be used to acquire any resources for Campaign Purposes.
- 5.1.3 Benefitting from corporate pricing or discounts established under the Township Procurement Policy for Campaign Purposes is prohibited.
- 5.1.4 The Township's logos, crest, or branding shall not be used, printed, or distributed on any Campaign Materials or Campaign websites, except for a link to the Township's website for the purpose of obtaining municipal election information.
- 5.1.5 Photographs produced by or owned by the Township, including official Council photographs, shall not be used for Campaign Purposes. Photographs taken using Township equipment or transmitted through Township accounts shall not be used.
- 5.1.6 The services of any Township Staff member shall not be used for Campaign Purposes during hours for which the individual is compensated by the Township.
- 5.1.7 Distribution or contact lists developed using Municipal Resources shall not be used for Campaign Purposes.
- 5.1.8 Members of Council attending events or meetings in their capacity as representatives of the Township shall not engage in Campaign Purposes while conducting Township business.
- 5.1.9 In any material created, printed, or distributed by the Township, Members of Council, Candidates, Registered Third Party, or Township Staff shall not:
 - a) Indicate that an individual is a registered Candidate;
 - b) Identify that they or any other individual intends to run for office; or
 - c) Profile or otherwise reference any candidate in an election.

5.2 Technology

- 5.2.1 Municipal technology and equipment, including computers, mobile devices, telephones, printers, scanners, copiers, email, voicemail, and file storage systems, shall not be used for Campaign Purposes.
- 5.2.2 Township-operated or funded websites and domain names shall not include any Campaign Materials or links to Campaign Material. The Candidate List published on the Township's election webpage may include one link per Candidate to a campaign website.
- 5.2.3 Social media accounts used for Campaign Purposes shall not be created, supported, or maintained using Municipal Resources and shall not use Township logos or branding. Existing social media accounts used by Members of Council for official duties shall not be used for Campaign Purposes. Members of Council using separate accounts for Campaign Purposes must clearly indicate on each account, for the duration of the campaign, that the account is being used for campaign-related activity.

5.3 Use of Municipal Facilities and Property

- 5.3.1 Candidates and Registered Third Parties shall not campaign or distribute or display Campaign Materials on Township-owned or leased property.
- 5.3.2 Candidates and Registered Third Parties shall not campaign or distribute Campaign Materials at any Township-hosted event or function, regardless of location.

5.4 Township Staff

- 5.4.1 Township staff shall not participate in Campaign Purposes during working hours or while receiving remuneration from the Township, including providing administrative or technical support to Candidates.
- 5.4.2 Campaign notices, posters, or similar materials shall not be produced, displayed, or distributed by Staff at Township workplaces or on Township property.
- 5.4.3 Township Staff may engage in Campaign Purposes during personal time, provided such activities are separate from their official duties and do not create a real or perceived conflict of interest.
- 5.4.4 While engaging in Campaign Purposes, Township Staff shall not wear Township clothing, identification, or badges.

- 5.4.5 Township Staff shall not use Township-owned vehicles, equipment, technology, supplies, or other Municipal Resources for Campaign Purposes.

5.5 Limitations

- 5.5.1 Nothing in this policy shall preclude a Member of Council from fulfilling their responsibilities as an elected official or representing the interests of their constituents.

5.6 Responsibility

- 5.6.1 The Clerk, or designate, is responsible for communicating this policy to Members of Council, Candidates, Registered Third Parties, and Township Staff.
- 5.6.2 Members of Council, Candidates, Registered Third Parties, and Township Staff are responsible for complying with this policy.

6. ADMINISTRATION

- 6.1 The Clerk is delegated authority to make minor administrative amendments to this policy as required due to legislative changes, provided such amendments do not alter the intent of the policy.
- 6.2 Any questions, concerns, or complaints regarding the interpretation or application of this policy shall be directed to the Clerk or designate. The Clerk is authorized to provide clarification and guidance respecting the use of Municipal Resources during an election Campaign Period. Where, in the opinion of the Clerk, a matter raises a potential contravention of the Act, the Clerk may advise the individual(s) involved of the applicable legislative requirements or refer the matter to the appropriate authority. Nothing in this policy confers enforcement powers or creates penalties beyond those established under the Act or other applicable legislation.

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THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1500-26

Being a by-law to appoint a municipal auditor for the Corporation of the Township of Hilton.

WHEREAS Section 296(1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality shall appoint an auditor licensed under the *Public Accounting Act, 2004*;

AND WHEREAS Section 296(3) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, states that an auditor shall not be appointed for a term exceeding five years;

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

1. **THAT** the firm of BDO Canada LLP of the City of Sault Ste Marie is hereby appointed municipal auditor for the 2025 to 2030 fiscal years inclusive.
2. **THAT** the said firm hereby appointed shall perform such duties as are prescribed by the *Ministry of Municipal Affairs and Housing* and such other duties imposed by statute and as may be required by Council.
3. **THAT** BDO Canada LLP shall audit the accounts and transactions of the Corporation of the Township of Hilton and local boards of the Corporation.
4. **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 11 day of March 2026.

Rodney Wood, Reeve

Sara Dinsdale, CAO/Clerk-Treasurer



11)h)j)

Staff Report: DR-2026-03-11-TCP
Subject: Tax Collection Policy
Prepared by: Britney MacKay, Deputy Clerk-Treasurer

Meeting Date: March 11, 2026
Regular Council Meeting

Background:

The *Municipal Act, 2001* (the Act) grants municipalities the authority and responsibility to levy and collect property taxes. Part X and Part XI of the Act outline the legislative framework governing tax billing, collection procedures, penalty and interest application, recovery mechanisms, and the tax sale process.

While the Township has historically administered tax collection in accordance with the Act, a formally adopted Tax Collection Policy has not previously been established.

Historically, the Township initiated tax registration proceedings after taxes had been in arrears for approximately three (3) years. However, pursuant to Section 373(1) of the Act, a municipality may register a Tax Arrears Certificate on January 1 in the second year following the year in which the taxes became due. For example, if taxes levied in 2023 remain unpaid as of January 1, 2025, the property becomes eligible for registration.

The proposed Tax Collection Policy aligns Township practice with the current legislative authority and clarifies that properties may become eligible for registration after two (2) years of arrears. This ensures consistency with the Act, strengthens legislative compliance, and reduces financial risk associated with extended outstanding balances.

The development of a formal policy will:

- Ensure consistency and transparency in tax administration;
- Establish documented procedures for billing, collection, and enforcement;
- Strengthen the Township’s legal defensibility in tax arrears and tax sale matters; and
- Provide clear guidance to ratepayers regarding expectations and consequences.

Analysis:

The proposed Tax Collection Policy consolidates statutory requirements and administrative practices into a single governance document.

The Policy includes provisions regarding:

- Interim and final tax billing procedures;
- Supplementary and omitted assessments;
- Application of payments and handling of partial payments;
- Non-sufficient funds procedures;
- Tax arrears management and collection letters;
- Tax sale registration timelines under Section 373 of the Act;



- Available collection remedies;
- Tax Payment Arrangements (TPAs) and default provisions;
- Cancellation and write-off procedures under Sections 354, 357, and 358 of the Act; and
- A legally protective “No Waiver” clause.

This Policy reinforces that tax collection remedies remain discretionary and that statutory rights are not limited by administrative practice.

The inclusion of Schedule “B” provides a standardized Tax Payment Arrangement Agreement Form to ensure consistency and accountability when payment arrangements are approved.

Adoption of this Policy will formalize existing practices, clarify authority, and mitigate risk exposure, particularly with respect to tax registration and enforcement.

Conclusion:

The adoption of the Tax Collection Policy and attached By-law will formalize the Township’s tax administration framework, ensure legislative compliance, enhance transparency, and strengthen the Township’s Position in enforcing outstanding tax arrears.

Recommendation:

THAT Council approve the draft Schedule “A” Tax Collection Policy and Schedule “B” Tax Payment Arrangement Agreement Form for the Corporation of the Township of Hilton;

THE CORPORATION OF THE TOWNSHIP OF HILTON

Schedule "A" to By-Law No. XXXX-XX

Subject: Tax Collection Policy
Source: By-law XXXX-XX
Date Approved: XXXX XX, XXXX
Resolution No.:

PURPOSE

The purpose of this policy is to establish consistent, fair, and transparent procedures for the billing, collection, and recovery of property taxes in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended. It supports the Township's financial stability while ensuring ratepayers are treated equitably and in compliance with legislative requirements.

1. DEFINITIONS

- 1.1** "Act" shall mean the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.
- 1.2** "Arrears" shall mean any portion of property taxes that remain unpaid after the due date.
- 1.3** "Due Date" shall mean the date by which taxes must be paid to avoid penalty or interest.
- 1.4** "MPAC" shall mean the *Municipal Property Assessment Corporation*, which is responsible for determining assessed values for all property classes in Ontario and administering assessment appeals.
- 1.5** "Penalty and Interest" shall mean charges applied to unpaid taxes in accordance with Section 345 of the *Act*.
- 1.6** "Property Taxes" shall mean all taxes levied on real property under the authority of the *Act*, including local improvement charges and special area rates.
- 1.7** "Tax Roll" shall mean the official record of property assessments and taxes levied, maintained by the Township.
- 1.8** "Taxpayer" shall mean an individual, corporation, or entity liable for property taxes within the Township.

1.9 "Treasurer" shall mean the person appointed by Council as Treasurer or their designate.

1.10 "Township" shall mean the Corporation of the Township of Hilton.

2. LEGISLATIVE AUTHORITY

This policy is established under the authority of the *Municipal Act*, 2001.

Tax billing and collection process are governed primarily by Part X - Tax Collection (Sections 342-386), including but not limited to:

- Billing and due dates (Section 342)
- Payment options (Section 342(2)-(3))
- Penalties and interest (Section 345)
- Recovery of taxes (Section 347-351)
- Tax registration and sale of land for tax arrears (Section 373-386)

Additional applicable legislation includes:

- *Assessment Act* – Governs property assessment and classification
- *Education Act* – Governs education tax rates and remittance
- *Municipal Tax Sales Rules* (O. Reg. 181/03) – Prescribes procedures for tax sale enforcement

3. STANDARD TAX BILLING

3.1 General Provisions

All tax bills shall be prepared and issued in accordance with Section 343 of the *Act*.

Pursuant to Subsection 343, tax bills shall be sent out at least 21 days prior to the first installment due date.

Failure to receive a tax bill does not relieve the taxpayer from responsibility for payment or from penalty and interest charges.

3.2 Interim Tax Billing

Interim tax bills are issued in February of each year in accordance with Section 317 of the *Act* and shall not exceed 50% of the prior year's total taxes.

The due date shall be established annually by by-law. The preferred due date is February 28, if this date falls on a weekend or statutory holiday, the deadline will move to the preceding business day. The due date may be amended by Council through applicable by-law.

3.3 Final Tax Billing

Final tax bills are issued in September and reflect the assessed value as returned on the assessment roll, the final tax levy approved by Council, less the interim tax bill.

The due date shall be set annually by by-law. The preferred due date is September 30, if this date falls on a weekend or statutory holiday, the deadline will move to the preceding business day. The due date may be amended by Council through applicable by-law.

4. SUPPLEMENTARY AND OMITTED BILLING

Supplementary and Omitted Assessment Rolls are provided by MPAC and billed in accordance with Section 341 of the *Act*. These represent new assessment from the construction of new buildings or improvements made to properties that were not captured through the roll returned by MPAC.

Relevant provisions of the *Assessment Act*:

- Section 33 – Omitted property (current year + 2 preceding years)
- Section 34 – Increased assessment after roll return (current year only)

Due dates shall be no less than 30 days from bill issuance.

5. APPLICATION OF PAYMENTS

All taxes payments are applied in accordance with Section 347 of the *Act*. Payments are applied to the oldest outstanding amounts first, including penalty and interest, before being applied to current taxes owing.

5.1 Partial Payments

Partial payments that are received will be applied to the oldest outstanding charges in the following order:

1. Penalty and interest
2. Taxes in arrears
3. Current taxes

5.2 Non-Sufficient Funds (NSF)

Payments returned due to non-sufficient funds or any other banking error will result in the reversal of the payment and the application of an NSF fee, in accordance with the Township's current Fees and Charges By-law. Interest and penalty will continue to accrue on any unpaid balances.

5.3 Overpayments and Refunds

All overpayments and credits resulting from adjustments will be applied to the tax account and carried forward to future installments.

Refunds may be issued only under extenuating circumstances, at the discretion of the Treasurer. Refund requests must be submitted in writing. Refunds will be issued solely to the person or entity that made the original payment.

6. ACCEPTED PAYMENT METHODS

The Township accepts the following methods of payment for property taxes:

- Cash (in person)
- Cheque (including post-dated cheques payable to the Township)
- E-Transfer (sent to admin@hiltontownship.ca with answer to the security question emailed separately)
- Online banking

The following forms of payment are NOT accepted:

- Third-party cheques
- Credit cards
- Debit (Interact)

Payments made in American (USD) currency will be applied at the exchange rate on the date of deposit.

7. PAYMENT TIMING AND ALLOCATION

Payments must be received by the Township before 4:00 p.m. on the due date. In accordance with the *Act*, payments are applied upon receipt by the Treasurer. Payments are not applied based on the date they were sent, initiated, or postmarked. Payments made by mail, courier, or electronic methods are subject to delivery timelines and processing delays beyond the Township's control. As such, taxpayers

are strongly advised to allow sufficient time for payment to be received and processed prior to the due date.

Receipts will be issued upon request.

8. WRONG ACCOUNT PAYMENTS

It is the taxpayer's responsibility to ensure that all payments are correctly directed to the appropriate property roll number. The Township is not responsible for any penalties, interest, or delays that result from payments being applied incorrectly due to taxpayer errors. Requests for corrections are subject to the Treasurer's discretion. All requests must be submitted in writing and may require supporting documentation.

9. PERSONALIZED COLLECTION LETTERS

The Tax Collect may issue personalized collection letters to accounts that are in arrears by one full taxation year. These letters may be sent at the discretion of the Treasurer and will request either full payment or the establishment of a formal payment plan by a specified deadline.

Where arrears remain unpaid and no Tax Payment Arrangement is in place, the Township may initiate tax sale registration in accordance with Section 373(1) of the *Act*. A property becomes eligible for tax sale registration if taxes remain unpaid as of January 1 in the second year following the year in which the taxes were originally due.

For example, taxes from 2023 that remain unpaid as of January 1, 2025, are eligible for registration of a Tax Arrears Certificate.

The issuance of personalized letters prior to tax sale registration is a courtesy extended by the Township and is not required by legislation.

10. TAX COLLECTION REMEDIES

The Township may use any combination of tax collection remedies authorized under the *Act* to recover unpaid property taxes. These tools may be applied at the discretion of the Treasurer, depending on the nature, amount, and duration of the arrears.

10.1 Available Remedies

Penalty and Interest – As per Section 345 of the *Act*, a penalty and interest charge of 1.25% compounded monthly. This represents the maximum rate permitted under the *Act*.

Rent Attornment – As per Section 349 and 350 of the *Act*, where applicable, the Township may require tenants of a property in arrears to pay rent directly to the Township until taxes are paid in full. This remedy will be carefully considered prior to being imposed, as it may cause undue hardship for the property owner or disrupt tenancies. Use of this option will be at the discretion of the Treasurer.

Bailiff Action – As per Section 351 of the *Act*, where appropriate, the Township may pursue civil enforcement measures to recover unpaid taxes as a debt due to the Township. This may include retaining a licensed bailiff to recover taxes through the seizure and sale of personal property, where legally permissible.

- Bailiff action is used only in specific circumstances, such as for leaseholds interests, movable property, or where traditional enforcement methods are ineffective. The decision to use this remedy will be made at the discretion of the Treasurer and may require legal consultation.

Tax Arrears Certificate Registration – As per Section 373 of the *Act*, if property taxes remain unpaid as of January 1 in the second year following the year in which they became due, the Township may initiate the tax sale process under Part XI.

11. COLLECTION PROCESS

The Township follows a consistent and fair approach to tax collection in accordance with Part X and Part XI of the *Act*. The process is designed to encourage timely payment while maintaining flexibility to accommodate exceptional circumstances.

11.1 Priority for Collection

Priority is given to accounts entering second-year arrears.

11.2 Delivery of Notices

Taxpayers receive multiple forms of notice throughout the year, including regular tax bills and arrears notices. Any notice sent by ordinary mail is considered received five (5) days after mailing, unless returned as undeliverable.

It is the taxpayer's responsibility to notify the Township of any change in mailing address pursuant to Subsection 343(6) of the *Act*.

11.3 Collection Letters

At the discretion of the Treasurer, a personalized collection letter may be issued to property owners with significant or prolonged arrears. These letters are intended as a courtesy to encourage voluntary compliance or the establishment of a Tax Payment Arrangement.

11.4 Tax Registration

Properties with taxes owing for two (2) years become eligible for tax sale registration. The Township is not legally required to issue a final notice before registration. Any such notice, if sent, is a courtesy and not a statutory requirement.

12. TAX PAYMENT ARRANGEMENTS (TPA'S)

To assist property owners in resolving outstanding tax balances, the Township may, at the discretion of the Treasurer, enter into a Tax Payment Arrangement (TPA) with the registered owner(s) of the property.

12.1 Eligibility and Approval

- TPAs are intended for ratepayers who demonstrate a willingness to resolve their arrears but are temporarily unable to make full payment.
- All TPAs must be made in writing and approved by the Treasurer.
- The Township reserves the right to request reasonable financial information before approving any TPA.
- Approval of a TPA is not automatic and is granted on a case-by-case basis, considering the overall arrears situation and history of the account.

12.2 Terms and Monitoring

- The taxpayer must commit to a regular monthly payment schedule sufficient to eliminate the arrears within a reasonable period (typically within 12-24 months).
- Penalty and interest will continue to accrue on all outstanding amounts during the term of the TPA, pursuant to Section 345 of the *Act*.
- The Treasurer will monitor compliance and may follow up as needed.

12.3 Breach and Consequences

- If the taxpayer fails to make a scheduled payment, the TPA will be considered null and void.
- In such cases, the Township may immediately resume collection activity, including tax registration, without further notice.
- Where a taxpayer has previously defaulted on a TPA, the Treasurer may refuse to enter into a new agreement unless a minimum 50% good faith payment toward the arrears is made up front.

12.4 Discretion and Authority

The Treasurer has full authority to:

- approve, decline, or amend TPAs;
- determine reasonable terms and conditions;
- monitor compliance; and
- terminate TPAs in the best interests of the Township.

All TPAs are subject to the Township's right to proceed with Tax Arrears Certificate registration under Section 373 of the Act, if arrears are not resolved in a timely manner.

A sample Tax Payment Arrangement (TPA) Agreement form is provided as Schedule "B" this policy.

13. CANCELLATION AND WRITE-OFFS

13.1 Cancellation of Penalty and Interest

Penalty and interest charges are generally not waived once applied. However, cancellations may occur only in the following circumstances:

- Taxes are adjusted in accordance with the Act, including:
 - Section 354 – write-off of taxes deemed uncollectible
 - Section 357 – cancellation, reduction, or refund due to changes such as demolition, fire, or assessment error
 - Section 358 – overcharges due to assessment errors in one or both of the two previous taxation years
- The tax account is adjusted as a result of a change to assessment under the Act
- Penalty and interest were applied in error due to a clerical or administrative error, such as:
 - Incorrect due date

- Failure to process an eligible adjustment in a timely manner; or
- Misapplication of a payment

In all cases, the cancellation of penalty and interest shall be limited to the amount directly related to the tax adjustment or Township error. If a payment has been applied to the penalty and interest charge, then it cannot be cancelled.

13.2 Write-offs

Pursuant to Section 354 of the *Act*, taxes that are determined to be uncollectible – such as in cases of bankruptcy, deceased owners with no estate, or other legally supported scenarios – may be written off by resolution of Council.

All cancellation and write-off requests must be reviewed by the Treasurer and supported by appropriate documentation. Requests must be submitted within the same year the circumstance occurred.

14. REPORTING TO COUNCIL

The Treasurer may provide summary updates to Council regarding the general status of tax arrears at their discretion or upon request of Council. Such reports shall be presented in summary form only and shall not include any identifiable property-specific or personal information, in accordance with applicable privacy legislation.

15. NO WAIVER OF RIGHTS

Nothing in this Policy limits, restricts, or waives the Township's statutory rights under the *Municipal Act, 2001* or any other applicable legislation.

Failure by the Township to enforce any provision of this Policy, to exercise any available remedy, or to proceed with collection action at any time shall not be construed as a waiver of the Township's right to do so at a later day.

No act, omission, delay, or indulgence by the Township shall operate as a waiver of any tax, penalty, interest, remedy, or enforcement right available under statute or at law.

All taxes, penalties, and interest remain a lien on the property in accordance with Section 349 of the *Act* unless paid in full.

16. LEGISLATIVE UPDATES

The Tax Collection Policy will be reviewed and updated as required to reflect any changes to provincial legislation, including amendments to the *Municipal Act, 2001*, the *Assessment Act*, or related regulations (e.g. Tax Sales Rules). The Treasurer shall monitor legislative developments and ensure the policy reflects any relevant legislative changes.

Schedule "B" to By-Law No. XXXX-XX

Tax Payment Arrangement (TPA) Agreement Form

1. Property Information

Roll Number: _____

Property Address: _____

Taxpayer Name(s): _____

Mailing Address: _____

Phone Number: _____

Email: _____

2. Agreement Terms

1. Outstanding Tax Balance as of _____ : \$ _____
2. Monthly Payment Amount: \$ _____
3. Payment Due Date Each Month: _____
4. First Payment Due On: _____
5. Estimated Completion Date: _____
6. Payment Method (circle one): Cheque Online Banking E-Transfer Cash

3. Conditions of Agreement

- The taxpayer agrees to make regular monthly payments in accordance with the terms outlined above.
- Penalty and interest shall continue to accrue on the outstanding balance during the term of this agreement in accordance with the provisions of the Act.
- Failure to make a payment on or before the due date shall result in the immediate termination of this agreement without further notice.
- Upon default, the Township may proceed with collection enforcement, including but not limited to the registration of a Tax Arrears Certificate pursuant to Part XI of the *Municipal Act, 2001*.
- Where a taxpayer has previously defaulted on a TPA, the Township may a minimum 50% good faith payment may be required before a new agreement is considered.
- This agreement does not prevent the taxpayer from making additional lump sum payments to reduce the balance more quickly.
- It is the taxpayer's responsibility to ensure all payments are made on time and correctly directed to the appropriate property roll number.

4. Acknowledgement

I acknowledge and agree to the terms of this Tax Payment Arrangement and understand the consequences of non-compliance.

I further acknowledge that this arrangement is a courtesy extended by the Township and does not limit or waive the Township's rights under applicable legislation.

Taxpayer signature: _____ Date: _____

Witness signature: _____ Date: _____

Tax Collector Signature: _____ Date: _____

5. Termination Confirmation *(To be completed by the Treasurer, if applicable)*

This Tax Payment Arrangement has been terminated effective _____ due to:

Payment Default Voluntary Cancellation Balance Paid in Full

Other (specify): _____

Treasurer Signature: _____ Date: _____



11) i) i)

Staff Report: CR-2026-03-11-MIP
Subject: Municipal Insurance Proposal
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: March 11, 2026
Regular Council Meeting

Background:

Hilton Township's Municipal Insurance Program policy term will expire on March 14, 2026. The new policy term from March 15, 2026, to March 14, 2027, is attached for Council's review.

Analysis:

Municipal General Liability & Environmental Liability is the same premium as last year.

- The carrier has offered both 2 and 3-year Long Term Agreement (applicable to the Primary layer only) To opt in, one is to be selected on the document/acceptance form. This does not include premium for environmental impairment liability.

Year 1: 2026-2027: **\$9,166** (Flat)

Year 2: 2027-2028: **\$8,937** (2.5% reduction)

Year 3: 2028-2029: **\$8,937** (Flat)

- The carrier has provided an enhancement on the Abuse coverage outlined in the Endorsements highlighted in green.

Umbrella

- Umbrella Layer 1 increased by 2.5% due to market inflationary changes
- OPTION - Umbrella Layer 2 option to increase limit of liability by \$25,000,000. This will need to be selected on acceptance form to purchase.

Property including Machinery Breakdown

- No rate increase has been applied to property
- 6% inflationary increase applied on the total insured value
- Under Physical Damage, the Blanket POED Limit is **\$6,158,871**.

Automobile

- Rating – 3% decrease in premium has been given by the carrier
- This proposal is based on 4 units – list attached.

The 2025-2026 total annual premiums were \$48,899.64. The new policy's annual premiums are \$1739.64 less.



Summary of Commissions

| SUMMARY | | | | |
|------------------------------------|--------------------|-------------------|----------------------|------------------------|
| Type of Coverage | Annual Premium | Tax | Subbroker Commission | Subbroker Commission % |
| Casualty/Primary Liability | \$14,416.00 | \$1,153.28 | \$1,261.40 | 8.75% |
| Umbrella Liability (1st Layer) | \$5,442.00 | \$435.36 | \$476.18 | 8.75% |
| Property: TIV | \$12,631.00 | \$1,010.48 | \$1,263.10 | 10.00%/10.00% |
| Property: Boiler | \$950.00 | \$76.00 | \$95.00 | 10.00% |
| Crime Primary | \$850.00 | \$68.00 | \$85.00 | 10.00% |
| Automobile | \$10,130.00 | N/A | \$633.13 | 6.25% |
| Council Accident | \$300.00 | \$24.00 | \$22.50 | 7.50% |
| Out of Province Medical Coverage | \$300.00 | \$24.00 | \$22.50 | 7.50% |
| Volunteers Fire Fighters' Accident | \$1,207.00 | \$96.56 | \$90.53 | 7.50% |
| LCIS - Annual Low Risk Events | \$884.00 | \$70.72 | \$88.40 | 10.00% |
| LCIS Policy Fee | \$50.00 | \$4.00 | N/A | N/A |
| TOTALS: | \$47,160.00 | \$2,962.40 | \$4,037.73 | |

Recommendation:

THAT Council review the additional offers of both two (2) and three (3) year long term agreements applicable to the primary layer only and direct staff to select an appropriate agreement;

AND THAT Council review the option to increase the limit of liability to \$25,000,000 with an annual additional premium of \$2614.00 and direct staff accordingly;

AND FURTHER THAT Council accepts the 2025-2026 municipal insurance program proposal presented by March Canada Limited as per Northern Insurance Brokers Inc.

(1)j)

MARSH

Acceptance of Municipal Insurance Program Proposal

To: Marsh Canada Limited
Public Sector Division
120 Bremner Boulevard, Suite 800
Toronto, Ontario Canada M5J 0A8
Telephone: 416 868 2600

Policy Term (mm/dd/yy): **March 15, 2026 - March 15, 2027**

Annual Premium: **\$47,160**

We agree with the underwriting and claims information submitted and to the terms quoted in the Municipal Insurance Program proposal. This is your authority to proceed with binding cover(s) as outlined in the Municipal Insurance Proposal effective the date(s) noted above. We have also noted below our choice of any optional items in the Insurance Proposal as well as any specific instructions.

Indicated below are our instructions regarding any optional coverages shown in the insurance proposal.

Optional Coverages / Specific Instructions:

Please select to purchase:

Umbrella Liability to increase limit of liability to \$25,000,000: Annual Additional premium **\$2,614**

2 Year Long term Agreement

*Applicable to Primary liability ONLY (NOT Included Environmental Impairment Liability)

Year 1 (2026-2027): **\$9,166** (Flat)

Year 2 (2027-2028): **\$8,937** (2.5% increase)

3 Year Long term Agreement

*Applicable to Primary liability ONLY (NOT Included Environmental Impairment Liability)

Year 1 (2026-2027): **\$9,166** (Flat)

Year 2 (2027-2028): **\$8,937** (2.5% increase)

Year 3 (2028-2029): **\$8,937** (FLAT)

Signed on Behalf of **Corporation Of The Township Of Hilton**

Authorized Signature

Date

Please print the name of the person signing above

MARSH

Implementation of Limit of Liability:

In no event shall either party be liable for any indirect, special, incidental, consequential or punitive damages or for any lost profits arising out of or relating to any services provided by Marsh or its affiliates. The aggregate liability of Marsh, its affiliates and its and their employees to you or your affiliates arising out of or relating to the provision of services by Marsh or its affiliates shall not exceed \$10 million. This provision applies to the fullest extent permitted by applicable law.

MARSH

Marsh Canada Limited
120 Bremner Boulevard, Suite 800
Toronto, Ontario M5J 0A8
+1 416 868 2600

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MARSH

Corporation Of The Township Of Hilton

Insurance Proposal

Policy Period

March 15, 2026 - March 15, 2027

February 9, 2026

Important – Please Note The Following

Duty of Disclosure

In addition to providing all basic information necessary to enable us to place the risk, you must ensure that you are complying with your legal duty of disclosure of all material matters relating to the risk. In particular, you must satisfy yourself as to the accuracy and completeness of the information you provide to insurers. In this respect, you must provide all information relating to the risk, whether favourable or not, which would influence the judgement of a prudent insurer in determining whether he will take the risk, and, if so, for what premium and on what terms. If all such information is not disclosed by you, insurers have the right to void the policy from its inception which may lead to claims not being paid.

Payment Terms

Premiums are due and payable on receipt of a Marsh invoice. Payment should be made immediately to avoid any possible cancellation for non-payment of premium.

Period of Validity of Quote

This offer remains open for acceptance by the Insured until the expiry of the current Municipal Insurance program policy(ies).

Breach of Warranty or Subjectivity

If any of the terms and conditions contained in this proposal are identified as a “warranty” or as a subjectivity to binding or continuing cover, you should be aware that if the terms of the warranty as stated are breached or the subjectivity is not met, insurers may have the right to void the applicable coverage and deny any resulting or subsequent losses as a result.

Underinsurance

It is important that all policy limits and amounts insured be reviewed carefully and at least annually to be certain they are adequate to provide full recovery in event of a loss.

Underwriting / Binding Authority

Certain portions of this quotation of cover have been provided by Marsh Canada Limited acting in an underwriting capacity on behalf of the Insurer who, under a binding authority agreement, has given us authority to quote and confirm insuring terms, conditions and premiums. Marsh Canada Limited is not acting as an insurance broker in this instance and is not providing alternative terms or markets for the cover other than as quoted. For covers where Marsh Canada Limited does not act in an underwriting capacity nor has a binding authority agreement with the Insurer, coverage cannot be bound with those Insurers unless a request is made to the

Insurer and confirmation of coverage is subsequently received by Marsh Canada Limited from the Insurer.

Material Changes From Expiring Policy

You should carefully note any items identified in the "Changes from Expiry" section under each coverage as they represent material changes in cover from your previous policy.

Risk And Claims Information

This proposal has been based on the risk and claims information provided and/or verified by you to Marsh Canada Limited. If any of this information is not correct or has changed in the interim, you must advise us immediately as the terms quoted may therefore be invalid and cover cannot be bound as quoted.

Taxes Payable By Insureds

The following taxes as prescribed by federal and/or local laws and regulations will apply to all or certain portions of the premiums quoted and will be charged by Marsh Canada Limited in addition to the premiums quoted:

Provincial Sales Tax

Canadian Councils Liability

| | | |
|---------------------------------|-------------|--|
| Limits of Liability: | \$5,000,000 | General Liability, including Sudden and Accidental Pollution any one Occurrence; No Aggregate |
| | \$5,000,000 | any one Occurrence and in the Annual Aggregate for Products and Completed Operations during the Policy Period |
| Extensions of Coverages: | \$5,000,000 | Employers' Liability; any one Claim |
| | \$5,000,000 | Tenant Legal Liability; any one Occurrence |
| | \$5,000,000 | Employee Benefit Liability; any one Claim |
| | \$5,000,000 | *Incidental Medical Malpractice; any one Claim Retroactive Date: November 15, 1993 |
| | \$50,000 | Voluntary Medical Payments; any one Claim and in the Annual Aggregate during the Policy Period |
| | \$2,000,000 | Forest Fire Fighting Expense; any one Occurrence and in the Annual Aggregate during the Policy Period |
| | \$50,000 | Voluntary Payment for Property Damage; any one Occurrence and in the Annual Aggregate during the Policy Period |
| | \$250,000 | Incidental Garage Operations; any one Occurrence and in the Annual Aggregate during the Policy Period |
| | \$100,000 | Municipal Marina Legal Liability; any one Pleasure Craft |
| | \$1,000,000 | Municipal Marina Legal Liability; in the Annual Aggregate for Legal Liability for Property Damage during the Policy Period |
| | \$500,000 | Wrongful Dismissal (Legal Expense); any one Claim and in the Annual Aggregate during the Policy Period |
| | \$100,000 | Conflict of Interest Reimbursement Expenses; any one Claim |
| | \$100,000 | Legal Expense, Reimbursement Expenses; any one Claim and |
| | \$500,000 | Legal Expense, Reimbursement Expenses; in the Annual Aggregate during the Policy Period |
| | \$5,000,000 | Non-Owned Automobile (including Contractual Liability for Hired Automobiles); any one Occurrence |
| | \$250,000 | Legal Liability for Damage to Hired Automobiles; any one Occurrence |
| | \$5,000,000 | Wrap-Up Liability – Difference in Conditions and Difference in Limits; any one Occurrence |
| Endorsements: | \$5,000,000 | *Municipal Errors and Omissions Liability; any one Claim and in the Annual Aggregate during the Policy Period Retroactive Date: November 15, 1993 |
| | \$2,500,000 | *Environmental Impairment Liability; any one Claim and |
| | \$5,000,000 | Environmental Impairment Liability; in the Annual Aggregate during the Policy Period Retroactive Date: November 15, 1993 |
| | \$2,000,000 | *Abuse / Molestation Liability; any one Claim and in the Annual Aggregate during the Policy Period Retroactive Date: March 15, 2008 |
| | \$250,000 | *Abuse / Molestation Liability; Criminal Defence Cost Reimbursement; any one Claim and in the Annual Aggregate during the Policy Period Retroactive Date: March 15, 2026 |
| | \$250,000 | *Abuse / Molestation Liability; Medical, Rehabilitation and Counseling Costs; any one Claim and in the Annual Aggregate during the Policy Period Retroactive Date: March 15, 2026 |

INSURANCE PROPOSAL

| | |
|--------------------------------------|--|
| | <p>Voluntary Compensation; As per Endorsement No. 4 – Schedule of Benefits</p> <p>\$5,000,000 Police Officer Assault; any one Occurrence</p> <p>\$1,000,000 *Communicable Disease; each and every claim</p> <p>Retroactive Date: March 15, 2026</p> <p>\$250,000 *Crisis Management; any one claim</p> <p>Retroactive Date: March 15, 2026</p> <p>\$50,000 Child Abduction; any one Claim and in the Annual Aggregate during the Policy Period</p> |
| *Claims Made Coverage Note: | <p>Certain sections of this policy are written on a CLAIMS MADE basis. In order to trigger coverage, a claim must first be made against the insured during the Policy period or the Extended Reporting Period of 90 days (or longer if purchased) and the act(s), which lead to the claim, must have occurred on or after the Retroactive Date. Furthermore, such claims must also be reported to the insurer during the policy period for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer.</p> |
| Deductibles: | <p>\$10,000 Public Entity General Liability; any one Occurrence including Products and Completed Operations, per Claimant in respect of Sewer Back-up</p> <p>\$10,000 Extensions of Coverage; per Occurrence / per Claimant for all Extensions of Coverage except;</p> <p>Nil Extensions of Coverage; any one Occurrence with respect to Non-Owned Automobile Liability, Conflict of Interest and Legal Expense Reimbursement As per Endorsement No. 4 – Schedule of Benefits for Voluntary</p> <p>\$1,000 Extensions of Coverage; with respect to Legal Liability for Damage to Hired Autos</p> <p>\$10,000 Extensions of Coverage; with respect to Wrongful Dismissal (Legal Expense)</p> <p>\$5,000 Municipal Errors and Omissions Liability; any one Claim</p> <p>\$5,000 Environmental Impairment Liability; any one Claim</p> <p>\$10,000 Abuse / Molestation Liability; any one Claim</p> <p>\$10,000 Police Officer Assault; any one Occurrence</p> <p>\$25,000 Communicable Disease; each and every claim</p> <p>\$10,000 Abuse / Molestation Liability; Criminal Defence Cost Reimbursement; any one Claimant</p> <p>\$10,000 Abuse / Molestation Liability; Medical, Rehabilitation and Counselling Costs; any one Claimant</p> <p>\$10,000 Crisis Management; any one claim</p> <p>\$10,000 Child Abduction; per Abduction claim</p> |
| Additional Endorsements: | <p>1.Excluding Cyber, as per LMA5529</p> <p>2.Perfluorinated Compounds, Perfluoroalkyl and Polyfluoroalkyl (PFAS) Exclusion, as per LMA5595, Amended July 29, 2022</p> |
| Policy Form: | B0509BOWCI2551716 6298Z/25 |
| Insurer: | Certain Lloyd's Underwriters (Syndicate 1886) – 100% |
| Subject To: | Terms will remain as indicated subject to no claims deterioration as of March 15, 2026 |
| Changes from Expiring policy: | <p>Additional Endorsements added including</p> <p>Abuse/Molestation Liability Criminal Defence Costs,</p> <p>Abuse/Molestation Liability Medical, Rehabilitation and Counselling Costs,</p> <p>Child Abduction, and Crisis Management</p> |

Canadian Councils Umbrella Liability (1st Layer)

| | | |
|--|--|---|
| Limit of Coverage: | \$ 20,000,000 | any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement |
| | \$ 20,000,000 | any one Occurrence in the Annual Aggregate in respect of Products & Completed Operations |
| | \$ 20,000,000 | *any one Occurrence in the Annual Aggregate in respect of Municipal Errors and Omissions Liability |
| | \$ 20,000,000 | any one Occurrence in the Annual Aggregate in respect of Employee Benefits Liability |
| Excess of Underlying Coverage(s) and Limit(s): | \$ 5,000,000 | any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement |
| | \$ 5,000,000 | any one Occurrence and in the Aggregate in respect of Products and Completed Operations during the Policy Period |
| | \$ 5,000,000 | *Incidental Medical Malpractice; any one Claim |
| | \$ 5,000,000 | Municipal Errors and Omissions; in the Annual Aggregate |
| | \$ 5,000,000 | Employer's Liability and Tenant's Legal Liability; any one Occurrence |
| | \$ 5,000,000 | Employee Benefits Liability; any one Claim |
| | \$ 5,000,000 | Non-Owned Automobile Liability including Contractual Liability |
| \$ 5,000,000 | Owned Automobile Liability (Aviva Insurance Company of Canada); any one Occurrence | |
| * Claims Made Coverage Note: | Certain sections of this policy are written on a CLAIMS MADE basis. In order to trigger coverage, a claim must first be made against the insured during the Policy Period or the Extended Reporting Period of 90 days (or longer if purchased) and the act(s), which lead to the claim, must have occurred on or after the Retroactive Date. Furthermore, such claims must also be reported to the insurer during the policy period for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer. | |
| Retained Limit: | \$ Nil | |
| Endorsements: | 1. Standard Excess Automobile Liability Policy Follow Form Named Insured, SPF No. 7 2. Perfluorinated Compounds, Perfluoroalkyl and Polyfluoroalkyl (PFAS) Exclusion, as per LMA5595, Amended July 29, 2022 | |
| Policy Form: | B0509BOWCI2551714 6263Z/25 | |
| Insurer(s) and Proportion of Participations(s): | Certain Lloyd's Underwriters (Syndicate 1886) – 100% | |
| Subject To: | Terms will remain as indicated subject to no claims deterioration as of March 15, 2026 | |

Combined Physical Damage & Machinery Breakdown

| | | |
|--|---|--|
| Coverage: | Property Of Every Description – All Risks of Direct Physical Loss or Direct Physical Damage (Subject to Policy Exclusions) | |
| Limits of Liability: | \$ 6,158,871 | Blanket Limit of Loss on Property of Every Description including Machinery Breakdown |
| | \$ 160,272 | Contrators Equipment |
| Physical Damage Extensions of Coverage: | The limits for the following extensions of coverage are included in the Blanket Limit shown above: | |
| | \$ 500,000 | Valuable Papers; |
| | \$ 500,000 | Extra Expense; |
| | \$ 500,000 | Accounts Receivable; |
| | \$ 500,000 | Gross Rentals; |
| | \$ 500,000 | Computer Media; |
| | \$ 25,000 | Fine Arts (Agreed Value); |
| | \$ 25,000 | Computer/Electronic Data Processing |
| | The limits for the following extensions of coverage are in addition to the Blanket Limit shown above: | |
| | \$ 1,000,000 | Newly Acquired Property; |
| | \$ 1,000,000 | Building in the Course of Construction; Contractors and Consultants |
| | \$ 500,000 | Property in Transit; |
| | \$ 1,000,000 | Unnamed Locations; |
| | \$ 500,000 | Expediting Expense; |
| | \$ 300,000 | Business Interruption – Profits; Subject to maximum of \$25,000 per month; |
| | \$ 1,000,000 | Contingent Business Interruption; |
| | \$ 100,000 | Fire Extinguishing Material and Fire Fighting Expense; |
| | \$ 500,000 | Professional Fees; |
| | \$ 10,000 | Master Key; |
| | \$ 100,000 | Land and Water Pollution Clean Up Expense; |
| | \$ 100,000 | Stock Spoilage; |
| | \$ 100,000 | Commercial Property Floater; |
| | \$ 1,000,000 | Off Premises Service Interruption; |
| | \$ 100,000 | Exhibition Floater; |
| | \$ 100,000 or 10% | Environmental Upgrade; |
| | \$ 15,000 | Money, Cash Cards and Securities; |
| | \$ 15,000 | Preservation of Property; |
| | \$ 25,000 | Technological Advancement; |
| | \$ 1,000,000 | Demolition and Increased Cost of Construction; |
| | \$ 50,000 / 100,000 | Prevention of Ingress / Egress; 4 weeks; |
| | \$ 100,000 or 25% | Debris Removal; |
| | \$ 15,000 | Property of Councillors, Board Members and Employees; any one loss (\$25,000 maximum annual policy limit) |
| Machinery Breakdown: | \$1,000,000 | Newly Acquired Property |
| | \$500,000 | Expediting Expense |

INSURANCE PROPOSAL

| | | |
|--|---|---|
| | \$500,000 | Professional Fees |
| | \$100,000 | Consequential Damage |
| | \$500,000 | Hazardous Substance |
| | \$10,000 | Data and Media |
| | \$500,000 | Ammonia Contamination |
| | \$500,000 | Water Escape |
| | \$10,000 | Reproduction Costs |
| | \$ 50,000 / 100,000 | Interruption by Civil Authority; 4 weeks |
| Endorsements: | Automobile Replacement Cost Deficiency Endorsement | |
| Deductibles: | \$ 10,000 | each occurrence for all losses except |
| | \$ 1,000 | each Computer/Electronic Data Processing loss |
| | \$ 1,000 | each Fine Arts loss |
| | \$ 100,000 | each Flood loss |
| | 5% of total insured value at the loss location or \$100,000 minimum, whichever is greater, each Earthquake occurrence | |
| Policy Form: | Municipal Insurance Program - Master Policy (January 1, 2022) | |
| Insurer(s) and Proportion of Participations(s): | <p>Physical Damage: Aviva Insurance Company of Canada - 70% Zurich Canada - 30%</p> <p>Machinery Breakdown: Aviva Insurance Company of Canada - 100%</p> | |
| Subject To: | <ol style="list-style-type: none"> 1. All cooking facilities are ULC wet chemical compliant with semi-annual maintenance contract and Class K portable extinguisher. 2. Unless specifically agreed, all heritage properties are covered for Replacement Cost only. For Heritage Replacement Cost, a professional appraisal must be provided for approval by the insurer. 3. All locations may be subject to Engineering Inspection. 4. All vacant properties must be identified with completed vacancy applications 5. Terms will remain as indicated subject to no claims deterioration as of March 15, 2026 | |

INSURANCE PROPOSAL

Comprehensive Crime

| | | |
|--|--|---|
| Limits: | \$1,000,000 | Employee Dishonesty – Form A |
| | \$200,000 | Broad Form Loss of Money (Inside Premises) |
| | \$200,000 | Broad Form Loss of Money (Outside Premises) |
| | \$200,000 | Money Orders & Counterfeit Paper Currency |
| | \$1,000,000 | Depositors Forgery |
| | \$200,000 | Professional Fees / Audit Expenses |
| | \$200,000 | Computer Fraud or Funds Transfer Fraud |
| Deductible(s): | NIL per Loss | |
| Policy Form: | Master Crime Wording (April 2012) | |
| Insurer(s) and Proportion of Participations(s): | Aviva Insurance Company of Canada – 100% | |
| Subject To: | <p>1. Bank Accounts NOT being reconciled by the same person(s) authorized to deposit and withdraw funds.</p> <p>2. All cheque requisitions and issued cheques containing dual signatures. If the above is not part of your internal financial controls, please provide explanation(s).</p> <p>3. Terms will remain as indicated subject to no claims deterioration as of March 15, 2026</p> | |

Automobile Insurance (Ontario)

| | | |
|--|--|--|
| Limits: | \$5,000,000 | Liability – Bodily Injury / Property Damage Accident Benefits – Basic Benefits; Limits as stated in the Policy Accident Benefits – Options; None Selected; Limits as stated in Policy Uninsured Automobile; Limits as stated in the Policy Direct Compensation – Property Damage; Limits as stated in the Policy Loss or Damage – All Perils Deductible: \$10,000 |
| Endorsements: | OPCF 3 OPCF 4A OPCF 4B OPCF 5 OPCF 20 OPCF 24 OPCF 43R OPCF 44 Notice of Cancellation Ninety (90) Days Tarmac Exclusion | Drive Government Automobiles Endorsement Permission to Carry Explosives Permission to Carry Radioactive Material Permission to Rent or Lease Loss of Use Endorsement - Applicable to Light Units per occurrence (Applicable only to Private Passenger Vehicles and Light Commercial Vehicles) Freezing of Fire-Fighting Apparatus Removing Depreciation Deduction – 24 Months New Family Protection Endorsement Applicable to Private Passenger Vehicles, Light Commercial Vehicles, Skidoos and All Terrain Vehicles, and Police Vehicles |
| Policy Form: | Provincial Statutory Owners Policy | |
| Insurer(s) and Proportion of Participations(s): | Aviva Insurance Company of Canada – 100% | |
| Subject To: | Terms will remain as indicated subject to no claims deterioration as of March 15, 2026 | |

Councillors' Accident Coverage

| | |
|--|---|
| Limits of Coverage: | \$100,000 Principal Sum |
| Included Coverage | Number of Councillors: 5 While on Duty Only Coverage Based on 5 Members Out of Province Emergency Medical Coverage for 15 days including Spouse's Coverage |
| Policy Form: | Insurers Standard Form |
| Insurer(s) and Proportion of Participations(s): | AIG Insurance Company of Canada – 100% |
| Subject To: | 1. \$2,500,000 Aggregate Limit of Indemnity Per Accident 2. Terms will remain as indicated subject to no claims deterioration as of March 15, 2026 |

Volunteer Fire Fighters' Accident Coverage

| | |
|--|--|
| Limits of Coverage: | \$ 100,000 Principal Sum \$ 300 Disability Benefit 1st 4 weeks \$ 500 Disability Benefit after 4 weeks While on Duty Only Coverage |
| Policy Form: | Insurers Standard Form |
| Insurer(s) and Proportion of Participations(s): | AIG Insurance Company of Canada – 100% |
| Subject To: | Terms will remain as indicated subject to no claims deterioration as of March 15, 2026 |

INSURANCE PROPOSAL

LCIS – Annual Low Risk Events Liability

| | | |
|--|--|--|
| Limits of Coverage: | \$5,000,000 | Bodily Injury & Property Damage any one Occurrence |
| | \$5,000,000 | Products & Completed Operations Aggregate |
| | \$2,000,000 | Personal Injury & Advertising Liability |
| | \$10,000 | Medical Payments per Person |
| | \$50,000 | Medical Payments per Accident |
| | \$5,000,000 | Tenant's Legal Liability |
| | \$5,000,000 | Incidental Medical Malpractice Liability |
| | \$2,000,000 | Non-Owned Automobile Liability |
| | \$50,000 | SEF 94 – Legal Liability for Damage to Non-Owned Autos |
| | \$1,000,000 | Fire Fighting Expense Liability |
| Endorsements: | USA Jurisdiction Fire Fighting Expense Liability Security Default Cancellation Clause Service of Suit Clause (Canada) (Action Against Insurer) Notice Concerning Personal Information Notice to Insureds Intention for AIF to bind Clause Lloyd's Underwriters Policyholder's Complaint Protocol Sanction Limited and Exclusion Clause | |
| Deductible(s): | \$1,000 | per Loss but only with respect to Property Damage Liability, Tenant's Legal Liability and SEF 94 – Legal Liability for Damage to Non-Owned Autos |
| Policy Form: | B0509BOWCI2551575 LCIS GL 2020 | |
| Insurer(s) and Proportion of Participations(s): | Certain Lloyd's Underwriters (Syndicate 1886) – 100% | |
| Subject To: | Terms will remain as indicated subject to no claims deterioration as of March 15, 2026 | |
| Changes from Expiring Policy: | Vendor & Liquor Liability Endorsement is removed as per request | |

Client Name: The Corporation of the Township of Hilton
 Policy Number: JLTPS-236
 Term: March 15, 2026 - March 15, 2027



VEHICLE LIST

| # | Year | Make | Model | Serial Number |
|----------------------|------|--------------|--------------|-------------------|
| FIRE | | | | |
| 1 | 2001 | Sterling | Tanker | 2FHAWAK71AH497092 |
| 2 | 1995 | Freightliner | Pumper Truck | 1FV6JLC85SL578865 |
| OTHER - HEAVY | | | | |
| 1 | 2019 | Western Star | Plow Truck | 5KKHAXFEXKPKU3688 |
| OTHER- LIGHT | | | | |
| 1 | 2011 | Chevrolet | Silverado | 1GCNCPEX6BZ348962 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Client Name: The Corporation of the Township of Hilton
 Policy Number: JLTPS-236
 Term: March 15, 2026 - March 15, 2027



VEHICLE LIST

| # | Year | Make | Model | Serial Number |
|----------------------|------|--------------|--------------|-------------------|
| FIRE | | | | |
| 1 | 2001 | Sterling | Tanker | 2FHAWAK71AH497092 |
| 2 | 1995 | Freightliner | Pumper Truck | 1FV6JLC85SL578865 |
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| OTHER- LIGHT | | | | |
| 1 | 2011 | Chevrolet | Silverado | 1GCNCPEX6BZ348962 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |



Budget Summary - DRAFT (For Discussion Purposes)

| Program | 2026 | | | | | | 2025 | | Change | |
|---|----------------------|----------------------|---------------------|----------------------|----------------------------|------------------------|----------------------|----------------------|----------------------|-------------|
| | Gross Expenditure | Provincial/Federal | Other Revenue | Net Expenditure | Transfer to (from) Reserve | Capital to be Financed | Municipal Share | Municipal Share | Increase/ (Decrease) | % |
| Social Services | | | | | | | | | | |
| Children's Services and Early Learning | | | | | | | | | | |
| Providers | \$ 18,872,208 | \$ 18,406,666 | \$ - | \$ 465,542 | \$ - | \$ - | \$ 465,542 | \$ 437,478 | \$ 28,064 | |
| Program Delivery | 1,240,661 | 599,158 | - | 641,503 | (70,825) | - | 570,678 | 591,157 | (20,479) | |
| | 20,112,869 | 19,005,824 | - | 1,107,045 | (70,825) | - | 1,036,220 | 1,028,635 | 7,585 | 0.74 |
| Housing Services | | | | | | | | | | |
| Program | 9,236,494 | 3,580,268 | 3,713,361 | 1,942,865 | 54,481 | - | 1,997,346 | 1,860,249 | 137,097 | |
| Program - Capital - New | - | - | - | - | - | - | - | - | - | |
| Program Delivery | 3,471,720 | 878,956 | 202,100 | 2,390,664 | (102,405) | - | 2,288,259 | 2,282,764 | 5,495 | |
| | 12,708,214 | 4,459,224 | 3,915,461 | 4,333,529 | (47,924) | - | 4,285,605 | 4,143,013 | 142,592 | 3.44 |
| Social Assistance | | | | | | | | | | |
| Clients | 7,531,400 | 7,441,400 | - | 90,000 | - | - | 90,000 | 125,000 | (35,000) | |
| Program Delivery | 3,017,851 | 1,455,300 | 3,000 | 1,559,551 | - | - | 1,559,551 | 1,523,545 | 36,006 | |
| | 10,549,251 | 8,896,700 | 3,000 | 1,649,551 | - | - | 1,649,551 | 1,648,545 | 1,006 | 0.06 |
| Subtotal - Social Services | 43,370,334 | 32,361,748 | 3,918,461 | 7,090,125 | (118,749) | - | 6,971,376 | 6,820,193 | 151,183 | 2.22 |
| Paramedic Services | | | | | | | | | | |
| Paramedic Services - Land Ambulance | 13,740,871 | 6,603,916 | 13,500 | 7,123,455 | (150,000) | - | 6,973,455 | 6,517,754 | 455,701 | |
| Community Paramedicine | 1,558,546 | 1,358,546 | 200,000 | - | - | - | - | - | - | |
| Ambulance Station - Capital - Addition/Renovation | 2,023,076 | - | - | 2,023,076 | - | (2,023,076) | - | - | - | |
| Subtotal - Paramedic Services | 17,322,493 | 7,962,462 | 213,500 | 9,146,531 | (150,000) | (2,023,076) | 6,973,455 | 6,517,754 | 455,701 | 6.99 |
| Board and related | | | | | | | | | | |
| Board | 122,200 | - | - | 122,200 | - | - | 122,200 | 122,200 | - | - |
| Total | \$ 57,233,405 | \$ 38,965,664 | \$ 3,931,961 | \$ 14,335,780 | \$ (268,749) | \$ - | \$ 14,067,031 | \$ 13,460,147 | \$ 606,884 | 4.51 |

Reserve Transfers (Breakdown)

| | Net Change To (From) |
|---------------------------------|----------------------|
| Working Funds | \$ (144,190) |
| Paramedic Services - Deployment | (150,000) |
| Housing Services - Capital | 25,441 |
| | <u>\$ (268,749)</u> |

Staff Replacement - One-Time
Deployment Change
Mortgage Requirements/Administration



Apportionment - 2026

| Municipality | 2025 Apportionment | | | | | |
|-------------------------------|--|-----------------|----------------------------|------------------------------|----------|-------------------------------------|
| | Adjustment to be made in 2026 for 2025 | Power Dam Grant | Apportionment of Remaining | Total Levy (2025 Tax Ratios) | % Share | 2026 Levy Including 2025 Adjustment |
| Blind River, Town of | 119 | \$ 32,469 | \$ 1,389,261 | \$ 1,421,730 | 10.1068 | \$ 1,421,849 |
| Bruce Mines, Town of | 23 | - | 202,154 | 202,154 | 1.4371 | 202,177 |
| Dubreuilville, Twp. of | 20 | - | 174,317 | 174,317 | 1.2392 | 174,337 |
| Elliot Lake, City of | 290 | - | 2,574,938 | 2,574,938 | 18.3048 | 2,575,228 |
| Hilton Beach, Twp. of | (79) | - | 354,325 | 354,325 | 2.5188 | 354,246 |
| Hilton Beach, Village of | 11 | - | 89,651 | 89,651 | 0.6373 | 89,662 |
| Hornepayne, Twp. of | 19 | - | 173,676 | 173,676 | 1.2346 | 173,695 |
| Huron Shores, Municipality of | (422) | 17,082 | 975,792 | 992,874 | 7.0582 | 992,452 |
| Jocelyn, Twp. of | (57) | - | 331,311 | 331,311 | 2.3552 | 331,254 |
| Johnson, Twp. of | 1 | - | 413,965 | 413,965 | 2.9428 | 413,966 |
| Laird, Twp. of | 65 | - | 565,385 | 565,385 | 4.0192 | 565,450 |
| MacDonald, Twp. of | 79 | - | 647,123 | 647,123 | 4.6003 | 647,202 |
| North Shore, Twp. of | 35 | 58,871 | 303,640 | 362,511 | 2.5770 | 362,546 |
| Plummer, Twp. of | 45 | - | 392,368 | 392,368 | 2.7893 | 392,413 |
| St. Joseph, Twp. of | 101 | - | 885,213 | 885,213 | 6.2928 | 885,314 |
| Spanish, Town of | 7 | - | 193,542 | 193,542 | 1.3759 | 193,549 |
| Tarbutt, Twp. of | 47 | - | 410,517 | 410,517 | 2.9183 | 410,564 |
| Thessalon, Town of | (283) | - | 347,835 | 347,835 | 2.4727 | 347,552 |
| Wawa, Municipality of | (86) | 1,000,123 | 759,604 | 1,759,727 | 12.5096 | 1,759,641 |
| White River, Twp. of | 65 | - | 190,868 | 190,868 | 1.3568 | 190,933 |
| Subtotal | - | \$ 1,108,545 | \$ 11,375,485 | \$ 12,484,030 | 88.7467 | 12,484,030 |
| Unincorporated | - | 11,768 | 1,571,233 | 1,583,001 | 11.2533 | 1,583,001 |
| Total | - | \$ 1,120,313 | \$ 12,946,718 | \$ 14,067,031 | 100.0000 | \$ 14,067,031 |

| | |
|------------------------|---------------|
| To Be Apportioned Levy | \$ 14,067,031 |
| Offsetting Grant | (1,120,313) |
| Remaining | \$ 12,946,718 |

Variance Due to Rounding



(1) (L)

Staff Report: DR-2026-03-11-GI
Subject: Grant Ideas
Prepared by: Britney MacKay, Deputy Clerk-Treasurer

Meeting Date: March 11, 2026
Regular Council Meeting

Background:

In the Township's January newsletter, ratepayers were invited to submit suggestions for potential recreational projects. Four (4) responses were received. Three (3) submissions strongly supported the addition of a pickleball court within the Township, and one (1) submission suggested the development of senior-friendly walking trails.

In previous years, the Township applied to the Capital Grant through the Ontario Trillium Foundation to support the construction of a pickleball court and walking trails; however, both applications were unsuccessful.

Analysis:

The Northern Ontario Heritage Fund Corporation (NOHFC) – Rural Enhancement Funding Program provides funding of up to 90% of total eligible project costs, to a maximum of \$200,000.00, for approved applications.

Council may consider submitting an application under one of the following options:

- 1) Construct a pickleball court at the vacant W Line lot owned by the Township.
- 2) Develop senior-friendly walking trails on the W Line property.

Recommendation:

THAT Council consider the options outlined in this report; and

THAT Council direct staff accordingly.



11)4)

Memo

Meeting Date: March 11, 2026
Regular Council Meeting

Subject: Access of Municipal Maps and Property Information
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

Municipal staff are regularly asked to review municipal maps and provide copies to property owners for the purpose of verifying property lines and related information.

It is recognized that the Township office maintains property maps; however, the most recent maps provided to the Township were produced in 2002. Given the age of these maps, changes may have occurred since their creation, and the information may no longer be reliable or accurate. For this reason, these maps are used only as a general reference to assist staff.

The maps clearly state that they are not to be reproduced or distributed, in whole or in part, without prior written permission. All rights are reserved by the Municipal Property Assessment Corporation (MPAC) (formerly the Ontario Property Assessment Corporation), and the maps are stamped with a copyright notice. The maps also indicate that they are not documents of survey.

MPAC has advised that staff rely on the tools and resources available through its website to obtain the most current and accurate property information. In addition, Township staff have contacted MPAC to confirm what information may be shared without violating copyright restrictions, legislation, or confidentiality requirements. Staff have been advised that only the information contained on a property owner's tax bill may be provided to the property owner. This information includes the roll number, legal description, Property Identification Number (PIN), plan number (if applicable), acreage, and frontage.

If property owners require additional information regarding property boundaries or property lines, they must obtain a land survey prepared by a licensed Ontario Land Surveyor.

Additional property information can be obtained through the following websites:

1) OnLand (Ontario Land Registry) - www.onland.ca

The OnLand portal is the primary source for searching property records in Ontario. Users can locate properties on a map, view, print, or download maps, and order parcel registers. This system provides access to official property-related documents and registry information.

2) MPAC AboutMyProperty - www.mpac.ca

The Municipal Property Assessment Corporation (MPAC) provides a free online tool that allows property owners to view their property assessment information, see details on file, and compare their property with others in their neighbourhood.



Hilton Township

March 2026 Newsletter



2983 Base Line, Hilton Beach
Phone: 705-246-2472
Website: www.hiltontownship.ca
Email: admin@hiltontownship.ca

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

The office will be closed
Friday, April 3rd and
Monday, April 6th, 2026, in
observance of Good Friday and
Easter Monday.

Stay Informed

Visit the Township website at www.hiltontownship.ca for up-to-date Council meeting minutes, meeting notices, by-laws, policies, and fillable forms.

Upcoming Island Events

- Lion's Club Pancake Breakfast Sunday, March 22nd from 10 a.m. to 1 p.m. at the Hilton Community Hall
- Hilton Township Children's Easter Party Saturday, April 4th from 1:30 p.m. to 3 p.m. at the Hilton Township Office. Come see the Easter Bunny for crafts, treats and FUN!
- Maple Syrup Festival at the Legion first 2 weekends in April

ROADS UPDATES

- As temperatures begin to rise and frost comes out of the roadways, we ask residents to please use caution and be patient while the Roads Crew repair potholes and clear snow and ice from ditches and culverts.
- Half-Load Restrictions have now been implemented as of March 9, 2026, on municipal roads in Hilton Township. These restrictions help protect our roads during the spring thaw period.

MPAC AboutMyProptery™

Login to mpac.ca using your 19-digit roll number and access key found on your Property Assessment Notice.

- Access your property information
- Update your mailing address
- Learn about your assessment
- Browse your neighbourhood
- File Request for Reconsideration if you disagree with your property's assessed value



Landfill Reminder

- Please remember to have your 2026 landfill sticker available when visiting the landfill.

Hilton Union Fire Department Reminders

- Fire Permits are required for any open-air burning between April 1st and October 31st.
- Before starting up your grill for the season, check all hoses and connections for leaks or damage.
- Never operate a grill in an enclosed space, including garages or sheds.
- Keep grills at least 3 metres away from your home or any other structures.
- If a fire occurs while grilling, turn off the burners and close the propane tank valve immediately, if it is safe to do so.



 **Get on the voters list today.**

RegisterToVoteON.ca
1.866.242.3025

12) b)

An annual newsletter brought to you by Algoma Power Inc.

2026

Welcome to API's Community Newsletter!

Welcome to the second edition of our annual community newsletter—your source for staying connected and informed about the resources available, the improvements we're making, and the work happening behind the scenes to better serve you.

Public Safety Message

Powerlines are sometimes buried underground. Before you start construction that requires excavation, contact Ontario One Call. Request for them to locate all utility-owned underground infrastructure, including natural gas, communications, powerlines, and water and wastewater pipes. Note that private owned underground powerlines (e.g. supply to a pool or separate garage) is not located by the utility.

Visit OntarioOneCall.ca to learn more!



Customer Service



Outage Map Available 24/7: Anyone can access our outage map directly from their smart phone or computer.

Visit: outagemap.algomapower.com



Follow us on Facebook & X: @APIpower - Stay informed about what is happening in the electric industry, our community involvement, and during larger unplanned outages.

Customer Portal: Receive new bill notifications & access bills, payment history, usage information. Sign-up for pre-authorized debit payments or link directly to online payment options. Register at our website www.algomapower.com

2024 Utility Scorecards are out! Find API's at the OEB's website or link to it from the [Regulatory page on our website.](#)

Please keep us informed of any changes to community streetlighting, including recent or planned luminaire retrofits, additions, or removals.

Emergency Preparedness

In an effort to support the various communities for which Algoma Power provides electricity, we would like to ensure we have the most up to date emergency contact on file in addition to community emergency response plan. Please let us know if there has been any recent change.

Algoma Power has been actively involved in analyzing and defining resilience within the electricity distribution sector, particularly in the context of climate change and more frequent extreme weather events, including wildfires.

An annual newsletter brought to you by Algoma Power Inc.

2026

Work Plans in your Community

Algoma Power has several key work programs to highlight that are occurring within various community in which it supplies electricity.

Vegetation Management Program— Our annual program brings us to a variety of areas this upcoming year and includes a combination of line clearing and brush control: St. Joseph Island, Goulais River, Searchmont, Montreal River, and the Michipicoten/Wawa area. The specific townships are listed in the following table:



| Forestry Part | Township | Work Activity |
|--------------------|---|-------------------------------|
| Bruce Mines Part 3 | Plummer, Rose | Line Clearing |
| Garden River | Garden River First Nation | Brush Control & Line Clearing |
| Goulais Part 5 | Aweres, Deroche, Jamis, Vankoughnet | Line Clearing |
| Goulais Part 6 | Deroche, Fenwick, Gaudette, Hodgins, Shields, Vankoughnet | Brush Control & Line Clearing |
| HWY 101 | Michano, Lastreets, Maness, Miskowimoi, Nebonaionquet | Brush Control |
| No. 4 Circuit | Dunphy, Finan, Abbottsaway, Agoune, Corbise, Cowie | Brush Control |
| Searchmont Express | Vankoughnet, Deroche, Hodgins | Brush Control |
| St. Joseph Part 2 | Richard's Landing, St. Joseph, Jocelyn | Brush Control & Line Clearing |
| St. Joseph Part 3 | Richard's Landing, St. Joseph | Brush Control |
| Wawa Part 2 | McMurray, Lerdunn, Rapazo | Line Clearing |

Please visit our [Vegetation Management Webpage](#) for more information on our annual program.

Line Rebuild Sustainment Program—Annually, we replace and upgrade our powerline infrastructure as part of our proactive Line Rebuild program. The table below provides the location of line rebuild work:

| Location | Township |
|--|-------------------------------------|
| Bar River Rd., East of Government Rd. | MacDonald, Meredith & Aberdeen Acd. |
| Arthur St. | Richard's Landing |
| A Line, North of Centre Line Rd. | St. Joseph |
| Huron Line, North of K Line | St. Joseph |
| Peace Tree Dr., Goulais | Aweres |
| Pine Shores Rd. | Fenwick |
| HWY17, Harmony Beach Rd. to Haveland Shores Rd. | Haveland |
| Wally Ln. & Sunset Dr. | Tilley |
| Whiskey Bay Rd. & Cedar Ln. | Triley |
| Superior Ave. | Municipality of Wawa/McMurray |
| Magpie Rd. & Montreal Ave. | Municipality of Wawa/McMurray |
| Regina St. | Municipality of Wawa/McMurray |
| Hollingsworth Rd., Off HWY101 | Maness |
| HWY 101, East of Camp Kinniwahi | Michano |
| API's 44KV between Goudreau Rd. and Bell Tower Rd. | Dunphy/Township of Dubreuilville |



Accelerated Broadband Program—We have been working closely with Internet Providers, making our pole line infrastructure available for connecting fiber lines in the Algoma region. To learn more about high-speed internet in your community, please visit the [Ontario Connects: Ontario Connects Map](#)

1230

CHILDREN'S EASTER PARTY

Saturday, April 4, 2026

1:30PM - 3:00 PM

Hilton Township Office
2983 Base Line
Hilton Beach

Come see the
Easter Bunny
for crafts, treats,
and fun!

All kids are welcome!



Hilton Township

Dear St. Joseph Island Lions Club Supporter

SJI Lions Club has planned another busy year of Island wide service. Our club's enthusiastic membership place high value on doing beneficial work in support of all our Island Community,

SJI Lions Club monthly Pancake Breakfasts have continued to be well attended and provide a small profit that we donate to many worthwhile projects that get little to no funding other than fundraising...

Our 1st major exciting event again of 2026, "**Rock'n the Island Dance**" will be held on **Saturday May 16** at the Community Hall in Hilton Beach. Popular live band Flathead Ford will once again be providing the entertainment to likely another sold out event. A great local band whose genre is Oldies Rock & Roll with a bit of Country thrown in to please all. This year's theme, "**70's Sitcom**" Doors open at 6:30, music starts at 7 and ends at 12 p.m.

- We welcome you to attend and enjoy a great night of music and dancing while supporting a great cause! 100% of the raised funds after expenses from this event will be donated towards strengthening healthcare on St. Joesph Island specifically

the doctor recruitment and retention or helping with much needed hospital equipment for Mathews Memorial Hospital.

We humbly ask that you consider offering a gift card in any denomination, actual gift prize, discount certificate to your business, or maybe a cash contribution to this event to help us purchase a special door prize to be raffled off to help raise even more funds. Providing gift cards, gift certificate or discount certificates ensures the winner of the door prizes or spot prizes will enter/use your business to redeem which may lead to other missed potential sales. Certificates can be picked up by one of our lion members as arranged. Cash donations can be combined with other sponsor funds to purchase a special door prize or two to help raise more funds.

- Combined donations will get same recognition with all promotional advertising. All promotional advertising for this dance is included in your donation. Promotional advertising will be placed on, social media, both our own St. Joseph Island Lions Club Facebook page and shared with the St. Joseph Island Community Facebook page having over 10,000 followers. Promotional notices will be put into our own Island Clippings weekly newsletter as well. It has been read around the world online.
- Monetary Sponsorship levels for 2026 to receive,

Platinum \$1,000 to also receive 6 tickets!

Gold \$500 receive 4 dance tickets!

Silver \$300 receive 2 dance tickets!

Bronze \$200 receives special promotional mentions

Denominations below \$199.00 to have names published in our final thank you notice.

- E transfer information sjilc.weserve@gmail.com(please mention “SPONSOR” in the memo message area of the e transfer) OR Make cheques in any denomination payable to St. Joseph Island Lions Club. OR Simple cash donations greatly accepted and picked up by your trusted member.

AGAIN, YOUR DONATION WILL BE ACKNOWLEDGED AT THE EVENT, BY ADVERTISING ACROSS THE ISLAND, SOCIAL MEDIA AND LIVE DURING THE EVENT!

Please help us help this year’s initiative fully supported by the SJI Lions Club and the Island community.

Thank you for your time and we hope to hear from you soon!



DR. HAROLD S. TREFRY MEMORIAL CENTRE

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



March 2, 2026

Dear Reeve and Council,

The Dr. H.S. Trefry Memorial Centre is a member of a group called Ontario Community Support Association. The Ontario Community Support Association represents more than 200 not-for-profit organizations providing home care and community support services across the province. "March for Meals" is an annual campaign that raises awareness and strengthens community engagement with the Meals on Wheels program.

Ontario's most vulnerable seniors and people with disabilities continue to face alarming levels of food insecurity. As the demand for nutritious, affordable meals grows daily, Meals on Wheels staff and volunteers remain unwavering in their commitment to serving those in need.

Each year, **Meals on Wheels delivers over 3.3 million meals to 68,000 Ontarians**, ensuring that seniors and people with disabilities have access to the food they need to live well at home. This "March for Meals" they recognize the dedication of thousands across the province who make this critical service possible.

OSCA is encouraging local leaders to join meal deliveries to raise awareness and advocate for seniors and people with a disability.

We at the Dr. H.S Trefry Memorial Centre would like to work with your Council together to bring awareness of this service in your community. If you have a local leader/volunteer that would be interested in delivering meals on wheels for a day in March, to your community members, please call our office or email for more information. We would love to promote this campaign through social media photos and/or stories (with client permission) from your delivery day and encourage you to do the same.

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

Warm Regards,

Marcy Clark
Manager

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The Corporation of the Township of St. Joseph

1669 Arthur Street
P.O Box 187
Richards Landing, ON P0R 1J0
Telephone: 705-246-2625 / Fax: 705-246-3142
www.stjosephtownship.com

January 16, 2026

Minister of Health, Sylvia Jones
VIA EMAIL: sylvia.jones@ontario.ca

RE: Provincial Contributions to Algoma Public Health Levy Increases

At their January 14, 2026 meeting, Council for the Township of St. Joseph passed resolution #2026-07 requesting the Province increase contributions to Algoma Public Health (attached).

The Township of St. Joseph understands The Ministry of Health has confirmed an increase of only 1% to its provincial funding contribution to Algoma Public Health for 2026. The Province of Ontario mandates that Public Health Units deliver a range of programs and services under provincial legislation, standards, and directives. This 1% increase is insufficient to accommodate rising costs associated with the operation of Algoma Public Health, including staffing, provincially mandated programs, service delivery obligations, and inflationary pressures.

Insufficient provincial funding for provincially mandated public health programs results in additional operational costs being downloaded to municipalities through higher levy requirements. Increased municipal levies may lead to higher property taxes, creating unnecessary and undue financial hardship for families within the Algoma District. Public health services are a mandated provincial responsibility, and it is essential that the Province assume its appropriate share of the financial increases necessary to sustain these services.

The Council of the Township of St. Joseph requests that the Ministry of Health review and increase its funding contribution to regional Public Health Units for 2026 beyond the proposed 1% to better share the public health responsibilities that are provincially mandated. The Township of St. Joseph urges the Province of Ontario to fully fund the costs associated with provincially mandated public health programs and assume responsibility for its appropriate portion of public health cost increases to prevent these costs from being downloaded to municipalities, who's primary source of revenue is the Property Tax Levy.

Respectfully,

Amanda Richardson
CAO/Clerk-Treasurer

cc all municipalities within the Algoma District, the Minister of Health, the Premier of Ontario, the Federation of Northern Ontario Municipalities (FONOM), and the Algoma District Municipal Association (ADMA).

13)a)

| CORPORATION OF THE TOWNSHIP OF HILTON | | | |
|---------------------------------------|--|--------------------|----------------|
| Payment Voucher February 2026 | | | |
| NAME | DESCRIPTION | AMOUNT | CHEQUE # |
| Ironside Consulting Services | 2025 legal fees for HR | \$45.20 | 14452 |
| Algoma District Services Admin Board | February municipal levy | \$28,057.50 | 14453 |
| Allemano & Berlingieri Lawyers | 2025 legal fees | \$5,048.93 | 14454 |
| Bell Canada | January Telephone (Office and garage) | \$368.54 | 14455 |
| EncompassIT.ca | Monthly back up, server back up, emails, website, Sage update, and interim tax run | \$2,217.20 | 14456 |
| Gilbertson Enterprises | Winter sand | \$5,494.06 | 14457 |
| Minister of Finance | December policing | \$7,164.00 | 14458 |
| P.S.E.C.N. Alarmcap | Security system contract (Feb. to Apr.) | \$169.33 | 14459 |
| Petty Cash | Office supplies (creamers, napkins, sidewalk salt) | \$70.14 | 14460 |
| Algoma District Municipal Association | 2026 membership fee | \$100.00 | 14461 |
| Algoma Office Equipment | Photocopier contract | \$201.82 | 14462 |
| Algoma Power Inc. | January power | \$465.57 | 14463 |
| Co-Op | Clear and coloured diesel | \$2,319.56 | 14464 |
| Crime Stoppers of Sault Ste Marie | Donation | \$250.00 | 14465 |
| Island Clippings | 1/2 page notice ad | \$113.00 | 14466 |
| Ministry of Finance | 2025 EHT payment | \$4,509.80 | 14467 |
| Petty Cash | Office supplies (coffee, cookies, kleenex) | \$98.83 | 14468 |
| Receiver General for Canada | Fire Dept. yearly radio license | \$444.72 | 14469 |
| St. Joseph Island Hunters & Anglers | Donation | \$500.00 | 14470 |
| Tulloch Engineering Inc. | January building inspections | \$285.89 | 14471 |
| Equitable | February Premiums | \$2,497.55 | Auto payment |
| Payroll | Payroll February 1-15, 2026 | \$7,661.89 | AFT |
| Payroll | Payroll February 16-28, 2026 (includes 2.5hr admin OT) | \$7,908.18 | AFT |
| Rod Wood | February council honourarium | \$172.00 | AFT |
| Bob Hope | February Fire Chief honourarium | \$200.00 | AFT |
| OMERS | February pension contributions | \$4,265.48 | AFT |
| Sara Dinsdale | Reimbursement for office supplies | \$13.54 | AFT |
| NCU Visa | February Statement - Internet, stationery, USD postage, office supplies, roads cell phone, copmuter equip. and Adobe membership) | \$950.37 | Online payment |
| Total: | | \$81,593.10 | |