

THE CORPORATION OF THE TOWNSHIP OF HILTON

**AGENDA**

Regular Meeting of Council

May 13, 2026 – 7:00 pm

Council Chamber - Hilton Township Municipal Building

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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 April 15, 2026
6. Roads/Public Works
  - a) Road Superintendent Updates
  - b) Approval of Liquid Calcium Chloride at \$8700.00 plus applicable taxes
  - c) Staff Report DR-2026-05-13-PTP: Pickup Truck Purchase
  - d) Declare Single Axle Utility Trailer as Surplus
  - e) Declare Flail Mower as Surplus
7. Fire/Emergency Management
  - a) 2027 Municipal Policing Statement Property Count
  - b) Correspondence from Ministry of Emergency Preparedness and Response re Requirements Met
8. Building/By-Law Enforcement
  - a) Building Permit Fees Collected vs Costs Incurred
  - b) Discussion about gift for Mr. Kevin Morris, Former Chief Building Official
9. Planning
  - a) Staff Report CR-2026-05-13-SRA: Request for Extension to Purchase Shore Road Allowance
  - b) MEMO: 2524 Hamilton Minor Variance Conditions Met
10. Cemetery
  - a) MEMO: Grace United Cemetery Annual Clean-Up
11. Administration
  - a) Staff Report DR-2026-05-13-DB: Draft Budget
  - b) Preliminary 2026 Draft Budget and Taxation Review
  - c) Staff Report DR-2026-05-13-SYN: Senior of the Year Nomination
  - d) Approval of 2025 Asset Management Plan
  - e) 2026 Draft Library Budget and Approval of Hilton Township's Levy
  - f) 2026 St. Joseph Island Museum Budget and Approval of Hilton Township's Levy
  - g) Passing of By-Law #1509-26; Being the Lame Duck Delegation of Authority By-Law
  - h) MEMO-Enhancing Access to Spaces for Everyone Grant Application

12. Correspondence

- a) Hilton Township May 2026 Newsletter
- b) Request for Donation from Dr. Harold's Trefry Memorial Centre
- c) Request for Donation from Central Algoma Intermediate and Secondary School
- d) Correspondence from the Village of Hilton Beach regarding Landfill
- e) Request for Tether Ball at Big Point Park
- f) Provincial Offences Act Order to Attach Set Fines to Trailer By-Law no.1505-26
- g) Provincial Offences Act Order to Attach Set Fines to Parking By-Law no.1506-26
- h) NSHN Press Release: Launching of Victim Services Program at Blind River Site
- i) 2026 Census Collection Across Canada
- j) 2026 Municipal Election Information
- k) Get on the Voters list!

13. Expenditures

- a) April 2026 Payment Voucher

14. Confirmatory By-law

15. Adjourn

THE CORPORATION OF THE TOWNSHIP OF HILTON

**MINUTES**

Regular Meeting  
April 15, 2026  
7:00 p.m.

Present: Reeve Rodney Wood  
Councillor Janet Gordanier  
Councillor Mike Garside  
Councillor Dave Leask

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

Absent: Councillor Mike Trainor

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

There was no pecuniary interest declared.

Resolution 2026-70  
Moved: Janet Gordanier  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for April 15, 2026, with addendums. \*CARRIED\*

Resolution 2026-71  
Moved: Mike Garside  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the regular council meeting of March 11, 2026. \*CARRIED\*

Resolution 2026-72  
Moved: Dave Leask  
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the closed council meeting of March 11, 2026. \*CARRIED\*

The appointment of the Road Superintendent/Public Works Foreman by-law after the successful completion of the six-month probationary was passed.

Corporation of the Township of Hilton  
Minutes-April 15, 2026, Cont'd

Resolution 2026-73  
Moved: Janet Gordanier  
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. 1502-26; being a by-law to appoint a Road Superintendent/Public Works Foreman for the Township of Hilton. \*CARRIED\*

Road Superintendent/Public Works Foreman Updates:

The plow equipment has been removed from the truck as it is no longer needed. April 15 was the last day it was a legislation requirement.

After the recent freezing rain, the township faired quite well, and the roads appear to be in pretty good shape.

After options for patching this year were discussed at the previous meeting, gathering pricing for a trailer to hold the emulsified tar has been underway. Multiple quotes have been received, and most places have recommended that a galvanized trailer would be best. Pricing for supplies for emulsion have been received as well.

Resolution 2026-74  
Moved: Janet Gordanier  
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON confirms that the procurement process, as set out in the Township's Procurement Policy, has been followed for the purchase of a 6x12 dump trailer and supplies for emulsion;

AND THAT Council approves the purchase of a 6x12 dump trailer in the among of \$9,995.00 and supplies for emulsion in the amount of \$506.32. \*CARRIED\*

Pricing of a pick-up truck has also been underway. All dealerships' pricing is in the range of \$74,000.00 to \$80,000.00. This will be discussed further during the 2026 budget discussion.

There have been quite a few trees on roads that Mr. See has been busy cleaning up. There has been some minor flooding in some areas due to the amount of snow melting. In addition to the snow melting, the recent rain has added to some of the minor flooding. Some areas will need to have ditching done over the summer months.

Pricing for flake calcium has been researched and found that the price is approximately \$200-\$300 per bag more than last year. In addition to the increase of price, suppliers are

to provide the amount needed. Pricing for liquid calcium has been requested, and details should be provided soon.

Council received a letter of donation sent by Algoma Power Inc. to support Emergency Services.

Resolution 2026-75  
Moved: Mike Garside  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the donation of \$300.00 from Algoma Power Inc. with the funds to be directed to the Hilton Union Fire Department.  
\*CARRIED\*

A letter received by Council from the Ministry of Natural Resources regarding new regulations under the Wildland Fire Management Act (WFMA) was discussed. The letter outlines the decision made to implement regulatory proposals to establish a framework for issuing administrative monetary penalties and to make updates to the Outdoor Fire Regulation. The letter states that as of April 1, 2026, under the new regulations, administrative monetary penalties may be issued for contraventions of the Wildland Fire Management Act and its regulations. The Letter also states that changes to O. Reg. 207/96 (Outdoor Fires) were made by revoking the regulation and replacing it with the Wildland Fire management regulation. Further information can be found at <https://www.ontario.ca/laws/regulation/260044> and <https://www.ontario.ca/laws/regulation/260043>.

Mr. Glen Irwin attended the Council meeting. Mr. Irwin will be starting employment with the Township of Hilton on May 1, 2026 as the new Chief Building Official.

Resolution 2026-76  
Moved: Dave Leask  
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. 1503-26; being a by-law to a Chief Building Official under the Building Code Act, 1992, S.O., c 23, for the purpose of enforcement of the said Act for the Township of Hilton. \*CARRIED\*

Council reviewed the 2026 Building Permit Fees Collected vs Costs Incurred to date summary.

Deferred from both the February and March regular council meetings, Council discussed the 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 and an email with further explanation that Council requested. In addition to these documents, Council also received correspondence dated April 10, 2026 regarding the Planning Board Resolution Regarding Pre-Existing Accessory Structures. The resolution states:

*“Be it resolved that the Planning Board treat pre-existing accessory building separated from their primary use through land division as legal non-conforming”*

A discussion took place regarding past severances that have occurred when an accessory building was treated as a legal pre-existing, non-conforming use upon completion of a severance. It was noted that there have been zero situations that Council is aware of, in the Township of Hilton when a severance took place that separated an accessory structure from the primary structure but was still approved to be legal non-conforming; and the Mr. Jagger's is the first situation in the Township of Hilton where this has occurred. Council discussed properties in other townships located on St. Joseph Island that do have an accessory type structure without a primary dwelling and noted problems that have occurred due to this. Council stated that by allowing a pre-existing accessory building separated from their primary use through land division as legal non-conforming sets the precedence for future situations and that to date, this situation has not been permitted.

Resolution 2026-77

Moved: Dave Leask

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive the correspondence submitted from the St. Joseph Island Planning Board regarding Pre-Existing Accessory Structures;

AND THAT Council does not support the decision to treat pre-existing accessory buildings separated from their primary use through land division as legal non-conforming. \*CARRIED\*

Council reviewed Hilton Township's 2026 Planning Board budget apportionment.

Resolution 2026-78

Moved: Mike Garside

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to pay Hilton Township's 2026 Planning Board Budget apportionment in the amount of \$5004.00. \*CARRIED\*

Council reviewed two applications submitted to purchase shore road allowances in front of Lot 27, 4024 Big Point Road and Lot 28, vacant land on Big Point Road.

Resolution 2026-79

Moved: Mike Garside

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve in principle the application made by Mr. Joshua Scott to purchase the part of the original shoreroad allowance lying in front of Lot 27, Plan H608 (4024 Big Point Road) at a cost of \$30.00 per lineal foot plus HST and further declare that this land be deemed surplus to the needs of the Municipality. This approval is subject to the

provisions of the Municipal Act and any other requirements set by various agencies as well as the required Reference Plan of Survey and deposit being received by the municipality within one year of this date. \*CARRIED\*

Resolution 2026-80  
Moved: Janet Gordanier  
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve in principle the application made by Mr. Joshua Scott to purchase the part of the original shoreroad allowance lying in front of Lot 28, Plan H608 (vacant land, Big Point Road) at a cost of \$30.00 per lineal foot plus HST and further declare that this land be deemed surplus to the needs of the Municipality. This approval is subject to the provisions of the Municipal Act and any other requirements set by various agencies as well as the required Reference Plan of Survey and deposit being received by the municipality within one year of this date. \*CARRIED\*

Council received correspondence with a request to purchase an easement located between Lot 26 & Lot 27 on Big Point Road. The letter was accompanied with Staff Report CR-2026-04-15-RPE which indicated that according to the parcel registry received by the Ontario Land Registry office, this plan indicates that there are four of the same type of easements at exactly every 8<sup>th</sup> lot apart. The report also stated that upon further discussion with the Township's Road Superintendent and the St. Joseph Island Planning Board Consultant, these easements likely serve a specific purpose such as drainage, ditch or water course.

Resolution 2026-81  
Moved: Dave Leask  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report CR-2026-04-15-RPE and correspondence submitted by Mr. Joshue Scott regarding a request to purchase an easement located between Lot 26 & Lot 27, Plan H608, Big Point Road;

AND THAT Council determines that the easement serves a municipal purpose, including but not limited to drainage;

AND THEREFORE, Council confirms that the sale of the easement is not in the best interest of the Township of Hilton. \*CARRIED\*

The annual Grace United Cemetery Cleanup flyer was received by Council. This year's cemetery cleanup will take place on Saturday, May 9, 2026 from 10 am – 12 pm, whether permitted.

The Tax Collection Policy that was reviewed at the March 11, 2026 regular Council meeting was passed by Council.

Resolution 2026-82  
Moved: Janet Gordanier  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does give first, second and third and final reading and pass By-law No. 1504-26; being a by-law to adopt the Tax Collection Policy for the Township of Hilton;

AND THAT Schedule "A" Tax Collection Policy shall form part of By-Law No. 1504-26;

AND FURTHER THAT Schedule "B" Tax Payment Arrangement Form shall form part of By-Law No. 1504-26. \*CARRIED\*

An amended Trailer By-Law and an amended Parking By-Law were reviewed and passed to include the new set-fine schedules.

Resolution 2026-83  
Moved: Janet Gordanier  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the amendment to the By-Law to regulate the use of trailers located outside of trailer parks in the Township of Hilton, Section 3(a), to read as follows:

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

AND THAT Schedule "A" (Set Fines) Shall form part of By-Law No. 1505-26;

AND FURTHER THAT by-law 1302-21 is hereby repealed. \*CARRIED\*

Resolution 2026-84  
Moved: Janet Gordanier  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the amendment to the By-Law 1506-26 to prohibit overnight parking during specified months and times to includes Schedule "B" (Set Fines).

AND THAT by-law 1452-25 is hereby repealed. \*CARRIED\*

Council reviewed the Community Safety and Well-Being Plan known as the Central Algoma Community Safety and Well-Being Plan (CACSWAB)

Resolution 2026-85  
Moved: Mike Garside  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does hereby declare the development and review of a Community Safety and Well-Being Plan to be a priority of the Municipality;

AND THAT Council directs staff to oversee the process for the development of the plan and to report back to Council with a final draft for consideration and adoption;

AND THAT Council authorizes the use of the municipal website and/or direct mail communications to engage residents, conduct surveys, and collect data to identify local risks and priorities;

AND FURTHER THAT Council support continued collaboration with neighbouring municipalities in the review and update of the Community Safety and Well-Being Plan known as the Central Algoma Community Safety and Well-Being Plan (CACSWB). \*CARRIED\*

Council received a memo regarding the process of issuing set fines enforcement.

Staff Report DR-2026-03-11-GI titled Grant Ideas that was deferred from the March 11, 2026, regular Council meeting was received and discussed. The report indicated that the Township invited rate payers by way of the January newsletter to submit suggestions for potential recreational projects and received four responses. The responses included a pickleball court and senior friendly walking trails.

One option discussed was to submit an application to The Northern Ontario Heritage Fund Corporation (NOHFC) – Rural Enhancement Funding Program in 2026 for the construction of a pickleball court or the development of senior friendly walking trails on the Township owned vacant W Line Lot. The NOHFC provides funding of up to 90% of total eligible project costs, to a maximum of \$200,000.00, for approved applications and operates on a reimbursement basis. Once an application is approved, the project must be completed and a request for payment may be submitted to NOHFC for reimbursement of eligible expenses. The report indicated that in order to fund the project initially, the Township would be required to utilize funds from the general operating account. At the end of August 2026, the \$60,000.00 Parks Term Deposit account may be accessed to support the project costs and subsequently be replenished upon receipt of the grant funding.

A second option included in the report was to submit an application to The Ontario Trillium Foundation (OTF) Capital Grant program in early 2027. Approved applicants may receive between \$10,000.00 and \$200,000.00, covering up to 100% of eligible project costs. Funding is typically provided in advance of project commencement.

Council considered the two options and discussed that an application could be submitted to the Northern Ontario Heritage Fund for a pickleball court, and also possibility to the Ontario Trillium Foundation Capital Grant Program in 2027. Requesting further input from rate payers was also discussed as it would be beneficial for future grant applications. Staff will include a request in upcoming newsletters, in the Island Clippings and post it on the Township's website.

Resolution 2026-86  
Moved: Dave Leask  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive staff report DR-2026-04-15-GI titled Grant Ideas;

AND THAT Council directs staff to proceed with submission of an application to the Northern Ontario Heritage Fund Corporation (NOHFC) – Rural Enhancement Funding Program for the construction of a pickleball court on the Township owned W Line lot;

AND THAT Council approves utilizing funds from the general operating account to be replenished upon receipt of grant funding for eligible expenses. \*CARRIED\*

Council confirmed the proceedings of the Personnel Committee meeting held on April 14, 2026.

Resolution 2026-87  
Moved: Mike Garside  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does give first, second and third and final reading and pass By-law No. 1507-26; being a by-law to confirm the actions and decisions of the Personnel Committee Meeting held on April 14, 2026. \*CARRIED\*

Council received the Hilton Township April 2026 newsletter.

Nominations for Senior of the Year were discussed. Council provided multiple nominations. A flyer has been posted on the Township's website and an advertisement in the Island Clippings with a request for nominations.

A poster advertising the Outdoors and Gun Show that is scheduled for Sunday May 3, 2026 at the Desbarats Arena in Johnson Township was reviewed.

Council received a request for a donation from North Shore Agricultural Society for the Laird Fair. Due to existing financial commitments, Council declines the request for a donation at this time.

Council received a request from Algoma Public Health for a donation & support of the implementation of Planet Youth program.

Resolution 2026-88

Moved: Mike Garside

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does support the implementation of Planet Youth in Algoma, in principal. \*CARRIED\*

Council received correspondence from the Ministry of Municipal Affairs and Housing regarding the Municipal Buy Ontario Procurement Directive. The introduction of the Buy Ontario Act (Public Sector Procurement), 2025 allows the government to issue procurement directives that require prioritizing Ontario/Canadian good and services in public sector procurements. The new Municipal Buy Ontario Procurement Directive will include requirements related to fleet vehicles and capital infrastructure. This applies to municipalities, local boards, and municipal services corporations on the following phased timeline:

**Municipalities**

Fleet vehicles requirements: April 13, 2026

Capital infrastructure requirements: May 15, 2026

**Local boards and municipal services corporations (MSCs)**

Capital infrastructure and fleet vehicles requirements: June 1, 2026

Further information regarding the new Buy Ontario Act, 2025 can be located at <https://www.ontario.ca/page/buy-ontario>

Council received correspondence from the property owner of 3003 Base Line regarding compliance of by-law #608. The letter indicated that the property has been cleaned up, upon Council's request to do so by April 15, 2026.

Resolution 2026-89

Moved: Janet Gordanier

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive correspondence submitted by Stevens Enterprises regarding the deadline of April 15, 2026 to meet compliance of by-law No. 608; being a by-law to prohibit and regulate the use of land within the Township of Hilton for dumping or disposing of any garbage, refuse or domestic or industrial waste of any kind, and for storage and wrecking of used motor vehicles;

AND THAT Council considers the property located at 3003 Base Line to be in compliance with by-law No. 608. \*CARRIED\*

Council reviewed the March 2026 expenditures.

Corporation of the Township of Hilton  
Minutes-April 15, 2026, Cont'd

Resolution 2026-90  
Moved: Dave Leask  
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the payment of Township bills for the month of March 2026 in the amount of \$200,438.63 as per the attached payment voucher. \*CARRIED\*

Resolution 2026-91  
Moved: Mike Garside  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass by-law No. 1508-26; being a by-law to confirm the proceedings of this meeting. \*CARRIED\*

Resolution 2026-92  
Moved: Mike Garside  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 8:44 p.m. Council to meet again at the Hilton Township Municipal Office on Wednesday, May 13, 2026 at 7:00 p.m. or at the call of the Reeve. \*CARRIED\*

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Rod Wood, Reeve

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Sara Dinsdale, CAO/Clerk-Treasurer



6)c)

**Staff Report:** DR- 2026-05-13-PTP  
**Subject:** Pickup Truck Purchase  
**Prepared by:** Britney MacKay, Deputy Clerk-Treasurer  
**Reviewed by:** Sara Dinsdale, CAO/Clerk-Treasurer

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**Meeting Date:** May 13, 2026  
Regular Council Meeting

## Background

The Township's current pickup truck is a 2011 Chevrolet Silverado which is overdue for replacement under the Township's Tangible Capital Assets Policy. The policy identifies a useful life of 10 years for light-duty licensed vehicles.

In addition, the province passed the Buy Ontario Act, 2025, which requires municipalities to prioritize the procurement of goods and services provided in Ontario where applicable.

## Analysis

Staff reviewed available pickup truck options manufactured in Ontario in accordance with the province's procurement direction. Based on the research completed, the pickup trucks currently manufactured in Ontario include Ford, Toyota, and GMC models. Quotes have been received from all available manufacturers in accordance with the Township's procurement policy.

Of the options reviewed, the GMC Sierra 1500 was identified as the lowest-cost option meeting the Roads and Public Works departments' operational needs, at a purchase price of \$73,305.90, which includes running boards.

Mr. Dan See, the Township's Road Superintendent/Public Works Foreman has requested approval for additional equipment at an approximate cost of \$3000.00 to support operational requirements, including:

- Toolbox
- Flashing light
- Back rack

## Financial Impact

The Township's Roads Reserve Fund currently holds \$195,000.00 which will be accessible as of August 25, 2026. In the interim, the purchase may be financed through the Township's general account until reserve funds become available.

The purchase price for the GMC Sierra 1500 is \$73,305.90 and additional operational accessories is approximately \$3,000.00.

## Recommendation

THAT Council receive report DR-2026-05-13-PTP3 titled Pickup Truck Purchase;

AND THAT Council approve the purchase of a GMC Sierra 1500 with operational accessories in the amount of \$76,305.90 plus applicable processing fees.

7(a)

Ontario Provincial Police  
Police provinciale de l'Ontario



Crime Prevention and Community Support Bureau  
Bureau de la prévention du crime et du soutien communautaire

777 Memorial Ave. Orillia ON L3V 7V3  
777, av. Memorial Orillia ON L3V 7V3  
Tel: 705 329-7680 Tél.: 705 329-7680  
Fax: 705 329-7593 Téléc.: 705 329-7593

File Reference: 4000 - GOV

May 05, 2026

Township of Hilton  
2983 BASE LINE  
HILTON BEACH  
P0R 1G0

Dear Chief Administrative Officer:

**Re: 2027 Municipal Policing Billing Statement Property Count**

Please find below your municipal property count that has been provided to the Ontario Provincial Police (OPP) by the Municipal Property Assessment Corporation (MPAC).

The property count data is based on the 2025 Assessment Roll data delivered by MPAC to municipalities for the 2026 tax year with adjustments based on the requirements defined in O. Reg. 413/23 of the *Community Safety and Policing Act (CSPA), 2019*. The property counts will be used by the OPP to help determine policing costs in the 2027 Annual Billing Statements.

Municipality	Household	Commercial, Industrial & Aggregate Extraction	Property Count
Township of Hilton	390	12	402

The Household count is reflected in your 2025 Year-end Analysis Report 5 (Household count), which you receive annually from MPAC, with adjustments to exclude Canadian Forces Base (CFB) counts and timeshare units. The Commercial, Industrial and Aggregate Extraction counts reflect properties having designated Realty Tax Class and Realty Tax Qualifiers (RTC/RTQ) while excluding properties with structures such as towers, billboards, wind turbines, solar panels, oil or gas wells, international bridges or international tunnels. Please find the specific details on <http://www.opp.ca/billingmodel> (search for Property Count Definition document).

Please review the count for your municipality, considering the requirements defined in O. Reg 413/23, and if you believe there is an error in the classification of properties associated with this number, please contact your local MPAC Account Manager Municipal and Stakeholder Relations

within 60 days from the issue date on this letter. For all other billing enquiries, please contact [OPP.MunicipalPolicing@opp.ca](mailto:OPP.MunicipalPolicing@opp.ca).

Any error in the 2025 year-end municipal property count determined as a result of your review, will be confirmed through MPAC and your 2027 billing will be adjusted for the applicable changes.

Yours truly,

A handwritten signature in black ink, appearing to be 'B. McCallum', with a large loop at the end.

Brad McCallum  
Chief Superintendent  
Commander  
Crime Prevention and Community Support Bureau

7/6

**Ministry of Emergency Preparedness and Response**

25 Morton Shulman Ave,  
Toronto, ON M3M 0B1

**Ministre de la Protection civile et de l'Intervention en cas d'urgence**

25, av. Morton Shulman,  
Toronto, ON M3M 0B1



May 07, 2026

Township of Hilton

Dear Jeff Edwards - CEMC:

The Ministry of Emergency Preparedness and Response (MEPR) is pleased to advise that we have completed our review of the documentation submitted to the Ministry towards meeting the requirements in the *Emergency Management and Civil Protection Act* (EMCPA) O. Reg. 380/04 and our assessment indicates that your municipality has satisfied all thirteen (13) program elements for 2025. Congratulations and thank you for your continued dedication to a safe, practiced and prepared Ontario.

On December 3, 2025, the Government of Ontario passed Bill 25, the *Emergency Management Modernization Act, 2025* which amended the EMCPA to enable a more effective, coordinated and comprehensive approach to provincial and community emergency management.

Some amendments are now in effect, with no new requirements for partners. **All existing EMCPA municipal requirements remain the same for 2026.**

EMCPA amendments specific to municipalities are expected to come into force at a later date pending direction and future regulations, including

- Enabling flexibility regarding requirements for municipal emergency management programs and plans based on needs and capacity.
- Allowing two or more municipalities to voluntarily develop and implement joint emergency management programs and plans.
- Clarifying the process for and ensuring accountability of municipal emergency declarations under the EMCPA.

The [e-Laws link](#) to the EMCPA has now been updated and includes text with a grey background for the provisions not yet in force.

The ministry remains committed to working closely with municipal emergency management partners throughout the implementation of these amendments, including the development of supporting regulations pending direction.

If you have any questions on the amendments, please contact the Strategic Policy and Governance Branch in the Ministry of Emergency Preparedness and Response at [EMOPolicy@ontario.ca](mailto:EMOPolicy@ontario.ca).

For further information on our assessment or if you have any questions or concerns about this letter, please contact your Field Officer.

Name: Faye Konopelky

Email: [faye.konopelky@ontario.ca](mailto:faye.konopelky@ontario.ca); [isabel.chicoine.ca](mailto:isabel.chicoine.ca)

Phone: 705-992-3150

Sincerely,

Tony Bavota  
Assistant Deputy Minister, Emergency Response Division  
Ministry of Emergency Preparedness and Response

cc: Reeve Rodney Wood

**2026 Building Permit Fees Collected vs Costs Incurred**  
 (re: Tulloch Services Jan 1 - Apr 30, Glen Irwin May 1 - Dec 31)

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	6,413.24	1,614.93	168.67	-4,629.64
April	5,120.22	304.26		-4,815.96
May				0.00
June				0.00
July				0.00
August				0.00
September				0.00
October				0.00
November				0.00
December				0.00
	<b>14,658.56</b>	<b>2,831.97</b>	<b>168.67</b>	<b>-11,657.92</b>

**Actual Net Cost to date 2026**

**3,000.64**  
**Total Inspection and Mileage Costs**

**Historical FYI:**

<b>2026</b>	14,658.56	3,000.64
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:**

<b>-11,657.92</b>
<b>703.62</b>
<b>4,435.03</b>
<b>11,359.46</b>
<b>7,436.71</b>
<b>6,712.45</b>
<b>10,066.98</b>
<b>7,758.02</b>
<b>3,849.23</b>
<b>6,641.38</b>
<b>2,595.25</b>
<b>4,684.63</b>
<b>5,111.83</b>
<b>6,047.71</b>



9)a)

**Staff Report:** CR-2026-05-13-SRA  
**Subject:** Request for Extension to Purchase  
Shore Road Allowance  
**Prepared by:** Sara Dinsdale, CAO/Clerk-Treasurer

**Meeting Date:** May 13, 2026  
Regular Council Meeting

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**Background:**

On February 12, 2025, the following resolution was passed by Council:

*“BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve in principle the application made by Suzanne Ritchie Raymond and Clifford James Raymond to purchase that part of the original shoreroad allowance lying in front of Lot 6, Plan 1M554 (5021 Red Maple Drive) at a cost of \$30.00 per lineal foot plus GST, and further declare that this land be deemed surplus to the needs of the Municipality. This approval is subject to the provisions of the Municipal Act and any other requirements set by various agencies as well as the required Reference Plan of Survey and deposit being received by this municipality within one year of this date.”*

Correspondence was sent to the Ms. Ritchie Raymond explaining that to proceed with the purchase, that a straight-line survey of the 66’ shore road allowance from an Ontario Land Surveyor will be required, along with a non-refundable deposit as stated in the Shore Road Application Guide. An estimate of costs along with a summary of responsibilities was included with the correspondence. Communications took place in March of 2025 to verify with the property owner the details needed for a straight-line survey.

**Analysis:**

The Township has not received the required reference plan of survey or the deposit. The CAO/Clerk-Treasurer followed up with the property owner on April 16, 2026. It was recognized that neither Ms. Ritchie Raymond, nor the CAO/Clerk-Treasurer realized that the deadline had passed.

Ms. Ritchie Raymond has confirmed that she would like to proceed with the purchase of the shore road allowance lying in front of Lot 6, Plan 1M554 (5021 Red Maple Drive) and will proceed with obtaining the straight-line survey and with providing the reference plan of survey and deposit as required providing that Council will approve a deadline extension.

**Recommendation:**

THAT Council receive Staff Report CR-2026-05-13-SRA regarding a request for an extension to purchase shore road allowance;

AND THAT Council consider extending the deadline for Ms. Suzanne Ritchie Raymond to obtain the required straight-line survey and to submit the reference plan of survey and deposit to the municipality for the purchase of the shore road allowance lying directly in front of of Lot 6, Plan 1M554 (5021 Red Maple Drive).



# Memo

Subject: Conditions of Minor Variance Met  
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: May 13, 2026  
Regular Council Meeting

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The Township's Chief Building Official, Glen Irwin has performed a site inspection at Mr. Dan Hayes-Sheen's property located at 2524 Hamilton Drive and confirms all conditions have been met in regard to the conditions set out in the minor variance agreement between himself and the Township of Hilton signed on February 3, 2026.

The agreement stated that Mr. Hayes-Sheen was to remove any currently existing encroachment of the garage roof eaves and exterior siding on the abutting lands and conduct necessary repairs to remove the said encroachment of the garage roof eaves and exterior siding on the abutting lands to meet the new set-back of 0.0 metres (0 feet) as per the approved zoning amendment no later than May 31, 2026.



# Memo

Subject: Cemetery Clean Up  
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: May 13, 2026  
Regular Council Meeting

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The annual Grace United Cemetery clean-up, scheduled for Saturday, May 9, 2026, was cancelled due to the weather forecast.

A notice of cancellation was posted on the Township's website, and all Members of Council were notified.

The Township would like to extend appreciation to those who attended despite the cancellation and contributed several hours of voluntary work to assist in maintaining and preserving the cemetery grounds. A significant amount of work was still completed.

The new Cemetery Clean-up date will be posted on the Township's website and in the Island Clippings once it has been determined.

# JOIN US FOR THE ANNUAL GRACE UNITED CEMETERY CLEANUP

## SATURDAY, MAY 9, 2026

(Weather permitting – check the website for updates)

Where: 2874 Hilton Road

Please bring your own gloves, tools (e.g. shovels, shears, rakes) as well as wheelbarrows if available.

Who:

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Email: briti  
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**POSTPONED**  
NEW DATE COMING SOON





11) a) i)

**Staff Report:** DR-2026-05-13-DB  
**Subject:** 2026 Draft Budget

**Meeting Date:** May 13, 2026  
Regular Council Meeting

**Prepared by:** Britney MacKay, Deputy Clerk-Treasurer and  
Sara Dinsdale, CAO/Clerk-Treasurer

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**Purpose:**

To present Council with an overview of the 2026 Draft Budget, including key changes in revenues, operating expenses, capital projects, reserve transfers, and taxation impacts.

**Budget Overview:**

**Revenues**

- The Township received the unconditional OMPF allocation, which increased by \$44,900 (from \$330,700 in 2025).
- The Township received the NOHFC Grant to support wages for the Deputy Clerk-Treasurer position through the internship program.
- The Hilton Union Fire Department received the Fire Prevention Grant of \$16,000.00 to fund the purchase of turnout gear.
- The Fire Department contribution amount of \$44,989.09 remains subject to the approval by the Fire Board and both respective Councils. This amount includes an increase from \$10,000 to \$20,000 to the pumper reserve funds from each township, as recommended by the Fire Chief.
- The OCIF allocation increased by \$25,000 (from \$100,000 in 2025). On January 14, 2026, Council approved \$27,700 of this funding to be allocated toward completion of the Township's Asset Management Plan update by PSD Citywide, with the remaining balance of \$97,300 to be deferred for future roads projects.
- The NORDS grant program concluded in 2025 and is no longer available. The \$75.32 budget amount reflects remaining December 2025 interest being transferred to general account.
- The Pothole Prevention and Repair Program (PPRP) grant was received in 2026 in the amount of \$38,000 to reimburse eligible 2025 pothole repair costs.
- CCBF funding of \$12,000 will support gravel application on Richmond Bay Road and calcium chloride application on the P Line.
- Building permit revenue has increased following a 6% fee increase approved through By-law No. 1489-26, Fees and Charges By-Law.
- Interest revenue is projected to decrease due to the use of OCIF and CCBF in 2025, along with the depletion of NORDS reserves, resulting in fewer funds generating interest in 2026.



## Operating Expenses

### General Government

- Council honoraria - estimated based on 12 regular meetings, 6 special meetings, 4 miscellaneous, and 4 fire board meetings.
- Human resources - 2025 included council training and Pay Equity Evaluation contracted services. 2026 is estimated at \$1,000 to accommodate consultation services regarding employment matters.
- Admin salaries – decreased as no pay equity payouts are anticipated in 2026.
- Admin WSIB – increased for 2026 due to a credit received and applied in 2025.
- Misc. expenses - BDO recommended that Human Rights Settlement be allocated in 2025 since the claim was filed in 2025.
- Tech support – increased in 2025 due to increase in fees, multiple technical issues with computers, internet and meeting streaming.
- Postage – increased to accommodate bulk postage and to account for registered mail postage.
- Office building maintenance – 2025 includes security, electrical updates/installation of exterior lighting and cleaning contracts. 2026 includes security, cleaning contract and supplies to repair and paint office interior and council chambers & replace damaged countertops and flooring.
- Computer equipment/software – tax runs, cemetery software for 2026 (previously in subscriptions), monthly fees and required equipment update for WIFI (quoted \$330.72).
- Subscriptions & dues – 2025 budgeted to include cemetery software and other subscriptions & memberships; however, the cemetery software was previously allocated to computer equipment/software. 2026 budget includes just subscriptions and memberships.
- Administration training – 3 MAP courses, virtual and in-person election training.
- Audit fees – decreased due to utilizing the BDO portal eliminating the need for BDO to come into the office.
- Election – election year. Includes same budget amount as in previous election.
- Legal Fees - 2025 included costs for zoning, cemetery affidavits, by-law enforcement & HR matters. 2026 not anticipating HR matters, however, cemetery, by-law and zoning matters are ongoing.
- TCA implementation – Asset Management Plan updating will be funded by OCIF as noted in revenue.
- Telephone – costs increased for landline and roads cellphone by suppliers.



## **Protection Persons & Property**

- Fire WSIB - no credit amount for 2026.
- Truck repairs and maintenance – cost of safeties have increased.
- Compressor maintenance – actual, received 2026 invoice from Jocelyn Township.
- Turnout gear – funded by the 2026 Fire Protection Grant, with one new set for new volunteer.
- Hydrant maintenance – 2025 invoice lower than previous years.
- Policing – actual, 2026 annual billing statement received.
- By-law enforcement materials & supplies - 2025 paid for portion of laptop.
- Building inspector wages, EI, WSIB, EHT – added to budget for new CBO hired as employee, lower contracted building inspections due to Tulloch contract termination date of April 30.
- Emergency measures-advertising - 2025 purchased brochures and posters funded by Emergency Preparedness grant.
- Emergency Management – 2026 Phoenix Emergency Management invoice already received

## **Roads Operating**

For budget presentation purposes, the Roads Department will no longer be reported by paved, unpaved, and winter control categories. These costs will continue to be allocated and reported in accordance with the Financial Information Return (FIR) requirements through internal accounting methods.

- Roads WSIB – increased for 2026 due to a credit received and applied in 2025.
- Truck Maintenance – 2025 included new blades, truck & sander repairs and truck safety.
- Tractor Maintenance – 2026 includes additional cost for John Deere tractor hydraulic change and flail blade.
- Signs and posts – decreased, 2025 additional costs were for highway sign permits. Need to purchase construction/maintenance signs in 2026.
- Hard top patching – increased for patching with no surface treatment being done in 2026.
- Memberships – no EARSA membership for 2026, received credit in amount of \$136 for previous membership fees.
- Equipment rental – rental of excavator for Canoe Point Road repairs.
- Utilities – increased to accommodate propane and electricity cost increases.
- Grader maintenance – increased to purchase 2 new tires. Funded with Pothole Prevention grant funding received under revenue.
- Calcium chloride – purchasing liquid calcium in 2026 rather than flake.
- Gravel – increased to add gravel to the P Line.
- Sand – increased due to price increase for salt.



## **Environmental Services**

- 2025 invoices showed a decrease.
- Special waste disposal cost in 2025 was for removal of abandoned trailer on Q&R.

## **Capital Assets**

Purchase of a new roads department pickup truck and galvanized dump trailer to be used for the application of emulsified tar. Funded through the Roads Equipment Reserve fund.

Purchase of replacement laptops for expired units purchased in 2021. Funded through the COVID Fund.

Purchase of two wheelchair-accessible outhouses for placement at Big Point Park, based on quotes received from a local provider in the amount of \$3,500 each plus delivery.

## **Reserve Transfers**

### **From Reserves**

Cemetery Care & Maintenance – 2025 transferred \$7,112.44 to cover wages, topsoil, and tree removal contract. 2026 transfer of \$7,000 for wages and materials.

Roads Equipment - \$78,170.91 for the purchase of pickup truck and galvanized dump trailer.

### **To Reserves**

Succession planning - transfer of \$2,000 is proposed to begin replenishing the succession planning fund for the future.

A transfer of \$6,000 is proposed to establish a reserve fund for future Asset Management Plan updates, which are estimated to cost approximately \$30,000 every five (5) years.

## **Tax Levy**

The province continued the freeze on any reassessments by MPAC. However, the Township experienced a modest increase in assessment growth due to new construction and building assessments. As outlined in the OPTA worksheet titled “No Increase”, the additional assessment growth generates \$6,872 in new municipal taxation revenue.

The proposed combined municipal tax rate for 2026 is .01110391, represents maintaining the 2026 tax rate at the 2025 level.



**Recommendation**

THAT Council review and discuss the draft 2026 budget;

AND THAT Council schedule a date for the 2026 budget meeting to be publicly posted to allow residents the opportunity to provide comments.

1) a) ii)

**HILTON TOWNSHIP - OPTA TAX ANALYSIS Using Total Levy of \$876,566: no increase**

04-May-26

Taxable Class	*1* Current Value Asst	*2* Transition Ratios	*3* Tax Reduction	*4* New Trans Ratio	*5* CVA Weighted by Trans Ratios	*6* Percent Share	*7* 2026 Taxes	*8* Effective Tax Rates	*9* Proof (1*8)
Res/Farm	90,453,900	1.000000		1.0000	90,453,900	98.79%	865,997	0.00957391	865,997
Multi-Res					0	0.00%	0		0
Comm. Occupied	21,100	1.217400		1.2174	25,687	0.03%	246	0.01165528	246
Comm. Excess Land	13,900	1.217400	0.30	0.8522	11,845	0.01%	113	0.00815869	113
Comm. Vac. Lands	14,200	1.217400	0.30	0.8522	12,101	0.01%	116	0.00815869	116
<b>Sub Total</b>	<b>49,200</b>				<b>49,633</b>	<b>0.05%</b>	<b>475</b>		<b>475</b>
Ind. Occupied	9,400	1.100000		1.1000	10,340	0.01%	99	0.01053130	99
Ind. Excess Land	0	1.100000	0.35	0.7150	0	0.00%	0	0.00684534	0
Ind. Vac. Lands	0	1.100000	0.35	0.7150	0	0.00%	0	0.00684534	0
Aggregate Extraction	157,000	0.895077	0	0.895077	140,527	0.15%	1,345	0.00856939	1,345
Industrial (New Constr)									
<b>Sub Total</b>	<b>166,400</b>				<b>150,867</b>	<b>0.16%</b>	<b>1,444</b>		<b>1,444</b>
Pipelines	0				0	0.00%	0	0.00000000	0
Farmlands	276,500	0.250000		0.2500	69,125	0.08%	662	0.00239348	662
Managed Forest	437,000	0.250000		0.2500	109,250	0.12%	1,046	0.00239348	1,046
Exempt									
<b>Total Taxable</b>	<b>91,383,000</b>				<b>90,832,775</b>	<b>99.21%</b>	<b>869,625</b>		<b>869,625</b>
									<i>Mun Levy increase of \$ 6872</i>
<b>PAYMENTS IN LIEU</b>									
Res/Farm	44,500	1.000000		1.0000	44,500	0.05%	426	0.00957391	426
Multi-Res.	0				0	0.00%	0	0.00000000	0
Comm. Occupied	559,000	1.217400		1.2174	680,527	0.74%	6,515	0.01165528	6,515
Comm. Excess Land	0	1.217400	0.30	0.8522	0	0.00%	0	0.00000000	0
Comm. Vac. Land	0	1.217400	0.30	0.8522	0	0.00%	0	0.00000000	0
<b>Sub Total</b>	<b>559,000</b>				<b>680,527</b>	<b>0.74%</b>	<b>6,515</b>		<b>6,515</b>
Ind. Occupied	0	1.100000		1.1000	0	0.00%	0	0.00000000	0
Ind. Excess Land	0	1.100000	0.35	0.7150	0	0.00%	0	0.00000000	0
Ind. Vac. Land	0	1.100000	0.35	0.7150	0	0.00%	0	0.00000000	0
Aggregate Extraction	0							0.00000000	
<b>Sub Total</b>	<b>0</b>				<b>0</b>	<b>0.00%</b>	<b>0</b>		<b>0</b>
Pipelines	0				0	0.00%	0	0.00000000	0
Farmlands	0	0.250000		0.2500	0	0.00%	0	0.00000000	0
Managed Forests	0	0.250000		0.2500	0	0.00%	0	0.00000000	0
<b>TOTAL PIL</b>	<b>603,500</b>				<b>725,027</b>	<b>0.79%</b>	<b>6,941</b>		<b>6,941</b>
<b>GRAND TOTAL</b>	<b>91,986,500</b>				<b>91,557,802</b>	<b>100.00%</b>	<b>876,566</b>		<b>876,566</b>

Note: formulas changed in August 2006 to better reflect OPTA results that combine Regular taxation and PILs. ie tax rate based on total taxes plus PIL total 869,625) and not just property taxes (876,566)

\* PIL breakdowns on budget came from OPTA - PIL's have to be broken down so part shows under Municipal AND Education.

11) a) iii)

## 2026 Tax Rates Summary-no increase

Using OPTA calculated rates on May 4, 2026 3:34PM EST.  
 Active parameter set: Current Parameters (Unsaved)  
 Assessment Data Filter Option Used: No Limits, Exclude PIL Properties, Tax Ratios Used: 2026 Tax Ratios

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

11) a) iv)

## Tax Tools, 2026 Tax Impact Summary

### Hilton Township, 5704

Using OPTA calculated rates on May 7, 2026 3:06PM EST.  
 Active parameter set: Current Parameters (Unsaved)  
 Assessment Data Filter Option Used: No Limits, Exclude PIL Properties, Tax Ratios Used: 2026 Tax Ratios

Class	2025 Total Year End Taxation			2026 Estimated Total Taxation (\$)			Difference Between 2025 and 2026 Taxation						CVAs Used to determine municipal general levy			
	Municipal	Education	Total 2025	Municipal	Education	Total 2026	Municipal		Education		Total Change		CVA	Tax Ratio	Edu. Tax Rate	
							\$	%	\$	%	\$	%				
<b>Taxable</b>																
Residential	865,997	138,395	1,004,392	865,997	138,395	1,004,392	0	0.00%	0	0.00%	0	0.00%	90,453,900	1.000000	0.00153000	
Multi-residential	0	0	0	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	1.000000	0.00153000	
Com. Occupied	246	186	432	246	186	432	0	0.00%	0	0.00%	0	0.00%	21,100	1.217400	0.00880000	
Com. Exc. Land	113	122	236	113	122	236	0	0.00%	0	0.00%	0	0.00%	13,900	0.852180	0.00880000	
Com. Vac. Land	116	125	241	116	125	241	0	0.00%	0	0.00%	0	0.00%	14,200	0.852180	0.00880000	
Ind. Occupied	99	83	182	99	83	182	0	0.00%	0	0.00%	0	0.00%	9,400	1.100000	0.00880000	
Ind. Exc. Land	0	0	0	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.715000	0.00880000	
Ind. Vac. Land	0	0	0	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.715000	0.00880000	
Aggregate Extraction	1,345	802	2,148	1,345	802	2,148	0	0.00%	0	0.00%	0	0.00%	157,000	0.895077	0.00511000	
Pipelines	0	0	0	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.000000	0.00880000	
Farm	662	106	768	662	106	768	0	0.00%	0	0.00%	0	0.00%	276,500	0.250000	0.00038250	
Managed Forests	1,046	167	1,213	1,046	167	1,213	0	0.00%	0	0.00%	0	0.00%	437,000	0.250000	0.00038250	
<b>Com Total Taxable</b>	<b>475</b>	<b>433</b>	<b>908</b>	<b>475</b>	<b>433</b>	<b>908</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>49,200</b>			
<b>Ind Total Taxable</b>	<b>99</b>	<b>83</b>	<b>182</b>	<b>99</b>	<b>83</b>	<b>182</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>9,400</b>			
<b>Total Taxable</b>	<b>869,625</b>	<b>139,986</b>	<b>1,009,610</b>	<b>869,625</b>	<b>139,986</b>	<b>1,009,610</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>91,383,000</b>			

<b>Payment in Lieu</b>																
Class	Municipal	Education	Total 2025	Municipal	Education	Total 2026	Municipal		Education		Total Change		CVA	Tax Ratio	Edu. Tax Rate	
							\$	%	\$	%	\$	%				
Residential	426	0	426	426	0	426	0	0.00%	0	0.00%	0	0.00%	44,500	1.000000	0.00153000	
Multi-residential	0	0	0	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	1.000000	0.00153000	
Com. Occupied	6,515	1,137	7,652	6,515	1,137	7,652	0	0.00%	0	0.00%	0	0.00%	559,000	1.217400	0.00880000	
Com. Exc. Land	0	0	0	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.852180	0.00880000	
Com. Vac. Land	0	0	0	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.852180	0.00880000	
Ind. Occupied	0	0	0	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	1.100000	0.00880000	
Ind. Exc. Land	0	0	0	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.715000	0.00880000	
Ind. Vac. Land	0	0	0	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.715000	0.00880000	
Aggregate Extraction	0	0	0	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.895077	0.00511000	
Pipelines	0	0	0	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.000000	0.00880000	
Farm	0	0	0	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.250000	0.00038250	
Managed Forests	0	0	0	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.250000	0.00038250	
<b>Com Total PIL</b>	<b>6,515</b>	<b>1,137</b>	<b>7,652</b>	<b>6,515</b>	<b>1,137</b>	<b>7,652</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>559,000</b>			
<b>Ind Total PIL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>			
<b>Total PIL</b>	<b>6,941</b>	<b>1,137</b>	<b>8,078</b>	<b>6,941</b>	<b>1,137</b>	<b>8,078</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>603,500</b>			
<b>Com Grand Total</b>	<b>8,991</b>	<b>1,570</b>	<b>8,560</b>	<b>8,991</b>	<b>1,570</b>	<b>8,560</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>808,200</b>			
<b>Ind Grand Total</b>	<b>99</b>	<b>83</b>	<b>182</b>	<b>99</b>	<b>83</b>	<b>182</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>9,400</b>			
<b>Grand Total</b>	<b>876,888</b>	<b>141,122</b>	<b>1,017,688</b>	<b>876,888</b>	<b>141,122</b>	<b>1,017,688</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>91,986,500</b>			

11)b)

		2025 Budget (Initial)	Adjustments and Reclassifications	2025 ACTUAL	2026 Budget (Initial)
Account #	REVENUE				
401000	Tax levy-municipal	862,753		862,752.87	876,566.00
402000	Tax Levy-supplemental-municipal	2,000.00		1,328.45	2,000.00
403000	Mun tax write offs	(1,000.00)		(486.43)	(1,000.00)
411000	Grant-in-lieu-ontario	6,941.00		5,589.33	6,000.00
412000	Grant-in-lieu-municipal	1,300.00		1,351.67	1,352.00
415000	Tax levy-school board	138,803.26		138,803.26	139,986.00
415100	Tax levy-supplemental school board			213.46	
415200	Tax levy-french school	85.00		84.15	85.00
415300	Tax levy-supplemental-french school				-
418000	Board of education	(138,803.26)		(138,803.26)	(139,986.00)
418100	Brd of education-tax write offs			(78.19)	-
419000	French public school board			(84.15)	(85.00)
419001	French public school board				-
419100	French public tax write offs				-
420620	Ontario - OMPF	330,700.00		330,700.00	375,600.00
420630	Ontario - Cannabis Funds	-		-	-
420640	Ontario - Modernization Grant(Digitization)	-		-	-
420645	Ontario - Covid-19 Restart Grant	-		-	-
420695	Ontario - NOHFC Grant (intern)			17,501.17	17,498.83
422100	Ontario - Fire (Emergency Preparedness Grant)	47,045.66		47,045.66	-
428700	Ontario - Fire Protection Grant	8,230.45		8,592.18	16,000.00
431200	Canada-gg				-
432100	Canada-fire				-
433100	Canada-Roads				-
438200	Canada-recreation programs				-
438400	Canada-recreation facilities				-
438700	Canada-museum				-
442101	Other mun-village HB 50%fire levy	34,239.25		34,239.25	44,989.09
442102	Hilton twp revenue allocations				-
442700	Other mun-provincial offences act	1,500.00		2,197.44	2,000.00
451100	Ontario-capital grant-gg				
452100	Ontario-capital grant-fire				
453100	Ontario-capital grant- OCIF	126,456.39		139,831.74	27,700.00
453100	'Ontario-capital grant- NORDS	189,108.56		191,163.08	75.32
453100	Ontario-capital grant- Pothole Prevention (PPRP)				38,000.00
458400	Ontario-capital grant-rec facilitie				-
461200	Canada-capital grant-gg				-
462100	Canada-capital grant-fire				-

		2025 Budget (Initial)	Adjustments and Reclassifications	2025 ACTUAL	2026 Budget (Initial)
463100	Canada-capital grant-roads(AMO-CCBF)	87,668.87		81,047.11	12,000.00
468200	Canada-capital grant-rec programs				
468400	Canada-capital grant-rec facilities				
471100	Fees-tax certificates	300.00		200.00	300.00
472100	Fees-Fire Volunteers	-		1,576.00	300.00
472110	Hilton twp revenue clearing				-
473110	Fees-culvert sales				-
473120	Fees-grader rental-paved				-
473130	Fees-truck rental-paved				-
473140	Fees-sander rental				-
473150	Fees-excavator rental				-
473160	Fees-entrance permit-paved	300.00			300.00
473170	Fees-aggregate resources	3,200.00		2,323.89	3,200.00
473220	Fees- grader rental - unpaved				-
473230	Fees-Truck Rental-unpaved				-
473260	Fees - entrance permits - unpaved				-
473520	Fees - grader rental - winter ctrl				-
473530	Fees - truck rental - winter ctrl				-
478100	Fees-park-subdivider contr-5% lieu	1,000.00		123.94	500.00
478200	Fees-Admissions & other				-
478210	Fees-fundraising				-
478700	Fees-museum				-
478750	Fees- Cemetery - Grace United	1,000.00		1,325.00	1,000.00
479100	Fees-zoning fees	400.00		400.00	400.00
479120	Fees-shoreroad applications			150.00	480.00
479130	Fees-certificate of compliance				-
480100	Lic, permits-building permits	7,680.00		12,392.60	16,000.00
493000	Penalties & interest on taxes	10,000.00		12,394.76	10,000.00
495000	Other revenue-miscellaneous	60.00		108.72	100.00
496000	Bank interest-general	2,996.65		5,969.96	2,000.00
496100	Bank int-oblig reserve fd-park				-
496102	Bank int-oblig-gas tax	5,264.94		3,320.02	-
496200	Interest-reserve funds-bank	18,000.00		34,379.19	24,000.00
497000	Donations/severances/Shrd sales				-
498000	Gain/Loss-Sale of land & TCA				-
	<b>TOTAL REVENUES</b>	<b>1,747,229.77</b>	<b>-</b>	<b>1,797,652.87</b>	<b>1,477,361.24</b>

		2025 Budget (Initial)	Adjustments and Reclassifications	2025 ACTUAL	2026 Budget (Initial)
	<b>EXPENSES</b>				
	<b>GENERAL GOVERNMENT</b>				
511100	Council honorariums	14,500.00		15,140.00	16,000.00
511110	Council CPP	300.00		251.36	300.00
511470	Human Resources - contracted			9,177.74	1,000.00
511480	Integrity Commissioner Services	15,000.00		92.35	1,000.00
511490	Council travel	200.00		200.00	200.00
512100	Admin salaries -incl Vac/OT/x mtgs/life ins	164,650.00		164,596.21	157,500.00
	Admin Life Insurance Deduction	(1,090.00)		(1,095.50)	(1,330.00)
512210	Admin-cpp	8,695.49		7,696.25	8,380.00
512220	Admin-ei	3,157.11		2,912.94	2,855.00
512230	Admin-wsib	400.00		303.21	3,500.00
512240	Admin-omers	13,300.00		13,401.16	17,300.00
512250	Admin-group & Life Ins	14,548.77		15,119.71	17,000.00
512260	Admin-eh	2,000.00		2,595.20	2,500.00
512330	Misc expenses (Contracts- resources etc)	1,000.00		7,679.81	1,000.00
512335	Covid 19 expenses	-			-
512340	Capping expense	-			-
512345	Digitization Project Expenses	-			-
512347	Tech Support	2,000.00		3,367.92	3,400.00
512350	Postage	800.00		1,086.22	1,200.00
512400	Photocopier maintenance	600.00		780.46	800.00

		2025 Budget (Initial)	Adjustments and Reclassifications	2025 ACTUAL	2026 Budget (Initial)
512410	Office building mtce	9,000.00		7,016.27	12,500.00
512420	Office Supplies	1,000.00		2,100.09	2,000.00
512424	Computer equipment/sof	8,400.00		10,549.53	10,700.00
512430	Office equipment mtce	-			-
512432	Office furnishing	410.00		407.02	500.00
512440	Subscriptions & dues	5,000.00		1,769.86	2,000.00
512450	Stationery	3,000.00		439.74	1,500.00
512480	Administration training	2,500.00		4,477.89	3,400.00
512490	Administration travel	1,200.00		1,356.48	1,200.00
512510	Advertising	2,000.00		1,143.07	2,000.00
512512	Audit fees	30,000.00		20,470.04	17,000.00
512516	Assessment services	18,361.00		18,360.56	18,921.72
512530	Election	-			3,500.00
512570	Insurance	14,884.00		14,884.44	15,354.57
512580	Legal fees	10,000.00		7,468.68	7,500.00
512590	Website maintenance	1,500.00		1,434.49	1,500.00
512612	TCA implementation ( Asset Mngment)	2,300.00		2,316.54	28,190.00
512680	Telephone	2,400.00		2,823.71	3,000.00
512682	Internet	1,710.00		1,567.06	1,775.00
512690	Office utilities	2,500.00		2,597.21	2,800.00
512700	Bank service charges	1,000.00		721.27	1,000.00
512720	Donations/gifts	8,000.00		8,242.96	8,550.00
512900	Amortization-corporate management		11,000.00	13,879.43	
	<b>Sub-total</b>	<b>365,226.37</b>	<b>11,000.00</b>	<b>367,331.38</b>	<b>377,496.29</b>

			2025 Budget (Initial)	Adjustments and Reclassifications	2025 ACTUAL	2026 Budget (Initial)
<b>PROTECTION PERSONS &amp; PROP</b>						
521100	Fire Chief & Deputy Wages		4,200.00		4,200.00	4,200.00
521110	Firefighters-honorarium		5,500.00		5,500.01	5,500.00
521230	Fire-wsib		500.00		-	3,652.00
521260	Fire-eht		52.00		61.53	70.00
521330	Fire-miscellaneous		1,000.00		1,129.02	1,200.00
521400	Truck-repairs and maintenance		2,000.00		4,415.98	4,500.00
521410	Building maintenance		500.00		372.66	500.00
521420	Compressor maintenance		1,200.00		1,571.37	1,534.99
521438	Prevention		570.00		62.70	570.00
521450	Equipment/purchases		5,250.00		1,698.30	3,600.00
521460	Truck-fuel		500.00		417.68	700.00
521470	Turnout gear		19,720.25		18,454.68	16,800.00
521475	SCBAs		15,723.42		16,135.06	-
521480	Training and seminars		1,800.00			1,000.00
521490	Mileage		-			-
521512	Audit fees		1,200.00			1,200.00
521570	Insurance		13,000.00		12,979.40	12,851.19
521590	Mutual aid		-			-
521600	Hydrant maintenance		1,620.00		633.48	1,000.00
521610	Inspections re equipment testing		2,000.00		508.80	2,000.00

		2025 Budget (Initial)	Adjustments and Reclassifications	2025 ACTUAL	2026 Budget (Initial)
521680	Telephone	-			-
521682	Communications expense	2,810.00		2,887.68	2,900.00
521690	Power	2,000.00		2,312.18	2,500.00
521900	Amortization-fire		7,500.00	6,562.01	
522600	Policing	85,962.00		85,005.14	95,418.00
522610	Provincial Offences Act Exp.	-			-
524600	Bylaw Enforcement Contracted	500.00		310.50	500.00
524610	Bylaw Enforcement-Mileage	500.00		383.04	500.00
524620	Bylaw Enforcement-Materials & Supp	-		193.62	150.00
525510	Algoma veterinary com	60.14		60.14	60.14
525100	Building Inspector-wages				2,854.00
525220	Building Inspector-EI				64.00
525230	Building Inspector-wsib				93.00
525260	Building Inspector-eh				38.00
525600	Building inspections-contracted	15,000.00		11,237.13	7,000.00
525610	Building inspection-mileage	2,500.00		1,859.09	1,000.00
525620	Building inspections-materials&supp	-			1,000.00
526320	Emergency measures-mat & supplies	44,550.00		43,122.16	-
526510	Emergency measures-advertising	2,500.00		1,474.56	-
526620	Emergency response-911	200.00		212.80	250.00
526640	Emergency management	3,250.00		2,035.20	2,200.00
	<b>Sub-total</b>	<b>236,167.81</b>	<b>7,500.00</b>	<b>225,795.92</b>	<b>177,405.32</b>

		2025 Budget (Initial)	Adjustments and Reclassifications	2025 ACTUAL	2026 Budget (Initial)
	<b>ROADS OPERATING</b>				
531100	Roads-wages-incl Life Ins	122,478.44		121,814.61	134,242.78
531101	Roads-wages-Life ins. deduction	(965.00)		(711.30)	(800.00)
531210	Roads-cpp	7,000.00		6,192.83	7,000.00
531220	Roads-ei	2,000.00		2,533.21	2,400.00
531230	Roads-wsib	500.00		374.75	2,815.00
531240	Roads-omers	11,500.00		10,452.11	14,000.00
531250	Roads-group benefits & Life Insurance	10,663.45		9,358.74	9,000.00
531260	roads-eh	2,050.00		1,791.18	1,700.00
531330	Roads-miscellaneous	2,800.00		2,786.74	2,800.00
531360	Truck maintenance	11,450.00		15,142.36	11,450.00
531362	Truck fuel-paved incl pick-up	15,000.00		12,765.29	15,000.00
531370	Tractor maintenance	4,910.00		3,528.94	6,500.00
531380	Excavator maintenance	3,000.00		-	1,500.00
531390	Misc equipment expense	1,700.00		924.53	1,700.00
531424	Culverts	1,000.00			1,000.00
531440	Misc materials				

		2025 Budget (Initial)	Adjustments and Reclassifications	2025 ACTUAL	2026 Budget (Initial)
531450	Signs & posts	4,220.00		3,564.34	3,000.00
531460	Hard top patching	6,000.00		5,280.52	8,000.00
531464	Shop supplies	6,087.06		4,200.06	4,000.00
531470	Small tools	6,527.00		4,844.72	3,500.00
531480	Training & seminars	275.00		275.00	275.00
531481	Memberships	195.00		195.00	-
531490	Mileage	140.00		138.96	-
531520	Equipment rental				5,000.00
531570	Insurance	18,164.00		18,162.22	18,974.00
531580	Surface Treatment	-			-
531680	Telephone	2,320.00		2,405.03	2,400.00
531690	Utilities	3,500.00		6,592.56	6,500.00
532350	Grader maintenance	2,800.00		4,461.23	7,000.00
532352	Grader fuel	5,000.00		2,331.08	3,500.00
532420	Calcium Chloride	8,918.96		8,918.95	10,000.00
532428	Gravel	1,750.00		1,026.60	2,000.00
535430	Sand-winter control	10,000.00		8,521.47	12,000.00
535900	Amortization		181,700.00	193,279.35	
	<b>Sub-total</b>	<b>270,983.91</b>	<b>181,700.00</b>	<b>451,151.08</b>	<b>296,456.78</b>

		2025 Budget (Initial)	Adjustments and Reclassifications	2025 ACTUAL	2026 Budget (Initial)
<b>ENVIRONMENTAL SERVICES</b>					
546600	Dump expense	41,000.00		29,964.72	35,000.00
546610	Special waste disposal			674.67	-
547600	Recycling	21,000.00		7,461.02	10,000.00
547600	Recycling rebate	-			
	<b>Sub-total</b>	<b>62,000.00</b>		<b>38,100.41</b>	<b>45,000.00</b>
<b>HEALTH SERVICES</b>					
551800	Algoma health unit-external tsf	17,848.00		17,848.00	19,455.00
552800	Sault area hospital-external tsf				-
553800	Ambulance services				-
555100	Cemetery - wages	2,100.00		2,966.54	3,000.00
555210	Cemetery - cpp	50.00		159.33	152.00
555220	Cemetery - ei	15.00		65.43	59.00
555230	Cemetery - wsib	61.00		29.88	85.00
555240	Cemetery - OMERS	190.00		262.02	265.00
555260	Cemetery - eht	30.00		46.14	35.00
555320	Cemetery - materials and supplies	5,000.00		4,126.30	3,000.00
555600	Cemetery - maintenance-contracted	3,000.00		3,561.60	-
	<b>Sub-total</b>	<b>28,294.00</b>	-	<b>29,065.24</b>	<b>26,051.00</b>
<b>SOCIAL SERVICES</b>					
561800	General welfare-external tsf	336,690.00		336,690.00	354,246.00
562800	Homes for the aged-external tsf				-
563800	Child care-external tsf				-
571800	Social housing-external tsf				-
	<b>Sub-total</b>	<b>336,690.00</b>	-	<b>336,690.00</b>	<b>354,246.00</b>

		2025 Budget (Initial)	Adjustments and Reclassifications	2025 ACTUAL	2026 Budget (Initial)
<b>RECREATION &amp; CULTURE</b>					
581100	Parks-wages	1,000.00		997.17	1,000.00
581210	Parks-cpp	100.00		54.39	60.00
581220	Parks-ei	30.00		22.34	15.00
581230	Parks-wsib	25.00		4.97	20.00
581240	Parks - OMERS	135.00		81.57	70.00
581260	Parks-eht	21.00		15.75	10.00
581320	Parks-main/services	1,400.00		498.94	1,000.00
581900	Amortization-parks			189.28	-
582100	Recreation programs-wages				-
582210	Recreation programs-cpp				-
582220	Recreation programs-ei				-
582260	Recreation programs-eht				-
582320	Fundraising expense				-
582330	Recreation programs-miscellaneous	-			-
582450	Adult programs				-
582460	Children's programs	1,350.00		793.55	1,350.00
582470	Special events	110.00		85.44	100.00
582510	Advertising				-
583100	Recreation facilities-wages				-
583210	Recreation facilitation-cpp				-
583220	Recreation facilitation-ei				-
583230	Recreation facilities-wsib				-
583260	Recreation facilitation-eht				-
583690	Recreation facil-power-milford havn	900.00		1,063.96	1,200.00
585800	Library-external transfer	21,234.28		21,234.28	21,653.40
586100	Museum-wages				-
586320	Museum-materials & supplies				-
586600	Museum-contracted services	8,819.00		8,819.00	9,883.00
587800	Cenotaph - External transfer				-
	<b>Sub-total</b>	<b>35,124.28</b>	<b>-</b>	<b>33,860.64</b>	<b>36,361.40</b>

		2025 Budget (Initial)	Adjustments and Reclassifications	2025 ACTUAL	2026 Budget (Initial)
<b>PLANNING &amp; ZONING</b>					
591320	Planning materials & supplies				40.45
591500	Planning - contracted service	-			-
591800	Planning board-external transfer	3,297.00		3,297.00	5,004.00
593320	Horticultural society				-
<b>Sub-total</b>		<b>3,297.00</b>	<b>-</b>	<b>3,297.00</b>	<b>5,044.45</b>
<b>TOTAL EXPENSE</b>		<b>1,337,783.37</b>	<b>200,200.00</b>	<b>1,485,291.67</b>	<b>1,318,061.24</b>
<b>NET INCOME</b>		<b>409,446.40</b>	<b>(200,200.00)</b>	<b>312,361.20</b>	<b>159,300.00</b>
<b>PSAB ADJUSTMENTS (below)</b>					
	add back amortization	-	200,200.00	200,200.00	-
	Less TCA purchases roads	(405,983.82)	-	(434,847.10)	(103,033.94)
	Transfers from reserves	108,577.42	-	115,823.19	110,033.94
	Transfers to reserves	(38,500.00)	-	(133,354.82)	(69,000.00)
	Deferred revenue	(73,540.00)	-	(60,182.47)	(97,300.00)
	Loan proceeds				
	Loan payments - principal				
<b>OPERATING SURPLUS OR DEFICIT</b>		<b>(0.00)</b>	<b>-</b>	<b>(0.00)</b>	<b>0.00</b>

		2025 Budget (Initial)	Adjustments and Reclassifications	2025 ACTUAL	2026 Budget (Initial)
<b>AMORTIZATION</b>					
512900	Amortization-corporate management	-	11,000.00		
521900	Amortization-fire		7,500.00		
531900	Amortization-roads-paved		-		
532900	Amortization-roads-unpaved	-	-		
533900	Amortization-roads-structures	-			
534900	Amortization-traffic&roadside mtce	-	-		
535900	Amortization-winter ctrl-excpt sdwk	-	181,700.00		
581900	Amortization-parks		-		
<b>Total amortization</b>		-	200,200.00		
<b>TANGIBLE CAPITAL ASSETS</b>					
	Outhouses at Big Point Park				8,000.00
191200	Photocopier	-	-		
	Municipal driveway surface treatment	22,377.43	-	-	
191250	Computer Equip./Software	5,000.00	-	4,915.32	16,000.00
	Roads Pick Up Truck				68,000.00
173150	Galvanized Dump trailer (for emulsified tar)				11,033.94
183280	Trainor's Side Road	124,206.39	-	138,811.23	
153405	Sand Storage Building	254,400.00		291,120.55	
<b>Total TCA purchases</b>		405,983.82	-	434,847.10	103,033.94
<b>Transfer from reserves</b>					
	Succession planning	60,000.00	-	60,000.00	
	Modernization intake - balance	24,577.42	-	24,710.75	
	Cemetery - Care & Maintenance	-	-	7,112.44	7,000.00
	Fire department		-		
	Museum working funds	-	-		
	Roads Equipment				79,033.94
	Fire equipment	24,000.00	-	24,000.00	
	Working funds		-		
	Parks Reserve Fund				8,000.00
	COVID Safe Restart Fund				16,000.00
<b>Total transfer from reserves</b>		108,577.42		115,823.19	110,033.94

		2025 Budget (Initial)	Adjustments and Reclassifications	2025 ACTUAL	2026 Budget (Initial)
	<b>Transfer to reserves</b>				
315203	Covid restart		-	342.37	-
315204	Cannibis	-	-	205.64	-
315205	Office equipment		-		-
315206	Succession planning		-	7,399.11	2,000.00
315217	Centotaph	1,000.00	-	1,000.00	1,000.00
315218	Enabling accessibility		-		-
335205	Building	2,500.00	-	9,217.51	5,000.00
315215	Roads reserve	5,000.00	-	5,000.00	5,000.00
	Roads equipment	5,000.00	-	13,844.00	5,000.00
315210	Fire department	20,000.00	-	28,636.79	40,000.00
315209	Modernization	-	-		-
	Museum building		-		-
	Fire equipment		-		
335290	General		-	62,709.40	
315010	Working funds		-		
	Integrity Commissioner/Legal	5,000.00		5,000.00	5,000.00
	Asset Management Plan				6,000.00
	<b>Total transfer to reserves</b>	<b>38,500.00</b>	<b>-</b>	<b>133,354.82</b>	<b>69,000.00</b>
	<b>Deferred revenue</b>				
	Deferred revenue - NORDS				
	Deferred revenue - OCIF	73,540.00		60,182.47	97,300.00
	<b>Total transfer to reserves</b>	<b>73,540.00</b>	<b>-</b>	<b>60,182.47</b>	<b>97,300.00</b>



**Staff Report:** DR-2026-05-13-SYN  
**Subject:** Senior of the Year Nominations  
**Prepared by:** Britney MacKay, Deputy Clerk-Treasurer

**Meeting Date:** May 13, 2026  
Regular Council Meeting

## Background

The Harold S. Trefry Memorial Centre hosts an annual Senior of the Year award ceremony each June to recognize outstanding seniors (aged 65+) within the community. The purpose of this award is to honour individuals who have made significant contributions toward improving the quality of life in their respective townships.

An advertisement was placed in the Island Clippings inviting nominations for Hilton Township's Senior of the Year. As a result, multiple nominations were received from ratepayers.

## Analysis

The following individuals have been nominated:

Nominee	Qualifications
Charlie Nelson	Plowing driveways, assisting neighbors, Lions Club
Dale Kingsley	Recreation committee, Lions Club, Hunters & Anglers
Donna Forster	Runs book club at Hilton Library, organizes pickleball, volunteers
Donna Smith	Recreation Committee
Fran Paterson	Volunteer work - Mrs. Claus, Hunters & Anglers, Legion
Heather Broadhagen	Meals on Wheels, Food Bank, Horticultural Society, Legion
Mike Trainor	Councillor, Lions Club, volunteer in community events
Penny Wood	Recreation Committee
Shirley & Bill Pollock	Library Board, Horticultural Society
Tim Keenan	Volunteer at community night and community supper

Past recipients of award:

2025	John Paterson	2015	Heather Broadhagen
2024	Diane Holt	2014	Mary Williams
2023	Donna Smith	2013	Roy Broadhagen
2019	Robert Jerrard	2012	Joe Books
2018	Sandy & Nick Palandra	2011	Jim See
2017	John Paterson	2010	Annette Fischer
2016	Shirley & Bill Pollock	2009	Pat Brown

## Recommendation

**THAT** Council receive report DR-2026-05-13-SYN titled Senior of the Year Nominations;

**AND THAT** Council review the past recipients and consider the nominees outlined in this report;

**AND FURTHER THAT** Council select one individual as Senior of the Year to be presented an award by Reeve Rodney Wood at the luncheon ceremony scheduled on June 23, 2026.

11(d)

# Asset Management Plan 2025

Township of Hilton



This Asset Management Plan was prepared by:



*Empowering your organization through advanced asset management,  
budgeting & GIS solutions*

*April 2026*

# Key Statistics

**\$6.5 m** 2025 Replacement Cost of Asset Portfolio

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**\$19.4 k** Replacement Cost of Infrastructure Per Household

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**90%** Percentage of Assets in Fair or Better Condition

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**82%** Percentage of Assets with Assessed Condition Data

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**5.3%** Target Investment Rate to meet Proposed Levels of Service

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**5.3%** Actual Investment Rate

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## 1. Executive Summary

Municipal infrastructure delivers critical services that are foundational to the economic, social, and environmental health and growth of a community. The goal of asset management is to enable infrastructure to deliver an adequate level of service in the most cost-effective manner. This involves the ongoing review and update of infrastructure information and data alongside the development and implementation of asset management strategies and long-term financial planning.

### 1.1 Scope

This Asset Management Plan (AMP) identifies the current practices and strategies that are in place to manage public infrastructure and makes recommendations where they can be further refined. Through the implementation of sound asset management strategies, the Township of Hilton can ensure that public infrastructure is managed to support the sustainable delivery of municipal services.

This AMP includes the following asset categories:

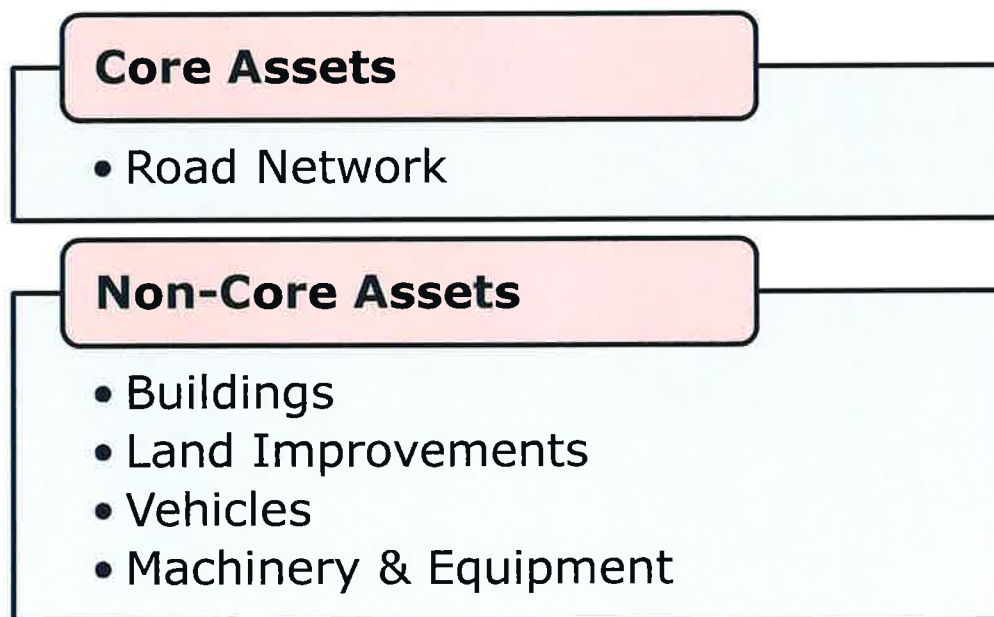


Figure 1 Core and Non-Core Asset Categories

### 1.2 Compliance

With the development of this AMP the Township of Hilton has achieved compliance with July 1, 2025, requirements under O. Reg. 588/17. This includes requirements for proposed levels of service and inventory reporting for all asset categories.

## 1.3 Findings

The overall replacement cost of the asset categories included in this AMP totals \$6.5 million. 90% of all assets analyzed in this AMP are in fair or better condition and assessed condition data was available for 82% of assets. For the remaining 18% of assets, assessed condition data was unavailable, and asset age was used to approximate condition – a data gap that persists in most municipalities. Generally, age misstates the true condition of assets, making assessments essential to accurate asset management planning, and a recurring recommendation in this AMP.

The development of a long-term, sustainable financial plan requires an analysis of whole lifecycle costs. This AMP uses a combination of proactive lifecycle strategies (paved roads) and replacement only strategies (all other assets) to determine the lowest cost option to maintain the current level of service.

To meet capital replacement and rehabilitation needs for existing infrastructure, prevent infrastructure backlogs, and achieve long-term sustainability, the Township's average annual capital requirement totals \$267,000. Based on a historical analysis of sustainable capital funding sources, the Township is committing approximately \$343,000 towards capital projects or reserves per year. As a result, there is currently no annual funding gap.

It is important to note that this AMP represents a snapshot in time and is based on the best available processes, data, and information at the Township. Strategic asset management planning is an ongoing and dynamic process that requires continuous improvement and dedicated resources.

## 1.4 Recommendations

Recommendations to guide continuous refinement of the Township's asset management program include:

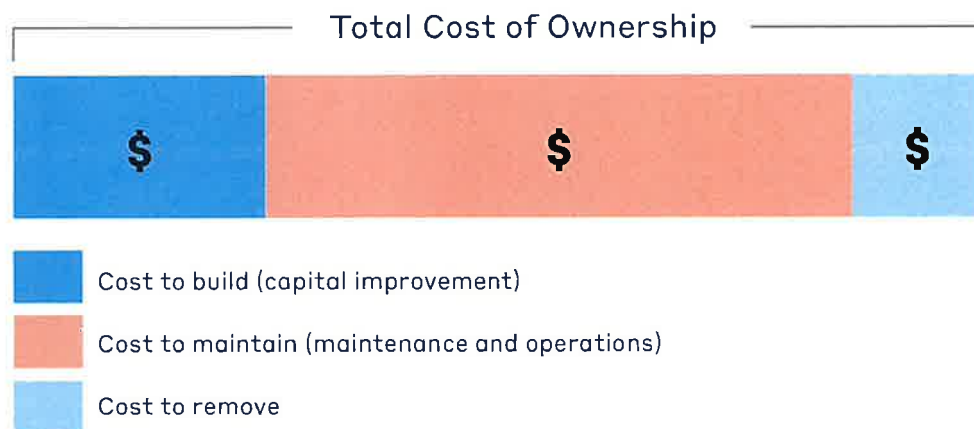
- ◆ Review data to update and maintain a complete and accurate dataset
- ◆ Develop a condition assessment strategy with a regular schedule
- ◆ Review and update lifecycle management strategies
- ◆ Development and regularly review short- and long-term plans to meet capital requirements
- ◆ Measure current levels of service and identify sustainability of proposed levels of service

## 2. Introduction & Context

### 2.1 Asset Management Overview

Municipalities are responsible for managing and maintaining a broad portfolio of infrastructure assets to deliver services to the community. The goal of asset management is to minimize the lifecycle costs of delivering infrastructure services, manage the associated risks, while maximizing the value ratepayers receive from the asset portfolio.

The acquisition of capital assets accounts for only 10-20% of their total cost of ownership. The remaining 80-90% comes from operations and maintenance. This AMP focuses its analysis on the capital costs to maintain, rehabilitate and replace existing municipal infrastructure assets.



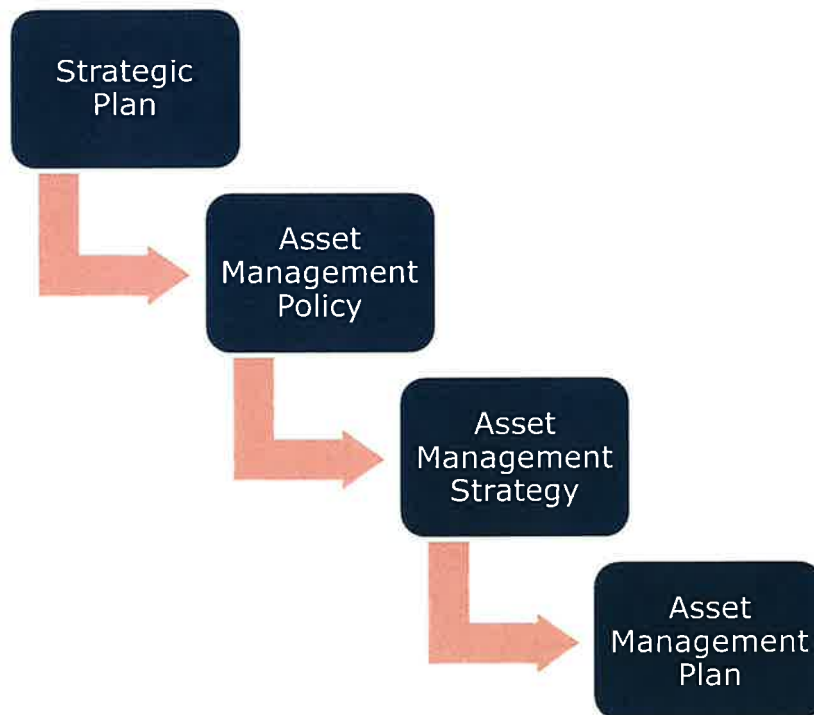
*Figure 2 Total Cost of Asset Ownership*

These costs can span decades, requiring planning and foresight to ensure financial responsibility is spread equitably across generations. An asset management plan is critical to this planning, and an essential element of broader asset management program. The industry-standard approach and sequence to developing a practical asset management program begins with a Strategic Plan, followed by an Asset Management Policy and an Asset Management Strategy, concluding with an Asset Management Plan.

This industry standard, defined by the Institute of Asset Management (IAM), emphasizes the alignment between the corporate strategic plan and various asset management documents. The strategic plan has a direct, and cascading impact on asset management planning and reporting.

#### 2.1.1 Foundational Asset Management Documentation

The industry-standard approach and sequence to developing a practical asset management program begins with a Strategic Plan, followed by an Asset Management Policy and an Asset Management Strategy, concluding with an Asset Management Plan.



*Figure 3 Foundational Asset Management Documents*

This industry standard, defined by the Institute of Asset Management (IAM), emphasizes the alignment between the corporate strategic plan and various asset management documents. The strategic plan has a direct, and cascading impact on asset management planning and reporting.

### ***Asset Management Policy***

An asset management policy represents a statement of the principles guiding the Township's approach to asset management activities. It aligns with the organizational strategic plan and provides clear direction to municipal staff on their roles and responsibilities as part of the asset management program.

The Township of Hilton adopted a strategic asset management policy in 2019 in accordance with Ontario Regulation 588/17.

The objectives of the policy include:

- ◆ Fiscal Responsibilities
- ◆ Delivery of Services/Programs
- ◆ Public Input/Council Direction
- ◆ Risk/Impact Mitigation

### ***Asset Management Strategy***

An asset management strategy outlines the translation of organizational objectives into asset management objectives and provides a strategic overview of the activities required to meet these objectives. It provides greater detail than the policy on how the Township plans to achieve asset management objectives through planned activities and decision-making criteria.

The Township's Asset Management Policy contains many of the key components of an asset management strategy and may be expanded in future revisions or as part of a separate strategic document.

### ***Asset Management Plan***

The asset management plan (AMP) presents the outcomes of the Township's asset management program and identifies the resource requirements needed to achieve a defined level of service. The AMP typically includes the following content:

- ❖ State of Infrastructure
- ❖ Asset Management Strategies
- ❖ Levels of Service
- ❖ Financial Strategies

The AMP is a living document that should be updated regularly as additional asset and financial data becomes available. This will allow the Township to re-evaluate the state of infrastructure and identify how the organization's asset management and financial strategies are progressing.

#### **2.1.2 Key Concepts in Asset Management**

Effective asset management integrates several key components, including lifecycle management, risk & criticality, and levels of service. These concepts are applied throughout this asset management plan and are described below in greater detail.

#### ***Lifecycle Management Strategies***

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset's characteristics, location, utilization, maintenance history and environment. Asset deterioration has a negative effect on the ability of an asset to fulfill its intended function, and may be characterized by increased cost, risk and even service disruption.

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

There are several field intervention activities that are available to extend the life of an asset. These activities can be generally placed into one of three categories: maintenance, rehabilitation, and replacement. The following table provides a description of each type of activity and the general difference in cost.

Depending on initial lifecycle management strategies, asset performance can be sustained through a combination of maintenance and rehabilitation, but at some point, replacement is required. Understanding what effect these activities will have on the lifecycle of an asset, and their cost, will enable staff to make better recommendations.

Lifecycle Activity	Cost	Typical Associated Risks
<p><b>Maintenance</b></p> <p>Activities that prevent defects or deteriorations from occurring</p>	<p>\$</p>	<ul style="list-style-type: none"> <li>✦ Balancing limited resources between planned maintenance and reactive, emergency repairs and interventions;</li> <li>✦ Diminishing returns associated with excessive maintenance activities, despite added costs;</li> <li>✦ Intervention selected may not be optimal and may not extend the useful life as expected, leading to lower payoff and potential premature asset failure;</li> </ul>
<p><b>Rehabilitation/ Renewal</b></p> <p>Activities that rectify defects or deficiencies that are already present and may be affecting asset performance</p>	<p>\$\$\$</p>	<ul style="list-style-type: none"> <li>✦ Useful life may not be extended as expected;</li> <li>✦ May be costlier in the long run when assessed against full reconstruction or replacement;</li> <li>✦ Loss or disruption of service, particularly for underground assets;</li> </ul>
<p><b>Replacement/ Reconstruction</b></p> <p>Asset end-of-life activities that often involve the complete replacement of assets</p>	<p>\$\$\$\$\$</p>	<ul style="list-style-type: none"> <li>✦ Incorrect or unsafe disposal of existing asset;</li> <li>✦ Costs associated with asset retirement obligations;</li> <li>✦ Substantial exposure to high inflation and cost overruns;</li> <li>✦ Replacements may not meet capacity needs for a larger population;</li> <li>✦ Loss or disruption of service, particularly for underground assets;</li> </ul>

*Table 1 Lifecycle Management: Typical Lifecycle Interventions*

The Township’s approach to lifecycle management is described within each asset category outlined in this AMP. Staff will continue to evolve and innovate current practices for developing and implementing proactive lifecycle strategies to determine which activities to perform on an asset and when they should be performed to maximize useful life at the lowest total cost of ownership.

**Risk & Criticality**

Asset risk and criticality are essential building blocks of asset management, integral in prioritizing projects and distributing funds where they are needed most based on a variety of factors. Assets in disrepair may fail to perform their intended function, pose substantial risk to the community, lead to unplanned expenditures, and create liability for the municipality. In addition, some assets are simply more important to the community than others, based on their financial significance, their role in delivering essential services, the impact of their failure on public health and safety, and the extent to which they support a high quality of life for community stakeholders.

Risk is a product of two variables: the probability that an asset will fail, and the resulting consequences of that failure event. It can be a qualitative measurement, (i.e. low, medium, high) or quantitative measurement (i.e. 1-5), that can be used to rank assets and projects, identify appropriate lifecycle strategies, optimize short- and long-term budgets, minimize service disruptions, and maintain public health and safety.

### Formula to Assess Risk of Assets

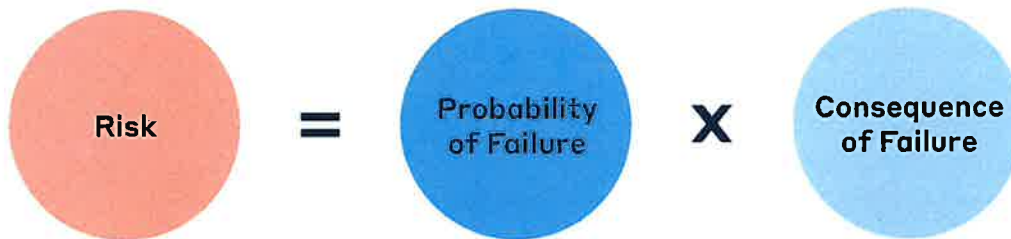


Figure 4 Risk Equations

The approach used in this AMP relies on a quantitative measurement of risk associated with each asset. The probability and consequence of failure are each scored from 1 to 5, producing a minimum risk index of 1 for the lowest risk assets, and a maximum risk index of 25 for the highest risk assets.

#### Probability of Failure

Several factors can help decision-makers estimate the probability or likelihood of an asset's failure, including its condition, age, previous performance history, and exposure to extreme weather events, such as flooding and ice jams—both a growing concern for municipalities in Canada.

#### Consequence of Failure

Estimating criticality also requires identifying the types of consequences that the organization and community may face from an asset's failure, and the magnitude of those consequences. Consequences of asset failure will vary across the infrastructure portfolio; the failure of some assets may result primarily in high direct financial cost but may pose limited risk to the community. Other assets may have a relatively minor financial value, but any downtime may pose significant health and safety hazards to residents.

Table 2 illustrates the various types of consequences that can be integrated in developing risk and criticality models for each asset category and segments within. We note that these consequences are common, but not exhaustive.

Type of Consequence	Description
<b>Direct Financial</b>	Direct financial consequences are typically measured as the replacement costs of the asset(s) affected by the failure event, including interdependent infrastructure.
<b>Economic</b>	Economic impacts of asset failure may include disruption to local economic activity and commerce, business closures, service disruptions, etc. Whereas direct financial impacts can be seen immediately or estimated within hours or days, economic impacts can take weeks, months and years to emerge, and may persist for even longer.
<b>Socio-political</b>	Socio-political impacts are more difficult to quantify and may include inconvenience to the public and key community stakeholders, adverse media coverage, and reputational damage to the community and the Municipality.
<b>Environmental</b>	Environmental consequences can include pollution, erosion, sedimentation, habitat damage, etc.
<b>Public Health and Safety</b>	Adverse health and safety impacts may include injury or death, or impeded access to critical services.
<b>Strategic</b>	These include the effects of an asset's failure on the community's long-term strategic objectives, including economic development, business attraction, etc.

*Table 2 Risk Analysis: Types of Consequences of Failure*

This AMP includes a preliminary evaluation of asset risk and criticality. Each asset has been assigned a probability of failure score and consequence of failure score based on available asset data. These risk scores can be used to prioritize maintenance, rehabilitation, and replacement strategies for critical assets.

These models have been built in Citywide for continued review, updates, and refinements.

### **Levels of Service**

A level of service (LOS) is a measure of the services that the Township is providing to the community and the nature and quality of those services. Within each asset category in this AMP, technical metrics and qualitative descriptions that measure both technical and community levels of service have been established and measured as data is available.

The Township measures the level of service provided at two levels: Community Levels of Service, and Technical Levels of Service.

## **Community Levels of Service**

Community levels of service are a simple, plain language description or measure of the service that the community receives. For core asset categories as applicable (Roads) the province, through O. Reg. 588/17, has provided qualitative descriptions that are required to be included in this AMP.

## **Technical Levels of Service**

Technical levels of service are a measure of key technical attributes of the service being provided to the community. These include mostly quantitative measures and tend to reflect the impact of the Township's asset management strategies on the physical condition of assets or the quality/capacity of the services they provide.

For core asset categories as applicable, the province, through O. Reg. 588/17, has also provided technical metrics that are required to be included in this AMP.

## **Current and Proposed Levels of Service**

Current LOS are the past performance metrics of an asset category up until present day. In contrast, Proposed LOS looks toward the municipality's goal for asset performance by a defined future date.

It is important to note that O. Reg 588/17 does not dictate which proposed LOS metrics municipality's need to strive for. A proposed LOS will be very specific to each community's resident desires, political goals, and financial capacity. This can range from increasing service levels and costs, to maintaining or even reducing current performance in order to mitigate future cost increases. Regardless of the proposed LOS chosen, O. Reg 588/17 requires municipalities to demonstrate the achievability of their selected metrics.

## **2.2 Scope & Methodology**

### **2.2.1 Asset Categories for this AMP**

This asset management plan for the Township of Hilton is produced in compliance with O. Reg. 588/17. The July 2025 deadline under the regulation—the third of three AMPs—requires analysis of core and non-core asset categories, as well as proposed service levels and how to fund them.

The AMP summarizes the state of the infrastructure for the Township's asset portfolio, establishes current levels of service and the associated technical and customer oriented key metrics, outlines lifecycle strategies for optimal asset management and performance, and provides financial strategies to reach sustainability for the asset categories listed below.



Figure 5 Tax Funded Asset Categories

### 2.2.2 Data Effective Date

It is important to note that this plan is based on data as of **December 2025**; therefore, it represents a snapshot in time using the best available processes, data, and information at the Township. Strategic asset management planning is an ongoing and dynamic process that requires continuous data updates and dedicated data management resources.

### 2.2.3 Deriving Replacement Costs

There are a range of methods to determine the replacement cost of an asset, and some are more accurate and reliable than others. This AMP relies on two methodologies:

#### ***User-Defined Cost and Cost Per Unit***

Based on costs provided by municipal staff which could include average costs from recent contracts; data from engineering reports and assessments; staff estimates based on knowledge and experience.

#### ***Cost Inflation / CPI Tables***

Historical costs of the assets are inflated based on Consumer Price Index or Non-Residential Building Construction Price Index.

User-defined costs based on reliable sources are a reasonably accurate and reliable way to determine asset replacement costs. Cost inflation is typically used in the absence of reliable replacement cost data. It is a reliable method for recently purchased and/or constructed assets where the total cost is reflective of the actual costs that the Township incurred. As assets age, and new products and technologies become available, cost inflation becomes a less reliable method.

### 2.2.4 Estimated Service Life & Service Life Remaining

The estimated useful life (EUL) of an asset is the period over which the Township expects the asset to be available for use and remain in service before requiring replacement or disposal. The EUL for each asset in this AMP was assigned according to the knowledge and expertise of municipal staff and supplemented by existing industry standards when necessary.

By using an asset’s in-service data and its EUL, the Township can determine the service life remaining (SLR) for each asset. Using condition data and the asset’s SLR, the Township can more accurately forecast when it will require replacement. The SLR is calculated as follows:



Figure 6 Service Life Remaining Calculation

### 2.2.5 Reinvestment Rate

As assets age and deteriorate they require additional investment to maintain a state of good repair. The reinvestment of capital funds, through asset renewal or replacement, is necessary to sustain an adequate level of service. The reinvestment rate is a measurement of available or required funding relative to the total replacement cost.

By comparing the actual vs. target reinvestment rate the Township can determine the extent of any existing funding gap. The reinvestment rate is calculated as follows:



Figure 7 Target Reinvestment Rate Calculation



Figure 8 Actual Reinvestment Rate Calculation

### 2.2.6 Deriving Asset Condition

An incomplete or limited understanding of asset condition can mislead long-term planning and decision-making. Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement and ensures that lifecycle activities occur at the right time to maximize asset value and useful life.

A condition assessment rating system provides a standardized descriptive framework that allows comparative benchmarking across the Township’s asset portfolio. The table below outlines the condition rating system used in this AMP to determine asset condition. This rating system is aligned with the Canadian Core Public Infrastructure Survey which is used to develop the Canadian Infrastructure Report Card. When assessed condition data is not available, service life remaining is used to approximate asset condition.

Condition	Description	Criteria	Service Life Remaining (%)
<b>Very Good</b>	Fit for the future	Well maintained, good condition, new or recently rehabilitated	80-100
<b>Good</b>	Adequate for now	Acceptable, generally approaching mid-stage of expected service life	60-80
<b>Fair</b>	Requires attention	Signs of deterioration, some elements exhibit significant deficiencies	40-60
<b>Poor</b>	Increasing potential of affecting service	Approaching end of service life, condition below standard, large portion of system exhibits significant deterioration	20-40
<b>Very Poor</b>	Unfit for sustained service	Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable	0-20

Table 3 Standard Condition Rating Scale

The analysis in this AMP is based on assessed condition data only as available. In the absence of assessed condition data, asset age is used as a proxy to determine asset condition.

## 2.3 Ontario Regulation 588/17

As part of the Infrastructure for Jobs and Prosperity Act, 2015, the Ontario government introduced Regulation 588/17 - Asset Management Planning for Municipal Infrastructure (O. Reg 588/17)<sup>1</sup>. Along with creating better performing organizations, more liveable and sustainable communities, the regulation is a key, mandated driver of asset management planning and reporting. It places substantial emphasis on current and proposed levels of service and the lifecycle costs incurred in delivering them.

Figure 9 below outlines key reporting requirements under O. Reg 588/17 and the associated timelines.

<sup>1</sup> O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure <https://www.ontario.ca/laws/regulation/170588>

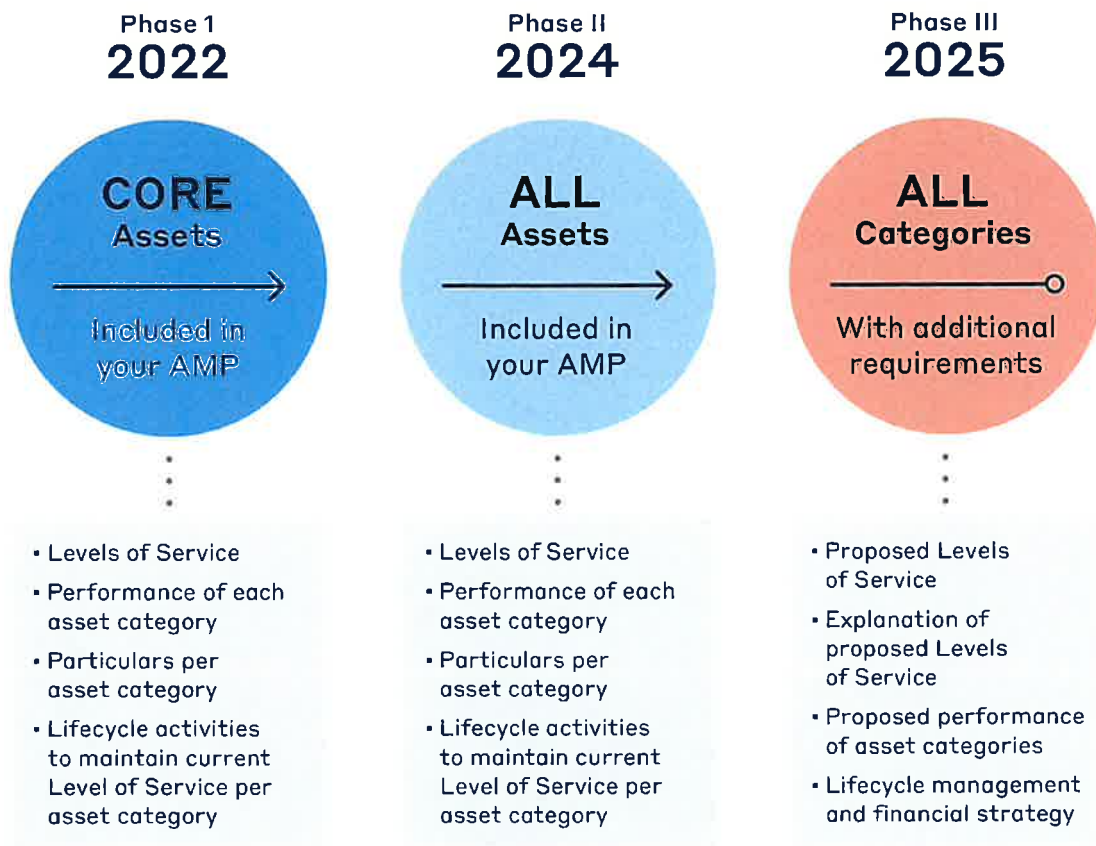


Figure 9 O. Reg. 588/17 Requirements and Reporting Deadlines

### 2.3.1 O. Reg. 588/17 Compliance Review

Requirement	O. Reg. 588/17 Section	AMP Section Reference	Status
Summary of assets in each category	S.5(2), 3(i)	5.1 – 9.1	Complete
Replacement cost of assets in each category	S.5(2), 3(ii)	5.1 – 9.1	Complete
Average age of assets in each category	S.5(2), 3(iii)	5.3 – 9.3	Complete
Condition of core assets in each category	S.5(2), 3(iv)	5.2 – 9.2	Complete
Description of municipality’s approach to assessing the condition of assets in each category	S.5(2), 3(v)	5.4 – 9.4	Complete

<b>Requirement</b>	<b>O. Reg. 588/17 Section</b>	<b>AMP Section Reference</b>	<b>Status</b>
Current levels of service in each category	S.5(2), 1(i-ii)	5.7 – 9.7	Complete
Current performance measures in each category	S.5(2), 2	5.7 – 9.7	Complete
Lifecycle activities needed to maintain current levels of service for 10 years	S.5(2), 4	5.4 – 9.4	Complete
Costs of providing lifecycle activities for 10 years	S.5(2), 4	5.5 – 9.5	Complete
Growth considerations	S.6(1), 5	10.1 – 10.2	Complete
Proposed levels of service for each category for next 10 years	S.6(1), 1(i-ii)	4.2	Complete
Explanation of appropriateness of proposed levels of service	S.6(1), 2(i-iv)	4.2	Complete
Lifecycle management activities for proposed levels of service	S.6(1), 4(i)	4.2	Complete
10-year capital costs for proposed levels of service	S.6(1), 4(ii)	Appendix A	Complete
Annual funding availability projections	S.6(1), 4(iii)	4.2	Complete

*Table 4 O. Reg. 588/17 Compliance Review*

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# Portfolio Overview

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### 3. State of the Infrastructure

The state of the infrastructure (SOTI) summarizes the inventory, condition, age profiles, and other key performance indicators for the Township’s infrastructure portfolio. These details are presented for all core and non-core asset categories.

#### 3.1 Asset Hierarchy & Data Classification

Asset hierarchy explains the relationship between individual assets and their components, and a wider, more expansive network and system. How assets are grouped in a hierarchy structure can impact how data is interpreted. Assets were structured to support meaningful, efficient reporting and analysis. Key category details are summarized at asset segment level.



Figure 10 Asset Hierarchy and Data Classification

## 3.2 Portfolio Overview

### 3.2.1 Total Replacement Cost of Asset Portfolio

The five asset categories analyzed in this Asset Management Plan have a total current replacement cost of \$6.5 million. This estimate was calculated using user-defined costing, as well as inflation of historical or original costs to current date. This estimate reflects replacement of historical assets with similar, not necessarily identical, assets available for procurement today. Figure 11 illustrates the replacement cost of each asset category; at 71% of the total portfolio, the road network forms the largest share of the Township’s asset portfolio, followed by buildings at 13%.

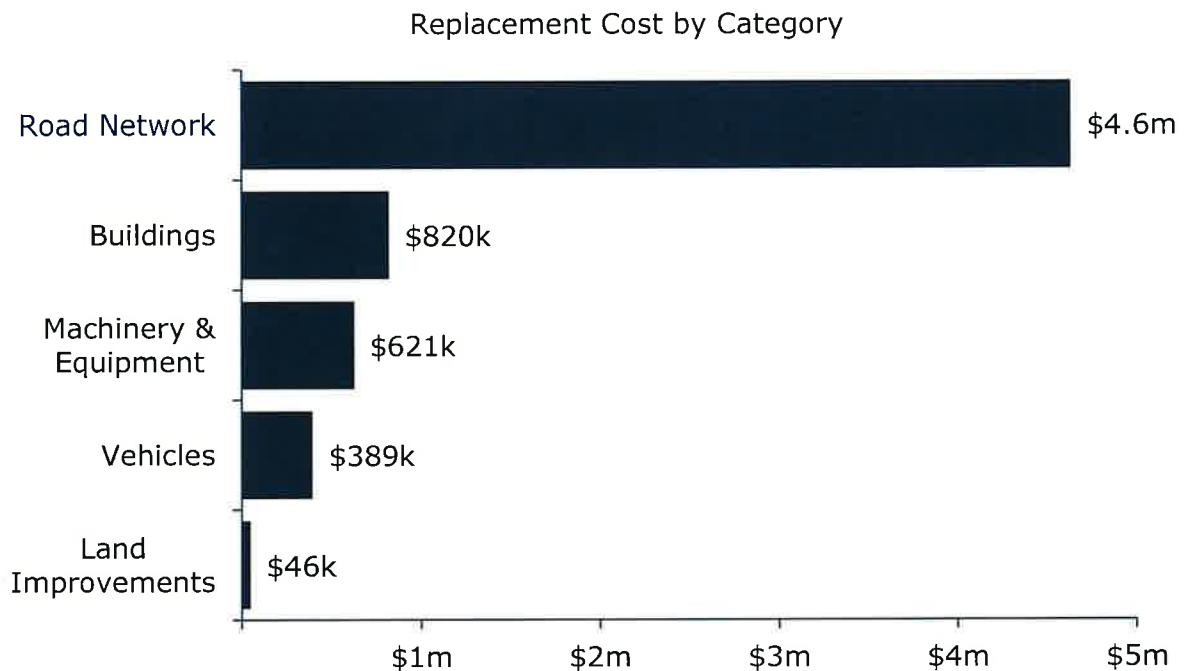


Figure 11 Current Replacement Cost by Asset Category

### 3.2.2 Condition of Asset Portfolio

Figure 12 and Figure 13 summarize asset condition at the portfolio and category levels, respectively. Based on both assessed condition and age-based analysis, 90% of the Township’s infrastructure portfolio is in fair or better condition, with the remaining 10% in poor or worse condition. Typically, assets in poor or worse condition may require replacement or major rehabilitation in the immediate or short-term. Targeted condition assessments may help further refine the list of assets that may be candidates for immediate intervention, including potential replacement or reconstruction.

Similarly, assets in fair condition should be monitored for disrepair over the medium term. Keeping assets in fair or better condition is typically more cost-effective than addressing assets needs when they enter the latter stages of their lifecycle or decline to a lower condition rating, e.g., poor or worse.

Condition data was available for majority of the road network, all land improvements, half of the buildings and machinery and equipment, and a quarter of vehicles. For all remaining age was used as an approximation of condition for these assets. Age-based condition estimations can skew data and lead to potential under- or overstatement of asset needs.

Further, when past assessed condition data was available, it was projected to the current year-end (2025). This 'projected condition' can generate lower condition ratings than those established at the time of the original condition assessment. The rate of this deterioration will also depend on lifecycle curves used to project condition over time.

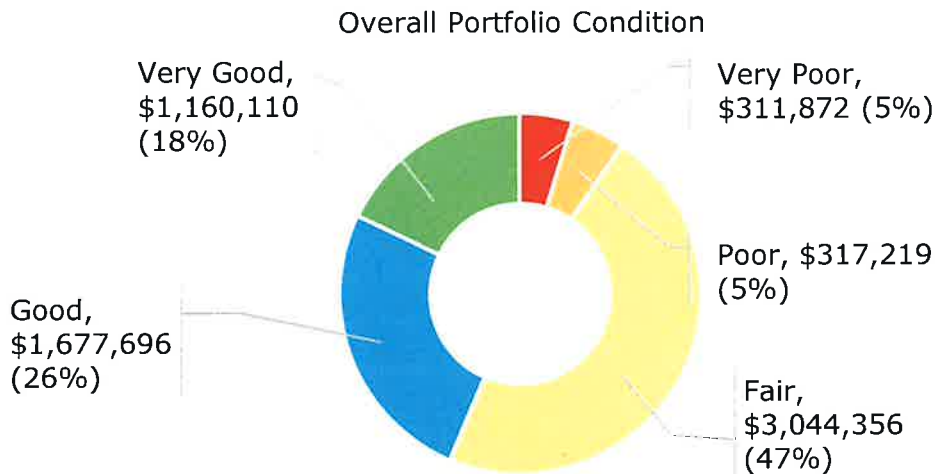


Figure 12 Asset Condition: Portfolio Overview

As further illustrated in Figure 13 at the category level, the majority of all infrastructure is in fair or better condition, based on in-field condition assessment data. See Table 5 for details on how condition data was derived for each asset segment.

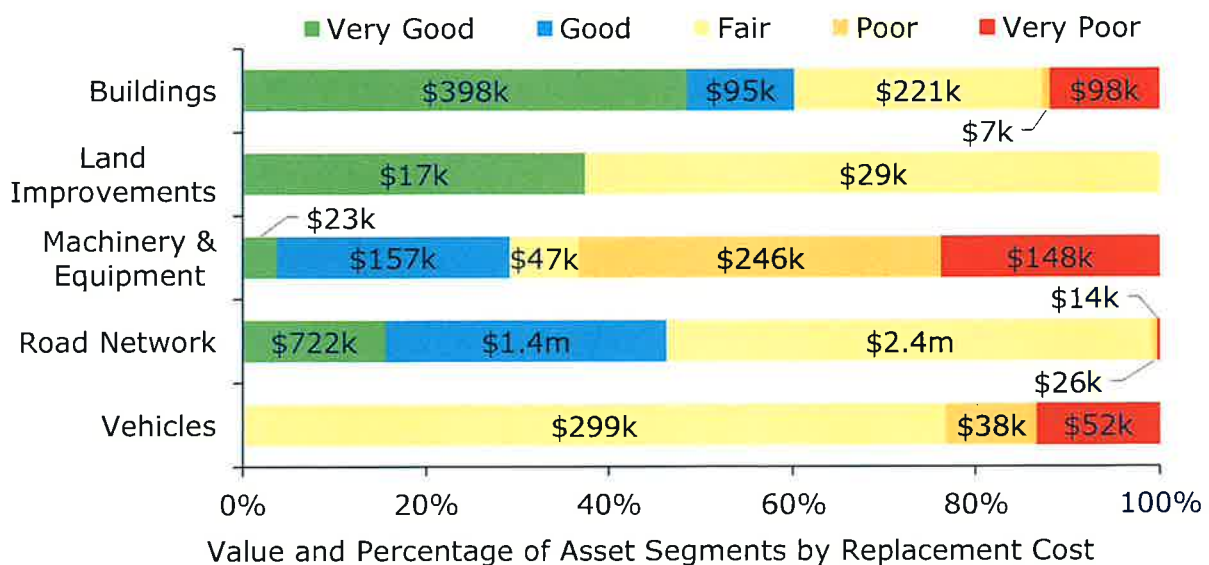


Figure 13 Asset Condition by Asset Category

### Source of Condition Data

This AMP relies on assessed condition for 82% of assets, based on and weighted by replacement cost. For the remaining assets, age is used as an approximation of condition. Assessed condition data is invaluable in asset management planning as it reflects the true condition of the asset and its ability to perform its functions. Table 5 below identifies the source of condition data used throughout this AMP.

Asset Category	Asset Segment(s)	% of Assets with Assessed Conditions	Source of Condition Data
Road Network	Paved Roads	93%	Staff Assessments
	Unpaved Roads	100%	Staff Assessments
Buildings	All	50%	Staff Assessments
Machinery and Equipment	All	54%	Staff Assessments
Land Improvements	All	100%	Staff Assessments
Vehicles	All	23%	Staff Assessments

Table 5 Source of Condition Data

### 3.2.3 Service Life Remaining

Based on asset age, available assessed condition data and estimated useful life, 14% of the Township’s assets will require replacement within the next 10 years. Refer to Appendix A – 10-Year Capital Requirements.

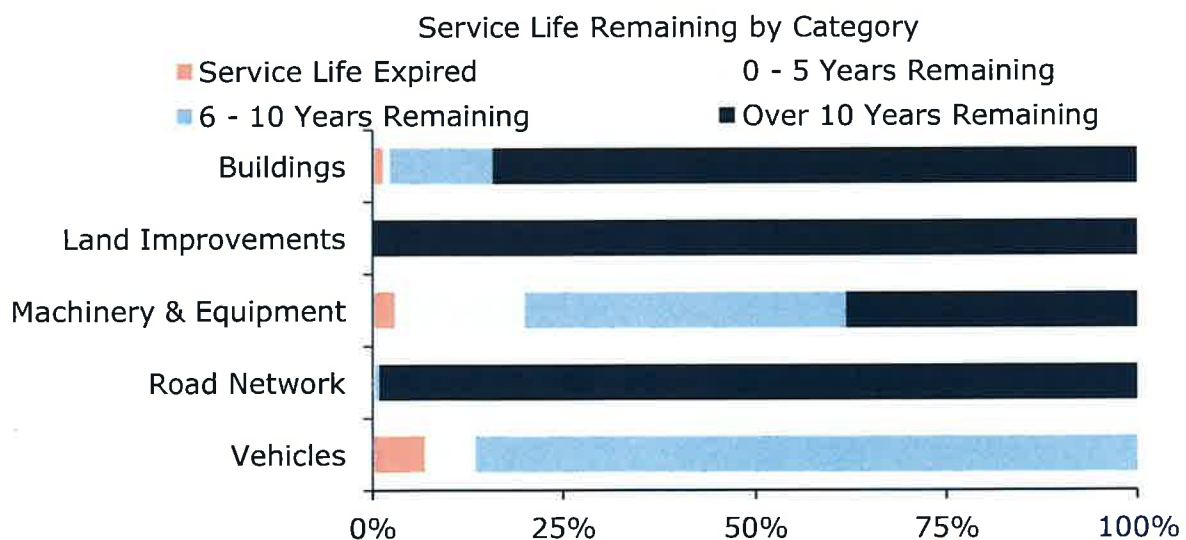


Figure 14 Service Life Remaining by Asset Category

### 3.2.4 Risk Matrix

Using the risk equation and preliminary risk models, Figure 15 shows how assets across the different asset categories are stratified within a risk matrix.

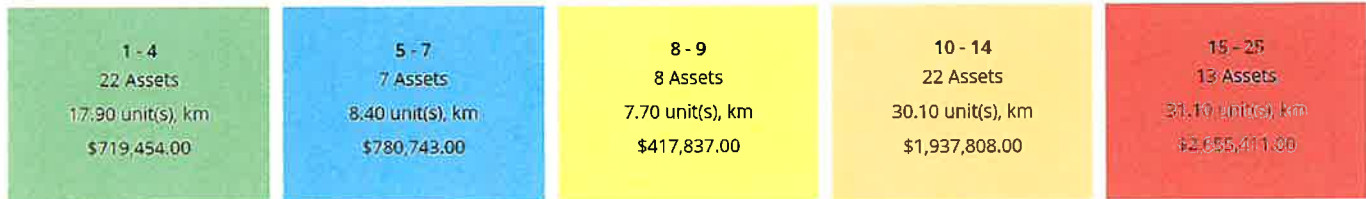


Figure 15 Risk Matrix: All Assets

The analysis shows that based on current risk models, approximately 41% of the Township’s assets, with a current replacement cost of approximately \$2.65 million, carry a risk rating of 15 or higher (red) out of 25. Assets in this group may have a high probability of failure based on available condition data and age-based estimates and were considered to be most essential to the Township.

As new asset attribute information and condition assessment data are integrated with the asset register, asset risk ratings will evolve, resulting in a redistribution of assets within the risk matrix. Staff should also continue to calibrate risk models.

We caution that since risk ratings rely on many factors beyond an asset’s physical condition or age, assets in a state of disrepair can sometimes be classified as low-risk, despite their poor condition rating. In such cases, although the probability of failure for these assets may be high, their consequence of failure ratings were determined to be low based on the attributes used and the data available.

Similarly, assets with very high condition ratings can receive a moderate to high-risk rating despite a low probability of failure. These assets may be deemed as highly critical to the Township based on their costs, economic importance, social significance, and other factors. Continued calibration of an asset’s criticality and regular data updates are needed to ensure these models more accurately reflect an asset’s actual risk profile.

### 3.2.5 Forecasted Capital Requirements

Aging assets require maintenance, rehabilitation, and replacement. Figure 16 below illustrates the cyclical short-, medium- and long-term infrastructure replacement requirements for all asset categories analyzed in this AMP over a 60-year time horizon. On average, \$267,000 is required each year to remain current with capital replacement needs for the Township’s asset portfolio (red dotted line). Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise. This figure relies on age and available condition data.

The chart also illustrates a backlog of more than \$54,000, comprising assets that remain in service beyond their estimated useful life. It is unlikely that all such assets are in a state of disrepair, requiring immediate replacements. This makes continued and expanded targeted and consistent condition assessments integral. Risk frameworks, proactive lifecycle strategies, and

levels of service targets can then be used to prioritize projects, continuously refine estimates for both backlogs and ongoing capital needs, and help select the right treatment for each asset. In addition, more effective componentization of buildings will improve these projections, including backlog estimates.

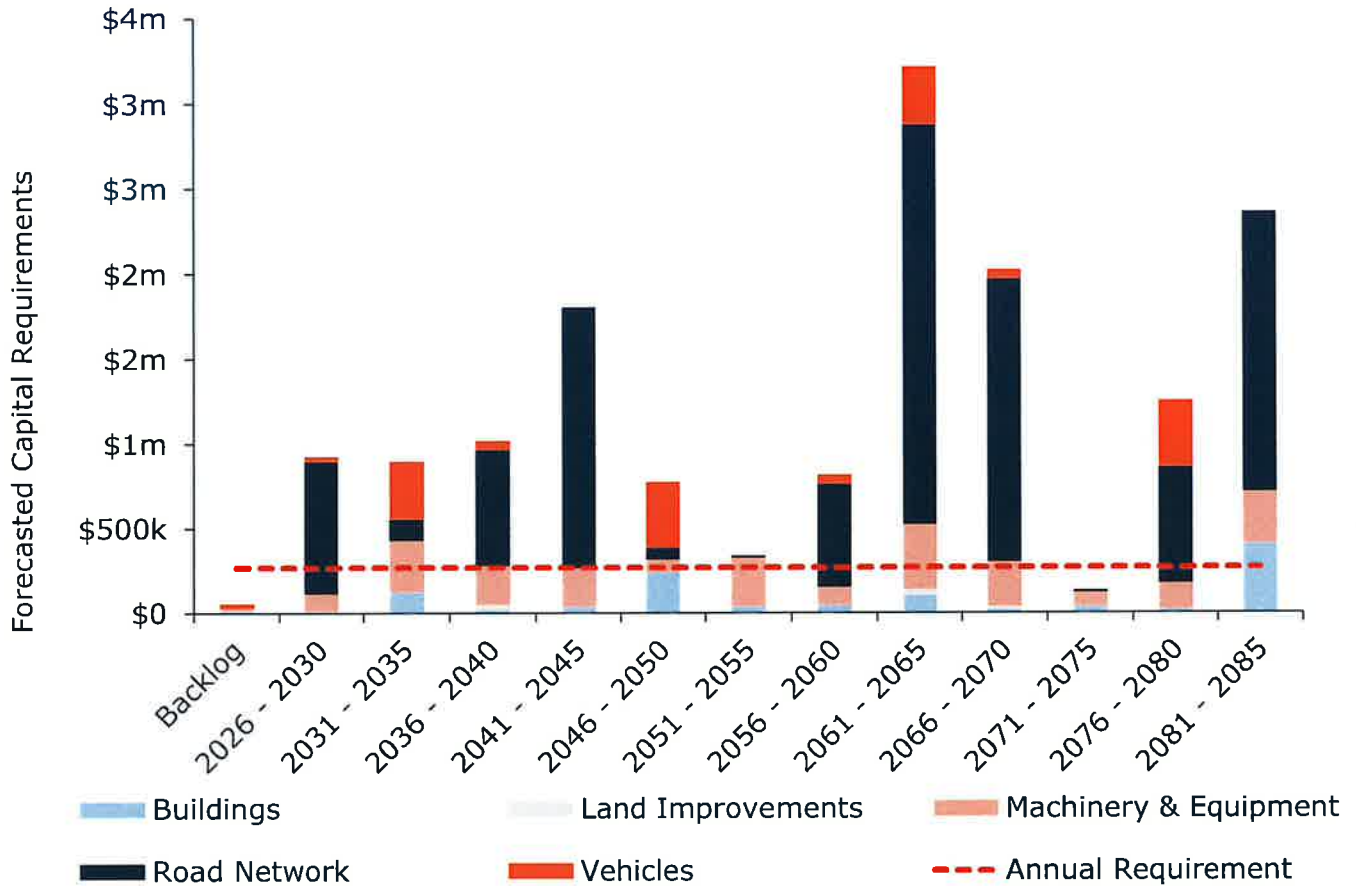


Figure 16 Capital Replacement Needs: Portfolio Overview 2026-2085

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# Proposed Levels of Service

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## 4. Proposed Levels of Service Analysis

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### 4.1 Overview

#### 4.1.1 O. Reg. 588/17 Proposed Levels of Service Requirements

The third iteration of municipal Asset Management Plans required under O. Reg. 588/17 requires the evaluation of levels of service (LOS) that includes:

- ❖ Proposed LOS options (i.e. increase, decrease, or maintain current LOS) and the risks associated with these options.
- ❖ How the proposed LOS may differ from current LOS.
- ❖ Whether the proposed LOS are achievable; and
- ❖ The municipality's ability to afford proposed LOS.

Additionally, a lifecycle management and financial strategy to support the proposed LOS must be identified for a period of 10 years with specific reporting on:

- ❖ Identification of lifecycle activities needed to provide the proposed LOS.
- ❖ Annual costs over the next 10 years to achieve the proposed LOS; and
- ❖ Identification of proposed funding projected to be available.

#### 4.1.2 Considerations

In order to achieve any target LOS goal, careful consideration of the following should be given to the following:

##### ***Financial Impact Assessments***

- ❖ Assess historical expenditures/budget patterns to gauge feasibility of increasing budgets to achieve increased service levels
- ❖ Consider implications of LOS adjustments on other services and other infrastructure programs (i.e. trade-offs)

##### ***Infrastructure Condition Assessments***

- ❖ Regularly assess the condition of critical infrastructure components
- ❖ Use standardized condition assessment protocols (where possible) to quantify the state of the infrastructure
- ❖ Identify non-critical components where maintenance could potentially be deferred without causing severe degradation
- ❖ Use current condition metrics as benchmarks to gauge feasibility of large adjustments to LOS

##### ***Service Metrics***

- ❖ Measure user satisfaction, response times, and other relevant indicators for specific services

##### ***Service Impact Assessments***

- ❖ Evaluate potential impacts on user satisfaction and service delivery due to changes in infrastructure condition

### **Key Lifecycle Activities**

- ❖ Implement routine maintenance and inspections to ensure infrastructure reaches its optimal useful life
- ❖ Monitor and optimize operational processes for efficiency
- ❖ Regularly review and update preventive maintenance schedules
- ❖ Prioritize critical infrastructure components for maintenance
- ❖ Implement cost-saving measures without compromising safety or compliance
- ❖ Develop strategies for managing and communicating service impacts to stakeholders
- ❖ Invest in technology and process improvements to enhance maintenance efficiency
- ❖ Upgrade critical infrastructure components to improve overall reliability
- ❖ Explore opportunities for innovation and efficiency gains

### **Risk Management**

- ❖ Identify potential risks to infrastructure and service quality resulting from adjusted service levels
- ❖ Develop contingency plans to address unforeseen challenges without compromising service quality
- ❖ Monitor performance closely to ensure that the target investment translates to the desired infrastructure condition

### **Infrastructure Condition Enhancements**

- ❖ Identify areas for improvement and increased maintenance to enhance overall infrastructure condition

### **Timelines**

- ❖ Although O. Reg. 588/17 requires evaluation of expenditures for a 10-year period in pursuit of proposed LOS, it does not require municipalities to achieve the LOS within this 10-year timeframe (ex. a municipality may have a goal to reach X% condition by 2050, the AMP is required to review the first 10 years of the strategy to reach this goal)
- ❖ Careful consideration should be given to setting realistic targets for when proposed service levels can be achieved.

### **Stakeholder Engagement**

- ❖ It is recommended to ensure adjustments to LOS are not made in isolation and without consultation of various stakeholders. This could include, but is not limited to:
  - ◆ Department Heads/Infrastructure Managers
  - ◆ Residents
  - ◆ Service Users
  - ◆ Council
- ❖ Efforts should be made to communicate changes to LOS transparently to all affected stakeholders

### **Flexibility**

- ❖ Priorities may change over time due to a variety of factors, such as:
  - ◆ Financial state of the municipality
  - ◆ Availability of grants
  - ◆ Significant increases or decreases in population
  - ◆ Changes in political priorities

- ◆ Changes in resident priorities
- ◆ New technologies
- ◆ Changes in legislation
- ◆ Any proposed changes to LOS should be flexible and able to adapt to changes listed above, and other unforeseen circumstances

## 4.2 Proposed Levels of Service Scenario

Based on the results of the asset management analysis, the Township of Hilton has determined that its current levels of service are meeting community needs and expectations. The Township is presently achieving its targeted capital and lifecycle funding levels, and existing assets are being maintained in a manner that supports sustainable service delivery.

In accordance with the requirements of Ontario Regulation 588/17, the Township has evaluated proposed levels of service and associated lifecycle management and financial strategies. Given that current performance outcomes are satisfactory and no significant service gaps have been identified, the Township has elected to maintain its existing levels of service over the planning horizon.

Accordingly, the Township will continue with its current asset management approach, including maintaining existing funding levels and tax rates. This “status quo” strategy is expected to sustain asset condition and service performance while remaining financially responsible and aligned with community expectations. The Township will continue to monitor asset performance, risks, and community needs, and will revisit levels of service and funding strategies as part of future updates to the Asset Management Plan.

### 4.2.1 Scenario: Maintain Current Funding Levels

This scenario assumes that the Township of Hilton maintains its current funding levels and tax over the planning horizon. Under this scenario, no additional increases are applied beyond those already approved through existing financial plans.

#### *Lifecycle Changes Required*

Under this scenario, no changes to existing lifecycle management practices are proposed. The Township will continue to implement its current lifecycle strategies across all asset categories.

In future iterations of the AMP, it is recommended to more closely analyze changes to lifecycle management strategies to find long-term cost savings and efficiencies.

#### *Affordability/Achievability*

The status quo scenario represents the most affordable option in the short term, as it does not require additional financial contributions from residents or businesses beyond current levels.

The Township is currently achieving its targeted funding levels and has determined that existing revenues are sufficient to support current service delivery. As such, this scenario is fully achievable within the Township’s existing financial framework.

The available capital funding over the next 10 years for the proposed levels of service is indicated in the table below:

Categories	Available Capital Funding									
	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
<b>Tax-Funded</b>	\$343k	\$343k	\$343k	\$343k	\$343k	\$343k	\$343k	\$343k	\$343k	\$343k

*Table 6 Available Capital Funding Over Next 10 Years*

The above table accounts for both current and future expenditures in order to achieve and maintain the proposed levels of service. This requires a combination of capital spending and saving (i.e. reserves) to ensure future large expenditures can be financed. As an example, Hilton owns and maintains multiple buildings with estimated useful lives of 60 years. Because of the long duration between replacements, and low quantity of assets, it is likely that there will be years with no capital expenditures relating to buildings, however, this does not mean that the Township should ignore the funding requirements in these years. Instead, annual funding should be set aside in the form of reserves to ensure funding for upcoming lifecycle events is available when required.

A further breakdown of projected capital expenditures by asset category can be found in Appendix A – 10-Year Capital Requirements.

It is important to note that an AMP is a dynamic document which should be reviewed regularly to ensure up-to-date information is incorporated including accurate replacement costs, changes in inventory, changes in available funding sources, and reflection on progress made on previous recommendations.

### ***Changes to Community and Technical Levels of Service***

The Township of Hilton does not anticipate any changes to qualitative community levels of services for any of the asset categories included within this AMP. Technical levels of service are expected to remain stable in the near term. However, over the long term, there is potential for gradual decline in asset condition and performance if funding does not keep pace with asset deterioration and replacement needs.

### ***Associated Risks***

There are pros and cons associated the analyzed scenario, and each benefit is counter-balanced with consequences. The following risks have been identified:

- ◆ Future infrastructure funding gap:
  - ◆ While current funding levels are sufficient today, they may not be adequate to meet future lifecycle requirements as assets age and costs increase.
- ◆ Declining asset condition over time:
  - ◆ Without increases in reinvestment, asset condition may gradually deteriorate, potentially impacting service reliability.
- ◆ Increased reliance on reactive maintenance:
  - ◆ Limited funding flexibility may result in a shift from proactive to reactive maintenance, which can increase long-term costs.

- ✦ Reduced financial flexibility:
  - ◆ Maintaining current tax and rate levels may limit the Township’s ability to respond to unexpected asset failures or emerging priorities.

### **Appropriateness to Meet the Township’s Needs**

The Township of Hilton has determined that its current levels of service are appropriate and aligned with community expectations. Existing funding levels are presently sufficient to support ongoing operations and asset management activities. As a result, the Township has identified the status quo scenario as an appropriate short-term approach, allowing it to maintain service delivery without imposing additional financial burden on residents.

At the same time, the Township recognizes the importance of ongoing monitoring and continuous improvement in asset management practices. Future updates to the AMP will reassess funding levels, asset condition, and community expectations to determine whether adjustments to this approach are required.

This approach is consistent with the requirements of Ontario Regulation 588/17, which requires municipalities to evaluate and document proposed levels of service and associated financial strategies.

### **4.2.2 PLOS Analysis Results**

<b>Technical LOS Outcomes</b>	<b>Initial Value (2025)</b>	<b>15 Year Projection (2039)</b>	<b>30 Year Projection (2054)</b>
Average Condition	60%	57%	45%
Average Asset Risk	9.95	11.75	14.45
Annual Investment Required		\$342,904	
Average Capital re-investment rate		5.27%	

*Table 7 PLOS Scenario Analysis*

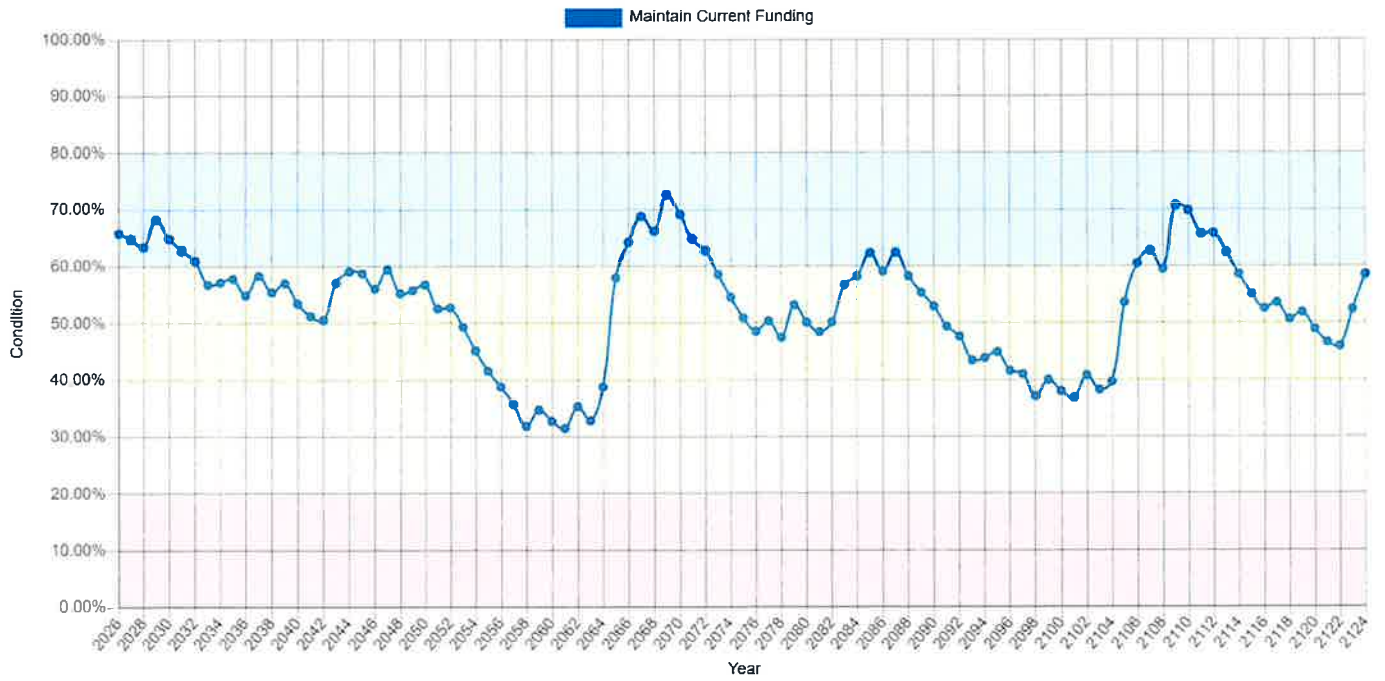


Figure 17 PLOS Scenario Condition Results

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# Category Analysis

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## 5. Road Network

The road network is a critical component of the provision of safe and efficient transportation services and represents the highest value asset category in the Township’s asset portfolio. It includes all municipally owned and maintained roadways.

### 5.1 Inventory & Valuation

Table 8 summarizes the quantity and current replacement cost of the Township’s various road network assets as managed in its primary asset management register, Citywide.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Paved Roads	39	kms	\$2,974,474	Cost/Unit
Unpaved Roads	12	kms	\$1,660,809	Cost/Unit
<b>TOTAL</b>			<b>\$4,635,283</b>	

Table 8 Detailed Asset Inventory: Road Network

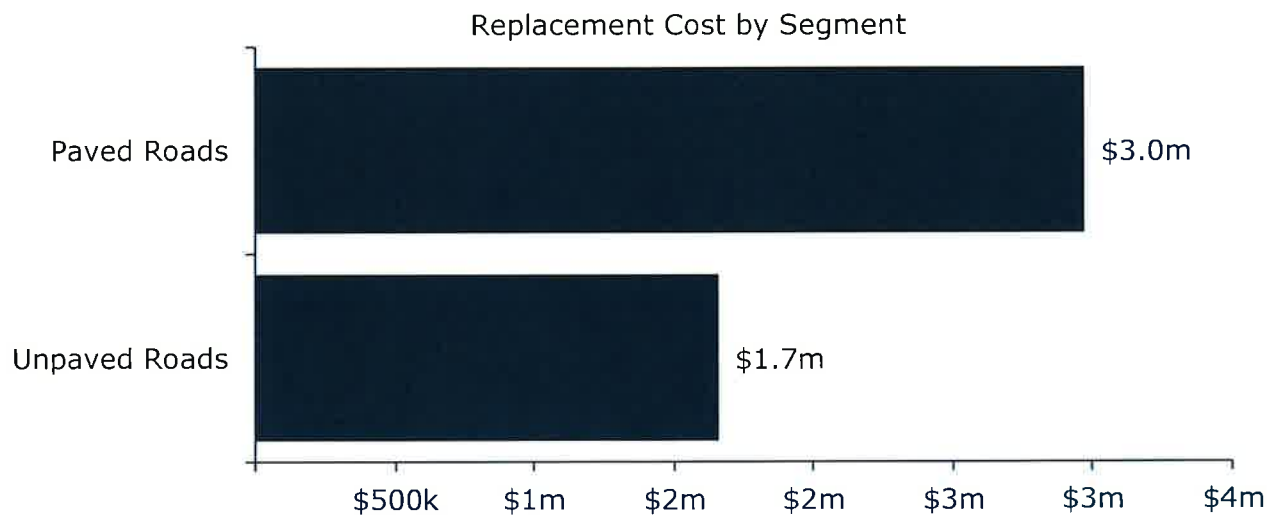


Figure 18 Portfolio Valuation: Road Network

### 5.2 Asset Condition

Figure 19 summarizes the replacement cost-weighted condition of the Township’s road network. Based on a combination of field inspection data and age, 99% of assets are in fair or better condition; the remaining 1% of assets are in poor to very poor condition. Condition assessments were available for 93% of paved roads and 100% of unpaved roads, based on replacement cost. This condition data was projected from inspection date to current year to estimate their condition today.

Assets in poor or worse condition may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition. As illustrated in Figure 19, the majority of the Township’s road network assets are in fair or better condition.

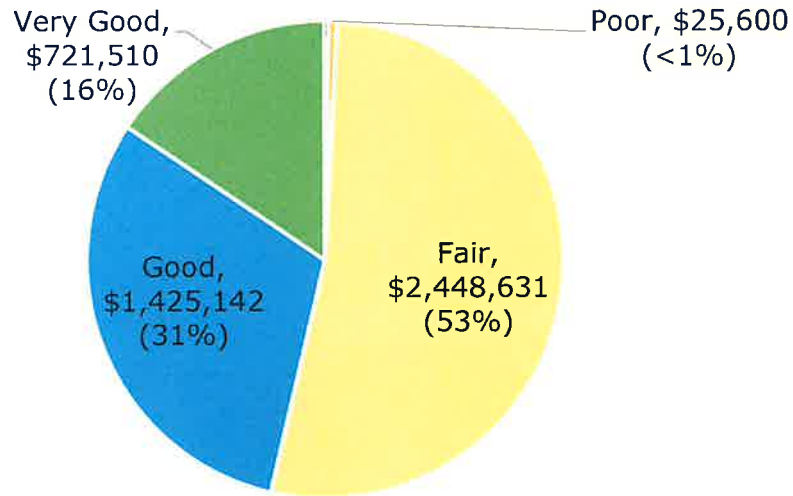


Figure 19 Asset Condition: Road Network Overall

As illustrated in Figure 20, based on condition assessments, the majority of the Township’s paved and unpaved road network is in fair or better condition; however, 2% of unpaved roads are in poor or worse condition.

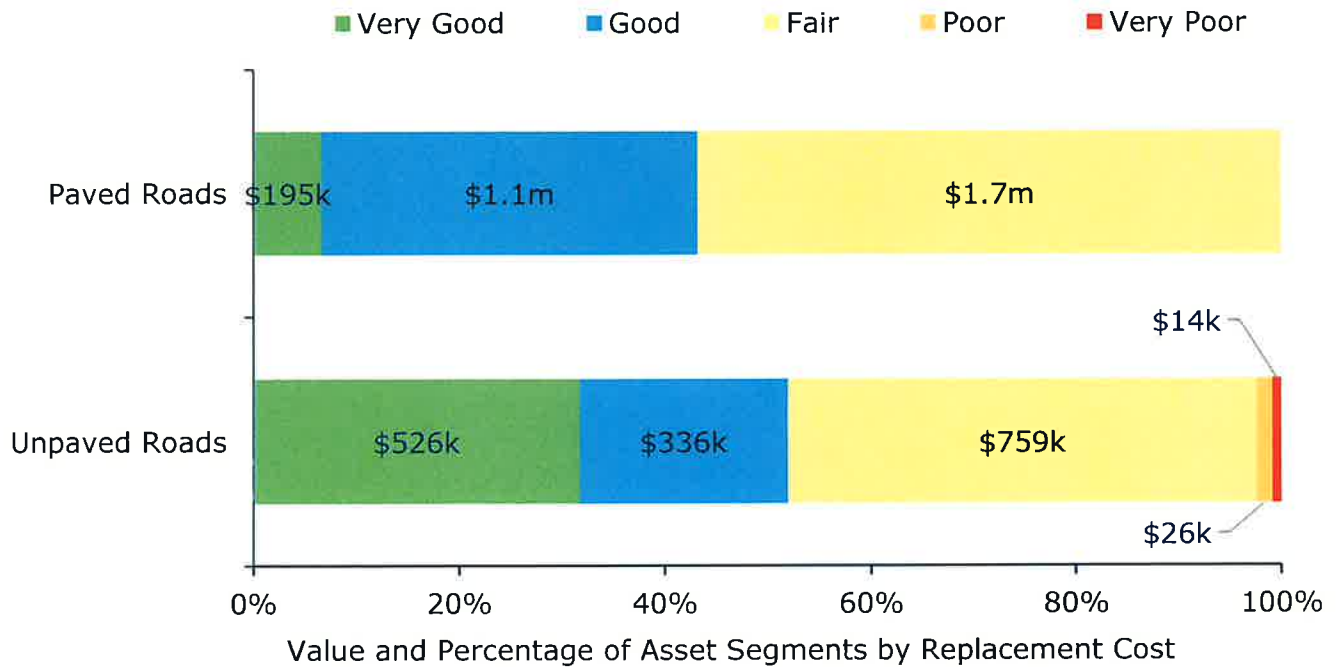


Figure 20 Asset Condition: Road Network by Segment

### 5.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential long-term replacement spikes.

Figure 21 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

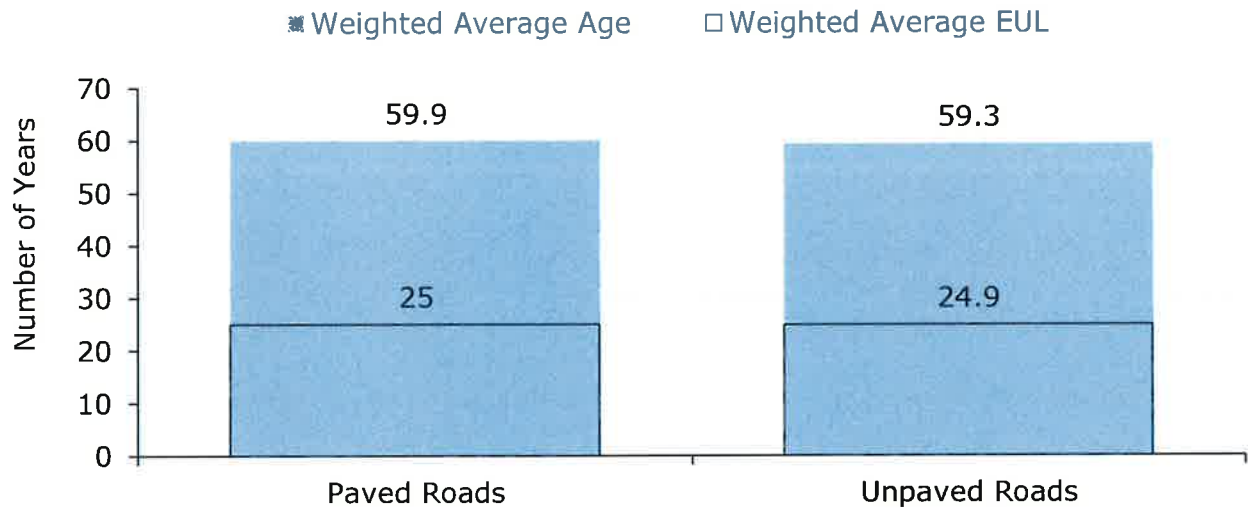


Figure 21 Estimated Useful Life vs. Asset Age: Road Network

Age analysis shows that although the majority of roads continue to remain in service beyond their expected useful life, maintenance and rehabilitation activities have allowed the Township to maintain their roads well beyond the design life of 25 years.

Although asset age is an important measurement for long-term planning, condition assessments provide a more accurate indication of actual asset needs. Further, useful life estimates established as part of the PSAB 3150 implementation may not be accurate and may not reflect in-field asset performance.

### 5.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset’s characteristics, location, utilization, maintenance history and environment.

The following lifecycle strategies have been developed as a proactive approach to managing the lifecycle of LCB roads. Instead of allowing the roads to deteriorate until replacement is required, strategic rehabilitation is expected to extend the service life of roads at a lower total cost.

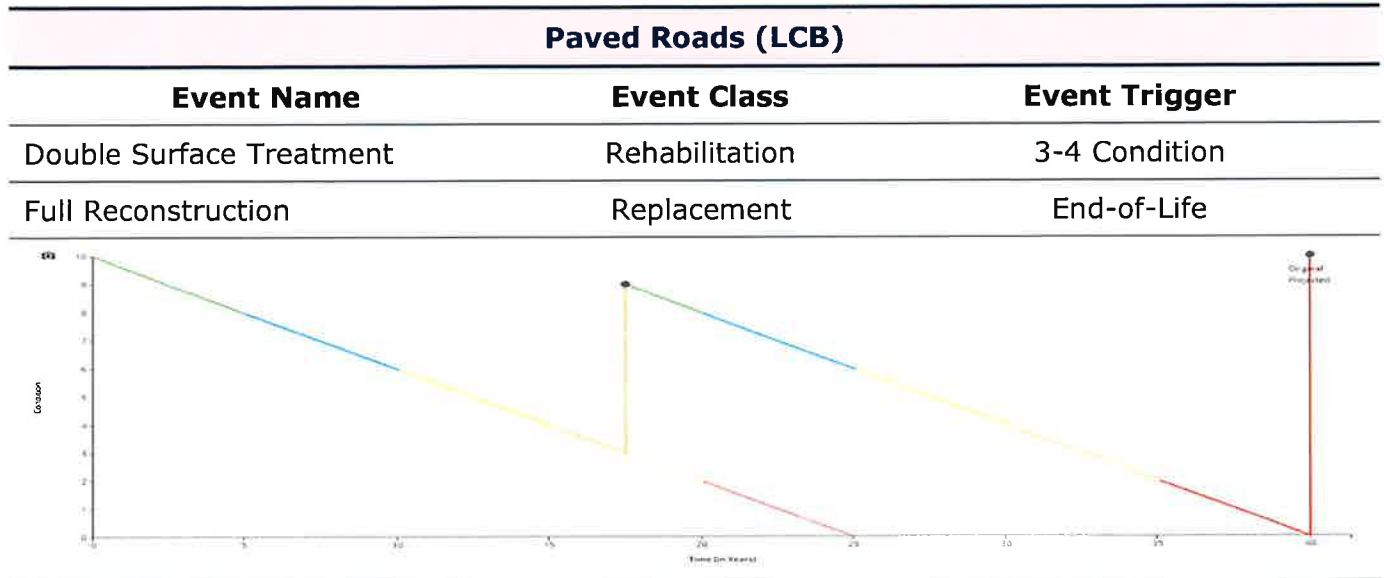


Table 9 Lifecycle Management Strategy: Road Network (LCB Roads)

The following table outlines the Township’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance/ Rehabilitation	Road side grass and brush mowing is completed regularly, with grading completed as required
	Calcium is applied to gravel roads once per year, in June
Replacement	When early constructed roads begin to show imperfection, such as boulders from the base beginning to move up to the surface, full reconstruction of the road is completed
	Recommendations from Road Superintendent based on visual inspection will determine road replacement, along with specific direction from Council in some cases
Inspection	Visual inspections are completed 2-3 times weekly by the Road Superintendent
	Annual condition assessments of all roads are completed in February based on Road Superintended recommendations, which helps inform annual municipal budget

Table 10 Lifecycle Management Strategy: Road Network

## 5.5 Forecasted Long-Term Replacement Needs

Figure 13 illustrates the cyclical short-, medium- and long-term infrastructure rehabilitation and replacement requirements for the Township’s road network. This analysis was run until 2070 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Township’s primary asset management system and asset register. The Township’s average annual requirements (red dotted line) total \$177,000 for all assets in the road network. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

The chart illustrates substantial capital needs through the forecast period. These projections are based on asset replacement costs, age analysis, and condition data when available, as well as lifecycle modeling (roads only). They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

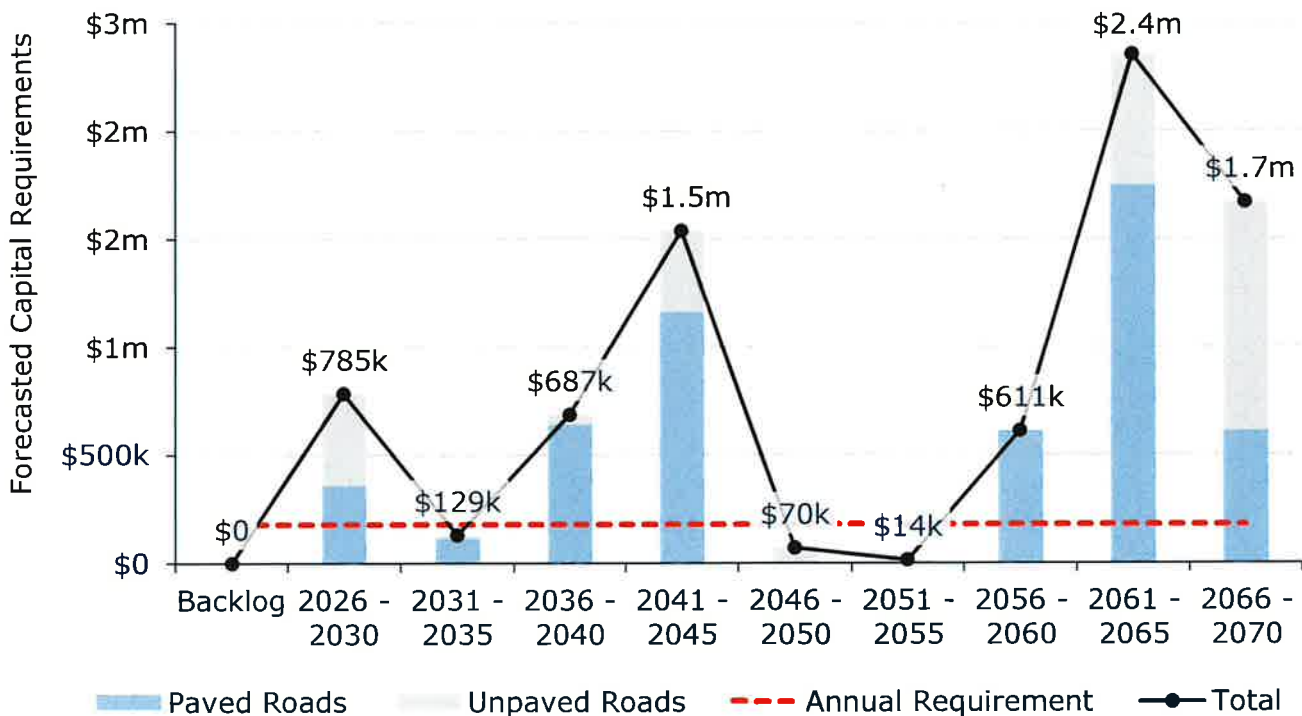


Figure 22 Forecasted Capital Replacement Needs: Road Network 2026-2070

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. Regular pavement condition assessments and a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A summary of the 10-year replacement forecast can be found in Appendix A – 10-Year Capital Requirements.

## 5.6 Risk Analysis

### 5.6.1 Risk Matrix

The risk matrix below is generated using available asset data, including condition, drainage adequacy and replacement cost. The risk ratings for assets without useful attribute data were calculated using only condition and their replacement costs.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Township may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Township’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.

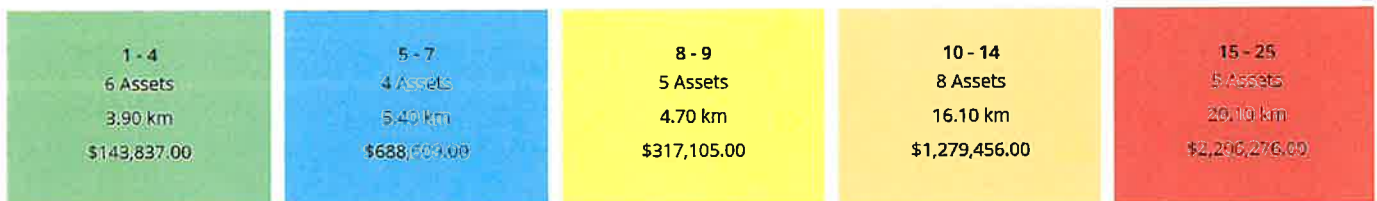


Figure 23 Risk Matrix: Road Network

### 5.6.2 Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing:



#### Climate Change & Extreme Events

Asset deterioration is accelerated due to extreme weather, which in some cases can cause unexpected failures. Freeze-thaw cycles, ice jams, and surface flooding from extreme rainfall have been experienced by the Town in recent years. These events make long-term planning difficult and can result in a lower level of service



#### Growth

The Township and surrounding communities are experiencing population growth which is resulting in additional strain on municipal roads. The road network is experiencing higher traffic volumes, and changes to the type of traffic utilizing the road network. This is causing additional wear and tear to municipal roads, accelerating their rate of deterioration.

## 5.7 Levels of Service

The tables that follow summarize the Township's current levels of service with respect to prescribed KPIs under Ontario Regulation 588/17, as well as any additional performance measures that the Township selected for this AMP.

### 5.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2025)
Scope	Description, which may include maps, of the road network in the municipality and its level of connectivity	See Appendix B – Level of Service Maps & Photos
Quality	Description or images that illustrate the different levels of road class pavement condition	The Township collects condition information for its roads on a regular basis using a 0-10 condition point scale. The condition rating factors in physical surface condition, drainage adequacy and capacity demands.

Table 11 O. Reg. 588/17 Community Levels of Service: Road Network

### 5.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2025)
Scope	Lane-km of arterial roads (MMS classes 1 and 2) per land area (km/km <sup>2</sup> )	0 km/116 km <sup>2</sup>
	Lane-km of collector roads (MMS classes 3 and 4) per land area (km/km <sup>2</sup> )	31 km/116 km <sup>2</sup>
	Lane-km of local roads (MMS classes 5 and 6) per land area (km/km <sup>2</sup> )	94 km/116 km <sup>2</sup>
Quality	Average pavement condition index for paved roads in the Township	62%
	Average surface condition for unpaved roads in the Township (e.g. excellent, good, fair, poor)	Good

Table 12 O. Reg. 588/17 Technical Levels of Service: Road Network

## 6. Buildings

The Township of Hilton owns and maintains several facilities and recreation centers that provide key services to the community. These include:

- ❖ Storage sheds and public works garages
- ❖ Recreation facilities such as parks
- ❖ Municipal offices
- ❖ Fire hall

### 6.1 Inventory & Valuation

Table 13 summarizes the quantity and current replacement cost of buildings.

Segment	Quantity (# of components)	Unit of Measure	Replacement Cost	Primary RC Method
Fire Hall	1	Quantity	\$86,909	CPI
Garage	3	Quantity	\$84,329	CPI
Municipal Office	1 (3)	Quantity	\$240,935	CPI
Park	2	Quantity	\$33,833	CPI
Steel Building	3	Quantity	\$61,408	CPI
Storage Shed	2	Quantity	\$312,087	CPI
<b>TOTAL</b>			<b>\$819,501</b>	

Table 13 Detailed Asset Inventory: Buildings

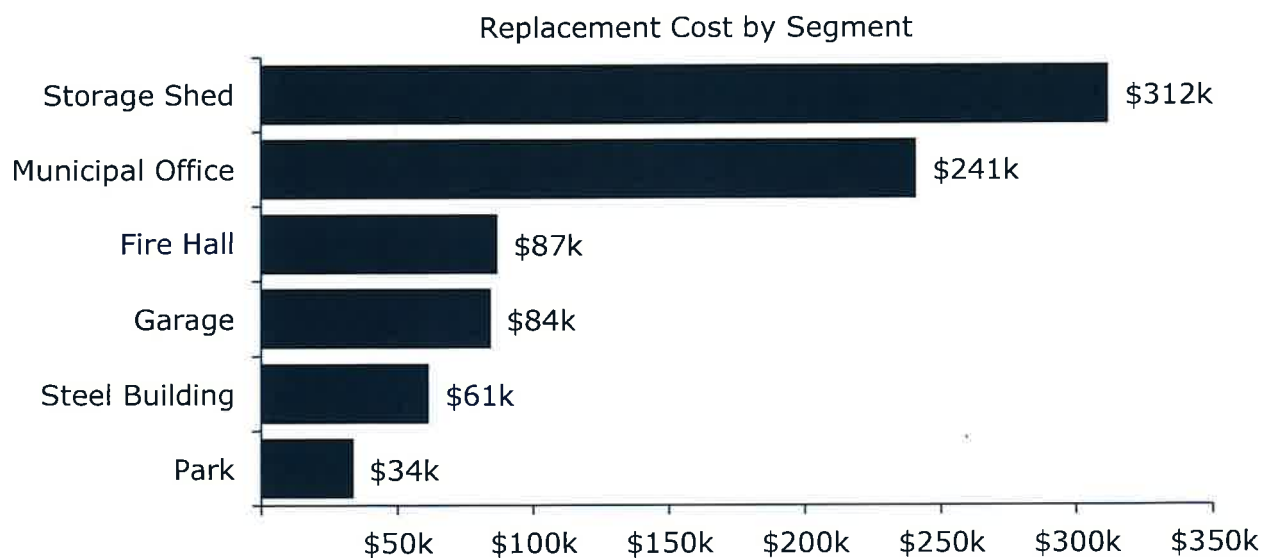


Figure 24 Portfolio Valuation: Buildings

## 6.2 Asset Condition

Figure 25 summarizes the replacement cost-weighted condition of the Township’s buildings. Based on both age-based and assessed condition data, 87% of building assets are in fair or better condition. The remaining 13% are in poor or worse condition.

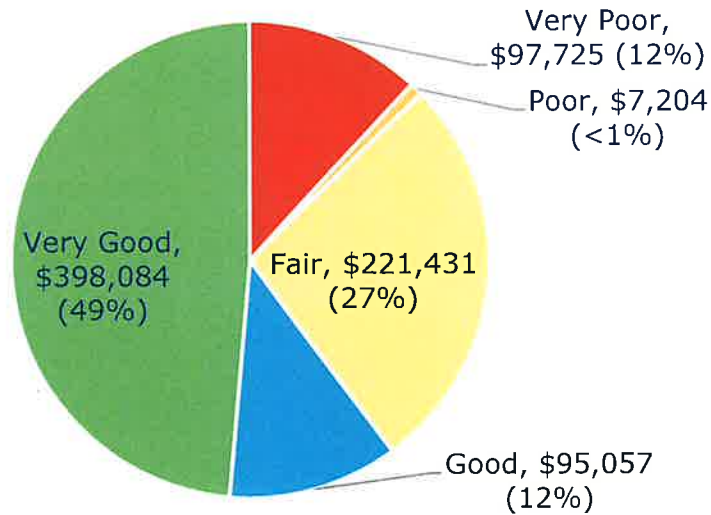
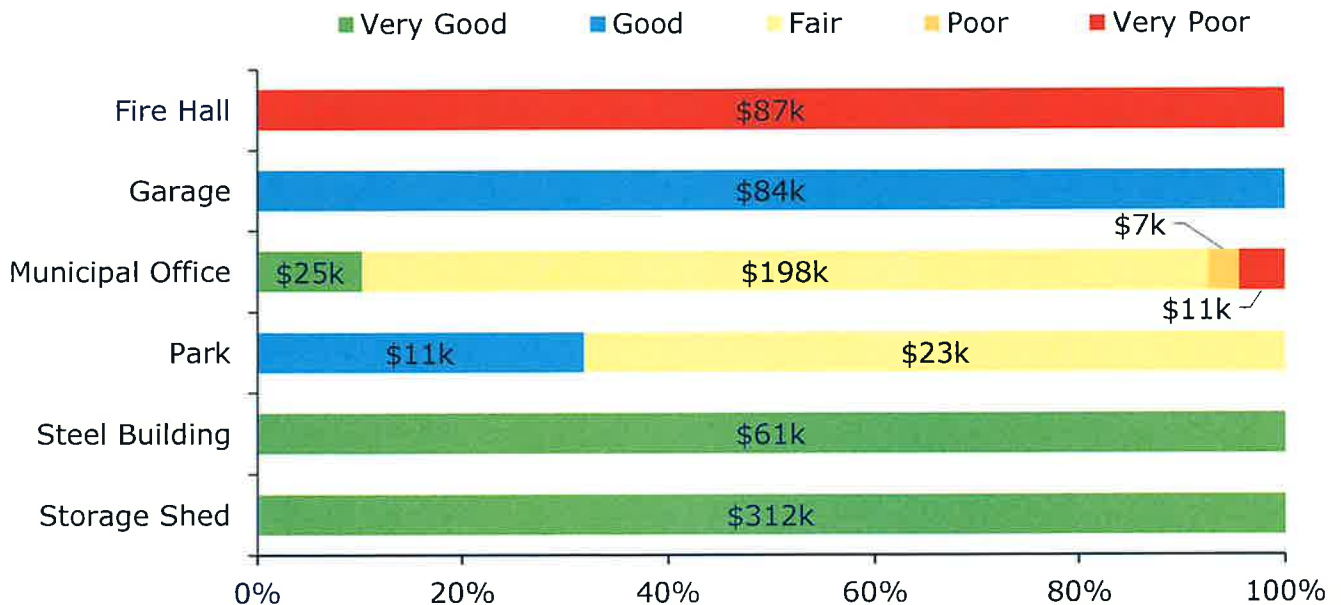


Figure 25 Asset Condition: Buildings Overall

As further detailed in Figure 26, based on in-field condition assessments and age-based data, \$87,000 of fire hall assets were assessed as being in poor condition. Similarly, 7% of Municipal Office assets, with a current replacement cost of \$18,000 were identifies as poor or worse.



Value and Percentage of Asset Segments by Replacement Cost

Figure 26 Asset Condition: Buildings by Segment

### 6.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential replacement spikes.

Figure 27 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

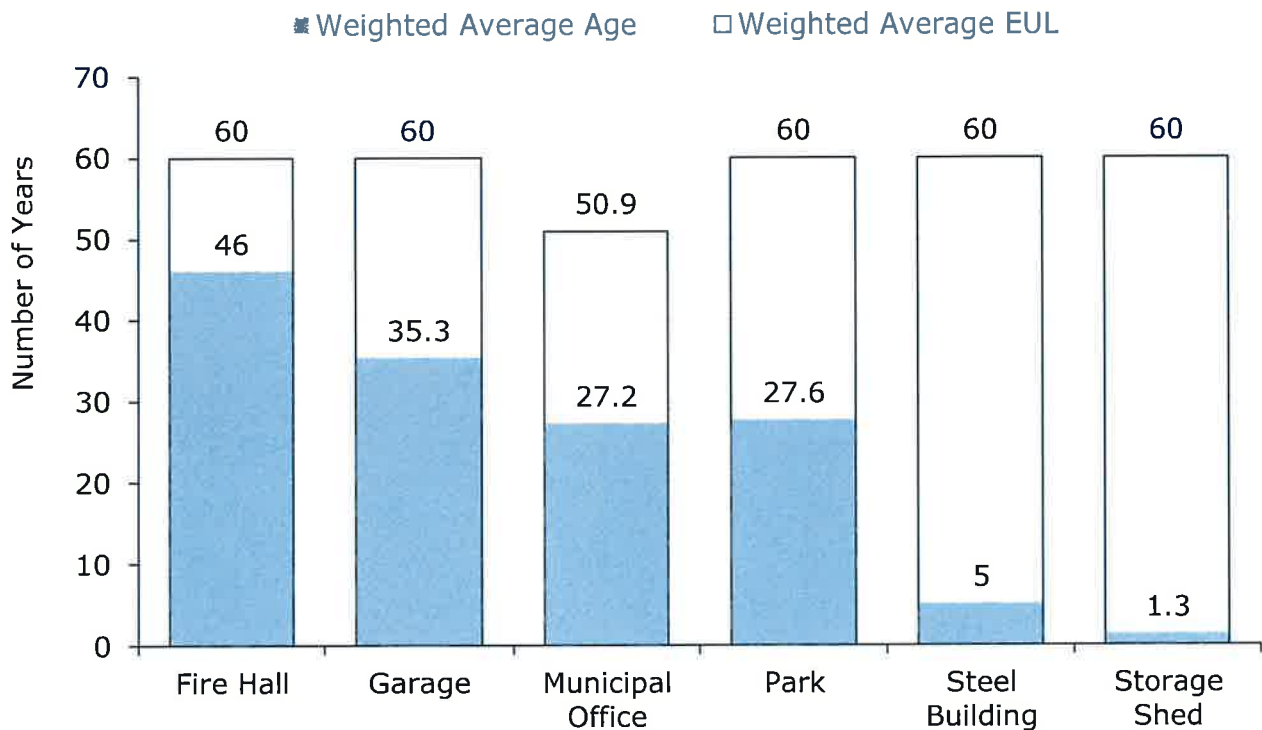


Figure 27 Estimated Useful Life vs. Asset Age: Buildings

### 6.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Township’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance / Rehabilitation / Replacement	<p>Public Works staff identify concerns and deficiencies on a regular basis. These concerns are documented and prioritized for maintenance, rehabilitation and/or replacement.</p> <hr/> <p>Third-party buildings are completed on an as needed basis when funding is available. Buildings and building components are prioritized based on criticality, physical condition, capacity and functionality concerns, and healthy &amp; safety concerns.</p>
Inspection	<p>There are no formal condition assessment programs in place for municipally owned buildings. Staff visually inspect buildings on a regular basis with the goal of capturing critical and immediate issues.</p> <hr/> <p>Buildings are inspected on a monthly basis for Health &amp; Safety as set by the Technical Standards and Safety Authorities (TSSA).</p> <hr/> <p>Components such as HVAC and generators are inspected as required by manufacturer recommendations and Building Code Act.</p>

*Table 14 Lifecycle Management Strategy: Buildings*

## 6.5 Forecasted Long-Term Replacement Needs

Figure 28 illustrates the cyclical short-, medium- and long-term infrastructure rehabilitation and replacement requirements for the Township’s buildings. This analysis was run until 2085 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Township’s primary asset management system and asset register. The Township’s average annual requirements (red dotted line) for buildings total \$18,000. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

These projections and estimates are based on asset replacement costs, age analysis, and condition data. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

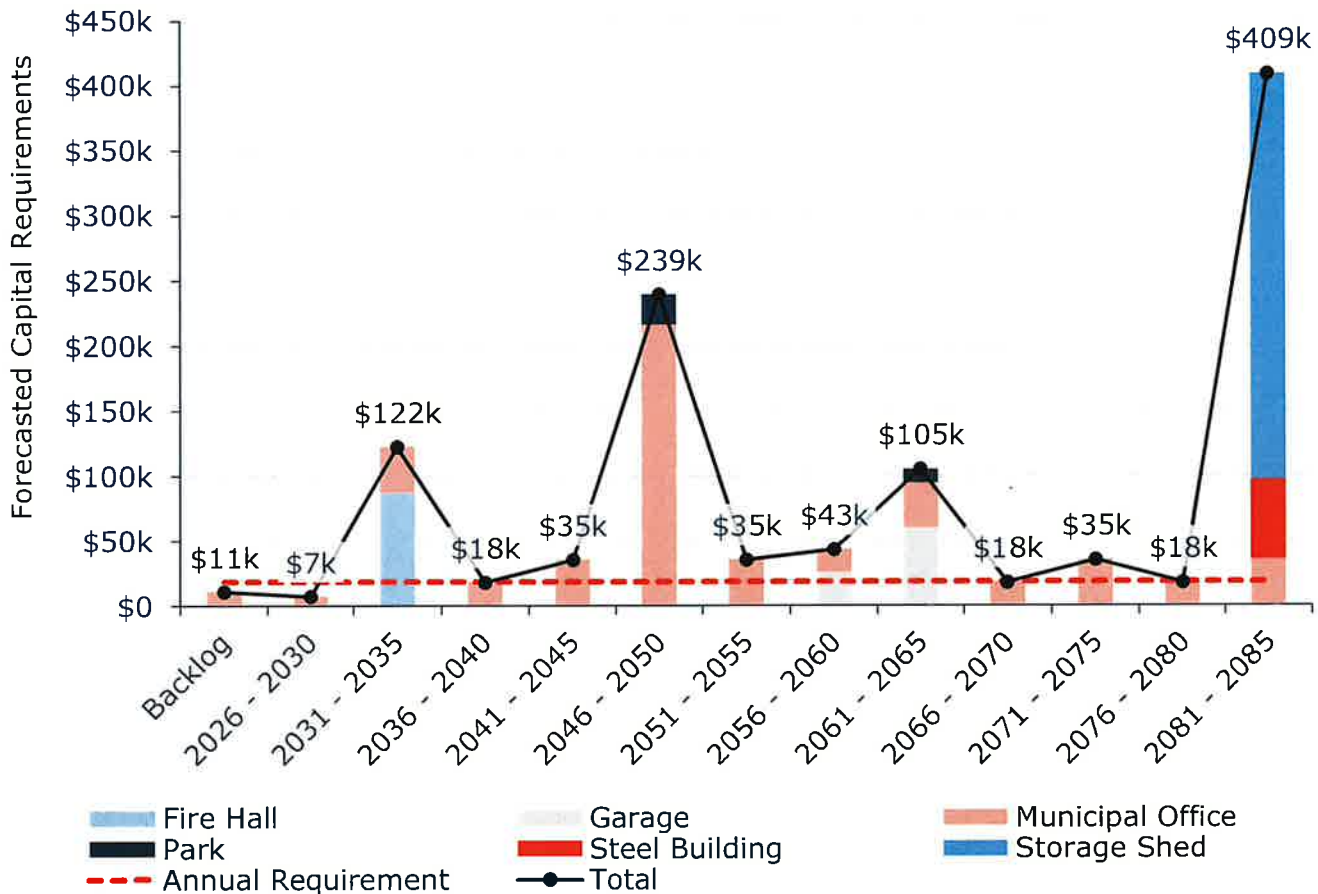


Figure 28 Forecasted Capital Replacement Needs: Buildings 2026-2085

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. OSIM condition assessments and a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A summary of the 10-year replacement forecast can be found in Appendix A – 10-Year Capital Requirements.

## 6.6 Risk Analysis

### 6.6.1 Risk Matrix

The risk matrix below is generated using available asset data, including condition, replacement cost and function. The risk ratings for assets without useful attribute data were calculated using only condition and their replacement costs.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest

probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Township may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Township’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.

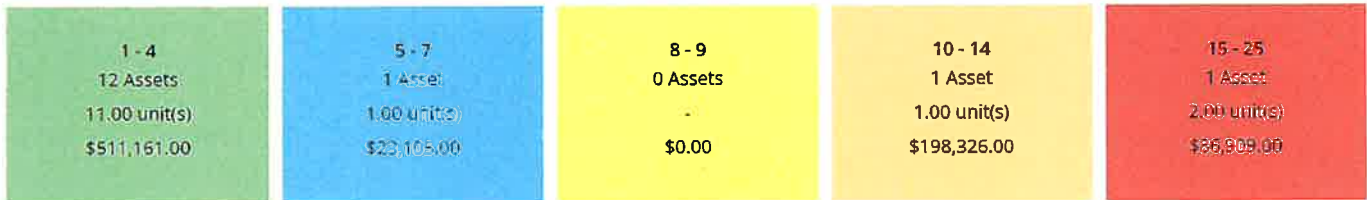


Figure 29 Risk Matrix: Buildings

### 6.6.2 Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing:



#### Regulatory Compliance

Municipally owned buildings must comply with Accessibility for Ontarians with Disabilities Act (AODA) standards. Ensuring that all buildings in the Township are in compliance with AODA standards is a challenge for the Township due to limited available funding and frequently changing standards.



#### Capital Funding Strategies

Major capital rehabilitation and replacement projects are often entirely dependent on the availability of grant funding opportunities. When grants are not available, rehabilitation and replacement projects may be deferred. An annual capital funding strategy could reduce dependency on grant funding and help prevent deferral of capital works.

## 6.7 Levels of Service

The tables that follow summarize the Township’s current levels of service with respect to performance measures that the Township has selected for this AMP.

### 6.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2025)
Scope	Description, which may include maps, of the types of facilities that the municipality operates and maintains	The municipality operates and maintains a variety of facilities including the municipal office, a recently construction steel storage building, pavillion and washrooms at Twin Lakes Park, a public works garage, an additional storage shed, and a fire hall.

Table 15 O. Reg. 588/17 Community Levels of Service: Buildings

### 6.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2025)
Quality	% of buildings that meet accessibility standards	TBD
Performance	% of buildings that are in good/very good condition	60%
	% of buildings that are in poor/very poor condition	13%

Table 16 O. Reg. 588/17 Technical Levels of Service: Buildings

## 7. Machinery and Equipment

In order to maintain the high quality of public infrastructure and support the delivery of core services, Township staff own and employ various types of machinery and equipment. This includes:

- ❖ Landscaping equipment to maintain public parks
- ❖ Fire equipment to support the delivery of emergency services
- ❖ Tractor, grader, excavator, and float to support public works services

### 7.1 Inventory & Valuation

Table 17 summarizes the quantity and current replacement cost of the Township's various machinery and equipment assets as managed in its primary asset management register, Citywide Assets.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Backhoe	1	Quantity	\$157,497	CPI
Excavator	1	Quantity	\$79,045	CPI
Float	1	Quantity	\$13,924	CPI
Grader	1	Quantity	\$190,227	CPI
IT Equipment	3	Quantity	\$45,541	CPI
Lawnmower	1	Quantity	\$6,234	CPI
Tractor	1	Quantity	\$82,450	CPI
Turnout Gear	4	Quantity	\$46,341	CPI
<b>TOTAL</b>			<b>\$621,259</b>	

*Table 17 Detailed Asset Inventory: Machinery and Equipment*

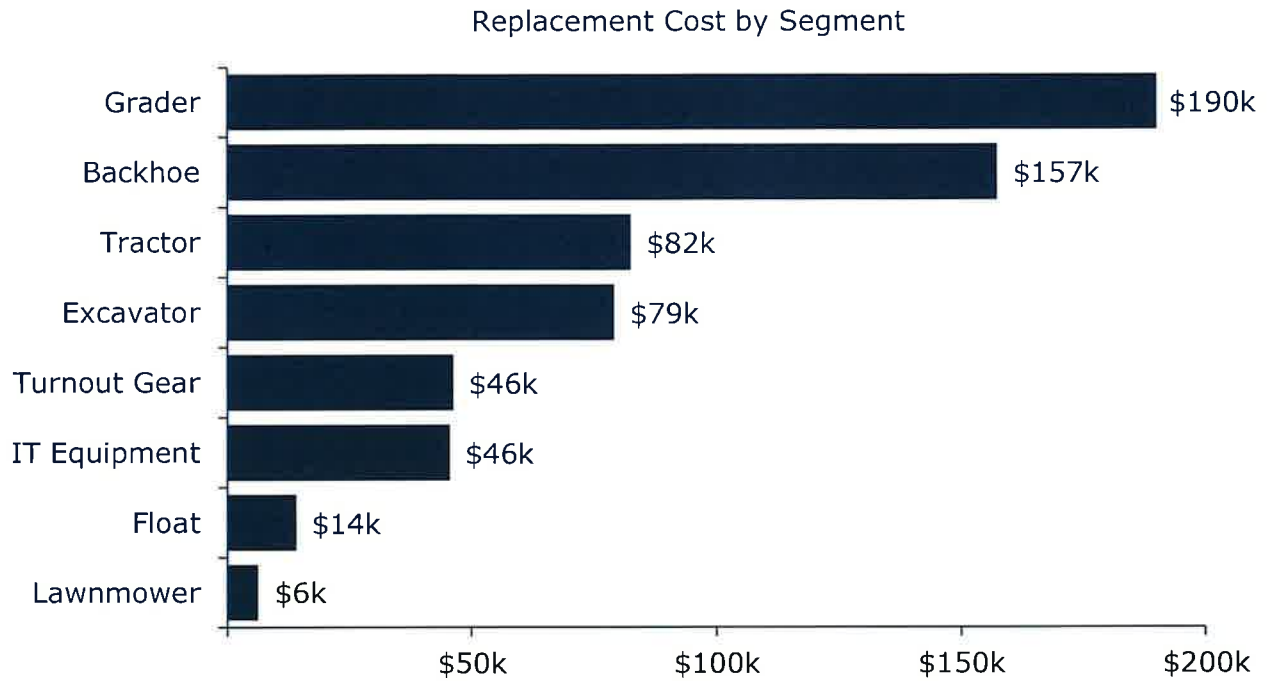


Figure 30 Portfolio Valuation: Machinery and Equipment

## 7.2 Asset Condition

Figure 31 summarizes the replacement cost-weighted condition of the Township’s machinery and equipment. Based on a combination of field inspection data and age, 37% of assets are in fair or better condition; the remaining 63% of assets are in poor to very poor condition. Condition assessments were available for the excavator, float and grader, based on replacement cost. This condition data was projected from inspection date to current year to estimate their condition today. No condition data was available for the remainder of equipment.

Assets in poor or worse condition may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition.

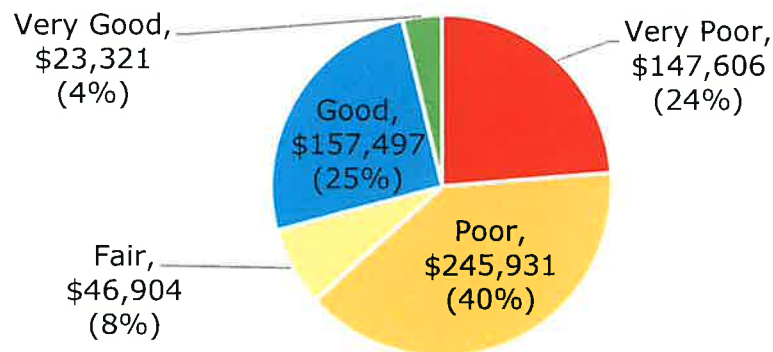


Figure 31 Asset Condition: Machinery and Equipment Overall

As illustrated in Figure 32, based on condition assessments and age-based conditions, the majority of the Township’s machinery and equipment is in poor condition.

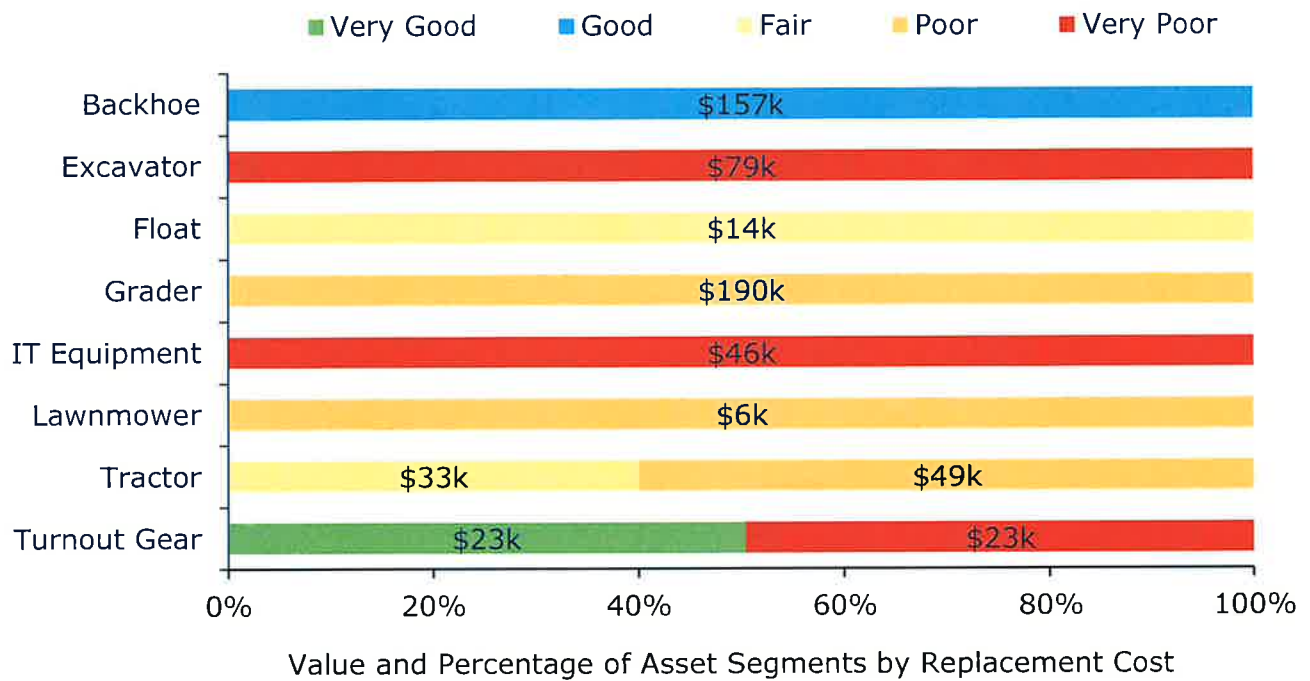


Figure 32 Asset Condition: Machinery and Equipment by Segment

### 7.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential long-term replacement spikes.

Figure 33 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

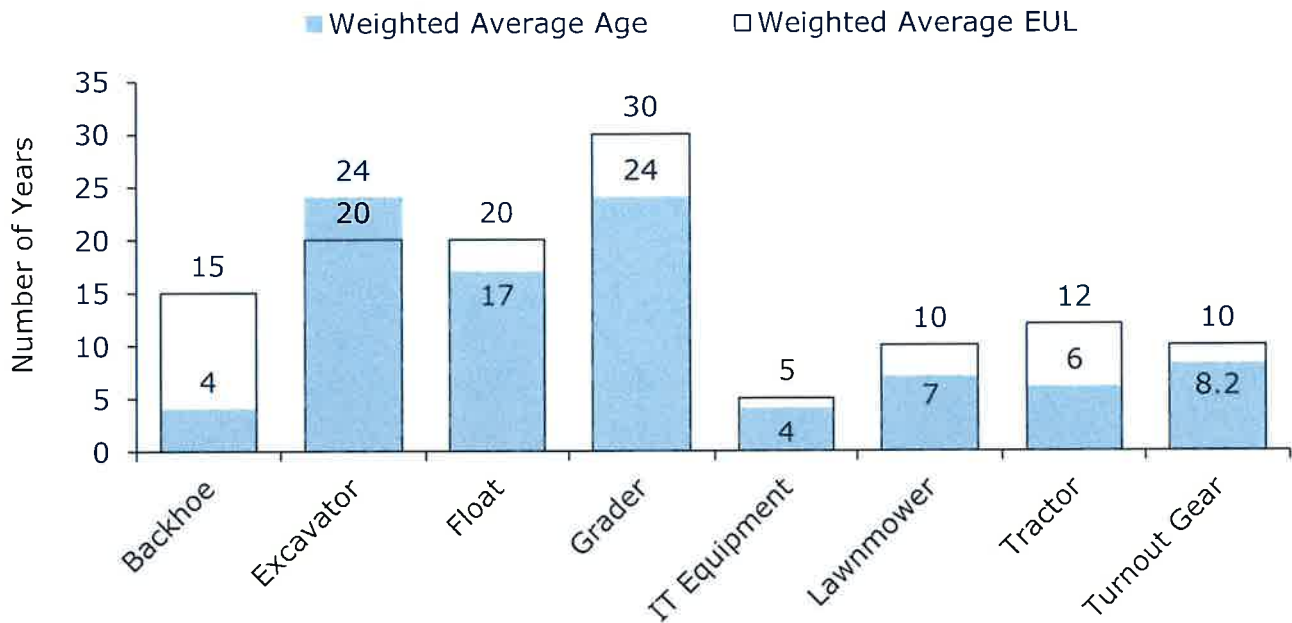


Figure 33 Estimated Useful Life vs. Asset Age: Machinery and Equipment

## 7.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Township’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance / Rehabilitation / Replacement	Machinery and equipment assets are maintained with the goal of maximizing their useful service life
	Fire equipment is subject to a more rigorous inspection and maintenance program compared to other equipment
	The renewal and/or replacement of machinery and equipment asset is prioritized based on condition, funding available, and criticality of operations
Inspection	Staff complete regular visual inspections of machinery and equipment to ensure they are in state of adequate repair
	There are no formal condition assessment programs in place, although some machinery and equipment were assigned cursory condition ratings for this AMP

Table 18 Lifecycle Management Strategy: Machinery and Equipment

## 7.5 Forecasted Long-Term Replacement Needs

Figure 34 illustrates the cyclical short-, medium- and long-term infrastructure rehabilitation and replacement requirements for the Township’s machinery and equipment. This analysis was run until 2040 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Township’s primary asset management system and asset register. The Township’s average annual requirements (red dotted line) total \$43,000 for all machinery and equipment. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

The chart illustrates substantial capital needs throughout the forecast period. It also shows a backlog \$17,000, dominated by the tractor. These projections are based on asset replacement costs, age analysis, and condition data when available. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

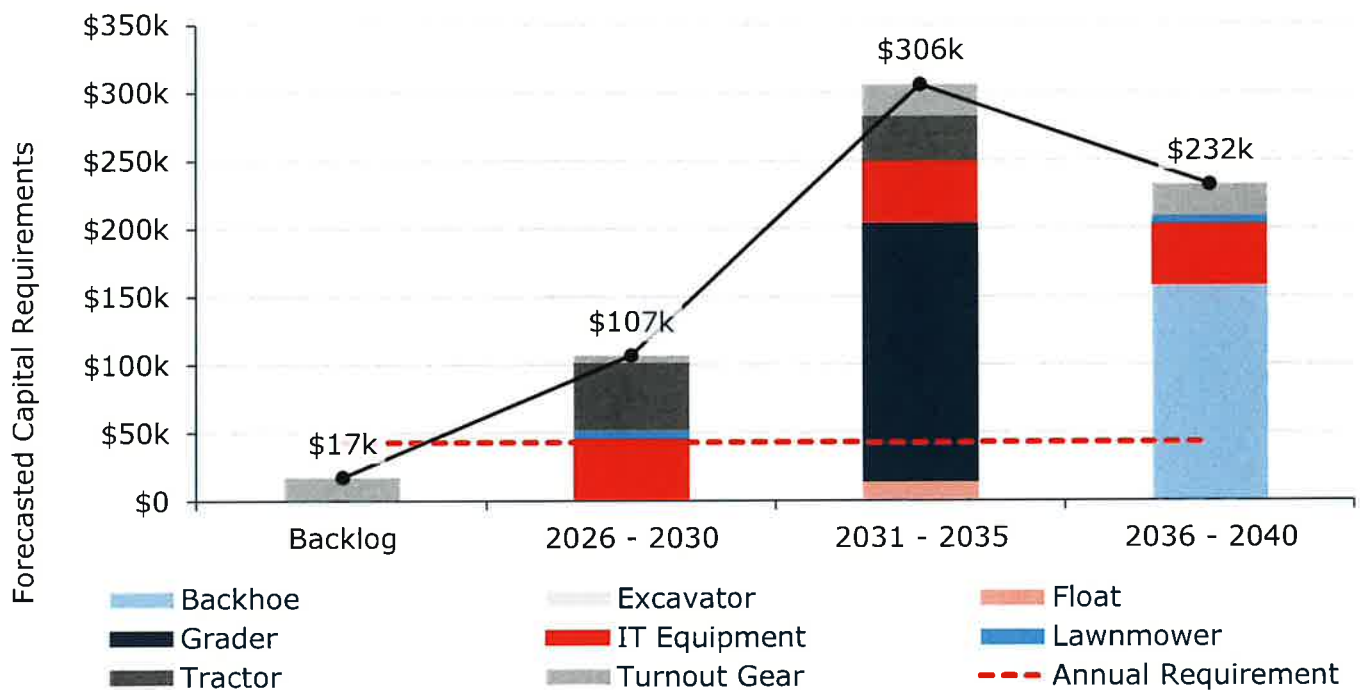


Figure 34 Forecasted Capital Replacement Needs: Machinery and Equipment 2026-2040

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. Regular condition assessments and a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A summary of the 10-year replacement forecast can be found in Appendix A – 10-Year Capital Requirements.

## 7.6 Risk Analysis

### 7.6.1 Risk Matrix

The risk matrix below is generated using available asset data, including condition and replacement costs.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Township may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Township’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.

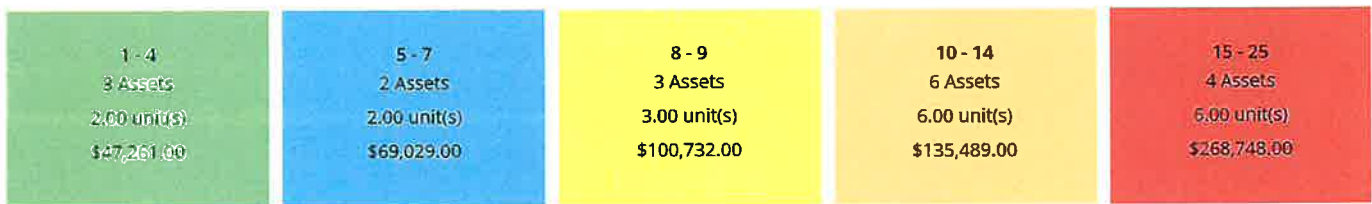


Figure 35 Risk Matrix: Machinery and Equipment

### 7.6.2 Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing:



#### Staff Cognizance

Presently there is no documentation or formal standards in place in the municipality for maintenance or life cycle activities. Decisions for replacement or rehabilitation of machinery and equipment is subjective based on staff recommendations. As staff retire, there is a loss of expertise and no formal hand-over process for new staff.

## 7.7 Levels of Service

The tables that follow summarize the Township’s current levels of service with respect to performance measures that the Township has selected for this AMP.

### 7.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2025)
Scope	Description or images of the types of equipment that the municipality operates and the services that they help to provide to the community	Municipally owned equipment includes equipment to support public works services, such as float, excavator, grader and tractor, landscaping equipment to support the parks including a riding lawnmower, and turnout gear to support the fire department.

Table 19 O. Reg. 588/17 Community Levels of Service: Machinery and Equipment

### 7.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2025)
Performance	% of equipment that are in good/very good condition	29%
	% of equipment that are in poor/very poor condition	63%

Table 20 O. Reg. 588/17 Technical Levels of Service: Machinery and Equipment

## 8. Land Improvements

The Township of Hilton owns a small number of assets that are considered land improvements. This category includes:

- A well for the municipal office
- Boat launch in Milford Haven park

The land improvements inventory is currently at a basic level. Staff are working toward building a more robust inventory of their land improvement assets

### 8.1 Inventory & Valuation

Table 21 summarizes the quantity and current replacement cost of the Township’s various land improvements assets as managed in its primary asset management register, Citywide Assets.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Municipal Office	1	Quantity	\$17,195	CPI
Parks	1	Quantity	\$28,764	CPI
<b>TOTAL</b>			<b>\$45,959</b>	

Table 21 Detailed Asset Inventory: Land Improvements

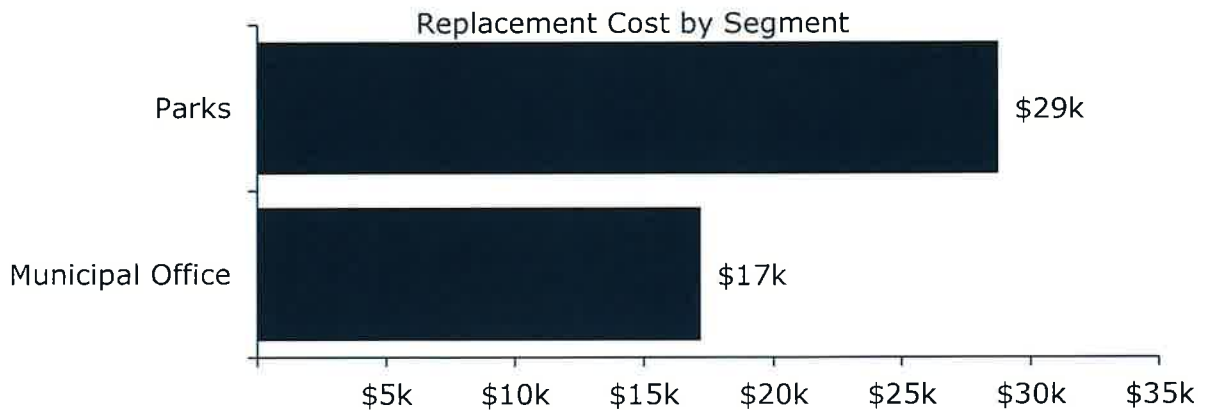


Figure 36 Portfolio Valuation: Land Improvements

### 8.2 Asset Condition

Figure 37 summarizes the replacement cost-weighted condition of the Township’s land improvements. Based on a field inspection data, 100% of assets are in fair or better condition. This condition data was projected from inspection date to current year to estimate their condition today.

Assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition. As illustrated in Figure 37 all of the Township's land improvements assets are in fair or better condition.

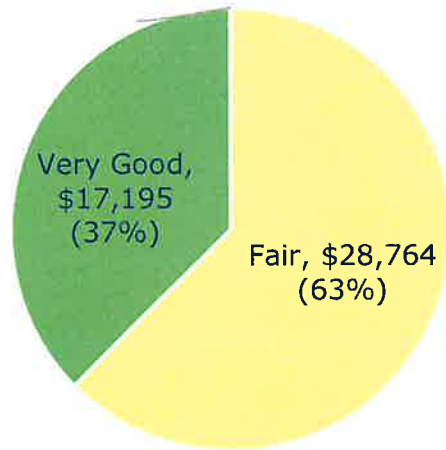


Figure 37 Asset Condition: Land Improvements Overall

As illustrated in Figure 38, based on condition assessments, the municipal office well is in very good condition, and the boat launch in Milford Haven Park is in fair condition.

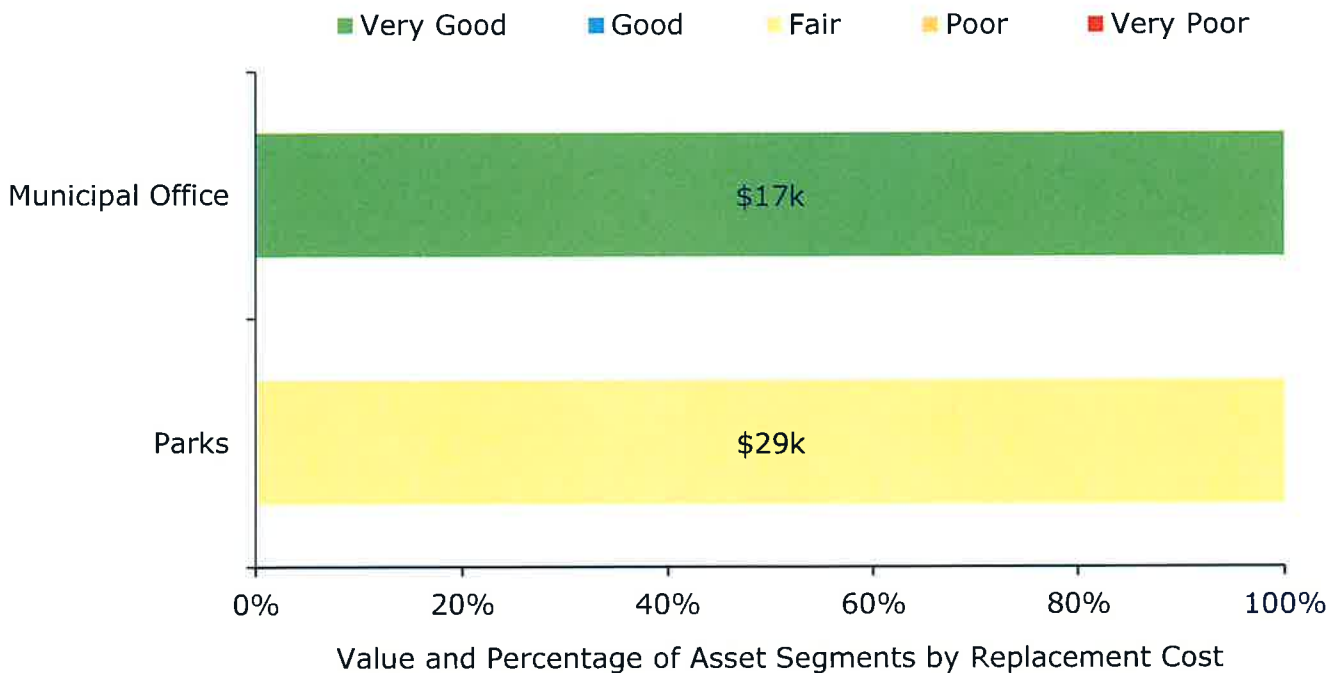


Figure 38 Asset Condition: Land Improvements by Segment

### 8.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential long-term replacement spikes.

Figure 39 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

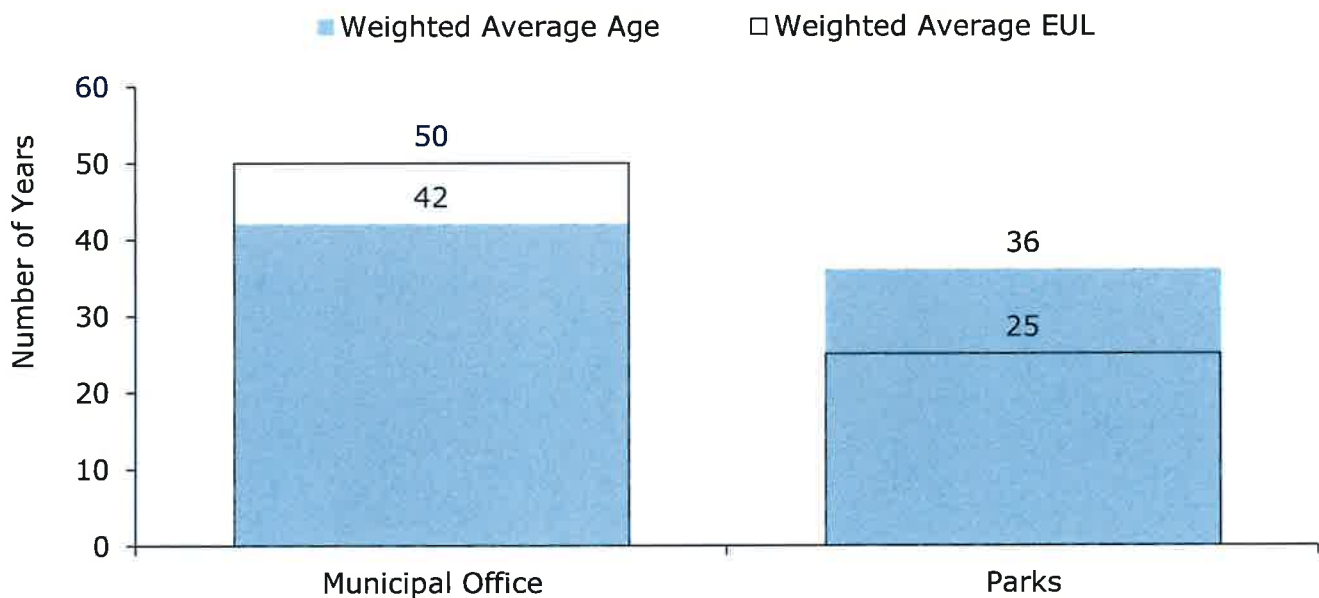


Figure 39 Estimated Useful Life vs. Asset Age: Land Improvements

### 8.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Township’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance / Rehabilitation / Replacement	Maintenance activities include grass cutting/trimming, cleaning of washrooms and change rooms, inspecting beach front for broken glass, visual inspections of playground equipment, and checking for broken limbs of trees in area
	Visual inspections by staff and suggestions from residents that use the facilities determine which assets require renewal or replacement
Inspection	Staff complete regular visual inspections for land improvement assets to ensure they are in an adequate state of repair
	There are no formal condition assessment programs in place for land improvements

Table 22 Lifecycle Management Strategy: Land Improvements

## 8.5 Forecasted Long-Term Replacement Needs

Figure 40 illustrates the cyclical short-, medium- and long-term infrastructure rehabilitation and replacement requirements for the Township’s land improvements. This analysis was run until 2070 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Township’s primary asset management system and asset register. The Township’s average annual requirements (red dotted line) total \$1,000 for all land improvement assets. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

These projections are based on asset replacement costs, age analysis, and condition data when available. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

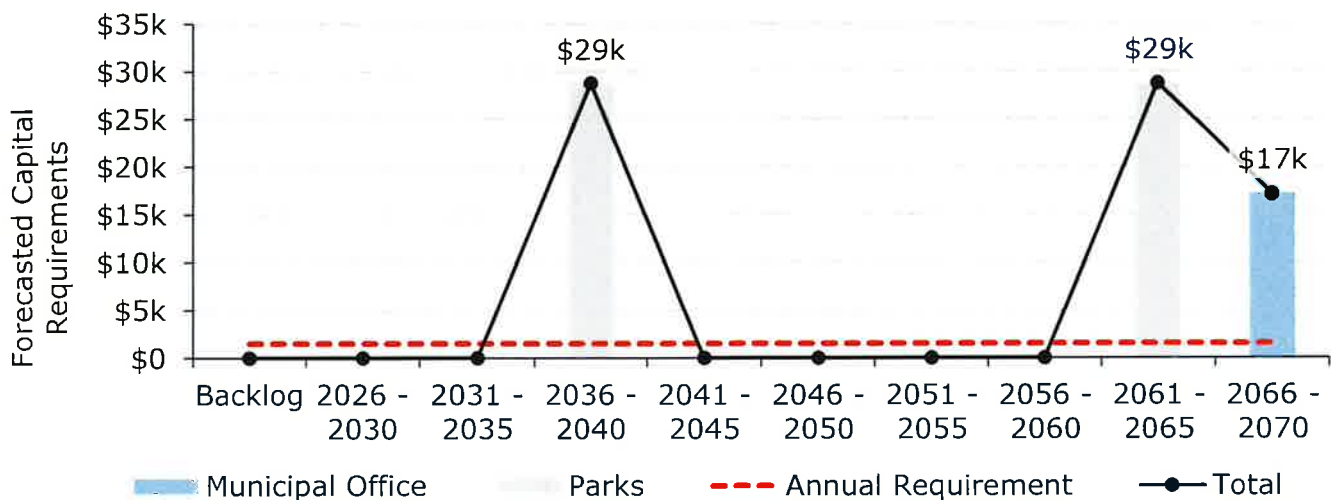


Figure 40 Forecasted Capital Replacement Needs: Land Improvements 2026-2070

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. Regular condition assessments and a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A summary of the 10-year replacement forecast can be found in Appendix A – 10-Year Capital Requirements.

## 8.6 Risk Analysis

### 8.6.1 Risk Matrix

The risk matrix below is generated using available asset data, including condition and replacement costs.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Township may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Township’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.



Figure 41 Risk Matrix: Land Improvements

### 8.6.2 Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing:



#### Capital Funding Strategies

Major capital rehabilitation and replacement projects are often entirely dependent on the availability of grant funding opportunities. When grants are not available, rehabilitation and replacement projects may be deferred. An annual capital funding strategy could reduce dependency on grant funding and help prevent deferral of capital works.

## 8.7 Levels of Service

The tables that follow summarize the Township’s current levels of service with respect to the performance measures that the Township has selected for this AMP.

### 8.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2025)
Scope	Description, which may include maps, of the outdoor recreational facilities that the municipality operates and maintains	The municipality owns and operates two parks and a boat launch. Additionally, they own a well for the municipal office. In 2022, they will also be assuming ownership for a cemetery that was previously owned/operated by a local church group, and they plan on creating a 5km trail system.

Table 23 O. Reg. 588/17 Community Levels of Service: Land Improvements

### 8.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2025)
Performance	% of land improvements that are in good/very good condition	37%
	% of land improvements that are in poor/very poor condition	0%

Table 24 O. Reg. 588/17 Technical Levels of Service: Land Improvements

## 9. Vehicles

Vehicles allow staff to efficiently deliver municipal services and personnel. Municipal vehicles are used to support several service areas, including:

- Public works vehicles including a plow truck and pickup trucks
- Protection services vehicles including a fire tanker and pumper

### 9.1 Inventory & Valuation

Table 25 summarizes the quantity and current replacement cost of all vehicles assets available in the Township’s asset register.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Fire Pumper	1	Quantity	\$38,484	CPI
Fire Tanker	1	Quantity	\$26,230	CPI
Pickup Truck	1	Quantity	\$25,911	CPI
Plow Truck	1	Quantity	\$298,626	CPI
<b>TOTAL</b>			<b>\$389,251</b>	

Table 25 Detailed Asset Inventory: Vehicles

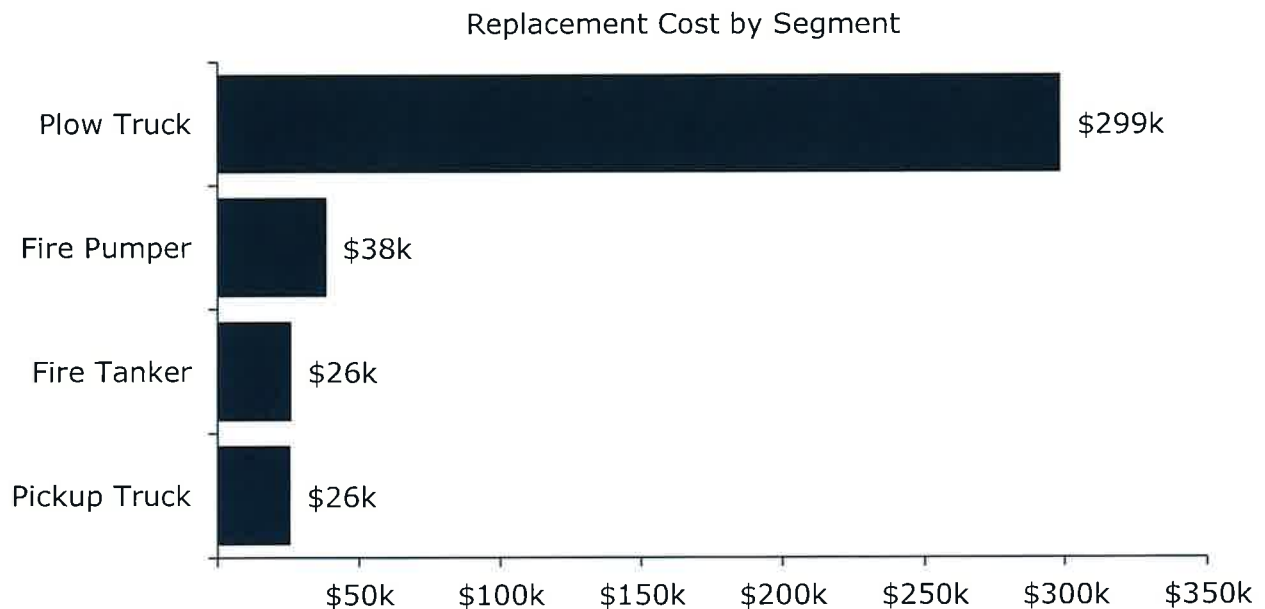


Figure 42 Portfolio Valuation: Vehicles

## 9.2 Asset Condition

Figure 43 summarizes the replacement cost-weighted condition of the Township’s vehicles assets. Based on condition assessment and age data, approximately 23% of assets are in poor to very poor condition. These assets may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition.

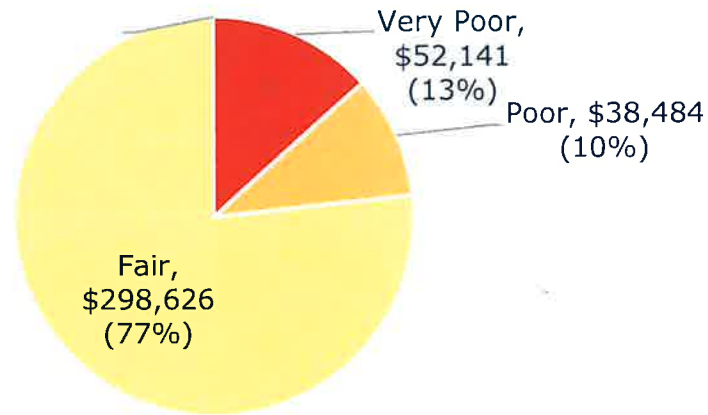


Figure 43 Asset Condition: Vehicles Overall

Figure 44 summarizes the condition of vehicles assets. The analysis illustrates that the plow truck is in fair or better condition. However, 23% of vehicles with a current replacement cost of \$91,000, are in poor or worse condition.

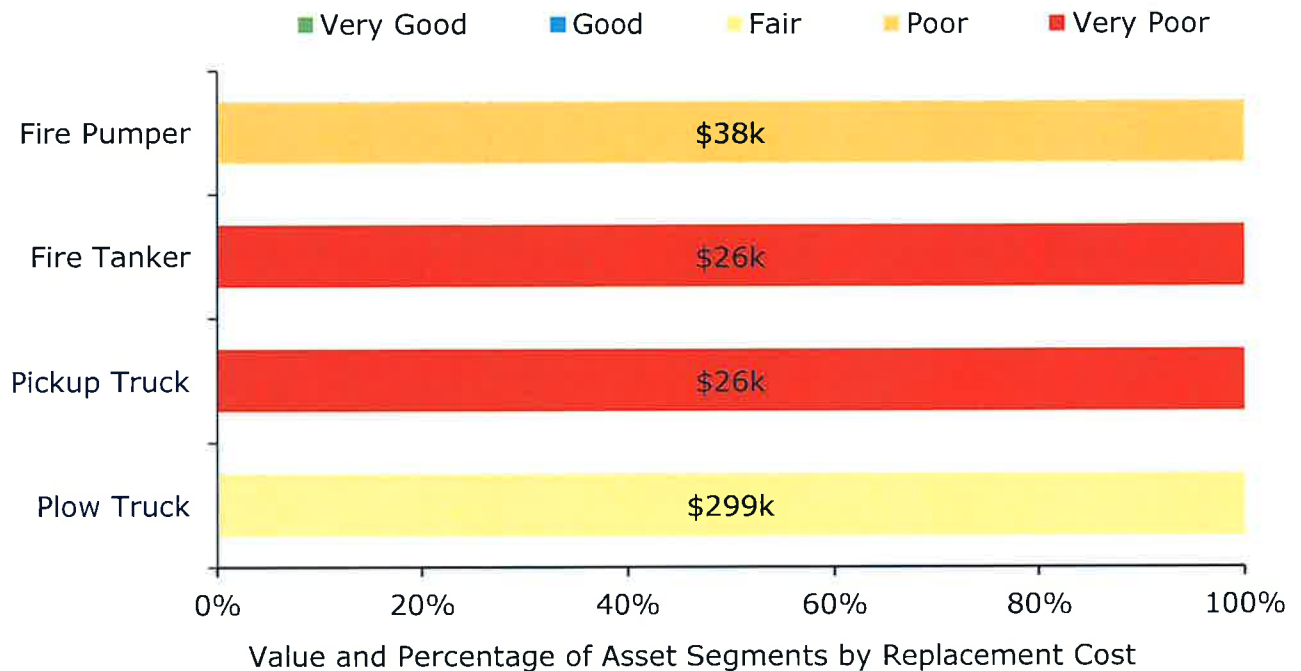


Figure 44 Asset Condition: Vehicles by Segment

### 9.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential replacement spikes.

Figure 45 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

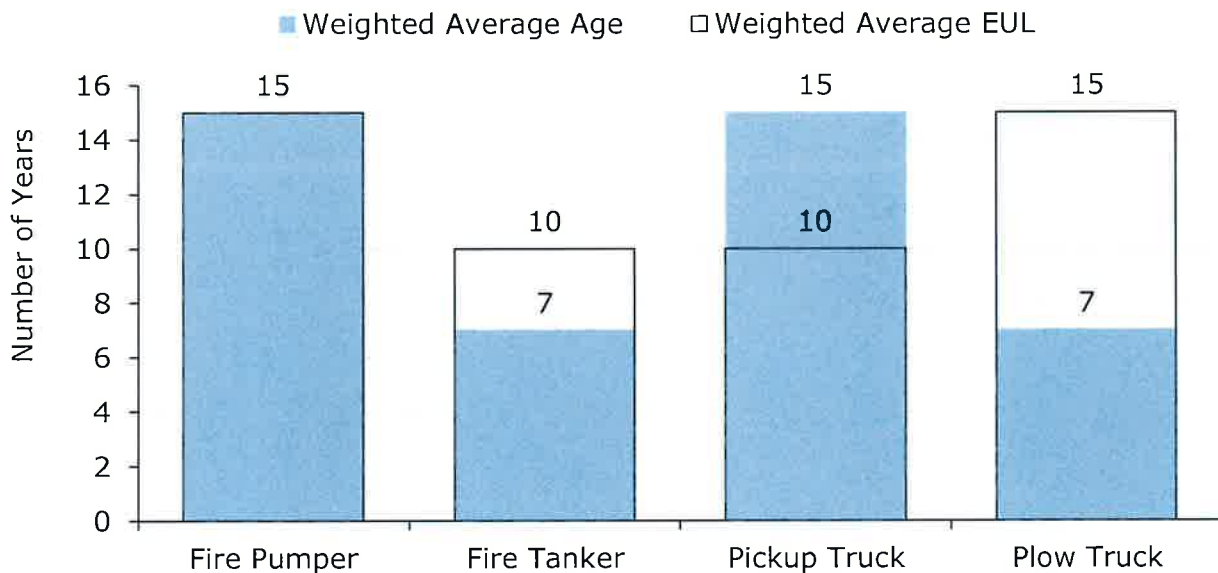


Figure 45 Estimated Useful Life vs. Asset Age: Vehicles

### 9.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Township’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance / Rehabilitation	Regular maintenance and servicing is completed as needed. Public Works staff inspect vehicle assets on a regular basis
	Mandated inspections are completed on Fire vehicles annually
Replacement	Vehicle age, mileage and annual repair costs are taken into consideration when determining appropriate treatment options
Inspection	Staff complete regular visual inspections of vehicles to ensure they are in state of adequate repair prior to operation
	Annual inspections are completed by external mechanics on all municipal vehicles  Fire vehicles are inspected annually in accordance with National Fire Protection Association (NFPA) guidelines

Table 26 Lifecycle Management Strategy: Vehicles

## 9.5 Forecasted Long-Term Replacement Needs

Figure 46 illustrates the cyclical short-, medium- and long-term infrastructure replacement requirements for the Township’s vehicles assets. This analysis was run until 2035 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Township’s primary asset management system and asset register. The Township’s average annual requirements (red dotted line) total \$28,000 for all vehicles. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

The chart illustrates an age-based backlog of \$26,000, dominated by the pickup truck. These projections and estimates are based on asset replacement costs and age analysis. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

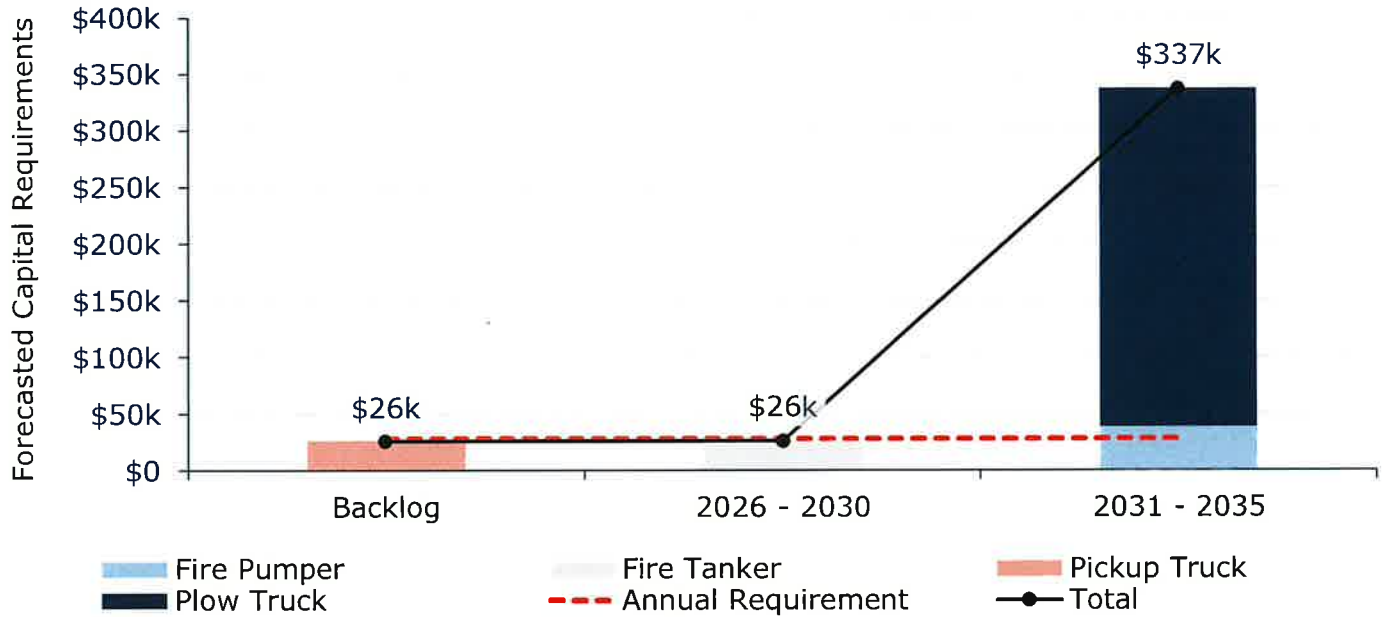


Figure 46 Forecasted Capital Replacement Needs Vehicles 2026-2035

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. In addition, a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A summary of the 10-year replacement forecast can be found in Appendix A – 10-Year Capital Requirements.

## 9.6 Risk Analysis

### 9.6.1 Risk Matrix

The risk matrix below is generated using available asset data, including condition, function and replacement cost.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Township may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Township’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.

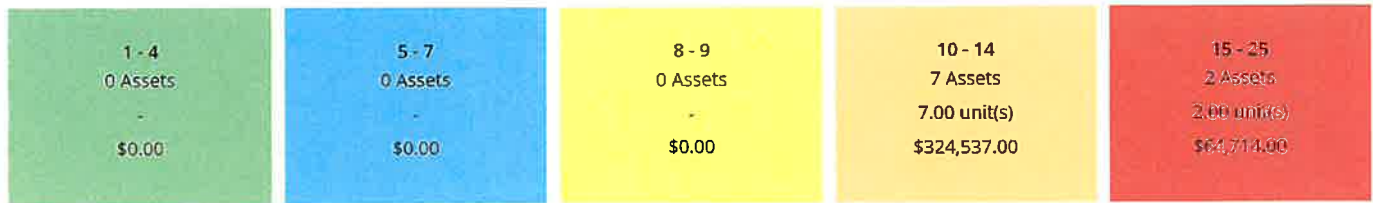


Figure 47 Risk Matrix: Vehicles

## 9.6.2 Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing:



### Regulatory Compliance

Fire vehicle inspections are mandated to ensure regulatory compliance. These inspections involve significant costs to have them performed by an external contractor, however they must be completed annually even when the vehicles have had minimal use throughout the year.

## 9.7 Levels of Service

The tables that follow summarize the Township's current levels of service with respect to performance measures that the Township has selected for this AMP.

### 9.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2025)
Scope	Description or images of the types of vehicles (e.g. light, medium and heavy-duty) that the municipality operates and the services that they help to provide to the community	The municipality operates a variety of vehicles including: a pickup truck to support parks, winter control, and road patrols, a plow truck to support winter control of paved and unpaved roads, and a fire pumper and tanker to provide protective services to the municipality.

Table 27 O. Reg. 588/17 Community Levels of Service: Vehicles

### 9.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2025)
Performance	% of vehicles that are in good/very good condition	0%
	% of vehicles that are in poor/very poor condition	23%

Table 28 O. Reg. 588/17 Technical Levels of Service: Vehicles

## 10. Growth

The demand for infrastructure and services will change over time based on a combination of internal and external factors. Understanding the key drivers of growth and demand will allow the Township to plan for new infrastructure more effectively, and the upgrade or disposal of existing infrastructure. Increases or decreases in demand can affect what assets are needed and what level of service meets the needs of the community.

### 10.1 Growth Assumptions

#### 10.1.1 Hilton Township Official Plan (2010)

The St. Joseph Island Official Plan, which includes Hilton Township, began preparation in the summer of 2003, with modifications approved on January 6th, 2010. The purpose of the plan is to guide the decisions of public authorities and private interests for the next 20 years.

The Official Plan provides a basis for managing growth that will protect the character, diversity, civic identity, and heritage features of St. Joseph Island. It is intended to be a land use management tool, to positively impact future growth and development on the island. New residential growth is to be directed to the urban town sites in the Official Plan, with limited housing opportunities available in the rural and shoreline areas. A long-term role and function for the rural areas is also established in the Official Plan, to permit limited development on rural lands that is compatible with the character, role, and function of the area.

The population of the island is estimated to increase by between 400 and 850 people in the next twenty years. Most new residential development will be directed to the town sites, with balanced development anticipated in the rural and shoreline areas. The goal of the Island is to strengthen the local economy, continue to develop the Island as a tourist destination and ensuring the schools and hospitals in the community remain viable. Based on 2016 and 2021 Census data, the Township of Hilton is experiencing moderate growth. In 2016, the population of the Township was 307, and in 2021 the population was 382 – a growth of 24%.

The existing pattern of development is not anticipated to change substantially in the future; however, the development of additional recreational residential development is anticipated to contribute to the Island's economy and accommodate the needs of seasonal residents.

#### 10.1.2 Hilton 10-Year Improvement Plan

In order to accommodate the growing population and community expectations in the Township of Hilton, staff have developed a 10-year improvement plan which outlines all capital projects planned for the next 10 years. Primarily this includes the work completed on the road network, including updates of gravel roads to surface treated, however it also includes several growth assets for buildings, land improvements, and vehicles.

### 10.2 Impact of Growth on Lifecycle Activities

Planning for forecasted population growth may require the expansion of existing infrastructure and services. As growth-related assets are constructed or acquired, they should be integrated

into the Township's AMP. The Township will need to review the lifecycle costs of growth-related infrastructure. These costs should be considered in long-term funding strategies that are designed to, at a minimum, maintain the current level of service.

For the near- to mid-term, the projected population growth in Hilton is not expected to significantly impact the current portfolio of assets required by the Town to maintain acceptable service levels.

## 11. Financial Strategy

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For an asset management plan to be effective and meaningful, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan will allow the Township of Hilton to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service, and projected growth requirements.

This report develops such a financial plan by presenting several scenarios for consideration and culminating with final recommendations. As outlined below, the scenarios presented model different combinations of the following components:

1. The financial requirements for:
  - a. Existing assets
  - b. Existing service levels
  - c. Requirements of contemplated changes in service levels (none identified for this plan)
  - d. Requirements of anticipated growth (none identified for this plan)
2. Use of traditional sources of municipal funds:
  - a. Tax levies
  - b. User fees
  - c. Debt
  - d. Development charges
3. Use of non-traditional sources of municipal funds:
  - a. Reallocated budgets
  - b. Partnerships
  - c. Procurement methods
4. Use of Senior Government Funds:
  - a. Canada Community-Building Fund (CCBF)
  - b. Annual grants

Note: Periodic grants are normally not included due to Provincial requirements for firm commitments. However, if moving a specific project forward is wholly dependent on receiving a one-time grant, the replacement cost included in the financial strategy is the net of such grant being received.

If the financial plan component results in a funding shortfall, the Province requires the inclusion of a specific plan as to how the impact of the shortfall will be managed. In determining the legitimacy of a funding shortfall, the Province may evaluate a Township's approach to the following:

1. In order to reduce financial requirements, consideration has been given to revising service levels downward.
2. All asset management and financial strategies have been considered. For example:
  - a. If a zero-debt policy is in place, is it warranted? If not the use of debt should be considered.

- b. Do user fees reflect the cost of the applicable service? If not, increased user fees should be considered.

## 11.1 Annual Requirements & Capital Funding

### 11.1.1 Annual Requirements

The annual requirements represent the amount the Township should allocate annually to each asset category to meet replacement needs as they arise, prevent infrastructure backlogs and achieve long-term sustainability. In total, the Township must allocate approximately \$267,000 annually to address capital requirements for the assets included in this AMP.

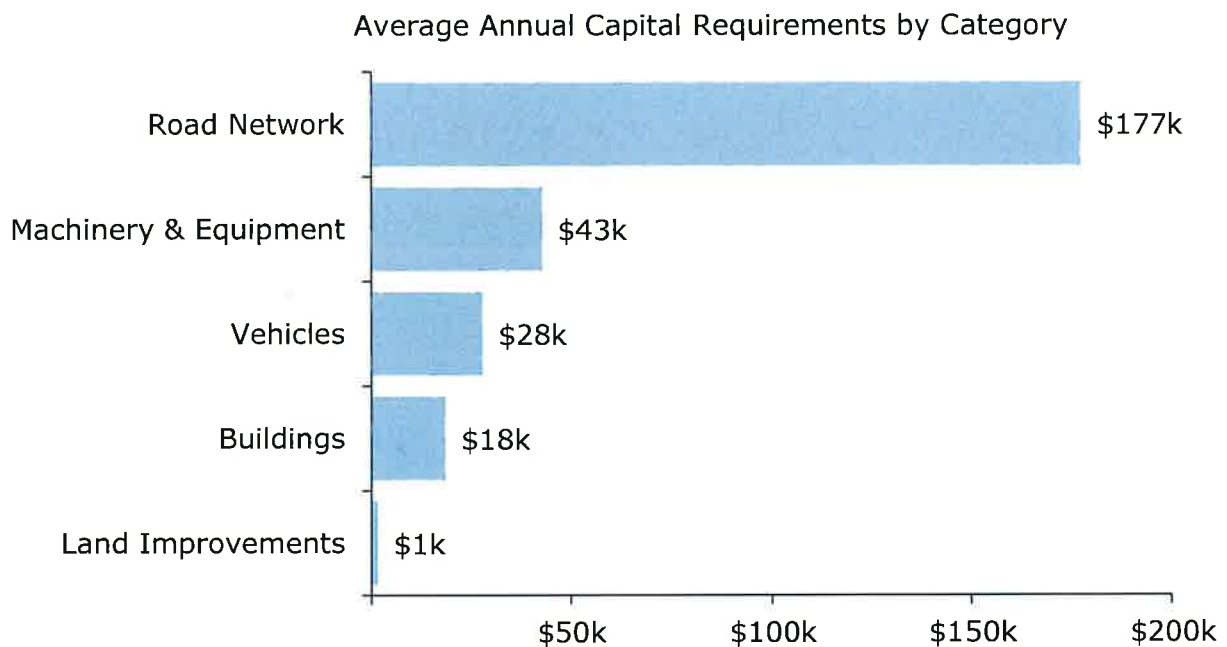


Figure 48 Annual Capital Funding Requirements by Asset Category

For most asset categories the annual requirement has been calculated based on a “replacement only” scenario, in which capital costs are only incurred at the construction and replacement of each asset.

However, for the Road Network, lifecycle management strategies have been developed to identify capital costs that are realized through strategic rehabilitation and renewal of the Township’s roads. The development of these strategies allows for a comparison of potential cost avoidance if the strategies were to be implemented.

1. **Replacement Only Scenario:** Based on the assumption that assets deteriorate and – without regularly scheduled maintenance and rehabilitation – are replaced at the end of their service life.

2. **Lifecycle Strategy Scenario:** Based on the assumption that lifecycle activities are performed at strategic intervals to extend the service life of assets until replacement is required.

The implementation of a proactive lifecycle strategy can lead to direct and indirect cost savings. Potential cost savings are influenced by current rehabilitation and reconstruction costs, the coordination of projects, and the criticality of the assets. Beyond cost avoidance, having proactive lifecycle strategies can also improve other valuable levels of service to the Township such as lowering health and safety hazards, decreasing the number of complaints received, and meeting Public expectations.

### 11.1.2 Annual Funding Available

Based on a historical analysis of sustainable capital funding sources, the Township is committing approximately \$340,000 towards capital projects per year. Given the annual capital requirement of \$267,000, there is currently no annual funding gap.

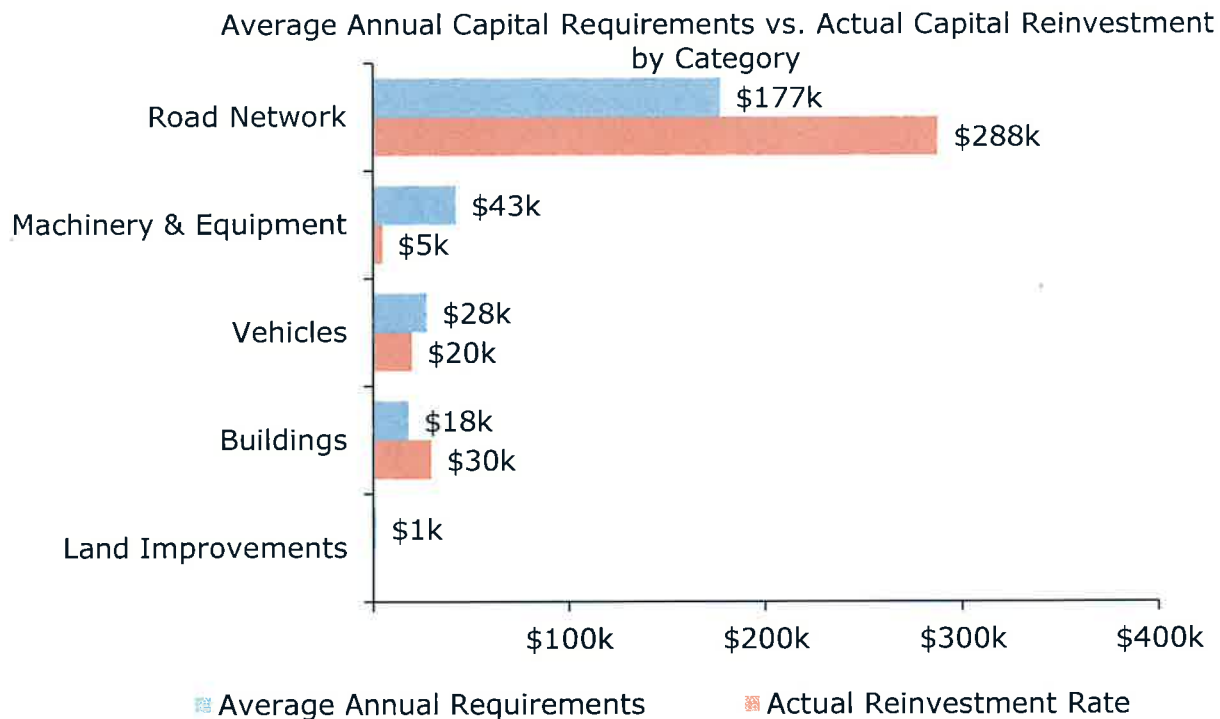


Figure 49 Annual Requirements vs. Capital Funding Available

## 11.2 Financial Profile: Tax Funded Assets

### 11.2.1 Current Funding Position

The following tables show, by asset category, Hilton’s average annual asset investment requirements and current funding positions.

Asset Category	Avg. Annual Requirement	Annual Funding Available				Annual Deficit
		Taxes/Reserves	CCBF	OCIF	Total Available	
Buildings	18,291	5,000	25,021	0	30,021	-11,730
Land Improvements	1,494	9	0	0	0	1,494
Machinery & Equipment	42,726	5,000	0	0	5,000	37,726
Road Network	177,114	162,883	0	125,000	287,883	-110,769
Vehicles	27,688	20,000	0	0	20,000	7,688
<b>Total</b>	<b>267,313</b>	<b>192,883</b>	<b>25,021</b>	<b>125,000</b>	<b>342,904</b>	<b>-75,591</b>

*Table 29 Annual Available Funding for Tax Funded Assets*

The average annual investment requirement for the above categories is \$267,313. Annual revenue currently allocated to these assets for capital purposes is \$342,904 leaving no annual deficit. Put differently, these infrastructure categories are currently funded at 100% of their long-term requirements.

### 11.2.2 Financial Strategy Recommendations

Considering all of the above information, the Township recommends maintaining its current funding levels and associated tax structures at this time. This approach reflects that the Township is presently achieving its targeted funding levels and is satisfied that current levels of service are meeting community needs. This strategy involves:

- a) maintaining existing tax revenues at current levels, without implementing additional increases specifically for the purpose of phasing in proposed lifecycle funding for the asset categories addressed in this section of the AMP..
- b) allocating the current CCBF and OCIF revenue as outlined previously.
- c) reallocating appropriate revenue from categories in a surplus position to those in a deficit position.
- d) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

Notes:

1. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. By Provincial AMP rules, this periodic funding cannot be incorporated into an AMP unless there are firm commitments in place. We have

included OCIF formula-based funding, if applicable, since this funding is a multi-year commitment<sup>2</sup>.

Prioritizing future projects will require the current data to be replaced by condition-based data. Although our recommendations include no further use of debt, the results of the condition-based analysis may require otherwise.

### 11.3 Use of Debt

Debt can be strategically utilized as a funding source within the long-term financial plan. The benefits of leveraging debt for infrastructure planning include:

- a) the ability to stabilize tax & user rates when dealing with variable and sometimes uncontrollable factors
- b) equitable distribution of the cost/benefits of infrastructure over its useful life
- c) a secure source of funding
- d) flexibility in cash flow management

Debt management policies and procedures with limitations and monitoring practices should be considered when reviewing debt as a funding option. In efforts to mitigate increasing commodity prices and inflation, interest rates have been rising. Sustainable funding models that include debt need to incorporate the now current realized risk of rising interest rates. The following graph shows the historical changes to the lending rates:

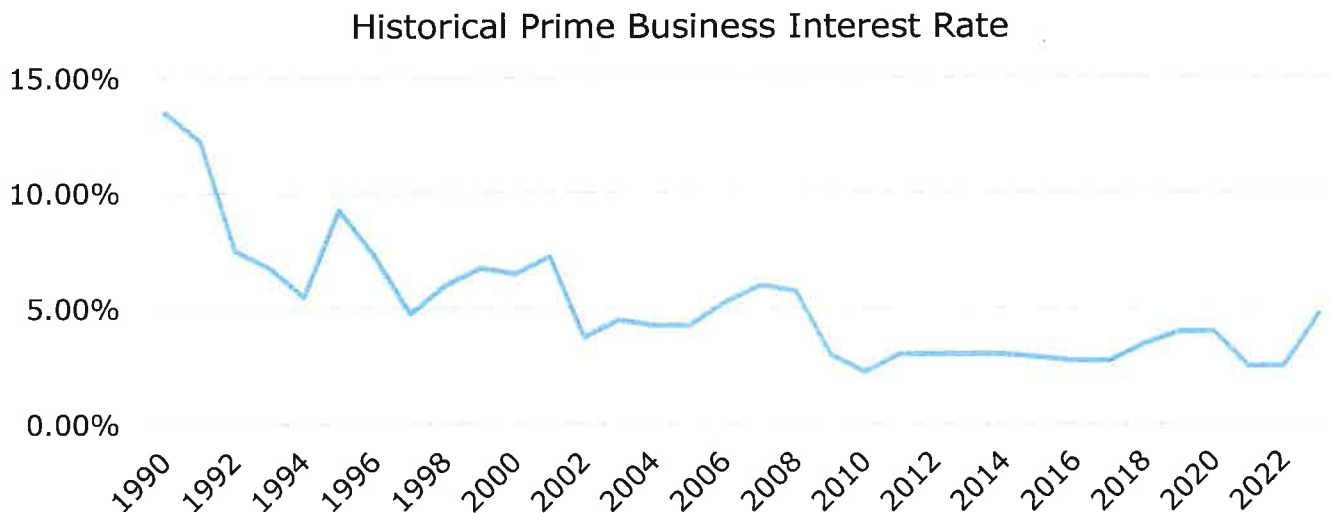


Figure 50 Historical Prime Rate

A change in 15-year rates from 5% to 7% would change the premium from 45% to 65%. Such a change would have a significant impact on a financial plan.

<sup>2</sup> The Township should take advantage of all available grant funding programs and transfers from other levels of government. While OCIF has historically been considered a sustainable source of funding, the program is currently undergoing review by the provincial government. Depending on the outcome of this review, there may be changes that impact its availability.

For reference purposes, the following table outlines the premium paid on a project if financed by debt. For example, a \$1 million project financed at 3.0%<sup>3</sup> over 15 years would result in a 26% premium or \$260 thousand of increased costs due to interest payments. For simplicity, the table does not consider the time value of money or the effect of inflation on delayed projects.

Interest Rate	Number of Years Financed					
	5	10	15	20	25	30
<b>7.0%</b>	22%	42%	65%	89%	115%	142%
<b>6.5%</b>	20%	39%	60%	82%	105%	130%
<b>6.0%</b>	19%	36%	54%	74%	96%	118%
<b>5.5%</b>	17%	33%	49%	67%	86%	106%
<b>5.0%</b>	15%	30%	45%	60%	77%	95%
<b>4.5%</b>	14%	26%	40%	54%	69%	84%
<b>4.0%</b>	12%	23%	35%	47%	60%	73%
<b>3.5%</b>	11%	20%	30%	41%	52%	63%
<b>3.0%</b>	9%	17%	26%	34%	44%	53%
<b>2.5%</b>	8%	14%	21%	28%	36%	43%
<b>2.0%</b>	6%	11%	17%	22%	28%	34%
<b>1.5%</b>	5%	8%	12%	16%	21%	25%
<b>1.0%</b>	3%	6%	8%	11%	14%	16%
<b>0.5%</b>	2%	3%	4%	5%	7%	8%
<b>0.0%</b>	0%	0%	0%	0%	0%	0%

Table 30 Interest Premiums Paid

The Township of Hilton does not currently have any outstanding debt. The revenue options outlined in this plan allow the Township of Hilton to fully fund its long-term infrastructure requirements without the use of debt.

## 11.4 Use of Reserves

### 11.4.1 Available Reserves

Reserves play a critical role in long-term financial planning. The benefits of having reserves available for infrastructure planning include:

<sup>3</sup> Current municipal Infrastructure Ontario rates for 15-year money is 4.03%.

- a) the ability to stabilize tax rates when dealing with variable and sometimes uncontrollable factors
- b) financing one-time or short-term investments
- c) accumulating the funding for significant future infrastructure investments
- d) managing the use of debt
- e) normalizing infrastructure funding requirement

By asset category, the table below outlines the details of the reserves currently available to Hilton.

<b>Asset Category</b>	<b>Balance at December 31, 2025</b>
Buildings	\$142,500
Road Network	\$95,000
Machinery & Equipment	\$100,000
Vehicles	\$200,000
<b>Total:</b>	<b>\$537,000</b>

*Table 31 Hilton Reserve Balances*

There is considerable debate in the municipal sector as to the appropriate level of reserves that a Township should have on hand. There is no clear guideline that has gained wide acceptance. Factors that municipalities should take into account when determining their capital reserve requirements include:

- a) breadth of services provided
- b) age and condition of infrastructure
- c) use and level of debt
- d) economic conditions and outlook
- e) internal reserve and debt policies.

These reserves are available for use by applicable asset categories during the phase-in period to full funding. This coupled with Hilton’s judicious use of debt in the past, allows the scenarios to assume that, if required, available reserves and debt capacity can be used for high priority and emergency infrastructure investments in the short- to medium-term.

### **11.4.2 Recommendation**

In 2025, Ontario Regulation 588/17 required Hilton to integrate proposed levels of service for all asset categories in its asset management plan update. We recommend that future planning should reflect adjustments to service levels and their impact on reserve balances.

## 12. Recommendations & Key Considerations

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### 12.1 Financial Strategies

1. Review the feasibility of maintaining the current funding strategy for long-term capital investments.
2. Continued allocation of OCIF and CCBF funding as previously outlined.
3. Reallocating appropriate revenue from categories in a surplus position to those in a deficit position.
4. Increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.
5. Continue to apply for project specific grant funding to supplement sustainable funding sources.

### 12.2 Asset Data

1. Continuously review, refine, and calibrate lifecycle and risk profiles to better reflect actual practices and improve capital projections. In particular:
  - a. the timing of various lifecycle events, the triggers for treatment, anticipated impacts of each treatment, and costs
  - b. the various attributes used to estimate the likelihood and consequence of asset failures, and their respective weightings
2. Asset management planning is highly sensitive to replacement costs. Periodically update replacement costs based on recent projects, invoices, or estimates, as well as condition assessments, or any other technical reports and studies. Material and labour costs can fluctuate due to local, regional, and broader market trends, and substantially so during major world events. Accurately estimating the replacement cost of like-for-like assets can be challenging. Ideally, several recent projects over multiple years should be used. Staff judgement and historical data can help attenuate extreme and temporary fluctuations in cost estimates and keep them realistic.
3. Like replacement costs, an asset's established serviceable life can have dramatic impacts on all projections and analyses, including condition, long-range forecasting, and financial recommendations. Periodically reviewing and updating these values to better reflect in-field performance and staff judgement is recommended.

### 12.3 Risk & Levels of Service

1. Risk models and matrices can play an important role in identifying high-value assets, and developing an action plan which may include repair, rehabilitation, replacement, or further evaluation through condition assessments. As a result, project selection and the

development of multi-year capital plans can become more strategic and objective. Initial models have been built into Citywide for all asset groups. These models reflect current data, which was limited. As the data evolves and new attribute information is obtained, these models should also be refined and updated.

2. Available data on current performance should be centralized and tracked to support any calibration of service levels in accordance with O. Reg. 588's 2025 requirements on proposed levels of service.
3. Staff should monitor evolving local, regional, and environmental trends to identify factors that may shape the demand and delivery of infrastructure programs. These can include population growth, and the nature of population growth; climate change and extreme weather events; and economic conditions and the local tax base. This data can also be used to review service level targets.

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# Appendices

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## Appendix A – 10-Year Capital Requirements

### *Current Levels of Service (No consideration of available capital funding)*

Road Network											
Asset Segment	Backlog	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Paved Roads	-	\$110k	-	\$141k	\$53k	\$56k	\$115k	-	-	-	-
Unpaved Roads	-	\$66k	\$222k	-	\$86k	\$52k	-	-	\$14k	-	-
	-	<b>\$176k</b>	<b>\$222k</b>	<b>\$141k</b>	<b>\$139k</b>	<b>\$108k</b>	<b>\$115k</b>	-	<b>\$14k</b>	-	-

Buildings											
Asset Segment	Backlog	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Fire Hall	-	-	-	-	-	-	-	-	-	-	\$87k
Garage	-	-	-	-	-	-	-	-	-	-	-
Municipal Office	\$11k	-	-	\$7k	-	-	\$11k	-	-	-	\$25k
Park	-	-	-	-	-	-	-	-	-	-	-
Steel Building	-	-	-	-	-	-	-	-	-	-	-
Storage Shed	-	-	-	-	-	-	-	-	-	-	-
	<b>\$11k</b>	-	-	<b>\$7k</b>	-	-	<b>\$11k</b>	-	-	-	<b>\$111k</b>

<b>Vehicles</b>											
Asset Segment	Backlog	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Fire Pumper	-	-	-	-	-	-	\$38k	-	-	-	-
Fire Tanker	-	-	\$26k	-	-	-	-	-	-	-	-
Pickup Truck	\$26k	-	-	-	-	-	-	-	-	-	-
Plow Truck	-	-	-	-	-	-	-	-	-	\$299k	-
	<b>\$26k</b>	-	<b>\$26k</b>	-	-	-	<b>\$38k</b>	-	-	<b>\$299k</b>	-
<b>Machinery &amp; Equipment</b>											
Asset Segment	Backlog	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Backhoe	-	-	-	-	-	-	-	-	-	-	-
Excavator	-	-	-	-	-	-	-	-	-	-	-
Float	-	-	-	-	-	-	-	-	-	-	\$14k
Grader	-	-	-	-	-	-	-	-	-	-	\$190k
IT Equipment	-	-	\$46k	-	-	-	-	\$46k	-	-	-
Lawnmower	-	-	-	-	\$6k	-	-	-	-	-	-
Tractor	-	-	-	-	\$49k	-	-	\$33k	-	-	-
Turnout Gear	\$17k	\$6k	-	-	-	-	-	-	-	-	\$23k
	<b>\$17k</b>	<b>\$6k</b>	<b>\$46k</b>	-	<b>\$56k</b>	-	-	<b>\$79k</b>	-	-	<b>\$227k</b>

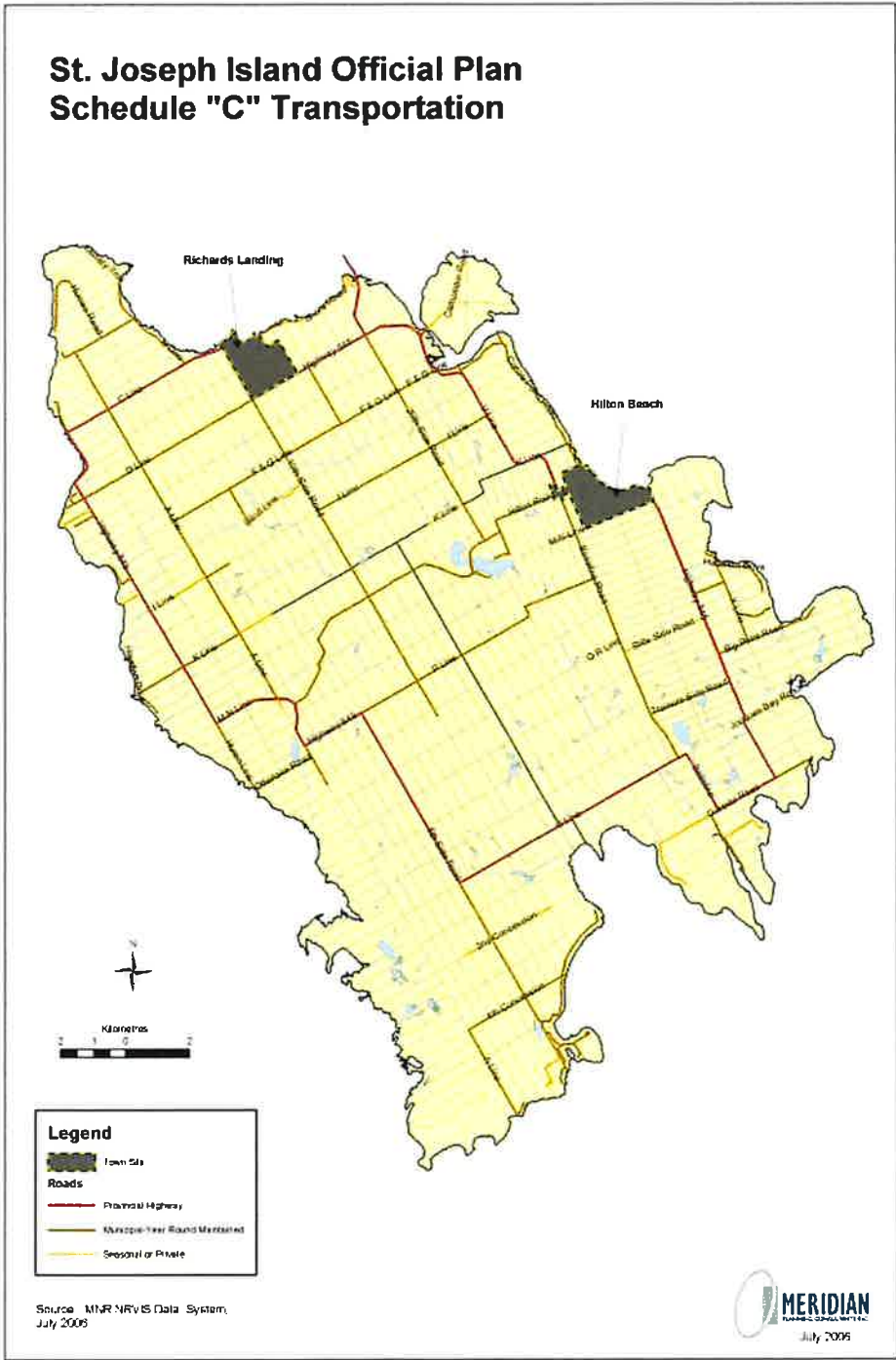
<b>Land Improvements</b>											
Asset Segment	Backlog	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Municipal Office	-	-	-	-	-	-	-	-	-	-	-
Parks	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-

*Proposed Levels of Service (Based on available capital funding,  
following recommended financial strategy)*

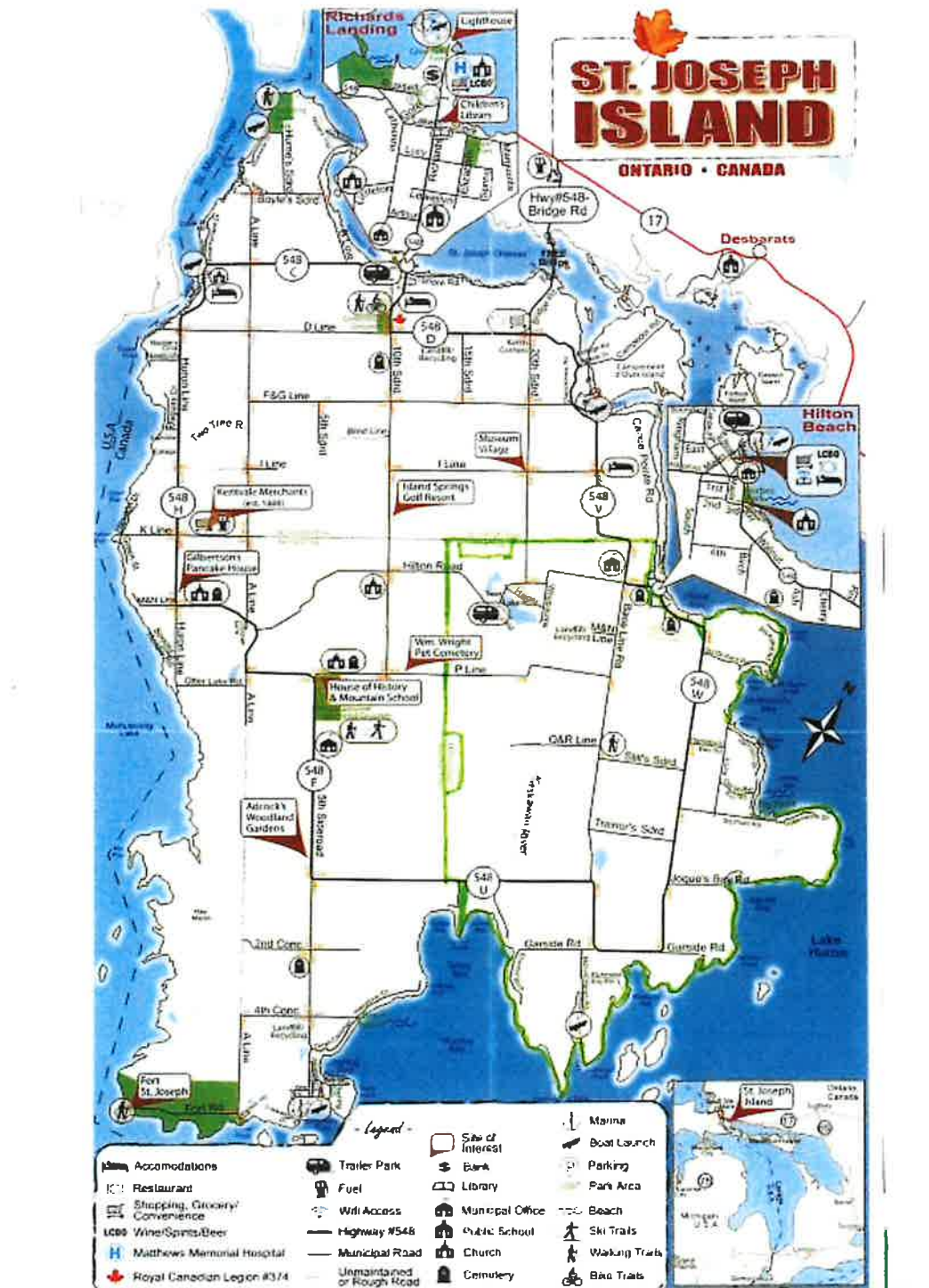
<b>Categories</b>	<b>Available Capital Funding</b>									
	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>	<b>2033</b>	<b>2034</b>	<b>2035</b>
<b>Tax-Funded</b>	\$343k	\$343k	\$343k	\$343k	\$343k	\$343k	\$343k	\$343k	\$343k	\$343k

# Appendix B – Level of Service Maps & Photos

## Road Network Map – St. Joseph’s Island



# Road Network Map – St. Joseph’s Island



## Appendix C – Risk Rating Criteria

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### Road Network

Probability of Failure (POF)	Consequence of Failure (COF)
Condition	Replacement Cost (Financial)
Drainage Adequacy	

### Buildings

Probability of Failure (POF)	Consequence of Failure (COF)
Condition	Replacement Cost (Financial)
	Function (Operational)

### Vehicles

Probability of Failure (POF)	Consequence of Failure (COF)
Condition	Replacement Cost (Financial)
	Function (Operational)

### Machinery & Equipment

Probability of Failure (POF)	Consequence of Failure (COF)
Condition	Replacement Cost (Financial)

### Land Improvements

Probability of Failure (POF)	Consequence of Failure (COF)
Condition	Replacement Cost (Financial)

## Appendix D – Hilton 10-Year Improvement Plan

Hilton 10-Year Improvement Plan	
<b>2022</b>	
Activity	Costs
Base Line Road (Section 85): 2.0 km Reconstruct Park Surface Treatment Single and Double	\$165,000
X-Line (Section 120): 1.0 km Surface Treatment - Double	\$69,000
X-Line (Section 115): Add gravel 200 m section Surface Treatment Single and Double 200 m section	\$34,000
Hilton Road (Section 25): Build up road by Park + over 2 pipes Replace steel culvert Surface Treatment Single	\$68,500
New Caterpillar Backhoe	\$140,000
<b>Total:</b>	<b>\$476,500</b>
<b>2023</b>	
Activity	Costs
Trainors Side Road (Section 175): Top up Gravel Surface Treatment Double	\$141,500
Whybourne Road/Haight Road (Section 10): Reconstruct part Surface Treatment Single and Double	\$80,000
M and N (Section 55): Remove overhanging branches Surface Treatment Single	\$18,500
P-Line (Section 40): Preliminary work prior to Surface Treatment: Remove trees Replace culvert at creek	\$0
Sand Dome	\$150,000
Pickleball Court	\$60,000
New 2 wheel drive	\$40,000
<b>Total:</b>	<b>\$490,000</b>

### Hilton 10-Year Improvement Plan

2024	
Activity	Costs
P-Line (Section 45): Remove overburden Gravel	\$0
Big Point Road: Surface Treatment Single	\$23,000
Big Point Road Turnaround: Remove stone/patch. Add 6" 5/8 from park entrance to base of hill. 200m Double Surface Treatment + Single Surface Treatment Remainder	\$51,000
X-Line (Section 105/110): Surface Treatment Single	\$28,000
Hamilton Drive (Section 95): Surface Treatment Single	\$46,000
Hamilton Court (Section 100): Surface Treatment Single	\$7,000
Garside Road West (Section 205): Surface Treatment Single	\$9,000
Garside Road West (Section 210): Surface Treatment Single	\$23,000
Trail Grooming Equipment	\$25,000
<b>Total:</b>	<b>\$212,000</b>
2025	
Activity	Costs
Reid Road (Section 30): Surface Treatment Single plus parking lot	\$9,000
Base Line Road (Section 50): Remove stumps from windstorm Surface Treatment - Single	\$66,000
20th Side Road (Section 20): Surface Treatment Single	\$30,000
Garside Road East (Section 165): Remove stones Surface Treatment Single	\$26,000
Red Maple Drive (Section 200): Add 5cm (2") of 5/8 gravel for shaping Remove light brush from east side Surface Treatment Double	\$99,000
Satellite Firehall	\$300,000
Playground Equipment: Twins Lake Park	\$50,000
Playground Equipment: Big Point Park	\$50,000
<b>Total:</b>	<b>\$630,000</b>

## Hilton 10-Year Improvement Plan

### 2026

Activity	Costs
Canoe Point Road (Setion 60/65): Remove stones New pipe at K Line Surface Treatment mix of double + single	\$24,000
K-Line Road (Section 70): Add 10cm (4") of 5/8 gravel Surface Treat Double	\$4,700
20th Side Road (Section 20): Surface Treatment Single	\$30,000
P-Line (Section 40): Gravel	\$38,000
P-Line (Section 45): Gravel	\$23,000
Base Line (Section 195): Remove trees down Re-ice storm/ditch Remove overburden from east side 1.1 km - Surface Treatment Single	\$56,000
<b>Total:</b>	<b>\$175,700</b>

### 2027

Activity	Costs
P-Line (Section 40): Surface Treatment Double	\$139,000
P-Line (Section 45): Surface Treatment Double	\$83,000
<b>Total:</b>	<b>\$222,000</b>

### 2028

Activity	Costs
Hilton Road (Section 5): Surface Treatment Single	\$69,500
Neal Drive (Section 125): Surface Treatment Single	\$25,000
Base Line (Section 160): Clean Shoulders Surface Treatment Single	\$46,000
<b>Total:</b>	<b>\$140,500</b>

### Hilton 10-Year Improvement Plan

2029	
Activity	Costs
Hamilton Bay Road (Section 90): Surface Treatment Single	\$23,000
Milford Haven Road (Section 220): Surface Treatment Single	\$30,000
Richmond Bay (Section 225): New guard rails Add 10cm (4") 5/8 gravel Surface Treatment Double	\$86,000
<b>Total:</b>	<b>\$139,000</b>
2030	
Activity	Costs
Jocques Bay Road (Section 170): Apply 15cm (6") of 5/8 gravel Clean ditches	\$24,000
Q and R (Section 180): Remove trees Remove stones in road bed Ditch Add 15cm (6") of 2" Add 10cm (4") of 5/8"	\$27,500
Base Line (Section 185): 2.0km Surface Treatment Single	\$56,000
<b>Total:</b>	<b>\$107,500</b>
2031	
Activity	Costs
Hilton Road (Section 25): Surface Treatment Single	\$54,000
Garside Road West (Section 210): Surface Treatment Single	\$19,000
Ellwood Blvd (Section 215): Surface Treatment Single	\$42,000
<b>Total:</b>	<b>\$115,000</b>

11)e)

## 2025-BUDGET COMPARISON

	BUDGET	ACTUAL	2026 DRAFT BUDGET
<b>REVENUE</b>			
Municipal-Hilton Township	\$ 21,234.28	\$ 21,234.28	\$ 21,653.40
Municipal-Village of Hilton Beach	\$ 21,234.27	\$ 21,234.27	\$ 21,653.40
Transfer From Reserves Account	\$ 5,000.00	\$ 5,000.00	\$ 6,000.00
Provincial Grant-PLOG	\$ 2,108.00	\$ 2,108.00	\$ 2,108.00
Pay Equity Funding		\$ 786.00	
OLS-N Internet Rebate		\$ 1,056.00	
HST Rebate	\$ 1,000.00	\$ 1,010.63	\$ 1,000.00
Transfer From Donations Account	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00
<b>TOTAL</b>	<b>\$ 52,076.55</b>	<b>\$ 53,929.18</b>	<b>\$ 54,914.80</b>
<b>EXPENSES</b>			
Audit	\$ 2,100.00	\$ 2,090.50	\$ 2,100.00
Bank Fees	\$ 100.00	\$ 98.68	\$ 100.00
Books	\$ 5,800.00	\$ 5,136.88	\$ 6,000.00
Computer Programs & Supplies	\$ 500.00	\$ 39.07	\$ 2,000.00
Internet	\$ 1,100.00	\$ 1,186.50	\$ 1,200.00
Insurance	\$ 4,843.80	\$ 4,843.80	\$ 5,050.00
Misc./Supplies	\$ 600.00	\$ 317.05	\$ 600.00
Utilities	\$ 5,400.00	\$ 5,070.29	\$ 5,500.00
Phone	\$ 600.00	\$ 657.72	\$ 700.00
WSIB	\$ 150.00	\$ 96.08	\$ 150.00
Wages-Librarian	\$ 25,132.75	\$ 22,971.71	\$ 25,464.80
Wages-Tech	\$ 500.00	\$ 480.90	\$ 600.00
Deductions-Librarian	\$ 4,000.00	\$ 4,011.48	\$ 4,200.00
Deductions-Tech	\$ 50.00	\$ 19.21	\$ 50.00
Travel	\$ 700.00	\$ 500.00	\$ 700.00
Performance Bonus	\$ 500.00	**	\$ 500.00
<b>TOTAL</b>	<b>\$ 52,076.55</b>	<b>\$ 47,519.87</b>	<b>\$ 54,914.80</b>

\*\* included in wages

11) f)

**St. Joseph Island Museum Board  
Budget 2026**

	<u>Budget</u> <u>2025</u>	<u>Actual</u> <u>2025</u>	<u>Variance</u> <u>2025</u>	<u>Budget</u> <u>2026</u>	<u>Comments</u>
<b>REVENUE</b>					
Municipal grants	\$ 41,190	\$ 41,190	\$ -	\$ 46,315	Formula cell
Canada Summer Jobs Grant	8,344	7,464	(880)	8,537	2 Students
Admissions/Memberships	3,400	4,459	1,059	3,400	
Events	1,500	626	(874)	650	
Fundraising	2,000	3,653	1,653	3,000	Includes workshops and other fundraisers
Donations	2,000	16,051	14,051	2,000	
Transfer from reserve	3,000	3,000	-	-	
Transfer from Building Fund	6,900	-	(6,900)	6,900	For Kentvale store refurbishing
<b>TOTAL REVENUE</b>	<b>68,334</b>	<b>76,443</b>	<b>8,109</b>	<b>70,802</b>	
<b>EXPENSES</b>					
Hydro	2,300	1,869	431	2,100	
Telephone & Internet	1,350	1,451	(101)	1,500	
Insurance	5,000	4,890	110	5,000	
Advertising	1,000	1,768	(768)	1,400	TODS, permit renewal (5yr) & sign, clippings
Gift Shop	200	2,773	(2,573)	1,800	Historically, \$200 has been too low
Display	200	1,489	(1,289)	200	Only necessities
Office	2,000	1,908	92	2,000	Google Suites, Microsoft
Professional Fees	1,500	1,497	3	1,550	
Repairs & Maintenance	2,500	4,435	(1,935)	3,000	Will need repairs in basement/pipes
Mabel's Cottage	-	3,244	(3,244)	-	Instead of Kentvale store due to delays in 2025
Kentvale Store Refurbishing	6,900	-	6,900	6,900	
Wages & Benefits	39,634	44,243	(4,609)	39,852	
Bank Charges	350	354	(4)	100	Change account to charity, no PaymentStream
Events	1,500	2,519	(1,019)	1,800	
Programming	1,800	1,499	301	1,500	
Mileage	100	-	100	100	
Treasurer Admin Fee	2,000	2,000	-	2,000	
Donation Spending	-	4,480	(4,480)	-	
<b>TOTAL EXPENSES</b>	<b>68,334</b>	<b>80,419</b>	<b>(12,085)</b>	<b>70,802</b>	
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>\$ -</b>	<b>\$ (3,976)</b>	<b>\$ (3,976)</b>	<b>\$ -</b>	

Municipal Levy Apportionment

<u>Municipality</u>	<u>Equalized</u> <u>Assessment</u>	<u>Allocation</u> <u>Percentage</u>	<u>2026</u> <u>Levy</u>
St. Joseph Township	228,739,705	53.31%	\$ 24,691
Jocelyn Township	85,611,086	19.95%	\$ 9,241
Hilton Township	91,557,802	21.34%	\$ 9,883
Village of Hilton	23,161,135	5.40%	\$ 2,500
<b>TOTAL</b>	<b>429,069,728</b>	<b>100.00%</b>	<b>\$ 46,315</b>

11)g)

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1509-26

Being a by-law to delegate authority to the CAO/Clerk-Treasurer during a “lame duck” period for the Corporation of the Township of Hilton.

**WHEREAS** Section 275 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, restricts acts that a Council may take the first day after Nomination Day and after Voting Day where the Council is in a “lame duck” position;

**AND WHEREAS** a Council is considered to be in a “lame duck” position pursuant to Section 275 (1) of the *Municipal Act, 2001*, where it can be determined that one of the following applies to the new council that will take office following the election:

1. If the new council will have the same number of members as the outgoing council, the new council will include less than three-quarters of the members of the outgoing council.
2. If the new council will have more members than the outgoing council, the new council will include less than three-quarters of the members of the outgoing council or, if the new council will include at least three-quarters of the members of the outgoing council, three-quarters of the members of the outgoing council will not constitute, at a minimum, a majority of the members of the new council.
3. If the new council will have fewer members than the outgoing council, less than three-quarters of the members of the new council will have been members of the outgoing council or, if at least three-quarters of the members of the new council will have been members of the outgoing council, three-quarters of the members of the new council will not constitute, at a minimum, a majority of the members of the outgoing council.

on Nomination Day or after Voting Day, the number of members of the existing Council who will not be returning to the next term of Council is sufficient to prevent the existing Council from forming quorum;

**AND WHEREAS** Section 275 (2) of the *Municipal Act, 2001* states that if a determination under subsection (1) is made,

- (a) after nomination day but before voting day, the determination shall be based on the nominations to the new council that have been certified and any acclamations made to the new council; or
- (b) after voting day, the determination shall be based on the declaration of the results of the election including declarations of election by acclamation

**AND WHEREAS** Section 275(3) of the *Municipal Act, 2001*, restricts Council from taking action with respect to the following matters:

- a) the appointment or removal from office of any officer of the municipality;
- b) the hiring or dismissal of any employee of the municipality;
- c) the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- d) making any expenditures or incurring any other liability which exceeds \$50,000;

**AND WHEREAS** Section 275(6) of the *Municipal Act, 2001*, provides that nothing in Section 275 prevents any person or body from exercising authority delegated to that person or body prior to Nomination Day for the election of the new Council;

**AND WHEREAS** Council deems it expedient to delegate authority to the CAO/Clerk-Treasurer to undertake certain acts during the “lame duck” period;

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

1. **THAT** this By-law may be cited as the “Lame Duck Delegation of Authority By-law”
2. **THAT** Council delegate authority to the CAO/Clerk-Treasurer of the Corporation of the Township of Hilton to undertake actions, where necessary, with respect to the

matters restricted under Section 275(3) of the *Municipal Act, 2001*, during the period commencing on Nomination Day and ending on the commencement of the new term of Council.

3. **THAT** the CAO/Clerk-Treasurer shall report to Council on any actions taken pursuant to this By-law at the first regular meeting of the new term of Council, or as soon thereafter as practicable.
4. **THAT** this By-law shall apply only to the 2026 Municipal Election.
5. **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 13<sup>th</sup> day of May, 2026.

---

Rodney Wood, Reeve

---

Sara Dinsdale, CAO/Clerk-Treasurer

1132



# Memo

**Subject:** Enhancing Access to Spaces for Everyone (EASE)

**Prepared by:** Britney MacKay, Deputy Clerk-Treasurer

Meeting Date: May 13, 2026

Regular Council Meeting

An application was submitted on May 4, 2026, for the Enhancing Access to Spaces for Everyone (EASE) grant program. The grant supports projects that improve accessibility in public spaces and assist municipalities in meeting Accessibility for Ontarians with Disabilities Act (AODA) standards.

The Township's application included upgrades to the municipal office front entrance to create a barrier-free entrance with an automatic push-button door opener. These improvements would help ensure all ratepayers have improved access to municipal services, Council meetings, and community events held at the municipal office.

The application also included funding requests for ergonomic office equipment for the Council Chambers and staff offices to support employee well-being and create a more inclusive and accessible workplace environment. These proposed improvements align with the Township's Accessibility Plan and ongoing commitment to improving access for all individuals.

Given the limited timeframe associated with the grant application deadline, plans and quotes could not be completed for the previously proposed renovation of the municipal washroom into a fully accessible washroom; however, it remains a priority for future accessibility upgrades.

If funding is approved, construction is anticipated to begin on October 1, 2026, with all project work required to be completed by August 31, 2027.

12a)i)

# MUNICIPAL OFFICE



## Hilton Township

### May 2026 Newsletter



2983 Base Line, Hilton Beach  
Phone: 705-246-2472  
Website:  
[www.hiltontownship.ca](http://www.hiltontownship.ca)  
Email:  
[admin@hiltontownship.ca](mailto:admin@hiltontownship.ca)

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

The office will be closed  
Wednesday, May 6<sup>th</sup> for  
Municipal Election Training and  
Monday, May 18<sup>th</sup>  
for Victoria Day

#### Annual Grace United Cemetery Cleanup



Join us Saturday, May 9<sup>th</sup>, 2026 (weather permitting),  
from 10am to 12pm at 2874 Hilton Road.  
Help us prepare the cemetery for the season!  
We will be levelling soil and raking debris from the grounds.  
Please bring your own gloves and tools (rakes, shovels, etc.).  
Check the website for updates.

#### Hilton Township Senior of the Year

Do you know a senior who goes above and beyond in the community?  
Hilton Township is now accepting nominations for the Senior of the  
Year award. If you know a deserving senior who is a rate payer in Hilton  
Township, please submit a nomination by May 8<sup>th</sup>. Nominations must  
include the nominee's name, contact information, and a brief  
description of why you are nominating them. Please send all  
nominations to: [britney@hiltontownship.ca](mailto:britney@hiltontownship.ca)

#### Building Inspector Update

Hilton Township Council and Staff would like to extend their sincere  
thanks to Kevin Morris of Tulloch Engineering Inc. for his dedicated  
service as Chief Building Official since 2017. His contributions to the  
Township are greatly appreciated, and we wish him all the best in his  
future endeavors.

Hilton Township is pleased to announce that, effective May 1<sup>st</sup>, Glen  
Irwin will assume the role of Chief Building Official and will be  
responsible for conducting all inspections for new and ongoing  
construction projects. Glen can be reached by phone at 705-971-5116  
or by email at [girwincbo@gmail.com](mailto:girwincbo@gmail.com).



- Thank you to the Hilton Township Recreation Committee and everyone who generously donated treats for the Children's Easter Party. We also extend our thanks to all children and families who attended and helped make the event a success.
- Stay Informed:**
- Visit the Township's website for up-to-date news, Council meeting minutes, meeting notices, by-laws, policies and fillable forms.
  - If you would like to receive the newsletter by email, please send your request to: [britney@hiltontownship.ca](mailto:britney@hiltontownship.ca).

#### Hilton Union Fire Department Reminders

When shutting down your wood stove or wood furnace for the summer, remember to:

- ♣ Allow ashes to cool completely before removing them, and clean all ashes and creosote from firebox and chimney
- ♣ Store ashes in a metal container with a lid, and placed outdoors
- ♣ Place a cap or bucket over the chimney to prevent rain from entering
- ♣ Have the chimney inspected and cleaned by a professional





12a) ii)

### Hilton Beach Yard Sale

When: Saturday, June 6<sup>th</sup>, 2026  
Time: 8am to 1pm  
Contact: Paula at the Village Office  
705-246-2242 to register.



### 2026 Municipal Election Key Dates

- Friday May 1<sup>st</sup>  
Nomination Period Opens  
Nomination forms are available on the Township website or at the Municipal Office.
- Monday June 1<sup>st</sup>  
School support designation update, see the Township website for required form.
- Tuesday June 2<sup>nd</sup>  
Candidate Information Session  
Representatives from MMAH and Municipal Clerks will be available to answer questions and assist with applications.
- Friday, August 21<sup>st</sup>  
Nomination Day  
This is the final day to submit nomination forms by 2:00pm.
- Monday, October 26<sup>th</sup> Voting Day!



*St. Joseph Island Lions Club  
All you can eat breakfast!*

**Adults \$14  
6-12, \$7**



**Children  
5 and under  
FREE!**

### 2026 Schedule

Sunday, April 26 <sup>th</sup>	Sunday, September 27 <sup>th</sup>
Sunday, May 24 <sup>th</sup>	Sunday, October 25 <sup>th</sup>
Sunday, June 28 <sup>th</sup>	Sunday, November 22 <sup>nd</sup>
Sunday, August 23 <sup>rd</sup>	December- none

Hilton Beach Community Hall, 10am-1pm



**Tickets \$25  
at the door \$30**

6:30 pm doors open  
-7 to 8 pm DJ  
-8 to 11 Live Music  
-11 to 12 m DJ

**CASH BAR**  
FOOD AVAILABLE  
FOR PURCHASE  
**VILLAGE OF  
HILTON BEACH**

LIVE MUSIC & DJ



**Fundraiser Dance proceeds go to:**

Hosted by:



**Matthews Memorial Hospital Association**  
Doctor's Recruitment and Retention  
and helping with much needed hospital equipment

# BURN PERMITS REQUIRED

Fire Permits are required annually from April 1<sup>st</sup> until October 31<sup>st</sup>

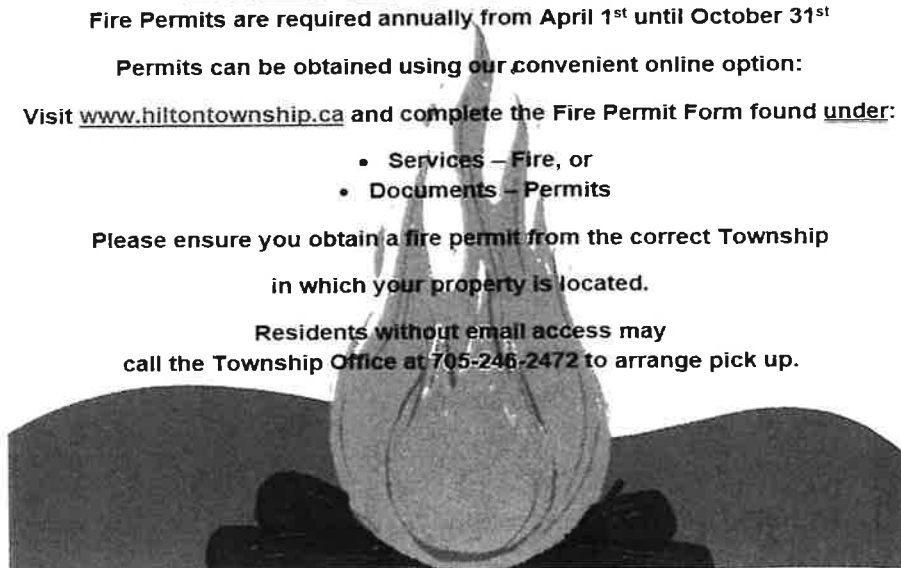
Permits can be obtained using our convenient online option:

Visit [www.hiltontownship.ca](http://www.hiltontownship.ca) and complete the Fire Permit Form found under:

- Services – Fire, or
- Documents – Permits

Please ensure you obtain a fire permit from the correct Township  
in which your property is located.

Residents without email access may  
call the Township Office at 705-246-2472 to arrange pick up.





# DR. HAROLD S. TREFRY MEMORIAL CENTRE

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



12) b) i)

April 17, 2026

The Township of Hilton

Dear Reeve and Council,

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

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

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

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

Warm Regards,

Marcy Clark  
Manager

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

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

**Revenues**

Ontario Health Program Funding	\$ 359,346
Other Funding (OCSA, New Horizons, NOHFC, ADSAB)	13,850
Other Funding - Municipal Contributions	25,000
Client Service Recipient Payments (Meals on Wheels, Diners, Transportation, Day Out)	85,500
Other Revenues - Donations, Hall Rental	16,675
<b>Total Revenues</b>	<b>500,371</b>

**Expenditures**

<b>Salaries &amp; Benefits</b>	<b>342,355</b>
<b>Program Expenditures</b>	
Administration Expenses	35,677
Building Maintenance and Utilities	26,828
Home Maintenance Program Costs	3,160
Meals on Wheels Program Costs	37,105
Congregate Dining/Exercise Program Costs	13,742
Transportation Program Costs	32,479
Day Out Program Costs	9,025
<b>Total Programs Materials &amp; Supplies Expenditures</b>	<b>158,016</b>
<b>Total Expenditures</b>	<b>\$ 500,371</b>
<b>Surplus (deficit)</b>	<b>-</b>

Municipalities	2021 Census Seniors (>=65) Population	Percentage Ratio of Total Seniors Population	Funding Consideration Amount
The Village of Hilton Beach	65	3.2%	\$ 775
The Township of Jocelyn	130	6.3%	\$ 1,550
The Township of Hilton	135	6.6%	\$ 1,609
The Township of Johnson	140	6.8%	\$ 1,669
The Township of Tarbutt	145	7.1%	\$ 1,729
The Township of Laird	255	12.4%	\$ 3,040
The Township of MacDonald, Meredith and Aberdeen Additional	295	14.4%	\$ 3,517
The Township of St. Joseph	485	23.6%	\$ 5,782
The Township of Plummer Additional	195	9.5%	\$ 2,325
The Town of Bruce Mines	210	10.2%	\$ 2,504
The Town of Thessalon *transportation only*			\$ 500
<b>Total:</b>	<b>2,055</b>	<b>100.0%</b>	<b>\$ 25,000</b>

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

# CENTRAL ALGOMA INTERMEDIATE & SECONDARY SCHOOL

126)

32 KENSINGTON RD. DESBARATS, ON P0R 1E0

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



**PRINCIPAL**      **VICE PRINCIPAL**      **VICE PRINCIPAL**  
Ms. R. Grisdale      Mr. J. Giovanatti      Ms. A. Champagne-Hickey

April 2026

Dear Friend & Supporter of CAIS/CASS,

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

**Central Algoma Intermediate School (Grade 8) Graduation – Wednesday June 24 @ 7p.m.**  
**Central Algoma Secondary School (Grade 12) Graduation – Thursday June 25 @ 7p.m.**

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

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

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

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

**Central Algoma Secondary School**  
**32 Kensington Road**  
**Desbarats, ON**  
**P0R 1E0**  
**C/O Ashley Farrell**

Sincerely,

Rebecca Grisdale  
Principal – CAIS/CASS

## HOWLING SINCE 1972



**Hilton Township Administration**

---

**From:** Clerk Hilton Beach <clerk@hiltonbeach.com>  
**Sent:** May 7, 2026 1:38 PM  
**To:** Hilton Township Administration; Britney MacKay  
**Subject:** Landfill meeting

Good afternoon,

I am writing to advise that I will need to cancel the Landfill Meeting scheduled for May 21st. I apologize for any inconvenience this may cause; however, due to conflicting meeting commitments, it has become necessary to reschedule.

At this time, I do not have any further updates regarding the installation of the monitoring wells. I would appreciate it if you could provide your Council with an update that the tipping fee process has transitioned to the use of "punch tickets," which we anticipate will help simplify the process for users.

In addition, please note that Mel Andreola has retired from his position at the Landfill. He has been succeeded by Shane Alexander, who is currently an employee and has previous experience working as a landfill attendant.

I also understand that an updated agreement between the two parties is required and that the process is taking some time to finalize. Should your Council have any proposals or recommendations to be considered as part of the updated agreement, please forward them to me and I will ensure they are brought forward to Council for consideration.

Again, please accept my apologies for the cancellation and inconvenience.

Myra Eddy  
Clerk-Treasurer  
*Village of Hilton Beach*  
3100 Bower Street  
Hilton Beach, ON  
POR IGO



## Hilton Township Administration

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**From:** barbara church <barbarachurch@live.ca>  
**Sent:** May 10, 2026 11:31 PM  
**To:** Hilton Township Administration  
**Subject:** tether ball request for Big Point

Good Morning ladies,

I seen my grandson today and this is his letter he would like to send to the "bosses" at Wednesdays meeting.

I'm teaching about politics and finances so these are his words.

To the bosses of Big Point Beach

My name is Garrett and I go to Big Point Beach with my Grambee Barbara Church.

I enjoy playing there and was hoping that you had enough money from the taxes that you could put a tetherball at the beach

This would give the kids something to play with when they get bored and keep them active.

If you put it in some cement then nobody can steal it and it will always be there

Thank you

Garrett

OFFICE OF THE REGIONAL SENIOR JUSTICE  
ONTARIO COURT OF JUSTICE  
NORTHEAST REGION

159 CEDAR STREET  
3<sup>rd</sup> FLOOR, SUITE 303  
SUDBURY, ONTARIO P3E 6A5



12) f) i)

CABINET DU JUGE PRINCIPALE RÉGIONALE  
COUR DE JUSTICE DE L'ONTARIO  
RÉGION DU NORD-EST

159, RUE CEDAR  
3<sup>e</sup> ÉTAGE, BUREAU 303  
SUDBURY (ONTARIO) P3E 6A5

TELEPHONE/TÉLÉPHONE (705) 564-7624  
FAX/TÉLÉCOPIEUR (705) 564-7620

## PROVINCIAL OFFENCES ACT

### Part II

IT IS ORDERED pursuant to the provisions of the *Provincial Offences Act* and the rules for the Ontario Court of Justice, that the amount set opposite each of the offences in the schedule of offences under the Provincial Statutes and Regulations thereunder and Municipal By-Law No. 1506-26, of the Township of Hilton, Algoma District, attached hereto is the set fine for that offence. This Order is to take effect April 30<sup>th</sup>, 2026.

Dated at the City of Greater Sudbury, this 30<sup>th</sup> day of April, 2026.

A handwritten signature in cursive script that reads "Karen Lische".

---

KAREN LISCHE  
REGIONAL SENIOR JUSTICE  
ONTARIO COURT OF JUSTICE

THE CORPORATION OF THE TOWNSHIP OF HILTON  
Schedule "B" to By-law No. 1506-26

Parking By-law

PART II- Provincial Offences Act

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine
1	Parking on any Township Road allowance interfering with snow or ice removal	3.1	\$50.00
2	Parking any vehicle on a Township Road allowance between November 1 <sup>st</sup> of one year to April 30 <sup>th</sup> of the following year	3.2	\$50.00
3	Parking any vehicle on a Township Road allowance overnight without prior permission	3.3	\$50.00

**NOTE: The penalty provision for the offences indicated above is Section 5.1 of By-law 1506-26, a certified copy of which has been filed.**

*K. Fricks  
April 30, 2026*

12)gji)

OFFICE OF THE REGIONAL SENIOR JUSTICE  
ONTARIO COURT OF JUSTICE  
NORTHEAST REGION



CABINET DU JUGE PRINCIPALE RÉGIONALE  
COUR DE JUSTICE DE L'ONTARIO  
RÉGION DU NORD-EST

159 CEDAR STREET  
3<sup>rd</sup> FLOOR, SUITE 303  
SUDBURY, ONTARIO P3E 6A5

159, RUE CEDAR  
3<sup>e</sup> ÉTAGE, BUREAU 303  
SUDBURY (ONTARIO) P3E 6A5

TELEPHONE/TÉLÉPHONE (705) 564-7624  
FAX/TÉLÉCOPIEUR (705) 564-7620

**PROVINCIAL OFFENCES ACT**

**Part I**

IT IS ORDERED pursuant to the provisions of the *Provincial Offences Act* and the rules for the Ontario Court of Justice, that the amount set opposite each of the offences in the schedule of offences under the Provincial Statutes and Regulations thereunder and Municipal By-Law No. 1505-26, of the Township of Hilton, Algoma District, attached hereto is the set fine for that offence. This Order is to take effect April 30<sup>th</sup>, 2026.

Dated at the City of Greater Sudbury, this 30<sup>th</sup> day of April, 2026.

\_\_\_\_\_  
KAREN LISCHE  
REGIONAL SENIOR JUSTICE  
ONTARIO COURT OF JUSTICE

THE CORPORATION OF THE TOWNSHIP OF HILTON  
Schedule "A" to By-law No.1505-26

Trailer By-law

PART I- Provincial Offences Act

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine
1	Use or storage of more than 1 trailer on a property	s. 2 (b)	\$300.00
2	Occupying a trailer for more than 4 months consecutively	s. 2 (c)	\$300.00
3	Using a trailer as a principal residence	s. 2 (d)	\$300.00
4	Storing a trailer that is not owned by the property owner or immediate family member	s. 2 (e)	\$300.00
5	Trailer Rental Outside Trailer Park	s. 2 (f)	\$300.00
6	Placing trailers not within the setback requirements in accordance with the Zoning By-law	s. 2 (g)	\$300.00

**NOTE: The penalty provision for the offences indicated above is Section 3 of By-law 1505-26, a certified copy of which has been filed.**

*K. P. H. H. H.*  
*April 30, 2026*



## PRESS RELEASE

For immediate release April 24, 2026

### NSHN Launches Victim Services Programming at Blind River Site

Blind River, ON – Through strong collaboration between The Province of Ontario, the North Shore Health Network (NSHN), The Town of Blind River, Mississauga First Nation, Ontario Provincial Police, Huron Shores Family Health Team and the Ontario Network Sexual Assault/Domestic Violence Treatment Centres, the North Shore Health Network – Blind River Site is proud to announce the launch of Victim Services Programming. This new program provides sexual assault evidence kit collection and compassionate, trauma-informed resource supports for survivors.

Historically, these services were only accessible in Sault Ste Marie and Sudbury, creating significant barriers for individuals seeking care. Challenges related to navigating travel logistics, costs, safety, and timing, added to the trauma experienced by survivors and, in some cases, deterred individuals from accessing care when they needed it most.

Survivors accessing care at NSHN can expect:

- Care delivered with the utmost discretion, respect and without judgement
- The option to receive care without automatically involving police
  - You are in control in deciding whether or not to contact police
- Access to trained staff available 24 hours a day, 7 days a week, 365 days a year
- Full control over the sexual assault evidence kit process
- Access to new, comfortable clothing at no cost if personal clothing is collected as evidence
- Timely access to medications that can help prevent sexually transmitted infections, including HIV
- No cost for services, available to survivors aged 16 and older
- The option to be connected to local support services and resources close to home

To support awareness, informational cards are being distributed to communities, secondary schools, and social service providers across the North Shore.

If you have experienced sexual assault, support is available. Please call 705-356-2265 or 1-888-425-0321 for assistance.

If you are in immediate danger, please call 911.

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For further information, contact:  
*Melanie Kubatlija,*  
*Chief Communications Officer*  
[mkubatlija@nshn.care](mailto:mkubatlija@nshn.care)

# 2026 CENSUS COLLECTION ACROSS CANADA

## The 2026 Census begins in May!

- Collection begins on **May 4** across Canada.
- Census data are essential for planning programs and services that support employment, public transit, education, health care and more.
- Households will receive a census invitation letter in the mail starting in May with instructions on how to complete their questionnaire.
- The census questions will be available in alternate formats and **28 non-official languages** for reference purposes.
- All information is collected under the authority of the *Statistics Act* and will be kept strictly confidential.



More details about the 2026 Census can be found at  
**census.gc.ca**

# 2026 Municipal Election

Hilton Township is governed by one Reeve and four (4) Councilor’s. Serving as Reeve or Councillor is a rewarding opportunity to give back to your community. As a member of Council, you will:

- Attend regular and special Council and Committee meetings
- Review reports and recommendations from staff and external agencies
- Participate in Council decision-making on municipal services, budgeting, policies, and by-laws
- Represent the public and to consider the well-being and interests of the municipality

Prospective candidates are encouraged to carefully consider the roles and responsibilities of Council, as well as the time commitment involved.

Municipal government plays an important role in shaping everyday life in Hilton Township – from roads and infrastructure to planning and community services. Strong local leadership begins with individuals who care about their community and want to make a difference.

If you stay informed, share ideas, volunteer, or look for ways to improve your community, you may already have the qualities of a municipal leader.

The Association of Municipalities of Ontario’s ***If You Believe, They Believe*** campaign encourages residents to explore what it means to run for local office. It provides helpful information and resources for those considering becoming a candidate in the 2026 Municipal Election.

If you have ever thought about becoming more involved in your community, visit [whenyoubelieve.ca](http://whenyoubelieve.ca) to learn more and see if local government is right for you.



Date	Activity
May 1, 2026	Candidate nomination registrations open
June 2, 2026 Time to be announced	In-person candidate information session
Aug. 21, 2026 - 2pm	Nomination period closes
Aug. 24, 2026 - 4pm	Certification of nominations
Oct. 26, 2026 10am to 8pm	Election Day
Nov. 14	Current term of Council ends (2022 – 2026)
Nov. 15	New term of Council begins (2026 – 2030)

## Nomination Process

Candidates for Council must meet the same eligibility requirements as voters. You must be:

- A resident of Hilton Township, or an owner or tenant of land in the Township, or the spouse of such an owner or tenant;
- A Canadian citizen;
- At least 18 years of age; and
- Not prohibited from voting by law.

Nomination forms are available on the Township website or at the Township Office. Completed forms must be filed in person at the municipal office with the CAO/Clerk-Treasure. A nomination fee of \$100 for Councillor or \$200 for Head of Council must be paid by cash or certified cheque at the time of filing.

Upon filing a nomination, candidates will receive a Candidate Package.

Candidates seeking nomination for the English Public School Board Trustee position may schedule an appointment with the Clerk at Macdonald, Meredith & Aberdeen Additional Township, located at 208 Church Street, Echo Bay. Contact Lacey by email at [laceyk@ontera.net](mailto:laceyk@ontera.net) or phone at 705-248-2441.

# Planning to vote in the municipal election on **October 26**?

## Get on the voters list!

You can check, update or add yourself to the voters list with our online tool until **August 12**, or directly with your municipality after this date.

For information on eligibility and to register, visit **RegisterToVoteON.ca**.



@RegisterToVoteON | RegisterToVoteON.ca  
 @RegisterToVoteON | info@RegisterToVoteON.ca  
 @RegisterON | 1.866.242.3025

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**CORPORATION OF THE TOWNSHIP OF HILTON**  
**Payment Voucher April 2026**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>CHEQUE #</b>
Algoma District Services Admin Board	April municipal levy	\$33,909.50	14494
Bell Canada	March Telephone (Office and garage)	\$337.68	14495
Co-Op	Clear and colored diesel	\$4,533.37	14496
EncompassIT.ca	Monthly back up, server back up, emails, website, and tech support	\$1,170.64	14497
Kentvale Merchants Ltd.	Pick-up gas and sidewalk salt	\$550.34	14498
McDougall Energy Inc.	Garage, fire hall and office propane	\$2,845.68	14499
Ministry of Finance	February policing	\$7,836.00	14500
MPAC	Quarterly billing	\$4,730.43	14501
PSD Citywide Inc	Invoice #2 for Asset Management Plan	\$3,912.63	14502
UAP Inc. (Traction)	Drum of DEF	\$401.53	14503
Algoma Office Equipment	Photocopier contract	\$30.01	14504
Algoma Power Inc.	March power	\$417.08	14505
Canada Revenue	April source deductions	\$5,580.80	14506
Northshore Tractor	Advantage dump trailer	\$11,294.35	14507
Spectrum Telecom Group Inc.	Fire dept. radio battery	\$107.35	14508
St. Joseph Island Planning Board	2026 levy	\$5,004.00	14509
Tulloch Engineering Inc.	March building inspections	\$1,980.61	14510
Penny Wood	Easter party reimbursement	\$754.07	14511
Equitable	April Premiums	\$1,933.73	Auto payment
Payroll	Payroll April 1-15, 2026	\$6,480.55	AFT
Payroll	Payroll April 16-30, 2026	\$6,480.55	AFT
Rod Wood	April council honourarium	\$396.00	AFT
Bob Hope	April Fire Chief honourarium	\$200.00	AFT
OMERS	April pension contributions	\$3,736.12	AFT
WSIB	Jan. 1 - Mar. 31, 2026 premiums	\$255.70	EFT
NCU Visa	April Statement - Internet, postage, office supplies, roads cell phone, Adobe membership, trailer license plate, business cards, election training, shop supplies, and trailer supplies)	\$2,661.50	Online payment
<b>Total:</b>		<b>\$107,540.22</b>	