

HILTON UNION FIRE BOARD
MEETING AGENDA
May 20, 2026
7:00 PM
Hilton Township Municipal Office
2983 Base Line, Hilton Township

1. Accept Agenda as presented
2. Declaration of pecuniary interest
3. Approval of minutes:
 - a) Regular meeting of February 25, 2026
4. Fire Chief Updates:
 - a) Fire Calls Since Last Meeting
 - b) Volunteer Numbers
 - c) Other
5. Administration:
 - a) Memo regarding Fire Protection Grant Spending
 - b) Memo regarding Donation receipt
 - c) Staff report re: Administrative Penalties; includes correspondence from Ministry of Natural Resources
 - d) Staff report re: Draft Budget
 - e) Draft 2026 Budget
6. Other Business
 - a) Memo from Ministry of Municipal Affairs and Housing
7. Adjourn

HILTON UNION FIRE BOARD

Regular Meeting

MINUTES

February 25, 2026

7:00 p.m.

3.a)

Present: Chairperson Brian Delvecchio
Fire Chief Robert Hope
Deputy Fire Chief Dan See
Dave Leask
Mike Garside
Sarah Brown
Sally Cohen – by phone

Secretary-Treasurer Sara Dinsdale
Acting Secretary-Treasurer Britney MacKay

Absent: Kelly Rathwell
Rod Wood
Janet Gordanier

Chairperson Brian Delvecchio called the meeting to order at 7:00 p.m.

Resolution #F2026-01
Moved: Sarah Brown
Seconded: Dave Leask

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT accepts the agenda of February 25, 2026, as presented. *CARRIED*

There were no declarations of pecuniary interest.

The Board received a report regarding the delegation of authority to Acting Secretary-Treasurer Britney MacKay for the remainder of the current term.

Resolution #F2026-02
Moved: Mike Garside
Seconded: Sarah Brown

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

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

The Board reviewed the minutes from the November 26, 2025, regular meeting.

Resolution #F2025-03
Moved: Mike Garside
Seconded: Sarah Brown

HILTON UNION FIRE BOARD - Regular Meeting
MINUTES – February 25, 2026

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does approve the minutes of the regular meeting of November 26, 2025. *CARRIED*

Fire Chief Updates:

Fire Chief Robert Hope provided an update on fire calls and volunteer status since the last meeting. There were three (3) fire calls. Two calls were cancelled, or the Fire Department was requested to stand down. The third occurred in December on Walnut Street in the Village of Hilton Beach. It involved a travel trailer that was a total loss. A gentleman had been living in the trailer and using propane heaters. There were no reported injuries. The occupant stated that the fire was likely caused by a faulty propane unit. The Fire Department attended and secured the area.

The Fire Department also conducted a controlled burn of the waste wood pile at the landfill in December.

There have been five (5) training events since the last meeting, which is lower than usual due to the holiday season and weather-related cancellations.

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

The Fire Chief has had discussions regarding the potential amalgamation of the three (3) Island Fire Department's with Fire Chief Duncan Rydall of the Township of St. Joseph Fire & Rescue and Rick Sirvio of the Township of Jocelyn Fire Department. Concerns were raised regarding the responsibility for the equipment. Discussions indicated that each department would remain responsible for its own equipment. Mr. Rydall advised that he will be retiring in approximately 18 months, having signed a three (3) year contract.

Mr. Brad Neabel, Fire Protection Advisor from the Office of the Fire Marshall, will be attending the next training session on March 10, 2026, to assist with the online reporting system and publishing volunteer certifications online.

The Fire Chief continues to investigate the purchase of a replacement pumper and tanker, or possibly a pumper/tanker combination vehicle. Pricing remains higher than budgeted. One price for a combination truck was approximately \$260,000.00 CAD. The equipment must be replaced prior to July, as the inspector stated he will not perform testing on equipment that is over 30 years old due to liability concerns.

The Fire Chief also provided an update regarding the mobile fire training unit discussed at the November meeting. Further research revealed strict security criteria that is not feasible for the Island Fire Departments.

The Fire Board received a report prepared by Acting Secretary-Treasurer Britney MacKay regarding the 2026 Fire Protection Grant. The report stated that an application was submitted on September 29, 2025, The Township was awarded \$16,000.00 on January 21, 2026, to be used towards the purchase of new bunker gear. Seven (7) pairs of firefighting chainsaw boots have been ordered and received. The Department is currently awaiting delivery of five (5) bunker pants and four (4) jackets ordered by Deputy Fire Chief Dan See from PPE Solutions. The new bunker gear will allow the volunteers to retain older gear as spare equipment should the new gear become contaminated or damaged.

HILTON UNION FIRE BOARD - Regular Meeting
 MINUTES – February 25, 2026

The Fire Board reviewed a memorandum prepared by Acting Secretary-Treasurer Britney MacKay regarding donations accepted by the Township of Hilton on behalf of the Hilton Union Fire Department. Ms. Sara Dinsdale donated \$1,476.00 raised through two (2) painting events that she hosted at the Hilton Beach Community Hall. Chairperson Brian Delvecchio thanked Ms. Dinsdale for her generous donation. The Village of Hilton Beach donated \$100.00 in memory of Fire Chief Robert Hope's mother, Zella Hope.

Chair Brian Delvecchio requested clarification regarding Clerk Report: 2025-12-10-FBFC re: Fundraising Committee that was sent to both the Village of Hilton Beach and Hilton Township Council's. Secretary-Treasurer Sara Dinsdale explained that the Fire Board is unable to create a fundraising committee pursuant to the Board's establishing by-law and applicable legislation. It was discussed that members of the public may fundraise independently on behalf of the Hilton Union Fire Department and make donations to the Department to be received by Hilton Township.

Resolutions from the Hilton Township and the Village of Hilton Beach were reviewed regarding entering into a discovery phase for the potential amalgamation of the Island Fire Departments.

Chairperson Brian Delvecchio invited members to bring forward any additional business to discuss.

A discussion was held regarding moving the meeting time from 7:00 p.m. to an earlier hour. The majority of members indicated they would not be opposed to an earlier start time; however, one member advised they would be unable to attend earlier meetings. There was no further discussion, meetings will continue to begin at 7:00 p.m.

Resolution #F2025-04
 Moved: Sarah Brown
 Seconded: Dave Leask

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does adjourn at 7:30 p.m. and agree to meet again at the Hilton Township Municipal Office on Wednesday, May 20, 2026, or at the call of the Chair or by petition from majority members of the Board. *CARRIED*

Brian Delvecchio, Chairperson

Britney MacKay, Acting Secretary-Treasurer



Memo

Subject: Fire Protection Grant Spending

Meeting Date: May 20, 2026

Prepared by: Britney MacKay, Acting Secretary-Treasurer

Hilton Union Fire Board Regular Meeting

The Fire Department received the following equipment through the 2026 Fire Protection Grant:

Item	Quantity	Price – Each	Total Price
Turnout coats	4	\$1,615.00	\$6,460.00
Turnout pants	5	\$1,085.00	\$5,425.00
Chainsaw boots	7	\$188.00	\$1,316.00
2025 turnout pants	Remaining portion of grant	\$1,085.00	\$2,799.00
		Grand Total	\$16,000.00



Memo

Subject: Fire Department Donation

Meeting Date: May 20, 2026

Prepared by: Britney MacKay, Acting Secretary-Treasurer

Hilton Union Fire Board Regular Meeting

A donation in the amount of \$300.00 was accepted by the Township of Hilton on behalf of the Hilton Union Fire Department from Algoma Power Inc. for emergency services.



Memo

Subject: Administrative Penalties Regulations

Meeting Date: May 20, 2026

Prepared by: Britney MacKay, Acting Secretary-Treasurer

Hilton Union Fire Board Regular Meeting

Administrative penalties may be issued by the Ministry of Natural Resources (MNR) under section 35.2 of the *Wildland Fire Management Act*, in accordance with the new Administrative Penalties Regulations (O. Reg. 44/26). Under this regulation, an administrative penalty order may be issued by the MNR to a person who has contravened a provision set out on the tables listed below and found in the Act.

When the Fire Chief becomes aware of a potential contravention under the Act or its associated regulations, they may report the incident and provide relevant information to the Ministry's local Fire Management Headquarters at wildlandfire@ontario.ca. The decision to issue an administrative penalty remains solely at the discretion of the Ministry, information regarding incidents of non-compliance may be submitted by any individual or agency with knowledge of the matter.

Item	Column 1 Provision Contravened	Column 2 Description of Contravention
1.	Subsection 11 (1) of the Act	Unlawfully start fire outside restricted fire zone during fire season
2.	Subsection 11 (1) of the Act	Unlawfully tend fire outside restricted fire zone during fire season
3.	Subsection 19 (3) of the Act	Fail to comply with condition of agreement
4.	Clause 34.1 (c) of the Act	Fail to comply with a condition of a permit
5.	Subsection 4 (1) of O. Reg. 43/26	Start fire outdoors under unsafe conditions
6.	Subsection 4 (2) of O. Reg. 43/26	Start fire outdoors — fail to leave responsible person in charge
7.	Subsection 4 (2) of O. Reg. 43/26	Person in charge — fail to leave responsible person in charge
8.	Subsection 4 (3) of O. Reg. 43/26	Fail to tend fire
9.	Subsection 4 (3) of O. Reg. 43/26	Fail to keep fire under control
10.	Subsection 4 (3) of O. Reg. 43/26	Fail to extinguish fire before leaving site
11.	Subsection 7 (2) of O. Reg. 43/26	Fail to ensure monitoring of fire in incinerator
12.	Subsection 10 (2) of O. Reg. 43/26	Fail to immediately extinguish fire started under permit upon notice of cancellation or suspension
13.	Subsection 10 (3) of O. Reg. 43/26	Fail to keep fire permit at location of activity
14.	Subsection 10 (4) of O. Reg. 43/26	Fail to produce fire permit on request

**Ministry of Natural
Resources**

Assistant Deputy Minister's
Office
Provincial Services Division

300 Water Street
2nd Floor, North Tower
Peterborough, ON K9J 3C7

**Ministère des Richesses
naturelles**

Bureau du sous-ministre
adjoint
Division des services
provinciaux

300, rue Water, 2 Nord
Peterborough (Ontario) K9J 3C7



Date: March 31, 2026

From: Amanda Holmes, Assistant Deputy Minister, Provincial Services Division,
Ministry of Natural Resources

Subject: **New regulations under the *Wildland Fire Management Act* (WFMA)**

We are writing to let you know that the Ministry of Natural Resources posted a regulation decision notice on the Environmental Registry of Ontario (ERO) today (see notice number [025-1041](#)) to support the modernization of wildland fire management.

Ontario is building stronger and more resilient communities by addressing the growing risks of wildland fires through regulatory changes that will enhance prevention, mitigation and response efforts across the province.

A decision was made to implement the following regulatory proposals:

- to establish a framework for issuing administrative monetary penalties (AMPs), and
- to make updates to the Outdoor Fires regulation.

On March 13, 2026, O. Reg. 44/26 ([Administrative Penalties](#)) was filed and takes effect April 1, 2026. This new regulation sets out the framework for issuing AMPs under section 35.2 of the *Wildland Fire Management Act* (WFMA). Under this regulation, an AMP may be issued for contraventions of the WFMA and its regulations.

On March 13, 2026, O. Reg. 43/26 ([Wildland Fire Management](#)) was filed and takes effect April 1, 2026. The changes to O. Reg. 207/96 (Outdoor Fires) were made by revoking the regulation and replacing it with the *Wildland Fire Management* regulation. The changes were made to help the ministry continue to safeguard public safety and the sustainable management of natural resources.

The ERO notice also included a proposal to prescribe the rates, terms and conditions for when equipment and operators are summoned to support wildland fire emergencies. The ministry is continuing to consider feedback received on this proposal. The ERO notice will be updated when a decision has been made.

If you have any questions about the Administrative Penalties regulation or the Wildland Fire Management regulation, you can reach out directly to the team at the Ministry of Natural Resources at wildlandfire@ontario.ca.

Sincerely,

A handwritten signature in black ink, appearing to be the name 'Amanda'.

Amanda Holmes
Assistant Deputy Minister, Provincial Services Division
Ministry of Natural Resources



Staff Report: FB2026-05-20-01

Meeting Date: May 20, 2026

Subject: Draft 2026 Budget

Hilton Union Fire Board Regular Meeting

Prepared by: Britney MacKay, Acting Secretary-Treasurer

2025 BUDGET NOTES

Revenue:

Interest on term deposit was slightly more than forecasted.

Donations – higher from 2 fundraising events hosted and donation from Village.

Fire Protection Grant – received to pay for portion of turnout gear and SCBAs.

Reserves – transferred \$24,000 from reserves to working capital to purchase new bunker gear as per approved draft budget on April 23, 2025, resolution F2025-07.

Expenses:

Miscellaneous – Freezies for Community Night, Summer volunteer BBQ supplies, Christmas dinner, purchased sweatshirts and toques for all volunteers for Christmas gifts.

Truck Repairs and Maintenance – Higher than budget due to the cost of the pumper and tanker truck safety inspection prices going up since previous years and to repair, repairs done to tanker to pass inspection (replaced stroke indicators, brake chamber and extracted rusted dust shield), purchased parts to repair water pump leak.

Building Maintenance – purchase of paint for fire hall office and furnace inspection.

Compressor Maintenance – Jocelyn Township's invoice increased from previous year.

Prevention/Fire Permit Support – only fees were monthly fire permit software fee to have the forms on the website. No need to purchase educational materials as they were unused when purchased in 2024.

Equipment Purchases/Repairs – Refurbished AED, radio batteries and fire apparatus inspection book.

Turnout Gear – Purchased decontamination wipes, hoods x10, gloves x10, helmets x10, boots x1, jacket x4, and pants x3. Used \$3,200.50 Fire Protection Grant and transfer from reserves to working capital.

SCBAs – Scott face pieces x10, cylinders x12, and cylinders packs added after budget only had to pay freight. Used a portion of the Fire Protection Grant (\$4,740) and the transfer from reserves to purchase.

Training: No training/seminars needed in 2025

Audit Fees: No audit fees as the auditor missed issuing the FIR for 2024 in 2025. Corrected for 2026



Hydrant Maintenance – Invoiced a lower amount from the Village.

Inspections – Fire apparatus test performed at St. Joseph Township on the pumper truck equipment.

Communications – Includes monthly fees for Fire Chief and Deputy Fire Chief emails and volunteer radios.

Reserves:

\$20,000 transferred to equipment reserves (high-interest savings account) (\$10,000 from each township).

Transfer of surplus to the Fire working capital will be completed.

2026 BUDGET NOTES

Revenues:

Interest – Lower than previous year because the Term Deposit account was up for renewal in August 2025. Fire Department needed to be able to access funds to purchase tanker and pumper; therefore, rather than renewing a term with no access for another year, funds were transferred into a high-interest savings account so the funds could be accessed at any time to purchase the trucks.

Donation – Received \$300 donation this year to date.

2026 Fire Protection Grant \$16,000 to go towards the purchase of new boots and turnout jackets and pants to update the remainder of the volunteer's gear.

Expenses:

Prevention/fire permit support - will need to purchase supplies for fire education etc.

Inspections re equipment testing: SCBA packs need to be tested this year and the pumper track.

Allocation to reserve funds: Fire Chief recommends that each township increase their allotment from \$10,000 each to \$20,000 each.

With the increase of \$40,000 to reserves, \$20,000 each township, the increased cost to each township is \$10,749.84.

HILTON UNION FIRE DEPARTMENT
2026 BUDGET

updated May 14, 2026

Account #	REVENUE	2025 BUDGET	2025 ACTUAL	2026 BUDGET	
472110	Township of Hilton	34,239.25	34,239.25	44,989.09	10,749.84
442101	Village of Hilton Beach	34,239.25	34,239.25	44,989.09	
496200	Interest on Term Deposit	8,400.00	8,636.79	5,900.00	
	Pumper Truck Rental (water)	300.00	0.00		
472100	Donation	275.00	1,576.00	300.00	
	Fire Protection Grant	8,592.18	8,592.18	16,000.00	
	Alloc from Fire Working Capital Reserves			0.00	
	Alloc from Fire Equipment/Building Reserve Fd	24,000.00	24,000.00	0.00	
	TOTAL REVENUE	110,045.67	111,283.47	112,178.18	
	EXPENSES				
521100/260	Chief & Deputy Wages/EHT	4,252	4,261.53	4270.00	
521110	FireFighters' Honorarium	5,500	5,500.01	5500.00	
521230	WSIB	500	0.00	3652.00	
512331/521330	Miscellaneous	1,000	1,129.02	1200.00	
521400	Truck Repairs and Maintenance	2,000	4,415.98	4500.00	
521410	Building Maintenance	500	372.66	500.00	
521420	Compressor Maintenance	1,200	1,571.37	1534.99	
521438	Prevention/fire permit support (website)	570.00	62.70	570.00	
521450	Equipment: Purchases/Repairs	5,250	1,698.30	3600.00	
521460	Truck Fuel	500	417.68	700.00	
521470	Turnout Gear	19,720.25	18,454.68	16800.00	
521475	SCBAs	15,723.42	16,135.06	0.00	
521480	Training - Seminars	1,800	0.00	1000.00	
521490	Mileage	0	0.00	0.00	
521512	Audit Fees	1,200	0.00	1200.00	
521570	Insurance	13,000.00	12,979.40	12851.19	
521590	Mutual Aid	0	0.00	0.00	
521600	Hydrant Maintenance	1,620	633.48	1000.00	
521610	Inspections (re equipment testing)	2,000	508.80	2000.00	
521680	Telephone	0	0.00	0.00	
521682	Communication (radios/emails)	2,810.00	2,887.68	2900.00	

Credit with WSIB

521690	Power/Propane		2,500		2,312.18			2500.00
	SUB TOTAL		81,645.67		73,340.53			66,278.18
	TOTAL EXPENSES		81,645.67		73,340.53			66,278.18

**HILTON UNION FIRE DEPARTMENT
2026 BUDGET**

	2025 BUDGET	2025 ACTUAL		2026 BUDGET
TRANSFERS: RESERVES & RESERVE FUNDS				
Allocate to/(from) Fire Working Capital (surplus/(deficit))	0.00	9,306.15	Proof of Surplus	0.00
Allocate Interest on TD and GIC to Fire Res Fd	8,400.00	8,636.79	37,942.94	5,900.00
Allocate to Reserve Fund for Equip/Bldg	20,000.00	20,000.00	-8,636.79	40,000.00 recommend \$20,000each
TOTAL TRANSFERS:	28,400.00	37,942.94	-20,000.00	45,900.00
TOTAL BUDGET	110,045.67	111,283.47	9,306.15	112,178.18

Fire Working Capital Balance	33,685.64
Fire Equipment Reserve Fund Balance	184,395.35
Fire Building Reserve Fund Balance	15,604.65

Pumper:	145,872.00	includes \$20,000 & interest	Pumper:	185,872.00
Tanker:	38,523.35		Tanker:	38,523.35
Bunker Gear:	0.00		Bunker Gear:	0.00
Rapid Attack:	0.00		Rapid Attack:	0.00
	184,395.35			224,395.35

Building:	15,604.65	transferred \$200,000 to reserve put \$72.32 from surplus to building	Building:	15,604.65
Total ResFunds	200,000.00		Total ResFunds	240,000.00

6.9)

**Ministry of Municipal
Affairs and Housing**

Office of the Deputy Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7100

**Ministère des Affaires
Municipales et du Logement**

Bureau du sous-ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7100



April 10, 2026

Memorandum to: Municipal Chief Administrative Officers, City Managers

Subject: Municipal Buy Ontario Procurement Directive – Phased Implementation Dates

In the fall of 2025, the Ontario government introduced and enacted the *Buy Ontario Act (Public Sector Procurement), 2025*. This Act allows the government to issue procurement directives that require prioritizing Ontario/Canadian goods and services in public sector procurements.

To leverage public sector procurement spending to support Ontario’s economy, workers and key sectors, municipalities and municipal entities—including local boards and wholly-owned municipal services corporations—are now prescribed as public sector entities under the Act. As a result, all these organizations will have to comply with the newly released Municipal Buy Ontario Procurement Directive.

We recognize the significant work municipalities do to deliver services and build infrastructure in your communities, and we appreciate your partnership as these new requirements are introduced.

Timelines for effective dates

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

To assist with implementation, guidance materials and other support resources are available on [Ontario.ca](https://www.ontario.ca) and [Supply Ontario's website](#) to help your organization understand the requirements and apply them consistently.

Actions required of municipalities

1. Municipalities should begin preparing procurement teams and internal stakeholders in advance of these effective dates. Additional guidance and supports, such as training sessions, will be provided to facilitate implementation.

2. Municipalities should inform applicable local boards and municipal services corporations of the Municipal Buy Ontario Procurement Directive and the phased effective dates above.

Questions related to implementation and support can be directed to doingbusiness@supplyontario.ca.

Yours truly,

Original Signed by

Martha Greenberg
Deputy Minister of Ministry of Municipal Affairs and Housing

c: Samantha Poisson, Deputy Minister, Ministry of Public and Business Service
Delivery and Procurement
Lindsay Jones, Executive Director, Association of Municipalities of Ontario – AMO