

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES
Regular Meeting
May 14, 2025
7:00 p.m.

Present:

Reeve Rodney Wood

Councillor Janet Gordanier

Councillor Mike Trainor

Councillor Mike Garside

Councillor Dave Leask

CAO/Clerk-Treasurer Sara Dinsdale

Deputy Treasurer Britney MacKay

Acting Road Superintendent/Public Works Foreman Dave Scagel

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

Councillor Janet Gordanier declared pecuniary interest regarding agenda item 12 b.

There were no delegations.

Resolution 2025-83

Moved: Mike Garside

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for May 14, 2025, as presented. *CARRIED*

Resolution 2025-84

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the regular council meeting of April 15, 2025. *CARRIED*

Resolution 2025-85

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the closed council meeting of April 15, 2025. *CARRIED*

Issues with the Teams meeting owl occurred. CAO/Clerk-Treasurer Sara Dinsdale spent a few minutes trouble shooting the issue and was able to get it working.

Council entered into a public meeting at 7:15 pm to provide to the public the opportunity to comment on the proposed parking by-law amendment. One person attended via Teams.

Council reviewed the below concern received via email from Mr. Mike Jagger of Hilton Beach, regarding the parking by-law amendment:

"I have no qualms with this as it pertains to parking on publicly maintained and plowed roadways, but I am concerned as to the effect it will have on me being able to access my cottage in the wintertime. At present when I want to access my cottage during the winter months I will shovel enough of the unmaintained road allowance leading to my property so I can park there and not on the adjacent maintained roadway. According to this by-law, that would be illegal and I could be charged for doing so. The only alternative for me to access my property in the winter months would be to hire someone to plow the unmaintained road allowance from the Whybourne Rd/Haight Rd. intersection all the way to my property, a distance of nearly 1/4 mile, which would be cost prohibitive."

"Section 3.2 prohibits the parking of any motor vehicle on any road allowance at any time between November 1 and April 30. I agree that trailers, motor homes, campers, etc should not be allowed to

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – May 14, 2025

set up on road allowances at any time, but a person should be allowed to park their car on an unopened or unmaintained road allowance in order to access their property when there is no open public maintained road providing access to their property.”

Council considered Mr. Jagger’s concern and suggested that he may send a written request for Council’s approval every year to have a spot plowed for him to park his vehicle. Council stated that this is currently provided for two other residents upon request.

There were no other comments regarding the Parking By-Law amendments.

Resolution 2025-86
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does give first, second and third and final reading of by-law 1452-25; being a by-law to prohibit overnight parking during specified months and times, and to prohibit parking on a road allowance that interferes with the removal of snow, or ice of the clearing of snow, and to restrict the hours for parking or camping on the road allowances within the Corporation of The Township of Hilton. *CARRIED*

Mr. Dave Scagel, Acting Road Superintendent/Public Works Foreman provided the below roads update:

- There have been a lot of tree branches and debris cleaned up from the results of the ice storm in April
- Asphalt damage from the plow has been cleaned up in multiple areas. Once the half loads come off, Mr. Scagel plans to do some cold patching in some areas that need more repair
- The spreader has now been repaired since breaking in March
- A request was sent for 800 series and QPR cold patching. Still waiting on the pricing. The 800 series will be for the big shoulder jobs and the QPR will be used to repair some of the smaller holes.
- There was a problem beaver on Hilton Road. Mr. Scagel dug out the damn and it hasn’t returned. There was also a beaver on the X Line. It is behaving so far.
- Grading on the P Line and Trainors Side Rd has been done recently

Council reviewed the results of the Amalgamated Tender.

Resolution 2025-87
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept our share of the amalgamated tender calls as follows (tax excluded):

Calcium Chloride: 10 Tonne Bags @ \$876.47 ea. – Wamco Waterworks Northern = \$8764.70
Blades: 2 sets of Highwear Wing Blades @ \$721,38 ea. – Valley Blades = \$1442.76

CARRIED

Council reviewed the OCIF and the NORDS annual financial 2025 completed reports and discussed that the Sand Structure project can be funded with the NORDS and CCBF funds while the Trainors Side Rd re-surfacing project can be funded with OCIF funds.

A Clerk report was received with a request that council consider approving the cost of the engineered drawings for a 40’ x 32’ size sand structure. The lowest quote received was \$9500.00 plus taxes.

Resolution 2025-88
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does direct the Clerk to proceed with acquiring engineering and architectural design drawings for a 40’ x 32’ sand structure to be constructed on the Municipal Office grounds. *CARRIED*

Council reviewed a Clerk report regarding a complaint received about an abandoned camper trailer on the side of the Q & R road. The report requested that Council recommend to the Clerk an appropriate approach of the violation of the parking by-law. Council suggested that it be removed and to inquire as to whether the landfill will allow it to be discarded there.

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – May 14, 2025

Resolution 2025-89
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does direct the Clerk to make arrangements to tow the abandoned camper trailer to the landfill. *CARRIED*

Council reviewed a new job advertisement for the Road Superintendent/Public Works Foreman position to be posted and discussed an appropriate due date. Council recommended that if it is posted until May 23, applicants can be reviewed at the meeting that is scheduled for May 26, in order to avoid scheduling an additional special meeting, and to expedite the interview and hiring process.

Resolution 2025-90
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does direct the Clerk to advertise for the position of Road Superintendent/Public Works Foreman with a closing date of May 23, 2025.
CARRIED

Council reviewed and adopted the 2025 Hilton Union Fire Department Budget.

Resolution 2025-91
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to adopt the 2025 Hilton Union Fire Board Budget as presented. *CARRIED*

Council reviewed a Clerk Report regarding a suggestion that was discussed at the previous Hilton Union Fire Department Board meeting regarding whether the fire department should continue filling pools due to liability concerns, and whether the truck rental fee to deliver the water should remain in the fees and charges by-law. The report explained that upon consulting with the Township's insurance company, there is no liability coverage regarding damage that may be caused due to the water being used. Council recommended that the service cease and the fee be removed from the Township's fees and charges by-law.

Resolution 2025-92
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree that the Hilton Union Fire Department shall discontinue the service of filling pools due to liability issues and that the fee shall be removed from the Township's Fees and Charges By-Law. *CARRIED*

Council reviewed the 2025 Building Permit Fees Collected vs Costs Incurred summary to date.

Council reviewed the response received from Mr. John McDonald on behalf of Mr. Hamilton regarding the land exchange proposal of their 80' portion of the South end of 3828 X Line Block A and the Township's 66' road allowance located on X Line. The reply that was received stated that they are no longer interested in advancing with the matter due to the Township's proposal falling beyond their expectations.

Council reviewed a notice that was posted on the township's website, in the Island Clippings and sent to all area funeral homes and monument dealers. The notice indicated that there has been gates installed at both of the vehicular entrances to the Grace United Cemetery and that arrangements to enter the cemetery by vehicle can be made by contacting the Municipal office at admin@hiltontownship.ca or by phoning 705-246-2472. The notice also advises that the Grace United Cemetery will no longer be honouring full casket burials; however, interments of cremated remains will continue to be permitted upon proof of interment rights. The new Grace United Cemetery By-law# 1449-25 can be viewed at the Township's website at www.hiltontownship.ca.

Council reviewed the Township's Strategic Asset Management Policy.

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – May 14, 2025

Resolution 2025-93
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the Township's Strategic Asset Management Policy. *CARRIED*

Council reviewed a Clerk Report and a Deputy Treasurer Report regarding highlights from the AMCTO Zone Conference that they attended in Sudbury on April 10-11, 2025. Both reports explained some of the topics that were discussed and how the information pertains to the Township of Hilton. One of the highlights was a by-law workshop in which it was discovered that the Township's Notice By-Law is in need of updating to include a more practical source of providing public notices.

Resolution 2025-94
Moved: Mike Garside
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does give first, second and third and final reading of by-law 1457-25; being a by-law to establish circumstances in which the municipality shall provide notice to the public.*CARRIED*

A Clerk report regarding information about forming a Personnel Committee was reviewed and discussed by Council. The report explained that upon researching the neighbouring townships that have a Personnel Committee it was discovered that they consist of the CAO/Clerk or Clerk, and two (2) Councillors. The report explained the roles and the responsibilities of the committee as per the below:

CAO/Clerk-Treasurer:

- Secretary for meetings
- Create Job Description, job posting, interview questions
- Receive and review applications
- Conduct performance evaluations of office staff and Roads Superintendent
- Road Superintendent would complete the evaluation of the Public Works Labourer and hand in to the CAO/Clerk-Treasurer, to present to the committee
- Prepare recommendations for wage increases, discipline, training requirements etc.
- Review performance evaluation with staff and provide recommendations suggested by the committee
- Prepare interview questions
- Participate in the interview panel

Committee Responsibilities:

- Review description, job posting, interview questions
- Review the resumes and select the candidates who will be interviewed
- Approve the interview questions
- Make recommendation to council for the successful applicant
- Advise on personnel policies and practices
- Provide guidance management on staffing, performance management, and compensation systems
- Committee members minus the CAO would do the performance evaluation of the CAO

Resolution 2025-95
Moved: Dave Leask
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to forming a Personnel Committee for the Township of Hilton as set out in the attached roles and responsibilities. *CARRIED*

Resolution 2025-96
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the appointment of CAO/Clerk-Treasurer Sara Dinsdale, Councillor Mike Trainor and Councillor Mike Garside as members of the Township's Personnel Committee. Furthermore, the remainder of Council shall be appointed as alternate members. *CARRIED*

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – May 14, 2025

Council suggested that the first Personnel Committee will be on May 26, 2025, to review applicants for the Road Superintendent/Public Works Foreman Position that the Township is hiring for. The Personnel Committee meeting will commence after the Special Meeting that is scheduled for Training on Closed Meeting Procedures and Administration with Mr. Malcom White, Senior Consultant with Ironside Consulting.

Council reviewed a draft of an updated version of the Hiring Policy and made suggestions for amendments. The By-Law will be included in the regular Council meeting scheduled on June 11 in order for Council to read and pass.

Council reviewed information regarding a Midterm Council Training Session that was rescheduled from November 2024 to May 22, 2025, in Echo Bay. Councillor Mike Trainor decided that he would like to attend.

Resolution 2025-97
Moved: Dave Leask
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to confirm the attendance of one (1) Councillor at the free Midterm Council Training session, presented by the Ministry of Municipal Affairs and Housing on Thursday, May 22, 2025, at 4:00 pm taking place at the Echo Bay Hall, 257 Church St. Echo Bay. *CARRIED*

Council reviewed and discussed donation requests received.

Resolution 2025-98
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does support the Central Algoma Secondary School with donations of \$100 and \$250 to be awarded respectively to a deserving Grade 8 and Grade 12 graduate. *CARRIED*

Resolution 2025-99
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to support the Dr. H.S. Trefry Memorial Centre 2025/2026 Budget Funding in the amount of \$2500.00. *CARRIED*

Resolution 2025-100
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to support the St. Joseph Island Recreation program with a donation in the amount of \$750.00. *CARRIED*

Council discussed the annual Senior of the Year award that will be presented at the luncheon held on Tuesday, June 24, 2025, at the legion at 12:00 pm.

Resolution 2025-101
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to nominate John Paterson as Senior of the Year and recommends that the Clerk request their attendance at the luncheon on Tuesday, June 24, 2025, where they will receive their award presented by Rod Wood. *CARRIED*

Council discussed the Landfill Meeting Minutes from the meeting held at the Hilton Beach Municipal office on April 16, 2025, the Design & Operations Plan and the Landfill Usage Breakdown between Hilton Township and The Village of Hilton Beach that was received by the Village of Hilton Beach. It was suggested that the Clerk send a letter to the Village of Hilton Beach requesting that they organize a landfill committee of two (2) Councillors and a secretary in order to match the Township of Hilton's committee's appointment number of members, so they can meet as a committee rather than organizing a joint Council meeting. Council also suggested that the letter contain a request for how they came up with the number of garbage bags per household that is shown on their spreadsheet.

Council commented that Hilton Township has been charged for landfill usage at 68%; however, on page seven (7) of the Design & Operations Plan that was completed on October 4, 2022, states that,

*“An agreement between the Township of Hilton and the Village of Hilton Beach was reached on November 6, 1991, which allows for the disposal of waste from the Township of Hilton and the Village of Hilton Beach at the Site. This service agreement **remains active.**”*

Council noted that the current agreement dated November 6, 1991, states that each township is responsible for **50%** of the costs contradicts the percentage that the Township of Hilton is currently charged for by the Village of Hilton Beach. Council suggested that the Clerk compile information regarding how many commercial buildings, trailers, seasonal and permanent dwellings, and contractors are located in each township. This information will be reviewed and calculated to compare the Village of Hilton Beach’s calculations in order to assist with creating and adopting a new agreement between the Village of Hilton Beach and the Township of Hilton Beach.

A letter that was received from The Village of Hilton Beach, that was deferred from the regular Council meeting in April 2025, was reviewed and discussed again. The letter contained a request that the Council of the Township of Hilton consider re-imbursing the Village of Hilton Beach for the amount calculated by Circular Materials for the reduction in recycling costs of non-eligible items each month from April 1 to December 31, 2025. Council suggested that this matter be deferred again, and that Council schedule a special meeting to discuss the landfill.

Resolution 2025-102
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to schedule a special council meeting on Monday, June 16, 2025, to discuss landfill costs and operations. ***CARRIED***

Council reviewed the Payment voucher for April 2025.

Resolution 2025-103
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the payment of Township bills for the month of April 2025 in the amount of \$101,730.58 as per the attached voucher.
CARRIED

Resolution 2025-104
Moved: Mike Garside
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON move into closed session at 9:32 p.m. in accordance with:

Municipal Act section 239 (2)(d) labour relations or employee negotiations and section 239 (2)(f) advice subject to solicitor-client privilege.

- 1) To review and discuss the employment contract and wages of an employee
- 2) To receive legal advice from the township’s solicitor regarding short-term rentals

Further, be it resolved that should the said closed session be adjourned; council may reconvene in closed session to discuss the same matters without the need for a further authorizing resolution. ***CARRIED***

Resolution 2025-105
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at 10:37 p.m. ***CARRIED***

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – May 14, 2025

Resolution 2025-106
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to direct the Clerk to proceed with actions discussed in closed session. *CARRIED*

Resolution 2025-107
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass by-law no. 1458-25, being a by-law to confirm the proceedings of this meeting. *CARRIED*

Resolution 2025-108
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 10:38 p.m. Council to meet again at the Hilton Township Municipal office on May 26, 2025, at 6:00 pm or at the call of the Reeve. *CARRIED*


Rodney Wood, Reeve


Sara Dinsdale, CAO/Clerk-Treasurer Clerk