

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES
Regular Meeting
September 10, 2025
7:00 p.m.

Present:

Reeve Rodney Wood
Councillor Dave Leask
Councillor Mike Garside
Councillor Mike Trainor
CAO/Clerk-Treasurer Sara Dinsdale
Road Superintendent/Public Works Foreman Dan See
Deputy Clerk-Treasurer Britney MacKay

Absent: Councillor Janet Gordanier

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

There were no declarations of pecuniary interest

Resolution 2025-177

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for September 10, 2025, with the addendum, with the understanding that the closed session will be moved to after item #6, as a result of a request from a Councillor. *CARRIED*

There were no delegations.

The approval of minutes from the regular and closed meetings held on July 9, 2025 was deferred again to the next meeting due to Council attendance.

Resolution 2025-178

Moved: Dave Leask

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the regular council meeting of August 13, 2025. *CARRIED*

Resolution 2025-179

Moved: Mike Garside

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the closed council meeting of August 13, 2025. *CARRIED*

Resolution 2025-180

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the special council meeting of August 20, 2025. *CARRIED*

Mr. Dan See, Road Superintendent/Public Works Foreman provided the below roads update:

- The department has been working on grass cutting at intersections
- The Sand Structure Project is expected to start on Monday, September 15, 2025

Council complimented the grass cutting and roads.

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Council decided to continue with the original order of the agenda rather than move into closed as per the request made.

Council received a memo explaining that first aid/CPR training took place and an update of what the Fire Protection Grant funded. The grant provided the Hilton Union Fire Department the ability to purchase cancer prevention items including decontamination wipes, particle blocking hoods, SCBA face pieces with storage bags and gloves.

Council reviewed the Building Permit costs vs. fees summary.

Council received and discussed a Clerk report regarding Consent Application #6/24-Part of Lot 15, Concession 7. The report included reference to sections 4.1, and 4.16 of the Township's Zoning By-Law #1025-11 as well as sections E3, and E3.2 of the St. Joseph Island Official Plan. The report explained that once the severance is completed, it will create a situation of non-conformity by removing the portion of land that contains a primary structure. The change alters the portion that will retain the accessory structure as it will be located on an otherwise vacant lot with no primary structure. Council also commented that when Consent to Sever Applications are submitted, they typically require a clear indication of where any structures are located on the sketch of the property that is provided with the application; however, this application is missing this info. It was noted that this information was included on page 2 of the application; however, The Planning Board perhaps missed this when it was reviewed at their August 19, 2024 meeting, as well as Council of the Township of Hilton when they reviewed it during the regular meeting held on August 14, 2024.

The below options were discussed and considered by Council:

- Option 1: Consider the lot in contravention of the zoning by-law and require that a zoning by-law amendment be applied for to allow for an accessory structure on a vacant parcel of land. Request that the Planning Board revisit their conditional approval and delay final approval of the consent until a zoning amendment has been approved
- Option 2: Allow the severance to proceed as-is with no zoning amendment required/lot considered legal non-conforming
- Option 3: Request that the applicant remove his consent to sever application

Resolution 2025-181

Moved: Dave Leask

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does consider the portion that will be retained during the severance of the west ½ of lot 7, Concession 15 as indicated in Consent Application #6/24 to be in contravention of zoning by-law #1025-11;

THEREFORE, Council directs the CAO/Clerk-Treasurer to prepare correspondence to the applicant requesting that the consent to sever application be withdrawn;

AND THEREFORE, the applicant may re-submit a Consent to Sever application that follows the regulations of the Township's Zoning By-Law and remains consistent with the original intent of the St. Joseph Island Official Plan. *CARRIED*

Council received the calculation amount for the cash-in-lieu of parkland condition set out in the Consent to Sever Application #6/24; however, decided that discussing it wasn't necessary considering their request for the applicant to withdraw the application.

An Email from Mr. Mike Jagger from the St. Joseph Island Planning Board was reviewed by Council. The email stated that the new Official Plan has been approved by the province effective September 5, 2025, subject to 38 modifications. The modifications will be discussed at the next Planning Board meeting to be held on September 22, 2025.

Council received a memo regarding unsafe cemetery lots in the Grace United Cemetery. The memo stated that due to safety concerns, many headstones and areas in the cemetery have been taped off that the Public Works Department is planning to work on making these unsafe areas safer during the upcoming fall months.

Council discussed that many rate payers have mentioned how they would like to see more upkeep and maintenance occur in the Grace United Cemetery. It was discussed that there are very little funds available for the operating expenses that the Grace United Cemetery sustains for upkeep and maintenance and that there is no revenue to accommodate some of the expenses. Council suggested that the next newsletter could include a reminder to the public that the Township accepts donations for the upkeep and maintenance of the Grace United Cemetery.

Council reviewed the 2024 audit report received by BDO Canada LLP.

A break took place between 8:00 pm to 8:10 pm.

When Council returned to the meeting, landfill topics were discussed. Council made suggestions of topics to be included in the joint Council Landfill meeting that will be held on September 24, 2025 between the Council of the Township of Hilton and the Council of the Village of Hilton Beach.

A letter received from the Ministry of Environment, Conservation and Parks regarding updates to their Compliance Policy-Potential for Low-Risk Incident Referrals to Municipalities was reviewed. The letter indicated that as of June 4, 2025, a decision was made to *“allow the ministry to focus on higher-risk events such as spills that could harm human health, while referring low-risk incidents that do not impact human health or the environment such as construction noise, via referral to more appropriate regulatory authorities, including municipalities”* was made.

Council reviewed a request that was received from the Horticultural Society/Lost Apple Project. The request was to plant apple trees on municipal property; possibly at the Municipal Township Office, at Big Point Park, the W Line Property, etc. The information stated that the apple trees would need to be protected by the township until they’re big enough to survive the deer. Council requested the CAO/Clerk-Treasurer to request some more information before committing. The information requested included:

- 1) Who would be responsible for maintaining and caring for them?
- 2) You mentioned that the Township would need to protect them until they can survive the deer; does this mean that the expectation is for the Township to provide fencing if needed, and labour/time?
- 3) What happens if they get destroyed, or the deer do get at them?
- 4) Who would be responsible for cleaning up the fallen apples?
- 5) Are there any other expectations required of the Township?

Resolution 2025-182
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 August 2025 in the amount of \$237,808.81 as per the attached voucher.
CARRIED

Resolution 2025-183
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does move into closed session at 8:43 pm in accordance with:

Municipal Act section 239 (2) (d) Labour Relations or Employee Negotiations and Section 239 (2)(e) Litigation of Potential Litigation.

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

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Resolution 2025-184
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at 9:15 pm.
CARRIED

Resolution 2025-185
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON regrettably accepts the resignation of the Township’s Office Cleaner Contractor. *CARRIED*

Resolution 2025-186
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass by-law No. 1471-25; being a by-law to confirm the proceedings of this meeting. *CARRIED*

Resolution 2025-187
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 9:22 p.m. Council to meet again at the Hilton Township Municipal office on Wednesday, October 8, 2025, at 7:00 pm or at the call of the Reeve. *CARRIED*


Rodney Wood, Reeve
Sara Dinsdale, CAO/Clerk-Treasurer Clerk