

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES

Regular Meeting

October 8, 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 2025-188

Moved: Mike Garside

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for September October 8, 2025. *CARRIED*

There were two delegations:

- 1) Mr. Robert Peace, Rock Networks/Pomgran to provide an update on the “Fibre-to-Home” project in the community.
- 2) Mr. Dan Hayes-Sheen to discuss the application for a zoning change that was submitted in 2024 as Council would like to re-visit the topic.

To allow additional time for Mr. Peace to arrive, Council decided to proceed with discussing Mr. Hayes-Sheen's zoning change application.

Mr. Hayes-Sheen was asked to explain the reasoning behind his zoning change application request to reduce the setback from 6.5 to zero. In response, Mr. Hayes-Sheen explained that there was a misunderstanding regarding where the property line was located when building his garage in a 2020. It was assumed that the property line remained straight down between the properties rather than on an angle. Mr. Hayes-Sheen explained that he later realized the mistake once the neighbours approached him with the concern, at which point he had a professional survey conducted that provided for a .10m overage of the property line. Mr. Hayes-Sheen described that upon approval of the zoning change to reduce the setback to zero, he would conduct cosmetic renovation to the part of the garage that is over the property line, with no structural effect, in order to meet the new setback of zero. Reeve Rodney Wood explained that during a discussion with the neighbours, it was also brought to his attention that during the construction of Mr. Hayes-Sheen's garage, some blasted rock had fallen into the ravine which is located on the neighbour's property. Reeve Wood asked Mr. Hayes-Sheen if he would be willing to add fill in order to make it look nicer and Mr. Hayes-Sheen agreed.

Council thanked Mr. Hayes-Sheen for attending before he departed.

There was a discussion amongst council regarding when the public meeting should be held and whether the regular meeting of November 12 could be rescheduled as Reeve Wood will not be available to attend. Council agreed to keep the regular meeting scheduled for November 12 as quorum will still be met; and to schedule the public meeting during the regular meeting of December 10, 2025 in order to accommodate the attendance of Reeve Wood.

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – October 8, 2025

Resolution 2025-189

Moved: Dave Leask

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive the application submitted for a zoning amendment specific to property located at 3524 Hamilton Drive; of Plan H597 Lot 20, to reduce the minimum setback from the East side boundary to zero, allowing the existing structure to remain at the edge of the neighbouring property upon the cosmetic removal of the portion of the structure that is over the property line by 0.10m, to be completed by the home owner.

THEFORE, Council directs staff to begin the public notification process and to schedule a public meeting for December 10, 2025. *CARRIED*

Council decided to move forward with the agenda as the first delegation, Mr. Peace was still not in attendance.

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 2025-190

Moved: Mike Trainor

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the regular council meeting of September 10, 2025. *CARRIED*

Resolution 2025-191

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 September 10, 2025. *CARRIED*

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

- The department has been continuing with brushing and patching, and are almost done for the year
- The Sand Structure Project still hasn't started yet. The Contractor explained that they are waiting on the concrete and should be able to start the week after Thanksgiving
- Many headstones in the Grace United Cemetery have been straightened recently and most of the dangerous areas have been attended to.
- The annual inspections have been completed on all vehicles, and maintenance and service needs have been completed.

Council complimented on the roads, cemetery, and overall maintenance of the Township.

Mr. See reported that there was vandalism of a bench located at Twin Lakes Park. Council reviewed a picture showing the leg broken from a bench, which was donated and dedicated to the Laude family.

Council recommended that the bench could be brought to the municipal garage for the winter, while looking for someone that could repair the leg. Reeve Wood mentioned that he may know someone and suggested that he would bring the broken leg to them to inquire about repairing it.

Council received a memo regarding the next fire board meeting, protection grant 2025/2026, and the upcoming CEMC meeting. The memo that stated that the regular Fire Board meeting that was scheduled for September 17, 2025, was cancelled due to quorum. Fire Board members agreed that scheduling the next meeting on Wednesday, November 26 and cancelling the regular scheduled meeting on December 17, 2025, would be best.

The memo also stated that an application has been submitted for the 2025/2026 Fire Protection Grant in the amount of \$16,000.00 to support the purchase of the new bunker gear already ordered in 2025, as well as back-up bunker gear to be purchased in early 2026. Finally, the memo included a reminder that the

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – October 8, 2025

upcoming CEMC meeting will be held at the Municipal Township office on Wednesday, October 29, 2025 at 6:00 pm.

Council received a Clerk Report regarding a recommendation made by Fire Chief Robert Hope to fundraise to assist with the purchase of fire vehicles that are to be retired soon. The report recommended that Council consider a Fire Department Fundraising Committee and explained the make-up of the committee and its core functions. Council discussed and recommended that the idea be presented to the Hilton Union Fire Board.

Resolution 2025-192

Moved: Dave Leask

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does authorize staff to proceed with the process of forming a Hilton Union Fire Department Fund Raising Committee as per the recommendations received in Clerk Report #2025-10-08-01. *DEFEATED*

Council reviewed the Building Permit costs vs. fees summary.

Council received and discussed a letter received from Ms. Amanda Richardson, Assistant Secretary-Treasurer of the St. Joseph Island Planning Board regarding consent Application #6/24-Part of Lot 15, Concession 7 which was in response to correspondence sent by the Township of Hilton on September 11, 2025 that stated that Council considers the severance to be in contravention of the Township's Zoning By-Law #1025-11. The response explained that the Planning Board discussed the matter on September 22, 2025 and asked that the matter be deferred to the November 17, 2025 Planning Board Meeting to allow Ms. Richardson to report on the matter.

The letter stated that the consent approval remains valid and binding and that the only remedy available at this stage would be for Council to consider a zoning by-law amendment to permit the storage building as a primary use on the lot. The letter also stated that Ms. Richardson has reached out to the Ministry of Municipal Affairs and Housing for additional guidance on this matter.

Council agreed to defer the discussion of this matter until Ms. Richardson receives further guidance from the Ministry of Municipal Affairs and Housing.

Council reviewed the calculation amount for the cash-in-lieu of parkland condition set out in the Consent to Sever Application #6/24; The amount is based on the vacant property abutting the subject property.

Resolution 2025-193

Moved: Dave Leask

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON requests that Mr. Michael Jagger, pay the municipality cash-in-lieu of a 5% parkland dedication in the amount of \$123.94 as per the conditions set out by the St. Joseph Island Planning Board in Consent Application #6/24.

Council received an application for a zoning change submitted by Mr. Jagger for Concession No. 15, Lot 7 of registered plan no. IR-14245, PT 1 located on Whybourne Rd. East. The application indicated that the reason for the request is, "to provide for zoning by-law conformity once severance of property is completed." Council agreed to defer the discussion of this matter until Ms. Richardson receives further guidance from the Ministry of Municipal Affairs and Housing regarding the matter of Consent to Sever application #6/24.

Council received Clerk Report #2025-10-08-02 regarding a complaint received regarding the installation of the Grace United Cemetery Gates. The report included information that the rate payer received regarding the reasoning behind the installation of the gates. The report also included the following facts:

- 1) Since the gates have been installed, there have been zero unauthorized interments that we are aware of. In 2024, there were four that we are aware of.
- 2) Since the gates have been installed, there has been zero vandalism.

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – October 8, 2025

- 3) Visitors have been able to make arrangements with the office to enter the cemetery. To date, there have been no issues, and all requests have been accommodated.
- 4) There has been one instance where a vehicle drove off the roadway and overtop of grave sites; however, due to the fact that the key needs to be signed out, and the cemetery was inspected afterwards, the Township staff was able to address the issue with the person.
- 5) The back part of the roadway has become unsafe. Some grave sites and head stones are situated too close to the roadway, making it difficult to get around them, and turning around is not an option.

Council recommended that a letter of response be sent that includes the facts listed above.

Resolution 2025-194

Moved: Mike Trainor

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON received the complaint submitted by the ratepayer regarding the cemetery gates and directs the CAO/Clerk-Treasurer to prepare correspondence accordingly. *CARRIED*

Council reviewed the draft minutes of the joint Council Landfill meeting held on September 24, 2025 and noted that #9; Fund for Landfill Closure, indicated that there was no final decision about the percentage of tipping fees that should be set aside for funds of the closure of the landfill; however, they recall that they agreed that it should be 75%. CAO/Clerk-Treasurer Sara Dinsdale will request clarification from Clerk-Treasurer Myra Eddy of the Village of Hilton Beach.

Resolution 2025-195

Moved: Mike Trainor

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to begin the process of selling landfill tipping tickets from the Hilton Township Municipal office during regular business hours. *CARRIED*

Resolution 2025-196

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to changing the colour of the landfill stickers to be sent to each property owner with their interim tax bills in 2026. *CARRIED*

Resolution 2025-197

Moved: Mike Garside

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the distribution of one “tipping free card” to be sent to each property owner with their interim tax bills commencing in 2026. *CARRIED*

Council reviewed the letter sent from The Village of Hilton Beach on April 10, 2025 regarding a request to re-imburse the calculated amount of non-eligible sources that was deferred from previous meetings. Spreadsheets were supplied by RPG that indicates the Township of Hilton’s non eligible source amounts for 2025 to date are \$83.50 for April, \$101.00 for May, \$130.56 for June, and \$114.06 for July.

Resolution 2025-198

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to re-imburse the Village of Hilton Beach for the Township of Hilton’s non-eligible sources from April 1-December 31, 2025 as per the spreadsheets provided by RPG. *CARRIED*

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – October 8, 2025

Resolution 2025-199
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 September 2025 in the amount of \$93,762.87 as per the attached voucher. *CARRIED*

Resolution 2025-200
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does move into closed session at 9:19 pm in accordance with:

Municipal Act 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*

Resolution 2025-201
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at 9:57 pm. *CARRIED*

Resolution 2025-202
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass by-law No. 1472-25; being a by-law to confirm the proceedings of this meeting. *CARRIED*

Resolution 2025-203
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 9:59 p.m. Council to meet again at the Hilton Township Municipal office on Wednesday, November 12, 2025, at 7:00 pm or at the call of the Reeve. *CARRIED*


Dave Leask, Deputy Reeve


Sara Dinsdale, CAO/Clerk-Treasurer Clerk