

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES

Regular Meeting

July 9, 2025

6:00 p.m.

Present:

Reeve Rodney Wood  
Councillor Dave Leask  
Councillor Janet Gordanier

CAO/Clerk-Treasurer Sara Dinsdale

Absent:  
Councillor Mike Garside  
Councillor Mike Trainor

The meeting was called to order at 6:00 pm.

There were no declarations of pecuniary interest.

Resolution 2025-143  
Moved: Janet Gordanier  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for July 9, 2025, as presented. \*CARRIED\*

Resolution 2025-144  
Moved: Dave Leask  
Seconded: Janet Gordanier

Resolved that this Council move into closed session at 6:03 p.m. in accordance with:

*Municipal Act section 239 (2)(d) labour relations or employee negotiations* to receive information regarding pay equity and employee compensation.

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 2025-145  
Moved: Dave Leask  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at 6:47 p.m. \*CARRIED\*

Deputy Treasurer, Britney MacKay and Road Superintendent/Public Works Foreman, Dan See joined the meeting

Resolution 2025-146  
Moved: Dave Leask  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the new Pay Equity Plan presented in closed session. \*CARRIED\*

Resolution 2025-147  
Moved: Janet Gordanier  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adopt the 7 level wage scale reflecting the job values and pay equity adjustments according to the Township's new pay equity plan. \*CARRIED\*

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Resolution 2025-148

Moved: Dave Leask

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the regular council meeting of June 11, 2025. \*CARRIED\*

Resolution 2025-149

Moved: Janet Gordanier

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the closed council meeting of June 11, 2025. \*CARRIED\*

Resolution 2025-150

Moved: Dave Leask

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON give first, second and third and final reading and pass by-law No. 1462-25; being a by-law to appoint Daniel See as Road Superintendent/Public Works Foreman in the Township of Hilton in the District of Algoma for a probationary period. \*CARRIED\*

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

- Getting caught up with some cold patching
- Spoke to Rock Networks to request all the permission requests pertaining to the installation of fiberoptics throughout the township, in order to review them
- Beamish Construction Inc. has been in touch regarding the surface treatment of Trainors Side Road and the parking lot. They are planning to start the project during the week of July 14, 2025.
- The P Line will receive a calcium application once the rain stops
- Maintenance on the dump truck has been done. It was difficult to locate the grease lines that were previously cut off but will continue to look.
- The two dead trees are currently being removed at the cemetery by Island Arboriculture.

There was a discussion regarding the Sand Structure project. Council asked if the preliminary engineered drawings that were provided by Norquay Engineering were updated to include buttresses along the back and sides, as well as the floor. The Clerk confirmed that they were updated and that the Request for Quotes has been advertised with a closing date of July 31, 2025, at 4:00 pm.

Council reviewed the notices created for the Roads Department. The first is a notice that will be given by the Roads Superintendent when the clearing of snow from a driveway across the road has occurred, in contravention of Section 181 of the Ontario Highway Act. The other is a notice of contravention of the snow removal parking by-law #1452-25.

A letter from the Ministry of Emergency Preparedness and Response was received by Council that stated that Hilton Township has satisfied all thirteen (13) program elements required under the EMCPA 2024.

Council reviewed the Tulloch Invoices costs vs fees summary to date.

The Clerk presented a memo regarding the Cemetery Clean-Up that took place on Saturday, July 5, 2025, from 10 am to 12 pm. The memo stated that many areas were filled in with dirt, leaves were raked up and removed, dead tree branches were removed, garbage was picked up, and many unsafe and fallen headstones were assed for future repair. The Township would like to thank: Dan See, Judith See, Charlie See, Sara Dinsdale, Adam Dinsdale, Graham Kent, Mike Trainor, Britney MacKay, Rob MacKay, Maggie MacKay, and Murray Mackay for volunteering their time and effort to clean up the Grace United Cemetery.

Council received a Clerk Report regarding the costs of offering to pay for full casket burials in a neighbouring cemetery to those who have proven interment rights in the Grace United Cemetery and do not wish to be cremated. Council discussed how the added cost would affect the Municipal budget and taxation for the Township's ratepayers and agreed that it was not a service that the Township could offer at this time. Council noted that the additional costs would not be fair to the Township's ratepayers as many interment rights holders reside outside of Hilton Township.

Council reviewed the Township's Hiring Policy with amendments to reflect more current procedures and to include the new Personnel Committee responsibilities.

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Resolution 2025-151

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. 1463-25; being a by-law to adopt a policy for the hiring of employees for the Corporation of the Township of Hilton. \*CARRIED\*

Council reviewed the amended Personnel Committee roles and responsibilities that were discussed at the regular meeting of June 18, 2025. The appointment of one more Council member was discussed in order not to limit the committee to only two Council members.

Resolution 2025-152

Moved: Dave Leask

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to appoint Councillor David Leask, in addition to 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\*

Resolution 2025-153

Moved: Janet Gordanier

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to schedule a Personnel Committee meeting on July 15<sup>th</sup>, 2025, at 4:00 pm to discuss an employee performance review. \*CARRIED\*

The draft 2025 Municipal Budget was reviewed and a Clerk Report with an explanation of budget items and the tax levy was received and discussed. A tax rate increase of 8.44% was presented. This increase would still allow the township to contribute to the reserve funds with a lesser amount than the Township annually contributes, plus a contribution to the new Integrity Commissioner/Legal Reserve Fund. The second option presented was to increase the tax rate by 10%, which would allow the Township to contribute the same annual amount to the reserve funds, plus a contribution to the new Integrity Commissioner/Legal Reserve Fund.

Resolution 2025-154

Moved: Dave Leask

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON accept the Draft 2025 Budget with the total revenue of \$1,747,229.77. A public meeting will be held on August 13, 2025, in order to provide an opportunity for the public to comment, prior to adopting the 2025 budget. \*CARRIED\*

A discussion regarding the landfill took place. The current by-Law # 575 and Agreement between the Village of Hilton Beach and the Township of Hilton along with correspondence from 2008 & 2009 regarding operating costs and agreement negotiations were reviewed. Council summarized that according to the correspondence, there was not a new agreement put in place; therefore, the current agreement associated with by-law 575, that states a 50/50 split of costs should be in effect. Council worked together to create a summary of the percentage of the usage between the Village of Hilton Beach and the Township of Hilton in order to compare it with the Village of Hilton Beach at the next landfill meeting. Council discussed that they would like to move forward in creating a new agreement with the Village that includes a reasonable percentage split of costs.

A letter that was received by the Township of Hilton in April from The Village of Hilton Beach, that had been deferred from previous meetings with a request to re-imburse the Village for recycling costs. This topic was deferred again, until it can be addressed at the next landfill meeting.

Council reviewed a letter that the Village of Hilton Beach sent to all business owners that currently have a contract and a key to access the landfill. The letter stated that all contracts will be cancelled by July 25, 2025, and access will be allowed on regular scheduled days and hours.

Council received a report prepared by Deputy Treasurer, Britney MacKay, regarding tax arrears. The report explained that since a tax arrears notice was distributed in May 2025, to all property owners with interest accruing on their property tax accounts, the Township now only has 44 properties that remain in arrears out of the initial 81.

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There are currently three (3) properties that are in arrears for 3 plus years. Ms. Mackay's report included information on how to proceed with the tax sale process on these properties.

Resolution 2025-155

Moved: Janet Gordanier

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the Tax Sale Process through Realtax for properties in tax arrears for 3 plus years. \*CARRIED\*

Council received correspondence received from the St. Joseph Island Pioneer Museum regarding the Children's Fall Fair. The fair will take place at the St. Joseph Island Museum located at the corner of I Line and 20<sup>th</sup> Side Road on Tuesday, August 16<sup>th</sup>, 2025. For more information, the Museum can be contacted at 705-246-2672.

Council discussed a request that was received by the Dr. Trefry Centre, stating that they are looking for a representative to add to their advisory committee. The committee typically meets monthly (with the exception of August) on the second Monday of the month. Topics include programming and information that might be shared between the municipalities and local social groups. Any resident of the Township of Hilton that would be interested in joining the Dr. Trefry Advisory Committee may contact the Municipal office at 705-246-2472 or by email at [admin@hiltontownship.ca](mailto:admin@hiltontownship.ca).

Council reviewed the June 2025 Payment Voucher.

Resolution 2025-156

Moved: Dave Leask

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the payment of Township bills for the month of June 2025 in the amount of \$132,840.42 as per the attached voucher. \*CARRIED\*

Resolution 2025-157

Moved: Janet Gordanier

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass by-law no. 1464-25, being a by-law to confirm the proceedings of this meeting. \*CARRIED\*

Resolution 2025-158

Moved: Dave Leask

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 9:38 p.m. Council to meet again at the Hilton Township Municipal office on Wednesday, August 13, 2025, at 7:00 pm or at the call of the Reeve. \*CARRIED\*



~~Rodney Wood, Reeve~~



Sara Dinsdale, CAO/Clerk-Treasurer Clerk