

MINUTES

Regular Meeting
November 12, 2025
7:00 p.m.

Present: Deputy Reeve Dave Leask
Councillor Mike Garside
Councillor Mike Trainor
Councillor Janet Gordanier

CAO/Clerk-Treasurer Sara Dinsdale
Deputy Clerk- Treasurer Britney Mackay
Road Superintendent/Public Works Foreman Dan See

Absent: Reeve Rodney Wood

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

There were no declarations of pecuniary interest

Resolution 2025-204

Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for November 12, 2025, as presented. *CARRIED*

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 2025-205

Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the regular council meeting of October 8, 2025. *CARRIED*

Resolution 2025-206

Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the closed council meeting of October 8, 2025. *CARRIED*

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

- The department has been continuing with brushing when possible
- The Sand Structure Project has started
- Due to the slushy roads after the recent snowfall, Mr. See took the plow out on November 12 to sand and clean up some areas that were slippery
- Mr. See attending a meeting with Algoma Power Inc. on November 4 that was organized for local Road Superintendents. Some of the topics discussed were the Capital and Maintenance Programs for 2026, Road Relocations/Expansions/Connection Plan Updates & Customer Requirements, Storm Response, Electric Vehicle Supply Equipment Connection Process and Broadband. Mr. See explained that pole replacement will not be on their agenda for this area for another few years. Mr. See also explained that a plan to supply an emergency after hours phone number to area Road Superintendents is underway.

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – November 12, 2025

- Pomgran/Rock Networks has begun installing the new high-speed fibre optic network on the 20th Side Rd. A discussion regarding how they are completing the installation took place amongst Council and Mr. See. and it was determined by consulting the Meeting Minutes of March 20, 2025 that council approved the installation process by way of underground. Mr. See mentioned that he would be monitoring the progress to assure that they clean up the area adequately. Council and Mr. See discussed that it is understood from previous conversations with Pomgran/Rock Network that the installation of the fibre-optics to locations that currently do not have power is not scheduled to take place.

Council reviewed a resolution received from the East Algoma Road Superintendents Association (EARSA) with a recommendation to suspend Beamish (formerly Ellwood Robinson) from bidding on the amalgamated tender for Surface Treatment. Mr. See explained that they have not been providing satisfactory quality work, and they have not been able to meet expected deadlines; however, they continue to out-bid other contractors, leaving the Municipalities no choice but to hire them. Beamish has received multiple performance evaluations with poor reviews and EARSA has suspended them in the past for poor quality work and performance.

Resolution 2025-207

Moved: Mike Trainor

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does support the East Algoma Road Superintendents Association recommendation to suspend Beamish (formerly Ellwood Robinson) for a period of 2 (two) years from bidding on the amalgamated tender for Surface Treatment. *CARRIED*

Council reviewed the yearly Sand Agreement between the Corporation of the Township of Hilton and Ledcor Highways Ltd. Mr. See explained that the agreement is in place as an additional backup in the event that the Township needs sand prior to the completion of the Sand Structure.

A request for snow plowing of the end of the Q&R for the 2025/2026 winter season was received by Council. It was discussed that this request has been honoured for many years to provide for safe parking off of Base Line.

Resolution 2025-208

Moved: Mike Garside

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to snow plowing of the end of the Q & R for the 2025/2026 winter season to allow for the safe parking of vehicles off of Base Line. *CARRIED*

A winter parking reminder was reviewed. The Township of Hilton would like to remind everyone that effective November 1, 2025 until April 30, 2026, as per by-law #1452-25, parking of any vehicle on any municipal road allowance with the Township of Hilton is prohibited. This restriction is necessary to ensure that safe and efficient snow plowing and winter road maintenance throughout the Township.

Council reviewed posters of two upcoming fundraisers that have been organized for the Hilton Union Fire Department. Both are painting events; the first is scheduled to take place on November 29, 2025 from 1:00 pm to 3:00 pm and the second is scheduled to take place on December 4, 2025 from 6:30 pm-8:30 pm both at the Hilton Beach Community Hall.

CAO/Clerk-Treasurer Sara Dinsdale explained that the passing of appointment by-laws for both the Fire Chief and the Deputy Fire Chief did not take place in 2024; only the passing of the resolutions by both respective Councils took place.

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – November 12, 2025

Resolution 2025-209

Moved: Mike Trainor

Seconded: Janet Gordanier

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. 1473-25; being a by-law to appoint Robert Hope of the Village of Hilton Beach as Fire Chief of the Hilton Union Fire Department. *CARRIED*

Resolution 2025-210

Moved: Mike Trainor

Seconded: Janet Gordanier

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. 1474-25; being a by-law to appoint Daniel See of the Township of Hilton as Deputy Fire Chief of the Hilton Union Fire Department. *CARRIED*

Council reviewed the Emergency Preparedness Plan that was reviewed and the Community Emergency Preparedness Committee meeting held at the Hilton Municipal Township office on October 29, 2025.

Council reviewed the Building Permit costs vs. fees summary. It was mentioned that a review of the costs should take place in January to evaluate another increase of fees.

Correspondence was received from Tulloch Engineering Inc. that stated that they would be discontinuing Chief Building Official Services effective May 1, 2026. Council discussed a Clerk Report that was submitted by CAO/Clerk-Treasurer regarding Chief Building Official Services that explained the City of Sault Ste. Marie has reached out to area Municipalities with a request for interest in a CBO service model development through their Public Works and Engineering Services Department.

Resolution 2025-211

Moved: Mike Garside

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does authorize the CAO/Clerk-Treasurer to engage in the possible development of a Chief Building Official (CBO) service model in collaboration with the City of Sault Ste. Marie. *CARRIED*

Council 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 deferred from the October 8, 2025 regular council meeting in order to await guidance from the Ministry of Municipal Affairs (MMAH). Council reviewed and discussed information and guidance provided by MMAH.

Resolution 2025-212

Moved: Mike Trainor

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON receives the letter from Ms. Amanda Richardson, Assistant Secretary-Treasurer of the St. Joseph Island Planning Board dated October 6, 2025, and guidance provided by the Ministry of Municipal Affairs and Housing, regarding Consent to Sever Application #6/24;

FURTHERMORE, Council considers that notice of Application for Consent to Sever dated July 8, 2024, and the Planning Report dated August 14, 2024, to be inaccurate, based on the difference between the two maps that were provided;

THEREFORE, Council authorizes staff to submit correspondence to the St. Joseph Island Planning Board that request them not to finalize the consent. *CARRIED*

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – November 12, 2025

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 that was deferred from the October 8, 2025 regular Council meeting. Council agreed that reviewing the application may not be necessary if the Planning Board decides not to proceed with finalizing the severance of Part of Lot 15, Concession 7 indicated in the Consent to Sever Application #6/24. Review of the zoning amendment application is pending their decision.

Resolution 2025-213

Moved: Mike Garside

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 Concession no. 15, 7, registered plan no. IR-14245 PT 1, to allow for the existing accessory structure to remain without a primary structure upon completion of the severance as per Consent to Sever Application #6/24. *DEFEATED*

Council received a memo regarding the Grace United Cemetery. The memo acts as a reminder that as we enter into the winter months, according to the Township's Cemetery By-Law #1449-25, all artificial decorations that have been placed in the cemetery are required to be removed by October 31 of each year. The memo indicated that it would be appreciated if all remaining items could be removed by their owners as soon as possible in order to avoid damage that may be caused by weather and to help preserve the cemetery's cleanliness and appearance. Any prohibited articles as stated in the Cemetery by-law such as glass, bottles, ceramics, cans, corrosive metals, sharp objects, trellises and arches will be removed by staff and disposed of and any remaining decorations that are left in the cemetery may be removed by staff and held in storage for a maximum of 6 months for pick up by the owner. If not claimed within 6 months of removal the items will be disposed of. The Township would like to thank everyone for supporting the preservation of the Grace United Cemetery.

Council reviewed the 2026 suggested Regular Council Meeting Schedule. Due to STAT holidays, a change to the regular schedule was suggested: To accommodate STAT holidays and to allow staff enough time to prepare agenda material, a discussion of moving the April and November meeting to the third Wednesday in the month rather than the second Wednesday was approved.

Resolution 2025-214

Moved: Mike Trainor

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF does agree with the 2026 regular Council meeting Schedule as presented. *CARRIED*

Christmas holidays were discussed. Council agreed to the regular two week closure.

Resolution 2025-215

Moved: Janet Gordanier

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the Christmas closure of the Municipal Office from December 22, 2025 to Monday, January 5, 2026. *CARRIED*

Council received a Clerk Report with a request for reimbursement of course fees to Ms. Britney MacKay, Deputy Clerk-Treasurer. The report explained that the enrollment into a Business Writing Course aligns with the expectations that were described in Ms. MacKay's six month performance evaluation in July 2025.

Resolution 2025-216

Moved: Mike Garside

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to reimburse Britney MacKay, Deputy Clerk-Treasurer, for the Business Writing Strategies course in the amount of \$405.95 (taxes included). *CARRIED*

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – November 12, 2025

A memo regarding multiple administrative items was received by Council. One of the topics included the Township's approval of funding in the amount of \$35,000.00 from the Northern Ontario Heritage Fund Corporation for the People and Talent Program, Workforce Development Stream to assist in funding the wages of the Township's Deputy Clerk-Treasurer's position.

The second memo item stated that as of November 2025, all emails sent to Reeve Rod Wood are automatically copied to the CAO/Clerk-Treasurer. This measure is intended to ensure a timely response to matters of concern.

If an individual wishes to communicate confidentially and ensure that only the Reeve is made aware of a matter, it is recommended that he be contact directly by phone. All contact information can be found on the Township's website at www.hilontownship.ca.

Lastly, the memo included a reminder of the upcoming joint Council Landfill Meeting, which is scheduled on December 17, 2025, at 6:00 p.m. Council suggested that this date be rescheduled to the new year as most would not be in attendance that day.

Council suggested that Ms. Dinsdale, CAO/Clerk-Treasurer request that the topic of the composition of the Landfill Committee be added as an item on the next Landfill Meeting. The Council of the Village of Hilton Beach has previously noted that they would prefer the Committee to include all members of Council from each respective Councils; however, the Council of the Township of Hilton would prefer the committee composition to include appointed members of two members from each respective Councils.

A draft Employee Compensation and Incentive Program Policy was reviewed.

Resolution 2025-217

Moved: Mike Trainor

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the draft Employee Compensation and Incentive Program Policy. *CARRIED*

A Clerk Report regarding the addition of a break to meeting agendas was discussed. Council discussed that on several occasions during regular Council meetings, spectators have been permitted to address Council during discussions without submitting a delegation request form. The report received recommended that Council consider incorporating a brief break into regular Council Meeting Agendas to allow spectators an opportunity to provide input at designated times, to ensure meetings proceed efficiently and in a timely manner. Although public input is greatly valued, Council agreed that allowing spectators to speak without following the proper procedures can disrupt the flow of the meeting and hinder the efficient conduct of Council business. Incorporating a break into Council Meetings was not agreed upon. Council suggested that if community members would like to discuss items with a Councillor, or the Reeve, they are able to plan to meet outside of Council meetings, and that the proper meeting procedures should be followed to avoid delays that can arise from interruptions. Council discussed that Council meetings are considered a "business meeting" and there should be a "point of order". The Township's Procedural By-Law #1421-24, Section 19 Deputation/Delegations, states that a Delegation Request Form must be submitted to the Clerk, not less than seven days prior to the meeting of Council, in order for any person to verbally address Council on matter.

Resolution 2025-218

Moved: Mike Garside

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree that a brief break should be added to all regular council meeting agendas to allow spectators an opportunity to provide input at a designated time. *DEFEATED*

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – November 12, 2025

Council received a donation request from the Police Retirees of Ontario Incorporated for the Teddy Bear Program. The CAO/Clerk-Treasurer advised Council, at their request, that the Township donated \$200 in 2024 to the program.

Resolution 2025-219

Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to a donation of \$200.00 to the Police Retirees of Ontario Incorporated for the Teddy Bear Program. *CARRIED*

Council received correspondence from the Ministry of Municipal Affairs and Housing with an update to amendments to the Development Charges Act, 1997 (DCA) that were made by Bill 17, the Protect Ontario by Building Faster and Smarter Act, 2025, and corresponding changes to Ontario's Building Code. The letter indicated that all non-rental residential buildings subject to a deferred development charge will now require an occupancy permit, which can only be issued once these deferred development charges have been paid. Municipalities without development charges, and requirements for other buildings, are unaffected.

A letter from the Ministry of Finance, Office of the Minister, was discussed. The letter indicated that in 2026, the Ontario Partnership Fund (OMPF) will increase.

Council reviewed the Payment Voucher for October, 2025.

Resolution 2025-220

Moved: Mike Trainor
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 October 2025 in the amount of \$98,088.88 as per the attached voucher. *CARRIED*

Resolution 2025-221

Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does move into closed session at 8:14 pm in accordance with:
Municipal Act, Section 239 (2)(b) Personal matters about an identifiable individual regarding the contravention of the Township's Zoning by-law and the Township's Trailer By-law.

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 2025-222

Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at 8:58 pm. *CARRIED*

Resolution 2025-223

Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass by-law No. 1475-25; being a by-law to confirm the proceedings of this meeting. *CARRIED*

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – November 12, 2025

Resolution 2025-224

Moved: Mike Trainor

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 8:59 p.m. Council to meet again at the Hilton Township Municipal office on Wednesday, December 10, 2025, at 7:00 pm or at the call of the Reeve. *CARRIED*



Dave Leask, Deputy Reeve



Sara Dimsdale, CAO/Clerk-Treasurer Clerk