

MINUTES

Special Meeting
November 25, 2025
4:30 p.m.

Present: Reeve Rodney Wood
Councillor Dave Leask
Councillor Janet Gordanier

CAO/Clerk-Treasurer Sara Dinsdale
Deputy Clerk-Treasurer Britney MacKay

Absent: Councillor Mike Garside
Councillor Mike Trainor

The meeting was called to order at 4:30 pm.

There were no declarations of pecuniary interest

Resolution 2025-225

Moved: Dave Leask

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for November 25, 2025, as presented. *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 and guidance provided by the Ministry of Municipal Affairs (MMAH) that was received at the regular council meeting held on November 12, 2025. Reeve Rod Wood explained that the St. Joseph Island Planning Board is intending to finalize the severance which will leave the township in a position to accept that the property to be retained will contain an accessory structure without a primary dwelling which is a contravention of the township's zoning by-law. A resolution authorizing staff to submit correspondence to the St. Joseph Island Planning Board that requests them not to finalize the consent was passed at the November 12, 2025 regular council meeting. Council further discussed this resolution and agreed that requesting the Planning Board add a condition to the provisional conditions that a zoning amendment is required specific to the property to allow for the structure to remain without a primary dwelling would be appropriate.

In addition, Council engaged in a discussion regarding the discrepancies identified in the application materials. It was noted that two different maps had been submitted at various stages of the process, resulting in inconsistencies between the documents circulated to Council, those referenced in the planning report, and the materials included in the public notices.

Council also expressed concern regarding the source of these inaccuracies. Specifically, the applicant currently holds the positions of Consultant and Secretary/Treasurer for the Planning Board; roles that involve a thorough understanding of planning procedures, statutory requirements, and the importance of accuracy in public documentation. It was discussed that such errors should not have occurred given his level of professional experience. Reeve Rod Wood explained that these concerns are being addressed through the Planning Board. The zoning amendment application was discussed. Council agreed that it would need to be site specific and will include a condition to enter into an agreement with the township that the accessory structure cannot be altered unless there is a primary dwelling. The zoning amendment application will be discussed at a later date pending the Planning Boards decision of whether to add the condition to require the zoning amendment.

Council also noted that the condition set out in the provisional approval stating that the transferor and the transferee shall have acknowledged in writing that they are aware that any new development on the shoreline residential parcels being severed or retained may be restricted until a Site Plan Agreement is entered into between the landowner and the municipality has not been completed yet. Council stated that the acknowledgment would need to be signed by both applicants; Mr. Mike Jagger and Ms. Andrea Jagger.

CORPORATION OF THE TOWNSHIP OF HILTON
MINUTES – November 25, 2025

Resolution 2025-226

Moved: Dave Leask

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does re-evaluate 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 that was received at the regular Council meeting held on November 12, 2025;

FURTHERMORE, Council does consider the lot to be retained containing an accessory structure, to be in contravention of the Township's zoning by-law, upon completion of the severance;

THEREFORE, Council authorizes staff to submit correspondence to the St. Joseph Island Planning Board with an invitation to repeal the request to refrain from finalizing the severance of part lot 15, concession 7 in the Township of Hilton that was sent on November 13, 2025;

AND THAT Council requests a condition to be added to the provisional approval conditions of the Consent to Sever Application #6/24, that a zoning by-law amendment is required. *CARRIED*

Resolution 2025-227

Moved: Janet Gordanier

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does move into closed session at 4:52 pm in accordance with:

Municipal Act, Section 239 (2)(f) advice subject to solicitor-client privilege, to receive a Clerk Report regarding legal advice received by the Township's Solicitor regarding the contraventions of the Township's Trailer and Zoning 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 2025-228

Moved: Dave Leask

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at 5:03 pm. *CARRIED*

Resolution 2025-229

Moved: Dave Leask

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass by-law No. 1476-25; being a by-law to confirm the proceedings of this meeting. *CARRIED*

Resolution 2025-230

Moved: Janet Gordanier

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 5:06 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*



Rodney Wood, Reeve



Sara Dinsdale, CAO/Clerk-Treasurer Clerk