

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES

Regular Meeting

December 10, 2025

7:00 p.m.

Present: Reeve Rodney Wood
Councillor Mike Garside
Councillor Mike Trainor
Councillor Janet Gordanier
Councillor Dave Leask

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

The meeting was called to order at 7:02 pm.

There were no declarations of pecuniary interest.

Resolution 2025-236
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for December 10, 2025, as presented. *CARRIED*

Resolution 2025-237
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the regular council meeting of July 9, 2025. *CARRIED*

Resolution 2025-238
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 July 9, 2025. *CARRIED*

Resolution 2025-239
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 November 12, 2025. *CARRIED*

Resolution 2025-240
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the closed council meeting of November 12, 2025. *CARRIED*

Resolution 2025-241
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the special council meeting of November 25, 2025. *CARRIED*

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Resolution 2025-242
Moved: Dave Leask
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the special closed council meeting of November 25, 2025. *CARRIED*

Resolution 2025-243
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the special council meeting of December 2, 2025. *CARRIED*

Resolution 2025-244
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the special closed council meeting of December 2, 2025. *CARRIED*

Resolution 2025-245
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does hereby move into Public Meeting at 7:09 p.m. pursuant to the Planning Act for the purpose of hearing support and/or objections for a zoning amendment to reduce the required minimum setback of 2.0 metres (6.5 feet) to 0 metres (0 feet) on the East side boundary of the property located at 3524 Hamilton Drive to allow the existing detached accessory building to comply with zoning provisions. *CARRIED*

Six members of the public attended the meeting in person.

Reeve Wood read aloud Clerk Report # 2025-12-10-ZAR titled, *Responses Received Regarding Zoning Amendment Application for 3524 Hamilton Drive*. The report indicated that the Township received three responses from the public notice that were circulated in the local news, posted on the Township website and mailed out to property owners within 400 feet of the property as well as any public bodies that may have jurisdiction in the area on October 22, 2025. Out of the 25 notices distributed, two responses indicated that they did not have any objections to the zoning amendment and one response indicated that they were opposed to the zoning amendment as, *"This is a precedent that should not be set for building any structure in Hilton Township."*

Reeve Wood invited the property owner of 3524 Hamilton Drive, in attendance, to explain the rationale for the zoning amendment application. Council then heard comments from two neighbouring property owners in attendance. Reeve Wood explained that Council would not be making any decisions at this meeting and the topic would be discussed amongst Council in the January 2026 regular meeting. Reeve Wood thanked everyone in attendance before returning to the regular meeting of Council at 7:35 p.m.

Resolution 2025-246
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does hereby adjourn from public meeting under the Planning Act and reconvene the regular meeting of Council. *CARRIED*

Delegations:

- 1) Mr. Brad Nelson submitted a delegation request form to address Council regarding his contravention of the Township's Zoning and Trailer By-Laws at his property. Reeve Wood explained to Council that Mr. Nelson is not in attendance as the matter has been referred to legal counsel for enforcement proceedings and Council can no longer discuss the issue in a public forum.

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- 2) Mr. Chad Stevens submitted a delegation request form to address Council regarding the condition of his property but did not appear. A letter that was also submitted by Mr. Stevens was reviewed, along with By-Law #608. Council recognized that cleanup of the property has commenced and significant improvements are well underway. Council agreed that a deadline of April 15, 2026 to meet the requirements of by-law #608 is appropriate.

Resolution 2025-247

Moved: Dave Leask

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to allow the owner of 3003 Base Line a deadline of April 15, 2026 to meet the requirements of by-law #608; being a by-law to regulate the use of land within the Township of Hilton for dumping or disposing of any garbage, refuse or domestic or industrial waste of any kind, and prohibit the use of land within the Township of Hilton for storage and wrecking of used motor vehicles. A written progress update to be provided by the property owner to Council for re-evaluation by April 20, 2026. *CARRIED*

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

- The Sand Structure Project is almost completed, and the roof should be done in the following week.
- Sand will be delivered by Gilbertson's next week, along with salt to be delivered by Stobie's.
- There's not much sand/salt remaining from the previous season's delivery.
- The new Nordic Blades that were purchased for the plow at the beginning of the year have been installed on the plow. Unfortunately, there is not much of a change as the weight is too significant and creates a lot of chatter on the road. The one-way blade is continuing to crack and have the same issues as prior to the purchase of the new blades. Mr. See is looking into the cost of a new reversable to replace the one-way that should make a difference. With the one-way, it takes extra time to drag the snow back; however, a reversable will save time and will allow the snow to be carried farther down the road avoiding spillage into driveways better. Council asked if there would be any resale value in the current blade. Mr. See explained that there would be; however, keeping it as a back-up or replacement would be beneficial.

Council complimented Mr. See on the condition of the roads.

A request for snow plowing of the end of the mouth of Joques Bay Road 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 Hwy 548.

Resolution 2025-248

Moved: Mike Garside

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the snow plowing of the end of Joques Bay Road for the 2025/2026 winter season to allow for the parking of vehicles off Highway 548. *CARRIED*

Council reviewed the approved minutes of the Hilton Union Fire Board meeting that was held on June 18, 2025.

Clerk Report #2025-12-12-FBFC was received by Council. The report indicated that the recommendation to organize a fundraising committee for the Hilton Union Fire Department was previously presented to Council for consideration; however, defeated with the recommendation to present the idea to the Hilton Union Fire Board. Upon further research after presenting the recommendation to the Hilton Union Fire Board at its meeting held on November 26, 2025, CAO/Clerk-Treasurer Sara Dinsdale discovered that the Fire Board is limited to the governance and oversight of the fire protection services as required under the *Fire Protection and Protection Act, 1997 (FPPA)*. The report explained that the Fire Board's Establishing by-law does not delegate to the Fire Board the authority to solicit or receive donations, create committees for financial or fundraising purposes, and administer funds on behalf of the Municipality of the Fire

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Department. As per the *Municipal Act, 2001*, any fundraising conducted under the Municipality's name or for a municipal service must be authorized by Council. The options presented are that fundraising for the Fire Department must be conducted directly under the authority of Council and in accordance with municipal financial and donation policies or through an established volunteer firefighter association operating independently of the Municipality and the Fire Board. CAO/Clerk-Treasurer Sara Dinsdale explained to Council that the only option now available to assist the Fire Department with funding is that fundraising be conducted by an independent person or volunteer firefighter association.

Resolution 2025-249
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Clerk Report #2025-12-10-FBFC regarding the Hilton Union Fire Board establishing a fundraising committee;

FURTHERMORE, Council confirms that forming a fundraising committee through the Hilton Union Fire Board is not permitted due to the authority being limited to the governance and oversight of fire protection services as required under *the Fire Protection and Prevention Act, 1997* and the roles as defined in by-law #1021-11; being a by-law to establish a Fire Board. *CARRIED*

Council was informed through Clerk Report #2025-12-10-RAD that Ms. Sara Dinsdale held two fundraisers independently to help support the Hilton Union Fire Department. The first event was a paint-day held on November 29, 2025 and the second was a paint-night held on December 4, 2025; both at the Hilton Beach Community Hall. Together, these events raised a total of \$1476.00.

Resolution 2025-250
Moved: Mike Garside
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the donation of \$1476.00 from Ms. Sara Dinsdale, with the funds to be directed to the Hilton Union Fire Department to support equipment and supplies purchases. *CARRIED*

Council received Clerk Report #2025-12-10-FDA regarding a recommendation from the Hilton Union Fire Department that Fire Chief Bob Hope enter into a discovery phase of amalgamating the Hilton Union Fire Department, the St. Joseph Township Fire Department and the Jocelyn Fire Department. It was discussed that there are many variables to be considered and evaluated.

Resolution 2025-251
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Clerk Report 2025-12-10-FDA regarding amalgamation of fire departments;

FURTHERMORE, Council does agree to the Hilton Union Fire Board's recommendation to authorize Fire Chief Robert Hope to enter into a discovery phase of amalgamating the Hilton Union Fire Department with the St. Joseph Township Fire Department and the Jocelyn Township Fire Department. *CARRIED*

Council reviewed the summary of Tulloch costs versus fees to date and noted that this represents the first year as far back as 2013 in which revenues exceeded expenditures. Another re-evaluation of permit fees will be discussed in the new year.

Council Staff Report #2025-12-10-MTO prepared by Deputy Clerk-Treasurer Britney MacKay regarding the Township's Billboard permits. The report explained that upon renewal of the two (2) billboards located at the Township's entries on Highway 548, the Ministry of Transportation (MTO) has advised that their new policy states that the billboard shall have messaging requirements that promote goods and services or authorize local events offered by, or related to, businesses, municipalities, charities, not-for-profit organizations, or indigenous communities. The fee for each billboard permit is \$770.00 each plus \$81.64 for additional signage to meet the requirements. An additional option is to cancel the permit for the billboard, removing the existing sign, and replacing it with a highway sign, provided by the MTO at no cost.

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Resolution 2025-252
Moved: Dave Leask
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report #2025-12-10-MTO regarding the Hilton Township Billboards;

FURTHERMORE, Council does agree to cancel the billboard permit for the Township sign located on Highway 548 at Red Maple Drive and replace it with option #2 of the boundary sign options provided by the Ministry of Transportation. *CARRIED*

Council received Clerk Report #2025-12-10-ET regarding elections training for staff. The report explained that the training would be needed as 2026 is an election year.

Resolution 2025-253
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does authorize Sara Dinsdale, CAO/Clerk-Treasurer and Britney MacKay, Deputy Clerk-Treasurer to register for the AMCTO virtual Municipal Elections Training, followed by registration for the in-person elections training in May, 2026. *CARRIED*

Staff Report #2025-12-10-GRANTS, prepared by Deputy Clerk-Treasurer Britney MacKay was discussed amongst Council. The report included information regarding the Pothole Prevention & Repair Program and the NOHFC-Rural Enhancement Funding Program.

Resolution 2025-254
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve receive Staff Report #2025-12-10-GRANTS;

FURTHERMORE, council directs staff to proceed with the submission of the Pothole Prevention & Repair Program application as outlined in the report. *CARRIED*

Resolution 2025-255
Moved: Mike Garside
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to direct staff to proceed with submitting an application for funding through the NOHFC-Rural Enhancement Funding Program, to support utilizing the vacant W Line lot to promote community health and vibrancy by installing children's playground equipment, outdoor exercise equipment, a pickleball court, and/or hiking trails. *CARRIED*

Council adopted the Employee Compensation and Incentive Program Policy that was reviewed and approved at the regular meeting held on November 12, 2025.

Resolution 2025-256
Moved: Mike Trainor
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 #1478-25; being a by-law to adopt an employee compensation and incentive policy for employees of the Corporation of the Township of Hilton. *CARRIED*

A draft Procurement and Purchasing Policy was reviewed, with proposed updates to reflect more current terminology, language and increases to dollar amounts.

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Resolution 2025-257
Moved: Dave Leask
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the draft Procurement and Purchasing Policy updates including an increase to petty cash funds, and purchase amount that determines the procurement process to be used. *CARRIED*

Council reviewed a 2026 Hilton Landfill Free Tipping Day Ticket Proof supplied by the Village of Hilton Beach for approval.

Resolution 2025-258
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the 2026 Hilton Landfill Free Tipping Day Ticket Proof. *CARRIED*

CAO/Clerk-Treasurer Sara Dinsdale requested direction from Council regarding Landfill Meeting Remuneration through Clerk Report #2025-12-10-LMR. The report explained that there were two (2) landfill meetings held this year; however, hosted by the Village of Hilton Beach as joint council meetings, rather than committee meetings. Due to the nature in which the meetings were held, it was unclear whether the remuneration for them would be considered as a committee meeting or a council meeting.

Resolution 2025-259
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does direct the CAO/Clerk-Treasurer to pay the committee honourarium rate of \$69 per meeting to Hilton Township Council members that attended the landfill meetings held in 2025. *CARRIED*

Algoma Public Health 2026 Municipal Levy was reviewed. The notice stated that the Township of Hilton's portion to be paid is \$19,455.00.

A letter from the Ministry of Municipal Affairs and Housing regarding changes to the *Planning Act* (Bill 17) was reviewed. The changes are to help streamline and standardize municipal development processes. Established under Bill 17, authority was exercised to amend Ontario Regulations 545/06 (Zoning By-Laws, Holding By-Laws and Interim Control By-Laws) to allow variations to be permitted "as-of-right" if a proposal is within 10% of setback requirements applicable to specified lands.

A letter from the Ministry of Solicitor General regarding an update to Ontario Regulation 416/23: Oaths and Affirmations under the *Community Safety and Policing Act, 2019 (CSPA)* was reviewed. The letter indicated that the update includes aligning the wording of the oath/affirmation with other provisions of the CSPA.

Council reviewed the Payment Voucher for November 2025.

Resolution 2025-260
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the payment of Township bills for the month of November 2025 in the amount of \$93,219.17 as per the attached voucher. *CARRIED*

Resolution 2025-261
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass by-law No. 1479-25; being a by-law to confirm the proceedings of this meeting. *CARRIED*

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Resolution 2025-262
Moved: Dave Leask
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 8:54 p.m. Council to meet again at the Hilton Township Municipal office on Wednesday, January 14, 2026, at 7:00 pm or at the call of the Reeve. *CARRIED*



Rodney Wood, Reeve



Sara Dinsdale, CAO/Clerk-Treasurer Clerk