

THE CORPORATION OF THE TOWNSHIP OF HILTON

**AGENDA**

Regular Meeting of Council  
February 11, 2026 – 7:00 pm

Council Chamber - Hilton Township Municipal Building

**Public Meeting at 7:05 regarding increase in Building Permit Fees**

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1. Call to Order
2. Declarations of Pecuniary Interest
3. Motion to Accept Agenda as presented
4. Delegations: none
5. Approval of Minutes
  - a) Regular meeting of January 14, 2025
  - b) Closed meeting of January 14, 2026
6. Roads/Public Works
  - a) Road Superintendent updates
  - b) Staff Report CR-2026-02-11-EARSA: East Algoma Roads Association & Tendering
  - c) Passing of Entrance Permit By-Law #1487-26 (updated to reference correct legislation and modern language)
7. Fire/Emergency Management
  - a) Memo from Ministry of Emergency Preparedness and Response regarding the change in date of the Provincial Priority Exercise
  - b) 2026 CEMC Services Quote
  - c) Appointment of CEMC for 2026: By-law #1488-26
8. Building/By-Law Enforcement
  - a) Passing of Fees and Charges By-Law #1489-26 to reflect new building permit fees
  - b) Staff Report CR-2026-02-11-BZUD: Building and Zoning Infractions Updates
9. Planning
  - a) Passing of By-Law #1490-26: Zoning Amendment regarding 3524 Hamilton Drive
  - b) Planning Report regarding Accessory Buildings on Otherwise Vacant Lands
  - c) St. Joseph Island Planning Board 2026 Budget
10. Cemetery: no items
11. Administration
  - a) Hilton Township February 2026 Newsletter
  - b) Appointment of Seniors/Disabled Advisory Committee Member
  - c) Summary of Landfill & Recycling Costs
  - d) Staff Report DR-2026-02-11-TAX: Tax Accounts

- e) Passing of amended Procedural By-Law #1491-26
- f) Staff Report CR-2026-02-11-PCM: Personnel Committee Confirmatory By-law Requirements
- g) Establishing a Personnel Committee By-Law #1492-26
- h) Confirmatory By-Law #1493-26: 2025 Personnel Committee Meetings
- i) Review of Draft Workplace Violence and Harassment Policy
- j) Staff Report DR-2026-02-11-SF: Set Fines
- k) Review of Draft Set Fines

#### 12. Correspondence

- a) Report of the Integrity Commissioner: January 1 2025-December 31 2025
- b) Request for Donation: Crime Stoppers
- c) Request for Donation: Ernie Eddy Memorial Children's Ice Fishing Derby

#### 13. Expenditures

- a) January, 2026 Payment Voucher

#### 14. Move to Closed Meeting

Council will enter into closed session in accordance with the provisions of the *Municipal Act, Section 239 (2)(e) Litigation or Potential Litigation*

#### 15. Return to open meeting

#### 16. Confirmatory By-law

#### 17. Adjourn

## THE CORPORATION OF THE TOWNSHIP OF HILTON

**MINUTES**

Regular Meeting  
January 14, 2026  
7:00 p.m.

Present: Reeve Rodney Wood  
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

Absent: Councillor Mike Garside

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

There were no declarations of pecuniary interest.

Resolution 2026-01

Moved: Janet Gordanier

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for January 14, 2026, with addendum. \*CARRIED\*

Delegation: Mr. Michael Jagger regarding Consent to Sever Application #6/24

Mr. Jagger addressed Council regarding the request to add a condition to the provisional consent approval requiring a zoning by-law amendment, as directed by Council to be forwarded to the St. Joseph Island Planning Board at the December 10, 2025 regular meeting. Mr. Jagger explained to Council that the use of the accessory building that will remain on the retained parcel following completion of the severance is used for the storage of maple syrup production equipment, which constitutes an agricultural use and is permitted within Rural-zoned areas of the Township. Mr. Jagger explained that the subject property is zoned both Shoreline Residential and Rural; therefore, the structure is considered a permitted primary use building. Council also reviewed correspondence that was submitted by Mr. Jagger on December 18 and December 30, 2025, which included a request that Council withdraw the request submitted to the St. Joseph Island Planning Board to add a condition to the provisional consent approval requiring a zoning by-law amendment as a zoning amendment is not needed, and a request to refund the application fee back to Mr. Jagger. Upon completion of Mr. Jagger's explanation and request, Reeve Rodney Wood asked Mr. Jagger if he would be available the following day to meet and discuss and explained that he would like to better understand what he is explaining. Mr. Jagger agreed and explained that the Planning Board would be meeting and discussing this matter on Monday, January 19, 2026. Reeve Wood thanked Mr. Jagger for coming and Mr. Jagger departed the meeting. CAO/Clerk-Treasurer Sara Dinsdale advised Council that, upon receipt of the above-mentioned correspondence from Mr. Jagger, staff reviewed the Zoning By-law and determined that the structure in question could reasonably

be interpreted as a primary use associated with agricultural activities within a Rural-zoned area. The Zoning By-law was subsequently reviewed by Reeve Rodney Wood. Council expressed concerns regarding Reeve Wood meeting with Mr. Jagger outside of Council, as this limited Council's ability to receive the additional information or clarification that Reeve Wood had sought. Reeve Wood clarified that the meeting also involved discussion of several other matters. Council then considered whether deferring a decision until the next regular meeting would be appropriate. It was ultimately determined that, given the Planning Board meeting scheduled for Monday, January 19, 2026, the severance process was already underway and that the provisions of the Zoning By-law permit the structure in question to remain; therefore, a deferral was not necessary.

Resolution 2026-02

Moved: Dave Leask

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does hereby receive correspondence from Mr. Michael Jagger regarding his Consent to Sever Application No. 6/24, being Part of Lot 7, Concession 15, Part 1, Plan JR-14245, indicating that the garage to remain on the retained parcel is a permitted accessory building as it is used for agricultural purposes; and

THAT agricultural purposes are a permitted use on lands zoned Rural under Zoning By-Law 1025-11; and

THAT the waterfront portion of the subject property is zoned *Shoreline Residential*, and the rear portion of the property is zoned *Rural*; and

THEREFORE, BE IT RESOLVED THAT Council directs staff to withdraw the Township's request sent to the St. Joseph Island Planning Board to add a condition to the provisional consent approval requiring a zoning by-law amendment; and

THAT Council authorizes the withdraw of Mr. Jagger's zoning by-law amendment application and further authorizes the refund of the application fee in the amount of \$400.00 to Mr. Jagger. \*CARRIED\*

Resolution 2026-03

Moved: Janet Gordanier

Seconded: Mike Trainor

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

Road Superintendent/Public Works Foreman Updates:

Mr. Dan See, Road Superintendent/Public Works Foreman explained that there has been a lot of snow plowing due to the ongoing snowfalls; however, everything is going well. The construction of the sand structure was completed in December. Council received and reviewed the sealed confirmation and final inspection report. Road Superintendent Dan See explained that he is still learning how much sand will be

needed on average during the winter months and hopes to be able to appropriately estimate sand usage for next year. Council reviewed a quote for a reversible plow. Mr. See explained that it would be more efficient and that the current plow continues to cause issues that resolve in continuous welding of the blades. The new plow will assist with keeping the snow drifts down, reduce damage and help with the clearing the turn-arounds better and safer. Council commented on how great the roads have been. Mr. See explained that the new blades that were purchased last year will fit on the new plow. Keeping the current one-way plow would be beneficial as a backup and it can be used during the warmer periods to scrape down the roads closer.

Resolution 2026-04

Moved: Dave Leask

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does authorize the purchase of the reversible plow from Everest Equipment Co. in the amount of \$12,319.00 plus applicable taxes as indicated in Quote no. Q25-1215-30. \*CARRIED\*

Council reviewed the OPP 2026 annual billing statement package and commented that there seems to be more presence in the township, especially late at night which is highly appreciated.

A memo from the Ministry of Emergency Preparedness and Response regarding Emergency Management Modernization Act, 2025, was reviewed. The memo explained that on December 3, 2025, the Government of Ontario's Emergency Management Modernization Act, 2025, which amends the Emergency Management and Civil Protection Act received Royal Assent. The memo also stated that , "legislation will be implemented in phases, with future regulations to support it".

Resolution 2026-05

Moved: Janet Gordanier

Seconded: Mike Trainor

WHEREAS the Emergency Preparedness Division of Emergency Management Ontario (EMO), within the Ministry of Emergency Preparedness and Response, has trained and educated municipal staff and Emergency Control Groups for the **Provincial Exercise 2026**, taking place on Thursday, October 23, 2026; and

WHEREAS Municipal Elections in Ontario will take place Monday, October 26, 2026; and

WHEREAS municipal Mayors, Council members and senior municipal staff play a key role in local emergency management operations, most notably Mayors and Municipal Clerks in smaller municipalities; and

WHEREAS a vast percentage of municipal councils may be in a position of transition in the fall of 2026, and face the possibility of not returning to their council seats; and

WHEREAS municipal Clerks, having oversight and management responsibility for municipal elections, as well as regular day to day operations of their municipalities, will be diligently preparing for the municipal election to be held the following week; and

WHEREAS the date of Municipal Elections in Ontario are established well in advance, being legislated within the *Municipal Elections Act* as the fourth Monday in October, every fourth year; and

WHEREAS the basis of local government and democracy rests on dedicated, trained and educated municipal experts who play a dual role in Emergency Management, and whom, as of October 26, 2026 may find significant turnover on Emergency Control Groups; and

WHEREAS in order to ensure sustainable and engaged participation in the 2026 Provincial Exercise, these two significant municipal events should not be held within days of each other;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON requests Emergency Management Ontario, and the Ministry of Emergency Preparedness and Response, to reschedule the 2026 Provincial Exercise to a date that does not fall within 90 days on either side of the 2026 Municipal Election on October 26, 2026; and

THAT Provincial Ministries be encouraged to consult with their provincial counterparts, agencies and ministries and, in some cases, municipal associations, prior to scheduling important province wide exercises in which municipalities play a key role, in order to avoid such conflicts; and

THAT this resolution be circulated to AMO, FONOM, AMCTO, the Minister of Municipal Affairs and Housing, the Minister and Deputy Minister of Emergency Preparedness and Response, and the Ontario Fire Marshall. \*CARRIED\*

Council reviewed the 2025 Summary of Building Permit Fees Collected vs Costs incurred. It was noted that the increase in building permit fees the past few years has starting to show an improvement regarding cost recovery and the deficit is much lower than previously. CAO/Clerk-Treasurer Sara Dinsdale provided a summary of the history of permit fees, along with the calculated cost recovery needed, based on the 2025 figures.

Resolution 2026-06  
Moved: Mike Trainor  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON hereby agrees to an increase of 6% to building permit fees and charges; and

THAT Council directs staff to provide public notice of the proposed amendments to the fees and charges associated with building permit applications in accordance with the Township's procedures as set in the Public Notice By-Law No. 1457-25. \*CARRIED\*

Council discussed the zoning by-law amendment application to reduce the setback for Lot 20, Plan H597, municipally known as 3524 Hamilton Drive, for which a public meeting was held on December 10, 2025. Council also reviewed the draft Zoning By-law amendment and Minor Variance Agreement prepared by the Township's legal solicitor. Council discussed an appropriate timeline for the applicant to remove any encroachment of the existing garage necessary to comply with the revised east interior side yard setback requirements and determined that a deadline of May 31, 2026, would be reasonable given the time of year. Council agreed to the zoning by-law amendment application providing that the applicant agrees to the conditions stated in the minor variance agreement.

Resolution 2026-07

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON hereby approves, in principle, the application submitted by Mr. Daniel Hayes-Sheen to reduce the minimum interior side yard setback on the east side boundary from 2.0 metres (6.5 feet) to 0 metres (0 feet) for the property located at Lot 20, Plan H597, municipally known as 3524 Hamilton Drive; subject to the applicant entering into a Minor Variance Agreement as required by the Municipality.

Resolution 2026-08

Moved: Janet Gordanier

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the terms established in the Minor Variance Agreement regarding a zoning change to reduce the minimum interior side yard setback on the east side boundary from 2.0 metres (6.5 feet) to 0 metres (0 feet) for the property located at Lot 20, Plan H597, municipally known as 3524 Hamilton Drive and;

THEREFORE Council hereby agrees to enter into said agreement with Mr. Dan Hayes-Sheen.

\*CARRIED\*

A review of administration and interment fees for the Grace United Cemetery took place. Council received Staff Report CR-2026-01-14-CSF that stated the current schedule of fees did not include shipping fees for when documents need to be sent via registered mail. CAO/Clerk-Treasurer Sara Dinsdale's recommendation was to include this fee in order for the Township to capture the costs involved that are currently being absorbed by the Township. The report also explained that the fee for an interment of cremated remains did not capture the time and expenses required for staff to attend the Cemetery during weekends or after hours, when the opening and closing of a lot takes place and the opening and closing of the gates takes place to allow interments. Council discussed possible options to capture these expenses that the Township is currently absorbing, and it was determined that increasing the flat fee for interments of cremated remains would be appropriate.

Resolution 2026-09  
Moved: Janet Gordanier  
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree that applicable shipping fees as of the date of shipping be added to the Grace United Cemetery Schedule of Fees to recover document delivery costs. \*CARRIED\*

Resolution 2026-10  
Moved: Janet Gordanier  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON agrees to increase the fee for the interment of cremated remains to \$250.00, to allow the Township to recover costs associated with the administration and services involved.

Council reviewed the Statement of Council Remuneration and Expenses for the Year 2025.

The 2026 Appointment of Officers, Servants, Boards and Commissions was reviewed. It was noted that the Township still does not have a replacement for the Seniors/Disabled Advisory Committee. Council requested that an advertisement be placed in the Island Clippings again for the volunteer position.

Resolution 2026-11  
Moved: Dave Leask  
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. 1480-26 being a by-law to appoint officers, servants, boards and commissions for the year 2026. \*CARRIED\*

Council reviewed the COLA increase for 2026, which is based on the Consumer Price Index released in November, 2025. The increase for 2025 is 2.2% and remuneration for employees and Council has been updated accordingly.

Resolution 2026-12  
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 No. 1481.26 being a by-law respecting remuneration and expenses for members of council and municipal employees of the Corporation of the Township of Hilton. \*CARRIED\*

Tax ratios and rates for the 2026 interim taxes were reviewed.

Resolution 2026-13

Moved: Dave Leask

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. 1482-26 being a by-law to establish tax ratios for the Township of Hilton for the year 2026. \*CARRIED\*

Resolution 2026-14

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. 1483-26 being a by-law to provide for an interim tax levy and for the payment of taxes and for penalty and interest of 1.25 percent per month after the due date.  
\*CARRIED\*

Council reviewed the Ironside Consulting Services Fee Schedule for 2026 and new contract for services to be renewed.

Resolution 2026-15

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 No. 1484-26 being a by-law to extend the appointment of Ironside Consulting Services Inc. as the Integrity Commissioner for the Township of Hilton for a term from January 1, 2025 to December 31, 2027. \*CARRIED\*

A review of the Township's Fees and Charges took place. The CAO/Clerk-Treasurer will amend the current by-law to remove the fee for the service of filling pools under the "Fire" category according to decisions made in 2025, and the passing of the new by-law will be included at the next regular Council meeting.

Resolution 2026-16

Moved: Dave Leask

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. 1485-26 being a by-law to adopt a policy for procurement and purchasing of goods and services for the Corporation of the Township of Hilton. \*CARRIED\*

Council received Staff Report CR-2026-01-14-PBL regarding a review of the Procedural By-Law. The first item addressed in the report was the ongoing technical issues with livestreaming Council meetings. This

service has remained unreliable and has increasingly consumed both meeting time and staff resources due to troubleshooting efforts. Multiple complaints and negative correspondence regarding this matter have been received by office staff. Council resolved that livestreaming of Council meetings shall be discontinued to prevent further criticism and to mitigate any negative impacts resulting from the service.

Another item addressed in the staff report included legal advice received, to include the statement, "That the Clerk or Head of Council may deny a delegation that relates to a matter of pending litigation" to the section titled, "Deputation/Delegations".

The final item addressed in the staff report was a recommendation to amend the agenda headings to ensure alignment with current practices followed at each meeting and to remain current and relevant.

Resolution 2026-17

Moved: Janet Gordanier

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree that livestreaming of regular council meetings continues to experience technical issues and;

THEREFORE, council directs staff to discontinue livestreaming of council meetings as meetings are open for the public to attend in person. \*CARRIED\*

Resolution 2026-18

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON hereby agrees to amend section 19: *Deputation/Delegations* of the Procedural By-Law to include the statement, "That the Clerk or Head of Council may deny a delegation that relates to a matter of pending litigation". \*CARRIED\*

Resolution 2026-19

Moved: Dave Leask

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON hereby agrees to amend the agenda headings listed in the Procedural By-law to reflect the following:

- a) Call to Order
- b) Declarations of Pecuniary Interest
- c) Motion to Accept Agenda
- d) Deputations/Delegations
- e) Approval of Minutes of Previous Meeting(s)
- f) Roads/Public Works
- g) Fire/Emergency Management
- h) Building/By-Law Enforcement
- i) Planning
- j) Cemetery
- k) Administration
- l) Correspondence
- m) Expenditures
- n) Confirmatory By-Law
- o) Adjournment

\*CARRIED\*

Council received a memo regarding employee education updates. The memo stated that in December 2025, CAO/Clerk-Treasurer Sara Dinsdale successfully completed her third course in the Municipal Administration Program (MAP) and Deputy Clerk-Treasurer Britney MacKay successfully completed her first course in the program. Both employees are registered in another course that begins in February 2026. Upon completion of the upcoming courses, Ms. Dinsdale will receive her certificate of completion in MAP and Ms. MacKay will have two more courses remaining. Both employees are currently enrolled in AMCTO Virtual Elections Training and are registered for the in-person election training taking place in Sudbury in May 2026. Ms. Mackay is currently completing a Business Writing Course recommended during her previous performance evaluation and is expected to be completed by February 2026.

Council received Staff Report DR-2026-01-14-AMP regarding the Township's Asset Management Plan (AMP). In order to ensure the Township's compliance with Ontario Regulations 588/17, the AMP is required to be updated in 2026. In 2022, the Township retained PSD Citywide Inc. to complete the required updates at a cost of \$34,653.38. Due to staff completing some of the required updates to the AMP through participation in the Municipal Finance Officers' Association of Ontario (MFOA) AMP IT UP! Program in 2025, PSD Citywide Inc. has provided a reduced quote in the amount of \$31,301.00. OCIF funding in the amount of \$27,700.00 is available to assist in funding the AMP updates.

Resolution 2026-20

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does authorize staff to engage PSD Citywide Inc. to complete the required updates of the Township's Asset Management Plan (AMP) at a cost of \$31,301.00 and;

FURTHERMORE, Council approves the use of OCIF funding in the amount of \$27,700.00 to assist in funding the AMP update requirements under O. Reg. 588/17. \*CARRIED\*

Council reviewed the Hilton Township January Newsletter that is posted to the Township's website and will be distributed with the interim tax bills.

Correspondence from the North Shore Health Network Recruitment Coordinator was reviewed, along with the Physician Recruitment Budget for 2026.

Council received correspondence from the Minister of Finance regarding updated to property tax policies. The letter indicated that property tax reassessment will continue to hold property assessment values stable across the province and continue to defer the province-wide property tax reassessment for the 2026 taxation year.

Council reviewed the December 2025 expenditures.

Resolution 2026-21

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 December 2025 in the amount of \$498,401.70 as per the attached payment voucher. \*CARRIED\*

Resolution 2026-22

Moved: Janet Gordanier

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does move into closed session at 9:47 p.m. in accordance with:

Municipal Act section 239 (2) (b) *Personal Matters About an Identifiable Individual*

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\*

Corporation of the Township of Hilton  
Minutes-January 14, 2026, Cont'd

Resolution 2026-23

Moved: Mike Trainor

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does return to open session at 11:07 p.m. \*CARRIED\*

Resolution 2026-24

Moved: Mike Trainor

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass by-law No. 1486-26; being a by-law to confirm the proceedings of this meeting. \*CARRIED\*

Resolution 2026-25

Moved: Dave Leask

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 11:08 p.m. Council to meet again at the Hilton Township Municipal Office on Wednesday, February 11, 2026 at 7:00 p.m. or at the call of the Reeve. \*CARRIED\*

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Rodney Wood, Reeve

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Sara Dinsdale, CAO/Clerk-Treasurer



6) b)

**Staff Report:** CR-2026-02-11-EARSA

**Subject:** East Algoma Roads Association/Tendering Process

**Prepared by:** Sara Dinsdale, CAO/Clerk-Treasurer

**Meeting Date:** February 11, 2026

Regular Council Meeting

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**Background:**

The East Algoma Roads Association (E.A.R.S.A.) was established in the mid 1990's. According to the E.A.R.S.A Constitution, its main objectives are:

- a) To exchange shared knowledge, plans and experience among its membership
- b) To promote best practices of Municipal Public Works through training and networking and to train and develop its members and Association to a level of professionalism
- c) To discuss new and existing Government Legislation affecting the construction, maintenance and safety regulations of roads and infrastructure
- d) To promote good public relationships with ratepayers, councils, politicians, suppliers and Government Ministries
- e) To unite Roads Mangers, Roads Supervisors, Roads Support Staff, and local suppliers
- f) To gain purchasing power by group tendering
- g) Liaise with the Association of Ontario Roads Supervisors (A.O.R.S.)
- h) Affiliation with other Associations having similar objectives
- i) To not become a bargaining agency between members of and their employees for any purpose whatsoever

In October 2025, the Eastern Algoma Roads Superintendents Association (E.A.R.S.A.) conducted a vote to suspend a supplier from bidding on the amalgamated Surface Treatment tender for a period of two (2) years due to concerns related to unreliability and poor quality of work. The Council of the Township of Hilton passed Resolution No. 2025-207 in support of this recommendation. The suspension was subsequently confirmed through a majority vote of the participating municipal councils.

Following the finalization of this decision, several municipal Clerks raised concerns regarding E.A.R.S.A.'s tendering practices, authority, liability, and financial processes. In response, multiple discussions and meetings were held between E.A.R.S.A. and the municipal Clerks to attempt in clarifying procedures and policies related to these matters.

As a result of the above concerns, effective January 22, 2026, the Secretary/Treasurer and the President resigned from their positions, and no other members expressed interest in filling these executive roles. Due to this shortcoming, E.A.R.S.A. has discontinued its tendering function, eliminated all membership fees, and is transitioning to an information/education-focused association, with plans to organize only two (2) to three (3) meetings per year. Any outstanding membership fees collected will be refunded after payment of any remaining association costs.



### **Analysis:**

The CAO/Treasurer of the Township of Plummer Additional, Ms. Line Webster, has advised that Plummer Additional is prepared to administer the tendering process on behalf of any municipalities wishing to participate in an amalgamated tender for surface treatment. Participating municipalities are required to complete and submit the attached form by **February 20, 2026**, to allow Plummer Additional to prepare a contract for review and consideration by each municipality prior to forwarding the contract to their legal solicitor. Each participating municipality will be expected to contribute to the legal costs, to be determined at a later date. This timeline is intended to allow the tender to be issued by **March 16, 2026**, with a closing date of **April 23, 2026**.

Ms. Webster has further advised that Plummer Additional is currently developing a policy outlining performance standards and procedural requirements for the surface treatment program. Once finalized, the policy will be circulated to participating municipalities for review and approval.

An alternative solution that has been presented is whether it would be more advantageous to participate in an amalgamated tender limited to the four island townships.

At this time, approximately six (6) kilometres of Township roads may require surface treatment in 2026; however, an alternative approach is currently under review by Mr. Dan See, Road Superintendent/Public Works Foreman for the Township of Hilton. Approximately 10 tonnes of Calcium Chloride is also needed this year.

### **Options:**

- 1) Participate in a multi-municipality tendering process for surface treatment to be awarded based on the results accepted by all municipalities; to be administered by the Township of Plummer Additional. Temporarily suspending the tender portion of the Township's procurement policy to allow for coordination in the multi-municipality process.
- 2) Further evaluate whether participation in an amalgamated tender limited to the four (4) St. Joseph Island townships would be beneficial.
- 3) Proceed independently with the purchase of surface treatment and calcium chloride without participating in an amalgamated tendering process, to allow sufficient time for policies, procedures, and contractual documents to be properly developed, enabling participation in a legally compliant tendering process in a future year.
- 4) Defer surface treatment for 2026. Proceed with alternative treatment options for 2026 to allow sufficient time for policies, procedures, and contractual documents to be properly developed, enabling participation in a legally compliant tendering process in a future year.



**Recommendation:**

THAT Council consider the options outlined in this report; and

THAT Council directs staff accordingly.

# Municipal Surface Treatment Request Form

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## 1. Municipality Information

Municipality Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## 2. Road Information

#	Road Name	Length (meters) 1km=1000m	Width (meters)	Distance from Granular Source (km)	Single or Double Single w/fog seal Double w/fog seal
1					
2					
3					
4					
5					

(Add more rows as needed)

NOTE: Please indicate the distance (in km) from the location where the granular material (gravel, stone, or other aggregate) is stored or supplied to the specific road section to be treated. This information helps in planning transportation logistics, estimating costs, and scheduling surface treatment efficiently.

## 3. Map Submission

Please attach a map of your municipality clearly highlighting the roads/areas requested for surface treatment.

#### 4. Additional Notes/Requests

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#### Declaration

I hereby confirm that the information provided in this form is accurate to the best of my knowledge.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## THE CORPORATION OF THE TOWNSHIP OF HILTON

## BY-LAW NO. 1487-26

Being a by-law to establish terms and conditions regarding the installation of entrances on Township Roads with the Township of Hilton.

**WHEREAS** Section 8(1) of the *Municipal Act, S.O. 2001, c. 25*, as amended, confers broad authority on municipalities to enable them to govern their affairs as they consider appropriate;

**AND WHEREAS** Section 11(3) of the *Municipal Act, 2001* provides that a municipality may pass by-laws respecting drainage and flood control;

**AND WHEREAS** Section 27(1) of the *Municipal Act, 2001* provides that a municipality may pass by-laws in respect of a highway over which it has jurisdiction;

**AND WHEREAS** Section 96 of the *Municipal Act, 2001* provides that a municipality may exercise its powers for the purpose of preventing damage to property as a result of flooding;

**AND WHEREAS** the Council of the Corporation of the Township of Hilton deems it necessary to regulate the installation and replacement of all new and existing entrances and culverts under the jurisdiction of the Township;

**NOW THEREFORE** the Council of the Corporation of the Township of Hilton pursuant to the provisions of the *Municipal Act, 2001*, as amended, hereby enacts as follows:

### 1. SHORT TITLE

- 1.1 This By-law may be cited as the “*Entrance Permit By-law*”.

### 2. DEFINITIONS

- 2.1 “Entrance” shall mean any driveway, laneway, private road, entrance, bridge or other structure or facility constructed or used as a means to or from a Township Road and includes the tiling and covering of a roadside ditch for the purpose of improving a lawn or frontage.
- 2.2 “Commercial use” shall include the sale of any product by an owner from his/her property that will require the removal of that product by a vehicle bearing a total gross weight of five (5) tons or greater. “Sale” pertains to any exchange of funds or other form of compensation. Exemptions to commercial use include registered gravel pits, retail stores, or properties zoned Commercial, Industrial, or Farmland.
- 2.3 “Culvert” shall mean a drain, channel, or tunnel placed in the ground under a road, bridge or other means which purpose is to convey water from one side of a roadway, entrance or similar traffic embankment, to the other.
- 2.4 “Highway” shall mean any road, street, avenue, parkway, driveway, square, place, bridge, road allowances made by the Crown surveyors that are located in municipalities, or any other structure incidental thereto, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

### 3. GENERAL PROVISIONS

- 3.1 No entrance, culvert, bridge or access from a Township Road, over any ditch or

watercourse or adjacent to any Township Road may be constructed without obtaining an authorizing permit from the Hilton Township. Applications can be obtained from the Municipal Office during normal office hours or online. The completed application will be reviewed by the Road Superintendent or designate, or an Engineer contracted by the Township and an on-site inspection performed, and the required funds received, before the permit is granted.

- 3.2 Once a permit has been issued, work on an installation or development for which the permit is granted must be started within six months of issue date or shall be voided.
- 3.3 Entrance permits will be categorized and defined accordingly:
  - a) Permanent Residential – designated by a civic number. Entrance to be used for access to a person's residence, and although permitted, generally not intended for the commercial export of any product. Fee: \$160.00.
  - b) Permanent Utility Commercial Use – Entrance to be used for commercial export of product. Fee: \$160.00.
  - c) Temporary Access – entrance to be used for either personal or commercial use for a temporary period not exceeding one (1) year. Fee: \$320.00, additional conditions applying to Temporary Access permits are listed on the attached Schedule "A".

A maximum of two permanent entrance permits will be allowed per lot and can include one residential entrance and one utility entrance or two utility entrances if no residence exists on the property. Any second permanent entrance can be denied if it is deemed unnecessary. The number of temporary entrances permitted will be determined by the Road Superintendent or designate, or an Engineer under contract with the Township according to site conditions.

- 3.4 No person(s) shall obstruct a ditch, culvert or watercourse upon a highway or any drain or watercourse within The Township of Hilton, whether on public or private lands.
- 3.5 The location of any entrance must be approved by the road Superintendent or designate, or an Engineer under contract with the Township, to ensure public safety and convenience, and to provide favourable sight lines, drainage, grade and alignment for all traffic using the proposed access and roadway; and ensure no undue interference with the safe movement of traffic nor will it adversely affect the drainage or access of other properties.
- 3.6 The diameter, gauge, length and type of culvert to be used in each location shall be determined by the Road Superintendent or designate, or an Engineer contracted by the Township; and the completed entrance shall maintain a safe approach compatible to the grade level of the road surface.
- 3.7 All entranceways, structures, or facilities providing access to a Township Road shall be constructed in accordance with the Township's requirements, as set out in Diagram 1.
- 3.8 Where a culvert in excess of 50 feet (15m) in length is required, the owner shall be required to construct as many catch basins, inlet and outlet structures as may be necessary in the opinion of the Road Superintendent or designate, or Engineer contracted by the Township to facilitate drainage from or alongside the road. Any costs associated with this work shall be the responsibility of the owner of the property.

- 3.9 The owner is responsible for the construction, marking and maintenance of the detours required and for maintaining safety measures for the protection of the public during the construction of any work in respect to an entrance. Such safety measures shall include the provision of traffic control and warning signs in accordance with ministry standards.
- 3.10 The owner shall maintain and replace all culverts installed under the provisions of this by-law, except in the event of the municipality changing the grade of the roadway, when the township shall be responsible for the replacement of culverts. The maintenance of the driving surfaces of all entrance ways shall be the responsibility of the owner.
- 3.11 If the owner neglects or refuses to comply with any of the provisions of this by-law, the Township of Hilton may remove the facility and install a proper entrance way and any expenses incurred in doing so may be recovered from the owner by the appropriate action.
- 3.12 If an expiry date is specified on the permit and a further term is desired, an application for renewal may be made to the Township prior to the expiry date being realized. A further term may be approved or refused by the Township. An administration fee of \$50.00 will be charged.
- 3.13 Should mud or debris or ditch problems on the highway reach an unacceptable state, the person in charge of the site will be requested to clean it up immediately. If the owner/agent fails to respond to a clean-up request within a two-day period of time, the Township may do the work and invoice the owner. Under special circumstances (ex. wet weather) or in an emergency, where timing is of the essence, the Township may clean up the highway with no advance notice and invoice the owner accordingly.
- 3.14 Every person who fails to comply with this By-law, or who constructs or alters an entrance without first obtaining an Entrance Permit, is guilty of an offence
- 3.15 Every person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for by the *Provincial Offences Act, R.S.O. 1990, Chapter P.33.* as amended, to a maximum fine of \$1,000.00, exclusive of costs.

#### 4. ENACTMENT

- 4.1 **THAT** this By-law shall be known and may be cited as the “*Entrance Permit By-law*”.
- 4.2 **THAT** Schedule “A”, Schedule “B”, and Diagram “1”, attached hereto, form part of this By-law.
- 4.3 **THAT** By-law No. 752 is hereby repealed.
- 4.4 **THAT** this By-law shall come into force and take effect on the date of passing.

Read a first, second and third and finally passed this 11<sup>th</sup> day of February 2026.

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Rodney Wood, Reeve

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Sara Dinsdale, CAO/Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF HILTON

Schedule "A" to BY-LAW NO. 1487-26

Temporary Access Entrance Permit Conditions

Temporary access permits are subject to all municipal legislation, regulations and by-laws, in addition to the following supplementary conditions.

1. Temporary access permits are given for a specified short period. The duration of the permit should be determined by the township based on the project but should not exceed one year. If an extension is required, the owner must apply for a new permit prior to the expiration of the existing permit. An administration fee of \$50.00 will be charged.
2. The application for a temporary access permit must clearly specify the expiry date; the extent and nature of the work to be done on the property; the owner's/applicant's responsibility to clean up mud or debris and fix ditches on the highway in a timely fashion.
3. Upon expiration of the permit, the temporary entrance must be removed and the highway right-of-way restored to the satisfaction of the township. All costs involved are the responsibility of the owner.
4. Temporary entrances will be monitored by the Road Superintendent to ensure their timely removal.
5. Temporary permits for ministry contractors are not required if the entrance is located within the construction limits. If the entrance is outside the construction limits a permit is required.



The Corporation of the Township of Hilton  
**Application for Entrance Permit**  
 Schedule "B" of By-Law 1487-26

This application to obtain an Entrance Permit forms a part of the Township's Entrance Permit By-law. Applicants are advised that civic address numbers must be approved prior to the establishment of an entrance from a Township Road.

**Name of Owner/Applicant:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Location:** Legal Description (concession or plan number and lot number):  
 \_\_\_\_\_

Entrance to be located on: \_\_\_\_\_ (road name)

Entrance type:  Residential  Commercial  Temporary

Surface Width: \_\_\_\_\_ Surface Type: \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Entrance must slop down/away from travelled road. Gravel not to exceed 2" diameter.

**Property Owner's Signature and Acknowledgement:**

As Property Owner of the above noted lot, I do confirm that should any commercial use of my property result in damage to the municipal roadway, I will be held financially responsible for restoring the road to its original condition.

Signature of Owner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*To be completed by Road Superintendent:*

Approved culvert size: \_\_\_\_\_ Culvert type: \_\_\_\_\_

Conditions/Comments: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY MUNICIPAL CLERK:**

Roll number: 5704- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fee paid: \$ \_\_\_\_\_

Culvert installation required: \_\_\_\_\_ Date inspected by Roads Superintendent: \_\_\_\_\_

Civic Address Number: \_\_\_\_\_ Initials: \_\_\_\_\_

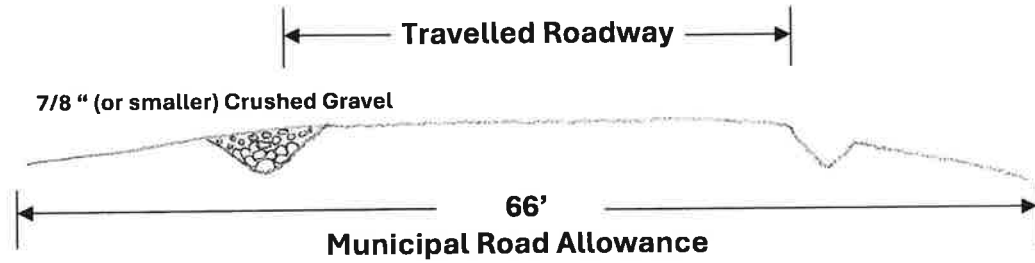
**Note:** This permit shall not be used as a means of access to any type of establishment other than described herein. This permit is subject to the conditions included in the attached By-law no. 1487-26.

Date Issued: \_\_\_\_\_

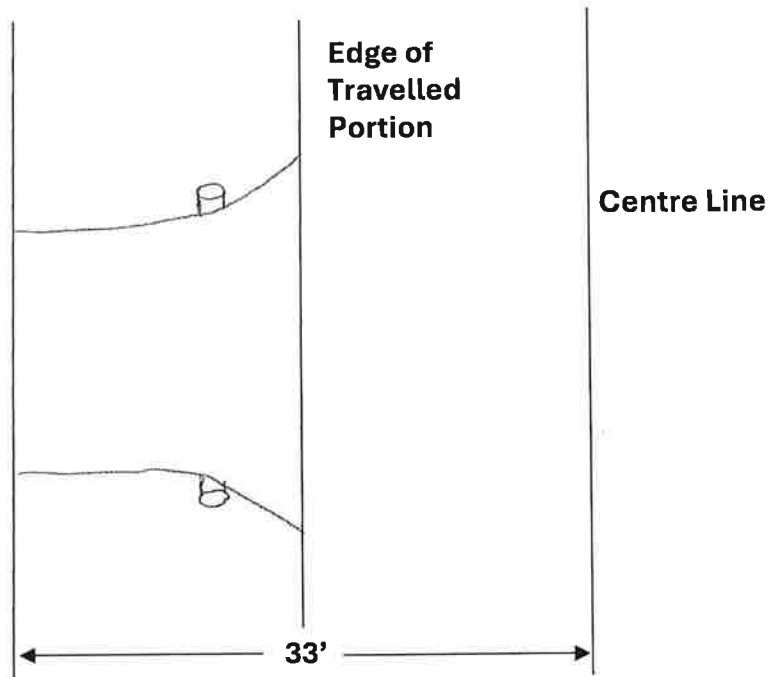
THE CORPORATION OF THE TOWNSHIP OF HILTON

Diagram "1" to By-Law No. 1487-26

Township of Hilton requirements for the construction of all entrance ways, structures or facilities for access to a Township Road:



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7)a)

Ministry of Emergency Preparedness  
and Response

Ministre de la Protection civile et de l'Intervention en cas  
d'urgence



Emergency Management Ontario

Gestion des situations d'urgence Ontario

25 Morton Shulman Avenue  
Toronto ON M3M 0B1

25, avenue Morton Shulman  
Toronto ON M3M 0B1

Tel: 416-327-2333  
Fax: 416-327-3790

Tél.: 416-327-2333  
Télééc. : 416-327-3790

**DATE:** January 16, 2026

**MEMORANDUM TO:** Emergency Management Ontario,  
Emergency Management Training Network and  
Indigenous Communities

**FROM:** Lisa Priest  
Assistant Deputy Minister  
Emergency Preparedness Division  
Ministry of Emergency Preparedness and Response

**SUBJECT:** Updates on Provincial Priority Exercise

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I am writing to provide an update on the timing and scope of the Provincial Priority Exercise. Following a review of emergency management priorities across the province, the next provincial priority exercise is expected to take place in early 2027. This will enable us to accommodate operational demands on provincial and municipal emergency personnel during the summer season, and to avoid conflicts with the October 2026 municipal elections.

We will engage with partners once preliminary scope and timelines are established to ensure discussions are focused and productive, and to allow time for preparation. If you have any questions, please contact [pe2027@ontario.ca](mailto:pe2027@ontario.ca).

Thank you for your continued leadership and collaboration in emergency management.

Warm Regards,

Lisa Priest  
Assistant Deputy Minister | Emergency Preparedness Division  
Emergency Management Ontario | Ministry of Emergency Preparedness and Response  
Ontario Public Service | 416-845-4281 | [lisa.priest@ontario.ca](mailto:lisa.priest@ontario.ca)

7)b)

# Quote



**Phoenix Emergency Management Logic**  
5 Beech Drive Blind River ON P0R 1B0  
705-849-7226

**For:**

Corporation of the Township of Hilton  
2983 Base Line  
Hilton Beach, Ontario  
P0R 1G0

**Date:**

January 12<sup>th</sup>, 2026

Description	Quantity	Unit Price	Amount
Basic CEMC Services which includes: <ul style="list-style-type: none"> <li>- Ensuring municipality is compliant with the Emergency Management &amp; Civil Protection Act</li> <li>- Only respond to emergencies if available</li> </ul>	1	2026 - \$2200	2026 - \$2200
All Option pricing does not include 13% HST			

Quotes are valid for 90 days after date of quote.  
Any questions regarding this quote please email: [info@phoenixemergencymanagement.com](mailto:info@phoenixemergencymanagement.com).

## THE CORPORATION OF THE TOWNSHIP OF HILTON

## BY-LAW NO. 1488-26

Being a by-law to appoint a Community Emergency Management Coordinator for the Corporation of the Township of Hilton.

**WHEREAS** Section 3(4) of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended, requires municipalities to appoint a Community Emergency Management Coordinator;

**NOW THEREFORE** the Council of the Corporation of the Township of Hilton hereby enacts as follows:

1. **THAT Phoenix Emergency Management Logic (PEML)** is hereby appointed as the Community Emergency Management Coordinator (CEMC) for the Corporation of the Township of Hilton. It is understood that this is not a dedicated service, in that PEML will be searching for business with other agencies, municipalities.
2. **THAT** the term of this appointment will be for the 2026 calendar year beginning on January 1, 2026.
3. **THAT** PEML shall be compensated as per the attached Schedule "A" attached hereto and forming part of this by-law.
4. **THAT** PEML shall maintain detailed and accurate records, copies of which shall be maintained on file at the municipal office.
5. **THAT** any material developed by Phoenix Emergency Management Logic for Corporation of the Township of Hilton will not be shared with other municipalities, unless agreed upon by Hilton and Phoenix Emergency Management Logic.
6. **THAT** this Appointment may be terminated by PEML and/or Hilton Township upon sixty days' notice by either party. Such termination may be affected by the Township for cause or by the giving of the above notice in writing to PEML. PEML may also affect such termination by giving the 60 days notice in writing to the Township.
7. **THAT** upon termination for any reason, PEML shall forthwith transmit to the Town all reports and records referred to in paragraph 4 hereof.

Read first, second and third time and finally passed this 11<sup>th</sup> day of February 2026.

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Rodney Wood, Reeve

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Sara Dinsdaley, CAO/Clerk-Treasurer

## THE CORPORATION OF THE TOWNSHIP OF HILTON

## BY-LAW NO. 1489-26

Being a by-law to establish and require payment of various fees and charges.

**WHEREAS** PART XII of the *Municipal Act, 2001*, S.O., c. 25, as amended, authorizes a municipality to impose fees or charges for services provided by the municipality

**AND WHEREAS** Section 69 of the *Planning Act, R.S.O. 1990*, as amended, authorizes municipalities to establish fees for the processing of planning applications.

**AND WHEREAS** the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended, authorizes municipalities to establish fees for the administration and enforcement of the Act.

**NOW THEREFORE** the Council of the Corporation of the Township of Hilton hereby enacts as follows:

1. **THAT** a tariff of fees and charges is established, as set out in Schedule "A" attached hereto, is hereby adopted.
2. **THAT** no request by any person for documentary, written, or printed information relating to any land, building, or structure in the municipality, nor any application or service described in Schedule "A", shall be processed, nor shall any other municipal business be acknowledged, unless and until the applicable fee as set out in Schedule "A", has been paid in full.
3. **THAT** notwithstanding the tariff of fees prescribed in paragraph 1 of this by-law and contained in Schedule "A" hereto,, Council may, at its discretion, reduce the amount of or waive the requirement for the payment of any fee in respect of an application or service where Council is satisfied that it would be unreasonable to require payment in accordance with Schedule "A".
4. **THAT** Schedule "A", attached hereto, shall form part of this by-law.
5. **THAT** should any section, clause, or provision of this by-law, including any part of Schedule "A", be determined by a court of competent jurisdiction to be invalid or unenforceable, such provision shall be deemed severable, and that the remainder of this by-law shall continue in full force and effect.
6. **THAT** By-law 1448-25 is hereby repealed.
7. **THAT** the new fees established by this by-law shall take effect on February 12, 2026.

Read a first, second and third time and finally passed this 11<sup>th</sup> day of February 2026.

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Rodney Wood, Reeve

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Sara Dinsdale, CAO/Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF HILTON

Schedule "A" to By-law No. 1489-26

Description of Fee or Charge	Fee or Charge	Authorizing by-law or legislation
Application for Zoning Amendment	\$400.00	By-Law 1489-26
Application for Official Plan Amendment (OPA)	\$800.00	By-Law 1489-26
Combined Zoning Amendment & OPA Application	\$960.00	By-Law 1489-26
Application for Purchase of Shoreroad	\$240.00	By-Law 1489-26
Certificate of Compliance (Re: Sale of Land)	\$40.00	By-Law 1489-26
<i>Note: Where it is necessary to advertise in a newspaper having general circulation within the municipality, the applicant shall, in addition to the fees prescribed above, pay the cost of any newspaper advertising to the municipality prior to the placement of the advertisement.</i>		
Facsimile - 1 <sup>st</sup> page	\$3.20	By-Law 1489-26
Facsimile – each additional page	\$1.60	By-Law 1489-26
Photocopies - each	\$0.32	By-Law 1489-26
Service charge for NSF cheques	\$40.00	By-Law 1489-26
Tax Certificates	\$40.00	By-Law 1489-26
Commission of documents - each	\$10.00	By-Law 1489-26
Lottery License Fee	3% of prizes	Order-in-Council 2688/93, s. 23
<b>Building permits</b>		
First \$1,000 of construction cost	\$203.52	By-Law 1489-26
Each additional \$1,000 or part thereof of the cost of construction	\$10.18	By-Law 1489-26
<b>Valuation of proposed work based on following rates:</b>		
Dwellings: Full Basement	\$305.28 sq. ft.	By-Law 1489-26
Second Floor	\$203.52 sq. ft.	By-Law 1489-26
Frost Wall/Slab-on-Ground	\$203.52 sq. ft.	By-Law 1489-26
Garottage: (classed same as dwellings)		By-Law 1489-26
Garages: Finished	\$101.76 sq. ft.	By-Law 1489-26
Unfinished	\$66.78 sq. ft.	By-Law 1489-26
Second Floor (finished only – storage use only)	\$66.78 sq. ft.	By-Law 1489-26
Decks	\$61.06 sq. ft.	By-Law 1489-26
Carports	\$101.76 sq. ft.	By-Law 1489-26
Farm/Pole Buildings	\$66.78 sq. ft.	By-Law 1489-26
Commercial/Industrial Buildings	\$203.52 sq. ft.	By-Law 1489-26
Miscellaneous: shingling / siding / replacing windows / renovations – <i>ONLY IF structural changes are involved</i>		
<b>up to \$5,000</b> estimated material value plus 50% <b>Single Fee</b> or Contractor's Quote	\$203.52	By-Law 1489-26
<b>&gt; \$5,000</b> estimated material value plus 50% or Contractor's quote		By-Law 1489-26
Demolition permit <b>Single Fee</b>	\$101.76	By-Law 1489-26
Moving Fee - to another location on same property <b>Single Fee</b>	\$203.52	By-Law 1489-26
Change of Use <b>Single Fee</b>	\$203.52	By-Law 1489-26
Occupancy Permit <b>Single Fee</b>	\$203.52	By-Law 1489-26
Re-inspection of outstanding deficiencies <b>Single Fee</b>	\$203.52	By-Law 1489-26
Commencement of construction without permit	double	By-Law 1489-26
<b>Fire</b>		
Winterize Hydrant (payable to Hilton Union Fire Department)	\$40.00	By-Law 1489-26

**Schedule "A" to By-law 1488-26 (Page 2)**

Description of Fee or Charge	Fee or Charge	Authorizing by-law or legislation
<b>Freedom of Information Requests</b>		
To initiate request	\$5.00	O. Reg. 823
Copies and computer printouts – per page	\$0.20	O. Reg. 823
Manually searching a record – per 15 minutes	\$7.50	O. Reg. 823
Record preparation for disclosure, including severing a part of the record - per 15 minutes	\$7.50	O. Reg. 823
<b>Roads</b>		
Entrance Permits - Permanent	\$160.00	By-Law 1487-26
Entrance Permits - Temporary	\$320.00	By-Law 1487-26
Excavating: per hour	\$96.00	By-Law 1487-26
Grading: per hour (minimum call-out charge: \$160)	\$160.00	By-Law 1487-26
Plowing/Sanding: per hour (minimum call-out charge: \$145)	\$232.00	By-Law 1487-26
Grading/Plowing/Sanding: per season	TBD	By-Law 982-10
<b>Tax Sales</b>		
All fees associated with tax sales shall be set by the Township of Hilton's solicitor and shall include disbursements, applicable HST, and a monthly interest charge of 2% on unpaid legal fees.		By-Law 1489-26



8)D

**Clerk Report:** CR-2026-02-11-BZUD  
**Subject:** Building and Zoning Infractions Updates  
**Prepared by:** CAO/Clerk-Treasurer Sara Dinsdale

**Meeting Date:** February 11, 2026  
Closed Council Meeting

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### **Garside Road: Building Without a Permit**

The new property owners of a newly severed property located on Garside Road, CON 8 Lots 4 & 5 received correspondence from Ms. Sara Dinsdale, CAO/Clerk-Treasurer on December 10, 2025, indicating that a building that they have erected on their property may or may not require a permit. The letter requested that the property owner contact the Township's Chief Building Official (CBO) by January 16, 2026, to arrange a site visit to verify compliance.

At the regular Council meeting held on January 14, 2026, Council directed staff to engage the Township's By-Law Enforcement Officer regarding possible next steps in this matter, if necessary, upon failure to arrange the site visit. Before direction could be accomplished, the property owner contacted the Township's Chief Building Official to advise that repairs were completed on an existing deer stand that included new windows and a roof. The property owner also advised that a new 8 x12 accessory structure was erected on the property and that they have plans to build a dwelling later in the year in which a building permit application will be submitted. A site visit has not yet been scheduled with the Chief Building Official; however, it is expected to be completed in the near future.

### **3076 Richmond Bay Road: Zoning and Trailer By-Law-Contraventions**

Upon inspection by the Township's Chief Building Official, it was determined that the property contained a newly erected bunkie, shed, and camper trailer. The property owner was contacted, as the accessory structures were erected prior to the submission of a building permit application.

The property owner has since been in the process of completing a building permit application to construct a dwelling on the property, which would bring the development into compliance with the Zoning By-law and Official Plan.

At its regular meeting held on November 13, 2025, Council granted an extension to comply in order to allow additional time for the completion of engineered drawings required to submit a complete application. The compliance deadline was January 31, 2026.

The Engineer has submitted the final drawings, and the completed building permit application is under review by the Township's Chief Building Official.

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1490-26

Being a by-law to amend Zoning By-Law No. 1025-11, as amended, to reduce the minimum setback of the interior side lot line of the East Side boundary from 2.0 metres (6.5 feet) to 0 metres (0 feet) for the property located at Lot 20, Plan H597, also known as 3524 Hamilton Drive, in Hilton Beach, Ontario to facilitate the existing detached accessory building.

**WHEREAS** the Corporation of the Township of Hilton has enacted By-Law No. 1025-11 to regulate the use of land and the erection, use, bulk, height and location of buildings and structures, and the provision and maintenance of loading and parking facilities, within the Township of Hilton;

**WHEREAS** a Notice of Application to amend said by-law was provided in accordance with the provisions of Section 34 of the Planning Act, and a Public Meeting was held on December 10, 2025, to receive comments and feedback on the proposed amendment;

**AND WHEREAS** the Council of the Corporation of The Township of Hilton has considered the request for an amendment to:

1. Section 4.1.2.1 (d) (Permitted locations for detached accessory buildings and structures) to reduce the minimum distance of 2.0 metres (6.5 ft) from the interior side lot line to 0 metres (0 ft) from the interior side lot line.

**AND WHEREAS** Council deems it desirous and expedient to amend said zoning by-law for this use;

**NOW THEREFORE** the Council of the Corporation of the Township of Hilton enacts as follows:

1. By-Law No. **1025-11**, as amended is hereby amended is hereby further amended by the addition of the following new subsection to Section 8 - Exceptions:

Notwithstanding the other provisions of this by-law, the provisions of this Section shall apply to those lands described as Lot 20, Plan H597, also known as 3524 Hamilton Drive, Township of Hilton and denoted by the number 8.28

All other provisions of this by-law, unless specifically modified or amended by this section, continue to apply to the lands subject to this section.

**8.28 Lot 20, Plan H597, also known as 3524 Hamilton Drive  
Township of Hilton**

The following specific zone standards shall apply:

- 1) Minimum building setback on the East side boundary of the interior side lot line shall be 0 metres (0 feet).
- 2) A Minor Variance Agreement on the terms as required by the Municipality shall be entered into. Agreement shall be attached hereto as Schedule "B" and forms part of this by-law.
- 3) All other provisions of By-law No. 1025-11, unless specifically modified or amended by this Section, continue to apply to the lands subject to this amendment.
- 4) Schedule "A" attached hereto forms part of this by-law.

This By-law shall come into effect upon the date of the final passing thereof.

Read a first, second and third and final time and passed this 11<sup>th</sup> day of February 2026.

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Rodney Wood, Reeve

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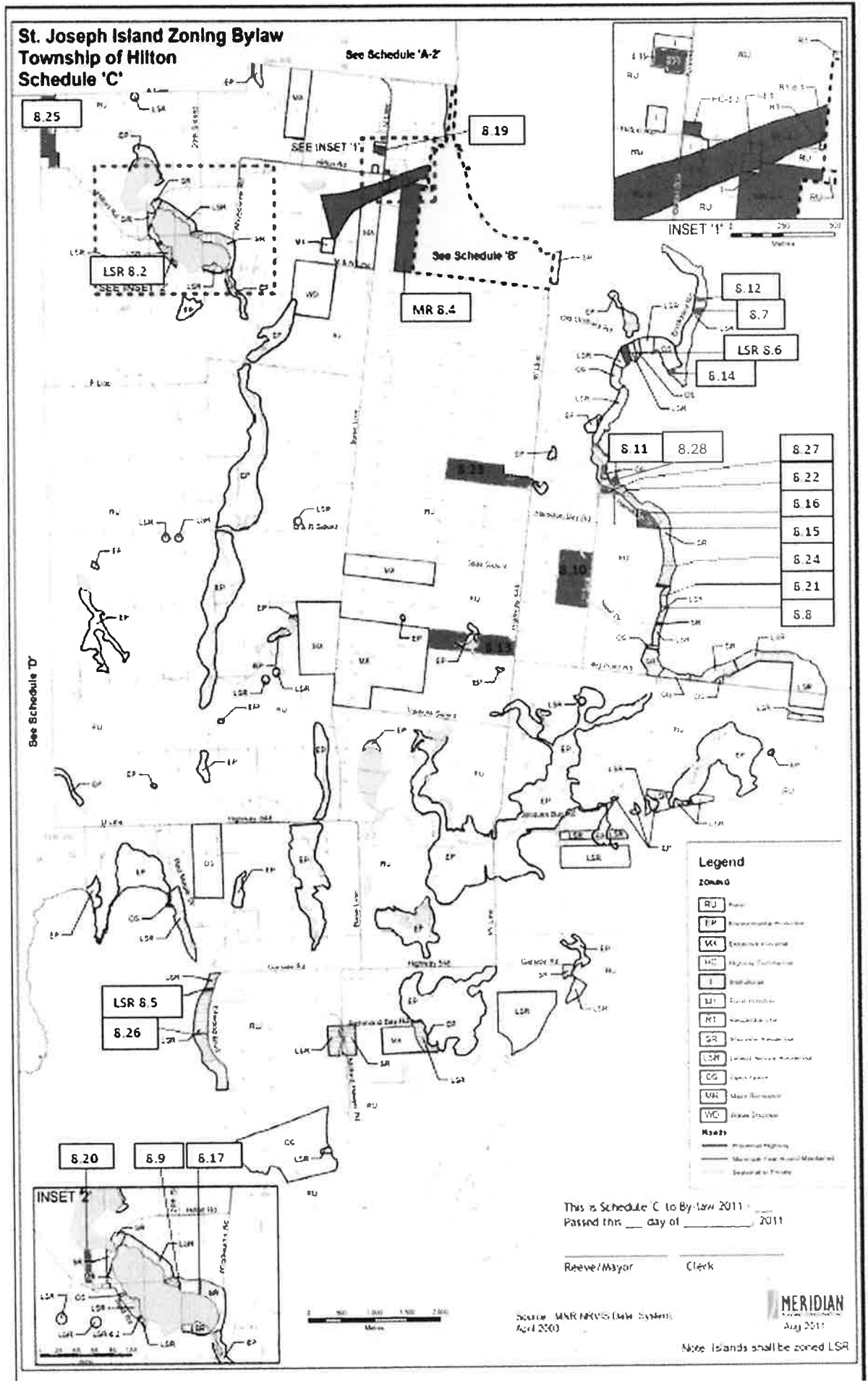
Sara Dinsdale, CAO/Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF HILTON

Schedule "A"  
To By-Law No. 1490-26

Description of Lands to which By-Law 1490-26 applies is outlined in red on map below:

i) Exception "8.28" is shown highlighted in yellow on the map below:



## Planning Report

To: St. Joseph Island Municipal Councils

From: Michael Jagger, Secretary-Treasurer

Date: January 23, 2025

Re: Accessory Buildings on Otherwise Vacant Lands - Non-Conforming Uses

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### **Background:**

The St. Joseph Island Planning Board was delegated Consent Approval Authority by the Province on February 2, 1978. A further delegation of Subdivision Approval Authority came into effect on December 21, 1998. Since 1978, the Planning Board has routinely processed applications resulting in the creation of hundreds of new lots. A substantial number of these new lots had existing storage facilities (i.e. sheds, garages, etc.) or other structures of an accessory type use located on either the new lot being created or on the portion of the original lot being retained, where that parcel was otherwise vacant land. These buildings and structures were considered to meet the zoning by-law definition of a pre-existing non-conforming use which would legally be allowed to continue so long as that pre-existing use was not changed. The appropriateness of considering such buildings and structures to be legally pre-existing non-conforming uses has however recently been raised, and staff of the Ministry of Municipal Affairs and Housing do not recommend this approach. As a result, the Planning Board has directed me to prepare a report on this matter, including potential effects and remedies, as well as other options for consideration by the councils of its member municipalities

This report focuses on two issues related to accessory type uses located on otherwise vacant lots, as follows:

**First**, should a pre-existing building or structure that was used as an accessory use to a primary permitted use, but which is no longer on the same lot as that permitted primary use as a result of land division, be allowed to continue to be used for the same use it was prior to the land division as a legal pre-existing non-conforming use?

If so, then perhaps nothing would need to be done other than possibly clarifying the wording in related clauses of the zoning by-law. If not, then it may be prudent to clarify this in the zoning by-law. Steps would then also need to be taken to bring a large number of lots previously created by subdivision or severance, which have such buildings thereon, into compliance with your zoning by-laws by requiring amendments to the zoning by-laws to recognize and permit the subject buildings and uses thereof to continue. Failing that, such uses could be required to be terminated and/or the subject buildings removed.

A review of all severance applications processed since 2008 indicated that more than 10% of all applications approved during that period resulted in the creation of otherwise vacant lots that had such buildings or structures located thereon. If that percentage is applied to all applications processed since

1978, the number of which is estimated to be between 700 and 800 applications, then there could quite conceivably be some 70 to 80 similar situations that may need to be either removed or dealt with through individual site specific amendments to your zoning by-laws unless they are recognized as legally pre-existing non-conforming uses.

**Second**, should certain types of “accessory” buildings or structures be allowed to be erected and used on otherwise vacant lots?

Is there any particular reason why a landowner should not be allowed to have a private storage facility (i.e. shed or garage) or certain other “accessory type uses” (e.g. gazebo) located on their property without having any other primary permitted use on the same lot? Some municipalities allow these types of buildings and structures prior to development of a primary use on a lot, but most do not.

Options to allow such buildings or structures could be considered as part of the zoning by-law review and update currently being undertaken by the Planning Board on behalf of its member municipalities. It would be possible to allow such uses by either adding them to the list of permitted uses of certain zones (e.g. residential zones only) or by adding a notwithstanding (exceptions) clause to the relevant zones. It could also be possible to limit the number and size of such uses permitted on a single lot.

One approach could be to amend the comprehensive municipal zoning by-laws to include a provision which would allow for the erection and use of one private storage facility (i.e. shed or garage) on each lot in the rural and residential zones (RU, R1, R2, SR and LSR) with a maximum size limit based on the size of the lot. Additional storage buildings, if needed, could then be allowed as permitted accessory uses once a primary permitted use to which they are accessory has been established on the lot.

Another potential approach, particularly in rural and waterfront residential zones, could be to add Recreational Use to the list of permitted uses of those zones which could in turn allow certain accessory uses (i.e. storage facility) considered common and incidental to the recreational use of that property. Again, limits could be put on the number and size of such accessory buildings permitted.

In the event a landowner wanted to erect more than the maximum number of storage facilities on a particular lot before establishing a permitted primary use to which they would be an accessory use, then and only then would a zoning by-law amendment be required.

### **Planning Rational:**

The current zoning by-law (Sec. 4.16) provides that “no *building* or *structure* shall be *used* except in conformity with the provisions of this By-law unless such *use* existed before the date of passing this By-law and provided that it has continued and continues to be *used* for such purpose, and that such *use*, when established, was not contrary to a By-law passed under Section 34 of the Planning Act”. Some argue that if lot boundaries change then the pre-existing building’s use also changes and therefore does not have the right to continue. The zoning by-law however does not state or indicate in any way that a building originally constructed legally as an accessory use to a permitted primary use must continue to be located on the same lot as that primary use. Rather it focuses on the use of that building remaining unchanged and continuing.

Section 34 (9) of the Municipal Act entrenches the right of pre-existing buildings and structures to continue and prevents municipalities from enacting zoning by-laws which would remove that right. Once again, it makes no reference to the lot, or any change to the lot, on which such building or structure is or was originally located.

Municipalities may, and often do, encourage appropriate maintenance of vacant lots through property standards by-laws. Policy E1.8 of the St. Joseph Island Official Plan recognizes the importance of property conditions and authorizes municipal councils to pass property standards by-laws to regulate various properties including vacant lands and to prescribe standards for the maintenance of such properties. It is quite common for the owner of a vacant lot, particularly in the rural and residential zones to have, or want to have, a private storage facility (i.e. shed or garage) on the property in which to store certain tools and/or equipment associated with their use and maintenance of that property. Many of these storage buildings can now be constructed without a municipality's knowledge or approval as the Ontario Building Code has been amended to remove the requirement for a building permit for storage buildings with a floor area of up to 15 square metres.

The current zoning by-law (Sec. 4.1.1.1) prohibits the use of detached accessory buildings for human habitation or an occupation for gain unless specifically permitted by the by-law and Sec. 4.1.2.1 restricts the location on lots where a detached accessory building may be located. Section 4.1.2.2 places height restrictions on most accessory buildings or structures and Sec. 4.1.2.4 specifies a maximum floor area for accessory buildings on lots in the rural zone with an area of 1 hectare or less. Similar provisions could be incorporated to restrict the use, location and size of private storage facilities on vacant lots within the rural and residential zones.


**Options:**

Include provisions in the updated municipal zoning by-laws to clarify whether or not pre-existing accessory use buildings located on lots on which the primary use to which they were constructed is no longer located are to be considered legally non-conforming pre-existing uses, include provisions in the updated zoning by-laws to permit and regulate private storage facilities and/or other accessory type uses on lots in specific zones that have no other primary use buildings located thereon (i.e. vacant lots), add Recreation Uses to the list of permitted uses of specific zones, or do nothing.

**Recommendation:**

That the Councils of the municipalities on St. Joseph Island review these two issues and the options outlined herein, and provide their comments and recommendations thereon to the St. Joseph Island Planning Board in order that they may be considered at the next meeting of this Board, which is scheduled for March 23, 2026.

Respectfully submitted,

  
\_\_\_\_\_  
Michael Jagger, Secretary-Treasurer

9)c)

St. Joseph Island Planning Board

2026 BUDGET

	<u>2025</u> <u>Budget</u> \$	<u>2025</u> <u>Actual</u> \$	<u>2026</u> <u>BUDGET</u> \$
<b><u>Expenditures:</u></b>			
General Board Expenses	3,600	3,397	3,500
Honouraria	2,400	1,980	2,400
Administration Fees	7,020	7,021	7,021
Staff/Board Training & Conferences	600	0	700
Professional Fees (Audit)	600	572	600
Contribution to Reserves	0	8,042	0
Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>
Sub-Total	14,220	21,012	14,221
Official Plan Review and Update	2,465	1,282	504
Zoning By-law Update	<u>20,000</u>	<u>0</u>	<u>25,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>36,685</u></b>	<b><u>22,294</u></b>	<b><u>39,725</u></b>
<b><u>Revenues:</u></b>			
Application Fees	4,400	6,400	5,000
Interest Income	385	494	400
Contribution from Reserves	16,500	0	18,725
Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>
Sub-Total	21,285	6,894	24,125
Levy to Municipalities	<u>15,400</u>	<u>15,400</u>	<u>15,600</u>
<b>TOTAL REVENUE</b>	<b><u>36,685</u></b>	<b><u>22,294</u></b>	<b><u>39,725</u></b>
 Reserve for Working Funds (at Year End)	 20,598	 45,950	 27,225



# Hilton Township

## February 2026 Newsletter

2983 Base Line, Hilton Beach  
Phone: 705-246-2472  
Website: www.hiltontownship.ca  
Email: admin@hiltontownship.ca

Office Hours:  
Monday, Wednesday, and Friday  
9:00am to 4:30pm

Office will be closed  
Monday, February 16<sup>th</sup>, 2026, in  
observance of Family Day.

### Tax Information

- 2026 Interim tax payments are due February 27<sup>th</sup>, 2026.
- Tax payments may be paid by e-transfer, online banking, or cheque.



\*When submitting an **e-transfer**, please email the **security question answer to admin@hiltontownship.ca.**

### WINTER ROAD SAFETY TIPS

**Winter Parking By-law 1452-25**  
Reminder that from November 1<sup>st</sup> to April 30<sup>th</sup> there is no parking on any municipal road allowance in the Township of Hilton. Full By-law can be found on the website.



### Hilton Union Library

Operating hours:  
Monday 1:00pm to 5:00pm  
Tuesday 2:00pm to 6:00pm  
Wednesday 2:00pm to 6:00pm  
Saturday 1:00pm to 5:00pm



Books, audiobooks, DVDs, magazines, puzzles, cookbooks, and interactive bins are all available to borrow. New books are added monthly. Visit their Facebook page for information on upcoming events.



**Landfill Reminder**

- Please remember to have your 2026 landfill sticker available when visiting the landfill.
- Remember to purchase a tipping slip prior to visiting the landfill or bring your free tipping card that accompanied your Interim Taxes.

- Give snowplows plenty of space. These large vehicles have extended wings that make it difficult for operators to maneuver in tight areas.
- Be patient. Snowplows operate at reduced speeds while plowing or spreading sand.
- If you must drive during a snowstorm, the safest place to be is behind the plow – do not try to pass it.
- Remind children not to play on roadside snowbanks. Snowbanks can be unstable and reduce visibility for plow operators.
- Blowing or plowing snow from private property onto public roadways is prohibited under the Ontario Highway Traffic Act and may result in fines.
- When clearing your driveway, pile snow on the right-hand side to reduce the amount pushed back into your driveway by the plow.

### Hilton Union Fire Department Reminders

- Fire Permits are required to do any burning between April 1<sup>st</sup> and October 31<sup>st</sup>.
- Fire Permits can be obtained through the Township website; at hiltontownship.ca
- Make sure you have fire extinguishers nearby in higher risk areas in your home (such as the kitchen and garage) and you know how to properly use them.





11)b)

# Memo

Meeting Date: February 11, 2026  
Regular Council Meeting

Subject: Seniors Advisory Committee Representative  
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

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Ms. Judith See, a resident of the Township of Hilton has expressed an interest in becoming the Township's representative on the Seniors Advisory Committee. The committee meets every month on the third Tuesday at 10:45 a.m. at the Trefry Centre.





11)d)

**Staff Report:** DR-2026-02-11-TAX **Meeting Date:** February 11, 2026  
**Subject:** Tax Accounts Regular Council Meeting  
**Prepared by:** Britney MacKay, Deputy Clerk-Treasurer

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**Background:**

**Interim Taxes**

2026 Interim tax bills were sent out on January 27, 2026, with payments being due on February 27, 2026.

**Arrears**

When property taxes go unpaid for three (3) full years (clock starts after the final due date of the tax year), the property becomes eligible for a tax sale in accordance with the *Municipal Act, 2001*.

Three (3) properties within the Township received final warning letters in July 2025, as their tax accounts were in arrears for three (3) years or more. All three properties have since remitted payment in full and are now up to date prior to the issuance of the 2026 Interim Tax bills.

**Analysis:**

At this time, while all properties with arrears of three (3) years or more have made a payment toward their outstanding balances within the past three (3) years, partial payments do not eliminate tax arrears or remove eligibility for tax sale unless the oldest outstanding taxes are paid in full.

**Conclusion:**

Staff will continue to monitor and investigate all tax arrears accounts to determine the appropriate next steps in accordance with the *Municipal Act, 2001*, including whether further collection action is required.

**Recommendation:**

THAT Council receive Report DR-2026-02-11-TAX dated February 11, 2026, titled Taxes Update, for information.

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1491-26

Being a by-law to govern the proceedings of Council and Committees of the Township of Hilton, the conduct of its members, and the calling of meetings.

**WHEREAS** Section 238(2) of the *Municipal Act, S.O. 2001, c. 25*, as amended, requires every municipality shall pass a procedure by-law governing the calling, place, and proceedings of meetings;

**AND WHEREAS** Section 238(3.1) of the *Municipal Act, 2001* provides that a procedure by-law may permit a member of council, a local board, or of a committee of either to participate electronically in a meeting, to the extent and in the manner set out in the by-law;

**AND WHEREAS** Section 238(3.3) of the *Municipal Act, 2001* provides that a procedure by-law may permit a member who participates electronically in a meeting to be counted in determining whether quorum is present;

**AND WHEREAS** Section 238(3.3) of the *Municipal Act, 2001* further provides that a member who participates electronically may do so in a meeting that is open or closed to the public;

**NOW THEREFORE** the Council of the Corporation of the Township of Hilton hereby enacts as follows:

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**1. SHORT TITLE**

1.1 This By-law shall be cited as the ‘Procedural By-law’.

**2. DEFINITIONS**

2.1 “Chair” shall mean the Head of Council or Presiding Officer at a Committee meeting.

Corporation of the Township of Hilton  
Procedural By-Law Cont'd

- 2.2 “Clerk” shall mean the Clerk of the Corporation of the Township of Hilton, or their designate.
- 2.3 “Closed Session” shall mean a meeting or part of a meeting that is closed to the public as permitted under the *Municipal Act* and as described in Section 4 of this By-law.
- 2.4 “Committee” shall mean any advisory or other committee, sub-committee, or similar entity composed of members of Councils, members of a local board, or members of the public.
- 2.5 “Conflict of Interest” shall mean a direct or indirect pecuniary interest as defined in the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*, as amended (MClA), or any successor legislation.
- 2.6 “Corporation” shall refer to the Corporation of the Township of Hilton.
- 2.7 “Council” shall mean the duly elected and sworn members of the Council of the Township of Hilton.
- 2.8 “Deputation” or “Delegation” shall mean an individual or group that has submitted a written request to the Clerk, within the prescribed timelines, to address Council or a Committee.
- 2.9 “Electronic Meeting” shall mean a meeting that is called and held in whole or in part by electronic means, including but not limited to audio teleconference, video teleconference, or internet-based platforms, with or without in-person attendance.
- 2.10 “Emergency” shall mean a period of time during which an emergency has been declared to exist in all or part of the municipality by the Head of Council or by the province under sections 4 or 7.0.1 of the *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9*, as amended.
- 2.11 “Head of Council” shall mean the Reeve of the Township of Hilton or an Acting Head of Council appointed by Council resolution.
- 2.12 “Majority” shall mean, for the purpose of voting, more than one-half of the members present and entitled to vote.
- 2.13 “Meeting” shall mean any regular, special, committee, or other meeting of Council, a Committee, or local board, where:
- a) a quorum of members is present; and
  - b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Committee, or local board.
- 2.14 “Member” shall mean a member of Council, including the Head of Council, or a member of a Committee, and includes the Chair.

Corporation of the Township of Hilton  
Procedural By-Law Cont'd

- 2.15 “Main Motion” shall mean any motion except the following:
- a) a motion to extend the time of the meeting;
  - b) a motion to refer;
  - c) a motion to amend;
  - d) a motion to defer or table;
  - e) a motion to reconsider; or
  - f) a motion to adjourn.
- 2.16 “Motion” shall mean a proposal that is moved and seconded for consideration by Council or a Committee, presented by the Chair, and subject to debate. When adopted, a motion becomes a resolution.
- 2.17 “Municipal Act” shall mean the Municipal Act, S.O. 2001, c. 25, as amended, or any successor legislation thereto.
- 2.18 “Municipality” shall mean the Corporation of the Township of Hilton.
- 2.19 “Public Meeting” shall mean a portion of a meeting held to receive public input, including public hearings required under planning legislation or an item added to an adopted agenda to permit public delegation.
- 2.20 “Quorum” shall mean a majority of the whole number of members of Council or a Committee. Where one or more members have declared a pecuniary interest under the MCIA, quorum may be reduced accordingly but shall not be fewer than two members.
- 2.21 “Recorded Vote” shall mean a vote in which the name and vote of each member are recorded in the minutes. Where a member declares a conflict of interest, the minutes shall record the declaration and the general nature of the interest.
- 2.22 “Regular Meeting” shall mean a meeting of Council or Committee held at a date and time established by resolution or schedule, at which quorum is present.
- 2.23 “Resolution” shall mean a formal decision or expression of the will of Council, including routine administrative and operational matters.

### **3. GENERAL PROVISIONS**

- 3.1 Subject to the provisions of the Municipal Act, 2001, the rules and regulations contained in this By-law shall govern all proceedings of Council and Committees of Council and shall constitute the rules for the orderly conduct and dispatch of business.
- 3.2 By-law 1438-24, and all other by-laws, resolutions, or parts thereof that are inconsistent with this By-law, are hereby repealed.
- 3.3 Any rule or requirement established by this By-law, other than the requirement respecting quorum, may be suspended for a particular meeting by resolution of Council, provided that at least two-thirds of the members present vote in favour of such suspension and provided further that the suspension does not result in a contravention of the Municipal Act, 2001.
- 3.4 Schedule “A”, attached hereto, shall form part of this By-law.

#### 4. CONVENING OF COUNCIL MEETINGS

- 4.1 The Inaugural Meeting of Council shall take place at 7:00 p.m. on the second Wednesday in December following a regular municipal election at the Council Chambers in the Municipal Office, for the purpose of swearing in the new Council and conducting regular business.
- 4.2 The Council of the Corporation of the Township of Hilton shall hold its regular meetings on the second Wednesday of each month at 7:00 p.m. at the Council Chambers in the Municipal Office, 2983 Base Line, Hilton Beach, unless otherwise changed by resolution of Council.
- 4.3 When a public or civic holiday falls on a regular meeting day, an alternate meeting date shall be scheduled, if required, at the previous regular Council meeting.
- 4.4 Where a regular meeting of Council is to be held at a time, day, or place other than as set out in Section 4.2, notice shall be given by the Clerk by posting the notice in the Municipal Office and, where time permits, on the municipality's website and/or advertised in the *Island Clippings*.
- 4.5 If a quorum is not present within fifteen (15) minutes after the time appointed for the meeting, the Clerk shall call the roll and record the names of the Members present, and the meeting shall stand adjourned until the next regular meeting or until a special meeting is called.
- 4.6 The use of audio, still camera, or video recording equipment during a meeting that is not closed to the public is permitted, provided that such use is not disruptive to the conduct of the meeting and that Council is advised it is being used. Any audio, still camera, or video recordings made by person other than the municipality shall not be deemed official records of the municipality.
- 4.7 All meetings of Council and all meetings of any Committees of Council shall be open to the public, except where the subject matter being considered involves:
- a) the security of the property of the municipality or the local board;
  - b) personal matters about an identifiable individual, including municipal employees or local board members;
  - c) a proposed or pending acquisition or disposition of land for municipal or local board purposes;
  - d) labour relations or employee negotiations;
  - e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
  - f) advice that is subject to solicitor-client privilege, including communications necessary for the purpose; or
  - g) a matter in respect of which a council, local board, committee or other body may hold a closed meeting under another Act.
- 4.8 A meeting or part of a meeting shall be closed to the public if the subject matter being considered is:
- a) a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the Council, local board, committee or other body is the head of an institution for the purposes of that Act; or

- b) an ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman.

4.9 A meeting of Council, local board, or a committee of either may be closed to the public provided that the following conditions are met:

- a) the meeting is held for the purpose of educating or training members; and
- b) no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, local board, or committee.

4.10 Before holding a meeting or part of a meeting that is to be closed to the public, Council shall state by resolution:

- a) the fact of the holding of the closed meeting and the general nature of the matter to be considered; or
- b) in the case of a meeting closed for educational or training purposes, the fact of the holding of the closed meeting, the general nature of its subject matter, and the reason for closing the meeting.

4.11 When Council or Committee is in closed session, all members of the public, except those involved in the discussion and required support staff, shall be asked to leave the building or meeting space in which the meeting is being held.

4.12 All votes of Council shall be open to the public, except those votes taken during a meeting or part thereof that is closed to the public in accordance with this by-law. Votes may be taken in a closed session only for procedural matters, to provide direction or instructions to officers, employees, agents, or person retained under contract with the Township, a committee, or a local board, or to rise from closed session.

4.13 When the hour of 11:00 p.m. is reached during any Council meeting, the Reeve or other presiding officer shall declare the meeting adjourned and leave the chair, unless Council, by unanimous consent and resolution, determines otherwise.

## **5. NOTICE OF MEETINGS**

5.1 Notice of meetings of council, local boards, and committees shall be given by publishing future meeting dates in the minutes of previous meetings, by posting agendas on the Township website ([www.hiltontownship.ca](http://www.hiltontownship.ca)), and by posting the notice at the Municipal Office prior to the meeting.

5.2 Where a regular meeting of the Council is to be held at a time of day other than as set out in Section 4.2 of this by-law, Council shall give notice of at least seven (7) days in advance of such meeting by posting a notice at the Municipal Office and on the Township website.

## **6. MEETINGS OF COUNCIL – SPECIAL**

6.1 The Head of Council may call a special meeting of Council at any time and shall call a special meeting upon the request of a majority of the Members of Council. In addition, upon receipt of a written request signed by a majority of the Members of Council, the Clerk shall summon a special meeting for the purpose and at the time specified in the request. Notice of such special meeting shall be

given by the Clerk's Office contacting the Members.

- 6.2 The Clerk shall provide forty-eight (48) hours' notice of a special meeting. Where practicable, the Clerk shall make available to Members of Council all notices, agendas, and supporting information for the special meeting a minimum of twenty-four (24) hours in advance of the meeting.
- 6.3 The notice calling a special meeting of Council shall state the business to be considered at the meeting, and no business other than that stated in the notice shall be considered, except with the unanimous consent of all Members present.
- 6.4 For special meetings, notice shall be given by posting of the agenda on the Township website and at the Municipal Office as soon as practicable after the special meeting has been called, along with any other notification permitted within the applicable time frame.
- 6.5 In accordance with Section 236 of the *Municipal Act, 2001*, an emergency meeting of Council may be called by the Reeve at any time and at any location as may be convenient. For the purposes of this section, an emergency meeting may be called for an emergency as defined in the Township's Emergency Plan or any other similar unforeseeable circumstances.
- 6.6 Notwithstanding the notice requirements set out in this by-law, in the event of an emergency, a special or emergency meeting may be held as soon as practicable following receipt of the summons or request, as applicable.

## **7. ELECTRONIC MEETING**

- 7.1 A regular meeting or special meeting of Council may be conducted by electronic means in accordance with this Section.
- 7.2 Members attending and present during an electronic meeting shall be counted for the purposes of quorum at the commencement of, and at any point during, the meeting and shall be entitled to vote, with such votes recorded by the Clerk, as if the members were attending the meeting in person. An electronic meeting may include a closed session, which shall be conducted in the absence of the public and in accordance with this section.
- 7.3 An electronic meeting shall not permit public delegations, except by way of electronic submissions received in advance of the meeting. Such submissions must be provided to the Clerk prior to the commencement of the electronic meeting and shall be provided to members at the meeting.
- 7.4 Notwithstanding the foregoing, Council's Procedural By-law shall continue to apply to electronic meetings held in pursuant to this section except where there is a conflict with applicable provincial legislation or orders; such legislation or orders shall prevail.

## **8. CANCELLATION OF MEETINGS**

- 8.1 The Head of Council may cancel any meeting where notice has been given that a quorum will not be available to conduct the meeting.
- 8.2 Council may, by resolution at a preceding regular meeting, cancel or reschedule

regular meeting of Council.

- 8.3 In the event of inclement weather or other emergencies, notice of cancellation shall be posted at the meeting location and reasonable efforts shall be made to notify all Members of Council.

## **9. ADJOURNMENT**

- 9.1 A motion to adjourn a meeting shall be in order, except:
- a) when another Councillor has the floor;
  - b) when a motion has been made that the vote be now taken; or
  - c) while a vote is being taken.
- 9.2 Where a person has been deemed guilty of improper conduct by the Presiding Officer and is expelled or excluded from the meeting, and such person refuses to leave, the Presiding Officer may adjourn the meeting without a motion until such time as the person has left the meeting room.

## **10. AGENDA**

- 10.1 The Clerk shall prepare and circulate an agenda for the use of Members at regular meetings of Council, which shall include the following order of business:
- a) Call to Order
  - b) Declarations of Pecuniary Interest
  - c) Motion to Accept Agenda
  - d) Deputations/Delegations
  - e) Approval of Minutes of Previous Meeting(s)
  - f) Roads/Public Works
  - g) Fire/Emergency Management
  - h) Building/By-Law Enforcement
  - i) Planning
  - j) Cemetery
  - k) Administration
  - l) Correspondence
  - m) Expenditures
  - n) Confirmatory By-law
  - o) Adjournment
- 10.2 Council shall consider its business in the order set forth on the agenda; however, the Head of Council, with the consent of the Members present, may vary the order of business to more effectively address matters before Council.
- 10.3 Except as otherwise determined by a majority vote of the Members present and voting, Council shall not consider any report or matter that has not been included on the agenda.
- 10.4 Paper copies of agendas shall be available for pickup by Members of Council no later than 4:30 p.m. on the Monday preceding a regular meeting of Council. Agendas may also be provided electronically by email to Members unable to pick up their paper copies with the exception of closed package material.

## **11. ORDER OF PROCEEDINGS OF COUNCIL**

- 11.1 As soon after the hour fixed for the meeting as a quorum is present, the meeting shall be called to order by the Head of Council.
- 11.2 The Head of Council shall preside at all meetings of Council.
- 11.3 In the absence of the Head of Council, a Presiding Officer shall preside during the meeting or until the arrival of the Head of Council. The Presiding Officer shall be chosen by a vote of the Members of Council present at the meeting and shall have all the powers and authority of the Head of Council while presiding.

## **12. MINUTES**

- 12.1 The minutes of Council, as recorded by the Clerk or designate, shall consist of a record of all proceedings of Council. Pursuant to the *Municipal Act, 2001*, the minutes shall be an accurate, factual record without comment.
- 12.2 The Clerk may delegate the duty of recording minutes for an open or closed meeting of Council or a Committee of Council to a staff person who has been delegated this authority in accordance with subsection 228(4) of the *Municipal Act, 2001*.
- 12.3 Minutes of a closed meeting of Council or a Committee of Council shall be presented for adoption at the next regular meeting of Council by resolution separate from the adoption of the open session minutes.
- 12.4 All minutes of Council and Committee of Council, following adoption, and all by-laws passed by Council shall be kept in the Clerk's office and shall be made available for inspection during regular office hours and posted on the Township website, except for those minutes or portions thereof that relate to a meeting or part of a meeting closed to the public in accordance with Sections 4.7, 4.8, and 4.9 of this by-law, and subject to the provisions of any applicable legislation.
- 12.5 When adopting the minutes of a previous meeting of Council, no amendment shall be made to alter the substance of any decision of Council. Amendments may be made only to correct errors or omissions or to accurately reflect the actions taken at the meeting.

## **13. CONDUCT OF PROCEEDINGS AT A MEETING OF COUNCIL**

- 13.1 It shall be the duty of the Presiding Officer to:
- a) preserve order and decorum in the Council Chambers;
  - b) open the meeting by taking the Chair and calling the Members to order;
  - c) receive and submit, in the proper manner, all motions presented by Members of Council;
  - d) put to a vote all motions that are properly moved and seconded, or necessarily arise in the course of proceedings, and announce the results of such votes;
  - e) refuse to put to a vote any motion that contravenes this By-law or applicable legislation;
  - f) restrain Members, within the rules of order, when engaged in debate;
  - g) enforce the observance of order and decorum among the Members at all times;

Corporation of the Township of Hilton  
Procedural By-Law Cont'd

- h) call to order any Member persisting in a breach of the rules and, where necessary, order that Member to vacate the Council Chambers;
- i) receive all messages, communications, and announcements and present them to Council as appropriate;
- j) sign or otherwise authenticate, where required, all by-laws, resolutions, and minutes of Council;
- k) represent and support the Council by declaring its decision on all matters;
- l) ensure that Council proceedings and decisions are conducted in conformity with applicable laws and by-laws;
- m) expel or exclude from a meeting any person who has engaged in improper conduct at the meeting; and
- n) adjourn the meeting when the business of Council has been concluded, or where grave disorder prevents the orderly conduct of the meeting.

**14. DECORUM**

14.1 No Member of Council shall:

- a) use offensive, abusive, or unparliamentary language in or against Council or any Member thereof;
- b) speak on any subject other than the matter under debate;
- c) criticize a decision of Council except for the purpose of moving reconsideration in accordance with this By-law;
- d) disregard the rules of Council or a decision of the Presiding Officer on a point of order, procedure, interpretation of this By-law;
- e) disturb another Member, or Council as a whole, by disorderly or disruptive conduct; or
- f) interrupt a member who is speaking, except to raise a point of order.

**15. RULES OF DEBATE**

15.1 The Chair shall:

- a) designate the Member who has the floor when two or more Members wish to speak;
- b) ensure that all motions submitted in writing are read aloud before debate is permitted, except as otherwise provided in this By-law;
- c) preside over the meeting and rule on all points of order, questions of privilege, and procedural matters, subject to an appeal by any Member of Council;
- d) state the reason for the ruling when an appeal is made;
- e) immediately put the appeal to a vote of Council without debate; and
- f) give effect to the decision of Council on the appeal, whether to uphold or overturn the ruling.

15.2 The Chair may speak on any matter before the debate has commenced. The Chair may also speak to close debate on any matter after all Members wishing to speak have been heard.

15.3 When a Member is speaking, no other Member shall interrupt, except to raise a point of order.

15.4 A Member may ask questions solely for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding of the issue.

- 15.5 During consideration of any agenda item, a member may, through the Chair, ask questions of any department head or municipal staff member present at the meeting, provided the questions relate directly to the item under consideration.

## **16. VOTING ON QUESTIONS**

- 16.1 When the Head of Council calls for the vote on a question, each Member shall occupy their seat and shall remain there until the result of the vote has been declared, and during such time no Member shall walk across the room or speak to any other member or make any noise or disturbance.
- 16.2 If a member who has voted on a question disagrees with the declaration of the Head of Council that the question is carried or lost, the member may but only immediately after the declaration, object to the declaration and require a recorded vote to be taken in the manner prescribed in Subsection 16.3 of this by-law.
- 16.3 When a member requests a recorded vote, each member shall announce his respective vote openly and individually unless otherwise prohibited by statute. The Clerk shall announce each member's name, request each member's vote, commencing with the member who requested the vote, and continuing in alphabetical order by last name, followed by the Head of Council. The Head of Council shall always vote last. When all votes have been recorded, the Clerk shall announce the result of the vote.
- 16.4 Every member present at a meeting of the council when a question is put shall vote thereon, except if the member has any pecuniary interest, direct or indirect in the question, the member shall at the first opportunity disclose that interest and shall refrain from taking part in the discussion and from voting on the particular question. Every member present who is required to vote on a question, but in fact does not want to vote thereon, shall be deemed to be voting in the negative and shall be so recorded.
- 16.5 The Reeve (except where disqualified from voting by reason of interest or otherwise) may vote with the members on all questions. Any questions on which there is an equality of votes shall be deemed to be negative.

## **17. MOTIONS**

- 17.1 All motions shall be submitted in writing signed by the mover and seconder and filed with the Clerk.
- 17.2 Motions may be introduced without notice if the council, without debate, dispenses with the notice on the affirmative vote of at least two-thirds of the councillors present and voting.
- 17.3 The Presiding Officer shall state the question in the precise form in which it will be recorded in the minutes immediately preceding the calling for the vote.
- 17.4 The manner of determining the decision of the council on a motion shall be by a show of hands.
- 17.5 Any resolution shall require three affirmative votes in order to be valid and binding on council. Where only a quorum is present, a resolution, in order to

Corporation of the Township of Hilton  
Procedural By-Law Cont'd

carry or be passed, must be unanimously affirmed by the said quorum.

- 17.6 Where a vote is taken for any purpose and a member requests immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly, and any failure to vote by a member who is not disqualified shall be deemed to be a negative vote and the Clerk shall record each vote.
- 17.7 After a motion is read, it shall be deemed to be in possession of the council, and it may only be withdrawn before decision or amendment with permission of a majority of the members of the council present.
- 17.8 No member shall speak to any motion until it is first read, and the mover is entitled to speak both first and last thereon if the member so elects. Motions shall be seconded before being debated or put to a vote.
- 17.9 After any question is finally put by the Head of Council, no member shall speak on the question, nor shall any other motion be made until after the result is declared. The decision of the Head of Council as to whether the question has been finally put shall be conclusive.
- 17.10 A member who wishes to introduce a motion, either on the agenda or at the regular meeting, that is of a substantive nature, must introduce the motion as a notice of motion.
- a) The member who hands a written Notice of Motion to the Clerk to be read at any regular council meeting need not necessarily be seated during the reading of said notice.
  - b) A motion of which notice has been given, if not moved on the day and at the meeting for which notice has been given cannot be moved at any subsequent meeting without due notice having been given for such meeting unless the Head of Council and all members of the council are present and consent to such motion being made.
  - c) Notice of a Notice of Motion shall be given either by inclusion on an agenda or by announcement at a regular meeting of the council. The motion of which notice has been given shall not be considered at the same meeting as that at which notice thereof was given, without the consent of council (simple majority) to do so. If notice is given otherwise than on an agenda, such Notice of Motion shall be in writing and given to the Clerk who shall read the same to the council.
- 17.11 Subject to a motion to reconsider, a motion once decided by the council may not again be introduced in the same calendar year; nor shall a motion that has been defeated be introduced as an amendment.
- 17.12 All motions shall be put to the council in the order in which they are proposed, except amendments which shall be submitted in the reverse order in which they are made.
- 17.13 When a question is under consideration, no motion shall be received unless:
- a) to amend (see Section 17.14); or
  - b) to refer or defer (see Section 17.15); or
  - c) to adjourn (see Section 17.16); or

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d) to lay on table (see Section 17.17)

17.14 Motion to amend shall:

- a) be open to debate; or
- b) not propose a direct negative to the main motion; or
- c) be relevant to the main motion; and
- d) not be further amended more than once.

17.15 Motion to refer or defer.

- a) A motion to refer shall require direction as to the body or official to which it is being referred and is not debatable. A motion for reference to a committee, board or official until it is decided, shall preclude all amendments of the main question and takes precedence over a motion to defer.
- b) A motion to defer must include a reason for deferral and is not debatable except:
  - that the mover of the deferral motion shall be entitled to give a brief explanation of the mover's reasons for deferral, and
  - either the mover or the seconder of the original motion which is the subject of the motion to defer may speak against the deferral motion,
  - one person or delegation may speak for and/or against the deferral and shall be limited to two minutes.

17.16 A motion to adjourn the council or adjourn the debate is not debatable and shall be in order except:

- a) when a member is in possession of the floor; or
- b) when it has been decided that the vote be now taken; or
- c) during the taking of a vote.

17.17 A motion to table is not debatable and shall take precedence over any motion or amendment, except a motion to adjourn. Further consideration of a table motion may take place at any time on a motion "that the matter be taken from the table".

17.18 Any member of council may give notice within a twelve (12) month period in which the question was decided, for a reconsideration of the question at any regular meeting of the council. A majority vote will be required to carry the motion for reconsideration is carried, and no question shall be reconsidered more than once in a twelve (12) month period.

## **18. DISCLOSURE OF CONFLICT OF INTEREST**

18.1 All members shall govern themselves at any meeting in accordance with the current legislation respecting any disclosure of interest they may have in accordance with the *Municipal Conflict of Interest, R.S.O. 1990*.

18.2 It is the responsibility of the member to identify and disclose any interest and complete a declaration of conflict-of-interest form to be filed with the Clerk prior to the meeting.

18.3 The member shall disclose the interest including the general nature thereof, prior to any consideration of the matter shall not take part in the discussion of or

Corporation of the Township of Hilton  
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vote on any question in respect of the matter and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

- 18.4 Where a member has declared a conflict of interest, and the matter is being discussed at a public meeting, the member shall not participate in any debate or vote.
- 18.5 Where a meeting is not open to the public, the member shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.
- 18.6 Where a member is absent from a meeting which include a matter on which they have an interest, the member shall disclose this interest at the next public meeting they attend.
- 18.7 The Clerk shall record every declaration of interest and general nature thereof made by a council member under MCI A in the minutes of a council meeting which is open to the public and maintain the declaration within a registry to be made available for public viewing.
- 18.8 The Clerk shall record every declaration of interest, but not the general nature thereof, made by a council member under MCI A in the minutes of the council meeting, which is not open to the public.

**19. DEPUTATIONS/DELEGATIONS**

- 19.1 Persons desiring to present information verbally on matter of fact or make a request of council shall submit to the Clerk a written request by completing a Delegation Request Form; not less than seven (7) days prior to the meeting of council. All requests to be heard by council shall state the purpose of the deputation and shall be signed.
- 19.2 A delegation shall be listed on the agenda and heard in the order determined by the Clerk. Deputations/delegations shall be limited in speaking to not more than 15 minutes, except that a delegation consisting of two or more persons shall be allowed to speak for a total time of 20 minutes and shall be advised of the time limitation in advance of their presentation.
- 19.3 Notwithstanding the provisions of Section 19.1 Council may, at their sole discretion, entertain deputations or delegations with less notice as the circumstances may warrant.
- 19.4 That the Clerk or Head of Council may deny a delegation that relates to a matter of pending litigation.

**20. READINGS OF BY-LAWS AND PROCEEDINGS THEREON**

- 20.1 Every by-law, when introduced, shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act, and shall be complete except for the date thereof.
- 20.2 Every by-law shall receive three readings prior to being pass, where required by legislation.

Corporation of the Township of Hilton  
Procedural By-Law Cont'd

- 20.3 The first and second reading of a by-law shall be decided without amendment or debate.
- 20.4 If the council determines that the by-law is to be considered by a committee, it shall be considered prior to the third reading thereof.
- 20.5 If council so determines, a by-law may be taken as read.
- 20.6 The Clerk shall set out on all by-laws enacted by council the date of the several readings thereof.
- 20.7 Every by-law enacted by the council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk and the Presiding Officer and shall be deposited by the Clerk in the municipal office for safekeeping.

**21. EFFECTIVE DATE**

- 21.1 **THAT** this by-law repeals by-law #1438-24
- 21.2 **THAT** this By-law shall come into force and take effect on the date of passing.

Read a first, second and third and final time and passed this 11<sup>th</sup> day of February 2026.

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Rodney Wood, Reeve

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Sara Dinsdale, CAO/Clerk-Treasurer



11) f)

**Staff Report:** CR-2026-02-11-PCM

**Meeting Date:** February 11, 2026

**Subject:** Personnel Committee

Regular Council Meeting

Confirmatory By-Law Requirements

**Prepared by:** Sara Dinsdale, CAO/Clerk-Treasurer

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**Background:**

The Hilton Township Personnel Committee was established on May 14, 2025, pursuant to Resolution No. 2025-95. The Committee's responsibilities were amended on June 11, 2025, by Resolution No. 2025-128 to include the appointment of three (3) Councillors in order to delegate authority to make binding decisions.

**Analysis:**

A review of the Municipal Act, 2001 confirms that when a committee includes a quorum of Council, the committee is considered to be exercising Council powers; therefore, a by-law to establish a Personnel Committee and delegate certain human resources authority must be passed. This by-law must clearly define the scope of delegation. Without such a by-law, the committee can only provide recommendations.

Even with delegated authority, decisions made in this context cannot stand independently and must be confirmed by Council through the passage of a confirmatory by-law to be legally valid. This ensures compliance with the Municipal Act and protects the integrity of Council's decision-making authority.

Under the *Municipal Act, 2001*, any gathering at which a quorum of Council is present and municipal business is transacted constitutes a meeting of Council, regardless of the title or label assigned to the body. A confirmatory by-law serves to formally adopt and give legal effect to decisions made at such meetings.

**Best Practice:**

- A confirmatory by-law should be passed at the next regular Council meeting following the committee meeting.
- Alternatively, a single confirmatory by-law can be passed to include multiple Personnel Committee meetings, providing flexibility while ensuring legal validity.

**Rationale:**

The Personnel Committee includes a quorum of Council and has delegated authority to make binding decisions. Under the *Municipal Act, 2001*, such decisions require confirmation through a confirmatory by-law to be legally effective. This report is provided for Council's information to clarify the requirement and best practices regarding confirmatory by-laws, including the option to pass a single by-law covering multiple Personnel Committee meetings.

**Recommendation:**

THAT Council receive Report CR-2026-02-11-PCM for information.

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1492-26

Being a by-law to establish a Personnel Committee and Delegate Certain Human Resources Authority

**WHEREAS** the Council of the Township of Hilton deems it necessary and desirable to establish a Personnel Committee to provide guidance and decision-making in certain human resources matters;

**AND WHEREAS** Section 8 and Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorize municipalities to pass by-laws respecting governance structures and delegating certain powers;

**AND WHEREAS** Council wishes to delegate limited authority to a committee of Council to make certain binding decisions respecting personnel matters while ensuring compliance with the *Municipal Act, 2001*;

**NOW THEREFORE** the Council of the Corporation of the Township of Hilton enacts as follows:

**1. ESTABLISHMENT**

- 1.1 A committee of Council to be known as the Personnel Committee is hereby established.
- 1.2 The Personnel Committee shall consist of three (3) members of Council, appointed by resolution.

**2. MANDATE AND AUTHORITY**

- 2.1 The Personnel Committee shall provide oversight and guidance on human resources matters, including but not limited to:
  - Hiring and termination of staff (excluding CAO, if applicable)
  - Performance evaluations
  - Discipline matters
  - Compensation adjustments within approved budgets
  - Human resources policies
- 2.2 The Personnel Committee is delegated authority to make **binding decisions** in the areas explicitly identified above, subject to compliance with applicable legislation, policies, and collective agreements.
- 2.3 This delegation does not include authority over matters prohibited from delegation under *Section 23.3 of the Municipal Act, 2001*.

**3. LIMITATIONS**

- 3.1 The Committee may not exceed the scope of delegation as defined in this by-law.

3.2 A confirmatory by-law shall be passed at the next regular meeting of Council following the Personnel Committee meeting for decisions to have full legal effect.

#### **4. MEETINGS**

4.1 The Personnel Committee shall establish its own meeting schedule, agendas as needed.

4.2 Meetings shall be conducted in accordance with the Municipal Act, 2001 and the Township's Procedural By-law.

4.3 Meetings may be held in closed session in accordance with Section 239 of *the Municipal Act, 2001*.

#### **5. REPORTING**

5.1 The Committee shall report all decisions and directions to Council.

#### **6. EFFECTIVE DATE**

6.1 This By-law shall come into force and effect on the day of passing.

Read a first, second and third time and finally passed this 11<sup>th</sup> day of February, 2026.

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Rodney Wood, Reeve

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Sara Dinsdale, CAO/Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1493-26

Being a by-law to confirm the actions and decisions of the Personnel Committee Meetings held in 2025.

**WHEREAS** Section 5 of Part 1 of *the Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal council shall exercise its powers by by-law, except where otherwise provided;

**AND WHEREAS** Council recognizes that certain decisions were made at the Personnel Committee Meetings held in 2025;

**AND WHEREAS** it is deemed expedient to confirm and ratify the actions of the Personnel Committee;

**NOW THEREFORE** the Council of the Corporation of the Township of Hilton hereby enacts as follows:

1. **THAT** the actions, decisions and recommendation of the Personnel Committee meetings held on May 27, 2025, July 22, 2025, and October 8, 2025, as recorded in the minutes, are hereby confirmed, ratified, and adopted as if they were the actions of Council.
2. **THAT** without limiting the generality of the foregoing, the decisions confirmed include but are not limited to:
  - Advancements in pay scales for Employees in accordance with Township policy;
  - Personnel and human resources decisions made within the delegated authority of the Personnel Committee;
  - Any other matters lawfully considered at the Personnel Committee meeting
3. **THAT** this By-law shall come into force and take effect upon its enactment.

Read a first, second and third time and finally passed this 11<sup>th</sup> day of February 2026.

\_\_\_\_\_  
Rodney Wood, Reeve

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Sara Dinsdale, CAO/Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. XXXX-26

Being a by-law to adopt a policy for the prevention of Violence and Harassment in the workplace.

**WHEREAS** Section 5(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides the powers of a municipality shall be exercised by its council;

**AND WHEREAS** Section 5(3) of the *Municipal Act, 2001*, provides that a municipal power, including a municipality’s capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** Section 32.0.1 of the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1, requires an employer to prepare a policy with respect to workplace violence and a policy with respect to workplace harassment, and to review these policies at least annually;

**AND WHEREAS** the Council of the Corporation of the Township of Hilton deems it necessary to update its policies respecting to Workplace Violence and Harassment to ensure compliance with current legislative requirements;

**NOW THEREFORE** the Council of the Corporation of the Township of Hilton hereby enacts as follows:

1. **THAT** Schedule “A” and Schedule “B”, attached hereto, form part of this By-law.
2. **THAT** By-law No. 1078-13 is hereby repealed.
3. **THAT** this By-law shall come into force and take effect on the date of passing.

Read a first, second and third time and finally passed this XX day of XXXXXX 2026.

\_\_\_\_\_  
Rodney Wood, Reeve

\_\_\_\_\_  
Sara Dinsdale, CAO/Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF HILTON

Schedule "A" to By-law No. xxxx-26

**Subject:** Workplace Violence and Harassment Policy  
**Source:** By-law XXXX-26  
**Date Approved:** XXXX XX, 2026  
**Resolution No.:**

**PURPOSE**

The Council of the Township of Hilton is committed to fostering and maintaining a safe, productive, healthy, and respectful working environment for all employees. This commitment extends to all workplace interactions, including those with taxpayers, residents, contractors, volunteers, and other members of the public

The Township of Hilton does not condone and will not tolerate any form of violence, harassment, or bullying in the workplace, whether committed by or directed toward a Township employee.

This includes any form of workplace violence or harassment committed by members of the public, regardless of whether the interaction occurs:

- in person;
- by telephone;
- by email, text message, or social media; or
- through any other electronic or non-electronic communication

This Workplace Violence and Harassment Policy is not intended to restrict free speech or to interfere with normal, everyday interactions among employees. However, it is recognized that behavior or communication that may seem inoffensive to one person may be perceived differently by another. Harassment can generally be distinguished from normal, mutually acceptable social interaction. It is the perception of the recipient, not the intent of the sender, that determines whether a comment, action, or gesture is considered unwelcome or objectionable.

**DEFINITIONS**

1. "Complainant" shall mean the individual who reports the act/incident and completes the Reporting Form.
2. "Domestic Violence" shall mean the exercise of physical force that could cause physical injury, an attempt to exercise physical force that could cause physical injury, or a statement or behavior that is reasonably interpreted by its target as a threat to exercise physical force that could cause physical injury, by a person who has a

The Corporation of the Township of Hilton  
Workplace Violence and Harassment Policy Schedule “A” Cont’d

personal relationship with another person, such as a spouse or former spouse, current or former intimate partner, or a family member.

3. “Respondent” shall mean the individual against whom the complaint is made.
4. “Worker” shall include all employees, elected officials, committee appointees, contractors, volunteers, supervisors, and managers who perform work for the Municipality.
5. “Workplace” shall mean any land, premises, location or thing at, upon, in or near which a Worker works. This may include virtual workplaces, work-related social functions (parties etc.), work responsibilities outside Municipality offices, work-related travel, and work-related conferences, meetings, or training sessions.
6. “Workplace Violence” shall mean any act or threat of physical violence, harassment, intimidation, or threatening behaviour against a worker, an attempt to exercise physical force against a worker, or a statement or behavior that a worker could reasonably interpret as a threat to exercise physical force against them in a workplace. This definition includes threats, verbal abuse, physical assault, and any other action that could cause physical injury to a worker in a workplace.
7. “Personal harassment” shall include any unsolicited, unwelcome, disrespectful, or offensive behaviour with an underlying sexual, bigoted, ethnic, or racial connotation. It may occur through physical, verbal, written, graphic, or electronic means. Examples include:
  - Behaviour that is hostile, degrading based on protected grounds under human rights legislation (e.g. age, race, nationality, disability, family status, religion, gender, sexual orientation, gender identity, or gender expression)
  - Sexual solicitations or advances made by a person in a position to grant, deny or influence employment benefits, where the individual knows or ought reasonably to know the behaviour is unwelcome
  - Reprisal or threats of reprisal for rejecting a sexual solicitation or advance.
  - Unwelcome remarks, jokes, innuendos, propositions, or taunts about a person’s body, clothing, sex, sexual orientation, religion, or other protected characteristics
  - Suggestive, offensive, or sexually explicit comments, bragging, or jokes;
  - Displaying pornographic, sexist, racist, or derogatory pictures or materials;
  - Leering (suggestive persistent staring)
  - Unwelcome physical contact such as touching, patting, or pinching with sexual connotation
  - Sexual assault

The Corporation of the Township of Hilton  
Workplace Violence and Harassment Policy Schedule “A” Cont’d

- Conduct between people of any gender, including behaviour by female employees toward males or between individuals of the same sex
  - Actions that create a hostile, intimidating, or offensive workplace, through any physical, verbal, written, graphic, or electronic means
  - Threats of physical violence that endanger the health and safety of employees
8. “Racial/Ethnic Harassment” shall mean any conduct or comment that humiliates an employee because of their racial or ethnic background, colour, place of birth, citizenship, or ancestry. This includes harassment by coworkers, supervisors, or any members of the public. Examples of conduct which may be racial or ethnic harassment include:
- Unwelcome remarks, jokes, or innuendos about an individual’s racial or ethnic origin, colour, place of birth, citizenship, or ancestry
  - Displaying racist or derogatory pictures, symbols, or other offensive material
  - Insulting gestures or practical jokes based on racial or ethnic grounds that cause embarrassment or discomfort
  - Refusing to speak to, work with, or treating someone differently because of their ethnic or racial background

The following definitions are taken from the Occupational Health and Safety Act:

Workplace Harassment –

*(a) engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, that is known or ought reasonably to be known to be unwelcome; or*

*(b) workplace sexual harassment.*

Workplace Sexual Harassment –

*(a) engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or*

*(b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.*

## **GUIDELINES**

The Township of Hilton is committed to providing a safe and healthy work environment, free from violence, threats of violence, discrimination, harassment, sexual harassment, intimidation, and misconduct. Harassment or violent behaviour toward Township staff by anyone—including employees, supervisors, elected officials, contractors, volunteers, or members of the public—is strictly prohibited, whether verbal, physical, or electronic. Examples include but are not limited to:

- yelling, swearing, or verbally abusing staff;
- aggressive or hostile telephone behaviour;
- repeated unfounded complaints intended to intimidate;
- discriminatory remarks or slurs;
- online harassment (emails, social media messages, or posts);
- threats of physical harm or property damage.

Weapons are prohibited on Township premises. If a member of the public is found or suspected to be carrying a weapon or making threats, authorities will be contacted immediately.

Knowingly filing a false complaint or providing false information during an investigation is a violation of this policy and will result in disciplinary action, up to and including termination.

This policy also protects individuals who, in good faith, report incidents or participate as witnesses. Reprisal, or threats of reprisals, are strictly prohibited.

The Township will ensure all employees receive training on workplace violence, harassment, and their responsibilities under this policy. A copy of this policy will be made available to all employees.

## **APPLICATION**

This policy applies to all employees at all stages of employment, including recruitment, hiring, promotion, transfer, and termination. This policy also applies to all individuals working for and representing the Township of Hilton, including contractors, volunteers, Council members, managers and supervisors and extends to all interactions with members of the public.

Supervisors and managers are responsible for enforcing this policy and intervening promptly when incidents are observed or reported. All Township of Hilton employees must make every effort to prevent discrimination or harassing behaviour and to intervene immediately if they observe a problem or if a problem is reported to them.

The Corporation of the Township of Hilton  
Workplace Violence and Harassment Policy Schedule "A" Cont'd

For the purposes of this policy, harassment or bullying may occur:

- in the workplace;
- at work-related social functions;
- during off-sitework assignments;
- during work-related travel;
- through work-related telephone or electronic communication;
- during any interaction between Township employees and the public (including ratepayers, residents, or visitors).

### **VIOLENCE RISK ASSESSMENT**

The Township will conduct regular risk assessments to identify potential sources of workplace violence and implement measures to control risks. The assessment may include:

- Review of security, incident, and inspection reports;
- Employee surveys and feedback;
- Evaluation of risk factors such as public interaction, exchange of money, receiving doors, working alone, or working at night;
- Review of comparable workplaces' history of violence.

Information regarding individuals with a known history of violence or harassment toward staff will be shared with workers where necessary for their protection.

### **REPORTING VIOLENCE OR BULLYING**

Employees who witness or experience violence or potential violence must immediately report the incident to the CAO/Clerk.

### **INVESTIGATING REPORTS OF VIOLENCE OR BULLYING**

The Municipality shall:

- Investigate all reports promptly and consult with appropriate resources (legal counsel, health and safety consultants, employee assistance provider, human rights office, police);
- Take reasonable measures to eliminate or mitigate risks;
- Document the incident, investigation, and corrective actions;
- Report lost-time injuries due to violence to the Ministry of Labour.
- Review the policy and risk assessment annually;

The CAO/Clerk shall:

- Review the Workplace Violence Hazard Assessment results and provide recommendations to management to reduce or eliminate the risk of violence

The Corporation of the Township of Hilton  
Workplace Violence and Harassment Policy Schedule "A" Cont'd

- Review all reports forwarded to the safety representative regarding workplace violence and other incident reports as appropriate pertaining to incidents of workplace violence that result in personal injury or threat of personal injury, property damage, or police involvement
- Participate in the investigation of critical injuries (e.g., incidents that place life in jeopardy or result in substantial blood loss or fracture of leg or arm)
- Recommend corrective measures for the improvement of the health and safety of workers
- Respond to employee concerns related to workplace violence and communicate these to council
- May participate in the investigation of reported incidents that result in personal injury or have the potential to result in injury

## **REPORTING**

### **Informal Procedure**

Employees who believe they have been harassed may:

- Address the behaviour directly with the harasser, verbally or in writing; or
- Report the behaviour to their supervisor, the harasser's supervisor, or another supervisor.

### **Formal Procedure**

Employees may file a written complaint (form attached) with the CAO/Clerk. The complaint must include:

- Dates and times of each incident;
- Names of individuals involved;
- Names of witnesses; and
- A detailed account of each incident.

OHSA requirement: Response within 10 business days of filing.

## **INVESTIGATION**

Once a written complaint has been received, the Township of Hilton will conduct a thorough and impartial investigation. Harassment must not be ignored, as silence may be interpreted as acceptance. Employees will not face demotion, dismissal, discipline, or loss of promotional or employment opportunities because they rejected sexual advances or filed a complaint in good faith.

The Township of Hilton will ensure that all information obtained during the investigation is kept confidential, except where disclosure is required to conduct the investigation, implement corrective measures, or comply with legal requirements.

### **Investigation Process**

The investigation will include, but may not be limited to, the following steps:

- Informing the respondent that a complaint has been filed;
- Interviewing the complainant, the respondent, any individuals directly involved in the incident, and any witnesses identified by either party;
- Interviewing any other person who may have relevant knowledge of the incident or of similar prior incidents.

A copy of the complaint detailing the complainant's allegations will be provided to the respondent. The respondent will be invited to submit a written response. This response will be shared with the complainant before the investigation proceeds.

The Township will take all reasonable measures to protect the privacy of both the complainant and the respondent and to limit disclosure of information to only what is necessary.

All parties involved may be accompanied by a support person if requested. Investigators must be impartial, free from conflicts of interest, and trained in workplace violence and harassment matters.

### **During the investigation:**

- Both the complainant and respondent will be interviewed, along with all identified witnesses.
- Statements will be collected and documented from all relevant parties.
- A determination will be made based on the information gathered.
- External assistance or legal counsel may be used if required.
- Employees will not be penalized for rejecting another employee's sexual advances or for submitting a harassment complaint in good faith.

Upon completion of the investigation, the Township of Hilton will notify both the complainant and the respondent in writing of the findings of the investigation and of any corrective or disciplinary action that has been or will be implemented.

If the complainant decides not to proceed with a formal complaint, senior management may determine - based on the seriousness of the incident - that a formal complaint is required. In such cases, management will prepare and file the necessary documentation and inform the respondent accordingly.

If it is determined that harassment in any form has occurred, appropriate disciplinary action will be taken as promptly as possible.

## **IMMEDIATE ASSISTANCE**

Canada’s *Criminal Code* addresses violent acts, threats, and behaviours, such as stalking and assault. Employees should call 911 immediately if:

- An act of violence occurs;
- A threat of violence is made; or
- They feel endangered by anyone

## **RIGHT TO REFUSE UNSAFE WORK**

Under the *Occupational Health and Safety Act (OHSA)*, every worker has the legal right to refuse work they believe is unsafe. Employees are encouraged to follow the procedures outlined in Section 5 of the OHSA when exercising this right.

The Township of Hilton is committed to providing and maintaining a safe, healthy, and supportive workplace. All concerns regarding unsafe work will be taken seriously and addressed promptly in accordance with legislative requirements.

## **SPECIAL CIRCUMSTANCES**

If an employee has a legal court order (e.g., a restraining order or “no-contact” order) against another individual, the employee is encouraged to notify their supervisor and to provide a copy of the order to the CAO/Clerk’s Office. This is important if the employee believes the individual may attempt to contact them at the Township of Hilton, in violation of the court order. The Township will take all reasonable actions to help protect the employee. All information will be kept confidential and protected in accordance with all applicable legislation.

If any visitor to the Township of Hilton workplace is seen with a weapon (or is known to possess one) or make a verbal threat or assault against an employee or another individual, employee witnesses must immediately contact the police, emergency services, their immediate supervisor, and the CAO/Clerk’s Office.

All records of harassment and any subsequent investigations are confidential and will only be disclosed as required by law. When criminal proceedings are involved, the Township of Hilton will cooperate fully with police agencies, legal counsel, insurance providers, and the courts.

If a member of the public:

- Carries or is suspected of carrying a weapon,
- behaves in a threatening or intimidating manner,
- commits or attempts violence,
- engages in stalking or repeated unwanted contact with an employee,

The employee must immediately notify:

- police/emergency services,
- their supervisor, and
- the CAO/Clerk’s Office.

## **FRAUDULENT OR MALICIOUS COMPLAINTS**

This Workplace Violence and Harassment Policy must not be used to file fraudulent or malicious complaints. Unfounded or frivolous allegations may cause significant harm to both the accused individual and the Township. If it is determined that an employee knowingly made false statements regarding a harassment allegation, immediate disciplinary action will be taken. Determinations of frivolous or malicious complaints will follow procedural fairness principles and may be appealed.

## **DISCIPLINARY MEASURES**

If it is determined that an employee has engaged in violent behaviour, unacceptable conduct, or harassment toward another employee, disciplinary action will be taken. This may include counselling, a formal warning, or dismissal, depending on the severity of the behaviour.

Members of the public who commit violence or harassment toward staff may be subject to:

- removal from Township property;
- trespass restrictions;
- service limitations;
- police involvement and charges where applicable.

## **Confidentiality and Privacy**

The Township of Hilton is committed to protecting the privacy and personal information of all individuals involved in complaints, investigations, or reports of workplace violence and harassment. All records, statements, and materials collected are treated as confidential and shared strictly on a need-to-know basis to:

- Conduct a thorough and impartial investigation
- Implement corrective measures, or
- Comply with applicable legal or regulatory requirements

The Township adheres to PHIPA (Personal Health Information Protection Act) and FIPPA/FOIPPA (Freedom of Information and Protection of Privacy Act), ensuring that personal information collected:

The Corporation of the Township of Hilton  
Workplace Violence and Harassment Policy Schedule “A” Cont’d

- Is used solely for the purpose of the investigation
- Is stored securely and protected from unauthorized access
- Is disclosed only to individuals authorized to access it
- Remains confidential except where disclosure is required by law or is necessary to protect the health and safety of staff

All parties involved—including complainants, respondents, and witnesses—will be treated with respect, fairness, and discretion. Any breach of confidentiality may result in disciplinary action up to and including termination.

### **MANAGING AND COACHING**

Counselling, performance appraisal, work assignments, and the implementation of disciplinary measures are not considered forms of harassment. This policy does not restrict a manager’s or supervisor’s responsibility to manage and direct work.

### **EMPLOYEE RIGHTS**

- a. If an employee believes they are being harassed by their employer or supervisor, they have the legal right to report the incident to someone other than the employer or the supervisor.
- b. In accordance with the *Ministry of Labour – Workplace Harassment, Sept. 13, 2016, section 3.3*, a workplace harassment investigation may be carried out by:
  - Someone within the workplace (e.g., another supervisor or a human resource representative);
  - Someone within the organization (e.g., someone from another company location or from the corporate head office);
  - someone associated with the workplace or organization (e.g., another franchise or business association);
  - or someone external to the organization (e.g., a licensed private investigator, an HR professional, or a lawyer).
- c. Employees may contact the designated person directly without informing the employer (see Section 5: Notification and Investigation).
- d. In certain circumstances, a Ministry of Labour inspector may order the employer to have an investigation conducted by an “impartial person possessing such knowledge, experience, or qualifications as are specified by the inspector”. The inspector decides the criteria for knowledge, experience or qualifications to be set out in what order. Criteria may include: knowledge of the workplace harassment and reprisal provisions under the OHS Act and other applicable laws; experience conducting workplace investigations, handling confidentiality and privacy, preparing comprehensive reports, and managing complex or sensitive situations.

- e. An "impartial person" must be unbiased, free from conflict of interest, and, if applicable, in good standing with their professional body. While often external, an impartial person may, in some cases, be someone internal to the organization.
  
- f. When a third-party investigator is more appropriate, options may include:
  - A community business leader or association member;
  - A certified human resource professional;
  - A lawyer; or
  - A licensed private investigator.

**For further information see Ministry of Labour:**  
<https://www.labour.gov.on.ca/english/hs/pubs/wpvh/harassment.php>

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**Acknowledgment and Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the **Workplace Violence and Harassment Policy** of the Township of Hilton. I agree to comply with the requirements of this policy and to promote a work environment that is free from violence and harassment. I understand that any violation of this policy may result in disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

### REPORTING FORM

**Important: This form may be used to report incidents involving employees or members of the public**

<b>Part 1 - Employee Information</b> (to be completed by employee)		
Name:	Department:	
Date and time of incident:		
Date and time incident reported:		
Incident reported to:		
<b>Location of incident (please circle one and specify details where applicable)</b>		
Inside Hilton Township Building	Outside Hilton Township Building (specify)	On Hilton Township Property (specify)
In Parking lot (specify)	Community location (specify)	Residential (specify)
Work location, if off-site		
Were the emergency response procedures initiated? <span style="float: right;">Yes      No</span>		
<b>Please check the classification of the incident</b> (please refer to explanation provided)		
<input type="checkbox"/> Type I (Criminal Intent)	Offender has no relationship to the workplace	
<input type="checkbox"/> Type II (Client)	Offender is a ratepayer, taxpayer, resident, or any member of the public who became violent toward a worker	
<input type="checkbox"/> Type III (Worker-to-worker)	Offender is an employee or past employee of the workplace	
<input type="checkbox"/> Type IV (Personal Relationship)	Offender has/had a relationship with an employee (e.g., domestic violence in the workplace)	
Describe the event, including persons involved and any known factors that may have precipitated the event (attach additional pages if necessary):		

The Corporation of the Township of Hilton  
 Workplace Violence and Harassment Policy Schedule "A" Cont'd

Does the person(s) involved have a history of previous incidents that you are aware of? Yes   No   Don't know		
<b>Incident Type</b>		
<input type="checkbox"/> Threat	<input type="checkbox"/> Physical assault	<input type="checkbox"/> Verbal abuse
<input type="checkbox"/> Discrimination	<input type="checkbox"/> Robbery, arson, vandalism	<input type="checkbox"/> Carrying a weapon
<input type="checkbox"/> Harassment	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Other
<b>Injury Type</b>		
<input type="checkbox"/> Strain or sprain	<input type="checkbox"/> Cut or laceration	<input type="checkbox"/> Contusion
<input type="checkbox"/> Bitten	<input type="checkbox"/> Pinched or grabbed	<input type="checkbox"/> Psychological
<input type="checkbox"/> Emotional	<input type="checkbox"/> Other (Specify)	<input type="checkbox"/> Other (Specify)
Was medical attention or first aid required? (Circle)      Yes      No		
If yes, provide details (attach additional pages if necessary):		

The Corporation of the Township of Hilton  
Workplace Violence and Harassment Policy Schedule “A” Cont’d

**Policy Review**

As required by the *Occupational Health and Safety Act* Township of Hilton will review this policy annually and will post the policy in a visible place in the workplace.

<u>Reviewed</u>	<u>Next Review</u>
October 2013 (effective October 2013)	October 2016
December 2016 (effective December 2016)	December 2017
February 11 2026	

THE CORPORATION OF THE TOWNSHIP OF HILTON

**Schedule “B” to By-law No. XXXX-26**

**Subject:** Workplace Violence and Harassment Investigation Checklist  
**Source:** By-law XXXX-26  
**Date Approved:** XXXX XX, 2026  
**Resolution No.:**

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**Workplace Violence and Harassment Investigation Checklist**

**1. Obtain a Description of the Incident/Claim**

- Listen to the employee and ensure they provide a full and detailed account of the incident(s).
- Treat the matter seriously and remain professional; be mindful of the difficulty an employee may experience when coming forward.
- Contact the Township’s legal counsel if the situation appears to require legal advice or action.
- Obtain a written, signed, and dated statement from the claimant.
- Ensure the employee is protected from any form of retaliation for reporting the incident.
- Ask the employee if they believe there is a potential resolution.
- Inform the employee that they may wish to file a complaint with the appropriate authorities, if applicable.

**2. Conduct an Investigation into the Incident/Claim**

- Begin the investigation immediately upon receiving the complaint.
- Maintain confidentiality throughout the process. Share Information strictly on a need-to-know basis and with those who understand their obligation to keep details confidential.
- Treat all complaints seriously and without bias.
- Document all information thoroughly and accurately.
- Contact the authorities where appropriate.

**3. Interviewing the Complainant**

- Obtain a complete account of the incident and document all details.
- Determine whether the incident is part of a broader pattern or a single occurrence.
- Identify any contextual factors that may have influenced the incident.
- Review reporting relationships or hierarchical structures that may be relevant.
- Establish a timeline of events, including each involved party’s duties and expected locations at the time of the incident.

The Corporation of the Township of Hilton  
Workplace Violence and Harassment Investigation Checklist Schedule “B” Cont’d

- Consider the possibility of a false allegation and any potential motivating factors, while ensuring an unbiased and respectful approach.
- Inform the complainant that a full and impartial investigation will be conducted.
- Obtain a written, signed, and dated statement from the complainant.
- Ensure that the employee remains free from retaliation.

**4. Interview the Accused**

- Obtain a written, signed, and dated statement from the accused employee.
- Communicate the details of the allegation and ask the accused to clarify any discrepancies.
- Identify any reporting relationships or hierarchical structures between the parties.
- Establish a timeline of events and the duties and expected locations of each party at the time of the incident.
- Assess any potential for retaliation and take immediate measures to protect all parties from potential retaliation or reprisal and clearly state that such behaviour will not be tolerated.
- Document all pertinent information, including behaviours observed during the interview and the accused’s full account of the incident.

**5. Interviewing Witnesses**

- Obtain written, dated, and signed statements from any witnesses.
- Ensure witnesses are also protected from retaliation.

**6. Resolve the Complaint**

- If a transfer is requested or required, ensure the change does not negatively impact the employee’s employment status or opportunities.
- Where disciplinary action is required, determine the level of discipline based on:
  - Severity of the incident
  - Consistency with previous similar cases
  - The employee’s history
  - Frequency or recurrence of behaviour.
- Review, update, and re-communicate the Township’s Workplace Violence and Harassment Policy as needed.
- Place all documentation – including the complaint, investigation materials, findings, disciplinary measures, and follow-up actions – into confidential files.
- Follow up with all relevant parties to communicate the actions being taken in response to the findings of the investigation.
- Follow-up evaluations may be conducted to ensure the effectiveness of corrective actions



11/2/26

**Staff Report:** DR-2026-02-11-SF

**Subject:** Set Fines

**Prepared by:** Britney MacKay, Deputy Clerk-Treasurer

**Meeting Date:** February 11, 2026

Regular Council Meeting

### **Background:**

Under the Provincial Offences Act, municipalities may enforce by-laws through the issuance of fines only where a set fine schedule has been reviewed and approved by the Ministry of the Attorney General (MAG). Set fines must be consistent with provincial standards and properly authorized by by-law.

Until MAG approval is obtained, the Township of Hilton is limited in its ability to issue fines for by-law infractions and must rely on alternative enforcement mechanisms. Once approval is granted, the Township will be authorized to implement a legally compliant set fine regime, thereby strengthening by-law enforcement.

Proposed set fines must be classified as either Part I or Part II offences under the *Provincial Offences Act (POA)*. The Ministry defines parking, stopping and standing offences as Part II offences, while all other offences fall under Part I.

Proposed set fines schedules must be submitted to the Ministry for review and approval, together with the corresponding by-law. Once approval is granted, the Township will be authorized to issue Provincial Offence Notices for the approved offences.

The inclusion of set fine schedules in Township by-laws does not alter the enforcement process related to unpaid fines or repeat offenders. Multiple existing by-laws will require updated wording and the addition of Ministry-approved set fine schedules in order to comply with MAG requirements.

### **Analysis:**

#### Trailer By-law No. 1302-21

Section 3(a) of the Trailer By-law currently states:

“Any person who contravenes any provision of this By-law shall be guilty of an offence and liable to a penalty of not less than One Hundred Fifty (\$150.00) and not more than One Thousand Dollars (\$1,000.00) and costs.”

To meet Ministry requirements and allow for the establishment of set fines, this provision must be amended to read:

“Every person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for by the *Provincial Offences Act, R.S.O. 1990, Chapter P.33.* as amended.”

Offences under the Trailer By-law are classified as Part I offences, for which the maximum fine permitted is \$1000.00. A draft Schedule “A” has been prepared and attached, outlining each offence prescribed by



the by-law. Recommended set fines have been determined using the Township of the North Shore's Trailer Set Fines as a comparator, as they include offences similar to those identified in the Township of Hilton's Trailer By-law.

#### Parking By-law No. 1452-25

The Parking By-law correctly references the *Provincial Offences Act*; however, it does not currently include a set fine schedule that complies with Ministry requirements.

Section 6.2 of the by-law states:

“Any person violating this by-law shall be subject to a penalty ranging from \$250.00 to \$500.00 as per the following: first offence \$250.00, second offence \$400.00, third or more offences \$500.00.”

Parking violations are classified as Part II offences, for which the maximum fine permitted is \$500.00.

Schedule “B” of the Parking By-law currently references graduated fines set out within the by-law; however, the Ministry requires that set fines be established as fixed amounts and that such amounts be lower than the minimum fine in any graduated fine structure.

Accordingly, Schedule “B” has been prepared and attached, identifying the offences prescribed in the Parking By-law and assigning proposed fixed set fines for each offence. The proposed set fines are based on a review of comparable local municipalities, which typically impose set fines in the range of \$30.00 to \$50.00.

#### **Recommendation:**

THAT Council consider the proposed set fines schedules attached; and

THAT Council direct staff to prepare the submission of set fines to the Ministry of the Attorney General for approval.

11)j) i)

**THE CORPORATION OF THE TOWNSHIP OF HILTON**  
Schedule "A" to By-law No. 1302-21

Trailer By-law

**PART I- Provincial Offences Act**

<b>ITEM</b>	<b>COLUMN 1 Short Form Wording</b>	<b>COLUMN 2 Provision Creating or Defining Offence</b>	<b>COLUMN 3 Set Fine</b>
2	Use or storage of more than 1 trailer on a property	2 (b)	\$300.00
3	Occupying a trailer for more than 4 months consecutively	2 (c)	\$300.00
4	Using a trailer as a principal residence	2 (d)	\$300.00
5	Storing a trailer that is not owned by the property owner or immediate family member	2 (e)	\$300.00
6	Trailer Rental Outside Trailer Park	2 (f)	\$300.00
7	Placing trailers not within the setback requirements in accordance with the Zoning By-law	2 (g)	\$300.00

**NOTE: The penalty provision for the offences indicated above is Section 3 of By-law 1302-21, a certified copy of which has been filed.**

11) j) ii)

**THE CORPORATION OF THE TOWNSHIP OF HILTON**

Schedule "B" to By-law No. 1452-25

Parking By-law

**PART II- Provincial Offences Act**

<b>ITEM</b>	<b>COLUMN 1 Short Form Wording</b>	<b>COLUMN 2 Provision Creating or Defining Offence</b>	<b>COLUMN 3 Set Fine</b>
1	Parking on any Township Road allowance interfering with snow or ice removal	3.1	\$50.00
2	Parking any vehicle on a Township Road allowance between November 1 <sup>st</sup> of one year to April 30 <sup>th</sup> of the following year	3.2	\$50.00
3	Parking any vehicle on a Township Road allowance overnight without prior permission	3.3	\$50.00
4	First offence	6.2	\$250.00
5	Second offence	6.2	\$400.00
6	Third offence	6.2	\$500.00

**NOTE: The penalty provision for the offences indicated above is Section 4.1 of By-law 1452-25, a certified copy of which has been filed.**

11)j) iii)

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1302-21

Being a by-law to regulate the use of trailers located outside of trailer parks in the Township of Hilton and to repeal By-law 1095-14.

WHEREAS Section 164 of the Municipal Act, 2001, as amended, states a local municipality may prohibit or license trailers located in the municipality; and

WHEREAS Section 445 of the Municipal Act, 2001, as amended, provides that if a municipality is satisfied that a contravention of a by-law of the municipality passed under this Act has occurred, the municipality may make an order requiring the person who contravened the by-law or who caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to do work to correct the contravention; and

WHEREAS the Council of the Corporation of the Township of Hilton deems it necessary and expedient to pass a By-law to address the matter of trailers outside of registered Trailer Parks to control and regulate the potential for nuisance, noise, and fair property valuation;

NOW THEREFORE the Council of the Township of Hilton hereby enacts as follows:

**1. Definitions**

- (a) a *trailer* means a structural unit having no permanent foundation and supported by wheels, jacks or similar supports with lights, hitch, towing capacity and which is used or constructed to be used for conveyance upon public streets or highways and duly licensable in accordance with Ministry of Transportation standards. Without limiting the generality of the foregoing, includes motor homes, travel trailers, tent trailers and camping units of all types that are capable of being used for the living, sleeping or accommodation of persons therein, but excludes a mobile home.
- (b) a *trailer park* means lands designated and zoned in the Township's Official Plan and Zoning By-law as an area of land used for the temporary or seasonal parking of trailers and/or truck campers occupied by the travelling or vacationing public.
- (c) a *principal residence* means the housing unit a person usually occupies during the year
- (d) the *built-up areas* within the Township of Hilton include properties that border both sides of the following roads:
  - Big Point Road
  - Brickyard Road
  - Canoe Point Road
  - Ellwood Boulevard
  - Haight Road
  - Hamilton Court/Drive
  - Milford Haven Road
  - Neal Drive
  - Old Moffat Bay Road
  - Old Orchard Road
  - Quarry Point Road
  - Red Maple Drive
  - Reid Road
  - Richmond Bay Road
  - Twin Lakes Road
  - X Line (part of Hamilton Drive Subdivision)
- (e) *Mobile Home* means an assessed trailer which is fitted with parts for connection to utilities that can be installed on a permanent site and used as a permanent, multi-season residence.

- (f) *Setback* means the horizontal distance from a lot line or defined physical feature, measured at right angles to the nearest part of any building or structure on a lot, including trailers
- (g) *Shoreline Setback* means the minimum distance between any building or structure and the original High Water Mark

## 2. General Provisions

- a) No trailer situated outside of a trailer park shall be used for the occupancy, sleeping, eating or living accommodation of any person or persons within the Township of Hilton unless the owner or occupant thereof has first satisfied the requirements of Algoma Public Health (APH). It is the responsibility of the property owner to contact APH to confirm the respective requirements.
- b) Only one trailer will be allowed to be used or stored on a property less than ten (10) acres in size if such property is located within the built-up areas of the Township of Hilton.
- c) No trailer shall be occupied for a period of more than 4 months in a calendar year. This period of use is defined as the consecutive days beginning with the first day of usage in the calendar year whether or not the use continues consecutively throughout the four month period.
- d) No trailer shall be used as a principal residence.
- e) Trailers placed, occupied or stored within the built-up areas of the Township of Hilton must belong to the owner or immediate family member of the property on which they are located.
- f) The rental of a trailer outside the boundaries of a registered trailer park will be considered a contravention of this by-law.
- g) Trailers on rural, residential or commercial properties must satisfy the same front, rear and side yard setback requirements as a structure, in accordance with the Township's Zoning By-law and must not obstruct any sight line for pedestrians, motorists or neighbouring properties. No trailer may be placed, occupied or stored within the 100 foot shoreline setback.
- h) No permit fee will be required for trailers to be placed, occupied or stored within the Township of Hilton but all provisions of this by-law will continue to apply.

## 3. Contraventions and Penalties

- a) Any person who contravenes any provision of this By-law shall be guilty of an offence and liable to a penalty of not less than One Hundred Fifty (\$150.00) and not more than One Thousand Dollars (\$1,000.00) and costs.
- b) Every such penalty shall be recoverable under the provisions of the *Provincial Offences Act*.
- c) Any trailer within the Township of Hilton that is repeatedly not in compliance with the conditions of this by-law shall be removed from the Township of Hilton at the property owner's expense.

4. By-law No. 1095-14 is hereby repealed.

Read a first, second and third time and finally passed this 19th day of August 2021.

  
REEVE - Rodney Wood

  
CLERK - Valerie Obarymskyj

ii) j) iv)

THE CORPORATION OF THE TOWNSHIP OF HILTON

By-law No. 1452-25

Being a by-law to prohibit overnight parking during specified months and times, and to prohibit parking on a road allowance that interferes with the removal of snow or ice or the clearing of snow within the Corporation of the Township of Hilton.

**WHEREAS** the Council of the Corporation of the Township of Hilton deems it desirable to restrict the hours for parking or camping on the road allowances within the Township of Hilton;

**AND WHEREAS** Section 8 of the Municipal Act, 2001, S.O., 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person, for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 11 of the Municipal Act, 2001, S.O., 2001, c.25, as amended, authorizes municipalities to enact by-laws regulating parking;

**AND WHEREAS** pursuant to Section 100 and 10l(1) of the Municipal Act, 2001, S.O., c.25 as amended, permits a municipality, subject to subsection 170(15) of the Highway Traffic Act, R.S.O. 1990, c. H.8, to remove and impound or restrain and immobilize any vehicle, at the owner's expense, parked or left in contravention of this by-law.

**NOW THEREFORE** the Council of the Corporation of the Township of Hilton hereby enacts as follows:

**1. DEFINITIONS**

1.1 In this By-law:

"Council" means the Council of the Corporation of the Township of Hilton

"Highway" includes a common and public highway, street, driveway, any part of which is intended for, or used by, the general public for the passage of vehicles and includes the area between the lateral property lines thereof;

"Highway Traffic Act" means the Ontario Highway Traffic Act, R.S.O. 1990, c. H.8, as amended;

"Motor Vehicle" includes an automobile, motorcycle, trailer, and any other vehicle propelled or driven otherwise than by muscular power;

"Municipal By-law Enforcement Officer" means a person appointed by the Council of the Corporation of the Township of Hilton to enforce municipal by-laws;

"Park" or "Parking" when prohibited means the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers;

"Shall" shall be construed as imperative.

"Road allowances" shall include all opened and unopened roads within the Township of Hilton.

## **2. INTERPRETATION**

2.1 In this By-law:

- (a) Words importing the singular number or the masculine gender only, include more persons, parties or things of the same kind than one and females as well as males and the converse;
- (b) A word interpreted in the singular number has a corresponding meaning when used in the plural;
- (c) "Motor vehicle", when used as part of a prohibition of parking or stopping, includes any part thereof, and
- (d) "Subsection" when used without reference to another section, refers to a subsection contained in the same section in which the phrase is used.

2.2 It is declared that if any section, subsection or part or parts thereof be declared by any court of law to be bad, illegal or ultra vires, such section, subsection or part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.

## **3. GENERAL REGULATIONS**

3.1 No person shall park a motor vehicle or permit a motor vehicle to remain parked on any road allowance so as to interfere in any manner with the work of:

- (a) Removing snow or ice
- (b) Clearing of Snow

3.2 No person shall park a motor vehicle, travel trailer, motor home, tent trailer, tent or camper to remain parked on any road allowance in the Township of Hilton at any time from November 1<sup>st</sup> of one year to April 30<sup>th</sup> of the following year.

3.3 No person shall park any motor vehicle, travel trailer, motor home, tent trailer, tent or camper of any type on any road allowance owned by the Township of Hilton between the hours of 9:00 pm one day and 5:00 am the next day, without having received prior permission from the municipality.

3.4 Any motor vehicle, travel trailer, motor home, tent trailer, tent or camper of any type found parked on any road allowance between November 1<sup>st</sup> of one year to April 30<sup>th</sup> of the following year and between the above noted hours and for which the owner has not received prior permission from the municipality, may be removed by

the municipality at the owner's expense with no liability to the Township of Hilton.

#### **4. OFFENCES AND FINES**

4.1 Every person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.R.S. 1990, c. P. 33, as amended.

#### **5. VEHICLES SUBJECT TO REMOVAL WHEN ILLEGALLY PARKED**

5.1 In addition to any other penalties provided by this By-law, upon discovery of any motor vehicle parked on any highway or road allowance in contravention of any provision of this By-law, a municipal by-law enforcement officer or police officer may cause such motor vehicle to be moved or taken to and placed or stored in a suitable place, without notice.

5.2 All costs and charges incurred for removing, taking away and storing a motor vehicle pursuant to Subsection (1) of this Section, shall be a lien upon the motor vehicle, which lien may be enforced in the manner prescribed by Section 4 of the Repair and Storage Liens Act, R.S.O. 1990, C. R.25, as amended.

#### **6. PENALTY**

6.1 Every person who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act R.S.O. 1990, c. P.33, as amended.

6.2 Any person violating this by-law shall be subject to a penalty ranging from \$250.00 to \$500.00 as per the following:

First Offence - \$250.00;  
Second Offence - \$400.00;  
Third or More Offences - \$500.

6.3 These set fines are exclusive of costs, and all such penalties shall be recoverable under the Provincial Offences Act. Offenders have the opportunity to remit the base amount of the fine directly to the Hilton Municipal Office, 2983 Base Line, Hilton Beach, Ontario, if they do not wish to go through the court.

#### **7. SEVERABILITY**

7.1 Where a Court of competent jurisdiction declares any section or part of a section of this by-law invalid, the remainder of this by-law shall continue in force unless the Court makes an Order to the contrary.

**8. REPEAL**

8.1 By-law #727 is hereby repealed.

8.2 Any By-law inconsistent with this by-law shall hereby be repealed.

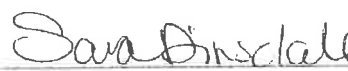
**9. ENACTMENT**

This by-law shall come into force and effect upon third and final reading of Council.

Read a first and second time this 14<sup>th</sup> day of May 2025.

Read a third and final time and passed this 14<sup>th</sup> day of May 2025.

  
Rodney Wood, Reeve

  
Sara Dinsdale, CAO/Clerk-Treasurer



## MEMORANDUM

**TO:** Hilton Township

**FROM:** Antoinette Blunt, Integrity Commissioner  
Ironside Consulting Services Inc

**DATE:** Report Submitted: 13 January 2026

**SUBJECT:** Report of the Integrity Commissioner  
Covering the period from 1 January 2025 to 31 December 2025

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### **Appointment**

On February 6, 2019, the Council of Hilton Township appointed Antoinette Blunt, President, Ironside Consulting Services Inc. as the Municipality's first Integrity Commissioner. The appointment was effective February 6, 2019, according to By-Law No. 1233-19. The appointment was further extended according to By-Law 1324-22 until December 31, 2024. The appointment is to be retroactively extended from December 31, 2024, for a three-year period, until December 31, 2027, at the next meeting of Council on Wednesday January 14, 2026.

### **Municipal Act, 2001**

Section 223.6 (1) of the Municipal Act states, that "If the Commissioner provides a periodic report to the municipality on his or her activities, the Commissioner may summarize advice he or she has given but shall not disclose confidential information that could identify a person concerned. 2006, c. 32, Sched. A, s. 98."

### **Activities, Expenditures During Period and Total Since Appointment**

There were no services provided during this period.

Expenditures for the period were \$102.55 for the previous year annual report.

The total amount of expenditures since date of appointment on February 6, 2019, is \$8,158.04.



580 Second Line East  
Sault Ste. Marie, ON P6B 4K1  
(705) 759-5081  
info@saultcrimestoppers.com  
www.saultcrimestoppers.com

**Executive Directors**

**Michael Goodship, CPA, CGA**  
Chair/Treasurer

**Velvet Redmond Harten**  
Vice-Chair

**Directors**

**Andrew Bessell**

**Brian Lester**

**Spencer Sharabura**

**Coordinators**

**Cst. Ashley Nickle, OPP**  
Algoma District  
Program Coordinator

**Kendra Addison**  
Sault Ste. Marie  
Program Coordinator

**Support**

**Henry Jin**  
Volunteer Assistant Coordinator



January 14, 2026

Reeve Rodney Wood  
Hilton Township  
2983 Base Line  
Hilton, Ontario P0R 1G0

**Call for Municipal Support – Helping Crime Stoppers Reach Its \$10,000 Regional Goal for 2026**

Dear Mayor and Members of Council,

The Board of Directors of Crime Stoppers of Sault Ste. Marie and Algoma District is writing to request your municipality’s direct support through a \$500 contribution for the 2026 calendar year.

Crime Stoppers is a proven, cost-effective public safety program that serves every municipality in Algoma District by providing a secure, anonymous way for residents to report information related to crime. These tips assist investigations conducted by the Ontario Provincial Police and local police services, often leading to arrests, case resolutions, and the prevention of further harm.

For 2026, Crime Stoppers has set a clear and achievable regional objective: to raise \$10,000 through modest municipal contributions across Algoma District. This funding target is essential to maintaining core operations, including tip processing, secure reporting technology, public awareness initiatives, and reward payments. Without this support, the sustainability of the program is placed at risk.

A contribution of \$500 per municipality is intentionally structured to be fiscally reasonable while collectively ensuring the continued availability of Crime Stoppers services across the region. When municipalities participate together, the burden on any one community remains minimal, while the impact is substantial.

Crime Stoppers does not receive guaranteed or base operational funding. Our ability to function depends on the shared commitment of the communities we serve. The municipalities that recognize the value of preventative, community-driven public safety solutions. Your municipality’s participation directly strengthens regional collaboration and demonstrates leadership in supporting effective crime prevention.

We are asking Council to consider this request as part of its 2026 budget planning and to join neighbouring municipalities in helping Crime Stoppers reach its \$10,000 funding goal. This collective investment ensures that residents across Algoma District continue to have access to a trusted,


anonymous reporting system that supports law enforcement and protects community safety.

Should Council require additional information or wish to discuss this request further, we would be pleased to provide supporting materials or attend a meeting at your convenience. Please feel free to reach me directly at (705) 255-7783 or [brian@saultcrimestoppers.com](mailto:brian@saultcrimestoppers.com).

Thank you for your consideration and for your ongoing commitment to the safety and well-being of your community and the broader Algoma District.

Sincerely,

*Brian Lester*

 Verified by signNow  
01/14/2025 22:08:52 UTC  
3599c0d3ef4627a41e

**Brian Lester, Director**  
Crime Stoppers of Sault Ste. Marie and Algoma District

12)c)



P. O. Box 41, Richards Landing, ON P0R 1J0

January 21, 2026

Corporation of the Township of Hilton  
2983 Base Line  
Hilton Beach, Ontario P0R 1G0

Dear Sir or Madam: Re: The 45th Anniversary of the Ernie Eddy Memorial Children's Ice Fishing Derby  
Derby to be held on March 7, 2026

The Ernie Eddy Memorial Children's Ice Fishing Derby, is annually held at Twin Lakes on St Joseph Island, as a NO CHARGE event for public school children. It is one of the highlights of the winter season for children across the Algoma district. This year will be the 45th year of the event.

In 2025 the severe weather conditions resulted in poor attendance (only 47 children registered). Some of the children due to extreme cold left early but were rewarded as usual for their attendance due to your generous support. It is truly a great opportunity to come out and see the smiles on the children's faces when they land the big one and ring the bell to get their fish weighed. We encourage our sponsors to come out and see the fun the children are having.

All expenses are borne by the Association and our sponsors. All bait, fishing equipment (for those who do not have their own) is provided. Hot chocolate and hot dogs will be available for all children during the derby. On a healthier note we will be providing both fruit and vegetables as well as cookies for the children to snack on. All participating children are rewarded with gifts at the end of derby regardless of whether they catch a fish or not.

The picnic shelter that was generously offered for our use by The Township of Hilton was more spacious and manageable. With the addition of the insulated tarps donated by Carillion we now have an excellent warming area for the children.

In keeping with our environmental concerns, no Styrofoam products are used and all paper products are brightly coloured to insure nothing is left on the ice. Every child that is registered in the derby is given a travel mug to use for the day if needed. This mug serves as the alternative to using disposable cups during the derby. While this is a more expensive option, it eliminates the mess that disposable products cause.

Please consider becoming a sponsor for the derby. Your sponsorship will be advertised at the derby and in the Island Clippings following the derby. You will also ensure the continuation of this great event and it will give you an opportunity to become a partner with your local Conservation Group.

Thanking you for your participation in this Conservation event,

Ernie Eddy Memorial Children's Ice Fishing Derby Committee  
Contact Judy Ingram 705-246-1475

13)a)

CORPORATION OF THE TOWNSHIP OF HILTON			
Payment Voucher January 2026			
NAME	DESCRIPTION	AMOUNT	CHEQUE #
Algoma District Services Admin Board	January municipal levy	\$28,057.50	14433
Algoma Office Equipment	Photocopier contract	\$35.46	14434
Algoma Power Inc.	December power	\$433.38	14435
Algoma Public Health	2026 municipal levy	\$19,455.00	14436
Association of Municipalities of ON	Membership	\$970.49	14437
Michael Jagger	Refund of zoning amend. application fee	\$400.00	14438
MPAC	Quarterly billing	\$4,730.43	14439
Canada Revenue	January source deductions	\$6,564.05	14440
Co-Op	Clear and coloured diesel	\$3,496.13	14441
EncompassIT.ca	Monthly back up, server back up, emails, website, Sage update, annual cemetery support	\$1,480.70	14442
VOID	printing error		14443
Island Clippings	Public meeting notice	\$67.80	14444
McDougall Energy Inc.	Garage and office propane	\$3,038.54	14445
PPE Solutions	Boots for Fire Dept. (grant funded)	\$1,560.25	14446
Township of Laird	2025 911 billing	\$212.80	14447
Village of Hilton Beach	2025 landfill fees	\$38,059.22	14448
Village of Hilton Beach	2025 recycling fees	\$969.50	14449
McDougall Energy Inc.	Fire department propane	\$1,018.70	14450
Kentvale Merchants Ltd.	Pick-up gas and creamer	\$250.09	14451
Equitable	January Premiums	\$2,491.83	Auto payment
Payroll	Payroll January 1-15, 2026	\$7,670.81	AFT
Payroll	Payroll January 16-31, 2026 (includes 4.25hr admin OT)	\$8,203.77	AFT
OMERS	December pension contributions	\$4,109.00	AFT
OMERS	January pension contributions	\$4,317.18	AFT
Sara Dinsdale	Reimburse for Virtual Election Training	\$497.20	AFT
Sara Dinsdale	Reimbursement for office supplies	\$36.07	AFT
Rod Wood	January council honourarium	\$204.00	AFT
Bob Hope	January Fire Chief honourarium	\$200.00	AFT
Brant Coulter	January BLEO hours and mileage	\$195.12	AFT
NCU Visa	January Statement - AMCTO Map course (x2), internet, stationery, registered mail and bulk postage, office supplies, roads cell phone)	\$1,635.10	Online payment
<b>Total:</b>		<b>\$140,360.12</b>	