

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\*

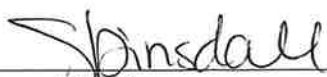
Resolution 2026-25

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\*

  
~~Rodney Wood, Reeve~~  
Dave Leask, Deputy Reeve

  
Sara Dinsdale, CAO/Clerk-Treasurer