

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES

Regular Meeting
February 11, 2026
7:00 p.m.

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

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

Absent: Reeve Rodney Wood

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

There were no declarations of pecuniary interest.

Resolution 2026-26
Moved: Mike Garside
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for February 11, 2026. *CARRIED*

Resolution 2026-27
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the regular council meeting of January 14, 2026. *CARRIED*

Resolution 2026-28
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the closed council meeting of January 14, 2026. *CARRIED*

Road Superintendent/Public Works Foreman Updates:

Mr. Dan See, Road Superintendent/Public Works Foreman explained to Council that the new plow blades have been ordered, and the wing has been attached to the grader in order to cut back the banks.

Council received Staff Report: CR-2026-02-11-EARSA prepared by CAO/Clerk-Treasurer Sara Dinsdale regarding the East Algoma Roads Association & Tendering Process. The report indicated that E.A.R.S.A. was established in the mid 1990's and recently several of the area municipal Clerks raised concerns regarding their tendering practices, authority, liability, and financial processes. The association has now discontinued its tendering function, eliminated all membership fees, and is transitioning to an information/education-focused association. All membership fees that were collected will be refunded after payments of any remaining association costs. The report explained that throughout this process, the Secretary-Treasurer and the President resigned from their roles and no other members expressed interest in filling these executive positions.

The Staff Report also indicated that the CAO/Treasurer of the Township of Plummer Additional has offered to administer the tendering process on behalf of any municipalities wishing to participate in an amalgamated tender for surface treatment. A Municipal Surface Treatment Request Form was submitted by the CAO/Clerk of Plummer Township with a request to complete and return it by February 20. The Report also indicated that the CAO/Treasurer of the Township of Plummer Additional has advised that the development of a policy outlining performance standard and procedural requirements for the surface treatment program is in process and recommended that the participating Municipalities may want to temporarily suspend their tendering portion of their procurement policies to allow for the coordination in the multi-municipality process. Approximately six (6) kms of Township roads may require surface treatment and approximately ten tonnes of Calcium Chloride is needed for 2026.

Mr. See explained that another feasible option is to do some patching , using emulsified tar. It was also discussed whether it would be advantageous to explore the possibility of entering into a multi-municipality tender with only the St. Joseph Island Municipalities.

A discussion regarding cost savings took place of whether tendering benefits the Township. Mr. See explained that there is definitely cost savings through tendering; however, there is a concern regarding the evaluation process as the Township of Hilton is being asked to agree to participate in the multi-municipality tendering process organized by the Township of Plummer Additional prior to reviewing any policies, procedures, or the evaluation process. Mr. See was asked how the ten year plan will be affected if surface treatment is not done this year and he explained that he does not think that delaying it a year will cause any issues. Since the ten year plan is only a guideline, it can be adjusted and extra surface treatment can be done in years to come to accommodate if necessary. Mr. See also explained that if he is to only do patching this year, he will plan to do extra.

Resolution 2026-29

Moved: Janet Gordanier

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON hereby agrees to defer the 2026 surface treatment program to the following year;

AND FURTHER THAT, Council directs staff to proceed with alternative surface treatment options for 2026 construction season. *CARRIED*

Resolution 2026-30

Moved: Mike Garside

Seconded: Mike Trainor

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. 1487-26; being a by-law to establish terms and conditions regarding the installation of entrances on Township Roads within the Corporation of the Township of Hilton. *CARRIED*

A memo from the Ministry of Emergency Preparedness and Response regarding Updates on Provincial Priority Exercise, was reviewed. The memo explained that the Provincial Priority Exercise that was set to take place in October 2026 has been changed to early 2027 to accommodate operational demands on emergency personnel during the summer season and to avoid conflicts with the October 2026 municipal election.

Council reviewed the 2026 CEMC Services Quote for Phoenix Emergency Management Logic in the amount of \$2200.

Resolution 2026-31

Moved: Mike Trainor

Seconded: Mike Garside

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. 1488-26; being a by-law to appoint a Community Emergency Management Coordinator for the Corporation of the Township of Hilton for the 2026 calendar year beginning on January 1, 2026. *CARRIED*

Council entered into public meeting at 7:30 to allow anyone wishing to provide comments regarding the proposed amendment to the costs associated with building permit fees and charges.

Council reviewed the updated building fees and charges that included a 6% increase from the current fees and charges. There were no comments provided by the public.

Resolution 2026-32

Moved: Mike Garside

Seconded: Mike Trainor

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. 1489-26; being a by-law to establish and require payment of various fees and charges for the Corporation of the Township of Hilton. *CARRIED*

Council received Staff Report CR-2026-02-11-BZUD prepared by CAO/Clerk-Treasurer Sara Dinsdale regarding updates of building and zoning infractions. The report explained that new property owners of a property located on Garside Road were contacted regarding a building being erected without a building permit. The Township's Chief Building Official has spoken to the property owner and was advised that a new 8 x 12 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 been scheduled with the Chief Building Official yet; however, it is expected to be completed in the near future.

The report also included a status update regarding a zoning by-law contravention at property located on Richmond Bay Road. The property owner has submitted a completed building permit application in order to meet the compliance deadline of January 31, 2026 that was requested by Council at its regular meeting held on November 13, 2025.

Resolution 2026-33

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. 1490-26; being a by-law to amend Zoning By-law No. 1025-11 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. *CARRIED*

Council discussed a Planning Report received from Mr. Michael Jagger, Secretary-Treasurer of the St. Joseph Island Planning Board titled Accessory Buildings on Otherwise Vacant Lands – Non-Conforming Uses. Council suggested that a better understanding of what Mr. Jagger's report is requesting is needed in order to provide any comments and recommendations.

Resolution 2026-34

Moved: Mike Trainor

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON receives the planning report regarding Accessory Buildings on Otherwise Vacant Lands – Non-Conforming Uses submitted by Mr. Michael Jagger, Secretary-Treasurer of the St. Joseph Island Planning Board;

AND FURTHER THAT Council defers providing comments and recommendations to the regular council meeting scheduled for March 11, 2026. *CARRIED*

Council reviewed the St. Joseph Island Planning Board 2026 Budget. It was noted that the levy amount for each township was not included and will need to be reviewed once the Planning Board has completed the levy appointment.

Resolution 2026-35

Moved: Janet Gordanier

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the 2026 St. Joseph Island Planning Board Budget. *CARRIED*

Council received a memo prepared by CAO/Clerk-Treasurer Sara Dinsdale regarding the Seniors Advisory Committee. The memo indicated that Ms. Judith See, a resident of the Township of Hilton, has been the only person to date that has expressed interest in becoming the Township's representative on the committee.

Resolution 2026-36

Moved: Mike Garside

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON hereby appoints Judith See of The Township of Hilton as a member of the Seniors/Disabled Advisory Committee. *CARRIED*

Council reviewed a Summary of Landfill and Recycling Costs from 2020 to 2025.

Council received Staff Report DR-2026-02-11-TAX prepared by Deputy Clerk-Treasurer Britney MacKay that explained that all three (3) properties that were in arrears for three (3) or more years, and received tax notices in 2025, have now been paid in full prior to the issuance of the interim tax bills.

Resolution 2026-37

Moved: Janet Gordanier

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report DR-2026-02-11-TAX dated February 11, 2026, titled Taxes Updates. *CARRIED*

The Procedural By-law was reviewed due to an amendment to discontinue streaming of meetings that was approved at the January 14, 2025 regular meeting.

Resolution 2026-38

Moved: Mike Trainor

Seconded: Mike Garside

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. 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. *CARRIED*

Council received Staff Report CR-2026-02-11-PCM prepared by CAO/Clerk-Treasurer Sara Dinsdale which outlined that the Personnel Committee, originally established on May 14, 2025, is required to be formally established through by-law of Council pursuant to the *Municipal Act, 2001*. The report also indicated that decisions made in the Personnel Committee require confirmation through a confirmatory by-law to be legally effective. Personnel Committee Confirmatory By-Laws are to 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.

Resolution 2026-39

Moved: Mike Garside

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report CR-2026-02-11-PCM regarding Personnel Committee Confirmatory By-Law Requirements. *CARRIED*

Resolution 2026-40

Moved: Mike Garside

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. 1492-26; being a by-law to establish a Personnel Committee to Delegate Certain Human Resources Authority. *CARRIED*

Resolution 2026-41

Moved: Mike Trainor

Seconded: Mike Garside

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. 1493-26; being a by-law to confirm the actions and decisions of the Personnel Committee Meetings held in 2025. *CARRIED*

Council reviewed a draft addendum to the Township's Workplace Violence and Harassment Policy. The addendum is to include violence and harassment from members of the public towards Township employees.

Resolution 2026-42

Moved: Mike Trainor

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the draft Violence and Harassment in the Workplace Policy. *CARRIED*

Council received Staff Report DR-2026-02-11-SF prepared by Deputy Clerk-Treasurer Britney MacKay regarding set fines. Pursuant to the *Provincial Offences Act (POA)* municipalities may enforce set fines through by-laws only where a set fine schedule has been reviewed and approved by the Ministry of the Attorney General (MAG). Council reviewed the recommended set fines for Trailer By-law No. 1302-21 and Parking By-law No. 1452-25 and directed staff to submit for by-laws and fines for approval with MAG.

Resolution 2026-43

Moved: Mike Garside

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive the Staff Report DR-2026-02-11-SF regarding Set Fines;

AND FURTHER THAT Council directs staff to prepare the submission of set fines to the Ministry of the Attorney General for approval, as set out in Schedule "A" to By-law No. 1302-21; being the Township's Trailer By-law and in Schedule "B" to By-law No. 1452-25; being the Township's Parking By-law.

CARRIED

Council reviewed the Integrity Commissioner report for the period of January 1, 2025, to December 31, 2025. The report indicated that no services were provided to the Township during the reporting period. The report further noted that total expenditures since date of appointment on February 6, 2019, amount to \$8,158.04.

Council reviewed correspondence from Crime Stoppers requesting municipal financial support to assist in reaching its \$10,000.00 regional fundraising goal for 2026, to support the processing tips related to crimes in Sault Ste. Marie and the Algoma District.

Resolution 2026-44
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to contribute \$250.00 to support Crime Stoppers with its efforts to increase public awareness resulting in more tips and crimes solved in the Algoma District. *CARRIED*

Council reviewed correspondence from the St. Joseph Island Hunters and Anglers Association requesting sponsorship for their 45th Anniversary of the Ernie Eddy Memorial Children's Ice Fishing Derby to held on March 7, 2026. This is a free event held at Twin Lakes and is open to all public school children.

Resolution 2026-45
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to contribute \$500.00 to support the annual Ernie Eddy Memorial Children's Ice Fishing Derby to be held on March 7, 2026. *CARRIED*

Council reviewed the January 2026 expenditures.

Resolution 2026-46
Moved: Janet Gordanier
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the payment of Township bills for the month of January 2026 in the amount of \$140,360.12 as per the attached payment voucher. *CARRIED*

Resolution 2026-47

Moved: Mike Garside

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does move into closed session at 8:06 p.m. in accordance with:

Municipal Act section 239 (2) (e) *Litigation or Potential Litigation*

Further be it Resolved that should the said closed session be adjourned; council may reconvene in closed session to discuss the same matters without the need for a further authorizing resolution.

CARRIED

Resolution 2026-48

Moved: Mike Garside

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does return to open session at 8:17 p.m. *CARRIED*

Resolution 2026-29

Moved: Mike Trainor

Seconded: Janet Gordanier


BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass by-law No. 1494-26; being a by-law to confirm the proceedings of this meeting. *CARRIED*

Resolution 2026-50

Moved: Janet Gordanier

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 8:20 p.m. Council to meet again at the Hilton Township Municipal Office on Wednesday, March 11, 2026 at 7:00 p.m. or at the call of the Reeve. *CARRIED*



Dave Leask, Deputy Reeve



Sara Dinsdale, CAO/Clerk-Treasurer