

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES

Regular Meeting

March 11, 2026

7:00 p.m.

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

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

Absent: Councillor Janet Gordanier

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

Pecuniary interest was declared by Councillor Mike Trainor with respect to agenda item No. 12. c)

Resolution 2026-51

Moved: Dave Leask

Seconded: Mike Trainor

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

Resolution 2026-52

Moved: Mike Garside

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the regular council meeting of February 11, 2026. *CARRIED*

Resolution 2026-53

Moved: Mike Trainor

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the closed council meeting of February 11, 2026. *CARRIED*

Road Superintendent/Public Works Foreman Updates:

There has been flooding on Canoe Point Road. The water got quite high and running over the roadway. Ditching and removing snow and slush has been underway; however, this will need to be addressed in the summer.

Due to current events, the Township needed to borrow “men working” and “road closed” signs from neighbouring townships. The purchase of these signs will need to be implemented into the budget for this year as they are a requirement for the Roads Department to have.

Options for patching this year have been under investigation. A discussion regarding the use of tar and chip rather than cold mix took place. Barrels of tar are approximately \$300/barrel, and it will take approximately 6 barrels to each load of chip. This has been priced at a cost of approximately \$2200 for the needed amount as opposed to cold mix, which cost \$2000 last year. Using tar and chip seals better and lasts longer; however the start up fees tend to be costly in order to obtain proper equipment such as a large dump trailer to carry it in, and a way to dispense it. This process does not require heat when applying it. Council noted that there appears to be value in this option and Mr. See explained that he will proceed with firm pricing and further investigate next step and acquiring the necessary equipment.

There was a salt shortage over the winter months; therefore, calcium was used as a replacement in some areas which has created a shortage in calcium. It has been difficult to locate calcium for this year and may not be able to purchase any. Mr. See said that he will keep looking and update Council at a later date.

The topic of purchasing a new vehicle for the Roads Department was discussed as this year the pic- up truck will need to be replaced this year. Mr. See explained that he has been researching vehicle costs, reliability, and performance and requested that Council provide feedback of a type of vehicle that may be preferred. Council recommended to continue to research to present the most suitable options when it comes time to discuss the 2026 budget.

Council reviewed a request from the Township's CEMC to schedule a meeting to meet the EMCPA compliance requirements. Council discussed many options and it was noted that perhaps requesting the Fire Chief's availability first may be appropriate prior to committing to a date. It was discussed that perhaps a day meeting may be appropriate if he is available. The CAO/Clerk-Treasurer will proceed with the inquiry and schedule the meeting accordingly.

The approved minutes of the Hilton Union Fire Board Meeting held on November 26, 2026 were reviewed by Council.

Council received a memo prepared by CAO/Clerk-Treasurer Sara Dinsdale explaining that Secretary-Treasurer Sara Dinsdale has delegated authority to Britney MacKay and will be Acting Secretary-Treasurer for The Hilton Union Fire Board for the remainder of the current term of Council.

The 2026 Building Permit Fees Collected vs Costs Incurred was reviewed.

Council received 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. This topic was deferred from the February 11, 2026 meeting as Council requested further explanation be provided by Mr. Jagger to clarify the options and recommendations that he provided on page 3 of the report. An email with further explanation has been provided by Mr. Jagger. This item has been deferred to the next meeting to allow all of Council an opportunity to provide feedback.

A memo regarding Property Assessment of Residential/Commercial Property prepared by CAO/Clerk-Treasurer Sara Dinsdale was received by Council. The memo explained that MPAC has added the property located at 3003 Base Line, Part of Lot 1, Concession 17 to their re-assessment list for this year in order to determine whether it should include the commercial classification value. The property is currently zoned for residential and commercial use; however, the classification is valued as residential only as there was no commercial business operating at this location.

A new appointment by-law was passed in order to amend the 2026 appointments to include the appointment of Ms. Judith See as a representative of the Seniors Advisory Committee.

Resolution 2026-54
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. 1495-26; being a by-law to appoint officers, servants, boards and commissions for the year 2026. *CARRIED*

Resolution 2026-55
Moved: Mike Garside
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. 1496-26; being a by-law to confirm the actions and decisions of the Personnel Committee meeting held on February 11, 2026. *CARRIED*

Resolution 2026-56
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. 1497-26; being a by-law to confirm the actions and decisions of the Personnel Committee Meeting held on March 11, 2026. *CARRIED*

Resolution 2026-57
Moved: Mike Garside
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. 1498-26; being a by-law to adopt a policy for the prevention of violence and harassment in the workplace. *CARRIED*

Council received Staff Report DR-2026-03-11-MRP prepared by Deputy Clerk-Treasurer Britney MacKay regarding a Policy for the Use of Municipal Resources. The report explained that Section 88.18 of the Municipal Act, 1996 requires municipalities and local boards to establish rules and procedures governing the use of municipal resources during an election campaign period and must be in place prior to May 1 in the year of a regular municipal election year. The Act prohibits municipalities from making contributions to Candidates or Registered Third Parties in any form, including money, goods, or services. The improper or perceived improper use of municipal resources during an election campaign may constitute an unlawful contribution under the Act.

Historically, the Township has relied on general policies, staff practices, and legislative guidance to manage the use of municipal resources during election periods. However, the Act now clearly requires municipalities to formally adopt rules and procedures governing this matter through an approved policy.

Resolution 2026-58
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. 1499-26; being a by-law to adopt a policy for the use of municipal resources during an election period. *CARRIED*

Resolution 2026-59
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does give first, second and third and final reading of By-Law No. 1500-26; being a by-law to appoint a municipal auditor for the Corporation of the Township of Hilton for the 2026-2030 fiscal years inclusive term. *CARRIED*

Council received Staff Report DR-2026-03-11-TCP regarding Tax Collection Policy prepared by Deputy Clerk-Treasurer Britney MacKay. The report explained that the *Municipal Act, 2001* grants municipalities the authority and responsibility to levy and collect property taxes. Part X and Part XI of the Act outline the legislative framework governing tax billing, collection procedures, penalty and interest application, recovery mechanisms, and the tax sale process.

While the Township has historically administered tax collection in accordance with the Act, a formally adopted Tax Collection Policy has not previously been established.

Resolution 2026-60
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive staff report DR-2026-03-11-TCP regarding statutory requirements and practices of the Township's tax administration framework to be formalized into a Tax Collection Policy. *CARRIED*

Resolution 2026-61
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the draft Tax Collection Policy and Tax Payment Arrangement Form. *CARRIED*

Council reviewed the Municipal Insurance Program Proposal.

Resolution 2026-62
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the proposal for insurance from Marsh Canada Limited provided by Northern Insurance Brokers Inc. for the period of March 15, 2026-March 15, 2027, in the amount of \$47,160.00;

AND THAT Council agrees to a 3 year long term agreement in accordance with the payment schedule attached. *CARRIED*

The Algoma District Services Admin Board Budget was reviewed by Council. The budget states that Hilton Township's Levy for 2026 is \$354,246. Council noted that the Township of Hilton is listed as "Township of Hilton Beach" rather than "Township of Hilton" and requested that ADSAB be notified to make the correction.

Staff Report DR-2026-03-11-GI titled Grant Ideas, prepared by Deputy Clerk-Treasurer Britney MacKay was the next item on the agenda; however, CAO/Clerk-Treasurer Sara Dinsdale requested that the item

be deferred to the next meeting in order to allow time to add more information regarding the process of the grant funding.

A memo prepared by CAO/Clerk-Treasurer Sara Dinsdale regarding access of municipal maps and property information was reviewed by Council. The memo explained that staff regularly receive requests to make copies of maps located in the office in order to verify property size and boundaries; however, the municipal maps located in the office clearly state that they are not to be reproduced or distributed, in whole or in part. All rights are reserved by the Municipal Property Assessment Corporation (MPAC), and the maps are stamped with a copyright notice. The maps also indicate that they are not documents of survey which means that property owners are required to obtain a land survey prepared by a licensed Ontario Land Surveyor to retrieve accurate size and boundaries.

The memo also indicated that MPAC has advised that staff shall rely on the tools and resources available through its website to obtain the most current and accurate property information, rather than these maps located in the office. MPAC has also advised that only the information contained on a property owner's tax bill may be provided to the property owner only, to ensure confidentiality is maintained. This information includes the roll number, legal description, Property Identification Number (PIN), plan number (if applicable), acreage, and frontage. Additional property information can be obtained through the following websites:

1) OnLand (Ontario Land Registry) - www.onland.ca

The OnLand portal is the primary source for searching property records in Ontario. Users can locate properties on a map, view, print, or download maps, and order parcel registers. This system provides access to official property-related documents and registry information.

2) MPAC AboutMyProperty - www.mpac.ca

The Municipal Property Assessment Corporation (MPAC) provides a free online tool that allows property owners to view their property assessment information, see details on file, and compare their property with others in their neighbourhood.

Council reviewed the Hilton Township's March Newsletter, the Algoma Power Inc. Community Newsletter, and the Children's Easter Party Flyer, which are all posted on the Township's website. The Easter party will be held on April 4 from 1:30-3:00 p.m.

A request for a donation from The St. Joseph Island Lions Club for the Rock'n the Island Dance was received by Council.

Resolution 2026-63

Moved: Mike Garside

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to a donation of \$500.00 to the St. Joseph Island Lions Club for the 2026 "Rock'n the Island Dance" to support strengthening healthcare on St. Joseph Island through the doctor recruitment and retention of hospital equipment for Mathews Memorial Hospital. *CARRIED*

A letter regarding the March for Meals campaign being run by The Dr. H.S. Trefry Memorial Centre in partnership with OSCA was discussed by Council. The letter stated that they are requesting Council or local leaders/volunteers to deliver meals on wheels during the month of March. Councillor Mike Trainer requested that his name be submitted to participate in the campaign.

Council reviewed a letter submitted by the St. Joseph Township regarding Provincial Contributions to Algoma Public Health Levy Increases.

Resolution 2026-64

Moved: Dave Leask

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does support the correspondence from the Township of St. Joseph regarding Levy Increase to Algoma Public Health and the Provincial Portion;

AND THAT Council suggests that if the Province does not intend to fund the Public Health mandate properly, they should consider modifying the current mandate scope;

AND FURTHER THAT a copy of this resolution be forwarded to all municipalities within the Algoma District, the Minister of Health, the Premier of Ontario, the Federation of Northern Ontario Municipalities (FONOM), and the Algoma District Municipal Association (ADMA). *CARRIED*

Council reviewed the February 2026 expenditures.

Resolution 2026-65

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 February 2026 in the amount of \$81,593.10 as per the attached payment voucher. *CARRIED*

Corporation of the Township of Hilton
Minutes-March 11, 2026, Cont'd

Resolution 2026-66
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does move into closed session at 8:30 p.m. in accordance with:

Municipal Act section 239 (2) (b) *personal matters about an identifiable individual* to discuss potential candidates for the Township's Chief Building Official position, to receive an update regarding a settlement of a human rights matter, and to receive an update regarding a litigation matter involving the contravention of the township's zoning by-law.

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

CARRIED

Resolution 2026-67
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does return to open session at 9:13 p.m. *CARRIED*

Resolution 2026-68
Moved: Dave Leask
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass by-law No. 1501-26; being a by-law to confirm the proceedings of this meeting. *CARRIED*

Resolution 2026-69
Moved: Janet Gordanier
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 9:16 p.m. Council to meet again at the Hilton Township Municipal Office on Wednesday, April 15, 2026 at 7:00 p.m. or at the call of the Reeve. *CARRIED*


Rod Wood, Reeve


Sara Dinsdale, CAO/Clerk-Treasurer