

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES

Regular Meeting

May 13, 2026

7:00 p.m.

Present: Reeve Rodney Wood
Councillor Dave Leask
Councillor Mike Trainor

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

Absent: Councillor Janet Gordanier
Councillor Mike Garside

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

There was no pecuniary interest declared.

Resolution 2026-93

Moved: Dave Leask

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for May 13, 2026. *CARRIED*

The approval of the regular meeting minutes of April 15, 2026 was deferred due to Council attendance.

Road Superintendent/Public Works Foreman Updates

- As conditions throughout the Township continue to dry following the winter season, grading operations have been underway. Overall, roads appear to be in good condition with minimal potholes reported.
- The emulsified tar has been delivered to Richards Landing and now only requires pickup. Mr. See will also attempt to obtain aggregate materials in order to complete additional road maintenance work.
- Repairs were completed on the flail mower for the tractor. Oil was drained and replaced, and the fuel tank, which was in poor condition, was cleaned and painted. The mower was tested and is now operating properly. Brushing operations will continue over the coming weeks. It was noted that brushing is easier before grass growth begins, as it allows for better identifying rocks and

drainage issues within ditches. Due to travel and setup time, brushing requires planning for a full workday.

- Mr. See investigated the use of liquid calcium for gravel roads and found pricing to be comparable to, or less expensive than, calcium flakes. Liquid application would eliminate the need for Township staff to haul material using Township trucks, resulting in labour savings.
- Cleanup efforts have begun at the Municipal Office property. The former cable building located on the opposite side of the Fire Hall that is falling apart contains old electronics and miscellaneous debris which will all be removed. Mr. See also observed water pooling beside the property. The neighbouring property owner has agreed to allow ditch cleanup and removal of brush and junk trees to improve drainage.
- Concerns regarding beaver activity on Hamilton Bay Road were discussed. Mr. See advised that two individuals had previously expressed interest in trapping the beavers; however, no action has yet been taken. Beaver activity is occurring on both the north and south sides of the road. The affected property owner has granted permission for work to proceed on their property if required. It was noted that Mr. See is not licensed to trap beavers. Reeve Rod Wood asked whether obtaining a trapping licence would be beneficial. Mr. See advised that he would consider it if necessary and if no licensed trappers are available. Councillor Mike Trainor advised that he knows qualified individuals and would provide contact information. Mr. See noted that the individuals previously contacted are the same individuals the Councillor Mike Trainor is recommending, and that they are volunteering their services; therefore, he does not wish to pressure them unnecessarily.
- Mr. See advised that a small 6-inch culvert will be installed across from the P Line at the corner of Base Line and P Line where flooding occurred this spring. Water had pooled on the roadway due to rapid snow melt. It was noted that this area had not presented issues in previous years. The P Line has dried and flattened well, although dusty conditions remain. Grading operations were interrupted due to a fire call but will continue. Some frost may remain in the lower section near the swamp area, and several frost heaves and snow-filled ditches remain throughout the Township.

- Mr. See reviewed truck pricing and advised that the Ontario Buy Ontario Act requirements are affecting purchasing options. The best pricing received was from Prouse Chevrolet Buick GMC Cadillac Ltd. located in Sault Ste. Marie, Ontario. Council received Staff Report DR-2026-05-13-PTP regarding Pick Up Truck Purchase that includes pricing of the vehicle along with operational accessories such as a backrack, toolbox, and flashing lights, but excludes decals as the Township already has the appropriate decals.
- Councillor Dave Leask asked whether “Men at Work” signage had been obtained. Mr. See advised that it had not yet been purchased. The CAO/Clerk-Treasurer advised that the items are included in the 2026 budget which is included in this meeting’s agenda. Reeve Rod Wood also asked whether the Township has flagging and Mr. See advised that paddles were purchased last year.
- Discussion took place regarding declaring the old utility trailer as surplus. Mr. See advised that, since the purchase of the new dump trailer, the older single-axle trailer is no longer required. The old trailer had primarily been used for hauling the lawn tractor, while the new trailer is capable of hauling larger equipment and gravel. Councillor Mike Trainor asked whether the trailer could be repurposed as a road service trailer, however it was advised that the new trailer fulfills those needs.
- Reeve Rod Wood suggested declaring the trailer surplus and accepting the best offer. Discussion followed regarding listing the trailer through sealed bids, with a suggested minimum bid of \$3,000, or alternatively through GovDeals. Mr. See advised the trailer was purchased in 2024 for approximately \$3000 and retains an estimated value of approximately \$3,000. Council generally agreed that any amount over a couple thousand dollars would be reasonable, noting that the Township has received good value from the trailer and no longer has operational need for it.
- Discussion also took place regarding the pull-behind flail mower, which has remained unused since the Township purchased the tractor in 2020. Mr. See advised that the mower may have a resale value of a couple thousand dollars. Council discussed the possibility of selling the equipment through sealed bids with a minimum starting offer. Staff noted that the mower is approximately 20 years old and would likely only be useful to farmers or municipalities with large ditch systems.

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Resolution 2026-94

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the purchase of liquid calcium at a cost of \$8700.00 plus applicable taxes. *CARRIED*

Resolution 2026-95

Moved: Dave Leask

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report DR-2026-05-13-PTP titled Pick Up Truck Purchase;

AND THAT Council approves the purchase of a GMC Sierra 1500 with operational accessories in the amount of \$76,305.90 plus applicable processing fees to be funded by the Township's Roads Reserve Fund. *CARRIED*

Resolution 2026-96

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON deems it advisable to dispose of the 2023 single axle utility trailer purchased at a cost of \$3424.15 (incl taxes) in 2024 that is no longer required for municipal purposes;

NOW THEREFORE BE IT RESOLVED THAT Council declare the 2023 single axle utility trailer bearing V.I.N. 2CPUSA1B6PA056849 as surplus to the needs of the municipality:

AND THAT the trailer be offered for sale by means deemed most suitable and in the best interest of the Township in accordance with applicable legislation and municipal policies;

AND THAT the CAO/Clerk-Treasurer be authorized to take all necessary actions to complete the sale and transfer of ownership of the surplus trailer;

AND THAT any proceeds from the sale be deposited into the appropriate municipal account. *CARRIED*

Resolution 2026-97

Moved: Dave Leask

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON deems it advisable to dispose of the 2007 rear flail mower that is no longer required for municipal purposes;

NOW THEREFORE BE IT RESOLVED THAT Council declare the 2007 rear flail mower as surplus to the needs of the municipality;

AND THAT the rear flail mower be offered for sale by means deemed most suitable and in the best interest of the Township in accordance with applicable legislation and municipal policies;

AND THAT the CAO/Clerk-Treasurer be authorized to take all necessary actions to complete the sale of the flail mower;

AND THAT any proceeds from the sale be deposited into the appropriate municipal account.

CARRIED

Council received correspondence submitted from the Ontario Provincial Police regarding the 2027 Municipal Policing Statement. The letter included the property count data for the Township of Hilton, based on the 2025 Assessment Roll data delivered by MPAC to municipalities for the 2026 tax year with adjustments based on the requirements defined in O.Reg. 413/23 of the Community Safety and Policing Act, 2019. The property counts will be used by the OPP to help determine policing costs in the 2027 Annual Billing Statements. The Household count indicated as 390, with commercial, industrial and aggregate extraction properties at 12 bringing the property count total to 402.

Correspondence from the Ministry of Emergency Preparedness and Response was received, indicating that the Township of Hilton has met all the requirements in the Emergency Management and Civil Protection Act O.Reg. 380.04, and their assessment indicates that all thirteen (13) program elements for 2025 have been satisfied.

Council reviewed the 2026 Building Permit Fees Collected vs Costs Incurred to date summary. A discussion took place regarding the many years of dedication and commitment that former Chief Building Official Kevin Morris provided to the Township of Hilton. Council expressed appreciation for Mr. Morris' service and suggested that a gift be presented in recognition of his contributions to the Township.

Resolution 2026-98

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve a gift of \$250.00 to be presented to Mr. Kevin Morris, former Chief Building Official for the Township of Hilton, in recognition of his many years of hard work, dedication, and service to the community during his term of contract with the Township. ***CARRIED***

Council received Staff Report CR-2026-05-13-SRA regarding a request for an extension to purchase shore road allowance. The report explained that at the regular meeting held on February 12, 2025, Council passed a resolution that approved in principle the application made by Suzanne Ritchie Raymond and Clifford James Raymond to purchase the part of the original shoreroad allowance lying in front of Lot 6, Plan 1M554 (5021 Red Maple Drive) at a cost of \$30 per lineal foot plus GST. The deadline

for the applicant to obtain the required straight-line survey and to submit the reference plan of survey along with the deposit was on February 12, 2026. The report requested an extension of this deadline as the applicant is still interested in proceeding with the purchase.

Resolution 2026-99
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report CR-2026-05-13-SRA regarding a request for an extension to purchase shore road allowance;

NOW THEREFORE THAT Council agrees to extend the deadline from February 12, 2026, to February 12, 2027, for submission of the required documents and deposit respecting the proposed purchase of the shore road allowance lying directly in front of Lot 6, Plan 1M554 (5021 Red Maple Drive);

AND THAT all other terms and conditions of Council's previous resolution #2025-34 remain unchanged;

AND THAT should the applicant fail to meet the extended deadline, the offer to purchase shall be deemed lapsed and the Township shall have no further obligation in respect of the application.

CARRIED

A Memo was received by Council prepared by CAO/Clerk-Treasurer Sara Dinsdale regarding the Minor Variance Agreement between the Township of Hilton and Mr. Dan Hayes-Sheen of 2524 Hamilton Drive. The memo indicated that the Township's Chief Building Official has conducted a site inspection and confirmed that the required removal of the existing encroachment of the garage roof eaves and exterior siding on the abutting lands to meet the new set-back of 0.0 metres (0 feet) as per the approved zoning amendment has been met.

Council received a memo prepared by CAO/Clerk-Treasurer Sara Dinsdale regarding the annual Cemetery Clean-Up. The Memo indicated that due to the weather forecast, the scheduled annual Grace United Cemetery Clean-up that was scheduled for Saturday, May 9, 2026 was cancelled. Despite the cancellation, volunteers attended and contributed several hours of their time cleaning up the cemetery grounds. Once a new date is determined, a notice will be posted in the Island Clippings as well as on the Township's website.

Council received Staff Report DR-2026-05-13-DB regarding details of the proposed draft 2026 budget and taxation. Council reviewed the proposed draft 2026 budget, OPTA Tax Analysis, tax impact summary and tax rate summary. Since the Township will enjoy a municipal levy increase of \$6872 due to new construction and building assessments, the proposed combined municipal tax rate for 2026 is .01110391, which represents maintaining the 2026 tax rate at the 2025 level.

Resolution 2026-100
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the draft 2026 budget with a total revenue of \$1477,361.21. A public meeting will be held on June 10, 2026 in order to provide an opportunity for the public to comment prior to adopting the 2026 budget. *CARRIED*

Staff Report DR-2026-05-13-SYN titled Senior of the Year Nomination was received by Council. The report included multiple nominations that were received as a result of a request for nominations advertisement that was placed in the Island Clippings.

Resolution 2026-101
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON hereby nominates Charlie Nelson as Senior of the Year and authorizes staff to request their attendance at the luncheon on Tuesday, June 23, 2026, where an award will be presented by Councillor Mike Trainor. *CARRIED*

The 2025 updated Assessment Management Plan was reviewed by Council.

Resolution 2026-102
Moved: Dave Leask
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the 2025 Asset Management Plan. *CARRIED*

The 2026 draft library budget was presented to Council.

Resolution 2026-103
Moved: Dave Leask
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the 2026 draft budget presented by the Hilton Union Library;

AND FURTHER THAT Council approves Hilton Township's levy amount of \$21,653.40. *CARRIED*

The 2026 St. Joseph Island Museum budget was presented to Council.

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Resolution 2026-104
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the 2026 draft budget presented by the St. Joseph Island Museum Board;

AND FURTHER THAT Council approves Hilton Township's levy amount of \$9,883.00. *CARRIED*

Resolution 2026-105
Moved: Dave Leask
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. 1509-26; being a by-law to delegate authority to the CAO/Clerk-Treasurer during a "lame duck" period for the Corporation of the Township of Hilton. *CARRIED*

Council received a memo regarding Enhancing Access to Spaces for Everyone (EASE). The memo explained that an application was submitted for the EASE grant to fund upgrades to the front entrance of the municipal office to include a barrier-free entrance with an automatic push-button door opener. Other items included in the application are ergonomic office equipment for the Council Chambers and staff offices. All items applied for in the funding will ensure all visitors, ratepayers, council and staff can access municipal services and will support well-being, health and create a more inclusive and accessible environment. The memo explained that due to the limited timeframe associated with the grant application's deadline, the previously proposed renovation of the municipal washroom was not included in this application due to lack of quotes and estimates; however, it remains a priority for future accessibility grants.

The Hilton Township May Newsletter was reviewed. All newsletters are posted on the Township's website.

Council received a request for a donation from the Dr. H.S. Trefry Centre to support their 2026/2027 budget.

Resolution 2026-106
Moved: Dave Leask
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to support the Dr. H.S. Trefry Memorial Centre 2026/2027 budget funding in the amount of \$2500.00. *CARRIED*

Council received a request for a donation from Central Algoma Intermediate and Secondary School.

Resolution 2026-107

Moved: Dave Leask

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does support the Central Algoma Intermediate & Secondary School with donations of \$150 to be awarded to a deserving grade 8 graduate and \$200 to be awarded to a deserving grade 12 graduate. *CARRIED*

Correspondence submitted by Ms. Myra Eddy, Clerk-Treasurer of the Village of Hilton Beach regarding the Landfill Meeting scheduled for May 21, 2026, was received and discussed by Council. The correspondence advised that the meeting would be cancelled due to conflicting meeting commitments. The letter further noted that there have been no updates regarding the installation of the monitoring wells and that the tipping fee process has transitioned to the use of punch tickets. Ms. Eddy also advised that Mr. Mel Andreola has retired from his position at the landfill and that Mr. Shane Alexander has assumed the role. In addition, the correspondence requested that the Council of the Township of Hilton provide recommendations for consideration as part of a new updated agreement to be presented to the Council of the Village of Hilton Beach.

Council discussed the advantages of establishing a landfill committee comprised of two (2) council members from each municipality and recommended that another request be forwarded to the Council of the Village of Hilton Beach to consider organizing a committee in this capacity rather than having all members of both councils attend. Council noted that a similar recommendation had been submitted in 2025; however, it was not supported by the Village.

Council directed the CAO/Clerk-Treasurer to respond to the correspondence advising that, until such time as a new agreement is completed and adopted by both municipalities, the original 1991 agreement remains in effect.

Resolution 2026-108

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive correspondence from Ms. Myra Eddy, Clerk-Treasurer of the Village of Hilton Beach regarding the Landfill meeting cancellation;

AND FURTHER THAT Council directs staff to compose a response including a request to organize a committee of two (2) Councillors from each municipality and further to request the committee discuss the updates required in a new agreement. Until such time, the agreement that forms part of by-law 575 attached remains active. *CARRIED*

Council received correspondence from Ms. Barbara Church on behalf of her grandson with a request to install a tetherball secured in cement at Big Point Park.

Resolution 2026-109
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive correspondence from Ms. Barbara Church on behalf of her grandson Garrett with a request to install a tetherball at Big Point Park located in Hilton Township;

AND FURTHER THAT Council directs staff to compose a response stating that Council approved it and staff has been directed to notify Garrett that a tetherball will be installed at Big Point Park. *CARRIED*

Council reviewed the Provincial Offences Act Order to Attach Set Fines to the Trailer By-Law No. 1505-26 and the Provincial Offences Act Order to Attach Set Fines to the Parking By-Law No. 1506-26.

A Press Release from North Shore Health Network regarding the launch of Victim Services Programming in Blaine River Site was reviewed. The notice indicated that this new program provides sexual assault evidence kit collection and compassionate, trauma-informed resource supports for survivors. If you have experienced sexual assault, please call 705-356-2265 or 1-888-425-0321 for assistance or call 911 if you are in immediate danger.

A notice regarding the 2026 census collection was reviewed. The Notice states that the collection has begun across Canada and households will receive a census invitation letter in the mail starting in May. This data is essential for planning programs and services that support employment, public transit, education, health care and more.

Information regarding the 2026 Municipal Election was reviewed. The notice stated:

Hilton Township is governed by one Reeve and four (4) Councilor's. Serving as Reeve or Councillor is a rewarding opportunity to give back to your community. As a member of Council, you will:

- ***Attend regular and special Council and Committee meetings***
- ***Review reports and recommendations from staff and external agencies***
- ***Participate in Council decision-making on municipal services, budgeting, policies, and by-laws***
- ***Represent the public and to consider the well-being and interests of the municipality***

Prospective candidates are encouraged to carefully consider the roles and responsibilities of Council, as well as the time commitment involved.

Municipal government plays an important role in shaping everyday life in Hilton Township – from roads and infrastructure to planning and community services.

Strong local leadership begins with individuals who care about their community and want to make a difference.

If you stay informed, share ideas, volunteer, or look for ways to improve your community, you may already have the qualities of a municipal leader.

The Association of Municipalities of Ontario's If You Believe, They Believe campaign encourages residents to explore what it means to run for local office. It provides helpful information and resources for those considering becoming a candidate in the 2026 Municipal Election.

If you have ever thought about becoming more involved in your community, visit whenyoubelieve.ca to learn more and see if local government is right for you.

Nomination Process

Candidates for Council must meet the same eligibility requirements as voters. You must be:

- ***A resident of Hilton Township, or an owner or tenant of land in the Township, or the spouse of such an owner or tenant;***
- ***A Canadian citizen;***
- ***At least 18 years of age; and***
- ***Not prohibited from voting by law.***

Nomination forms are available on the Township website or at the Township Office. Completed forms must be filed in person at the municipal office with the CAO/Clerk-Treasurer. A nomination fee of \$100 for Councillor or \$200 for Head of Council must be paid by cash or certified cheque at the time of filing.

Upon filing a nomination, candidates will receive a Candidate Package.

Candidates seeking nomination for the English Public School Board Trustee position may schedule an appointment with the Clerk at Macdonald, Meredith & Aberdeen Additional Township, located at 208 Church Street, Echo Bay. Contact Lacey by email at laceyk@ontera.net or phone at 705-248-2441.

A notice regarding registering to vote was reviewed. The notice stated that in order to check, update or add yourself to the voters list with your online tool, it can be completed up until August 12, or directly with your municipality after this date. For more information on eligibility and to register, visit RegisterToVoteON.ca.

Council reviewed the April 2026 expenditures.

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Resolution 2026-110
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 April 2026 in the amount of \$107,540.22 as per the attached payment voucher. *CARRIED*

Resolution 2026-111
Moved: Dave Leask
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass by-law No. 1510-26; being a by-law to confirm the proceedings of this meeting. *CARRIED*

Resolution 2026-112
Moved: Dave Leask
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 9:05 p.m. Council to meet again at the Hilton Township Municipal Office on Wednesday, June 10, 2026 at 7:00 p.m. or at the call of the Reeve. *CARRIED*



Rod Wood, Reeve



Sara Dinsdale, CAO/Clerk-Treasurer