

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES

Regular Meeting

June 10, 2026

7:00 p.m.

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

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 7:01 pm.

There was no pecuniary interest declared.

Resolution 2026-113

Moved: Mike Garside

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for June 10, 2026. *CARRIED*

Resolution 2026-114

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 April 15, 2026. *CARRIED*

Resolution 2026-115

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the regular council meeting of May 13, 2026. *CARRIED*

Road Superintendent/Public Works Foreman Updates

- The new truck has been picked up and is in use. The Township decals have been placed on the doors and tailgate.
- The reversable plow that was ordered has arrived and will be ready for use in the fall/winter.
- The Township's seasonal part-time employee returned on Monday, June 15, 2026.

- Cleanup efforts have continued at the Municipal Office property, and the township received a small pay back for a load of scrap steel.
- Grass cutting and cleanup at the Grace United Cemetery has been taking place.
- Patching and road maintenance efforts have begun and will continue throughout the summer.
- Concerns regarding beaver activity on Hamilton Bay Road continue. Mr. See advised that the individuals that had previously expressed interest in trapping the beavers have not yet done so he is looking for an alternate solution as waiting much longer is not an option. Mr. See has obtained pricing from other trappers at approximately \$100/beaver. Mr. See was asked by Reeve Rodney Wood if he would consider obtaining a trapping licence for the benefit of the township in order to take care of nuisance beaver and Mr. See advised that he would consider it if necessary. Trapping courses usually start in the fall, and it will be explored.
- Councillor Mike Trainor advised that he knows qualified individuals and would reach out to them to request interest in the removal of the current nuisance beavers.
- Sweeping of intersections have commenced using the power broom that was purchased a few weeks ago. The power broom allows more efficient clean up in a timelier manner.
- Councillor Mike Trainor graciously donated an old tank to the Township to be used to hold cold mix.

A discussion took place regarding whether to declare the old pick up truck as surplus and sell it. It was mentioned that the Township may be eligible for fleet insurance if kept. Mr. See mentioned that it will need some repairs including brakes, body work and it burns oil; however, it was agreed that keeping it may be practical. Staff will inquire about fleet insurance.

Council reviewed the Hilton Union Fire Board Meeting Minutes of February 25, 2026.

A donation made to the Hilton Union Fire Department was received on behalf of them to be allocated to the 2026 Fire Department Budget

Resolution 2026-116

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the donation of \$100.00 from Mr. Roger Garside, with the funds to be directed to the Hilton Union Fire Department.

CARRIED

Council received a recommendation from the Hilton Union Fire Board to increase the Fire Reserve Fund allocations to \$20,000.00 per municipality for 2026. Council discussed that this allocation should be reviewed yearly with the budget.

Resolution 2026-117

Moved: Mike Garside

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to Hilton Union Fire Board's recommendation to increase the Fire Reserve Fund allocation to \$20,000.00 each in 2026.
CARRIED

The Hilton Union Fire Department's budget was reviewed by Council, along with the recommendation from the Board to approve it.

Resolution 2026-118
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the 2026 Hilton Union Fire Department Budget with a total revenue of \$112,178.18. *CARRIED*

Council reviewed the 2026 Building Permit Fees Collected vs. Costs Incurred summary to date. It was noted that, unlike previous years, the Township is not currently operating at a deficit with respect to building permit fees collected vs costs incurred.

Council received Staff Report CR-2026-03-10-BWP titled Building Without a Permit-Garside Road. The report explained that a new property owner received a notice to contact and arrange with the Building Inspector a site visit regarding a structure that was erected at his property located on Garside Road. The site visit is to determine whether the new structure requires a building permit and entrance permit. The report explained that to date, Mr. Glen Irwin, Chief Building Official attended the property on May 15, 2026 and again on May 20, 2026 to leave a note requesting that the property owner call him; however, no contact has been made.

Council discussed next steps and recommended that Mr. Irwin send a registered letter requesting the property owner to contact him no later than July 15, 2026.

Resolution 2026-119
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report CR-2026-06-10-BWP titled Building Without a Permit-Garside Road;

AND THAT Council directs staff to request the Building Inspector to send a registered letter requesting to contract him regarding property located at CON 8 Lots 4&5 on Garside Road with a deadline of July 15, 2026. *CARRIED*

Council received a Staff Report regarding a request to provide any recommendations or amendments of the Comprehensive Zoning By-Law to the St. Joseph Island Planning Board for the upcoming review and updates. Councillor Dave Leask noted that the zoning-by-law reviews for the new official plan will not be completed until the new year.

Resolution 2026-120
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report CR-2026-06-10-ZBR titled Zoning By-Law Review;

AND THAT Council direct staff to provide each member of Council with an opportunity to review the Comprehensive Zoning By-Law and submit any recommended amendments or provisions to the CAO/Clerk-Treasurer for compilation and subsequent submission to the St. Joseph Island Planning Board. *CARRIED*

Council reviewed a straight line survey of the portion of the shore road allowance adjacent to Lot 27 & 28, Plan H608 of Big Point Road in relation to an application to purchase that was reviewed and approved in principal. The CAO/Clerk-Treasurer provided additional information from Mr. Mike Jagger, Secretary-Treasurer for the St. Joseph Island Planning Board after his review of the survey. Mr. Jagger explained via email that *"perhaps a site inspection should be conducted by either the Road Superintendent or a member of Council to verify that the shore road allowance is not subject to flooding."* Council considered Mr. Jagger's recommendation and decided that a site inspection would not be necessary.

Resolution 2026-121
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the straight-line survey prepared by Monument-Urso Surveying Ltd., Ontario Land Surveyor, dated June 4, 2026, for the portion of the original shore road allowance adjacent to Lot 27 and Lot 28, Plan H608, submitted in support of the application to purchase the shore road allowance;

AND THAT Council direct staff to advise the surveyor to proceed with registration of the survey and to provide seven (7) copies of the written legal description and seven (7) copies of the Reference Plan, in a form satisfactory to the Municipality and the Ministry of Natural Resources;

AND THAT staff be directed to request the required non-refundable deposit in the amount of \$250.00 per property from the applicant;

AND THAT staff be directed to proceed with the circulation of public notices to all agencies and parties as required by legislation once the deposit and copies of the survey and reference plan are received by the Township;

AND FURTHER THAT Council direct staff to proceed with the necessary steps to schedule a public meeting to hear any comments or objections regarding the proposed shore road allowance purchases.*CARRIED*

Council reviewed the updated poster for the rescheduled Grace United Cemetery Clean-Up, which was postponed due to weather conditions. The event is now scheduled for Saturday, June 13, 2026, from 10:00 a.m. to 12:00 p.m., weather permitting. The poster advises residents to consult the Township website for updates or cancellations.

A Staff Report regarding cemetery parking was reviewed by Council. The report indicated that upon consultation with Mr. Dan See, Road Superintendent/Public Works Foreman, that filling the ditch located outside of the cemetery gates with gravel would create a safe area for vehicles to park off the road. There are no drainage or safety concerns.

Resolution 2026-122
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report DR-2026-06-10 titled Cemetery Parking;

AND THAT Council authorizes staff to proceed with the purchase of gravel to fill the ditch located outside the Grace United Cemetery gates to provide safe off-road parking for cemetery visitors. *CARRIED*

A Staff report regarding playground equipment and the outhouse located at Big Point Park was received by Council and discussed. The report included information regarding the Township's obligations to comply with applicable Canadian Playground Safety Standards, Public Health Standards, Ontario Building Code Requirements, and accessibility requirements and previous relevant excerpts from minutes that pertained to discussions of Big Point Park. Previous Council meeting minutes indicate that there have been ongoing discussions regarding playground equipment and structures located at Big Point Park, including concerns related to upgrading or replacing equipment on property not owned by the Township. Concerns have also been expressed regarding the use of taxpayer funds, ongoing maintenance obligations, and liability exposure associated with recreational equipment and park structures.

The Lease Agreement between the Township of Hilton and the Ministry of Natural Resources was included in the report along with correspondence received from the Township's insurance provider regarding risk management and liability obligations. Multiple items were discussed including the existing playground equipment located at Twin Lakes Park and Big Point Park, the existing outhouse at Big Point Park, and the installation of a tetherball at Big Point Park. A Canadian Certified Playground Safety Inspector (CPSI) is recommended in order for the Township to properly assess existing equipment conditions, identify hazards, determine compliance concerns related to risk management and liability insurance expectations. The cost is approximately \$1500 for the Road Superintendent/Public Works Foreman to enroll into the course and an estimate of \$500 per park for an inspection was received from a certified playground inspector.

The report's information regarding the installation of a tetherball. Installation by a qualified contractor experienced in recreational equipment installations is recommended to reduce liability exposure and satisfy insurance expectations. Approximate costs for installation are \$1500 plus \$220 for the tetherball

equipment. According to the Integrated Resource Management Technical Specialist with the Ministry of Natural Resources, prior to approval of the installation of a tetherball, a site plan and photographs identifying the proposed installation location are required prior to approval of the tetherball installation. The Township's Insurance provider confirmed that the tetherball may be added to the Township's Liability coverage following installation and compliance with safety requirements. They also provided a list of recommended concerns and practical mitigation measures to follow.

The report's information regarding the outhouse located at Big Point Park explained that according to Algoma Public Health if replacement of the existing outhouse with the same class 1 privy (earth pit privy) that a certified sewage installer is required to perform an inspection to determine if it meets public health requirements or whether remediation is required. An alternate solution is to decommission the existing outhouse and determine a location for a vault privy. The cost for the inspection is expected to be approximately \$1500. The cost of a vault privy has not been determined; however, further costs for maintenance and emptying the vault would remain the Township's responsibility. Prior to any work commencing, approval will be required from the Ministry of Natural Resources by submitting a site plan and photographs.

Council discussed removing the playground equipment from Big Point Park as maintaining or replacing it will be a cost to the Township. Being that the Park does not belong to the Township, the risk of the MNR selling the park or cancelling the lease agreement is a potential risk and any structure including funds put into the park would be a loss. There was also a discussion regarding the need for an outhouse at Big Point Park. Although there is no obligation to have one located there, some members felt that there should continue to be one.

Resolution 2026-123
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report CR-2026-06-10-PRK titled Playground Equipment and Outhouse;

AND THAT Council does acknowledge the Township's responsibilities under Lease Agreement No. 9748 with the Ministry of Natural Resources respecting the operation, inspection, maintenance, and safety of structures and recreational equipment located at Big Point Park;

AND THAT Council does acknowledge the Township's obligations to comply with applicable Canadian playground safety standards, public health requirements, Ontario Building Code requirements, and accessibility requirements for recreational structures and sanitary facilities located with the Township Parks;

AND THAT Council authorizes staff to proceed with organizing a certified playground inspection at Twin Lakes Park and to report back to Council with inspection findings for consideration;

AND FURTHER THAT Council directs staff to organize the removal of disposal of the existing playground equipment at Big Point Park due to considerations related to cost, risk management, park ownership, applicable safety standards and insurance and liability requirements. *CARRIED*

Resolution 2026-124
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does direct staff to prepare and submit the necessary site plan and photographs of the installation site of a tetherball and a new outhouse with a holding tank to the Ministry of Natural Resources for approval as per Lease agreement No. 9748. *CARRIED*

Resolution 2026-125
Moved: Dave Leask
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON authorizes Mr. Dan See, Road Superintendent/Public Works Foreman to enroll into the on-line Canadian Playground Safety Institute certification course at a cost of \$1500.00. *CARRIED*

Council reviewed the draft 2025 audit completed by BDO Canada LLP. The documents included were the engagement letter, representation letter, consolidated financial statements and the Hilton Union Fire Department Financial Information.

Resolution 2026-126
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the financial statements of 2025 drafted by BDO Canada LLP. *CARRIED*

Council entered into public meeting to allow for comments regarding the draft 2026 Municipal Budget.

Council received Staff Report DR-2026-06-10-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 \$6,872 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. The report also included information regarding the NORDS grant program. The Township will receive \$63,596.96 in 2026 to be deferred for future projects. Council agreed to a transfer of \$11,700.00 from the Parks Reserve account to accommodate playground equipment inspections at Twin Lakes and Big Point Park, installation of a tetherball at Big Point Park, and the replacement of the outhouse at Big Point Park. Other notable items included in the report were an increase from \$10,000.00 to \$20,000.00 to the Hilton Union Fire

Department's reserve fund, \$38,000 in funding was received by the Pothole Prevention and Repair Program, elections training costs for staff, replacement of retired laptops and small renovations such as paint and flooring in the Municipal office and Council chambers are included. Replenishing of the Succession Planning reserve fund will begin again in the amount of \$2000, and a transfer from the Roads Equipment Reserve fund in the amount of \$78, 170.91 for the Township's new public works department pickup truck will take place.

It was noted by Council that the Fire Department's reserve fund allocation should be reviewed each year. There were no comments from public attendees regarding the proposed budget.

Resolution 2026-127
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adopt the 2026 Municipal budget with a total revenue of \$1,541,358.20. *CARRIED*

Resolution 2026-128
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. 1511-26; being a by-law to provide for the adoption of the current estimates and tax rates and to further provide for penalty and interest in default of payment thereof for 2026. *CARRIED*

A staff report regarding staff education updates and an AMCTO Zone Meeting was received by Council. The report explained the educational status of both office employees. Ms. Britney MacKay, Deputy Clerk-Treasurer has successfully completed her second course in the Municipal Administration Program (MAP) with a final grade of 86.12% and will be enrolling in her third course in the fall. Ms. Sara Dinsdale, CAO/Clerk-Treasurer has successfully completed her fourth course in the MAP program with a final grade of 88.82%. This completes the MAP program, and a certificate of completion will be received from AMCTO.

The report also included information pertaining to an upcoming AMCTO Zone meeting held in Killarney Ontario. Topics included in the workshop are related to elections, governance matters, and council orientation and procedural by-law. A portion of the costs for this workshop can be allocated to elections training.

Resolution 2026-129
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report CR-2026-06-10-EDU titled Staff Education Updates and AMCTO Zone Meeting;

AND THAT Council does authorize Ms. Dinsdale, CAO/Clerk-Treasurer and Ms. Britney MacKay, Deputy Clerk-Treasurer to enroll in the AMCTO Zone meeting held in Killarney Ontario Thursday, September 24 and Friday, September 25, 2026. *CARRIED*

A review of By-Law No. 608; being a by-law to prohibit and regulate the use of land within the Township for dumping or disposal of garbage, refuse, domestic or industrial waste, and storage and wrecking of used motor vehicles took place. Included with the review was a draft of a new Property Standards By-Law which established broader standards for the maintenance and occupancy of property throughout the Township. A Staff Report that explained the difference between an amendment of the existing by-law as opposed to adopting a comprehensive property standards by-law was reviewed. The report included information regarding including a set-fine schedule. Council preferred the option of an amendment to the existing by-law to maintain the original intent. Councillor Dave Leask mentioned that a property standards committee may need to be established. Staff was asked to explore it and provide information at the next Council meeting.

Resolution 2026-130
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report DR-2026-06-10-PSB titled Property Standards By-Law;

AND THAT Council directs staff to amend the existing by-law No. 608, maintaining the original intent of the by-law; while incorporating updated definitions and administrative procedures, modern enforcement and compliance measures, clear offence provisions and approved set-fines;

AND FURTHER THAT the draft amendment be presented to Council for review and consideration.
CARRIED

Council reviewed the May 2026 expenditures.

Resolution 2026-131
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the payment of Township bills for the month of May 2026 in the amount of \$123,001.42 as per the attached payment voucher. *CARRIED*

Resolution 2026-132
Moved: Mike Garside

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does move into closed session at 9:08 pm in accordance with The *Municipal Act* section 239 (2)(b) personal matters about an identifiable individual regarding a by-law complaint received by a ratepayer.

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 2026-133

Moved: Mike Garside

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does return to open session at 9:27 pm. *CARRIED*

Resolution 2026-134

Moved: Mike Garside

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass by-law No. 1512-26; being a by-law to confirm proceedings of this meeting. *CARRIED*

Resolution 2026-135

Moved: Mike Trainor

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 9:29 pm. Council to meet again at the Hilton Township Municipal Office on Wednesday, July 8, 2026 at 7:00 p.m. or at the call of the Reeve. *CARRIED*



Rod Wood, Reeve



Sara Dinsdale, CAO/Clerk-Treasurer