

THE CORPORATION OF THE TOWNSHIP OF HILTON

A G E N D A

Regular Meeting of Council

August 24, 2026 – 6:00 pm

Council Chamber - Hilton Township Municipal Building

*Items that were included on the agenda for the regular meeting scheduled for August 19, 2026, which was subsequently cancelled due to quorum, have been divided between meetings. Only Items that are time sensitive are included on this agenda; the remaining items have been postponed to the September meeting.

1. Call to Order
2. Declarations of Pecuniary Interest
3. Motion to Accept Agenda as presented
4. Building/By-Law Enforcement
 - a) MEMO Regarding Chief Building Official Services
 - b) Staff Report Contravention of Zoning By-Law
5. Planning
 - a) Application for a Zoning Amendment; 4292 W Line CON W LOT 11
6. Administration
 - a) Staff Report DR-2026-08-19-LA: Landfill Agreement
-includes Draft Minutes from July 15 Landfill meeting
 - b) Staff Report CR-2026-08-19-FLO: Flooring and Building Repairs
 - c) Staff Report CR-2026-08-19-SEP: September's Council Meeting
7. Move to Closed Session

Council will enter into closed session in accordance with the provisions of the *Municipal Act*,
Section 239 (2)(e) Litigation or Potential Litigation

8. Return to Open Session
9. Confirmatory By-law
10. Adjourn



Memo

Subject: Chief Building Official
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: -August 24, 2026
Regular Council Meeting

Due to the recent resignation of the Township's Chief Building Official (CBO), Mr. Glen Irwin, the Township has entered into an agreement with RSM Building Consultants for for the provision of Chief Building Official and building inspection services.

Appointment By-law No. 1517-26 was passed by Council during the special meeting held on August 12, 2026, and came into force the same day. All building permit applications that have not yet been approved will be reviewed by the new CBO as soon as possible.

The Township continues to accept applications for the CBO position, as the option of employing a qualified local candidate remains under consideration.

Staff would like to thank residents, applicants, contractors, and other affected parties for their patience and understanding while the necessary software and implementation processes are being organized. Further updates will be posted on the Township's website as necessary.



Clerk Report: CR-2026-08-24-ZBL
Subject: Zoning By-Law Contravention
Prepared by: CAO/Clerk-Treasurer Sara Dinsdale

Meeting Date: August 24, 2026
Regular Council Meeting

Background:

Forestry Use is a permitted use within the Rural Zones of the Township of Hilton. The Township's Zoning By-law defines Forestry Use as:

Means an area of land used for cultivating and harvesting of trees for the purpose of producing commercial and non-commercial wood products and on which the cutting of wood harvested from the lot on which the forestry use is located for transport is permitted. For the purposes of this By-Law, a forestry use does not include a saw and/or wood planing mill or a wood-chipping establishment.

Analysis:

Staff have been made aware of a potential contravention of the Township's Zoning By-law involving a property zoned Rural.

A business operator who owns property within the Township of Hilton has been using a separate property, which is not owned by the operator or the business, for the commercial storage of logs associated with the operator's logging business.

Based on the information available to staff, the storage of logs originating from other properties does not appear to fall within the Township's definition of Forestry Use, which permits the cultivation and harvesting of trees and the cutting of wood harvested from the lot on which the forestry use is located for transport.

In addition to the potential zoning contravention, the occupant has not obtained a required commercial entrance permit for access to the property. The continued use of the municipal road by heavy machinery associated with the operation has resulted in damage to the roadway.

Documenting the extent and cost of the road damage would assist in determining the appropriate means of recovering the costs from the party responsible for the damage.

Recommendation:

THAT Council direct Staff to engage the Township's By-law Enforcement Officer to investigate the alleged zoning contravention and issue notice to the occupant, as appropriate, requiring the unauthorized use of the property to cease and the commercial logging inventory to be removed, unless and until the use is authorized in accordance with the Township's Zoning By-law;



AND THAT the occupant be advised that any proposed continuation of the use may require a zoning amendment application, subject to the Township's review and Council's consideration;

AND THAT the occupant is required to obtain the applicable commercial entrance permit prior to continued commercial access to the property;

AND THAT the Road Superintendent prepare a report documenting the damage to the municipal roadway, including photographs, dates the damage was observed, the equipment associated with the use of the property, and an estimate of the costs required to restore the roadway;

AND THAT upon receipt of the Road Superintendent's report, Staff be directed to determine the appropriate process for recovery of the Township's road repair costs from the party responsible for the damage, including consultation with the Township's solicitor where necessary.

THE CORPORATION OF THE TOWNSHIP OF HILTON

APPLICATION FOR A ZONING CHANGE

NOTE: The attached guide should be read before completing this application.

1. APPLICANT AND OWNER

(a) APPLICANT Barbara Church 705-257-9901
 Name Phone
4292 W Line Rd Hilton Beach ON P0R160
 Address

I certify that, to the best of my knowledge and belief, the particulars given in the following application are correct. I hereby apply, in accordance with the provisions of The Planning Act, for the change of zoning described in this application. In addition to the fee payable on the filing of this application, I hereby undertake and agree to reimburse the Township or Hilton for all reasonable expenses, fees or charges properly incurred by it in the processing of this application to finality.

BCH Aug 9, 2026
 Signature of Applicant Date

(b) OWNER Barbara Church
 Name
4292 W Line Rd Hilton Beach ON P0R160
 Address

Phone: 705 257 9901 Email: barbarachurch@live.ca

I, the owner of the subject property, hereby endorse the application.

BCH Aug 9, 2026
 Owner's signature Date

2. AGENTS

SOLICITOR(if any) _____
 Name

 Address

Phone: _____ Email: _____

Other (Architect/Engineer/Planning Consultant/Etc.)

 Name Phone

Phone: _____ Email: _____

3. LOCATION AND DESCRIPTION OF THE LAND

Concession No. W Lot(s) 11
 Registered Plan No. _____ Lot(s) _____
 Street W Line Rd Side W

4. REQUESTED CHANGE IN ZONING AND APPROPRIATE AMENDMENT TO THE OFFICIAL PLAN

- (a) Existing Provisions of By-laws affecting lands (specify paragraphs)

Accessory Buildings Section 4.D General Provisions of Zoning bylaw 1025-11

- (b) Requested zone change - specify fully

Approval to build garages in front of property/house
Minor variance request.

- (c) Is an amendment to the Official Plan required?
 Yes _____ No ✓

If the answer to (c) above is "Yes" what is the required change? Specify fully.

5. LAND USE

- (a) Existing use of the land Rural Residential

- (b) Proposed use of the lands and/or buildings _____

Rural Residential

6. REASONS FOR REQUESTING THE AMENDMENT

Complete as fully as possible using extra paper as required.

Land natural topography restricts building site. As well, location of septic, well, generator and propane tank restricts options.

7. SUPPORTING INFORMATION REQUESTED

(a) Sketch of Illustration or Survey Plan showing:

- i. Applicant's/Owner's total holdings in the area. ✓
- ii. Lands which are the subject of the proposed amendment. ✓
- iii. The location, size and use of all existing buildings or structures on the subject lands and on immediately adjacent properties. ✓

(b) Site Plan showing:

- i. Proposed buildings or structures together with height, size, setbacks and exterior design. ✓
- ii. Ingress/egress, parking, unloading and driveway areas. ✓
- iii. Landscaping including fencing and buffers.

(c) The applicant is requested to submit any further information which may affect this proposal. ✓

8. If this application is approved by Council, and the Ontario Land Tribunal where applicable, within what period will: ✓

(a) Use of the lands and/or structures commence for the purposes outlined in this application?

ASAP as long as weather permits concrete work

(b) Construction of any proposed buildings be completed?

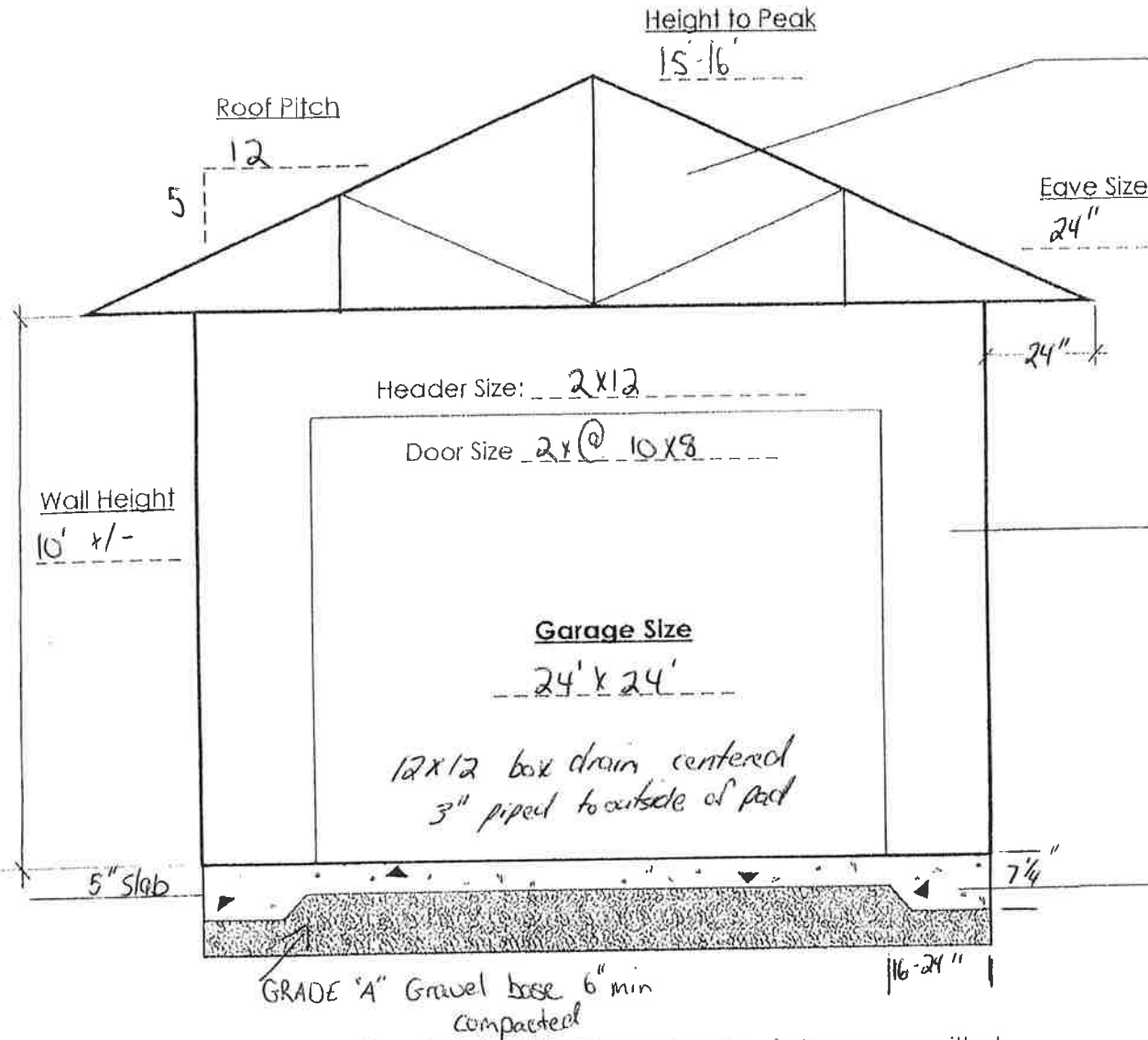
ASAP as long as weath permits concrete work

Longest time is Spring of 2027. if I cannot get done before winter 2026.

Already have dept of Hwy approval permit # B1-2026-505-00000003

Barbara Church - Storage Garage #1

Designed By: _____



Roof Information

Shingles Yes

Metal N/A

Truss Info 5/12 engineered

Sheathing 5/8 T&G

Wall Information

Stud Size 2x6 x10

Stud Spacing (O/C) 16" O/C

Insulation N/A

Sheathing 7/16 OSB

Siding Type Vinyl

Foundation Information

Slab Thickness 5"

Club Size 2x8 (7 1/4") x 16"

Conc. Strength (mpa) 32 mpa

Base Material "A" Gravel

Base Thickness 6" +/-

4292 W Line Proposed Buildings

House is built into side of hill.

Building site is on top of ridge with steep drop off all around providing no feasible building site

septic field

propane tank generator

32x44 home

well

DROP OFF

218.23' to property line

DROP OFF

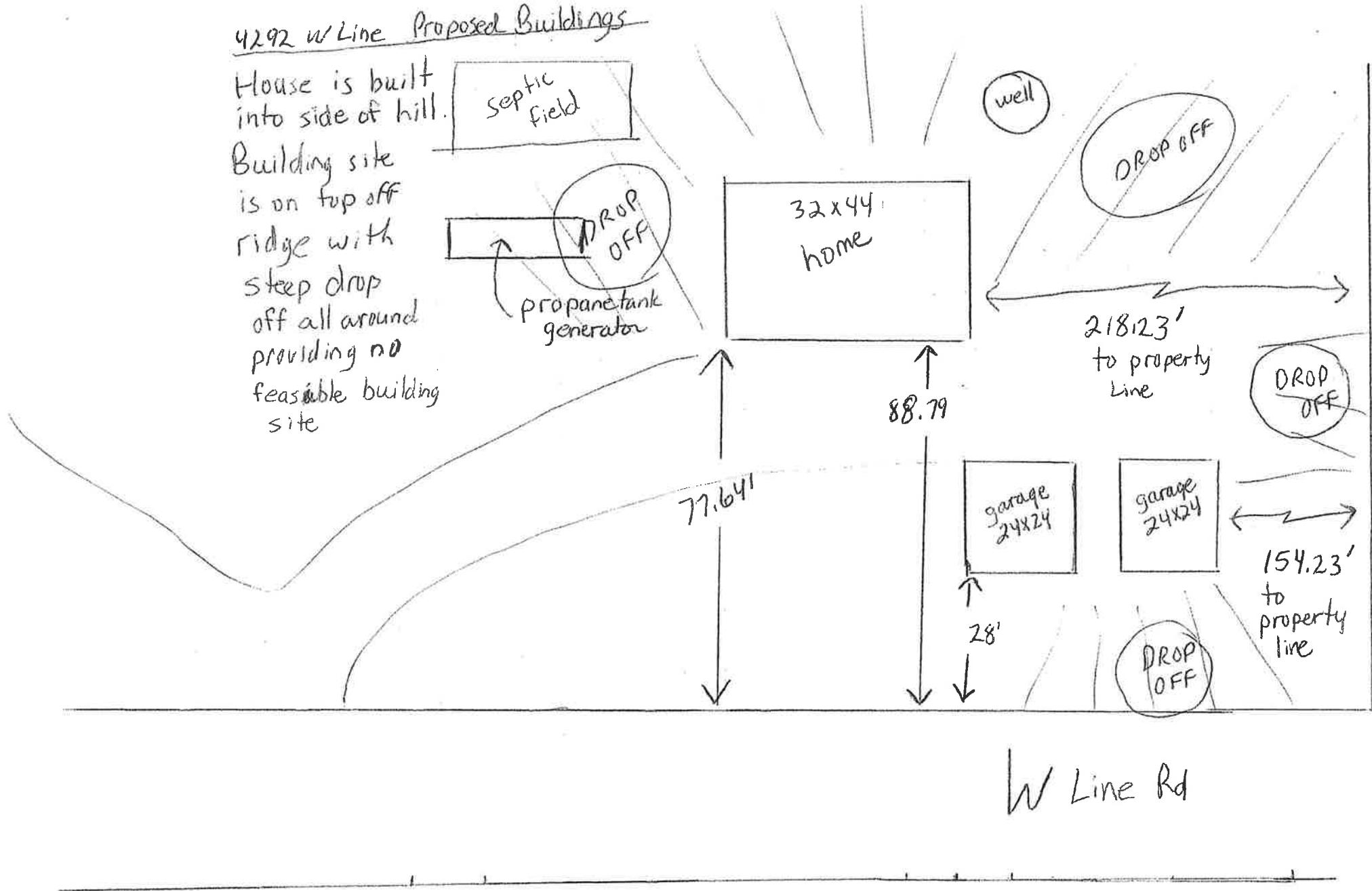
garage 24x24

garage 24x24

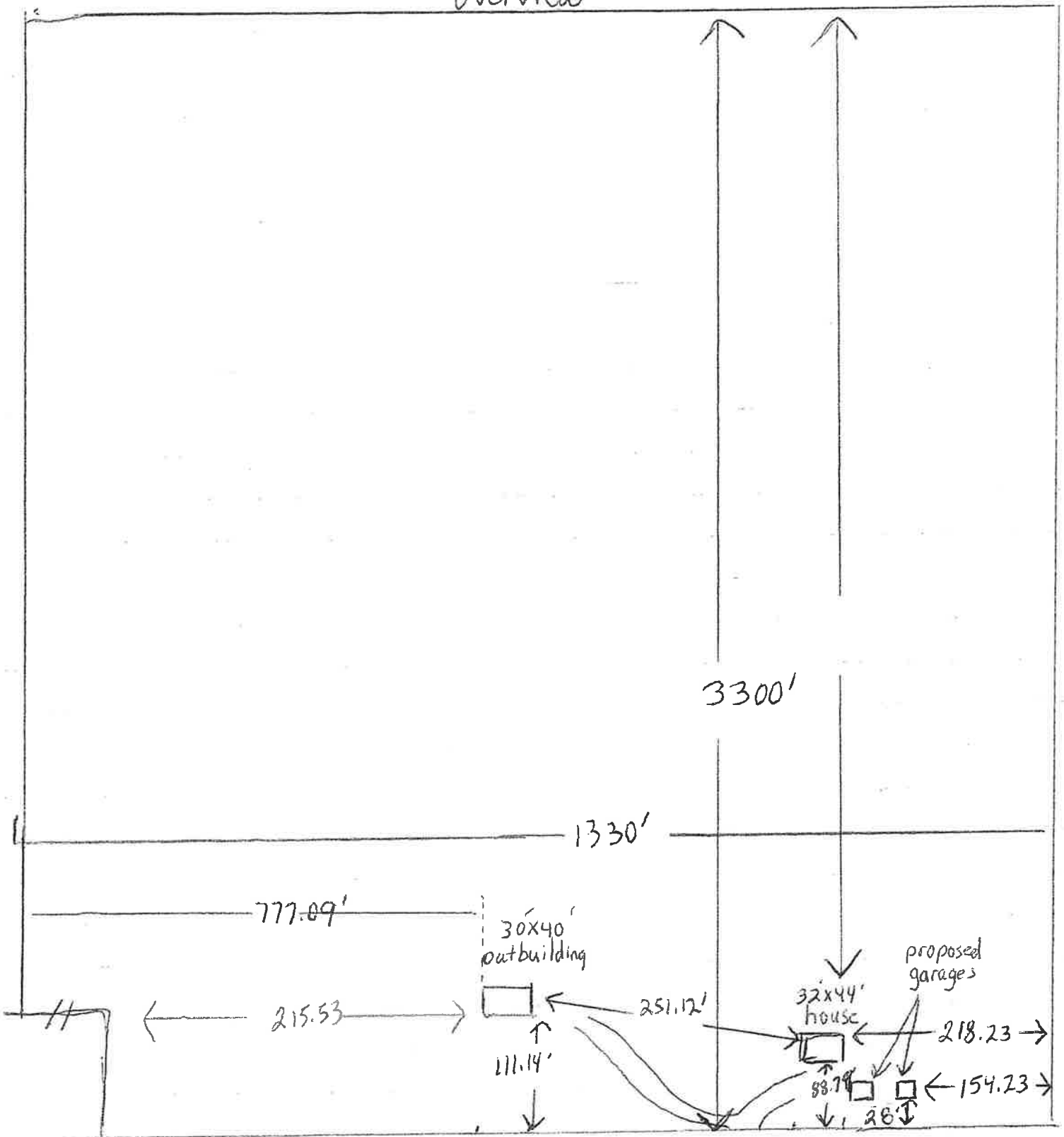
154.23' to property line

DROP OFF

W Line Rd



4292 X-Line Rd
overview



W Line Rd

X Line

1330'

4292 W Line Rd. Current Buildings

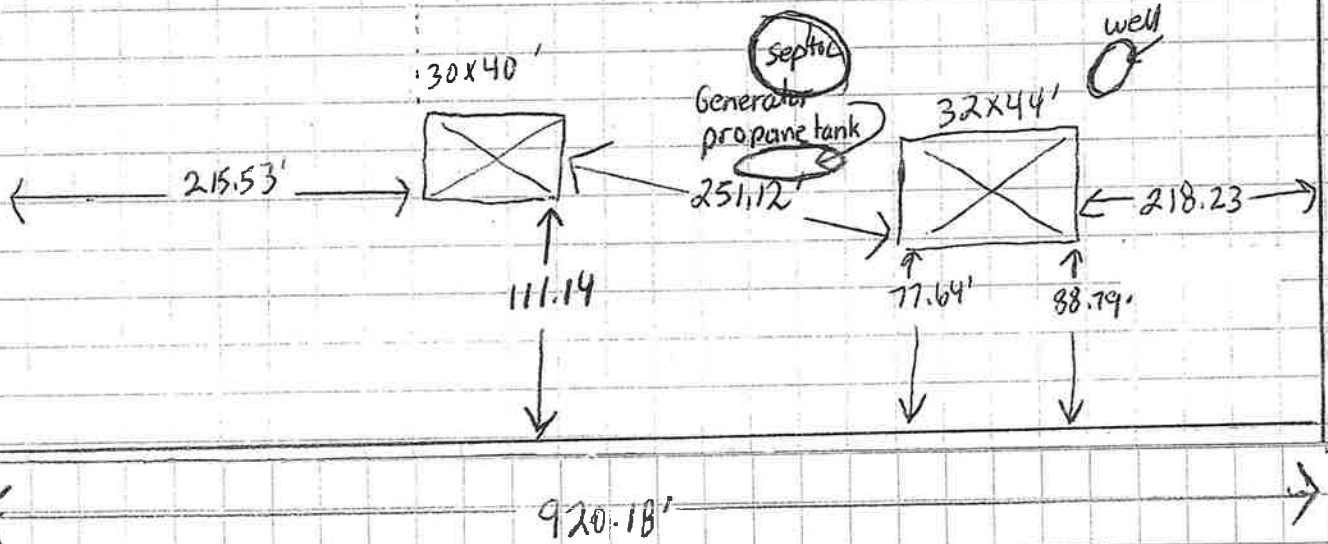
97.84 Acres

4,261,910.4 sq. ft

Land
Covered
by Buildings

Storage building	1,200 sq. ft
Home	1,408 sq. ft
Proposed Garage	576 sq. ft
Proposed Garage	576 sq. ft
	<u>3,760 sq. ft</u>

↑
3300
↓



W Line Rd



6) a) i)

Staff Report: DR- 2026-08-19-LA
Subject: Landfill Agreement
Prepared by: Britney MacKay, Deputy Clerk-Treasurer
Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: August 24, 2026
Regular Council Meeting

Background

At the Landfill Committee Meeting held on July 15, 2026, at the Hilton Beach Community Hall, the Committee discussed the need to update the Joint Landfill Agreement.

Both municipalities have been asked to identify items they would like addressed in the updated agreement so that a draft agreement can be prepared for consideration at the upcoming Landfill Committee Meeting scheduled for August 27, 2026.

The following matters were identified by the Landfill Committee for consideration in the updated agreement:

- How tipping fees collected at the landfill will be managed and allocated;
- Whether the Township of Hilton will contribute toward capital costs associated with the landfill;
- Ensuring continued and guaranteed access to the landfill for the Township of Hilton ratepayers;
- The percentage of costs to be billed to each municipality; and
- Whether the Township of Hilton Roads Department could plow the driveway leading into the landfill.

Upon conclusion of the Committee meeting, a verbal request was received from the Village of Hilton Beach for the Township of Hilton to consider whether the Township Roads Department could also assist with winter snow removal of the road network in the Village of Hilton Beach, in addition to the landfill entrance.

Analysis

Tipping Fees

Historically, there have been discussions regarding tipping fees being placed into a reserve account to assist with future landfill closure costs.

Further research indicates that landfill operators may utilize tipping fee revenue for a number of purposes, including regulatory compliance and environmental monitoring, future closure and post-closure costs, and ongoing operational expenses.

As part of the updated agreement, Council may wish to clarify how tipping fee revenue is to be accounted for and whether the funds will be directed toward operational costs, regulatory compliance, future closure costs, a reserve, or a combination of these purposes.



Capital Costs

Previous Council discussions have considered whether the Township should be responsible for a portion of capital costs associated with the landfill.

One consideration is that the landfill site is not owned by the Township. Council may therefore wish to consider whether Hilton Township should contribute toward major capital expenditures belonging to the Village of Hilton Beach, and if so, whether such contributions should be limited to improvements that directly benefit Hilton Township ratepayers or be based on an agreed percentage of overall capital costs.

The updated agreement should clearly identify the circumstances under which the Township would be responsible for capital expenditures.

Continued Access

Council may wish to ensure the updated agreement provides Hilton Township ratepayers with continued access to the landfill for the duration of the agreement.

Staff recommend that the agreement clearly establish the Township's right to utilize the landfill and include appropriate provisions regarding the term of the agreement renewal, and circumstances under which access could be restricted or terminated.

This would provide greater certainty for Hilton Township ratepayers and assist both municipalities in planning for future landfill needs.

Cost-Sharing Percentage

The current landfill costs are being allocated between the municipalities at 68.34% for the Township and 31.66% for the Village of Hilton Beach.

During a previous Council discussion, Council considered an allocation of 59.3% for the Township and 40.7% for the Village. The Village Council has proposed an allocation of 66% for the Township and 34% for the Village.

To assist in reaching a mutually agreeable allocation, Council may wish to propose a compromise of 62.5% for the Township and 37.5% for the Village. This proposed allocation would represent a compromise between the positions previously discussed by the two municipalities.

Winter Maintenance

Further research indicates that the Township discontinued plowing the landfill site at the end of the 2019 winter season, coinciding with the discontinuation of plowing of the Village roads. At that time, the Township had purchased a new plow truck and determined that, in the interest of protecting taxpayer dollars and avoiding potential damage to the equipment, it would discontinue plowing services for the Village roads and the landfill driveway.



Prior to the discontinuation of this service, approximately one (1) hour of Roads Department time was billed each time snow removal was required at the landfill. A portion of these costs were subsequently billed back to the Township through the annual landfill maintenance fees

Upon consultation with the Roads Department, staff have concerns regarding the potential for damage to the Township's plow truck if it is used to maintain the landfill driveway, particularly during significant snow events. Damage to the truck could result in additional repair costs, and more importantly, could leave the truck unavailable for winter maintenance of the Township's road network. This could affect the Township's ability to respond to and maintain its roads during a snow event.

Relying on other local contractors or neighbouring Township's to assist with snow removal during such circumstances may not be a reliable option. Other Roads Departments would need to prioritize their own road networks and operational requirements before being able to provide assistance to the Township.

Liability is also a consideration that should be reviewed if the Township were to resume winter maintenance of the landfill driveway or assist with snow removal of the road network located in the Village of Hilton beach. A joint snow removal policy, may want to be considered with the following factors:

1. Roads covered – clearly identify the roads and landfill included in the agreement.
2. Scope of services – identify the services included, such as plowing and sanding, and those excluded, such as regular road maintenance.
3. Liability and responsibility – establish responsibility for roads, employees, equipment, and any incidents arising from the provision of services.
4. Service standards – establish response times, accumulations thresholds, winter patrol requirements, and other applicable service standards.
5. Cost-sharing or service exchange – establish whether costs will be exchanged for shared services and the rate or method used to calculate those costs.
6. Communication and complaints – Identify primary contacts and establish a process for reporting and addressing service concerns.
7. Service interruptions - Establish procedures to address circumstances where equipment is unavailable or damaged, including during significant snow events.
8. Term of agreement – Establish the length of the arrangement and provisions for renewal or termination.
9. Insurance and qualifications – Confirm that both municipalities maintain appropriate insurance coverage and that employees operating equipment are properly licensed and trained.
10. Documentation – Establish requirements for maintaining plowing and winter maintenance logs.



Council may wish to consider whether the operational, equipment, liability, and financial risks associated with resuming this service outweigh the benefit of providing this service.

Recommendation

THAT Council receive Staff Report DR-2026-08-19-LA, titled Landfill Agreement;

AND THAT Council provide a recommendation to the Landfill Committee regarding how tipping fee revenue may be accounted for and addressed in the Agreement, including clarification regarding its use for landfill operations, regulatory compliance, environmental monitoring, and future closure/post-closure costs;

THAT Council consider contributing a percentage or a flat annual fee to the Village of Hilton Beach toward landfill capital costs, with the contribution and applicable terms clearly established in the Agreement;

AND THAT the agreement provides Hilton Township ratepayers with guaranteed continued access to the landfill for the duration of the agreement, subject to the terms and conditions of the agreement;

AND THAT the Township of Hilton propose a cost-sharing allocation of 62.5% and the Village of Hilton Beach 37.5% to be clearly stated in the agreement;

AND THAT consideration be given to whether the operational and financial risks associated with resuming winter maintenance of the landfill driveway outweigh the benefit of providing snow removal at the landfill;

AND THAT consideration be given to whether a joint snow removal agreement, for winter maintenance assistance for the Village of Hilton Beach road network and landfill driveway, is in the best interest of the Township of Hilton.

**INCORPORATED VILLAGE OF HILTON BEACH
TOWNSHIP OF HILTON
LANDFILL COMMITTEE MINUTES**

Council Meeting – July 15, 2026

Hilton Beach Community Hall

3100 Bower Street, Hilton Beach, Ontario

PRESENT

Village of Hilton Beach

Robert Hope; Mayor

Brian Delvecchio; Councillor

Sarah Brown; Councillor

Staff:

Myra Eddy; Clerk-Treasurer

Township of Hilton

Rodney Wood; Reeve Township of Hilton

Dave Leask; Councillor

Mike Trainor; Councillor

The meeting was called to discuss the Hilton Landfill.

2026-154

Moved by Rodney Wood

Seconded by Sarah Brown

1. BE IT RESOLVED THAT the Joint Landfill meeting be called to order at 6:00 p.m.

CARRIED

2026-155

Moved by Dave Leask

Seconded by Rodney Wood

2. Disclosures of Conflict of Interest
None

3. BE IT RESOLVED THAT we do approve the landfill minutes of June 18, 2026 as presented.

CARRIED

4. Operating

Further discussion was held regarding the percentage each municipality should pay toward annual operating costs."

There are additional operating costs to consider that has not been part of the costs.

- Surveillance camera – yearly subscription
- Insurance
- Public Work Supervisor time at site – e.i repairs, use of tractor/truck
- Monitoring well testing to occur twice per year
- Annual reporting as per MECP requirements
- Monitoring costs after closure

5. Capital

Greenstone Engineering had finished installing the four monitoring wells. Sampling will occur and depended on the results of the first test and second one may be needed prior to the end of the year .

Committee members inquired about the depth of the wells. Staff will forward the information.

6. Recycling

Staff informed the committee that Circular Materials is now recognizing Hilton Township as a user at the landfill for recycling. Hilton Township was told that they would not be receiving a contract for recycling. It was questioned if the Village contract incorporated the population of both municipalities.

7. Agreement

A decision still needs to be made about how to manage the tipping fees collected. Hilton Township may contribute a percentage to capital costs. Hilton Township would like the agreement to include guaranteed access and not be denied access after contributing capital investment into the property. Also, any changes to the contract must be approved by both municipalities. It was agreed to continue discussion with each respective municipality regarding the information to be included in the agreement.

8. Other

A request was made to Hilton Township committee members if they would bring forward the request to plow the driveway into the Landfill site.

2026-156

Moved by Brian Delvecchio
Seconded by Rodney Wood

THAT BY-LAW NO. 2026.35, being a by-law to confirm the proceedings and resolutions of the Joint Landfill Committee which was adopted up to and including July 15, 2025 be given FIRST, SECOND and THIRD READING and FINALLY PASSED this 15th day of July, 2026

CARRIED

2026-157

Moved by Sarah Brown
Seconded by Dave Leask

THAT the Joint Landfill meeting adjourn at 8:08 p.m. and agree to meet again on August 27, 2026.

CARRIED

Mayor, Robert Hope

Clerk Treasurer – Myra Eddy



6)b)

Staff Report: CR- 2026-08-19-FLO
Subject: Flooring and Building Repairs
Prepared by: Britney MacKay, Deputy Clerk-Treasurer
Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: August 24, 2026
Regular Council Meeting

Background

The approved 2026 Municipal Budget includes \$12,500 for office building maintenance, such as paint, countertops, flooring, the building security contract and cleaning contract. Initially, the flooring installation was anticipated to be completed by staff; therefore, the budget did not include installation costs.

The flooring in the municipal office is in need of replacement due to damage and safety concerns.

The countertop in the administration office is in need of replacement due to damage.

Analysis

Staff is currently in the process of painting the interior of the Municipal Office Building. Councillor Mike Trainor has graciously volunteered his time and supplies to the project. To date, the Council Chambers, both bathrooms, the Roads Department office, kitchen area and both hallways have been completed.

Upon further investigation, it was discovered that the removal and installation of flooring to be completed by staff is beyond their capabilities; therefore, quotations for the removal of the existing flooring and installation of commercial-grade flooring, in accordance with the Township's Procurement Policy have been obtained. The complete project can be scheduled in September at a cost of \$13,000 plus applicable taxes.

Vinyl baseboards for the kitchen, both bathrooms, and both hallways, where the existing baseboards have been damaged, are also included in the cost. The remaining baseboards have been removed and will be reused.

It has also been determined that the Council Chambers countertop and kitchen area countertop could be replaced at a later date; however, the countertop in the administration is damaged. The cost for all the countertops was included in the approved 2026 approved budget at \$1,500; however, only \$500 is required for the one replacement.

Financial Impact

To date, \$1,830 of the approved \$12,500 budget amount has been spent, approximately \$500 will be required to fund the remainder of the security fees and cleaning contract which will leave \$10,170 available.

As a result, the office building maintenance budget will require an additional \$3,500 to complete the flooring project.



The Township currently has \$25,860.49 available in the Municipal Building Reserve account. The reserve account was established to provide funding for building repairs, upgrades, and significant maintenance projects.

Recommendation

THAT Council receive report CR-2026-08-19-FLO; titled Flooring and Building Repairs;

AND THAT Council authorize staff to proceed with the Municipal Office Flooring Project at a cost of \$13,000, plus applicable taxes;

AND THAT Council authorizes the transfer of \$3,500 from the Municipal Building Reserve account to the General Account to assist in funding the flooring project and replacement of the administration office countertop.



(b)(c)

Staff Report: CR- 2026-08-19-SEP
Subject: September's Council Meeting
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: August. 24, 2026
Regular Council Meeting

Background

The Regular Council Meeting in September is scheduled for September 9, 2026. The regular Council meeting in August was moved from August 12 to August 19 and subsequently cancelled and replaced with a "partial" meeting on August 24, to review time sensitive matters. The Fire Board meeting that was scheduled for August 19 was moved to September 2.

Office staff are processing the final tax bills during the week of August 24; which takes approximately three (3) days to complete. Staff are also involved in onboarding sessions and training related to the newly contracted Chief Building Official services. In addition, Labour Day is a statutory holiday on Monday, September 7.

Analysis

Due to the rescheduling of the August Council Meeting and the Fire Board Meeting, along with the recent events involving multiple Personnel Committee meetings and Special Council meetings, there is limited time available for staff to complete regular administrative work and prepare materials for the September 9 Council meeting.

Moving the regular Council meeting to Wednesday, September 16 would provide additional time for staff to prepare meeting materials, address matters arising from the August 24 Council meeting, process the final tax bills, and complete onboarding sessions and other administrative tasks related to the transition to the newly contracted Chief Building Official services.

The Labour Day statutory holiday on Monday, September 7 further reduces the available working time between the August 24 Council meeting, the September 2 Fire Board meeting, and the currently scheduled September 9 Council meeting. Rescheduling the meeting to September 16 would provide staff with a more reasonable timeframe to complete necessary administrative work and prepare a comprehensive agenda for Council's consideration.

Recommendation

THAT Council receive report DR-2026-08-19-SEP; titled September Council's Meeting;

AND THAT Council consider moving the regular meeting scheduled for September 9 to September 16, 2026.