

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES

Special Meeting

August 24, 2026

Scheduled for: 6:00 pm

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 6:03 pm.

There was no pecuniary interest declared.

Resolution 2026-158

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for August 24, 2026, with addendum. *CARRIED*

A Memo was received regarding the Township's new Chief Building Official services. The memo explained that Township staff is currently working with a third party contractor; RSM Building Consultants to set up CBO services. The necessary software and implementation processes are being organized, and further details will be posted on the Township's website as necessary.

Council received a Staff Report regarding a possible contravention of the Zoning By-Law. The report explained that 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 as indicated below:

Forestry Use: 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 planning mill or a wood-chipping establishment.

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.

Resolution 2026-159
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report CR-2026-08-24-ZBL, titled Zoning By-Law Contravention;

AND THAT, staff is authorized 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 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. *CARRIED*

Council received an application for a zoning amendment of 4292 W Line, CON W LOT 11. The reason for the zoning amendment is to allow the erection of two garages to be located in the front yard of the property. The Township's zoning by-law's permitted uses restrict accessory structures to be built in the front yard of a property. Councillor Dave Leask indicated that he attended the property to complete a site inspection requested by the property owner and confirms that there is no other suitable location that the garages could be located.

Resolution 2026-160
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve in principle, the application submitted by Ms. Barbara Church for a zoning by-law amendment to section 4.0; General Provisions, subsection 4.1.2.1: Permitted Locations for Detached Accessory Building and Structures, specific to property located at Concession W, lot 11, municipally known as 4292 W Line, to allow for the erection of two (2) garages to be located in the front yard of the property, upon approval of a building permit in accordance with the *Building Code Act*;

THEREFORE, Council directs staff to begin the public notification process and to schedule a public meeting accordingly. *CARRIED*

Council received a Staff Report regarding the Landfill. The report indicated that during the Landfill Committee Meeting held on July 15, 2026, there was a discussion regarding the need to update the Joint Landfill Agreement. Both respective Councils have been asked to discuss the following matters 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.

The report also explained that 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.

The following recommendations were provided by the Council of the Township of Hilton for consideration and inclusion in the new agreement:

1) **Tipping Fee Revenue**

- 70% of tipping fee revenue to be allocated toward landfill rehabilitation; and
- 30% of tipping fee revenue to be allocated toward landfill maintenance costs; and
- Detailed reports to be submitted to the Township of Hilton on a regular basis, preferably quarterly, outlining tipping fee revenues received, expenditures incurred, and the rehabilitation and maintenance activities undertaken.

2) **Capital Costs**

Council is not in favour of contributing to capital costs incurred by the Village of Hilton Beach in relation to the landfill. However, Council recommends that consideration be given to establishing a flat "User Fee" payable to the Village of Hilton Beach to assist with landfill-related costs, with the use of the funds to be determined by the Village at its discretion.

As the Township of Hilton does not have sufficient information regarding the Village's current and anticipated landfill-related costs, Council recommends that the Village of Hilton Beach propose a flat annual fee for consideration by the Township.

3) **Cost Sharing Allocation**

The Council of the Village of Hilton Beach calculated a cost-sharing allocation of 68.34% to be charged to the Township of Hilton, with the remaining 31.66% to be paid by the Village of Hilton Beach.

The Council of the Township of Hilton calculated a cost-sharing allocation of 59.3% to be charged to the Township of Hilton, with the remaining 40.7% to be paid by the Village of Hilton Beach.

As a compromise between the two proposed allocations, the Council of the Township of Hilton recommends a cost-sharing allocation of 62.5% to the Township of Hilton and 37.5% to the Village of Hilton Beach.

Council requests that the agreed-upon cost-sharing percentage be clearly identified and incorporated into the new landfill agreement.

4) **Agreement Terms**

The Council of the Township of Hilton recommends that the agreement be for a two (2) year term; to be reviewed after one (1) year. Guaranteed access to the landfill to be clearly stated in the terms of the agreement.

5) **Winter Maintenance**

The Council of the Township of Hilton agrees that winter maintenance should not form part of the landfill agreement. Winter maintenance in any capacity is a separate matter that should be negotiated under a separate agreement.

When Council discussed the Village of Hilton Beach's request to assist with plowing the landfill driveway and the Village's road networks, concern was raised and a discussion regarding the previous agreement took place. The Township of Hilton discontinued providing winter maintenance services to the landfill and the road network within the Village of Hilton Beach in 2019. At that time, the Township considered its equipment requirements, protection of municipal taxpayer-funded equipment, potential equipment damage, and the impact on the Township's ability to provide winter maintenance services within its own road network.

Resuming winter maintenance services at the landfill could result in additional wear, damage, and repair costs to Township equipment. More importantly, this could leave the equipment unavailable for the winter maintenance of the Township of Hilton's road network. This could affect the Township's ability to respond to and maintain its roads during a significant snow event and may also result in additional work hours for the Township's Road Superintendent.

Accordingly, the operational, equipment, liability, and financial risks associated with resuming winter maintenance services remain a concern. Council suggested that should the municipalities wish to revisit the provision of winter maintenance services to the landfill driveway or any road network within the Village of Hilton Beach, a separate joint snow removal agreement or policy should be considered. At a minimum, the following matters should be addressed:

1. **Roads Covered** – Clearly identify the roads and landfill areas included in the agreement.
2. **Scope of Services** – Identify the services to be provided, such as snow plowing and sanding, and those specifically excluded, such as regular road maintenance.
3. **Liability and Responsibility** – Establish responsibility for roads, employees, equipment, and any incidents or damages arising from the provision of services.
4. **Service Standards** – Establish response times, snow accumulation 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 identify the applicable rate or method used to calculate such costs.
6. **Communication and Complaints** – Identify primary contacts and establish a process for reporting and addressing service concerns.
7. **Service Interruptions** – Establish procedures for circumstances where equipment is unavailable, damaged, or otherwise unable to provide service, including during significant snow events.
8. **Term of Agreement** – Establish the length of the arrangement and provisions for renewal, review, 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.

Resolution 2026-161

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report DR-2026-08-19-LA, titled Landfill Agreement;

AND THAT Council directs staff to forward recommendations as discussed to the Landfill Committee pertaining to a new agreement between the Village of Hilton Beach and the Township of Hilton.

CARRIED

Council received a Staff report regarding the current office maintenance and repairs that are taking place as per the approved 2026 Municipal Budget which includes \$12,500. The report explained that initially, the flooring installation was anticipated to be completed by staff; therefore, the budget did not include installation costs.

To date, repairs and painting of 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 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.

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

Corporation of the Township of Hilton
Minutes-August 24, 2026, Cont'd

Resolution 2026-162

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report DR-2026-08-19-FLO, titled Flooring and Building Repairs;

AND THAT staff is authorized to proceed with the Municipal Office Flooring Project at a cost of \$13,000.00 plus applicable taxes;

AND THAT the transfer of \$3500 from the Municipal Building Reserve account is authorized to assist in funding the flooring project. *CARRIED*

Council received a Staff Report regarding the Regular Council Meeting in September which is currently scheduled for September 9, 2026. The report explained that 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.

In addition, the report explained that office staff are processing the final tax bills during the week of August 24; and are also involved in onboarding sessions and training related to the newly contracted Chief Building Official services and Labour Day is a statutory holiday on Monday, September 7.

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; therefore, the report recommended that the regular Council meeting be moved from Wednesday, September 9 to Wednesday, September 16.

Resolution 2026-163

Moved: Dave Leask

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive report DR-2026-08-19-SEP, titled September Council's Meeting;

AND THAT the regular meeting scheduled for September 9 be changed to September 16, 2026.

CARRIED

Resolution 2026-164

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does move into closed session at 7:01 pm in accordance with:

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

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

Resolution 2026-165
Moved: Dave Leask
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does return to open session at 7:32 pm. *CARRIED*

Resolution 2026-166
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. 1524-26; being a by-law to confirm proceedings of this meeting.
CARRIED

Resolution 2026-167
Moved: Dave Leask
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 7:34 pm. Council to meet again at the Hilton Township Municipal Office on Wednesday September 16, 2026 at 7:00 p.m. or at the call of the Reeve. *CARRIED*



Rod Wood, Reeve



Sara Dinsdale, CAO/Clerk-Treasurer