

THE CORPORATION OF THE TOWNSHIP OF HILTON

A G E N D A

Regular Meeting of Council

September 16, 2026 – 7:00 pm

Council Chamber - Hilton Township Municipal Building

Public Meeting at 7:30: Purchase of Shore Road Allowance & Zoning Amendment Application

1. Call to Order
2. Declarations of Pecuniary Interest
3. Motion to Accept Agenda as presented
4. Delegations:
5. Approval of Minutes
 - a) Regular meeting of July 8, 2026
 - b) Special meeting of August 12, 2026
 - c) Regular meeting of August 24, 2026
 - d) Addendum: Closed meeting of August 24, 2026
6. Roads/Public Works
 - a) Road Superintendent Updates
 - b) Staff Report CR-2026-09-16-TRA: Trapping Course
 - c) Staff Report CR-2026-09-16-PRK: Parks Updates
 - d) MEMO: Office Generator
 - e) MEMO: Gardens at the Municipal Office
 - f) Draft Use and Care of Roads By-Law
7. Fire/Emergency Management
 - a) Hilton Union Fire Board Minutes from May 20, 2026, for information
 - b) MEMO: Fire Department Updates
 - c) Staff Report CR-2026-09-16-FDR: Fire Department Travel Expenses Policy
-includes HUFEB Resolution and Draft Policy
 - d) Resolution F2026-13: Recommendation from HUFEB to declare the 2001 Sterling Tanker Surplus
 - e) Resolution F2026-16: Recommendation from HUFEB to approve additional compressor costs
 - f) Acceptance of donation on behalf of the Hilton Union Fire Department
8. Building/By-Law Enforcement
 - a) Building Permit Fees Collected vs Costs Incurred
 - b) MEMO: CBO Updates
9. Planning
 - a) Enter into Public Meeting
 - b) Staff Report CR-2026-09-16-ZBA: Zoning By-Law Amendment re 4292 W Line CON W LOT 11
 - c) Passing of By-Law 1520-26; Being a Zoning Amendment By-law for 4292 W Line
 - d) Staff Report CR-2026-09-16-SRP: Shore Road Purchases-Big Point Road
 - e) Passing of By-Law 1521-26; Stop up, Close and Sell Shore Road Allowance-Big Point Rd-Lot 1

- f) Passing of By-Law 1522-26; Stop up, Close and Sell Shore Road Allowance-Big Point Rd-Lot 2
- g) Close Public Meeting
- h) Staff Report 2026-09-16-AZA: Application for Zoning Change re CON 15, Lot 2, P Line

10. Cemetery

- a) MEMO: Cemetery Tree Removal
- b) Staff Report DR-2026-08-19-RAD: Grace United Cemetery Donation
- c) Staff Report CR-2026-08-19-GUC: Grace United Cemetery/BAO Info
- d) The Dirt on Cemeteries article by Crystal Forrest, PhD, and Darren Denomme
- e) MEMO: Cemetery Safety and Dog Leashing

11. Administration

- a) By-Law 1523-26 Compliance Audit Joint Committee
- b) By-Law 1524-26 Clean Yards By-law
- c) By-Law 1525-26 Tree Canopy Policy
- d) Staff Report DR-2026-09-16-LAP: Laptops
- e) Staff Report DR-2026-09-16-LS: Laptop Sale
- f) Staff Report CR-2026-09-16-REC: Recreation Committee Party Re-Location
- g) Staff Report DR-2026-09-16-TBU: Trailer By-law Updating
- h) Notice of Acclamation of Reeve and Official List of Candidates
- i) Notice of Acclamation of Algoma District School Board
- j) Appointment of Deputy Returning Officer (DRO)
- k) Staff Report CR-2026-09-16-VL: Voting Location
- l) By-Law 1526-26 To establish voting places
- m) Draft Travel Expenses Policy for Staff
- n) MEMO: Municipal Office Flooring
- o) Confirmatory By-Law 1527-26 of Personnel Committee Meeting held on August 6, 2026
- p) Confirmatory By-Law 1528-26 of Personnel Committee Meeting held on August 12, 2026

12. Correspondence

- a) Hilton Township August & September 2026 Newsletters
- b) Thank you letter from the Lions Club
- c) Ministry of Transportation Project Delivery Update
- d) Crime Stopper Partnering to Promote Community Safety in Algoma District

13. Expenditures

- a) July 2026 Payment Voucher
- b) August 2026 Payment Voucher

14. 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*

15. Return to Open Session

16. Confirmatory By-law

17. Adjourn

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES

Regular Meeting

July 8, 2026

7:00 p.m.

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

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

The meeting was called to order at 7:01 pm.

There was no pecuniary interest declared.

Resolution 2026-136

Moved: Janet Gordanier

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for July 8, 2026. *CARRIED*

Delegations: Ms. Barbara Church regarding playground equipment removal at Big Point Park

Reeve Rod Wood welcomed Ms. Church who indicated that she was at the last meeting when Big Point Park was discussed. Ms. Church stated that she was disappointed that there wasn't more discussion about getting community input regarding the removal of the playground equipment. Ms. Church stated that she wondered why leaving the swing set wasn't considered because installing a new one will cost a lot of money and she felt that the one at Big Point Park was in better condition than the one at Twin Lakes Park. Ms. Church commented that an inspection could have been done which would have been less expensive than replacing the swing set. In addition, Ms. Church asked when the buoys could be placed in the water to prevent boaters and sea-dos from coming into the swimming area. Ms. Church explained that boaters are backing their boats into the beach and cleaning them, playing loud music and drinking. A discussion took place regarding the whereabouts of the buoys and Reeve Wood indicated that it will be looked into. Ms. Church explained that there are also balls that go out into the water that say "no motorized vehicles past this point," that help keep the swimmers safe.

Ms. Church asked Council if she could have two brooms at Big Point Park so she could clean the washroom and the outhouse without the need to bring one broom from one building to another. Reeve Wood responded that she could attend the Island Timber Mart and purchase them on the Township's account. Ms. Church also mentioned that the picnic tables at Big Point Park require attention and if someone could bring a compressor for her to use, and if the Township will supply sandpaper, she will sand and paint them. Councillor Leask said that he could bring his compressor and Reeve Wood said that

the sandpaper could also be purchased on the Township's account at the Island Timber Mart. There was mention of moving some picnic tables from Twin Lakes Park to Big Point Park. Mr. See said that there is currently four (4) at Big Point Park and six (6) at Twin Lakes Park. Council noted that moving some from Twin Lakes Park to Big Point Park shouldn't be a problem.

Ms. Church also complemented that the cemetery looks great and it's nice to have an area to park off the road now.

Ms. Church gave further comment regarding installing a tetherball at Big Point Park. Ms. Church indicated that she looked at several school grounds and found that Algoma District School Board has three of them installed and if installed at Big Point Park, they can be removed easily if necessary. Ms. Church indicated that she did not hear at the previous meeting that the motion to move forward with the installation was rescinded so it's assumed it's still moving forward. Reeve Wood advised that there were additional matters related to the park to be discussed during the meeting. Ms. Church asked another ratepayer seated in the council chambers whether she was present regarding the park. Ms. Laura McCrea responded that she was not attending the meeting to speak, but rather to observe as a "concerned citizen." Reeve Wood stated that, "a copy of everything we are discussing tonight" could be provided to Ms. Church and Ms. McCrae if they'd like. CAO/Clerk-Treasurer Sara Dinsdale requested clarification as to whether Reeve Wood was referring to the reports contained in the meeting agenda package, which are posted on the Township's website, to which Reeve Wood replied in the affirmative.

Ms. Church also stated that the cemetery looks great. Reeve Wood noted that Mr. See and Mr. Scagel of the Public Works Department have been working hard at the Cemetery since the Spring.

Resolution 2026-137

Moved: Dave Leask

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the regular council meeting of June 10, 2026. *CARRIED*

Resolution 2026-138

Moved: Dave Leask

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the closed council meeting of June 10, 2026. *CARRIED*

Road Superintendent/Public Works Foreman Updates

- Roadside grass cutting is in process and have been working on corners and sweeping intersections & patching
- Got the tub to hold the cold patch, the rigging is ready for the other patching
- Picked up chip in Bruce Mines

- Cleaned up the debris and scrap in the yard. Have to level it out and now there's more yard area available
- Still having beaver issues but it's getting better.
- Looked into the playground equipment inspection certification course. Since it's \$1500 only good for three years and it's \$700 to re-certify. It doesn't make sense to do it this year since the equipment has already been inspected. If you take into consideration his time and the cost for the course, and to keep up with it, it's probably not worth it. Might be paying as much in house as hiring a third party to do inspections. Liability might also be an issue since it would all fall on the Township rather than a third party.

Reeve Wood advised that the electrical supply for the municipal office's water pump runs through the Roads Department's garage. As a result, when there is a power outage, the office building loses its water supply. Reeve Wood commented that office staff should not be working in the building when there is no water and recommended Mr. See to "jump" the generator power supply to the garage. Mr. See noted that providing generator power to the garage would also be beneficial, specifically during the winter months, as it would maintain heat in the building and help prevent the water lines from freezing.

Ms. Dinsdale, CAO/Clerk-Treasurer asked Reeve Wood to clarify whether he was recommending staff to obtain a quote from a licensed electrician to assess and provide a cost estimate for the proposed electrical modifications. Reeve Wood confirmed that this was his direction. Councillor Mike Garside also mentioned that another emergency preparedness grant will be available in the fall of this year and perhaps this is something that the grant may fund.

Council received a memo regarding the sale of surplus equipment. The memo indicated that the Township received four (4) qualified bids for the flail mower. The highest bid in the amount of \$1001.00 (taxes included) was accepted. The memo also indicated that there were no bids for the 5' x 7' single axle utility trailer and will be advertised again with a deadline of Friday, July 17, 2026.

A Memo regarding fleet insurance was received by Council. The memo explained that the Township will receive a discount on insurance in 2027 upon renewal if the 2011 Chevrolet Pick-up truck remains insured. Council members asked Mr. See if the truck was worth keeping and if there was any repairs that it needed. Mr. See stated that it needs some body work and the brakes need replaced. It hasn't been serviced in quite a while; however, once these minor repairs are completed it should last quite a few years.

Council received a status updates report regarding Twin Lakes Park and Big Point Park.

The report explained that Big Point Park's playground equipment was removed as per Council's direction on June 10, 2026 due to considerations related to cost, risk management, park ownership and applicable safety standards and liability requirements. The report indicated that a permission request to install a tetherball and replace the outhouse was submitted to the Ministry of Natural Resources and a discussion that took place with the District Supervisor indicated that the current lease agreement between the Township and the MNR relating to Big Point Park is intended to allow the Ministry to re-claim the property if it is determined that the lands are not being maintained to the Ministry's required Standards. The

Township received an application to purchase the property if desired. Council recommended that the application should be submitted.

The status update of Twin Lakes Park included a playground equipment inspection report with recommendations to remedy unsafe equipment and play space. Council recommended that the broken slide, see saw and one of the swings should be removed immediately as per the Inspector's recommendations. Quotes for replacement of equipment should be acquired and research of grants that could fund the playground equipment could be conducted. Council also discussed that the beach area at Twin Lakes needs some attention and requested that the Ministry of Natural Resources be contacted to request a permit to clean up the water area. Reeve Wood mentioned that the beach was closed in the past due to blue-green algae. Other concerns related to signage were discussed and it was recommended that signs stating that dogs must be leashed, swim at own risk, and no motorized vehicles in swimming area and beyond parking areas should also be installed at both Twin Lakes and Big Point parks.

Councillor Garside asked CAO/Clerk-Treasurer Ms. Sara Dinsdale how the liability insurance would affect the Township if Mr. See became the Township's playground equipment inspector. Ms. Dinsdale responded that it is her understanding that if the Township's playground equipment is inspected by a third party, then the liability falls on them if ever there was a lawsuit, providing that the Township has received inspection reports stating that the equipment is in good standing. If the Township's employee becomes the inspector, and the inspection report states the equipment is in good standing and there is a lawsuit, that the liability falls solely with the Township. Council stated that perhaps it wouldn't be worth it to have Mr. See take the course and to continue with a third party inspector.

Reeve Wood asked Councillor Trainor if he had anything to add in regard to his request to discuss Twin Lakes Park; however, there was nothing further to add.

Resolution 2026-139

Moved: Dave Leask

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON receives Staff Report CR-2026-07-08-PUD titled Parks Updates; AND THAT Council does authorize staff to proceed with the application process to Purchase Big Point park from the Ministry of Natural Resources;

AND FURTHER THAT staff report back to Council regarding next steps once the application is reviewed by the Ministry of Natural Resources. *CARRIED*

Resolution 2026-140

Moved: Mike Garside

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive the Playground Equipment Inspection Report for the Twin Lakes Playground from CRCS Recreations;

AND WHEREAS the report identifies numerous deficiencies, including safety hazards, deteriorated equipment, insufficient protective surfacing, and non-compliance with applicable playground safety standards;

NOW THEREFORE BE IT RESOLVED THAT Council does direct staff to immediately close and remove from service the playground slide structure and wooden see saw due to identified safety hazards;

AND THAT Council directs staff to undertake the required maintenance of the playground surfacing, including the removal of vegetation and debris and replenishment of the impact-absorbing material, ensuring that the safety zone has 12" of soft screened surfacing to meet applicable standards;

AND THAT staff proceed, in accordance with the Township's Procurement Policy, to obtain cost estimates from qualified and licensed contractors experienced in playground equipment installation and repair in accordance with applicable CSA standards, utilizing the appropriate procurement method based on the estimated value of the work;

AND THAT staff report back to Council with the cost estimates and recommendations respecting the repair, replacement, or removal of the remaining playground equipment and play space identified in the inspection report. *CARRIED*

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

Resolution 2026-141
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive the donation of \$200.00 from an anonymous donor, with the funds to be directed to the Hilton Union Fire Department.
CARRIED

Council reviewed the 2026 Building Permit Fees Collected vs. Costs Incurred summary to date.

Council received a staff report containing an update of a property owner building without a permit on Garside Road. The memo indicated that a letter was sent via registered mail by the Township's Chief Building Official stating that they needed to obtain a building permit for the structure that has been erected on the property.

Resolution 2026-142
Moved: Mike Garside
Seconded: Mike Trainor

Corporation of the Township of Hilton
Minutes-July 8, 2026, Cont'd

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report CR-2026-07-08-BWP titled Building Without a Permit-Garside Road for information. *CARRIED*

Council received a memo regarding parking at the Grace United Cemetery. The memo indicated that seven (7) loads of gravel was delivered to the roadside adjacent to the Grace United Cemetery and was used to fill the ditch, creating a safe parking area for visitors. Reeve Wood commented that the improvements to the Cemetery look good.

A Staff Report regarding a Compliance Audit Joint Committee was received by Council. The report explained that pursuant to Section 88.37 of the *Municipal Elections Act, 1996*, municipalities are required to establish a Compliance Audit Joint Committee before October 1 of an election year. During the 2022 municipal election, the Township of Macdonald, Meredith & Aberdeen Additional coordinated a Joint Compliance Audit Committee on behalf of the Central Algoma area municipalities has requested participation in a joint committee allows municipalities to share administrative responsibilities and costs while ensuring compliance with legislative requirements.

Resolution 2026-143
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report DR-2026-07-08-CAJC titled Compliance Audit Joint Committee;

AND THAT Council approves participation in the Compliance Audit Joint Committee with the Central Algoma area municipalities for the 2026 Municipal Election;

AND THAT Council authorizes the CAO/Clerk-Treasurer to execute any necessary agreements related to the establishment and operation of the Compliance Audit Joint Committee. *CARRIED*

A Staff report regarding a Clean Yards By-Law was received by Council. The report explained that as the proposed Clean Yards By-law is intended to maintain the original scope and intent of By-law No. 608 and does not regulate buildings or property standards under the *Building Code Act*, there is no legislative requirement for the Township to establish a Property Standards Committee. The report requested that Council review the draft amendments and direct staff regarding any revisions prior to the by-law being brought forward for adoption. Council did not have any further recommendations or amendments.

Resolution 2026-144
Moved: Dave Leask
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report DR-2026-07-08-CYB titled Clean Yards By-Law;

AND THAT Council approves the Clean Yards By-Law and Set Fines Schedule drafts. *CARRIED*

Corporation of the Township of Hilton
Minutes-July 8, 2026, Cont'd

Council received a memo regarding the library box donations that have been received. The memo indicated that the library box located at the Municipal Township office has generously received a wonderful selection of books and extends a sincere thank you to everyone that donated.

A report indicating a list of donations that the Township has contributed to in the past two years, including what has been paid to date in 2026 was reviewed by Council. A discussion took place regarding the remaining organizations that have not yet received their regular donations in 2026 that have been included in the 2026 budget.

Resolution 2026-145
Moved: Dave Leask
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report DR-2026-07-08 titled Donations for 2026;

AND THAT Council authorizes staff to proceed with issuing the following donations:
St. Joseph Island Horticultural Society in the amount of \$350.00;
Matthews Memorial Association in the amount of \$1500.00;
Matthews Memorial Physician in the amount of \$1500.00;
St. Joseph Township Recreation in the amount of \$750.00.
CARRIED

The Unofficial List of Nomination for the 2026 Election was reviewed.

Resolution 2026-146
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 of By-Law No. 1513-26; being a by-law to confirm the actions and decisions of the Personnel Committee Meeting held on June 23, 2026. *CARRIED*

Resolution 2026-147
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 of By-Law No. 1514-26; being a by-law to confirm the actions and decisions of the Personnel Committee Meeting held on July 8, 2026. *CARRIED*

Corporation of the Township of Hilton
Minutes-July 8, 2026, Cont'd

Council reviewed the July 2026 newsletter which is posted on the Township's website. Councillor Garside mentioned that perhaps in the next newsletter it could state that the Fire Department is open to receiving donations to assist with supplies and equipment costs.

Correspondence from the Ministry of Municipal Affairs and Housing was reviewed by Council. The letter indicated that amendments to the *Planning Act* to support a new framework for developer-identified parkland dedication, specifically to support the identification of land, notice to owners, record to the Ontario Land Tribunal, and land suitability criteria came into force on July 1, 2026. The changes affect O. Reg. 509/20: Community Benefits Charges and Parkland.

Council received correspondence from the St. Joseph Island Pioneer Museum with a request for support for their grant application for funding.

Resolution 2026-148
Moved: Janet Gordanier
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does support the St. Joseph Island Pioneer Museum's work and positive impact it has within the community;

AND THAT Council recognizes the heritage preservation, education, tourism, community engagement, partnerships and cultural enrichment that the museum's role carries;

AND THAT Council supports the St. Joseph Island Pioneer Museum with the upcoming grant application for funding from the Northern Ontario Heritage Fund Corporation from their Rural Enhancement Fund to construct a permanent structure on the Museum grounds that will provide a safe and functional shelter from the outdoor elements for visitors and program attendees. *CARRIED*

Council reviewed the June 2026 expenditures.

Resolution 2026-149
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 June 2026 in the amount of \$153,704.62 as per the attached payment voucher. *CARRIED*

Resolution 2026-150
Moved: Mike Garside
Seconded: Janet Gordanier

Corporation of the Township of Hilton
Minutes-July 8, 2026, Cont'd

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass by-law No. 1515-26; being a by-law to confirm proceedings of this meeting. *CARRIED*

Resolution 2026-151

Moved: Mike Trainor

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 8:03 pm. Council to meet again at the Hilton Township Municipal Office on Wednesday, August 12, 2026 at 7:00 p.m. or at the call of the Reeve. *CARRIED*

Rod Wood, Reeve

Sara Dinsdale, CAO/Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES

Special Meeting

August 12, 2026

Scheduled for: 10:00 a.m.

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

CAO/Clerk-Treasurer Sara Dinsdale

Absent: Councillor Janet Gordanier
Deputy Clerk-Treasurer Britney MacKay
Road Superintendent/Public Works Foreman Dan See

The meeting was called to order at 9:42 am.

There was no pecuniary interest declared.

Resolution 2026-152

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for August 12, 2026. *CARRIED*

Council received Resolution No. PER2026-52 from the Personnel Committee regarding a recommendation to enter into a contract with RSM Building Consultant for the requirement of Chief Building Official Services.

Resolution 2026-153

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the recommendation provided by the Personnel Committee to enter into contract with RSM Building Consultants for Chief Building Official Services;

AND THAT Cloud permit software is required for the provision of electronic building permit services;

AND THAT the CAO/Clerk-Treasurer be authorized to execute the required contract and any related agreements on behalf of the Township of Hilton. *CARRIED*

Corporation of the Township of Hilton
Minutes-August 12, 2026, Cont'd

Resolution 2026-154

Moved: Mike Trainor

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does give first, second and third and final reading and pass By-law No. 1516-26; being a By-law to repeal By-law No. 1503-26; being a by-law that appointed Glen Irwin as Chief Building Official for the Corporation of the Township of Hilton.
CARRIED

Resolution 2026-155

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. 1517-26; being a by-law to appoint a Chief Building Official under the *Building Code Act, 1992, S.O. c.23*, for the purposes of enforcement of the said Act. *CARRIED*

Resolution 2026-156

Moved: Mike Garside

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does give first, second and third and final reading and pass By-law No. 1518-26; being a by-law to confirm proceedings of this meeting.
CARRIED

Resolution 2026-157

Moved: Mike Garside

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 9:50 am. Council to meet again at the Hilton Township Municipal Office on Wednesday, August 19, 2026 at 7:00 p.m. or at the call of the Reeve. *CARRIED*

Rod Wood, Reeve

Sara Dinsdale, CAO/Clerk-Treasurer

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



Staff Report: DR- 2026-09-16-TRA
Subject: Trapping Course
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: Sept. 16, 2026
Regular Council Meeting

Background

The Township regularly experiences nuisance beaver activity requiring corrective measures. Currently, the nuisance beaver issues are addressed through the services of a licensed trapper.

Reeve Wood has requested Mr. Dan See, Road Superintendent/Public Works Foreman to consider whether he would be interested in completing a trapping course to potentially allow the Township to address nuisance beaver issues internally.

Analysis

The next Trapping Course is scheduled to be held in Echo Bay on Saturday, April 3, Sunday, April 4, Saturday, April 10, Sunday, April 11 & Saturday, April 17, 2027, at a cost of \$300 per person which includes the required manual. Mr. See has indicated that he is not interested in completing the course on his own time unless the time spent attending the course is compensated by the Township.

The Township's current practice is that where an employee attends a course or training on their own time, the Township will pay the associated course costs; however, the employee's time is not compensated unless the course or training occurs during the employee's regular working hours.

The CAO/Clerk-Treasurer is responsible for administering professional development in accordance with Township policies, including the approval and payment of eligible training costs.

The Township's Personnel Committee is responsible for reviewing and providing direction regarding employment terms, training, wages, performance appraisals and the incentive policy. As the proposed trapping course would require approximately 40 hours of attendance outside of Mr. See's regular working hours, the Personnel Committee would be required to determine whether Mr. See should be compensated for the time spent completing the course. This matter also provides an opportunity to review the Township's current policies and procedures regarding training completed outside of regular working hours to ensure consistency and fairness among all employees in similar circumstances.

Mr. Dan Rowlinson, Instructor of the Trapping Course also indicated that he provides trapping services to the neighbouring municipalities on and off the Island at a cost of \$100/beaver.

Recommendation

THAT Council receive report DR-2026-08-19-TRA; titled Trapping Course;

AND THAT Council consider whether it is necessary for the Road Superintendent/Public Works Foreman to obtain his trapping license;

AND to consider whether a Personnel Committee meeting should be scheduled to review and discuss the Township's policies and procedures regarding costs for training.



Staff Report: CR-2026-09-16-PRK
Subject: Parks Updates
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer
Britney MacKay, Deputy Clerk-Treasurer

Meeting Date: September 16, 2026
Regular Council Meeting

Background

At the regular Council meeting held on July 8, 2026, Council directed staff to proceed with submitting an application to the Ministry of Natural Resources (MNR) to purchase Big Point Park.

Council also directed staff to immediately close and remove the wooden seesaw and slide structures from Twin Lakes Park due to safety hazards identified in the Playground Inspection Report completed by CRCS Recreation, dated June 27, 2026.

Further direction was provided to:

- Undertake the required maintenance and recommendations identified in the inspection report;
- Obtain cost estimates for the replacement of playground equipment and required repairs to be performed by a licensed contractor with playground equipment experience;
- Update or replace signage at Twin Lakes Park and Big Point Park;
- Inquire about insurance costs for the existing playground equipment and any additional equipment that may be installed at Twin Lakes Park; and
- Proceed with obtaining a permit from the MNR to clean up the beach area at Twin Lakes Park; and
- Removal of some picnic tables from Twin Lakes Park to be relocated to Big Point Park.

Status Updates

Applications to MNR re: Big Point Park

The Township has not yet received a response from the MNR regarding the application to purchase Big Point Park or for the request for permission to install a tether ball and replace the outhouse at the park. Staff will continue to follow up with the MNR regarding this application.

Maintenance Checklist

A draft weekly park maintenance and inspection checklist for Big Point Park and Twin Lakes Park has been prepared as per the recommendation provided by CRCS Recreation and is attached for Council's review and approval.

Twin Lakes Park Playground Equipment

The playground equipment at Twin Lakes Park that did not pass inspection has been removed and disposed of. Trees identified as being within the required safety zone of one of the swing sets have also been removed.

Pricing has been obtained in accordance with the Procurement Policy in the amount of \$5,794.64 for replacement parts required to bring the remaining swing sets up to applicable safety standards.



Pricing has been obtained in accordance with the Procurement Policy for alternative swing options. It was suggested that one of the alternative options could replace two (2) of the existing standard belt swings since there are currently four (4) swings at Twin Lakes Park, or something could be installed in addition. Attached are three options suggested: Freestyler \$8164, Dragonfly \$5813, Raft Swing \$11,760.

As identified in the Inspection Report, the play space requires an appropriate safety zone with 12 inches of loose-fill safety surfacing. The inspector recommended that 6 inches of the existing sand be removed and 12 inches of screened sand be added to accommodate the requirement. Screened sand has been priced at approximately \$600 per load, with an estimated requirement of six (6) loads. The estimated total cost for the required surfacing is \$3,600.

Upon further investigation it was determined that the installation, repairs and replacement of the playground equipment and safety surfacing does not need to be completed by a licensed contractor providing that Ms. Sheridan, Playground Equipment Inspector attends the park with the Public Works department to provide guidance, then re-inspects once all work is completed.

Signage

Signs have been ordered from ICONIX Waterworks LP and will include “No Motorized Vehicles” signage at both parks, as well as a custom sign for each park indicating the following park rules:

- No household garbage
- Pets must be leashed
- No alcohol permitted
- No fires permitted
- No overnight camping
- No excessive noise
- No lifeguard on duty
- Swim at own risk

Algoma Public Health supplied a replacement Blue-Green Algae sign for Twin Lakes Park which the Public Works Department installed on July 28, 2026.

Buoys were placed in the water at Big Point Park on the afternoon of July 10, 2026. The buoys include signage stating, “No Boats Within Swimming Area”.

Insurance

Northern Insurance Brokers was contacted regarding replacement insurance coverage and liability insurance coverage for the playground equipment located at Twin Lakes Park.

Ms. Brenda DiLabio, Client Account Manager, advised that there would be no additional insurance premiums for liability coverage or replacement cost coverage on the existing playground equipment or for the proposed alternative swing equipment, should it be installed at Twin Lakes Park.



Twin Lakes MNR Permit

Following discussions with an IRM Technical Specialist at the MNR and further research conducted by Dan See, Public Works Foreman, Mr. See advised that a permit is not required for the proposed work at Twin Lakes Park. A permit for the removal of native aquatic vegetation from shorelands allows for the clearing of a specified area based on the water frontage. Twin Lakes Park currently has approximately 20 metres of water area that is already clear of vegetation; therefore, a permit is not required for the proposed work based on this information. See attached diagram for reference.

Picnic Tables

One (1) picnic table has been removed from Twin Lakes Park and relocated to Big Point Park. There are currently three (3) tables at Twin Lakes and four (4) at Big Point Park. Of the four (4) at Big Point Park, one (1) is in good condition, one (1) requires repair, and two (2) are broken.

Council may wish to consider purchasing additional picnic tables, as some have been removed due to safety concerns and deterioration.

Pricing has been obtained in accordance with the Township's Procurement Policy as follows:

Product	Price
6' Outpost wood picnic table	\$755 each
8' Outpost wood picnic table	\$805 each
6' heavy-duty picnic table	\$1,129 each
8' heavy-duty picnic table	\$1,345 each

All costs are based on a minimum order of three (3) tables.

The Outpost tables are constructed from pressure-treated pine and include a 10-year limited guarantee on the frame and 1-year guarantee on the wood.

The heavy-duty tables are constructed of reinforced polypropylene board and include a 50-year guarantee against breakage.

Financial Impact:

Estimated costs associated with the matters discussed in this report are as follows:

- Playground equipment repair parts - \$5,794.64
- Alternative swing structures - \$4,941 to \$11,760, depending on the option selected
- Screened sand - \$3,600
- Replacement signs - \$566.25
- Picnic tables - \$2,265 to \$4,035 for three (3) tables, depending on the option selected



The approved 2026 municipal budget included \$7,700 for park maintenance and services. This allocation includes lawn care fuel and supplies, the proposed installation and supplies for a tether ball and outhouse at Big Point Park, and the inspection of Twin Lakes Park playground equipment.

As the Township has not yet received a response to its application for permission to install the tether ball and outhouse, it is realistic to expect that these projects will not take place until 2027. To date, \$1,277 has been expended from the park maintenance budget for the playground inspection and fuel, leaving approximately \$6,423 available for the remainder of the year.

A portion of this balance will be required for ongoing lawn care and routine park maintenance expenses, and the remainder may be considered to be used toward the purchase of the equipment and supplies identified in this report.

Upon approval by Council, all of the proposed purchases, estimated cost would range from approximately \$17,166.89 to \$25,755.89, depending on the swing structure and picnic table options selected. Based on the remaining park maintenance budget the additional balance required ranges from \$10,743.89 to \$19,363.89.

There is currently \$16,130.00 available in the Parks Reserve Fund and \$60,000.00 in the term deposit that will be accessible as of August 25, 2026 due to the renewal period.

Recommendations:

THAT Council receive Staff Report CR-2026-09-16-PRK, titled Parks Updates;

AND THAT Council approve the weekly park maintenance and inspection checklists for Big Point Park and Twin Lakes Park, to be implemented by the Public Works Department effective immediately;

AND THAT Council direct staff to proceed with the purchase of the required equipment and replacement parts, in the amount of \$5,794.64, to repair the remaining playground equipment at Twin Lakes Park;

AND THAT Council consider the purchase and installation of an alternative swing option or other suitable playground equipment to install in addition to, or to replace the second set of standard belt swings at Twin Lakes Park, and direct staff accordingly;

AND THAT Council direct staff to proceed with the purchase and installation of the required safety surfacing at Twin Lakes Park, at an estimated cost of \$3,600;

AND THAT Council consider the purchase of three (3) picnic tables, and direct staff accordingly;

AND THAT Council authorize staff to utilize funds from the available Parks Reserve funds accordingly.

HILTON TOWNSHIP WEEKLY PARK MAINTENANCE & INSPECTION CHECKLIST

Site name: Big Point Park

Inspected By: _____

Date: _____

Start/Finish Time: _____ to _____

GENERAL MAINTENANCE & INSPECTION ITEMS	N/A	DONE	NEEDS REPAIR	COMMENTS
Bathrooms: Use broom to brush away any cobwebs and sweep floor; refill toilet paper and sanitizer when necessary; ensure toilet area is clean for users – disinfect; clean floor; check door latch hardware in good condition; replace air freshener when required. Check for safety concerns.				
Change Room: Use broom to brush away any cobwebs and sweep floor. Disinfect, remove garbage and debris. Check for safety concerns.				
Landscaping: Mow grass and trim around all buildings and picnic tables; pick up any debris (including sticks/broken branches) on grounds.				
Beach Area: Rake beach and sandbox and remove any dangerous debris.				
Picnic Tables: Check they are in good condition ie no rot or splinters and placement is stable				
Signage: Ensure signs are still in place/visible and not defaced				
Graffiti Removal: Clean, remove or paint over any graffiti asap; take pictures to document				
Parking Area: Inspect and make sure no debris/safety issues				
Vandalism Repairs: secure any vandalized area that creates a public safety hazard immediately; schedule repairs based on urgency of the repair; document and report all vandalism to Road Super or Clerk				
Hazards: Check for any potential hazards or concerns				

Comments: _____

HILTON TOWNSHIP

WEEKLY PARK MAINTENANCE & INSPECTION CHECKLIST

Site name: Twin Lakes Park

Inspected By: _____

Date: _____

Start/Finish Time: _____ to _____

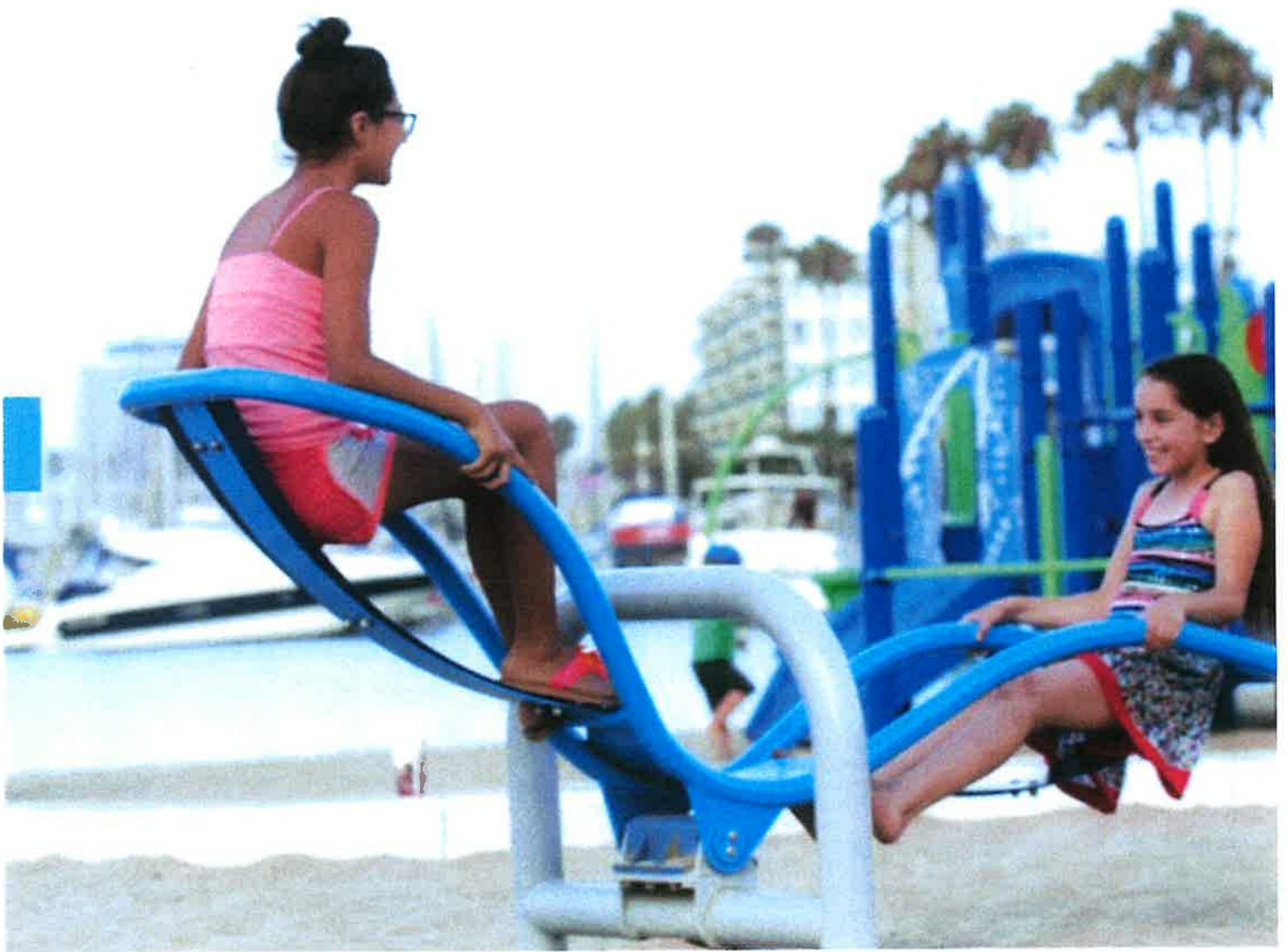
GENERAL MAINTENANCE & INSPECTION ITEMS	N/A	DONE	NEEDS REPAIR	COMMENTS
Bathrooms: Use broom to brush away any cobwebs and sweep floor; refill toilet paper and sanitizer when necessary; ensure toilet area is clean for users – disinfect; clean floor; check door latch hardware in good condition; replace air freshener when required. Check for safety concerns.				
Change Rooms: Use broom to brush away any cobwebs and sweep floor. Disinfect, remove garbage and debris. Check for safety concerns.				
Pavillion: Inspect and remove any debris, cob-webs, garbage				
Landscaping: Mow grass and trim around all buildings and picnic tables; pick up any debris (including sticks/broken branches) on grounds.				
Picnic Tables: check they are in good condition ie no rot or splinters and placement is stable				
Beach Area and sand box: Rake beach and sandbox and remove any dangerous debris including sticks/broken branches.				
Playground Equipment: ensure all equipment is in good (safe) condition ie no corrosion or broken parts; ensure ground cover is well maintained with no hazards (broken glass/trash/debris) present.				
Walkways: Inspect for cleanliness and safety				
Signage: ensure signs are still in place/visible and not defaced.				
Graffiti Removal: clean, remove or paint over any graffiti asap; take pictures to document				
Parking Area: inspect and make sure no debris/safety issues.				
Vandalism Repairs: secure any vandalized area that creates a public safety hazard immediately; schedule repairs based on urgency of the repair; document and report all vandalism to Road Super and Clerk				
Hazards: Check for any potential hazards or concerns				

Comments: _____

Freestyler \$8,164



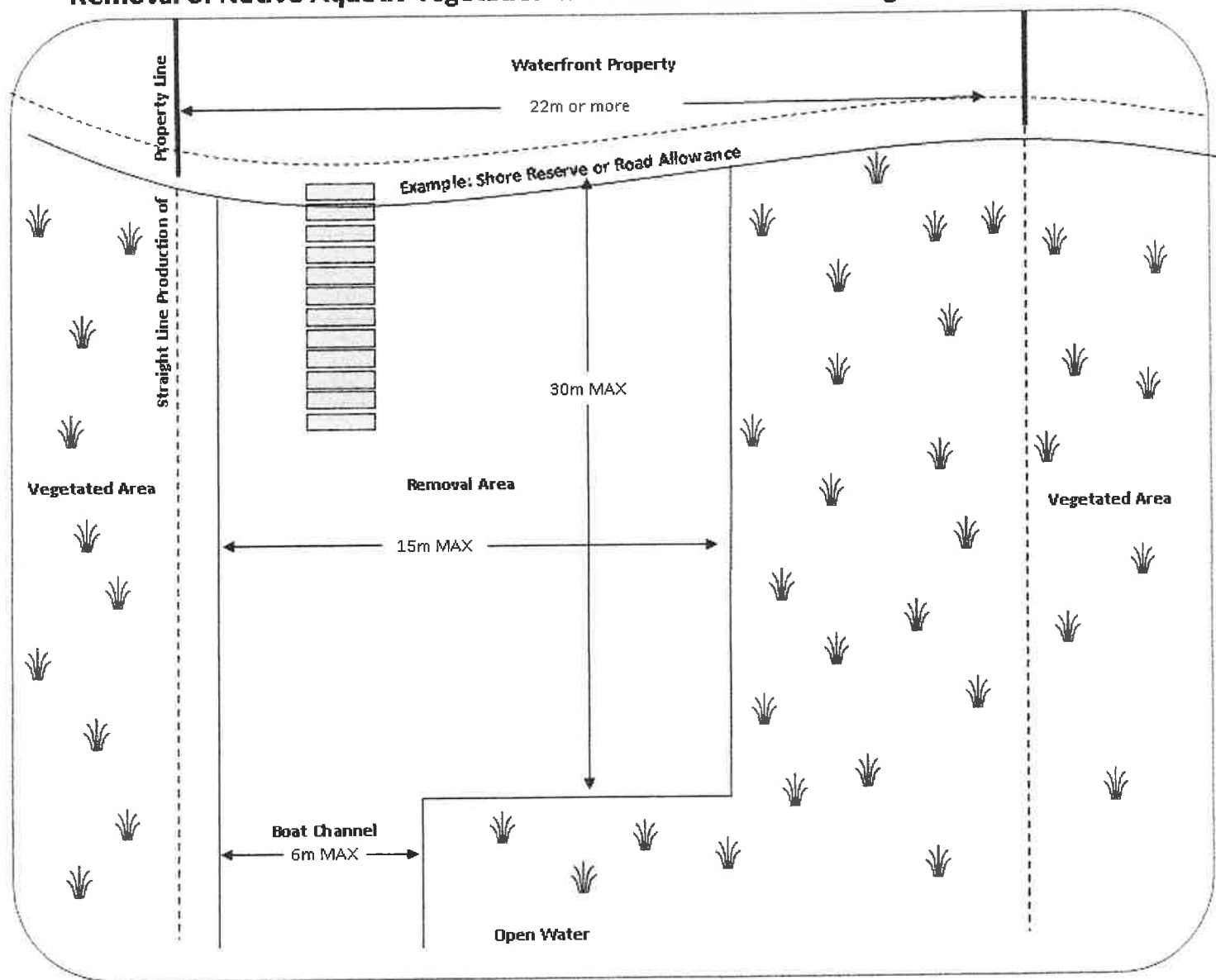
Dragonfly \$5,813



Raft Swing \$11,760



Removal of Native Aquatic Vegetation from Shore lands—Frontage 22m or more





Memo

Subject: Generator
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: September 16, 2026
Regular Council Meeting

At the regular meeting held on July 8, 2026, Reeve Wood requested that Mr. Dan See, Road Superintendent/Public Works Foreman investigate whether the generator that supplies backup power to the main office building, could also supply power to the garage as the main building's water pump is powered through the garage. During a power outage, the main office building currently loses its water supply.

An electrician attended the municipal buildings to assess the feasibility of connecting the existing generator to both the office building and the Roads Garage; however, they advised that the existing generator is not sized sufficiently to supply power to both buildings. The Fire Hall, Roads Garage and Office Building are each connected to separate electrical feeds; therefore, a second generator would be required to supply power to any of the other municipal buildings.

Staff are currently reviewing whether the purchase of a second generator may be eligible for funding through the next Emergency Preparedness Grant due to the necessity of a reliable water supply at the Emergency Operations Centre is necessary to support operations during a declared Emergency.



Memo

Subject: Gardens
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: September 16, 2026
Regular Council Meeting

Issue

The gardens located directly against the Municipal Office Building are contributing to moisture accumulation along the building perimeter. A dimple board was previously installed between the brick wall and the garden; however, it has sagged and now traps water against the building instead of allowing it to drain away. A carpenter ant infestation has also been identified, adding to concerns about possible moisture-related deterioration of the building materials.

Observed Damage

Water enters the building during heavy rainfall, snowmelt, and garden watering. The resulting flooding has damaged the office interior: part of the carpet has been removed, and the wood along the building perimeter has softened and may be deteriorating or rotting because of prolonged moisture exposure.

Garden Relocation

The Horticultural Society has been advised of the situation and is considering whether the plants can be relocated elsewhere on municipal property.

Next Steps

- Remove the gardens and allow the area to dry. The small garden to the left of the front entrance has already been removed;
- Assess the condition of the wood, drainage, and building perimeter;
- Repair or replace any damaged materials identified during the assessment;
- Address the carpenter ant infestation; staff are currently obtaining quotes from pest control companies.

Rationale

Although the removal of the gardens may mean losing the flowers currently enhancing the municipal office grounds, this work is necessary to prevent further moisture-related damage and reduce the risk of more extensive and costly repairs to the Municipal Office Building.

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THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. XXXX-26

Being a by-law to regulate the use and care of roads within
the Corporation of the Township of Hilton.

WHEREAS Section 5(1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that the powers of a municipality shall be exercised by its council;

AND WHEREAS Sections 8 and 11 of the *Municipal Act, 2001* authorize municipalities to pass by-laws respecting highways and to regulate matters within municipal jurisdiction broadly;

AND WHEREAS Section 23.2 of the *Municipal Act, 2001* permits Council to delegate certain powers and duties to a person or body subject to the Act;

AND WHEREAS Section 429 of the *Municipal Act, 2001* authorizes a municipality to establish a system of fines for offences;

AND WHEREAS Section 446 of the *Municipal Act, 2001* authorizes a municipality to recover costs and add them to the tax roll in appropriate circumstances;

AND WHEREAS the *Highway Traffic Act*, R.S.O. 1990, c. H.8, as amended, provides for the regulation of traffic and the use of highways;

AND WHEREAS Council deems it necessary and desirable to regulate the use and care of roads to protect municipal infrastructure, maintain public safety, and manage activities that may cause damage or interference;

NOW THEREFORE the Council of the Corporation of the Township of Hilton hereby enacts as follows:

1. DEFINITIONS

- 1.1 “Act” shall mean the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.
- 1.2 “Article” has the meaning assigned to it in the *Repair and Storage Lien Act* and includes any tangible personal property other than a fixture.
- 1.3 “BLEO” shall mean the By-law Enforcement Officer appointed by the Council of the Corporation of the Township of Hilton and includes any person acting under the direction or authority of such officer.
- 1.4 “Boulevard” shall mean that portion of a highway lying between the property line and the edge of the roadway, includes the shoulder, ditch, verge, embankment, and any similar adjacent area forming part of the highway or right-of-way.
- 1.5 “Council” shall mean the Council of the Corporation of the Township of Hilton.
- 1.6 “Downed Tree” shall mean a tree or part of a tree that has fallen, uprooted, leaned, broken, or otherwise become displaced due to natural causes, disease, decay, damage, or other event.
- 1.7 “Fouling” shall mean the deposit, release, discharge, spilling, tracking, leaking, scattering, or presence of any substance, matter, debris, waste, dirt,

liquid, material, or thing that soils, contaminates, obstructs, damages, or interferes with the safe or ordinary use of a highway.

- 1.8** “Highway” shall mean any common and public highway, road, road allowance, travelled or untraveled road, lane, boulevard, shoulder, ditch, culvert, bridge, trestle, crossing, turnout, structure, or other part of a highway under the jurisdiction, ownership, control, maintenance, or administration of the Township, and includes any portion lying between lateral property lines or otherwise dedicated or used for highway purposes.
- 1.9** “Motor Vehicle” shall mean a motor vehicle as broadly defined by applicable provincial law, and includes any self-propelled vehicle, whether licensed or unlicensed, and any similar machine or device used or capable of being used for transportation on a highway but does not include a vehicle expressly excluded by law.
- 1.10** “Object” shall mean any item, thing, material, article, chattel, equipment, structure, vehicle, sign, obstruction, debris, substance, or other thing of any kind, whether fixed, temporary, moveable, immovable, natural, or artificial.
- 1.11** “Occupant” shall mean any person in possession of, or having care, charge, control, or management of, premises, land, or property, whether as owner, tenant, licensee, permit holder, agent, contractor, or otherwise.
- 1.12** “Owner” shall mean the registered owner of property according to the records of the appropriate land registry office, and includes any beneficial owner, trustee, executor, administrator, tenant, lessee, licensee, occupant, or other person appearing to have an ownership or possessory interest in the property, where the context permits.
- 1.13** “Person” shall include an individual, partnership, firm, corporation, association, organization, trust, joint venture, or any other legal or business entity.
- 1.14** “Property Line” shall mean the boundary between a highway and abutting land.
- 1.15** “Road Superintendent” shall mean the Road Superintendent/Public Works Foreman for the Corporation of the Township of Hilton, and includes any person duly authorized to act in that capacity.
- 1.16** “Roadway” shall mean the portion of a highway that is improved, maintained, or ordinarily used for the travel of vehicles.
- 1.17** “Road Works” shall mean all physical works, improvements, structures, installations, or appurtenances located in, on, under, over, or adjacent to a highway, including but not limited to pavement, curbs, signs, signage supports, gutters, trees, culverts, bridges, drains, ditches, swales, retaining walls, traffic control devices, utilities, utility apparatus, and related works.
- 1.18** “Structure” shall mean any man-made object, installation, improvement, fixture, enclosure, platform, fence, sign, post, barricade, deck, wall, excavation, conduit, or other thing placed, erected, constructed, installed, maintained, or affixed on, over, under, or within a highway or road allowance.
- 1.19** “Township” shall mean the Corporation of the Township of Hilton.

- 1.20** "Vegetation" shall mean any tree, shrub, hedge, plant, grass, weed, brush, root, vine, or other living growth, whether naturally occurring or planted.
- 1.21** "Vehicle" shall mean a vehicle is broadly defined by applicable provincial law and includes a motor vehicle, trailer, trailer unit, traction engine, farm tractor, road-building machine, bicycle, or other device drawn, propelled, or driven by any kind of power, including muscular power, except where specifically excluded by law.

2. GENERAL

2.1 Short Title

This by-law shall be cited as the Use and Care of Roads By-law.

2.2 Scope

This by-law shall apply to all highways under the jurisdiction, ownership, control, maintenance, or administration of the Township.

2.3 Application

Nothing in this by-law authorizes any act prohibited by any other applicable statute, regulation, by-law, order, permit condition, easement, agreement, or lawful requirement. Where any conflict exists, the more restrictive provision shall prevail to the extent permitted by law.

2.4 Liability

Any person exercising any right, permission, authorization, or privilege under this by-law does so at their own risk and shall indemnify the Township, its Council members, officers, employees, agents, contractors, and authorized representatives from such use, act, omission, or activity, except to the extent caused by the negligence or willful misconduct of the Township.

2.5 Exemptions

This by-law shall not apply to work carried out by or on behalf of the Township, or to any other work, activity, or use specifically authorized by law.

2.6 Administration and Enforcement

The Road Superintendent is authorized to administer this by-law. Any BLEO, and any other officer, employee, agent, or contractor authorized by the Township, may enforce this by-law.

Notice under this by-law may be given personally, by registered mail, by courier, or by any other method authorized by law. A notice sent by mail shall be deemed received on the fifth business day after mailing, unless the contrary is proven.

3. MUNICIPAL AUTHORITY RE: MAINTENANCE

3.1 Snow Fences

The Road Superintendent may, at any reasonable time and where considered necessary or advisable for highway safety, drift control, or public maintenance, enter upon land within the Township and along any highway

under its jurisdiction for the purpose of erecting, maintaining, repairing, replacing, or removing a snow fence.

3.2 Signs

The Road Superintendent may, at any reasonable time and where considered necessary or advisable for highway safety, traffic control, notice, identification, construction, maintenance, or municipal administration, enter upon land lying along a highway to install, inspect, maintain, repair, replace, or remove a sign or related apparatus.

3.3 Tree Trimming

The Road Superintendent may, at any reasonable time, enter upon land lying along any highway to inspect trees, conduct tests, trim, prune, cut, remove, or otherwise deal with vegetation or parts thereof, and take such action as the Road Superintendent considers necessary or advisable for the protection of persons, vehicles, municipal infrastructure, or the safe use of the highway.

3.4 Removal of Tree

The Road Superintendent may remove, or cause to be removed, any decayed, damaged, dangerous, fallen, or downed tree or branch immediately and without notice where, in the opinion of the Road Superintendent, the tree or branch poses an actual or potential danger to the health or safety of any person, or to highway infrastructure or use.

4. PROHIBITED MATTERS

4.1 General Prohibition

No person shall, without prior written authorization from the Township or other lawful authority, directly or indirectly injure, obstruct, encumber, alter, interfere with, foul, damage, occupy, encroach upon, or otherwise affect a highway.

4.2 Excavation on Highways

No person shall excavate on, under, over, across, or within a highway without lawful authority.

4.3 Structures or Objects on Highway

No person shall place, construct, install, maintain, leave, or permit any structure or object on, under, over, or within a highway without lawful authority.

4.4 Depositing Materials on Highways

No person shall deposit, discharge, permit, cause, or allow the deposit of dirt, gravel, water, oil, fuel, chemicals, refuse, waste, snow, ice, debris, or other material on a highway without lawful authority.

4.5 Removal of Materials from Highways

No person shall remove, disturb, excavate, or take any plant, earth, material, or thing from a highway without lawful authority.

4.6 Planting on Highway

No person shall plant, place, or permit the planting or placement of any tree, shrub, vegetation, or other growth on a highway without lawful authority, except grass on a boulevard where permitted by the Township.

4.7 Public Nuisance

No person shall create, cause, permit, or maintain a nuisance on a highway by fire, smoke, vapour, water, noise, light, odour, vibration, discharge, conduct, or any means whatsoever.

4.8 Gates and Doors

No person shall construct, maintain, or permit anything that projects on, over, under, or into a highway without lawful authority.

4.9 Overhanging Objects

No person shall construct, place, maintain or permit anything that projects on, over, under, or into a highway without lawful authority.

4.10 Interference with Public Use

No person shall hinder, prevent, obstruct, or interfere with the public use of a highway without lawful authority.

4.11 Interference with Municipal Infrastructure

No person shall interfere with, move, remove, obstruct, damage, destroy, deface, or alter any municipal infrastructure on a highway, including a post, sign, survey mark, benchmark, traffic signal, streetlight, tree, traffic cone, barrier, marker, or other municipal item.

4.12 Sale of Goods

No person shall sell, display for sale, offer for sale, or solicit the sale of goods or services on a highway without lawful authority.

4.13 Equipment Over Highways

No person shall operate, suspend, swing, extend, or permit a crane, boom, hoist, lift, or similar equipment over a highway without lawful authority.

4.14 Snow or Ice on Roadways

No person shall deposit, push, blow, shovel, plow, or cause to be deposited, pushed, blown, or shoveled snow or ice onto a roadway.

4.15 Snow or Ice from Private Property

No person shall move snow, deposit, or permit snow or ice from private property onto a boulevard, roadway, or other part of a highway.

4.16 Altering of Boulevards

No person shall, without lawful authority, alter, excavate, pave, grade, fill, resurface, obstruct, or otherwise change a boulevard, whether directly or by permitting another person to do so.

4.17 Prevention of Material Tracking

No person shall permit, cause, or allow mud, soil, gravel, debris, or other material from adjacent land to be deposited or tracked onto a highway. The Township may require immediate removal and the implementation of preventative measures.

4.18 Damage from Vehicle Crossing

Any owner or occupant whose vehicles cross, travel over, or use a boulevard or other part of a highway for the delivery, removal, construction, landscaping, or handling of materials is responsible for all resulting damage to the highway, road works, and municipal infrastructure, including the costs of cleanup, repair, restoration, and administrative recovery.

5. REMOVAL OF OBSTRUCTIONS

5.1 Removal of Unauthorized Projections

Any structure, object, vegetation, or thing projecting into, onto, under, or over a highway without lawful authority shall be removed, altered, trimmed, or relocated by the owner or occupant at the owner's or occupant's expense.

5.2 Removal of Obstructions

Any fence, barricade, structure, object, or other thing that obstructs, interferes with, or threatens the safe use of a highway shall be removed immediately by the person responsible, at that person's expense.

5.3 Removal by the Township

In the event of a contravention of sections 5.1 or 5.2, or in the event of an emergency, the Road Superintendent may, without notice where circumstances require, remove, alter, trim, relocate, store, impound, dispose of, or otherwise deal with any item, structure, object, material, or vegetation placed, deposited, or maintained on or over a highway contrary to this by-law and the Township shall send a notice by registered mail to the owner or person responsible for the item, structure, or material advising that it has been removed at the owner's expense. The Township may recover all costs incurred in the removal, storage, repair, disposal, and administration of such action from the person responsible, and may do so in accordance with the Act.

5.4 Application to Court for Removal of Obstructions

The Township may apply to a judge of the Superior Court of Justice for an order requiring the owner of land lying along a highway to remove, trim, or alter vegetation, buildings, structures, or other object on the land that obstruct visibility, create a snow drifting hazard, endanger users of the highway, or may otherwise harm the highway or its use, where the Township is unable to secure compliance through agreement or other means.

5.5 Impounding of Objects on Highway

Any object on a highway in contravention of this By-law may be removed, impounded, restrained, or immobilized and Subsection 170 (15) of the *Highway Traffic Act* applies, and the Township may, at any reasonable time, enter upon land near a highway for this purpose. The Township may recover all removal, storage, and administrative costs prior to release of the impounded object.

If the removed object or vehicle, other than a motor vehicle, is used to sell anything on or near a highway and the object or vehicle is not claimed by the owner within 60 days after its removal, it becomes the property of the municipality and may be sold, and the proceeds shall form part of the general funds of the municipality.

5.6 Impounding Perishable Items

Any perishable object or vehicle removed from the highway is the property of the municipality upon being moved from the highway and may be destroyed or given to a charitable institution, except a perishable object that comes into the possession of a police force in the circumstances described in Section 132 of the *Community Safety and Policing Act, 2019*.

6. PERMITTED ACTIVITIES

6.1 Grass Area

Owners of land within the Township abutting a highway may maintain adjacent boulevards and may keep grass trimmed.

6.2 Highway Use

Use of a highway is permitted only where authorized by statute, regulation, by-law, agreement, or written authorization of the Township.

7. TEMPORARY HIGHWAY CLOSURES

7.1 Authorized Temporary Closing of a Highway

A highway or portion of a highway may be temporarily closed for any of the following purposes:

- 7.1.1 construction, repair, improvement, maintenance, inspection, or other works on, under, over, along, across, or upon a highway.
- 7.1.2 a social, recreational, community, athletic, ceremonial, civic, or cinematographic purpose, or any combination of such purposes, or any other purpose the Township considers necessary or desirable in public interest.
- 7.1.3 an emergency arising from inclement weather, an accident, a fire, flooding, unsafe conditions, or any other event where closure is necessary or desirable for public safety, and especially where a police order or other lawful direction has been issued.

7.2 Highway Closure Authority

Pursuant to section 23.2 of the Act, Council hereby delegates to the Road Superintendent the authority to close a highway or portion of a highway for the purposes set out in section 7.1, for such period of time and subject to such conditions as the Road Superintendent considers appropriate.

7.3 Indemnification

The Road Superintendent shall not authorize the temporary closing of a highway until the requesting party has entered into an agreement indemnifying the Township and has provided public liability insurance in an amount not less than five million dollars (\$5,000,000.00) per occurrence, naming the Township as an additional insured and providing not less than thirty (30) days' notice of cancellation or material change.

8. ENFORCEMENT

8.1 Enforcement

The BLEO, the Road Superintendent, and the Ontario Provincial Police are authorized to enforce the provisions of this by-law.

8.2 Power of Entry Re: Inspection

Any employee, officer, agent, or contractor of the Township, and any member of the Ontario Provincial Police, may, without notice and upon producing proper identification upon request, enter on land at any reasonable time for the purpose of carrying out an inspection pursuant to sections 436 and 437 of the Act, and to determine whether this by-law, any order made under this by-law, any direction given under this by-law, any authorization granted under this by-law, or any order made under section 431 of the Act is being complied with. The person exercising the power may be accompanied by a person under their direction.

8.3 Inspection Powers

Any person exercising power under section 8.2 may:

- 8.3.1 require the production for inspection of documents or things relevant to the inspection;
- 8.3.2 inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- 8.3.3 require information from any person concerning a matter related to the inspection; and
- 8.3.4 alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples, or photographs necessary for the purpose of the inspection.

8.4 Order to Discontinue

Where the Township is satisfied that a contravention of this by-law has occurred, the Township may make an order requiring the person who contravened the by-law, who caused or permitted the contravention, or the owner or occupant of the land on which the contravention occurred, to discontinue the contravening activity.

This order shall set out:

- 8.4.1 the reasonable particulars of the contravention adequate to identify the contravention and the location of the land upon which it occurred; and

8.4.2 the date by which compliance must occur.

8.5 Contravene Order to Discontinue

No person shall contravene an order to discontinue issued pursuant to section 8.4.

8.6 Work Order

Where the Township is satisfied that a contravention of this by-law has occurred, the Township may make an order requiring the person who contravened the by-law, who caused or permitted the contravention, or the owner or occupant of the land on which the contravention occurred, to do work to correct the contravention.

An order may require work to be done even though the facts constituting the contravention existed before this by-law came into force.

This order shall set out:

8.6.1 the reasonable particulars of the contravention adequate to identify the contravention and the location of the land upon which it occurred; and

8.6.2 the work to be done and the date by which the work must be completed.

8.7 Contravention Work Order

No person shall contravene a work order issued under section 8.6.

8.8 Remedial Action

In the event of default by any person to do anything required under this by-law, an employee or agent of the Township, who may be accompanied by any person under their direction, may enter upon land at any reasonable time and may do or cause to be done the work or thing required, at the expense of the person in default, and the Township may recover the expense by action or by adding the cost to the tax roll and collecting it in the same manner as property taxes, where permitted by law.

8.9 Obstructing Officer or Inspector

No person shall hinder, obstruct, or attempt to hinder or obstruct any person exercising a power or performing a duty under this by-law.

9. PENALTY

9.1 Fine for Contravention

Every person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for under the *Provincial Offences Act, R.S.O. 1990, Chapter P.33*, as amended, including any applicable set fines.

9.2 Additional Order to Discontinue or Remedy

Every person who contravenes any provision of this by-law, and every director or officer of a corporation who knowingly concurs in a contravention of this By-

law by the corporation is guilty of an offence and, in addition to any other remedy or penalty, the court may make an order prohibiting the continuation or repetition of the offence and requiring compliance with this by-law.

10. VALIDITY AND SEVERABILITY

If any section, clause, provision, or schedule of this by-law is held invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the by-law as a whole or any other part of it, and the remainder shall continue in full force and effect.

11. ENACTMENT

- 11.1** **THAT** Schedule “A” (Set Fine Schedule) attached hereto, form part of this by-law.
- 11.2** **THAT** this by-law shall come into force and effect on the day of passing.

Read a first, second and third time and finally passed this XX day of XXXXX, 2026.

Rodney Wood, Reeve

Sara Dinsdale, CAO/Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF HILTON

Schedule "A" to By-law No. XXXX-26

Use and Care of Roads By-law

PART I- Provincial Offences Act

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine
1	Obstruct highway	s. 4.1	\$150.00
2	Encumber highway	s. 4.1	\$150.00
3	Injure highway	s. 4.1	\$150.00
4	Foul highway	s. 4.1	\$150.00
5	Fail to comply with conditions of any lawful authority	s. 4.1	\$150.00
6	Excavate on highway without authorization	s. 4.2	\$150.00
7	Place structure on highway without authorization	s. 4.3	\$150.00
8	Deposit material on highway	s. 4.4	\$150.00
9	Remove material from highway without authorization	s. 4.5	\$150.00
10	Plant vegetation on highway without authorization	s. 4.6	\$150.00
11	Create public nuisance on highway	s. 4.7	\$150.00
12	Install gate/door opening onto highway	s. 4.8	\$150.00
13	Maintain overhanging object over highway	s. 4.9	\$150.00
14	Interfere with public use of highway	s. 4.10	\$150.00
15	Interfere with municipal infrastructure	s. 4.11	\$150.00
16	Sell goods on highway without authorization	s. 4.12	\$150.00
17	Operate equipment over highway without authorization	s. 4.13	\$150.00

NOTE: the general penalty provision for the offences listed above is section 9 of the By-law XXXX-26, a certified copy of which has been filed.

THE CORPORATION OF THE TOWNSHIP OF HILTON

Schedule "B" (cont.) to By-law No. XXXX-26

Use and Care of Roads By-law

PART I- Provincial Offences Act

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	Column 3 Set Fine
18	Deposit snow or ice onto roadway	s. 4.14	\$150.00
19	Move snow or ice onto boulevard	s. 4.15	\$150.00
20	Alter boulevard without authorization	s. 4.16	\$150.00
21	Allow material to be tracked onto highway	s. 4.17	\$400.00
22	Fail to remove material from highway when required	s. 4.17	\$400.00
23	Damage boulevard or highway from vehicle crossing	s. 4.18	\$400.00
24	Fail to remove unauthorized projection	s. 5.1	\$400.00
25	Fail to remove obstruction from highway	s. 5.2	\$400.00

NOTE: the general penalty provision for the offences listed above is section 9 of the By-law XXXX-26, a certified copy of which has been filed.

HILTON UNION FIRE BOARD**Regular Meeting****MINUTES**

May 20, 2026

7:00 p.m.

COPY

Present: Chairperson Brian Delvecchio
Fire Chief Robert Hope
Deputy Fire Chief Dan See
Dave Leask
Mike Garside
Sarah Brown
Rod Wood

Acting Secretary-Treasurer Britney MacKay

Absent: Kelly Rathwell
Sally Cohen
Janet Gordanier

Chairperson Brian Delvecchio called the meeting to order at 6:58 p.m.

Resolution #F2026-05

Moved: Rod Wood

Seconded: Mike Garside

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT accepts the agenda of May 20, 2026, as presented. *CARRIED*

There were no declarations of pecuniary interest.

The Board reviewed the minutes from the February 25, 2026 regular meeting.

Resolution #F2026-06

Moved: Sarah Brown

Seconded: Dave Leask

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does approve the minutes of the regular meeting of February 25, 2026. *CARRIED*

Fire Chief Updates:

Fire Chief Robert Hope provided an update on fire calls and volunteer status since the last meeting.

There were seven (7) fire calls. For three (3) consecutive Fridays the Fire Department received calls. One call involve a fire at the Jocelyn Landfill, where the Jocelyn and St. Joseph Fire Departments requested assistance from Hilton Union Fire Department to attend with their tanker and pumper.

The Fire Department also attended a kitchen fire at the Island Villa located in the Village. Meat had been left unattended cooking on the stove, rendering down and burning. The building was evacuated, the fire extinguished, and the building ventilated. Volunteers secured the area to ensure all residents had exited safely. The Fire Chief reminded residents that when evacuating during a fire, doors should be left unlocked so firefighters can quickly access apartments to confirm they are empty. As this was the second fire call to the

HILTON UNION FIRE BOARD - Regular Meeting
MINUTES – May 20, 2026

Island Villa within a year, a practice fire drill was organized with the Hilton Union Fire Department and ADSAB. It was noted that some residents were reluctant to evacuate during the alarm, and another fire drill is planned in the near future.

Another fire call involved a house fire in the Township caused by improper disposal of hot ashes from a wood stove. Residents were reminded to dispose of ashes safely and properly.

There have been six (6) training events since the last meeting.

There are currently ten (10) active volunteers, including new volunteer Andrew Brown.

The Fire Chief continues to actively monitor and bid on affordable replacement pumper/tanker combination vehicles through the government auction site.

The Fire Board reviewed a memorandum prepared by Acting Secretary-Treasurer Britney MacKay regarding expenditures from the 2026 Fire Protection Grant. The report stated that the \$16,000.00 grant awarded to the Township was used to purchase four (4) new turnout coats, five (5) turnout pants, seven (7) pairs of chainsaw boots, and the remaining funds were applied toward turnout pants purchased in 2025. The funds have been fully expended.

The Fire Board also received a memo regarding a donation received by the Township on behalf of the Hilton Union Fire Department from Algoma Power Inc. in the amount of \$300.00 for emergency services support.

The Fire Board received a report regarding Administrative Penalties, including correspondence from the Ministry of Natural Resources. When the Fire Chief becomes aware of a potential contravention under the Wildland Fire Management Act or its associated regulations, they may report the incident and provide relevant information to the Ministry's local Fire Management Headquarters. The decision to issue an administrative penalty remains solely at the discretion of the Ministry.

The Fire Chief advised that he recently attended a commercial property in the Township where a large fire had been left unattended on a windy day. Attempts were made to contact the owner, and an employee subsequently extinguished the fire. Under the new Administrative Penalty regulations, the Fire Chief will issuing warnings in similar situations and advise that the Ministry of Natural Resources may be contacted should contraventions continue.

The Fire Board reviewed a report and draft budget. At the request of the Fire Chief, an additional \$10,000.00 contribution from both the Village and the Township was proposed so that a total of \$40,000.00 could be allocated to reserves for the future purchase of a truck.

Resolution #F2026-07

Moved: Rod Wood

Seconded: Sarah Brown

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does accept the proposed draft of the 2026 budget in the amount of \$112,178.18. *CARRIED*

HILTON UNION FIRE BOARD - Regular Meeting
MINUTES – May 20, 2026

Resolution #F2026-08
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does recommend to the respective Councils to increase the Fire Reserve Fund allocation to \$20,000.00 each in 2026.

A memorandum was received from the Ministry of Municipal Affairs and Housing regarding the “Municipal Buy Ontario Procurement Directive”. It was noted that priority should be given to purchasing products produced in Ontario; however, purchases may be made outside Ontario if the price is unreasonable, the vehicle has a gross vehicle weight rating greater than 4,500 kg, or the vehicle is used.

Chairperson Brian Delvecchio invited members to bring forward any additional business.

Sarah Brown advised that, with the assistance of Mike Garside, retired SCBA tanks have been placed at the Island Timber Mart, the Tilt’n Hilton, and the Hilton Beach General Store to collect donations for the Fire Department.

Mike Garside advised that he will bring the remaining retired aluminum tanks to Sault Ste Marie for scrap and donate the proceeds to the Department.

Fire Chief Robert Hope provided an update regarding firefighter certification requirements. There are currently four (4) qualified fire volunteers. Under O. Reg. 343/22: Firefighter Certification, effective July 1, 2026, all firefighters must either be certified or operate under the supervision of a certified firefighter.

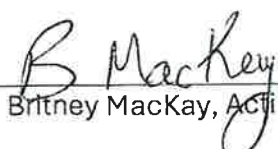
The six (6) uncertified firefighters will continue to work under the supervision of certified volunteers while responding to calls. Certification costs are approximately \$7,000.00 per volunteer and require attendance at out-of-town training for a minimum of one (1) week. At this time, none of the volunteers are able to attend certification training.

Resolution #F2026-09
Moved: Dave Leask
Seconded: Sarah Brown

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does adjourn at 8:30 p.m. and agree to meet again at the Hilton Township Municipal Office on Wednesday, September 2, 2026, or at the call of the Chair or by petition from majority members of the Board.

CARRIED


Brian Delvecchio, Chairperson


Britney MacKay, Acting Secretary-Treasurer



Memo

Subject: Fire Department Updates
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: September 16, 2026
Regular Council Meeting

Fire Board Meeting Rescheduled

The regular Fire Board meeting that was scheduled for November 25, 2026 has been moved to November 4, 2026.

New Equipment

The Fire Department acquired a new 2004 Freightliner Pumper/Tanker combination truck at a cost of \$137,200 plus HST. A hose is still required to be purchased. In addition, the purchase of a 2004 Freightliner Pumper Truck from Huron Shores at a cost of \$30,000 plus HST is in process.

Satellite Fire Hall

The Fire Board has directed Fire Chief Bob Hope to investigate the feasibility of establishing a satellite fire hall to support the operations of the Hilton Union Fire Department, including the identification of suitable locations within the Township of Hilton and the Village of Hilton Beach, estimated construction costs, operational requirements, potential staffing implications, and ongoing operating costs. Findings will be presented at the next Fire Board meeting for consideration.

Annual Firefighter Volunteer Appreciation BBQ

The annual Firefighter Volunteer Appreciation BBQ took place on Tuesday, September 8, 2026.



Staff Report: CR- 2026-09-16-FDR **Meeting Date:** Sept. 16, 2026
Subject: Fire Department Travel Expenses Policy **Regular Council Meeting**
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

Background

The Hilton Union Fire Department does not currently have a policy in place establishing reimbursement procedures for travel expenses incurred when members are required to travel for training or other Fire Department business.

The Township of Hilton's Remuneration and Expenses By-law provides for mileage reimbursement for members of Council and municipal employees when kilometres are travelled using their personal vehicles for authorized municipal business.

The Township's employee policies also provide for reimbursement of certain training-related expenses, including registration fees and accommodations; however, meal expenses are not currently addressed.

Recent travel undertaken by the Hilton Union Fire Department's Fire Chief and Deputy Fire Chief in connection with the inspection and potential purchase of Department vehicles has highlighted the need to establish a formal Travel Expense Policy for the Fire Department.

At the regular Fire Board meeting held on September 2, 2026, members reviewed the attached draft Travel Expense Policy and passed the attached resolution.

Analysis

The proposed policy addresses the authorization of travel, use of personal and rental vehicles, mileage reimbursement, accommodation expenses, non-eligible expenses, documentation requirements, and reimbursement and approval processes. The policy was created based on neighbouring municipalities' policies.

The recommendation provided in Resolution No. F2026-14 includes changing the kilometre reimbursement rate for the use of a personal vehicle from \$0.72 per kilometre to a rate based on the "provincial average per kilometre." Further clarification is required to establish an appropriate and identifiable benchmark for the proposed rate. For example, if the provincial average per kilometre is to be used, the policy should state that the km rate is to be reimbursed in accordance with the Northern Ontario Standards. The Northern Ontario Standards currently provides a specific mileage reimbursement rate of \$0.41 per kilometre.

Alternatively, the policy could specify to use the Canada Revenue Agency (CRA) prescribed automobile allowance rate as the benchmark. This prescribed rate is currently \$0.73 per kilometre and is intended to cover the main costs of owning and operating an employee's personal vehicle for employment purposes.

The Board has also recommended a maximum meal allowance of \$50 per day. Establishing when a member becomes eligible for a meal allowance may need to be included in the policy. According to the



Ontario provincial standard, eligibility requires a minimum travel distance of 24 kilometres from the office area and the time requirement is based on the member being away during a normal meal period. Further clarification is required as to whether a daily meal allowance will be provided when away for a specific period of time (half day/ 8 hours/12 hours/overnight) or during a normal meal period. In addition, consideration is required regarding whether a meal allowance should be reduced or eliminated when a meal is provided at no cost to the member.

Recommendation

THAT Council receive Staff Report CR-2026-09-16-FDR titled Fire Department Reimbursement Policy;

AND THAT the recommendations provided by the Hilton Union Fire Board as stated in Resolution No. F2026-14 are received;

AND THAT staff are directed to recommend revisions of the draft Fire Department Reimbursement Policy to include an appropriate identifiable benchmark for the proposed km rate reimbursement;

AND THAT a recommendation to establish eligibility for a meal allowance be included in the policy.

HILTON UNION FIRE DEPARTMENT

Resolution No. F2026 – 14

COPY

September 2, 2026

Moved by:

Mike Garside _____
Janet Gordanier _____
Rodney Wood _____
Dave Leask _____
Sally Cohen _____
Brian Delvecchio _____
Sarah Brown ✓ _____
Kelly Rathwell _____

Seconded by:

Mike Garside _____
Janet Gordanier _____
Rodney Wood _____
Dave Leask ✓ _____
Sally Cohen _____
Brian Delvecchio _____
Sarah Brown _____
Kelly Rathwell _____

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT has reviewed the draft Travel Expense Policy for the Hilton Union Fire Department and provides the following suggestions for revision:

Section 4.1.6. "reimbursed at the provincial average per kilometre

section 5 correct spelling of accomodation

Add a daily limit of \$50/day for food and drink.

(Remove Food and Drink from Ineligible Expenses)

AND THAT the amended draft Travel Expense Policy be forwarded to the Councils of the Township of Hilton and the Village of Hilton Beach for review and approval;

AND FURTHER THAT the final draft be presented to the Hilton Union Fire Board for approval at the next regular meeting.

Carried: ✓ Defeated: _____

Chairperson: B. De

THE HILTON UNION FIRE BOARD

Schedule "A" to By-Law No. xxxx-26

Subject: Travel Expense Policy
Source: By-law XXXX-26
Date Approved:
Resolution No.:

1. PURPOSE

Members of the Hilton Union Fire Department may be required to travel for Fire Department business or training.

The purpose of this policy is to establish consistent guidelines for the authorization, eligibility, and reimbursement of travel-related expenses incurred while conducting authorized Fire Department business.

All travel expenses shall be reasonable, necessary, and directly related to Fire Department business. Department Heads are expected to exercise practical judgement and ensure that expenditure represents responsible stewardship of public funds.

2. DEFINITIONS

2.1 "Board" shall mean the Hilton Union Fire Board.

2.2 "Department" shall mean Hilton Union Fire Department.

2.3 "Department Head" shall refer to the Fire Chief or, where the Fire Chief is unavailable or unable to act, the Deputy Fire Chief acting in the capacity of Fire Chief.

2.4 "Member" shall refer to any member of the Hilton Union Fire Department who is authorized to travel for Fire Department business or training.

2.5 "Receipt" shall mean an itemized document or invoice that identifies, where applicable, the supplier or payee, date, amount, applicable Harmonized Sales Tax (HST), and description of goods or services purchased. Debit or credit card transaction slips alone are not considered sufficient supporting documentation where an itemized receipt or invoice is reasonably available.

3. AUTHORIZATION

3.1 All travel undertaken on behalf of the Department shall be authorized in advance by the Department Head.

- 3.2 Routine travel associated with approved Fire Department business or training may be authorized by the Department Head, provided the expense is within the approved Fire Department budget.
- 3.3 Travel expenses that are outside the approved Fire Department budget, or that are otherwise considered unusual or significant, shall require prior approval of the Board.
- 3.4 The Department Head shall select the most economical and practical method of transportation that is consistent with operational requirements.
- 3.5 Where practical, members attending the same training shall be encouraged to share transportation.

4. ELIGIBLE VEHICLE EXPENSES

The following vehicle-related expenses are eligible for reimbursement when incurred while conducting authorized Department business.

4.1 Personal Vehicles

- 4.1.1 Members may use their personal vehicle for authorized Department business where such use is considered practical and economical.
- 4.1.2 The cost of using a personal vehicle should not exceed the reasonable cost of an alternative method of transportation, such as a rental vehicle or commercial transportation, unless operational requirements justify the use of a personal vehicle.
- 4.1.3 Members are responsible for maintaining a valid driver's license and appropriate automobile insurance for their personal vehicle.
- 4.1.4 The Board assumes no financial responsibility for privately owned vehicles beyond the approved kilometre reimbursement.
- 4.1.5 Members using a personal vehicle for Department business are responsible for any damage, loss, deductible, insurance claim, or other expenses arising from the use of their personal vehicle.
- 4.1.6 Members authorized to use their personal vehicle for Department business shall be reimbursed at the provincial average per-kilometre rate in effect at the time the travel occurs.

4.1.7 The kilometre rate is intended to cover the costs associated with operating a personal vehicle, including fuel, maintenance, depreciation, and insurance. Separate reimbursement for fuel or routine vehicle operating costs shall not be provided when the kilometer rate is claimed.

4.1.8 Kilometres claimed shall be based on the actual distance travelled for authorized Department business and shall be supported by sufficient information to substantiate the distance claimed.

4.2 Rental Vehicles

4.2.1 Rental vehicles shall be limited to compact or mid-size vehicles unless operational requirements justify a larger vehicle.

4.2.2 Luxury, premium, or sports vehicle rentals are not eligible for reimbursement unless specifically authorized in advance by the Board.

4.2.3 Collision damage and liability insurance offered by the rental company shall be purchased unless equivalent coverage is otherwise available.

4.2.4 Rental vehicles shall be refueled prior to return whenever practical to avoid additional refueling charges.

4.2.5 Itemized receipts shall be submitted for rental charges, fuel, parking, bridge tolls, highway tolls, and other directly related transportation expenses.

5. ELIGIBLE ACCOMODATION EXPENSES

5.1 Where overnight accommodation is required for authorized Department business, reimbursement may be provided for reasonable and necessary accommodation expenses.

5.2 Members are responsible for reviewing their hotel invoice to ensure all charges are accurate and that personal expenses have not been included prior to checkout.

5.3 A detailed hotel invoice shall be submitted with a reimbursement request.

5.4 Reimbursement shall generally be limited to the cost of a standard room at a reasonably priced hotel or other appropriate accommodation.

5.5 Expenses for suites, executive floors, concierge levels, room upgrades, in-room entertainment, minibar purchases, or other personal charges are not eligible for reimbursement unless approved in advance by the Board.

5.6 Where practical, members shall seek reasonably priced accommodation that is conveniently located in relation to the approved Department business.

6. ELIGIBLE FOOD EXPENSES

6.1 Members travelling for authorized Department business shall receive a meal allowance of \$50 per day.

7. NON-ELIGIBLE EXPENSES

The following expenses are not eligible for reimbursement:

- 7.1 Traffic violations, parking violations, or expenses resulting from unlawful conduct.
- 7.2 Alcoholic beverages.
- 7.3 Fines and penalties.
- 7.4 Expenses incurred on behalf of friends, family members, or other non-authorized individuals.
- 7.5 Personal entertainment, recreation, or other personal expenses unrelated to Department business.

8. REIMBURSEMENT

- 8.1 Reimbursement requests shall be submitted to the Secretary-Treasurer, or designate, as soon as practical following completion of the travel, prior to the end of the month that the expense occurred. Late submissions may not be accepted.
- 8.2 All reimbursement requests shall include:
 - The purpose and date of the travel;
 - The destination;
 - The method of transportation;
 - Kilometres claimed, where applicable;
 - Itemized receipts for eligible expenses; and
 - Any other documentation reasonably required to verify the claim.
- 8.3 Expenses that are not supported by appropriate documentation may be denied.
- 8.4 Where an original receipt has been lost or is otherwise unavailable, the member shall provide a written explanation and any alternative documentation available. Acceptance of an expense without an original receipt shall be at the discretion of the Board.

8.5 All reimbursement claims shall be reviewed for compliance with this policy prior to payment.

8.6 The Secretary-Treasurer, or designate, may request clarification or additional documentation before processing a reimbursement claim.

8.7 Reimbursement shall be made through the Board's normal accounts payable process.

9. RESPONSIBILITIES

9.1 Department Head

The Department Head is responsible for:

- Ensuring travel is authorized in advance;
- Ensuring travel is reasonable and necessary for Department business;
- Ensuring expenditures are consistent with the approved budget;
- Selecting economical and practical methods of travel; and
- Reviewing travel expenses claims before submission for payment.

9.2 Secretary-Treasurer

The Secretary-Treasurer, or designate, is responsible for reviewing reimbursement claims for compliance with this policy and processing eligible expenses.

10. EXCEPTIONS

Any exception to this policy shall require prior approval of the Board.

In the event of an emergency or unforeseen operational circumstance where prior Board approval is not reasonably possible, the Department Head may authorize the necessary expenditure and shall report the expenditure to the Board at the next available meeting.

11. REVIEW OF POLICY

This policy shall be reviewed periodically by the Board to ensure that the reimbursement rates and provisions remain appropriate and reflect current operating requirements.

HILTON UNION FIRE DEPARTMENT

Resolution No. F2026 – 13

September 2, 2026

COPY

Moved by:

Mike Garside _____
Janet Gordanier _____
Rodney Wood _____
Dave Leask _____
Sally Cohen _____
Brian Delvecchio _____
Sarah Brown ✓ _____
Kelly Rathwell _____

Seconded by:

Mike Garside _____
Janet Gordanier _____
Rodney Wood _____
Dave Leask ✓ _____
Sally Cohen _____
Brian Delvecchio _____
Sarah Brown _____
Kelly Rathwell _____

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT hereby recommends to the Councils of the Township of Hilton and the Village of Hilton Beach that the 2001 Sterling Tanker, VIN #2FHAWAK71AH497092, be declared surplus to the needs of the Hilton Union Fire Department;

AND THAT following approval by both respective Councils, the Acting Secretary-Treasurer be authorized to offer the vehicle for sale by means deemed most suitable and in the best interest of the Hilton Union Fire Department, in accordance with applicable legislation and municipal policies, on an “as-is, where-is” basis;

AND THAT the vehicle be offered for sale at an estimated value of approximately \$ 10,000.00, recognizing that the final sale price may vary based on market interest and the condition of the vehicle;

AND THAT the Acting Secretary-Treasurer be authorized to take all necessary actions to complete the sale and transfer of ownership of the surplus vehicle;

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

Carried: ✓ Defeated: _____

Chairperson: B. De

HILTON UNION FIRE DEPARTMENT

Resolution No. F2026 – 16

September 2, 2026

COPY

Moved by:

Mike Garside _____
Janet Gordanier _____
Rodney Wood ✓ _____
Dave Leask _____
Sally Cohen _____
Brian Delvecchio _____
Sarah Brown _____
Kelly Rathwell _____

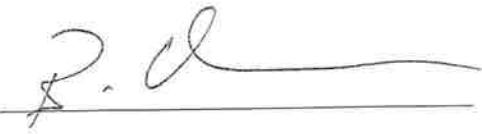
Seconded by:

Mike Garside _____
Janet Gordanier _____
Rodney Wood _____
Dave Leask _____
Sally Cohen _____
Brian Delvecchio _____
Sarah Brown ✓ _____
Kelly Rathwell _____

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT hereby recommends that the Council of the Township of Hilton and the Council of the Village of Hilton Beach approve the additional 2027 compressor repair costs in the amount of \$4,745.63, representing the Hilton Union Fire Department’s 50% share of the quoted compressor repairs;

AND THAT the Hilton Union Fire Board recommend that the Hilton Union Fire Department continue to utilize the jointly shared compressor with the Township of Jocelyn, subject to the approval of the repair costs and continued agreement regarding the sharing of maintenance and repair expenses.

Carried: ✓ _____ Defeated: _____

Chairperson: 



7)C

Staff Report: DR- 2026-09-16-RAD
Subject: Hilton Union Fire Department Donation
Prepared by: Britney MacKay, Deputy Clerk-Treasurer

Meeting Date: Sept. 16, 2026
Regular Council Meeting

Background

Mrs. Catherine Blackburn has graciously donated \$100.00 to support the Hilton Union Fire Department.

Analysis

To promote transparency and maintain proper municipal accounting practices, all donations intended for the Hilton Union Fire Department must be formally accepted by Council on behalf of the Hilton Union Fire Department. Formal acceptance ensures funds are recognized as a municipal asset and that any expenditures made using the donation are lawful, auditable, and for a proper municipal purpose, consistent with the Municipal Act, 2001 and the Fire Protection and Prevention Act, 1997 (FPA).

Recommendation

THAT Council accept the donation of \$100.00 from Mrs. Catherine Blackburn, with the funds to be directed to the Hilton Union Fire Department to support equipment and supply purchases.

8(a)

2026 Building Permit Fees Collected vs Costs Incurred

(re: Tulloch Services Jan 1 - Apr 30, Glen Irwin May 1 - Dec 31)

a/c 480100

a/c 525600

a/c 525610

Tulloch Engineering Inc. services

Month	Permit Fees Collected	Invoice Time Based	Invoice Mileage	Difference
January		257.45		257.45
February	3,125.10	655.33		-2,469.77
March	6,413.24	1,614.93	168.67	-4,629.64
April	5,120.22	304.26		-4,815.96

Glen Irwin, CBO, wages

Month	Permit Fees Collected	Costs	Mileage	Difference
May	905.86	906.88	506.88	507.90
June		266.73	68.40	335.13
July		288.60	181.44	470.04

RSM Building Consultants

Month	Permit Fees Collected	Costs	Mileage	Difference
August	346.04	2,544.00		2,197.96
September				0.00
October				0.00
November				0.00
December				0.00
	15,910.46	6,838.18	925.39	-8,146.89

Actual Net Cost to date 2026

7,763.57

Total Inspection and Mileage Costs

Historical FYI:

2026	15,910.46	7,763.57
2025	12,392.60	13,096.22
2024	7,247.00	11,559.00
2023	7,730.00	19,089.46
2022	5,695.00	13,131.71
2021	4,186.00	10,898.45
2020	3,885.00	13,951.98
2019	4,075.00	11,833.02
2018	2,420.00	6,269.23
2017	2,075.00	8,716.38
2016	1,570.00	4,165.25
2015	1,800.00	6,484.63
2014	2,325.00	7,436.83
2013	1,120.00	7,167.71

Actual Annual Cost:

	-8,146.89
	703.62
	4,435.03
	11,359.46
	7,436.71
	6,712.45
	10,066.98
	7,758.02
	3,849.23
	6,641.38
	2,595.25
	4,684.63
	5,111.83
	6,047.71



Memo

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

Meeting Date: August 19, 2026
Regular Council Meeting

Upon the appointment of the Township's new Chief Building Official that took place on August 12 by By-law No. 1517-26, staff have been working diligently to organize and learn a new software program and implement a new workflow procedure with RSM Building Consultants.

All new applications, and open permits have been submitted to RSM Building Consultants for review, and the inspection process is underway.

Until further notice, applications to construct or demolish are still located on the Township's website at www.hiltontownship.ca under the "Permits & Forms" tab. Once completed, applicants are to submit them directly to RSM Building Consultants at info@rsmbuildingconsultants.com.

General inquiries, complaints, inspection requests, status update requests can also be submitted directly to their email address, or they may be reached by phone at 519-496-1434.

Once the new process of directly submitting applications through Cloudpermit online is in effect, a notice will be posted on the Township's website.

Staff would like to thank residents, applicants, contractors, and other affected parties for their patience and understanding during this timely implementation processes.

Further updates will be posted on the Township's website as necessary.



9)b)

Staff Report: CR- 2026-09-16-ZBA
Subject: Zoning By-Law Amendment
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: Sept. 16, 2026
Regular Council Meeting

Background

Council received an application for a zoning by-law amendment from Ms. Barbara Church, regarding property located at CON W LOT 11, municipally known as 4292 W Line in Hilton Beach at the regular Council meeting held on Monday, August 24, 2026.

The application originally proposed to amend Section 4.1.2.1 of the Township's Zoning By-law, specifically as it applies to the property at 4292 W Line, to permit the erection of two (2) detached accessory buildings (garages) within the front yard of the property, subject to approval of a building permit in accordance with the *Building Code Act*.

A public notice has been posted and distributed in accordance with the requirements of the *Planning Act* to provide the public with an opportunity to attend the public meeting scheduled for September 16, 2026, and/or to make written or verbal submissions in support of or in opposition to the proposed amendment.

Analysis

Upon Review of the application, Mr. Mike Jagger, Administrator/Secretary-Treasurer of the St. Joseph Island Planning Board, noted that although proposed location of the garages meets the Ministry of Transportation's setback requirement of 28 feet from the front property line, the proposed location does not meet the 33-foot front setback requirement established by the St. Joseph Island Zoning By-law.

Mr. Jagger advised that the setback deficiency is a minor change to the proposal and identified two options available to Ms. Church:

1. Amend the application to include a minor variance to reduce the required front setback from 33 feet to 28 feet; or
2. Relocate the proposed garages to provide the required 33-foot setback from the front property line.

Conclusion

Ms. Church has decided to amend the original application to include a request for a minor variance to reduce the required front setback from 33 feet to 28 feet. This will allow the proposed two (2) garages to remain in the location shown on the existing site plan, subject to approval of a building permit in accordance with the *Building Code Act*.

As amended, the application attached therefore seeks:

1. An amendment to the Zoning By-law to permit the two (2) detached accessory buildings (garages) to be located within the front yard of the property; and



2. A minor variance to reduce the required front setback from 33 feet to 28 feet.

Mr. Jagger has advised that the proposed change is considered minor and that a new public notice is not required.

The Township has not received any submissions either in support or opposition of the proposed zoning amendment.

Recommendation

THAT Council receive Staff Report CR- 2026-09-16-ZBA, titled Zoning By-Law Amendment

AND THAT Council consider the amended application to permit two (2) detached accessory buildings (garages) to be located within the front yard of the property municipally known as 4292 W Line;

AND THAT Council consider the request for a minor variance to reduce the required front setback from 33 feet to 28 feet from the front property line.

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 of 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. Also to reduce the minimum setback
 requirement from 10 metres (approx 33ft) from the front property boundary to 28 feet.

- (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?

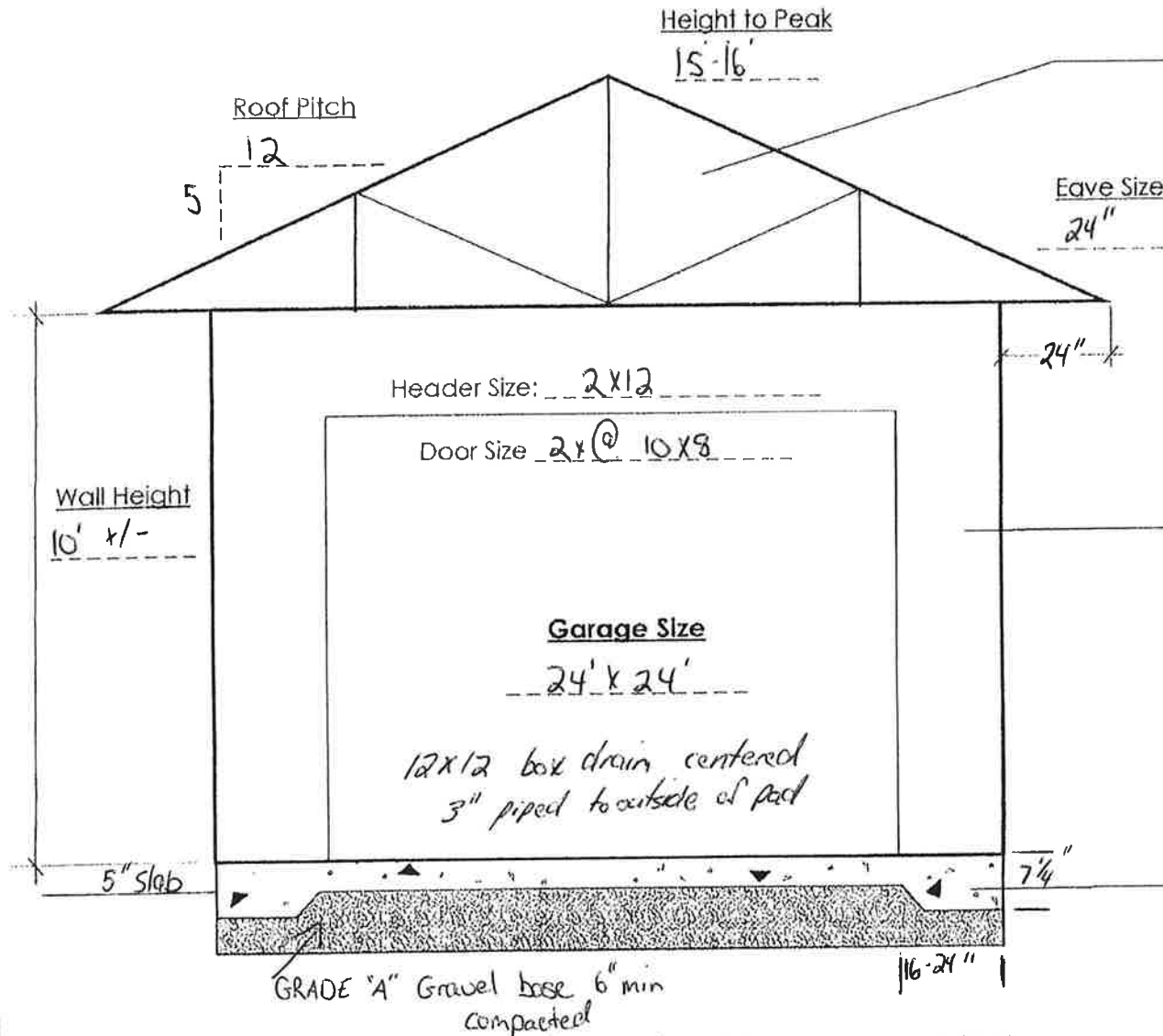
ASAP as long as weath permits concrete work

Largest time is Spring of 2027. If I cannot get done before winter 2026.

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

Barbara Church - Storage Garage #1

Designed By: _____



Note : When closer than 4 feet to property line NO windows are permitted.

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 (7'4") 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

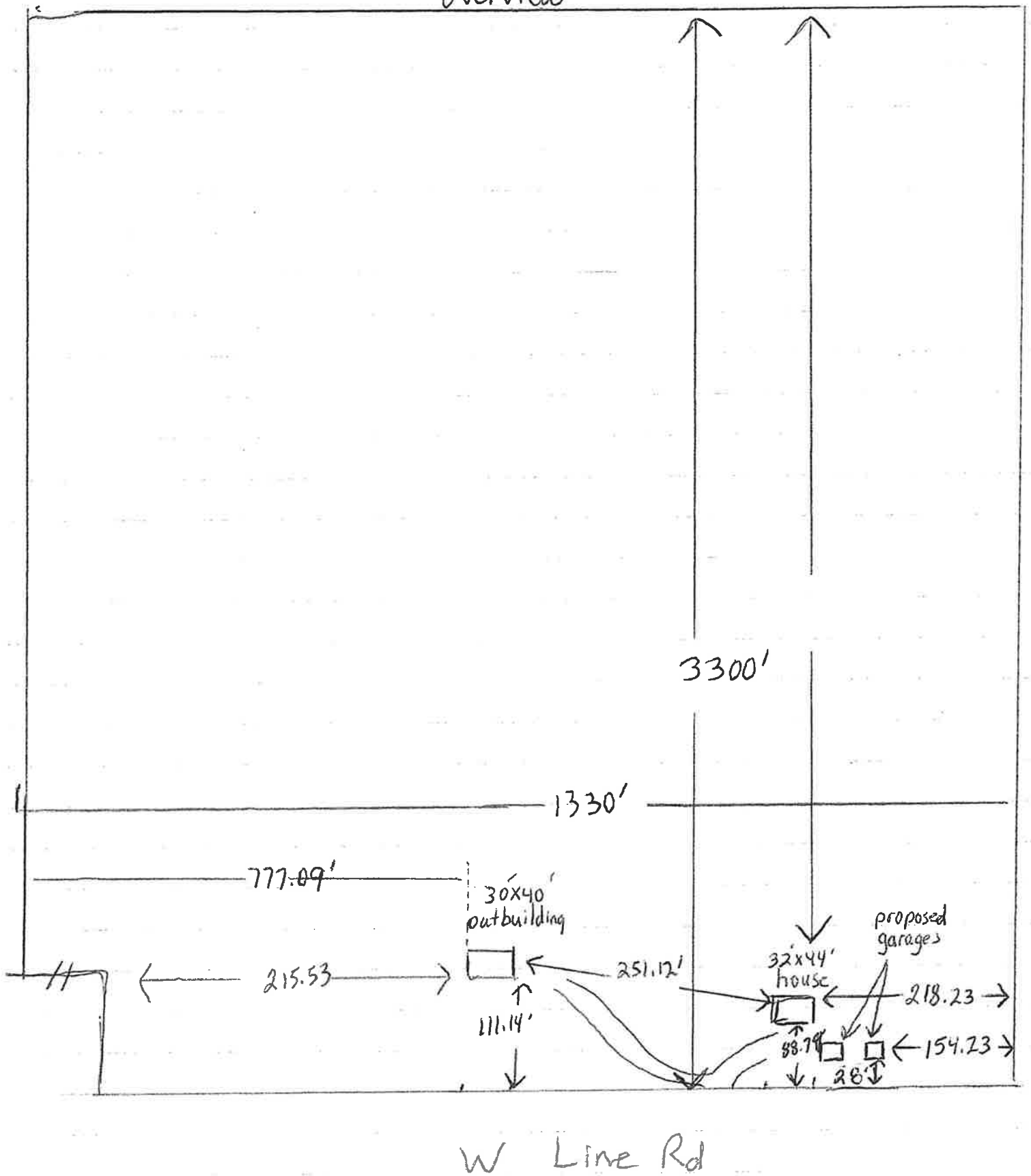
77.64'

88.79

28'

W Line Rd

4292 X-Line Rd
overview



X Line

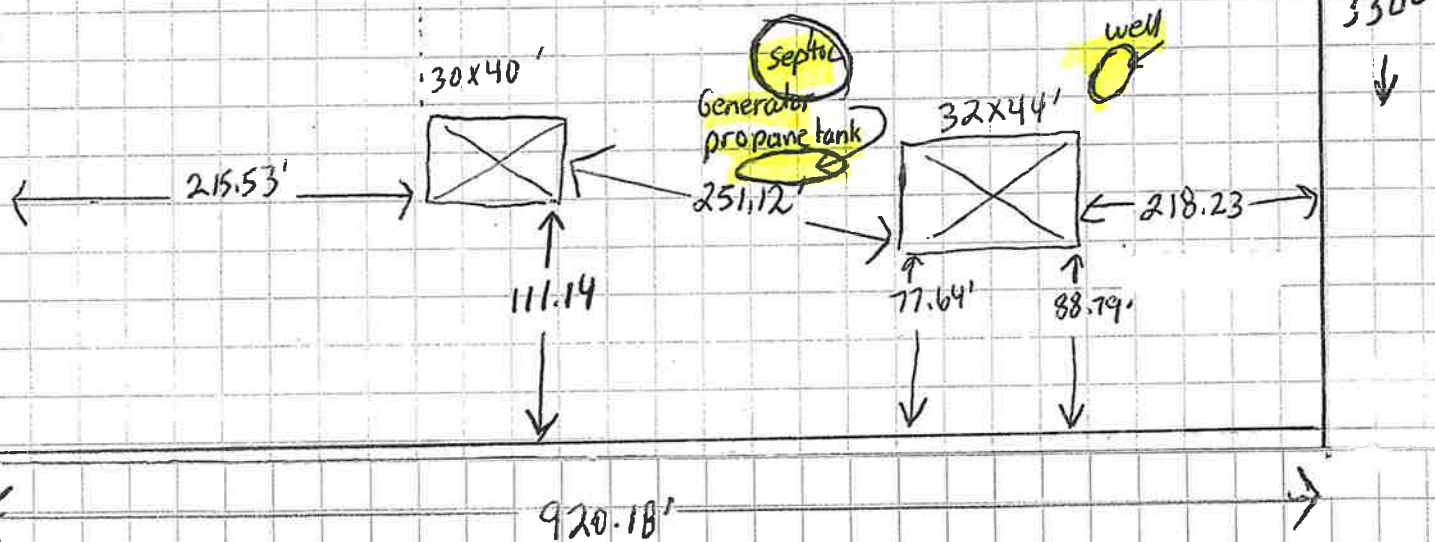
1330'

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>



W Line Rd

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1520-26

Being a by-law to amend Zoning By-Law No. 1025-11, as amended, regarding the permitted locations for detached accessory building and structures, specific to the property located at Concession W, Lot 11; municipally known as 4292 W Line, in Hilton Beach, Ontario.

WHEREAS the Corporation of the Township of Hilton has enacted By-Law No. 1025-11 to regulate the use of land and the erection, use, bulk, height and location of buildings and structures, and the provision and maintenance of loading and parking facilities, within the Township of Hilton;

WHEREAS a Notice of Application to amend said by-law was provided in accordance with the provisions of Section 34 of the Planning Act, and a Public Meeting was held on September 16, 2026, to receive comments and feedback on the proposed amendment;

AND WHEREAS the Council of the Corporation of The Township of Hilton has considered the request for an amendment to:

1. Section 4.1.2.1 (Permitted locations for a detached accessory buildings and structures) to allow for the erection of two (2) detached accessory buildings to be located in the front yard of the property; and
2. Section 7.1, Table B1 (Residential Zones Standards) to reduce the minimum required front yard setback from 10.0 metres (33 feet) to 8.5 metres (28 feet) for accessory buildings;

AND WHEREAS Council deems it desirous and expedient to amend said zoning by-law for this use;

NOW THEREFORE the Council of the Corporation of the Township of Hilton enacts as follows:

1. By-Law No. **1025-11**, as amended is hereby amended is hereby further amended by the addition of the following new subsection to Section 8 - Exceptions:

Notwithstanding the other provisions of this by-law, the provisions of this Section shall apply to those lands described as Concession W, Lot 11, municipally known as 4292 W Line, Township of Hilton and denoted by the number 8.29

All other provisions of this by- law, unless specifically modified or amended by this section, continue to apply to the lands subject to this section.

8.29 Concession W, Lot 11, also known as 4292 W Line, Township of Hilton

The following specific zone standards shall apply:

- a) To permit the erection of two (2) detached accessory buildings to be located in the front yard of the property.
 - b) To permit a minimum front yard setback of 8.5 metres (approximately 28 feet) for the detached accessory buildings.
2. All other provisions of By-law No. 1025-11, as amended, unless specifically

modified or amended by this By-law, continue to apply to the lands subject to this amendment.

3. Schedule "A", attached hereto, forms part of this by-law.
4. This By-law shall come into effect upon the date of the final passing.

Read a first, second and third and final time and passed this 16th day of September 2026.

Rodney Wood, Reeve

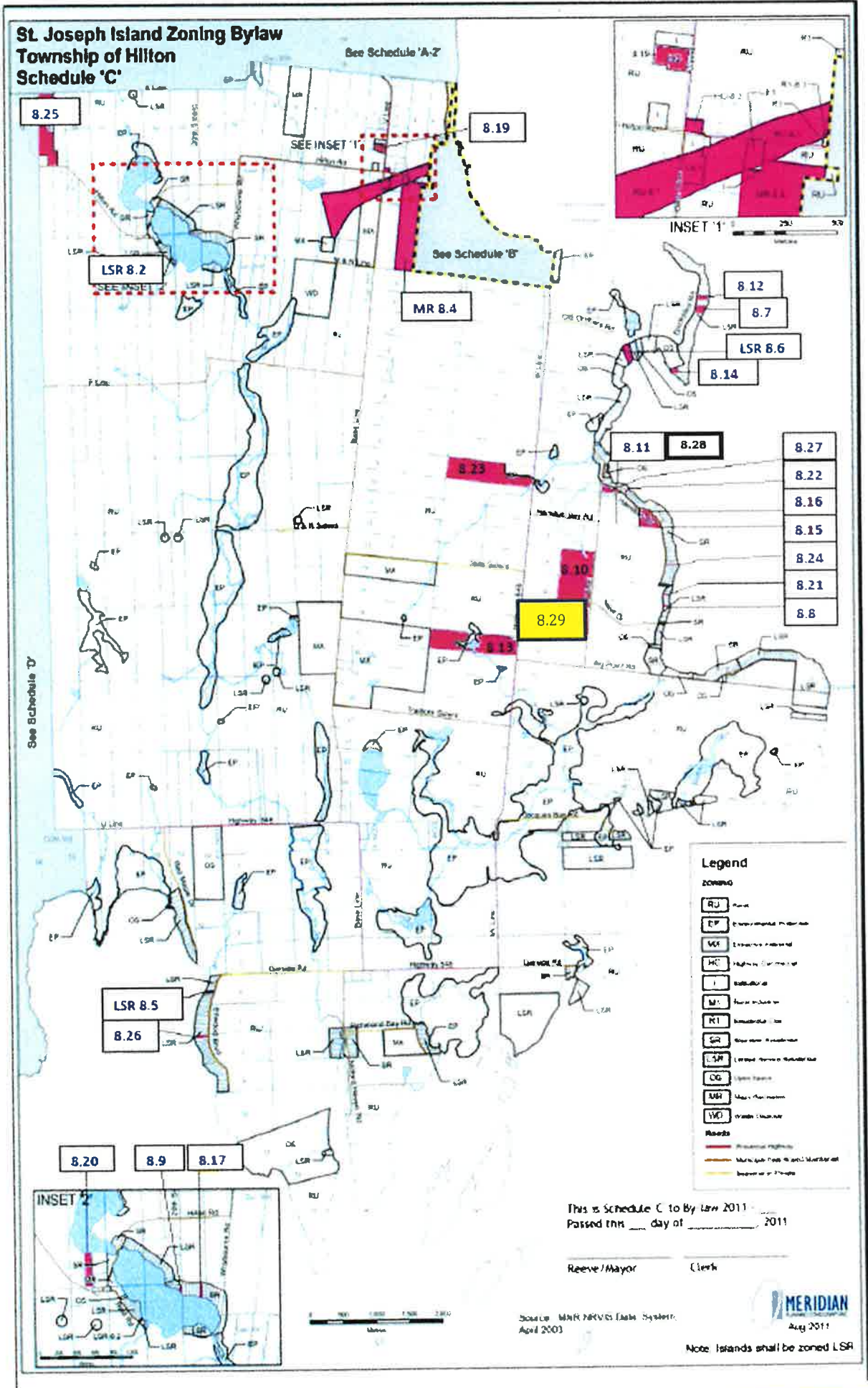
Sara Dinsdale, CAO/Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF HILTON

Schedule "A"
To By-Law No. 1520-26

Description of Lands to which By-Law 1520-26 applies is outlined in red on map below:

i) Exception "8.29" is shown highlighted in yellow on the map below:





Staff Report: CR- 2026-09-16-SRP
Subject: Shoreroad Purchases-Big Point Road
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: Sept. 16, 2026
Regular Council Meeting

Background

Council received two applications from Mr. Joshua Scott, to purchase the shore road allowance lying in front of property located at Lot 27, municipally known as 4024 Big Point Road, and Lot 28 lying in front of vacant property next to 4024 Big Point; both of Plan H608. Both applications were approved in principal on April 15, 2026, at a cost of \$30.00 per lineal foot plus HST. The required straight line survey for both properties have been received and approved by Council on June 10, 2026 and all deposit amounts have been received by the Township. Public Notices of intent to enact by-laws to stop up, close and sell the portion of the original shore road allowances have been published and distributed in accordance with all applicable legislations.

Analysis

The Township has not received any submissions either in support or opposition of the proposed sale of the shore road allowances.

Costs

In Front of Lot 27, Concession Z; Plan H608, Reg Plan H-608

Land: 100 Feet @ \$30.00/ft (30.48 Metres @ 98.43\$/m)
= \$3000.00
HST: = \$390.00
Total: = \$3390.00

In Front of Lot 28, Concession Z; Plan H608, Reg Plan H-608 (4024 Big Point Rd)

Land: 100 Feet @ \$30.00/ft (30.48 Metres @ 98.43\$/m)
= \$3000.00
HST: = \$390.00
Total: = \$3390.00

Recommendation

AND THAT Council consider all conditions to be met for the proposed purchase of the shore road allowance lying in front of Lot 27 and Lot 28, Concession Z, Plan H608.

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1521-26

Being a by-law to close, stop-up and sell the original Shore Road Allowance in front of Lot 27, Concession Z, also being in front of Lot 12, Registered Plan H-608, Township of Hilton, District of Algoma, being Part 1 on Plan 1R-14368.

WHEREAS it is deemed expedient and in the interest of the Corporation of the Township of Hilton, hereinafter called the Corporation, that the original shore road allowance described as Part of Shore Road Allowance in front of Lot 27, Concession Z, also being in front of Lot 12, Registered Plan H-608, Township of Hilton, District of Algoma, being Part 1 on Plan 1R-14368 be closed and stopped up and the lands sold to the adjoining landowners;

AND WHEREAS notice of the By-Law has been published and distributed in accordance with all applicable legislations;

AND WHEREAS the Council for the said Corporation has heard in person or by his counsel, solicitor or agent, all persons claiming that their land will be prejudicially affected by this By-Law and who applied to be heard;

NOW THEREFORE the Council of the Corporation of the Township of Hilton hereby enacts as follows:

1. That upon and after the passing of this By-Law all that portion of the shore road allowance lying in front of Lot 27, Concession Z, also being in front of Lot 12, Registered Plan H-608, Township of Hilton, District of Algoma, more particularly described as being Part 1 on Registered Plan 1R-14368, and the same is hereby closed and stopped up.
2. All that part of the said unopened shore road allowance herein before described and stopped up shall be sold to the adjoining owner or owners or any of them.
3. The Reeve and Clerk of the Corporation of the Township of Hilton are hereby authorized to sign or execute such deeds or other documents as may be necessary to effect conveyance of that part of the said unopened shore road allowance herein before described and which has been stopped up and closed.

Read a first, second and third time and finally passed in Open Council this 16th day of September 2026.

Rodney Wood, Reeve

Sara Dinsdale, CAO/Clerk-Treasurer

9)4)

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1522-26

Being a by-law to close, stop-up and sell the original Shore Road Allowance in front of Lot 28, Concession Z, also being in front of Lot 12, Registered Plan H-608, Township of Hilton, District of Algoma, being Part 2 on Plan 1R-14368.

WHEREAS it is deemed expedient and in the interest of the Corporation of the Township of Hilton, hereinafter called the Corporation, that the original shore road allowance described as Part of Shore Road Allowance in front of Lot 28, Concession Z, also being in front of Lot 12, Registered Plan H-608, Township of Hilton, District of Algoma, being Part 2 on Plan 1R-14368 be closed and stopped up and the lands sold to the adjoining landowners;

AND WHEREAS notice of the By-Law has been published and distributed in accordance with all applicable legislations;

AND WHEREAS the Council for the said Corporation has heard in person or by his counsel, solicitor or agent, all persons claiming that their land will be prejudicially affected by this By-Law and who applied to be heard;

NOW THEREFORE the Council of the Corporation of the Township of Hilton hereby enacts as follows:

1. That upon and after the passing of this By-Law all that portion of the shore road allowance lying in front of Lot 28, Concession Z, also being in front of Lot 12, Registered Plan H-608, Township of Hilton, District of Algoma, more particularly described as being Part 1 on Registered Plan 1R-14368, and the same is hereby closed and stopped up.
2. All that part of the said unopened shore road allowance herein before described and stopped up shall be sold to the adjoining owner or owners or any of them.
3. The Reeve and Clerk of the Corporation of the Township of Hilton are hereby authorized to sign or execute such deeds or other documents as may be necessary to effect conveyance of that part of the said unopened shore road allowance herein before described and which has been stopped up and closed.

Read a first, second and third time and finally passed in Open Council this 16th day of September 2026.

Rodney Wood, Reeve

Sara Dinsdale, CAO/Clerk-Treasurer



9)h)i)

Clerk Report: CR-2026-09-16-AZA
Subject: Application for Zoning Amendment
Prepared by: CAO/Clerk-Treasurer Sara Dinsdale

Meeting Date: September 16, 2026
Regular Council Meeting

Background:

At the regular Council meeting held on August 24, 2026, Council directed Staff to engage the Township's By-Law Enforcement Officer to investigate the alleged zoning contravention of property located on the P Line that is zoned as Rural and issue notice to the occupant, as appropriate, requiring the unauthorized commercial 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.

In addition, Council directed the Road Superintendent to 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.

Upon receipt of the Road Superintendent's report, Staff is to 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.

Analysis:

The Township's By-Law Enforcement Officer was engaged, and the property was inspected; however, a notice has not been sent as the Township received the attached Application for a Zoning Change dated September 3, 2026. The Township also received an application for a commercial entrance permit dated the same; however, this has not been approved by the Road Superintendent to date.

The Township has received one written submission in opposition to the proposed Zoning By-law Amendment, signed by four individuals. Subject to Council's approval in principle, the submission will be included as part of the materials for the public meeting, should a public meeting be required.

Upon review by Mr. Mike Jagger, Administrator/Secretary-Treasurer of the St. Joseph Island Planning Board, the following are recommendations provided for Council's Consideration:

- 1) The application does not provide the level of detail that should be required for a zoning by-law amendment. For example, what are the existing provisions of the zoning by-law that they want changed and exactly what change are they looking for?
- 2) The application says the existing provisions are "1487-26" which is the entrance permit by-law and has nothing to do with the zoning by-law.
- 3) The application states that the requested change is to allow a "commercial entrance for trucks hauling in firewood logs", however, the entrance permit type is not part of the zoning by-law.



- 4) There are indications however that a zoning by-law amendment may be required to allow a "commercial firewood processing" facility and/or a sawmill. Such uses however are not presently permitted in Zone RU (Rural). Sawmills are only permitted in the M1 (Light Industrial) zone, and while commercial firewood processing facilities may be a somewhat similar use, they are not a permitted use of any zone at this time. In order to allow such facilities, Council may want to consider adding a definition for "commercial firewood processing facilities" to the zoning by-law and then adding that use to the list of permitted uses for Zone M1, and re-zone the subject property RU to M1. The other indicated uses, such as related equipment and log storage could then be considered as accessory uses to the primary uses of sawmill and/or commercial firewood processing.
- 5) Another question that perhaps should be considered is whether the proposed use is to be permanent or for a short term or temporary use of the subject property. If it is planned to be a temporary or short term use, then the best route to go may be adoption of a Temporary Use By-law, which is actually a short term (maximum 3 years) zoning amendment. Under the terms of such a by-law, the proposed use can be permitted for a specified period of not more than 3 years. Upon expiry of the specified period, the use would have to be terminated and any facilities/equipment, etc. would have to be removed, unless Council has enacted an extension which could be for an additional period of up to 3 more years.
- 6) The application should be revised stating specifically what the zoning by-law change is that they are requesting (i.e. re-zone from RU to M1) and why (i.e. to allow a commercial firewood processing facility with storage of related materials and equipment).
- 7) Contrary to what the current zoning application states, an official plan amendment would not be required for a change of this nature.

Recommendation:

THAT Council receive Staff Report 2026-09-16-AZA, titled Application for Zoning Amendment;

AND THAT Staff be directed to request the applicant make the recommended amendments to the application for a zoning change specific to property located at CON 15, Lot 2 on the P Line;

AND THAT staff be directed to proceed with the public notice requirements once the application revisions are received.

a)h)ii)

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 CHAD STEVENS 705 206 7770
Name Phone
3795 BIG POINT RD., HILTON TWP., ON P0R1G0
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.

Chad Stevens
[Signature] 03 SEP 2026
Signature of Applicant Date

(b) OWNER MARY STEVENS
Name
2840 HILTON RD., HILTON TWP., ON P0R1G0
Address
Phone: 705 971 2822 Email: MaryC.Stevens5@gmail.com

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

[Signature] 03 SEP 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 LANDConcession No. 15 Lot(s) 2

Registered Plan No. _____ Lot(s) _____

Street P-LINE Side _____4. REQUESTED CHANGE IN ZONING AND APPROPRIATE AMENDMENT TO THE OFFICIAL PLAN

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

487-26

- (b) Requested zone change - specify fully

COMMERCIAL ENTRANCE TRUCKSHAULING IN FIREWOOD LOGS -

- (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.

ENTRANCE - COMMERCIALCOMMERCIAL FIREWOOD PROCESSING5. LAND USE

- (a) Existing use of the land
- RURAL

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

COMMERCIAL PROCESSING6. REASONS FOR REQUESTING THE AMENDMENT

Complete as fully as possible using extra paper as required.

LARGE AREA REQUIRED FOR ~~TEMPORARY~~ LOG
LOG STORAGE AND FIREWOOD PROCESSING
EQUIPMENT, LOG TRUCK AND DUMP TRUCK TRAVEL

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?

COMMERCIAL FIREWOOD PROCESSING

- (b) Construction of any proposed buildings be completed?

NO BUILDINGS AT THIS TIME



Memo

Subject: Cemetery Tree Removal
Prepared by: Britney MacKay, Deputy Clerk-Treasurer

Meeting Date: Sept. 16, 2026
Regular Council Meeting

In July, a large limb from a maple tree at the cemetery fell across the driveway. Fortunately, the limb fell between the headstones and no damage was caused.

The Public Works Department attended the site and removed the fallen debris. Due to the condition of the remaining tree, a quote was requested for its removal to prevent further safety concerns or potential damage to the cemetery and surrounding headstones.

Island Arboriculture provided a quote of \$1,000 to remove the damaged maple tree and chip the resulting brush.

The quote was accepted, and Island Arboriculture completed the tree removal and cleanup on August 17, 2026.



10)6)

Staff Report: DR- 2026-09-16-RAD
Subject: Grace United Cemetery Donation
Prepared by: Britney MacKay, Deputy Clerk-Treasurer

Meeting Date: Sept. 16, 2026
Regular Council Meeting

Background

Mr. John Swann has graciously donated \$500.00 to the Grace United Cemetery.

Mr. Swann shared the following statement regarding his donation:

“Grace United Cemetery is the final resting place of many of our citizens who have helped make our community what it is today. As we were interring my mom’s (Frances Swann) ashes today, a woman came by to visit and lay flowers at a grave. This place serves as a place we can pay our respects and pass on to our succeeding generations what these people meant to us and the community. That is an important role these people are still doing, and they deserve a little help with maintaining the venue. I’ve simply donated the equivalent of an ‘extra interment’ for each couple that started me down the path in life to who I am now.”

Analysis

To promote transparency and maintain proper municipal accounting practices, all donations intended for the Grace United Cemetery should be formally received by Council by resolution. This ensures the funds are recognized as municipal revenue and that any expenditures made using the donation are lawful and auditable. It also provides clear authorization for the funds to be used for the care and maintenance of the cemetery, consistent with the Township’s responsibilities in accordance with the Funeral, Burial and Cremation Services Act, 2002.

Recommendation

THAT Council receive the donation of \$500.00 from Mr. John Swann, with the funds to be directed to the Grace United Cemetery care and maintenance fund.



10) c)

Staff Report: CR- 2026-09-16-GUC
Subject: Grace United Cemetery/BAO Info
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: Sept. 16, 2026
Regular Council Meeting

Background

Since the Township of Hilton assumed responsibility for the Grace United Cemetery (GUC), the Township has encountered several obstacles and received a number of complaints and concerns from community members. The Township's response to these matters remains consistent: the Township is only able to take action within its legal authority and in accordance with applicable legislation.

The Township remains in regular communication with the Bereavement Authority of Ontario and the Township's legal solicitor to obtain guidance and advice regarding the Township's responsibilities, obligations and available options in addressing cemetery-related matters.

Analysis

Recently, a GUC lot owner reached out the Bereavement Authority of Ontario directly with a request for information as to how they could proceed with a full casket burial in the Grace United Cemetery.

The response that the individual received and sent to the CAO/Clerk-Treasurer is below:

"Thank you for contacting the Bereavement Authority of Ontario (BAO). This message will acknowledge receipt of your inquiry below, regarding Grace United Cemetery (BAO licensed cemetery CM-2000008).

When a cemetery licence is transferred, the former operator is responsible for providing all documentation regarding the cemetery, including any mapping of the cemetery, grave layouts, and the cemetery register in which they are required to record the names of all interment rights holders, and names of individuals interred. However, it is often the case that accurate mapping is unavailable, either due to loss of handwritten records, or historical poor recordkeeping. In situations where a cemetery operator does not inherit sufficient documentation to confidently confirm the exact location of burials, the BAO advises that they may choose not to proceed with further full body casket interments, as it is impossible to be sure that they will not disturb human remains while opening a grave.

As a substitution, they are required under the legislation to offer something of "equal or greater value" i.e., interment rights in another area of the cemetery of comparable value. However, if no area of the cemetery has credible records, then other solutions may be offered to accommodate.

When the BAO was first advised by the Township that they lacked sufficient records in 2024, we advised them of the options available to accommodate families' future need. We advised that families may choose to pay the costs associated with the Archaeological Assessment themselves, if the Township lacks the funds, to ascertain if interment space is



available within an existing lot to accommodate their need. We also advised the Township that they may offer to pay the interment rights holder the associated interment costs for burial in another nearby cemetery. Finally, if they are comfortable doing so, the Township may proceed with caution while two members of staff (one spotting, one digging) carefully open the grave, to ensure that no burial is disturbed. If remains are disturbed, they should immediately stop work and contact us.

The Township has indicated in its by-laws, which were approved by the Registrar, FBCSA 2002, BAO on February 13, 2025, that "No new sales or casket interments are permitted." As such, the Township are within their rights to decline a request for a casket interment. Cemetery by-laws exist to provide uniformity and fairness, such that an exemption to by-laws may result in the perception of unfairness. Operators must think carefully about allowing exemptions as this can set a precedent that they may not be able to accommodate.

We appreciate that this is a delicate matter, involving decisions regarding burial arrangements that were thought to have been secure. We encourage you to continue engaging in dialogue with the Township and working towards a possible solution. I have copied the Township of Hilton to this email, so that they are apprised of the BAO's response to your concern.

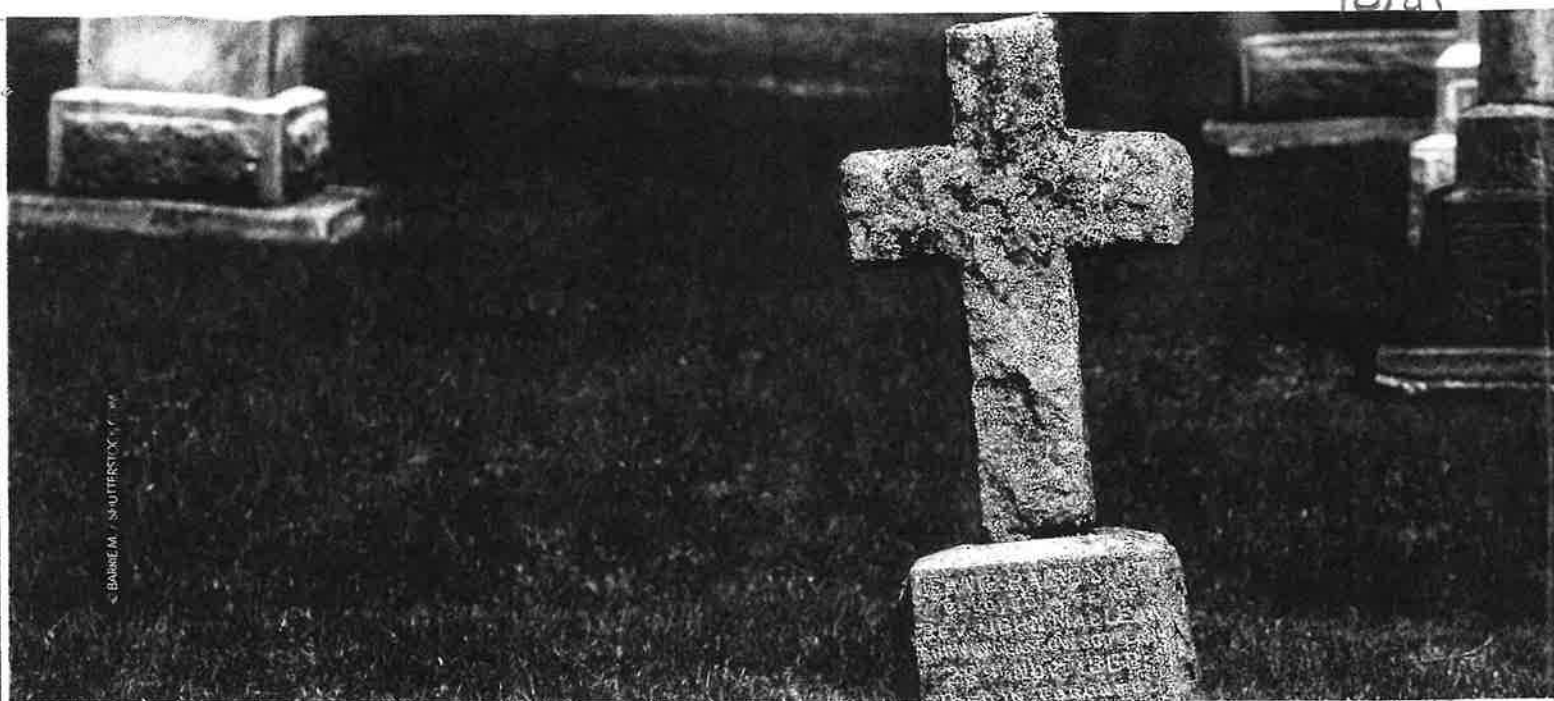
Should you have any further questions, please do not hesitate to contact the BAO again.

Summary

By-Law 1449-25 and the FAQ including important information about the Grace United Cemetery is located on the Hilton Township website at <https://www.hiltontownship.ca/cemetery/> . All concerned lot owners and Township constituents are encouraged to refer to these documents and to contact the Bereavement Authority of Ontario for further questions.

Recommendation

THAT Council receive Staff Report CR-2026-09-16-GUC, titled Grace United Cemetery/BAO Info regarding Full Casket Burial information received from the Bereavement Authority of Ontario, for information.



THE DIRT ON CEMETERIES

What Municipalities Need to Know When Responsibility Comes Calling

By Crystal Forrest, PhD, and Darren Denomme

The Dirt on Cemeteries is a four-part series created in collaboration with the Bereavement Authority of Ontario (BAO), the Ontario Association of Cemetery and Funeral Professionals (OACFP) and AMCTO. Parts 2-4 will follow in future editions of the Municipal Monitor.

When Cemeteries Become a Municipal Responsibility

Cemeteries are not like other municipal infrastructure. They are not assets that can be replaced, relocated or retired through typical planning cycles. They exist not only as permanent physical spaces, but as places of memory, connection and public trust. Yet municipalities often become responsible for them without planning.

A municipality may receive a call about access to an overgrown cemetery behind a private property. A development application may uncover a burial site that must ultimately be licensed as a cemetery. A religious organization may close, leaving a cemetery without governance. In some cases, the municipality may not even be aware of the cemetery until an issue arises.

In each of these scenarios, a municipality may find itself responsible for a cemetery and this responsibility is not

temporary. It carries legal, financial and operational obligations that reflect the unique role cemeteries play in the community.

How Municipalities Become Operators

Under Ontario's *Funeral, Burial and Cremation Services Act, 2002* (FBCSA), every cemetery must have an operator licensed by the Bereavement Authority of Ontario (BAO), responsible for its care and administration.

Municipal responsibility most often arises when:

- A religious or not-for-profit cemetery ceases operation;
- A volunteer board dissolves without succession;
- A cemetery is abandoned or inactive; or
- Land containing an unlicensed cemetery changes ownership or use.

In these circumstances, responsibility may transfer to the municipality to ensure that cemeteries remain protected and properly managed. The Ontario Superior Court can ultimately order municipalities to take on operation of a cemetery under prescribed circumstances, but it is often to the municipality's advantage to negotiate the terms of any transfer of operations proactively.

What It Means to Be the Licensed Cemetery Operator

Becoming the licensed operator carries defined responsibilities under the FBCSA. These apply regardless of whether the cemetery is active, inactive, large or small.

At a high level, the cemetery operator is responsible for:

- Maintaining the cemetery in a safe and respectful condition;

- Protecting cemeteries and preserving their dignity and integrity;
- Ensuring reasonable access to the cemetery;
- Maintaining required records; and
- Meeting financial and reporting obligations under the legislation.

These responsibilities often require co-ordination across multiple municipal functions, including the clerk's office, finance, public works, planning, real estate and legal.

The 'Person in Charge': Accountability in Practice

The licensed operator must identify a "person in charge" who is responsible for the cemetery's day-to-day operations. In municipal settings, this responsibility may be assigned to a clerk, deputy clerk, public works lead or designated staff member.

The importance of this role is not in title, but in accountability. The person in charge is responsible for ensuring that cemetery activities are conducted in accordance with legislative requirements, records are maintained appropriately and operational decisions are co-ordinated and documented. In practice, this role becomes the central point of co-ordination between municipal departments, the regulator and the public.

Immediate Risks for Municipalities

When a municipality assumes responsibility for a cemetery, several risks can emerge quickly. Understanding these risks early allows municipalities to take a more structured and proactive approach:

Financial

There may be limited or no care and maintenance funds (C&M), which are restricted funds to support the cemetery's long-term upkeep, including its structures and markers (more information on this fund and other financial compliance issues will be discussed in future articles). The cemetery has immediate and long-term costs related to maintenance and restoration, but there may be no clear immediate revenue streams.

Legal and Compliance

These risks include unclear licensing status, gaps in required reporting and uncertainty regarding obligations under the FBCSA.

Reputational

Public expectations around care and dignity, along with visibility of neglected or inaccessible sites fall into this category of risks.

Operational

Roles across departments may be unclear and there may also be limited internal expertise in administering/operating cemeteries. Understanding these risks early allows municipalities to take a more structured and proactive approach.

The First Five Things to Check

When a cemetery is identified to a municipality as a concern and the operator status is unclear, several immediate steps can be taken to better understand the situation:

1. Operator Status

Confirm whether the municipality is the licensed operator or it may be required to assume that role.

2. Person in Charge

Identify who is responsible for the day-to-day operations and maintenance. This may ultimately have to be assigned to municipal staff.

3. Records

Review available documentation, including interment records and any financial or trust information.

4. Cemetery Boundaries

Determine the area where interments exist based on archival records, previous surveys and land registry documentation. This helps to ensure that areas containing human remains are identified and protected by law.

- Where records are incomplete or unclear, operators may wish to consult professionals (e.g., surveyors, archaeologists) and review municipal and land registry information. If it is unclear or undocumented, reach out to licensing@thebao.ca.

5. Financial Position

Identify whether any care and maintenance or trust funds exist and assess immediate funding needs.

Looking Ahead

Cemetery operations are not like other municipal responsibilities. The long-term obligation to protect dignity, preserve history and maintain public trust does not diminish over time and cemeteries cannot be managed solely as infrastructure or land assets.

The next article in this series is "Care and Maintenance Funds: What You Can (and Cannot) Do," which will outline contribution and timing requirements, permitted investments and use of income, borrowing and common compliance errors.

Crystal Forrest, PhD is the chief compliance officer/deputy registrar at the Bereavement Authority of Ontario.

Darren Denomme is the executive director of the Ontario Association of Cemetery and Funeral Professionals. ■

Support and Guidance

Municipalities have access to both regulatory guidance and sector-specific support.

The **Bereavement Authority of Ontario (BAO)** is a non-profit, delegated administrative authority of Ontario that administers the FBCSA. Visit www.thebao.ca for access to resources for operators or contact licensing@thebao.ca for compliance information or to seek advice when taking on a cemetery.

The **Ontario Association of Cemetery and Funeral Professionals (OACFP)** provides a range of education and practical resources/tools for bereavement sector operators, including municipal and small cemetery operators. Visit www.oacfp.com or contact education@oacfp.com to connect with other operators and access these resources.



10/2e)

Memo

Subject: Cemetery Safety and Dog Leashing
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: September 16, 2026
Regular Council Meeting

Visitors to Grace United Cemetery are respectfully reminded that dogs should be kept leashed at all times while on cemetery grounds. Keeping dogs leashed allows owners to maintain control of their animals and helps maintain the respectful nature of the cemetery grounds by preventing urination or defecation on cemetery property.

Visitors are also reminded to refrain from entering the cemetery grounds while Public Works staff are working to ensure the safety of visitors, staff and animals. Unleashed animals may be at risk when Public Works staff are operating equipment.

Thank you for your cooperation in helping to maintain a safe and respectful environment at Grace United Cemetery.

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1523-26

Being a by-law to authorize the participation in a Compliance Audit Joint Committee for Central Algoma Area Municipalities.

WHEREAS Section 88.37 of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended, requires that every municipality appoint a Compliance Audit Committee prior to October 1 of an election year;

AND WHEREAS the Councils of the Municipalities of Prince, Macdonald, Meredith & Aberdeen Additional, Laird, Tarbutt, Johnson, Hilton, Hilton Beach, Jocelyn, St. Joseph, Bruce Mines, Plummer Additional, and Huron Shores, have deemed it desirable to create a joint committee to satisfy this requirement;

NOW THEREFORE the Council of the Corporation of the Township of Hilton hereby enacts as follows:

1. **THAT** the aforementioned Councils have agreed by resolution passed in open council at their respective council meetings that a Compliance Audit Joint Committee be created to carry out the functions and powers set out in Section 88.37 of the *Municipal Elections Act, 1996*, as amended, in accordance with the Terms of Reference in the form of Schedule “A” hereto attached.
2. **THAT** the Reeve and Clerk of the Township of Hilton are authorized to execute any and all documents necessary to give effect to the foregoing.
3. **THAT** Schedule “A” attached hereto forms part of this by-law.

Read a first, second and third time and finally passed this 16th day of September 2026.

Rodney Wood, Reeve

Sara Dinsdale, CAO/Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF HILTON

Schedule "A" to By-law No. 1523-26

Subject: Terms of Reference
Source: By-law No. 1523-26 Compliance Audit Joint Committee
Date Approved:
Resolution No.:

MANDATE

The functions and powers of the Committee are set out in Section 88.33 of the *Municipal Elections Act, 1996*. They are summarized as follows:

- To consider any compliance applications submitted by electors within 30 days of their receipt and decide whether they should be granted or rejected.
- If an application is granted, to appoint an auditor to conduct the compliance audit of the subject candidate's election campaign finances.
- To review the auditor's report within ten (10) days of receiving it and determine whether legal proceedings should be commenced.
- To determine, if the auditor's report indicates that there were no apparent contraventions and if there appears there were no reasonable grounds for the application, to recover the costs of the audit from the applicants.

The following persons are not eligible to serve on the committee:

- Members of Council
- Municipal staff, and
- Candidates running for office in the 2026 municipal election.

In addition, members appointed to the Compliance Audit Joint Committee shall agree in writing that they will not work for, provide advice to, or assist any candidate in the 2026 municipal election.

This Committee will serve the Township of Prince, Township of Macdonald, Meredith & Aberdeen Additional, Township of Laird, Township of Tarbutt, Township of Johnson, Township of St. Joseph, Village of Hilton Beach, Township of Hilton, Township of Jocelyn, Town of Bruce Mines, Township of Plummer and Municipality of Huron Shores.

COMPOSITION

The Committee shall consist of three (3) to five (5) members appointed by Council. The

Clerk of the municipality receiving an application shall act as a resource to the Committee and provide administrative support as required.

TERM

The term of the Committee shall coincide with the term of Council and shall continue until a successor Committee is appointed.

CHAIR

The Committee shall elect one of its members to serve as Chair at its first meeting and may elect a Vice-Chair if deemed necessary.

REMUNERATION

Committee members shall receive a per diem rate of \$200.00 per meeting or hearing attended. All costs associated with a compliance audit application, including Committee remuneration, shall be borne by the municipality receiving the application, subject to any cost recovery provisions under the *Municipal Elections Act, 1996*.

MEMBERSHIP SELECTION

All applicants shall be required to complete an application form outlining their qualifications and experience. Preference shall be given to applicants possessing qualifications and experience in one or more of the following areas:

- a) Knowledge and understanding of municipal election campaign financing rules;
- b) Experience working on committees, task forces or similar settings;
- c) Knowledge of quasi-judicial proceedings;
- d) Availability and willingness to attend meetings;
- e) Experience in law, accounting, auditing, election administration, governance, adjudication, or public administration.

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1524-26

Being a by-law to prohibit and regulate the use of land within the Township of Hilton for dumping or disposing of any garbage, refuse or domestic or industrial waste of any kind, and prohibit the use of land within the Township of Hilton for storage and wrecking of used motor vehicles.

WHEREAS sections 10(2), paragraph 6, and 11(3), paragraph 1 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorize municipalities to pass by-laws respecting the health, safety and well-being of persons and the protection of persons and property;

AND WHEREAS section 127 of the *Municipal Act, 2001* authorizes municipalities to require the cleaning and clearing of land;

AND WHEREAS section 128 of the *Municipal Act, 2001* authorizes municipalities to prohibit and regulate public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

AND WHEREAS section 131 of the *Municipal Act, 2001* authorizes municipalities to prohibit and regulate the use of land for the storage of used motor vehicles for the purpose of wrecking or dismantling them or salvaging parts from them for sale or other disposition;

AND WHEREAS section 446 of the *Municipal Act, 2001* authorizes municipalities to enter upon land, perform work required to bring the property into compliance with a by-law, recover the costs incurred, and add such costs to the tax roll;

AND WHEREAS the Council of the Corporation of the Township of Hilton deems it desirable to regulate the disposal and accumulation of waste and the storage of derelict vehicles within the Township;

NOW THEREFORE the Council of the Corporation of the Township of Hilton hereby enacts as follows:

1. SHORT TITLE

- 1.1 This By-law shall be cited as the "Clean Yards By-law".

2. PURPOSE

- 2.1 The purpose of this By-law is to regulate the dumping, disposal and accumulation of waste within the Township of Hilton, to prohibit unauthorized dumping, and to regulate the storage of inoperative or derelict vehicles in order to protect public health, safety, property values and the natural environment.

3. DEFINITIONS

- 3.1 "Appellant" shall mean a person who files an appeal regarding an Order.
- 3.2 "Council" shall mean the Council of the Corporation of the Township of Hilton.
- 3.3 "Derelict Vehicle" shall mean a vehicle that is inoperative, dismantled, wrecked, discarded, abandoned, unlicensed, or incapable of being lawfully operated on a highway. Excluding vehicles that are actively undergoing restoration, repair, or maintenance within a wholly enclosed building.
- 3.4 "Industrial Waste" shall mean any unwanted or residual material produced by manufacturing, mining, energy production, and agricultural processes.

Corporation of the Township of Hilton
Clean Yards By-law Cont'd

- 3.5 "Notice of Appeals" shall mean a written request submitted to the Clerk by a person who has been served with an Order, requesting that Council review the Order and stating the reasons for the appeal.
- 3.6 "Officer" shall mean a Municipal By-law Enforcement Officer, Road Superintendent, Police Officer, or any person appointed by Council to administer and enforce this By-law.
- 3.7 "Order" shall mean a written notice issued by an Officer requiring a person to remedy a contravention of this By-law within a specified period of time.
- 3.8 "Owner" shall mean the registered owner of land and includes any person who manages, occupies, leases, or otherwise exercises control over the property.
- 3.9 "Refuse" shall mean any article, thing, matter, or material that:
- a) has been cast aside, discarded, or abandoned, whether of any value or not;
 - b) has been used up, in whole or in part, whether of any value or not; or,
 - c) has become obsolete, worn out, deteriorated, or incapable of being used for its intended purpose, whether of any value or not.
- 3.10 "Vehicle" shall include a motor vehicle, trailer, boat, motorized snow vehicle or other mechanical power-driven equipment.
- 3.11 "Waste" shall mean any debris, rubbish, refuse, sewage, effluent, discard, or garbage of a type arising from a residence, belonging to or associated with a house or use of a house or residential property and/or from industrial or commercial operation, or belonging to or associated with industry or commerce or industrial or commercial property, which for greater certainty includes all garbage, discarded material or things, broken or dismantled things, and materials or things exposed to the elements, deteriorating or decaying on a property due to exposure to the weather.
- 3.12 "Yard" shall mean land, other than publicly owned land, around and appurtenant to the whole or part of a building (and used, or capable of being used in connection with the building).

4. GENERAL STANDARDS

- 4.1 No land within the limits of the Township of Hilton is to be used for dumping or disposing of any garbage, refuse, or domestic or industrial waste of any kind except at the facilities lawfully authorized to receive such waste.
- 4.2 No person is to permit garbage, refuse, or domestic or industrial waste to accumulate on any land which they own or control within the Township of Hilton.
- 4.3 All garbage, refuse or domestic or industrial waste is to be disposed of only at facilities lawfully authorized to receive such waste.
- 4.4 Waste left from the erection, alteration or demolition of any building or structure within the Township of Hilton is to be disposed of at the facilities lawfully authorized to receive such waste.
- 4.5 Persons disposing of any waste at the Township Garbage Disposal Site shall pay any fees established by the Village of Hilton Beach.

Corporation of the Township of Hilton
Clean Yards By-law Cont'd

- 4.6 No unauthorized person shall light any fire, or cause any fire to be lit, at the Township Garbage Disposal Site.
- 4.7 No person may dispose of any hot ashes containing live coals at the Township Garbage Disposal Site.
- 4.8 No person shall store or permit the storage of a derelict vehicle on any property within the Township except:
 - a) within a wholly enclosed building; or
 - b) screened from public view by a fence, vegetation, or other visual barrier acceptable to the Officer;
 - c) within a lawfully established commercial or industrial operation authorized by the Township's Zoning By-law; or
 - d) as otherwise permitted by municipal by-law.
- 4.9 No motor vehicle, vehicle body, vehicle component, or vehicle part shall be disposed of at the Township Garbage Disposal Site.
- 4.10 This By-law does not apply to:
 - a) lands actively used for agricultural purposes;
 - b) construction sites where a valid building permit has been issued and work is actively progressing.

5. INSPECTION AND ORDERS

- 5.1 An Officer may enter upon land at any reasonable time for the purpose of carrying out an inspection to determine compliance with this By-law in accordance with the Municipal Act, 2001, provided that no Officer shall enter a dwelling unit without consent of the occupant or pursuant to a warrant issued by a court of competent jurisdiction.
- 5.2 Where an Officer is satisfied that a contravention exists, the Officer may issue an Order requiring the owner or occupant to remedy the contravention within a specified period. An Order may be served personally, by registered mail, by regular mail to the owner's last known address, or by posting the Order in a conspicuous place on the property.
- 5.3 If the Order is not complied with, the Township may cause the work to be completed at the owner's expense.
- 5.4 Where the Township performs any work required under this By-law, all costs incurred by the Township, including administrative costs, may be recovered from the owner and may be added to the tax roll and collected in the same manner as municipal taxes.
- 5.5 No person shall hinder, obstruct, or interfere with an Officer carrying out duties under this By-law.

6. CONTRAVENTIONS AND PENALTIES

- 6.1 Every person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for by the *Provincial Offences Act, R.S.O. 1990, Chapter P.33*, as amended.

6.2 Every such penalty shall be recoverable under the provisions of the *Provincial Offences Act*.

7. SET FINES

7.1 The short form wording set out in Schedule “A” attached hereto shall constitute the offences designated for the purposes of proceedings commenced under Part I of the *Provincial Offences Act*.

8. SEVERABILITY

8.1 If any section, subsection, clause, or provision of this By-law is declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof, other than the provision so declared invalid.

9. CONFLICTS

9.1 Where a provision of this By-law conflicts with the provisions of another municipal by-law, federal or provincial Act or regulation, the provision establishing the higher standard to protect the health, safety, and welfare of the public shall prevail.

10. APPEALS

10.1 A person who has been served with an Order may appeal the Order to Council by filing a written Notice of Appeal with the Clerk within fourteen (14) days of service of the Order.

10.2 Upon receipt of a Notice of Appeal, the Clerk shall schedule the matter before Council and provide notice of the hearing to the appellant.

10.3 Council may confirm, modify, extend, or rescind the Order.

10.4 An Order remains in effect unless otherwise directed by Council.

10.5 The decision of Council shall be final.

11. ADMINISTRATION AND EFFECTIVE DATE

11.1 **THAT** Schedule “A” (Set Fines), attached hereto, shall form part of this By-law.

11.2 **THAT** By-law No. 608 is hereby repealed.

11.3 **THAT** this By-law shall come into force and take effect on the day of passing.

Read a first, second and third time and finally passed this 16th day of September 2026.

Rodney Wood, Reeve

Sara Dinsdale, CAO/Clerk-Treasurer

11/11/11

THE CORPORATION OF THE TOWNSHIP OF HILTON

Schedule "A" to By-law No. 1524-26

Clean Yards By-law

PART I- Provincial Offences Act

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine
1	Dump waste on land	s. 4.1	\$150.00
2	Permit waste accumulation	s. 4.2	\$150.00
3	Dispose of waste at unauthorized location	s. 4.3	\$150.00
5	Store derelict vehicle	s. 4.8	\$150.00
6	Dispose of vehicle at landfill	s. 4.9	\$150.00
7	Obstruct Officer	s. 5.5	\$150.00

NOTE: The penalty provision for the offences indicated above is Section 6 of By-law 1524-26, a certified copy of which has been filed.

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1525-26

Being a by-law to adopt a “Tree Canopy Policy”.

WHEREAS Section 270(1) of the *Municipal Act, S.O. 2001, c.25*, as amended, requires municipalities to adopt and maintain a policy with respect to a tree canopy;

AND WHEREAS the Council of the Corporation of the Township of Hilton deems it appropriate to adopt a Tree Canopy Policy;

NOW THEREFORE the Council of the Corporation of the Township of Hilton hereby enacts as follows:

- 1. **THAT** the Tree Canopy Policy attached hereto as Schedule “A” is hereby adopted.
- 2. **THAT** Schedule “A”, attached hereto, form part of this By-law.
- 3. **THAT** By-law No. 1236-19 is hereby repealed.
- 4. **THAT** this By-law shall come into force and take effect on the date of passing.

Read a first, second and third time and finally passed this 16th day of September, 2026.

Rodney Wood, Reeve

Sara Dinsdale, CAO/Clerk-Treasurer

Schedule "A" to By-law No. 1525-26

Subject: Tree Canopy Policy
Source: By-law 1525-26
Date Approved:
Resolution No.:

1. SHORT TITLE

This Policy shall be cited as the "Tree Canopy Policy".

2. BACKGROUND

Section 270(1)7 of the *Municipal Act, S.O. 2001*, as amended, requires municipalities to adopt and maintain a policy respecting the protection and enhancement of the tree canopy and natural vegetation.

Hilton Township is a predominantly rural municipality with extensive forests, wetlands and natural shorelines. While pressures on the tree canopy differ from those experienced in urban municipalities, the Township recognizes the environmental, social and economic value of maintaining healthy trees and natural vegetation on municipal lands and encouraging responsible stewardship throughout the community.

3. PURPOSE

The purpose of this policy is to:

- Promote the protection and enhancement of the Township's tree canopy and natural vegetation on municipal properties;
- Provide guiding principles for municipal projects and decision-making;
- Encourage best management practices for planting, maintaining and protecting trees;
- Promote public awareness of the benefits of trees and healthy natural landscapes.

This policy is intended to provide guidance only and is not intended to regulate vegetation on private property except where governed by applicable legislation, agreements or municipal by-laws.

4. DEFINITIONS

"Natural Vegetation" shall mean the native or naturally occurring plant life that grows without human intervention within a geographic region.

“Shoreline Buffer” shall mean a naturally vegetated strip of land adjacent to a lake, river, stream or other waterbody that helps protect water quality, prevent erosion and provide wildlife habitat.

“Township” shall mean the Corporation of the Township of Hilton.

“Tree Canopy” shall mean the layer of leaves, branches and stems of trees that covers the ground when viewed from above.

5. APPLICATION

This policy applies to public properties owned or managed by the Township of Hilton.

The policy may also serve as a resource and guide for residents, businesses, developers and community organizations interested in promoting healthy tree cover and natural vegetation throughout the Township.

6. WHAT IS A TREE CANOPY?

A tree canopy is the collective layer formed by the crowns of trees when viewed from above. The amount of tree canopy within a community is commonly expressed as the percentage of land covered by tree crowns.

Although Hilton Township is a rural municipality with significant forested areas, maintaining and enhancing tree canopy remains important in developed areas, parks, road allowances, cemeteries and other municipal properties.

7. TREE CANOPY AND NATURAL VEGETATION BENEFITS

Protecting and enhancing the Township’s tree canopy and natural vegetation provides many environmental, social and economic benefits, including:

- **Reduced heating and cooling costs:** a mature tree canopy and natural vegetation shield against wind and snow and can also insulate buildings in the winter reducing heating costs. Canopy shade can also reduce cooling costs.
- **Improved air quality:** trees and natural vegetation filter out many common airborne pollutants.
- **Carbon sequestration:** trees can mitigate carbon emissions and help fight climate change.
- **Protection of shorelines:** by stabilizing banks, reducing sediment entering waterways and improving water quality.

- **Enhanced biodiversity:** through the preservation of native plant communities and natural ecosystems.
- **Increased property value:** studies have shown general increased in residential property values associated with the presence of trees and natural vegetation on a property.
- **Improved quality of life:** time spent in greenspace improves mental health and well-being across numerous dimensions from stress reduction to physical activity.
- **Wildlife habitat:** trees and natural vegetation create an ecosystem to provide habitat and food for birds, mammals and insects.
- **Noise reduction and privacy:** trees and vegetation create a natural buffer between properties and roadways.
- **Stormwater management:** trees and natural vegetation alter and slow the path of rainfall, recharge groundwater, reduce surface water contaminants and can prevent erosion along slopes.

8. GUIDING PRINCIPLES

When carrying out municipal operations or projects, the Township should, where practical:

- Preserve healthy, mature trees whenever feasible;
- Use native tree and plant species where appropriate (some examples are included in Appendix I);
- Minimize unnecessary disturbance to natural vegetation;
- Maintain natural shoreline buffers where practical;
- Replace trees removed from municipal property when feasible, having regard to site conditions and available resources; and
- Consider public safety, infrastructure requirements and environmental impacts when making decisions regarding tree removal.

9. DISCLAIMER

Nothing in this policy supersedes the requirements of any applicable federal or provincial legislation, municipal by-law, agreement or regulation.

Reference may be made to, but is not limited to:

- *Municipal Act, 2001*
- *Planning Act*
- St. Joseph Island Official Plan
- Provincial Planning Statement
- Ministry of Natural Resources Natural Heritage Reference Manual

10. REVIEW

This policy shall be reviewed at least once during each term of Council, or sooner if required due to legislative amendments or operational needs.

APPENDIX I

This is meant as a guideline and does not include every plant or tree native to Hilton Township.

Trees	Shrubs	Partial Shade	
Ash (white and black) Balsam fir Black spruce Bur oak Chokecherry Eastern hemlock Eastern white cedar Eastern white pine Elm Ironwood Northern red oak Pin Cherry Red maple Red spruce Serviceberry Silver maple Striped maple Sugar maple Tamarack Trembling aspen White birch White walnut (butternut) Willow	Black chokeberry Elderberry Ground juniper Highbush cranberry Labrador tea Lowbush blueberry Lowbush cranberry Meadowsweet Northern bush honeysuckle Pagoda Dogwood Red osier dogwood Serviceberry Smooth wild rose Speckled alder Steeplebush Swamp currant Swamp rose Sweet gale Winterberry holly	Bearberry Bloodroot Bunchberry False Solomon's seal Foamflower Jack-in-the-pulpit Ostrich fern Other ferns Wild columbine	
		Full Sun	
		Aster Black-eyed Susan Big bluestem grass Goldenrod Milkweed Pearly everlasting	
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11d)

Staff Report: DR- 2026-09-16-LAP
Subject: Laptops
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer
Britney MacKay, Deputy Clerk-Treasurer

Meeting Date: Sept. 16, 2026
Regular Council Meeting

Background

The approved 2026 Municipal Budget included \$16,000 for the purchase of replacement laptops for the Township's expired units, which were originally purchased in 2021. The approved funding is to be transferred from the COVID-19 Safe Restart Fund.

Analysis

Councillor Mike Garside's Township-issued laptop recently ceased functioning and determined to be unrepairable. A replacement laptop is therefore required, immediately.

Encompass IT advised that the price of the Lenovo ThinkBook laptops that were to be ordered for the use of the new term of Council, were expected to increase from the quotation provided in June due to high demand. In consideration of the age of the Township's existing laptops and the anticipated price increase, office staff proceeded with ordering the seven (7) replacement laptops required to replace the expired units earlier than anticipated.

The replacement laptops will provide Council and staff with current equipment that is supported by the Township's IT provider and will replace the units originally purchased in 2021 which are now beyond their warranty period and showing signs of failure.

Financial Impact

The 2026 Municipal Budget allocated \$16,000 for the purchase of replacement laptops.

The total cost of the seven (7) replacement laptops, less recoverable taxes, is \$13,060.90.

The expenditure will be funded through the COVID-19 Safe Restart Fund, as approved in the 2026 Municipal Budget. The purchase remains within the approved budget allocation.

Recommendation

THAT Council receive report DR-2026-09-16-LAP, titled Laptops;

AND THAT Council declare the one (1) unrepairable Township-issued laptop surplus to the needs of the municipality and authorize staff to dispose of the equipment.



Staff Report: DR- 2026-09-16-LS
Subject: Laptop Sale
Prepared by: Britney MacKay, Deputy Clerk-Treasurer

Meeting Date: Sept. 16, 2026
Regular Council Meeting

Background

The Hilton Township Personnel Committee passed Resolution No. PER2026-38 at its meeting held on July 31, 2026, which reads as follows:

“BE IT RESOLVED THAT THE HILTON TOWNSHIP PERSONNEL COMMITTEE does recommend to Council to declare the 2023 Lenovo ThinkBook laptop as surplus and offer to sell it to St. Joseph Township for CBO use for \$500 plus taxes.”

Analysis

The 2023 Lenovo ThinkBook laptop is no longer required by the Township and is available for surplus.

The Personnel Committee has recommended that the laptop be sold to St. Joseph Township for use by its Chief Building Official at a purchase price of \$500 plus applicable taxes.

The proposed sale would allow the Township to recover a portion of the equipment's value while providing another municipality with equipment for its operational need.

Financial Impact

The Township would receive \$500 plus applicable HST from the sale of the laptop.

As the sale of the laptop constitutes a taxable sale of municipal property, 13% HST will be charged on the sale price, resulting in a total invoice amount of \$565, including HST.

Recommendation

THAT Council receive report DR-2026-09-16-LS, titled Laptop Sale;

AND THAT Council declare the 2023 Lenovo ThinkBook laptop as surplus to the needs of the Township;

AND THAT Council authorize staff to sell the 2023 Lenovo ThinkBook laptop to St. Joseph Township for \$500 plus applicable HST.



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Staff Report: CR- 2026-09-16-REC
Subject: Recreation Committee Party Re-location
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: Sept. 16, 2026
Regular Council Meeting

Background

The recreation committee graciously hosts annual children's parties for Easter, Hallowe'en, and Christmas. These events are held at the Hilton Township Municipal Office and have been attracting approximately 30 to 50 children and parents.

Analysis

The interior of the Township Municipal Office is currently undergoing renovations. All holes in the walls have been patched, and painting of the Council Chambers and office areas is nearing completion. Replacement of the flooring is scheduled for September. In addition, grant applications have been submitted to support upgrades to the front entrance, Council Chambers furniture, and office areas.

Over the years, the children's parties have resulted in additional wear and damage to the Municipal Office. Numerous repairs to interior walls have been required due to hooks and decorations installed for the events and animated decorations have resulted in damage to the flooring. The Council Chambers tables have also sustained damage. Following the events, Municipal Staff are frequently required to clean up glitter, craft glue, decorations, and other materials left behind.

The Village of Hilton Beach has been contacted to request permission to relocate the children's parties to the Hilton Beach Community Hall and Clerk-Treasurer Myra Eddy has confirmed that the use of the facility for the children's parties would not be a problem. Although there is typically a fee for booking the hall, The Township has previously received permission from Mayor Bob Hope to utilize the Community Hall as per the attached letter. Bookings can be made directly with the Village of Hilton Beach Municipal office, and perhaps a monetary contribution may want to be considered by Council.

Relocating the children's parties to the Hilton Beach Community Hall would help protect the recent and planned improvements to the Municipal Office while providing a more suitable space for the events. The Community Hall offers additional space to accommodate the number of children and parents who attend. Currently, attendance at the Municipal Office can result in individuals waiting outside due to limited interior space, which also requires the front entrance to remain open and can trigger security alerts indicating that the entrance has been left unsecured.

Moving the events to the Community Hall would therefore reduce the risk of damage and additional maintenance costs to the Municipal Office, improve the experience for children and families attending the events, and provide a more appropriate, spacious, and accessible venue for community recreation activities. The Community Hall's wheelchair ramp would also improve accessibility and allow the events to be more inclusive and accessible to all children and families.

Recommendation

THAT Council receive report CR-2026-09-16-REC; titled Recreation Committee Party Re-location;

AND THAT Council approve the re-location of recreation committee parties to be held at the Hilton Beach Community Hall.

INCORPORATED VILLAGE OF HILTON BEACH

3100 BOWKER STREET, P.O. BOX 25
HILTON BEACH, ONTARIO - L0R 1G0

PHONE : (705) 246-2242
FAX : (705) 246-2913

EMAIL: info@hiltonbeach.on.ca
WEBSITE: www.hiltonbeach.on.ca

April 10, 2024

Township of Hilton
Reeve Wood, council, staff and rate payers.

The Village of Hilton Beach would like to extend the use of the Hilton Beach Community Hall as an emergency warming shelter to the leadership and ratepayers of Hilton Township. Council recognizes that considerable contributions have been made toward the community hall expansion by the Township as well Township residents and ratepayers many years ago yet the Township does not utilize the hall or realize any benefit from those efforts. This is not fair nor is it in the spirit of being a good neighbour and we wish to make this correction moving forward. The Village would also invite Township ratepayers as well the council and staff to use the hall for gatherings, social functions and events.

The Village offers a long overdue thank you for your participation in the hall expansion and hopes that you take up the offer of the hall for your use with the acceptance of a key to the facility.

Best regards,
Mayor Robert Hope





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Staff Report: DR- 2026-09-16-TBU
Subject: Trailer By-law Updating
Prepared by: Britney MacKay, Deputy Clerk-Treasurer

Meeting Date: Sept. 16, 2026
Regular Council Meeting

Background

Trailer By-law No. 1505-26 was recently updated to include set fines for offences under the By-law. Following the adoption of the updated By-law, questions have arisen regarding the number of trailers that may be located on a property, the permitted period of trailer occupancy, ownership requirements, and the use or rental of trailers within the Township of Hilton.

The current By-law defines a “Trailer” as:

“a structural unit having no permanent foundation and supported by wheels, jacks or similar supports with lights, hitch, towing capacity and which is used or constructed to be used for conveyance upon public streets or highways and duly licensable in accordance with Ministry of Transportation standards. Without limiting the generality of the foregoing, includes motor homes, travel trailers, tent trailers, and camping units of all types that are capable of being used for the living, sleeping or accommodation of persons therein, but excludes a mobile home.”

This definition establishes the types of units that are subject to the Trailer By-law and includes, but is not limited to, motor homes, travel trailers, tent trailers, and other camping units capable of being used for living, sleeping, or accommodation.

Analysis

Staff have reviewed the current provisions of the By-law and identified areas where additional clarification may be beneficial to ensure that the By-law is clear, consistent, and enforceable.

The following provisions of Trailer By-law No. 1505-26 have been identified as requiring further consideration.

1. Number of Trailers Permitted on a Property

Section 2(b) of the By-law currently states:

“Only one (1) trailer will be allowed to be used or stored on a property less than ten (10) acres in size if such property is located within the built-up areas of the Township of Hilton.”

The current provision establishes a limit of one (1) trailer on properties less than ten (10) acres within the built-up areas. However, the By-law does not clearly establish the maximum number of trailers that may be located on a property outside of the built-up areas.



Further clarification may also be required regarding properties that are ten (10) acres or greater and whether there should be a maximum number of trailers permitted on any individual property, regardless of property size.

The Township's Zoning By-law should also be considered when establishing these provisions to ensure that the Trailer By-law remains consistent with applicable zoning regulations. The Zoning By-law defines a campground as a premises containing at least five (5) camping sites for overnight and/or temporary camping, which may provide a distinction between individual trailer use and a campground or trailer park operation.

Council direction is therefore requested regarding whether a maximum number of trailers should be established for properties outside of the built-up areas and whether additional clarification is required for properties ten (10) acres or greater.

2. Four-Month Occupancy Restriction

Section 2(c) of the By-law states:

“No trailer shall be occupied for a period of four (4) months in a calendar year. This period of use is defined as the consecutive days beginning with the first day of usage in the calendar year whether the use continues consecutively throughout the four-month period.”

The current provision establishes a maximum four-month period of occupancy; however, monitoring and enforcing the provision may be difficult without a means of determining when a trailer begins and ends its period of occupancy.

Reinstating a trailer permit application would provide the Township with information regarding the location and ownership of trailers and the anticipated period of use. This information could assist staff in monitoring compliance with the four-month occupancy restriction and documenting the information necessary for enforcement where required.

The permit application could require the property owner to confirm ownership and indicate the anticipated period of occupancy.

3. Ownership of Trailers in Built-Up Areas

Section 2(e) of the By-law states:

“Trailers placed, occupied, or stored within the built-up areas of the Township of Hilton must belong to the owner or immediate family member of the property on which they are located.”



Staff recommend that the trailer permit application, if reinstated, include a declaration confirming that the trailer located on the property is owned by the property owner or an immediate family member.

This would provide the Township with written confirmation of compliance with the ownership requirements of the By-law.

The current Trailer By-Law is lacking clarification as to whether the Township allows visitor trailers to be permitted. Clarification regarding whether visitor trailers should be permitted and whether a maximum period of time should be established for which a visitor trailer may remain on a property.

4. Trailer Permit Application and Fee

Section 2(h) of the current By-law states:

“No permit fee will be required for trailers to be placed, occupied, or stored within the Township but all provisions of this By-law will continue to apply.”

Between 1980 and 2014, the Township required a trailer permit fee. By-Law 1094-14 was passed in 2014 which had removed the fee. This allowed the Township to keep a record of trailers located within the municipality.

A permit could collect information including:

- Property owner information;
- Property address and assessment roll number;
- Confirmation of trailer ownership;
- Whether the trailer will be occupied or stored;
- Intended period of occupancy; and
- Confirmation that the trailer will comply with the requirement of the Trailer By-law.

Should Council wish to proceed with reinstating a trailer permit, staff will prepare the necessary amendments to the Trailer By-law and Fees and Charges By-Law accordingly to be presented at the subsequent regular Council meeting.

Financial Impact

Reinstating a trailer permit and establishing an applicable permit fee would generate additional revenue for the Township and assist in offsetting the administrative costs and by-law enforcement costs associated with processing and maintaining trailer applications, permits and monitoring compliance.



Recommendation

THAT Council receive report DR-2026-09-16-TBU, titled Trailer By-law Updating;

AND THAT Council provide staff with direction regarding amendments to Trailer By-law No. 1505-26, including:

1. The maximum number of trailers permitted on properties within and outside of the built-up areas of the Township;
2. The application and enforcement of the four-month trailer occupancy restriction;
3. Whether visitor trailers should be permitted and, if so, the maximum permitted period of stay;
4. Confirmation and documentation of trailer ownership requirements; and
5. Whether the trailer permit application and associated permit fee should be reinstated;

AND THAT staff be directed to prepare the necessary amendments to Trailer By-law No. 1505-26, Schedule "A" Set Fines, and the Township's Fees and Charges By-law No. 1489-26 for Council's review.

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1505-26

Being a by-law to regulate the use of trailers located outside of trailer parks in the Township of Hilton.

WHEREAS Section 164(1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, authorizes a local municipality to prohibit or license trailers located within the municipality;

WHEREAS Section 445 of the *Municipal Act, 2001*, as amended, provides that where a municipality is satisfied that a contravention of a by-law has occurred, the municipality may issue an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to do work to correct the contravention;

WHEREAS the Council of the Corporation of the Township of Hilton deems it necessary and expedient to pass a By-law to address the matter of trailers outside of registered Trailer Parks to control and regulate the potential for nuisance, noise, and fair property valuation;

NOW THEREFORE the Council of the Township of Hilton hereby enacts as follows:

1. DEFINITIONS

- a) "Trailer" shall mean a structural unit having no permanent foundation and supported by wheels, jacks or similar supports with lights, hitch, towing capacity and which is used or constructed to be used for conveyance upon public streets or highways and duly licensable in accordance with *Ministry of Transportation* standards. Without limiting the generality of the foregoing, includes motor homes, travel trailers, tent trailers, and camping units of all types that are capable of being used for the living, sleeping or accommodation of persons therein, but excludes a mobile home.
- b) "Trailer Park" shall mean lands designated and zoned in the Township's Official Plan and Zoning By-law as an area of land used for the temporary or seasonal parking of trailers and/or truck campers occupied by the travelling or vacationing public.
- c) "Principal Residence" shall mean the housing unit a person usually occupies during the year.
- d) "Built-Up Areas" within the Township of Hilton include properties that border both side of the following roads:
 - Big Point Road
 - Brickyard Road
 - Canoe Point Road
 - Ellwood Boulevard
 - Haight Road
 - Hamilton Court/Drive
 - Milford Haven Road
 - Neal Drive
 - Old Moffat Bay Road
 - Old Orchard Road
 - Quarry Point Road
 - Red Maple Drive
 - Reid Road
 - Richmond Bay Road
 - Twin Lakes Road
 - X Line (part of Hamilton Drive Subdivision)
- e) "Mobile Home" shall mean an assessed trailer which is fitted with parts for connection to utilities that can be installed on a permanent site and used as a permanent, multi-season residence.
- f) "Setback" shall mean the horizontal distance from a lot line or defined physical feature, measured at right angles to the nearest part of any building or structure on a lot, including trailers.
- g) "Shoreline Setback" shall mean the minimum distance between any building or structure and the original high-water mark.

2. GENERAL PROVISIONS

- a) No trailer situated outside of a trailer park shall be used for the occupancy, sleeping, eating, or living accommodation of any person or person within the Township of Hilton unless the owner or occupant thereof has first satisfied the requirements of *Algoma Public Health (APH)*. It is the responsibility of the property owner to contact APH to confirm the respective requirements.
- b) Only one (1) trailer will be allowed to be used or stored on a property less than ten (10) acres in size if such property is located within the built-up areas of the Township of Hilton.
- c) No trailer shall be occupied for a period of more than four (4) months in a calendar year. This period of use is defined as the consecutive days beginning with the first day of usage in the calendar year whether the use continues consecutively throughout the four-month period.
- d) No trailer shall be used as a principal residence.
- e) Trailers placed, occupied, or stored within the built-up areas of the Township of Hilton must belong to the owner or immediate family member of the property on which they are located.
- f) The rental of a trailer outside the boundaries of a registered trailer park will be considered a contravention of this By-law.
- g) Trailers on rural, residential, or commercial properties must satisfy the same front, rear, and side yard setback requirements as a structure, in accordance with the Township's Zoning By-law and must not obstruct any sight line for pedestrians, motorists, or neighbouring properties. No trailer may be placed, occupied, or stored within the 100-foot shoreline setback.
- h) No permit fee will be required for trailers to be placed, occupied, or stored within the Township but all provisions of this By-law will continue to apply.

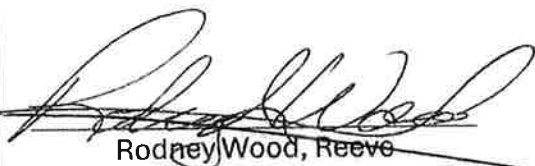
3. CONTRAVENTIONS AND PENALTIES

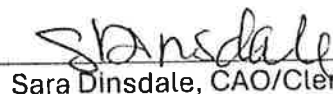
- a) Every person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for by the *Provincial Offences Act, R.S.O. 1990, Chapter P.33*, as amended.
- b) Every such penalty shall be recoverable under the provisions of the *Provincial Offences Act*.

4. ADMINISTRATION AND EFFECTIVE DATE

- a) **THAT** Schedule "A" (Set Fines), attached hereto, shall form part of this By-law.
- b) **THAT** By-law No. 1302-21 is hereby repealed.
- c) **THAT** this By-law shall come into force and take effect on the date of passing.

Read a first, second and third time and finally passed this 15th day of April 2026.


Rodney Wood, Reeve


Sara Dinsdale, CAO/Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF HILTON
Schedule "A" to By-law No. 1505-26

Trailer By-law

PART I- Provincial Offences Act

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine
1	Use or storage of more than 1 trailer on a property	s. 2 (b)	\$300.00
2	Occupying a trailer for more than 4 months consecutively	s. 2 (c)	\$300.00
3	Using a trailer as a principal residence	s. 2 (d)	\$300.00
4	Storing a trailer that is not owned by the property owner or immediate family member	s. 2 (e)	\$300.00
5	Trailer Rental Outside Trailer Park	s. 2 (f)	\$300.00
6	Placing trailers not within the setback requirements in accordance with the Zoning By-law	s. 2 (g)	\$300.00

NOTE: The general penalty provision for the offences listed above is section 3 of the By-law 1505-26, a certified copy of which has been filed.



CORPORATION OF THE TOWNSHIP OF HILTON

DECLARATION OF ACCLAMATION TO OFFICE

Municipal Elections Act, 1996 [s. 37 (1)]

I, Sara Dinsdale, Clerk of the Township of Hilton, hereby declare that:

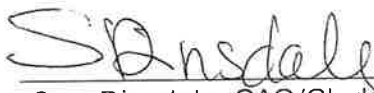
Mike Garside

is elected by acclamation to the office of Reeve for the Township of Hilton for the 2026–2030 term of office.

The above named candidate was the only certified candidate for the office of Reeve at 4:00 p.m. on Monday, August 24, 2026, being the Monday following Nomination Day.

This declaration is made pursuant to subsection 37(1) of the Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.

Dated this 24th day of August, 2026.


Sara Dinsdale, CAO/Clerk-Treasurer



CORPORATION OF THE TOWNSHIP OF HILTON

OFFICIAL LIST OF CERTIFIED CANDIDATES

Municipal Elections Act, 1996, s 31, s.32

NOTICE is hereby given to the Municipal Electors that during the period commencing May 1, 2026 and completed on Nomination Day, August 21, 2026, the following persons filed all necessary papers, endorsement of nominations, declarations and fees and as Clerk, I am satisfied that such persons are qualified and that their Nomination satisfies the requirements of the *Municipal Elections Act, 1996*. I have, therefore, certified such candidates for the office which follows their respective name:

NAME OF CANDIDATE	OFFICE
Mike Garside	Reeve
Gary MacDonald	Councillor
Mike Trainor	Councillor
Keith Fuerth	Councillor
Paula Cormier	Councillor
Michael Fischer	Councillor
Elijah Lederman	Councillor
Laura McRae	Councillor

Dated this 24th day of August 2026

A handwritten signature in cursive script that reads "Sara Dinsdale".

Sara Dinsdale, CAO/Clerk-Treasurer



Form EL20

DECLARATION OF ACCLAMATION TO OFFICE

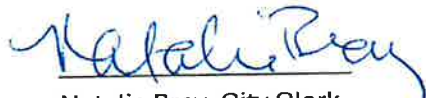
MUNICIPAL ELECTIONS ACT, 1996 (S.37(1))

I hereby declare the certified candidates listed below to be acclaimed to the office that follows their respective names pursuant to section 37 of the Municipal Elections Act, 1996:

CANDIDATE(S)	OFFICE
Rachelle Beaubien	French Public School Board Trustee (conseil scolaire de district du Grand Nord de L'ontario) Composed of the City of Elliot Lake, -the Towns of Blind River, Bruce Mines, Espanola, Gore Bay, Northeastern Manitoulin and the Islands, Spanish, Thessalon, - The Municipality of Huron Shores - The Townships of Assignack, Baldwin, Barrie Island, Billings, Burpee and Mills, Central Manitoulin, Cockburn Island, Gordon, Hilton, Jocelyn, Nairn & Hyman, Plummer Additional, St. Joseph, Sables-Spanish Rivers, Tehkummah, The North Shore, - The Village of Hilton Beach - The Localities (unincorporated Townships) of Espanola, Manitoulin
Paul Gervais	French Separate School Board Trustee (conseil scolaire de district catholique du Nouvel-Ontario) composed of the City of Elliot Lake, the Towns of Blind River, Espanola, Northeastern Manitoulin & the Islands, Spanish - the Municipality of Huron Shores The Townships of Baldwin, Nairn and Hyman, Sables-Spanish Rivers, The North Shore - The Locality (Unorganized Twps) of Espanola
Marie Murphy-Foran	English Public School Board Trustee (Algoma District Public School Board) composed of the City of Elliot Lake

Lindsay Liske Kathleen Rosilius	English Separate School Board Trustee (Huron-Superior Catholic District School Board) composed of the City of Elliot Lake- the Towns of Blind River, Espanola, Northeastern Manitoulin and the Islands, Spanish – The Municipality of Huron Shores, The Townships of Baldwin, Nairn & Hyman, Sables-Spanish Rivers, The North Shore – The Locality (unorganized Twps) of Espanola, North Shore.
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Dated this 24TH day of August, 2026.


Natalie Bray, City Clerk

APPOINTMENT AND OATH OF DEPUTY RETURNING OFFICER¹*Municipal Elections Act, 1996, s.15(1)*Municipality: **Township of Hilton**

Name of Person Appointed as Deputy Returning Officer:

Britney MacKay

The person named above is hereby appointed Deputy Returning Officer (DRO) for the above Voting Subdivision in this municipality and in addition to the duties and responsibilities of a DRO as provided in the Municipal Elections Act, 1996, is hereby delegated the following duties and responsibilities pursuant to the Municipal Elections Act, 1996.

- authority to amend the Voters' List at the Voting Place to add an Elector, remove an Elector's own name and/or correct erroneous information;
- authority to require Electors to provide proof of identity;
- authority to administer the Oral Oath of Secrecy and the Oral Oath or Affirmation of Qualification;
- authority to issue a second ballot to an Elector should an Elector return their first ballot as a cancelled ballot;
- authority to maintain peace and order at the Voting Place by removing anyone who is causing a disturbance.

Municipal Clerk or designate

I, **Britney MacKay**, solemnly swear (or affirm) that I will:

- act faithfully in the capacity set out in my appointment and perform all the duties required by law without partiality, fear or affection,
- maintain and aid in maintaining the secrecy of the voting, and
- not interfere nor attempt to interfere with an Elector when she/he is marking her/his ballot, obtain or communicate any information as to how an elector is about to vote or has voted, or directly or indirectly induce an Elector to show her/his marked ballot to any person.

Declared before me at the **Township of Hilton**,
this 16 day of September, 2026.

Municipal Clerk or designate

Deputy Returning Officer

¹ This form includes some suggested tasks to be delegated to the DRO. It may be amended to reflect the duties the Clerk wishes to delegate to the DRO.



Staff Report: CR- 2026-09-16-VL
Subject: Voting Location
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: Sept. 16, 2026
Regular Council Meeting

Background

provide fully accessible facilities for voting in accordance with the accessibility requirements applicable to municipal elections under the *Accessibility for Ontarians with Disabilities Act, 2005* and the *Municipal Elections Act, 1996*. The Township is currently pursuing grant funding to make modifications to the front entrance and washroom facilities to improve accessibility.

The Clerk is responsible for conducting municipal and school board elections and for establishing procedures that provide electors with the opportunity to participate fully in the electoral process.

In previous municipal elections, voting for the Township of Hilton has been conducted at voting locations in neighbouring municipalities.

Analysis

Following consultation with the CAO/Clerk-Treasurer of the Township of St. Joseph, it is recommended that the Township of Hilton and the Township of St. Joseph coordinate and hold the advance voting day and regular voting day at a voting location within the Township of St. Joseph.

Coordinating the advance voting day and regular voting day with the Township of St. Joseph will provide an accessible voting location for Hilton electors while also providing opportunities for cost savings through the shared use of equipment, supplies and other election-related resources.

Utilizing an accessible voting location in the Township of St. Joseph will allow Hilton electors, including electors with accessibility needs, to participate in the 2026 Municipal Election in a manner that supports the accessibility requirements of the *Municipal Elections Act, 1996* and the *Accessibility for Ontarians with Disabilities Act, 2005*.

The proposed voting location will be established through By-law 1523-26.

Recommendation

THAT Council receive report CR-2026-09-16-VL, titled Voting Location;

AND THAT By-Law 1523-26 being a by-law to establish a voting location, be considered and passed by Council.

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1526-26

Being a by-law to establish voting places for the
2026 Municipal Election for the Township of Hilton.

WHEREAS Section 43(1) of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended, provides that a municipality shall hold an advance vote on one or more dates and that the Clerk shall establish the date and hours of voting and the number and location of voting places for the advance vote;

AND WHEREAS Section 45(3) of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended, provides that a voting place may be located outside the voting subdivision and outside the local municipality;

NOW THEREFORE the Council of the Corporation of the Township of Hilton hereby enacts as follows:

1. **THAT** an advance vote for the 2026 Municipal Election shall be held on Saturday, October 17, 2026, between the hours of 10:00 a.m. and 5:00 p.m., at the St. Joseph Township Municipal Office, 1669 Arthur Street, Richards Landing, Ontario.
2. **THAT** the regular vote for the 2026 Municipal Election shall be held on Monday, October 26, 2026, between the hours of 10:00 a.m. and 8:00 p.m., at the Royal Canadian Legion, 1534 10th Side Road, Richards Landing, Ontario.
3. **THAT** this By-law shall come into force and take effect on the date of its final passing.

Read a first, second and third time and finally passed this 16th day of September 2026.

Rodney Wood, Reeve

Sara Dinsdale, CAO/Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF HILTON

Schedule "A" to By-Law No. xxxx-26

Subject: Travel Expenses Policy

Source: By-law XXXX-26

Date Approved:

Resolution No.:

1. PURPOSE

Staff of the Hilton Township may be required to travel for Township business or training.

The purpose of this policy is to establish consistent guidelines for the authorization, eligibility, and reimbursement of travel-related expenses incurred while conducting authorized Township business.

All travel expenses shall be reasonable, necessary, and directly related to Hilton Township business. Department Heads are expected to exercise practical judgement and ensure that expenditure represents responsible stewardship of public funds.

2. DEFINITIONS

2.1 "Council" shall mean the Council of the Township of Hilton.

2.2 "Receipt" shall mean an itemized document or invoice that identifies, where applicable, the supplier or payee, date, amount, applicable Harmonized Sales Tax (HST), and description of goods or services purchased. Debit or credit card transaction slips alone are not considered sufficient supporting documentation where an itemized receipt or invoice is reasonably available.

2.3 "Staff" shall mean any person employed by the Township of Hilton on a full-time, part-time, or seasonal basis.

2.4 "Township" shall mean the Corporation of the Township of Hilton.

3. AUTHORIZATION

3.1 All travel undertaken on behalf of the Township shall be authorized in advance by the CAO/Clerk-Treasurer or designate.

- 3.2 Routine travel associated with approved Township business or training may be authorized by the Department Head, provided the expense is within the approved budget.
- 3.3 Travel expenses that are outside the approved budget, or that are otherwise considered unusual or significant, shall require prior approval of Council.
- 3.4 The Department Head shall select the most economical and practical method of transportation that is consistent with operational requirements.
- 3.5 Where practical, staff attending the same training or conducting Township business at the same destination shall be encouraged to share transportation.

4. ELIGIBLE VEHICLE EXPENSES

The following vehicle-related expenses are eligible for reimbursement when incurred while conducting authorized Department business.

4.1 Personal Vehicles

- 4.1.1 Staff may use their personal vehicle for authorized Township business where such use is considered practical and economical and has been approved in advance by the Department Head.
- 4.1.2 The cost of using a personal vehicle should not exceed the reasonable cost of an alternative method of transportation, such as a rental vehicle or commercial transportation, unless operational requirements justify the use of a personal vehicle.
- 4.1.3 Staff are responsible for maintaining a valid driver's license and appropriate automobile insurance for their personal vehicle.
- 4.1.4 The Township assumes no financial responsibility for privately owned vehicles beyond the approved kilometre reimbursement.
- 4.1.5 Staff using a personal vehicle for Township business are responsible for any damage, loss, deductible, insurance claim, or other expenses arising from the use of their personal vehicle.
- 4.1.6 Staff authorized to use their personal vehicle for Township business shall be reimbursed at the Canada Revenue Agency (CRA) prescribed automobile allowance rate in effect at the time the travel occurs.

4.1.7 The kilometre rate is intended to cover the costs associated with operating a personal vehicle, including fuel, maintenance, depreciation, and insurance. Separate reimbursement for fuel or routine vehicle operating costs shall not be provided when the kilometer rate is claimed.

4.1.8 Kilometres claimed shall be based on the actual distance travelled for authorized Township business and shall be supported by sufficient information to substantiate the distance claimed.

4.2 Rental Vehicles

4.2.1 Rental vehicles shall be limited to compact or mid-size vehicles unless operational requirements justify a larger vehicle.

4.2.2 Luxury, premium, or sports vehicle rentals are not eligible for reimbursement unless specifically authorized in advance by Council.

4.2.3 Collision damage and liability insurance offered by the rental company shall be purchased unless equivalent coverage is otherwise available.

4.2.4 Rental vehicles shall be refueled prior to return whenever practical to avoid additional refueling charges.

4.2.5 Itemized receipts shall be submitted for rental charges, fuel, parking, bridge tolls, highway tolls, and other directly related transportation expenses.

5. ELIGIBLE ACCOMODATION EXPENSES

5.1 Where overnight accommodation is required for authorized Township business, reimbursement may be provided for reasonable and necessary accommodation expenses, subject to prior approval by the CAO/Clerk-Treasurer, or designate.

5.2 Staff are responsible for reviewing their hotel invoice to ensure all charges are accurate and that personal expenses have not been included prior to checkout.

5.3 A detailed hotel invoice shall be submitted with a reimbursement request.

5.4 Reimbursement shall generally be limited to the cost of a standard room at a reasonably priced hotel or other appropriate accommodation.

5.5 Expenses for suites, executive floors, concierge levels, room upgrades, in-room entertainment, minibar purchases, or other personal charges are not eligible for reimbursement unless approved in advance by the CAO/Clerk-Treasurer, or designate.

5.6 Where practical, staff shall seek reasonably priced accommodation that is conveniently located in relation to the approved Township business.

6. ELIGIBLE FOOD EXPENSES

6.1 Staff travelling for authorized Township business shall be provided a meal allowance of \$50 per day.

7. NON-ELIGIBLE EXPENSES

The following expenses are not eligible for reimbursement:

- 7.1 Traffic violations, parking violations, or expenses resulting from unlawful conduct.
- 7.2 Alcoholic beverages.
- 7.3 Fines and penalties.
- 7.4 Expenses incurred on behalf of friends, family members, or other non-authorized individuals.
- 7.5 Personal entertainment, recreation, or other personal expenses unrelated to Department business.

8. REIMBURSEMENT

8.1 Reimbursement requests shall be submitted to the CAO/Clerk-Treasurer, or designate, as soon as practical following completion of the travel, prior to the end of the month that the expense occurred. Late submissions may not be accepted.

8.2 All reimbursement requests shall include:

- The purpose and date of the travel;
- The destination;
- The method of transportation;
- Kilometres claimed, where applicable;
- Itemized receipts for eligible expenses; and
- Any other documentation reasonably required to verify the claim.

8.3 Expenses that are not supported by appropriate documentation may be denied.

8.4 Where an original receipt has been lost or is otherwise unavailable, the member shall provide a written explanation and any alternative documentation available.

Acceptance of an expense without an original receipt shall be at the discretion of the CAO/Clerk-Treasurer, or designate.

8.5 All reimbursement claims shall be reviewed by the CAO/Clerk-Treasurer, or designate, for compliance with this policy prior to payment.

8.6 The CAO/Clerk-Treasurer, or designate, may request clarification or additional documentation before processing a reimbursement claim.

8.7 Reimbursement shall be made through the Township's normal accounts payable process.

9. RESPONSIBILITIES

9.1 Department Head

The Department Head is responsible for:

- Identifying the need for travel;
- Ensuring the proposed travel is reasonable and necessary for Township business;
- Ensuring sufficient funds are available within the approved departmental budget;
- Providing the CAO/Clerk-Treasurer, or designate, with the information required to obtain approval;
- Ensuring staff comply with this policy; and
- Reviewing travel expenses claims for accuracy before submission to the CAO/Clerk-Treasurer, or designate.

9.2 CAO/Clerk-Treasurer

The CAO/Clerk-Treasurer, or designate, is responsible for:

- Authorizing travel in accordance with this policy and the approved municipal budget
- Reviewing travel requests and determining whether the proposed travel and method of transportation are reasonable and economical;
- Reviewing reimbursement claims for compliance with this policy;
- Requesting additional information or documentation where required;
- Approving eligible reimbursement claims for payment; and
- Referring matters requiring Council approval to Council.

10. EXCEPTIONS

- 10.1 Any exception to this policy shall require prior approval of the CAO/Clerk-Treasurer, or designate, where the exception does not result in an expenditure outside the approved budget.
- 10.2 Any exception that would result in an expenditure outside the approved municipal budget, or that is otherwise considered significant or unusual, shall require prior approval of Council.
- 10.3 In the event of an emergency or unforeseen operational circumstance where prior approval is not reasonably possible, the CAO/Clerk-Treasurer, or designate, may authorize the necessary expenditure, provided sufficient funds are available within the approved budget, and shall report the expenditure to Council at the next available meeting.

11. REVIEW OF POLICY

This policy shall be reviewed periodically by Council to ensure that the reimbursement rates and provisions remain appropriate and reflect current operating requirements.



Memo

Subject: Municipal Office Flooring
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: September 16, 2026
Regular Council Meeting

The Municipal office is scheduled to have the existing flooring removed starting on Tuesday, September 22, 2026.

Installation of the new flooring will take place from September 23-25. The office will remain open on Wednesday, September 23; however, visitors are reminded to attend with caution as the interior of the building will be under construction and may be unorganized and in disarray.

The Municipal office is previously scheduled to be closed on Friday, September 25 for staff training.

Rate payers are encouraged to drop off payments by cheque through the front mail slot, or to make payments via online banking or e-transfer. Payment options are defined on each tax bill.

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1527-26

Being a by-law to confirm the actions and decisions
of the Personnel Committee Meeting held on August 6, 2026.

WHEREAS Section 5 of PART 1 of the Municipal Act, 2001 provides that a municipal council shall exercise its powers by by-law, except where otherwise provided;

AND WHEREAS Council recognizes that certain decisions were made at the Personnel Committee Meeting held on August 6, 2026;

AND WHEREAS it is deemed expedient to confirm and ratify the actions of the Personnel Committee;

NOW THEREFORE the Council of the Corporation of the Township of Hilton hereby enacts as follows:

1. **THAT** the actions, decisions and recommendation of the Personnel Committee meeting held on August 6, 2026, as recorded in the minutes, are hereby confirmed, ratified, and adopted as if they were the actions of Council.
2. **THAT** without limiting the generality of the foregoing, the decisions confirmed include but are not limited to:
 - Advancements in pay scales for Employees in accordance with Township policy;
 - Personnel and human resources decisions made within the delegated authority of the Personnel Committee;
 - Any other matters lawfully considered at the Personnel Committee meeting
3. **THAT** this By-law shall come into force and take effect upon its enactment.

Read a first, second and third time and finally passed this 16th day of September 2026.

Rodney Wood, Reeve

Sara Dinsdale, CAO/Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1528-26

Being a by-law to confirm the actions and decisions
of the Personnel Committee Meeting held on August 12, 2026.

WHEREAS Section 5 of PART 1 of the Municipal Act, 2001 provides that a municipal council shall exercise its powers by by-law, except where otherwise provided;

AND WHEREAS Council recognizes that certain decisions were made at the Personnel Committee Meeting held on August 12, 2026;

AND WHEREAS it is deemed expedient to confirm and ratify the actions of the Personnel Committee;

NOW THEREFORE the Council of the Corporation of the Township of Hilton hereby enacts as follows:

1. **THAT** the actions, decisions and recommendation of the Personnel Committee meeting held on August 12, 2026, as recorded in the minutes, are hereby confirmed, ratified, and adopted as if they were the actions of Council.
2. **THAT** without limiting the generality of the foregoing, the decisions confirmed include but are not limited to:
 - Advancements in pay scales for Employees in accordance with Township policy;
 - Personnel and human resources decisions made within the delegated authority of the Personnel Committee;
 - Any other matters lawfully considered at the Personnel Committee meeting
3. **THAT** this By-law shall come into force and take effect upon its enactment.

Read a first, second and third time and finally passed this 16th day of September 2026.

Rodney Wood, Reeve

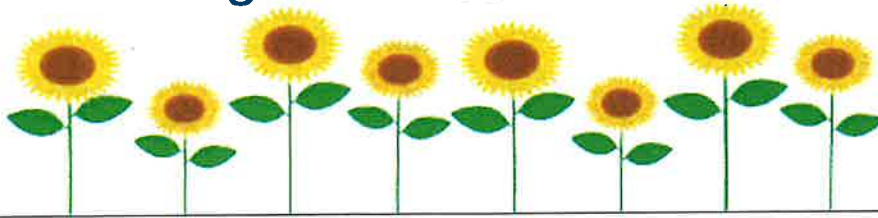
Sara Dinsdale, CAO/Clerk-Treasurer



Hilton Township



August 2026 Newsletter



2026 Final Tax Bill

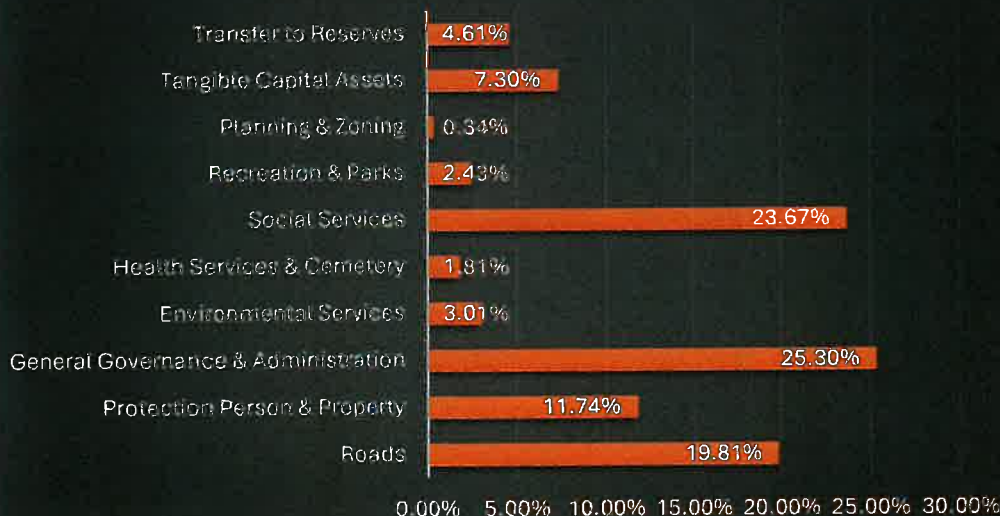
The 2026 Final Tax Bills will be sent out the last week of August with a due date of Wednesday, September 30, 2026.

Payments can be made using the **online** option through your banking institution, **e-transfer** to admin@hiltontownship.ca, or by **cheque**. Please reference your 19-digit Roll Number on all payment methods, as outlined on the bottom of your tax bill.

Please allow 2 to 5 business days for payment processing time.

See below for a breakdown of where your tax dollars are being spent.

2026 Municipal Budget Summary



Stay Informed:

- The Council meeting originally scheduled for August 12th has been rescheduled and will now be held on August 19th, at 7:00pm.
- Visit the Township's website for up-to-date news, Council meeting minutes, meeting notices, by-laws, policies, and fillable forms.
- If you would like to receive the newsletter by email, please send your request to: britney@hiltontownship.ca

MUNICIPAL OFFICE

2983 Base Line, Hilton Beach

Phone: 705-246-2472

Website:

www.hiltontownship.ca

Email:

admin@hiltontownship.ca

Office Hours:

Monday, Wednesday, and Friday

9:00am to 4:30pm

The office will be closed Monday, September 7th for Labour Day and Friday, September 25th for training.

Summer Road Safety Tips

Help keep our Roads Depart. safe this summer by following these simple safety tips:

- Give Roads crew and their equipment plenty of space when working along roadsides.
- Slow down and use extra caution when approaching workers.
- Obey all traffic signs, flag persons, and temporary speed limits in work zones.
- Stay alert and avoid distractions such as cellphones or the radio.
- Watch for workers, equipment, and changing road conditions.



August Newsletter Continued

Have you filled out your 2026 Census questionnaire yet? It only takes a few minutes and makes a big difference. Complete yours today at www.census.gc.ca.

MARKETS

Hilton Beach Farmers Market
@ Hilton Beach Waterfront
Centre
Saturday 10 am - 12pm

Makers Market @ Cenotaph
Park, Richards Landing Marina
Saturday 12pm - 4pm



Hilton Beach Landfill Reminders:

Summer hours (until September 15th):
Wednesday 12:00pm – 5:00pm
Saturday 10:00am – 3:00pm
Sunday 12:00pm – 4:00pm
Mondays of a long weekend 12:00pm – 4:00pm

Don't forget to have your landfill sticker displayed on your windshield when visiting the landfill.

Starting August 1st, 2026 Landfill Tipping Tickets will no longer be sold at the landfill. Tickets can be purchased with cash only at:

- Village of Hilton Beach Municipal Office
- Hilton Township Municipal Office
- Hilton Beach General Store
- Island Timber Mart

Parks Updates:

Due to safety concerns and risk management considerations, the playground equipment at Big Point Park has been removed to ensure public safety. A request has been submitted to the MNR for permission to install a tetherball at the park.

Following an inspection at Twin Lakes Park, play structures that did not meet the current safety standards were removed. Plans are underway to repair and/or replace the remaining equipment to ensure public safety and enjoyment.

Landfill Tipping Fees 2026

Half Ton	\$20.00
Single Axle Utility Trailer	\$25.00
Double Axle Utility Trailer	\$50.00
One Ton Double Axle Trailer	\$100.00
Single Axle Dump Trailer	\$50.00
Dump Axle	\$80.00
Dual Axle Dump Truck	\$200.00
Tri-Axle	\$170.00
Commercial Dumpster	\$150.00, \$175.00, \$200.00
Construction Debris	same as above
Batteries	not accepted
Tires	not accepted
Rims	no charge
Fridges & Freezers - tagged; other items with refrigerant	\$15.00
Fridges & Freezers - not tagged	\$75.00
Major Appliances & Hot Water Tanks	\$10.00
Sludge - per load	\$800.00
Shingles	double as above prices

Hilton Union Fire Department

Support Your Fire Department

- Donations to the Hilton Union Fire Department are greatly appreciated and help fund the purchase of firefighting equipment and personal protective gear. Donation receipts can be issued for tax purposes by the Township. Please make cheques payable to Hilton Township and include "Fire Depart. Donation" in the memo line.

Fire Ban Status

- Before lighting any outdoor fire, check whether a fire ban is currently in effect within the Township of Hilton or the Village of Hilton Beach. Fire ban notices are posted on the respective websites and on the sign outside the Municipal Office.

Burn Safely

- Weather and environmental conditions can change quickly. When burning outdoors remember to never leave a fire unattended, keep a suitable means of extinguishment nearby (such as a hose or fire extinguisher) and ensure the fire is completely extinguished before leaving the area.





Hilton Township



September 2026 Newsletter

MUNICIPAL OFFICE

2983 Base Line, Hilton
Beach

Phone: 705-246-2472

Website:

www.hiltontownship.ca

Email:

admin@hiltontownship.ca

Office Hours:

Monday, Wednesday, and
Friday

9:00am to 4:30pm

The office will be closed
Monday, September 7th
for Labour Day and
Friday, September 25th
for training.

2026 Final Taxes

The 2026 Final Taxes are due Wednesday, September 30th, 2026.

Payments can be made through:

- Cheque
- Online banking through your financial institution
- E-transfer to admin@hiltontownship.ca, send a separate email with the security question answer

Please reference your 19-digit Roll Number with all payment methods, as outlined on the bottom of your tax bill.

Please allow 2 to 5 business days for payment processing.

The final tax bill is calculated using the 2026 returned assessment from MPAC (Municipal Property Assessment Corporation) multiplied by the applicable 2026 tax rate. Please retain your final tax bill for income tax purposes, as it shows the annual taxation amount for the current year.

For questions or concerns regarding your property assessment, please contact MPAC at 1-866-296-6722.

2026 Election

Official List of Candidates:

NAME	OFFICE
Mike Garside	Reeve
Gary MacDonald	Councillor
Mike Trainor	Councillor
Keith Fuerth	Councillor
Paula Cormier	Councillor
Michael Fischer	Councillor
Elijah Lederman	Councillor
Laura McRae	Councillor

Visit the Township website at www.hiltontownship.ca/elections/ for upcoming information regarding the election.

Monday, October 26th Voting Day – location to be announced.

Stay Informed:

- Visit the Township's website for up-to-date news, Council meeting minutes, meeting notices, by-laws, policies, and fillable forms.
- If you would like to receive the newsletter by email, please send your request to: britney@hiltontownship.ca

- If you have moved, please request a change of address through our website using the change of address form. Changes to mailing address need to be made in writing.

Cemetery Reminder:

For the safety and comfort of all visitors, please remember that pets should be kept on a leash at all times while in the cemetery. Thank you for helping us maintain a respectful, friendly, and safe environment for everyone.

Safety Reminders:

As the school year begins, please remember to always stop for flashing red school bus lights. Watch carefully for children walking, biking, crossing streets, or waiting for the bus, and use extra caution in school zones.



Hilton Beach Landfill Reminders:

Winter hours
(September 16th - May 14th):
Saturday 10:00am – 3:00pm
Sunday 12:00pm – 4:00pm

Don't forget to have your landfill sticker displayed on your windshield when visiting the landfill.

Landfill Tipping Tickets are available to be purchased with cash only at:

- Village of Hilton Beach Municipal Office
- Hilton Township Municipal Office
- Hilton Beach General Store
- Island Timber Mart

Healthy Aging & Wellness Fair

September 15, 2026
RC Legion Richards Landing
10:30 a.m. - 2:30 p.m.

Free Admission



Please join us at our Healthy Aging &
Wellness Fair!
All ages welcome

CHECK OUT

Learn about health services, social groups, and local clubs.

Caregivers, please bring a friend, shut-in, or older relative out for a fun afternoon.

If you are new to the community, this is a perfect way to learn about the available services and talk face-to-face with providers.



Local Services



Caregiver Resources



Safety Tips



Local Activities



Light Lunch Provided



Resources & Support



PROUDLY HOSTED BY:

North Shore
Health Network



Réseau Santé
Rive Nord



Hilton Union Fire Department

Test Your Smoke Alarms

- ♣ September 28th is Ontario's annual day to test smoke alarms. Take the pledge to test your smoke alarms monthly at <https://www.savedbythebeep.ca/>.
- ♣ Ontario law requires working smoke alarms on every storey of your home and outside all sleeping areas. Make sure your family is protected by testing your alarms regularly and replacing batteries as needed.

Support Your Fire Department

- ♣ Donations to the Hilton Union Fire Department are greatly appreciated and help fund the purchase of firefighting equipment and personal protective gear.
- ♣ Donation receipts can be issued by the Township for tax purposes. To make a donation, please make cheques payable to Hilton Township and include "Fire Dept. Donation" in the memo line.

Fire Ban Status

- ♣ Before lighting any outdoor fire, check your municipalities websites to see whether a fire ban is currently in effect.



Your generous donation
in support of our May
fundraiser was greatly
appreciated.

Together we were able to
give MMH just over
\$112,500 for equipment
and recruitment and
retention.

STI Lions Club

Project Delivery Update

Sault Ste. Marie Area

Ministry of Transportation

May 2026

Ontario 

GWP 5233-21-00

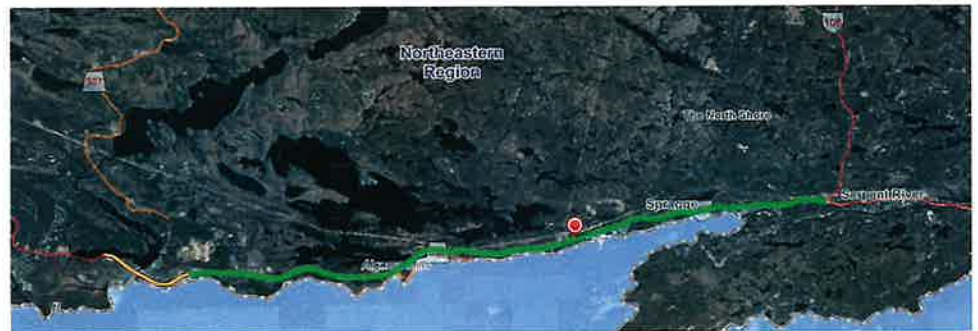
Highway 17 - Hwy 108 to Blind River

Scope

- Pavement rehabilitation (28 km)
- Spragge Creek Culvert
- Marcellius Creek Culvert

Status

- Upcoming Design Project



GWP 5115-20-00

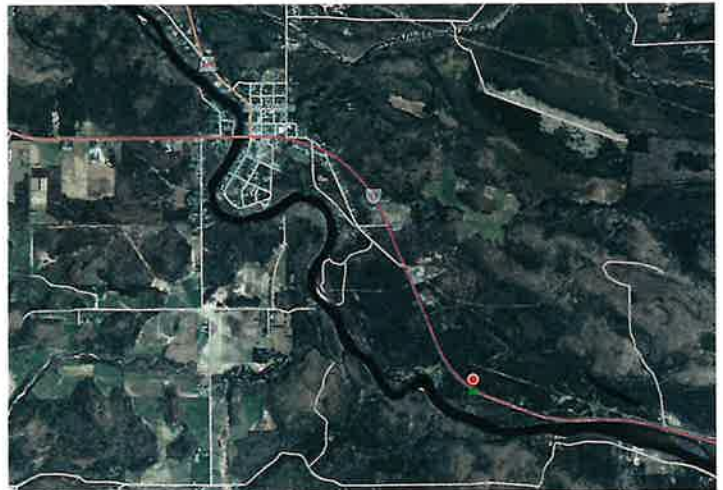
Highway 17 - Everett Lake Tributary Culvert, Iron Bridge

Scope

- Everett Lake Tributary Culvert Replacement

Status

- Detail Design On-Going
- Utility Relocations planned in 2026
- Anticipate construction in 2027/2028 (pending funding / approvals)



GWP 5105-22-00

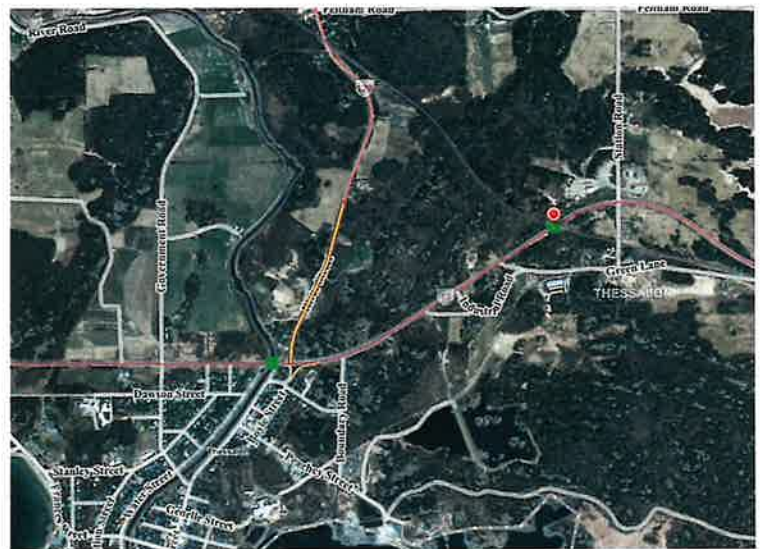
Highway 17 – CP Overhead and Thessalon River Bridge

Scope

- CP Overhead
- Thessalon River Bridge

Status

- Upcoming Design Project



GWP 5037-22-00

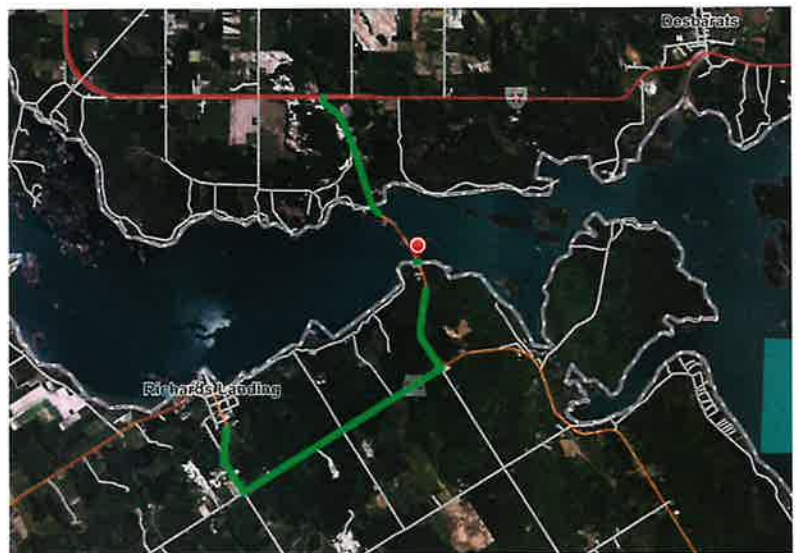
Highway 548 – Hwy 17 to Richards Landing

Scope

- Pavement Rehabilitation
- Munroe Island Bridge Rehabilitation

Status

- Detail Design – Start-up
- Service Provider = LEA Consulting



GWP 5237-21-00

Highway 548 – Hwy 548 to Base Line Rd.

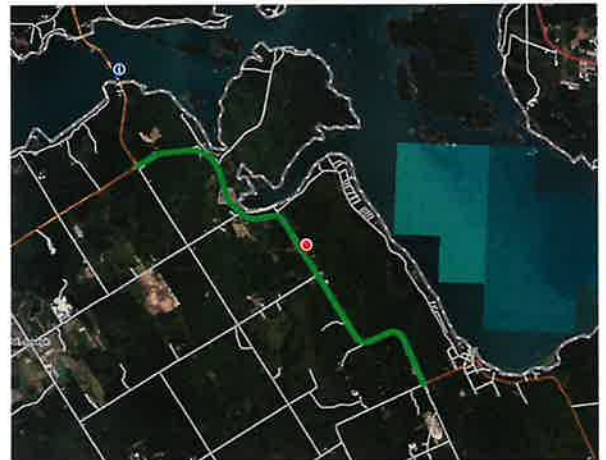
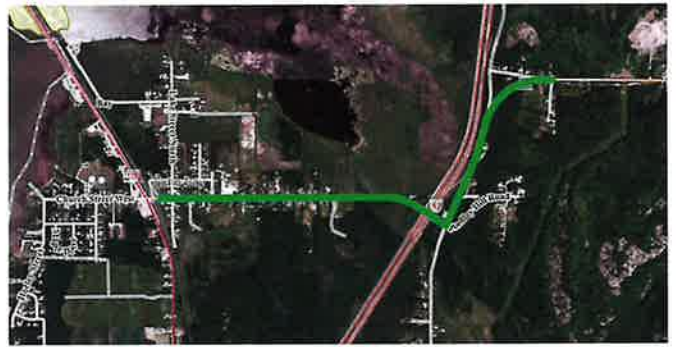
Highway 638 – Lakeview Rd. to Echo Bay

Scope

- Pavement Rehabilitation

Status

- Detail Design – Start-up
- Service Provider = LEA Consulting



GWP 5120-20-00

Highway 638 – Bar River Bridges

Scope

- Bar River Bridge Replacements (x3)
- Guide rail improvements

Status

- Detail Design On-Going
- Anticipate construction in 2027/2028
(pending funding / approvals)



C2023-5001 / GWP 5144-13-00

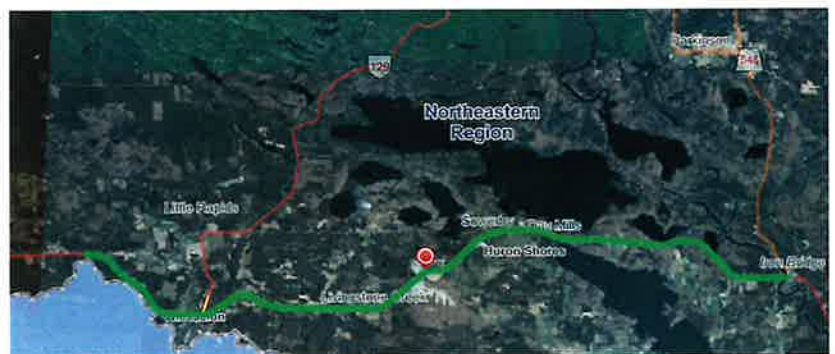
Highway 17 - Thessalon to Iron Bridge

Scope

- Pavement rehabilitation (33 km)
- MacBeth Creek Culvert Replacement
- Ladoucer Creek Culvert Replacement
- Harris Creek Culvert Rehabilitation

Status

- Construction nearing completion
- Anticipate completion in 2026



C2026-5018 / GWP 5116-20-00

Highway 17 – Structural Culvert Rehabilitation & Bridge Replacement

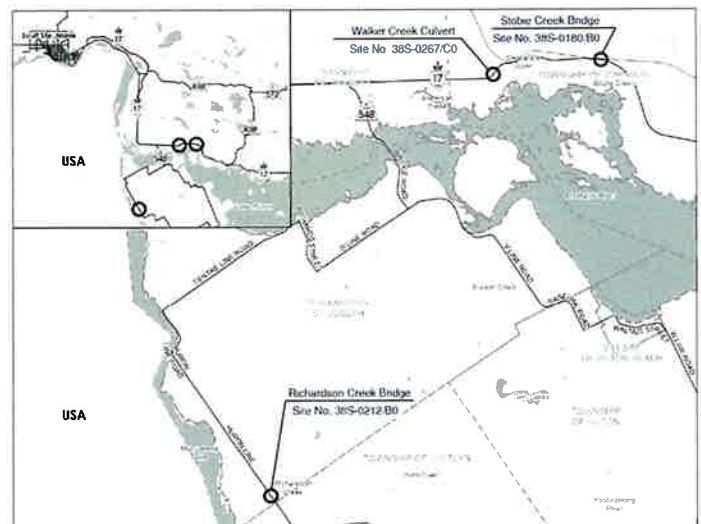
Highway 548 – Bridge Replacement

Scope

- Hwy 17 – Stobie Creek Bridge Replacement
- Hwy 17 – Walker Creek Culvert Rehabilitation
- Hwy 548 – Richardson Creek Bridge Replacement

Status

- Construction anticipated to start in 2026
- Anticipate completion in 2028



C2026-5019 / GWP 5119-20-00

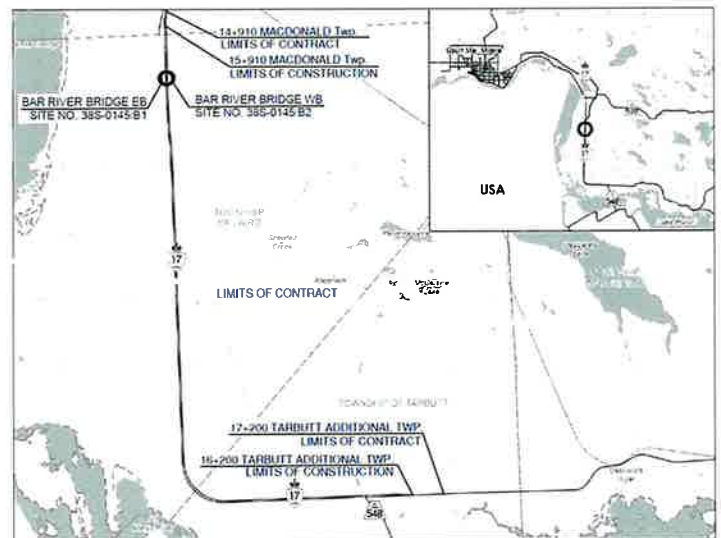
Highway 17 – 1 km east of Hwy 548 westerly 16.8 km

Scope

- Pavement Rehabilitation (16.8 km)
- Bar River Bridge WBL Replacement
- Bar River Bridge EBL Rehabilitation

Status

- Construction anticipated to start in 2026
- Anticipate completion in 2028



C2023-5007 / GWP 5180-13-00

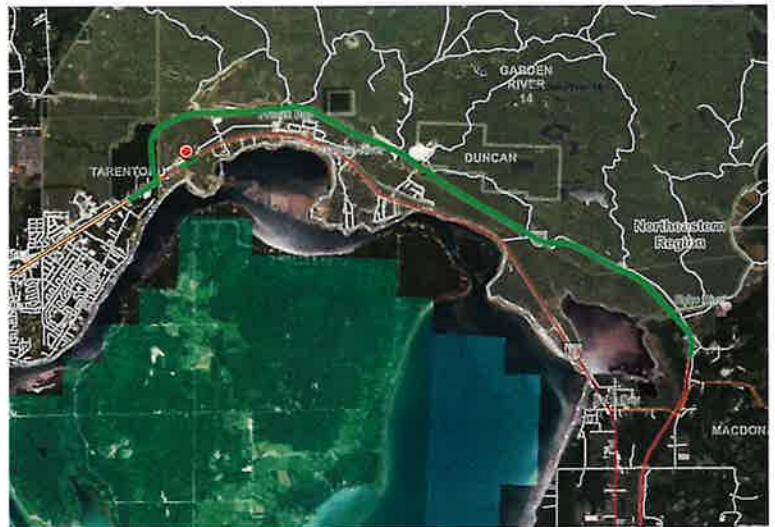
Highway 17 – Garden River to Echo Bay

Scope

- Pavement Rehabilitation (19.5 km)
- Guide rail improvements
- Drainage improvements

Status

- Construction on-going
- Anticipate completion in 2027



C2024-5114 / GWP 5181-13-00

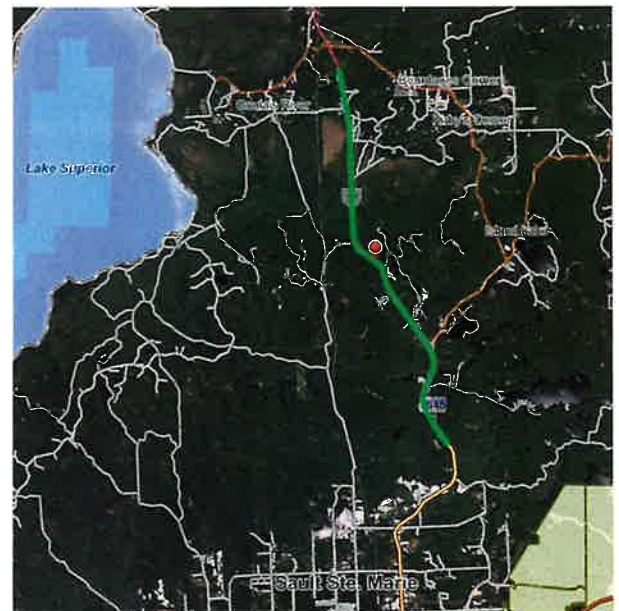
Highway 17 – Sault Ste. Marie Northerly

Scope

- Pavement Rehabilitation (14.7 km)
- Rock hazard removal
- New left-turn lane in Goulais River
- Guide rail improvements
- Drainage improvements

Status

- Construction on-going
 - Night work
- Anticipate completion in end of 2026





580 Second Line East

Sault Ste. Marie, ON P6B 4K1

(705) 759-5081

info@saultcrimestoppers.com

www.saultcrimestoppers.com

Executive Directors

Michael Goodship, CPA, CGA
Chair/Treasurer

Velvet Redmond Harten
Vice-Chair

Directors

Andrew Bessell

Brian Lester

Spencer Sharabura

Coordinators

Cst. Ashley Nickle, OPP
Algoma District
Program Coordinator

Kendra Addison
Sault Ste. Marie
Program Coordinator

Support

Henry Jin
Volunteer Assistant Coordinator

**SAY it
HERE**

January 15, 2026

Partnering to Promote Community Safety in Algoma District

Dear Mayor and Council,

On behalf of Crime Stoppers of Sault Ste. Marie and Algoma District, we are pleased to share that your municipality is receiving Crime Stoppers signage to be installed within your community.

These signs are being provided at no cost to the municipality, as Crime Stoppers has covered the cost of production. Installation supplies and hardware are not included, and we kindly ask that municipalities arrange installation in a manner that works best for their community. We are grateful to our partners at the Ontario Provincial Police (OPP), who are assisting with the distribution of these signs across the Algoma District.

Crime Stoppers is a community-based program that allows residents to anonymously report crime and suspicious activity. Tips can be submitted by phone or online, and anonymity is always protected. In Sault Ste. Marie and throughout Algoma District, Crime Stoppers plays an important role in supporting public safety by encouraging community involvement, assisting law enforcement, and helping to make our communities safer places to live, work, and visit.

We sincerely thank you for your continued support in displaying these signs and helping to raise awareness of Crime Stoppers within your community. Public visibility is key to reminding residents that they can speak up safely and anonymously.

We would also love to see the signs once they are installed. If your municipality shares updates through social media or community newsletters, we encourage you to post about the installation and tag Crime Stoppers of Sault Ste. Marie and Algoma District. It is always rewarding for us to see the signs in action across the region.

Suggested Social Media Caption (Optional):

We're proud to support community safety in *[Municipality Name]* with the installation of new Crime Stoppers signage. Crime Stoppers allows residents to report crime anonymously and helps keep our community safe. Thank you to Crime Stoppers of Sault Ste. Marie & Algoma District for this initiative. If you see something, say something — anonymously.

Thank you again for your partnership and commitment to community safety. Should you have any questions or require additional information, please do not hesitate to contact us.

Signed on behalf of the Board of Directors, volunteers, and staff,

Kendra Addison
Coordinator
Crime Stoppers of Sault Ste. Marie & Algoma District
Phone: (705) 759-5081
Email: kendra@saultcrimestoppers.com

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CORPORATION OF THE TOWNSHIP OF HILTON			
Payment Voucher July 2026			
NAME	DESCRIPTION	AMOUNT	CHEQUE #
AMCTO Zone 7	Fall Council Orientation conference registration	\$750.00	14563
Everest Equipment Co.	Reversible plow - skid shoes	\$2,950.20	14564
Gilbertson Enterprises	Gravel for parking in front of cemetery	\$2,585.01	14565
Kentvale Merchants Ltd.	Pick-up gas, shop supplies, parks/cemetery gas, building maintenance supplies, chainsaw chain	\$892.35	14566
Lyons TIM-BR Mart	Building maintenance supplies	\$39.26	14567
MPAC	Quarterly billing	\$4,730.43	14568
Pollard Distribution Inc.	Liquid calcium chloride	\$7,214.64	14569
UAP Inc. (Traction)	Shop supplies	\$102.08	14570
Algoma District Services Admin Board	July municipal levy	\$29,520.50	14571
Ironside Consulting Services Inc.	HR services	\$106.28	14572
Hicks Morley Hamilton Stewart Storie LLP	HR Legal fees (2025 & 2026)	\$13,126.10	14573
BDO Dunwoody LLP	Final 2025 audit fees	\$7,798.70	14574
Canada Revenue	June source deductions	\$7,460.47	14575
EncompassIT.ca	Monthly back up, server back up, emails, website, managed cemetery, tech support, wifi equipment	\$2,003.25	14576
Melissa Sheridan	Playground inspection at Twin Lakes	\$565.00	14577
Ministry of Finance	May policing	\$7,952.00	14578
Algoma Office Equipment	Photocopier contract	\$48.94	14579
Algoma Power Inc.	June power	\$341.02	14580
Bell Canada	June Telephone (Office and garage)	\$343.45	14581
CSP Du Grand Nord de l'Ontario	French Public School Levy	\$84.15	14582
Matthews Memorial Hospital Association	Donation	\$1,500.00	14583
Matthews Memorial Hospital Association	Physician recruitment	\$1,500.00	14584
MSR Tire Ltd.	Tractor tires (x2)	\$1,188.08	14585
St. Joseph Horticultural Society	Donation	\$350.00	14586
St. Joseph Island Township	Recreation donation	\$750.00	14587
Equitable	July Premiums	\$2,118.21	Auto payment
Payroll	Payroll July 1-15, 2026 (CBO June)	\$8,357.19	AFT
Payroll	Payroll July 16-31, 2026	\$8,277.96	AFT
Rod Wood	July Council honourarium	\$332.00	AFT
Bob Hope	July Fire Chief honourarium	\$200.00	AFT
OMERS	July pension contributions	\$4,554.38	AFT
NCU Visa	July Statement - Internet, roads cell phone, Adobe membership, office supplies, office maintenance, truck maintenance supplies, chip for tar, postage, admin training, and Fire Dept. give-aways)	\$1,798.62	Online payment
Total:		\$119,540.27	

CORPORATION OF THE TOWNSHIP OF HILTON			
Payment Voucher August 2026			
NAME	DESCRIPTION	AMOUNT	CHEQUE #
Algoma District Services Admin Board	August municipal levy	\$29,520.50	14588
Bell Canada	July Telephone (Office and garage)	\$338.23	14589
EncompassIT.ca	Monthly back up, server back up, emails, website, and tech support	\$764.85	14590
Kentvale Merchants Ltd.	Pick-up gas, shop supplies, parks/cemetery gas, park supplies, office maintenance, and sand shed maintenance	\$1,149.36	14591
Lyons TIM-BR Mart	Building maintenance supplies	\$398.16	14592
Ministry of Finance	June policing	\$7,952.00	14593
Mogul Power - Generac SSM	Generator maintenance	\$480.93	14594
P.S.E.C.N. AlarmCap	Security system contract (Aug. to Oct.)	\$169.33	14595
Pioneer Construction Inc.	Cold patch	\$1,321.20	14596
UAP Inc. (Traction)	Shop supplies	\$183.12	14597
Canada Revenue	July source deductions	\$6,762.92	14598
Algoma District School Board	2025 reconciliation	\$352.74	14599
Algoma Office Equipment	Photocopier contract	\$46.94	14600
Algoma Power Inc.	July power	\$393.85	14601
VOID	Incorrect amount	\$0.00	14602
Cloudpermit	Building permit software	\$2,825.00	14603
Ironside Consulting Services Inc.	Human resources services	\$161.03	14604
Island Arboriculture	Cemetery tree removal	\$1,130.00	14605
Island Clippings	Full page ad for CBO services	\$158.20	14606
City View Specialty Vehicles	Fire hose (Fire Dept.)	\$2,599.00	14607
City View Specialty Vehicles	Purchase of pumper-tanker truck (Fire Dept)	\$155,036.00	Certified Cheque
Equitable	August Premiums	\$2,118.21	Auto payment
Payroll	Payroll August 1-15, 2026 (includes 3.75 hrs OT Admin)	\$9,576.41	AFT
Payroll	Payroll August 16-31, 2026 (includes 3hrs OT Admin)	\$8,332.30	AFT
Rod Wood	August council honourarium	\$396.00	AFT
Bob Hope	August Fire Chief honourarium	\$200.00	AFT
Brant Coulter	August BLEO hours and mileage	\$119.16	AFT
OMERS	August pension contributions	\$4,873.60	AFT
WSIB	Apr. 1 - June 30, 2026 premiums	\$3,011.86	EFT
NCU Visa	August Statement - Internet, roads cell phone, Adobe membership, office supplies, office maintenance, postage, job advertising, shop tools, shop supplies, and CVOR renewal	\$1,287.03	Online payment
	Total:	\$241,657.93	

\$241,657.93