

THE CORPORATION OF THE TOWNSHIP OF HILTON

A G E N D A-With Addendum

Regular Meeting of Council

October 14, 2026 – 7:00 pm

Council Chamber - Hilton Township Municipal Building

1. Call to Order
2. Declarations of Pecuniary Interest
3. Motion to Accept Agenda as presented
4. Delegations: Recreation Committee Members: Dale Kingsley, Penny Wood, Donna Smith
*Two Delegation Request Forms included: First submission and second submission upon request for further details.
5. Approval of Minutes
 - a) Regular meeting of September 16, 2026
 - b) Closed meeting of September 16, 2026
6. Roads/Public Works
 - a) Road Superintendent Updates
 - b) By-Law 1530-26 Use and Care of Roads By-Law
 - c) Staff Report DR-2026-10-14-PSU: Parks Status Updates
7. Fire/Emergency Management
 - a) Request for Bids-Fire Tanker
8. Building/By-Law Enforcement
 - a) Building Permit Fees Collected vs Costs Incurred
 - b) Memo: CBO Update
9. Planning
 - a) Planning Board unaudited Statement of Operations
 - b) Motion to Schedule Public Meeting Re Zoning Amendment Application
10. Cemetery
 - a) Grace United Cemetery Notice
 - b) Memo: Cemetery Signage
11. Administration
 - a) Staff Report DR-2026-10-14-CACA: CACA Meeting
 - b) Staff Report DR-2026-10-14-COT: Council Orientation Training
 - c) By-Law 1531-26 Trailer By-law, Trailer Permit and Set Fine Schedule
 - d) By-Law 1532-26 Travel Expenses Policy By-Law
 - e) Staff Report: CR-2026-10-14-PBY regarding Procedural By-Law-updates
 - f) By-Law 1533-26 Procedural By-Law
 - g) Draft Landfill Committee Meeting Minutes from September 23, 2026

12. Correspondence
 - a) Letter of Appreciation from Mr. Paul Milosevich
 - b) Hilton Township October 2026 Newsletters
 - c) Museum unaudited Statement of Operations

13. Expenditures
 - a) September 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* regarding an ongoing matter involving the municipality.

15. Return to Open Session

16. Council Offboarding

17. Confirmatory By-law

18. Adjourn

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- rec'd Oct 2, 2026
- requested more details on Oct 2.

The Corporation of the Township of Hilton

Schedule "A" to By-Law No. 1421-24

Delegation Request Form

Date of Meeting you wish to attend: Oct 14, 2026

Name of Person(s) wishing to make presentation: Dele Kingsley, Penny Wood & Donna Smith.

Title/Position, if applicable: _____

Group/Organization Delegation Represents, if applicable: Hilton Township Rec Comm.

Discussion Topic: Relocation

Action/Decision being Requested: Communication between council & committee

Additional Comments, if applicable: email sent to council

Signature: Dele Kingsley

If you wish to submit any additional documents to present to Council at the meeting, please include them with your submission.

If you require assistance completing this form, please contact: admin@hiltontownship.ca

Note: Pursuant to the Procedural By-law, delegations may be heard by Council. Matters that, in the opinion of Council, are not within their legislative authority to control, or are repetitive in nature, may be declined. Requests for inclusion must be received in writing, on this form, no later than seven (7) days prior to the scheduled meeting.

2

- rec'd Oct 6, 2026

The Corporation of the Township of Hilton

Schedule "A" to By-Law No. 1421-24

Delegation Request Form

Date of Meeting you wish to attend: Oct 14, 2026

Name of Person(s) wishing to make presentation: Dale Kingsley, Penny Wood, Donna Smith

Title/Position, if applicable: _____

Group/Organization Delegation Represents, if applicable: Hilton Township Recreation Committee

Discussion Topic: Rec committee - relocation, we would like council to hear our voice / concerns

Action/Decision being Requested: Better communication between HTRC & council. We would like an audience with council.

Additional Comments, if applicable: Our email to council was very specific. Since then we have received a second 6 pg letter.

Signature: Dale Kingsley - please accept the 1st Delegation request form with Penny Wood & Donna Smith signatures.

If you wish to submit any additional documents to present to Council at the meeting, please include them with your submission.

If you require assistance completing this form, please contact: admin@hiltontownship.ca

Note: Pursuant to the Procedural By-law, delegations may be heard by Council. Matters that, in the opinion of Council, are not within their legislative authority to control, or are repetitive in nature, may be declined. Requests for inclusion must be received in writing, on this form, no later than seven (7) days prior to the scheduled meeting.

THE CORPORATION OF THE TOWNSHIP OF HILTON

MINUTES

Regular Meeting
September 16, 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

Absent:

The meeting was called to order at 6:59 p.m.

There was no pecuniary interest declared.

Resolution 2026-168
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for September 16, 2026, with addendum. *CARRIED*

Resolution 2026-169
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the regular council meeting of July 8, 2026. *CARRIED*

Resolution 2026-170
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the special council meeting of August 12, 2026. *CARRIED*

Resolution 2026-171

Moved: Dave Leask

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the regular council meeting of August 24, 2026. *CARRIED*

Resolution 2026-172

Moved: Mike Garside

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the closed council meeting of August 24, 2026. *CARRIED*

Road Superintendent/Public Works Foreman Updates

- Roadside cutting, brushing, and patching is ongoing.
- Damage at the P Line corner caused by heavy truck traffic was inspected and repaired using tar-and-chip. The section of the P Line connecting to Base Line was also reinforced.
- Repairs are underway on Canoe Point Road. A 17-tonne excavator was rented to remove a large boulder protruding through the road and to repair the culvert.
- While the excavator is available, ditching will be carried out along Canoe Point Road and Soo Mill Road.
- The culvert on the Township-owned portion of Soo Mill Road will be replaced to address the annual spring issue of water flowing over the road.
- Winter sand has been delivered and mixed with salt in preparation for the winter season.

Council reviewed Staff Report DR-2026-09-16-TRA titled Trapping Course. A discussion took place regarding whether it would benefit the Township for Mr. Dan See to attend the Trapping Course and maintain his trapping license in order to extinguish nuisance beavers. Mr. See expressed a lack of interest in obtaining his license as the course is held on weekends and there are numerous other resources that are available to trap any nuisance beavers.

Resolution 2026-173

Moved: Dave Leask

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report DR-2026-09-16-TRA, titled Trapping Course;

AND THAT Council considers it unnecessary for the Road Superintendent/Public Works Foreman, Mr. Dan See to obtain his trapping license;

AND THAT Staff shall continue to resource alternative trapping services to correct nuisance beaver activity within the Township of Hilton, when deemed necessary. *CARRIED*

Council received Staff Report CR-2026-08-16-PRK, titled Parks Updates. The report included a status update regarding the required Twin Lakes and Big Point Park.

Resolution 2026-174
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report CR-2026-08-19-PRK, titled Parks Updates;

AND THAT the weekly park maintenance and inspection checklists for Big Point Park and Twin Lakes Park be implemented by the Public Works Department effective immediately. *CARRIED*

Resolution 2026-175
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does authorize staff to purchase the required equipment and replacement parts, in the amount of \$5,794.64, to repair the playground equipment at Twin Lakes Park as per the recommendations in the Inspection report received by CRCS Recreation. *CARRIED*

Resolution 2026-176
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does authorize staff to proceed with the purchase of the Dragonfly for \$5,813 to be installed as an additional playground structure at Twin Lakes Park. *CARRIED*

Resolution 2026-177
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does authorize staff to proceed with the purchase and installation of the required soft safety surfacing at Twin Lakes Park, in the amount of \$3,600.00. *CARRIED*

Resolution 2026-178
Moved: Janet Gordanier
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does authorize staff to purchase three 8' heavy duty picnic tables in the amount of \$1,345 each to be placed where required at Big Point Park and Twin Lakes Park. *CARRIED*

Resolution 2026-179
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does authorize staff to transfer the necessary funds from the available Parks Reserve funds for the balance of the parks expenses accordingly. *CARRIED*

Council reviewed a memorandum regarding the municipal office generator. A representative from Veteran Electric inspected the existing generator and advised that it would not be sufficient to operate the water pump located in the roads garage. It was suggestion that additional generators be installed at the roads and fire hall to ensure that heat and running water would be available in the event of a power outage. Staff were asked to monitor available grant opportunities to assist with the installation of additional generators.

Council reviewed a memorandum regarding the gardens at the municipal office that explained that the gardens were required to be removed due to water leakage into the building. 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.

Council reviewed the draft Use and Care of Roads By-law.

Resolution 2026-180
Moved: Dave Leask
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the draft Use and Care of Roads By-Law. *CARRIED*

Council reviewed the Hilton Union Fire Board minutes from the meeting on May 20, 2026.

A memorandum regarding Fire Department updates was reviewed and Council was advised that the Fire Department Barbeque was well attended.

Council reviewed Staff Report regarding the draft Fire Department Travel Expenses Policy including the HUFB resolution and draft policy. The Hilton Union Fire Board recommended that the policy include Section 4.1.6. reimbursed at the provincial average per kilometre, Section 5 correct spelling of accommodation, add a daily limit of \$50/day for food and drink; and to remove food and drink from ineligible expenses. There was a discussion regarding whether there should be a reimbursement for

meals as the Township's policy does is not consistent with this suggested draft. Council agreed that further amendments should be recommended to the Hilton Union Fire Board for consideration.

Resolution 2026-181
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does 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:

- Use google maps to calculate kilometres;
- Use CRA standards for kilometre reimbursement;
- Meals - per diem: breakfast \$15, lunch \$15, and dinner \$20.

CARRIED

There was suggestion to start a fire reserve account for travel expenses to be included in the 2027 budget.

Resolution 2026-182
Moved: Mike Garside
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive the recommendation from the Hilton Union Fire Board to declare the 2001 Sterling Tanker surplus to the needs of the Hilton Union Fire Department;

AND THAT Council deems it advisable to dispose of the 2001 Sterling Tanker, as it is no longer required for municipal purposes;

NOW THEREFORE BE IT RESOLVED THAT Council declare the 2001 Sterling Tanker, VIN #2FHAWAK71AH497092 as surplus to the needs of the Hilton Union Fire Department;

AND THAT the 2001 Sterling Tanker be offered 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;

AND THAT the staff be authorized to take all necessary actions to complete the sale of the 2001 Sterling Tanker to be offered on an "as-is, where-is" basis with a sale price of \$10,000 including HST or best offer;

AND THAT any proceeds from the sale be deposited into the appropriate Fire Department account.
CARRIED

Resolution 2026-183
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive the recommendation from the Hilton Union Fire Board to 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 Council agrees to the Hilton Union Fire Board's recommendation that the Hilton Union Fire Department continue to utilize the jointly shared compressor with the Township of Jocelyn;

AND THAT the repair costs in the amount of \$4,745.63, representing the Hilton Union Fire Department's 50% share of the quoted repairs to be included in the 2027 budget in addition to the annual shared maintenance and repair costs. *CARRIED*

Resolution 2026-184
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the donation of \$100.00 from Mrs. Catherine Blackburn, with the funds to be directed to the Hilton Union Fire Department. *CARRIED*

Council reviewed the Building Permit Fees Collected vs Costs Incurred to date along with a memorandum regarding CBO updates. The memo explained that all new building applications, and open permits have been submitted to RSM Building Consultants for review, and the inspection process is underway. Once the new process of directly submitting applications through the new online Cloudpermit program, notice will be posted to the Township's website.

Resolution 2026-185
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does hereby move into Public Meeting at 8:22 p.m. pursuant to the *Planning Act* for the purpose of hearing support and/or objections for:

- 1) A zoning amendment regarding property located at CON W LOT 11, municipality knowns as 4292 W Line in Hilton Beach;

- a) 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* and;
 - b) to review an amendment to the above noted application to include a minor variance to reduce the required front setback from 33 feet to 28 feet and;
- 2) Purchase of two shore road allowances lying directly 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 Road. *CARRIED*

Reeve Wood asked the members of the public in attendance if there was anything they wished to speak to regarding the zoning amendment or the purchase of the shore road allowances. No comments or submissions were received.

Council received Staff Report CR-2026-09-16-ZBA titled Zoning By-law Amendment. The report indicated that 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.

Ms. Church 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.

Resolution 2026-186
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report CR-2026-09-16-ZBA, titled Zoning By-Law Amendment re 4292 W Line CON W LOT 11;

AND THAT Council agrees that the amendment to the application to include a minor variance to reduce the required front setback from 33 feet to 28 feet shall be acceptable without further public notification.
CARRIED

Resolution 2026-187
Moved: Janet Gordanier
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. 1520-26; being a by law to amend Zoning By-Law No. 1025-11, Section 4.1.2.1. specific to property located at Concession W, Lot 11; municipally known as 4292 W Line in Hilton Beach, Ontario;

AND THAT the amendment allow the erection of two (2) detached accessory structures (garages) to be located within the front yard of the subject property;

AND THAT the amendment include Section 7.1., Table B1 – Residential Zone Standards, to reduce the minimum required front yard setback for the subject property from 10.0 metres (33 feet) to 8.5 metres (28 feet), to permit the proposed two (2) detached accessory structures. *CARRIED*

Resolution 2026-188
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 of By-Law No. 1521-26; being a by-law to close, stop-up and sell part of the original shore road allowance lying in front of Lot 12, Concession Z, also being in front of Lot 27, Registered Plan H-608, being Part 1 of Plan 1R-14368. *CARRIED*

Resolution 2026-189
Moved: Mike Garside
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does give first, second and third and final reading of By-Law No. 1522-26; being a by-law to close, stop-up and sell part of the original shore road allowance lying in front of Lot 12, Concession Z, also being in front of Lot 28, Registered Plan H-608, being Part 2 of Plan 1R-14368. *CARRIED*

Resolution 2026-190
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does declare the public meeting closed and returns to open session at 8:28 p.m. *CARRIED*

Council reviewed Staff Report 2026-09-16-AZA, titled Application for Zoning Change, regarding the property located on the P Line.

The report advised that, following direction provided at the August 24, 2026 regular Council meeting, the Township's By-Law Enforcement Officer had inspected the property in relation to an alleged zoning contravention. A notice had not been issued, as the Township subsequently received an Application for a Zoning Change dated September 3, 2026. A commercial entrance permit application was also received and remained under review by the Road Superintendent.

Council was advised that one written submission opposing the proposed Zoning By-law Amendment had been received and was signed by four individuals.

Mr. Mike Jagger, Administrator/Secretary-Treasurer of the St. Joseph Island Planning Board, reviewed the application and advised that the application did not provide sufficient detail regarding the specific zoning provisions proposed to be changed or the nature of the requested amendment. Mr. Jagger noted that the application incorrectly referenced By-law 1487-26, which is the Township's entrance permit by-law and is not the Zoning By-law.

Mr. Jagger further advised that the proposed use, described as a commercial entrance for trucks hauling firewood logs, is not a zoning use. He noted that the information provided appeared to indicate that the intended use may involve commercial firewood processing and/or a sawmill, neither of which is currently permitted in the RU (Rural) Zone. He advised that, depending on the intended use, Council could consider a zoning amendment to establish a definition and permitted use for a commercial firewood processing facility, potentially permitting such use in the M1 (Light Industrial) Zone and rezoning the subject property accordingly. Related equipment and log storage could be considered accessory uses.

Mr. Jagger also advised that, if the proposed use is intended to be temporary, a Temporary Use By-law may be an appropriate process. He recommended that the application be revised to clearly identify the requested zoning change and the intended use. He further advised that an Official Plan Amendment would not be required for a zoning change of this nature.

Resolution 2026-191
Moved: Mike Garside
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report 2026-09-16-AZA, titled Application for Zoning Amendment including recommendations provided by Mr. Mike Jagger, Administrator/Secretary-Treasurer of the St. Joseph Island Planning Board;

AND THAT Council does approve in principle, the application submitted by Mr. Chad Stevens for a zoning by-law amendment from Rural (RU) to Light Industrial (M1) specific to property located at Concession 15, Lot 2, on the P Line, owned by Ms. Mary Stevens to allow for commercial equipment and firewood processing;

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

AND FURTHER THAT staff is directed to proceed with the public notice requirements once the application revisions are received. *CARRIED*

Council reviewed a memorandum regarding the tree removal at the Grace United Cemetery which explained that in July, a large limb from a maple tree at the cemetery fell across the driveway and fortunately, did not cause any damage.

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.

Resolution 2026-192
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the donation of \$500.00 from Mr. John Swann, with the funds to be directed to the Grace United Cemetery funds.
CARRIED

Council reviewed staff report regarding the Grace United Cemetery and BAO Info. The report explained that recently a CUC 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 was presented to Council in the report:

"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.”

Resolution 2026-193

Moved: Dave Leask

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report CR-2026-08-19-GUC, titled Grace United Cemetery/BAO Info. *CARRIED*

Council reviewed an article titled The Dirt on Cemeteries by Crystal Forrest, PhD, and Darren Denomme for information which explained the obstacles the Municipalities often face when a cemetery is declared abandoned.

Council reviewed a memorandum regarding Cemetery Safety and Dog Leashing. The memo explained that 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.

The memo included a reminder that Visitors should 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.

Council suggested that staff obtain proper signage to be posted at the cemetery gate.

The Compliance Audit Joint Committee By-Law and terms of Reference were reviewed by Council.

Resolution 2026-194
Moved: Janet Gordanier
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. 1523-26; being a by-law to authorize the Township of Hilton to participate in a Compliance Audit Joint Committee for Central Algoma Area Municipalities. *CARRIED*

Council reviewed the Clean Yards By-Law.

Resolution 2026-195
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 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. *CARRIED*

Council reviewed the Tree Canopy Policy.

Resolution 2026-196
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. 1525-26; being a by-law to adopt a Tree Canopy Policy. *CARRIED*

Council received a staff report regarding laptops. The report explained that Councillor Mike Garside's Township-issued laptop ceased functioning and has been determined unrepairable. The report also indicated that the 2026 Municipal Budget included \$16,000 for the purchase of replacement laptops for the Township's expired units, and the approved funding is to be transferred from the COVID-19 Safe Restart Fund as the purchase meets the eligibility of the grant.

Resolution 2026-197
Moved: Janet Gordanier
Seconded: Mike Trainor

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

AND THAT Council declares the one unrepairable Township-issued Council laptop with serial number MP1Y7Z*D as surplus to the needs of the municipality and authorize staff to dispose of the equipment.
CARRIED

Council received a recommendation from the Personnel Committee regarding a Township-owned laptop that was provided to St. Joseph Township on loan to be used by the shared Chief Building Official. Since the Chief Building Official has resigned from the Township of Hilton, the Personnel Committee recommended that Council consider declaring the laptop surplus to the needs of the Township and sell it to St. Joseph Township.

Resolution 2026-198
Moved: Mike Garside
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive the recommendation of the Personnel Committee to declare the 2023 Lenovo ThinkBook laptop surplus to the needs of the municipality and offer the laptop for sale to the Township of St. Joseph for Chief Building Official use at a price of \$500 plus taxes;

AND THAT Council hereby declares the 2023 Lenovo ThinkBook laptop surplus to the needs of the municipality;

AND THAT staff is authorized to take the necessary steps to process the sale and transfer of the laptop to the Township of St. Joseph for \$500 plus taxes. *CARRIED*

Council reviewed Staff Report CR-2026-09-16-REC, titled Recreation Committee Party Re-Location. The report advised that the Recreation Committee hosts annual Easter, Hallowe'en, and Christmas parties for children, which have been held at the Hilton Township Municipal Office and typically attract approximately 30 to 50 children and parents.

Council was advised that the Municipal Office is undergoing renovations and that the events have resulted in additional wear, damage, and cleaning requirements. The report recommended relocating the parties to the Hilton Beach Community Hall, which would provide additional space and improved accessibility, while helping to protect the Township's recent and planned improvements to the Municipal Office.

The Village of Hilton Beach was contacted regarding use of the Community Hall, and Clerk-Treasurer Myra Eddy confirmed that 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. 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. The letter that was previously received by Mayor Bob Hope was included for review.

Resolution 2026-199
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive report CR-2026-09-16-REC, titled Recreation Committee Party Re-location;

AND THAT Council agrees that the Municipal Township office is no longer a suitable location for the Recreation Committee to host children's parties;

AND THAT the Recreation Committee make arrangements to hold their events at the Hilton Beach Community Hall or alternate suitable location effective immediately. *CARRIED*

Council discussed Staff Report DR-2026-09-16-TBU titled Trailer By-law Updating. The report indicated that there have been a number of inquiries regarding the number of trailers permitted on a property inside and outside of built-up areas in accordance with lot size, the four-month occupancy restriction, and the ownership of trailers in built-up areas that may need to be clarified in the by-law. The report also explained that the Township required trailer permits in the past but no longer requires them. The requirement of permits would allow staff to collect information necessary to determine by-law compliance and ownership.

Council suggested the by-law be updated to include a maximum of four (4) trailers per lot considering that a fifth trailer would be considered a campground according to the Zoning By-law, extend the length of time a trailer can be occupied from four (4) months to sixth (6) months and to reinstate the trailer permit. It was suggested that there would be no permit fee initially to allow an adjustment period; however, the fee may need to be re-visited at a later date.

Resolution 2026-200
Moved: Dave Leask
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does receive Staff Report DR-2026-09-16-TBU, titled Trailer By-Law Updating;

AND THAT Staff is directed to amend the Trailer by-law accordingly to be presented at the subsequent Council meeting. *CARRIED*

Council viewed the Notice of Acclamation of Reeve and Official List of Candidates for information.

Council viewed the Notice of Acclamation to Office for the school boards.

Ms. Britney MacKay, Deputy Clerk-Treasurer, took the prescribed oath and, pursuant to the *Municipal Elections Act, 1996*, was appointed by the Clerk as Deputy Returning Officer (DRO) for the 2026 Municipal Election..

Council received Staff Report CR-2026-09-16-VL titled Voting Location. The report explained that the Township must 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.

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*.

Resolution 2026-201
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. 1526-26; being a by-law to establish voting places for the 2026 Municipal Election for the Township of Hilton. *CARRIED*

Council reviewed a draft Travel Expenses Policy for Staff which includes provisions of meal allowance. Council recommended that the new travel expense policy include the same recommendations as the

Hilton Union Fire Department's which includes use google maps to calculate kilometres, CRA standards for kilometre reimbursement, and meals - per diem of breakfast \$15, lunch \$15, and dinner \$20.

Resolution 2026-202
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the draft Travel Expenses Policy for the purpose of establishing consistent guidelines for the authorization, eligibility, and reimbursement of travel-related expenses incurred while conducting authorized Township business.

CARRIED

A memorandum was reviewed by Council regarding Municipal Office Flooring. The memo explained that 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.

Confirmatory By-Laws for previous personnel committee meetings were passed in accordance with the *Municipal Act, 2001*.

Resolution 2026-203
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. 1527-26; being a by-law to confirm the actions and decisions of the Personnel Committee Meeting held on August 6, 2026. *CARRIED*

Resolution 2026-204
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. 1528-26; being a by-law to confirm the actions and decisions of the Personnel Committee Meeting held on August 12, 2026. *CARRIED*

Payment vouchers for the months of July and August 2026 were reviewed.

Resolution 2026-205
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the payment of the Township bills for the month of July 2026 in the amount of \$119,540.27 as per the attached payment voucher. *CARRIED*

Resolution 2026-206
Moved: Dave Leask
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the payment of the Township bills for the month of August 2026 in the amount of \$241,657.93 as per the attached payment voucher. *CARRIED*

Resolution 2026-207
Moved: Mike Garside
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does move into closed session at 9:28 p.m. in accordance with:

The Municipal Act section 239 (2) 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 2026-208
Moved: Dave Leask
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does return to open session at 9:35 p.m. *CARRIED*

Resolution 2026-209
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. 1529-26; being a by-law to confirm proceedings of this meeting.
CARRIED

Resolution 2026-210
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 9:37 p.m. Council to meet again at the Hilton Township Municipal Office on Wednesday, October 14, 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

BY-LAW NO. 1530-26

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 WEHREAS 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 14 day of October, 2026.

Rodney Wood, Reeve

Sara Dinsdale, CAO/Clerk-Treasurer



Staff Report: DR- 2026-10-14-PSU
Subject: Parks Status Updates
Prepared by: Britney MacKay, Deputy Clerk-Treasurer
Edited by: Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: Oct. 14, 2026
Regular Council Meeting

Background

At the September 16, 2026, meeting Council passed resolutions to authorize staff to:

- Order the replacement parts required to repair the play equipment at Twin Lakes Park;
- Order a new Dragonfly play structure;
- Order soft safety surfacing; and
- Order three (3) replacement picnic tables to be placed at Big Point Park and Twin Lakes Park.

Summary

The replacement parts and new Dragonfly play structure for Twin Lakes Park have been ordered and are expected to arrive this month. Mr. Dan See, Road Superintendent/Public Works Foreman, will coordinate the installation at his discretion, weather permitting, and when site conditions are suitable for the work to be completed safely and efficiently.

The sand surfacing beneath the smaller swing set has also undergone the necessary work to ensure that the depth of the soft screened surfacing meets the required 12-inch depth.

Upon direction by Council for staff to purchase three heavy-duty picnic tables, the supplier provided an updated price that included a \$1,008.75 Canada surcharge. Although the supplier is a Canadian company, the picnic tables are sourced from the United States. Staff are currently obtaining quotes for Canadian made picnic tables in accordance with the *Buy Ontario Act* to determine whether a more cost-effective option is available.

Staff also reviewed the Township's Accessibility Policy and noted that 20% of picnic tables at Township parks are required to be accessible. As a result, staff will obtain quotes for accessible, heavy-duty picnic tables and a report will be submitted to Council with updated pricing for consideration with the 2027 municipal budget.

The washrooms at Twin Lakes have been closed for the season.

Recommendation

THAT Council receive report DR-2026-10-14-PSU, titled Park Status Updates, for information.



Hilton Union Fire Department

REQUEST FOR BIDS

SALE OF SURPLUS EQUIPMENT

On behalf of the Hilton Union Fire Department, the Corporation of the Township of Hilton will accept sealed bids until Friday, October 16, 2026, at 4:00 p.m. for the sale of the following surplus equipment:

2001 Sterling Plow modified to be a Fire Tanker

Mileage: 135,249 km

Engine Hours: 7,020

Fire hoses not included

The above item is being sold "as is" and "where is" for \$10,000.00 or best offer.

For additional information or to view the truck, please contact:

Robert Hope, Fire Chief

Telephone: 705-971-6489.

Bids must include HST.

Bids must be addressed to Sara Dinsdale, CAO/Clerk-Treasurer and dropped off in a **sealed envelope** at the address below:

The Corporation of the Township of Hilton

2983 Base Line

Hilton Beach, ON P0R 1G0

Only the successful bidder will be contacted.

The highest or any bid may not necessarily be accepted.



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 525600/525620

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/Glen Irwin, CBO, wages

Month	Permit Fees Collected	Costs	Mileage	Difference
August	346.04	2,544.00		2,197.96
September		3,981.98	127.44	4,109.42
October				0.00
November				0.00
December				0.00

15,910.46

10,820.16

1,052.83

-4,037.47

Actual Net Cost to date 2026

11,872.99

Total Inspection/ and Mileage Costs

Historical FYI:

2026	15,910.46	11,872.99
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:

-4,037.47

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 Update
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: Oct. 14, 2026
Regular Council Meeting

For Building Permit and Zoning inquiries please reach out to RSM Building Consultants:

email: info@rsmbuildingconsultants.com

phone: [519-496-1434](tel:519-496-1434)

To apply for a permit:

Before starting your next construction, renovation, or building project in the **Township of Hilton**, you may be required to obtain a building permit in accordance with the **Ontario Building Code (OBC)**.

To simplify the permit process, the Township uses **Cloudpermit**, an online building permit management system that allows you to:

- Submit building permit applications online, anytime and from anywhere.
- Save your application and return to complete it later.
- Track the status of your application in real time.
- Receive email notifications and updates throughout the review process.
- Request and manage building inspections directly through the platform.

Cloudpermit provides a convenient, user-friendly way to manage your building permit application from start to finish.

To learn how to submit an application, access the Township's website at www.hiltontownship.ca and navigate the Services Tab then click on "Building".

The Corporation of the Township of St. Joseph
Schedule 6 - St. Joseph Island Planning Board
(Unaudited)

Statement of Operations

For the year ended	Budget	2025	2024
Revenue			
Grants - municipal	\$ 15,400	\$ 15,400	\$ 15,000
Application fees	4,400	6,400	7,500
Interest	385	497	536
	20,185	22,297	23,036
Expense			
Administration services	7,020	7,021	6,717
Conferences and training	600	-	-
General board expenses	3,600	3,400	3,399
Honoraria	2,400	1,980	1,860
Official plan and zoning	22,465	1,282	20
Professional fees	600	572	4,284
	36,685	14,255	16,280
Annual surplus (deficit)	(16,500)	8,042	6,756
Accumulated surplus, beginning of year	37,910	37,910	31,154
Accumulated surplus, end of year	\$ 21,410	\$ 45,952	\$ 37,910

Statement of Financial Position

	2025	2024
Financial assets		
Cash	\$ 45,505	\$ 34,250
Accounts receivable	447	3,660
	45,952	37,910
Liabilities		
Accounts payable	-	-
Accumulated surplus (reserve for working funds)	\$ 45,952	\$ 37,910

Note: The accumulated surplus which represents the reserve for working funds is being held for mandatory review and updating of the official plan.

Participating Municipalities The municipalities participating in the Board are:

Township of St. Joseph
Township of Jocelyn
Township of Hilton
Village of Hilton Beach



Grace United Cemetery Notice

All visitors are respectfully reminded that dogs must be kept on a leash at all times while on cemetery grounds.

For the safety of visitors, Public Works staff, and animals, visitors are also asked to refrain from entering the cemetery grounds while Public Works staff are actively working on site.

In accordance with By-law No. 1449-25, all artificial decorations that have been placed in the cemetery are required to be removed by October 31 of each year.

Staff would greatly appreciate it if the owners of any remaining decorations could remove them as soon as possible. Any decorations remaining as of November 2, 2026, will be removed by staff and held in storage for a maximum of six (6) months. If the items are not claimed within six (6) months, they will be disposed of.

The Township of Hilton sincerely thanks everyone for their continued cooperation and support in the preserving and maintaining of the Grace United Cemetery.



Memo

Subject: Cemetery Signage

Prepared by: Britney MacKay, Deputy Clerk-Treasurer

Edited by: Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: October 14, 2026

Regular Council Meeting

At the September 16, 2026, Council meeting, it was suggested that signage be installed at Grace United Cemetery advising visitors to keep dogs leashed while on cemetery grounds and to refrain from entering the cemetery grounds while Public Works staff are working.

The signage will be purchased and installed in 2027, as the cemetery season is nearing its end. Prolonging the purchase will allow for the added cost to be included in the 2027 Municipal Budget.



Staff Report: DR- 2026-10-14-CACA
Subject: CACA Meeting
Prepared by: Britney MacKay, Deputy Clerk-Treasurer
Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: Oct. 14, 2026
Regular Council Meeting

Background

On September 10, 2026, Ms. Sara Dinsdale, CAO/Clerk-Treasurer and Ms. Britney MacKay, Deputy Clerk-Treasurer attended the annual meeting of the Central Algoma Clerks' Association (CACA) at the Bruce Mines Community Hall from 8:30 a.m. to 3:00 p.m. The meeting was hosted by Ms. Judy Davis, Clerk for the Town of Bruce Mines.

Summary

Representatives from the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) office provided a presentation. They advised that four (4) new training modules regarding recent changes to Freedom of Information (FOI) will be available in January. Contact information was provided for municipal staff to submit questions. MFIPPA can provide general guidance and advice but cannot provide assistance on specific cases.

CACA members had submitted questions to MFIPPA through the meeting host prior to the meeting. The representatives reviewed the questions and provided the following feedback:

- When a clear and concise FOI request is submitted, staff should conduct a reasonable search for the requested records.
- If no records are located, staff should document where they searched to demonstrate that a reasonable search was completed before advising the requestor that the records could not be located.
- A reasonable search means searching in locations where the requested information would reasonably be expected to be found. It is not necessary to search every file or record held by the municipality.
- If a FOI request is expected to be time-consuming, it is recommended that the requestor be advised that additional fees may apply in accordance with *Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31*. Requesters are required to pay a 50% deposit when fees for processing the request are over \$100.

CACA members also discussed proactive disclosure and the importance of making information readily available to the public. Municipal staff can help limit the number of FOI requests by providing as much information as possible through Council meeting minutes and ensuring that the Township's website is kept current with access to agenda material, approved minutes, financials etc.

Ms. Sarah Cormier and Ms. Tina Siegel, Municipal Advisors from Ministry of Municipal Affairs and Housing (MMAH) were also in attendance. Their presentation focused on the upcoming 2026 municipal election. Training was provided on the responsibilities of the Clerk and the Deputy Returning Officer (DRO), setting



up the voting place, the voting day schedule, adding voters to the voters' list on voting day, the roles of candidates and scrutineers, and the procedures of closing the voting place and counting ballots at the end of the voting day.

The election training was followed by a mock election in which all attendees were assigned a role and participated in a simulated election process.

This portion of the meeting was particularly beneficial as neither Ms. Dinsdale nor Ms. MacKay have previously been involved in administering a municipal election. The training provided a better understanding of the roles and responsibilities leading up to the election, on voting day, and following the election. The information and practical experience gained, helped alleviate some of the concerns and uncertainties associated with administering the upcoming election. Information and resources were also shared amongst the Clerks, including where to find election information, and templates for ballots and required forms.

Mr. Malcolm White, Senior Consultant at Ironside Consulting Services Inc. provided a presentation on conflict resolutions. Mr. White explained some first-hand experiences while in the position of Clerk and CAO with the City of Sault Ste Marie. Mr. White also answered questions from the attending Clerks regarding approaches to resolving workplace and municipal issues and appropriate actions that can be taken when conflicts arise.

Recommendation

THAT Council receive report DR-2026-10-14-CACA, titled CACA Meeting, for information.



Staff Report: DR- 2026-10-14-COT
Subject: Council Orientation Training
Prepared by: Britney MacKay, Deputy Clerk-Treasurer
Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: Oct. 14, 2026
Regular Council Meeting

Background

On Thursday, September 24 to Friday, September 25, 2026, Ms. Sara Dinsdale, CAO/Clerk-Treasurer and Ms. Britney MacKay, Deputy Clerk-Treasurer, attended the AMCTO Zone 7 Fall 2026 Workshop held at the Killarney Mountain Lodge & Conference Centre in Killarney, Ontario.

The workshop focused primarily on Council orientation and onboarding, including election administration, Council/staff relations, information flow, and planning for the orientation and training of a newly elected Council.

Summary

Election Information and Council Onboarding

Ms. Sarah Cormier, Municipal Advisor at the Ministry of Municipal Affairs and Housing (MMAH), provided information regarding the 2026 municipal election and Council onboarding. The presentation included post-election requirements, including declaration of election results on October 27, 2026, and the requirements associated with a recount, should one be requested. Information regarding the retention and disposal of election materials was also included in the presentation.

Ms. Cormier also discussed the importance of including key municipal by-laws, policies, procedures, and other information in Council orientation packages to assist newly elected (and returning) members in understanding their roles and responsibilities.

Council/Staff Relations and Information Flow

Mr. Malcolm White, Senior Consultant at Ironside Consulting Services Inc, provided a presentation on Council/Staff Relations. With a new Council beginning its term, it will be important to provide training on the Township's Staff Relations Policy and establish clear expectations regarding communications between Council members and Township staff.

Mr. White also discussed the benefit of establishing an Information Flow Policy to provide direction regarding the flow of information between Council and Staff. The presentation also provided practical suggestions for staff to undertake upon the distribution of Council meeting agenda packages and before the Council meeting occurs. Some of the suggestions included avoiding agenda items that do not have written material, identifying and researching potential questions in advance, preparing additional information where appropriate, and avoiding addendums. These recommendations will assist in supporting efficient Council meetings.



Council Onboarding Workshop

Ms. Victoria Steele, Dipl.MA, Director of Legislative Services/Town Clerk for the Town of Grimsby, facilitated a full-day Council Onboarding workshop. The workshop focused on planning for new Council, preparing for the first Council meeting, developing orientation and training for new Council members, and adapting plans when circumstances change.

The workshop included team exercises and brainstorming activities related to determining what information should be included in Council orientation, methods for delivering training, and strategies for managing the demands and challenges associated with the election and transition process.

The materials and presentation provided through the workshop will be used as a resource when developing the Township's orientation program for the incoming 2026-2030 Council

Recommendation

THAT Council receive report DR-2026-10-14-COT, titled Council Orientation Training, for information.

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1531-26

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. In all cases, the maximum number of trailers permitted on any property shall be four (4). A property on which five (5) or more trailers are used or stored shall be considered a trailer park and shall be subject to the applicable provisions of this By-law.
- c) No trailer shall be occupied for a period of more than six (6) 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 six-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) A Trailer Permit is required for any trailer that is placed, occupied, or stored within the Township. All provisions of this By-law continue to apply to trailers for which a permit has been issued. Trailer permits may be obtained through the Township's website at hiltontownship.ca or at the Municipal Office at no charge.

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" (Trailer Permit), attached hereto, shall form part of this By-law.
- b) **THAT** Schedule "B" (Set Fines), attached hereto, shall form part of this By-law.
- c) **THAT** By-law No. 1505-26 is hereby repealed.
- d) **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 14th day of October 2026.

The Corporation of the Township of Hilton

Schedule "A" to By-Law No. 1531-26

Trailer Permit Application

Property Owner Name:

Address:

Telephone Number:

Location of Trailer:

Concession:

Lot No.:

Plan:

Name of Owner of Trailer:

Make of Trailer

Model of Trailer:

Serial No.:

License Plate No.:

THIS SECTION TO BE COMPLETED BY MUNICIPAL CLERK

Roll No.: 5704 - - -

Permit No.:

Date of Issue:

Authorized Signature:

THE CORPORATION OF THE TOWNSHIP OF HILTON

Schedule "B" to By-law No.1531-26

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 less than 10 acres	s. 2 (b)	\$300.00
2	Use or storage of more than 4 trailers on a property	s. 2 (b)	\$300.00
3	Occupying a trailer for more than 6 months consecutively	s. 2 (c)	\$300.00
4	Using a trailer as a principal residence	s. 2 (d)	\$300.00
5	Storing a trailer that is not owned by the property owner or immediate family member	s. 2 (e)	\$300.00
6	Trailer Rental Outside Trailer Park	s. 2 (f)	\$300.00
7	Placing trailers not within the setback requirements in accordance with the Zoning By-law	s. 2 (g)	\$300.00

NOTE: The penalty provision for the offences indicated above is Section 3 of By-law 1531-26, a certified copy of which has been filed.

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO.1532-26

Being a by-law to adopt a Travel Expenses Policy

WHEREAS Section 270(1) of the *Municipal Act*, S.O. 2001, c.25, as amended, requires a municipality to adopt and maintain policies with respect to the matters set out therein;

AND WHEREAS Section 270(1)5 of the *Municipal Act*, S.O. 2001, c.25, as amended, requires a municipality to adopt and maintain a policy with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

AND WHEREAS the Council of the Corporation of the Township of Hilton deems it appropriate to adopt a Travel Expenses Policy to establish consistent guidelines for the authorization, eligibility, and reimbursement of travel-related expenses incurred while conducting authorized Township business;

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

1. **THAT** the Travel Expenses Policy attached hereto as Schedule “A” is hereby adopted.
2. **THAT** Schedule “A”, attached hereto, form part of this By-law.
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 14th day of October 2026.

Rodney Wood, Reeve

Sara Dinsdale, CAO/Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF HILTON

Schedule "A" to By-Law No. 1532-26

Subject: Travel Expenses Policy

Source: By-law 1532-26

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.

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 or departure and/or destination location 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 with calculations from Google Maps 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, the expense shall be paid using the Township credit card. Where payment by Township credit card is not practicable, reimbursement may be provided for reasonable and necessary accommodation expenses, subject to prior approval by the CAO/Clerk-Treasurer.

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.

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 per diem of breakfast \$15, lunch \$15, and dinner \$20.

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 as soon as practicable following completion of the travel, prior to the end of the month that the expense occurred to accommodate accounting procedures and policies. 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 staff 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.

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

8.6 The CAO/Clerk-Treasurer 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 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.

9.2 CAO/Clerk-Treasurer

The CAO/Clerk-Treasurer 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, 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 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.



Staff Report: CR- 2026-10-14-PBY
Subject: Procedural By-Law Updates
Prepared by: Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: Oct. 14, 2026
Regular Council Meeting

Background

Section 238 (2) of the Municipal Act, S.O. 2001, c.25 as amended, requires every municipality shall pass a procedure by-law governing the calling, place, and proceedings of meetings.

Analysis

Upon review of the current Procedural By-law, it was determined that certain provisions are outdated, do not reflect current legislation, and require clarification or amendment to better align with the established practices and procedures of Township Council.

Although Council is currently in a “lame duck” period due to the upcoming municipal election, amendments to the Procedural By-law are not subject to the restrictions applicable during the lame duck period. It is therefore appropriate to complete the necessary amendments prior to the commencement of the new term of Council to ensure that the Procedural By-law reflects current legislation, Township policies, established procedures, and Council practices.

Recommendation

THAT Council pass by-law 1533-26; being a by-law to govern the proceedings of Council and Committees of the Township of Hilton, the conduct of its members, and the calling of meetings.

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1491-26

Being a by-law to govern the proceedings of Council and Committees of the Township of Hilton, the conduct of its members, and the calling of meetings.

WHEREAS Section 238(2) of the *Municipal Act, S.O. 2001, c. 25*, as amended, requires every municipality shall pass a procedure by-law governing the calling, place, and proceedings of meetings;

AND WHEREAS Section 238(3.1) of the *Municipal Act, 2001* provides that a procedure by-law may permit a member of council, a local board, or of a committee of either to participate electronically in a meeting, to the extent and in the manner set out in the by-law;

AND WHEREAS Section 238(3.3) of the *Municipal Act, 2001* provides that a procedure by-law may permit a member who participates electronically in a meeting to be counted in determining whether quorum is present;

AND WHEREAS Section 238(3.3) of the *Municipal Act, 2001* further provides that a member who participates electronically may do so in a meeting that is open or closed to the public;

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

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1. SHORT TITLE

1.1 This By-law shall be cited as the ‘Procedural By-law’.

2. DEFINITIONS

2.1 “Chair” shall mean the Head of Council or Presiding Officer at a Committee meeting.

Corporation of the Township of Hilton
Procedural By-Law Cont'd

- 2.2 “Clerk” shall mean the Clerk of the Corporation of the Township of Hilton, or their designate.
- 2.3 “Closed Session” shall mean a meeting or part of a meeting that is closed to the public as permitted under the *Municipal Act* and as described in Section 4 of this By-law.
- 2.4 “Committee” shall mean any advisory or other committee, sub-committee, or similar entity composed of members of Councils, members of a local board, or members of the public.
- 2.5 “Conflict of Interest” shall mean a direct or indirect pecuniary interest as defined in the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*, as amended (MCIA), or any successor legislation. Council members may also want to be aware of any perceived or apparent conflict that ethical consideration to protect your own interest may be a concern.
- 2.6 “Corporation” shall refer to the Corporation of the Township of Hilton.
- 2.7 “Council” shall mean the duly elected and sworn members of the Council of the Township of Hilton.
- 2.8 “Deputation” or “Delegation” shall mean an individual or group that has submitted a written request to the Clerk, within the prescribed timelines, to address Council or a Committee.
- 2.9 “Electronic Meeting” shall mean a meeting that is called and held in whole or in part by electronic means, including but not limited to audio teleconference, video teleconference, or internet-based platforms, with or without in-person attendance.
- 2.10 “Emergency” shall mean a period of time during which an emergency has been declared to exist in all or part of the municipality by the Head of Council or by the province under sections 4 or 7.0.1 of the *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9*, as amended.
- 2.11 “Head of Council” shall mean the Reeve of the Township of Hilton or an Acting Head of Council appointed by Council resolution.
- 2.12 “Majority” shall mean, for the purpose of voting, more than one-half of the members present and entitled to vote.
- 2.13 “Meeting” shall mean any regular, special, committee, or other meeting of Council, a Committee, or local board, where:
- a) a quorum of members is present; and
 - b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Committee, or local board.
- 2.14 “Member” shall mean a member of Council, including the Head of Council, or a member of a Committee, and includes the Chair.

2.15 "Main Motion" shall mean any motion except the following:

- a) a motion to extend the time of the meeting;
- b) a motion to refer;
- c) a motion to amend;
- d) a motion to defer or table;
- e) a motion to reconsider; or
- f) a motion to adjourn.

2.16 "Motion" shall mean a proposal that is moved and seconded for consideration by Council or a Committee, presented by the Chair, and subject to debate. When adopted, a motion becomes a resolution.

2.17 "Municipal Act" shall mean the Municipal Act, S.O. 2001, c. 25, as amended, or any successor legislation thereto.

2.18 "Municipality" shall mean the Corporation of the Township of Hilton.

2.19 "Public Meeting" shall mean a portion of a meeting held to receive public input, including public hearings required under planning legislation or an item added to an adopted agenda to permit public delegation.

2.20 "Quorum" shall mean a majority of the whole number of members of Council or a Committee. Where one or more members have declared a pecuniary interest under the MCIA, quorum may be reduced accordingly but shall not be fewer than two members.

2.21 "Recorded Vote" shall mean a vote in which the name and vote of each member are recorded in the minutes. Where a member declares a conflict of interest, the minutes shall record the declaration and the general nature of the interest.

2.22 "Regular Meeting" shall mean a meeting of Council or Committee held at a date and time established by resolution or schedule, at which quorum is present.

2.23 "Resolution" shall mean a formal decision or expression of the will of Council, including routine administrative and operational matters.

3. GENERAL PROVISIONS

3.1 Subject to the provisions of the Municipal Act, 2001, the rules and regulations contained in this By-law shall govern all proceedings of Council and Committees of Council and shall constitute the rules for the orderly conduct and dispatch of business.

3.2 Any rule or requirement established by this By-law, other than the requirement respecting quorum, may be suspended for a particular meeting by resolution of Council, provided that ~~all~~ **at least two-thirds** of the members are present and the majority vote in favour of such suspension and provided further that the suspension does not result in a contravention of the Municipal Act, 2001.

3.3 Schedule "A", **being the Delegation Request Form**, attached hereto, shall form part of this By-law.

4. CONVENING OF COUNCIL MEETINGS

- 4.1 The Inaugural Meeting of Council shall take place **in accordance to the Council meeting schedule, no later than 31 days after the term begins at 7:00 p.m. on the second Wednesday in December** following a regular municipal election at the Council Chambers in the Municipal Office, for the purpose of **swearingconducting declarations of office** prior to any Township business being conducted.
- 4.2 The Council of the Corporation of the Township of Hilton shall hold its regular meetings on the second Wednesday of each month at 7:00 p.m. at the Council Chambers in the Municipal Office, 2983 Base Line, Hilton Beach, unless otherwise changed by resolution of Council.
- 4.3 When a public or civic holiday falls on a regular meeting day, an alternate meeting date shall be scheduled, if required, **during the adoption of the annual meeting schedule to be presented by the Clerk the previous year, or** at the previous regular Council meeting.
- 4.4 Where a regular meeting of Council is to be held at a time, day, or place other than as set out in Section 4.2, notice shall be given by the Clerk by posting the notice in the Municipal Office and, where time permits, on the municipality's website and/or advertised in the *Island Clippings*.
- 4.5 If a quorum is not present within fifteen (15) minutes after the time appointed for the meeting, the Clerk shall call the roll and record the names of the Members present, and the meeting shall stand adjourned until the next regular meeting or until a special meeting is called.
- 4.6 The use of audio, still camera, or video recording equipment during a meeting that is not closed to the public is permitted, provided that such use is not disruptive to the conduct of the meeting and that Council is advised it is being used. Any audio, still camera, or video recordings made by person other than the municipality shall not be deemed official records of the municipality.
- 4.7 **All Members of Council and members of the public in attendance at a meeting shall place mobile phones and other electronic devices on silent or otherwise ensure that such devices do not cause disruptions during the meeting.**
- 4.8 All meetings of Council and all meetings of any Committees of Council shall be open to the public **to attend in person and observe the proceedings**, except where the subject matter being considered **falls within a permitted exception to the open meeting requirements under the Municipal Act, 2001, or any other applicable legislation** and involves:
- a) the security of the property of the municipality or the local board;
 - b) personal matters about an identifiable individual, including municipal employees or local board members;
 - c) a proposed or pending acquisition or disposition of land for municipal or local board purposes;
 - d) labour relations or employee negotiations;
 - e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - f) advice that is subject to solicitor-client privilege, including communications necessary for the purpose; or
 - g) a matter in respect of which a council, local board, committee or other body may hold a closed meeting under another Act.

- 4.9 A meeting or part of a meeting shall be closed to the public if the subject matter being considered is:
- a) a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the Council, local board, committee or other body is the head of an institution for the purposes of that Act; or an ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman.
- 4.10 A meeting of Council, local board, or a committee of either may be closed to the public provided that the following conditions are met:
- a) the meeting is held for the purpose of educating or training members; and
 - b) no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, local board, or committee.
- 4.11 Before holding a meeting or part of a meeting that is to be closed to the public, Council shall state by resolution:
- a) the fact of the holding of the closed meeting and the general nature of the matter to be considered; or
 - b) in the case of a meeting closed for educational or training purposes, the fact of the holding of the closed meeting, the general nature of its subject matter, and the reason for closing the meeting.
- 4.12 ~~Prior to When Council or a Committee holding a meeting or part of a meeting that is closed to the public, is in closed session, all members of the public, shall be required to leave the meeting space, except for Members of Council, the Clerk or designate, and those involved in the discussion and required support such municipal staff, consultants, legal counsel, or other persons as are authorized by Council or the Committee in accordance with any applicable legislation to remain for the closed session. shall be asked to leave the building or meeting space in which the meeting is being held.~~
- 4.13 All votes of Council shall be open to the public, except those votes taken during a meeting or part thereof that is closed to the public in accordance with this by-law. Votes may be taken in a closed session only for procedural matters, to provide direction or instructions to officers, employees, agents, or person retained under contract with the Township, a committee, or a local board, or to rise from closed session.
- 4.14 When the hour of 11:00 p.m. is reached during any Council meeting, the Reeve or other presiding officer shall declare the meeting adjourned and leave the chair, unless Council, by unanimous consent and resolution, determines otherwise.

5. NOTICE OF MEETINGS

- 5.1 The schedule of the regular Council meetings shall be posted on the Township's website prior to the first meeting in January of each year.
- 5.2 Notice of meetings of council, local boards, and committees shall be given by publishing future meeting dates in the minutes of previous meetings, by posting

agendas on the Township website at www.hiltontownship.ca, and ~~by posting the notice~~ at the Municipal Office prior to the meeting.

- 5.3 Where a regular meeting of the Council is to be held at a time of day other than as set out in Section 4.2 of this by-law, ~~Council shall give advance notice of at least seven (7) days in advance~~ of such meeting ~~will~~ by posted ~~a notice~~ at the Municipal Office and on the Township website. ~~Notice through alternative publication may be extended when time permits.~~

6. MEETINGS OF COUNCIL – SPECIAL

- 6.1 The Head of Council may call a special meeting of Council at any time and shall call a special meeting upon the request of a majority of the Members of Council. In addition, upon receipt of a written request signed by a majority of the Members of Council, the Clerk shall summon a special meeting for the purpose and at the time specified in the request. ~~The Clerk or designate shall provide notice of such special meeting shall be given to all Council members by the Clerk's Office contacting the Members.~~
- 6.1 The Clerk shall provide forty-eight (48) hours' notice of a special meeting. Where practicable. The Clerk shall make available to Members of Council all notices, agendas, and supporting information for the special meeting ~~a minimum of~~ twenty-four (24) hours in advance of the meeting, ~~or~~ ~~when practicable with the exception of closed meeting material.~~
- 6.2 The notice calling a special meeting of Council shall state the business to be considered at the meeting, and no business other than that stated in the notice shall be considered, except with the unanimous consent of all Members present.
- 6.3 For special meetings, notice shall be given by posting of the agenda on the Township website and at the Municipal Office as soon as practicable after the special meeting has been called, along with any other notification permitted within the applicable time frame.
- 6.4 In accordance with Section 236 of the *Municipal Act, 2001*, an emergency meeting of Council may be called by the Reeve at any time and at any location as may be convenient. For the purposes of this section, an emergency meeting may be called for an emergency as defined in the Township's Emergency Plan or any other similar unforeseeable circumstances.
- 6.5 Notwithstanding the notice requirements set out in this by-law, in the event of an emergency, a special or emergency meeting may be held as soon as practicable following receipt of the summons or request, as applicable.

7. ELECTRONIC MEETING

- 7.1 A regular meeting or special meeting of Council may be conducted by electronic means in accordance with this Section.
- 7.2 Members attending and present during an electronic meeting shall be counted for the purposes of quorum at the commencement of, and at any point during, the meeting and shall be entitled to vote, with such votes recorded by the Clerk, as if the members were attending the meeting in person. An electronic meeting may include a closed session, which shall be conducted in the absence of the

public and in accordance with this section.

- 7.3 An electronic meeting shall not permit public delegations, except by way of electronic submissions received in advance of the meeting. Such submissions must be provided to the Clerk **seven (7) days** prior to the commencement of the ~~electronic~~ meeting and shall be provided to members at the meeting.
- 7.4 Notwithstanding the foregoing, Council's Procedural By-law shall continue to apply to electronic meetings held in pursuant to this section except where there is a conflict with applicable provincial legislation or orders; such legislation or orders shall prevail.

8. CANCELLATION OF MEETINGS

- 8.1 The Head of Council may cancel any meeting where notice has been given that a quorum will not be available to conduct the meeting.
- 8.2 Council may, by resolution at a preceding regular meeting, cancel or reschedule regular meeting of Council.
- 8.3 In the event of inclement weather or other emergencies, notice of cancellation shall be posted at the meeting location and reasonable efforts shall be made to notify all Members of Council.

9. ADJOURNMENT

- 9.1 A motion to adjourn a meeting shall be in order, except:
- a) when another Councillor has the floor;
 - b) when a motion has been made that the vote be now taken; or
 - c) while a vote is being taken.
- 9.2 Where a person has been deemed guilty of improper conduct by the Presiding Officer and is expelled or excluded from the meeting, and such person refuses to leave, the Presiding Officer may adjourn the meeting without a motion until such time as the person has left the meeting room.

10. AGENDA

- 10.1 The Clerk shall prepare and circulate an agenda for the use of Members at regular meetings of Council, which shall include the following order of business:
- a) Call to Order
 - b) Declarations of Pecuniary Interest
 - c) Motion to Accept Agenda
 - d) Deputations/Delegations
 - e) Approval of Minutes of Previous Meeting(s)
 - f) Roads/Public Works
 - g) Fire/Emergency Management
 - h) Building/By-Law Enforcement
 - i) Planning
 - j) Cemetery
 - k) Administration
 - l) Correspondence
 - m) Expenditures

- n) Confirmatory By-law
- o) Adjournment

- 10.2 Council shall consider its business in the order set forth on the agenda; however, the Head of Council, with the consent of the Members present, may vary the order of business to more effectively address matters before Council.
- 10.3 Except as otherwise determined by a majority vote of the Members present and voting, Council shall not consider any report or matter that has not been included on the agenda.
- 10.4 ~~Paper copies of agendas shall be available for pickup by Members of Council no later than 4:30 p.m. on the Monday preceding a regular meeting of Council.~~ Agendas ~~shall~~ **may also** be provided electronically by email to Members, ~~unable to pick up their paper copies~~ with the exception of closed ~~package session~~ material, **by 4:30 pm on the Monday preceding a regular meeting. Paper copies may be provided to Members of Council upon request submitted to the Clerk in advance of the meeting.**
- 10.5 The Clerk or designate will post agendas to the Township's website by 4:30 pm on the Monday preceding a regular meeting. Agenda material shall be posted to the Township's website, with the exception of closed session material, where practicable.
- 10.6 Members of Council or Committees shall review the agenda and meeting material in advance of the meeting and shall come prepared to participate in the meeting in an efficient and informed manner, **to assist with the flow of the meeting.**

11. ORDER OF PROCEEDINGS OF COUNCIL

- 11.1 As soon after the hour fixed for the meeting as a quorum is present, the meeting shall be called to order by the Head of Council.
- 11.2 The Head of Council shall preside at all meetings of Council.
- 11.3 In the absence of the Head of Council, **the Deputy Reeve** ~~a Presiding Officer~~ shall preside ~~during at~~ the meeting or until the arrival of the Head of Council. The ~~Presiding Officer~~ **Deputy Reeve** shall be chosen by a vote of the Members of Council ~~present at during the~~ **Inaugural Meeting following the completion of the declarations of office meeting** and shall have all the powers and authority of the Head of Council while presiding.

12. MINUTES

- 12.1 The minutes of Council, as recorded by the Clerk or designate, shall consist of a record of all proceedings of Council. Pursuant to the *Municipal Act, 2001*, the minutes shall be an accurate, factual record without comment.
- 12.2 The Clerk may delegate the duty of recording minutes for an open or closed meeting of Council or a Committee of Council ~~to a staff person who has been delegated this authority~~ in accordance with subsection 228(4) of the *Municipal Act, 2001*.
- 12.3 Minutes of a closed meeting of Council or a Committee of Council shall be presented for adoption at the next regular meeting of Council by resolution

separate from the adoption of the open session minutes.

- 12.4 All minutes of Council and Committee of Council, following adoption, and all by-laws passed by Council shall be kept in the Clerk's office and shall be made available for inspection during regular office hours and posted on the Township website, except for those minutes or portions thereof that relate to a meeting or part of a meeting closed to the public in accordance with Sections 4.7, 4.8, and 4.9 of this by-law, and subject to the provisions of any applicable legislation.
- 12.5 When adopting the minutes of a previous meeting of Council, no amendment shall be made to alter the substance of any decision of Council. Amendments may be made only to correct errors or omissions or to accurately reflect the actions taken at the meeting.

13. CONDUCT OF PROCEEDINGS AT A MEETING OF COUNCIL

- 13.1 It shall be the duty of the Presiding Officer to:
- a) preserve order and decorum in the Council Chambers;
 - b) open the meeting by taking the Chair and calling the Members to order;
 - c) receive and submit, in the proper manner, all motions presented by Members of Council;
 - d) put to a vote all motions that are properly moved and seconded, or necessarily arise in the course of proceedings, and announce the results of such votes;
 - e) refuse to put to a vote any motion that contravenes this By-law or applicable legislation;
 - f) restrain Members, within the rules of order, when engaged in debate;
 - g) enforce the observance of order and decorum among the Members at all times;
 - h) call to order any Member persisting in a breach of the rules and, where necessary, order that Member to vacate the Council Chambers;
 - i) receive all messages, communications, and announcements and present them to Council as appropriate;
 - j) sign or otherwise authenticate, where required, all by-laws, resolutions, and minutes of Council;
 - k) represent and support the Council by declaring its decision on all matters;
 - l) ensure that Council proceedings and decisions are conducted in conformity with applicable laws and by-laws;
 - m) expel or exclude from a meeting any person who has engaged in improper conduct at the meeting; and
 - n) adjourn the meeting when the business of Council has been concluded, or where grave disorder prevents the orderly conduct of the meeting.

14. DECORUM

- 14.1 No Member of Council shall:
- a) use offensive, abusive, or unparliamentary language in or against Council or any Member thereof;
 - b) speak on any subject other than the matter under debate;
 - c) criticize a decision of Council except for the purpose of moving reconsideration in accordance with this By-law;
 - d) disregard the rules of Council or a decision of the Presiding Officer on a point of order, procedure, interpretation of this By-law;

- e) disturb another Member, or Council as a whole, by disorderly or disruptive conduct; or
- f) interrupt a member who is speaking, except to raise a point of order.

15. RULES OF DEBATE

15.1 The Chair shall:

- a) designate the Member who has the floor when two or more Members wish to speak;
- b) ensure that all motions submitted in writing are read aloud before debate is permitted, except as otherwise provided in this By-law;
- c) preside over the meeting and rule on all points of order, questions of privilege, and procedural matters, subject to an appeal by any Member of Council;
- d) state the reason for the ruling when an appeal is made;
- e) immediately put the appeal to a vote of Council without debate; and
- f) give effect to the decision of Council on the appeal, whether to uphold or overturn the ruling.

15.2 The Chair may speak on any matter before the debate has commenced. The Chair may also speak to close debate on any matter after all Members wishing to speak have been heard.

15.3 When a Member is speaking, no other Member shall interrupt, except to raise a point of order.

15.4 A Member may ask questions solely for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding of the issue.

15.5 During consideration of any agenda item, a member may, through the Chair, ask questions of any department head or municipal staff member present at the meeting, provided the questions relate directly to the item under consideration.

16. VOTING ON QUESTIONS

16.1 When the Head of Council calls for the vote on a question, each Member shall occupy their seat and shall remain there until the result of the vote has been declared, and during such time no Member shall walk across the room or speak to any other member or make any noise or disturbance.

16.2 If a member who has voted on a question disagrees with the declaration of the Head of Council that the question is carried or lost, the member may but only immediately after the declaration, object to the declaration and require a recorded vote to be taken in the manner prescribed in Subsection 16.3 of this by-law.

16.3 When a member requests a recorded vote, each member shall announce his respective vote openly and individually unless otherwise prohibited by statute. The Clerk shall announce each member's name, request each member's vote, commencing with the member who requested the vote, and continuing in alphabetical order by last name, followed by the Head of Council. The Head of Council shall always vote last. When all votes have been recorded, the Clerk shall announce the result of the vote.

- 16.4 Every member present at a meeting of the council when a question is put shall vote thereon, except if the member has **any pecuniary declared a conflict of** interest, direct or indirect in the question. The member shall at the first opportunity disclose that interest and shall refrain from taking part in the discussion and from voting on the particular question. Every member present who is required to vote on a question, but in fact does not want to vote thereon, shall be deemed to be voting in the negative and shall be so recorded.
- 16.5 The Reeve (except where disqualified from voting by reason of interest or otherwise) may vote with the members on all questions. Any questions on which there is an equality of votes shall be deemed to be negative.

17. MOTIONS

- 17.1 All motions shall be submitted in writing signed by the **mover and seconder** **Chair and Clerk** and filed with the Clerk.
- 17.2 Motions may be introduced without notice **whereif all Members of the Council are present, and Council unanimously consents, without debate, to dispenses** with the notice **requirements. on the affirmative vote of at least two-thirds of the councillors present and voting.**
- 17.3 The Presiding Officer shall state the question in the precise form in which it will be recorded in the minutes immediately preceding the calling for the vote.
- 17.4 The manner of determining the decision of the council on a motion shall be by a show of hands.
- 17.5 Any resolution shall require three affirmative votes in order to be valid and binding on council. Where only a quorum is present, a resolution, in order to carry or be passed, must be unanimously affirmed by the said quorum.
- 17.6 Where a vote is taken for any purpose and a member requests immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly, and any failure to vote by a member who is not disqualified shall be deemed to be a negative vote and the Clerk shall record each vote.
- 17.7 After a motion is read, it shall be deemed to be in possession of the council, and it may only be withdrawn before decision or amendment with permission of a majority of the members of the council present.
- 17.8 No member shall speak to any motion until it is first read, **unless otherwise directed by the Chair. and the** The mover **of a motion shall have the right to speak first is entitled to speak both first and last. thereon if the member so elects.** Motions shall be seconded before being debated or put to a vote.
- 17.9 After any question is finally put by the Head of Council, no member shall speak on the question, nor shall any other motion be made until after the result is declared. The decision of the Head of Council as to whether the question has been finally put shall be conclusive.
- 17.10 A member who wishes to introduce a motion, either on the agenda or at the

regular meeting, that is of a substantive nature, must introduce the motion as a notice of motion **to the Clerk seven (7) days prior to the meeting.**

- a) The member who hands a written Notice of Motion to the Clerk to be read at any regular council meeting need not necessarily be seated during the reading of said notice.
- b) A motion of which notice has been given, if not moved on the day and at the meeting for which notice has been given cannot be moved at any subsequent meeting without due notice having been given for such meeting unless the Head of Council and all members of the council are present and consent to such motion being made.
- c) Notice of a Notice of Motion shall be given either by inclusion on an agenda or by announcement at ~~ta~~ regular meeting of the ~~C~~council. The motion of which notice has been given shall not be considered at the same meeting as that at which notice thereof was given, without the consent of council (simple majority) to do so. If notice is ~~g~~iven otherwise than on an agenda, such Notice of Motion shall be in writing and given to the Clerk who shall read the same to the council.

17.11 Subject to a motion to reconsider, a motion once decided by the council may not again be introduced in the same calendar year; nor shall a motion that has been defeated be introduced as an amendment.

17.12 All motions shall be put to the council in the order in which they are proposed, except amendments which shall be submitted in the reverse order in which they are made.

17.13 When a question is under consideration, no motion shall be received unless:

- a) to amend (see Section 17.14); or
- b) to refer or defer (see Section 17.15); or
- c) to adjourn (see Section 17.16); or
- d) to lay on table (see Section 17.17)

17.14 Motion to amend shall:

- a) be open to debate; or
- b) not propose a direct negative to the main motion; or
- c) be relevant to the main motion; and
- d) not be further amended more than once.

17.15 Motion to refer or defer.

- a) A motion to refer shall require direction as to the body or official to which it is being referred and is not debatable. A motion for reference to a committee, board or official until it is decided, shall preclude all amendments of the main question and takes precedence over a motion to defer.
- b) A motion to defer must include a reason for deferral and is not debatable except:
 - that the mover of the deferral motion shall be entitled to give a brief explanation of the mover's reasons for deferral, and
 - either the mover or the seconder of the original motion which is the subject of the motion to defer may speak against the deferral motion,
 - ~~one person or delegation may speak for and/or against the deferral~~

~~and shall be limited to two minutes.~~

- 17.16 A motion to adjourn the council or adjourn the debate is not debatable and shall be in order except:
- a) when a member is in possession of the floor; or
 - b) when it has been decided that the vote be now taken; or
 - c) during the taking of a vote.
- 17.17 A motion to table is not debatable and shall take precedence over any motion or amendment, except a motion to adjourn. Further consideration of a table motion may take place at any time on a motion "that the matter be taken from the table".
- 17.18 Any member of Council may give notice ~~of a motion to reconsider a question~~ within ~~a~~ twelve (12) months ~~of the date on which the~~ ~~period in which the~~ question was decided. ~~The motion to reconsider may be considered at ; for a reconsideration of the question at~~ any regular meeting of the Council ~~provided that All Members of Council are present and A~~ majority vote ~~of the Members shall~~ ~~will~~ be required to carry the motion ~~for to~~ reconsider ~~ation is~~ carried, and no question shall be reconsidered more than once ~~within~~ a twelve (12) month period.

18. DISCLOSURE OF CONFLICT OF INTEREST

- 18.3 All members shall govern themselves at any meeting in accordance with the current legislation respecting any disclosure of interest they may have in accordance with the *Municipal Conflict of Interest, R.S.O. 1990*.
- 18.4 Council Members are encouraged to consider whether a circumstance may create a perceived or apparent conflict of interest, including circumstances that may reasonably call into question their impartiality or the public's confidence in the integrity of the decision-making process.
- 18.5 It is the responsibility of the member to identify and disclose any interest and complete a declaration of conflict-of-interest form to be filed with the Clerk prior to the meeting.
- 18.6 The member shall disclose the interest including the general nature thereof, prior to any consideration of the matter shall not take part in the discussion of or vote on any question in respect of the matter and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
- 18.7 Where a member has declared a conflict of interest, and the matter is being discussed at a public meeting, the member shall not participate in any debate or vote.
- 18.8 Where a meeting is not open to the public, the member shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.
- 18.9 Where a member is absent from a meeting which include a matter on which they have an interest, the member shall disclose this interest at the next public meeting they attend.

- 18.10 The Clerk shall record every declaration of interest and general nature thereof made by a council member under MCIA in the minutes of a council meeting which is open to the public and maintain the declaration within a registry to be made available for public viewing.
- 18.11 The Clerk shall record every declaration of interest, but not the general nature thereof, made by a council member under MCIA in the minutes of the council meeting, which is not open to the public.

19. DEPUTATIONS/DELEGATIONS

- 19.3 Persons desiring to present information verbally on matter of fact or make a request of council shall submit to the Clerk a written request by completing a Delegation Request Form; not less than seven (7) days prior to the meeting of council. All requests to be heard by council shall clearly state the purpose of the deputation and shall be signed. **Delegation Request Forms that do not include adequate details will be denied by the Clerk.**
- 19.4 A delegation **or deputation** shall be listed on the agenda and heard in the order determined by the Clerk. **Deputations/Delegations or deputations delegations shall be limited to one speaker per topic or request and shall in speaking to be limited to not more than fifteen (15) minutes, except that a delegation consisting of two or more persons shall be allowed to speak for a total time of 20 minutes and shall be advised of the time limitation in advance of their presentation. Any additional documents or material to be presented to Council must be submitted to the Clerk with the Delegation Request Form. Documents or material not submitted in advance may not be permitted to be presented, distributed or discussed at the meeting.**
- 19.5 Notwithstanding the provisions of Section 19.1 Council may, at their sole discretion, entertain deputations or delegations with less notice as the circumstances may warrant.
- 19.6 That the Clerk or Head of Council may deny a **request for a** delegation **where the subject matter relates that relates to a matter of to** pending litigation **or is substantially similar to a matter previously considered by Council.**

20. READINGS OF BY-LAWS AND PROCEEDINGS THEREON

- 20.3 Every by-law, when introduced, shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act, and shall be complete except for the date thereof.
- 20.4 Every by-law shall receive three readings prior to being pass, where required by legislation.
- 20.5 The first and second reading of a by-law shall be decided without amendment or debate.
- 20.6 If the council determines that the by-law is to be considered by a committee, it shall be considered prior to the third reading thereof.
- 20.7 If council so determines, a by-law may be taken as read.

- 20.8 The Clerk shall set out on all by-laws enacted by council the date of the several readings thereof.
- 20.9 Every by-law enacted by the council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk and the Presiding Officer and shall be deposited by the Clerk in the municipal office for safekeeping.

21. EFFECTIVE DATE

- 21.3 **THAT** this by-law repeals by-law #1491-26
- 21.4 **THAT** this By-law shall come into force and take effect on the date of passing.

Read a first, second and third and final time and passed this 14th day of October, 2026.

Rodney Wood, Reeve

Sara Dinsdale, CAO/Clerk-Treasurer

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

Council Meeting – September 23, 2026

**Hilton Beach Community Hall
3100 Bower Street, Hilton Beach, Ontario**

PRESENT

Village of Hilton Beach

Robert Hope; Mayor

Brian Delvecchio; Councillor

Sarah Brown; Councillor

Staff:

Myra Eddy; Clerk-Treasurer

Township of Hilton

Dave Leask; Councillor

Mike Trainor; Councillor

Absent with regrets;

Rod Wood; Reeve

2026-190

Moved by Mike Trainor

Seconded by Dave Leask

1. BE IT RESOLVED THAT the Joint Landfill Meeting be called to order at 6 p.m.
CARRIED

2026-191

Moved by Brian Delvecchio

Seconded by Sarah Brown

2. No Disclosures of Conflict of Interest

3.

- BE IT RESOLVED THAT the amended minutes from July 15th be accepted as presented.
CARRIED.

4.

The Clerk wanted clarification and had questions regarding the 2026 'Tipping Cards' which had been sent out with the spring tax bills for both municipalities. The question was raised which direction the committee wanted to go with these cards in 2027?

- a. Discontinue and return to one free tipping day on the long weekend in May
- b. Have a card that only permits to bring in one free load on an open day of the ratepayer choosing
- c. Continue with the card with removing the wording 'comingle' and replace with 'mattress, furniture, and large items'. Add numbers to the cards.

The Committee will recommend that the Tipping Free cards continue with being numbered. The office will look at printing off the cards with the numbers. Numbering would be made so no duplication of cards could occur.

5. It was noted that two additional recycling bins have been added at the landfill. This was after a year of discussion with Circular Materials. Councillor, Sarah Brown has created a design for magnetic signs that shows a list of recyclables. These signs can be moved from bin to bin as needed. These signs still need to be ordered. It was suggested to look at moving the bins behind the attendant shed so the staff may be able to manage what is being collected in the bins. Landfill staff would be consulted.
6. A letter has been received from the Hilton Township Landfill Committee regarding the Landfill Agreement and Winter Maintenance. The Committee went through the letter.

Summary of Items addressed:

a. Tipping Fees

There was no decision on what percentage the tipping fees should be divided. Hilton Township suggested that 70% be allocated to landfill rehabilitation with the 30% being used for operating. That a detailed report be provided on a quarterly basis to Hilton Township. The Village suggested reversing the numbers with 70% to go to operating and 30% be used for landfill rehabilitation.

b. Capital Costs

Hilton Township was not prepared to contribute to capital costs. It was suggested to provide a flat fee "User Fee" for use of the landfill.

Due to current financial changes at the landfill due to MECP regulations, the Village does not have the costs associated with these changes this year. These would be for the Field testing and Annual Report. These costs will be occurring annually. It is possible, based on the Annual Report, that additional work may be required at the site.

c. Cost Sharing

Both municipalities had independently done reviews of number of bags collected from both residential and commercial users. These numbers were used to calculate a percentage between the Village and Hilton Township to use in a new contract, if this format was chosen. The percentages varied from the Village and Hilton Township calculations.

d. Agreement Terms

It was suggested for the new agreement be for a two-year term and to be reviewed after the first year. The Township would also like in the agreement that they would be guaranteed access to the site.

e. Winter Maintenance

That winter maintenance would not be part of the landfill contract and would be a separate issue to address.

7.

A draft Landfill Access Service Agreement had been created by the Village and copies were submitted to both parties.

This contract used the percentage base of 67.5% for Hilton Township to pay for yearly operating costs which included;

- A. Wages and all benefits at 67.5% of the total for the year
- B. Landfill repairs and maintenance calculated at 67.5% of the total of the year which shall include but not limited to;
 - 1. Materials and supplies purchased for the landfill
 - 2. Repairs and maintenance associated with the landfill including contractor costs
 - 3. Landfill snow plowing
 - 4. Landfill surveillance camera costs
 - 5. Insurance costs
 - 6. Road Superintendent time associated with the landfill
 - 7. Field Monitoring well testing
 - 8. Annual Landfill Report
 - 9. Administration costs associated with the landfill
- C. User Fee of \$15,000 for each year for two years and be re-evaluated at the end of the first year.

That the Village will invoice the Township of their portion of costs quarterly each year.

PAGE 4

LANDFILL MINUTES

SEPTEMBER 23, 2026

After reviewing the letter and draft agreement, discussion move forward with;

That the Village of Hilton Beach to propose a 'flat fee' for using the landfill. Should include the wording that Hilton Township have guaranteed access to the site.

The agreement will have a two-year term. During the second year, the Landfill Committee will review the agreement and consider terms for a third year. If no new agreement is reached by the end of the second year, the first-year terms will remain in effect. A decision is also required on whether renewal will be based on the agreement dates or the calendar year.

The Committee agreed that there should be 3 representatives from each council to form the Landfill Committee.

Council will hold a special meeting on October 7th to decide on a proposal to present the Township of Hilton.

2026-192

Moved by Mike Trainor

Seconded by Dave Leask

THAT By-law No. 2026-40, being a by-law to confirm the proceedings and resolutions of Hilton Beach Council which were adopted up to and including September 23, be given a FIRST, SECOND and THIRD READING and FINALLY PASSED this 23rd day of September, 2026.

CARRIED

2026-192

Moved by Brian Delvecchio

Seconded by Sarah Brown

THAT the Joint Landfill Meeting adjourns at 8:55 p.m. to meet again on October 29th, 2026,

Hilton Township Administration

From: Paul Milosevich <lespaulmilo@gmail.com>
Sent: October 6, 2026 9:05 AM
To: Hilton Township Administration
Subject: Thank you letter. Re: 2026 Spring flooding

Good morning Mrs. Dinsdale.

If possible, could this email be added to your next agenda minutes or at the very least passed on to Reeve Wood and Council for information.

On behalf of Nancy and myself, I would like to express a sincere "Thank you" to Mr. Dan See and Mr Wood for responding to my flooding concern last March.

On March 8, 2026, I reached out to Reeve Wood due to an over land flooding situation from the "township" side into the village side....Soo Mill Rd.....causing serious water issues with my home and garage area. In my opinion it was due to extreme winter conditions coupled with 2 days of hard rain. Due to various factors, the ditching system simply could not keep up, resulting in water flow; over Canoe point road, vacant land to my immediate west, Soo mill rd, and focusing over my property.

Without many options, I called Reeve Wood who sent out Dan See. (I want to point out this was a Sunday morning). Dan attended and was very professional and agreed to do anything he could to help. He attended the shop, returned with a back hoe and immediately went to work trying to alleviate the problem. Over the course of several hours, the efforts provided by Dan definitely slowed down the water flow.

Reeve Wood also attended and at that point. Together we had a road side meeting discussing next steps. It was informally stated, by Dan, that he would ensure the proper ditching was performed this summer to ensure this problem is mitigated.

True to his word and with the support of your Reeve and I'm certain council.....this work has been completed to an exceptional level, in my opinion.

I can't thank Dan enough and he should be commended on his professionalism and actions he took on that day....his day off.....to help out.

I would also like to thank Mr Wood, who also attended and was generally concerned about the situation and vowed to do whatever possible moving forward.

Thank you again to all involved. I'm sure there were more behind the scenes.

Kind Regards,
Paul Milosevich
2960 Soo Mill Rd.



Hilton Township



October 2026 Newsletter



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



Voting Days

Advance Voting

Date: Saturday, October 17th, 2026

Time: 10:00am to 5:00pm

Location: St. Joseph Township Municipal Office, 1669 Arthur Street,
Richards Landing, Ontario

Voting Day

Date: Monday, October 26th, 2026

Time: 10:00am to 8:00pm

Location: Royal Canadian Legion, 1534 10th Side Road, Richards Landing,
Ontario

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, October 12th
for Thanksgiving Day.

Cemetery Reminder:

- Dog must be kept leashed at all times while on cemetery grounds.
- Please refrain from entering the cemetery grounds while Public Works staff are working to ensure the safety of visitors, staff and animals.
- Please remove all decorations by October 31, in accordance with By-law 1449-25.

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.

Voting Card Reminder

If you have not received your Voter Information Card by October 15th, 2026, please complete an "Application to Amend Voters List" form.

The form is available on the Township of Hilton website under the 'Admin' tab, then 'Elections'. Please submit the original completed form to the Clerk before Voting Day.

Please ensure your voter information is accurate before voting to help make the voting process as smooth as possible.

Unable to Attend Either Voting Day?

If you are unable to attend Advance Voting Day or Voting Day, you may appoint a Voting Proxy to vote on your behalf, subject to applicable requirements.

To appoint a proxy, complete two (2) copies of the "Appointment for Voting Proxy" form, available on the Township website. Both copies must have original signatures on them. Submit the completed form to the Municipal Office. The appointed proxy must sign the required declaration in the presence of the Clerk.

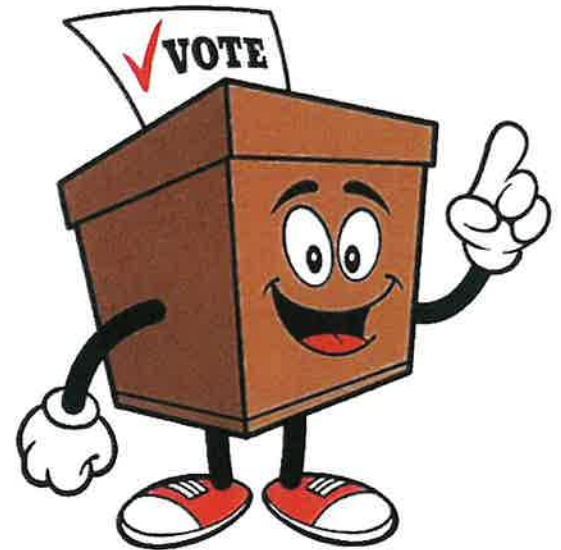
Please contact the Municipal Office if you have any questions about the proxy voting process.

Don't Forget Your Identification!

When attending a voting location, please bring acceptable identification showing your name and qualifying address.

Acceptable identification include:

- Driver's license
- Ontario Health Card
- Insurance policy or statement
- Credit card statement
- Hydro, gas, telephone, or tv bill
- Other government-issued or financial documents showing your name and address



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.

Hilton Union Fire Department



- 🔥 The Hilton Union Fire Department is pleased to announce that it is now the proud owner of a 2004 Freightliner Pumper/Tanker Combination Truck.
- 🔥 This new-to-the-department truck will help support the Fire Department in providing fire protection to our community.
- 🔥 Reminder that a valid fire permit is needed for any open-air burning until October 31, 2026.

The Corporation of the Township of St. Joseph
Schedule 4 - St. Joseph Island Museum Board
(Unaudited)

Statement of Operations

For the year ended December 31	Budget	2025	2024
Revenue			
Grants - Canada	\$ 8,344	\$ 7,464	\$ 10,144
- municipal	41,190	41,190	36,250
Donations, admissions and miscellaneous	7,200	11,612	13,397
Memberships	1,700	1,905	1,855
Interest	-	4,385	5,505
Transfer from reserve	9,900	-	-
	<u>68,334</u>	<u>66,556</u>	<u>67,151</u>
Expense			
Bank charges	350	353	312
Insurance	5,000	4,890	4,927
Professional fees	1,500	1,497	1,497
Repairs and maintenance	9,400	7,679	5,643
Supplies and office costs	8,800	7,165	5,292
Utilities	3,650	3,320	3,612
Wages and benefits	39,634	44,243	41,748
	<u>68,334</u>	<u>69,147</u>	<u>63,031</u>
Annual surplus (deficit)	-	(2,591)	4,120
Accumulated surplus, beginning of year	161,870	161,870	157,750
Accumulated surplus, end of year	\$ 161,870	\$ 159,279	\$ 161,870

Statement of Financial Position

December 31	2025	2024
Financial assets		
Cash	\$ 160,998	\$ 161,299
Municipal grants receivable	84	-
Accounts receivable	1,221	768
Prepaid expenses	1,043	832
	<u>163,346</u>	<u>162,899</u>
Liabilities		
Accounts payable	4,067	1,029
Accumulated surplus	\$ 159,279	\$ 161,870

Accumulated surplus is comprised of:

December 31	Building Fund	Working Fund	Total 2025	Total 2024
Balance, beginning of year	\$ 158,404	\$ 3,466	\$ 161,870	\$ 157,750
Interest	-	-	-	5,505
Transfers (to) from operating	-	(2,591)	(2,591)	(1,385)
	<u>\$ 158,404</u>	<u>\$ 875</u>	<u>\$ 159,279</u>	<u>\$ 161,870</u>

Participating Municipalities

The municipalities participating in the Board are:
Township of St. Joseph Township of Jocelyn
Township of Hilton Village of Hilton Beach

CORPORATION OF THE TOWNSHIP OF HILTON
Payment Voucher September 2026

NAME	DESCRIPTION	AMOUNT	CHEQUE #
Algoma District Services Admin Board	September municipal levy	\$29,520.50	14608
EncompassIT.ca	Monthly back up, server back up, emails, website, and tech support, 7 x laptops and carrier bags	\$15,273.40	14609
ICONIX Waterworks LP	Parks signs and hardware	\$684.50	14610
Ironside Consulting Services Inc.	Human resources services	\$106.28	14611
Island Clippings	1/4 page ad x 2 for public meeting notices	\$135.60	14612
Lyons TIM-BR Mart	Building maintenance supplies	\$19.19	14613
Ministry of Finance	July policing	\$7,849.50	14614
Municipality of Huron Shores	Purchase of pumper truck (Fire Dept)	\$33,900.00	14615
Kentvale Merchants Ltd.	Pick-up gas, shop supplies, parks/cemetery gas, park supplies, and lawn tractor parts	\$612.52	14616
UAP Inc. (Traction)	Shop tools, shop supplies and truck parts	\$1,252.64	14617
Algoma District School Board	2nd quarter education tax payment	\$34,976.00	14618
Algoma Office Equipment	Photocopier contract	\$155.16	14619
Algoma Power Inc.	August power	\$371.29	14620
Bell Canada	August Telephone (Office and garage)	\$346.77	14621
Canada Revenue	August source deductions	\$7,182.76	14622
Co-Op	Coloured diesel	\$1,289.61	14623
ICONIX Waterworks LP	Roads Department signs	\$1,037.34	14624
Petty Cash	Coffee supplies, building maintenance, and Admin. training	\$99.14	14625
Bob Hope	Reimbursement for fire hose (Fire Dept.)	\$6,167.25	14626
VOID	Printing Error		14627
Island Clippings	Public Notice ad	\$135.60	14628
PSD Citywide Inc.	Annual renewal of asset manager software	\$2,701.03	14629
Toromont CAT	Backhoe maintenance	\$406.92	14630
Docu-Link International Inc.	Voters cards and mail out	\$1,738.15	14631
Equitable	September Premiums	\$2,182.17	Auto payment
Payroll	Payroll September 1-15, 2026 (includes 10.75 hrs OT Admin)	\$9,440.06	AFT
Payroll	Payroll September 16-30, 2026 (includes 4hrs OT Admin)	\$8,741.31	AFT
Bob Hope	September Fire Chief honourarium	\$200.00	AFT
Rod Wood	September council honourarium	\$204.00	AFT
OMERS	September pension contributions	\$4,807.12	AFT
Sara Dinsdale	Mileage reimbursement	\$628.27	AFT
NCU Visa	September Statement - Internet, roads cell phone, Adobe membership, office supplies, office building maintenance, postage, shop supplies, fire truck maintenance, fire truck maintenance, Fire Dept. bbq, and truck maintenance.	\$2,169.94	Online payment
Total:		\$174,334.02	



Memo

Subject: Council Offboarding
Prepared by: Britney MacKay, Deputy Clerk-Treasurer
Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: Oct. 14, 2026
Regular Council Meeting

As the 2022-2026 Council term comes to an end, there are several administrative matters that must be addressed before the new term of Council begins on Sunday, November 15, 2026.

1. Return of Township-Issued Laptops

All Township-issued laptops, carrying case, charging cables and accessories must be returned to the Municipal Office on or before Monday, November 16, 2026.

All Township documents that remain on the laptops are the property of the Township. Please do not forward them to your personal email address or make copies.

2. Township-Issued Email Accounts

Outgoing Councillors will retain access to their Township-issued email accounts until the end of the day on Saturday, November 14, 2026.

3. Business Cards

Outgoing Councillors are asked to return any remaining Township-issued business cards to the Municipal Office. The business cards will be destroyed.

4. Municipal Building Access

Municipal building access codes will be deactivated before the end of office hours on November 13, 2026. Reeve Wood is required to return his municipal building keys.

5. Last Payroll

The final payment for Council honourarium will occur on November 30, 2026. All members will be asked to verify meeting attendance in accordance with payroll records prior to processing.