

THE CORPORATION OF THE TOWNSHIP OF HILTON

**MINUTES**  
Regular Meeting  
June 7, 2023  
7:00 p.m.

Present:

Reeve: Rodney Wood  
Councillors: Mike Garside  
Janet Gordanier  
Mike Trainor  
Road Superintendent: Lyn Garside  
Clerk Treasurer: Valerie Obarymskyj

Absent: Councillor Dave Leask

There were no disclosures of pecuniary interest.

Resolution 2023-53

Moved by Mike Trainor

Seconded by Mike Garside

Resolved that we do accept the Agenda as presented. \* Carried \*

The Clerk noted the May 2023 Minutes had been incorrectly titled "April 2023 Minutes" when circulated to the Township residents.

Resolution 2023-54

Moved by Janet Gordanier

Seconded by Mike Garside

Resolved that we do approve the Minutes of the Regular Meeting of May 3, 2023, as amended. \* Carried \*

Lyn Garside, Road Superintendent, provided Council with an update on road issues. He has been patching potholes and will be gravelling Red Maple Drive this month prior to surface treatment anticipated in July. He would like to price an undercarriage for the excavator and carry out that work later in the fall so the machine is in better shape for future work projects.

Council reviewed correspondence from Emergency Management Ontario confirming our municipality had satisfied all the Emergency Management and Civil Protection Act (EMCPA) requirements for 2022.

Reeve Wood welcomed Eric Hamilton and Lorrie Shelswell, owners of Block A, Plan H597. Also in attendance was John McDonald. The owners were asking if the Township would consider an exchange of land that would aid them in the proposed development of their property and resolve current zoning issues linked to the location of some structures. The owners recognized the importance of maintaining public access to the shoreline which the unopened X Line road allowance currently provides. Their proposal included trading the section of X Line unopened road allowance with an area at the end of their property that could serve as an alternate waterfront access. It was noted that the alternate waterfront location might serve as a better future boat launch area than the current location at the end of the unopened road allowance. Council noted there was a disparity between the two areas of land being considered for exchange and it was anticipated if the proposal was accepted, an additional cash amount would also be required. The owners were asked to redraft their proposal detailing areas for proposed septic and dwelling to confirm the modified lot would adequately service their needs. Council also agreed to meet at the site prior to the July 2023 meeting. Any proposed land exchange would not occur until Public Notice has been provided and opportunity given for residents to comment.

The Clerk advised a building permit application had been received from the owners of Lot 34, Plan M416, Richmond Bay Road. In accordance with requirements of the Official Plan regarding building development on Limited Service Residential (LSR) roads, a Site Plan Agreement was drafted to confirm there will be no winter road maintenance, as well as, no emergency vehicle response or school bus transportation available during the winter period of October to April. The issue of no winter road maintenance had already been registered on title for each Richmond Bay lot but the additional matter of emergency vehicle and school bus response had not. This Agreement will address those items and be signed by the Owners and the Township and adopted through by-law.

Resolution 2023-55

Moved by Mike Garside

Seconded by Mike Trainor

Resolved that we do give first, second and third and final reading and pass By-Law No. 1371-23 being a by-law to enter into a Site Plan Agreement with the Owners of Lot 34, Plan M416, 3068 Richmond Bay Road to confirm the status of municipal road maintenance to the road fronting the subject land. \*Carried\*

Council reviewed correspondence from the owner of Lot 13, Plan H562, Ellwood Boulevard regarding consideration of a reduced setback for a replacement septic on the property. There was no documentation for the original septic system which appeared to have been installed in the mid-1960's at the same time as the dwelling. The existing septic was located in front of the dwelling which, as shown on survey, encroached into the shoreroad allowance. The shoreroad allowance had been purchased by the previous owners. As a result of additional development over the years, a new septic would need to be located at a considerable distance uphill from the dwelling in order to satisfy the Township's 100' setback from the High Water Mark (HWM). Communication with Algoma Public Health confirmed the area that would satisfy the 100' setback requirement would prove to be a challenging one given the prevalence of boulders in that location and the ensuing problems of instability for structures when too much new fill was brought in. The APH inspector advised by turning the septic field horizontally, the setback could be increased to 78' and would avoid the challenges of building closer to the roadside of the existing structures. Council noted it continues to be reluctant to permit septic systems at locations less than 100' from the HWM and each property must be assessed according to its specific conditions. On the basis of the information provided by the owner and APH, Council agreed to support the proposed setback of 78'. The Clerk will advise the owner to apply for a zoning amendment to offer all residents within 400' the opportunity to comment, as well as, the required government agencies.

Council reviewed correspondence from the owner of Lot 5, Plan 1M554, Red Maple Drive noting concerns about an accessory structure on the neighbouring Lot 6. Council also reviewed the report from the Clerk providing background information that the structure had been authorized by Council in April 2020 at the onset of Covid when there was a province-wide ban on issuing building permits. In addition, a zoning amendment to authorize the accessory structure prior to a primary structure would have required a public meeting and such meetings were not being held at that time. Council noted the location of the structure was approximately 60' from the boundary line of the two lots. The Clerk advised the owner of Lot 6 had confirmed they had already installed the septic on their lot and are planning to build a dwelling this year and on that basis Council considered the matter resolved.

It was recommended that Council schedule a special meeting to address what form of regulations could be put in place to regulate short term rentals within the Township. The current prohibition on the establishment of new short term rental units will end in February 2024. The Clerk proposed inviting the Secretary-Treasurer of the St. Joseph Island Planning Board to the special meeting as a knowledgeable resource and Council agreed his attendance could be beneficial to its discussions.

Council reviewed the information prepared by the Clerk for the upcoming Public Meeting to address an increase to the building permit fees. One change was made to the "Miscellaneous" section with a recommendation the figure of over or under \$3,000 for shingling/residing/replacing windows be increased to \$5,000 to be more reflective of today's costs. The Public Meeting will be held on July 5, 2023 and advertised in the Island Clippings and on the Township's website.

The Clerk advised that all the information required to obtain a Cemetery Operator's Licence had been sent to the Bereavement Authority of Ontario. We will not be able to authorize the sale of any lots until the BAO approves our Cemetery By-law. The Clerk advised that as a result of providing notice of the cemetery by-law to monument dealers in the area, the matter of the size of bases to certain monuments had been questioned. The Clerk will survey all area municipalities to determine if all enforce the larger base. An amendment to the by-law may be required if it is decided a smaller base would be acceptable.

The Clerk advised the 2022 audit had been completed. Work will now begin on the 2023 budget with a special meeting to be scheduled prior to the end of June.

Resolution 2023-56

Moved by Mike Garside

Seconded by Mike Trainor

Resolved that we do contribute \$200 towards the Hilton Beach Community Hall Restoration Fund in recognition of the Village's efforts in scheduling the 2023 Yard Sale for both Hilton Village and Hilton Township residents.

\* Carried \*

Resolution 2023-57

Moved by Janet Gordanier

Seconded by Mike Garside

Resolved that we do contribute \$400 to the St. Joseph Island Horticultural Society for the Year 2023 in recognition of the efforts to beautify both the Township of Hilton Municipal Office grounds as well as Grace United Cemetery. \* Carried \*

Resolution 2023-58

Moved by Janet Gordanier

Seconded by Mike Trainor

Resolved that we do authorize the payment of Township bills for the month of May 2023 in the amount of \$55,580.68 as per Voucher 05-2023: Administration - \$7,659.98; Algoma Dist Services Admin - \$25,956.67;

Building – \$259.90; Cemetery - \$1,780.27; Fire - \$453.96; Misc (Employee/ Employer Payroll Deductions/ Benefits) - \$8,497.09; Roads – \$6,972.81; Trefry - \$4,000.00. \*Carried\*

Resolution 2023-59

Moved by Mike Garside

Seconded by Janet Gordanier

Resolved that we do pass By-Law No. 1372-23 being a by-law to confirm the proceedings of this meeting.\*Carried

Resolution 2023-60

Moved by Mike Trainor

Seconded by Mike Garside

Resolved that we do adjourn at 10:00 p.m., Council to meet again at the Hilton Township Municipal Office at 7:00 p.m. on Wednesday, July 5, 2023 or at the call of the Reeve. \*Carried\*

Reeve, Rodney Wood

Valerie Obarymskyj, Clerk Treasurer



**Building Inspection:** Kevin Morris – Building Inspector  
Phone: 1-705-842-3372 Email: kevin.morris@tulloch.ca

**IT IS THE RESPONSIBILITY OF THE OWNER TO OBTAIN A BUILDING PERMIT  
IT IS ILLEGAL TO START WORK WITHOUT A PERMIT**

## **PUBLIC NOTICE**

### **Information supporting proposed increases to Building Permit Fees**

*(as required by Section 1.2.1.2 of Ontario Regulation 332.12 under the Ontario Building Code Act)*

The Council for the Corporation of the Township of Hilton is proposing to amend the costs of the building permit fees following a review of the current permit fees and costs associated with the enforcement of the Ontario Building Code Act, with regards to the issuance of building permits through Section 7 of the OBCA. The effect will be to increase the existing fee structure which will come into force August 1, 2023.

The Council will consider this matter on Wednesday, July 5, 2023 at 7:30 pm at its regular meeting, which will be held at 2983 Base Line, Hilton Beach, Ontario P0R 1G0. Anyone wishing to provide comments should submit them to the Clerk at [admin@hiltontownship.ca](mailto:admin@hiltontownship.ca) before June 30, 2023 at 12:00 pm. An opportunity for verbal comments will be provided during the meeting on July 5, 2023.

### **Summary of Justification for Increasing Fees:**

- Building Permit fees have not increased since 1999 except for a \$5.00 increase to the base fee from \$20 to \$25 in 2005.
- The Township of Hilton’s building permit fee structure has not increased since the service delivery changed from in-house to a contracted service in 2006 which resulted in significant increases to Township costs
- The Building Code Act provides that building permit fees can be set on a cost-recovery basis relative to the reasonable costs to provide the service.
- The annual outcome of Permit Fees versus Permit Expenses has resulted in an annual deficit since 2006.
- The average cost recovery rate over the last five years is 37%.
- The proposed increases will help improve the financial sustainability of providing this service and lead to an increase in our cost recovery rate.
- The proposed increases align the Township of Hilton’s building permit fees to a similar level with area municipalities.



**M and N Landfill/Recycling:**

**SUMMER Hours in Effect from May 15, 2023 to September 15, 2023**

Wednesday: 12:00 pm – 5:00 pm

Saturday: 10:00 am - 3:00 pm

Sunday: 12:00 pm - 4:00 pm

Holiday Mondays: 12:00 pm – 4:00 pm

**FIRE - 9 1 1 for Emergencies**

## Notice to Hilton Township Residents and Visitors



### Hilton Township Fire Permits are currently **SUSPENDED**

All Residents of Hilton Township are advised that effective Thursday, June 1, 2023 the Minister of Natural Resources and Forestry has put a Restricted Fire Zone (RFZ) order in place for our area. It is a temporary measure to prevent human-caused fires when the fire hazard is extreme or when firefighting resources are limited.

All previously issued municipal fire permits are suspended until the MNRF lifts the RFZ.

#### What you cannot do:

- Have campfires (even in outdoor fire grate, fire place or fire pit)
- Burn grass or wood debris
- Use burn barrels

Please contact your local [Fire Management Headquarters](#) for more information.

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### Report a fire in a restricted zone

Report a fire in a Restricted Fire Zone (except in a campground or provincial park) to your [local ministry district office](#).

When the Province lifts the RFZ, it will be announced on the radio and other social media platforms and the green/orange Fire Ban signs will be removed from the Municipal Office windows. It will also be posted on the Township's website: [www.hiltontownship.ca](http://www.hiltontownship.ca)