

MINUTES
Regular Meeting
September 11, 2024
7:00 p.m.

Present:

Reeve: Rodney Wood
Councillors: Dave Leask
Mike Garside
Janet Gordanier
Mike Trainor

Acting Clerk Treasurer: Sara Dinsdale
Road Superintendent: Lyndon Garside

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

There were no declarations of pecuniary interest.

Resolution 2024 - 206
Moved: Dave Leask
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for September 11, 2024, as presented. *CARRIED*

Resolution 2024 - 207
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 July 24, 2024. *CARRIED*

Resolution 2024 - 208
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the minutes of the Special Meeting of July 31, 2024. *CARRIED*

Resolution 2024 - 209
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the Closed Meeting of July 31, 2024. *CARRIED*

Resolution 2024 - 210
Moved: Dave Leask
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the Regular Meeting of August 14, 2024. *CARRIED*

Resolution 2024 - 211
Moved: Mike Trainor
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the Closed Meeting of August 14, 2024. *CARRIED*

There were no delegations on the agenda; however, Reeve Wood welcomed Mr. Gerry Burmaster and Mr. Steve Burmaster and asked that Council allow the opportunity to discuss their recent request for a full casket interment of Mrs. Grace Burmaster in the Grace United Cemetery.

Mr. Gerry Burmaster and Mr. Steve Burmaster gave a brief family history explanation about their family plot in the cemetery and how it connects them as having interment rights. They explained to council that he was told by Acting Clerk Sara Dinsdale that they could not proceed with a full casket burial in the previous week, as they had not provided proper documentation to prove interment rights, and that a full casket burial cannot be permitted in the Grace United Cemetery. There was a discussion about the direction that has been given by the Bereavement Authority of Ontario; in which the Cemetery Operator should not allow any burials without an archaeological study be done as the township is in possession of inconsistent records. The discussion included what documents can be accepted to prove interment rights in order to honour cremation interments only.

Acting Clerk Dinsdale requested from Reeve Wood that she make a suggestion to the family. Reeve Wood allowed her to explain that she had since received proper documentation from another of their family members that proves interment rights to four lots within the plot that still had room available and suggested that they could move forward with a cremation interment in one of those. Mr. Gerry Burmaster explained that he felt he had more information to prove interment rights of the other four lots and mentioned that he would come to the office later in the week to bring it in.

Reeve Wood offered condolences to the family and thanked them for coming to the meeting.

Road Superintendent Lyn Garside's update included an issue with getting the Surface Treatment order that was placed earlier in the year that was to be used on Trainors Side Road. The Contract date expires on September 15, 2024, and they have given a delivery date of September 17, 2024. Road Superintendent explained that surface treatment should not be done on roads after September 1 due to unpredictable weather that could prevent it from curing properly resulting in long-term road issues. He also explained that if the township moves forward with the contract after the September 15 expiry date, that it will no longer be under warranty.

Council expressed their gratitude towards Road Superintendent Lyn Garside for his expert advice and a discussion took place about the Trainors Side Road project be postponed to the following year. It was suggested that the NORDS grant also be deferred to the following year to accommodate the new project date.

Resolution 2024-212
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to defer surface treatment of Trainors Side Road until 2025 due to contractor not fulfilling their agreement. * CARRIED*

Road Superintendent Garside explained that the 10-year plan that Council requested of him was originally completed through City Wide Software and is still good for another five years. A basic version was completed and explained by Road Superintendent Garside that included the grading of roads.

A discussion took place about the boat launch at Milford Haven. There have been some recent concerns regarding people damaging their boats and/or boat trailers on the bumper that is on the end of the boat launch. Road Superintendent Garside explained that the bumper must be there and acts as a trailer stop as per the Ministry of Natural Resources regulations. It was explained that all boat launches require a trailer stop for safety reasons. The water gets quite low in that area and there is a sign that says, "Use at Own Risk" The water levels dictate whether a boat can safely be launched there. It was explained that someone had went there and made a new area to launch a boat from beside the actual boat launch. Since this is not an MNR approved boat launch it has been blocked to deter people from backing their boat trailers too far into the water and disrupting the spawning fish. It was suggested by Council that an additional sign be placed indicating something about the water levels or indicating that the boat launch is only good for kayaks and canoes. Road Superintendent Garside said that he will investigate that.

Council reviewed the Minutes of the Fire Board meeting on June 10, 2024, and June 26, 2024.

A discussion took place about the Fire Protection Grant that was applied for, and what items can be purchased with it if the Hilton Union Fire Board is approved to receive the grant.

Council reviewed the resolutions that were presented from the Hilton Union Fire Board meeting that took place on September 9, 2024.

Resolution 2024-213
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the Hilton Union Fireboard's recommendation to amend sections 2 and 9 of by-law #1420-24; being a by-law to authorize an agreement for the joint management and operation of a fire department. *CARRIED*

Resolution 2024-214
Moved: Mike Garside
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the Hilton Union Fireboard's recommendation to appoint Deputy Fire Chief Robert Hope to the position of Fire Chief within the Hilton Union Fire Department. *CARRIED*

Resolution 2024-215
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the Hilton Union Fireboard's recommendation to appoint Captain Dan See to the position of Deputy Fire Chief within the Hilton Union Fire Department. *CARRIED*

Resolution 2024-216
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to reimburse the Fire Chief up to \$1800.00, to acquire his DZ license, from the Hilton Union Fire Department Budget; with a 2-year commitment to the Fire Department and a passing grade is received. *CARRIED*

The Acting Clerk presented a report with a request from the township's By-Law Enforcement Officer to create a Cost & Recovery By-law.

Resolution 2024-217
Moved: Dave Leask
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to engage Mr. Jagger of Island Resourced Development to create a Cost and Recovery By-law. *CARRIED*

A discussion amongst Council took place regarding the application for a zoning amendment requesting the setback of 6.5' be reduced to zero in order to accommodate the applicant's garage that was build three years ago, in violation of the setback. Council made note that there have been similar situations in the area and the requests were denied as there are zoning rules in place for a reason. Council suggested that the application would be denied, and the applicant would need to rectify the situation within one year.

Resolution 2024-218
Moved: Janet Gordanier
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve in principle, the application submitted by Mr. Dan Hayes-Sheen for a zoning by-law amendment specific to property located at 3524 Hamilton Drive; of Plan H597 Lot 20, to waive the minimum building setback from the East side boundary. Notice of application in accordance with the provisions of the Planning Act, R.S.O. 1990, c. P.13, (s.34 (10.7) (a) will be given and a public meeting will be held on: N/A . *DEFEATED*

Resolution 2024-219
Moved: Janet Gordanier
Seconded: Mike Trainor

CORPORATION OF THE TOWNSHIP OF HILTON
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BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON agrees to direct the Acting Clerk to inform Mr. Dan Hayes-Sheen to remedy the encroachment of the garage on 3524 Hamilton Drive, Plan H597 Lot 20 to meet the legal setback of 6.5' on the East side boundary by September 11, 2025. *CARRIED*

Council discussed the letter that was received by Mr. Michael Jagger, Secretary-Treasurer of the St. Joseph Island Planning Board. The letter was written to provide notice that the consent application to sever Mr. Jagger's west ½ of Lot 7 Concession 15, Hilton Township with the remainder of the West ½ of Lot 7, Concession 15, consisting of two parts connected by a right-of-way was approved. Council made note that the letter was written by the applicant and addressed to the applicant and felt that may be a conflict of interest. A suggestion was made that in the future, if a similar conflict arises, that perhaps someone other than the applicant could write the letter.

Council reviewed the first drafts of both the Short-Term Rental Licensing By-law and the Short-Term Rental Regulation By-Law that were created and submitted by Mr. Jagger of Island Resources Development. Suggestions were provided and Council requested the Acting Clerk forward them to Mr. Jagger to update the drafts to include them in the next regular Council meeting for a second review.

Council reviewed the legal advice that was received by the township's lawyer regarding what types of evidence can be requested of Short-Term Rental owners as evidence that they were operating prior to By-law 1407-24; being a by-law to amend the Comprehensive Zoning By-law to provide for regulation of short-term residential rental accommodation (STR) that was passed on March 6, 2024.

A contract renewal from Algoma Office Equipment for upgrading the office photocopier was presented. Council discussed the benefits of the upgrades and the cost savings.

Resolution 2024-220
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the renewal contract and purchase price of \$4295.00 of the upgraded photocopier (Model: Canon 1RC392) provided by Algoma Office Equipment per quote dated August 27, 2024. *CARRIED*

The financial statements that were recently completed by BDO Canada LLP. And deferred from the August 14, 2024, Regular Council meeting was presented and discussed.

Resolution 2024-221
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the financial statements of 2023 drafted by BDO Canada LLP. *CARRIED*

The Draft 2024 Budget was presented. Council requested that some minor changes be made to reverse the use of the NORDS grant for Trainors Side Road re-surfacing, increase the taxation amount and to investigate what the Cannabis fund and Covid funds can be used for.

Taxation amounts for 2024 were discussed as two scenarios were presented; one that would maintain the tax rate at the 2023 level with a Municipal levy increase of \$16,300 more than 2023 and one that would increase the rate by 2% from 2023 bringing the Municipal levy to \$32, 806 more than 2023. It was discussed that the 2% increase would maintain a modest increase and allow the township to set aside a reserve fund for unexpected expenses that may occur in the future.

Resolution 2024-222
Moved: Janet Gordanier
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does direct the Acting Clerk Treasurer to make the recommended adjustments to the draft 2024 budget. A public meeting will be held on October 9, 2024, in order to provide an opportunity for the public to comment, prior to adopting the 2024 Budget. *CARRIED*

Resolution 2024-223
Moved: Mike Garside
Seconded: Dave Leask

CORPORATION OF THE TOWNSHIP OF HILTON
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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. 1431-24 being a by-law to provide for the adoption of the current estimates and tax rates and to further provide for penalty and interest in default of payment thereof for 2024.
CARRIED

The Acting Clerk Treasurer presented a job posting to hire a Temporary Deputy Clerk Treasurer. It was discussed that the job posting would be advertised in the Island Clippings, Sootoday, and on the township's website with a closing date of September 26, 2024, in order to include applicants resumes in the following regular Council meeting.

Resolution 2024 - 224
Moved: Dave Leask
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does direct the Acting Clerk to advertise for the position of Temporary Deputy Clerk-Treasurer with a closing date of September 26, 2024.
CARRIED

Due to the meeting extending past 11:00 pm, Council discussed deferring items on the agenda to the next meeting.

Items deferred included:

Topic 12: Cemtery

Topic 13: Closed meeting items: a) regarding complaint received
 b) regarding land swap proposal negotiations

Topic 15: Expenditures for July

Resolution 2024 - 225
Moved: Mike Garside
Seconded: Dave Leask

Resolved that this Council move into closed session at 11:10 p.m. in accordance with *Municipal Act Section 239 (2) (d) labour relations or employee negotiations*:

- To discuss applicants for Road Superintendent/Public Works Foreman Position

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

Resolution 2024 - 226
Moved: Mike Trainor
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at 11:12 pm. *CARRIED*

Resolution 2024 - 227
Moved: Mike Trainor
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does direct the Acting Clerk to schedule interviews with the candidates discussed in closed session for the position of Road Superintendent/Public Works Foreman on September 17, 2024. *CARRIED*

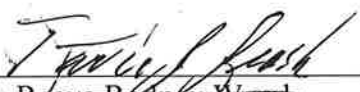
Resolution 2024 - 228
Moved: Janet Gordanier
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass By-law No. 1432-24 being a by-law to confirm the proceedings of this meeting. *CARRIED*

CORPORATION OF THE TOWNSHIP OF HILTON
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Resolution 2024 - 229
Moved: Dave Leask
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 11:20 p.m.
Council to meet again at the Hilton Township Municipal office on October 9, 2024, at 7:00 pm or at the call of the
Reeve. *CARRIED*



Reeve Rodney Wood
Deputy Reeve Dave Leask



Acting Clerk Sara Dinsdale