

THE CORPORATION OF THE TOWNSHIP OF HILTON

**MINUTES**  
Regular Meeting  
January 8, 2025  
7:00 p.m.

Present:

Deputy Reeve: Dave Leask

Councillors: Janet Gordanier  
Mike Garside  
Mike Trainor

Acting Clerk Treasurer: Sara Dinsdale

Road Superintendent/Public Works Foreman: Leonard Bringleson

Absent: Rodney Wood

The meeting was called to order at 7:00 pm.

There were no declarations of pecuniary interest.

There were no delegations.

Resolution 2025-01

Moved: Mike Trainor

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for January 8, 2025, as presented. \*CARRIED\*

Resolution 2025-02

Moved: Mike Garside

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the regular council meeting of December 4, 2024. \*CARRIED\*

Resolution 2025-03

Moved: Janet Gordanier

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the closed council meeting of December 4, 2024. \*CARRIED\*

Resolution 2025-04

Moved: Mike Trainor

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the special council meeting of December 5, 2024. \*CARRIED\*

Resolution 2025-05

Moved: Janet Gordanier

Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the closed council meeting of December 5, 2024. \*CARRIED\*

Road Superintendent Leonard Bringleson's roads update included two new tires and rims were recently purchased for the plow and that engineered drawings are in process for the new sand dome project. Mr. Bringleson mentioned that the amalgamated tenders will be presented for discussion at a later date. Mr. Bringleson requested that he enroll into a Trappers course that is starting in the spring. He mentioned that the course would allow him to deal with nuisance beaver on his own rather than hire someone to deal with them.

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Mr. Bringleston also presented information on plow blades that he researched. Comparison between the current blades and the new ones were presented. Mr. Bringleston explained that his research shows savings of approximately \$1000/year over five years.

Council asked about the gates that were supposed to be installed at the Grace United Cemetery. Mr. Bringleston explained that they were on back order, and they have recently arrived at the supplier's. Pick up of the gates is planned for upcoming days.

Resolution 2025-06  
Moved: Mike Garside  
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to Road Superintendent Leonard Bringleston enrolling into the trapping course at a cost of \$275.00 plus HST. \*CARRIED\*

Council reviewed the revised OPP 2025 Annual Billing Statement and the Primary Public Safety Answering Point (P-PSAP) agreement.

Resolution 2025-07  
Moved: Mike Trainor  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does give first, second, third and final reading and pass By-law No. 1441-25 being a by-law to authorize the execution of an agreement with the Minister of the Solicitor General on behalf of the Ontario Provincial Police for the provision of Primary Public Safety Answering Point (PSAP) Serviced for the Township of Hilton. \*CARRIED\*

Council reviewed a memorandum from Deputy Minister and Commissioner of Emergency Management Bernie Derible regarding the proposed amendments to modernize the Emergency Management and Civil Protection Act.

Acting Clerk/Treasurer presented a report regarding the use of the kitchen at the Community Centre (the township's warming centre) during an emergency. The report included information received from Algoma Public Health stating that, "*any person/entity that chooses to serve food to the public is subject to the Health Protection and Promotion Act, and O.Reg.493/17: FOOD PREMISES*" The regulations also included the need of safe food handling practices, certified food handlers and safe food sources. Information regarding the Emergency Preparedness Grant was explained in the report. Upon approval, emergency meal kits will be purchased and stored at the warming centre, alleviating the costs to hire and train certified food handlers and locating and purchasing food from safe food sources during an emergency.

Council reviewed the Hilton Union Fire Board's meeting minutes from September 9, 2024, and a resolution carried by the Village of Hilton that agreed with the Fire Board's suggestion of reimbursing the Fire Chief up to \$1800 to acquire his DZ license with a two year commitment to the Fire Department and a passing grade.

Council reviewed the 2024 Building Permit fees collected vs costs incurred to date summary. It was discussed that the building permit fees should be increased. An increase of 60% occurred in 2024; therefore, council suggested an increase of 20% for 2025.

Council reviewed the final draft of the by-law to regulate and govern short-term rental and the final draft of the by-law to provide licensing of short-term rental and agreed that it is ready to pass once the official plan has been approved.

Council moved into a discussion regarding appointments for 2025. Council requested that the Village of Hilton Beach be contacted by Acting Clerk Sara Dinsdale in order to request scheduling of a Landfill Committee meeting.

Resolution 2025-08  
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 and pass by-law No. 1442-25 being a by-law to appoint officers, servants, boards and commissions for the year 2025. \*CARRIED\*

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A discussion took place regarding the CPI increase for 2025 based on the November 2024 CPI rate of 1.9%. The discussion also included updating the township's km rate reimbursement, vacation policy and overtime policy to reflect more accurate wording and to more accurately reflect the Employment Standards Act.

Resolution 2025-09  
Moved: Janet Gordanier  
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the suggested amendments to Schedule "A" of by-law 1388-23; being the vacation policy to the township's Working Conditions by-law. \*CARRIED\*

Resolution 2025-10  
Moved: Mike Garside  
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the suggested amendments to Schedule "B" of by-law 1388-23; being the overtime policy to the township's Working Conditions by-law. \*CARRIED\*

Resolution 2025-11  
Moved: Mike Trainor  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to increase the reimbursement rate for kilometers travelled by members of council and municipal employees for any kilometers travelled while acting in their capacity as members of council and municipal employees to \$0.72/km in accordance with the 2025 Canada Revenue Agency mileage rate. \*CARRIED\*

Resolution 2025-12  
Moved: Mike Trainor  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON give first, second and third and final reading and pass by-law no. 1443-25 being a by-law respecting remuneration and expenses for members of council and municipal employees of the Corporation of the Township of Hilton. \*CARRIED\*

Resolution 2025-13  
Moved: Mike Garside  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON give first, second and third and final reading and pass by-law no. 1444-25 being a by-law to establish tax ratios for the Township of Hilton for the year 2025. \*CARRIED\*

Resolution 2025-14  
Moved: Mike Garside  
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON give first, second and third and final reading and pass by-law no. 1445-25 being a by-law to provide for an interim tax levy and for the payment of taxes and for penalty and interest of 1.25 percent per month after the due date. \*CARRIED\*

Council reviewed the fee schedule for 2025 provided by the township's Integrity Commissioner with Ironside Consulting Services.

Council reviewed a proposal submitted by Rogers Communication Inc. regarding a proposed wireless communication site to be located South of Hwy 548 at K-Line in Hilton Beach.

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Resolution 2025-15  
Moved: Janet Gordanier  
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON agrees to the proposal by Rogers Communications Inc. to erect a wireless communication installation located South of Hwy 548 at K-Line Rd, Hilton. That the proposal is compliant with the requirements of ISED Canada’s default protocol CPC-2-0-03 Issue 6 issued July 2022, “Radiocommunication and Broadcasting Antenna Systems” and all obligations for the municipal and public consultation requirements have been met; and that the clerk send a statement of concurrence to Rogers Communication Inc. and to Innovation, Science and Economic Development Canada. \*CARRIED\*

Council reviewed a letter sent from the Village of Hilton inviting a member of council to join the Community Hall Kitchen Committee.

Resolution 2025-16  
Moved: Janet Gordanier  
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the invitation from the Village of Hilton Beach to appoint Rod Wood to join the Community Hall Kitchen Committee. \*CARRIED\*

Council reviews a letter sent from the Ministry of Municipal Affairs and Housing regarding the introduction of the proposed Municipal Accountability Act, 2024. The letter states that if passed, it would make changes to the Municipal Act, 2001 and City of Toronto Act, 2006 to strengthen the municipal code of conduct and integrity commissioner framework.

Resolution 2025-17  
Moved: Mike Garside  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the payment of Township bills for the month of December 20 in the amount of \$121,627.64 as per the attached voucher. \*CARRIED\*

Resolution 2025-18  
Moved: Janet Gordanier  
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON move into closed session at 8:23 p.m. in accordance with:

*Municipal Act section 239 (2)(c) Acquisition or disposition of land*  
to discuss negotiations regarding a land swap proposal; and

*Section 239 (2)(d) labour relations or employee negotiations*  
to review and discuss employment contract of the Deputy Treasurer; and,  
to review and discuss performance evaluation of the Road Superintendent/Public Works Foreman

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 2025-19  
Moved: Janet Gordanier  
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at 9:47 pm. \*CARRIED\*

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Resolution 2025-20  
Moved: Mike Trainor  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON suggests the Clerk research the items discussed in closed session regarding the land swap, to present at the next council meeting. \*CARRIED\*

Resolution 2025-21  
Moved: Janet Gordanier  
Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON accepts the employment contract between Britney MacKay and The Township of Hilton. \*CARRIED\*

Resolution 2025-22  
Moved: Janet Gordanier  
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree that the Clerk shall provide to the Road Superintendent/Public Works Foreman, the performance evaluation feedback as discussed in closed session. \*CARRIED\*

Resolution 2025-23  
Moved: Mike Trainor  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass by-law no. 1446-25 being a by-law to confirm the proceedings of this meeting. \*CARRIED\*

Resolution 2025-24  
Moved: Mike Garside  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 9:55 pm. Council to meet again at the Hilton Township Municipal office on February 12, 2025, at 7:00 pm or at the call of the Reeve. \*CARRIED\*

  
Deputy Reeve Dave Leask

  
Acting Clerk Sara Dinsdale