

THE CORPORATION OF THE TOWNSHIP OF HILTON

**MINUTES**

Regular Meeting  
February 12, 2025  
7:00 p.m.

Present: Rodney Wood  
Reeve:

Councillors: Janet Gordanier  
Mike Garside  
Mike Trainor  
Dave Leask

Acting Clerk Treasurer: Sara Dinsdale  
Deputy Treasurer: Britney MacKay  
Road Superintendent/Public Works Foreman: Leonard Bringleson

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

Councillor Janet Gordanier declared pecuniary interest regarding item No. 12.b)

There were no delegations.

Resolution 2025-25

Moved: Dave Leask  
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the agenda for February 12, 2025, as presented. \*CARRIED\*

Resolution 2025-26

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 January 8, 2024. \*CARRIED\*

Resolution 2025-27

Moved: Mike Trainor  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve the minutes of the closed council meeting of January 8, 2025. \*CARRIED\*

Roads Update:

Road Superintendent/Public Works Foreman Leonard Bringleson mentioned to council that he is enrolled into the fur management course and will start it in April of this year.

Mr. Bringleson's roads update included information regarding the 2025 amalgamated tender. Mr. Bringleson reported that he has received confirmation from Beamish Construction Inc. that they will honour last year's price for surface treatment. Mr. Bringleson explained that ordering 10 units of calcium chloride will allow him to deposit it to the P Line and Richmond Bay Rd. with some extra left over for re-applications as needed. Councillor Leask asked if the calcium leftovers could be stored somewhere and Mr. Bringleson explained that it could be stored outside covered with plastic to be used the following year.

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Resolution 2025-28

Moved: Dave Leask

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the tender for the following items through the amalgamated tender by-law:

16,740 m<sup>2</sup> of double surface treatment  
10 units of calcium chloride or magnesium chloride – 17 flake tonne equivalent  
6 pieces of high ware blades (wing) (2 complete blades)  
\*CARRIED\*

Mr. Bringleston also updated council on the progress of the planning stage of building a sand dome. He explained that he is currently waiting on quotes from contractors in order to incorporate it into his final estimate to be presented to council at a later date.

After Mr. Bringleston’s roads update was concluded, he explained to council that if he was no longer needed for anything in the meeting that he was going to leave in anticipation of needing to plow later in the night due to the poor weather. Reeve Wood suggested that the closed portion of the meeting pertaining to Mr. Bringleston’s performance evaluation discussion be moved up in the agenda to accommodate Mr. Bringleston’s need to depart the meeting and council agreed.

Reeve Wood requested that Deputy Treasurer MacKay and any guests attending the meeting step out of the office during the closed session and that streaming of the meeting close until council returns to open meeting again.

Resolution 2025-29

Moved: Mike Garside

Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON move into closed session at 7:18 p.m. in accordance with:

*Municipal Act section 239 (2)(b) personal matters about an identifiable individual, section 239 (2)(c) Acquisition or disposition of land and section (2)(d) labour relations or employee negotiations.*

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 2025-30

Moved: Mike Trainor

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at 7:33 p.m. \*CARRIED\*

Mr. Bringleston departed while streaming resumed and Ms. MacKay and guests were invited to return to the council chambers.

Council reviewed Clerk Report 2025-02-12-01 containing fire board meeting dates for 2025, and information regarding the fire protection grant that the Hilton Union Fire Department received to purchase PPE. The department received \$8230.45 to purchase PPE and must purchase it by the end of March 2025. The Clerk Report also recommended that council discuss the possibility of providing a key and passcode to access the municipal office in order to allow the Hilton Union Fire Department use of the council chambers for training sessions when needed. Acting Clerk Dinsdale offered additional information that was received after reaching out to the Ministry of Municipal Affairs and Housing for advice on this matter. The advice that was received was that a council member may have access to the municipal office providing that they do not have access to any part of the administration records. Council discussed that Councillor Mike Garside should have the key as he is also a fire volunteer with the Hilton Union Fire Department.

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Resolution 2025-31

Moved: Janet Gordanier

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to recommend that Mike Garside of the Hilton Union Fire Department receive a key and passcode to access the Hilton Township's council chambers as needed for fire training. \*CARRIED\*

Council reviewed the quote for the township's 2025 Community Emergency Management Coordinator. Councillor Mike Garside asked Acting Clerk Dinsdale if she or Deputy Treasurer MacKay would consider the schooling to become the township's Community Emergency Management Coordinator. Acting Clerk Dinsdale replied by suggesting that it might be best that both employees complete the Municipal Administration Program before considering additional schooling and responsibilities.

Resolution 2025-32

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 of by-law No. 1447-25 being a by-law to appoint a Community Emergency Coordinator for the Corporation of the Township of Hilton for the year 2025. \*CARRIED\*

Council moved into a public meeting at 7:51 p. m. as required by Municipal Act, S.O. 2001, c. 25, s. 251 to provide the community with an opportunity to comment on the proposed increase to the existing building permit fees and charges.

Council reviewed the history of building permit fee increases as well as building permit fees collected vs costs incurred to date summary.

There were no comments or attendees to the public meeting. The public meeting was closed at 8:08 p.m.

Resolution 2025-33

Moved: Janet Gordanier

Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the 20% increase of building permit fees and charges.

Council reviewed an application received to purchase a portion of the shore road allowance.

Resolution 2025-34

Moved: Mike Trainor

Seconded: Mike Garside

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does approve in principle the application made by Suzanne Ritchie Raymond and Clifford James Raymond to purchase that part of the original shoreroad allowance lying in front of Lot 6, Plan 1M554 at a cost of \$30.00 per lineal foot plus GST and further declare that this land be deemed surplus to the needs of the Municipality. This approval is subject to the provisions of the Municipal Act and any other requirements set by various agencies as well as the required Reference Plan of Survey and deposit being received by this municipality within one year of this date. \*CARRIED\*

Council reviewed the new cemetery by-law with all schedules attached that were recently approved by the Bereavement Authority of Ontario.

Resolution 2025-35

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 of pass by-law No. 1449-25; being a by-law to provide for rules and regulations for the care and control of Grace United Cemetery within the Township of Hilton. \*CARRIED\*

CORPORATION OF THE TOWNSHIP OF HILTON  
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Resolution 2025-36

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. 1450-25 being a by-law to appoint officers, servants, boards and commissions for the year 2025 and rescinds by-law 1442-25. \*CARRIED\*

Council reviewed the 2024 remuneration report provided by Acting Clerk Dinsdale.

Resolution 2025-37

Moved: Mike Trainor  
Seconded: Janet Gordanier

Whereas Section 284 of the Municipal Act, 2001, as amended, provides that the Treasurer of a municipality shall in each year provide to the council of the municipality an itemized statement of remuneration and expenses paid in the previous year to council members and local board members and whereby such remuneration is authorized under by-law 1404-24. Council hereby agrees to accept the attached statement as verification of such remuneration paid. \*CARRIED\*

Resolution 2025-38

Moved: Mike Trainor  
Seconded: Dave Leask

Council reviewed information and a quote to upgrade the township's security system.

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the security system upgrade as per the attached Commercial Subscription Form #FAC717297 from Securitas Technology in the amount of \$299.00 plus HST for installation and \$49.95 plus HST per month for 24-hour monitoring, interactive cellular line, parts and labour. \*CARRIED\*

Council reviewed a draft amendment to the township's parking by-law and made suggestions. A public notice will be posted, and the by-law will be read and passed at the next regular council meeting on March 12, 2025.

Council reviewed a report of the integrity commissioner for 2024.

Council reviewed and discussed the donation requests received by Mathews Memorial Hospital Association and Crime Stoppers. In the past, the township contributed \$1000 to Mathews Memorial for physician recruitment and \$1500 as a donation. Council suggested that this year the amount for physician recruitment be increased to \$1500 and the additional donation amount could be increased to \$2000. Council requested that the Acting Clerk Treasurer include a \$2000 donation amount in this year's budget to discuss at a later date. Council also suggested that a \$250 donation to Crime Stoppers would be reasonable based on the previous years' donations to them.

Resolution 2025-39

Moved: Mike Garside  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to contribute \$1500.00 to Mathews Memorial Hospital Association for physician recruitment efforts. \*CARRIED\*

Resolution 2025-40

Moved: Dave Leask  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to contribute \$250.00 to support Crime Stoppers with its efforts to increase public awareness resulting in more tips and crimes solved in the Algoma District. \*CARRIED\*

Council discussed items that they would like to include in the next landfill meeting that the Village of Hilton Beach will be scheduling in April 2025. Some of the items included are the operations of the landfill, concerns that have been communicated by rate payers, and an insight of expenses as the Township of Hilton has been paying 68.34% of the operating costs.

Council reviewed 2024 summaries provided by the township's solicitor.

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Resolution 2025-41  
Moved: Mike Trainor  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the payment of Township bills for the month of January 2025 in the amount of \$162,021.69 as per the attached voucher. \*CARRIED\*

Council moved back into closed session at 9:23 p.m. in accordance with the provisions of the Municipal Act, Section 239 (2)(b) Personal Matters about an identifiable individual, Section (2)(c) Acquisition or disposition of land and section (2)(d) labour relations or employee negotiations.

Resolution 2025-42  
Moved: Mike Garside  
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON returns to open session at 10:28 p.m. \*CARRIED\*

Resolution 2025-43  
Moved: Mike Trainor  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the Clerk's report and employment contract between Dave Scagel and the Township of Hilton supporting the promotion from seasonal part time to permanent part time. \*CARRIED\*

Resolution 2025-44  
Moved: Janet Gordanier  
Seconded: Dave Leask

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the Clerk's report and directs the Clerk to proceed with next steps established in by-law No. 843-05 being a by-law to establish procedures for the sale of land owned by the Municipality. \*CARRIED\*

Resolution 2025-45  
Moved: Mike Trainor  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does accept the Clerk's report and directs the Clerk to provide recommendations discussed by council in closed session to the township's By-Law Enforcement Officer. \*CARRIED\*

Resolution 2025-46  
Moved: Mike Trainor  
Seconded: Janet Gordanier

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does pass by-law no. 1451-25, being a by-law to confirm the proceedings of this meeting. \*CARRIED\*

Resolution 2025-47  
Moved: Dave Leask  
Seconded: Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does adjourn at 10:33 p.m. Council to meet again at the Hilton Township Municipal office on March 12, 2025, at 7:00 pm or at the call of the Reeve. \*CARRIED\*

  
Reeve Rodney Wood

  
Acting Clerk Sara Dinsdale