

THE CORPORATION OF THE TOWNSHIP OF HORTON

**REGULAR COUNCIL MEETING**

December 4, 2012

There was a Meeting of the Council of the Township of Horton held in the Municipal Council Chambers on Tuesday December 4, 2012. Present were Mayor Don Eady, Councillor/Acting Mayor Bob Kingsbury, Councillor Glen Campbell, Councillor Jamey Larone and Councillor Margaret Whyte. Staff present was Mackie McLaren, CAO/Clerk and Christina Mulcahey, Receptionist/Clerk and Jennifer Barr, Finance Manager.

1. CALL TO ORDER

Mayor Eady called the meeting to order at 4:00 p.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by members of Council or staff.

3. MINUTES OF NOVEMBER 6 2012

Council reviewed the minutes of the November 6, 2012 Council Meeting. Councillor Kingsbury asked if there would be a Business Plan for the Landfill Site changes proposed. Councillor Larone, Chair of the Waste Management Committee said yes, he will present a Business Plan to Council at the January 8, 2013 Council Meeting.

Councillor Kingsbury asked the CAO/Clerk if Steve Osipenko has accepted his appointment to be a part of the Beach Sub-Committee. CAO/Clerk said yes.

Moved by Councillor Bob Kingsbury

**RESOLUTION NO.12-380**

Seconded by Councillor Margaret Whyte

That Council approves the following Council Meeting minutes:

- November 06, 2012 – Regular Council Meeting

**Carried.**

4. BUSINESS ARISING FROM MINUTES

Request from Ray Puhalski – Draft minutes, Council Meeting package, publication of Council phone numbers/Email addresses

The CAO/Clerk gave a brief verbal report. Councillor Whyte said her concern with adding the meeting package to the website is the work load for staff. Councillor Campbell had the same concern. Receptionist/Clerk said the uploading of the package would not take long. Councillor Kingsbury expressed his concerns that in some cases he does not read the package until the Sunday or Monday before the meeting. This meaning that others may read it before him and call with questions and concerns before he has looked at it. Councillor Larone expressed the same concern. Councillor Larone said he has no problem with publishing his phone number on the website but does not use email often so this would not be a good way to contact him. Mayor Eady said he does not agree with either request for many reasons. Councillor Kingsbury noted this is a request from one ratepayer only and if these requests are important he would like to see more requests from the public. After further discussion the following resolutions were put forward:

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Moved by Councillor Margaret Whyte  
Seconded by Councillor Jamey Larone

**RESOLUTION NO.12-381**

That Council agrees that their personal phone numbers be uploaded to the website.  
**Carried.**

Moved by Councillor Margaret Whyte  
Seconded by Councillor Jamey Larone

**RESOLUTION NO.12-382**

That Council authorizes staff to upload the Council Meeting Package to the website the Friday preceding the Council Meeting.

**Carried on Division.**

**Opposed: Mayor Don Eady and Councillor Kingsbury**

5. ITEMS TO BE ADDED TO THE AGENDA AND APPROVE AGENDA

Moved by Councillor Margaret Whyte  
Seconded by Councillor Glen Campbell

**RESOLUTION NO.12-383**

That Council agrees to add the following items to the December 04, 2012 Council Meeting agenda and approves the agenda:

- Tender Opening REC 2012-03 Propane Costs
- Two Conference Reports

**Carried.**

6. COMMITTEE REPORTS

**4:20 PUBLIC WORKS COMMITTEE**

Chair Campbell reviewed the minutes of the November 21, 2012 Committee Meeting. Councillor Larone asked if there could be a meeting set up with the Ministry of Transportation and the Ontario Provincial Police to discuss the detour routes in our Municipality. There seems to be no plan in place. Chair Campbell agreed that it would be good to have both parties present to discuss the detour routes.

Councillor Larone asked what the costs would be to have a third party inspect the Humphries Road section that the Township is being asked to assume by Robert A Johnston. The CAO/Clerk had handed out a cost summary. Councillor Kingsbury said he was speaking with Mr. Johnston about the road and before we proceed with hiring a third party, Councillor Kingsbury would like some time to work with Mr. Johnston and hopefully there will be a benefit to both sides. Councillor Whyte asked why. Councillor Kingsbury replied, to save the Township the cost of hiring a third party. Councillor Kingsbury said he will bring this back to the Public Works Committee.

Moved by Councillor Glen Campbell  
Seconded by Councillor Jamey Larone

**RESOLUTION NO. 12-384**

**THAT** Council approves the following Public Works Committee Meeting Minutes:

Public Works Regular Committee Meeting – November 21, 2012

**Carried.**

**RECOMMENDATIONS**

Moved by Councillor Bob Kingsbury  
Seconded by Councillor Jamey Larone

**RESOLUTION NO. 12-385**

That Council on recommendation of the Public Works Committee enters into an agreement with Patricia and Ken Forrest to use approximately 60 m of unopened road allowance for their private driveway between Lots 5 and 6 Concession 7.

**Carried.**

Moved by Councillor Bob Kingsbury

**RESOLUTION NO. 12-386**

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Seconded by Councillor Jamey Larone

That Council on recommendation of the Public Works Committee approves the following Township Roads to be identified in Schedule C for Gas Tax Revenue:

Gravel

Early Road  
McInnes Road  
Horton School Road  
Pastway Road  
Goshen Road (North)

Reconstruction

Fraser Road  
Thomson Road  
Lime Kiln Road  
All Thompsonville streets

**Carried.**

Moved by Councillor Glen Campbell

**RESOLUTION NO. 12-387**

Seconded by Councillor Margaret Whyte

That Council on recommendation of the Public Works Committee authorizes an application be submitted for funding under the Provincial Municipal Infrastructure Program for Thomson Road culverts and repaving.

**Carried.**

At this time Mayor Eady stated that at the start of this Council term, Councillor Kingsbury had requested he sit on the Public Works Committee. Because all the Committees were already assigned, it was decided that after two years he would switch the Chairs of Public Works and Planning Committees. As both Chairs are doing well, he does not want to do this now. Instead, Mayor Eady said he is appointing Councillor Kingsbury to the Public Works Committee as a member for the balance of the term. Councillor Larone said this Committee would then be a three member of Council Committee. Mayor Eady said without switching Chairs on all Committees he thought this would work best.

Councillor Whyte had concerns that Councillor Kingsbury would now be on another Committee and this puts more on his plate. Councillor Kingsbury said the meetings are spread out there is no problem there. He continued that he believes Councillor Campbell is doing a great job as Chair of the Public Works Committee and doesn't want to see him removed.

Mayor Eady said it is his responsibility to appoint Committee Chairs and he thought this was the best scenario. Councillor Campbell said he knew it would be up for review since the start of the term as he was approached by Mayor Eady.

After further discussion, Mayor Eady said he should not have made this appointment without discussing with each Council member first.

It was agreed this would be put on the agenda for the December 17<sup>th</sup> 2012 Committee of the whole agenda.

**5:15 WASTE MANAGEMENT COMMITTEE**

Chair Larone reviewed the minutes of the November 15<sup>th</sup> 2012 and November 29<sup>th</sup> 2012 Committee Meetings.

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Moved by Councillor Jamey Larone

**RESOLUTION NO.12-388**

Seconded by Councillor Glen Campbell

That Council approves the Waste Management Committee meeting minutes of

- Special Committee Meeting – November 15, 2012
- Regular Committee Meeting – November 29, 2012

**Carried.**

### **RECOMMENDATIONS**

Moved by Councillor Jamey Larone

**RESOLUTION NO.12-389**

Seconded by Councillor Bob Kingsbury

That Council on recommendation of the Waste Management Committee accepts the \$600 plus HST quote from C. L. Polk Forestry to carry out an inventory of the bush at the landfill site.

**Carried.**

Moved by Councillor Jamey Larone

**RESOLUTION NO.12-390**

Seconded by Councillor Margaret Whyte

That Council on recommendation of the Waste Management Committee reduces the number of free bag tags given to each property owner from 6 tags to 5 tags, effective January 1, 2013.

**Carried.**

Moved by Councillor Jamey Larone

**RESOLUTION NO.12-391**

Seconded by Councillor Bob Kingsbury

That Council on recommendation of the Waste Management Committee authorizes that Mr. Dustin Howard be trained as a backup for the Landfill Site Attendant and replace the Landfill Site Attendant when he is away.

**Carried.**

### **5:37 FINANCE COMMITTEE**

Mayor Eady reviewed the minutes of the November 8 and November 28 2012 Committee meetings.

Moved by Councillor Margaret Whyte

**RESOLUTION NO.12-392**

Seconded by Councillor Glen Campbell

That Council accepts the minutes of the November 8 and November 28 2012 Finance Committee meetings.

**Carried.**

### **RECOMMENDATIONS**

Moved by Councillor Jamey Larone

**RESOLUTION NO.12-393**

Seconded by Councillor Bob Kingsbury

**THAT** Council debenture the construction loans for General Government of \$145,141 and Roads of \$250,065 for a term of 9 years and be serial debentures and that the bylaws be forwarded to the Regular Council meeting to be held in January 2013.

**THAT** Council finance the General Government debt of \$21,017.04 and the balance of the Recreation change room debt at December 31, 2012 in house and the construction loan for the change room be paid off at the same time as the debenture is entered into.

**Carried.**

Moved by Councillor Jamey Larone

**RESOLUTION NO.12-394**

Seconded by Councillor Margaret Whyte

**THAT** any surplus as of December 31<sup>st</sup>, 2012 from the Planning Department be directed to a Planning Reserve.

**THAT** any surplus as of December 31<sup>st</sup>, 2012 from the Fire Department be transferred to the Fire Reserve.

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**THAT** any remaining budget allocation for the completion of the retaining wall at the rink be transferred to a specific Reserve to be utilized in 2013.

**THAT** any surplus as of December 31<sup>st</sup>, 2012 from the Building Department be directed to the Building Reserve.

**THAT** any deficit as of December 31<sup>st</sup>, 2012 from the Waste Department be funded from the Landfill Site Reserve.

**THAT** any remaining surplus, prior to amortization, after the above transfers as at December 31<sup>st</sup>, 2012 be transferred to the Working Funds Reserve and that none of the above transfers are to create a deficit for 2012. If there is a deficit for 2012 that each transfer not take place prioritized as listed above.

**Carried.**

**ACCOUNTS PAYABLE LISTING –NOVEMBER 2012**

Council reviewed the accounts payable listing.

Moved by Councillor Bob Kingsbury

**RESOLUTION NO.12-395**

Seconded by Councillor Margaret Whyte

That Council approves the November 2012 Accounts Payable Vouchers in the amount of \$520,347.19.

**Carried.**

**TAX ARREARS REPORT & FINANCIAL REPORTS– NOVEMBER 2012**

Council reviewed the tax arrears report and financial reports.

Moved by Councillor Bob Kingsbury

**RESOLUTION NO.12-396**

Seconded by Councillor Glen Campbell

That Council approves the November 2012 Tax Arrears Report and the November 2012 Finance Reports.

**Carried.**

**Discuss date for Public Meeting on Fees and Charges By-law**

Council agreed to hold the Public Meeting on December 17<sup>th</sup> at 5:00 p.m. It will be advertised in the newspaper and on our website.

**6:10-6:45 Council recessed for Supper**

**6:45 FIRE COMMITTEE**

Chair Whyte reviewed the minutes of the November 14, 2012 Committee meeting. She noted that the Fire Department was successful with their Open house on Halloween Night and had around 75 kids – a great turnout.

Moved by Councillor Margaret Whyte

**RESOLUTION NO.12-397**

Seconded by Councillor Jamey Larone

That Council accepts the minutes of the November 14, 2012 Fire Committee meeting.

**Carried.**

**7:00 DELEGATIONS**

Kevin Mask was present to inform Council that Millers will be submitting an application to make their asphalt plant a permanent one. He suggested that Council start on a bylaw that will be in place to be sure that Millers will be

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responsible for the road. Any damages caused by the trucks etc should be their responsibility. Mayor Eady said that when the application comes in, there will be meetings to discuss such issues that may arise. He thanked Mr. Mask for the information. The CAO/Clerk suggested Council invite the M.O.E District Manager up to a meeting and got her contact information from Mr. Mask.

#### **6:50 RECREATION COMMITTEE**

Chair Whyte reviewed the minutes of the November 21<sup>st</sup> 2012 Committee meeting.

Moved by Councillor Margaret Whyte  
Seconded by Councillor Glen Campbell

#### **RESOLUTION NO.12-398**

That Council approves the Recreation Committee Meeting minutes of November 21 2012.

**Carried.**

#### **RECOMMENDATIONS**

Moved by Councillor Margaret Whyte  
Seconded by Councillor Jamey Larone

#### **RESOLUTION NO.12-399**

That Council on recommendation of the Recreation Committee place an ad in Horton Corner section of the newspaper to receive quotes on supply, fabricating and installing a railing on the retaining wall at the Community Center.

**Carried.**

Moved by Councillor Margaret Whyte  
Seconded by Councillor Jamey Larone

#### **RESOLUTION NO.12-400**

That Council approves placing an ad in Horton Corner for a quote to supply material and build a cupboard for bar storage between the men's and ladies' washrooms at the Community Center.

**Carried.**

#### **7:20 PLANNING COMMITTEE**

Chair Kingsbury reviewed the minutes of the November 13, 2012 Committee meeting.

Moved by Councillor Bob Kingsbury  
Seconded by Councillor Margaret Whyte

#### **RESOLUTION NO.12-401**

That Council accepts the minutes of November 13, 2012 Regular Committee meeting.

**Carried.**

#### **RECOMMENDATIONS**

Moved by Councillor Bob Kingsbury  
Seconded by Councillor Margaret Whyte

#### **RESOLUTION NO.12-402**

That Council on recommendation of the Planning Committee supports the zoning application for Beatty Gould to rezone the property he is severing as a lot addition for Valley Welding from Rural (RU) to Commercial-Exception 2 (C-E2) and authorizes the CAO/Clerk to submit the application to the Renfrew County Planning Department for preparation of zoning notice and by-law.

**Carried.**

#### **7:35 HUMAN RESOURCES COMMITTEE**

Chair Kingsbury reviewed the minutes of the Committee meetings. Council briefly reviewed the draft job description for the Public Works Manager Position which the Committee had recommended. Chair Kingsbury put a motion on the table to accept the draft job description. He included that the Township advertise to fill the Position which hadn't been discussed by Committee.

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Councillor Larone asked if this motion could be tabled until the next meeting due to the fact that he was only presented the draft job description at this meeting. Councillor Kingsbury said he would like to see a vote on this tonight as we need to move forward with this situation.

Mayor Eady said he hasn't seen any reports of why we need to have this position filled in the first place. He said our CAO/Clerk should have a plan put together. Mayor Eady said we are moving too quick on this by putting this motion on the table. Councillor Kingsbury said the CAO/Clerk already confirmed that we should fill the position. He stated that every other staff member is picking up the workload and its time that they don't have to do that anymore.

Mayor Eady said there needs to be a report done by the Finance Manager, CAO/Clerk, Administrative Assistant to receive the facts and details. As of today he has not heard the facts of why we need to fill this position.

Councillor Whyte said there are too many unanswered questions here and she does not want to vote this evening. She would support to approve the draft job description.

Moved by Councillor Bob Kingsbury

**RESOLUTION NO.12-403**

Seconded by Councillor Jamey Larone

THAT Council approves the following Human Resources Committee meeting minutes:

- Job Descriptions review – November 9, 2012
- Public Works Manager review – November 2 and November 30 2012

**Carried.**

### **RECOMMENDATIONS**

Moved by Councillor Margaret Whyte

**RESOLUTION NO.12-404**

Seconded by Councillor Glen Campbell

That Council on recommendation of the Human Resources Sub-Committee approves the draft job description for the Public Works Manager Position.

**Carried.**

### **7:50 HOME SUPPORT**

Councillor Kingsbury reviewed the November 2012 reports.

Moved by Councillor Bob Kingsbury

**RESOLUTION NO.12-405**

Seconded by Councillor Glen Campbell

That Council receives the November 2012 Renfrew and Area Seniors Home Support Inc. Reports.

**Carried.**

### **7:53 COMMUNITY POLICING ADVISORY COMMITTEE (CPAC)**

Councillor Campbell reviewed the minutes of the November 19<sup>th</sup> 2012 Committee Meeting.

Moved by Councillor Glen Campbell

**RESOLUTION NO.12-406**

Seconded by Councillor Jamey Larone

That Council accepts the minutes of the November 19<sup>th</sup> 2012 CPAC Committee meeting.

**Carried.**

### **BUILDING REPORT**

There was no building report for November 2012.

### **EMERGENCY PLAN PREPAREDNESS COMMITTEE**

There was no information to review.

### **BUILDING INFRASTRUCTURE COMMITTEE**

There was no meeting in November 2012.

### **CONFERENCE REPORTS**

There were no conference reports to review at this time.

## 7. CORRESPONDENCE SUMMARY

### **INFORMATION CORRESPONDENCE DECEMBER 04, 2012**

- A. Township of Admaston/Bromley – invitation to attend the December 05, 2012 PowerPoint presentation by the Renfrew County Planners regarding the Provincial Policy Statement review
- B. Ottawa Valley Business Newsletter – Issue No. 104 & 105
- C. Ministry of Aboriginal Affairs – Algonquin Land Claim Consultation
- D. Letter–Dave MacKay, President, Renfrew Cty National Farmers Union

Moved by Councillor Jamey Larone

**RESOLUTION NO.12-407**

Seconded by Councillor Margaret Whyte

That Council receive the December 04, 2012 Information Correspondence Summary.

**Carried.**

### **ACTION CORRESPONDENCE DECEMBER 04, 2012**

- A. Township of Killaloe, Hagarty and Richards – asking that Renfrew County Municipalities follow their lead in making a donation to the MRI campaign for the Pembroke Regional Hospital

No action made by Council.

- B. Township of Brudenell, Lyndoch and Raglan – support for their resolution calling on the Provincial government to upload Highway 62 to the Provincial Road system.

Moved by Councillor Jamey Larone

**RESOLUTION NO.12-408**

Seconded by Councillor Glen Campbell

THAT Council supports the resolution of the Township of Brudnell, Lyndoch and Raglan calling on the Provincial government to upload Highway 62 to the Provincial Road system.

**Carried.**

## 9. RESOLUTIONS

-Tile Drainage Application – Stephen & Linda Whitney



Moved by Councillor Glen Campbell

**RESOLUTION NO.12-409**

Seconded by Councillor Bob Kingsbury

THAT Council supports the Tile Drainage Loan application for Stephen and Linda Whitney, Concession 8, Part Lot 6.

**Carried.**

- Change January 1<sup>st</sup> 2012 Regular Council Meeting Date to January 8<sup>th</sup> 2012

Moved by Councillor Jamey Larone

**RESOLUTION NO.12-410**

Seconded by Councillor Glen Campbell

THAT Council agrees to change the Regular Council Meeting date of January 1, 2013 to January 8, 2013. Further, that Council authorizes the CAO/Clerk to plan an ad in the local paper regarding the change of meeting dates.

**Carried.**

10. OTHER BUSINESS

There was no other business to discuss.

11. BY-LAWS

There were no by-laws to consider.

12. ADDITIONS TO AGENDA

**Tender Opening – REC 2012-03 Propane Costs**

The following Tenders for Supply of Propane and Tanks were received:

Stinson	\$0.329 per litre plus HST
Superior Propane	\$0.48 per litre plus HST
Budget Propane	\$0.49 per litre plus HST
McCarthy Propane	\$0.336 per litre plus HST

After discussion it was decided that the CAO/Clerk will review the tenders and have a report for Council at the Committee of the Whole meeting on December 17<sup>th</sup> 2012.

13. COUNCIL MEMBERS COMMENTS / CONCERNS

There were no comments or concerns at this time.

14. REQUEST FOR RECONSIDERATION

There was no request for reconsideration.

15. CLOSED MEETING

Council did not go into a closed meeting.

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16. CONFIRMING RESOLUTION

Moved by Councillor Margaret Whyte  
Seconded by Councillor Jamey Larone

**RESOLUTION NO. 12-411**

That Council enacts By-law 2012-57, a by-law to confirm proceedings of the Council of the Township of Horton at the Regular Council meeting held on November 06, 2012.

**Carried.**

17. ADJOURNMENT

Moved by Councillor Bob Kingsbury  
Seconded by Councillor Jamey Larone

**RESOLUTION NO. 12-412**

That Council adjourn this Regular Council Meeting at 8:30 p.m.

**Carried.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CAO/CLERK