

THE CORPORATION OF THE TOWNSHIP OF HORTON  
**REGULAR COUNCIL MEETING**  
FEBRUARY 02, 2016

There was a Meeting of the Council of the Township of Horton held in the Municipal Council Chambers on Tuesday February 2<sup>nd</sup> 2016. Present were Mayor Robert Kingsbury, Deputy Mayor Robert A. Johnston, Councillor Dave Bennett, Councillor Jamey Larone and Councillor Glen Campbell. Staff present was CAO/Clerk Mackie McLaren, Public Works Manager Janet Collins, Treasurer Jennifer Barr and Christina Mulcahey Administrative/Planning Assistant.

**1. CALL TO ORDER**

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

**2. REQUEST TO TURN OFF ELECTRONIC DEVICES**

Mayor Kingsbury asked Council, Staff and the Public to turn off all electronic devices.

**3. DECLARATION OF PECUNIARY INTEREST**

Deputy Mayor Johnston declared pecuniary interest on the delegation appointment at 6:15 regarding the Humphries Road Extension.

**4. MINUTES**

Council reviewed the following meeting minutes:

Moved by Councillor Campbell

**RESOLUTION NO. 2016-29**

Seconded by Councillor Bennett

**THAT** Council approves the following Council Meeting minutes:

- Regular Council meeting – January 19<sup>th</sup> 2016

**Carried.**

**5. BUSINESS ARISING FROM MINUTES**

Councillor Larone asked if there was any update on the selling of the beach property. CAO/Clerk said he has contacted three real estate agents. He has one suggested asking price so far. Deputy Mayor Johnston asked if it would be a conflict of interest that one of the realtors has the next property for sale as well. CAO/Clerk said no.

**6. 4:05 TRANSPORTATION / ENVIRONMENTAL SERVICES**

Present were Public Members Murray Humphries, Rick Lester and John Wilson.

**6.1 Staff Reports**

**6.1.1 G&K Services Contract - Clothing**

Public Works Manager Janet Collins reviewed the report. She recommended not renewing the current contract and purchasing a washer and dryer to wash our own coveralls etc. Councillor Bennett asked how long the contract was for? She replied 3 years. Councillor Bennett noted caution that the septic system is getting old. The fire department uses that for the bunker gear as well. Mrs. Collins said there is weekly pick of rags and coveralls. Councillor Larone was glad to see the pricing broke down. Even with the fire department using the septic system as well, at some point the system will need to be updated. He would strongly support not renewing the contract. John Wilson asked if the company supplies the overalls. Mrs. Collins said yes. Treasurer Barr had a

comment that it is recommended to replace septic in 2023 in the Asset Management Plan. Councillor Campbell asked if the company would entertain a seasonal contract. Mrs. Collins said we could re tender looking for that specific detail. Councillor Larone said in the past there was some type of clothing allowance. He's not aware if this still happens or not. Mrs. Collins said the clothing allowance is entirely different than the coveralls. Mayor Kingsbury said there is an issue with contamination as well if the employee took the clothing home to wash. Would have to proceed with caution if that was one option. Deputy Mayor Johnston said he would support getting rid of the contract as there is a huge cost savings. Chair Bennett said we should cancel the contract and tender the services and then decide on the next step. Councillor Larone agreed.

#### 6.1.2 Michigan Clark Loader Disposal

Mrs. Collins reviewed the report. Mayor Kingsbury asked what would happen if the backhoe was down again, would we have a backup. Chair Bennett said it is evident that we need a backup however he does not believe this piece of equipment is what we need. The committee should look at the 10 year capital shortly. Looking at a new backhoe and possibly a used loader. Chair Bennett said he is not sure why there is a long time for fixing the issues on the backhoe we have. When it is down that throws the whole workload off. Treasurer Barr said in the capital forecast the backhoe is scheduled to be replaced next year. Murray Humphries asked if there are rentals available for emergency purposes with a breakdown. He was assured yes.

#### 6.1.3 LFS Snow-Blower

Mrs. Collins reviewed the report. She noted the Landfill attendant has often used his own snow blower at the landfill site. She reviewed benefits of purchasing a Cub Cadet machine. Councillor Larone supported the recommendation. There was no secure place to lock up the snow blower in the past however there is now. He likes the commercial grade of the machine. He asked if there was a warranty on this specific unit. Mrs. Collins said it was 1 or 2 years. Parts are available at a local dealer. John Wilson asked which budget this is coming out of. Mrs. Collins said the Waste Management Department. Chair Bennett is in support as well. Chair Bennett noted that there will be a need for the one empty sea-container as he will be bringing forward a proposal next month to use that container.

#### 6.1.4 Garage Windows & Doors

Mrs. Collins said this comes from the Building Assessment that was completed as part of the Asset Management Plan. She has prepared a draft quotation. Mayor Kingsbury is in full support of this. He noted some of the windows are in poor shape. Councillor Larone suggested adding a few items to the RFQ. Including ½ inch insulation, and look at more of a larger job rather than one or two windows at a time, it would save money. Chair Bennett suggested replacing the doors in one tender and the windows in another.

#### 6.1.5 Gas Tax Average Annual Investment Report

Treasurer Barr said she presented the findings from the gas tax audit back in December. She commented that there is a base amount that states we need to spend X amount of dollars annually. That value is \$160,786.80. She reviewed the report. We are well above that. We need to spend that minimum. This is just for information purposes however it needs to be considered each year.

#### 6.1.6 Financial Plan – Thomson Road – Councillor Larone

Chair Bennett suggested an Ad-Hoc Committee be created to review this along with completion of the work. He believes we need more direction from Committee and how we can move forward with the Thomson Road and timeline. Councillor Larone commented that he wanted council and committee to be aware of this information. Reason for doing this is to show the public that we are avoiding increasing taxation for this project specifically. Councillor Larone reviewed the report. The construction could be started in 2016 but has to be completed in

2017 to have the funds available. John Wilson asked if we have spoken with the Bank for an alternate debenture source. Treasurer Barr said when we have more concrete numbers there would be a proposal brought forward by the bank.

## 6.2 New Business

None

## 6.3 Outstanding Business

Chair Bennett gave a verbal update on the Thomson Road Construction. Chair Bennett said all culverts have been replaced. We need to focus on the guide rails, and what we will do to resurface the road. He noted the road is posted as "Under Construction". Councillor Larone asked if all of the bills have been received. Treasurer Barr said \$113,000 was spent in 2015 as of today; however there may be one more bill to come in yet.

## 6.4 Correspondence

None

## 6.5 Recommendations

Moved by Deputy Mayor Johnston  
Seconded by Councillor Larone

### RESOLUTION NO. 2016-30

THAT Council direct staff to terminate the existing contract with G & K Services Canada Inc.

AND THAT Council retender the service to determine if there are any savings.

**Carried.**

Moved by Councillor Bennett  
Seconded by Councillor Larone

### RESOLUTION NO. 2016-31

THAT Council direct staff to tender the 1972 Michigan-Clarke 45C Loader for sale.

And that the tender be advertised in the Horton Corner, an ad be placed on the Township's website and online at Kijiji Ontario.

Further that Council set a reserve bid price of \$5000.00, and a tender closing date of Tuesday March 1, 2016 at 2:00 pm.

And Further that any net profits, after depreciation, shall be directed from the sale of the 1972 Michigan-Clarke 45C Loader to Roads Equipment Reserve.

**Carried.**

Moved by Councillor Larone  
Seconded by Deputy Mayor Johnston

### RESOLUTION NO. 2016-32

THAT Council approve the purchase of a 3x 30 HD Cub Cadet X-Series Snow Thrower from Reis Equipment with an upset limit of \$1,850.00 inclusive of taxes.

Further that funds be taken from the 2016 Operating Budget surplus and/or any additional funds required to be a Transfer from Reserves-Environmental.

**Carried.**

Moved by Councillor Larone  
Seconded by Councillor Campbell

### RESOLUTION NO. 2016-33

THAT Council direct staff to prepare a Request for Quotation for replacement of windows and doors in the garage in accordance with the Township of Horton's procurement By-law 2005-08, as amended.

**Carried.**

Moved by Councillor Bennett

**RESOLUTION NO. 2016-34**

Seconded by Councillor Campbell

THAT Council appoints an Ad-Hoc Committee to recommend the works and timeline to complete the Thomson Road reconstruction project. Members shall include all Council members and 3 public advisory members.

**Carried.**

**7. SUPPER BREAK 5:20 – 6:15**

**8. 6:00 DELEGATIONS AND OR PUBLIC MEETINGS**

6:15 p.m. Humphries Road Extension

Brenda Babin – Stephen Kelly – Jeff McLeod

1019 Humphries Road – Brenda Babin

Mrs. Babin said they own 2 lots that front onto the Humphries Road Extension. Not once have they seen Road service from the Township. They know there is an agreement in place until certain conditions are met. They have been patient waiting for conditions to be met. This past October there was work done to the road by the developer. At that time, it was their understanding that the conditions had been met. From their point of view, it is well constructed and in good condition. They use the road daily. Prior to the completion of the work, it was considered of good quality. The road base is firm, there is no heaving, no issues with heavy equipment. No problem with drainage or water accumulation. When reading in the Renfrew Mercury that council had voted against a staff recommendation, knowing that conditions would be met in the spring, they were upset and baffled. They have all been paying taxes for several years. Humphries Road extension is not very big, currently 4 households, not getting any services, respectfully asking council to please put aside differences, tax payers and voters who are mostly affected by council decision, want winter maintenance on this road.

1029 Humphries Road – Stephen Kelly

Mr. Kelly said he agrees with everything that Mrs. Babin said. He is here to support neighbours and himself on this issue.

1033 Humphries Road – Jeff McLeod

Mr. McLeod said the residents on this road have been waiting a long time for winter maintenance from the township. He stated the road is up to standards as far as they are concerned.

Councillor Larone said there is a road agreement between the developer and the Township. The agreement was reached in 2007. He respects that they believe the road is in good condition but we have to protect the ratepayers by following the agreement. The conditions must be met before we can assume the road. Once he knows the deficiencies have been met in the spring, he would support Township Maintenance. Once the deficiencies are complete, we can come back to the table.

Councillor Bennett said he agrees with the delegation. He said the one deficiency that is left is a little bit of granular M to go on top. He feels it wasn't an issue that we could not move forward. He believes the vote will be split again if we bring it back today. There will be 90 days of winter left and hopefully the services that the developer provides are satisfactory until then.

Councillor Campbell said he hears their concerns. He agrees that the road has come a long way. He was Chair of Roads Committee last term of council and when the developer came forward last term looking for the road to be assumed,

there were deficiencies. Before he can vote on it again, certain conditions need to be met. The developer has done a lot of work and he can appreciate that however he needs to see all deficiencies met before he can support the assuming of the winter maintenance.

Mayor Kingsbury said ½ inch of granular M is to be spread over the road. The developer was prepared to sign agreement that this would happen in the spring however two council members were not satisfied with that. He asked Councillors if any would change their decision. Councillor Larone and Councillor Campbell both said not at this time.

John Wilson asked if there is only deficiency left to deal with. Janet Collins said there are a number of deficiencies that have been met already and some that the township has accepted as deficiencies. There was a general consensus that yes; we are down to the one deficiency. John Wilson said he feels there are more deficiencies not being spoken of. He would like to know what they are. Mayor Kingsbury said they are looking at the one deficiency right now.

Janet Collins gave a brief rundown of the past history with this road extension. She read the recommendation that was put forward to council in December that was lost due to a tied vote.

Rick Lester said the two outstanding issues of ½ inch gravel and road graded to proper crown are minor. When those two items are satisfied then we can move forward. There are no other holes in the agreement that will surface. He hopes this is true. He noted this has been an ongoing issue for quite some time.

Janet Collins reviewed the July 14<sup>th</sup> 2015 Public Works Minutes regarding the deficiencies.

Moved by Councillor Larone

**RESOLUTION NO. 2016-35**

Seconded by Councillor Campbell

THAT Council accept the following in regards to the Humphries Road Extension:

THAT Council accept the road width of 7.5 m has been completed satisfactory.

THAT Council accept that the 15 m radius at Castleford Road be completed satisfactory.

THAT the center line of the right of way be accepted in its existing location.

THAT Council accept the ditches as constructed.

THAT Council accept that the granular has been placed on the cul-de-sac as required.

THAT Council accept that the culvert extension at Castleford Road has been completed.

THAT Council accept that the clearing and grubbing has been completed satisfactory.

THAT Council accept that the minor variance to reduce frontage for lot 5 resolves a frontage issue.

**Carried.**

**Deputy Mayor Johnston did not vote as he declared pecuniary interest at the beginning of the meeting.**

## 9. PROTECTIVE SERVICES

Fire Chief Randy Corbin was not present.

### 9.1 Staff Reports

None

### Mayor Kingsbury – Update on CPAC Committee

Mayor Kingsbury reported that there was a meeting with 4 Mayors of CPAC and Colin Slight, OPP Inspector. He reviewed a report that was handed out this evening on Calls for Services Billing Summary Report. There are some areas that messages can be sent in educating the public on.

The next meeting will be held in April of 2016 and will determine at that time if CPAC will continue. If the other Municipalities step out of the Committee there is no point in Horton remaining. There was a suggestion for the Mayors to get together again before the Committee meeting.

Current Chair of the CPAC committee Councillor Larone said it is important to keep the lines of Communication open with the OPP. Inspector Slight is prepared to come to Council and make a presentation if required. Mayor Kingsbury said he was aware of this and would invite Inspector Slight to attend a Council Meeting.

## 10. 6:55 RECREATION

Present were Public Members Barb and Arnold Dickson, Valerie Miller, Sharon Bennett and Lane Cleroux. Staff present was Kathleen Rogers, Recreation Program Manager. Absent were Public Members Ralph Miller and Kirby Morrison.

### 10.1 STAFF/MEMBER REPORTS

#### 10.1.1 Rec Program Manager Report

Kathleen Rogers reviewed her report on activities taking place at the Community Center. She noted they are looking for volunteer rink attendants. Also noted they need a volunteer to work the door for the next Country Dance in February.

She noted the 2016 Horton Winter Carnival is February 26<sup>th</sup> & 27<sup>th</sup>

#### 10.1.2 Healthy Kids Challenge – Lending Hub

Chair Johnston asked if there were any questions on the report. Kathleen Rogers said she met today with the Program manager for the lending hub. There is a report to be filled out and submitted. Kathleen is looking for some feedback for this report. Public Members and Council reviewed the application questions. She said to keep in mind this is focusing on children ages from 0-12.

Councillor Larone suggested approaching a company such as Canadian Tire and partnering with them as well.

### 10.2 NEW BUSINESS

None.

### 10.3 OUTSTANDING BUSINESS

#### 10.3.1 Canada 150 Infrastructure Grant – Tender for boiler & Curtains

Councillor Bennett said he and CAO/Clerk would work on the boiler tender system. CAO/Clerk looking for authorization to prepare and advertise.

Councillor Larone asked if there had been any inspection done on the piping. Councillor Bennett said yes.

#### 10.3.2 Cleaning/Janitorial Tender

CAO/Clerk reported that they are looking to advertise a tender or advertise for a part time employee. Council needs to make a decision. Kathleen noted if it was an employee there would be more control on job duties to be done. Councillor Campbell asked if there was any comparison for savings. Councillor Bennett suggested looking if we are hiring an employee we should look at combining with a rink attendant. It may be worth it to attract an individual for both. Treasurer Barr said the budget is there for what Councillor Bennett is proposing. Councillor Bennett suggests putting in a secondary option for the rink attendant part. There would be a steady part time income year round for an employee, no increase to the budget.

#### 10.3.3 Roll up Curtain for Serving Counter

Councillor Bennett said there is no paperwork this evening. Figures came in at \$8650-\$8980 were the first ones. Today he has estimates at \$6800-\$7500. It will be push button as it can't be done with manual opener. Door going in the 12 foot opening. It will close off the foyer. Val Miller asked if it would block most of the sound. It will take out most of the noise. Lane Cleroux asked if that will cause an issue with the Fire Exit door. Councillor Bennett said they can still go out the kitchen. CAO/Clerk asked if we will be getting tenders. We can do invitational tenders to the two companies under our Procurement Policy.

### **10.4 Recommendations – Mayor Kingsbury**

Moved by Deputy Mayor Johnston

**RESOLUTION NO. 2016-36**

Seconded by Councillor Bennett

THAT Council receive the Recreation Program Manager's Report of February 2, 2016.  
**Carried.**

Moved by Councillor Larone

**RESOLUTION NO. 2016-37**

Seconded by Councillor Campbell

THAT the Township of Horton participate in the Community Lending Hub initiative and use the Horton Community Center as the Community Lending Hub for Horton Township.  
**Carried.**

Moved by Councillor Bennett

**RESOLUTION NO. 2016-38**

Seconded by Deputy Mayor Johnston

THAT Council authorizes Staff to prepare and advertise tender document packages for the installation of a propane boiler, connections to the existing in-floor piping and purchase and installation of stage curtains at the Horton Community Centre. Funds to come from the Canada 150 Community Infrastructure Fund and Community Centre reserves.  
**Carried.**

Moved by Councillor Campbell

**RESOLUTION NO. 2016-39**

Seconded by Councillor Larone

THAT Council authorize staff to advertise for a part time employee to provide Janitorial/Caretaking Services at the Horton Community Center and future rink attendant duties.

FURTHER THAT Council agrees to also call a tender at the same time for Janitorial/Caretaking Services to explore all options available to the municipality.

**Carried.**

Moved by Deputy Mayor Johnston

**RESOLUTION NO. 2016-40**

Seconded by Councillor Bennett

THAT Council authorize staff to prepare an Invitational Tender with the two companies that have expressed interest in supplying the Roll up Door for the Serving Counter at the Community Center.  
**Carried.**

## 11. 5:05 pm CORRESPONDENCE SUMMARY

Council reviewed the following correspondence.

### 11.1 Information Correspondence

#### 11.1.1 Minutes from the Mayors Forum

Councillor Larone asked the opinion of Treasurer Barr on adding the OPP cost as a separate line item on the tax bills. Treasurer Barr said it is not legal to do so. Mayor Kingsbury noted that Greater Madawaska Township called the Ministry and they were told to go ahead and do it. Treasurer Barr said based on the Municipal Act it is illegal and she will not do it. Mayor Kingsbury said that is a main topic that will be discussed at one of the next meetings with the Mayors Forum. He suggested calling the Ministry and finding out exactly what they have to say. CAO/Clerk was directed to make the call.

#### 11.1.2 AMO Policy Update

Moved by Councillor Larone

**RESOLUTION NO. 2016-41**

Seconded by Councillor Campbell

That Council receive the Information Correspondence for February 2<sup>nd</sup> 2016. **Carried.**

### 11.2 Action Correspondence – None

## 12. OUTSTANDING COMMITTEE ISSUES

There were none at this time.

## 13. BYLAWS – None

## 14. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING

There was no request to file a motion.

## 15. COUNCIL MEMBERS CONCERNS

15.1 Mayor Kingsbury – Resolution to contribute \$250.00 to Mayor's Forum

Moved by Deputy Mayor Johnston

**RESOLUTION NO. 2016-42**

Seconded by Councillor Larone

THAT Council agree to contribute \$250.00 to the Eastern Ontario Rural Mayor's Forum for media purposes. **Carried.**

## 16. MOTION FOR RECONSIDERATION – None

## 17. IN CAMERA (CLOSED) SESSION

## 18. NEXT MEETING

18.1 Council Meeting Date – February 16<sup>th</sup> 2016

## 19. CONFIRMING BYLAW

Moved by Councillor Campbell

**RESOLUTION NO. 2016-43**

Seconded by Councillor Bennett

**THAT** Council enacts By-law 2016-12, a by-law to confirm proceedings of the Council of the Township of Horton at the Regular Council meeting held on February 2, 2016

**Carried.**



**20. ADJOURNMENT**

Mayor Kingsbury declared the meeting adjourned at 8:03 p.m.

---

MAYOR

---

CAO/CLERK