

THE CORPORATION OF THE TOWNSHIP OF HORTON

Council Meeting

February 16th 2016

There was a Regular Meeting of Council held in the Municipal Council Chamber on Tuesday February 16, 2016. Present was Mayor Robert Kingsbury, Deputy Mayor Robert A. Johnston, Councillor Dave Bennett, Councillor Glen Campbell and Councillor Jamey Larone. Staff present was Jennifer Barr, Treasurer and Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Mayor Kingsbury called the Meeting to Order at 4:00 pm.

After calling the Meeting to Order, Mayor Kingsbury read out a statement on the accomplishments of the late James (Jim) Ferguson, a former Deputy Reeve, Member of our Planning Committee, wrote the Emergency Plan and acted as Horton's Community Emergency Management Coordinator (CEMC) for many years. Mr. Ferguson passed away February 7th. A minutes silence was held in Mr. Ferguson's memory.

2. MEMBERS, STAFF AND THE PUBLIC REQUESTED TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES.

Mayor Kingsbury asked all Members and the public to turn off all cell phones and electronic devices.

3. DECLARATION OF PECUNIARY INTEREST

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

4. MINUTES FROM PREVIOUS MEETINGS

4.1 Special Council – February 1st 2016

Mayor Kingsbury asked the Members to review the draft minutes of the Special Council Meeting held on February 1, 2016.

Moved by Glen Campbell

Seconded by Jamey Larone

That Council approve the Minutes of the February 1, 2016 Special Council Meeting.

Motion Lost

Voting against the resolution was Mayor Kingsbury, Deputy Mayor Johnston and Councillor Bennett

5. BUSINESS ARISING FROM MINUTES

There was no business discussed from previous minutes.

6. 4:05 GENERAL GOVERNMENT Finance & Admin., Health & Safety, Human Resources Chair: J. Larone Public Members: S. Humphries (present)

Mayor Kingsbury turned the meeting over to Councillor Larone, Chair.

6.1 Business Arising

There was no business arising discussed.

6.2 Finance & Administration

Chair Larone asked Jennifer Barr, Treasurer to review the following staff reports she prepared. She explained that these reports are year-end reports or reports for ongoing projects.

Staff Reports

6.2.1 2015 Building Fee Report

The Members briefly reviewed the following 2015 Building Fee Report.

Township of Horton
Building Fee Report
for the Year 2015

(in accordance with Chapter 23 of the Building Code Act, S.O. 1992)

<u>YEAR</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
<u>REVENUES</u>					
Building Permit Fees	62,074.00	67,332.70	56,831.00	30,824.00	34,566.00
Septic Permit Fees	12,500.00	10,300.00	9,500.00	11,900.00	9,550.00
Other Fees	6,050.00	6,900.00	7,000.00	3,000.00	3,696.00
Transfer from Reserves		1,500.00			
Total Revenues	80,624.00	86,032.70	73,331.00	45,724.00	47,812.00
<u>EXPENDITURES</u>					
Wages & Benefits	69,198.82	70,124.55	38,913.43	34,636.95	36,371.56
Mileage/Conference etc.	233.56	88.19	11,322.81	11,434.15	11,551.80
Office Supplies etc.	1,316.77	1,447.15	416.66	594.45	345.88
Transfer to Reserves	9,874.85	14,372.81	22,678.10		
Total Expenditures	80,624.00	86,032.70	73,331.00	46,665.55	48,269.24
Surplus/Deficit	0.00	0.00	0.00	-941.55	-457.24

Mayor Kingsbury noted that the Chief Building Official (CBO) was acting for three municipalities and is now acting for two, including Horton. He asked if he had set a timeline for his retirement. He suggested that he and Chair Larone sit down with him and discuss how long he plans on acting as our CBO.

6.2.2 2015 Development Fees Statement

The Members briefly reviewed the following 2015 Development Fees Statement.

Department	Balance 1/1/2015	2015 Fees	2015 Interest	2015 Funds Utilized	Balance 12/31/2015
General Eligible Service	7,500.85	4,239.87	95.37		11,836.09
Fire	23,069.89	12,527.51	249.89	4,833.60	31,013.69
Transportation	150,779.58	57,367.52	1,293.66	48,887.80	160,552.96
Recreation & Parks	15,715.12	8,083.52	177.19	1,985.00	21,990.83
Total Development Charges	197,065.44	82,218.42	1,816.11	55,706.40	225,393.57

6.2.3 Possible Development Charges 2015 Rate Adjustment

The Members briefly reviewed the following 2015 Rate Adjustment information.

By-law 2013-22 passed by Council June 4, 2013 states that the rates established by the bylaw may be adjusted annually on the 31st of December in each year commencing on the 31st of December 2013, as prescribed by Statistics Canada. The 2015 Construction Price Index for our region released January 14, 2016 decreased by .5%.

Treasurer Barr recommended no change to the fee. Councillor Bennett supported reducing the fee, even though it is only a \$19.00 reduction (\$3762 to \$3743).

6.2.4 2015 Surplus/Deficit Statement

The Members briefly reviewed the following 2015 Surplus/Deficit Statement.

Township of Horton
Notes on the 2015 Surplus/Deficit Transferred to/from Reserves
As at December 31, 2015

Prepared by Jennifer M. Barr - January 29, 2016

	<u>2015</u>	<u>2014</u>	<u>2013</u>
General Gov't	6,690.46	24,608.13	27,050.76
Protection	13,905.00	25,345.21	
Emergency Mngt	4,882.68	5,409.88	
Fire	15,725.06	47,154.38	45,687.17
Building Inspection	9,874.85	14,372.81	22,678.10
Roads	37,411.74	53,138.08	53,907.64
Environment	30,352.87	481.41	
Recreation	2,257.72	(6,330.71)*	16,256.69
	121,100.38	164,179.19	165,580.36

* Financed in 2014 from Gen Gov't Surplus

Ms. Barr explained the reasons for the Department Surpluses that were transferred to reserves were no snow in December; fuel prices down, cost of garbage and recycling pickup was lower than anticipated. She commented that the Audit is almost complete and she didn't anticipate the totals to change.

Mayor Kingsbury informed Council that in the next year or two there could be a large capital expenditure for replacing the communication equipment for the Fire Department and Emergency Management.

6.2.5 2015 Council Remuneration and Expenses

The Members briefly reviewed the following 2015 Council Remuneration and Expenses Report.

Township of Horton
Treasurer's Statement of Council Remuneration and Expenses
For the Year 2015

(costs are net of GST/HST rebate)

<u>Members of Council</u>	<u>Remuneration</u>	<u>Benefits</u>	<u>Conference Expenses</u>	<u>Travel Expense</u>	<u>Total</u>
KINGSBURY, Robert - Mayor	21,655.08	1,206.51	3,824.83		26,686.42
JOHNSTON, Robert - Deputy Mayor	13,096.56	4,402.93	4,278.82	107.52	21,885.83
LARONE, Jamey - Councillor	15,585.00	1,428.88	848.06	136.17	17,998.11
CAMPBELL, Glen - Councillor	15,585.00	1,428.88	1,877.20		18,891.08
BENNETT, Dave - Councillor	12,196.56	4,661.42	848.06		17,706.04
	78,118.20	13,128.62	11,676.97	243.69	103,167.48

This statement is in accordance with the Municipal Act 2001, S.O. 2001, c. 25 Section 284 and Township By-Law 2014-45.

Mayor Kingsbury asked what were the budget savings with the culvert installations on Thomson Road. Councillor Bennett who managed the "Day Labour" program for the culverts said he didn't have the exact information with him but he anticipated the saving was in excess of \$200,000.

6.2.6 2016 OCIF Project Report

The Members briefly reviewed the 2016 OCIF Project Report prepared by Treasurer, Mrs. Barr.

6.2.7 Financial Report – as of February 11, 2016

The members reviewed the financial Report as of February 11, 2016.

6.3 Health & Safety

6.3.1 Staff Reports – None

6.4 Human Resources

6.4.1 Staff Reports – The following Reports were received at the Ad-Hoc Committee Meeting for the Process of hiring CAO/Clerk

Traits and Abilities of future CAO/Clerk
CAO/Clerk Succession
Cost of Living Adjustment/Employment Bylaw

The CAO/Clerk advised that these three reports were reviewed by the Ad-Hoc Committee during their February 10th, 2016 meeting and were presented as information for the non-committee members. The Minutes of that Meeting will be reviewed under agenda item 12.6 later in the meeting.

6.5 New Business

6.5.1 Tender for IT services

The CAO/Clerk presented a report with the recommendation that Council authorize the calling of tenders for a new IT Services Contract. A copy of the draft tender document was briefly reviewed. A suggestion was made to check with neighbouring municipalities to find out if there was a joint tender opportunity. Councillor Bennett suggested that there should be a “non-transferable clause in the tender document. The Members agreed.

6.6 Outstanding Business

6.6.1 Date for Budget Review

The members agreed to meet as a Finance Committee on February 17, 2016 at 5 pm to review the three scenarios on the draft 2016 municipal budget requested by Council.

6.6.2 Date for Public Meeting

The members agreed to hold a public meeting for the review of the draft 2016 municipal budget on Monday February 29, 2016 at 7 pm.

6.7 Recommendations – Mayor Kingsbury

Moved by Robert Johnston, Seconded by Jamey Larone

That Council accepts the Building Fee Report for the year ending December 31, 2015 as presented.
Carried.

Resolution No. 2016-44

Moved by Jamey Larone, Seconded by Glen Campbell

That Council accepts the Statement of Development Charges for the year ending December 31, 2015 as presented.

Resolution No. 2016-45

Carried.

Moved by Dave Bennett, Seconded by Robert A. Johnston **Resolution No. 2016-46**
That Council reduce the Lot Development Fee for 2016 in the amount of 0.5% as a result of a similar decrease in the Stats Canada 2015 Construction Price Index.

Carried on Division

Against Mayor Kingsbury

Moved by Jamey Larone, Seconded by Glen Campbell **Resolution No. 2016-47**
That Council accepts the Treasurer's Statement of Council Remuneration and Expenses for the year ending December 31, 2015 as presented.

Carried.

Moved by Dave Bennett, Seconded by Robert A. Johnston **Resolution No. 2016-48**
That Council submits the Ontario Community Infrastructure Fund (OCIF) Funding Application, Schedule B, for the year 2016, for the work to be undertaken on Thomson Road.

Carried.

Moved by Jamey Larone, Seconded by Robert A. Johnston **Resolution No. 2016-49**
That Council receives the Financial Report as of February 11, 2016.

Carried.

Moved by Jamey Larone, Seconded by Glen Campbell **Resolution no. 2016-50**
That Council approves the IT Services Tender package and authorizes staff to call this tender.

Carried.

7. 5:05 REPORTS FROM COMMUNITY COMMITTEES & COUNTY COUNCIL Reports may be provided orally or in written format
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7.1 Renfrew & Area Seniors Home Support

Councillor Bennett, representative on the Home Support Board reviewed the Minutes of the November 26, 2015 Board Meeting. He noted that there was no meeting in December and the January Minutes haven't been approved yet.

Moved by Dave Bennett, Seconded by Robert A. Johnston **Resolution No. 2016-51**
That Council receive the Renfrew and Area Seniors' Home Support Inc. Report.

Carried.

7.2 Community Policing Advisory Committee

Mayor Kingsbury noted that there was a CPAC meeting scheduled for the Mayors to take place in Whitewater Region Office on April 4, 2016. He advised that if CPAC continued it would be with the Mayor's representing each Municipality but noted that the mayor of one municipality may not participate. He will report back to Council on the issue of representation.

Councillor Larone, who was Horton's rep last year, informed Council that the Chair of the Admaston/Bromley Police Services Board contacted him and they are holding a joint PSB and CPAC group meeting to meet with Inspector Slight in March. He looked for direction on attending this meeting. Mayor Kingsbury supported his attendance.

Moved by Jamey Larone, Seconded by Dave Bennett **Resolution No. 2016-52**
That Council receive the Community Policing Advisory Committee Report.

Carried.

The Members recessed for supper break at 5:37 and returned at 6:00 pm with all members present.

7.3 Health Services Village

Mayor Kingsbury noted that the next meeting is February 18, 2016. There was nothing else to report.

Moved by Robert A. Johnston, Seconded by Glen Campbell **Resolution No. 2016-53**
That Council receive the Health Services Village Report.

Carried.

7.4 Chamber of Commerce

Deputy Mayor Johnston, representative on the Renfrew and Area Chamber of Commerce reported that the Board met this morning. They are hosting the Spring Home Show in Renfrew. The Annual General Meeting is to be held March 9. He added that the Stanley Cup will be in Renfrew on April 9 sponsored by the “Renfrew is the Birthplace of the NHL” Committee.

Moved by Robert A. Johnston, Seconded by Jamey Larone
That Council receive the Chamber of Commerce Report.

Resolution No. 2016-54
Carried.

7.5 County Council

7.5.1 Mayor’s County Council Report

Mayor Kingsbury provided Members with copies of information from the January County Council Meeting.

Moved by Dave Bennett, Seconded by Glen Campbell
That Council receive the County Council Report.

Resolution No. 2016-55
Carried.

7.5.2 Invitation to County Operations Committee to hold September 12th meeting in Horton

Mayor Kingsbury informed Council that the County Operations Committee will visit several municipalities this year and proposed that Horton invite the Committee to host their September 12 meeting in Horton. We may have to provide them with lunch and we can give them a tour of the County Roads in Horton.

Moved by Jamey Larone, Seconded by Dave Bennett
That Horton Council invites the County of Renfrew Operations Committee to hold their September 12, 2106 Committee Meeting in Horton.

Resolution No. 2016-56
Carried.

8. 5:25 CONFERENCE REPORTS – None

9. 5:35 SUPPER BREAK break was held earlier in the meeting.

10. 6:00 DELEGATIONS &/or PUBLIC MEETINGS

6:00 Public Meeting - Fuller & Carty, Handford & Tippins – Zoning Amendments

Council held a Public Meeting for four zoning by-law amendments. There are separate Minutes for the Public Meeting.

6:15 Marlene Thompson & Henry Venema – Renfrew Refugee Welcome Comm.

Due to the large snow event taking place today. Ms. Thompson and Dr. Venema cancelled their appointment to be rescheduled for a future Council Meeting.

11. 6:30 PLANNING & DEVELOPMENT

Chair: G. Campbell

Public Members: D. Brown (absent), M. Craig (absent), B. Lockwood (absent),
J. Wilson (present)

Mayor Kingsbury turned the meeting over to Councillor Campbell, Chair.

11.1 Staff Reports – None

11.2 New Business

11.2.1 Severances – None

11.2.2 Zoning Amendments – None

11.3 Outstanding Business

There was no outstanding business discussed.

11.4 Correspondence

11.4.1 TransCanada – Option to Purchase Agreement

Chair Campbell reviewed a letter dated January 20, 2016 from Jon Pitcher of TransCanada's Energy East group which informed Council that they would keep the option agreement in effect for the purchase of the Township's gravel pit until the three years expire. The letter suggested there still was the potential for the pump stations to shift again. The letter also stressed that they remain committed with the Township on mutually agreeable solutions on a community project.

Mayor Kingsbury noted that we suggested several projects that were not supported. He suggested a new project – bathroom at the boat launch, but the cost to install would be less than the amount of funds we asked for. (\$50,000)

Moved by Jamey Larone, Seconded by Glen Campbell

Resolution No. 2016-57

That Council authorize Mayor Kingsbury, Chair Campbell and CAO/Clerk to meet with Energy East officials to discuss projects that they can support.

Carried.

11.4.2 County of Renfrew Bylaw 15-16 – Fees

The CAO/Clerk reported that the County of Renfrew has increased its fees to prepare an Official Plan Amendment and Zoning By-law Amendment. As they provide this service to Horton, we will need to amend our Fees and Charges By-law to increase the fees the Township collects from applicants to cover our costs. The Members agreed. A by-law will be presented at the next Council Meeting for consideration.

Moved by Glen Campbell, Seconded by Jamey Larone

Resolution No. 2016-58

That Council authorizes staff to draft an amendment to the Fees and Charges by-law 2016-08 to reflect the changes to the Zoning and Official Plan fees recently approved by the County of Renfrew.

Carried.

11.5 Building Report for January 2016

Council Members reviewed the Building Permit Report for January 2016.

Moved by Glen Campbell, Seconded by Robert A. Johnston

Resolution No. 2016-59

That Council receives the January 2016 Building Permit Report.

Carried.

12. AD HOC COMMITTEE REPORTS / MINUTES / BUSINESS
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12.1 Economic Development Ad Hoc Committee

Councillor Bennett, Chair said he had hoped to hold a Meeting in February, but members were unavailable. He will hold a Committee Meeting in March.

12.2 Private Road Grading Ad Hoc Committee

12.2.1 Resolution to dissolve Committee

Councillor Bennett, Chair reported that the Ad-Hoc Committee had submitted its recommendation on Private Road Grading to Council and that a new policy is in effect. Councillor Larone suggested that the Public Works and Environmental Committee carry out a yearly review of this policy. Mayor Kingsbury suggested that the Public Works Manager could report at the end of 2016 and include any recommended changes to the policy.

Moved by Robert A. Johnston, Seconded by Jamey Larone **Resolution No. 2016-60**
WHEREAS Council appointed a Private Road Grading Ad Hoc Committee to review Private Road Grading by Municipal forces within the Township of Horton;

AND WHEREAS the Committee developed a *Private Road & Driveway Grading Policy*;

AND WHEREAS Council adopted the *Private Road & Driveway Grading Policy* upon recommendation of the Committee;

NOW THEREFORE BE IT RESOLVED that the Private Road Grading Ad Hoc Committee has completed the mandate as directed by Council of the Corporation of the Township of Horton and thereby the Private Road Grading Ad Hoc Committee is dissolved.

Carried.

12.3 Open Air Burning By-law Ad Hoc Committee

12.3.1 Minutes of February 4th 2016

The Members reviewed the February 4th Meeting minutes. Deputy Mayor Johnston reported that the Members also met February 11th. The Members are satisfied with the final draft of the by-law and it is being sent to our Solicitor for comments. An Open House meeting is planned for Wednesday March 2 between 4 – 8 pm to receive public input.

Moved by Dave Bennett, Seconded by Robert A. Johnston **Resolution No. 2016-61**
That Council approve the February 4, 2106 Ad-Hoc Committee Meeting Minutes on Open Air Burning By-law. Carried.

12.4 Recreation Association Ad Hoc Committee

Deputy Mayor Johnston reported that the first meeting of the Ad-Hoc Committee is scheduled for February 18, 2016 at 7 pm.

12.5 Developer Upgrade on Municipal Infrastructure Committee

12.5.1 Minutes of February 9th 2016

Councillor Bennett, Chair reported that the Committee is meeting February 17, 2016 to review the draft presentation for the Open House that will be scheduled in late March. Mayor Kingsbury commented that the 10 year Long Term financial Strategy needs to be discussed. It is a priority that must be completed in 2016.

Moved by Dave Bennett, Seconded by Glen Campbell **Resolution No. 2016-62**
That Council approve the February 9, 2016 Ad-Hoc Developer Upgrade to Municipal Infrastructure Committee Meeting Minutes. Carried.

12.6 Hiring Process CAO/Clerk

12.6.1 Minutes of February 10th 2016

Councillor Larone, Chair reviewed the Meeting held February 10th.

Moved by Jamey Larone, Seconded by Glen Campbell **Resolution No. 2016-63**
That Council approve the February 10, 2016 Ad-Hoc Committee on CAO/Clerk's Replacement Process Minutes. Carried.

Moved by Jamey Larone, Seconded by Dave Bennett

Resolution No. 2016-64

That Council, on recommendation of the Ad-Hoc Committee on CAO/Clerk Succession, agrees to commence with a success plan to replace the CAO/Clerk upon his retirement;

And that advertising begins in March 2016 with a closing date of April 30, 2016 to an upset limit of \$2,750 at the discretion of the CAO/Clerk;

And further that the Human Resources Director of the County of Renfrew be requested, if required, to assist in the recruitment process as required within the 7 hour annual allocation for lower tier municipalities within Renfrew County. Carried.

Moved by Jamey Larone, Seconded by Robert A. Johnston

Resolution No. 2016-65

That Council, on recommendation of the Ad-Hoc Committee on CAO/Clerk's Replacement Process establishes the 2016 Cost of Living Adjustment (COLA) at 1.7% effective January 1, 2016.

Carried.

12.7 Clean Yards – Draft Bylaw Ad Hoc Committee

Councillor Campbell, Chair reported that he will hold the first Committee Meeting within the next two weeks.

12.8 Thomson Road Financial Plan

Councillor Bennett, Chair reported that he is still working on a budget. It won't be ready until next month.

13. CORRESPONDENCE SUMMARY

13.1 Information Correspondence

13.1.1 Update on Provincial PTSD Strategy for First Responders

13.1.2 AMO - Highlights of January Meeting

13.1.3 Hospice Renfrew - Hike for Hospice

Jennifer Bar, Treasurer reviewed the Township's policy for Donations. An outside agency is required to have Horton residents involved.

13.1.4 Ontario Energy Board Notice

Moved by Glen Campbell, Seconded by Robert A. Johnston

Resolution No. 2016-66

That Council receives the Information Correspondence Summary for February 16, 2016.

Carried.

13.2 Action Correspondence

13.2.1 Township of Wainfleet

Moved by Robert A. Johnston, Seconded by Jamey Larone

Resolution No. 2016-67

That the Council of the Township of Horton support a resolution of the Township of Wainfleet passed on January 26th, 2016 which requests that the Province of Ontario exercise its rights in Section 4.13 (12) of the current LRP 1 RFP to "cancel the process at any stage and for any reason" and not issue any new wind generation contracts;

Further that the Province of Ontario hold off any further renewable procurement process until the capacity is actually required and focus on sources that will actually reduce carbon emissions.

And Further that the IESO review the outstanding FIT contracts that have not achieved "Commercial Operation" and vigorously enforce the terms of the FIT contract with a view to eliminating further expensive wind generation capacity being added to the grid. Carried.

13.2.2 Township of Cavan Monaghan

Moved by Glen Campbell, Seconded by Dave Bennett

Resolution No. 2016-68

That the Council of the Township of Horton support a resolution of the Township of Cavan Monaghan which calls on changes to the LHINs responsibilities. Carried.

14. OUTSTANDING COMMITTEE ISSUES

There was no outstanding Committee issues discussed.

15. BY-LAWS

- 15.1 By-law 2016- 13 Zoning Amendment – Fuller
- By-law 2016- 14 Zoning Amendment – Carty
- By-law 2016- 15 Zoning Amendment – Handford
- By-law 2016- 16 Zoning Amendment – Tippins
- By-law 2016-17 Employment Bylaw

Moved by Jamey Larone, Seconded by Robert A. Johnston

Resolution No. 2016-69

That Council enact the following by-laws:

- By-law 2016-13 Fuller Zoning Amendment
- By-law 2016-14 Carty Zoning Amendment
- By-law 2016-16 Tippins Zoning Amendment
- By-law 2016-17 Employment By-law

Carried.

Moved by Jamey Larone, Seconded by Robert A. Johnston

Resolution No. 2016-70

That Council enact the following by-law:

- By-law 2016-15 Handford Zoning Amendment

Carried on Division

Councillor Bennett opposed.

16. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING

No notices were received.

17. COUNCIL MEMBERS CONCERNS

No concerns were raised.

18. MOTION FOR RECONSIDERATION (debate on motion to reconsider only)

No requests for reconsideration were made

19. IN CAMERA (Closed) SESSION

No requests or need to proceed into a closed meeting.

20. NEXT MEETING

- 20.1 Next Council Meeting Date: **Tuesday March 1st 2016**

21. CONFIRMING BY-LAW 2016-18

Moved by Glen Campbell, Seconded by Jamey Larone

Resolution No. 2016-71

That Council enacts Confirming By-law 2016-18.

Carried.

22. ADJOURNMENT

Mayor Kingsbury declared the Meeting to be adjourned at 7:25 pm.

MAYOR

CAO/Clerk