

THE CORPORATION OF THE TOWNSHIP OF HORTON

**Council Meeting**

March 15<sup>th</sup> 2016  
4:00 p.m.

There was a Council Meeting held in the Municipal Council Chamber on Tuesday March 15, 2015. Present was Deputy Mayor Robert A. Johnston, Councillor Dave Bennett and Councillor Glen Campbell. Staff present was Jennifer Barr, Treasurer, Mackie McLaren, CAO/Clerk and Christina Mulcahey, Admin Assistant. Absent were Mayor Robert Kingsbury and Councillor Jamey Larone.

**1. CALL TO ORDER**

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

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

Deputy Mayor Johnston requested the staff and public to turn off all cell phones and electronic devices.

**3. DECLARATION OF PECUNIARY INTEREST**

There was no declaration of pecuniary interest at this time.

**4. MINUTES FROM PREVIOUS MEETINGS**

Council members reviewed the following minutes:

- 4.1 February 16<sup>th</sup> 2016 Council meeting
- 4.2 Minutes of Public Meeting held February 16<sup>th</sup> 2016
- 4.3 General Government Meeting February 17<sup>th</sup> 2016

Moved by Councillor Campbell

**RESOLUTION NO. 2016-91**

Seconded by Councillor Bennett

THAT Council approves the following minutes:

- February 16<sup>th</sup> 2016 Council meeting.
- February 16<sup>th</sup> 2016 Public meeting
- February 17<sup>th</sup> 2016 General Government Committee meeting **Carried.**

**5. BUSINESS ARISING FROM MINUTES – There was none.**

<b>6. 4:05 GENERAL GOVERNMENT</b> Finance & Admin., Health & Safety, Human Resources Chair: J. Larone Public Members: S. Humphries
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- 6.1 Business Arising – There was none.
- 6.2 Finance & Administration

## Staff Reports

### 6.2.1 Sale of Township Beach Property

The CAO/Clerk reported that he had contacted three real estate firms. All three Renfrew firms have commented. In the report there are different prices that were suggested. There is a discrepancy in the amount as all three agents listed a lower amount than what Council had anticipated.

Sherri Cobus	\$150,000 – no estimated selling price
Ross Peever	\$130,000 – estimated selling price of \$100K to \$110K
Dennis Yakaback	\$ 99,900 – estimated selling price of \$85K to \$90K.

All three agents provided listing and sales information to support their asking price. Cobus and Yakaback would charge a commission fee of 5%, with Sherri Cobus reducing it to 4% if she also sold the property. Peever would charge a commission fee of 4% reducing it to 3% if he sold the property himself. All three quotes are less than the asking price of \$261,500 that Council suggested.

CAO/Clerk noted the sale of the property is to be used to pay off the Rink Roof and Hall Expansion debt that is being covered by the volunteers. The estimated sale prices are much lower than what is required to meet this goal. The total debt amount is estimated to be \$114,721.82 at the end of 2016.

However, selling the property would be of great assistance to the volunteers in their “commitment” to raise the funds through special events at the Community Centre. An example would be net sale proceeds of \$95,000 (\$100K selling minus \$5K commission) would pay off the rink roof debt and reduce the hall addition debt to \$19,721.82. If the rink attendant volunteers continued they would cover this amount in 2 years without any additional special events required.

Councillor Bennett said he is not in favor of listing the property for sale with an agent at this time as he believes it is worth more than what the agents have suggested. He suggests that the Township puts up its own For Sale sign and see what type of interest there is from the general public.

Councillor Campbell agreed. Knowing the money will go towards the Recreation Debt he would like to see the sale at the maximum price. Deputy Mayor Johnston said he believes the property is worth a lot more than what the realtors suggested as well.

Jennifer Barr advised that there is \$1000 in the budget which could be used for signage.

### 6.2.2 Amendment to Fees and Charges Bylaw

The CAO/Clerk reported that Council passed the 2016 Tariff of Fees By-law at their January 19, 2016 Council Meeting. Since that by-law was passed, the County increased their Fees and Charges and their new Planning Fees affect the Township of Horton. Accordingly he presented a new Fees and Charges By-law to replace 2016-08. There is a bylaw to pass at the end of the meeting.

### 6.2.3 Process & Timeline to employ an Administrative/Planning Assistant

The CAO/Clerk said resumes have been coming in and the Closing is on the 23<sup>rd</sup> of

March. The recommendation is to appoint an Ad-Hoc Committee to review the applications for this position.

Councillor Bennett said this needs to move forward quickly. He believes the CAO/Clerk, the Mayor and Public Member Susan Humphries form the Ad-Hoc Committee. Councillor Campbell suggested that Treasurer Barr should be included as well.

Deputy Mayor asked if Council would have any say in the decision. CAO/Clerk McLaren said the Ad-Hoc Committee would only bring back one name after the interview process. Deputy Mayor Johnston said he was not comfortable with that. He feels that Council being responsible and representing the public that they should have a say in the staff hiring. Councillor Bennett then suggested that Council could be part of the process as well if that makes all of Council more comfortable. Councillor Campbell agreed.

#### 6.2.4 Financial Statements as of March 10<sup>th</sup> 2016

Council reviewed the Financial Statements. Treasurer Barr noted that the Budget numbers are included now as the Budget has been passed. She still has to do some deferred revenues journal entries.

#### 6.2.5 Financial Statements for the year ending December 31<sup>st</sup> 2015

Treasurer Barr reviewed a few items on the statements. She noted the summary on page 2 of the statements is the most important. She reviewed the rest of the statement with Council. She said Schedule 40 is also good to look at as it lists all the expenses for every department by categories.

### 6.3 Health & Safety

6.3.1 Staff Reports - There were none at this time.

### 6.4 Human Resources

#### Staff Reports

#### 6.4.1 Report on Performance Appraisals

The CAO/Clerk reviewed his report for information purposes only.

#### 6.4.2 COLA- Council, Fire & Emergency Staff

Treasurer Barr reviewed her report with Council.

### 6.5 New Business

#### 6.5.1 Tender - Gen. Govt. 2016-01 – IT Services Tender

CAO/Clerk Mackie McLaren reported the Request for Proposal (Tender) for the supply of IT Services closed on Friday March 11<sup>th</sup> 2016. RFP's were received from Nerds on Site (Mark Cassanto) and from Valley Bytes. Mark Cassanto has provided the service for the past two years, first as Mark Cassanto and Associates and now as a representative of Nerds on Site.

As this was an RFP, the Treasurer and CAO/Clerk opened the quotes on March 14 to Carry out the evaluation and prepare this report.

*Nerds on Site:*

- Quote \$585.00 plus HST per month (\$7,020.00 per year)

- Includes cost for all services. This is an “all in” price which will not change, no matter what hours have to be provided during the term of this contract (1 year plus 2 option years).

*Valley Bytes:*

- Quote of \$90 per hour plus HST. Estimate of 4 hours per month average = \$360 per month (\$4,320.00 per year)
- Every hour of service is charged at the \$90.00 per hour rate.

He noted that both companies have met the terms of the RfP tender document.

It is therefore the recommendation of Staff that the quote of Valley Bytes be accepted. This contract starts May 1, 2016 and runs to April 30, 2017 with two option years (Township’s option) at contract price plus cost of living each year.

6.6 Outstanding Business – There was none at this time.

6.7 Recommendations – Deputy Mayor Johnston

Moved by Councillor Bennett

**RESOLUTION NO. 2016-92**

Seconded by Councillor Campbell

THAT Council authorize the creation of a 4x8 “For Sale” sign to be erected at the entrance of the Township Beach Property at River Road, asking price of the \$261,500. There is \$1000 in the budget to cover the cost of the sign.

**Carried.**

Moved by Councillor Bennett

**RESOLUTION NO. 2016-93**

Seconded by Councillor Campbell

THAT Council appoints the Human Resources Committee plus the CAO/Clerk, Treasurer and Public Member Susan Humphries to short list the applicants and interview the selected candidates for the soon to be vacant Administrative/Planning Assistant Position.

FURTHER THAT the General Government approve the timeline for this selection process.

**Carried.**

Moved by Councillor Campbell

**RESOLUTION NO. 2016-94**

Seconded by Councillor Bennett

That Council receives the Financial Report as of March 10<sup>th</sup> 2016.

**Carried.**

Moved by Councillor Bennett

**RESOLUTION NO. 2016-95**

Seconded by Councillor Campbell

THAT Council accepts the 2015 Auditor Report for the year ending December 31<sup>st</sup> 2015.

**Carried.**

Moved by Councillor Bennett

**RESOLUTION NO. 2016-96**

Seconded by Councillor Campbell

**THAT** in accordance with by-law 2014-45 paragraph 7, Council remuneration be increased by COLA of 1.7% effective January 1, 2016 as adopted in by-law 2016-17 and;

**THAT** the Fire Department staff receives COLA increase 1.7% effective January 1, 2016 as adopted in by-law 2016-17 and;

**THAT** in accordance with by-law 2013-23 paragraph 6, the Community Emergency Management Coordinator and Alternate remuneration be increased by COLA of 1.7% effective January 1, 2016 as adopted in by-law 2016-17.

**Carried.**

Moved by Councillor Campbell  
Seconded by Councillor Bennett

**RESOLUTION NO. 2016-97**

That Council accept the quote of Valley Bytes in the amount of \$90.00 per hour plus HST to provide I.T. Services for the Township of Horton for a contract period of May 1, 2016 to April 30, 2017 plus 2 additional option years. Further, the Mayor and CAO/Clerk are authorized to execute the services contract.

**Carried.**

**7. 4:50 REPORTS FROM COMMUNITY COMMITTEES & COUNTY COUNCIL**

Reports may be provided orally or in written format

7.1 Renfrew & Area Seniors Home Support

Councillor Bennett said they are looking for Drivers at this time. Drivers would be taking patients from their home to appointments in the City etc. There would be a mileage fee paid to the drivers.

7.2 Community Policing Advisory Committee

The next meeting will be held April 4<sup>th</sup> 2016.

7.3 Health Services Village

There is no information to report.

7.4 Chamber of Commerce

There is no information to report.

7.5 County Council

Mayor Kingsbury was away so there was no report.

Moved by Councillor Bennett

**RESOLUTION NO. 2016-98**

Seconded by Councillor Campbell

That Council receive the following Community Committees Reports:

- Renfrew and Area Seniors Home Support
- Community Policing Advisory Committee
- Health Services Village
- Chamber of Commerce
- County Council

**Carried.**

**8. CONFERENCE REPORTS**

8.1 OGRA – Councillor Jamey Larone

8.2 OGRA – Public Works Manger, Janet Collins

The Committee members reviewed the Conference Reports

Moved by Councillor Campbell

**RESOLUTION NO. 2016-99**

Seconded by Councillor Bennett

THAT Council receives the OGRA Conference Reports submitted by Councillor Jamey Larone and Public Works Manager Janet Collins.

**Carried.**

## 9. AD HOC COMMITTEE REPORTS / MINUTES / BUSINESS

Reports may be provided orally or in written format

### 9.1 Economic Development Ad Hoc Committee

Councillor Bennett said there will be a meeting scheduled in April.

### 9.2 Open Air Burning By-law Ad Hoc Committee

9.2.1 Minutes of: February 11<sup>th</sup> 2016

9.2.2 Minutes of Open House Meeting March 2<sup>nd</sup> 2016

CAO/Clerk said there has been more comments received since the open house meeting.

9.2.3 Determine date for next meeting

Members agreed to meet on March 23<sup>rd</sup> 2016 at 7:00 p.m.

### 9.3 Recreation Association Ad Hoc Committee

Council reviewed the Minutes of: February 18<sup>th</sup> 2016.

### 9.4 Developer Upgrade on Municipal Infrastructure Com.

Council reviewed the Minutes of: February 17<sup>th</sup> 2016. Councillor Bennett noted there is an open house meeting on March 22<sup>nd</sup> 2016 to discuss from 5 to 7 pm.

### 9.5 Hiring Process CAO/Clerk

Council reviewed the Minutes of February 29<sup>th</sup> 2016 Meeting. CAO/Clerk noted that the advertisement will be delayed till the first week of April and will be open for the month.

### 9.6 Clean Yards – Draft Bylaw Ad Hoc Committee

Council reviewed the Minutes of: February 22<sup>nd</sup> 2016. Councillor Campbell thanked Councillor Bennett for chairing the meeting. Councillor Campbell noted the By-Law Enforcement Officer was in attendance. They are trying to speed up the process and help the Bylaw Enforcement Officer carry out his duties. He also noted that it is still complaint driven.

### 9.7 Thomson Road Financial Plan

Councillor Bennett said there is a plan being put together but it may not be ready for the next meeting. There are some contractors out of town till the end of the month. He noted he will need clarification to complete this through day labour and if we do not the cost will be quite high.

### 9.8 Recommendations from Ad-Hoc Committees – Deputy Mayor Johnston

Moved by Councillor Bennett

**RESOLUTION NO. 2016-100**

Seconded by Councillor Campbell

THAT Council approve the February 11<sup>th</sup> and March 2<sup>nd</sup> 2016 Ad-Hoc Committee Meeting for Open Air Burning By-law Minutes.

**Carried.**

Moved by Councillor Campbell

**RESOLUTION NO. 2016-101**

Seconded by Councillor Bennett

THAT Council approve the February 18<sup>th</sup>, 2016 Recreation Association Ad-Hoc Committee meeting minutes.

**Carried.**

Moved by Councillor Bennett  
Seconded by Councillor Campbell

**RESOLUTION NO. 2016-102**

THAT Council approve the February 17<sup>th</sup>, 2016 Ad-Hoc Developer Upgrade to Municipal Infrastructure Committee Meeting Minutes.

**Carried.**

Moved by Councillor Campbell  
Seconded by Councillor Bennett

**RESOLUTION NO. 2016-103**

THAT Council approve the February 29<sup>th</sup>, 2016 Ad-Hoc Committee on CAO/Clerk's Replacement Process Minutes.

**Carried.**

Moved by Councillor Campbell  
Seconded by Councillor Bennett

**RESOLUTION NO. 2016-104**

THAT Council approve the February 22<sup>nd</sup> 2016 Clean Yards – Draft Bylaw Ad Hoc Committee meeting minutes.

**Carried.**

## **10. CORRESPONDENCE SUMMARY**

### 10.1 Information Correspondence

Council reviewed the following correspondence.

#### 10.1.1 Senior of the Year Award 2016

Council reviewed and agreed to advertise for recipients for the award.

#### 10.1.2 AMO Communications – Climate Change Mitigation

#### 10.1.3 Ainley Graham & Associates Limited

#### 10.1.4 Teeny Tiny Summit 2016

#### 10.1.5 Ontario Farmland Forum Flyer 2016

Moved by Councillor Bennett  
Seconded by Councillor Campbell

**RESOLUTION NO. 2016-105**

THAT Council receives the Information Correspondence Summary for March 15<sup>th</sup> 2016.

**Carried.**

### 10.2 Action Correspondence

#### 10.2.1 - None

## **11. 6:00 DELEGATIONS &/or PUBLIC MEETINGS**

6:00 Rob Sweet – Theme Park Development – old Timber Town property

Mr. Sweet presented an animation for a military based theme park. There would be a paint ball facility. There would be camping as well. There will be 6km of trails to entertain extreme sports. There will be obstacle courses.

He is looking to get permission from the township to move forward with the plans.

Councillor Bennett said the Timber town property is divided up. Mr. Sweet agreed he would need to speak to the landowners.

Councillor Bennett asked if he has asked about the utilities for power etc.

Deputy Mayor Johnston asked what he wants at this time. Mr. Sweet said he is looking to host a party for fundraising to assist their development.

They would host a fundraising event on July 29<sup>th</sup> 2016 weekend. He is looking at the Fireman running the bar if they were interested. This would be a licensed event.

**12. 5:15 PLANNING & DEVELOPMENT**

Chair: G. Campbell

Public Members: D. Brown, M. Craig, B. Lockwood, J. Wilson

12.1 Staff Reports

12.2 New Business

12.2.1 - Severances – None

12.2.2 - Zoning Amendments – None

12.3 Outstanding Business

12.4 Correspondence

12.4.1 - None

12.5 Building Report for February 2016 – None

12.6 Recommendations – Deputy Mayor Johnston

There were no recommendations to consider.

**13. OUTSTANDING COMMITTEE ISSUES**

From Previous Meeting(s)

There were no outstanding issues raised.

**14. BY-LAWS**

14.1 By-law 2016-21 – Enact amended Fees and Charges By-law.

Moved by Councillor Campbell

**RESOLUTION NO. 2016-106**

Seconded by Councillor Bennett

THAT Council enact the following by-law:

By-law 2016-21 Amended Fees and Charges bylaw

**Carried.**

**15. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING**

No notices were filed.

**16. COUNCIL MEMBERS CONCERNS**

Councillor Bennett said we are having issues with the 2010 international truck. He wants a motion or comments from council if they are willing to move forward and list the truck for sale. He needs permission to do this as either a trade in or sale. He would like to list it on Kijiji and find out what the vehicle is worth. Councillor Campbell asked what the reason is. Councillor Bennett said there is a safety issue and they want to get a truck that is more suitable for the Public Works Department. Councillor Bennett would like to explore what the truck is worth so there is justification. That truck is not due for replacement until 2021. He is looking for direction. Councillor Campbell said he is looking for some type of business plan to see what is going to happen. Deputy Mayor Johnston said this would be a starting point for Councillor Bennett to



come back with information to Council on the position of the truck and what the options are.

Moved by Councillor Bennett

**RESOLUTION NO. 2016-107**

Seconded by Councillor Campbell

THAT Council Authorize staff to list the 2010 International tandem truck and snow plow for sale on Kijiji. **Carried.**

Councillor Bennett had another concern that last year during the construction period on Thomson Road, he had talked to Mr. McGregor to use a parcel of his land to store material. Needs direction from Council to go ahead and re-seed by July 1<sup>st</sup> 2017. He proposes we offer \$1200. to the owner plus the expenses to re-seed the property.

Moved by Councillor Bennett

**RESOLUTION NO. 2016-108**

Seconded by Councillor Campbell

THAT Council authorize that staff prepare an agreement with Murray McGregor to use a field on Thomson Road opposite Keith Road for staging of construction to Thomson Road through to June 2017 for remuneration of \$1200. Further that the Township is to plough, cultivate, and re-seed back into hay by June 30<sup>th</sup> 2017. **Carried.**

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

**18. IN CAMERA (Closed) SESSION – None**

**19. NEXT MEETING**

20.1 Next Council Meeting Date: **April 5<sup>th</sup> 2016 at 4:00 p.m.**

**20. CONFIRMING BY-LAW 2016-22**

Moved by Councillor Bennett

**RESOLUTION NO. 2016-109**

Seconded by Councillor Campbell

THAT Council enact Confirming By-law 2016-22

**Carried.**

**21. ADJOURNMENT**

Deputy Mayor Johnston declared the meeting adjourned at 6:15 p.m.

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Deputy Mayor

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CAO/Clerk