

THE CORPORATION OF THE TOWNSHIP OF HORTON

## Regular Council Meeting

April 19, 2016

There was a Regular Meeting of Council held in the Municipal Council Chambers on Tuesday April 19, 2016. Present was Mayor Robert Kingsbury, Deputy Mayor Robert A. Johnston, Councillor Dave Bennett, Councillor Glen Campbell (from 4:49) and Councillor Jamey Larone. Staff present was Jennifer Barr, Treasurer, Janet Collins, Public Works Manager and Mackie McLaren, CAO/Clerk. Also present was Nichole Dubeau, Receptionist/clerk.

1. CALL TO ORDER

Mayor Kingsbury called the Meeting to Order at 4:03 pm.

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

3. DECLARATION OF PECUNIARY INTEREST

Councillor Bennett declared pecuniary interest in agenda item 5 – PW2016-01 Tender Opening.

Time Sensitive Items to be Added to Agenda

Mayor Kingsbury informed Council that he had been asked by Members of Council to add two time sensitive items to the agenda for this meeting.

Moved by Councillor Bennett

Resolution No. 2016- 132

Seconded by Deputy Mayor Johnston

That pursuant to Section 18 1) of By-law 2015-53 – Procedural By-law, Council agrees to suspend Section 9 1) of the Procedural by-law to consider:

- An application of Derek McGrimmon to amend his site plan for his Self-Storage Business on Whitton Road that was made after the cut off for delegations for this meeting; and
- A staff report on a Four Season Waste Audit program that is funded in part by the Continuous Improvement Fund.

Carried

Mayor Kingsbury stated that the Four Season Waste Audit would be added to the agenda as item 6.2.4, and the McGrimmon Site Plan be added as item 12.2.4.

4. MINUTES FROM PREVIOUS MEETINGS

Moved by Councillor Larone

Resolution No. 2016- 133

Seconded by Councillor Bennett

That Council approves the following Meeting Minutes:

- March 15, 2016 Regular Council Meeting Minutes, and
- March 28, 2016 Human Resources Committee Meeting.

Carried

5. BUSINESS ARISING FROM MINUTES

Councillor Larone asked if the for sale sign has been erected for the beach property. The CAO/Clerk said it has been planned but not ordered. Councillor Bennett suggested that we include the asking price on the sign.

Councillor Larone asked if there were any changes to be noted in the Financial Statements. Treasurer Barr said no changes.

Councillor Larone referred to the March 28<sup>th</sup> HR Committee Minutes and noted that he received a copy of the applicants for the Administrative/Planning Assistant position and supported the shortlist of candidates interviewed in his absence.

#### Tender Openings

The following tenders closed at 2 pm today and were opened during the Council Meeting:

#### PW2016-01 – Sale of Michigan-Clarke Loader

David Ashley Bennett	\$5,800 plus \$754 HST	\$6,554.00
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Note Councillor Bennett had declared pecuniary interest and did not take part in the discussion of this tender.

#### PW2016-02 – Coveralls Service for Public Works Employees

No tenders were received for this tender call.

#### REC2016-02 - Hot Water Boiler at Community Centre

Rick Brown – ABL Trenchless	\$26,156.53 plus \$3400.28 HST =	\$29,556.80
North Country Heating	\$12,900.00 plus \$1677.00 HST =	\$14,577.00
KKE Mechanical – Kevin Ryan	\$27,986.15 plus \$3638.19 HST =	\$31,624.34

#### REC 2016-03 – Roll up Curtain

Merlin Door Systems Ltd.	\$5,550.00 plus \$ 921.50 HST	= \$6,271.50
Al Parsons Electronics Ltd.	\$5,900.00 plus \$ 767.00 HST	= \$6,667.00
Browns Window Doors & Glass	\$9,882.25 plus \$1284.69 HST	= \$11,166.94

#### REC2016-04 - Stage Drapes

Draperies Plus	\$5,464.48 plus \$ 908.13 HST	= \$6,372.61
Ontario Staging Ltd.	\$9,290.00 plus \$1207.70 HST	= \$10,497.70

Councillor Larone asked what the backup plan was for the coverall service as we didn't get a bid. Janet Collins, Public Works Manager said the initial report had a recommendation that the Department purchase a heavy duty washing machine and clothes dryer to do our own coverall cleaning. She will bring a report back to the May 3, 2016 Council Meeting.

## 6. GENERAL GOVERNMENT COMMITTEE

Susan Humphries, Public Advisory Member was absent.

Councillor Larone, Chair of the General Government Committee presented the following items for consideration and recommendation.

### 6.1 Business Arising:

There was no business arising discussed.

### 6.2 Finance & Administration

#### 6.2.1 Long Term Borrowing – Thomson Road

Jennifer Barr, Treasurer reviewed her report on the debenture for Thomson Road construction approved at the April 8, 2016 Special Council Meeting. TD Bank could not match or better Infrastructure Ontario's estimated rate of 1.68% for this debenture. She reviewed the debenture application which the borrowing by-law is part of. Once the by-law is passed the project is eligible for construction loans. Step 2 is later when the project is complete and a debenture by-law will be presented for approval.

Councillor Larone asked about the borrowing rate for the construction loan. Usually the borrowing rate is less than the debenture rate. We have enough funds to cover the construction costs without using the construction loan. The Treasurer agreed that we should not have to access the construction loan, but recommends we still pass the by-law.

#### 6.2.2 Street Sweeping Tender Call

Janet Collins, Public Works Manager reviewed the tender package. She noted that there is some urgency for Council to authorize calling this annual tender to make sure the service is provided in late May.

#### 6.2.3 March Statement of Revenues and Expenditures

Jennifer Barr, Treasurer reviewed and pointed out several accounts. She noted that due to the type of winter we had, the ice fishing derby did not happen and there will not be a donation this year to put toward the volunteer's fundraising goal. Councillor Bennett noted that the Recreation Committee is aware of this potential shortfall, but haven't yet planned another fundraising activity to offset this loss.

Chair Larone asked about the plans for the soccer program. Deputy Mayor Johnston, Chair of Recreation Committee provided an update. He donated equipment and time to plough the soccer field area yesterday. A bulldozer and excavator and operator donated by Marshalls are onsite ready to start tomorrow. Councillor Bennett said after Council committed to soccer, there is a considerable amount of work to have a field ready.

Deputy Mayor Johnston suggested the Township should supply the diesel fuel for this donated equipment. He estimated that there will be approximately 30 – 35 hours of machine time required to get the pitch ready.

Councillor Bennett said the top surface will require sod as grass will not grow in time for this season's use. Sod would be expensive this time of year, including ½ load travel, but it is the only option available. Deputy Mayor Johnston said the field is rolling land. We have space for the three smaller fields requested. Machine time is required to level the rolling field.

Chair Larone asked if there was a revenue stream for soccer. Deputy Mayor Johnston said approximately \$6600 has been raised by registration with equipment, balls etc. costing approximately \$3,500. Councillor Bennett said the field prep work will be completed by the end of this week except for the grass surface. Deputy Mayor Johnston suggested approaching the neighbouring farm owner to lease an area of a hay field for this summer for a temporary pitch while the grass grows in the new pitch area.

#### 6.2.4 Four Season Waste Audit (added to agenda at beginning of meeting)

Janet Collins, Public Works Manager presented a report with a recommendation that Horton not participate in this audit. She explained that the cost of the audit is

approximately \$53,000 with the Continuous Improvement Fund (CIF) covering \$43,000 of the cost leaving \$10,000 for Horton to pay. She suggested that we could get sufficient data for municipalities of our size that has already completed the waste audit. Horton's share of this program could be used for other capital work at the landfill site. CIF is looking for our response as soon as possible as other municipalities are waiting for this funding if we don't wish to use it. Councillor Bennett, Chair of the Transportation and Environmental Service Committee expressed support for the recommendation.

### 6.3 Health and Safety

#### 6.3.1 Report on March Health and Safety Inspections

The CAO/Clerk reviewed his report which included the March inspection reports. He pointed out that the inspections are carried out monthly, and he will continue to periodically bring reports to Council for their information.

### 6.4 Human Resources

Moved by Councillor Larone

Resolution No. 2016- 134

Seconded by Deputy Mayor Johnston

That Council proceed into a Closed Meeting pursuant to Sections 4 2) (b) and (c) of By-law 2015-53 – Procedural By-law to consider the following reports that concerns personal matters about identifiable individuals and the potential disposition of Township property:

- Report on employment contract for Administrative/Planning Assistant
  - Report on Receptionist/clerk position, and
  - Receive verbal information on potential disposition of the Township Gravel Pit.
- Carried

The Meeting was closed at 4:54 pm.

Mayor Kingsbury called the Meeting back to Public Session at 5:41 pm and reported that during the Closed Meeting, Council reviewed the draft employment contract for the new Administrative/Planning Assistant, reviewed a staff report on making the employee in the contract position of Receptionist/clerk a permanent appointment and finally heard information for a Council Member who has been approached about the Township selling their gravel pit to a contractor. Mayor Kingsbury stated that there are two resolutions coming forward from the Closed Meeting that will be considered in the Open Meeting.

### 6.5 New Business

#### 6.5.1 TransCanada Pipeline – Valve Placement along Bonnechere River

TransCanada advised Council on the location of valves which will be installed on both sides of the Bonnechere River for their new proposed Energy East Project.

### 6.6 Outstanding Business

There was no outstanding business to discuss.

### 6.7 Recommendations – Mayor Kingsbury

Mayor Kingsbury called the meeting back to Council Meeting and called for recommendations from the Committee.

Moved by Councillor Larone Resolution No. 2016-135  
Seconded by Deputy Mayor Johnston  
That Council award the following Tender:

PW-2016-01 Sale of Michigan-Clarke Loader

To: David Ashley Bennett at \$6,554.00

Councillor Bennett had declared pecuniary interest and did not take part in the vote or discussion.

Carried

Moved by Councillor Larone Resolution No. 2016-136  
Seconded by Deputy Mayor Johnston

REC-2016-02 Hot Water Boiler

To: North Country Heating at \$14,577.00

REC-2016-03 Roll Up Curtain

To: Merlin Door Systems Ltd. at \$6,271.50

REC-2016-04 New Stage Curtains

To: Draperies Plus at \$6,372.61

Carried

Moved by Councillor Larone Resolution No. 2016-137  
Seconded by Councillor Bennett  
That Council authorize the calling of Tender PW-2016-04 for Street Sweeping to close May 3, 2016.

Carried

Moved by Councillor Larone Resolution No. 2016-138  
Seconded by Deputy Mayor Johnston  
That Council receive the Statement of Revenue and Expenditures dated April 13, 2016

Carried

Moved by Councillor Larone Resolution No. 2016- 139  
Seconded by Councillor Campbell  
That Council agree to supply diesel fuel for the development of the soccer field.

Carried

Moved by Councillor Larone Resolution No. 2016-140  
Seconded by Councillor Bennett  
That Council not engage in a four season waste audit, funded in part by the Continuous Improvement Fund (CIF).

Carried

Moved by Deputy Mayor Johnston Resolution No. 2016-141  
Seconded by Councillor Larone  
That Council agree to employ the current Receptionist/clerk on a full time basis once her employment contract expires on July 12, 2016.

Carried on Division

Opposed Councillors Campbell and Larone

Mayor Kingsbury called for a recess for a Supper break at 5:51 pm.

Mayor Kingsbury called the Meeting back to order at 6:31 pm with the same members present.

7. REPORTS FROM COMMUNITY COMMITTEES AND COUNTY COUNCIL

7.1 Renfrew & Area Seniors Home Support

Councillor Bennett reviewed the January 2016 Minutes. He also informed Council of a Golf Tournament hosted by Home Support coming up in late May.

7.2 Community Policing Advisory Committee

Mayor Kingsbury reported that the CPAC Meeting for April 4 was cancelled. The next meeting is tentatively scheduled for May 2 in Whitewater Region. He referred Council to the March OPP stats. A copy will be placed in Members baskets.

Councillor Larone referred to a meeting in Admaston/Bromley Township tomorrow evening sponsored by their Police Services Board. An invitation to all the CPAC Member municipalities has gone out. There is to be an OPP speaker.

Mayor Kingsbury noted that the Rural Mayors of Eastern Ontario group are still working on the OPP Billing issue.

7.3 Health Services Village

Mayor Kingsbury advised that no meetings have been held recently or scheduled.

7.4 Chamber of Commerce

Deputy Mayor Johnston advised there was a meeting this morning, but he was in the sugar bush and missed the meeting.

7.5 County Council

Mayor Kingsbury gave a verbal report on recent County Council Meetings.

8. CONFERENCE REPORTS

There were no conference reports to receive.

9. AD-HOC COMMITTEE REPORTS/MINUTES/BUSINESS

9.1 Economic Development Ad-Hoc Committee

9.1.1 Date for Committee Meeting

Councillor Bennett, Chair of the Economic Development Committee said the next tentatively scheduled meeting of the Committee will be May 10, 2016 at 1:30 pm.

9.2 Recreation Association Ad-Hoc Committee

9.2.1 Minutes of March 14, 2016 Meeting

Deputy Mayor Johnston, Chair of the Recreation Committee reviewed the March 14<sup>th</sup> meeting minutes. He will follow up on the action items with the Members and arrange the next committee meeting.

9.3 Developer Upgrade on Municipal Infrastructure Committee

9.3.1 Minutes of March 22, 2016 Meeting

The Members reviewed the March 22 meeting minutes.

9.3.2 Date for Committee Meeting

Janet Collins, Public Works Manager informed Council she has drafted a report on comments received and it will be ready for distribution shortly. The next meeting was tentatively set for May 10 at 4:00 pm.

9.4 Hiring Process for CAO/Clerk

9.4.1 Minutes of April 14, 2016 Meeting

The Members reviewed the April 14<sup>th</sup> Meeting Minutes. Councillor Larone, Chair of the Ad-Hoc Committee reviewed process established for shortlisting and interviewing applicants.

9.5 Clean Yards – Draft By-law Ad-Hoc Committee

9.5.1 Date for Committee Meeting

Councillor Campbell, Chair of the Committee tentatively set the date for the next meeting as May 12, 2016 at 4 pm.

9.6 Draft Procurement By-law and Environmental Matters

9.6.1 Minutes of April 8, 2016 Meeting

The Members reviewed the April 8<sup>th</sup> Meeting Minutes and re-discussed the issue of Day Labour at some length. Councillor Campbell asked for additional costing reports and details on a project in the future.

9.6.2 Date for Committee Meeting

Chair Bennett said he would call a meeting in the near future. Several Environmental Engineering companies would be invited to submit a proposal on the water monitoring and annual report of the landfill site at the next meeting.

9.7 Recommendations from Ad-Hoc Committees

Moved by Deputy Mayor Johnston

Resolution No. 2016- 142

Seconded by Councillor Larone

That Council receive the Reports & Minutes from the following Ad-Hoc Committees:

- Economic Development Ad-Hoc Committee
  - Recreation Association Ad-Hoc Committee
  - Developer Upgrade on Municipal Infrastructure Ad-Hoc Committee
  - Hiring Process for CAO/Clerk position
  - Clean Yards – Draft By-law Ad-Hoc Committee, and
  - Draft Procurement By-law and Environmental Matters Ad-Hoc Committee
- Carried

10. CORRESPONDENCE SUMMARY

10.1 Information Correspondence Summary

Council reviewed the following Information Correspondence Summary:

10.1.1 County of Renfrew March 2016 Review

10.1.2 Rural Mayors Forum of Eastern Ontario

- Report from April 1, 2016 Meeting
- Broadband consultation

10.1.3 County of Renfrew – Surplus Equipment (Trucks)

Moved by Councillor Campbell

Resolution No. 2016-143

Seconded by Councillor Bennett

That Council receive the Information Correspondence Summary.

Carried

10.2 Action Correspondence Summary

There was no Action Correspondence to review

11. DELEGATIONS and/or PUBLIC MEETINGS

There were no requests for a delegation and no Public Meetings scheduled.

12. PLANNING & DEVELOPMENT COMMITTEE

Present were Public Members Mae Craig and John Wilson. Absent were Public Members David Brown and Bob Lockwood.

Councillor Campbell, Chair of the Planning and Development Committee called for Staff Reports.

12.1 Staff Reports

There were no staff reports.

12.2 New Business

12.2.1 Severances

There were no severance applications to review.

12.2.2 Zoning Amendments

12.2.2.a Ray Cobus – R1 to R1 Exception

Chair Campbell presented a copy of the application of Ray Cobus to rezone a lot on Garden of Eden Road for a Contractor's Shop for his electrical business. There will be no outdoor storage. The CAO/Clerk noted that Mr. Cobus may wish to place the storage building on different lot. The members agreed to wait until Mr. Cobus confirms which property he plans to place the shop.

12.2.3 Billboard at 1217 Gillan Road

Chair Campbell reviewed the staff report. The CAO/Clerk presented a letter received from the owners earlier in the day. Councillor Larone said he did not support the sign as it is a large sign and a visual obstruction for the neighbour. He suggested a sign so large should come to this table for approval. John Wilson said the sign is big and agrees with Councillor Larone's comments. He asked how much land would have to be zoned commercial.

Councillor Bennett said in reviewing the owner's letter, they thought they had approval for the sign when the County gave them their rules and the sign was installed to meet that criteria. He suggested the sign would look better with some evergreen trees planted between the neighbour's house and the sign. It shows we are lacking a policy



John Wilson said that no neighbour has a say unless a zoning amendment is required.

Councillor Larone said a site plan would be required if this property was rezoned for the sign. We need a policy on maximum sign size and location. He doesn't want to see more billboards throughout the community. Mae Craig agreed. Not all over the township. There has to be more investigation – it might be a distraction to drivers.

Mayor Kingsbury suggested that we have to move quickly to send a message to other owners who may be considering the same idea. He supported requiring the owners to apply for a zoning amendment, so there is a message to the community that the proper process has to be followed.

Deputy Mayor Johnston suggested the best due diligence is to require the zoning amendment to give the neighbours input.

12.2.4 Derek McGrimmon – Site Plan – Self Storage Building  
(added to agenda at beginning of meeting)

The CAO/Clerk presented copies of the amended site plan showing the location of the proposed 30' x 120' self-storage building. Mayor Kingsbury asked why this request was time sensitive. Councillor Bennett said the building is a pre-fab building that is delivered to the site. There would be damage to the material if it had to sit in the weather. He also believes the applicant has a time slot to build this building.

12.3 Outstanding Business

12.3.1 County Official Plan Amendments that concerns Horton

The Members discussed the need for the Ad-Hoc Committee of Chair Larone, Mayor Kingsbury and the CAO/Clerk to resume their review of the changes to Horton in the County Official Plan. Mayor Kingsbury agreed a meeting date needs to be set and meet with former Reeve Milton Stevenson who authored the report that excluded Agriculture land in the late 1980's. The Members agreed.

Chair Campbell suggested that he be added to the Committee as he is now Planning Committee Chair.

Mayor Kingsbury will contact the Members to arrange a meeting.

12.4 Correspondence

The members reviewed the following correspondence:

12.4.1 Ken and Pat Forrest – Agriculture Designation on Property

12.4.2 Walker and Cathy Eady – Agriculture Designation on Property.

The Members agreed to refer these two pieces of correspondence to the Ad-Hoc Committee referenced in 12.3.1 above.

12.4.3 MOE – Permanent Asphalt Plant approved for Jamieson Pit.

12.5 Building Report

The members reviewed the March Building Permit Report.

12.6 Recommendations.

Moved by Councillor Larone Resolution No. 2016-144  
Seconded by Deputy Mayor Johnston

That Council, on recommendation of the Planning Committee requires the billboard erected at 1217 Gillan Road be rezoned to Commercial.

Carried

Moved by Councillor Campbell Resolution No. 2016-145  
Seconded by Councillor Larone

That Council receive the Planning Correspondence.

Carried

Moved by Deputy Mayor Johnston Resolution No. 2016-146  
Seconded by Councillor Larone

That Council receive the March 2016 Building Report.

Carried

### 13. OUTSTANDING ISSUES

#### 13.1 71 Harold Ave, Cotieville – Follow up on Contractor Yard and Shop

The CAO/Clerk informed the Members that Ambrose Burchat met with the Municipal Law Enforcement Officer and him and one of the questions was what is happening with his complaint 2 years ago about the operation of a contractor's yard or shop on this property. Councillor Bennett said he looked at the property today and there were no materials in the yard. There were 3 licenced trailers, but said that would be a stretch to consider 3 trailers makes a construction yard. Councillor Bennett will contact the owner to discuss what his business storage plans are. He was of the understanding that the owner had made arrangements for the storage of his materials elsewhere.

### 14. BY-LAWS

#### 14.1 By-law 2016-28 – Borrowing By-law for Thomson Road construction By-law 2016-29 – Employment Contract, and By-law 2016-31 - McGrimmon Site Plan Amendment

Moved by Deputy Mayor Johnston Resolution No. 2016-147  
Seconded by Councillor Larone

That Council enact the following By-laws:

2016-28 Borrowing Debenture – Thomson Road,  
2016-29 Employment Contract – Administrative/Planning Assistant, and  
2016-31 McGrimmon Site Plan Amendment

Carried

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

There were no notices filed.

### 16. COUNCIL MEMBERS CONCERNS

There were concerns expressed by Council Members.

### 17. MOTION FOR RECONSIDERATION

There was no motion for reconsideration.

### 18. IN CAMERA (CLOSED) SESSION

There was no need for an additional closed meeting.

19. NEXT MEETING

The Next Council Meeting is Tuesday May 3, 2016 at 4:00 pm.

20. CONFIRMING BY-LAW

Moved by Councillor Campbell  
Seconded by Councillor Larone

Resolution No. 2016-148

That Council enact By-law 2016-30 – Confirming By-law

Carried

21. ADJOURNMENT

Mayor Kingsbury declared the Meeting to be adjourned at 8:23 pm.

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MAYOR

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CAO/Clerk