

THE CORPORATION OF THE TOWNSHIP OF HORTON

Regular Council Meeting

NOVEMBER 21st, 2017

There was a Regular Meeting of Council held in the Horton Community Centre Upstairs Hall on Tuesday November 21st, 2017. Present was Mayor Robert Kingsbury, Deputy Mayor Robert A. Johnston, Councillor Dave Bennett, and Councillor Jamey Larone. Staff present was Suzanne Klatt, CAO/Clerk, Jennifer Barr, Treasurer and Hope Dillabough, Deputy Clerk- Recording Secretary.

Regrets: Councillor Glen Campbell

1. CALL TO ORDER

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

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

3. DECLARATION OF PECUNIARY INTEREST

There was no declaration of Pecuniary Interest.

4. MINUTES FROM PREVIOUS MEETINGS

Moved by Councillor Bennett

Resolution No. 2017-366

Seconded by Deputy Mayor Johnston

THAT Council approves the following Meeting Minutes:

- October 17th, 2017

Carried

5. BUSINESS ARISING FROM MINUTES

Councillor Larone questioned the status of the Recreation User Fees Audit being performed by MacKillican and Associates. Treasurer Jennifer Barr stated the Auditors are waiting for information; however that information is currently inaccessible until the work is complete in the Council Chambers and filing room area.

6. GENERAL GOVERNMENT COMMITTEE

Susan Humphries, Public Advisory Member was present.

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

6.1 Business Arising - None

6.2 Finance & Administration

6.2.1 Recreation Restructuring

CAO/Clerk Suzanne Klatt briefly reviewed her report. The deadline for the RED (Rural Economic Development) Funding is December 1st, 2017.

6.2.2 Statement of Revenues and Expenditures

Treasurer Barr briefly reviewed the report and stated there is roughly 17% of the budget remaining.

6.2.3 Consolidated Statement of Financial Position

Treasurer Barr briefly reviewed.

6.2.4 2018 Proposed Fees and Charges

Treasurer Barr reviewed and highlighted the proposed changes. There was some discussion regarding the building permit fees. Councillor Bennett and Mayor Kingsbury both felt the fees for commercial and industrial permits should remain the same. Councillor Bennett also didn't agree with the \$100.00 charge for the Women's Institute and Church Groups because they have donated so much over the past years. There was council consensus to remove this as well. Treasurer Barr is to make changes and bring back a draft of the By-law to the Public Budget Meeting December 12th, 2017 for a final review.

6.2.5 Taxation and Receivable Policy

Treasurer Barr reviewed her report along with the policy. She noted that the biggest change, due to Bill 68 (municipal legislation), was changing the three (3) year collection term to two (2) years. There was some discussion regarding paragraph #26 and it was council consensus to have the Treasurer add in some wording that will reflect the '*Treasurer/Tax Collector must first have the authorization of the CAO/Clerk in conjunction with Council review/consideration*'.

6.3 Health and Safety

6.3.1 Health and Safety Training Update

Ms. Klatt reviewed her report. She summarized the training the staff has done to date and requested to Council that the Office be closed May 14th, 2018 for further training on Bill 132 – Sexual Violence and Harassment Action Plan Act. She reviewed the accessibility issues that were recognized at the Community Hall, during the training, that need to be looked at and addressed. Councillor Bennett felt there should be a pamphlet created detailing the instructions to use the chair lift to access the upstairs hall.

6.3.2 Inspection Reports – Municipal Office and Public Works Garage

The Inspection Reports were reviewed.

6.4 Human Resources - None

6.5 New Business - None

6.6 Outstanding Business - None

6.7 Questions on Reports and Recommendations – Mayor Kingsbury

There were no additional questions on the reports.

Moved by Deputy Mayor Johnston

Resolution No. 2017- 367

Seconded by Councillor Larone

THAT Council directs the CAO/Clerk to proceed with an application to the Rural Economic Development Fund for a Community Liaison Contract Position.

Carried

Moved by Councillor Bennett

Resolution No. 2017- 368

Seconded by Councillor Larone

THAT Council receive the Statement of Revenue and Expenditures dated November 16th 2017.

AND THAT Council receive the Consolidated Financial for period ending November 30th, 2017.

Carried

Moved by Deputy Mayor Johnston

Resolution No. 2017-369

Seconded by Councillor Larone

THAT Council accept and receive the 2018 proposed fees and charges as presented;

AND THAT Council approve the recommended amendments to the 2016 Tariff of Fees By-Law;

AND THAT the amendments include that Commercial Buildings/Additions and Industrial Buildings/Additions remain at \$0.40/sq. ft. and not be increased;

AND THAT Castleford Women's Institute, Balsalm Hill, and Lochwinnoch remain at no charge.

Carried

Moved by Councillor Bennett

Resolution No. 2017- 370

Seconded by Councillor Larone

THAT Council accepts the Health and Safety Training Update report as information;

AND THAT Council approves the CAO/Clerk's recommendation to schedule closing the Office Monday, May 14th, 2018 for a full day of training on Bill 132 (Sexual Violence and Harassment Action Plan Act), invite the Township's Insurance Company to review driving records and do a presentation on distracted driving, a presentation from Christine Jolicoeur on workplace safety sheets and approval of modifications to Health and Safety Workplace Record Sheets.

Carried

Moved by Councillor Larone

Resolution No. 2017-371

Seconded by Deputy Mayor Johnston

THAT Council receive the Health and Safety Inspection Checklists completed for the Public Works Garage and Municipal Office.

Carried

7. REPORTS FROM COMMUNITY COMMITTEES AND COUNTY COUNCIL

7.1 Renfrew & Area Seniors Home Support

Councillor Bennett briefly reviewed.

7.2 Community Policing Advisory Committee

There has been a meeting scheduled for November 29th, 2017 at 7:30 p.m. at the Horton Community Hall. Mayor Kingsbury asked Ms. Klatt to confirm with OPP Inspector Colin Slight that he will be present.

7.3 Health Services Village

Mayor Kingsbury briefly reviewed.

7.4 Chamber of Commerce

Deputy Mayor Johnston briefly reviewed.

7.5 County Council

Mayor Kingsbury stated all information has been put in Council's mailboxes.

Moved by Councillor Bennett

Resolution No. 2017-372

Seconded by Councillor Larone

THAT Council receive the Reports from Community Committees and County Council.

Carried

8. CONFERENCE REPORTS - None

9. AD-HOC COMMITTEE REPORTS/MINUTES/BUSINESS

9.1 Economic Development Ad-Hoc Committee
No update.

9.2 Recreation Association Ad-Hoc Committee
No update.

9.3 Official Plan Review Ad Hoc Committee
No update

9.4 Ad Hoc Budget Committee

9.4.1 Minutes – November 3rd, 2017

The Minutes were reviewed.

9.4.2 Next Meeting – November 30th, 2017 – 2:00 p.m.

9.5 Transportation and Environmental Services Ad Hoc Committee
No Update

9.6 Ad Hoc Fire Committee

9.6.1 Minutes – October 19th, 2017

The Minutes were reviewed. There was some discussion regarding the clarification of what a bid bond is and what a performance bond is. There was Council consensus to keep the bid bond portion in the Tender as well as the performance bond. Councillor Bennett is to help Ms. Klatt with the performance bond portion.

9.7 Ad Hoc Human Resources Committee
No update

9.8 Recommendations from Ad-Hoc Committees – Mayor Kingsbury
None

Moved by Councillor Bennett

Resolution No. 2017-373

Seconded by Deputy Mayor Johnston

THAT Council adopt the following AD Hoc Committee Meeting Minutes:

- Ad Hoc Budget Committee Minutes – November 3rd, 2017
- Ad Hoc Fire Committee Minutes – October 19th, 2017

Carried

10. CORRESPONDENCE SUMMARY

10.1 Information Correspondence Summary

Council reviewed the following Information Correspondence Summary:

10.1.1 CAO/Clerk Information Memo

Council briefly reviewed the information.

Moved by Councillor Larone

Resolution No. 2017-374

Seconded by Councillor Bennett

THAT Council accept the Information Correspondence list as per the CAO/Clerk's Information Memo for November 17th, 2017.

Carried

10.2 Action Correspondence

10.2.1 Town of Tillsonburg – Resolution of Support

Both Councillors Bennett and Larone were not in favour of supporting this Resolution as they felt it put too much liability on municipalities.

SUPPER BREAK AT 5:30 P.M.
RECONVENED AT 6:00 P.M.

11. DELEGATIONS and/or PUBLIC MEETINGS

There was a Public Meeting held for the purpose of a Zoning By-Law Amendment – Brian Thompson.

12. PLANNING & DEVELOPMENT COMMITTEE

Public Advisory Members present were Mae Craig, David Brown, Bob Lockwood and John Wilson.

Mayor Kingsbury presented the following items for consideration and recommendation, due to the absence of Planning and Development Committee Chair/Councillor Campbell.

12.1 Staff Reports

12.1.1 Request to Convey Part of Road Allowance

Deputy Clerk Dillabough reviewed her report. She briefly reviewed the background and history of the closed road allowance and what Council has done in the past. Deputy Mayor Johnston felt that Council should be agreeing to paying the entire amount and not just 25% of the survey costs as it was the municipality's responsibility in the 1800's to properly transfer the properties. Mayor Kingsbury stated that a precedent has already been set with paying the 25% therefore Council shouldn't go back on that. Councillors Bennett and Larone agreed.

12.1.2 Severance Application B32/15(1) – B34/15(3) – Schouten

Ms. Dillabough reviewed the Severance Applications. Councillor Bennett felt that a Drainage Plan be added to the conditions as there is a low lying area in that area that could cause some concern.

12.2 New Business - None

12.3 Outstanding Business - None

12.4 Correspondence

12.4.1 Correspondence re: Development Charges – Alex Lane

Ms. Dillabough explained the correspondence received regarding the development charges on Alex Lane. There was Council consensus to have the CAO/Clerk write a letter to the correspondent inviting them to the table to discuss the issue, however at this time; they were not in favour to exempt anyone from development charges.

12.5 Building Report

The Committee reviewed the Building Permit Report for October 2017.

12.6 Questions on Reports and Recommendations – Mayor Kingsbury

There were no additional questions on any of the items.

Moved by Councillor Bennett
Seconded by Councillor Larone

Resolution No. 2017-375

THAT Council, upon recommendation of the Planning Committee, authorizes that being consistent with the history of transferring the property of the unopened road allowance to the property owners as set out in By-Law 10-1859, that the Township accepts the request and agrees to pay 25 percent of the survey costs for the transfer of the property to Daina Warren.

AND THAT it be taken out of the 2017 Operating Budget.

Carried

Moved by Councillor Larone

Resolution No. 2017-376

Seconded by Councillor Bennett

THAT Planning Committee and Council approve Consent Application B32/15(1)-B34/15(3) Adrian Schouten upon the following conditions being met:

- A Registered Plan of Survey;
- A Consent Agreement be entered into with the Township, under Sections 51(26) and 53(12) of the Planning Act;
- The Applicant pay a lot development fee of \$3,777.00 to the Township of Horton per lot created;
- Favourable Minimum Distance Separation (MDS1) calculations;
- A Drainage Plan designed and approved by a qualified Engineer, at the expense of the Applicant, and be registered on Title.

Carried

Moved by Councillor Larone

Resolution No. 2017-377

Seconded by Deputy Mayor Johnston

THAT Council accept the October 2017 Building Report.

Carried

13. OUTSTANDING COMMITTEE ISSUES

13.1 Public Budget Meeting

It was decided to have the Public Meeting concerning the 2018 Budget on December 12th, 2017 at 6:00 p.m. at the Horton Community Centre Upstairs Hall.

13.2 Thompsonhill Project – Report

Councillor Bennett brought forward a report written by Charles McDonald, Public Works Manager, regarding the Thompsonhill Project and the new proposals received regarding the change in the scope of work, as per the last Council Meeting. There were two proposals brought forward:

- McIntosh Perry - \$37,531.50 plus HST
- Jp2g Consultants - \$34,600.00 plus HST

Councillor Bennett relayed Mr. McDonald's recommendation of awarding to Jp2g. Councillor Bennett also expressed to Council that he had spoken with Transportation and Environmental Services Public Advisory Member Murray Humphries and wanted Council to know he was not in favour of the change in the additional scope of work requested of Council.

Moved by Councillor Larone

Resolution No. 2017-378

Seconded by Deputy Mayor Johnston

THAT Council approve the Public Works recommendation that Jp2g consulting be retained at a cost of \$34,600.00 plus HST to perform a geotechnical investigation stormwater sewer assessment, general road condition assessment, topographical survey of the stormwater catch basins and outlets and provide recommendations.

Carried

14. BY-LAWS

14.1 2017-64 Zoning By-Law Amendment – Thompson 2017-65 By-Law to Adopt Taxation and Receivable Policy

Moved by Councillor Bennett

Resolution No. 2017-379

Seconded by Deputy Mayor Johnston

THAT Council enact the following By-Laws:

- 2017-64 – Zoning Amendment By-Law – Thompson
- 2017-65 – By-Law to Adopt Corporate Policy J-07 – Taxation and Reveivables

Carried

15. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING - None

- 16. **COUNCIL MEMBERS CONCERNS**
- 17. **MOTION FOR RECONSIDERATION**
- 18. **IN CAMERA (CLOSED) SESSION**

Moved by Councillor Bennett

Resolution No. 2017-380

Seconded by Deputy Mayor Johnston

THAT Council approves amendment to the Closed Agenda;

THAT Council went into a Closed Session Meeting at 6:50 p.m. pursuant to Section 239(2) (b) and (e) of the *Municipal Act*:

- Litigation or potential litigation – Farrell’s Landing update;
- Personal Matters about an identifiable individual – By-Law Enforcement Issue;
- Litigation or potential litigation – Health Services Village - Information

Carried

Council came out of closed at 7:35 p.m.

19. NEXT MEETING

The Next Council Meeting is Tuesday December 5th, 2017 at 4:00 p.m.

20. CONFIRMING BY-LAW

Moved by Councillor Larone

Resolution No. 2017-354

Seconded by Councillor Bennett

THAT Council enact By-law 2017-66– Confirming By-law

Carried

21 ADJOURNMENT

Mayor Kingsbury declared the Meeting to be adjourned at 7:36 pm.

MAYOR Robert Kingsbury

CAO/Clerk Suzanne Klatt