

THE CORPORATION OF THE TOWNSHIP OF HORTON

Regular Council Meeting

DECEMBER 19th, 2017

There was a Regular Meeting of Council held in the Township of Horton Council Chambers on Tuesday December 19th, 2017. Present was Mayor Robert Kingsbury, Deputy Mayor Robert A. Johnston, Councillor Dave Bennett, Councillor Glen Campbell and Councillor Jamey Larone. Staff present was Suzanne Klatt, CAO/Clerk, Jennifer Barr, Treasurer and Hope Dillabough, Deputy Clerk- Recording Secretary.

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. 2017-394

Seconded by Deputy Mayor Johnston

THAT Council approves the following Meeting Minutes:

- November 21st, 2017

Carried

5. DELEGATION – 4:00 P.M. – DIANE MITCHELL

National Campaign Coordinator for the Canadian Union Postal Workers

Diane Mitchell, National Campaign Coordinator for the Canadian Union Postal Workers was present to discuss the topic of expanding postal services and protecting public post offices. The CUPW first chose to challenge Canada Post when they embarked on a program which planned for the removal of door-to-door delivery from all of the residential addresses across Canada. Ms. Mitchell thanked Council for their past resolution which requested the Federal Government to reverse the service cuts by Canada Post and look to other ways to generate revenue like postal banking. She requested that Council send a letter to the Honourable Minister Carla Qualtrough and the Prime Minister of Canada supporting the recommendations of the Standing Committee to retain, enhance and expand these important postal services.

Mayor Kingsbury thanked Ms. Mitchell for her presentation and offered support regarding the letter.

6. BUSINESS ARISING FROM MINUTES

There was no business arising from minutes.

7. 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.

7.1 Business Arising - None

7.2 Finance & Administration

7.2.1 Statement of Revenues and Expenditures

Treasurer Barr briefly reviewed the report. She identified surpluses that are to be put towards the mice remediation renovations within the Council Chambers.

7.2.2 Consolidated Statement of Financial Position

Treasurer Barr briefly reviewed.

7.2.3 2016 FIT Indicators

Treasurer Barr reviewed the 2016 FIT Sustainability and Flexibility Indicators for Horton Township and the comparison to the provincial average.

7.2.4 2018 Budget

Treasurer Barr reviewed her report. She reviewed the municipality will see an annual levy increase of 3.5% without alternate sources of funding. She also noted there had been no inquiries made by the public at all throughout the budget process or at the Public Meeting held. Mayor Kingsbury discussed the amount of hard work and dedication that goes into the budget and efforts made by Department Heads but predominantly by Treasurer Barr.

7.2.5 2018 Full Accrual Budget (PSAB)

Treasurer Barr reviewed her report.

7.2.6 Aggregate Royalty Surplus

Treasurer Barr reviewed her report.

7.2.7 Flood Update Financing Options

Treasurer Barr reviewed her report. Councillor Bennett discussed the provincial funding system and felt it is too much up in the air, to which Chair Larone agreed.

7.2.8 Council Chambers Mice Remediation

Treasurer Barr reviewed her report.

7.2.9 Asset Management Plan – 2017 Update

Treasurer Barr reviewed her report. She discussed that this plan has much improved over the past two plans as it's more condensed and easier to read. Public Advisory Member Susan Humphries agreed that this Plan is more clear, very well done and a great document to have moving forward.

Chair Larone took the time to discuss a few year-end items pertaining to the 2018 Budget. Firstly, he thanked Mayor Kingsbury for appointing him as Chair of General Government. He also thanked Council, Department Heads, CAO/Clerk Suzanne Klatt, as well as Public Advisory Member Susan Humphries. He also specially thanked Treasurer Jennifer Barr for her dedication and efforts pertaining to the budget and the year as a whole within the General Government Committee and specifically wanted to recognize her efforts. He continued that Horton Township is in a much better place specifically in areas of Asset Management, Reserves and Capital Planning due to guidance, policies and practices introduced by the Treasurer.

7.3 Health and Safety

7.3.1 Inspection Reports – Municipal Office and Public Works Garage

The Inspection Reports were reviewed. The CAO/Clerk reviewed that Christine Jolicoeur, Health and Safety Consultant, Public Services Health & Safety Association, at no cost, will be walking through with employees in April 2018 to review the walk through inspections. She will also make recommendations to the workplace safety forms as required.

7.4 Human Resources - None

7.5 New Business

Councillor Bennett notified Council he had called a Transportation and Environmental Services Committee Meeting with only the Public Advisory Members, without the blessing of the Mayor. The Members would like to be paid because the meeting was at the call of the Chair, however Councillor Bennett requested approval from Council. The CAO/Clerk discussed that Councillor Bennett had advised her the meeting was going to be held, however there were no minutes taken so she advised Councillor Bennett to approach Council for them to make the decision regarding payment. Mayor Kingsbury clarified it would be a total of \$165.00. Chair Larone questioned the content of the meeting. Councillor Bennett explained that the Public Advisory Members haven't been happy regarding the way they've been getting informed on situations and there were some comments made that they were unsure why they're involved anymore. The intent of the meeting was so Councillor Bennett could seek clarification as to exactly what they wanted as Committee Members.

Chair Larone expressed although he understood the reasoning behind the meeting, he wishes that in the future, all meetings will be held in the Chambers with all members present. Mayor Kingsbury initially didn't think this was considered a meeting and questioned what constitutes a meeting. After hearing what the meeting was about and that members were concerned about missing information, the Mayor felt perhaps he was at fault for not having involved them enough. The process will be changing moving forward and feels the members should be paid for the small amount that it is. When discussing the structure moving forward, Chair Larone felt that having all public members present to discuss and listen is pertinent.

7.6 Outstanding Business - None

7.7 Questions on Reports and Recommendations – Mayor Kingsbury

There were no additional questions on the reports.

Moved by Councillor Bennett

Resolution No. 2017- 395

Seconded by Deputy Mayor Johnston

THAT Council accept the presentation made by Diane Mitchell, National Campaign Coordinator for the Canadian Union Postal Workers, and agree to provide a letter of support regarding the future of Canada Post;

AND THAT this letter be sent to the Right Honourable Justin Trudeau, Prime Minister of Canada.

Carried

Moved by Councillor Larone

Resolution No. 2017- 396

Seconded by Councillor Campbell

THAT Council receive the Statement of Revenue and Expenditures dated December 14th, 2017.

AND THAT Council receive the Consolidated Financial for period ending December 31st, 2017.

Carried

Moved by Councillor Larone

Resolution No. 2017-397

Seconded by Councillor Bennett

THAT Council, upon recommendation of the General Government Committee, adopt the 2018 Budget with the required levy of \$2,261,087.00 and Council pass the 2018 Levy By-Law;

AND FURTHER THAT Council, upon recommendation of the General Government Committee, adopt the 2018 Capital Financing Schedule, total new project costs \$2,481,900.00;

AND FURTHER THAT Council, upon recommendation of the General Government Committee, adopt the 2018 to 2027 Reserve Schedule, projected 2018 year-end balance of \$806,381.00 to a projected 2027 year-end balance of \$1,290,946.00.

Carried

Moved by Councillor Bennett

Resolution No. 2017- 398

Seconded by Deputy Mayor Johnston

THAT Council adopts the Ontario Regulation 284/09 Report for the 2018 Budget, as printed and circulated.

Carried

Moved by Councillor Campbell

Resolution No. 2017-399

Seconded by Councillor Larone

THAT the surplus from the 2017 Aggregate Royalty be placed in Deferred Revenue to be used for financing of engineering of Thompsonhill Streets.

Carried

Moved by Deputy Mayor Johnston

Resolution No. 2017-400

Seconded by Councillor Bennett

WHEREAS the Township of Horton has applied for Municipal Disaster Recovery Assistance to assist with the cost of the 2017 flooding event;

AND WHEREAS the Township of Horton has not yet received word of the amount/if any of funding;

BE IT RESOLVED THAT Council direct the Treasurer/Tax Collector to finance the flood expenses from departmental operating budgets where room is available and further to finance the balance from Working Reserves until such time as the funding dollars are announced and return the funds to the Working Reserves upon funding being received.

Carried

Moved by Councillor Larone

Resolution No. 2017-401

Seconded by Councillor Campbell

THAT Council agree that the cost to remediate the mice/rodent feces and repair of same be financed from any 2017 operating surplus from General Government and any balance be transferred from the Unallocated Reserve and returned to the reserve by future operating surplus in the General Government Committee.

Carried

Moved by Councillor Larone

Resolution No. 2017-402

Seconded by Councillor Bennett

THAT the General Government Committee recommends Council approve the updated Asset Management Plan as circulated;

THAT the financial strategies included within the plan be revised from time to time as changes occur to best management practices, technology, financial constraints and continued condition assessment.

Carried

Moved by Councillor Campbell

Resolution No. 2017-403

Seconded by Councillor Larone

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

Carried

Moved by Deputy Mayor Johnston

Resolution No. 2017-404

Seconded by Councillor Campbell

THAT Council approve that the Public Advisory Committee Members of the Transportation and Environmental Services Committee be paid honorarium for attending the November 2017 Meeting held at 1005 Castelford Rd.

Carried

8. REPORTS FROM COMMUNITY COMMITTEES AND COUNTY COUNCIL

8.1 Renfrew & Area Seniors Home Support

Councillor Bennett briefly reviewed.

8.2 Community Policing Advisory Committee

Mayor Kingsbury reviewed that he tried to hold a meeting; however they didn't have a quorum so they were unable to make any decisions. OPP Inspector Colin Slight had been present at the meeting and is to come back to Committee with a proposal. There was a recommendation to consider using a new 'blackbox' that tracks speed and is easily movable. Councillor Bennett added the preference is still to adhere to the existing agreement and the OPP should have the sign repaired as per agreement. The CAO/Clerk is to connect with Mr. Slight and get back to Council with information.

8.3 Health Services Village

Mayor Kingsbury briefly reviewed the public meeting that had been held. Some discussion at the Council table took place regarding the agreement and funding model. There was Council consensus to have the CAO/Clerk and Treasurer request, with the other municipalities involved, a full analysis of the existing agreement, financial statements and review full concerns and have this be presented to Council.

8.4 Chamber of Commerce

Deputy Mayor Johnston briefly reviewed.

8.5 County Council

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

Moved by Deputy Mayor Johnston

Resolution No. 2017-405

Seconded by Councillor Bennett

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

Carried

9. CONFERENCE REPORTS - None

10. AD-HOC COMMITTEE REPORTS/MINUTES/BUSINESS

10.1 Economic Development Ad-Hoc Committee

No update.

10.2 Recreation Association Ad-Hoc Committee

No update.

10.3 Official Plan Review Ad Hoc Committee

No update

10.4 Ad Hoc Budget Committee

No update

10.5 Transportation and Environmental Services Ad Hoc Committee

No Update

10.6 Ad Hoc Fire Committee

No Update

10.7 Ad Hoc Human Resources Committee

Chair Larone would like to have a meeting in January with the Ad Hoc HR Committee to review the Recreation restructuring, the RED program etc. and come back to Council with options for consideration. He indicated

that a remuneration review will also need to be done. Deputy Mayor Johnston felt that he should be involved if there is any discussion concerning Recreation, as he is Chair of the Committee. Chair Larone agreed.

10.8 Recommendations from Ad-Hoc Committees – Mayor Kingsbury
None

11. CORRESPONDENCE SUMMARY

11.1 Information Correspondence Summary

Council reviewed the following Information Correspondence Summary:

11.1.1 CAO/Clerk Information Memo

Council briefly reviewed the information.

Moved by Councillor Campbell

Resolution No. 2017-406

Seconded by Councillor Larone

THAT Council accept the Information Correspondence list as per the CAO/Clerk's Information Memo for December 15th, 2017.

Carried

11.2 Action Correspondence

11.2.1 Extension of Two-Way Radio Exemption

The Ministry of Transportation, as of December 18th, 2017 has extended the exemption for the next three years, effective January 1, 2018.

SUPPER BREAK AT 5:30 P.M.

RECONVENED AT 6:00 P.M.

11. DELEGATIONS and/or PUBLIC MEETINGS

6:00 p.m. Delegation: Cletus and Frances Shea, Nick Karavidas
RE: Development Fees Discussion

Mayor Kingsbury introduced Ms. Frances Shea as a delegation. Ms. Shea was present to discuss Development Charges and looking for some relief as it pertained to building a seasonal dwelling versus a permanent Single Family Dwelling. She wanted to know what services are received and if Council would ever consider having a Committee meeting to consider the reduction in their development charges.

Mayor Kingsbury explained that development charges are used for equipment, maintenance and infrastructure to name a few. The Development Charges Study has been performed to allocate the funds appropriately and it is completed every five years to stay current to the Township's needs. Ms. Shea felt that because her lot is on a private road, she wouldn't require the same services as someone on a municipal/county maintained road. Mayor Kingsbury stated the Township does offer a free grading, per year, on private roads as long as it's safe to access with municipal equipment. In conclusion, he felt it would be precedent setting to make an exception for Ms. Shea and not other properties. Councillor Bennett stated the Fire Services might be able to access the lot if it was an emergency; however the property owners on the private road have to ensure the road itself is accessible. It was suggested she notify the Fire Chief to determine if emergency vehicles would access and/or what changes to the road might be needed which is the Owner's responsibility to maintain. Councillor Larone thanked Ms. Shea for coming to speak with Council and explained a bit more of the process of creating development charges and how the Province mandates the percentage the

township is allowed to take. Council did discuss that perhaps Ms. Shea could apply for a Request for Reconsideration regarding her land assessment through MPAC. The CAO/Clerk is to forward Ms. Shea a copy of the Grading Policy and the contact information for MPAC and the Fire Chief.

Moved by Councillor Campbell

Resolution No. 2017-407

Seconded by Deputy Mayor Johnston

THAT Council go into a Closed Session at 6:39 p.m. to discuss the following item pursuant to Section 239(2)(e) – Litigation or potential litigation – By-Law Enforcement Issue.

Carried

Council came out of Closed Session at 7:05 p.m.

13. PLANNING & DEVELOPMENT COMMITTEE

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

Regrets: Mae Craig

Councillor Campbell, Chair of the Planning and Development Committee presented the following items for consideration and recommendation.

13.1 Staff Reports - None

13.2 New Business - None

13.3 Outstanding Business - None

13.4 Correspondence

13.5 Building Report

The Committee reviewed the Building Permit Report for November 2017.

13.6 Questions on Reports and Recommendations – Mayor Kingsbury

There were no additional questions on any of the items.

Moved by Councillor Campbell

Resolution No. 2017-408

Seconded by Deputy Mayor Johnston

THAT Council accept the November 2017 Building Report.

Carried

14. OUTSTANDING COMMITTEE ISSUES

14.1 Staff Report – Deputy Mayor Elected Position

CAO/Clerk Klatt reviewed her report. Councillor Bennett added that he felt the Deputy Mayor position should be an elected position by the Ratepayer themselves so they can have their voice heard and elect that person in the seat similar to the Mayor's position. Councillor Campbell felt comfortable with the way the system is now. Mayor Kingsbury felt that Council needs to do what's best for the Township and has never received a request to change the existing format.

Moved by Deputy Mayor Johnston

Resolution No. 2017-409

Seconded by Councillor Campbell

THAT Council extend the Regular Council Meeting past 8:30 p.m. to 9:00 p.m.

Carried

Moved by Councillor Larone

Resolution No. 2017-410

Seconded by Councillor Bennett

THAT Council of the Township of Horton agree to add elected Deputy Mayor position to the 2018 Municipal Election Ballot.

Not Carried - Defeated

14.2 Staff Report – Council Committee & Election Review

CAO/Clerk Klatt reviewed her report.

Moved by Deputy Mayor Johnston

Resolution No. 2017-411

Seconded by Councillor Larone

THAT Council agree to amend the Procedural By-Law to bring more inclusion and clarity to the role of Public Advisory Members by not compromising the Council direction and oversight and that any further recommended modifications to the Procedural By-Law be made with the incoming Council after the 2018 Municipal Election;

AND THAT there be no changes in the 2018 to the existing structure of the Public Advisory Member;

AND THAT the amended Procedural By-Law be presented as draft on January 16th, 2018 to mirror the CAO/Clerk's recommended amendments to reflect Option 3.

AND THAT following approval of the amended Procedural By-Law that a Terms of Reference and a work plan be compiled and approved with the input of the Public Advisory Members, Council and Staff.

AND THAT the revised Procedural By-Law and Terms of Reference be approved at the February 6th, 2018 Regular Council Meeting.

Carried

15. BY-LAWS

15.1 2017-68 Zoning Property Standards By-Law

2017-72 Sums required for 2018

2017-73 User Fees and Charges

2017-74 Establish Vote-By-Mail Procedures for the
2018 Municipal Election

Moved by Deputy Mayor Johnston

Resolution No. 2017-412

Seconded by Councillor Larone

THAT Council enact the following By-Laws:

- 2017-68 – Property Standards By-Law
- 2017-72 – Sums Required for 2018
- 2017-73 – User Fees and Charges
- 2017-74 – Establish Vote-By-Mail Procedures for the 2018 Municipal Election.

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 Campbell

Resolution No. 2017-413

Seconded by Councillor Larone

THAT Council went into a Closed Session Meeting at 8:55 p.m. to discuss the following items pursuant to Section 239(2) (b), (c) and (e) of the *Municipal Act*.

- Personal Matters about an identifiable individual – 2017 Procedural Audit Management Letter;
- A Proposed or pending acquisition or disposition of land by the municipality – Beach Property – Review Offer to Purchase;
- Litigation or Potential Litigation – By-Law Enforcement Issue;
- Personal Matters about an identifiable individual – No Trespass Order Update.

Carried

Council came out of closed at 9:00 p.m. There was consensus to table the following items:

- Personal Matters about an identifiable individual – 2017 Procedural Audit Management Letter;
- Personal Matters about an identifiable individual – No Trespass Order Update.

19. NEXT MEETING

The Next Council Meeting is Tuesday January 16th, 2017 at 4:00 p.m.

20. CONFIRMING BY-LAW

Moved by Councillor Campbell
Seconded by Councillor Larone

Resolution No. 2017-414

THAT Council enact By-law 2017-75– Confirming By-law

Carried

21 ADJOURNMENT

Mayor Kingsbury declared the Meeting to be adjourned at 9:00 pm.

MAYOR Robert Kingsbury

CAO/Clerk Suzanne Klatt