

THE CORPORATION OF THE TOWNSHIP OF HORTON

Regular Council Meeting

MARCH 21ST, 2017

There was a Regular Meeting of Council held in the Municipal Council Chambers on Tuesday March 21st, 2017. Present was Mayor Robert Kingsbury, Deputy Mayor Robert A. Johnston, Councillor Dave Bennett and Councillor Glen Campbell. Absent was Councillor Jamey Larone. Staff present was Suzanne Klatt, CAO/Clerk, Jennifer Barr, Treasurer and Hope Dillabough, Admin/Planning Assistant-Recording Secretary.

1. CALL TO ORDER

Mayor Kingsbury called the Meeting to Order at 4:02 pm.

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

3. DECLARATION OF PECUNIARY INTEREST

4. MINUTES FROM PREVIOUS MEETINGS

Moved by Deputy Mayor Johnston

Resolution No. 2017-91

Seconded by Councillor Bennett

THAT Council approves the following Meeting Minutes:

- February 21st, 2017

Carried

5. BUSINESS ARISING FROM MINUTES

CAO/Clerk Klatt told Council the phone system has been fixed and updated.

6. GENERAL GOVERNMENT COMMITTEE

Susan Humphries, Public Advisory Member was absent.

6.1 Business Arising - None

6.2 Finance & Administration

6.2.1 Statement of Revenues and Expenditures as of March 16th, 2017

Treasurer Barr reviewed the reports and felt there was not a lot to be disclosed. Mayor Kingsbury pointed out the amount of money being transferred to the School Boards that the Township collects from tax payments but does not keep. He also noted the OPP Costs are rising and are at almost \$500,000.00. Also, Mayor Kingsbury questioned the \$500.00 sitting in the Farrel's Landing account and thought more money was being put aside. There was discussion at one time to build a fence for the area. Treasurer Jennifer Barr stated the extra amount for the fence would have to come out of reserves somewhere as it specifically hasn't been budgeted for. Council gave direction to the Public Works Manager to hire a contractor to install the fence and locate the page-wire fence acquired by the Recreation Committee that was not used.

6.2.2 Consolidated Statement of Financial Position

Treasurer Barr reviewed the report and took questions from members of Council.

6.2.3 COLA – Council, Fire, Emergency Staff

Treasurer Barr reviewed the report.

6.2.4 2016 Audited Financial Statement

Treasurer Barr reviewed the report and gave members of Council a hard copy for their review.

6.2.5 Landfill Site Part-Time Attendant

Public Works Manager Janet Collins reviewed her report.

6.2.6 Recreation Facility Tenders

Public Works Manager Collins reviewed her report. Some discussion took place regarding the items up for tender; however Council felt there was nothing the Township needed at this point.

6.3 Health and Safety

6.3.1 Inspection Report- Public Works Garage and Municipal Office

The Inspection Reports were reviewed by Council. Admin/Planning Assistant noted that the main door at the Office still hasn't been fixed however it has been looked at and parts have been ordered. CAO/Clerk Klatt is to follow up.

6.4 Human Resources - None

6.5 New Business

6.5.1 Enabling Accessibility Fund – Grant Information

Treasurer Barr reviewed her report she put on Council's desk prior to the meeting as it was a time sensitive matter. Township of Horton was successful in getting grant funding through the Enabling Accessibility Fund for the Boat Launch washroom facility and site.

6.6 Outstanding Business

6.6.1 Landfill Site Monitoring & Reporting RFP

Public Works Manager Janet Collins reviewed her report. The Ad Hoc Budget Committee meeting schedule for March 31st, 2017 at 1:00 p.m. will be rescheduled to allow for a meeting for the Transportation and Environmental Services committee to evaluate the received Requests for Proposal for the LFS Monitoring and Reporting.

6.6.2 RFP PW-2017-02 Engineering Services for Fraser Road Construction

Ms. Collins opened up two Request for Proposals received for the Engineering Services for the Rehabilitation/Reconstruction of Fraser Road.

McIntosh Perry – Scoped down \$49,996 +HST
– Scoped up \$57,944 +HST

Jp2g Consultants -- Scoped down \$39,782.50+HS
– Scoped up \$53,947.50 +HST

Ms. Collins is to review the RFP's and bring back a recommendation to Council for their consideration.

CAO/Clerk Klatt brought up the Tender/RFP opening process and questioned whether it should occur during a Council meeting or whether it could be opened up after the closing as long as there was a Councillor present, likely the Chair of that Committee. Mayor Kingsbury stated he had no issue with the opening happening beforehand and subsequently have the results and recommendations brought back for Council's consideration.

6.6.3 Canada Ontario 150 Celebration Committee

CAO/Clerk Klatt reviewed that there were two proposals submitted. Both had great ideas including activities and events. Mayor Kingsbury mentioned there was one proposal that was particularly excellent.

6.7 Questions on Reports and Recommendations – Mayor Kingsbury

There were no additional questions on the reports.

Moved by Councillor Bennett

Resolution No. 2017- 92

Seconded by Councillor Campbell

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

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

Carried

Moved by Councillor Bennett

Resolution No. 2017-93

Seconded by Councillor Campbell

THAT in accordance with By-Law 2014-45 paragraph 7, Council and remuneration be increased by COLA of 2% effective January 1, 2017 as adopted in By-Law 2017-13 and;

THAT the Fire Department staff receives the COLA increase of 2% effective January 1, 2017 as adopted in By-Law 2017-13 and;

THAT in accordance with By-Law 2013-23 paragraph 6, the Community Emergency Management Coordinator and Alternate remuneration be increased by COLA 2% effective January 1, 2017 as adopted in By-Law 2017-13.

Carried

Moved by Deputy Mayor Johnston

Resolution No. 2017-94

Seconded by Councillor Campbell

THAT Council accepts the Audited Financial Statements for the year ending December 31st, 2016.

Carried

Moved by Councillor Bennett

Resolution No. 2017-95

Seconded by Councillor Campbell

THAT Council direct staff to advertise for the Landfill Site Part-time Attendant position.

Carried

Moved by Councillor Bennett

Resolution No. 2017-96

Seconded by Deputy Mayor Johnston

THAT the Public Works Manager prepares a tender for the installation of a page wire fence to be supplied by the Township;

FURTHER THAT any additional funding required to meet the tender requirements, beyond the \$500.00 allotted in the 2017 budget be taken from the Public Works Equipment Reserve and will be completed by June 30, 2017.

Carried

Moved by Deputy Mayor Johnston

Resolution No. 2017-97

Seconded by Councillor Bennett

THAT Council not submit a bid, nor forward the report to the Recreation Committee for consideration, and accept the Recreation Facility Tenders staff report dated March 21st, 2017.

Carried

Moved by Councillor Campbell

Resolution No. 2017-98

Seconded by Councillor Bennett

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

Carried

Moved by Deputy Mayor Johnston
Seconded by Councillor Campbell

Resolution No. 2017-99

THAT Council approve the recommendation of the CAO/Clerk to schedule a Canada Ontario 150 Celebration Committee Meeting;
AND THAT Council receives the “Let’s Get Active” proposal submitted by Tina Hunt for Committee direction;
AND THAT Council receives the proposal received from Danielle McGregor for Committee direction;
AND THAT the CAO/Clerk disburse Event Coordinator funds based on event selection of the Canada Ontario 150 Organizing Committee.

Carried

Moved by Councillor Bennett
Seconded by Deputy Mayor Johnston

Resolution No. 2017-100

THAT Council set a meeting date of March 31st, 2017 at 1:00 p.m., for the TES Committee to evaluate the received Requests for Proposal for LFS Monitoring and Reporting, RFP 2017-01;
AND THAT a second meeting date and time be scheduled at the March 31st, 2017 meeting to invite a minimum of two (2) firms to meet with the TES Committee;
FURTHER THAT staff prepare a report and recommendation for award RFP 2017-01, anticipated to be presented at the April 4th, 2017 Council Meeting.

Carried

Moved by Deputy Mayor Johnston
Seconded by Councillor Campbell

Resolution No. 2017-101

THAT Council accept the Enabling Accessibility Fund Grant for the Boat Launch Washrooms in the amount of \$25,630.00, total project budget \$34,930.00 and the agreement be forwarded for adoption by By-Law;
AND THAT the Public Works Manager and Building Inspector are given direction to proceed with site preparation and slope work;
AND FURTHER THAT pre-cast facility be a sole source purchase per article 3.16 of the procurement by-law being Anchor Concrete Products Limited.

Carried

7. REPORTS FROM COMMUNITY COMMITTEES AND COUNTY COUNCIL

7.1 Renfrew & Area Seniors Home Support

Councillor Bennett briefly reviewed the minutes. He said they are in need of volunteer drivers and if anyone has any spare time to offer to please contact Judy at Renfrew & Area Seniors Home Support. He also mentioned he will be the Fundraising Chair as it’s been vacant for four months.

7.2 Community Policing Advisory Committee

No update.

7.3 Health Services Village

No update.

7.4 Chamber of Commerce

Deputy Mayor Johnston briefly reviewed and mentioned some upcoming dates; Breakfast Networking on March 28th, Annual Home Garden and Leisure Show from April 21st -22nd, and Community Awards on June 1st. There is no criteria stipulated for the awards at this time; Deputy Mayor Johnston asked the CAO/Clerk to follow up with some information.

7.5 County Council

Mayor Kingsbury had placed the information from the County in Council’s mailboxes for their review.

Moved by Councillor Campbell
Seconded by Councillor Bennett

Resolution No. 2017-102

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 Developer Upgrade on Municipal Infrastructure Committee

Mayor Kingsbury felt this Committee needed to be dissolved as it no longer serves a purpose.

9.4 Transportation and Environmental Services Ad Hoc Committee
No update.

9.5 Official Plan Review Ad Hoc Committee

Mayor Kingsbury felt that the Committee will have to meet soon to discuss the information received from OMAFRA and what the next steps involve.

9.6 Budget Committee

Meeting scheduled for March 31st, 2017 was cancelled to allow for the TES Committee to meet.

9.7 Recommendations from Ad-Hoc Committees – Mayor Kingsbury

Moved by Councillor Bennett
Seconded by Deputy Mayor Johnston

Resolution No. 2017-103

THAT Council agree to dissolve the Ad-Hoc Developer Upgrade on Municipal Infrastructure Committee as it is no longer required.

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 Deputy Mayor Johnston
Seconded by Councillor Campbell

Resolution No. 2017-104

THAT Council accept the Information Correspondence list as per the CAO/Clerk's Information Memo for March 21st, 2017

Carried

10.2 Action Correspondence

10.2.1 Township of Zorra – Support Resolution
-AED's to be placed in all schools

Moved by Deputy Mayor Johnston
Seconded by Councillor Campbell

Resolution No. 2017-105

WHEREAS Automated External Defibrillators are used to treat sudden cardiac arrest and have been proven to be life-saving during the waiting time period for emergency services;

AND WHEREAS for every minute a person in cardiac arrest goes without being successfully treated by defibrillation, the chance of survival decreases by 7 percent in the first, and decreases by 10 percent per minute as time advances past 3 minutes;

AND WHEREAS Andrew Stoddart, a 15 year old boy, passed away while playing soccer in Kintore, Ontario, an AED on site may have increased his odds of survival. Andrew's Legacy foundation has currently purchased 22 AED's for across Oxford County, including all three elementary schools in Zorra Township;

THEREFORE BE IT RESOLVED THAT the Township of Horton supports the Resolution passed by the Township of Zorra requesting that the Premier, and the Minister of Education develop a policy that enables all schools and school boards in Ontario to have an AED installed in all schools for the safety of our children;

AND THAT this resolution be sent to the Premier of Ontario, Minister of Education for their consideration and to Zorra Township for support.

Carried

SUPPER BREAK – 5:30 P.M.

RECONVENED – 6:00 P.M.

11. DELEGATIONS and/or PUBLIC MEETINGS

None

12. PLANNING & DEVELOPMENT COMMITTEE

There were no Public Advisory Members present.

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

12.1 Staff Reports - None

12.2 New Business - None

12.3 Outstanding Business - None

12.4 Correspondence - None

12.5 Building Report

There were no Building Permits for February 2017

12.6 Questions on Reports and Recommendations – Mayor Kingsbury

There were no additional questions on any of the items.

13. OUTSTANDING COMMITTEE ISSUES - None

14. BY-LAWS

14.1 2017-17 – Complaint Policy

Moved by Deputy Mayor Johnston
Seconded by Councillor Bennett

Resolution No. 2017-106

THAT Council enact By-law 2017-17 – Complaint Policy

Carried

Moved by Deputy Mayor Johnston
Seconded by Councillor Bennett

Resolution No. 2017-107

THAT Council enact By-law 2017-18 - To enter into an agreement with Employment and Social Development Canada – Enabling Accessibility Fund for the Horton Boat Launch Bathroom facility.

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 Deputy Mayor Johnston
Seconded by Councilor Campbell

Resolution No. 2017-108

THAT Council went into a Closed Session Meeting at 6:00p.m. pursuant to Section 239(2) (e) of the *Municipal Act*, Litigation or potential litigation – Joint Tender – Garbage and Recycling Update.

Carried

Council came out of closed at 7:00 p.m.

19. NEXT MEETING

There will be a Special Council Meeting held March 29th, 2017 at 4:00 p.m.

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

20. CONFIRMING BY-LAW

Moved by Councillor Campbell
Seconded by Deputy Mayor Johnston

Resolution No. 2017-109

THAT Council enact By-law 2017-19– Confirming By-law

Carried

21 ADJOURNMENT

Mayor Kingsbury declared the Meeting to be adjourned at 7:02 pm.

MAYOR Robert Kingsbury

CAO/Clerk Suzanne Klatt