

THE CORPORATION OF THE TOWNSHIP OF HORTON

Regular Council Meeting

FEBRUARY 20, 2018

There was a Regular Meeting of Council held in the Township of Horton Council Chambers on Tuesday February 20th, 2018. Present was 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 Nichole Dubeau, Receptionist/Clerk- Recording Secretary.

Regrets: Mayor Robert Kingsbury.

1. CALL TO ORDER

Deputy Mayor Johnston called the Meeting to Order at 4:04 pm.

2. Deputy Mayor Johnston 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

There were no previous meeting minutes.

5. BUSINESS ARISING FROM MINUTES

There was no business arising from minutes.

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 Statement of Revenues and Expenditures

Treasurer Barr reviewed the report. She did note there were a couple areas of shortfall underneath the Recreation Department because of no Pancake Supper and NHL Winter Classic therefore those areas were starting in a shortfall. It was suggested the recreation committee look at establishing a new fundraiser to replace those. Susan Humphries questioned the advertising cost compared to the previous year, Ms. Barr mentioned that the radio blocks for the year had to be paid upfront. Councillor Bennett mentioned that the final December 2017 grind at the landfill site was completed in January. Ms. Barr stated that the Public Works Manager, Charles, could bring a brief report to the next council meeting stating that reserves will be used to pay for that final grinding.

6.2.2 Consolidated Statement of Financial Position

Treasurer Barr briefly reviewed the consolidated statement of financial position and led council through the document. Susan Humphries asked about the HST and why there was a large jump from 2017 to 2018. Ms. Barr stated that the Township has more large capital projects which leads to more HST recovery.

6.2.3 Reserves and Reserve Funds Policy – J-09

Treasurer Barr reviewed the report. She noted that the ratepayers cannot afford the increase that would come with having the end balance of \$3 million instead of the \$1.1 million it is now. Councillor Larone stated that it is a good benchmark to

stay at as well as a good position to start at to eventually move up. Ms. Barr stated that she was happy with where the township is with reserve money and how the bar renovations are possible to complete this year because of it.

- Councillor Bennett asked where the money from the sale of the gravel pit was sitting, Ms. Barr answered that the remaining unallocated funds from the sale of the pit is in the roads infrastructure reserve.
- A 3 yr GIC was taken out for the small trust fund for the McLaren Cemetery; the municipality is responsible for grass cutting and operational costs.

6.2.4 2017 Financial Statements

Treasurer Barr reviewed the report from MacKillican and Associates. She noted that there were three main points to recognize comparing 2016 to 2017: the taxes receivable, deferred revenue- other, and tangible capital assets. With the change from three years tax arrears to two, there is an increase in taxes receivable for the year. Ms. Barr placed emphasis on schedules 40 and 61 of the FIR and highlighted speaking points. She also directed Council to the last paragraph in section 16 which related to the finance agreement with three other municipalities and the Renfrew & Area Health Services Village. The township is responsible for 25% of the costs if something were to happen and the business went under. Councillor Larone and Ms. Humphries asked what were to happen if one of the other municipalities were to back out leaving only three municipalities. Ms. Barr was not sure therefore Councillor Larone suggested for CAO/Clerk Ms. Klatt to discuss with the Mayor the possibility of requesting a meeting with all of council and the other three municipalities to further discuss the doctor recruitment.

6.3 Health and Safety

6.3.1 Inspection Reports – Municipal Office and Public Works Garage

The Inspection Reports were reviewed by council. CAO/Clerk Ms. Klatt added that the township uses the Monty Program for the training for all employees, full time and part time, and that it needs to be updated in the spring. Something to be considered by council is that the current version only allows the program to work on one computer, not allowing for the training videos and exercises to be accessible if they are done somewhere else. A newer version of Monty that is available is now web-based, which can be accessed from anywhere and any computer, the cost for this upgrade would be an additional \$300 on top of the \$680 that the township already pays. The new version also generates reports that informs the township when certain training is due for people and who has already completed certain training lessons. Ms. Klatt mentioned that the Public Works Manager was seeking clarification on the sort of ventilation system that had been previously budgeted for at the garage. Councillor Bennett stated that the trucks are not running in the garage and that was part of the previous issue. Mr. Bennett suggested that the Public Works Manager look in to what ventilation is required or recommended at the garage and price out and bring a report back to council with the low-end versus the high-end options and justify the recommendation.

6.4 Human Resources - None

6.5 New Business - None

6.6 Outstanding Business - None

6.7 Questions on Reports and Recommendations – Deputy Mayor Johnston

There were no additional questions on the reports.

Moved by Councillor Larone

Resolution No. 2018-31

Seconded by Councillor Campbell

THAT Council receive the Statement of Revenue and Expenditures dated February 14th, 2018.

AND THAT Council receive the consolidated Financial Statement for period ending February 28th, 2018.

Carried

Moved by Councillor Larone

Resolution No. 2018-32

Seconded by Councillor Bennett

THAT Council, upon recommendation of the General Government Committee, adopt the Reserve and Reserve Funds Policy.

AND THAT staff is directed to draft a by-law for council approval.

Carried

Moved by Councillor Bennett

Resolution No. 2018-33

Seconded by Councillor Campbell

THAT Council accepts the 2017 Financial Statements as submitted by MacKillican and Associates for the year ended December 31st, 2017.

Carried

Moved by Councillor Larone

Resolution No. 2018-34

Seconded by Councillor Bennett

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

Carried

7. REPORTS FROM COMMUNITY COMMITTEES & COUNTY COUNCIL

7.1 Renfrew & Area Seniors Home Support - None

7.2 Community Policing Advisory Committee - None

7.3 Health Services Village - None

7.4 Chamber of Commerce - None

7.5 County Council - None

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
CAO/Clerk mentioned about getting the County to come to March 6th meeting to discuss the County Mapping.

9.4 Ad Hoc Budget Committee
No Update

9.5 Transportation/Environmental Services Ad Hoc Committee
No Update

9.6 Ad Hoc Fire Committee
No Update. Council picked two dates to meet with the fire committee which the committee can chose from. Either February 27th at 6 p.m. or February 28th at 7 p.m.

9.7 Ad Hoc Human Resources
No Update

9.8 Questions on Reports and Recommendations – Deputy Mayor Johnston

There were no additional questions on the reports.

Moved by Councillor Campbell
Seconded by Councillor Bennett

Resolution No. 2018-35

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

Carried

10. CORRESPONDENCE SUMMARY

10.1 Information Correspondence

10.1.1 CAO/Clerk Information Memo

Deputy Mayor Johnston went around the table asking for Council members for comments. Members briefly reviewed and discussed the following information.

- Councillor Campbell made a comment regarding the Highway 17 correspondence and how he would like the TES committee to see the detour routes put in place that go through the township. Councillor Larone stated that there is sometimes a disconnect between what the OPP say and what the Township wants as for setting up detours and the ways the drivers go. Ms. Klatt will ask that the Public Works Manager bring updates to the Transportation and Environmental Committee and Council regarding the detours and how these will be addressed with the new Municipal 511 implemented at the County of Renfrew level. The Public Works Manager was just briefed on its capabilities this afternoon by our Community Emergency Coordinator.
- Deputy Mayor Johnston referred to the OPP reports within the package and that there was no information on the mailboxes that were vandalized and what with happening with the mailboxes and the teens that damaged them. Ms. Klatt stated that she would send an e-mail to the OPP to receive an update.

Moved by Councillor Larone
Seconded by Councillor Bennett

Resolution No. 2018-36

THAT Council accept the Information Correspondence list as per the CAO/Clerk's Information Memo for February 16th, 2018.

Carried

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

12. DELEGATIONS &/or PUBLIC MEETINGS

6:00 pm Public Meeting – Two (2) Zoning Amendments

- C&K Greer Holdings (Cory & Kim Greer) – Leavoy Lane Property
- C&K Greer Holdings (Cory & Kim Greer) – Gagan Lane Property

13. PLANNING & DEVELOPMENT COMMITTEE

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

CAO/Clerk, Ms. Klatt spoke on behalf of Councillor Campbell, Chair of the Planning and Development Committee, and presented the following items for consideration and recommendation.

13.1 Staff Reports

13.1.1 Consent Application – C&K Greer Holdings - B33/17(1) – B35/17(3)

CAO/Clerk Ms. Klatt reviewed the Severance Application for C&K Greer Holdings. There were four (4) members of the public in attendance in favor of the road relocation on Gagan Lane. There was some discussion regarding the width of the road and whether there was sufficient area for emergency vehicles to enter. Mr.

Whitehead gave a brief summary of the requested zoning amendment and identified the areas in question on key maps addressing Council and the public in attendance. He suggested that it is a good opportunity for the standard to state “suitable for emergency vehicle delivery” instead of “suitable for developmental purposes”. The drainage for the road will also be look at when the road is being constructed and finished. Public member John Wilson added that in the future if residents of the private road approach the township to take over maintenance and/or purchase the road it will have to be wide enough for emergency vehicles to access. Councillor Bennett added that although the road may be made wide enough, there must be sufficient room for not only the emergency vehicle to drive down, but for them to have enough room to be able to turn around at the end of the road.

13.2 New Business - None

13.3 Outstanding Business - None

13.4 Correspondence - None

13.5 Building Permit Report – January 2018

Council reviewed the report.

13.6 Questions on Reports and Recommendations – Deputy Mayor Johnston

There were no additional questions on any of the items.

Moved by Councillor Larone

RESOLUTION NO. 2018-37

Seconded by Councillor Campbell

THAT Planning Committee and Council approve Consent Application B33/17, B34/17 and B35/17 C&K Greer Holdings Inc. upon the following conditions being met:

- A preliminary Plan of Survey identifying the 75.5 metre contour and showing a suitable building envelope above that elevation accepted by the Municipality;
- 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*; referencing comments received from Ontario Power Generation pertaining to the existing easement over the property; Additionally referencing the provision requiring the maintenance of a vegetative buffer area on those portions of the lot to be severed located within 20 metres of the watercourses located on and in close proximity of lots 1 and 3.
- The Applicant pay a lot development fee of \$3,777.00 to the Township of Horton per lot created;
- A Zoning By-Law Amendment to rezone the severed lands to ‘Limited Service Residential (LSR)’ from Rural;
- Favourable Minimum Distance Separation calculations;
- Favourable comments from the County of Renfrew Public Works Department regarding the common entrance off of River Road.
- A Private Roads Agreement be entered into for the proposed right-of-way.
- Applicant provide Council with a copy of the approvals of property owners correspondence received
- Applicant provide Council with a written statement from the engineer and site visit to determine the road suitability to accommodate emergency service vehicles.

Carried

Moved by Councillor Campbell

RESOLUTION NO. 2018-38

Seconded by Councillor Larone

THAT Council accept the January 2018 Building Report

Carried

14. OUTSTANDING COMMITTEE ISSUES

14.1 Staff Report – Performance Bonds

CAO/Clerk Ms. Klatt reviewed the report. Council agreed not to request an extension of the performance bonds.

14.2 Staff Report- Council Restricted Acts “Lame Duck Period”

CAO/Clerk Ms. Klatt reviewed the report.

Moved by Councillor Bennett
Seconded by Councillor Larone

RESOLUTION NO. 2018-39

THAT Council accept the CAO/Clerk recommendation and not request an extension for the performance bond from Beaumen Waste Management Systems Ltd. And Canadian Waste Management Inc.

Carried

Moved by Councillor Campbell
Seconded by Councillor Larone

RESOLUTION NO. 2018-40

THAT Council receive the CAO/Clerk’s report on Election-Council Restricted Acts – Lame Duck Periods for information purposes; and
FURTHER THAT the CAO/Clerk be directed to prepare the necessary by-law prior to Nomination Day (July 27, 2018), delegating authority to the Chief Administrative Officer from July 27, 2018 to December 12, 2018 to:

- a) Be the authority for expenditures, outside the current budget, exceeding \$50,000 and/or for the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;
- b) Be the authority to hire or remove any officer from/to employment with the Township of Horton; and

FURTHER THAT the By-Law shall come into force only in the event when determined by the CAO/Clerk with certainty that less than 75% of the current members of Council will be returning to sit on the new Council after Nomination Day of the 2018 Municipal Elections.

Carried

15. BY-LAWS

- 15.1 2018-14 – ZBLA – C&K Greer Holdings (Leavoy Lane Property)
 - 2018-15 – ZBLA – C&K Greer Holdings (Gagan Lane Property)
 - 2018-16 – Authorize Agreement with Greenview Environmental Management
- RE: Lime Kiln Road Drainage Study

Moved by Councillor Bennett
Seconded by Councillor Campbell

Resolution No. 2018-41

THAT Council enact the following By-Laws:

- 2018-14 – ZBLA – C&K Greer Holdings (Leavoy Lane Property)
- 2018-15 – ZBLA – C&K Greer Holdings (Gagan Lane Property)
- 2018-16 – Authorize Agreement with Greenview Environmental Management
RE: Lime Kiln Road Drainage Study

Carried

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

17. COUNCIL MEMBERS CONCERNS

18. MOTION FOR RECONSIDERATION

19. IN CAMERA (CLOSED) SESSION - None

20. NEXT MEETING

The Next Council Meeting is Tuesday March 6th, 2018 at 4:00 p.m.

21. CONFIRMING BY-LAW

Moved by Councillor Campbell
Seconded by Councillor Larone

Resolution No. 2018-42

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THAT Council enact By-law 2018-17 – Confirming By-Law

Carried

22. ADJOURNMENT

Deputy Mayor Johnston declared the Meeting to be adjourned at 7:00 pm.

DEPUTY MAYOR Robert A. Johnston

CAO/Clerk Suzanne Klatt