

THE CORPORATION OF THE TOWNSHIP OF HORTON

Regular Council Meeting

MARCH 20, 2018

There was a Regular Meeting of Council held in the Township of Horton Council Chambers on Tuesday March 20th, 2018. 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

4.1 February 20th, 2018 Regular Council Meeting

Moved by Councillor Larone

RESOLUTION NO. 2018-54

Seconded by Councillor Campbell

THAT Council approves the following Council Meeting Minutes:

- February 20th, 2018 Regular Council Meeting

Carried

5. BUSINESS ARISING FROM MINUTES

There was no business arising from minutes.

6. GENERAL GOVERNMENT COMMITTEE

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

Regrets: Public Advisory Member Susan Humphries

6.1 Business Arising - None

6.2 Finance & Administration

6.2.1 Pay Equity Meeting - Minutes

Treasurer Barr reviewed the minutes of the Pay Equity Committee Meeting.

6.2.2 Annual COLA Adjustment – Employment By-Law

Treasurer Barr briefly reviewed the report and stated that 2% had been budgeted for, and the statistics had come in at 1.9%. Chair Larone confirmed that it would be retroactive to January 1, 2018

6.2.3 COLA – Council, Fire, Emergency Staff

Treasurer Barr reviewed the report.

6.2.4 Treasurer – Succession Plan

Treasurer Barr reviewed the report regarding her impending notice of retirement and succession plan. There was some discussion pertaining to the recommended six month overlap for training purposes and the three month training with the CAO/Clerk's position. There was Committee consensus to establish a Human Resources Ad Hoc Committee to perform a full review of the succession plan.

Chair Larone acknowledged the Treasurer's accomplishments over the years, as well as her steadfast commitment to the Township. Mayor Kingsbury thanked Mrs. Barr on behalf of Council and the Community for her exemplary knowledge, ability and service.

6.2.5 Tangible Capital Assets Policy – TCA-01

Treasurer Barr reviewed her report. The Tangible Capital Assets Policy is one that clearly defines what class an asset is and what its life cycle is.

6.2.6 Debt Management Policy

Treasurer Barr reviewed her report and reviewed why a policy is required. She explained that Horton's debt per household is \$339.26 and that similar sized municipalities' debt per household ranges.

6.2.7 Statement of Revenue and Expenditures

Treasurer Barr reviewed that there is roughly 80-83% remaining. The Township should be seeing Emergency Response funds soon from the Province from the claim made for the 2017 Flood Event. When that money is received, Mrs. Barr will follow up with a full report for Council. Regarding the hazardous waste program, the Treasurer is to speak with the Public Works Manager to obtain more information on the program. Another highlighted item was the increased revenue brought in from the 3-on-3 Hockey Tournament.

6.2.8 Consolidated Statement of Financial Position

This item was briefly reviewed.

6.3 Health and Safety

6.3.1 Inspection Reports – Municipal Office and Public Works Garage

The Inspection Reports were reviewed by council.

6.4 Human Resources - None

6.5 New Business

Chair Larone brought up Council remuneration and requested direction from Council on how to proceed. There was Council consensus to schedule a Special Council Meeting tentatively for April 27th, 2018 at 1:30 p.m. dependent upon whether the information report from the County comes back by then.

6.6 Outstanding Business - None

6.7 Correspondence

6.7.1 Ministry of Municipal Affairs – 2018 Annual Repayment Limit

This item was reviewed.

6.8 Questions on Reports and Recommendations –Mayor Kingsbury

There were no additional questions on the reports.

Moved by Councillor Larone

Resolution No. 2018-55

Seconded by Councillor Bennett

THAT Council approve the Pay Equity Minutes of March 5th, 2018;

AND THAT, upon recommendation of the Pay Equity Committee, Council agree that the salary grid be amended to remove the Recreation Program Manager position and add the Community Liaison Officer.

Carried

Moved by Councillor Larone
Seconded by Councillor Campbell

Resolution No. 2018-56

THAT Council, upon recommendation of the General Government Committee, accept the report regarding Annual COLA Adjustment – Employment By-Law and have the By-Law brought forward for approval.

Carried

Moved by Deputy Mayor Johnston
Seconded by Councillor Larone

Resolution No. 2018-57

THAT in accordance with By-Law 2015-45 Paragraph 7, Council remuneration be increased by COLA of 1.9% effective January 1, 2018;

AND THAT the Fire Department Staff receives COLA increase 1.9% effective January 1, 2018;

AND THAT in accordance with By-Law 2013-23 Paragraph 6, the Community Emergency Management Coordinator and Alternate remuneration be increased by COLA of 1.9% effective January 1, 2018.

Carried

Moved by Councillor Larone
Seconded by Councillor Bennett

Resolution No. 2018-58

THAT Council accept the notice of retirement letter from the Treasurer/Tax Collector Jennifer M. Barr.

Carried

Moved by Councillor Larone
Seconded by Councillor Campbell

Resolution No. 2018-59

THAT Council establish an Ad Hoc Human Resources Committee for the replacement of the Treasurer by September 30th, 2018;

AND FURTHER THAT the Committee consist of the Mayor, Chair of General Government, CAO/Clerk, Treasurer and the General Government Public Advisory Member.

Carried

Moved by Councillor Bennett
Seconded by Deputy Mayor Johnston

Resolution No. 2018-60

THAT Council, upon recommendation of the General Government Committee, adopt the Tangible Capital Asset Policy – TCA-01 as per Section 3150 of the PSAB Handbook.

Carried

Moved by Councillor Campbell
Seconded by Councillor Larone

Resolution No. 2018-61

THAT Council, upon recommendation of the General Government Committee, adopt the Debt Management Policy.

Carried

Moved by Deputy Mayor Johnston
Seconded by Councillor Bennett

Resolution No. 2018-62

THAT Council receive the Statement of Revenue and Expenditures and the Consolidated Financial Statement dated March 14th, 2018.

Carried

Moved by Councillor Bennett
Seconded by Councillor Campbell

Resolution No. 2018-63

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

Carried

7. REPORTS FROM COMMUNITY COMMITTEES & COUNTY COUNCIL

7.1 Renfrew & Area Seniors Home Support

Councillor Bennett reviewed a few items. The number of volunteer drivers are down, however the number of persons served has increased. Also, now that they are located on the main street, they have received a lot of exposure.

7.2 Community Policing Advisory Committee - None

7.3 Health Services Village

Mayor Kingsbury mentioned there is an upcoming meeting.

7.4 Chamber of Commerce

Deputy Mayor Johnston briefly reviewed. It was suggested that at the next Horton Business Breakfast, CAO/Clerk Klatt is to notify Horton business owners of the Chamber of Commerce and general information regarding being a member.

7.5 County Council

Mayor Kingsbury briefly reviewed the upcoming Public Meetings regarding the County of Renfrew's Official Plan.

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
No Update

9.5 Transportation/Environmental Services Ad Hoc Committee
No Update

9.6 Ad Hoc Fire Committee

9.6.1 Minutes – March 14th, 2018 Meeting

Councillor Larone wanted to ensure that the recommendation from the Committee Meeting coming to Council reflects the actual award of the RFQ. CAO/Clerk Klatt reviewed that it is Council's intent to agree with the Committee's recommendation and award the RFQ to Metalfab and that after the prebuild meeting there will be a report brought back to Council with any changes. Councillor Larone requested there be a recording secretary present at the prebuild meeting.

9.7 Ad Hoc Human Resources
No Update

9.8 Questions on Reports and Recommendations – Mayor Kingsbury
There were no additional questions on the reports.

Moved by Councillor Campbell
Seconded by Councillor Bennett

Resolution No. 2018-64

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

Carried

Moved by Deputy Mayor Johnston
Seconded by Councillor Bennett

Resolution No. 2018-65

THAT Council adopt the following Ad Hoc Committee Meeting Minutes:

- Ad Hoc Fire Committee Minutes – March 14th, 2018

Carried

Moved by Deputy Mayor Johnston
Seconded by Councillor Campbell

Resolution No. 2018-66

THAT Council supports the Fire Chief's recommendation to award the RFQ Fire 2017-19 to Metalfab Fire Trucks in the amount of \$423,987.15 + HST;

AND THAT the Fire Chief notify Council of the prebuild meeting to confirm that the design reflects the RFQ-2017-19 and report if there are changes.

Carried

Moved by Councillor Larone
Seconded by Councillor Bennett

Resolution No. 2018-67

THAT Council, upon recommendation by the Ad Hoc Fire Committee, agree to keep By-Law 2016-23 Open Air Burning By-Law as status quo upon it's review at the March 14th, 2018 Committee Meeting.

Carried on Division
Opposed by Deputy Mayor Johnston

10. CORRESPONDENCE SUMMARY

10.1 Information Correspondence

10.1.1 CAO/Clerk Information Memo

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

- Councillor Bennett expressed his disappointment in the County's Economic Development Strategic Plan in regards to losing courses at the Algonquin College (i.e. Automotive Mechanic) and for not promoting their programs more to attract students. Mayor Kingsbury said he will speak with Allastair Baird, Economic Development Manager to discuss.

Moved by Councillor Campbell
Seconded by Councillor Bennett

Resolution No. 2018-68

THAT Council accept the Information Correspondence list as per the CAO/Clerk's Information Memo for March 20th, 2018.

Carried

10.2 Action Correspondence – None

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

12. DELEGATIONS &/or PUBLIC MEETINGS

6:00 pm Cindy Giroux, Chairperson for Relay for Life and Dan Lavigueur

Ms. Giroux and Mr. Lavigueur were present to discuss the Relay for Life, Cancer fundraising and awareness relay held on June 22, 2018 from 6 p.m. – 12:00 a.m. Registration is \$10.00 per person and children under 12 are free. Council agreed to put the information for the Relay for Life on the Website as well as on Horton Corner with Ms. Giroux's contact information. It was also agreed that the office could be used as a pick-up site for team kits.

13. PLANNING & DEVELOPMENT COMMITTEE

Public Advisory Member present was Bob Lockwood.

Public Advisory Member Regrets: Mae Craig and John Wilson

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 – Roleof Albert Sein – B96/17(1) – B100/17(5)

Chair Campbell reviewed the application and some of the conditions that will be required. Mr. Adam Kasprzak was present as the Agent for the Application and reviewed further the information as well as the Right-of-Way. Councillor Larone questioned Doug Humphries, one of the property owners present, regarding the history of the properties, access of emergency vehicles as well as whether there was a Cottage Association. Mr. Humphries said that they maintain the private road very well to allow for access and there is a Cottage Association.

13.2 New Business - None

13.3 Outstanding Business - None

13.4 Correspondence

13.4.1 Public Member Resignation – David Brown

Chair Campbell reviewed, with regret, the letter of resignation of the Planning and Development Committee submitted by Mr. David Brown. Councillor Larone requested that a letter, on behalf of the township, be sent thanking him for his service to not only the Planning Committee but also the community itself. There was Council consensus to keep the Committee numbers as is for the remainder of the term.

13.5 Building Permit Report – No Report

13.6 Questions on Reports and Recommendations – Mayor Kingsbury

There were no additional questions on any of the items.

Moved by Deputy Mayor Johnston

RESOLUTION NO. 2018-69

Seconded by Councillor Bennett

THAT Planning Committee and Council approve Consent Applications B96/17(1) – B100/17(5) Roelof Albert Sein upon the following conditions being met:

- A Registered Plan of Survey;
- A Zoning By-Law Amendment to rezone the severed lands to 'Limited Service Residential (LSR)' from Rural;
- Applicant provide Council with a written statement from the The Cottage Association to determine the road suitability to accommodate emergency service vehicles.
- The County must ensure the sequence of conveyances is done so that no orphaned parcels are inadvertently created.

Carried

Moved by Councillor Campbell

RESOLUTION NO. 2018-70

Seconded by Councillor Bennett

THAT Council accept the resignation of David Brown from the Planning Committee.

Carried

14. OUTSTANDING COMMITTEE ISSUES

15. BY-LAWS

- 15.1 2018-21 – Adopt Reserve Policy J-09 and Debt Policy J-10
- 2018-22 – Adopt Tangible Capital Asset Policy TCA-01
- 2018-23 – Employment By-Law

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Moved by Councillor Larone
Seconded by Councillor Bennett

Resolution No. 2018-71

THAT Council enact the following By-Laws:

- 2018-21 – Adopt Reserve Policy J-09 and Debt Policy J-10
- 2018-22 – Adopt Tangible Capital Asset Policy TCA-01
- 2018-23 – Employment By-Law

Carried

16. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING

17. COUNCIL MEMBERS CONCERNS

18. MOTION FOR RECONSIDERATION

19. IN CAMERA (CLOSED) SESSION - None

20. NEXT MEETING

The Next Council Meeting is Tuesday April 3rd, 2018 at 4:00 p.m.

21. CONFIRMING BY-LAW

Moved by Councillor Campbell
Seconded by Councillor Larone

Resolution No. 2018-72

THAT Council enact By-law 2018-24– Confirming By-Law

Carried

22. ADJOURNMENT

Deputy Mayor Johnston declared the Meeting to be adjourned at 7:25 pm.

MAYOR Robert Kingsbury

CAO/Clerk Suzanne Klatt