

THE CORPORATION OF THE TOWNSHIP OF HORTON  
**REGULAR COUNCIL MEETING**  
October 03, 2011

There was a Meeting of the Council of the Township of Horton held in the Municipal Council Chambers on Monday October 03, 2011. Present were Councillor Glen Campbell, Councillor Robert Kingsbury, Councillor Jamey Larone and Councillor Margaret Whyte. Staff present was Jeff Schruder, Municipal Infrastructure Manager, Jennifer Barr Finance Manager and Mackie McLaren, CAO/Clerk. Absent was Mayor Don Eady.

1. CALL TO ORDER

Councillor Robert Kingsbury, acting Mayor, informed Council that Mayor Don Eady was unable to attend today's meeting and that he would be Chairing the meeting.

Acting Mayor Kingsbury called the meeting to order at 4:00 p.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest made by members of Council or Staff.

3. MINUTES OF:

Regular Council Meeting – September 06, 2011

Special Council Meeting – September 19, 2011

Information Meeting – Portable Asphalt Plant – September 19, 2011

Acting Mayor Kingsbury and Council Members reviewed the minutes.

Moved by Councillor Margaret Whyte

**RESOLUTION NO. 11-300**

Seconded by Councillor Jamey Larone

That Council approves the following minutes:

Regular Council Meeting – September 06, 2011

Special Council Meeting – September 19, 2011

Information Meeting – Portable Asphalt Plant – September 19, 2011

**CARRIED.**

4. BUSINESS ARISING FROM MINUTES

Councillor Larone referred to his previous concern regarding the repairs to be done on the newly paved Garden of Eden Road by the contractor. He questioned if there was a warranty provided for these repairs and if so, how long? Jeff Schruder replied that there is a one year warranty and he will have to find out if the warranty now will start over the one year on these new repairs. Acting Mayor Kingsbury asked if the Public Works Committee has gone over to look at the repairs and Mr. Schruder said no.

Councillor Larone referred to his question regarding the issues on Leavoy Lane. Has a follow up been done with the Fire Department? Could we provide an inspection sheet that would then leave a paper trail. Councillor Glen Campbell said that there will be a review done and a list put together of suitable roads for vehicles to use. Jeff Schruder said that there is a form for requesting a Public Road Grading. Councillor Larone said that it is important to have these forms and inspection sheets on file for liability purposes.

Councillor Larone also referred to the Larry Polk appraisal. Has this been done? The CAO/Clerk Mackie McLaren said yes, this was completed for September 21<sup>st</sup>. The CAO/Clerk had a copy to hand out to members of Council for their review.

5. ITEMS TO BE ADDED TO THE AGENDA AND APPROVE AGENDA

Moved by Councillor Glen Campbell

**RESOLUTION NO. 11- 301**

Seconded by Councillor Margaret Whyte

That Council add the following items to the Agenda and approve the Agenda for October 3, 2011. - Purchase Agreement for Dry Hydrant and Water Use Agreement from George Jackson Toyota.

**CARRIED**

6. COMMITTEE REPORTS

**PUBLIC WORKS COMMITTEE**

Chair Glen Campbell briefly reviewed the minutes of the September 21, 2011 Public Works Committee meeting. He mentioned that the main issue was dealing with the water on McBride Road. Ditching has taken place and completed over the last few weeks.

Chair Campbell reported that the interviews for the Truck Driver/Operator will be this week and hopefully if all goes well, there will be a new employee next week.

Councillor Larone referred to the Municipal Infrastructure Managers Report and questioned where on Lavallee Road would the granular A be placed? Jeff Schruder, Municipal Infrastructure Manager replied that it will be placed where needed as part of the road has already received a lift of granular.

Councillor Larone questioned the cost for a GPS system in the Public Works plough trucks. Jeff Schruder replied that the cost would be roughly \$5200.00 for three trucks. Currently there is a log book system being used. Councillor Kingsbury mentioned that this could possibly be budgeted for 2012.

Chair Campbell brought up the issue on the maintenance of entrance culverts and who holds responsibility of the maintenance. Jeff Schruder had done some research on how the County of Renfrew policy differs from Horton Township. There was discussion on the issue and following discussion it was decided to take back to the Public Works Committee for a clear description and definition of what is the homeowner's responsibility and what is the Townships responsibility.

Moved by Councillor Glen Campbell

**RESOLUTION NO. 11 -302**

Seconded by Councillor Jamey Larone

That Council approves the minutes of Public Works Committee meetings of:

September 21, 2011 – Public Works Committee Meeting

September 29, 2011 – Joint Human Resources and Public Works Meeting.

**CARRIED**

**RECOMMENDATIONS**

Moved by Councillor Glen Campbell

**RESOLUTION NO. 11 -303**

Seconded by Councillor Jamey Larone

That Council on recommendation of the Public Works Committee accept transfer of Eady Road forced section.

**CARRIED**

Moved by Councillor Glen Campbell

**RESOLUTION NO. 11 -304**

Seconded by Councillor Jamey Larone

That Council, on recommendation of the Public Works Committee, declare surplus and close the unopened road allowance between Concession 7 and 8 at lots 12, 13 and 14.

**CARRIED**

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Moved by Councillor Glen Campbell  
Seconded by Councillor Jamey Larone

**RESOLUTION NO. 11 -305**

That Council, on recommendation of the Public Works Committee, declare the portion of the Township's gravel pit on the south-west side of the TransCanada Pipeline easement as surplus and authorizes the CAO/Clerk to advertise the property for sale in the Renfrew newspaper.

**CARRIED**

**WASTE MANAGEMENT COMMITTEE**

Chair Jamey Larone reviewed the Minutes of September 21, 2011. He explained that they are currently working on a soak pit. Design has been received and now waiting on estimates. Councillor Campbell asked if the soak pit would be in the new section. Jeff Schruder replied that it is in the new footprint.

Chair Larone wanted to thank all the rate payers who took part in the E-Waste Depot day. He reported that 32 households used the depot on that day.

Acting Mayor Kingsbury asked if the Public Meeting was still on for October 18<sup>th</sup> on the Waste Recycling Strategy. CAO/Clerk Mackie McLaren reported yes, it is at 7:00 p.m. in the Horton Township Council Chambers. This is an opportunity for the public to have their input on recycling strategy and to encourage the public to participate in recycling.

Moved by Councillor Jamey Larone  
Seconded by Councillor Glen Campbell

**RESOLUTION NO. 11 -306**

That Council approves the minutes of:

Waste Management Committee Meeting – September 21, 2011

**CARRIED**

**RECOMMENDATIONS**

Moved by Councillor Jamey Larone  
Seconded by Councillor Glen Campbell

**RESOLUTION NO. 11 -307**

That Council, on recommendation of the Waste Management Committee recommends that the Township tender the annual operating and monitoring reports for the 2012 report due March 31<sup>st</sup> 2013 and beyond.

**CARRIED**

**FIRE COMMITTEE**

Chair Whyte reviewed the minutes of September 20, 2011. She reported that there was a demonstration given to the Fire Committee of the new thermal imaging camera that was purchased and the Committee was very pleased. Councillor Campbell commented that this is a great item to have and mentioned that if you haven't seen one work then you should attend the open house during Fire Prevention Week to see a possible demonstration.

Moved by Councillor Margaret Whyte  
Seconded by Councillor Jamey Larone

**RESOLUTION NO. 11 -308**

That Council approves the minutes of the September 20, 2011 Fire Committee meeting.

**CARRIED**

**RECOMMENDATIONS**

There were none.

**FINANCE COMMITTEE**

Jennifer Barr, Finance Manager was present and reviewed the minutes from the September 15 and 29<sup>th</sup> Finance Committee Meetings. Councillor Larone asked Ms. Barr if there was a copy of the Business Plan Model and she replied that she is still working on this currently.

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Moved by Councillor Glen Campbell  
Seconded by Councillor Jamey Larone

**RESOLUTION NO. 11 -309**

That Council approves the minutes of the September 15, 2011 and September 29, 2011 Finance Committee Meetings.

**CARRIED**

**RECOMMENDATIONS**

Moved by Councillor Margaret Whyte  
Seconded by Councillor Jamey Larone

**RESOLUTION NO. 11-310**

That Council authorizes the individual Council Members to execute the "Summary of certain aspects of the 2011 Audit of the Consolidated Financial Statements for the Township of Horton" from MacKillican and Associates dated September 27, 2011.

Further, Council authorizes Mayor Eady to execute the "services and terms of the 2011 Municipal Audit for the Township of Horton" from MacKillican and Associates dated September 27, 2011.

**CARRIED**

**ACCOUNTS PAYABLE LISTING – SEPTEMBER 2011**

Ms. Barr and Council Members reviewed the Accounts Payable listing for September 2011.

Moved by Councillor Jamey Larone  
Seconded by Councillor Margaret Whyte

**RESOLUTION NO. 11- 311**

That Council accepts the September 2011 Accounts Payable report in the amount of \$722,833.53.

**CARRIED**

**TAX ARREARS REPORT – SEPTEMBER 2011**

Ms. Barr and Council Members reviewed the Tax Arrears Report for September 2011. Ms. Barr reported that there has been no change. There are still payment plans in place. Councillor Larone noted that it doesn't appear to be getting worse. He thanked Ms. Barr.

Moved by Councillor Margaret Whyte  
Seconded by Councillor Glen Campbell

**RESOLUTION NO. 11 -312**

That Council receive the September 2011 Tax Arrears Report and the September 2011 Financial Reports.

**CARRIED**

Jennifer Barr, Finance Manager pointed out a few areas of concern. Heat and Hydro being one of the concerns that will be over budget. Also, in Recreation she pointed out that the fundraising target may not be reached unless some major events happen the remainder of the year. Councillor Campbell asked Ms. Barr if there was an overall area that stood out to her. She replied that the Heat and Hydro was a concern.

**RECREATION COMMITTEE**

Chair Whyte reviewed the minutes of September 21, 2011. Chair Whyte explained that the Golf Tournament scheduled for September 30<sup>th</sup> was cancelled due to lack of interest with short notice. Chair Whyte also noted that this Recreation Committee is certainly an active Committee. The 3<sup>rd</sup> Annual Harvest Supper coming up on the 29<sup>th</sup> of October and Councillor Whyte asked members of Council to be present to help serve the supper.

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Councillor Larone had a comment about the marks on the floor down at the Community Center. He had called a flooring expert so see if there is a reason for the marks and hopefully we can resolve the issues. Acting Mayor Kingsbury noted that Lambert Flooring had been in and said that maybe the vapour barrier had not been put in place when the concrete floor was installed in 2004.

CAO/Clerk Mackie McLaren reviewed the report to Council about the Chairs and Pots for the Community Center. There was some discussion. Councillor Campbell asked if these would be replacement or in addition to the existing ones. The CAO/Clerk replied that they are in addition to.

Moved by Councillor Margaret Whyte

**RESOLUTION NO. 11 -313**

Seconded by Councillor Jamey Larone

That Council approves the minutes of the Recreation Committee Meeting – September 21, 2011.

**CARRIED**

**RECOMMENDATIONS**

Moved by Councillor Margaret Whyte

**RESOLUTION NO. 11 -314**

Seconded by Councillor Jamey Larone

That Council approve the purchase of chairs, dollies and cooking pots for the Community Center under New Horizons Grant Program made by the Castleford Women's institute.

**CARRIED**

**PLANNING COMMITTEE**

Chair Kingsbury reviewed the minutes of Regular Planning Committee September 19, 2011 and Committee of Adjustment Public Meeting September 19, 2011.

Moved by: Councillor Kingsbury

**RESOLUTION NO. 11 -315**

Seconded by: Councillor Whyte

That Council approves the minutes of the Regular Planning Committee Meeting September 19, 2011 and Committee of Adjustment Public Meeting September 19, 2011.

**CARRIED**

**RECOMMENDATIONS**

Moved by Councillor Margaret Whyte

**RESOLUTION NO. 11 -316**

Seconded by Councillor Jamey Larone

That Council on recommendation of the Planning Committee directs the CAO/Clerk to forward this legal information to Bernie & Lydia Pleau's lawyer for their action and make property owners in the area aware of this legal comment.

**CARRIED**

Moved by Councillor Jamey Larone

**RESOLUTION NO. 11 -317**

Seconded by Councillor Margaret Whyte

That Council on recommendation of the Planning Committee supports Consent Applications B113/11 and B114/11 with the following conditions:

- Development Charge
- That the applicant resolve the legal right-of-way issue.

**CARRIED**

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Moved by: Councillor Kingsbury

**RESOLUTION NO. 11 -318**

Seconded by: Councillor Whyte

That Council on recommendation of the Planning Committee supports Consent Applications B80 & 81/11 for Ernie Nesbitt to sever 2 lots that had lapsed from his holdings in Lot 6 Concession 5 subject to the following conditions:

- Consent Agreement
- Lot Development Charge

**CARRIED**

**HUMAN RESOURCES COMMITTEE**

Councillor Kingsbury reviewed the Human Resources minutes of September 21<sup>st</sup> and September 22<sup>nd</sup>, 2011. Councillor Kingsbury noted that the COLA has been paid out to all staff members. He informed Council that the HR Policy Review has started and they plan to accomplish quite a bit. They are comparing our HR Policies with the County's. Also, Councillor Kingsbury informed Council that the HR Review will start on Wednesday. Councillor Larone asked if there was a time frame for the County HR Review and the CAO/Clerk said we will know more after the first meeting on Wednesday. Councillor Larone asked if Council would have any input and the CAO/Clerk replied that there will be a report to Council for sure.

Councillor Whyte noted that she will be glad to see when a Recreation Manager is in place and the hours of work are justified. We have been without and that has caused some concern. Councillor Whyte noted that things have been getting done but will be very happy when all it settled after the County HR Review.

The CAO/Clerk informed Council that he will be taking a Leave of Absence for the month of November 2011. There was discussion on who replaces him during his Leave of Absence. The Township does not have a Deputy Clerk – Councillor Kingsbury said in his opinion we do need one.

The CAO/Clerk welcomed Christina Mulcahey, Receptionist/Clerk who has now returned to work full time from her Maternity Leave.

Councillor Kingsbury commented on Succession Planning. He noted that the Township has no plan in place now. We will have some staff in retirement stage and most surrounding Townships are in the same situation. Council needs to keep in mind that there will be some major decisions to make the next term of Council.

Moved by Councillor Glen Campbell

**RESOLUTION NO. 11 -319**

Seconded by Councillor Jamey Larone

That Council accepts the minutes of the September 19, 2011 and September 22, 2011 Human Resources Committee Meetings.

**CARRIED**

**RECOMMENDATIONS**

Moved by Councillor Glen Campbell

**RESOLUTION NO. 11 -320**

Seconded by Councillor Jamey Larone

That Council on recommendation of the Human Resources Committee recommends that Council increase their salary for 2011 at 2%.

**CARRIED.**

Moved by Councillor Margaret Whyte

**RESOLUTION NO. 11 -321**

Seconded by Councillor Glen Campbell

That Council on recommendation of the Human Resources Committee extend the current contract with the acting Receptionist/Clerk until the HR Staff Review has been completed and approved by Council.

**CARRIED**

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Moved by: Councillor Kingsbury

**RESOLUTION NO. 11 -322**

Seconded by: Councillor Whyte

That Council on recommendation of the Human Resources Committee approves the Leave of Absence request of the CAO/Clerk for the month of November 2011.

**CARRIED**

Moved by Councillor Jamey Larone

**RESOLUTION NO. 11 -323**

Seconded by Councillor Margaret Whyte

That Council on recommendation of the Human Resources Committee recommends that during the Leave of Absence of the CAO/Clerk in November 2011 the following staff members would be responsible for:

Clerk Duties – Administrative Assistant

Finance – Finance Manager

Public Works – Municipal Infrastructure Manager

**CARRIED**

### **HOME SUPPORT**

Acting Mayor Kingsbury noted that there was the Annual General Meeting held in September 2011. He briefly reviewed the minutes, report and financial statement.

Moved by Councillor Jamey Larone

**RESOLUTION NO. 11 -324**

Seconded by Councillor Margaret Whyte

That Council receive the September 2011 Renfrew Seniors Home Support Report.

**CARRIED**

### **COMMUNITY POLICING ADVISORY COMMITTEE (CPAC)**

Chair Campbell was unable to attend the September 19, 2011 meeting but reviewed the minutes with Council. There was some discussion about an OPP Officer attending Council Meetings in the future. This was decided at the CPAC meeting and all Committee Members present agreed that it was a good idea if available.

Moved by Councillor Glen Campbell

**RESOLUTION NO. 11 -325**

Seconded by Councillor Margaret Whyte

That Council receive the CPAC Committee minutes of September 19, 2011.

**CARRIED**

### **BUILDING REPORT**

Council reviewed the report for September 2011.

Moved by Councillor Margaret Whyte

**RESOLUTION NO. 11 -326**

Seconded by Councillor Jamey Larone

That Council receive the September 2011 Building Permit Report.

**CARRIED**

### **RECOMMENDATIONS**

Moved by Councillor Glen Campbell

**RESOLUTION NO. 11 -327**

Seconded by Councillor Margaret Whyte

That Council accepts that the “spirit” of Section 5.2 of By-law 2005-08 as amended (Procurement By-law) has been met in that two quotes were originally received for each of the two components of the installation of a wheel chair lift at the Horton Community Centre under the Federal Enabling Accessibility Fund grant in 2009 and that quotes or tenders do not have to be recalled.

Further, Council requests that the two lowest contractors for the building modifications and for the supply and installation of the wheel chair lift be provided with an opportunity to update their year old estimates.

**CARRIED**

**LIME STABILIZATION COMMITTEE**

There was no meeting in September 2011.

**EMERGENCY PLAN PREPAREDNESS COMMITTEE**

There was no meeting in September 2011.

**BUILDING INFRASTRUCTURE COMMITTEE**

Councillor Larone had a small verbal report for Council on drainage issues at the Community center. He also reported on the Wheel Chair Lift to be installed at the Community center. He will meet with contractors to go over scheduling and costs. Once costs have been established they can move forward. Hope to have this completed by the March 2012 deadline. Councillor Whyte, Chair of Recreation reported that the first two weeks in January have been put aside for work.

Acting Mayor Kingsbury requested that there be signage put up for cars who park at the Community Center building. Snow and ice falls off that roof and could do serious damage.

**CONFERENCE REPORTS**

Acting Mayor Kingsbury attended the Ontario East Municipal Conference and he reported that it was very worthwhile attending. He also attended a Human Resources Conference. He reviewed his conference reports briefly with Council Members.

Councillor Whyte had attended the same Conference (OEMC). She reviewed her conference report. She said it couldn't be promoted enough that the Training and Education of staff is very important.

7. **CORRESPONDENCE SUMMARY**

**INFORMATION CORRESPONDENCE  
SUMMARY SHEET – OCTOBER 03, 2011**

- A. County of Renfrew – EOWC re: Eastern Ontario Financial sustainability Update Project
- B. Canada Post – changes occurring at the Renfrew Post Office
- C. Ottawa Valley Business – September newsletters
- D. Liberal Ontario – response to OWMA's 2011 provincial election questionnaire
- E. Ontario PC – response to OWMA's 2011 provincial election questionnaire
- F. Green Party of Ontario – response to OWMA's 2011 provincial election questionnaire
- G. Family & Children's Services of Renfrew County re: Purple Ribbon Kick-off
- H. Council for clean & Reliable Electricity
- I. Nature in Your Neighbourhood – library presentations
- J. Community Energy Project Workshop – re: solar projects – Whitewater Region  
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- K. Memo from Ontario Property and Environmental Rights Alliance
- L. AMO:
  - Highlights of Municipal Related Policies
  - Fall and winter Workshops

Moved by Councillor Margaret Whyte  
Seconded by Councillor Glen Campbell

**RESOLUTION NO. 11 -328**

The Council receive the October 3, 2011 Information Correspondence Summary. **CARRIED**

Acting Mayor Kingsbury pointed out Item B- Canada Post. He reported that this was discussed at the Conference he attended. He believes that this is going to cause hardship for ratepayers. He asked if there would be some type of workshop or training to help ease the transition and was told no.

Councillor Campbell also had a concern with Item B-Canada Post. He agrees that a workshop or training would help ease the transition. Councillor Campbell also pointed out Item C – Ottawa Valley Business September Newsletter. This newsletter had information about suppliers that our Township deals with and suggested following the issue. Acting Mayor Kingsbury agreed.

Councillor Whyte highlighted Item G – Family and Children’s Services. The Purple Ribbon Kick-off on October 4<sup>th</sup>.

Councillor Larone also had concerns with Item B – Canada Post.

- 8. OTHER BUSINESS  
There was no other business.
- 9. DELEGATIONS  
There were none.
- 10. RESOLUTIONS
- 11. BY-LAWS  
There were no By-laws to adopt.
- 12. ADDITIONS TO AGENDA  
The CAO/Clerk handed out copies of the Purchase Agreement for Dry Hydrant and Water Use Agreement from George Jackson Toyota. The CAO/Clerk recommended passing a By-law at the next Council Meeting to enter into these agreements. Council members reviewed the agreements and had brief discussion.
- 13. COUNCIL MEMBERS CONCERNS  
There were no concerns made by Council Members.
- 14. REQUEST FOR RECONSIDERATION  
There was no request for reconsideration.
- 15. CLOSED MEETING  
There was no reason to enter into a closed meeting.

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16. CONFIRMING RESOLUTION

Moved by Councillor Glen Campbell  
Seconded by Councillor Jamey Larone

**RESOLUTION NO. 11 -329**

That Council pass this confirming resolution to cover any actions or directions given during the open portion of this Council meeting which are minor in nature and which were not set out in By-law or Resolution.

**CARRIED**

17. ADJOURNMENT

Moved by Councillor Jamey Larone  
Seconded by Councillor Margaret Whyte

**RESOLUTION NO. 11 -330**

That Council adjourn this Regular Council Meeting at 6:50 p.m.

**CARRIED**

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MAYOR

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CAO/Clerk