

THE CORPORATION OF THE TOWNSHIP OF HORTON

Regular Council Meeting

January 22nd, 2019

There was a Regular Meeting of Council held in the Township of Horton Council Chambers on Tuesday January 22nd, 2019. Present was Mayor David Bennett, Deputy Mayor Glen Campbell, Councillor Lane Cleroux, Councillor Tom Webster and Councillor Doug Humphries. Staff present was Hope Dillabough, CAO/Clerk, Jennifer Barr, Treasurer, Nathalie Moore, Deputy Clerk/Treasurer, and Nichole Dubeau, Receptionist/Clerk - Recording Secretary.

1. CALL TO ORDER

Mayor Bennett called the Meeting to Order at 4:00 pm.

2. MAYOR BENNETT ASKED THE MEMBERS, STAFF AND PUBLIC TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES.

3. DECLARATION OF PECUNIARY INTEREST

Councillor Humphries declared pecuniary interest on section 12.1 Roleof Sein Zoning Amendment and section 15.1 By-Law 2019-09 – Zoning Amendment – Roleof Sein.

4. MINUTES FROM PREVIOUS MEETINGS

4.1 December 18th, 2018 – Regular Council Meeting

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2019-15

Seconded by Councillor Webster

THAT Council approves the following Council Meeting Minutes:

- December 18th, 2018 Regular Council Meeting

Carried

5. BUSINESS ARISING FROM MINUTES - None

6. GENERAL GOVERNMENT COMMITTEE

Deputy Mayor Campbell, Chair of the General Government Committee presented the following items for consideration and recommendation.

Public Advisory Member Susan Humphries was present.

6.1 Business Arising - None

6.2 Finance & Administration

6.2.1 2018 Capital Actual – Dec. 31, 2018 (Prior to Audit)

Treasurer Jennifer Barr reviewed the report for Council and pointed out that the cost of the cement blocks for the new salt shed were moved from Environment to the Roads Department.

6.2.2 2018 Council Remuneration and Expenses

Deputy Clerk/Treasurer Nathalie Moore reviewed the report for council.

6.2.3 2018 Investment Summary

Treasurer Jennifer Barr reviewed the report for council.

6.2.4 2018 Building Fee Report

Deputy Clerk/Treasurer Ms. Moore reviewed the report for council.

6.2.5 Procedural By-Law Review

CAO/Clerk Hope Dillabough reviewed the report for council. Mayor Bennett stated that a Special Council Meeting should be called in order to discuss the matter. After discussion, the meeting was arranged for March 14th, 2019 at 4 p.m. in the council chambers.

6.2.6 2019 Township of Horton Corporate Policy Review A-01 – A-05

CAO/Clerk Ms. Dillabough reviewed the report for council. Councillor Webster asked for clarification on Policy A-01 and how the number of hours per year were calculated. Ms. Dillabough stated that it was originally based on 35-hour weeks but had to be amended due to the Community Liaison Officer position which is 28 hours a week.

6.2.7 Integrity Commissioner Public Report on Complaint File 2018-01
CAO/Clerk Hope Dillabough reviewed the report for council.

6.3 Health and Safety

6.3.1 Inspection Reports – Municipal Office

The Municipal Office Inspection Report was presented by Ms. Moore, she pointed out that the heaters in the office still have been fixed since the inspection date, however the flooring in multiple offices is starting lift and are a “slips, trips, and falls” hazard.

6.3.2 Inspection Reports – Public Works Garage

The Public Works Garage Inspection Report was reviewed by Council.

6.3.3 Inspection Report – Community Centre

The Community Centre Inspection Report was presented by Ms. Moore.

6.4 Human Resources – None

6.5 New Business

Mayor Bennett brought up that he was bringing a recommendation to the table for the purpose of deciding on the Rink Attendant Position. He stated that a way to help pay off the debt from the 2018 Hoedown was to use volunteer time at the rink instead of hiring someone to fill the position. He expressed his disappointment in learning the position had been filled. Ms. Dillabough stated that comments had been made in the December Council Meeting regarding the possible use of Volunteers (upon favourable OPP vulnerable sector checks) versus a Rink Attendant, but there was no recommendation brought forward with any direction. At that time, Ms. Dillabough, with no other direction given by Council, spoke to the fact that she would be proceeding with hiring a Rink Attendant. At the January 8th Council Meeting, there had been no direction or recommendation brought forward, therefore the CAO/Clerk did proceed with hiring the Rink Attendant. Subsequently, at the January 16th Ad Hoc Budget, a verbal recommendation was finally made by the Mayor within the meeting to not hire a Rink Attendant and utilize their wages to pay down the Hoedown debt. The CAO/Clerk explained that a recommendation would come to the table from those minutes later in the meeting for a vote.

6.6 Outstanding Business

6.6.1 2019 Hoedown Proposal – Amended

Committee Chair Tina Hunt pointed out the changes that were made in the business plan to reflect the questions and concerns that council members had. Councillor Webster asked for clarification on where the money was coming from for the upfront costs and where would the deficit come from, if there was one. Mayor Bennett proposed using some of the funds leftover from the sale of the beach property and take the \$25,000 from the re-grouting project for 2019. Councillor Cleroux mentioned that \$61,000 be taken from the Recreation Building Reserve for the start up money, so no other working funds need to be touched and leave the re-grout in the budget for this year as it needs to get done. Councillor Webster specified that he would like to see monthly progress reports from the chair of the committee if the event were to go ahead. Council members accepted questions and statements from the public. Member of the public Robert A. Johnston said that volunteers are the heart of the Township and over the years the Recreation Committee has always stepped up for fundraising to pay off debts, such as the expansion, and for new purchases. Member of the public David Brown stated that when he attended the Hoedown last year, he was expecting music like at the monthly Country Dances and was disappointed when he did not recognize any of the music entertainers. Member of the public Kirby

Morrison added that the committee and event needs faith and time from the residents and council members. It may take a couple years in order to bring in revenue but once it does it will be a good investment for the Township and could be able to upgrade and improve the Community Centre.

6.7 Correspondence

Treasurer Barr gave a verbal update on the OMPF funding; there will be a quarterly payment for cash flow purposes only, the actual funding is not guaranteed.

6.8 Questions on Reports and Recommendations –Mayor Bennett

There were no additional questions on the reports.

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2019-16

Seconded by Councillor Webster

THAT Council accepts the Treasurer’s Statement of Council Remuneration and Expenses for the year ending December 31, 2018 as presented.

Township of Horton
Treasurer's Statement of Council Remuneration and Expenses
For the Year 2018

(costs are net of GST/HST rebate)

<u>Members of Council</u>	<u>Remuneration</u>	<u>Benefits</u>	<u>Conference Expenses</u>	<u>Travel Expense</u>	<u>Total</u>
KINGSBURY, Robert - Mayor	20,617.90	891.28	1,776.54		23,285.72
BENNETT, Dave - Councillor/Mayor	11,970.39	5,572.94			17,543.33
JOHNSTON, Robert - Deputy Mayor	14,393.73	816.62			15,210.35
CAMPBELL, Glen - Councillor/D Mayor	15,731.20	1,287.99			17,019.19
LARONE, Jamey - Councillor	15,118.87	1,213.84	712.37		17,045.08
CLEROUX, Lane - Councillor	1,409.98	112.10			1,522.08
HUMPHRIES, Douglas - Councillor	1,409.98	112.10			1,522.08
WEBSTER, Tom - Councillor	1,409.98	112.10			1,522.08
	82,062.03	10,118.97	2,488.91	0.00	94,669.91

This statement is in accordance with the Municipal Act 2001, S.O. 2001, c. 25 Section 284 and Township By-Law 2014-45 plus annual COLA adjustments and By-Law 2018-53.

Carried

Moved by Councillor Humphries

RESOLUTION NO. 2019-17

Seconded by Councillor Cleroux

THAT Council receive the Investment Summary for the year ending December 31st, 2018 as information, as submitted by the Treasurer.

Carried

Moved by Councillor Webster

RESOLUTION NO. 2019-18

Seconded by Deputy Mayor Campbell

THAT Council accept the Building Fee Report for the year ending December 31st, 2018 as presented.

Township of Horton

Building Fee Report

for the Year 2018

(in accordance with Chapter 23 of the Building Code Act, S.O. 1992)

<u>YEAR</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
<u>REVENUES</u>						
Building Permit Fees	45,576.00	39,991.00	48,625.30	62,074.00	67,332.70	56,831.00
Septic Permit Fees	9,060.00	7,460.00	13,200.00	12,500.00	10,300.00	9,500.00
Other Fees	2,700.00	5,900.00	2,500.00	6,050.00	6,900.00	7,000.00
Transfer from Reserves	13,465.69	14,307.62	991.51		1,500.00	
Total Revenues	70,801.69	67,658.62	65,316.81	80,624.00	86,032.70	73,331.00

EXPENDITURES						
Wages & Benefits	67,155.96	63,017.48	64,828.02	69,198.82	70,124.55	38,913.43
Mileage/Conference etc.	274.78	658.83	35.67	233.56	88.19	11,322.81
Office Supplies etc.	545.95	1,127.31	453.12	1,316.77	1,447.15	416.66
Building maintenance	2,825.00	2,855.00				
Transfer to Reserves				9,874.85	14,372.81	22,678.10
Total Expenditures	70,801.69	67,658.62	65,316.81	80,624.00	86,032.70	73,331.00
Surplus/Deficit	0.00	0.00	0.00	0.00	0.00	0.00

Carried

Moved by Councillor Humphries **RESOLUTION NO. 2019-19**

Seconded by Councillor Webster

THAT Council schedule a Special Council Meeting on March 14th, 2019 at 4 p.m. for the purpose of reviewing and discussing the Procedural By-Law;

AND THAT this meeting provides the CAO/Clerk with clear direction from Council, as a whole, on moving forward with By-Law review.

Carried

Moved by Deputy Mayor Campbell **RESOLUTION NO. 2019-20**

Seconded by Councillor Cleroux

THAT Council accept Corporate Policies A-01 through A-05 as reviewed and updated by Staff;

AND FURTHER THAT once a comprehensive review of Section A of the Corporate Policies is deemed complete, it be brought forward by By-Law to be adopted into the Township of Horton Corporate Policies.

Carried

Moved by Councillor Cleroux **RESOLUTION NO. 2019-21**

Seconded by Councillor Humphries

THAT Council receive the Integrity Commissioner Public Report on Complaint File 2018-01 as information.

Carried

Moved by Deputy Mayor Campbell **RESOLUTION NO. 2019-22**

Seconded by Councillor Webster

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

Carried

Moved by Councillor Humphries **RESOLUTION NO. 2019-23**

Seconded by Councillor Webster

THAT Council accept the Horton Township Horton Hoedown 2019 Proposal as revised and submitted by Tina Hunt, Public Advisory Member;

AND THAT this be included in the 2019 Recreation Budget;

AND THAT \$61,000 be advanced from Recreation Building Reserve;

AND THAT any shortfalls from the Business Plan be paid from the Recreation Building Reserve;

AND FURTHER THAT the funds would be returned to the Recreation Building Reserve in 2020 through fundraising by the Recreation Committee;

AND FURTHER THAT any surplus generated above the budgeted surplus be put toward any deficit remaining from 2018 and additionally be placed in reserve for start up funds for next year's festival.

AND FURTHER THAT a financial statement be submitted to Council for review on a monthly basis by the chair of the Hoedown Committee, Tina Hunt

**Carried on Division
Deputy Mayor Campbell Opposed**

Deputy Mayor Campbell reviewed briefly why he voted against the decision, as Chair of General Government he wants supportive information and financials to see that it will be a successful event.

7. REPORTS FROM COMMUNITY COMMITTEES & COUNTY COUNCIL

7.1 Renfrew & Area Seniors Home Support

Nothing to report. Next meeting is January 24, 2019 at 1 p.m.

7.2 Community Policing Advisory Committee

Mayor Campbell contacted Christina Mulcahey from McNab/Braeside to see if they would be interested in a meeting. He also contacted OPP Inspector Colin Slight who said he was open to talk again to everyone. Deputy Mayor Campbell mentioned that he still needed to contact the other three municipalities. Mayor Bennett added that there will be some legislative changes come March of this year and will be interesting to see what voice the Township will and will not have once it is in effect.

7.3 Health Services Village

Mayor Bennett stated that there was no new business.

7.4 Chamber of Commerce

Councillor Humphries reviewed briefly for council members.

7.5 County Council

Mayor Bennett reported he attended the orientations at both the Bonnechere Manor and Miramichi Lodge, which he added that council members should schedule a tour to go through to see the facilities that are offered, as well as tour the County building.

Moved by Councillor Webster

RESOLUTION NO. 2019-24

Seconded by Councillor Humphries

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

Councillor Humphries reported that there has been a discussion to schedule a meeting with the committee which includes the Public Advisory Members.

9.2 Recreation Association Ad Hoc Committee

Councillor Humphries reported that the committee has been focusing on the Winter Carnival on February 23, 2019.

9.3 Official Plan Review Ad Hoc Committee

There was no update.

9.4 Ad Hoc Budget Committee

9.4.1 - Minutes from Meeting January 7th, 2019

- Minutes from Meeting January 16th, 2019

CAO/Clerk Hope Dillabough reviewed the minutes for council members. There were two recommendations brought up in the minutes; one dealing with the Rink Attendant position and the other dealing with the Gas Tax Funds.

9.5 Transportation/Env. Services Ad Hoc Committee

9.5.1 – Minutes from Meeting January 15th, 2019

Councillor Webster reviewed the minutes of the meeting for council members.

9.6 Ad Hoc Fire Committee

There was no update.

9.7 Ad Hoc Human Resources

There was no update.

9.8 Questions on Reports and Recommendations – Mayor Bennett

There were no additional questions on the reports

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2019-25

Seconded by Councillor Cleroux

THAT THAT Council accept the following Ad Hoc Budget Committee Minutes:

- January 7th, 2019
- January 16th, 2019

Carried

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2019-26

Seconded by Councillor Webster

THAT a verbal proposal has been brought forward within the Ad Hoc Budget Committee;

AND THAT this recommendation amends the scope of Council Resolution #2018-91 which states that any shortfalls from the Horton Festival Business Plan be paid from the 2018 Working Fund Reserves, and that the funds would be returned to the Working Fund Reserves in 2019 through fundraising by the Recreation Committee;

THEREFORE BE IT RESOLVED THAT Council agree with the verbal proposal made at the Ad Hoc Budget Committee Meeting of January 16th, 2019 to not hire a casual Rink Attendant for the 2019 season and the work shall be undertaken by Recreation Volunteers;

AND FURTHER THAT the casual Rink Attendant wages be put towards the Horton Hoedown's 2018 incurred deficit of \$43,145.98;

AND FURTHER THAT \$10,000.00 from the Ladies' Catering budget, upon agreement of the entire Ladies' Catering Group, be put towards the Horton Hoedown's 2018 incurred deficit, and to be subsequently returned by fundraising by the Horton Hoedown Committee in 2020.

Carried on Division

Deputy Mayor Campbell and Councillor Cleroux Opposed

Moved by Councillor Webster

RESOLUTION NO. 2019-27

Seconded by Deputy Mayor Campbell

THAT Council, upon recommendation of the Ad Hoc Budget Committee, agree to utilize the gas tax funds on Garden of Eden Road through the Gravel Program, for 2019.

Carried

Moved by Councillor Webster

RESOLUTION NO. 2019-28

Seconded by Councillor Humphries

THAT Council accept the Ad Hoc Transportation and Environmental Services Committee Meeting Minutes of January 15th, 2019.

Carried

10. CORRESPONDENCE SUMMARY

10.1 Information Correspondence

10.1.1 CAO/Clerk Information Memo

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

Moved by Councillor Humphries

RESOLUTION NO. 2019-29

Seconded by Councillor Webster

THAT Council accepts the Information Correspondence list as per the CAO/Clerk's Information Memo for January 22nd, 2019.

Carried

10.2 Action Correspondence - None

11. **SUPPER BREAK AT 6:20 P.M.
RECONVENED AT 6:40 P.M.**
12. **DELEGATIONS &/or PUBLIC MEETINGS**
 - 12.1 Public Meeting – Zoning Amendments – Roleof Sein
There was a Public Meeting held during the Council Meeting at 6:00 p.m.
13. **PLANNING & DEVELOPMENT COMMITTEE**

*Public Advisory Members John Wilson and Bob Lockwood were present.
Jp2g Consultant Brian Whitehead was present*

 - 13.1 **Staff Reports**
 - 13.1.1 Consent Application – B42/18(1) – B45/18(4)
Adrian Schouten – Pinnacle Road
CAO/Clerk Hope Dillabough reviewed the report for council. Brian Whitehead presented to council members the lots in question for severance.
 - 13.1.2 Consent Application – B155/16(1) – B158/16(4)
Adrian Schouten – Goshen Road
CAO/Clerk Hope Dillabough reviewed the report for council. Brian Whitehead presented to council members the lots in question for severance. Mayor Bennett questioned if the lots would be pinned with the building setbacks indicated in the slope stability assessment for future development so the Chief Building Official will know where the lines are. Councillor Webster stated that it is up to the owners of the property when they build to comply with the setbacks required. Public Advisory Member John Wilson questioned whether the lots would be taking away from Agricultural Land through the Official Plan. Ms. Dillabough stated that it would be grandfathered in because the applications were made before the passing of the Official Plan. Council members ask that it be required for the building setbacks to be shown on the survey, and to be pinned on the lot.
 - 13.1.3 Consent Application – B159/16 (1) – B162/16(4)
Adrian Schouten – Pastway Road
CAO/Clerk Hope Dillabough reviewed the report for council. Brian Whitehead presented to council members the lots in question for severance.
 - 13.1.4 Consent Application – B163/16(1) – B167/16(5) -
B168/16(1) – B172/16(5) – Adrian Schouten – Thomson
Road
CAO/Clerk Hope Dillabough reviewed the report for council. Brian Whitehead presented to council members the lots in question for severance.
 - 13.1.5 Consent Application – B 86/18 - Hansma/Shepherd
CAO/Clerk Hope Dillabough reviewed the report for council.
 - 13.2 **New Business** – None
 - 13.3 **Outstanding Business** – None
 - 13.4 **Correspondence** – None
 - 13.5 **Building Permit Report**
 - 13.5.1 Building Report – December 2018
Council reviewed the report.
 - 13.6 **Questions on Reports and Recommendations – Mayor Bennett**

There were no additional questions on the reports.

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2019-30

Seconded by Councillor Humphries

THAT Planning Committee and Council approve Consent Applications B42/18(1) – B45/18(4) – Adrian Schouten, upon the following conditions being met: A Registered Plan of Survey;

- A Zoning By-Law Amendment is required to rezone the severed lands from Commercial (C) to Residential One (R1);
- Applicant must enter into Consent Agreement with the Township, with an additional provisional item stating there is a neighbouring aggregate resource;
- Lot Development Fee of \$3824.00 be paid for each lot created;
- Favourable MDS1 Calculations.

Carried

Moved by Councillor Webster

RESOLUTION NO. 2019-31

Seconded by Councillor Humphries

THAT Planning Committee and Council agree to implement additional conditions on Consent Application B155/16(1) – 158/16(4) Adrian Schouten:

- Results of the Slope Stability Assessment prepared by Morey Associates shall be reflected in the Consent Agreement for the four lots;
- Results of the Planning Justification Study prepared by Jp2g Consultants shall be reflected in the Consent Agreement for the four lots;
- Consent Application B155/16(1) requires a Zoning By-Law Amendment to implement a building setback of 27 metres from the crest of the slope on the adjacent property.
- Require the 27m setback pinned and reflected on the survey.

Carried

Moved by Councillor Webster

RESOLUTION NO. 2019-32

Seconded by Councillor Humphries

THAT Planning Committee and Council agree to implement additional conditions on Consent Application B160/16(2) Adrian Schouten:

- Results of Slope Stability Assessment prepared by Morey Associates shall be reflected in the Consent Agreement for the lot;
- A Zoning By-Law Amendment is required to implement a building setback of 37 metres on the lot;
- Require the 37m setback pinned and reflected on the survey;

AND THAT Council acknowledge the amendment to Application B161/16(3);

AND FURTHER THAT Council acknowledge the proposal to abandon Consent Applications B159/16(1) and B162/16(4).

Carried

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2019-33

Seconded by Councillor Cleroux

THAT Planning Committee and Council agree to implement additional conditions on Consent Application B165/16(3), B167/16(5) and B172/16(5) Adrian Schouten:

- Results of Slope Stability Assessment prepared by Morey Associates shall be reflected in the Consent Agreement for the lots;
- A Zoning By-Law Amendment is required to implement building setbacks for each lot described above;
- Require the Building Setbacks pinned and reflected on the survey.

Carried

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2019-34

Seconded by Councillor Cleroux

THAT Planning Committee and Council approve Consent Application B86/18 – Fred Hansma and Debbie Shepherd, upon the following conditions being met:

- A Registered Plan of Survey;
- Favourable comments from Bell Canada;
- Favourable comments from Hydro One Networks;
- A road widening to be conveyed to the abutting road allowance of the County of Renfrew along Burnstown Road;
- Undertaking from Applicant's solicitor to consolidate parcels.

Carried

Moved by Councillor Cleroux

RESOLUTION NO. 2019-35

Seconded by Councillor Humphries

THAT Council accept the Building Report as submitted for December 2018.

Carried

14. OUTSTANDING COMMITTEE ISSUES – None

15. BY-LAWS

15.1 2019-09 – Zoning By-Law Amendment – Roleof Sein

Moved by Councillor Webster

RESOLUTION NO. 2019-36

Seconded by Deputy Mayor Campbell

THAT Council enact By-Law 2019-09– Zoning By-Law Amendment – Roleof Sein

Carried

Councillor Humphries declared Pecuniary Interest and did not vote

16. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING

16.1 Notice of Motion Filed by Councillor Cleroux

CAO/Clerk Hope Dillabough reviewed the report for council members. Councillor Cleroux stated that as it was part of his platform, he would like to follow through with looking into having the council meetings recorded. Mayor Bennett agreed and stated that he would like to see the cost and options for the budget. Ms. Dillabough is to investigate this further.

Moved by Councillor Webster

RESOLUTION NO. 2019-37

Seconded by Councillor Humphries

THAT Council agree considering to add an item to the 2019 Budget for the purpose of having Recorded Council Meetings;

AND THAT Council direct the CAO/Clerk to do research to find a financial value to add to the Budget for the Ad Hoc Budget Committee to discuss.

Carried

17. COUNCIL MEMBERS CONCERNS

Council members conversed that they were pleased to see the thorough discussion that was had throughout the various council meetings regarding the Hoedown.

18. MOTION FOR RECONSIDERATION - None

19. IN CAMERA (CLOSED) SESSION

20. NEXT MEETING

20.1 Next Council Meeting will be held Tuesday February 5th, 2019 at 4:00 pm

21. CONFIRMING BY-LAW

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2019-38

Seconded by Councillor Humphries

THAT Council enact By-Law 2019-10 – Confirming By-Law

Carried

22. ADJOURNMENT

Mayor Bennett declared the Meeting to be adjourned at 8:12 pm.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough