



**THE CORPORATION OF THE TOWNSHIP OF HORTON
COUNCIL MEETING – MARCH 3RD, 2020 - 4:00 P.M.**

1. CALL TO ORDER
2. DECLARATION OF PECUNIARY INTEREST
3. CONFIRMATION OF COUNCIL AGENDA
4. MINUTES FROM PREVIOUS MEETINGS
 - 4.1 February 18, 2020 – Regular Council **PG.3**
5. BUSINESS ARISING FROM MINUTES
6. COMMITTEE REPORTS:
 - 6.1 **RECREATION COMMITTEE**
 - **CHAIR HUMPHRIES**
 - 6.1.1 Chair's Report – February 21, 2020 Meeting **PG.10**
 - 6.2 **PROTECTIVE SERVICES COMMITTEE**
 - **CHAIR CLEROUX**
 - 6.2.1 Chair's Report – February 13, 2020 Meeting **PG.12**
 - 6.3 **COMMUNITY COMMITTEES / COUNTY COUNCIL**
 - 6.3.1 Renfrew & Area Seniors Home Support T. Webster
 - 6.3.2 Community Safety & Wellbeing Plan Committee G. Campbell
 - 6.3.3 Health Services Village D. Bennett
 - 6.3.4 Chamber of Commerce D. Humphries
 - 6.3.5 County Council D. Bennett
7. CORRESPONDENCE SUMMARY
 - 7.1 **INFORMATION CORRESPONDENCE**
 - 7.1.1 CAO/Clerk Information Memo **PG.13**
 - 7.2 **ACTION CORRESPONDENCE**
8. DELEGATIONS &/or PUBLIC MEETINGS – NONE
9. BY-LAWS
 - 9.1 2020-16 Adopt Corporate Policies Section IT **PG.14**
10. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING

RETURN TO AGENDA

11. COUNCIL/STAFF MEMBERS CONCERNS
12. MOTION FOR RECONSIDERATION (debate on motion to reconsider only)
13. RESOLUTIONS
14. IN CAMERA (Closed) SESSION (as required)
15. CONFIRMING BY-LAW 2020-17
16. ADJOURNMENT

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THE CORPORATION OF THE TOWNSHIP OF HORTON

REGULAR COUNCIL MEETING
FEBRUARY 18TH, 2020

There was a Regular Meeting of Council held in the Township Council Chambers on Tuesday February 18th, 2020. Present were Mayor David Bennett, Deputy Mayor Glen Campbell, Councillor Doug Humphries and Councillor Lane Cleroux. Staff present was Hope Dillabough, CAO/Clerk, Nathalie Moore, Treasurer and Nichole Dubeau, Admin/Planning Assistant-Recording Secretary.

Councillor Tom Webster sent his regrets.

1. CALL TO ORDER

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

2. CONFIRMATION OF COUNCIL AGENDA

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2020-39

Seconded by Councillor Humphries

THAT Council adopt the Agenda for the February 18th, 2020 Regular Council Meeting with the addition of Item 7.1.4 Consent Application B62/19 – 2497095 Ontario Inc.

Carried

3. DECLARATION OF PECUNIARY INTEREST

Mayor David Bennett declared pecuniary interest on item 7.3.2 – Staff Report – National Grinding Request.

4. MINUTES

4.1 February 4th – Regular Council Meeting

4.2 February 11th – Special Council Meeting

Moved by Councillor Cleroux

RESOLUTION NO. 2020-40

Seconded by Deputy Mayor Campbell

THAT Council approve the following Minutes:

- February 4th – Regular Council Meeting
- February 11th – Special Council Meeting

Carried

5. BUSINESS ARISING FROM MINUTES – None

6. PUBLIC MEETING

6.1 Public Meeting – Zoning Amendment – Adrian Shouten

There was a Public Meeting held during the Council Meeting at 4:02 p.m.

7. COMMITTEE REPORTS:

7.1 PLANNING COMMITTEE

Public Advisory Member Bob Johnston was present.

Public Advisory Members Lisa Branje and Bob Cassidy sent their regrets.

Brian Whitehead and Catherine Curry from Jp2g Consultants were present.

7.1.1 Consent Application – B79/19 – 2497095 Ontario Inc

Admin/Planning Assistant Nichole Dubeau reviewed the report for council and committee members. Brian Whitehead reviewed the lot addition application and stated that it was separate from the concurrent application for the proposed Right of Way. There was discussion and

RETURN TO AGENDA

it was determined that the lot has frontage on the existing Right-of-Way regardless if the proposed Right-of-Way does not go through.

7.1.2 January 2020 Building Report

Council and Committee members reviewed the report.

7.1.3 Budget Review

CAO/Clerk Hope Dillabough reviewed the budget for council and committee members. She stated that there were no major changes, only the \$10,000 from the Modernization Funds towards Economic Development as decided at the committee level.

7.1.4 Consent Application – B62/19 – 2497095 Ontario Inc

Brian Whitehead reviewed the application. He stated that in order for the Right-of-Way to go through, all 13 neighbouring property owners have to sign off on the existing Right-of-Way and agree on the new proposed Right-of-Way. There are a few residents who still have not given the applicant written consent. He added that they are trying to find solutions that all parties agree with. Mayor Bennett stated his concerns with the application regarding current and future access to properties and future development and wanted the application to ensure all 13 properties were taken care of. Council members agreed to table the application for now.

7.2 GENERAL GOVERNMENT

Public Advisory Members Susan Humphries and Spencer Hopping were present.

7.2.1 2019 Corporate Policy Review – Section IT

CAO/Clerk Hope Dillabough reviewed the report. Public Advisory Member Susan Humphries stated that PDA's are not used or made anymore so it could be removed from the policy. She also questioned a Cyber Security Policy in case of information being hacked and kept away from the Township. CAO/Clerk Hope Dillabough stated that she would look further into that.

7.2.2 Cost of Living Adjustment/Employment By-Law

CAO/Clerk Hope Dillabough reviewed the report.

7.2.3 Cost of Living Adjustment – Fire and Emergency Staff

CAO/Clerk Hope Dillabough reviewed the report.

7.2.4 2019 Investment Summary

Treasurer Nathalie Moore reviewed the report.

7.2.5 Modernization New Software Request

CAO/Clerk Hope Dillabough reviewed the report.

7.2.6 2019 Building Fee Report

Treasurer Nathalie Moore reviewed the report. Councillor Cleroux questioned what the current amount in reserves for the building department was. Treasurer Moore stated that there was \$8,400.

7.2.7 2019 Council Remuneration and Expenses

Treasurer Nathalie Moore reviewed the report.

7.2.8 Horton Hoedown Year-End Balance

CAO/Clerk Hope Dillabough reviewed the report. Treasurer Nathalie Moore stated that she received a \$10,000 donation towards the Hoedown debt, which brought the 2018 debt to just over \$2,000. CAO/Clerk Hope Dillabough stated that she had reached out to the

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Chair and Treasurer of the Hoedown committee to have a meeting about the questions from the Hoedown report but has not heard back from them. Mayor Bennett stated that the purchase of additional land to the community centre can be discussed again and moved forward with since the Hoedown debt will be paid off by the end of 2020. A proposal for any land acquisition will have to come forward for Council consideration.

7.2.9 Budget Review

CAO/Clerk Hope Dillabough and Treasurer Nathalie Moore reviewed. They highlighted that the Township would be receiving the OMPF funding again in 2021, new computers, server, as per the Asset Management Plan, will be purchased, and Contracted Services has been increased to accommodate document scanning into our system.

7.3 TRANSPORTATION & ENVIRONMENTAL SERVICES COMMITTEE

7.3.1 Chair's Report – February 5th

Councillor Cleroux reviewed the report.

7.3.2 Staff Report – National Grinding Request

Mayor Bennett declared pecuniary interest.

CAO/Clerk Hope Dillabough reviewed the report.

8. CORRESPONDENCE SUMMARY

Council reviewed and discussed the following correspondence:

8.1 INFORMATION CORRESPONDENCE

8.1.1 CAO/Clerk Information Memo

Discussion went around the table with information previously distributed.

8.2 ACTION CORRESPONDENCE

8.2.1 Renfrew County Volunteer Search and Rescue Team

CAO/Clerk Hope Dillabough reviewed the request. She stated that Fire Chief Allan Cole provided input from the Renfrew County Chief's Association regarding concerns about insurance, equipment, liability, training, etc. Ms. Dillabough stated that she would like them to come present to council prior to any consideration of support.

Supper Break – 5:45 – 6:15 p.m.

9. BYLAWS

9.1 2020-12 Employment By-Law

9.2 2020-13 Zoning Amendment – Schouten

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2020-41

Seconded by Councillor Humphries

THAT Council enact the following By-Laws:

- 2020-12 Employment By-Law
- 2020-13 Zoning Amendment – Schouten

Carried

10. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING – None

11. COUNCIL MEMBERS CONCERNS

Councillor Humphries stated his concern with the cost of the Town of Renfrew Recreation agreement and how it will affect the budget. Mayor Bennett stated

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that it will be discussed at the next recreation committee meeting and then brought forward during the February 28th Budget Day.

12. MOTION FOR RECONSIDERATION – None

13. RESOLUTIONS

Moved by Councillor Cleroux

RESOLUTION NO. 2020-42

Seconded by Deputy Mayor Campbell

THAT Planning Committee and Council approve Consent Applications B79/19, 2497095 Ontario Inc. (Corey Scheel), upon the following conditions being met:

- A Registered Plan of Survey;
- A Zoning By-Law Amendment is required to rezone the severed lands from Rural (RU) to Limited Service Residential (LSR);
- A lot merger agreement will be required with the Township that registers a notice on title that the two lots (enlarged and severed lots) will always be sold together;
- Favourable comments from Ontario Power Generation are required;
- Applicant provide the Township with a written statement from an engineer to determine the road suitability to accommodate emergency service vehicles.

Carried

Mayor Bennett requested a Recorded Vote.

Yea	Voting	Nay
	D. Bennett	✓
✓	G. Campbell	
✓	L. Cleroux	
✓	D. Humphries	

Moved by Councillor Cleroux

RESOLUTION NO. 2020-43

Seconded by Councillor Humphries

THAT Council receive the January 2020 monthly Building Permit report.

Carried

Moved by Councillor Humphries

RESOLUTION NO. 2020-44

Seconded by Deputy Mayor Campbell

THAT Planning Committee and Council agree to table the Consent Application B62/19 – 2497095 Ontario Inc. (Corey Scheel).

Carried

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2020-45

Seconded by Councillor Humphries

THAT Council accept Corporate Policies – Section IT as reviewed and updated by Staff;

AND FURTHER THAT it be brought forward by By-Law to be adopted into the Township of Horton's Corporate Policies.

Carried

Moved by Councillor Cleroux

RESOLUTION NO. 2020-46

Seconded by Councillor Humphries

THAT the Fire Department staff receives a COLA increase of 2% effective January 1, 2020;

AND THAT in accordance with By-Law 2013-23 Paragraph 6, the Community Emergency Management Coordinator and Alternate remuneration be increased by COLA of 2% effective January 1st, 2020.

Carried

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Moved by Deputy Mayor Campbell
Seconded by Councillor Cleroux

RESOLUTION NO. 2020-47

THAT Council receive the Investment Summary for the year ending December 31st, 2019 as information, as submitted by the Treasurer.

Carried

Moved by Deputy Mayor Campbell
Seconded by Councillor Humphries

RESOLUTION NO. 2020-48

THAT upon recommendation of the General Government Committee, Council agree to move forward with the purchase of new software for the municipal office;

AND THAT this be funded from the Modernization Funding Reserve.

Carried

Moved by Councillor Cleroux
Seconded by Councillor Humphries

RESOLUTION NO. 2020-49

THAT Council accepts the Building Fee Report for the year ending December 31, 2019 as presented.

2019 BUILDING FEE REPORT

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

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
REVENUES						
Building Permit Fees	46618.00	45,576.00	39,991.00	48,625.30	62,074.00	67,332.70
Septic Permit Fees	7660.00	9,060.00	7,460.00	13,200.00	12,500.00	10,300.00
Other Fees	1900.00	2,700.00	5,900.00	2,500.00	6,050.00	6,900.00
Transfer from Reserves	7259.67	13,465.69	14,307.62	991.51	0.00	1,500.00
Total Revenues:	63437.67	70,801.69	67,658.62	65,316.81	80,624.00	86,032.70
EXPENDITURES						
Wages & Benefits	60849.39	67,155.96	63,017.48	64,828.02	69,198.82	70,124.55
Mileage/Conference etc.	162.82	274.78	658.83	35.67	233.56	88.19
Office Supplies etc.	650.46	545.95	1,127.31	453.12	1,316.77	1,447.15
Building maintenance	1775.00	2,825.00	2,855.00	0.00	0.00	0.00
Transfer to Reserves		0.00	0.00	0.00	9,874.85	14,372.81
Total Expenditures:	63437.67	70,801.69	67,658.62	65,316.81	80,624.00	86,032.70
Surplus/Deficit:	0.00	0.00	0.00	0.00	0.00	0.00

Carried**RETURN TO AGENDA**

Moved by Deputy Mayor Campbell
Seconded by Councillor Cleroux

RESOLUTION NO. 2020-50

THAT Council accepts the Treasurer's Statement of Council Remuneration and Expense for the year ending December 31, 2019 as presented.

2019 STATEMENT OF COUNCIL REMUNERATION AND EXPENSES

(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>
BENNETT, Dave - Councillor/Mayor	19,994.76	6,493.06	1,033.95		27,521.77
CAMPBELL, Glen - Councillor/D Mayor	17,499.96	1,769.76	511.04		19,780.76
CLEROUX, Lane - Councillor	17,499.96	1,769.76	526.17		19,795.89
HUMPHRIES, Douglas - Councillor	17,499.96	1,769.76	841.76		20,111.48
WEBSTER, Tom - Councillor	17,819.96	1,792.32	2,475.57		22,087.85
	<u>90,314.60</u>	<u>13,594.66</u>	<u>5,388.49</u>	<u>0.00</u>	<u>109,297.75</u>

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

Carried

Moved by Councillor Humphries
Seconded by Councillor Cleroux

RESOLUTION NO. 2020-51

THAT Council accept the Horton Hoedown Year-End Balance report as information.

Carried

Moved by Councillor Cleroux
Seconded by Deputy Mayor Campbell

RESOLUTION NO. 2020-52

THAT Council accept the Transportation and Environmental Services Committee Chair's Report as information.

Carried

Moved by Councillor Cleroux
Seconded by Councillor Humphries

RESOLUTION NO. 2020-53

THAT upon recommendation from the TES Committee, Council agree to move forward with a proposal with Jp2g for a 40,000 cubic meter expansion to the active waste area at the Horton Landfill Site.

Carried

Moved by Councillor Humphries
Seconded by Councillor Cleroux

RESOLUTION NO. 2020-54

THAT Council approve the additional invoice received from National Grinding with an additional nine (9) hours of grinding at \$450.00 per hour, plus HST totaling to \$4,576.50;

AND THAT this be funded from the Environment Reserves.

Carried

Mayor Bennett declared pecuniary interest and did not vote.

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Moved by Councillor Humphries
Seconded by Councillor Cleroux

RESOLUTION NO. 2020-55

THAT Council accept the Information Correspondence list as per the CAO/Clerk's Information Memo for

Carried

Moved by Deputy Mayor Campbell
Seconded by Councillor Humphries

RESOLUTION NO. 2020-56

THAT Council accept the letter from James Palubiski regarding a Volunteer Search and Rescue Team as information.

Carried**14. IN CAMERA (Closed) SESSION – None****15. CONFIRMING BYLAW**

Moved by Deputy Mayor Campbell
Seconded by Councillor Humphries

RESOLUTION NO. 2020-57

THAT Council enact By-law 2020-14 – Confirming By-Law

Carried**16. ADJOURNMENT**

Mayor Bennett declared the meeting adjourned at 7:18 p.m.

 MAYOR David Bennett

 CAO/CLERK Hope Dillabough



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Recreation Committee Chair's Report	Date:	February 26 th , 2020
	Council/Committee:	Council
	Author:	Amanda Ryan, Receptionist/Clerk
	Department:	Recreation

RECOMMENDATIONS:

THAT Council accept the Recreation Committee Chair's Report as information.

BACKGROUND:

January Dance

Attendance for the dance was reported.

Technology Class for Seniors

The drop in class has had steady minimal attendance. Those taking part have positive comments.

Hoedown Proposal 2020

Chair Humphries and Mayor Bennett reported on their meeting with Kelly Hunt. Mr. Hunt is requesting to sit with the Township's auditor. This will be a cost incurred by the Hoedown Committee and added to their balance owing, as agreed upon by the Rec. Committee. A proposal will still be brought before council in the future.

Carnival – February 22nd

All events have come together nicely and are patiently awaiting the day to come.

Family Skate

Mayor Bennett suggested it be postponed for the year.

HRA Meeting Date

Mayor Bennett reported that he will be talking to volunteers to meet at an agreeable time to introduce the idea of a separate committee. Mayor Bennett is still gathering information from other committees to see how they run it.

Recreation Agreement between the Town of Renfrew and Horton

CAO/Clerk Dillabough reviewed her report. Council will have to decide if they would like to proceed.

Summer Experience Program

Ms. Ryan presented findings on funding that the Township can apply for. Direction was given to complete the application by the due date Thursday February 27th, 2020.

RETURN TO AGENDA

Budget Review

CAO/Clerk Dillabough reviewed the budget drawing attention to items that should be discussed further.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: N/A

Author: 
signature

Other: _____
signature

Treasurer: _____
signature

C.A.O. 
signature



Township of Horton
COUNCIL / COMMITTEE REPORT

Title: Protective Services Committee – Chair’s Report	Date:	March 3 rd , 2020
	Council/Committee:	Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	Protective Services

RECOMMENDATIONS:

THAT Council accept the Protective Services Committee Chair’s Report as information.

BACKGROUND:

Fire Chief Allan Cole reviewed his report for the Committee. He reviewed the number of callouts and responses over the course of the month as well the 2019 year. There was a total of 49 Responses for the 2019 year.

He reviewed the “Fire Warden Program” he is working on initiating for monthly, quarterly and annual fire inspections of all municipal infrastructure. Additionally, he continues to work on reviewing and updating the Establishing and Regulating By-law, which will be brought to Committee for consideration.


A new streamlined Burn Permit process is being considered called ‘burnpermits.com’. This program will provide efficiencies in the process as well as overall effectiveness for applicants and staff.

The preliminary budget for Protective Services was reviewed.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: N/A

Author: 
signature

Other: _____
signature

Treasurer: _____
signature

C.A.O. 
signature



THE CORPORATION OF THE TOWNSHIP OF HORTON

Memo from the CAO/Clerk as of February 27th, 2020.

INFORMATION provided **NOT** included in the Regular Council meeting package of March 3rd, 2020.

INFORMATION EMAILED

1. Ottawa Valley Business News – February 18th, 2020
2. OWMA News – February 26th, 2020
3. South Huron Supports Safety on Family Farms Resolution
4. Ontario Launches Consultations on Expanding Cannabis Business Opportunities
5. Calendars

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON**BY-LAW NO. 2020-16****BEING A BY-LAW TO ADOPT SECTION IT OF THE
TOWNSHIP'S CORPORATE POLICIES**

WHEREAS The Council for the Corporation of the Township of Horton deems it expedient to establish policies;

WHEREAS The Municipal Act S.O. 2001, c 25, Section 5(3), as amended provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law;

AND WHEREAS Council desires to adopt a fully reviewed Section IT of the Corporate Policies;

NOW THEREFORE the Council of the Corporation of the Township of Horton hereby **ENACTS AS FOLLOWS:**

1. **THAT** the Council of the Corporation of the Township of Horton adopt Section IT of the Township of Horton's Corporate Policies hereto attached as Appendix "A".
2. **THAT** this By-Law shall come into force and take effect immediately upon the passing thereof.
3. **THAT** this By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
4. **BE IT FURTHER ENACTED**, that all By-Laws or parts thereof, and all or any Resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed.

READ a first and second time this 3rd, day of March, 2020.

READ a third time and passed this 3rd, day of March, 2020

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

CORPORATION OF THE TOWNSHIP OF HORTON**BY-LAW NO. 2020-17****A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF HORTON
AT THE COUNCIL MEETING HELD MARCH 3RD, 2020**

WHEREAS Subsection 5(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS Subsection 5(3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law;

AND WHEREAS it is deemed expedient and desirable that the proceedings of the Council of the Corporation of the Horton at this meeting be confirmed and adopted by by-law;

THEREFORE the Council of the Township of Horton enacts as follows:

1. That the actions of the Council at the meeting held on the 3rd day of March, 2020 and in respect of each motion, resolution and other action passed and taken by the Council at its said meetings, is, except where the prior approval of the Ontario Municipal Board or other body is required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Head of Council and proper officers of the Corporation of the Township of Horton are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain appropriate approvals where required, except where otherwise provided, and to affix the Corporate Seal of the Corporation of the Township of Horton to all such documents.
3. That this By-Law shall come into force and take effect upon the passing thereof.

READ a first and second time this 3rd day of March, 2020.

READ a third time and passed this 3rd day of March, 2020.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA