



**THE CORPORATION OF THE TOWNSHIP OF HORTON
COUNCIL MEETING – FEBRUARY 19th, 2019 - 4:00 P.M.**

The agenda provides start times for committee meeting. Please note that these times are approximate and serve as a guideline only. We respectfully request all attendees and committee members to be in attendance at least 15 minutes prior to the start time for your respective committee meeting.

1. **CALL TO ORDER**
2. **MEMBERS, STAFF AND THE PUBLIC REQUESTED TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**
3. **DECLARATION OF PECUNIARY INTEREST**
4. **MINUTES FROM PREVIOUS MEETINGS**
 - 4.1 January 22nd, 2019 – Regular Council Meeting **PG.4**
5. **BUSINESS ARISING FROM MINUTES**

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| <ol style="list-style-type: none"> 6. 4:05 GENERAL GOVERNMENT
<i>Finance & Admin., Health & Safety, Human Resources</i>
Chair: G. Campbell Public Members: S. Humphries |
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- 6.1 **Business Arising**
- 6.2 **Finance & Administration**
Staff Reports
 - 6.2.1 Statement of Revenues and Expenditures **PG.14**
 - 6.2.2 Consolidated Statement of Financial Position **PG.28**
 - 6.2.3 Cost of Living Adjustment/Employment By-Law **PG.29**
 - 6.2.4 2019 Corporate Policy Review – Section A – Human Resources **PG.33**
 - 6.2.5 Credit Cards for Council Members **PG.65**
 - 6.2.6 Pregnancy and Parental Leave – Council Corporate Policy Council -01 **PG.66**
 - 6.2.7 Proposed Dental Coverage Amendment **PG.71**
- 6.3 **Health & Safety**
 - 6.3.1 Inspection Report – Municipal Office **PG.73**
 - 6.3.2 Inspection Report – Public Works Garage **PG.75**
 - 6.3.3 Inspection Report – Community Centre **PG.80**
- 6.4 **Human Resources**
 - 6.4.1 Acting Fire Chief Appointment **PG.89**
- 6.5 **New Business**
- 6.6 **Outstanding Business**
- 6.7 **Correspondence**
- 6.8 **Mayor Bennett - Questions on Report – Recommendations**

RETURN TO AGENDA

7.	5:00	REPORTS FROM COMMUNITY COMMITTEES & COUNTY COUNCIL <i>Reports may be provided orally or in written format</i>
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| 7.1 | Renfrew & Area Seniors Home Support | T. Webster |
| 7.2 | Community Policing Advisory Committee | G. Campbell |
| 7.3 | Health Services Village | D. Bennett |
| 7.4 | Chamber of Commerce | D. Humphries |
| 7.5 | County Council | D. Bennett |

8. CONFERENCE REPORTS

9.	5:15	AD HOC COMMITTEE REPORTS / MINUTES / BUSINESS <i>Reports may be provided orally or in written format</i>
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|-----|---|--------------|
| 9.1 | <u>Economic Development Ad Hoc Committee</u> | D. Humphries |
| 9.2 | <u>Recreation Association Ad Hoc Committee</u> | D. Humphries |
| 9.3 | <u>Official Plan Review Ad Hoc Committee</u> | L. Cleroux |
| 9.4 | <u>Ad Hoc Budget Committee</u> | G. Campbell |
| | 9.4.1 – Minutes from Public Meeting January 30 th , 2019 | PG.90 |
| 9.5 | <u>Transportation/Environmental Services Ad Hoc Committee</u> | T. Webster |
| | 9.5.1 – Minutes from Committee Meeting February 12 th , 2019 | PG.93 |
| 9.6 | <u>Ad Hoc Fire Committee</u> | L. Cleroux |
| 9.7 | <u>Ad Hoc Human Resources</u> | G. Campbell |
| 9.8 | Mayor Bennett - Questions on Report - Recommendations | |

10. CORRESPONDENCE SUMMARY

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| 10.1 | <u>Information Correspondence</u> | |
| | 10.1.1 CAO/Clerk Information Memo | PG.97 |
| 10.2 | <u>Action Correspondence</u> | |
| | 10.2.1 Request for Support – Town of Petawawa Cannabis Resolution | PG.98 |

11.	5:30	SUPPER BREAK
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12.	6:00	DELEGATIONS &/or PUBLIC MEETINGS
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13.	6:00	PLANNING & DEVELOPMENT
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Chair: L. Cleroux Public Members: B. Lockwood, J. Wilson

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| 13.1 | Staff Reports | |
| 13.2 | New Business | |
| 13.3 | Outstanding Business | |
| 13.4 | Correspondence | |
| 13.5 | Building Permit Report | |
| | 13.5.1 Building Report – No Report for January 2019 | |
| 13.6 | Mayor Bennett - Questions on Report - Recommendations | |

14. OUTSTANDING COMMITTEE ISSUES

15. BY-LAWS

- | | | |
|------|--|---------------|
| 15.1 | 2019-13 – Employment By-Law | PG.101 |
| 15.2 | 2019-13 – Appoint Integrity Commissioner and Closed Meeting Investigator | PG.104 |
| 15.3 | 2019-14 – Adopt Policy Council-01 Parental and Pregnancy Leave | PG.115 |

16. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING

17. COUNCIL MEMBERS CONCERNS

RETURN TO AGENDA

18. MOTION FOR RECONSIDERATION (debate on motion to reconsider only)
19. IN CAMERA (Closed) SESSION
20. NEXT MEETING
 - 20.1 Next Council Meeting Date: March 5th, 2019
21. CONFIRMING BY-LAW 2019-15
22. ADJOURNMENT

PG.119

NOTE: <i>Submissions received from the public, either orally or in writing may become part of the public record.</i>
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THE CORPORATION OF THE TOWNSHIP OF HORTON

Regular Council MeetingJanuary 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.

RETURN TO AGENDA

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>
REVENUES						
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

RETURN TO AGENDA

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.

RETURN TO AGENDA

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.

RETURN TO AGENDA

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

RETURN TO AGENDA

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

RETURN TO AGENDA

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

RETURN TO AGENDA

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

2/15/2019 10:58am

TOWNSHIP OF HORTON
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For the Fiscal Period 2019-12 Ending December 31, 2019

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
General Fund					
GENERAL GOVERNMENT					
Default					
Revenues					
1-110-00-400010 TAXES - MUNICIPAL	2,261,087.00	2,261,356.80	0.00	1,175,952.66	0.00%
1-110-00-400020 TAXES - COUNTY	0.00	1,505,979.31	0.00	783,140.64	0.00%
1-110-00-400030 TAXES - EDUCATION	0.00	1,079,431.73	0.00	559,415.49	0.00%
1-110-00-410710 Taxes Supplem. Municipal	30,000.00	23,552.29	0.00	0.00	0.00%
1-110-00-410715 Taxes Supplem. County	0.00	15,680.83	0.00	0.00	0.00%
1-110-00-410720 Taxes Supplem. Education	0.00	10,629.51	0.00	0.00	0.00%
1-110-00-420105 PILS Canada Enterprise	190.00	212.35	0.00	0.00	0.00%
1-110-00-420110 PILS Ontario	28,110.00	27,028.34	0.00	0.00	0.00%
1-110-00-420115 PILS Ontario Enterprise	0.00	3,118.05	0.00	0.00	0.00%
1-110-00-420120 PIL'S Municipalities	710.00	712.82	0.00	0.00	0.00%
1-110-00-420121 PIL'S - County Share	0.00	1,431.36	0.00	0.00	0.00%
1-110-00-430015 OMPF Funding	227,700.00	227,700.00	0.00	56,925.00 *	0.00%
1-110-00-440200 Capping - Cty Share	(275.00)	0.00	0.00	0.00	0.00%
1-110-00-440210 County Grant	4,000.00	0.00	0.00	0.00	0.00%
1-110-00-440300 Health (UDA) Surplus	0.00	5,794.33	0.00	0.00	0.00%
1-110-00-440350 Tax Certificates	1,600.00	2,095.00	0.00	105.00	0.00%
1-110-00-440400 Oth Revenue Lottery Lic	150.00	144.00	0.00	0.00	0.00%
1-110-00-440415 Oth Revenue Int Income	8,500.00	28,355.39	0.00	2,377.65	0.00%
1-110-00-440420 Oth Revenue Int on Tax	57,000.00	56,517.84	0.00	7,747.39	0.00%
1-110-00-440431 Other Rev Misc.	600.00	1,188.25	0.00	(0.52)	0.00%
1-110-00-440604 Transfer from Reserves - Parkin	10,842.00	10,842.00	0.00	0.00	0.00%
1-110-00-440606 Transfer from Reserves - Workin	37,158.00	0.00	0.00	0.00	0.00%
Total Revenues	2,667,372.00	5,261,770.20	0.00	2,585,663.31	0.00%
Expenditures					
1-110-00-700030 Committee Member/Meetings	880.00	735.00	0.00	0.00	0.00%
1-110-00-700040 Legal Expenses	16,000.00	6,517.15	0.00	0.00	0.00%
1-110-00-700060 Misc. Expenses	8,500.00	7,142.93	0.00	2,929.52	0.00%
1-110-00-700070 Insurance	11,170.00	10,865.11	0.00	11,291.85 *	0.00%
1-110-00-700080 Office Supplies	7,500.00	7,624.73	0.00	2,829.35	0.00%
1-110-00-700085 Postage/Courier	15,250.00	14,763.22	0.00	4,484.70	0.00%
1-110-00-700100 Telephone	2,750.00	2,529.49	0.00	180.67	0.00%
1-110-00-700110 Hydro	6,500.00	4,256.72	0.00	556.49	0.00%
1-110-00-700120 Heat	1,500.00	1,277.60	0.00	198.33	0.00%
1-110-00-700179 Health & Safety	3,500.00	322.58	0.00	0.00	0.00%
1-110-00-700180 Office Equip. & Maint.	9,000.00	7,122.71	0.00	1,221.79	0.00%
1-110-00-700190 Building Maintenance	15,000.00	16,525.45	0.00	77.34	0.00%
1-110-00-700191 Building Cleaning	4,000.00	5,158.98	0.00	865.41	0.00%
1-110-00-700250 Transfer to Capital	50,000.00	0.00	0.00	0.00	0.00%
1-110-00-700280 Advertising	2,000.00	2,033.55	0.00	77.29	0.00%
1-110-00-715010 Bank Charges & Interest	7,500.00	8,069.27	0.00	331.99	0.00%
1-110-00-715015 Computers & Program Maint.	18,000.00	18,485.47	0.00	1,949.98	0.00%
1-110-00-715066 Capping 50%	0.00	0.00	0.00	66,325.78 *	0.00%

RETURN TO AGENDA

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1-110-00-715085	15,000.00	7,537.68	0.00	0.00	0.00%
1-110-00-715090	0.00	5,015.31	0.00	0.00	0.00%
1-110-00-715095	0.00	4,411.27	0.00	0.00	0.00%
1-110-00-716020	100.00	0.00	0.00	0.00	0.00%
1-110-00-718030	21,500.00	21,500.00	0.00	0.00	0.00%
1-110-00-718040	17,500.00	0.00	0.00	205.00	0.00%
1-110-00-775010	1,100.00	925.00	0.00	75.00	0.00%
1-110-00-789035	3,325.00	23,325.00	0.00	0.00	0.00%
1-110-00-789038	2,400.00	2,400.00	0.00	0.00	0.00%
1-110-00-789039	6,250.00	21,854.79	0.00	0.00	0.00%
1-110-00-789041	16,127.00	0.00	0.00	8,063.39	0.00%
1-110-00-789042	1,515.00	1,515.48	0.00	0.00	0.00%
1-110-00-799999	(2,825.00)	(2,825.00)	0.00	0.00	0.00%
1-110-00-800010	0.00	1,518,076.19	0.00	0.00	0.00%
1-110-00-810001	0.00	794,717.52	0.00	0.00	0.00%
1-110-00-810002	0.00	12,453.16	0.00	0.00	0.00%
1-110-00-820001	0.00	251,597.78	0.00	0.00	0.00%
1-110-00-820002	0.00	26,881.51	0.00	0.00	0.00%
1-110-00-900100	0.00	10,199.00	0.00	0.00	0.00%
Total Expenditures	(261,042.00)	(2,813,014.65)	0.00	(101,663.88)	0.00%
Total Default	2,406,330.00	2,448,755.55	0.00	2,483,999.43	0.00%
COUNCIL					
Expenditures					
1-110-10-700010	85,000.00	82,062.03	0.00	7,499.55	0.00%
1-110-10-700035	15,200.00	3,748.93	0.00	0.00	0.00%
1-110-10-700060	3,000.00	6,101.16	0.00	214.31	0.00%
1-110-10-700100	400.00	783.31	0.00	20.67	0.00%
1-110-10-700140	11,300.00	10,118.97	0.00	2,276.14	0.00%
1-110-10-789040	1,000.00	0.00	0.00	0.00	0.00%
Total Expenditures	(115,900.00)	(102,814.40)	0.00	(10,010.67)	0.00%
Total COUNCIL	(115,900.00)	(102,814.40)	0.00	(10,010.67)	0.00%
ELECTION					
Revenues					
1-110-11-440461	12,000.00	12,000.00	0.00	0.00	0.00%
Total Revenues	12,000.00	12,000.00	0.00	0.00	0.00%
Expenditures					
1-110-11-700010	2,000.00	3,775.27	0.00	0.00	0.00%
1-110-11-700035	750.00	291.77	0.00	0.00	0.00%
1-110-11-700060	2,250.00	95.83	0.00	0.00	0.00%
1-110-11-700080	0.00	797.25	0.00	0.00	0.00%
1-110-11-700085	3,400.00	3,365.55	0.00	0.00	0.00%
1-110-11-700140	0.00	161.11	0.00	0.00	0.00%
1-110-11-700280	1,000.00	629.92	0.00	0.00	0.00%
1-110-11-718040	2,600.00	5,134.13	0.00	0.00	0.00%

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Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
1-110-11-789036 Transfer to Reserves - Election	4,000.00	4,000.00	0.00	0.00	0.00%
Total Expenditures	(16,000.00)	(18,250.83)	0.00	0.00	0.00%
Total ELECTION	(4,000.00)	(6,250.83)	0.00	0.00	0.00%
ADMINISTRATION					
Revenues					
1-110-15-440465 Canada Grant	0.00	1,680.00	0.00	0.00	0.00%
Total Revenues	0.00	1,680.00	0.00	0.00	0.00%
Expenditures					
1-110-15-700010 Admin Salaries	280,300.00	265,680.57	0.00	24,962.83	0.00%
1-110-15-700035 Conference Expenses	7,700.00	5,278.36	0.00	848.04	0.00%
1-110-15-700140 Employee Benefits	76,720.00	78,780.06	0.00	7,706.49	0.00%
Total Expenditures	(364,720.00)	(349,738.99)	0.00	(33,517.36)	0.00%
Total ADMINISTRATION	(364,720.00)	(348,058.99)	0.00	(33,517.36)	0.00%
Total GENERAL GOVERNMENT	1,921,710.00	1,991,631.33	0.00	2,440,471.40	0.00%
Protection to Persons & Property					
Default					
Revenues					
1-120-00-440110 OSG MDRA	0.00	298.56	0.00	0.00	0.00%
1-120-00-440220 Ontario - CSPT Program	2,500.00	4,533.49	0.00	0.00	0.00%
1-120-00-440221 Ontario Grant			0.00	5,000.00 Cannabis	0.00%
1-120-00-440360 Fees & Charges Dog Pound	0.00	45.00	0.00	0.00	0.00%
1-120-00-440395 Livestock - Revenue	2,000.00	3,677.58	0.00	0.00	0.00%
1-120-00-440405 Dog License Revenue	8,750.00	8,573.25	0.00	4,445.00	0.00%
1-120-00-440430 Provincial Offences from County	50.00	200.00	0.00	0.00	0.00%
1-120-00-440461 Transfer from Reserves	5,000.00	5,000.00	0.00	0.00	0.00%
1-120-00-440475 9-1-1 Sign Revenue	1,000.00	900.00	0.00	0.00	0.00%
1-120-00-440480 Tile Drain	13,000.00	13,749.84	0.00	0.00	0.00%
Total Revenues	32,300.00	36,977.72	0.00	9,445.00	0.00%
Expenditures					
1-120-00-700010 Salaries	920.00	1,959.73	0.00	0.00	0.00%
1-120-00-700060 Misc. Expenses	100.00	0.00	0.00	0.00	0.00%
1-120-00-700065 Dog Tag Collection	4,250.00	4,121.62	0.00	2,333.16	0.00%
1-120-00-700140 Employee Benefits	200.00	318.57	0.00	0.00	0.00%
1-120-00-700260 Agreements	1,550.00	1,550.00	0.00	1,580.00	0.00%
1-120-00-700300 9-1-1 Signs	1,300.00	884.50	0.00	0.00	0.00%
1-120-00-700310 Ontario Provincial Police	466,229.00	466,224.00	0.00	38,852.00	0.00%
1-120-00-718040 Contracted Services	12,000.00	7,326.72	0.00	65.00	0.00%
1-120-00-785010 Veterinarian Committee	325.00	304.32	0.00	280.00	0.00%
1-120-00-785020 Tile Drain	13,000.00	13,749.84	0.00	0.00	0.00%
1-120-00-785045 Emergency Management Plan	12,000.00	12,000.00	0.00	373.48	0.00%
1-120-00-785050 Livestock Valuation	2,400.00	3,892.50	0.00	0.00	0.00%
1-120-00-789000 Transfer to Reserves	0.00	5,000.00	0.00	5,000.00	0.00%

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Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
1-120-00-789045 Com. Policing Adv. Com.	200.00	0.00	0.00	0.00	0.00%
Total Expenditures	(514,474.00)	(517,331.80)	0.00	(48,483.64)	0.00%
Total Default	(482,174.00)	(480,354.08)	0.00	(39,038.64)	0.00%
Total Protection to Persons & Property	(482,174.00)	(480,354.08)	0.00	(39,038.64)	0.00%
Transportation Services					
Public Works					
Revenues					
1-130-30-440100 OSG Roadways MNR	20,000.00	20,000.00	0.00	0.00	0.00%
1-130-30-440320 Fees & Charges Roadways	1,000.00	1,540.00	0.00	0.00	0.00%
1-130-30-440440 Sale of Equipment	0.00	42,545.00	0.00	0.00	0.00%
1-130-30-440461 Transfer from Reserves	275,000.00	242,547.93	0.00	0.00	0.00%
1-130-30-440464 Ontario Grant	0.00	0.00	0.00	40,199.52	0.00%
1-130-30-440465 Canada Grant	1,000.00	1,680.00	0.00	0.00	0.00%
1-130-30-440467 Gas Tax	86,603.00	86,602.75	0.00	0.00	0.00%
Total Revenues	383,603.00	394,915.68	0.00	40,199.52	0.00%
Expenditures					
1-130-30-700010 Salaries	169,525.00	147,350.20	0.00	10,034.27	0.00%
1-130-30-700030 Com. Member Meeting	1,500.00	853.00	0.00	0.00	0.00%
1-130-30-700035 Conference/Travel Expenses	5,100.00	4,404.71	0.00	0.00	0.00%
1-130-30-700060 Misc. Expenses	1,000.00	1,629.19	0.00	962.90	0.00%
1-130-30-700070 Insurance	14,869.00	14,643.14	0.00	15,329.20	0.00%
1-130-30-700080 Office Supplies	600.00	158.91	0.00	40.49	0.00%
1-130-30-700090 Materials & Supplies	7,000.00	5,206.13	0.00	149.19	0.00%
1-130-30-700100 Telephone	1,600.00	1,930.23	0.00	154.35	0.00%
1-130-30-700110 Hydro	6,300.00	3,901.78	0.00	438.66	0.00%
1-130-30-700120 Heat	6,000.00	5,391.65	0.00	1,133.14	0.00%
1-130-30-700140 Employee Benefits	54,575.00	50,342.51	0.00	9,458.17	0.00%
1-130-30-700181 Clothing Allowance	3,000.00	1,579.70	0.00	558.56	0.00%
1-130-30-700190 Building Maintenance	29,000.00	6,879.93	0.00	199.80	0.00%
1-130-30-700191 Building Cleaning	1,350.00	928.36	0.00	136.75	0.00%
1-130-30-700240 Radio License	460.00	458.00	0.00	0.00	0.00%
1-130-30-700250 Transfer to Capital	275,000.00	0.00	0.00	0.00	0.00%
1-130-30-700280 Advertising	600.00	1,446.68	0.00	42.38	0.00%
1-130-30-715015 Computer Programs & Maintena	1,200.00	2,088.40	0.00	0.00	0.00%
1-130-30-718040 Contracted Services	2,000.00	3,247.02	0.00	0.00	0.00%
1-130-30-730040 TRUCK #2 - 2005 ININTERNATIO	3,000.00	3,582.24	0.00	0.00	0.00%
1-130-30-730130 EXCAVATOR - REPAIRS/MNT	10,000.00	1,521.39	0.00	80.36	0.00%
1-130-30-730150 TRUCK #4 - 2011 INTER. REPA	10,000.00	13,764.54	0.00	1,700.05	0.00%
1-130-30-730155 Truck 11 - 2013 CHEV 3/4 TON	2,000.00	10,108.92	0.00	604.89	0.00%
1-130-30-730156 Truck #12 - 2013 3 Ton ISUZU	3,000.00	6,904.16	0.00	0.00	0.00%
1-130-30-730157 Truck #14 - 2018 Western Star	0.00	3,567.06	0.00	173.11	0.00%
1-130-30-730160 GRADER - REPAIRS/MNT	12,000.00	13,001.46	0.00	232.60	0.00%
1-130-30-730280 BACKHOE/LOADER - REPAIRS	2,000.00	1,780.92	0.00	312.70	0.00%
1-130-30-730295 TRAILER/MOWER - REPAIRS/	500.00	545.89	0.00	0.00	0.00%
1-130-30-730300 Machinery Fuel	45,000.00	53,296.51	0.00	7,293.36	0.00%

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1-130-30-730490 A - Culverts	5,000.00	3,799.51	0.00	0.00	0.00%
1-130-30-730500 A- Culverts - Salaries	10,400.00	10,252.97	0.00	0.00	0.00%
1-130-30-730550 B - Roadside Maintenance	10,000.00	12,352.49	0.00	0.00	0.00%
1-130-30-730560 B- Roadside Maint. - Salaries	25,100.00	26,114.31	0.00	0.00	0.00%
1-130-30-730660 C - Road Maintenance - Paved	37,000.00	44,036.91	0.00	0.00	0.00%
1-130-30-730670 C - Road Main. - Salaries	15,300.00	14,237.79	0.00	0.00	0.00%
1-130-30-730780 D - Grading-Gravel-Dust	25,000.00	23,732.62	0.00	0.00	0.00%
1-130-30-730790 D - Grading etc. - Salaries	30,775.00	26,492.44	0.00	0.00	0.00%
1-130-30-730870 E - Winter Road Maintenance	38,000.00	47,220.80	0.00	3,555.90	0.00%
1-130-30-730880 E - Winter Rd. Maint.-Salaries	42,050.00	57,479.44	0.00	17,281.66	0.00%
1-130-30-730960 F - Safety Devices	10,000.00	6,988.67	0.00	0.00	0.00%
1-130-30-730970 F - Safety Devices - Salaries	4,700.00	5,448.94	0.00	148.68	0.00%
1-130-30-731023 Asset Management	5,000.00	1,210.15	0.00	0.00	0.00%
1-130-30-731030 Transfer to Reserves Rds Buildin	15,505.00	15,505.00	0.00	0.00	0.00%
1-130-30-731032 Transfer to Reserves - Asset Ma	0.00	3,789.85	0.00	0.00	0.00%
1-130-30-731033 Transfer to Reserves Roads	113,260.00	115,756.82	0.00	0.00	0.00%
1-130-30-731035 Transfer to Reserves Gas Tax	86,603.00	86,602.75	0.00	0.00	0.00%
1-130-30-731039 Debt Principle Payment	77,785.00	0.00	0.00	38,892.50	0.00%
1-130-30-731040 Debt Interest Payment	5,613.00	5,600.63	0.00	1,209.86	0.00%
1-130-30-785040 Street Lights	3,000.00	2,996.42	0.00	188.47	0.00%
1-130-30-900100 Amortization Expense	0.00	738,245.00	0.00	0.00	0.00%
Total Expenditures	(1,228,270.00)	(1,608,376.14)	0.00	(110,312.00)	0.00%
Total Public Works	(844,667.00)	(1,213,460.46)	0.00	(70,112.48)	0.00%
Roads Network - Operating Gravel					
Expenditures					
1-130-31-730780 Annual Gravel Budget	26,000.00	0.00	0.00	0.00	0.00%
1-130-31-830001 Bennett-Lafont Road	0.00	1,244.05	0.00	0.00	0.00%
1-130-31-830010 Blackburn Road	0.00	646.05	0.00	0.00	0.00%
1-130-31-830050 Eady Road	0.00	8,325.78	0.00	0.00	0.00%
1-130-31-830065 Garden of Eden Road	0.00	8,782.47	0.00	0.00	0.00%
1-130-31-830088 Humphries Rd	0.00	1,533.40	0.00	0.00	0.00%
1-130-31-830095 Jim Barr Road	0.00	897.59	0.00	0.00	0.00%
1-130-31-830097 Johnston Rd	0.00	165.95	0.00	0.00	0.00%
1-130-31-830100 Kasaboski Road	0.00	1,040.39	0.00	0.00	0.00%
1-130-31-830120 Lime Kiln Rd	0.00	1,983.18	0.00	0.00	0.00%
1-130-31-830142 McInnes Road	0.00	1,543.44	0.00	0.00	0.00%
1-130-31-830160 Price Road	0.00	2,715.77	0.00	0.00	0.00%
Total Expenditures	(26,000.00)	(28,878.07)	0.00	0.00	0.00%
Total Roads Network - Operating Gravel	(26,000.00)	(28,878.07)	0.00	0.00	0.00%
Roads Network - Capital					
Revenues					
1-130-33-440100 OSG Roadways MNR	10,000.00	4,375.36	0.00	0.00	0.00%
1-130-33-440125 Canada Specific Grants - CWW	37,500.00	15,181.76	0.00	0.00	0.00%
1-130-33-440220 Ontario Grant	349,920.00	0.00	0.00	0.00	0.00%
1-130-33-440221 Ontario Grant - OCIF	690,216.00	632,388.16	0.00	0.00	0.00%

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1-130-33-440222 Ontario Grant - CWWF	12,600.00	7,590.89	0.00	0.00	0.00%
1-130-33-440461 Transfer from Reserves - Roads	15,000.00	24,061.40	0.00	0.00	0.00%
1-130-33-440466 Transfer from Lot Dev Fund	89,700.00	147,950.10	0.00	0.00	0.00%
1-130-33-440550 Transfer from Reserves - Gas Ta	133,851.00	137,214.73	0.00	0.00	0.00%
1-130-33-440592 Transfer from Reserves - Roads	277,822.00	416,740.40	0.00	0.00	0.00%
Total Revenues	1,616,609.00	1,385,502.80	0.00	0.00	0.00%
Expenditures					
1-130-33-700259 Capital - Buildings	0.00	4,918.51	0.00	0.00	0.00%
1-130-33-745040 Engineering Fees - Thompson Hi	413,800.00	28,436.76	0.00	0.00	0.00%
1-130-33-830065 Garden of Eden Road	50,000.00	34,746.19	0.00	0.00	0.00%
1-130-33-830088 Humphries Rd	16,800.00	11,862.23	0.00	0.00	0.00%
1-130-33-830097 Johnston Rd	1,096,009.00	1,598,307.24	0.00	0.00	0.00%
1-130-33-830120 Lime Kiln Rd	50,000.00	18,501.29	0.00	16,114.61	0.00%
1-130-33-839999 Capital Clearing Account	0.00	(1,696,772.22)	0.00	0.00	0.00%
Total Expenditures	(1,626,609.00)	0.00	0.00	(16,114.61)	0.00%
Total Roads Network - Capital	(10,000.00)	1,385,502.80	0.00	(16,114.61)	0.00%
Storm Sewer System					
Expenditures					
1-130-35-700400 Contracted Services	5,000.00	0.00	0.00	0.00	0.00%
Total Expenditures	(5,000.00)	0.00	0.00	0.00	0.00%
Total Storm Sewer System	(5,000.00)	0.00	0.00	0.00	0.00%
Total Transportation Services	(885,667.00)	143,164.27	0.00	(86,227.09)	0.00%
Environmental Services					
Default					
Revenues					
1-140-00-440220 Ontario Grant	36,000.00	36,254.72	0.00	90.00	0.00%
1-140-00-440380 Tipping Fees	35,000.00	52,320.00	0.00	2,657.05	0.00%
1-140-00-440480 Blue Box & Composter	300.00	201.00	0.00	36.00	0.00%
1-140-00-440482 Ontario Stewardship Tires	0.00	4,684.44	0.00	(320.19)	0.00%
1-140-00-440483 Electronic Waste	750.00	1,205.71	0.00	0.00	0.00%
1-140-00-440640 Transfer from Reserves - Enviro	46,594.00	8,656.05	0.00	0.00	0.00%
Total Revenues	118,644.00	103,321.92	0.00	2,462.86	0.00%
Expenditures					
1-140-00-700010 Salaries	50,500.00	36,825.00	0.00	2,575.38	0.00%
1-140-00-700030 Committee Members Fees	1,500.00	852.00	0.00	0.00	0.00%
1-140-00-700035 Conference/Travel Expenses	1,400.00	27.71	0.00	0.00	0.00%
1-140-00-700060 Misc. Expenses	2,000.00	1,525.61	0.00	111.94	0.00%
1-140-00-700070 Insurance	2,163.00	2,121.22	0.00	2,248.37	0.00%
1-140-00-700080 Office Supplies	2,000.00	2,020.93	0.00	0.00	0.00%
1-140-00-700090 Material & Supplies	2,750.00	1,479.40	0.00	0.00	0.00%
1-140-00-700100 Telephone	300.00	61.32	0.00	5.09	0.00%
1-140-00-700110 Hydro	600.00	525.61	0.00	46.36	0.00%

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Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
1-140-00-700140 Employee Benefits	8,565.00	6,154.21	0.00	411.09	0.00%
1-140-00-700190 Building Maintenance	1,500.00	641.09	0.00	0.00	0.00%
1-140-00-700250 Transfer to Capital	3,500.00	0.00	0.00	0.00	0.00%
1-140-00-700254 Transfer to Capital - Soak Pit	35,000.00	0.00	0.00	0.00	0.00%
1-140-00-700259 Capital - Sea Containers/Buildin	3,000.00	0.00	0.00	0.00	0.00%
1-140-00-700280 Advertising	600.00	270.32	0.00	0.00	0.00%
1-140-00-700285 Landfill Equipment	1,000.00	314.98	0.00	0.00	0.00%
1-140-00-700400 Contracted Services	1,800.00	0.00	0.00	0.00	0.00%
1-140-00-731038 Blue Box Purchase	0.00	550.55	0.00	0.00	0.00%
1-140-00-745020 Promotion and Education	1,500.00	1,683.87	0.00	0.00	0.00%
1-140-00-745021 Recycling - Tires	50.00	0.00	0.00	0.00	0.00%
1-140-00-745025 Household Hazardous Waste Da	1,800.00	3,333.52	0.00	0.00	0.00%
1-140-00-745026 Recycling - Curbside Pickup	67,280.00	71,755.33	0.00	6,228.97	0.00%
1-140-00-745027 Waste - Curbside Pickup	41,865.00	40,861.08	0.00	3,143.16	0.00%
1-140-00-745031 Compaction & Covering	40,000.00	39,788.16	0.00	3,917.76	0.00%
1-140-00-745033 Landfill - Re-grind Waste	14,400.00	17,808.00	0.00	0.00	0.00%
1-140-00-745034 Material Transfers	6,000.00	0.00	0.00	0.00	0.00%
1-140-00-745040 Engineering Fees	26,000.00	10,325.75	0.00	2,792.27	0.00%
1-140-00-789020 Transfer to Reserves - Landfill	22,650.00	85,475.26	0.00	0.00	0.00%
1-140-00-900100 Amortization Expense	0.00	3,521.00	0.00	0.00	0.00%
Total Expenditures	(339,723.00)	(327,921.92)	0.00	(21,480.39)	0.00%
Total Default	(221,079.00)	(224,600.00)	0.00	(19,017.53)	0.00%
Total Environmental Services	(221,079.00)	(224,600.00)	0.00	(19,017.53)	0.00%
Parks & Recreation					
PARKS & REC ADMINISTRATION					
Revenues					
1-150-51-440462 Sale of Land	0.00	150,000.00	0.00	0.00	0.00%
Total Revenues	0.00	150,000.00	0.00	0.00	0.00%
Expenditures					
1-150-51-700010 Salaries	44,150.00	25,912.85	0.00	3,226.90	0.00%
1-150-51-700030 Com. Member Meetings	4,000.00	2,310.00	0.00	0.00	0.00%
1-150-51-700035 Conference/Travel Expenses	1,500.00	104.07	0.00	48.99	0.00%
1-150-51-700060 Misc. Expenses	100.00	82.53	0.00	0.00	0.00%
1-150-51-700070 Insurance	8,587.00	8,404.78	0.00	8,754.05	0.00%
1-150-51-700090 Office Supplies	800.00	1,553.99	0.00	137.99	0.00%
1-150-51-700140 Employee Benefits	10,600.00	3,708.87	0.00	400.56	0.00%
1-150-51-700260 Agreements	22,500.00	22,000.00	0.00	0.00	0.00%
1-150-51-700280 Advertising	100.00	1,793.24	0.00	0.00	0.00%
1-150-51-718040 Contracted Services	0.00	6,980.73	0.00	0.00	0.00%
1-150-51-789000 Transfer to Reserves	0.00	177,324.84	0.00	0.00	0.00%
1-150-51-900100 Amortization Expense	0.00	49,370.00	0.00	0.00	0.00%
Total Expenditures	(92,337.00)	(299,545.90)	0.00	(12,568.49)	0.00%
Total PARKS & REC ADMINISTRATION	(92,337.00)	(149,545.90)	0.00	(12,568.49)	0.00%

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PARKS & REC OUTDOOR FACILITIES						
Revenues						
1-150-52-440125	Canada Specific Grants	0.00	9,858.49	0.00	0.00	0.00%
1-150-52-440216	Boat Launch - Fines	400.00	252.00	0.00	246.00	0.00%
1-150-52-440220	Ontario Grant	0.00	25,000.00	0.00	0.00	0.00%
1-150-52-440300	Flag Football	2,000.00	780.00	0.00	0.00	0.00%
1-150-52-440423	Volleyball Revenue	500.00	700.00	0.00	0.00	0.00%
1-150-52-440428	Soccer Registrations	6,200.00	6,660.00	0.00	0.00	0.00%
1-150-52-440431	Boat Launch Other Rev Misc.	4,000.00	3,262.67	0.00	0.00	0.00%
1-150-52-440434	Soccer - Fundraising Revenue	4,500.00	0.00	0.00	0.00	0.00%
1-150-52-440466	Transfer from Lot Dev Fund	500.00	0.00	0.00	0.00	0.00%
Total Revenues		18,100.00	46,513.16	0.00	246.00	0.00%
Expenditures						
1-150-52-700010	Salaries	2,715.00	3,363.90	0.00	0.00	0.00%
1-150-52-700140	Employee Benefits	335.00	804.95	0.00	0.00	0.00%
1-150-52-700201	Trail Maintenance	2,500.00	749.68	0.00	0.00	0.00%
1-150-52-700215	Soccer Field Maintenance	5,000.00	5,902.22	0.00	0.00	0.00%
1-150-52-700220	Boat Launch Property Maintenan	3,500.00	790.90	0.00	49.50	0.00%
1-150-52-700250	Transfer to Capital	5,000.00	0.00	0.00	0.00	0.00%
1-150-52-715070	River Road Property Study	500.00	210.74	0.00	0.00	0.00%
1-150-52-715071	Farrell's Landing Property	1,000.00	150.81	0.00	0.00	0.00%
1-150-52-785083	Volleyball Expense	100.00	70.98	0.00	0.00	0.00%
1-150-52-785084	Flag Football	1,100.00	257.98	0.00	0.00	0.00%
1-150-52-789000	Transfer to Reserves	450.00	261.01	0.00	0.00	0.00%
1-150-52-789100	Transfer to Other Municipal	0.00	25,000.00	0.00	0.00	0.00%
Total Expenditures		(22,200.00)	(37,563.17)	0.00	(49.50)	0.00%
Total PARKS & REC OUTDOOR FACILITIES		(4,100.00)	8,949.99	0.00	196.50	0.00%
PARKS & REC COMMUNITY CENTRE						
Revenues						
1-150-53-440125	Canada Specific Grants	25,000.00	25,000.00	0.00	0.00	0.00%
1-150-53-440210	County Grant	7,055.00	19,056.66	0.00	0.00	0.00%
1-150-53-440425	Rent	9,000.00	9,247.88	0.00	2,000.45	0.00%
1-150-53-440429	Donations	0.00	179.00	0.00	0.00	0.00%
1-150-53-440434	Fundraising Revenue	4,750.00	847.02	0.00	0.00	0.00%
1-150-53-440461	Transfer from Reserves	41,000.00	22,353.23	0.00	0.00	0.00%
1-150-53-440466	Transfer from Lot Dev Fund	6,271.00	0.00	0.00	0.00	0.00%
1-150-53-440800	Bar Sales	22,000.00	13,770.14	0.00	626.55	0.00%
Total Revenues		115,076.00	90,453.93	0.00	2,627.00	0.00%
Expenditures						
1-150-53-700010	Salaries	12,105.00	17,273.07	0.00	1,582.00	0.00%
1-150-53-700095	Restock Bar	10,120.00	7,068.55	0.00	(36.40)	0.00%
1-150-53-700100	Telephone	800.00	809.00	0.00	68.02	0.00%
1-150-53-700110	Utilities	17,500.00	10,803.49	0.00	1,555.22	0.00%
1-150-53-700140	Employee Benefits	1,360.00	2,380.17	0.00	227.47	0.00%

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1-150-53-700190	Building Maintenance	5,000.00	9,490.63	0.00	471.76	0.00%
1-150-53-700191	Building Cleaning	1,500.00	1,478.29	0.00	150.76	0.00%
1-150-53-700200	Equipment Repairs/Replacement	9,055.00	836.40	0.00	0.00	0.00%
1-150-53-700203	Healthy Kids Community Challen	0.00	18,369.02	0.00	0.00	0.00%
1-150-53-700251	Transfer to Capital - Bar Renos/	57,271.00	0.00	0.00	0.00	0.00%
1-150-53-700252	Transfer to Capital - Parking Lot	15,000.00	0.00	0.00	0.00	0.00%
1-150-53-700258	Transfer to Capital - Hall Debt	4,750.00	(28,601.49)	0.00	0.00	0.00%
1-150-53-700280	Advertising	400.00	100.74	0.00	0.00	0.00%
1-150-53-715015	Computer Programs & Maintena	1,250.00	3,003.01	0.00	50.88	0.00%
1-150-53-789000	Transfer to Reserves	10,600.00	10,600.00	0.00	0.00	0.00%
Total Expenditures		(146,711.00)	(53,610.88)	0.00	(4,069.71)	0.00%
Total PARKS & REC COMMUNITY CENTRE		(31,635.00)	36,843.05	0.00	(1,442.71)	0.00%
PARKS & REC RINK						
Revenues						
1-150-54-440300	Skating Lessons	0.00	840.00	0.00	0.00	0.00%
1-150-54-440429	Donations	0.00	450.00	0.00	56.10	0.00%
1-150-54-440433	Rink - Ice Rentals	1,500.00	1,100.00	0.00	1,206.19	0.00%
1-150-54-440434	Fundraising Revenue	9,800.00	8,392.88	0.00	0.00	0.00%
1-150-54-440444	Recreational Hockey Registratio	1,700.00	650.00	0.00	0.00	0.00%
1-150-54-440447	PA Day Hockey Day Camp			0.00	45.00	0.00%
Total Revenues		13,000.00	11,432.88	0.00	1,307.29	0.00%
Expenditures						
1-150-54-700010	Salaries	15,445.00	9,850.11	0.00	2,483.98	0.00%
1-150-54-700110	Utilities	6,400.00	2,658.28	0.00	682.01	0.00%
1-150-54-700140	Employee Benefits	2,467.00	1,746.93	0.00	546.81	0.00%
1-150-54-700190	Building Maintenance	4,000.00	2,832.91	0.00	161.16	0.00%
1-150-54-700191	Building Cleaning	500.00	63.72	0.00	0.00	0.00%
1-150-54-700200	Equipment Repairs/Maintenance	2,500.00	875.95	0.00	530.72	0.00%
1-150-54-700250	Transfer to Capital - Change Ro	13,600.00	0.00	0.00	0.00	0.00%
1-150-54-700255	Transfer to Capital - Rink Roof Fi	9,800.00	28,601.49	0.00	0.00	0.00%
1-150-54-700280	Advertising	600.00	181.83	0.00	49.86	0.00%
1-150-54-785069	Change Rooms	200.00	0.00	0.00	0.00	0.00%
1-150-54-785085	Recreational Hky/Public Skating	300.00	0.00	0.00	0.00	0.00%
1-150-54-785112	3 on 3 Mens Hockey Tournamen	0.00	43.65	0.00	47.37 *	0.00%
1-150-54-785113	Spring H ockey Team	0.00	0.00	0.00	2,945.00 *	0.00%
1-150-54-785116	PA Day Hockey Day Camp Expe	0.00	61.70	0.00	139.62 *	0.00%
1-150-54-786018	Sports Equipment	500.00	0.00	0.00	0.00	0.00%
Total Expenditures		(56,312.00)	(46,916.57)	0.00	(7,586.53)	0.00%
Total PARKS & REC RINK		(43,312.00)	(35,483.69)	0.00	(6,279.24)	0.00%
PARKS & REC ANNUAL EVENTS						
Revenues						
1-150-55-440426	Euchre Revenue	4,000.00	4,375.15	0.00	633.50	0.00%
1-150-55-440427	Country Dance Proceeds	9,500.00	8,166.47	0.00	655.00	0.00%
1-150-55-440429	Donations - Leadership Camp	0.00	2,000.00	0.00	0.00	0.00%

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1-150-55-440431	Dance Lessons	2,000.00	3,809.00	0.00	0.00	0.00%
1-150-55-440446	Aerobics & Drop In Sports Fees	500.00	529.25	0.00	0.00	0.00%
1-150-55-440569	Children's Christmas Party	500.00	0.00	0.00	0.00	0.00%
1-150-55-440570	Winter Carnival Revenue	4,200.00	4,259.50	0.00	787.50	0.00%
1-150-55-440575	Canada Day Revenue	5,000.00	3,041.93	0.00	0.00	0.00%
Total Revenues	25,700.00	26,181.30	0.00	2,076.00	0.00%	
Expenditures						
1-150-55-785075	Canada Day Expenses	2,700.00	1,723.35	0.00	0.00	0.00%
1-150-55-785078	Children's Events	100.00	0.00	0.00	0.00	0.00%
1-150-55-785079	Children's Christmas Party	300.00	0.00	0.00	0.00	0.00%
1-150-55-785080	Winter Carnival Expenses	2,000.00	2,502.18	0.00	22.44	0.00%
1-150-55-785081	Country Dance Expenses	7,500.00	6,995.61	0.00	1,199.32	0.00%
1-150-55-785082	Aerobics & Drop In Sports	100.00	145.50	0.00	0.00	0.00%
1-150-55-785087	Dance Lessons	1,000.00	2,071.63	0.00	0.00	0.00%
1-150-55-785121	Leadership Camp	0.00	2,129.26	0.00	0.00	0.00%
1-150-55-786000	Euchres Expense	2,200.00	2,279.60	0.00	279.23	0.00%
Total Expenditures	(15,900.00)	(17,847.13)	0.00	(1,500.99)	0.00%	
Total PARKS & REC ANNUAL EVENTS	9,800.00	8,334.17	0.00	575.01	0.00%	
PARKS & REC FUNDRAISING EVENTS						
Revenues						
1-150-56-440448	Special Project - Cook Book	0.00	50.00	0.00	0.00	0.00%
1-150-56-440449	Quilt Raffle	1,000.00	705.00	0.00	0.00	0.00%
1-150-56-440450	Easter Egg Hunt	1,000.00	1,089.00	0.00	0.00	0.00%
1-150-56-440452	Fruit Fundraiser	10,200.00	8,140.00	0.00	0.00	0.00%
1-150-56-440453	Dinner & Show	1,000.00	0.00	0.00	0.00	0.00%
1-150-56-440455	Murder Mystery	3,000.00	3,567.00	0.00	0.00	0.00%
1-150-56-440456	Fundraising Catering	4,000.00	14,256.58	0.00	0.00	0.00%
1-150-56-440457	Harvest Dinner	3,500.00	2,788.06	0.00	0.00	0.00%
1-150-56-440458	Trivia Night	700.00	450.00	0.00	0.00	0.00%
1-150-56-440459	Pancake Supper	500.00	0.00	0.00	0.00	0.00%
1-150-56-440801	Hockey Tournament	1,000.00	2,907.80	0.00	0.00	0.00%
1-150-56-440802	Craft Day/Bake Sale	400.00	0.00	0.00	0.00	0.00%
Total Revenues	26,300.00	33,953.44	0.00	0.00	0.00%	
Expenditures						
1-150-56-785100	Easter Egg Hunt	300.00	405.75	0.00	0.00	0.00%
1-150-56-785102	Fruit Fundraiser	8,300.00	6,737.51	0.00	0.00	0.00%
1-150-56-785103	Dinner & Show	300.00	0.00	0.00	0.00	0.00%
1-150-56-785104	Mini Sticks Hockey Tournament	0.00	61.70	0.00	62.33	0.00%
1-150-56-785105	Murder Mystery	1,000.00	1,128.48	0.00	0.00	0.00%
1-150-56-785106	Fundraising Catering	4,000.00	8,388.58	0.00	174.84	0.00%
1-150-56-785107	Harvest Dinner	1,400.00	1,470.08	0.00	0.00	0.00%
1-150-56-785108	Trivia Night	300.00	312.98	0.00	0.00	0.00%
1-150-56-785109	Pancake Supper	100.00	0.00	0.00	0.00	0.00%
1-150-56-785112	Hockey Tournament	500.00	882.00	0.00	0.00	0.00%
1-150-56-785114	Quilting	300.00	305.48	0.00	0.00	0.00%

RETURN TO AGENDA

TOWNSHIP OF HORTON
Statement of Revenue and Expenditures
 Revised Budget

For the Fiscal Period 2019-12 Ending December 31, 2019

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
1-150-56-789010 Transfer to Reserves - Recreatio	0.00	5,868.00	0.00	0.00	0.00%
1-150-56-789070 Transfer Profit to Capital Loans	9,800.00	8,392.88	0.00	0.00	0.00%
Total Expenditures	(26,300.00)	(33,953.44)	0.00	(237.17)	0.00%
Total PARKS & REC FUNDRAISING EVENTS	0.00	0.00	0.00	(237.17)	0.00%
PARKS & REC HORTON HOEDOWN					
Revenues					
1-150-57-440311 Kids Night Out	500.00	0.00	0.00	0.00	0.00%
1-150-57-440312 Family Night Out	400.00	185.00	0.00	0.00	0.00%
1-150-57-440313 Amazing Race	300.00	440.00	0.00	0.00	0.00%
1-150-57-440314 Glow Run	500.00	0.00	0.00	0.00	0.00%
1-150-57-440429 Hoedown Donations	0.00	0.00	0.00	1,678.95	0.00%
1-150-57-440432 Christmas Craft Show	1,000.00	1,028.00	0.00	0.00	0.00%
1-150-57-440434 Raffle	2,000.00	0.00	0.00	0.00	0.00%
1-150-57-440461 Transfer from Reserves	0.00	43,145.98	0.00	0.00	0.00%
1-150-57-440568 Horton Festival - Merchandise	10,000.00	1,162.13	0.00	23.89	0.00%
1-150-57-440571 Horton Festival Admission	0.00	23,462.76	0.00	0.00	0.00%
1-150-57-440572 Horton Festival Sponsors	0.00	12,195.00	0.00	0.00	0.00%
1-150-57-440573 Horton Festival Concessions	0.00	3,031.91	0.00	0.00	0.00%
1-150-57-440800 Hoedown - Bar Proceeds	0.00	10,641.00	0.00	0.00	0.00%
Total Revenues	14,700.00	95,291.78	0.00	1,702.84	0.00%
Expenditures					
1-150-57-785061 Christmas Craft Show	350.00	302.00	0.00	0.00	0.00%
1-150-57-785070 Raffle	1,700.00	0.00	0.00	0.00	0.00%
1-150-57-785078 Horton Festival	7,000.00	93,638.78	0.00	0.00	0.00%
1-150-57-785117 Kids Night Out	200.00	0.00	0.00	0.00	0.00%
1-150-57-785118 Family Night Out	300.00	125.05	0.00	0.00	0.00%
1-150-57-785119 Amazing Race	200.00	378.93	0.00	0.00	0.00%
1-150-57-785120 Glow Run	200.00	0.00	0.00	0.00	0.00%
1-150-57-789000 Transfer to Reserves	0.00	0.00	0.00	1,678.95	0.00%
1-150-57-789070 Transfer Profit to Capital Loans	4,750.00	847.02	0.00	0.00	0.00%
Total Expenditures	(14,700.00)	(95,291.78)	0.00	(1,678.95)	0.00%
Total PARKS & REC HORTON HOEDOWN	0.00	0.00	0.00	23.89	0.00%
Total Parks & Recreation	(161,584.00)	(130,902.38)	0.00	(19,732.21)	0.00%
Health Services					
Default					
Revenues					
1-160-00-440300 Doctor Recruitment - Fees & Ch	0.00	35.40	0.00	0.00	0.00%
1-160-00-440391 Martin Cemetery Donation	0.00	300.00	0.00	0.00	0.00%
Total Revenues	0.00	335.40	0.00	0.00	0.00%
Expenditures					
1-160-00-700010 Salaries	290.00	353.70	0.00	0.00	0.00%
1-160-00-700140 Employee Benefits	55.00	75.03	0.00	0.00	0.00%

RETURN TO AGENDA

TOWNSHIP OF HORTON

Statement of Revenue and Expenditures

Revised Budget

2/15/2019 10:58am

For the Fiscal Period 2019-12 Ending December 31, 2019

Account Number		Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
1-160-00-700221	Cemetery Maintenance - Martin	0.00	300.00	0.00	0.00	0.00%
1-160-00-700222	Cemetery Maintenance - McLare	200.00	0.00	0.00	0.00	0.00%
1-160-00-750010	Golden Age Activity Centre	1,000.00	1,000.00	0.00	0.00	0.00%
1-160-00-750020	Soc Serv Home Supp Grant	1,230.00	1,230.00	0.00	0.00	0.00%
1-160-00-750030	Renfrew Sunshine Coach	1,050.00	1,050.00	0.00	0.00	0.00%
1-160-00-750040	Doctor Recruitment	29,291.00	29,381.06	0.00	0.00	0.00%
1-160-00-750050	Hospice Renfrew	250.00	250.00	0.00	0.00	0.00%
Total Expenditures		(33,366.00)	(33,639.79)	0.00	0.00	0.00%
Total Default		(33,366.00)	(33,304.39)	0.00	0.00	0.00%
Total Health Services		(33,366.00)	(33,304.39)	0.00	0.00	0.00%
Planning						
Default						
Revenues						
1-170-00-440330	Fees & Charges Planning	5,200.00	(400.00)	0.00	1,000.00	0.00%
1-170-00-440355	Fees & Charges Zoning Compl.	400.00	520.00	0.00	0.00	0.00%
1-170-00-440466	Transfer from Lot Dev Fund	14,500.00	9,810.38	0.00	0.00	0.00%
Total Revenues		20,100.00	9,930.38	0.00	1,000.00	0.00%
Expenditures						
1-170-00-700060	Com. Member Fees	2,000.00	1,375.00	0.00	0.00	0.00%
1-170-00-700090	Materials & Supplies	100.00	154.89	0.00	0.00	0.00%
1-170-00-780010	Contracted Services	17,000.00	12,768.30	0.00	0.00	0.00%
1-170-00-780100	Economic Development	2,000.00	203.52	0.00	0.00	0.00%
Total Expenditures		(21,100.00)	(14,501.71)	0.00	0.00	0.00%
Total Default		(1,000.00)	(4,571.33)	0.00	1,000.00	0.00%
Total Planning		(1,000.00)	(4,571.33)	0.00	1,000.00	0.00%
Fire						
Default						
Revenues						
1-180-00-440110	Provincial Fees and Charges	2,000.00	0.00	0.00	0.00	0.00%
1-180-00-440310	Fees & Charges Fire	4,000.00	60.00	0.00	0.00	0.00%
1-180-00-440461	Transfer from Reserve	370,014.00	580.64	0.00	0.00	0.00%
1-180-00-440466	Transfer from Lot Dev Fund	41,506.00	4,922.00	0.00	0.00	0.00%
Total Revenues		417,520.00	5,562.64	0.00	0.00	0.00%
Expenditures						
1-180-00-700010	Salaries	30,000.00	31,883.25	0.00	860.96	0.00%
1-180-00-700035	Conference/Travel Expenses	1,000.00	0.00	0.00	0.00	0.00%
1-180-00-700060	Misc. Expenses	1,000.00	934.16	0.00	259.49	0.00%
1-180-00-700070	Insurance	14,750.00	14,181.67	0.00	14,726.73	0.00%
1-180-00-700080	Office Supplies	1,000.00	305.13	0.00	172.96	0.00%
1-180-00-700090	Clothing Expense	1,000.00	0.00	0.00	0.00	0.00%
1-180-00-700100	Telephone	1,250.00	1,512.30	0.00	127.49	0.00%

RETURN TO AGENDA

TOWNSHIP OF HORTON
Statement of Revenue and Expenditures
 Revised Budget

For the Fiscal Period 2019-12 Ending December 31, 2019

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
1-180-00-700110 Utilities	6,250.00	7,511.82	0.00	1,054.47	0.00%
1-180-00-700140 Employee Benefits	4,200.00	4,508.15	0.00	30.95	0.00%
1-180-00-700180 Office Equip. & Maint.	800.00	1,591.81	0.00	175.20	0.00%
1-180-00-700190 Building Maintenance	1,500.00	494.32	0.00	0.00	0.00%
1-180-00-700191 Building Cleaning	1,000.00	876.86	0.00	77.06	0.00%
1-180-00-700200 Fire Equipment Maintenance	18,000.00	11,925.86	0.00	2,674.22	0.00%
1-180-00-700210 Fleet Maintenance	8,000.00	6,256.30	0.00	149.22	0.00%
1-180-00-700230 Fuel & Oil	750.00	1,377.24	0.00	0.00	0.00%
1-180-00-700240 Radio/Communications	2,600.00	1,313.08	0.00	0.00	0.00%
1-180-00-700250 Transfer to Capital	411,520.00	0.00	0.00	0.00	0.00%
1-180-00-700260 Extrication Agreement	3,500.00	6,006.25	0.00	1,000.00	0.00%
1-180-00-715015 Computer/Program Maintenance	2,500.00	1,773.66	0.00	30.53	0.00%
1-180-00-721045 Admin Mutual Aid	250.00	0.00	0.00	0.00	0.00%
1-180-00-721060 Training	2,500.00	951.54	0.00	100.00	0.00%
1-180-00-721070 Compressed Air	250.00	0.00	0.00	0.00	0.00%
1-180-00-721080 Extinguisher Recharges	300.00	0.00	0.00	0.00	0.00%
1-180-00-721210 Communications - County	4,000.00	4,000.00	0.00	0.00	0.00%
1-180-00-721230 Fire Prevention	2,000.00	1,795.76	0.00	0.00	0.00%
1-180-00-721240 Hydrant/Water Supply	300.00	386.68	0.00	0.00	0.00%
1-180-00-789005 Transfer to Reserves Fire Equip	32,640.00	32,640.00	0.00	0.00	0.00%
1-180-00-789038 Transfer to Reserves - Building	1,500.00	1,500.00	0.00	0.00	0.00%
1-180-00-900100 Amortization Expense	0.00	19,706.00	0.00	0.00	0.00%
Total Expenditures	(554,360.00)	(153,431.84)	0.00	(21,439.28)	0.00%
Total Default	(136,840.00)	(147,869.20)	0.00	(21,439.28)	0.00%
Total Fire	(136,840.00)	(147,869.20)	0.00	(21,439.28)	0.00%
Building Department					
Default					
Revenues					
1-190-00-440385 Septic Permits	8,000.00	9,060.00	0.00	0.00	0.00%
1-190-00-440410 Building Permits	45,000.00	45,576.00	0.00	400.00	0.00%
1-190-00-440431 Misc. Revenue	5,000.00	2,700.00	0.00	600.00	0.00%
1-190-00-440605 Transfer from Reserves	24,225.00	13,465.69	0.00	0.00	0.00%
Total Revenues	82,225.00	70,801.69	0.00	1,000.00	0.00%
Expenditures					
1-190-00-700010 Salaries	49,500.00	49,500.00	0.00	3,750.00	0.00%
1-190-00-700035 Conference/Travel Expenses	350.00	274.78	0.00	0.00	0.00%
1-190-00-700060 Misc. Expenses	100.00	0.00	0.00	0.00	0.00%
1-190-00-700080 Office Supplies	6,200.00	121.64	0.00	0.00	0.00%
1-190-00-700100 Telephone	300.00	424.31	0.00	0.00	0.00%
1-190-00-700140 Employee Benefits	6,250.00	7,955.96	0.00	282.31	0.00%
1-190-00-700190 Building Maintenance - Partial S	2,825.00	2,825.00	0.00	0.00	0.00%
1-190-00-700250 Transfer to Capital	5,000.00	0.00	0.00	0.00	0.00%
1-190-00-718040 Contracted Services	2,000.00	0.00	0.00	0.00	0.00%
1-190-00-785066 Office Administration	9,700.00	9,700.00	0.00	0.00	0.00%

2/15/2019 10:58am

TOWNSHIP OF HORTON
Statement of Revenue and Expenditures
Revised Budget

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For the Fiscal Period 2019-12 Ending December 31, 2019

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Expenditures	(82,225.00)	(70,801.69)	0.00	(4,032.31)	0.00%
Total Default	0.00	0.00	0.00	(3,032.31)	0.00%
Total Building Department	0.00	0.00	0.00	(3,032.31)	0.00%
Total General Fund	0.00	1,113,194.22	0.00	2,252,984.34	0.00%

RETURN TO AGENDA

TOWNSHIP OF HORTON
Consolidated Statement Of Financial Position
for Period Ending February 28, 2019

	2019	2018 <i>CFeb 28/18</i>
<u>Financial Assets</u>		
Cash In Bank	1,509,966.27	2,829,182.10
Petty Cash	2,325.00	2,275.00
Accts. Receivable	17,409.14	117,731.15
Prepaid Expenses	1,593.31	1,407.68
Due To Other Funds	0.00	0.00
Property Taxes	2,395,481.14	1,400,548.47
HST	7,565.22	14,497.64
Tangible Capital Assets	9,486,468.86	9,486,468.86
Inventory	15,651.72	21,555.31
Financial Assets	\$ 13,436,460.66	\$ 13,873,666.22
<u>Liabilities</u>		
	0.00	0.00
Due To Canada	8,424.81	0.00
Due to Canada - HST	156.07	0.00
Due To Ontario	226.92	349.04
Accounts Payable - Other	21,600.00	61,767.84
Other Current Liabilities	717,394.58	457,911.15
Deferred Revenue	5,348.34	316,649.19
Tax Overpayment	10,178.95	13,415.74
Reserves	1,583,576.18	2,174,993.09
Surplus	9,081,570.47	8,991,832.68
Liabilities	\$ 11,428,476.32	\$ 12,016,918.73
<u>Net Financial Assets/(Net Debt)</u>	\$ 2,007,984.34	\$ 1,856,747.49
<u>Accumulated Surplus</u>	\$ 2,007,984.34	\$ 1,856,747.49

RETURN TO AGENDA



**Township of Horton
COUNCIL / COMMITTEE REPORT**

Title: COST OF LIVING ADJUSTMENT/EMPLOYMENT BY- LAW	Date: February 4, 2019
	Council/Committee: General Government
	Author: H. Dillabough and J. Barr
	Department: Administration

RECOMMENDATIONS:

THAT the draft Employment By-law be forwarded to Council for their consideration and approval.

BACKGROUND:

Annually Council passes a bylaw to establish the Pension, Benefits, LTD, Employee Assistance Plan, Paid Holiday, Mileage, Footwear Allowance and the Rates of Pay.

In the past Council has adopted the Cost of Living increase as published by Statistics Canada which is 2% for December 2017 to December 2018. Copy of draft by-law attached as Appendix "A".

Also included in the draft by-law is an amended paragraph for the CAO/Clerk's remuneration for attending Council and Committee meetings.

Additionally, an extra paid holiday has been added under Article 2 – this refers to the addition of Easter Monday as a paid holiday.

ALTERNATIVES:

Alternative #1: Status Quo

Council can pass the employment by-law for 2019 with no change. This is not recommended as the Township of Horton grid would end up being below the Renfrew County rural average which Council previously corrected in early 2015.

FINANCIAL IMPLICATIONS:

There are currently sufficient funds within the 2019 draft budget to cover an increase in salaries of 2% as well as the increase to the boot allowance.

CONSULTATIONS:

None.

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O.: 
Signature

**TOWNSHIP OF HORTON
BY-LAW NUMBER 2019-??**

EMPLOYMENT BY-LAW FOR TOWNSHIP OFFICERS AND STAFF

WHEREAS the Council of the Corporation of the Township of Horton deems it advisable to employ Township Officers and Staff under and subject to the provisions of a By-law;

AND WHEREAS the Ontario Municipal Act empowers Council to pass such a By-law regulating the appointment, duties and remuneration of such Officers and Staff;

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

ARTICLE 1 - INSURANCE AND HEALTH BENEFITS

PART A - Full-Time Employees

1. **Pension**
The Ontario Municipal Employees Retirement System Pension Plan shall apply as per the OMERS Agreement.
2. **Life Insurance**
The Employer shall pay 100% of the premiums for Basic Group Life Insurance coverage and Accidental Death or Dismemberment, based on \$100,000.
3. **Extended Health Care**
The Employer shall pay 100% of the premiums for the Extended Health Care Plan, including a standard Employee Assistance Plan.
4. **Dental Plan**
The employer shall pay 100% of the standard dental plan Level II (prior year ODA schedule).
5. **Health Care Spending Account**
In addition to the Extended Health and the Dental Plan, full-time employees have access to an annual Health Care Spending Account. The Health Care Spending Account is set at \$750.00 annually. This is prorated for new employees.
6. **Optional Life Insurance/Optional Accidental Death & Dismemberment Insurance**

Employees may participate in an Optional Life Insurance Program and an Optional Accidental Death & Dismemberment Program within the terms and conditions of the policy, provided the employee assumes full responsibility for the premiums.
7. **Long Term Disability Insurance**

Employees shall pay 100% of the premiums of the Long-Term Disability Benefit.
8. **Employee Assistance Plan**

The Employer shall pay 100% of the premiums for the Employee Assistance Plan.

ARTICLE 2 - PAID HOLIDAYS

Fourteen paid holidays, which include three floating holidays, shall be provided. Specific days are outlined in the Corporate Policies and Procedures Manual.

ARTICLE 3 - OTHER ALLOWANCES

1. Mileage Allowance

For the use of cars authorized by the employee's supervisor, effective January 1, 2019 will receive \$0.54 per kilometre for the first 5000 kilometres per year and \$0.48 per kilometre for all kilometres over 5000 per year. The rate per kilometre is to be the same as the County of Renfrew rates and may change throughout the year if the County changes their rates.

2. Uniform and Safety Footwear Allowance

- (a) Employees who are required by nature of their job to wear uniforms and/or safety footwear on a regular daily basis shall be provided the following *maximum* annual allowance:
Effective January 01, 2019: Full-Time - \$250.00 per annum
Part-Time - \$140.00 per annum
- (b) Employees who are required by nature of their job to wear uniforms and/or safety footwear on an occasional basis will be provided with the above allowance once every three years.

ARTICLE 4 - RATES OF PAY

The Summer Student, the Rink Attendant and any Casual Labourer rate of pay shall be the applicable minimum wage based on age. All other rates are in accordance with Schedule "A" - Salary Grid and Classification, hereto attached.

In addition to Schedule "A" the CAO/Clerk shall be paid a straight hourly rate of pay for each Special Council meeting, Committee meeting and Regular Council Meeting attended outside the normal office working hours of 35hr/wk.

ARTICLE 5 - ADJUSTMENT DATE

The next adjustment date shall be January 1, 2020 or earlier as deemed appropriate by Council.

ARTICLE 6 - ENFORCEMENT AND GENERAL

1. Matters pertaining to working conditions and employment are also set out in the Corporate Policy Manual. The manual should be referred to for additional information about the employment conditions contained in this by-law.
2. Any other amendments to this By-law shall be recommended by the General Government Committee to Council in the form of a replacement By-law.
3. This By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
4. This By-law shall come into force and be effective upon the passing thereof, except where otherwise noted.
5. By-law 2018-23 shall be rescinded in its entirety

READ a first and Second Time this 19th day of February 2019.

READ a Third Time and Passed this 19th day of February 2019.

MAYOR David Bennett

CAO/CLERK Hope Dillabough

Township of Horton Staff Salary Grid and Classifications

Schedule "A" to By-law 2019-??

Effective: January 1, 2019

LEVEL	SALARY \$	POSITION
1	\$37,037 - \$41,686	Receptionist/Clerk Landfill Attendant/Labourer
2	\$42,444 - \$47,772	Community Liaison Officer, Driver/Operator, Administrative Assistant
3	\$47,032 - \$52,934	Administrative/Executive Assistant
4	\$57,307 - \$64,500	Deputy Clerk/Treasurer, Public Works Superintendent
5	\$68,011 - \$76,547	Public Works Manager
6	\$71,803 - \$80,815	Treasurer
7	\$87,470 - \$98,448	CAO/Clerk



**Township of Horton
COUNCIL / COMMITTEE REPORT**

Title: 2019 Township of Horton Corporate Policy Review Section A – Human Resources	Date: February 19, 2019
	Council/Committee: Council
	Author: Hope Dillabough, CAO/Clerk
	Department: General Government

RECOMMENDATIONS:

THAT Council accept Corporate Policies A-06 through A-17 (with the exception of A-10 Staffing reviewed and updated in 2018) 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's Corporate Policies.

BACKGROUND:

Corporate Policies – Section A reviewed and updated as attached:




- Policy A-06 – Committee Member/Volunteer/Student Confidentiality Statement
- Policy A-07 – Criminal Record Check for Prospective Employees
- Policy A-08 – Criminal Record Check for All Prospective Volunteers
- Policy A-09 – Misconduct in the Workplace
- Policy A-11 – Probation
- Policy A-12 – Termination
- Policy A-13 – Retirement and Early Retirement
- Policy A-14 – Code of Ethical Conduct
- Policy A-15 – Dispute Resolution Process
- Policy A-16 – Professional Standard Dress Code
- Policy A-17 – Personal Use of Social Networking

Highlighted areas are additions to the policies. A strike-out represents removal.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: Jennifer Barr, Treasurer and the County of Renfrew's Corporate Policies

Author:  signature **Other:** _____ signature
Treasurer:  signature **C.A.O.:**  signature

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: A-06
POLICY: Committee Member/Volunteer/Student Confidentiality Statement			
DATE: April 07/03	REV. DATE: Feb 5/19	COVERAGE: All Employees	PAGE #: 1 of 2

POLICY STATEMENT:

All new Township of Horton Committee Members, volunteers and students must sign a 'Committee Member/Volunteer/Student Confidentiality Statement' (*pursuant to Section 47(c) of the Municipal Freedom of Information and Protection of Privacy Act and Ontario Regulation 823*) as a condition of a written offer or verbal offer of a committee member, volunteer or student position to ensure the security and confidentiality of records and personal information under the control of the Township of Horton.

PROCEDURE:

1. A written or verbal offer of a volunteer or student position is conditional upon the completion of a 'Committee Member, Volunteer/Student Confidentiality Statement' (Appendix A) by a new volunteer or student.
2. The 'Committee Member/Volunteer/Student Confidentiality Statement' is signed, dated, witnessed, and placed in the individual's personnel file with the CAO/Clerk.
3. A new Committee Member's/volunteer's or student's refusal to sign a 'Committee Member/Volunteer/Student Confidentiality Statement' after signing a written offer of employment or accepting a verbal offer of a volunteer or student position, voids and nullifies the offer.
4. Although not currently required, volunteers and students who held positions with the Township before the implementation of this policy are encouraged to sign a 'Committee Member/Volunteer/Student Confidentiality Statement.'

The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: A-06
POLICY: Committee Member/Volunteer/Student Confidentiality Statement			
DATE: April 07/03	REV. DATE: Feb 5/19	COVERAGE: All Employees	PAGE #: 2 of 2

APPENDIX A:**[Committee Member/Volunteer/Student Confidentiality Statement](#)**

Horton Township



Form A-06

COMMITTEE MEMBER/VOLUNTEER/STUDENT CONFIDENTIALITY STATEMENT

Pursuant to Section 47(c) of the Municipal Freedom of Information and Protection of Privacy Act and Ontario Regulation 823.

I, _____, am a volunteer/student working in the _____ Department of the Corporation of the Township of Horton as _____.

I HEREBY ACKNOWLEDGE AND UNDERSTAND the following:

THAT the Municipal Freedom of Information and Protection of Privacy Act provides standards for and requires administrative, technical and physical safeguards to ensure the security and confidentiality of records and personal information under the control of the Corporation of the Township of Horton.

THAT Ontario Regulation 823 intends to apply access and security considerations in the day-to-day administration of an institution's records and requires measures be taken to prevent unauthorized access to an institution's records.

I FURTHER ACKNOWLEDGE AND UNDERSTAND THAT in the course of carrying out my duties, I will have access to and will be dealing with records containing confidential information and/or personal information which reveals the identity of the person who is the subject of the record or the identity of a person who has provided information about the subject of the record.

I HEREBY AGREE to hold such information confidential and, except as may be legally required, will not disclose or release it to any person at any time without proper consent or authorization.

I FURTHER AGREE to take appropriate security measures to prevent unauthorized access to confidential information.

DATED at Township of Horton, this _____ day of _____, 20____.

Committee Member/Volunteer/Student Signature

Witness

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: A-07
POLICY: Criminal Record Check for Prospective Employees			
DATE: April 07/03	REV. DATE: Feb 5/19	COVERAGE: All Prospective Employees aged 18 and over	PAGE #: 1 of 3

POLICY STATEMENT:

In order to safeguard Township of Horton elected officials, employees, residents, volunteers, property/equipment, and the public it serves, it is the policy of the Township of Horton that all persons considered for employment, aged eighteen (18) and over, must first submit to a criminal record check/police record check by the police force responsible for the jurisdiction of their residence. The criminal record check/police record check searches for such records or criminal convictions for which a pardon has not been granted, records of outstanding/pending criminal charges of which the respective police force is aware or can disclose, probations, prohibitions, or other judicial orders in effect. Effective January 1, 2005, the criminal record check/police record check will include a search of the Pardoned Sexual Offender Data Base for positions within vulnerable sectors of the Corporation.

A written offer of employment is conditional upon satisfactory completion of a criminal record check/police record check.

PROCEDURE:

1. All applicants are informed of the Township's policy regarding a criminal record check/police record check for prospective employees, aged eighteen (18) and over.
2. A written offer of employment from the Township is conditional upon the satisfactory completion of a criminal record check/police record check of the prospective employee.
3. Any costs incurred relating to the application, completion, and submission of a criminal record check/police record check, including transportation costs, are the sole responsibility of the prospective employee.
4. After a verbal offer of employment is made, the prospective employee must apply for a criminal record check/police record check with the police force detachment responsible for the jurisdiction of his or her place of residence. A Request to Check Pardoned Sexual Offender Database letter (Appendix A) is completed and forwarded to the prospective employee to be handed in when the criminal record

The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: A-07
POLICY: Criminal Record Check for Prospective Employees			
DATE: April 07/03	REV. DATE: Feb 5/19	COVERAGE: All Prospective Employees aged 18 and over	PAGE #: 2 of 3

check/police record check is requested from the police force responsible for the jurisdiction of their residence.

5. Once the criminal record check/police record check is complete, the appropriate police force will provide the prospective employee with a certificate or other document indicating the results of the check. If the prospective employee is in agreement with this certificate/document, he or she may obtain it from the police force by signature authorization. If he or she disagrees with any information produced through the check and refuses to sign the certificate/document, the certificate/document is not released to the prospective employee.
6. The prospective employee is responsible for returning the certificate/document to the CAO/Clerk's Department personnel file immediately after it is obtained and will be placed on the employee's personnel file. At minimum, this document is required one business day prior to the prospective employee's start date. If the check will take more than two (2) weeks to complete, it is the prospective employee's responsibility to provide, or arrange for the provision of, official written or verbal documentation of such from the appropriate police force.
7. If a prospective employee has criminal convictions for which a pardon has not been granted, outstanding/pending criminal charges, probations, prohibitions, or other judicial orders in effect, it is at the discretion of the CAO/Clerk in consultation with the appropriate Department Manager and Council to determine if the prospective employee will be excluded from employment with the Township based upon his or her criminal record check/police record check results.
8. If the prospective employee's name appears on the Pardoned Sexual Offender Database and the position is in a vulnerable sector of the Township, the prospective employee may be excluded from employment.
9. A criminal conviction for which a pardon has not been granted, outstanding/pending criminal charges, probations, prohibitions, or other judicial orders in effect do not automatically exclude a prospective employee from employment with the Township of Horton.

The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: A-07
POLICY: Criminal Record Check for Prospective Employees			
DATE: April 07/03	REV. DATE: Feb 5/19	COVERAGE: All Prospective Employees aged 18 and over	PAGE #: 3 of 3

10. The following extenuating circumstances may be considered when a criminal record check/police record check reveals a criminal conviction, charges, probations, prohibitions, or other judicial orders in effect:
- (a) the specific duties and responsibilities of the position in question, and the relevance of the criminal convictions, charges, probations, prohibitions, or other judicial orders in effect to that position;
 - (b) the potential risk posed to Township of Horton elected officials, employees, residents, volunteers, property/equipment, or the public it serves;
 - (c) the period of time since the criminal convictions, charges, probations, prohibitions, or other judicial orders; and
 - (d) any rehabilitative or other efforts undertaken relating to the criminal convictions, charges, probations, prohibitions, or other judicial orders in effect.
11. A written offer of employment is not offered to the prospective employee if:
- (a) he or she fails to apply for a criminal record check/police record check within five (5) working days of the verbal offer of employment;
 - (b) he or she applies for a criminal record check/police record check but chooses not to sign for its release or chooses not to send the results to the CAO/Clerk's Department immediately upon receipt after the verbal offer of employment is made (an extension may be granted for a criminal record check/police record check that requires additional processing time; confirmation of this extension must be confirmed by the appropriate police force); or
 - (c) the results of the criminal record check/police record check indicate that the employee cannot be considered for employment based upon, or in light of, the extenuating circumstances outlined in Procedure 8 and 9 above.

The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: A-08
POLICY: Criminal Record Check for All Prospective Volunteers			
DATE: April 07/03	REV. DATE: Feb 5/19	COVERAGE: All Volunteers aged 18 and over	PAGE #: 1 of 3

POLICY STATEMENT:

In order to safeguard Township of Horton residents, employees, volunteers, and/or property/equipment, it is the policy of the Township of Horton that all persons considered for a volunteer position, including students aged eighteen (18) and over, must first submit to a criminal record check/police record check by the police force responsible for the jurisdiction of their residence. The criminal record check/police record check includes a search for such records or criminal convictions for which a pardon has not been granted, records of outstanding/pending criminal charges of which the respective police force is aware or can disclose, probations, prohibitions, or other judicial orders in effect. An offer of a volunteer position from the Township is conditional upon satisfactory completion of a criminal record check/police record check.

PROCEDURE:

1. All applicants are informed of the Township's policy regarding a criminal record check/police record check for prospective volunteers, aged eighteen (18) and over.
2. An offer of a volunteer position from the Township is conditional upon the satisfactory completion of a criminal record check/police record check of the prospective volunteer.
3. Any costs incurred relating to the completion, application, and submission of a criminal record check/police record check, excluding transportation costs, are the responsibility of the employer.
4. After a verbal offer of a volunteer position is made, the prospective volunteer must apply for a criminal record check/police record check with the police force detachment responsible for the jurisdiction of his or her place of residence. A Request to Check Pardoned Sexual Offender Database letter (Appendix A) is completed and forwarded to the prospective volunteer to be handed in when the criminal record check/police record check is requested from the police force responsible for the jurisdiction of their residence.

The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: A-08
POLICY: Criminal Record Check for All Prospective Volunteers			
DATE: April 07/03	REV. DATE: Feb 5/19	COVERAGE: All Volunteers aged 18 and over	PAGE #: 2 of 3

5. Once the criminal record check/police record check is complete, the appropriate police force will provide the prospective volunteer with a certificate or other document indicating the results of the check. If the prospective volunteer is in agreement with this certificate/document, he or she may obtain it from the police force by signature authorization. If he or she disagrees with any information produced through the check and refuses to sign the certificate/document, the certificate/document is not released to the prospective volunteer.
6. The prospective volunteer is responsible for returning the certificate/document to the appropriate CAO/Clerk and a copy to the appropriate Manager Department immediately after it is obtained. If the check will take more than two (2) weeks to complete, it is the prospective volunteer's responsibility to provide, or arrange for the provision of, official written or verbal documentation of such from the appropriate police force.
7. If a prospective volunteer has criminal convictions for which a pardon has not been granted, outstanding/pending criminal charges, probations, prohibitions, or other judicial orders in effect, it is at the discretion of the appropriate Manager in consultation with the CAO/Clerk and Council, to determine if the prospective volunteer will be excluded from a volunteer position with the Township based upon his or her criminal record check/police record check results.
8. A criminal conviction for which a pardon has not been granted, outstanding/pending criminal charges, probations, prohibitions, or other judicial orders in effect do not automatically exclude a prospective volunteer from a position with the Township.
9. The following extenuating circumstances may be considered when a criminal record check/police record check reveals a criminal conviction, charges, probations, prohibitions, or other judicial orders in effect:
 - (a) the specific duties and responsibilities of the volunteer position in question, and the relevance of the criminal convictions, charges, probations, prohibitions, or other judicial orders in effect to that position;
 - (b) the potential risk posed to Township residents, employees, volunteers, and/or property/equipment;

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: A-08
POLICY: Criminal Record Check for All Prospective Volunteers			
DATE: April 07/03	REV. DATE: Feb 5/19	COVERAGE: All Volunteers aged 18 and over	PAGE #: 3 of 3

- (c) the period of time since the criminal conviction, charges, probations, prohibitions, or other judicial orders; and
 - (d) any rehabilitative or other efforts undertaken relating to the criminal convictions, charges, probations, prohibitions, or other judicial orders in effect.
10. An offer of a volunteer position is not made to the prospective volunteer if:
- (a) he or she fails to apply for a criminal record check/police record check within five (5) working days of the verbal offer of a volunteer position;
 - (b) he or she applies for a criminal record check/police record check but chooses not to sign for its release or chooses not to send the results to the appropriate Department immediately after the verbal offer of a volunteer position is made (an extension may be granted for a criminal record check/police record check that may require additional processing time; confirmation of this extension must be confirmed by the appropriate police force); or
 - (c) the results of the criminal record check/police record check indicate that the individual cannot be considered for a volunteer position based upon, or in light of, the extenuating circumstances outlined in Procedure 9 above.

The Township of Horton Corporate Policy and Procedures			
DEPARTMENT: HUMAN RESOURCES		POLICY #: A-09	
POLICY: Misconduct in the Workplace (other than Policy A-04 OHRC Violation)			
DATE: Feb 07/06	REV. DATE: Feb 5/19	COVERAGE: All Employees	PAGE #: 1 of 5

POLICY STATEMENT:

The Township of Horton is committed to providing a safe and secure workplace—for its employees, free from threats and violence. The Township will not tolerate any form of threatening remark or gesture against an employee of the Township while carrying out his/her normal duties. All reports of incidents are taken seriously and dealt with appropriately. Employees who are found to have engaged in such conduct are subject to disciplinary action, up to and including dismissal.

DEFINITIONS:**Violence**

For the purposes of this policy, violence is defined as any conduct, threatened or actual, by any person, that causes or is likely to cause injury, and includes any threatening statement or behaviour that gives an employee reasonable cause to believe that he/she is at risk of injury.

Workplace Violence

Workplace violence includes:

- threatening behaviour such as shaking fists, destroying property, or throwing objects;
- verbal or written threats—any expression of intent to inflict harm;
- harassment—any behaviour that demeans, embarrasses, humiliates, annoys, alarms, or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities;
- verbal abuse—swearing, insults, or condescending language; and
- physical attacks—hitting, shoving, pushing, or kicking.

Rumours, swearing, verbal abuse, pranks, arguments, property damage, vandalism, sabotage, pushing, theft, physical assaults, psychological trauma, anger-related incidents, rape, arson, and murder are all examples of workplace violence.

Workplace violence can occur at off-site Township business-related functions, at social events related to work, in clients' homes, or away from work but resulting from work e.g. a threatening telephone call to an employee's home from a client.

RETURN TO AGENDA

The Township of Horton Corporate Policy and Procedures			
DEPARTMENT: HUMAN RESOURCES			POLICY #: A-09
POLICY: Misconduct in the Workplace (other than Policy A-04 OHRC Violation)			
DATE: Feb 07/06	REV. DATE: Feb 5/19	COVERAGE: All Employees	PAGE #: 2 of 5

PROCEDURES:

1. To ensure early identification and prevention of violence in the workplace, all employees are responsible for reporting in writing to their Manager and/or Supervisor any incident committed by a Township employee, a client, or a member of the public, that constitutes a potential or actual threat of violence towards a Township employee, especially if one or more of the following factors is known to be present or to have occurred (this list is not exhaustive):
 - (a) threatening statements to do harm to self or others;
 - (b) references to other incidents of violence;
 - (c) intimidating behaviour such as insubordination, open defiance, pestering, or confrontational behaviour;
 - (d) history of violent, reckless, or anti-social behaviour;
 - (e) recent marked decline in performance;
 - (f) major change in personality, mood, behaviour, or standards of personal grooming;
 - (g) obsessions with persons or things, particularly weapons;
 - (h) experiencing what appears to be serious stress in personal life; and
 - (i) substance abuse.

2. Managers are responsible for:
 - (a) in consultation with the CAO/Clerk, coordinating specific training for employees when such a need in their department has been identified;
 - (b) providing active support to supervisors in implementing this policy, and
 - (c) exercising responsibilities similar to those described for supervisors, for their area of responsibility.

3. Supervisors are responsible for:
 - (a) ensuring that all employees are aware of the contents of this policy;
 - (b) promoting enrollment in training courses in these areas that are available to employees;
 - (c) ensuring that their own skills in these areas are current;
 - (d) being aware of and using appropriate stress-defusing measures when dealing with clients and members of the public, and when conducting performance reviews or engaging in discipline and termination of employees;

RETURN TO AGENDA

The Township of Horton Corporate Policy and Procedures			
DEPARTMENT: HUMAN RESOURCES			POLICY #: A-09
POLICY: Misconduct in the Workplace (other than Policy A-04 OHRC Violation)			
DATE: Feb 07/06	REV. DATE: Feb 5/19	COVERAGE: All Employees	PAGE #: 3 of 5

- (e) intervening in any incident to implement this policy;
 - (f) taking immediate action when necessary, including, but not limited to, calling the Police, Fire Department, and Ambulance Services, and summoning employees certified in First-Aid as needed; and
 - (g) immediately reporting to the Manager or CAO/Clerk, any direct or veiled threats of violence made to an employee, and any action taken.
4. Following a report of an incident, the appropriate Manager and the CAO/Clerk shall:
- (a) coordinate an immediate investigation, in cooperation with Police Services or through a trained risk assessor, when any incident or potential incident of violence is reported, in order to assess the risk or continued risk to Township employees:
 - (i) investigations may include interviews with the employee, significant other, supervisors, and other employees; a review of previous incidents if available; and
 - (b) if violence or threats are found to have occurred, take immediate steps to eliminate the risk and any possible recurrence;
 - (c) develop or recommend, and monitor, the implementation of an action plan until there is a final resolution of the risk of violence;
 - (d) document any information received or action taken in a separate file and take measures to protect the confidentiality of this information;
 - (e) advise Managers and supervisors on how to minimize the risk of violence associated with performance appraisals, disciplinary measures and terminations and on courses relating to the management of violent and abusive behaviour;
 - (f) coordinate the provision of assistance to employees who were the target of violence or witnesses to violence and who may suffer adverse effects from the situation; and
 - (g) ensure that all employees receive a copy of this policy and coordinate general training as well as specific training in response to identified needs.
5. The employee shall:
- (a) use appropriate stress-defusing behaviour with clients and with members of the public;

The Township of Horton Corporate Policy and Procedures			
DEPARTMENT: HUMAN RESOURCES			POLICY #: A-09
POLICY: Misconduct in the Workplace (other than Policy A-04 OHRC Violation)			
DATE: Feb 07/06	REV. DATE: Feb 5/19	COVERAGE: All Employees	PAGE #: 4 of 5

- (b) report to the supervisor, Manager or the CAO/Clerk, as appropriate, any early warning signs of a potentially threatening situation which arouse concern and any instances of threatening statements or threatening behavior which was directed at them or at any other employee of the Township; and
- (c) cooperate fully in any fact gathering interviews which are designed to assess the risk of violence in the workplace and keep all information concerning the matter confidential.

Failure to do so will result in disciplinary or other appropriate action.

6. Should a complaint be directed to the position of CAO/Clerk the procedure is as follows:

You shall present your complaint in an oral and written presentation to the Mayor. The Mayor will investigate the complaint and then present it to the Ad Hoc Human Resources Committee and Council as appropriate.

7. The following apply to actions resulting from a report:
- (a) employees who, with good intentions, provide information about behavior or actions which they perceive as threatening or potentially violent will not be subject to disciplinary or other action if their perceptions are not substantiated;
 - (b) an employee who is the subject of a report and who refuses to discuss potentially violent behavior or cooperate in interventions to assess or defuse the risk of workplace violence is, if information is uncovered through fact-finding to establish a reasonable possibility of risk, granted leave without pay and benefits until he/she agrees to cooperate and provides proof of cooperation. Refusal to co-operate may result in dismissal if the employee has received written notice to that effect and has been given a reasonable opportunity to co-operate;
 - (c) interventions that may form part of a risk assessment or plan of action for a Township employee who is the subject of a report or investigation may include referral to the employee's physician, use of short-term disability plan or temporary leave of absence, referral to counseling and other services, fitness-for-duty evaluation and other appropriate interventions. Extreme situations may warrant suspension, obtaining appropriate court orders and/or police involvement;

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The Township of Horton Corporate Policy and Procedures			
DEPARTMENT: HUMAN RESOURCES			POLICY #: A-09
POLICY: Misconduct in the Workplace (other than Policy A-04 OHRC Violation)			
DATE: Feb 07/06	REV. DATE: Feb 5/19	COVERAGE: All Employees	PAGE #: 5 of 5

- (d) employees who are found to be at risk of engaging in violent conduct or who have engaged in violent conduct may be subject to suspension or dismissal if warranted. Disciplinary action will not normally be taken until all other avenues of assistance have been considered and found to be inappropriate or ineffective. Employees who engage in repeat violent behaviour after a first incident is reported may be subject to immediate dismissal or suspension, pending the development of an appropriate plan of action;
 - (e) where the threat or incident of violence has originated from an external source, actions that warrant consideration may include changes to the physical work space, changes to procedures to offer better support and protection, withdrawal of services, police intervention and the use of appropriate court orders;
 - (f) a summary of the incident will be kept in the personnel file and all other related documents will be kept in a separate file; and
8. The following apply to trauma support:
- (a) Township staff who have witnessed or experienced a traumatic event may need special support. Their special needs will be acknowledged and accommodated. The CAO/Clerk maintains a list of available services that offer appropriate support; and
 - (b) the CAO/Clerk or designate will advise affected staff of their support options and will coordinate any special assistance that may be required.

The Township of Horton Policy and Procedure			
SECTION: HUMAN RESOURCES			POLICY #: A-11
POLICY: Probation			
DATE: April 07/03	REV. DATE: Feb. 5/19	COVERAGE: All Employees	PAGE #: 1 of 3

POLICY STATEMENT:

All newly hired employees are subject to a probationary period from the date of hiring. Permanent appointment as an employee of the Township of Horton is conditional upon satisfactory performance during the formal probationary period.

PROCEDURE:

1. The following apply to Full-time employees and Permanent Part-time employees:
 - (a) the probationary period for full-time employees is six (6) months;
 - (b) within the first four weeks of employment, the Employee and their Supervisor will establish performance goals/work plan for the position;
 - (c) a ~~four~~ **three** (4) (3) month probationary assessment including rating of competencies and performance goals/work plan is completed by the Supervisor and the Manager and forwarded to the CAO/Clerk's ~~Department~~;
 - (d) prior to completion of the probationary period, the Manager reviews and rates the competencies and performance goals with the employee and advises the CAO/Clerk's ~~Department~~ of the employment continuation decision (if any);
 - (e) at the discretion of the CAO/Clerk, the probationary period may be extended to a maximum of one (1) year;
 - (f) during their probationary period, employees are entitled to all rights and privileges except with respect to discharge; and
 - (g) employment of such employees may be terminated at any time during the formal probationary period without recourse to the Appeal Procedure (Policy A-13).

2. The following apply to permanent/part-time employees:
 - (a) part-time employees working in classifications that are normally eight (8) hours per day are on a probationary basis for a period of one-thousand and forty (1040) working hours from the most recent date of hire;
 - (b) part-time employees working in classifications that are normally seven (7) hours per day are on probation for a period of nine-hundred and ten (910) working hours from the most recent date of hire;
 - (c) a probationary assessment including rating of competencies and performance goals/workplan is completed by the Supervisor ~~on or before 75%~~ **within two** (2) **weeks** of the probationary period is completed;

RETURN TO AGENDA

The Township of Horton Policy and Procedure			
SECTION: HUMAN RESOURCES			POLICY #: A-11
POLICY: Probation			
DATE: April 07/03	REV. DATE: Feb. 5/19	COVERAGE: All Employees	PAGE #: 2 of 3

- (d) the assessment is signed by the employee, the Supervisor, and/or the Manager, and forwarded to the CAO/Clerk's ~~Department~~; and
 - (e) prior to completion of the probationary period, the Manager reviews the probationary period and rates the competencies and performance goals/workplan with the employee and advises the CAO/Clerk's ~~Department~~ of the employment continuation decision (if any).
3. It is the responsibility of the Manager to ensure that the performance of a probationary employee is monitored, and that proper documentation is completed and forwarded to the CAO/Clerk at both the first assessment date and the final assessment date.
 4. The decision to dismiss a probationary employee is made by the Manager in consultation with the CAO/Clerk and Council.
 5. If a decision is made to dismiss the employee, notice, if applicable, is given in accordance with the policy on termination (A-13).
 6. After completion of the probationary period, seniority is effective from the employee's last date of hire.

The Township of Horton Policy and Procedure			
SECTION: HUMAN RESOURCES			POLICY #: A-11
POLICY: Probation			
DATE: April 07/03	REV. DATE: Feb. 5/19	COVERAGE: All Employees	PAGE #: 3 of 3

APPENDIX A:

[Probationary Assessment Form](#)



Form A-11

PROBATIONARY ASSESSMENT FORM

NAME: _____

POSITION: _____

DEPARTMENT: _____

STARTING DATE: _____

ASSESSMENT DATE: _____

_____ **FIRST PROBATIONARY ASSESSMENT**

_____ **FINAL PROBATIONARY ASSESSMENT**

SUPERVISOR'S COMMENTS:

(Consider attitude, initiative, knowledge of job, production/performance, reliability, quantity, and quality of work)

AREAS REQUIRING DEVELOPMENT:

EMPLOYEE'S COMMENTS:

DATE

EMPLOYEE'S SIGNATURE

MANAGER: (Please check one)

_____ Continue Probation

_____ Probationary Period Completed

_____ Terminate

DATE

MANAGER'S SIGNATURE

**** Please Submit Completed Form to the CAO/Clerk's Office ****

The Township of Horton Policy and Procedure			
SECTION: HUMAN RESOURCES			POLICY #: A-12
POLICY: Termination			
DATE: April 07/03	REV. DATE: April 03/12	COVERAGE: All Employees	PAGE #: 1 of 2

POLICY STATEMENT:

The Township of Horton ensures that terminations, either voluntary or involuntary, are initiated with appropriate notice and properly documented for payroll processing.

PROCEDURE:

1. The following apply to voluntary termination:
 - (a) an employee who resigns his/her position is required to state the resignation in writing, and this resignation must be signed by the employee. If the employee refuses to state the resignation in writing, the date of the verbal resignation is considered as the official date of resignation;
 - (b) employees are expected to give a minimum of two (2) weeks notice of resignation with the exception of officers, who are expected to give thirty (30) days notice or as otherwise noted within an employee's contract;
 - (c) all written and verbal resignations are acknowledged/confirmed by the employee's Supervisor or designate by mail within one (1) working day of the date of submission of the employee's written resignation or the date of the verbal resignation.

2. The following apply to general termination:
 - (a) general termination of short-term part-time positions or contract positions does not require notice if the defined term is completed; however, if the intended term is increased or decreased the Department Head notifies the employee(s) in writing of the revised term; and
 - (b) two (2) weeks notice in advance is given if possible.

The Township of Horton Policy and Procedure			
SECTION: HUMAN RESOURCES			POLICY #: A-12
POLICY: Termination			
DATE: April 07/03	REV. DATE: April 03/12	COVERAGE: All Employees	PAGE #: 2 of 2

3. The following apply to involuntary termination:
 - (a) termination initiated by the Employer requires notice consistent with the terms of the *Employment Standards Act 2000* and may require severance pay; and
 - (b) terminations initiated by the Employer for cause, e.g. willful misconduct, disobedience, or willful neglect of duty, are not subject to a notice period or severance pay.

4. The following apply to the appeal procedure:
 - (a) no appeals are considered in the case of any employee discharged prior to completion of his/her probation period;
 - (b) any minor disagreement is first addressed in writing with the employee's immediate supervisor, a copy of which is filed with the CAO/Clerk;
 - (c) if the matter is not amicably settled, the employee has the right to appeal to the Human Resources Committee. If there is still no agreeable settlement, the employee has the right to appeal to the Council to intervene; and
 - (d) any appeal procedure outlined in this policy will not violate or contradict the provisions of the *Municipal Act, R.S.O. 1980, Section 99 (2)*.

5. The following pertain to an Exit Interview:
 - (a) the CAO/Clerk's Department requires that an exit interview is conducted when an employee terminates or is terminated; and
 - (b) the exit interview is normally conducted by the employee's supervisor who should seek to gain an understanding from the terminating employee of anything that the employee wishes to advance in terms of either positive or negative comment about the job or the Township.

The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: A-13
POLICY: Retirement and Early Retirement			
DATE: April 07/03	REV. DATE: Feb. 5/19	COVERAGE: All Employees	PAGE #: 1 of 2

POLICY STATEMENT:

The normal retirement age for all Township employees is sixty-five (65). Early retirement age coincides with conditions set by OMERS.

PROCEDURE:

1. CAO/Clerk's ~~Department~~ is available to discuss retirement and explains the Township's Retirement Policy with employees three (3) months prior to their retirement age.
2. An employee may elect to work to the end of the month in which he/she reaches the age of sixty-five (65). Extensions beyond the end of the month require approval from Council.
3. An employee is required to provide at least two (2) months notice of his/her intention to request an extension of employment. Extensions may be considered by Council on a discretionary basis provided that the applicable Department Head makes written application to the **Ad Hoc** Human Resources Committee indicating that:
 - (a) the employee is physically and mentally capable of continuing his/her duties;
 - (b) the employee is working on a project that is to be completed in one (1) year or less;
 - (c) no suitable replacement was employed; and
 - (d) the employee agrees in writing to the proposed extension.
4. The following apply to employee retirement benefits at age 65:
 - (a) if an Employee continues to work on a full-time or part-time basis after age sixty-five (65), contributions to the OMERS pension are mandatory up to age seventy-one (71), after which contributions cease and the pension becomes payable;
 - (b) contributions to the Canada Pension Plan cease at age sixty-five (65) and benefits may be collected. However, if an employee continues to work after age sixty-five (65) C.P.P. contributions are made, until age seventy (70) then this option is available;
 - (c) Life Insurance, Extended Health Care and Dental coverage are discontinued; and

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: A-13
POLICY: Retirement and Early Retirement			
DATE: April 07/03	REV. DATE: Feb. 5/19	COVERAGE: All Employees	PAGE #: 2 of 2

- (d) an employee continues under the Short-Term Sick Leave Program only if the extension is as a full-time employee.
5. The following apply to early Employee retirement benefits, as defined under OMERS:
- (a) from date of Early Retirement to age sixty-five (65) Extended Health Care and Dental coverage are available;
 - (b) participation is optional; however, election of benefit continuation must be done prior to retirement date; and
 - (c) The employer shall pay 100% of the premiums for employees who qualify under OMERS for an Early Retirement Plan for full-time employees.
6. The Township provides a retirement gift to a retiring employee ~~up to a maximum value of \$125.00.~~ of \$20.00 per each year of service up to a maximum of \$300.00.

The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: A-14
POLICY: Code of Ethical Conduct			
DATE: April 07/03	REV. DATE: Feb. 5/19	COVERAGE: All Employees	PAGE #: 1 of 3

BACKGROUND:

The Township of Horton has undertaken the task of updating its Code of Ethics/Conflict of Interest Policy in order to both promote professionalism and to ensure that the relationship of trust that exists between staff and the public remains an integral part of local government in Ontario. Since its inception, local government has been understood to be an open, accessible and accountable form of government.

The purpose of this Policy is to educate municipal employees about standards of ethical conduct as they apply to municipal employees. This policy embodies the basic principles of honesty, impartiality and common sense and recognizes that a municipal employee has a responsibility to uphold these principles.

The proper operation of a municipal government requires that employees be independent, impartial, and responsible to the citizens; that their positions not be used for personal gain and that the public have confidence in the integrity of municipal employees.

POLICY STATEMENT:

All employees of the Township of Horton will adhere to the Code of Ethical Conduct and Conflict of Interest Guidelines to ensure that there is no conflict between their personal interests and official duties. Failure to comply with any of these procedures may expose an employee to disciplinary action and/or action through the Courts.

PROCEDURE:

1. Employees will promote the goals, objectives, and policies of the Township of Horton.
2. The Township expects a standard of dress and grooming from employees that is reasonable and appropriate under the circumstances of their position within the Township of Horton
3. Employees will acknowledge and recognize the dignity and worth of every person they serve and with whom they work.

The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: A-14
POLICY: Code of Ethical Conduct			
DATE: April 07/03	REV. DATE: Feb. 5/19	COVERAGE: All Employees	PAGE #: 2 of 3

4. Employees will disclose in writing to their Department Head any business, commercial, or financial interest where such interest might be construed as being in actual or potential conflict with their official duties. This written disclosure is kept in the employee's personnel file for the duration of employment.
5. Employees will not engage in any business, dealing, or transaction or have a financial or other personal interest, which is in conflict with the discharge of their official duties.
6. Employees shall not knowingly participate in any decision or promotion or make any recommendations in which they or their family has any financial interest, except as a resident of the Municipality.
7. Employees will ensure, in the performance of official duties, equality of treatment to all persons and, without restricting the generality of the foregoing, shall refrain from according preferential treatment to any person, group, or organization.
8. Employees, their immediate family, and family members residing in their household, may not sell goods, materials, or services to the Township without the express permission of the CAO/Clerk.
9. Employees will not place themselves in a position where they could derive any benefit or gain from any township contracts, persons, groups, companies, or organizations with which the Township does business.
10. All Township of Horton employees in the course of their assigned duties are disallowed from physical or verbal abuse towards fellow employees and members of the general public.
11. No employee is allowed to actively campaign, solicit or promote any political candidate at the municipal, provincial or federal levels of government in the course of their regularly scheduled duties during the workday. Any political activity must occur outside of regularly scheduled hours for all Township employees.
12. No employee seeking the nomination or candidacy of any elected provincial or federal political office must request an unpaid leave of absence from the time of declaration of intent until the cessation of the political candidacy.

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The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: A-14
POLICY: Code of Ethical Conduct			
DATE: April 07/03	REV. DATE: Feb. 5/19	COVERAGE: All Employees	PAGE #: 3 of 3

13. Township employees may run for and serve in municipal elected offices provided no conflict of interest exists between the elected office and the employee's responsibility to the Township Employees will disclose in writing to the CAO/Clerk their intent to seek the role of elected official on a municipal government.
14. Employees will disclose in writing to the CAO/Clerk their intent to seek appointment to an Advisory board or any other appointed Governmental Board.
15. Township of Horton Employees are obligated to report to their Department Head alleged breaches of conflict of interest committed by fellow Township of Horton employees.
16. Employees will not benefit from the use of information acquired or used, that is not generally available to the public, during the course of official duties.
17. Employees will not engage in any outside work, private employment, business, or undertaking for any person, group, or organization, which might interfere with the performance of their duties as a Township employee, without the prior approval of their Department Head and the CAO/Clerk.
18. Employees will not use Township property or equipment for activities or purposes not associated with the discharge of official duties.
19. Employees will not demand, accept, or agree to accept from a person, group, or organization that wishes to have business or dealings or has business or dealings with the Township, a gift, benefit, favour, discount, hospitality, or gratuity for personal benefit.

The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: A-15
POLICY: Dispute Resolution Process			
DATE: April 07/03	REV. DATE: Feb. 5/19	COVERAGE: All Employees	PAGE #: 1 of 1

POLICY STATEMENT:

The Township of Horton recognizes that from time to time, staff may have a complaint(s) against a peer, an individual supervisor / manager, or in regard to their Performance Appraisal (PMP) or a procedure that has been implemented or a corporate policy that affects an individual(s).

PROCEDURE:

1. Employees who feel that they are not being treated fairly or in accordance with corporate policy or general practice, shall raise the matter first with their immediate supervisor in writing. The Department Head will meet with the employee to hear the complaint within five working days of receiving the complaint and provide a decision, in writing, within five (5) working days after the meeting.
2. Failing a satisfactory resolution with the supervisor, the Employee may bring the issue to the Manager, in writing, within five (5) working days after the decision given by the Supervisor. The CAO/Clerk will meet with the employee to hear the complaint within five working days of receiving the complaint and provide a decision, in writing, within five (5) working days after the meeting.
3. The decision of the ~~Chief Administrative Officer~~ **CAO/Clerk** after consultation with the **Ad Hoc** HR Committee and Council, is final and binding.
4. The dispute resolution process is not available to employees during their probationary period.

The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: A-16
POLICY: Professional Standard Dress Code			
DATE: April 03/12	REV. DATE: Feb. 5/19	COVERAGE: All Employees	PAGE #: 1 of 1

POLICY STATEMENT:

The Township of Horton is committed to establishing a professional/business casual dress code which allows our employees to work comfortably in the workplace yet still project a professional image for our customers, potential employees and community visitors.

The key point to sustaining professional/business casual work attire is to use common sense, good judgment and applying a dress practice that is conducive to our business environment.

Procedures:

1. Safety boots and equipment are deemed appropriate as required by position classification and Health & Safety policy and regulations.
2. No Jeans will be allowed. With approval of Department Head, there may be some outside work areas or activities where professional/business casual attire is not required. In these cases, clothes should be neat and appropriate for the work area or activity. Occasionally, theme days or events are held in Township facilities when normal professional/business attire is not required. Office staff will be permitted to wear dress jeans, dress shirt/blouse on Fridays.
3. Frayed or torn items of clothing and any clothing that has words, advertisements, terms or pictures that may be offensive are unacceptable.
4. Scent Free Awareness Program: The Health & Safety Committee asks for your support in limiting or eliminating use of scented personal care products whenever possible at your work site and meetings. Choose unscented alternatives that are available when possible. By making these choices, you will contribute to promoting health and wellness for all staff.
5. If an item of clothing is deemed to be inappropriate by the employee's supervisor, Department Heads or the CAO/Clerk's office, the employee may be sent home to change clothes or will be asked not to wear the inappropriate item to work again.

The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: A-17
POLICY: Personal Use of Social Networking			
DATE: Feb. 5/19	REV. DATE:	COVERAGE: All Employees	PAGE #: 1 of 3

POLICY STATEMENT:

The purpose of this Corporate Policy is to guide employee's use of social networking made on an employee's personal time and to ensure employees understand that they cannot communicate on behalf of the Corporation of the Township of Horton or any of its' departments, programs, services, clients, elected representatives or other employees without specific permission from their department Head (please refer to Corporate Policy [IT-09](#)) regarding the business use of social networking.

Consistent with the Corporate Competency of Professionalism, employees must conduct themselves responsibly. Employee conduct, even outside of the workplace, must be in compliance with their workplace obligations, including but not limited to confidentiality, all human rights policies and applicable legislation.

For the purposes of this Policy, 'social networking' refers to any and all online social media networking or community forum/websites where people come together, post information, attachments, videos, pictures, build knowledge, discuss ideas or socialize.

Online communities include, but are not limited to:

- Blogs or weblogs
- Bulletin Boards
- Chat Rooms
- Discussion Groups
- Instant Messaging (IM)
- Mailing lists or listservs
- Photo/video sites i.e. 'YouTube'
- Social Networking sites i.e. 'Facebook', 'Twitter', 'Instagram', 'Myspace'
- Pinterest
- Wikis
- 'Snap Chat'
- Or any other online medium similar in nature to above

For the purposes of this Policy, The Corporation of the Township of Horton includes any of its departments, programs, services, clients, elected representatives, supervisors, managers or other employees, including confidential details or information and/or the reputation or good standing of any of the aforementioned.

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: A-17
POLICY: Personal Use of Social Networking			
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For the purposes of this Policy, “Employees” include all employees defined under [Policy A-01- Employee Definitions](#)

The Corporation of the Township of Horton acknowledges that employees may participate in social networking on their own time. All employees are advised that social media accounts and websites are not private, regardless of the security or restriction of access to said websites, and that he/she will be held accountable for professionalism; Client Service Orientation; and Focus on Results, as well as the relevant legislation including but not limited to:

- Ontario Human Rights Code
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- Personal Health Information Protection Act (PHIPA)

and other relevant departmental policies and procedures.

A social networking post that is made on an employee’s personal time but harms the Corporation of the Township of Horton’s reputation or hampers its operations, can constitute grounds for disciplinary action up to and including termination of employment. Further, violation of this Policy exposes the Corporation of the Township of Horton to risks and legal liability and the employee to risk of criminal or civil liability.

PROCEDURE:

1. Employees may choose to be members of social networking sites or may choose to engage in other personal online social media
2. Any such employee comments or conduct on social networking that breaches confidentiality regarding the Corporation of the Township of Horton, it’s clients, employees or the workplace, including but not limited to photos or personal information and/or confidential business information will violate this policy
3. Employee comments or conduct on social media websites that is disparaging, defamatory, insulting, demeaning, offensive, insubordinate, threatening, harassing or discriminatory to the Corporation of the Township of Horton, its’ clients, employees or the workplace that are deemed objectionable by the Corporation of the Township of Horton in that the content might damage the Township of Horton’s reputation will violate this policy.
4. Employee comments or conduct on social media must not interfere with the employee’s ability to carry out their duties or result in other employees being unwilling to work with the employee in question

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The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: A-17
POLICY: Personal Use of Social Networking			
DATE: Feb. 5/19	REV. DATE:	COVERAGE: All Employees	PAGE #: 3 of 3

5. Employee comments or conduct on social networking must not interfere with the employer's ability to manage and direct the work process. This conduct would include, but is not limited to, insolent or insubordinate comments concerning any employee in a position or capacity of supervision in the Corporation of the Township of Horton.
6. Employee comments or conduct on social networking must not include any information which the Corporation of the Township of Horton deems confidential or sensitive, including but not limited to any information concerning the workplace, specifically personal information concerning employees or the persons whom we serve, as well as information governed by the applicable Acts aforementioned in this Policy
7. Those social networking websites that assign, name or make the property thereof the employee in question are the sole responsibility of said employee. All employees are held accountable for the security and comments made on a site for which they are aligned and take ownership. This includes but is not limited to a personalized 'Facebook' page, etc.
8. Employees must be aware and acknowledge that comments and/or conduct that would violate this policy will be subject to disciplinary measures up to and including termination of employment
9. Violation of the terms of this policy may result in criminal and/or civil liability/charges against the employee in question from either or all of the Corporation of the Township of Horton and/or the applicable third party(s)



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Credit Cards for Council	Date:	February 19 th , 2019
	Council/Committee:	Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	General Government

RECOMMENDATIONS:

THAT Council on recommendation of the General Government Committee agree to provide Council members with a Township credit card.

BACKGROUND:

In 2015, previous Council brought forward a request for all Council members to have a Township issued credit card for purchases used for travel and conference expenses. Resolution No. 2015-141 was passed supporting this request for previous Council.

Due to the fact there is no current Credit Card Policy (which staff will be working on through the Corporate Policies review), a resolution is required to be passed by Council agreeing to provide cards to members.

All purchases on the cards must be supported by a receipt which is required to be given to the Treasurer in a timely manner for payment.


ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: Treasurer Jennifer M. Barr

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O.: 
signature



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Pregnancy and Parental Leave Council Corporate Policy Council-01	Date:	February 19 th , 2019
	Council/Committee:	Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	General Government

RECOMMENDATIONS:

This policy will be brought forward at the By-Law Section to be adopted into Corporate Policies to comply with the legislated deadline of March 1st, 2019.

BACKGROUND:

Bill 68, *Modernizing Municipal Legislation Act, 2017* focuses on themes of accountability and transparency, municipal financial sustainability, and responsive and flexible municipal governments. One of these focused items introduced:

- Increase fairness and reduce barriers for women and parents elected to municipal council.

Bill 68 included an amendment regarding pregnancy and parental leave for elected officials. Section 259 of the *Municipal Act* provides that a Member's seat becomes vacant if the Member is absent from Council meetings for three successive months without being authorized to do so by a Council resolution. Prior to Bill 68, a Member was required to obtain a resolution of Council for an extended leave of absence due to pregnancy, the birth of a child or adoption of a child. Bill 68 provided an exemption to the above noted provision such that no resolution of Council is required to grant an extended leave of absence for a Member if the absence is related to pregnancy or parental leave for twenty (20) consecutive weeks or less.

Section 259 of the *Municipal Act* now includes the following exception to the rules for when a Council Member's seat becomes vacant: "(1.1) Clause (1)(c) does not apply to vacate the office of a member of council of a municipality who is absent for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member."

The Township could still decide to excuse absences from meetings for any reason, including pregnancy or parental leave, beyond twenty (20) weeks. Subsection 270(1) requires municipalities to adopt and maintain policies with respect to a number of matters.

Bill 68 requires municipalities to adopt and maintain a policy on parental leave for members of Council by March 1st, 2019.

ALTERNATIVES: N/A


FINANCIAL IMPLICATIONS: N/A

RETURN TO AGENDA

CONSULTATIONS: N/A

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O. 
signature

The Township of Horton Policy and Procedures			
SECTION: COUNCIL			POLICY #: Council-01
POLICY: Council Pregnancy Leave and Parental Leave			
DATE: February 2019	REV. DATE:	COVERAGE: Council	PAGE #: 1 of 3

POLICY STATEMENT:

The Township of Horton recognizes a Member of Council's right to take leave for the Members' pregnancy, the birth of the Members' child or the adoption of a child by the Member in accordance with the *Municipal Act, 2001*.

DEFINITIONS:

"CAO/Clerk" shall mean the CAO/Clerk of the Township of Horton.

"Council" shall mean the elected body of the Corporation of the Township of Horton.

"Leave" shall mean Pregnancy and/or Parental Leave.

"Member" shall mean the Mayor, Deputy Mayor or a Councillor of the Corporation of the Township of Horton.

"Pregnancy and/or Parental Leave" shall mean an absence of 20 consecutive weeks or less as a result of a Member's pregnancy, the birth of a Member's child or the adoption of a child by the Member in accordance with Section 259 (1.1) of the *Municipal Act, 2001*.

"Township" shall mean the Corporation of the Township of Horton.

PROCEDURE:

Township of Horton Council supports a Member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

1. A Member of Council is elected to represent the interests of their constituents.
2. A Member's pregnancy and/or parental leave does not require Council approval and their office cannot be declared vacant as a result of the Pregnancy and/or Parental Leave.

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The Township of Horton Policy and Procedures			
SECTION: COUNCIL			POLICY #: Council-01
POLICY: Council Pregnancy Leave and Parental Leave			
DATE: February 2019	REV. DATE:	COVERAGE: Council	PAGE #: 2 of 3

3. The Member is entitled to continue to receive communication from the Township (Council Packages, e-mail, meeting invitations etc.), as if the Member were not on Leave, in accordance with the wishes of the Member.
4. A Member of Council on Pregnancy and/or Parental Leave reserves the right to participate as a Member at any time during their leave.
5. A Member of Council on Pregnancy and/or Parental Leave shall continue to be paid and continue to have expenses paid in accordance with any Council expense policy.
6. A Member shall be entitled no more than twenty (20) consecutive weeks' leave in any 52-week period.
7. Where a Member of Council will be absent due to a Pregnancy and/or Parental Leave, the Member shall provide written notice to the CAO/Clerk outlining the expected duration of leave including a potential start date and return date.
8. It is understood under emergent circumstances; a Member may not be able to submit the appropriate notice before the Leave commences. Each Member shall nonetheless endeavour to provide the appropriate notice in advance of any Leave or as soon as possible after commencing the Pregnancy and/or Parental Leave. The CAO/Clerk will provide the Mayor and/or Designate with a copy of any written notice.
9. Council may make temporary appointments to fill any vacancies of the Member to Committees, Boards, or other meetings or activities of the Member.
10. The Member shall inform the CAO/Clerk, with property written notice, on any changes regarding their return date.
11. Upon return from Leave, the Member will resume all appointments to Council and Committees of Council and Agencies, Boards and Commissions that they previously held before the Leave.

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The Township of Horton Policy and Procedures			
SECTION: COUNCIL			POLICY #: Council-01
POLICY: Council Pregnancy Leave and Parental Leave			
DATE: February 2019	REV. DATE:	COVERAGE: Council	PAGE #: 3 of 3

INTERMITTENT RETURN FOR COMMITTEE AND/OR COUNCIL MEETINGS:

1. If a Member attends Committee and/or Council Meetings intermittently during their Leave, the Member does not resume their position of Committee Chair for that Meeting;
2. Should the Member return intermittently from Leave for Committee and/or Council Meetings, this does not extend their Leave for any additional weeks.
3. Should the Member return intermittently from Leave for Committee and/or Council Meetings, this does not mean that the Member has terminated their Leave.

EXPECTATION UPON EXPIRY OF LEAVE:

If a member fails to attend, in person or by any other means permitted under the Municipal Act, 2001, S.O. 2001 c.25 Council's meeting immediately after the expiration of the Member's Leave of Absence, Council may declare the Member's seat vacant on account of such absence subject to and in accordance with the provisions of the Municipal Act, 2001, S.O. 2001, c. 25.

EXCLUSIONS:

This Policy does not apply to Township Staff, or Public Advisory Members of Committees.



**Township of Horton
COUNCIL / COMMITTEE REPORT**

Title: PROPOSED DENTAL COVERAGE AMENDMENT	Date:	February 11, 2019
	Council/Committee:	General Government
	Author:	Nathalie Moore
	Department:	All

RECOMMENDATIONS:

THAT Council amends the current dental coverage to move from Level III (Dentures) to _____ % effective March 1, 2019.

BACKGROUND:

It was requested by Council that we inquire about the cost of increased dental coverage for more than 50% coverage. The cost ranges are as follows:

Option 1:

- Add Level III (Dentures) at 50% reimbursement with a \$1,000 calendar year maximum. The current dental rates will increase by \$117.60 annually.

Option 2:

- Add Level III (Dentures) at 60% reimbursement with a \$1,000 calendar year maximum. The current dental rates will increase by \$235.20 annually.

Option 3:

- Add Level III (Dentures) at 75% reimbursement with a \$1,000 calendar year maximum. The current dental rates will increase by \$352.80 annually.

Option 4:

- Add Level III (Dentures) at 100% reimbursement with a \$1,000 calendar year maximum. The current dental rates will increase by \$1,176.00 annually.

ALTERNATIVES:

No Change in Current Rates

FINANCIAL IMPLICATIONS:

The current proposed budget would have to reflect the increase in costs over and above the already allotted \$411.60 annual rate increase.

RETURN TO AGENDA

CONSULTATIONS:

Author: Nathals Moore
signature

Other: _____
signature

Treasurer: Devin McLean
signature

C.A.O. _____
signature

DATE: February 11, 2019
 LOCATION: Municipal Office

PERSON INSPECTING: Nathalie Moore
 WEATHER: -5°C

1. WALKING SURFACES

	YES	NO	ACTION
WALKWAYS FREE OF OBSTRUCTION	✓		
SURFACES IN GOOD CONDITION	✓		
TRIP/SLIP HAZARDS	✓		Flooring in a couple of areas are ripped and raised

2. ENVIRONMENT

	YES	NO	ACTION
LIGHTING ADEQUATE	✓		
NOISE LEVELS	✓		
AIR QUALITY	✓		
TEMPERATURE & HUMIDITY	✓		
CLEANLINESS / HOUSEKEEPING	✓		
HAZARDS PRESENT?		✓	
CLEANING COMPOUNDS PRESENT?	✓		
CLEANING COMPOUNDS LABELLED	✓		
MSDS BOOK AVAILABLE & CURRENT	✓		
SAFETY SIGNAGE	✓		

3. OFFICE EQUIPMENT

	YES	NO	ACTION
GOOD MECHANICAL CONDITION	✓		
SECURE FROM TIPPING	✓		
FREE OF SHARPE EDGES	✓		
PROPER ASSEMBLY / ADJUSTMENT	✓		
EMERGENCY DEVICES ACCESSIBLE	✓		
SAFE HANDLING PROCEDURES	✓		
ELECTRICAL CORDS SECURED	✓		
PREVENTATIVE MAINTENANCE	✓		

4. BOOKCASES/CABINETS

	YES	NO	ACTION
GOOD CONDITION	✓		
SECURED	✓		
DRAWERS CLOSED WHEN NOT IN USE	✓		
SAFE STORAGE / STACKING / PILING	✓		
STEP STOOLS / LADDERS AVAILABLE	✓		
HEAVY ITEMS LOCATION			STORAGE ROOMS

5. FIRST AID

	YES	NO	ACTION
AVAILABILITY OF FIRST AID KIT	✓		
REGULATION 1101	✓		
CERTIFICATES POSTED	✓		
INSPECTION CHECKLIST	✓		
LOG BOOK AVAILABLE	✓		

RETURN TO AGENDA

6. FIRE PROTECTION

	YES	NO	ACTION
FIRE EXTINGUISHERS AVAILABLE	✓		
ACCESSIBILITY	✓		
MONTHLY / YEARLY INSPECTIONS	✓		
FIRE EXITS SIGNED / LIGHTED	✓		
FIRE EXITS CLEAR	✓		

7. HEALTH & SAFETY BOARD

	YES	NO	ACTION
WSIB FORM 82	✓		
ESA POSTER VERSION 3.0	✓		
OH&S ACT AND REGULATIONS	✓		
WSIB "WHAT'S IN IT FOR YOU" FORM	✓		
POLICY STATEMENT	✓		
NAMES OF TRAINED FIRST AIDERS	✓		

8. TRAINING

	YES	NO	ACTION
WHMIS / FIRST AID	✓		
EMERGENCY PROCEDURES	✓		
SECURITY PROCEDURES	✓		
TRAINING RECORDS	✓		

9. EMPLOYEE CONTACT/OTHER

	YES	NO	ACTION
KNOWLEDGE OF H&S POLICY	✓		
KNOWLEDGE OF H&S BOARD	✓		
KNOWLEDGE OF MSDS	✓		
KNOWLEDGE OF/USE OF EQUIPMENT	✓		
KNOWLEDGE OF SECURITY POLICY	✓		
KNOWLEDGE OF REPORTING DUTIES	✓		

NOTES / OBSERVATIONS:

FLOORING STILL A CONCERN, STAFF IS TRIPPING UP IN THE RIPS, AND WEAR FROM THE CHAIRS IS CAUSING BUBBLING.

FOLLOW UP:

Nathalie Hoove

MONTH

2019 FEBRUARY

75

DATE OF INSPECTION

FEB 8/19

PERSON INSPECTING (please print)

PETER STORIK

SIGNATURE

Pete Storik



TOWNSHIP OF HORTON
PUBLIC WORKS

A. GARAGE OFFICE - Downstairs		Yes	No	n/a	PROBLEM	ACTION TAKEN	Corrected By
1	CLEANLINESS / HOUSEKEEPING	✓					
2	TEMPERATURE AND HUMIDITY	✓					
3	EQUIPMENT IN GOOD WORKING CONDITION	✓					
4	CABINETS SECURED, as required	✓					
5	SAFE STORAGE / STACKING / PILING	✓					
6	DRAWERS CLOSED WHEN NOT IN USE	✓					
7	TRIPPING HAZARDS (cords, etc.)		✓				
8	OTHER (specify)						
B. GARAGE OFFICE - Upstairs		Yes	No	n/a	PROBLEM	ACTION TAKEN	Corrected By
9	CLEANLINESS / HOUSEKEEPING	✓					
10	TEMPERATURE AND HUMIDITY	✓					
11	EQUIPMENT IN GOOD WORKING CONDITION	✓					
12	CABINETS SECURED, as required	✓					
13	SAFE STORAGE / STACKING / PILING	✓					
14	DRAWERS CLOSED WHEN NOT IN USE	✓					
15	TRIPPING HAZARDS (cords, etc.)		✓				
16	STAIRS & LANDING	✓					
17	OTHER (specify)						
C. BATHROOM		Yes	No	n/a	PROBLEM	ACTION TAKEN	Corrected By
18	CLEANLINESS / HOUSEKEEPING	✓					
19	HAZARDS PRESENT		✓				
20	FIXTURES IN GOOD WORKING CONDITION	✓					
21	FAN IN GOOD WORKING CONDITION	✓					
22	CLEANING COMPOUNDS LABELLED	✓					
23	OTHER (specify)						

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D. GARAGE - Main Space				PROBLEM	ACTION TAKEN	Corrected By
Yes	No	n/a				
GENERAL						
24	CLEANLINESS / HOUSEKEEPING	✓				
25	LIGHTING ADEQUATE	✓				
26	NOISE LEVELS	✓				
27	AIR QUALITY	✓				
28	TRIPPING HAZARDS (cords, etc.)		✓			
29	DOORS & WALKWAYS CLEAR (inside & outside)	✓				
30	MATERIALS SECURED	✓				
31	CHEMICALS LABELLED AND STORED	✓				
32	WORK SURFACES, BENCHES CLEAN	✓				
POWER TOOLS & CORDS						
33	CONDITION OF TOOLS	✓				
34	GUARDS IN PLACE	✓				
35	EXTENSION CORDS – RATED OVER 300V	✓				
36	STATE OF PLUGS AND CORDS	✓				
37	CONNECTIONS / OVERLOADS	✓				
Personal Protective Equipment (PPE)						
38	FOOT PROTECTION	✓				
39	HEAD PROTECTION	✓				
40	EYE PROTECTION	✓				
41	HEARING PROTECTION	✓				
42	BREATHING PROTECTION	✓				
43	FALL PROTECTION / HARNESS	✓				
44	'ORANGE' CLOTHING	✓				
45	KNOWLEDGE OF / USE OF EQUIPMENT	✓				
Building Condition						
46	DOORS OPERABLE	✓				
47	WINDOWS IN GOOD CONDITION	✓				
48	BROKEN OR DAMAGED FLOORS		✓			
49	BROKEN OR DAMAGED WALLS		✓			
50	BROKEN OR DAMAGED CEILING		✓			
51	EXTERIOR WALLS IN GOOD CONDITION	✓				

52	ROOF IN GOOD CONDITION	✓					
53	PROBLEMS WITH DRAINAGE		✓				
54	WATER SOURCE ACCEPTABLE	✓					
	Other						
55	OTHER (specify)						
56	OTHER (specify)						
57	OTHER (specify)						
E.	SAND DOME	Yes	No	n/a	PROBLEM	ACTION TAKEN	Corrected By
58	CLEAR OF DEBRIS AROUND EXTERIOR	✓					
59	SHINGLES IN GOOD REPAIR	✓					
60	DRAINAGE CONCERNS AROUND EXTERIOR		✓				
	LEAKING		✓				
62	SAND / SALT PILE STABLE	✓					
63	MEZZANINE SECURED	✓					
64	ACCESS INTO DOME CLEAR	✓					
65	ACCESS INTO STORAGE SHED CLEAR	✓					
66	SHED IN CLEAN / ORGANIZED CONDITION	✓					
67	OTHER (specify)						
F.	OPEN SHED	Yes	No	n/a	PROBLEM	ACTION TAKEN	Corrected By
68	CLEAR OF DEBRIS AROUND EXTERIOR	✓					
69	DRAINAGE CONCERNS AROUND EXTERIOR		✓				
70	WALKWAYS CLEAR OF DEBRIS AND MATERIALS	✓					
71	MATERIALS SECURED	✓					
	CHEMICALS LABELLED AND STORED	✓					
73	OTHER (specify)						
G.	YARD	Yes	No	n/a	PROBLEM	ACTION TAKEN	Corrected By
74	GENERALLY ORGANIZED	✓					
75	GENERALLY FREE OF DEBRIS	✓					
76	EQUIPMENT STORED APPROPRIATELY	✓					
77	VEHICLES SUFFICIENT SPACE TO MANOUVER	✓					
78	GRADING / DRAINAGE CONCERNS		✓				
79	OTHER (specify)						

H.	HEALTH & SAFETY	Yes	No	n/a	PROBLEM	ACTION TAKEN	Corrected By
	HEALTH & SAFETY BOARD						
80	WSIB FORM 82	✓					
81	ESA POSTER VERSION 3.0	✓					
82	OH&S ACT AND REGULATIONS	✓					
83	WSIB "WHAT'S IN IT FOR YOU" FORM	✓					
84	H&S MEMBERS NAMES	✓					
85	POLICY STATEMENT	✓					
86	NAMES OF FIRST AIDERS (Certificates Posted)	✓					
	MONTHLY H&S INSPECTION FORMS POSTED	✓					
	FIRST AID EQUIPMENT						
88	FIRST AID KIT	✓					
89	REGULATION 1101	✓					
90	INSPECTION CHECKLIST	✓					
91	LOG BOOK AVAILABLE	✓					
	FIRE EQUIPMENT						
92	EXTINGUISHERS AVAILABLE & ACCESSIBLE	✓					
93	EXTINGUISHERS MTHLY/YRRLY INSPECTIONS	✓					
94	EMERGENCY PLAN IN PLACE	✓					
95	FIRE EXITS SIGNED / LIGHTED	✓					
	TRAINING						
96	RECOMMENDED (specify)						
97	RECOMMENDED (specify)						
	EMPLOYEE KNOWLEDGE						
98	KNOWLEDGE OF H&S POLICY	✓					
99	KNOWLEDGE OF H&S BOARD	✓					
100	KNOWLEDGE OF MSDS BINDER	✓					
101	KNOWLEDGE OF SECURITY POLICY	✓					
102	KNOWLEDGE OF REPORTING DUTIES	✓					
	Other						
103	MSDS BOOK AVAILABLE (CURRENT)	✓					

104	SAFETY SIGNAGE	<input checked="" type="checkbox"/>						79
105	LOCKOUT / TAGOUT READY	<input checked="" type="checkbox"/>						
106	EYEWASH STATION	<input checked="" type="checkbox"/>						
107	OTHER (specify)							

I. NOTES

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**The Township of Horton Inspection Checklist
Community Centre**

Date: Feb 15, 2019 Person Inspection: Shane Lambert.

Location Community Centre Weather _____

Front Entrance Exterior/Interior Foyer

1.Walking Surfaces	Yes	No	Action
Walkways free of obstruction			Water still pooling at front entrance and cement pad when it rains.
Surfaces in good condition	x		
Trip/slip hazards		x	
Warnings near hazards	x		
Extension cords/ Rocks	x		

2. Environment	Yes	No	Action
Lighting adequate	x		
Noise levels	x		
Air quality	x		
Temperature and Humidity	x		
Cleanliness/Housekeeping Mats Exterior Doors	x		
Hazards present?		x	

3. Fire Protection	Yes	No	Action
Fire extinguishers available	x		
Accessibility	x		
Monthly/Yearly inspections	x		
Fire exits signed/lighted	x		
Fire exits clear	x		
Fire doors?	x		

Upper Storage Room above front Foyer

1.Walking Surfaces	Yes	No	Action
Walkways free of obstruction	x		
Surfaces in good condition	x		
Trip/slip hazards		x	
Warnings near hazards			

2. Environment Yes No Action

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Lighting adequate	x		
Noise levels	x		
Air quality	x		
Temperature and Humidity	x		
Cleanliness/Housekeeping	x		
Hazards present?		x	

3. Equipment	Yes	No	Action
Good mechanical condition	X		
Secure from tipping	X		
Free of sharp edges	X		
Proper assembly/adjustment	X		
Emergency devices accessible	X		

4. Fire Protection	Yes	No	Action
Fire extinguishers available	x		
Accessibility	x		
Monthly/Yearly inspections	x		
Fire exits signed/lighted	x		
Fire exits clear	x		
Fire doors?	x		

4. Bookcases/Cabinets	Yes	No	Action
Good condition	x		
Secured	x		
Safe storage/Stacking/Piling	x		
Step stools/ladders available	x		
Heavy items location?		x	

Community Centre Hall

1. Walking Surfaces	Yes	No	Action
Walkways free of obstruction	x		
Surfaces in good condition	x		
Trip/slip hazards		x	
Warnings near hazards			

2. Environment	Yes	No	Action
Lighting adequate	x		1 ceiling light out near stairs
Noise levels	x		
Air quality	x		
Temperature and Humidity	x		
Cleanliness/Housekeeping	x		
Hazards present?		x	
Safety signage	x		

3. Office Equipment Yes No Action

Tables - 31 total			
Good mechanical condition	x		
Secure from tipping	x		
Free of sharp edges	x		7 tables have some damage to corners/sharpness
Chairs			
Good mechanical condition	x		Chairs Need new rubber feet.
Secure from tipping	x		
Free of sharp edges	x		
Proper assembly/adjustment	x		
STAGE			
Good mechanical condition	x		
Free of sharp edges	x		.
Proper assembly/adjustment	x		
Preventative maintenance			
Stage drapes new June 15, 2016	x		
Doors			
Seal tight and lock secure	x		
Chair Lift			
In good operating condition	x		
Up to date inspection	x		
Defective parts or Hazards			

5. First Aid	Yes	No	Action
AED – External defibrillator	x		Inspected Jan 13 th by Renfrew Paramedics
AED – active light blinking	x		
Availability of first aid kit Posted	x		
Regulation 1101	x		
Certificates posted	x		
Log book available	x		

6. Fire Protection	Yes	No	Action
Fire extinguishers available	x		
Accessibility	x		
Monthly/Yearly inspections	x		
Fire exits signed/lighted	x		
Fire exits clear	x		
Fire doors?	x		

7. Health and Safety Board	Yes	No	Action
WSIB Form 82	x		
ESA poster version 3.0	x		
OH&S Act and Regulations	x		
WSIB “What’s in it for you” form	x		
Names of trained First Aiders	x		

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8. Training	Yes	No	Action
WHMIS/First aid	x		
Emergency Procedures			
Security Procedures			
Special training			

Kitchen

1.Walking Surfaces_	Yes	No	Action
Walkways free of obstruction	X		
Surfaces in good condition	X		
Trip/slip hazards		X	
Warnings near hazards			

2. Environment	Yes	No	Action
Lighting adequate	X		
Noise levels	X		
Air quality	X		
Temperature and Humidity	X		
Cleanliness/Housekeeping	X		
Hazards present?		x	
Cleaning compounds present?	X		
Cleaning compounds labelled	X		
Safety signage	X		

3. Equipment	Yes	No	Action
Counters			
Good mechanical condition	X		
Secure from tipping	X		
Free of sharp edges	X		
Proper assembly/adjustment	X		
Cupboards			
Good mechanical condition	X		
Clear of Clutter above	X		
Free of sharp edges	X		
Proper assembly/adjustment	X		
Fridge/Freezers			
Good mechanical condition	X		
Secure from tipping	X		
Free of sharp edges	X		
Thermometers present	X		
Preventative maintenance	X		
Defective parts identified			
STOVE/ /HOOD			
In good operating condition	X		
Up to date inspection	X		
Defective parts or Hazards identified			

Notes: outside - Have Maintenance check the Kitchen Hood Ventilation System foil between the Duct work, it appears faded from the sun and small pin holes appearing. May need replacing.

5. First Aid	Yes	No	Action
Availability of first aid kit	X		In Kitchen Cupboard above hand washing sink.
Regulation 1101	X		
Inspection checklist	X		
Log book available	X		

6. Fire Protection	Yes	No	Action
Fire extinguishers available	X		
Accessibility	X		
Monthly/Yearly inspections	X		
Fire exits signed/lighted	X		
Fire exits clear	X		
Fire doors?	X		

Utility Room

1. Walking Surfaces	Yes	No	Action
Walkways free of obstruction	X		
Surfaces in good condition	X		
Trip/slip hazards		X	
Warnings near hazards			
Extension cords/ Rocks			

2. Environment	Yes	No	Action
Lighting adequate	X		
Noise levels	X		
Air quality	X		
Temperature and Humidity	X		
Cleanliness/Housekeeping	X		
Hazards present?		x	
Cleaning compounds present?	X		
Cleaning compounds labelled	X		
Safety signage	X		

Equipment	Yes	No	Action
Water heater			New Sept 2016
Good mechanical condition	X		Water Filter was changed Feb 15, 2018
Secure from tipping	X		
Proper assembly/adjustment			
FLOOR CLEANER		x	
Good mechanical condition	x		
Furnace	x		Filter changed Dec 2018

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Good mechanical condition	x		
Clear of Clutter above	X		
Free of sharp edges	X		
Proper assembly/adjustment	X		
Preventative maintenance	X		
Defective parts identified			
Furnace vent			
In good operating condition	X		
Up to date inspection	X		
Defective parts or Hazards identified			

Men's Room

1.Walking Surfaces_	Yes	No	Action
Walkways free of obstruction	X		
Surfaces in good condition	X		
Trip/slip hazards		x	
Warnings near hazards			

2. Environment	Yes	No	Action
Lighting adequate	X		
Noise levels	X		
Air quality	X		
Temperature and Humidity	X		
Cleanliness/Housekeeping	X		
Hazards present?	X		
Cleaning compounds present?		X	
Safety signage	X		

3. Equipment	Yes	No	Action
Toilets/Urinals			
Good mechanical condition	x		
Secure from tipping	X		
Sinks			
Good mechanical condition	X		
Secure from tipping	X		
Doors			
Good mechanical condition	X		
Emergency devices accessible	X		

Notes:

Ladies Room

1.Walking Surfaces_	Yes	No	Action
Walkways free of obstruction	X		
Surfaces in good condition	X		
Trip/slip hazards		x	

2. Environment	Yes	No	Action

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Lighting adequate	X		
Noise levels	X		
Air quality	X		
Temperature and Humidity	X		
Cleanliness/Housekeeping	X		
Hazards present?		X	
Cleaning compounds present?		X	
Safety signage	X		

3. Equipment	Yes	No	Action
Toilets			
Good mechanical condition	X		
Secure from tipping	X		
Defective parts identified			
Proper assembly/adjustment			
Sinks			
Good mechanical condition	X		
Secure from tipping	X		
Defective parts identified			
Proper assembly/adjustment			
Doors			
Good mechanical condition	X		
Emergency devices accessible	X		
Defective parts identified			
Proper assembly/adjustment			

BAR –

1.Walking Surfaces	Yes	No	Action
Walkways free of obstruction	X		
Surfaces in good condition	X		
Trip/slip hazards		x	
Warnings near hazards	x		

2. Environment	Yes	No	Action
Lighting adequate	x		
Noise levels	x		
Air quality		x	
Temperature and Humidity		x	Warmer than any other room
Cleanliness/Housekeeping	x		
Hazards present?	x		
Cleaning compounds present?		x	
Cleaning compounds labelled		x	
Safety signage	x		
Liquor licence visible & up to date	x		

3. Equipment	Yes	No	Action
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Sink			
Good mechanical condition	x		
Defective parts identified			
Fridges/Freezer			
Good mechanical condition	x		
Secure from tipping	x		
Defective parts identified			
Thermometers present	x		

Notes:

Upper Meeting Room

1.Walking Surfaces	Yes	No	Action
Walkways free of obstruction	X		
Surfaces in good condition	X		
Trip/slip hazards			
Warnings near hazards			

2. Environment	Yes	No	Action
Lighting adequate	x		
Noise levels	X		
Air quality	X		
Temperature and Humidity	X		
Cleanliness/Housekeeping	X		Bird Feces Present. Possible door needed
Hazards present?	x		
Cleaning compounds present?		X	
Safety signage	x		

3. Equipment	Yes	No	Action
Tables			
Good mechanical condition	X		
Defective parts identified			
Chairs			
Good mechanical condition	X		
Secure from tipping	X		
Defective parts identified			
Games			
Good mechanical condition	X		
Secure from tipping	X		
DOORS/ Accessibility			
Good mechanical condition	X		
Defective parts identified			
Windows			
Good mechanical condition	X		

4. Fire Protection	Yes	No	Action
Fire extinguishers available	X		
Accessibility	X		

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Monthly/Yearly inspections	X		
Fire exits signed/lighted	x		
Fire exits clear	X		
Fire doors?	X		

Completed by: Shane Lambert Community Liaison Officer

Date: Feb 15th 2019

Submitted: - CAO/Clerk Hope Dillabough



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Acting Fire Chief Appointment	Date:	February 19 th , 2019
	Council/Committee:	Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	General Government

RECOMMENDATIONS:

THAT Council, upon the retirement of the Fire Chief effective February 28th, 2019, agree to appoint Deputy Fire Chief Allan Cole as Acting Fire Chief;

AND FURTHER THAT he be paid at the Fire Chief's monthly stipend;

AND FURTHER THAT the Fire Chief position be posted internally as per Human Resource Policy A-10.

BACKGROUND:

At the February 5th, 2019 Fire Committee and Regular Council Meeting, Council regrettably accepted Fire Chief Randy Corbin's retirement notice effective February 28th, 2019.

Chair of General Government Deputy Mayor Campbell and Mayor Bennett met with the CAO/Clerk on Friday, February 8th to discuss the next steps. It was determined that, at this time, Deputy Fire Chief Allan Cole will be appointed as Acting Fire Chief to carry out all duties as assigned to the Fire Chief as per Horton Township By-Law 2010-34.

Subsequently, a job posting will be posted internally, as per Horton Township Corporate Policy, in March 2019 for the position of Fire Chief.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: Potential advertising charges if no internal applicants – will need to advertise externally.

CONSULTATIONS: N/A

Author:


signature

Other:


signature

Treasurer:


signature

Other:


signature

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The Corporation of the Township of Horton
AD HOC BUDGET PUBLIC MEETING
MINUTES

Wednesday January 30th, 2019 at 6:00 p.m.

There was a Public Meeting of the Ad-Hoc Budget Committee held at 2253 Johnston Road in the Council Chambers to present the 2019 Draft Budget to the Public. Present was Mayor David Bennett, Councillor Lane Cleroux, Councillor Doug Humphries and Councillor Tom Webster. Staff present was Jennifer Barr Treasurer, Hope Dillabough CAO/Clerk-Recording Secretary, Nathalie Moore, Deputy Clerk/Treasurer and Public Advisory Member Susan Humphries.

Chair Glen Campbell was absent.

1. CALL TO ORDER

Mayor Bennett called the meeting to order at 6:05 p.m.

2. DECLARATION OF PECUNIARY INTEREST

Mayor Bennett declared Pecuniary Interest due to the contract for grinding that was recently awarded and will be reflected in the 2019 Environment Budget, therefore he will be present as it's a Public Meeting but not be part of the discussion.

He called for a member of Council to act as Acting Chair. There was consensus to have Councillor Lane Cleroux be Acting Chair for this meeting.

3. CHAIR – PURPOSE OF PUBLIC MEETING

Acting Chair Lane Cleroux stated the purpose of the public meeting is to present the 2019 Draft Budget.

4. CAO/CLERK'S REPORT ON NOTICE

CAO/Clerk Hope Dillabough stated the Notice of this meeting was advertised in the Renfrew Mercury, as per the Township's Notice By-Law. Additionally, Notice was posted on the Township's website. There were no submissions made for presentation purposes. She stated that it is a Public Meeting, therefore members of the Public are allowed to ask questions.

5. DELEGATIONS - None

6. STAFF REPORTS / INFORMATION

6.1 2019 Budget Presentation

Treasurer Jennifer Barr provided a PowerPoint presentation of the 2019 Draft Budget. She began with a brief background of the work that has been undertaken by staff and council to come to this point. She reviewed that the Township still hasn't received notice of Ontario Municipal Partnership Fund (OMPF) allocation, however, should hear by the end of March. Other items presented were the 10-year Capital Forecast, Departmental Budget Summary, Departmental percentage of Operating Budget, Proposed Capital Budget, Reserves and Reserve Funds and the funding gap. Additionally, some new services for 2019 was reviewed which includes the OPP Billing increase, Johnston Road debenture, Water/Ice Rescue Agreement, increased Dental coverage and the new full-time Public Works Employee.

Upon a comprehensive review, Treasurer Barr then presented the next steps for Council to consider:

- Wait for notice from the Province of the 2019 OMPF;
- Hold another Public Meeting and pass the 2019 levy by-law;

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She also reviewed that where the budget currently sits at 3.11% levy increase, there would be minimal impact on properties. The average property would see an annual increase of \$27.00.

She reviewed future impacts which consist of OPP Billing which will continue to impact the annual levy; lack of long-term funding and the increase in the infrastructure deficit will continue to impact the condition of our Tangible Capital Assets and potentially service levels; and further reduction in Provincial Transfer Payments will mean either cuts to operating service levels or postponing infrastructure repair/replacement and may even result in a reduction of assets if the Township can't afford to maintain them.

Lastly, Treasurer Barr reviewed there were no calls or questions, nor any packages picked up at the office. There were next to no downloads of the package online either.

6.2 Proposed 2019 Capital

The Treasurer quickly led the Committee through the Proposed 2019 Capital as it had already been discussed at the last meeting. One of the changes was in 2019 to Bingham Road, the value was changed to \$7,500.00 and the other half of that was placed towards Garden of Eden Road. The other change was a portion of the grouting work at the Community Centre was moved ahead to complete some work in 2019.

7. PUBLIC PARTICIPATION

7.1 Questions from the Public

Bob Johnston questioned the \$27 increase to the average household and asked if that included waterfront properties too. Treasurer Barr reviewed the values calculated through OPTA (Ontario Property Tax Association) for each type of property. (Single Family, Managed Forest, Small Commercial etc.). She also reviewed MPAC's assessment phase-in and explained that even if there was no increase at the Council table, a total of 107 properties would still see an increase regardless.

Public Advisory Member Susan Humphries asked when the next Assessment Phase-in would occur. Treasurer Barr said it will be in 2021 and will be based on 2020's assessed values and will be a 4-year phase-in.

Bob Johnston questioned if the Committee will be taking another look at the TES budget increase of 9.1%. Treasurer Barr said if that is a direction that comes from the Committee then staff will do so, however no such direction has come forward yet. Acting Chair Cleroux further explained the reason for the increase to the TES budget such as the Johnston Road debenture passed by previous council as well as the addition of a new full-time permanent position.

8. COUNCIL MEMBERS COMMENTS/QUESTIONS

There were none.

9. RECOMMENDATIONS:

9.1 THAT the Ad Hoc Budget Committee recommends that Council delay adopting the 2019 budget until such time as the Ontario Municipal Partnership Fund 2019 allocation has been received.

Acting Chair Leroux felt that delaying passing the budget is unnecessary due to the lack of OMPF notice and would like to see the 3.11% levy increase passed as is and deal with the OMPF allocation notification when it comes in.

Councillor Webster agreed with the recommendation brought forward. Councillor Humphries expressed his understanding of the lack of OMPF notification but gave no direction as to what he'd like to see moving forward.

CAO/Clerk Dillabough stated the minutes of this meeting would come forward at the February 19th, 2019 Regular Council Meeting, where at that time a recommendation could be brought forward for a vote.

10. NEXT MEETING

Nothing was determined.

11. ADJOURNMENT

The meeting was adjourned by the Acting Chair at 7:16 p.m.

ACTING CHAIR Lane Cleroux

TREASURER Jennifer Barr

THE CORPORATION OF THE TOWNSHIP OF HORTON

Ad-Hoc Committee Transportation and Environmental Services

February 12, 2019

8:30 a.m.

1. Call to Order
2. Declaration of Pecuniary Interest
3. Outstanding Business – Items for Discussion:
 - Street Light – Jamieson Lane
 - ✓ Waiting on quote for solar light option. Same company that installed a solar light for the County at Westmeath/Beachberg
 - *Lester – concerned about future costs associated with repair, replacement of solar components.*
 - *Webster – inquired about the warranty associated with a solar street light. Wondered what the impact would be by putting a street light at one dead-end road and not the rest (approx. 15 in the township). Councillor Webster will bring back some information back regarding experience with street lighting at other locations.*
 - *Wilson – suggested that street lights should only be considered if there are legitimate complaints from residents.*
 - *Committee as a whole agreed and suggested that there should be a street light policy created*
 - *Lester – suggested that cost sharing with the residents should be considered as part of the policy*
 - *Webster – Regarding Jamison Lane, a regular street light could be substantially cheaper. PW manager is to explore this option.*
 - **ACTION – Committee is not in favor of having a street light installed at the end of Jamison Lane. PW manager is to investigate past requests for street lights at this or other locations. PW manager is to look at the operating cost of a regular street light and compare with the additional cost to install a solar street light to see cost recovery.**
 - Landfill Gates
 - ✓ Consultant advises that the second entrance is already part of the approved sight plan so we can proceed with this work. Asked for a

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sketch showing the proposed location of the ramp and recycle bins, if we decide to move them.

- *Wilson - suggested that Bill Yantha and Brian Dedo be present at a future meeting to be part of this discussion. It was also suggested that inquiring with Jamey Larone to see if he would be willing to attend a meeting to discuss this and other landfill matters would be beneficial.*
- **ACTION - Committee is in favor of the second entrance to the landfill and relocating the recycle bins and ram. PW manager to bring a sketch to the next meeting for further deliberation.**

4. New Business

- Office Heating/Cooling system – consider upgrading
 - *McDonald – the existing heating and cooling in-wall units are costing the township around \$2,000 per year in maintenance costs. Suggested that a forced air heating and cooling system should be considered to take the place of the existing system.*
 - **ACTION – Committee in favor. PW manager is to bring back a scope of work and cost estimate to a future meeting.**
- MESH Road Patrol system
 - *McDonald – PW manager explained the importance of having automated road patrolling system in place in order to fulfill MTO MMS requirements. Also explained that the MESH system could also be used as a work order and call track system.*
 - *McDonald - Explained that the original amount budgeted for this system was inadequate. However, by using the original budgeted amount plus covering the rest within the 6 major maintenance programs, there would be no need for additional money for 2019.*
 - *Webster – Agrees with the plan and is in favor but noted that nothing can happen until the budget is approved. At that point, Council should be made aware of this plan.*
 - **ACTION – Committee in favor of the plan. PW manager to bring the plan to council, for information, once the budget is approved. It was also noted that this would be considered if provincial funding (OMPF) was cut and adjustments to the 2019 budget were required.**

- Ontario Waste Management Association Meeting (February 5, 2019)
 - *The PW manager gave a briefing of what was talked about at the February 5th OMWA general meeting in Ottawa: The NEW blue box program is still not ready to go; The recycling market is still very unstable and it is uncertain how long it will take to recover; There is going to be provincial funding coming for municipalities for recycling and diversion but it is unclear when and how much; The Province is strongly looking at banning organics from landfills within 18 to 24 months, likely having caveats around population, which could make small municipalities essentially exempt.*

- Paved Road Preservation Options – updating the asset management plan
 - *McDonald – explained that the existing Asset Management Plan (AMP) and roads needs study (RNS) needs to include other options for preserving hard surfaced roads. Suggested adding surface treatment (chip sealing), slurry sealing and micro sealing directly to existing hard surfaces (i.e no milling or pulverizing of the existing surface) as viable and commonly used options. These treatments add 5 to 10 years of life to a hard surface, depending on the type of treatment and the use of the road.*
 - *McDonald – Noted that he recently attended a road preservation workshop put on by the Miller Group and that they would likely be willing to attend a future TES meeting to present on these and other preservation options.*
 - **ACTION – Committee in favor of this recommendation and agreed that such options should be incorporated into the next revision of the AMP and RNS. PW manager is to inquire with the Miller Group about presenting to the TES committee at a future meeting.**

- Lime Kiln Road Drainage Study update
 - *Greenview Environmental will be presenting the revised Preliminary Design Report and plans to the Committee at the next TES meeting, March 14, 2019 @ 9:00 am*

- Fee's and Charges Review
 - *The committee reviewed the Fee's and Charges Schedule.*
 - *McDonald – will be cleaning up some of the wording, modernize and use appropriate units.*
 - *Wilson – Suggested that contaminated soils fee is too low considering the potential impact to the life of the landfill. McDonald noted that any contaminated soil that comes in must be approved by our engineer (Jp2g). Also noted that the material is used as cover material and as such, can be to*

the benefit of the Township as soil cover is normally better than grinding or straight sand cover.

- **ACTION – PW manager to proceed with cleaning up the wording of the schedule. PW manager is also to look at other municipalities fee's and charges pertaining to contaminated soil and report back to TES.**

5. Next Meeting – March 14, 2019 @ 9:00am

6. Adjournment



THE CORPORATION OF THE TOWNSHIP OF HORTON

Memo from the CAO/Clerk as of February 15th, 2019

INFORMATION provided **NOT** included in the
Regular Council meeting package of February 19th, 2019

INFORMATION EMAILED

1. Ottawa Valley Recreational Trail Wins the Lieutenant Governor's Award for Economic Development Excellence
2. AMO Conference Updates
3. Coldest Night of the Year Renfrew County
4. Renfrew OPP Weekly News
5. 101 Things to do in the Valley – March – April
6. Calendars

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TOWN OF PETAWAWA

1111 Victoria Street, Petawawa, Ontario K8H 2E6 • Telephone: 613-687-5536 / Fax: 613-687-5973
www.petawawa.ca

February 5, 2019

Premier Doug Ford
Legislative Building Room 281
Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford:

RE: Proposed Cannabis Legislation Amendments

Please be advised that at its meeting of February 4, 2019, Council of the Corporation of the Town of Petawawa approved the Council-in-Committee recommendation to contact the Province of Ontario to request amendments to the cannabis legislation when the Province revisits the legislation in December 2019, as follows:

Council-in-Committee Meeting (January 28, 2019)

MOVED BY: James Carmody
SECONDED BY: Matthew McLean

WHEREAS on October 17, 2018 the Federal Government's *Cannabis Act S.C. 2018, c. 16*, created a strict legal framework for controlling the production, distribution, sale and possession of cannabis across Canada;

AND WHEREAS the *Act's* aim was to accomplish three (3) goals:

- Keep cannabis out of the hands of youth;
- Keep profits out of the pockets of criminals; and
- Protect public health and safety by allowing adults access to legal cannabis.

AND WHEREAS the *Act* authorized provinces and territories to develop, implement, maintain and enforce systems to oversee the distribution and sale of cannabis;

AND WHEREAS the Ontario Provincial Government adopted the *Cannabis Statute Law Amendment Act, 2018* on October 17, 2018 to allow private cannabis retail stores;

RETURN TO AGENDA

AND WHEREAS the province has adopted the following three main pieces of legislation pertaining to the legalization of cannabis:

- *Cannabis Control Act, 2017, S.O. 2017, c. 26, Sched. 1;*
- *Ontario Cannabis Retail Corporation Act, 2017, S.O. 2017, c. 26, Sched. 2;* and
- *Cannabis Licence Act, 2018, S.O. 2018, c. 12, Sched. 2.*

AND WHEREAS the Alcohol and Gaming Commission of Ontario (AGCO) is the provincial regulator authorized to grant private cannabis retail store licences;

AND WHEREAS only 25 private cannabis retail store licences will be issued to municipalities with a population of 50,000 or more for 2019;

AND WHEREAS the province will revisit the issuance of private cannabis retail store licences and decide on next steps following December 13, 2019;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Petawawa encourages the Province of Ontario to consider the following amendments when revisiting the legislation in December 2019:

- Private cannabis retailers should not be exempt from municipal business licensing and land use planning. Municipal Official Plans and Zoning By-laws should have the latitude to introduce site specific zoning for cannabis retail stores and control the density of cannabis retail stores within the municipal boundaries.
- The minimum distance of 150 metres between cannabis retail stores and schools, should be expanded to include places where children gather such as: community centres, recreational facilities, playgrounds, libraries, child care centres or where an early years program is provided, as well as hospitals (public/private), psychiatric facilities, long-term care homes, independent health facilities, and residential hospices.
- Municipalities should be notified when a cannabis retail store application has been submitted to the AGCO for its municipality. The onus should be on the AGCO to notify the municipality, such as is done by municipalities with planning matters under the *Planning Act*; the municipality shouldn't have to access the AGCO's website daily to search for applications.
- An appeal process should be implemented when the AGCO makes a decision on a cannabis retail store licence. Currently there is no appeal available to municipalities if it does not agree with the decision of the AGCO.

AND FURTHER BE IT RESOLVED that this resolution be forwarded to Premier Doug Ford, MPP John Yakabuski, the Association of Municipalities of Ontario, the County of Renfrew and all of its lower-tier municipalities, and the City of Pembroke for their consideration and support.

CARRIED

RETURN TO AGENDA

The Town of Petawawa respectfully requests your support and consideration of our resolution; we look forward to your favourable reply. Should you have any questions regarding the foregoing, please do not hesitate to contact me.

Sincerely,



Daniel J. Scissons, BA, AMCT
CAO/Clerk

/dr

cc: John Yakabuski, MPP Renfrew-Nipissing-Pembroke
Association of Municipalities of Ontario
County of Renfrew
Town of Arnprior
Town of Deep River
Town of Laurentian Hills
Town of Renfrew
Township of Admaston/Bromley
Township of Bonnechere Valley
Township of Brudenell, Lyndoch & Raglan
Township of Greater Madawaska
Township of Head, Clara & Maria
Township of Horton
Township of Killaloe, Hagarty & Richards
Township of Laurentian Valley
Township of Madawaska Valley
Township of McNab/Braeside
North Algona Wilberforce Township
Township of Whitewater Region
City of Pembroke

**TOWNSHIP OF HORTON
BY-LAW NUMBER 2019-12**

EMPLOYMENT BY-LAW FOR TOWNSHIP OFFICERS AND STAFF

WHEREAS the Council of the Corporation of the Township of Horton deems it advisable to employ Township Officers and Staff under and subject to the provisions of a By-law;

AND WHEREAS the Ontario Municipal Act empowers Council to pass such a By-law regulating the appointment, duties and remuneration of such Officers and Staff;

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

ARTICLE 1 - INSURANCE AND HEALTH BENEFITS

PART A - Full-Time Employees

1. **Pension**
The Ontario Municipal Employees Retirement System Pension Plan shall apply as per the OMERS Agreement.
2. **Life Insurance**
The Employer shall pay 100% of the premiums for Basic Group Life Insurance coverage and Accidental Death or Dismemberment, based on \$100,000.
3. **Extended Health Care**
The Employer shall pay 100% of the premiums for the Extended Health Care Plan, including a standard Employee Assistance Plan.
4. **Dental Plan**
The employer shall pay 100% of the standard dental plan Level II (prior year ODA schedule).
5. **Health Care Spending Account**
In addition to the Extended Health and the Dental Plan, full-time employees have access to an annual Health Care Spending Account. The Health Care Spending Account is set at \$750.00 annually. This is prorated for new employees.
6. **Optional Life Insurance/Optional Accidental Death & Dismemberment Insurance**

Employees may participate in an Optional Life Insurance Program and an Optional Accidental Death & Dismemberment Program within the terms and conditions of the policy, provided the employee assumes full responsibility for the premiums.
7. **Long Term Disability Insurance**

Employees shall pay 100% of the premiums of the Long-Term Disability Benefit.
8. **Employee Assistance Plan**

The Employer shall pay 100% of the premiums for the Employee Assistance Plan.

ARTICLE 2 - PAID HOLIDAYS

Fourteen paid holidays, which include three floating holidays, shall be provided. Specific days are outlined in the Corporate Policies and Procedures Manual.

ARTICLE 3 - OTHER ALLOWANCES

1. Mileage Allowance

For the use of cars authorized by the employee's supervisor, effective January 1, 2019 will receive \$0.54 per kilometre for the first 5000 kilometres per year and \$0.48 per kilometre for all kilometres over 5000 per year. The rate per kilometre is to be the same as the County of Renfrew rates and may change throughout the year if the County changes their rates.

2. Uniform and Safety Footwear Allowance

- (a) Employees who are required by nature of their job to wear uniforms and/or safety footwear on a regular daily basis shall be provided the following *maximum* annual allowance:
Effective January 01, 2019: Full-Time - \$250.00 per annum
Part-Time - \$140.00 per annum
- (b) Employees who are required by nature of their job to wear uniforms and/or safety footwear on an occasional basis will be provided with the above allowance once every three years.

ARTICLE 4 - RATES OF PAY

The Summer Student, the Rink Attendant and any Casual Labourer rate of pay shall be the applicable minimum wage based on age. All other rates are in accordance with Schedule "A" - Salary Grid and Classification, hereto attached.

In addition to Schedule "A" the CAO/Clerk shall be paid a straight hourly rate of pay for each Special Council meeting, Committee meeting and Regular Council Meeting attended outside the normal office working hours of 35hr/wk.

ARTICLE 5 - ADJUSTMENT DATE

The next adjustment date shall be January 1, 2020 or earlier as deemed appropriate by Council.

ARTICLE 6 - ENFORCEMENT AND GENERAL

1. Matters pertaining to working conditions and employment are also set out in the Corporate Policy Manual. The manual should be referred to for additional information about the employment conditions contained in this by-law.
2. Any other amendments to this By-law shall be recommended by the General Government Committee to Council in the form of a replacement By-law.
3. This By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
4. This By-law shall come into force and be effective upon the passing thereof, except where otherwise noted.
5. By-law 2018-23 shall be rescinded in its entirety

READ a first and Second Time this 19th day of February 2019.

READ a Third Time and Passed this 19th day of February 2019.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

Township of Horton Staff Salary Grid and Classifications

Schedule "A" to By-law 2019-12

Effective: January 1, 2019

LEVEL	SALARY \$	POSITION
1	\$37,037 - \$41,686	Receptionist/Clerk Landfill Attendant/Labourer
2	\$42,444 - \$47,772	Community Liaison Officer, Driver/Operator, Administrative Assistant
3	\$47,032 - \$52,934	Administrative/Executive Assistant
4	\$57,307 - \$64,500	Deputy Clerk/Treasurer, Public Works Superintendent
5	\$68,011 - \$76,547	Public Works Manager
6	\$71,803 - \$80,815	Treasurer
7	\$87,470 - \$98,448	CAO/Clerk

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2019-13

BEING A BY-LAW TO APPOINT AN INTEGRITY COMMISSIONER AND CLOSED MEETING INVESTIGATOR

WHEREAS the Municipality is authorized, pursuant to Subsection 223.3 of the *Municipal Act, 2001* (the Act), as amended, to appoint an Integrity Commissioner (the "Integrity Commissioner") who has the function to investigate in an independent and confidential manner, a complaint made to him or her by any person, as to whether a member of council or a member of a local board has complied with the Code of Conduct or other ethics-related policies, rules or procedures, and to report on the investigation; and

WHEREAS the Municipality is authorized, pursuant to Subsection 239.2 of the Act to appoint an investigator who has the function to investigate in an independent and confidential manner, a complaint made to him or her by any person as to whether council has complied with the Act with respect to a closed meeting, and to report on the investigation; and

WHEREAS the Municipality intends that the Integrity Commissioner shall exercise all powers available at law once such powers are available, this contract shall empower the Integrity Commissioner to act in accordance with the amendments to the Act under the terms of this contract; and

WHEREAS the Consultant has represented, and the Municipality is satisfied, that the Consultant has the skills and abilities necessary to perform the role of the Integrity Commissioner and Closed Meeting Investigator; and

WHEREAS the Municipality wishes to retain the Consultant as an Independent Integrity Commissioner and Closed Meeting Investigator for the Municipality;

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

1. That Tony Fleming is hereby appointed Integrity Commissioner and Closed Meeting Investigator for the Township of Horton effective March 1st, 2019 for a two-year term with the possibility of re-appointment.
2. That the Mayor and CAO/Clerk are authorized to enter into the Professional Services Agreement, attached as Schedule A and forming part of this By-Law.
3. This By-law shall come into force and take effect upon final passing.

READ a First and Second time this 19th day of February 2019.

READ a Third Time and Passed this 19th day of February 2019.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA

INTEGRITY COMMISSIONER

This Agreement dated this ____ day of _____, 2019.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF HORTON
(hereinafter referred to as the “Municipality”)

- and -

CUNNINGHAM SWAN CARTY LITTLE & BONHAM LLP
(hereinafter referred to as “the Consultant”)

WHEREAS, the Municipality is authorized, pursuant to Subsection 223.3 of the *Municipal Act, 2001* (the *Act*), as amended, to appoint an integrity commissioner (the “Integrity Commissioner”) who has the function to investigate in an independent and confidential manner, a complaint made to him or her by any person, as to whether a member of Council or a member of a local board has complied with the Code of Conduct or other ethics-related policies, rules or procedures, and to report on the investigation;

AND WHEREAS, the *Act* has been amended to include additional powers of Integrity Commissioners, effective March 1, 2019;

AND WHEREAS, the Municipality intends that the Integrity Commissioner shall exercise all powers available at law once such powers are available, this contract shall empower the Integrity Commissioner to act in accordance with the amendments to the *Act* under the terms of this contract after March 1, 2019 without further amendment to this contract;

AND WHEREAS, the Consultant has represented, and the Municipality is satisfied, that the Consultant has the skills and abilities necessary to perform the role of the Integrity Commissioner;

AND WHEREAS, the Municipality wishes to retain the Consultant as an independent Integrity Commissioner for the Municipality;

NOW THEREFORE, in consideration of the covenants, terms and conditions contained herein, the Municipality and the Consultant agree as follows:

RETURN TO AGENDA

POWERS AND DUTIES

1. The Municipality hereby retains and appoints the Consultant as an Integrity Commissioner for the Municipality and the Consultant accepts such appointment and agrees to carry out the responsibility of the Integrity Commissioner, as more specifically described in the Statement of Duties and Responsibilities, attached as Schedule "A" to this Agreement, during the term of this Agreement.
2. The Integrity Commissioner shall have all of the powers set out in Section 223.1 to 223.8 of the *Act*, as amended from time to time.

TERM OF AGREEMENT

3. The Consultant's appointment pursuant to this Agreement is effective as of the date of the execution of this Agreement and will continue until February 28, 2021, with the possibility of re-appointment, unless terminated earlier in accordance with this clause or extended in accordance with this Agreement. This Agreement may only be terminated in accordance with the following:
 - a. The Municipality may be released from the Agreement at any time, with 30 days written notice;
 - b. The Consultant shall provide thirty (30) days written notice to the Municipality of his intention to resign as the Municipality's Integrity Commissioner and his resignation shall only be effective at the expiry of the notice period.

RECORDS

4. All records are the property of the Municipality and the records should be submitted to the Clerk associated with the municipal record upon termination of the contract.

COMPENSATION

5. The Consultant will not require an annual retainer and will provide services on an as needed basis.

RETURN TO AGENDA

6. The Municipality agrees to pay to the Consultant an hourly fee of Two Hundred and Ninety-Five Dollars (\$295.00) per hour for work undertaken by Tony Fleming, plus applicable taxes, during such time that the Consultant is actively carrying out the duties pursuant to this Agreement. The Consultant confirms that the hourly rates for other members of the Consultant firm as set out in the proposal for services shall also apply to this Agreement where work is performed by members of the firm other than Tony Fleming. The Consultant shall rely on other members of the firm as appropriate to ensure that the work is performed by only those members of the firm with the skill to undertake the work, at the most appropriate hourly rate. The Consultant shall provide the Municipality with a monthly invoice detailing the hours worked and expenses incurred for the period in question and the Municipality agrees to pay such invoices within thirty (30) days of the receipt thereof.
7. The Municipality agrees to reimburse the Consultant for all reasonable expenses and disbursements, including mileage at a rate of \$.53 per kilometer (or any agreed-upon flat rate), incurred by the Consultant which are necessary to enable the Consultant to perform his duties pursuant to this Agreement. All such expenses must be supported by appropriate receipts.
8. The Consultant shall draft or review a Council Code of Conduct and a Council-Staff Relations Policy, upon request by the Municipality, for an agreed-upon upset limit of one thousand dollars (\$1,000).
9. The Consultant shall conduct training for Council and staff, upon request of the Municipality, for an agreed-upon upset limit of two thousand dollars (\$2,000), plus travel disbursements as necessary. If this work is cost-shared with other municipalities, those arrangements will be agreed-upon by the parties in advance of commencing the work. If additional training sessions are required the parties will confirm timing, content and fees in advance; the Consultant is prepared to undertake such additional training for \$2,000 per half day session, excluding travel and accommodation as required.

RETURN TO AGENDA

CONSULTANT STATUS

10. In performing the duties and responsibilities as Integrity Commissioner pursuant to this Agreement, it is recognized that the Consultant is independent of the Municipality's administration and shall report directly to Council.
11. The Consultant acknowledges that he or she is an independent contractor and shall not be deemed an employee of the Municipality, for any purpose. The Consultant further acknowledges that, as an independent contractor, he or she will not be entitled to any employment-related benefit, including such benefits that are applicable to employees of the Municipality.
12. In light of the Consultant's status as an independent contractor, the Municipality shall have no responsibility whatsoever with regard to any income taxes or any other remittances which may be payable by the Consultant on the fees paid under this Agreement. The Municipality assumes no obligation or liability as between the Parties to deduct or remit any statutory or government remittances.

CONFIDENTIAL INFORMATION

13. The Consultant acknowledges that the Municipality is an institution for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. Accordingly, the Consultant undertakes not to disclose information subject to the *MFIPPA* except as may be necessary in the proper discharge of his duties and responsibilities pursuant to the terms of this Agreement and in accordance with the *MFIPPA*.
14. This Article shall survive the termination of this Agreement.

DELEGATION

15. In the event that more than one complaint is made at any time requiring more than one investigation and the Consultant determines it to be necessary to delegate some or all

RETURN TO AGENDA

of his powers and duties, then he may do so in writing to any person other than a member of Council, provided that the person to whom such a delegation is made possesses the requisite skills and abilities and agrees in writing to be governed by the same duties of confidentiality as the Consultant and to abide by the terms and conditions of this Agreement. The Consultant shall not assign or sublet the whole or any part of this Agreement without the prior written consent of the Municipality.

INSURANCE

16. The Consultant shall, at its expense, obtain and keep in force during the term of this Agreement, Comprehensive General Liability Insurance satisfactory to the Municipality, including the following:
- a. Insurance shall be issued on an occurrence basis for an amount of not less than \$2,000,000 per occurrence / \$2,000,000 annual aggregate for any negligent acts or omissions by the vendor relating to its obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal & advertising injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; products & completed operations; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause. Such insurance shall not contain a failure to perform exclusion;
 - b. The Consultant shall also, at its expense, obtain and keep in force during the term of this Agreement errors and omissions insurance satisfactory to the Municipalities in an amount of at least \$5,000,000;
 - c. The Consultant shall submit insurance documents listing all coverages and amounts as indicated, in a form satisfactory to the Municipality, upon the signing of the Agreement.

INDEMNITY

17. The Municipality hereby agrees to indemnify and save harmless the Consultant and his delegates from and against any and all liabilities, losses, expenses, costs (including legal costs), demands, damages, suits, judgments, penalties, expenses and liabilities of any kind or nature whatsoever arising out of the carrying out by the Consultant and his delegates in good faith of their duties and responsibilities under this Agreement including, but not limited to, any alleged breach of this Agreement, any procedural defect or other breach of the relevant statutory provisions.
18. The consultant shall indemnify and hold the Municipality harmless from and against any alleged breach of this Agreement, any procedural defect or other breach of the relevant statutory provisions or against any liability, loss, claims, demands, costs (including legal costs), damages, suits, judgments, penalties, and expenses, including reasonable legal fees, occasioned wholly or in part by any bad faith by the consultant, their agents, officers, employees or other persons for whom the consultant is legally responsible.

GENERAL PROVISIONS

19. This Agreement shall be governed by and construed exclusively in accordance with the laws of the province of Ontario.
20. If any provision of this Agreement is declared to be void or unenforceable, such provision shall be deemed to be separate from the remainder of this Agreement to the extent of the particular circumstances giving rise to such declaration, and such provision as it applies to other persons and circumstances and the remaining terms and conditions of this Agreement shall remain in full force and effect.
21. This Agreement, along with the attached Schedule(s), constitutes the entire agreement between the Parties and supersedes all previous negotiations, understandings and agreement, whether verbal or written, with respect to any matters referred to in this Agreement.

RETURN TO AGENDA

22. This Agreement shall ensure to the benefit of, and be binding on, the Parties and their successors and assigns.

The Parties have executed this Agreement this _____ day of _____, 2019.

THE MUNICIPALITY

THE CORPORATION OF THE TOWNSHIP OF HORTON

Name:
Title:

Name:
Title:

We have the authority to bind the corporation

CONSULTANT

CUNNINGHAM, SWAN, CARTY, LITTLE & BONHAM LLP

“I have the authority to bind the Corporation”

SCHEDULE "A"
STATEMENT OF DUTIES AND RESPONSIBILITIES

The duties of the Integrity Commissioner shall be:

EDUCATION AND ADVICE

1. To provide advice, education, and training on the Council Code of Conduct to members of Council and those to whom the Code applies, either collectively or individually.
2. To provide advice, education, and training on the Code of Conduct for local boards (if applicable) to the members of the local board and those to whom the Code applies, either collectively or individually.
3. To provide advice and opinions to members of Council and those to whom the Code applies, either collectively or individually, with respect to the *Municipal Conflict of Interest Act*, the Code of Conduct and other procedures, rules and policies of the Municipality governing ethical behaviour.
4. To provide advice and opinions to the Chair, members of local boards and those to whom the Code applies, either collectively or individually, with respect to the *Municipal Conflict of Interest Act*, the Code of Conduct and other procedures, rules and policies of the Municipality governing ethical behaviour.
5. To provide educational information to the Municipality and the public about the municipality's codes of conduct for members of Council and members of local boards (if applicable), and about the *Municipal Conflict of Interest Act*.
6. To develop policies and procedures for the Office of the Integrity Commissioner, and to review these on an annual basis.
7. To review, if required, the Code of Conduct for Members of Council and the Code of Conduct for Members of Local Boards (if applicable) and any related policies and procedures, as required, and to make recommendations for any needed changes in respect thereof.
8. To assist with the creation of a Council-Staff Relations Policy, if required.
9. To undertake training for Council and Local Boards, as applicable, on the Code of Conduct, if required.

INVESTIGATIONS

10. In accordance with the Code of Conduct for members of Council and the Code of Conduct for members of local boards (where applicable), other applicable ethics-related policies, rules or procedures, and the policies and procedures for conducting investigations, to engage in dispute resolution activities as deemed appropriate in advance of or as part of any investigation.
11. In conducting any investigations under this Agreement, to have regard to the importance of:
 - a. the investigator's independence and impartiality;
 - b. confidentiality with respect to the investigator's activities; and
 - c. the credibility of the investigator's investigative process.
12. To conduct investigations from time to time upon receipt of a request for investigation (a "Request") in respect of complaints and alleged breaches of the Code of Conduct for members of Council and the Code of Conduct for members of local boards (where applicable), or other applicable ethics-related policies, rules or procedures and to provide recommendations based on the outcome of the investigation.
13. To proceed without undue delay and with due diligence to investigate a Request and to report to Council within a reasonable period of time.
14. To conduct each investigation in private and to not disclose the identity of the complainant to any person/body unless written authorization to do so is obtained from the complainant.
15. To hear or obtain information from such persons as the Integrity Commissioner thinks fit and to make such inquiries as he/she thinks fit.
16. To provide an opportunity to the Municipality or any person that may be adversely affected by a proposed report of the Integrity Commissioner, the opportunity to make representations respecting such report or recommendation.
17. To preserve confidentiality and secrecy with respect to all matters that come to his or her knowledge in the course of performing duties hereunder, save and except disclosure of such matters as in the Consultant's opinion ought to be disclosed in order to establish grounds for his/her conclusions and recommendations.

18. After making an investigation into an alleged breach of the Council Code of Conduct, the Integrity Commissioner shall render his/her opinion as to whether or not a member of Council has contravened the Council Code of Conduct and make recommendations as necessary.
19. After making an investigation into an alleged breach of the Code of Conduct for local boards (if applicable), the Integrity Commissioner shall render his/her opinion as to whether or not a member of the local board has contravened the Council Code of Conduct and make recommendations as necessary.
20. After making an investigation into an alleged breach of the *Municipal Conflict of Interest Act*, the Integrity Commissioner shall render an opinion as to whether or not a member of Council or a member of a local board has contravened the *Act*, and if so whether any sanction or further action is recommended.

THE CORPORATION OF THE TOWNSHIP OF HORTON**BY-LAW NO. 2019-14****BEING A BY-LAW TO ADOPT CORPORATE POLICY COUNCIL-01
COUNCIL PREGNANCY LEAVE AND PARENTAL LEAVE**

WHEREAS Section 259 (1.1) of the *Municipal Act, 2001*, as amended, provides that a Member of Council of a Municipality may be absent from Council for 20 consecutive weeks or less if the absence is a result of the Member's pregnancy, the birth of the Member's child or the adoption of a child;

AND WHEREAS Section 270 of the *Municipal Act, 2001*, as amended, provides that a municipality shall adopt and maintain policies with respect to pregnancy leaves and parental leaves of Members of Council;

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

1. That Corporate Policy Council-01 Council Pregnancy Leave and Parental Leave attached as Schedule "A" be hereby adopted into the Corporate Policies.
2. This By-law shall come into force and take effect upon final passing.

READ a First and Second time this 19th day of February 2019.

READ a Third Time and Passed this 19th day of February 2019.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

POLICY STATEMENT:

The Township of Horton recognizes a Member of Council's right to take leave for the Members' pregnancy, the birth of the Members' child or the adoption of a child by the Member in accordance with the *Municipal Act, 2001*.

DEFINITIONS:

"CAO/Clerk" shall mean the CAO/Clerk of the Township of Horton.

"Council" shall mean the elected body of the Corporation of the Township of Horton.

"Leave" shall mean Pregnancy and/or Parental Leave.

"Member" shall mean the Mayor, Deputy Mayor or a Councillor of the Corporation of the Township of Horton.

"Pregnancy and/or Parental Leave" shall mean an absence of 20 consecutive weeks or less as a result of a Member's pregnancy, the birth of a Member's child or the adoption of a child by the Member in accordance with Section 259 (1.1) of the *Municipal Act, 2001*.

"Township" shall mean the Corporation of the Township of Horton.

PROCEDURE:

Township of Horton Council supports a Member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

1. A Member of Council is elected to represent the interests of their constituents.
2. A Member's pregnancy and/or parental leave does not require Council approval and their office cannot be declared vacant as a result of the Pregnancy and/or Parental Leave.

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3. The Member is entitled to continue to receive communication from the Township (Council Packages, e-mail, meeting invitations etc.), as if the Member were not on Leave, in accordance with the wishes of the Member.
4. A Member of Council on Pregnancy and/or Parental Leave reserves the right to participate as a Member at any time during their leave.
5. A Member of Council on Pregnancy and/or Parental Leave shall continue to be paid and continue to have expenses paid in accordance with any Council expense policy.
6. A Member shall be entitled no more than twenty (20) consecutive weeks' leave in any 52-week period.
7. Where a Member of Council will be absent due to a Pregnancy and/or Parental Leave, the Member shall provide written notice to the CAO/Clerk outlining the expected duration of leave including a potential start date and return date.
8. It is understood under emergent circumstances; a Member may not be able to submit the appropriate notice before the Leave commences. Each Member shall nonetheless endeavour to provide the appropriate notice in advance of any Leave or as soon as possible after commencing the Pregnancy and/or Parental Leave. The CAO/Clerk will provide the Mayor and/or Designate with a copy of any written notice.
9. Council may make temporary appointments to fill any vacancies of the Member to Committees, Boards, or other meetings or activities of the Member.
10. The Member shall inform the CAO/Clerk, with property written notice, on any changes regarding their return date.
11. Upon return from Leave, the Member will resume all appointments to Council and Committees of Council and Agencies, Boards and Commissions that they previously held before the Leave.

INTERMITTENT RETURN FOR COMMITTEE AND/OR COUNCIL MEETINGS:

1. If a Member attends Committee and/or Council Meetings intermittently during their Leave, the Member does not resume their position of Committee Chair for that Meeting;
2. Should the Member return intermittently from Leave for Committee and/or Council Meetings, this does not extend their Leave for any additional weeks.
3. Should the Member return intermittently from Leave for Committee and/or Council Meetings, this does not mean that the Member has terminated their Leave.

EXPECTATION UPON EXPIRY OF LEAVE:

If a member fails to attend, in person or by any other means permitted under the Municipal Act, 2001, S.O. 2001 c.25 Council's meeting immediately after the expiration of the Member's Leave of Absence, Council may declare the Member's seat vacant on account of such absence subject to and in accordance with the provisions of the Municipal Act, 2001, S.O. 2001, c. 25.

EXCLUSIONS:

This Policy does not apply to Township Staff, or Public Advisory Members of Committees.

CORPORATION OF THE TOWNSHIP OF HORTON**BY-LAW NO. 2019-15****A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF HORTON
AT THE REGULAR COUNCIL MEETING HELD FEBRUARY 19TH, 2019**

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 19th day of February, 2019 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 19th day of February, 2019.

READ a third time and passed this 19th day of February, 2019.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough