



**THE CORPORATION OF THE TOWNSHIP OF HORTON
COUNCIL MEETING – FEBRUARY 18TH, 2020 – 4:00 P.M.**

1. CALL TO ORDER

2. DECLARATION OF PECUNIARY INTEREST

3. CONFIRMATION OF COUNCIL AGENDA

4. MINUTES FROM PREVIOUS MEETINGS

4.1 February 4th, 2020 – Regular Council

PG.3

4.2 February 11th, 2020 – Special Council

PG.7

5. BUSINESS ARISING FROM MINUTES

6. DELEGATIONS &/or PUBLIC MEETINGS

4:00 p.m. *Public Meeting – Zoning Amendment – Adrian Schouten*

PG.9

7. COMMITTEE REPORTS:

7.1 PLANNING COMMITTEE

▪ **CHAIR CLEROUX**

7.1.1 Consent Application – B79/19 – 2497095 Ontario Inc

PG.13

7.1.2 January 2020 Building Report

PG.23

7.1.3 Budget Review

7.2 GENERAL GOVERNMENT

▪ **CHAIR CAMPBELL**

STAFF REPORTS:

7.2.1 2019 Corporate Policy Review – Section IT

PG.24

7.2.2 Cost of Living Adjustment/Employment By-Law

PG.43

7.2.3 Cost of Living Adjustment – Fire and Emergency Staff

PG.47

7.2.4 2019 Investment Summary

PG.48

7.2.5 Modernization New Software Request

PG.49

7.2.6 2019 Building Fee Report

PG.55

7.2.7 2019 Council Remuneration and Expenses

PG.57

7.2.8 Horton Hoedown Year-End Balance

PG.59

7.2.9 Budget Review

7.3 TRANSPORTATION & ENVIRONMENTAL SERVICES COMMITTEE

▪ **CHAIR WEBSTER**

7.3.1 Chair's Report – February 5th

PG.66

7.3.2 Staff Report – National Grinding Request

PG.68

RETURN TO AGENDA

SUPPER BREAK

8. CORRESPONDENCE SUMMARY

8.1 INFORMATION CORRESPONDENCE

8.1.1 CAO/Clerk Information Memo

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8.2 ACTION CORRESPONDENCE

8.2.1 Renfrew County Volunteer Search and Rescue Team

PG.73

9. BY-LAWS

9.1 2020-12 Employment By-Law

PG.74

10. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING

11. COUNCIL/STAFF MEMBERS CONCERNS

12. MOTION FOR RECONSIDERATION (debate on motion to reconsider only)

13. RESOLUTIONS

14. IN CAMERA (Closed) SESSION (as required)

15. CONFIRMING BY-LAW 2020-13

PG.78

16. ADJOURNMENT

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

REGULAR COUNCIL MEETING
FEBRUARY 4TH, 2020

There was a Regular Meeting of Council held in the Township Council Chambers on Tuesday February 4th, 2020. Present were Mayor David Bennett, Deputy Mayor Glen Campbell, Councillor Doug Humphries, Councillor Lane Cleroux and Councillor Tom Webster. Staff present was, Nathalie Moore, Treasurer, Nichole Dubeau, Admin/Planning Assistant and Amanda Ryan, Receptionist Clerk-Recording Secretary.

1. CALL TO ORDER

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

Moved by Deputy Mayor Campbell
Seconded by Councillor Humphries

RESOLUTION NO. 2020-23

THAT Council appoint Nichole Dubeau as Acting Clerk for the February 4th, 2020 Council Meeting

Carried

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest.

3. CONFIRMATION OF COUNCIL AGENDA

Moved by Councillor Webster
Seconded by Councillor Cleroux

RESOLUTION NO. 2020-24

THAT Council adopt the Agenda for the February 4th, 2020 Meeting.

Carried

4. MINUTES

4.1 January 21st, 2020 – Regular Council Meeting

Moved by Councillor Webster
Seconded by Councillor Cleroux

RESOLUTION NO. 2020-25

THAT Council approve the following Minutes:

- January 21st, 2020 – Regular Council Meeting

Carried

5. BUSINESS ARISING FROM MINUTES – None

6. COMMITTEE REPORTS:

6.1 ECONOMIC DEVELOPMENT COMMITTEE

6.1.1 Chair's Reports – Committee Meeting January 28, 2020

Chair Humphries reviewed the report and provided a draft copy of a letter that will be used to approach Horton Businesses.

6.2 RECREATION COMMITTEE

6.2.1 Staff Report – Agreement Proposal 2020-2024

Chair Humphries read the report. Mayor Bennett requested that the agreement be brought up at budget time.

6.3 COMMUNITY COMMITTEES / COUNTY COUNCIL

6.3.1 Renfrew & Area Seniors Home Support

Mayor Bennett stated that they have met their new director Dennis Harrington who is excited to get things rolling.

6.3.2 Community Safety & Wellbeing Plan Committee

RETURN TO AGENDA

Deputy Mayor Campbell stated that with the departure of Commander Slight and Staff Sargent MacNeil filling in, they have not appointed a new Commander as of yet. In the meantime, the OPP are gathering information to understand the needs of the municipalities and working on creating a connection through liaison officers to ensure that all seven municipalities are represented.

6.2.3 Health Services Village

There was no update. Mayor Bennett stated that there have been no meetings and all remains at status quo.

6.3.4 Chamber of Commerce

Councillor Humphries stated that the organization is still looking for a director. They are currently advertising for memberships and the next meeting will be on February 17th, 2020.

6.3.5 County Council

Mayor Bennett reported that the budget has been passed with a minimal increase to the tax base. The previous councils had set enough reserves aside so that it could be taken advantage of presently.

7. CORRESPONDENCE SUMMARY

Council reviewed and discussed the following correspondence:

7.1 INFORMATION CORRESPONDENCE

7.1.1 CAO/Clerk Information Memo

Discussion went around the table with information previously distributed.

7.2 ACTION CORRESPONDENCE

7.2.1 Enforcement for Safety in Family Farms- Resolution is support

Council members reviewed the request and were in favour of supporting the resolution for Township of Warwick.

8. DELEGATIONS &/or PUBLIC MEETINGS -none

9. CONFERENCE REPORTS

9.1 ROMA Conference Report – Councillor Humphries

Chair Humphries reviewed the report highlighting that the speakers were informative, the waste created by the producers must be dealt with and there were a lot of questions that were asked by the attendees. He would rate the conference at an 8 out of 10.

10. BYLAWS

10.1 2020-09 Adopt Corporate Policies Section G

Council reviewed the by-law.

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

12. COUNCIL MEMBERS CONCERNS

Deputy Mayor Campbell stated that the Renfrew Victoria Hospital's Catch the Ace Fundraiser is over a million dollars. A fundraiser for the families of the young adults involved in the horrific accident last week will take place Friday February 8th at the Horton Community Centre. Mayor Bennett stated as information only that there may need to be a Special council meeting before the next scheduled council meeting to vote on moving forward with the Local Efficiency Group (LEG) spending decision. At this point there would be no

cost to the municipality as funding would cover the cost for the municipalities involved.

13. MOTION FOR RECONSIDERATION – None

14. RESOLUTIONS

Moved by Councillor Humphries **RESOLUTION NO. 2020-26**
Seconded by Councillor Webster
THAT Council accept the Economic Development Committee Chair's Report for January 28th, 2020 as information.
Carried

Moved by Councillor Cleroux **RESOLUTION NO. 2020-27**
Seconded by Deputy Mayor Campbell
THAT once staff have finalized the draft agreement, it be brought back by By-Law for approval;
AND THAT Council agree to move forward with a new 5-year Recreation Agreement with the Town of Renfrew.
Carried

Moved by Councillor Webster **RESOLUTION NO. 2020-28**
Seconded by Councillor Humphries
THAT Council receive the reports for Community Committees and County Council as information.
Carried

Moved by Councillor Webster **RESOLUTION NO. 2020-29**
Seconded by Deputy Mayor Campbell
THAT Council accept the CAO/Clerk's Information Memo for February 4th, 2020.
Carried

Moved by Councillor Humphries **RESOLUTION NO. 2020-30**
Seconded by Councillor Webster
THAT Council support the resolution passed by the Township of Warwick regarding the safety on family farms;
AND THAT a Certified True Copy of this resolution be forwarded to the Premier, Attorney General, Minister of Agriculture, Food and Rural Affairs, AMO, ROMA and the Township of Warwick.
Carried

Moved by Deputy Mayor Campbell **RESOLUTION NO. 2020-31**
Seconded by Councillor Cleroux
THAT Council accept Councillor Doug Humphries' ROMA Conference Report.
Carried

Moved by Councillor Webster **RESOLUTION NO. 2020-32**
Seconded by Councillor Cleroux
THAT Council enact the following By-Law

- 2020-09 Adopt Corporate Policies Section G

Carried

Moved by Councillor Humphries **RESOLUTION NO. 2020-33**
Seconded by Deputy Mayor Campbell
THAT Council agree to donate the use of the Community Centre for a fundraising Dance on Friday, February 7th, 2020.
Carried

RETURN TO AGENDA

15. **IN CAMERA (Closed) SESSION – none**

16. **CONFIRMING BYLAW**

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2020-34

Seconded by Councillor Webster

THAT Council enact By-law 2020-10 – Confirming By-Law

Carried

17. **ADJOURNMENT**

Mayor Bennett declared the meeting adjourned at 4:55 p.m.

MAYOR David Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

Special Council MeetingFebruary 11th, 2020

4:30 p.m.

There was a Special Council Meeting of Council called by the Mayor and held in the Municipal Council Chambers on Tuesday February 11th, 2020. Subject to the Procedural By-law 2019-41 passed under section 238, as per Section 240(a) the Head of Council may at any time call a special meeting. Present were Mayor David Bennett, Councillor Lane Cleroux and Councillor Doug Humphries. Staff present was Hope Dillabough, CAO/Clerk and Nichole Dubeau, Admin/Planning Assistant – Recording Secretary.

Deputy Mayor Glen Campbell and Councillor Tom Webster sent their regrets.

1. Call to Order

Mayor Bennett called the meeting to order at 4:30 p.m.

2. Confirmation of Agenda

Moved by Councillor Cleroux

RESOLUTION NO. 2020-35

Seconded by Councillor Humphries

THAT Council adopt the Agenda for the February 11th, 2020 Special Council Meeting.

Carried**3. Declaration of Pecuniary Interest**

There was no declaration of pecuniary interest.

4. Recycling Tender WM 2020-01 Review

Council members reviewed the tender. Mayor Bennett congratulated staff on the hard work, good job and quick turnaround to get it out to the public and resolve the recycling issue.

5. LEG Service Delivery Review RFP Award

Council members reviewed the report and were in agreeance with awarding Dillon Consulting Limited the RFP.

6. Resolutions

Moved by Councillor Cleroux

RESOLUTION NO. 2020-36

Seconded by Councillor Humphries

THAT Council receives a copy of Tender WM 2020-01 for the Recycling Collection Services for information purposes;

AND THAT the tender be released as early as February 12th, 2020;

AND FURTHER THAT the tender be advertised in the Renfrew Mercury for Wednesday February 19th, 2020.

Carried

Moved by Councillor Humphries

RESOLUTION NO. 2020-37

Seconded by Councillor Cleroux

THAT Council award the Local Efficiency Group (LEG) Request for Proposal #01-2020 for a Service Delivery Review to Dillon Consulting Limited, in partnership with Performance Concepts Consulting;

AND THAT the Mayor and CAO/Clerk be authorized to execute a contract, in partnership with the other municipalities forming the LEG, with Dillon Consulting Limited for a Service Delivery Review.

Carried**RETURN TO AGENDA**

7. **Confirming By-Law 2020-11**

Moved by Councillor Cleroux

RESOLUTION NO. 2020-38

Seconded by Councillor Humphries

THAT Council enact By-Law 2020-11– Confirming By-Law

Carried

8. **Adjournment**

Mayor Bennett declared the meeting to be adjourned at 4:43 p.m.

MAYOR David M. Bennett

CAO/Clerk Hope Dillabough

THE CORPORATION OF THE TOWNSHIP OF HORTON

PUBLIC MEETING

Zoning Amendment

Adrian Schouten

February 18th, 2020
4:00 p.m.

1. Call to Order
2. Declaration of Pecuniary Interest
3. Mayor - Purpose of Amendment
4. CAO/Clerk's Report on Notice
 - i) Reading of Written Comments
 - ii) Public Participation
 - a) Questions from Public
 - b) Comments in Support
 - c) Comments in Opposition
5. Information on who is entitled to appeal Council's decision to the Local Appeal Tribunal under Sections 34(11) and (19) of O.Reg 545/06
6. Council Members Comments/questions
7. Close Meeting

RETURN TO AGENDA

Memo

Horton Township



To: Council

From: Hope Dillabough

**Subject: Summary – Zoning By-law Amendment -
Public Meeting
Adrian Schouten**

Date: February 18th, 2020

This Zoning By-Law Amendment pertains to the subject lands: Concession 1, Lots 16 & 17 in the Township of Horton, as shown on the attached Key Map.

Purpose of this amendment:

The purpose and effect of the amendment is to rezone the severed lands in Consent File No. B42/18(1), B43/18(2), B44/18(3), and B45/18(4) from Commercial (C) to Residential One (R1) as a condition of consent to permit the severance of four residential lots. All other provisions of the Zoning By-Law shall apply.

Notice of this Public Meeting was sent to the twenty-six (26) property owners within the 120-meter radius in addition to ten (10) Provincial and County Agencies. Out of those, we did not receive any written comments back by the prescribed deadline.

Section 34(11) - If Council decides to refuse an application or refuses or neglects to make a decision on an application within 120 days of the municipal clerk receiving the application, the applicant or the Minister of Municipal Affairs and Housing, may appeal to the Local Planning Appeal Tribunal by filing an appeal with the clerk of the municipality.

Section 34(19) – Not later than 20 days after the giving of notice of passing of the by-law, the applicant, any person or public body who made oral submissions at the public meeting or made a written submission to Council, before the by-law was passed, or the Minister of Municipal Affairs and Housing, may appeal to the Local Planning Appeal Tribunal by filing an appeal with the clerk of the municipality.

RETURN TO AGENDA

TOWNSHIP OF HORTON
NOTICE OF APPLICATION AND PUBLIC MEETING

In the matter of Section 34 of the Planning Act, the Township of Horton hereby gives NOTICE OF THE FOLLOWING:

- i) Application to amend the Zoning By-law (By-law 2010-14) of the Township of Horton.*
 - ii) A public meeting regarding an application for an amendment to the Zoning By-law of the Township of Horton*
-

Subject Lands Part of Lots 16 & 17, Concession 1, in the Township of Horton, as shown on the attached Key Map.

Public Meeting A public meeting to inform the public of the proposed zoning amendment will be held on February 18th, 2020 at 4:00 p.m. at the municipal office of the Township of Horton.

Proposed Zoning By-law Amendment

The purpose and effect of this amendment is to rezone the severed lands in Consent Files B42/18(1), B43/18(2), B44/18(3), and B45/18(4) from Commercial (C) to Residential One (R1) as a condition of consent to permit the severance of four residential lots. All other provisions of the Zoning By-law shall apply.

Additional information regarding the Zoning By-law amendment is available for inspection at the Township of Horton Municipal Office during regular office hours.

If you wish to be notified of the decision of the Township of Horton on the proposed zoning by-law amendment, you must make a written request to the Township of Horton.

If a person or public body would otherwise have an ability to appeal the decision of the Township of Horton to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Horton before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Horton before the by-law is passed by the Township of Horton, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Other Applications

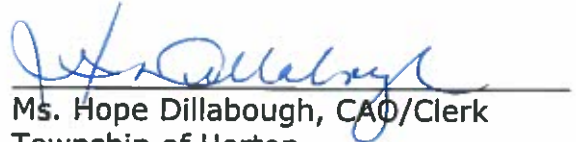
Consent applications B42/18(1), B43/18(2), B44/18(3) and B44/18(4) are also being considered with this application.

NOTE: One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all

RETURN TO AGENDA

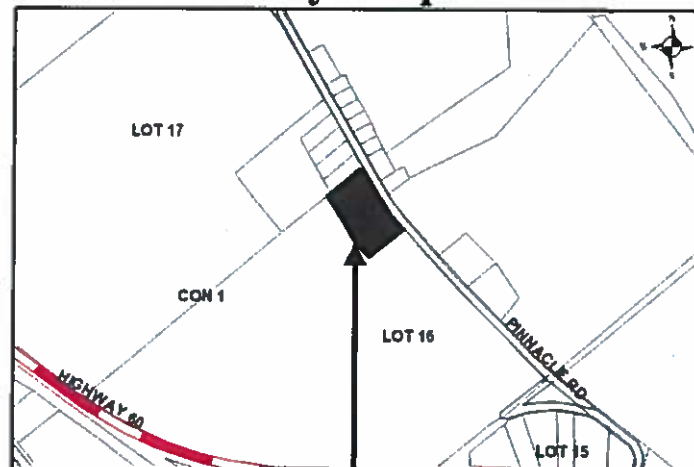
written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the Municipality to such persons as the Municipality sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.

Dated at the Township of Horton this 22nd day of January, 2020.



Ms. Hope Dillabough, CAO/Clerk
Township of Horton
2253 Johnston Road
R.R. #5
RENFREW, ON K7V 3Z8
Telephone: (613) 432-6271
Email: hdillabough@hortontownship.ca

Township of Horton Key Map



Location of Amendment

RETURN TO AGENDA



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Consent Application B79/19 (1) 2497095 Ontario Inc (Corey Scheel)	Date:	February 18 th , 2020
	Council/Committee:	Council/Planning Committee
	Author:	Nikky Dubeau, Admin/Planning Assistant
	Department:	Planning

RECOMMENDATIONS:

That Planning Committee and Council approve Consent Applications B79/19 (1), 2497095 Ontario Inc. (Corey Scheel), upon the following conditions being met:

- A Registered Plan of Survey;
- A Zoning By-Law Amendment is required to rezone the severed lands from Rural (RU) to Limited Service Residential (LSR);
- An Elevation Survey prepared by an Ontario Land Surveyor, which identifies the floodway contour and shows that development is to occur in accordance with the requirements of the Zoning By-law, shall accompany an application for a building permit;
- A lot merger agreement will be required with the Township that registers a notice on title that the two lots (enlarged and severed lots) will always be sold together;
- Favourable comments from Ontario Power Generation are required;
- Applicant provide Council with a written statement from the engineer and site visit to determine the road suitability to accommodate emergency service vehicles.

BACKGROUND:

See attached package provided by the County of Renfrew.

ALTERNATIVES: N/A


FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: County of Renfrew

Author: 
signature

Other: _____
signature

Treasurer: _____
signature

C.A.O.: 
signature

RETURN TO AGENDA

DEVELOPMENT & PROPERTY
DEPARTMENT



9 INTERNATIONAL DRIVE
PEMBROKE, ON, CANADA
K8A 6W5
(613) 735-3204
FAX: (613) 735-2081
www.countyofrenfrew.on.ca

REQUEST FOR COMMENTS

January 22, 2020



Hope Dillabough, CAO/Clerk
Township Of Horton
2253 Johnston Road RR #5
Renfrew, ON K7V 3Z8

Dear Ms. Dillabough:

Owner: 2497095 Ontario Inc. (Corey Scheel)

Location of Land: Part of Lots 2 & 3, Concession 10
Township of Horton

B79/19 (89.23m x 26.76m – 0.23 ha. (0.58 ac.) Lot addition

The above referenced Applications for Consent have been received for consideration by the County of Renfrew. A copy of the applications is attached. In accordance with Sections 53(11) and 53(5)(a) of the Planning Act, your written comments are required.

A Notice of an Application for Consent is attached that includes a key map showing the location of the proposed consent.

Yours truly,

Alana Zadow, ACST
Secretary-Treasurer
Land Division Committee
azadow@countyofrenfrew.on.ca

/az

Enclosures

RETURN TO AGENDA



NOTICE OF AN APPLICATION FOR CONSENT
(Land Severance)
Section 53(5)(a) of the Planning Act and O. Reg. 197/96

TAKE NOTICE that the County of Renfrew has received an application for consent under Section 53(1) of the Planning Act for the following lands:

Application Number:	B79/19
Location of Subject Lands:	Part Lots 2 & 3, Concession 10
Municipality:	Township of Horton
Name of Applicant:	2497095 Ontario Inc. (Corey Scheel)

PURPOSE AND EFFECT:

The purpose and effect of the application is to sever a 0.58 ac. (0.23 ha.) parcel of land to be added to an existing 1.0 acre residential lot owned by 2497095 Ontario Inc. (Corey Scheel), and to relocate the right-of-way to rear of the enlarged parcel. A key map showing the approximate location of the proposed consent is on the reverse of this notice.

OTHER RELATED INFORMATION:

Pursuant to the Planning Act, this Notice of Application for Consent shall be given to every landowner within 60 metres of the subject land and to prescribed persons and public bodies.

TO MAKE SUBMISSIONS:

If you wish to make a written submission, please ensure that your letter/email contains your name, address, telephone number/email address and planning concerns/objections, and that it is addressed to the Secretary-Treasurer of the Land Division Committee of the County of Renfrew, 9 International Drive, Pembroke, Ontario K8A 6W5.

NOTE: *One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the County to such persons as the County sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.*

If a person or public body that files an appeal of a decision of the Land Division Committee of the County of Renfrew in respect of the proposed consent does not make written submissions to the Land Division Committee of the County of Renfrew before it gives or refuses to give a provisional consent, the Local Planning Appeal Tribunal (LPAT) may dismiss the appeal.

NOTICE OF DECISION:

If you wish to be notified of the decision of the Land Division Committee of the County of Renfrew in respect of the proposed consent, you must make a written request to the Secretary-Treasurer of the Land Division Committee of the County of Renfrew. Such request should contain your name, address, telephone number/email address.

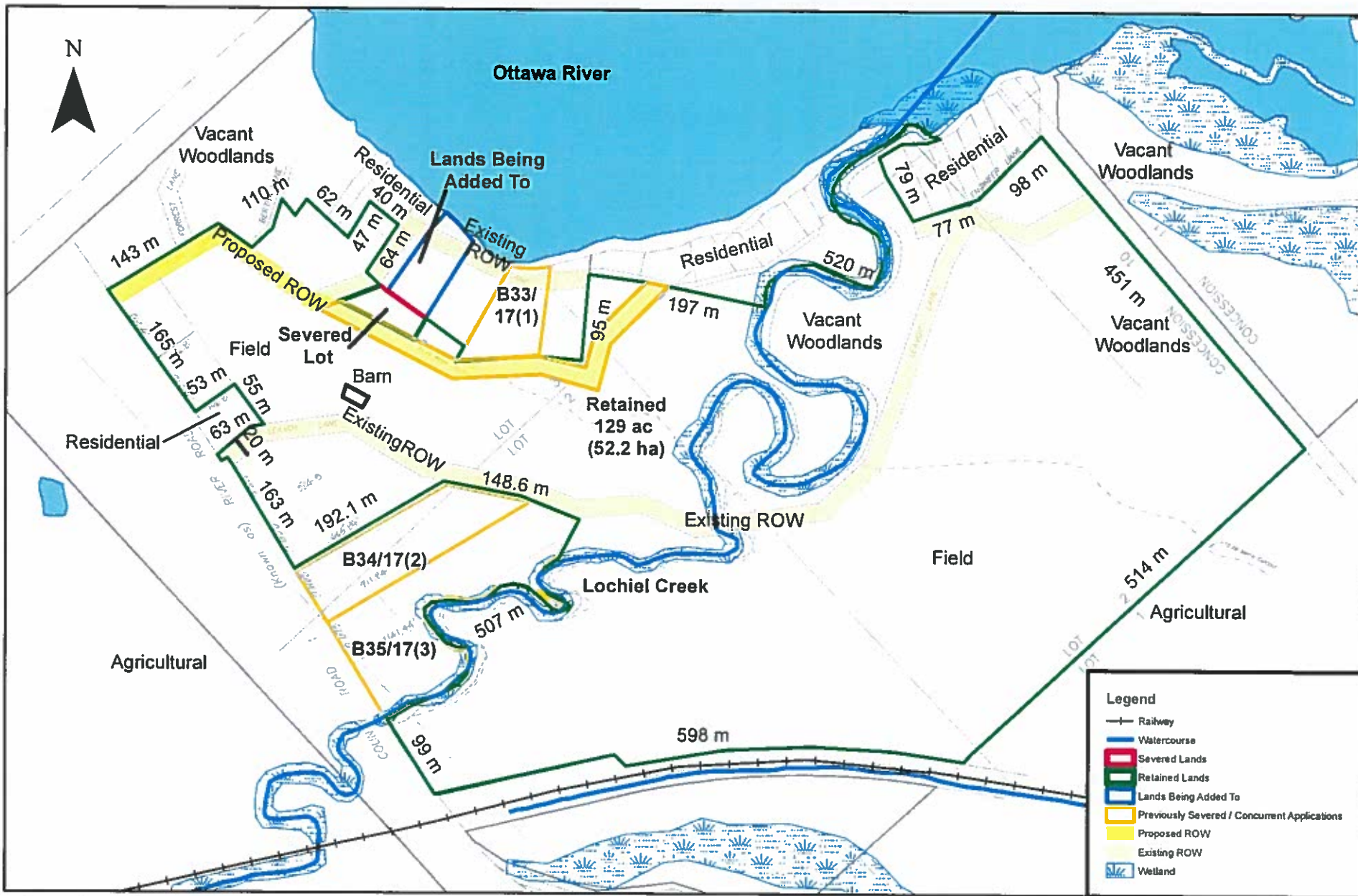
Please refer to the application number in all correspondence and communications.

ADDITIONAL INFORMATION:

Additional information concerning this consent application is available for public inspection during office hours at the offices of the Development and Property Department of the County of Renfrew, 9 International Drive, Pembroke, Ontario or you may contact the Secretary-Treasurer of Land Division by telephone at (613) 735-3204 or toll-free 1-800-273-0183. Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m.

Dated at the County of Renfrew this 13th day of November, 2019.

RETURN TO AGENDA



Note: Map layer obtained from LIO

Legend

- Railway
- Watercourse
- Severed Lands
- Retained Lands
- Lands Being Added To
- Previously Severed / Concurrent Applications
- Proposed ROW
- Existing ROW
- Wetland



1:6,000

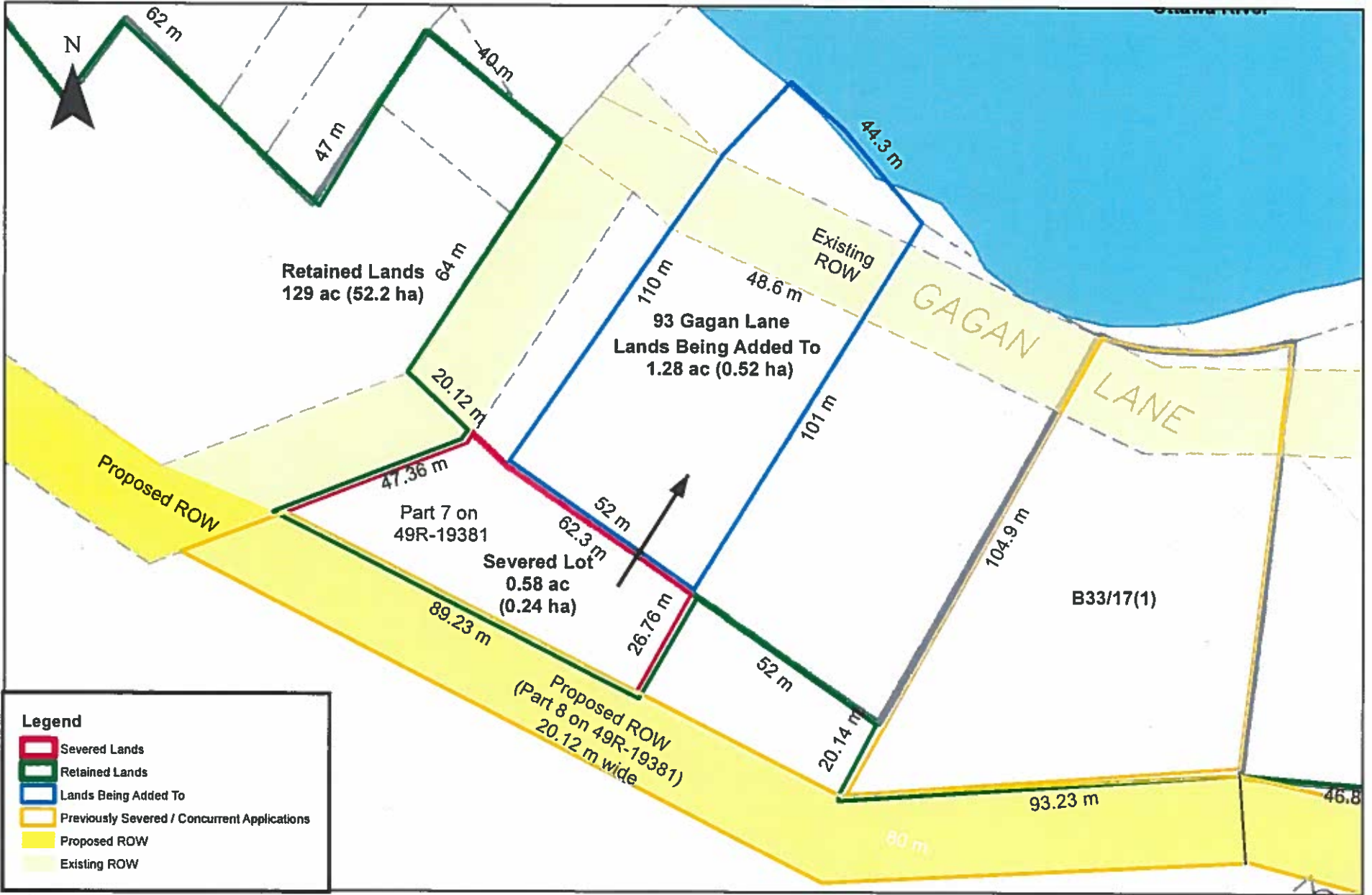
Small Scale Sketch

Jp2g Consultants Inc.
ENGINEERS • PLANNERS • PROJECT MANAGERS

Date: July 2019

Project No. 17-7001A

RETURN TO AGENDA



Legend

- Severed Lands
- Retained Lands
- Lands Being Added To
- Previously Severed / Concurrent Applications
- Proposed ROW
- Existing ROW

Note: Map layers obtained from LIC



1:1,250

Large Scale Sketch

Jp2g Consultants Inc.
ENGINEERS • PLANNERS • PROJECT MANAGERS

Date: July 2019

Project No. 17-7001A

RETURN TO AGENDA



**Development & Property
Department
CONSENT PLANNING REPORT
TO THE COUNCIL OF THE
TOWNSHIP OF HORTON**

PART A - BACKGROUND

1. FILE NO.: **B79/19**
2. APPLICANT: 2497095 Ontario Inc. (Corey Scheel) Agent: Jp2g Consultants Inc.
3. MUNICIPALITY: Township of Horton
4. LOT: Part Lots 2 & 3 CON.: 10 STREET: Gagan Lane
5. PURPOSE: Lot addition to abutting lands owned by 2497095 Ontario Inc. (Corey Scheel) and create a right-of-way

	<u>Severed</u>	<u>Retained</u>	<u>Lot Being Added To</u>
6. <u>OFFICIAL PLAN OF THE COUNTY OF RENFREW</u> Official Plan Designation(s):	Rural	Rural	n/a
7. <u>ZONING BY-LAW OF THE TWP OF HORTON</u> (#2010-14) Zone (s):	Rural (RU)	Rural (RU)	n/a

8. SITE PERFORMANCE STANDARDS:

	<u>Proposed Lot Area</u>	<u>Zoning By-law Requirement</u>	<u>Proposed Lot Frontage</u>	<u>Zoning By-law Requirement</u>
Severed	2347 m ²	4050 m²	89.23 m	40 m
Total, if Lot Addition	7527 m ²	4050 m²	137.83 m	40 m
Retained	52.2 ha	4050 m²	427 m	40 m

9. SEVERANCE HISTORY

Number of new lots from original holding (1971) - 13 new lots previously severed [B215/88 (created 2 lots); B9/91(A), B11/91(C), B12/91(D), B13/91(E); B28/92; B94/10(1),

B95/10(2) & B96/10(3), B33/17(1), B34/17(2) & B35/17(3) & B62/19]
 - 1 right-of-way application – B62/19 – in progress

10. BUILT-UP AREA Yes No

PART B – COMMENTS

1. CONFORMITY WITH OFFICIAL PLAN

- (a) The proposal conforms with the Official Plan, based on the information available to this Department.
- (b) The proposal will conform with the Official Plan if/when, (Sec. Nos.)
- (c) The proposal does not meet the intent of the Official Plan because,

2. CONFORMITY WITH ZONING BY-LAW

- (a) The proposal appears to meet the requirements of the Zoning By-law.
- (b) The severed/retained portion/overall proposal would contravene the By-law because,

The severed lands are zoned Rural (RU) and the lands to be enlarged are zoned Limited Service Residential (LSR). A zoning by-law amendment is required to rezone the severed lands from RU to LSR.

3. PROVINCIAL POLICY STATEMENT and MUNICIPAL PLAN REVIEW DATA

No Concerns Concerns

Explanation of Concerns:

3.1.1(b) – development shall generally be directed to areas outside hazardous lands adjacent to river systems which are impacted by flooding hazards and/or erosion hazards

4. GENERAL PLANNING COMMENTS

The application is to enlarge the abutting property owned by 2497095 Ontario Inc. (Corey Scheel). The application would increase the existing residential waterfront lot from 2347 square metres with 52 metres of road frontage on an existing right-of-way to 7527 square metres in area with 89.23 metres of road frontage on the new right-of-way. There is a concurrent Consent application, B62/19, for the new right-of-way. The retained lands will be 52.2 hectares in area with 427 metres of road frontage on River Road.

As identified in Part B-Section 3 of this Report, the only Provincial land use planning issue that potentially impacts this application is the floodplain. A dwelling is proposed on the lands to be enlarged.

The lands to be enlarged have frontage on the Ottawa River and are affected by Section 3.22.1 Ottawa River Floodplain in the Township of Horton Zoning By-law. This section states that for lands located between County Road No. 1 and the Ottawa River from the lot line between Lots 11 and 12, Concession VIII, and the Horton-McNab Townline, no buildings or structures are permitted below the floodway elevation of 75.5 metres. Subsection 3.22.1 (ii) states that no building permits shall be issued for new developments on lands located within the Ottawa River Flood Plain and situated above the floodway elevation of 75.5 metres C.G.D unless such development is flood proofed to the flood plain design of elevation of 76.8 metres C.G.D. An elevation survey prepared by an Ontario Land Surveyor, which identifies the floodway contour and shows that development is to occur in accordance with the requirements of the Zoning By-law, shall accompany an application for a building permit.

The enlarged lot will be accessed by a proposed right-of-way which connects to Gagan Lane which is an existing Right-of-Way. In accordance with Section 14.3(19) of the County of Renfrew Official Plan, a private road may be used for road access to waterfront lots provided it meets certain criteria which include that the private road must meet municipal standards for access of emergency vehicles and the Township should utilize a private roads agreement regarding road standards and maintenance. Also, the lots accessed by the private road should be zoned Limited Service Residential (LSR). Favourable comments from the Township are required regarding the private road.

The lands to be enlarged are zoned Limited Service Residential (LSR), and the severed lands are zoned Rural (RU). As a result of the lot addition, the enlarged lot will be split zoned, LSR and Rural (RU). A zoning by-law amendment will be required to rezone the severed lots so the enlarged lot is entirely zoned LSR.

The lot that is proposed to be enlarged was created by a consent application, B94/10. This means that the proposed lot addition will not legally merge on title. A lot merger agreement will be required with the Township that would register a notice on title that the two lots (lot to be enlarged and the severed lot) will always be sold together.

The application will be circulated to Ontario Power Generation for review. Favourable comments will be required.

The retained lands have frontage on River Road which is a County Road. Favourable comments from the County of Renfrew Public Works and Engineering Department are required.

5. RECOMMENDATIONS

(a) Planning concerns have NOT been identified in this report. Therefore, consent may be appropriate if supported by Council and the agencies.

(b) There are some planning concerns which Council should deal with as follows, before deciding whether to support the consent.

(c) The proposal may be acceptable when the following matters are addressed and resolved:

- Favourable comments from Ontario Power Generation (OPG) are required.
- Favourable comments from the Township regarding a Private Roads Agreement.
- Favourable comments from the County of Renfrew Public Works and Engineering Department.
- A Zoning By-law amendment to rezone the severed lands from Rural (RU) to Limited Service Residential (LSR).
- A preliminary elevation survey showing a suitable building envelope is required.
- A lot merger agreement will be required with the Township that would register a notice on title that the two lots (enlarged and severed lots) will always be sold together.

(d) Conditions to the giving of consent should be considered for the following:

- Registered Plan of Survey
- Zoning By-law Amendment: Rezone the severed lands from RU to LSR
- Minor Variance:
- Private Road Agreement:
- Development Agreement: Merger agreement and any other Township considerations
- Site Plan Control Agreement:
- Notice on Title:

Shoreline Road Allowance Closure /
Acquisition:

Other:

(e) There are serious planning concerns, refusal is recommended.

(f) Other Recommendations:

Date: January 22, 2020
Planner: Charles Cheesman, MCIP, RPP
Manager of Planning Services

Jan 2017

Township Of HortonJANUARY 2020 BUILDING REPORT

Month	No. of Permits	2020 Value of Permits	2019 Value of Permits	2018 Value of Permits	Renos/Add Comm/Res	Garages/Storage Bldg Comm/Res	New Res	New Comm	Demos	Total SQ. FT	Stop Work Orders Issued
January	3	\$ 310,000	\$0	\$57,500	1	1	1			1,722	0
February			\$604,000	\$0							0
March			\$375,000	\$1,108,000							0
April			\$636,000	\$288,000							0
May			\$820,000	\$824,000							0
June			\$863,000	\$1,977,000							0
July			\$890,000	\$595,000							0
August			\$198,000	\$690,800							0
September			\$695,000	\$1,141,000							0
October			\$740,000	\$330,300							0
November			\$360,000	\$1,000							0
December			\$0	\$45,000							0
TOTALS	3		\$6,181,000	\$7,057,600	1	1	1	0	0	1,722	0

RETURN TO AGENDA



**Township of Horton
COUNCIL / COMMITTEE REPORT**

Title: 2019-2020 Township of Horton Corporate Policy Review Section IT – Information Technology	Date: February 4 th , 2020
	Council/Committee: Council
	Author: Hope Dillabough, CAO/Clerk
	Department: General Government

RECOMMENDATIONS:

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

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

BACKGROUND:

Corporate Policies – Section IT reviewed and updated as attached:


- Policy IT-01 – Responsible and Proper Use of Information Resources
- Policy IT-02 – Proper Use of E-Mail and Internet Access
- Policy IT-03 – Software Copyrights and License Agreements
- Policy IT-04 – Website Content
- Policy IT-05 – Employee Exit – Information Technology
- Policy IT-06 – Mobile Hardware Security
- Policy IT-07 – Appropriate Use of Cellular Devices
- Policy IT-08 – Mobile Data Protection
- Policy IT-09 – Business Use of Social Networking

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

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: County of Renfrew’s Corporate Policies

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O. 
signature

The Township of Horton Policy and Procedures			
SECTION: INFORMATION TECHNOLOGY			POLICY #: IT-01
POLICY: Responsible and Proper Use of Information Resources			
DATE: April 07/03	REV. DATE: April-03/12 January 2020	COVERAGE: All Employees	PAGE #: 1 of 4

POLICY STATEMENT:

Employees of the Township of Horton are responsible for using information resources in an effective, secure, ethical, and legal manner. The Township establishes the following procedures to promote a stable, secure, and reliable computing environment. Department-specific guidelines may supplement, but do not supersede, this policy.

DEFINITIONS:**Information Resources**

Information resources are defined as information in electronic or audiovisual format, or hardware or software that makes possible the storage and use of such information. This includes but is not limited to local and externally accessed databases, electronic mail (e-mail), CD-ROMS, DVDS, USB memory sticks, recorded magnetic media, photographs, and digitized information. These resources may be individually controlled, shared, stand-alone, networked, temporary, or permanent.

Service Provider

A service provider is defined as an agency outside of the Township that provides information technology services to the Township or one of its departments on a sustained basis e.g. file service, internet access, communications infrastructure, technology support, computational cycles, and statistical analysis.

System Administrator

System Administrator is defined as, and will apply to, an individual who is assigned the responsibility to be the first line support that assists users, troubleshoots problems, performs maintenance tasks and is the first point of contact for departmental workstation issues.

The Township of Horton Policy and Procedures			
SECTION: INFORMATION TECHNOLOGY			POLICY #: IT-01
POLICY: Responsible and Proper Use of Information Resources			
DATE: April 07/03	REV. DATE: April 03/12 January 2020	COVERAGE: All Employees	PAGE #: 2 of 4

PROCEDURE:

1. Use information resources in a manner consistent with the public service, training, and administrative objectives of the Township of Horton, as well as the specific objectives of the project or task for which such use was authorized. All uses inconsistent with these objectives are considered to be inappropriate use and may jeopardize further access to information services.
2. The Township of Horton characterizes as unethical, unacceptable, and just cause for taking disciplinary action, any activity through which an individual:
 - (a) violates Township of Horton or third party copyright or patent protection and authorizations, as well as license agreements and other contracts; therefore, respect copyrights and licensing of programs, data, and software e.g. do not make copies of licensed computer programs to avoid paying additional license fees or to share with other users;
 - (b) interferes with the intended use of the information resources; therefore, respect the information resources' intended use e.g. use the username and password, funds, transactions, data, and processes assigned to you by Managers, or project directors only for the purposes specified;
 - (c) seeks to gain or gains unauthorized access to information and/or information resources;
 - (d) without authorization, destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of Township, as well as third party, computer-based information and/or information resources; and
 - (e) without authorization, invades the privacy of individuals or entities that are creators, authors, users, or subjects of the information retained by the Township of Horton.

The Township of Horton Policy and Procedures			
SECTION: INFORMATION TECHNOLOGY			POLICY #: IT-01
POLICY: Responsible and Proper Use of Information Resources			
DATE: April 07/03	REV. DATE: April 03/12 January 2020	COVERAGE: All Employees	PAGE #: 3 of 4

3. All Township users are required to utilize information resources with respect for the public trust placed in the Township of Horton, i.e. perform tasks with competence and integrity, and demonstrate ethical and acceptable conduct.
4. All Township users, by their access to information resources, accept responsibility to protect the IT environment from abuse, disruption, and unauthorized access; therefore, safeguard all data, personal information, passwords and authorization codes, and confidential data, by taking full advantage of the file security mechanisms built into the computing systems.
5. When creating your password, consult with the System Administrator regarding password guidelines.
6. Respect the privacy of others, for example:
 - (a) do not intentionally seek information on, obtain copies of, or modify files, tapes, or passwords belonging to other users or the Township;
 - (b) do not attempt to represent others, unless explicitly authorized to do so by those users; and
 - (c) do not divulge sensitive personal data to which you have access, without explicit authorization to do so.
7. Respect the rights of others by complying with all Township policies regarding harassment as they apply to users of information resources.
8. Comply with any requests made by System Administrators, and/or Managers pertaining to account and systems use via login scripts, memos, and e-mail, provided such requests do not violate any other policy or procedure.
9. Respect the integrity of the system or network i.e. do not intentionally develop or use programs, transactions, data, or processes that harass other users, infiltrate the system, or damage or alter the software or data components of a system. Alterations to any system, network software, or data component are made only under specific instructions from the System Administrator.

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: INFORMATION TECHNOLOGY			POLICY #: IT-01
POLICY: Responsible and Proper Use of Information Resources			
DATE: April 07/03	REV. DATE: April 03/12 January 2020	COVERAGE: All Employees	PAGE #: 4 of 4

10. Respect the financial structure of the Township's computing or networking systems e.g. do not intentionally develop or use unauthorized mechanisms to alter or avoid charges levied by the Township for computing, network, or data processing services.
11. The System Administrator is required to follow the same policies, procedures, and conditions of use as all other employees, except when intervention or special actions are required to forestall an immediate threat to the security of a system or its users. These actions may include:
 - (a) suspending system access for users involved in a violation that is being investigated;
 - (b) taking necessary action to preserve the state of files and other information relevant to an investigation; and
 - (c) examining content of e-mail and other private files, where the content may jeopardize the security of systems, the safety of users, the ability of the Township to conduct necessary business, or any other appropriate use as directed.
12. Respect the acceptable use standards of external networks with which the Township has connections e.g. the Internet or electronic bulletin boards; the Township cannot and will not extend any protection to you should you violate the policies of an external network.
13. Violations of the above guidelines may result in appropriate corrective action or may even constitute a criminal offence; information concerning violations should be reported to the respective Manager for the system involved. If you are unsure whom to report to, contact the System Administrator, who will redirect the information to the appropriate person(s).

The Township of Horton Policy and Procedures			
SECTION: INFORMATION TECHNOLOGY			POLICY #: IT-02
POLICY: Proper Use of E-Mail and Internet Access			
DATE: April 07/03	REV. DATE: April 03/12 January 2020	COVERAGE: All Employees	PAGE #: 1 of 3

POLICY STATEMENT:

The Township of Horton establishes rules and procedures to ensure the appropriate use of its electronic mail system and Internet access.

PROCEDURE:

1. E-mail and Internet access are tools for business and administrative communication and are not intended for personal or non-business purposes.
2. Messages that are created, sent, or received using the Township's e-mail system as well as any items or programs downloaded from the Internet are the property of the Township. E-mail messages may be backed up or recorded and stored centrally.
3. The Township advises anyone who utilizes corporate computers for personal use that any form of personal communication on corporate systems may be accessed, retained, or deleted by the Township without notice.
4. Employees may not send or forward religious, political, or commercial messages; chain letters, promotional messages for personal gain, messages for employee solicitation, or messages that are forged.
5. Employees may not send or forward messages that contain:
 - (a) intimidating, harassing, or offensive material i.e. threatening, disruptive, obscene or profane language or images; and
 - (b) language or images that may offend on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offenses, sex, marital status, sexual orientation, family status, or handicap.
6. Employees may not intentionally or knowingly visit web sites that have offensive content i.e. obscene, profane, or harassing language or images and/or language or images that may offend on the basis of race, ancestry, place of origin, colour,

The Township of Horton Policy and Procedures			
SECTION: INFORMATION TECHNOLOGY			POLICY #: IT-02
POLICY: Proper Use of E-Mail and Internet Access			
DATE: April 07/03	REV. DATE: April-03/12 January 2020	COVERAGE: All Employees	PAGE #: 2 of 3

ethnic origin, citizenship, creed, age, record of offenses, sex, marital status, sexual orientation, family status, or handicap.

7. Employees may not initiate any action that impedes communications or risks a negative impact (i.e. virus vulnerability, bandwidth consumption) on the Township's network infrastructure, i.e. instant messaging, music/screen saver download programs, large email attachments or downloads without prior authorization from IT.

On Township Hardware and Networks, only Township of Horton email is permitted to be accessed. Accessing any email system other than the Township of Horton's email (i.e. hotmail, yahoo mail, etc.) is considered a violation of this policy.

8. The Township manages, consistent with available technology, the privacy and security of electronic data or transmission, and all employees are advised as follows:
- (a) the Township reserves the right to access and disclose the contents of all messages created, sent, or received using its e-mail system without notification to its users; the System Administrator may be required, where approved, to monitor e-mail/ Internet access and/or redirect e-mail or Internet documentation for propriety, legal ramifications, or investigation of reported violations; and
 - (b) proxy access to electronic mailboxes should be limited and authorized by the Manager; the individual providing proxy access is responsible for all information released.
9. E-mail and the Internet are the preferred media of communication rather than fax and voice calls when appropriate.
10. Handle e-mail communication in the same professional and confidential manner as letters, faxes, memos, or other forms of business communication. Employees may inadvertently receive e-mail sent in error and meant for another recipient;

The Township of Horton Policy and Procedures			
SECTION: INFORMATION TECHNOLOGY			POLICY #: IT-02
POLICY: Proper Use of E-Mail and Internet Access			
DATE: April 07/03	REV. DATE: April 03/12 January 2020	COVERAGE: All Employees	PAGE #: 3 of 3

advise the sender immediately so that the e-mail can be re-sent, and delete the improperly sent item, thereby preserving another's privacy and security.

11. Employees are encouraged to read their e-mail frequently and respond within an appropriate time frame. (Typically, within one (1) working day.)
12. Users are responsible for the proper storage of their e-mail messages.
13. Messages exceeding mailbox capacity will be deleted.
14. Report violations of this policy immediately to the appropriate Manager; the Township makes every effort to maintain confidentiality within the limits of its obligations.
15. When serious violations of this policy are confirmed, access will be restricted and/or appropriate action will be taken in compliance with the Discipline and Dismissal Policy (Policy No. H-02).

The Township of Horton Policy and Procedures			
SECTION: INFORMATION TECHNOLOGY			POLICY #: IT-03
POLICY: Software Copyrights and License Agreements			
DATE: April 07/03	REV. DATE: April 03/12 January 2020	COVERAGE: All Employees	PAGE #: 1 of 1

POLICY STATEMENT:

The Township of Horton is committed to ethical and legal practices in using software and establishes procedures and guidelines to prevent violations of software copyright law and license agreements by its users. Unauthorized copying of software is illegal; such activity by Township employees may incur a legal liability and harms the Township's image, its reputation, its standing with the public, and affects all others employed by the Township.

PROCEDURE:

1. All software installation on Township computers is executed or supervised by the System Administrator.
2. Unless placed in the public domain, software is protected by copyright law and may not be duplicated or distributed for any reason without permission of the copyright owner.
3. Records of software purchases, receipts, communications with software vendors, and vendor information are submitted to and maintained by the CAO/Clerk, and proof of purchase must be submitted for software obtained through shareware distribution.
4. To determine the contents of the license agreement for a particular Township software, contact the System Administrator, the respective Manager, or the respective system administrator; also examine the 'README' files accompanying the software.
5. The Township reserves the right to monitor, limit, and/or remove any and all software used on its property and equipment. This applies to all servers, computers, laptops, fixed disks, and removable magnetic and optical storage media. Ensure that all software, including shareware and public domain software, is approved for use by the System Administrator and installed by the System Administrator.
6. Contact the System Administrator if you have any questions regarding software use.

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Township of Horton Corporate Policies and Procedures			
DEPARTMENT: INFORMATION TECHNOLOGY			POLICY #: IT-04
POLICY: Web Site Content			
DATE:	REV. DATE: April 03/12 January 2020	COVERAGE: All Employees and Elected Officials	PAGE #: 1 of 1

POLICY STATEMENT:

The Township of Horton ensures that all content on the Township of Horton web site meets acceptable standards by establishing rules and procedures for the collection and dissemination of such content.

DEFINITIONS:**Web Site**

A web site is defined as a set of interconnected web pages, usually including a home page, generally located on the same server, and prepared and maintained as a collection of information by a person, group, or organization. The Township of Horton web site URL address is: www.hortontownship.ca

Content

Content is defined as any text or image used on the Township of Horton web site; this content is the property of the Corporation of the Township of Horton.

PROCEDURE:

1. Content (excluding minutes, agendas and by-laws) is reviewed and edited for use on the Internet and approved by the appropriate Manager and the **Administrative/Planning Assistant**, before it is posted to the web site. All content must fulfill at least one (1) of the following functions:
 - (a) provide corporate public information that may include supporting illustrations and pictorials;
 - (b) gather information from the public; and/or
 - (c) provide services to the public.

Township of Horton Corporate Policies and Procedures			
DEPARTMENT: INFORMATION TECHNOLOGY			POLICY #: IT-05
POLICY: Employee Exit – Information Technology			
DATE:	REV. DATE: April 03/12 January 2020	COVERAGE: All Employees	PAGE #: 1 of 1

POLICY STATEMENT:

The Township establishes the following procedures to promote a secure network computing environment upon employee termination.

DEFINITIONS:**File Security Permissions**

Full network access rights to a file or folder – Modify, Read and Execute, List folder contents, Read and Write.

PROCEDURE:

When an individual's employment with the Township of Horton is terminated, for any reason, The System Administrator will adhere to the following procedures:

1. Upon notification of the termination, immediately disable the user's network and email accounts, including any remote access.
2. Notify the Manager of their access to the files, instruct on how to move/copy/delete the files as necessary.
3. Upon the request of the Manager, access may also be granted to the users' email account for a period not exceeding 10 working days.

The Township of Horton Corporate Policies and Procedures			
DEPARTMENT: INFORMATION TECHNOLOGY			POLICY #: IT-06
POLICY: Mobile Hardware Security			
DATE:	REV. DATE: April 03/12 January 2020	COVERAGE: All Employees and Elected Officials	PAGE #: 1 of 1

POLICY STATEMENT:

The Township of Horton sets the following guidelines for its employees to protect the security and integrity of mobile computing devices.

DEFINITIONS:**Mobile Computing Devices**

Any easily portable device that is capable of receiving and/or transmitting data to and from information resources. These include, but are not limited to, notebook computers, handheld computers, **tablets**, PDAs, and cell phones.

PROCEDURE:

1. Portable computing devices located at Township of Horton sites must be stored in a secure environment after business hours. This may be a locked office, or locked desk drawer if not an office environment.
2. Mobile users are responsible to ensure the safety of mobile devices assigned to them. This encompasses ensuring the integrity and security of the physical environment, as well as Township of Horton data contained on said devices. All reasonable preventative precautions should be taken when travelling with Township of Horton hardware.
3. The System Administrator configures software security measures (i.e. local username and password) on all Township of Horton computers. Do not alter or remove security measures as put in place by the System Administrator.
4. The System Administrator maintains a comprehensive, detailed inventory of all corporate computer hardware and software. The accuracy of this inventory is critical in the event of a theft issue. No user shall add, remove, or change the location or contents of any Township of Horton hardware without consultation with the System Administrator. Only Township of Horton licensed software will be installed on Township of Horton hardware.
5. Should the employee's laptop or cell phone go missing, lost or stolen, the employee should inform the Manager.
6. Should a theft occur, and the employee responsible for the piece of hardware has neglected the above guidelines, the employee may be held personally liable for the replacement cost of the device.

RETURN TO AGENDA

The Township of Horton Corporate Policies and Procedures			
DEPARTMENT: INFORMATION TECHNOLOGY			POLICY #: IT-07
POLICY: Appropriate Use of Cellular Devices			
DATE: April 7, 2003	REV. DATE: April 03/12 January 2020	COVERAGE: All Employees	PAGE #: 1 of 3

POLICY STATEMENT:

The Township of Horton provides specific employees with cellular devices and outlines the appropriate utilization of these electronic devices. A cellular device is defined as but not limited to a cell phone, BlackBerry, Smart Phone, pager and Personal Data Assistant (PDA).

PROCEDURE:

1. Cellular devices are considered mobile electronic hardware and as such are governed by all policies and procedures pertaining to such.
2. The CAO/Clerk's department maintains the cellular device accounts for the Corporation, as well as an inventory of said accounts. Employees receiving a cellular device must sign for the receipt of the device, indicating that they have read and understood policy IT-06 - Mobile Hardware Security, and will store and use the cellular device in accordance with the standards set out in said policy to ensure the security of the device.
3. The eligibility of an employee for access to a cellular device is at the discretion of the Manager. In determining whether or not an employee needs a cellular device, the department head will take into consideration the following:
 - (a) safety protection;
 - (b) degree of urgency that messages need to be acted upon;
 - (c) need for field to office communications;
 - (d) frequency of usage;
 - (e) alternative communication devices are unavailable or ineffective;
 - (f) improvement to customer service; and
 - (g) need for remote email and calendar services.

RETURN TO AGENDA

The Township of Horton Corporate Policies and Procedures			
DEPARTMENT: INFORMATION TECHNOLOGY			POLICY #: IT-07
POLICY: Appropriate Use of Cellular Devices			
DATE: April 7, 2003	REV. DATE: April 03/12 January 2020	COVERAGE: All Employees	PAGE #: 2 of 3

4. When possible, employees with cellular devices are expected to use land lines or internal network connections for communication purposes. Communications using the cellular device should be limited to those times when a landline or network connection is not available, or is not feasible.
5. The Township of Horton does not prohibit employees from using their cellular devices for personal purposes. **Employees will be charged for all personal calls that exceed the total number of minutes allowed within the corporate plan and will be charged for all personal calls that are subject to Long Distance/Roaming fees.**
6. Managers are responsible for:
 - (a) approving the acquisition of cellular devices, along with any expenses incurred to the division's budget;
 - (b) annually reviewing cellular device use to authorize their continuation;
 - (c) reviewing and signing-off the monthly cellular device report; and
 - (d) ensuring the employee indicates all personal calls on the monthly invoice.
7. Employees are advised that while operating a motor vehicle in the conduct of business for the Corporation the use of cellular devices (including hand-held and hands free cellular devices) presents a hazard. Employees shall adhere to and abide by Provincial rules, statutes and regulations pertaining to the use of cellular devices while operating a motor vehicle.
8. All cellular devices are the property of the Corporation and as such should not be loaned out to non-township employees (including but not limited to friends, family members or the public) and that all data contained on said device is property of the Corporation, which at anytime can be subject to monitoring, review, deletion or confiscation.
9. Cellular Device users must be considerate of their surroundings when they are utilizing such a device to ensure that they are not disruptive or do not appear to be inattentive in their behavior towards Township employees, Elected Officials and/or other members of the public.

RETURN TO AGENDA

The Township of Horton Corporate Policies and Procedures			
DEPARTMENT: INFORMATION TECHNOLOGY			POLICY #: IT-07
POLICY: Appropriate Use of Cellular Devices			
DATE: April 7, 2003	REV. DATE: April 03/12 January 2020	COVERAGE: All Employees	PAGE #: 3 of 3

10. Employees are to report immediately the lost, theft, damage or security breach of any cellular device to the Manager to ensure appropriate measures are taken to secure and disable the device.
11. Cellular devices that contain digital imaging features will be subject to the following:
 - (a) will not be purchased nor distributed without the prior authorization of the CAO;
 - (b) any employee with a cellular device with enabled digital imaging features will respect the privacy of Township staff, Elected Officials and the public and will have all identifiable persons complete Appendix A before images are distributed;
 - (c) any captured digital imagery will be directly related to one's position within the Corporation, in good taste and not for personal gain or use;
 - (d) all captured digital imagery must be transferred and deleted from the device as soon as reasonably possible; and
 - (e) there shall not be any identifiable labels on said digital imagery while it is contained on the cellular device.

Appendix A

Appendix A
Corporate Policies IT
Information Technology

Horton Township



2253 Johnston Rd
Renfrew, ON
K7V 3Z8
(o) 613-432-6271
(f) 613-432-7298
www.hortontownship.ca

Release of Digital Imagery

PICTURE RELEASE FORM

I, _____ of _____, _____
(Print Name) (Street Address) (Town)

Give permission for the Township of Horton to use my photo in published articles, websites, newsletters, flyers, posters, brochures, and presentation materials (i.e. PowerPoint presentations).

Signature

Date

The Township of Horton Corporate Policies and Procedures			
DEPARTMENT: INFORMATION TECHNOLOGY			POLICY #: IT-08
POLICY: Mobile Data Protection			
DATE: April 7, 2003	REV. DATE: April 03/12 January 2020	COVERAGE: All Employees	PAGE #: 1 of 1

POLICY STATEMENT:

This policy is designed to provide guidelines on how to manage and store Township of Horton data on mobile data devices. It is the responsibility of the end user of the mobile data device to ensure that all files saved to the mobile data device are backed-up to the network for archival storage requirements.

DEFINITION:

Mobile Data Device

Any easily portable device that is capable of receiving and/or transmitting data to and from information resources. These include, but are not limited to, notebook computers, tablets, PDA devices, **USB drives**, and cell phones.

Strong Password

A password must contain at least 8 characters including the following:

- at least 1 upper case character
- at least 1 lower case character
- at least 1 numerical character

Procedure:

1. Data on mobile data devices must be stored on encrypted hardware with at least 128-Bit AES Encryption. The entire drive must be encrypted with no public partitions.
2. All portable hardware must be purchased via the Township of Horton's CAO/Clerk Department to ensure compliance.
3. Ensure that minimal amounts of data are stored on portable devices.
4. Ensure that data is deleted from all portable devices when it is no longer required.
5. If data is to be stored on a laptop hard drive, encryption and drive lock must be enabled.
6. Strong passwords used for encryption must be different from login passwords.
7. Passwords are not to be written down and left in public view.
8. **Do not** share passwords with anyone.

The Township of Horton Corporate Policies and Procedures			
DEPARTMENT: INFORMATION TECHNOLOGY			POLICY #: IT-09
POLICY: Business Use of Social Networking			
DATE: April 7, 2003	REV. DATE: April 03/12 January 2020	COVERAGE: All Employees	PAGE #: 1 of 2

POLICY STATEMENT:

This policy is designed to provide guidelines to employees of what is acceptable and not acceptable in terms of publishing content on any Township of Horton affiliated Social Networking site. Content should be preapproved by the appropriate Manager and/or their designate before being posted live on any social networking site.

Procedure:

1. Only staff with preapproval from their Manager will be granted access to Social Network sites for Township of Horton business purposes.
2. Employees ~~should~~ **shall** not post information on any sites managed, sponsored or affiliated with the Township of Horton unless they have the express authorization of the Manager to do so. This would include any webpage's, blogs or social networking accounts that the Township of Horton may use from time to time for social networking with members of the public.
3. Employees ~~should~~ **must** think about what they have written before the content is posted. Remember, while your comments will be posted in only seconds, they will remain available to the public for a lifetime.
4. Employees ~~should~~ **must** not have a false sense of privacy. Remember, there is no such thing as private on-line activities. Any and all postings can be copied and forwarded. Archival systems can save information even if a posting has been deleted. Employees ~~should~~ **must** assume that all their on-line activities are publicly available to anyone and everyone.
5. Employees ~~should~~ **must** not forget that they are responsible for their behavior. Prior to posting any content consider whether your actions may be in violation of copyright or other laws, or whether the content could be considered defamatory, profane, libelous, harassing or abusive or harmful to the Township of Horton's reputation or disparaging towards the Township of Horton, it's processes, staff or clients or in breach of the Township of Horton's Policy (i.e. Confidentiality).
6. Do use common sense in all of your on-line activities.
7. Employees ~~should~~ **must** ensure that their online activities are consistent with their job duties, their obligations to the Township of Horton or their commitments to serving the public in the Township of Horton.

RETURN TO AGENDA

The Township of Horton Corporate Policies and Procedures			
DEPARTMENT: INFORMATION TECHNOLOGY			POLICY #: IT-09
POLICY: Business Use of Social Networking			
DATE: April 7, 2003	REV. DATE: April 03/12 January 2020	COVERAGE: All Employees	PAGE #: 2 of 2

8. If in doubt, employees ~~should~~ **must** ask their Manager before they post. Speak with your Manager to ensure that the proposed content of an online posting will not run afoul of the Township of Horton's policies or procedures or these guidelines prior to posting.
9. Ensure that you have obtained permission before posting any photos or videos of Township of Horton staff, elected officials or members of the public on any Township of Horton social networking sites.
10. Should the Township of Horton discover or receive a complaint regarding the posting of objectionable content on the Township of Horton's social networking sites, an investigation will be conducted by the appropriate Manager or the CAO/Clerk. If the material is deemed objectionable after the investigation has been completed, it will be removed from the social networking site.
11. Violation of this policy may result in disciplinary action up to and including dismissal from employment.



**Township of Horton
COUNCIL / COMMITTEE REPORT**

Title: COST OF LIVING ADJUSTMENT/EMPLOYMENT BY- LAW	Date:	February 18 th , 2020
	Council/Committee:	General Government
	Author:	Hope Dillabough
	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 2018 to December 2019. Copy of draft by-law attached as Appendix "A".

The rate per kilometre is to reflect the same as the County of Renfrew's rates. They mirror the Canada Revenue Agencies rates, as updated. The automobile **allowance rates for 2020** are: 59¢ per kilometre for the first 5,000 kilometres driven. 53¢ per kilometre driven after that. This is reflected in the draft by-law, as attached.

ALTERNATIVES:


Alternative #1: Status Quo

Council can pass the employment by-law for 2020 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 2020 draft budget to cover an increase in salaries of 2% as well as the increase to the mileage.

CONSULTATIONS: County of Renfrew, Canada Revenue Agency, Statistics Canada

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O. 
Signature

**TOWNSHIP OF HORTON
BY-LAW NUMBER 2020-XX**

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, 2020 will receive \$0.59 per kilometre for the first 5000 kilometres per year and \$0.53 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, 2021 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 2019-12 shall be rescinded in its entirety

READ a first and Second Time this 18th day of February 2020.

READ a Third Time and Passed this 18th day of February 2020.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

Township of Horton Staff Salary Grid and Classifications

Schedule "A" to By-law 2020-XX

Effective: January 1, 2020

LEVEL	SALARY \$	POSITION
1	\$37,778 - \$42,519	Receptionist/Clerk Landfill Attendant/Labourer
2	\$43,293 - \$48,726	Community Liaison Officer, Driver/Operator, Administrative Assistant
3	\$47,972 - \$53,993	Administrative/Executive Assistant
4	\$58,453 - \$65,789	Deputy Clerk/Treasurer, Public Works Superintendent
5	\$69,370 - \$78,077	Public Works Manager
6	\$73,239 - \$82,431	Treasurer
7	\$89,219 - \$100,417	CAO/Clerk

RETURN TO AGENDA



**Township of Horton
COUNCIL / COMMITTEE REPORT**

Title: COLA FIRE AND EMERGENCY STAFF	Date:	February 18 th , 2020
	Council/Committee:	Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	General Government

RECOMMENDATIONS:

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

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


BACKGROUND:

The 2020 Employment By-law has been passed by Council. In accordance with by-laws and past practice, annual salaries are to be adjusted by the annual Cost of Living Adjustment provided to non-union Staff effective January 1 of each year.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: This has been incorporated into the 2020 Budget.

CONSULTATIONS: N/A

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O.: 
signature



INVESTMENT SUMMARY FOR THE YEAR ENDING DECEMBER 31, 2019

INSTITUTION	INVESTMENT NUMBER	PURCHASE DATE	YIELD	MATURES	INITIAL INVESTMENT
-------------	-------------------	---------------	-------	---------	--------------------

Investments From Previous Year

GIC/Term Deposit Holdings	TD	8018476-28	12/12/2018	1.81%	1/31/2019	\$ 250,000.00
GIC/Term Deposit Holdings	TD	8018476-28	12/20/2018	1.81%	1/31/2019	\$ 300,000.00
GIC/Term Deposit Holdings	TD	8018476-30	12/28/2018	1.75%	2/26/2019	\$ 400,000.00
Guaranteed Investment Certificate	TD	8018476-03	1/17/2017	1.35%	1/17/2020	\$ 3,728.10

2019 Purchases

GIC/Term Deposit Holdings	TD	8018476-31	1/31/2019	1.85%	3/11/2019	\$ 450,000.00
GIC/Term Deposit Holdings	TD	8018476-32	1/31/2019	1.85%	3/11/2019	\$ 400,000.00
GIC/Term Deposit Holdings	TD	8018476-33	2/26/2019	1.93%	4/29/2019	\$ 1,000,000.00
GIC/Term Deposit Holdings	TD	8081476-34	3/11/2019	1.80%	4/10/2019	\$ 750,000.00
GIC/Term Deposit Holdings	TD	8018476-35	7/29/2019	2.02%	7/29/2019	\$ 411,443.00
GIC/Term Deposit Holdings	TD	8081476-36	4/10/2019	1.93%	6/10/2019	\$ 650,000.00
GIC/Term Deposit Holdings	TD	8018476-37	4/29/2019	1.75%	5/29/2019	\$ 500,000.00
GIC/Term Deposit Holdings	TD	8018476-37	5/29/2019	1.75%	6/28/2019	\$ 500,000.00
GIC/Term Deposit Holdings	TD	8018476-36	6/10/2019	1.85%	7/25/2019	\$ 650,000.00
GIC/Term Deposit Holdings	TD	8018476-38	6/28/2019	1.84%	8/27/2019	\$ 400,000.00
GIC/Term Deposit Holdings	TD	8018476-35	7/29/2019	2.00%	12/31/2019	\$ 414,220.97
GIC/Term Deposit Holdings	TD	8018476-39	8/2/2019	1.75%	9/9/2019	\$ 400,000.00
GIC/Term Deposit Holdings	TD	8018476-38	8/27/2019	1.84%	10/25/2019	\$ 200,604.93
GIC/Term Deposit Holdings	TD	8018476-40	8/30/2019	1.75%	9/30/2019	\$ 1,000,000.00
GIC/Term Deposit Holdings	TD	8018476-39	9/9/2019	1.75%	10/9/2019	\$ 400,000.00
GIC/Term Deposit Holdings	TD	8018476-01	10/1/2019	1.75%	10/31/2019	\$ 500,000.00
GIC/Term Deposit Holdings	TD	8018476-39	10/9/2019	1.75%	11/8/2019	\$ 400,000.00
GIC/Term Deposit Holdings	TD	8018476-02	10/28/2019	1.86%	12/30/2019	\$ 200,000.00
GIC/Term Deposit Holdings	TD	8018476-01	10/31/2019	1.75%	12/2/2019	\$ 500,000.00
GIC/Term Deposit Holdings	TD	8018476-39	11/8/2019	1.75%	12/23/2019	\$ 400,000.00
GIC/Term Deposit Holdings	TD	8018476-04	12/2/2019	1.75%	1/6/2020	\$ 250,000.00
GIC/Term Deposit Holdings	TD	8018476-39	12/23/2019	1.75%	1/30/2020	\$ 400,000.00
GIC/Term Deposit Holdings	TD	8018476-02	12/30/2019	1.87%	2/28/2020	\$ 200,000.00
GIC/Term Deposit Holdings	TD	8018476-35	12/31/2019	2.00%	6/29/2020	\$ 417,739.01

Balance of Investment as at December 31, 2019

GIC/Term Deposit Holdings	TD	8018476-04	12/2/2019	1.75%	1/6/2020	\$ 250,000.00
GIC/Term Deposit Holdings	TD	8018476-39	12/23/2019	1.75%	1/30/2020	\$ 400,000.00
GIC/Term Deposit Holdings	TD	8018476-02	12/30/2019	1.87%	2/28/2020	\$ 200,000.00
GIC/Term Deposit Holdings	TD	8018476-35	12/31/2019	2.00%	6/29/2020	\$ 417,739.01
Guaranteed Investment Certificate	TD	8018476-03	1/17/2017	1.35%	1/17/2020	\$ 3,728.10

Treasurer's Declaration

I, Nathalie Moore, Treasurer for the Township of Horton hereby declare that all investments for the year 2019 were consistent with the Township policy J-11 and in accordance with the Municipal Act.

Dated at the Township of Horton this 31st day of December, 2019.

Nathalie Moore

Nathalie Moore, Treasurer

RETURN TO AGENDA



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Modernization New Software Request - Vadim	Date:	February 18 th , 2020
	Council/Committee:	General Government Committee / Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	General Government

RECOMMENDATIONS:

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

AND THAT this be funded from the Modernization Funding Reserve.

BACKGROUND:

In 2019, the Township of Horton received provincial funds directed at helping us modernize service delivery and reduce future costs through such things as finding efficiencies, development of shared services, capital investments to name a few.

Since 2005, the Township of Horton has utilized the software system called "Asyst". This software consists of modules pertaining to General Ledger, Property Taxes, Accounts Payable, Accounts Receivable, Payroll, Bank Reconciliation, Cash Receipts and other modules that don't pertain to Horton. This software is outdated and not user friendly which in turn ends up lacking efficiency for Staff to do their jobs effectively. The current system continually has errors that take hours for staff to find and fix. Work must continually be double checked to ensure the system has not faltered on any specific task. Support calls are often placed for maintenance updates and 'hot fixes' (fixing random problems initiated by the Asyst software) and at time, these support calls come from Texas, where the software was originally developed. This sometimes poses problems for staff because of the time change. The current annual maintenance fee is \$8000.00 plus a quarterly fee of \$400.00 for updates and fixes. This is an approximate total annual fee of \$9600.00.

Staff would like to recommend obtaining a new software program called Vadim, which is strictly Canadian based. Vadim personalizes the modules that are required therefore there won't be any additional modules that don't utilize such as 'water/sewer' for example. Vadim is very user-friendly and also offers a 'TEST' system that we can do test work in before we complete it in the 'Live' system to ensure accuracy and efficiency.

RETURN TO AGENDA

To purchase the program, it will cost the municipality \$75,000.00 and staff is proposing to utilize the modernization funds for this purchase. This includes full implementation such as training, data conversion and installation as well as the licensing for each computer. Following this, in 2021, there would be an annual maintenance charge of \$5000.00. Additionally, they offer a 'Kit Assistance Program' which is a service they provide for approximately \$2000.00 a year. This offers quarterly updates/upgrades on our system, implemented and performed by Vadim. These annual fees are less costly than what Horton is currently paying in annual maintenance fees, therefore this venture would be reducing future costs, in addition to finding efficiencies. This annual fee would not be charged in 2020 as the \$75,000 purchase price is an "all-in" for this year.

Central Square Technologies is a Canadian company and own both Vadim and most recently acquired Asyst. It has been discussed that potentially Asyst may be phased out over the next few years and users will be forced into looking at implementing other programs. Staff is proposing to utilize the Modernization Funds while they are available so that when this does happen, there would be no burden to the taxpayer.

Both Treasurer Moore and I are quite familiar with this software and understand its capability and how far it exceeds efficiency and accuracy over Asyst.

ALTERNATIVES: Continue to work with the same software.

FINANCIAL IMPLICATIONS:

It is recommended that the purchase of the program (\$75,000) be funded out of the Modernization Funding Reserve.

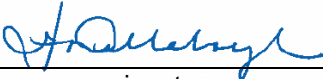
ATTACHMENTS:

#1 – Quote breakdown

CONSULTATIONS:


Treasurer Nathalie Moore

Matt Savel, Account Executive – Central Square Technologies

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O. 
signature

RETURN TO AGENDA

CentralSquare Canada Software Inc

Quote Number: Q-00026744 Valid Until:
04/22/20

Quote Prepared For:
Hope Dillabough, Aptean
Horton Township
2253 Johnston Road
Renfrew, ON, K7V 3Z8
(613) 646-2282

Quote Prepared By:
Matt Savel, Account Executive
CentralSquare Technologies
1000 Business Center
Lake Mary, FL 32746
Phone: +12267775530 Fax:
matthew.savel@centralsquare.com

Date: 02/13/20

Thank you for your interest in our company and our software and services solutions. Please review the below quote and feel free to contact Matt Savel with any questions.

License Fees & Maintenance

Product Name	Quantity	License Fee	Maintenance
iCity Foundation & Finance	5	15,000.00	2,800.00
iCity People	5	2,990.00	500.00
iCity Property	5	6,000.00	900.00
Total		23,990.00	4,200.00

Professional Services

Consulting

Product Name	Amount	
iCity Reporting	5,160.00	
General Ledger	9,030.00	
Accounts Payable	3,010.00	
Accounts Receivable	3,010.00	
Cash Receipts	1,720.00	
Bank Reconciliation	645.00	
Payroll	8,600.00	
Property Tax	12,685.00	
Vadim Kit Assist	1,935.00	
Total		45,795.00

Project Management

Product Name	Amount
Vadim Kit Assist	430.00
Total	430.00
Total Professional Services	46,225.00

Summary

Product/Service	Amount
License Fees	23,990.00
Professional Services	46,225.00
Subtotal	70,215.00 CAD
Total Excluding Maintenance	70,215.00 CAD
Net Maintenance	4,200.00 CAD
Total with Maintenance	74,415.00 CAD

See Product notes in the Additional Information Section

Do not pay from this form. Customer will be invoiced for the fees set forth after execution.

If applicable, annual Access, Subscription and/or Cloud/Hosting Fees will be invoiced annually after the initial term.

Maintenance Service and Support fees (including third party products) are due upon Execution and invoiced annually after the initial term.

License, Start-up and Third Party software and/or hardware Fees are due at execution.

Training Fees and Travel Expenses are due as incurred. All other Professional Services will be As incurred (Time and Materials).

Custom Modifications and Third Party Product Implementation Services fees are due 50% on execution of this Quote and 50% due upon invoice, upon completion.

Pricing for professional services provided under this quote is a good faith estimate based on the information available at the time of execution. The total amount may vary based on the actual number of hours of services required to complete the services. If required, additional services can be provided on a time and materials basis at CentralSquare's then-current hourly rates for the services at issue. For training and on-site project management sessions which are cancelled at the request of Customer within fourteen (14) days of the scheduled start date, Customer is responsible for entire price of the training or on-site project management plus incurred expenses.

THIS DOCUMENT IS A PRELIMINARY QUOTE PENDING CentralSquare INTERNAL REVIEW & APPROVAL. CUSTOMER SIGNATURE/ACCEPTANCE DOES NOT CONSTITUTE A FINAL PURCHASE AGREEMENT OR CONTRACT.

Additional Information Section

Product Notes:

CentralSquare will update the Clients current version of Vadim iCity to the latest update build available. This service will have prearranged dates scheduled quarterly for the calendar year of 2020. These quarter updates will occur in February, June, September and December.

The overall Project Objective and Scope include the following:

CentralSquare will provide a Remote Project Manager (RPM) who will manage the project and work closely with the Customer to oversee the project. The RPM coordinates quarterly schedule of kit updates; monitors and reports overall progress (duties of both your organization and CentralSquare), immediately notify respective project managers of any issue that could delay the project, and supervise respective Project Teams and resources. Updates are scheduled outside of business hours as not to disrupt day to day business.

CentralSquare will provide a Remote Technical Engineer whose duties will include the following:

Email confirmation of the scheduled update (quarterly), Test client connection prior to updates, Complete a backup of the LIVE database(s), Update iCity to latest kit quarterly in the calendar year, DNN upgrade to the latest version that has been tested and verified by Vadim R&D. Currently DNN 8 is supported. DNN 9.4 will be required for 2020 updates. This deliverable is only applicable to clients who purchased iCity Online modules. Notice sent to client via email once installation is complete.

Client Responsibilities:

The Client will provide requirements on or before date provided in project plan. Requirement are as follows:

Provide access to server, Ensure there are no open batches in the system, ensures no-one is in the system at the specified time, ensures antivirus has exception path for active scanning in the iCity Kit locations and Test update once it has been installed

Deliverables to include

Install Vadim iCity Quarterly Kit Update

Back up of icity database(s)

Update databases to latest kit for iCity and iCity Online

Update DNN to 9.4 if required

Address any client reported issues as related to the update

By signing-up or agreeing to sign-up with the specified time frames below, CentralSquare will honor the agreed upon price associated with the service of the quarterly kit assist.



Township of Horton
COUNCIL / COMMITTEE REPORT

Title: 2019 COUNCIL REMUNERATION AND EXPENSES	Date:	February 18 th , 2020
	Council/Committee:	Council
	Author:	Nathalie Moore Treasurer
	Department:	General Government

RECOMMENDATIONS:

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

BACKGROUND:

The Building Code Act, Chapter 23 requires that Council adopt a statement of fees annually. The 2019 Building Fee Report is attached as Appendix "A".

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS:

Council may wish to consider reviewing the administration costs of the Building Inspector during the annual budget deliberations.

CONSULTATIONS: N/A

Author: *Nathalie Moore*
signature

Other: _____
signature

Treasurer: *Nathalie Moore*
signature

C.A.O.: *[Signature]*
signature

RETURN TO AGENDA



2019 BUILDING FEE REPORT

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

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



**Township of Horton
COUNCIL / COMMITTEE REPORT**

Title: 2019 COUNCIL REMUNERATION AND EXPENSES	Date:	February 18 th , 2020
	Council/Committee:	Council
	Author:	Nathalie Moore Treasurer
	Department:	General Government

RECOMMENDATIONS:

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

BACKGROUND:

The Municipal Act 2001, c. 25 Section 284 requires that Council adopt a statement of Council remuneration and expenses by March 31 each year for the previous year. The statement is attached as Appendix “A”

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: N/A

Author: *Nathalie Moore*
signature

Other: _____
signature

Treasurer: *Nathalie Moore*
signature

C.A.O.: *[Signature]*
signature



2019 STATEMENT OF COUNCIL REMUNERATION AND EXPENSES

(costs are net of GST/HST rebate)

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

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

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Township of Horton COUNCIL / COMMITTEE REPORT

Title: Horton Hoedown Year-End Balance	Date:	February 18, 2020
	Council/Committee:	General Government/Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	General Government

RECOMMENDATIONS:

FOR Information purposes only.

BACKGROUND:

Council has been requesting a balance for the 2018 and 2019 Horton Hoedown Festival. The year-end journal entries have now been completed to reflect the proper balance.

The 2018 Horton Hoedown was funded from Working Fund Reserves, as per Resolution No.: 2018-91 (attached) and to be returned by fundraising by the Recreation Committee. Additionally, Resolution No.: 2019-26 (attached) indicated that the 2019 Rink Attendant Wages be put towards the deficit. Also, \$10,000 was transferred from the Ladies' Catering budget to be put towards the 2018 deficit and to be returned by fundraising by the Hoedown Committee. Resolution No.: 2019-275 (attached) states that the 2020 Rink Attendant Wages be put towards the 2018 Hoedown debt as well. This particular item will not be reflected until the end of 2020 when year-end is complete.

The 2019 Horton Hoedown was funded from the Recreation Building Reserve, as per Resolution No.: 2019-23 (attached) and to be returned by fundraising by the Recreation Committee. The full breakdown of the 2019 Deficit is attached.

Hoedown Deficit Breakdown:

2018 Deficit	\$43,145.98
Ladies Catering	-\$10,000.00
Fundraising	-\$10,307.77
Rink Attendant	-\$ 8,930.23
Fire Donation	<u>-\$1,678.95</u>
2018 BALANCE	\$12,229.03
2019 BALANCE	\$25,655.33

TOTAL \$37,884.36

RETURN TO AGENDA

ALTERNATIVES: n/a

FINANCIAL IMPLICATIONS:

ATTACHMENTS:

- Council Resolution No.: 2018-91
- Council Resolution No.: 2019-23
- Council Resolution No.: 2019-26
- Council Resolution No.: 2019-275
- 2019 Hoedown Statement of Revenue and Expenditures

CONSULTATIONS: Treasurer Nathalie Moore, Previous Treasurer Jennifer M. Barr

Author:


signature

Other:

signature

Treasurer:


signature

C.A.O.


signature

Moved by Councillor Bennett

Resolution No.2018-91

Seconded by Deputy Mayor Johnston

THAT Council accept the Festival Committee Business Plan as revised;

AND THAT \$30,000.00 be advanced from the Recreation Building Reserve for a period of ninety (90) days;

AND THAT any shortfalls from the Business Plan be paid from the working fund reserves;

AND THAT the funds would be returned to the working fund reserves in 2019 through fundraising by the Recreation Committee;

AND THAT any surplus generated above the budgeted surplus be placed in reserve for start up funds for next year's festival.

Carried

Moved by Councillor Humphries
Seconded by Councillor Webster

RESOLUTION NO. 2019-23

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

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**

RETURN TO AGENDA

Moved by Councillor Humphries

RESOLUTION NO. 2019-275

Seconded by Councillor Webster

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

AND THAT Council previously agreed, by Resolution #2019-26 to not hire a Casual Rink Attendant for the 2019 season and the work was undertaken by Recreation Volunteers so that the wages would be put towards the Hoedown's 2018 incurred deficit;

AND FURTHER THAT there remains to be a deficit from 2018 to be funded;

BE IT RESOLVED THAT Council agree to not hire a Casual Rink Attendant for the 2020 season and the work shall be undertaken by Recreation Volunteers;

BE IT FURTHER RESOLVED THAT the 2020 Casual Rink Attendant wages be put towards the Horton Hoedown's 2018 incurred and remaining deficit of \$23,224.03

Carried

RETURN TO AGENDA

2/13/2020 11:14am

TOWNSHIP OF HORTON
Statement of Revenue and Expenditures
Revised Budget

Page 1

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					
Parks & Recreation					
PARKS & REC HORTON HOEDOWN					
Revenues					
1-150-57-440220 Ontario Grant			14,046.00	9,832.00	30.00%
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	30,742.87	0.00%
1-150-57-440432 Christmas Craft Show	1,000.00	1,028.00	0.00	1,262.78	0.00%
1-150-57-440434 Raffle	2,000.00	0.00	0.00	263.00	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	5,000.00	796.46	84.07%
1-150-57-440571 Horton Festival Admission	0.00	23,462.76	42,100.00	22,224.00	47.21%
1-150-57-440572 Horton Festival Sponsors	0.00	12,195.00	15,000.00	7,600.00	49.33%
1-150-57-440573 Horton Festival Concessions	0.00	3,031.91	1,600.00	2,324.78	(45.30%)
1-150-57-440800 Hoedown - Bar Proceeds	0.00	10,641.00	22,000.00	16,927.36	23.06%
Total Revenues	14,700.00	95,291.78	99,746.00	91,973.25	7.79%
Expenditures					
1-150-57-700060 Hoedown Misc. Expenses			915.00	19,944.38	(2079.71%)
1-150-57-700080 Hoedown Office Supplies			200.00	0.00	100.00%
1-150-57-700090 Hoedown Accomodations			3,600.00	2,156.33	40.10%
1-150-57-700095 Hoedown Bar Expense			11,129.00	6,611.44	40.59%
1-150-57-700110 Hoedown Utilities			5,000.00	991.10	80.18%
1-150-57-700181 Hoedown Clothing Allowance			500.00	0.00	100.00%
1-150-57-700191 Hoedown Cleaning Supplies			125.00	0.00	100.00%
1-150-57-700200 Hoedown Equipment Rentals			21,769.00	32,380.11	(48.74%)
1-150-57-700205 Hoedown Concession/Merchandi			1,000.00	371.25	62.88%
1-150-57-700240 Hoedown Communication			525.00	500.00	4.76%
1-150-57-700280 Hoedown Advertising			4,000.00	1,185.25	70.37%
1-150-57-718040 Hoedown Contracted Services			7,500.00	10,532.86	(40.44%)
1-150-57-745040 Hoedown Production Staff			5,300.00	6,100.00	(15.09%)
1-150-57-785061 Christmas Craft Show	350.00	302.00	0.00	558.60	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	34,000.00	34,618.31	(1.82%)
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			4,183.00	1,678.95	59.86%
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)	(99,746.00)	(117,628.58)	(17.93%)
Total PARKS & REC HORTON HOEDOWN	0.00	0.00	0.00	(25,655.33)	0.00%

RETURN TO AGENDA



Township of Horton COUNCIL / COMMITTEE REPORT

Title: TES Committee – Chair’s Report	Date:	February 18 th , 2020
	Council/Committee:	Council
	Author:	Nikky Dubeau, Admin/Planning Assistant
	Department:	TES

RECOMMENDATIONS:

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

BACKGROUND:

Recycling Tender – WM 2020-01

Public Works Manager Adam Knapp added the location of the Materials Recovery Facility as a requirement to the tender. The dates were confirmed with:

- Close date: March 10th, 2020
- Award date: March 17th, 2020
- Potential Contract start date: May 1st, 2020

There was a special council meeting February 11th for council members to review and approve the tender. The tender was advertised on the website and Facebook page on February 12th and will be in the Renfrew Mercury February 19th.

Budget Review

Highlighted discussion was 2% COLA for salaries, increased materials and supplies for a new hot water pressure washer and pole saw and machine fuel, and replacement of the bubble truck and ¾ tonne truck for 2021.

Request for Purchase of Unopened Road Allowance

Discussion is tabled until a response has been received from the abutting property owner, then it will be brought to the TES and Planning committees.

Cotieville Road Rehabilitation

Mayor Bennett stated that he believed Whitton Road should be completed before Cotieville Road, especially with the culvert problems in the spring, it can take out the road. Mr. Knapp added that Cotieville Road was scheduled for 2019 but didn’t get done so it should be done this year. Whitton Road was scheduled for 2020 but with the costs of Cotieville Road and Thompsonhill, it would have to wait until 2022. Councillor Cleroux requested that Mr. Knapp price out and show the work to be done for both Whitton Road and Cotieville Road for the next meeting, and the committee will decide then.

Condition of Truck #4 (International Tandem)

Committee was in agreeance that the replacement date of the truck should be moved from 2021 to 2020.

RETURN TO AGENDA

Removal of Non-Essential Signs

Public Works Manager Adam Knapp stated that he only received 4-5 requests for signs to stay up on their roads, so the removal of signs will start soon.

Storie Road Update

Mayor Bennett is to reach out the Tom Peckett, Mayor of McNab/Braeside to see if it has been taken to their council table yet and if they have decided regarding if they wanted to share the cost.

Jp2g Presentation Slides

Councillor Cleroux stated that the Township should start the process of amending the ECA for the landfill site so it can be done for when the time is needed.

Moved by Tyler Anderson

Seconded by Rick Lester

THAT the TES Committee recommend to Council to move forward with a proposal with Jp2g for a 40,000 cubic meter expansion to the active waste area.

Carried

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: N/A

Author: 
signature

Other: 
signature

Treasurer: _____
signature

C.A.O. 
signature



Township of Horton COUNCIL / COMMITTEE REPORT

National Grinding Request	Title:	Date:	February 18 th , 2020
		Council/Committee:	TES (Transportation Environmental Services) Committee
		Author:	Hope Dillabough, CAO/Clerk
		Department:	Environment

RECOMMENDATIONS:

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

AND THAT this be funded from the Environment Reserves.

BACKGROUND:

On September 17th, 2019 the Township received a letter of request from National Grinding to allow them to perform fifteen (15) additional hours of grinding, on top of the regular quarterly grindings (as per contract), due to the high number of demolitions of Single-Family Dwellings within the Township. These high numbers are from the 2019 Flood, as well as the Ministry of Transportation properties.

On September 24th, 2019, Council passed Resolution No. 2019-213 *approving the request with the addition of, but not exceeding fifteen (15) hours of grinding.* We received the invoice for these 15 hours, however also received an additional invoice for 9 more hours. Both invoices had been processed and paid without having reviewed the resolution passed in September. This error was caught during year-end journal entries and budget review. Staff cannot make decisions to utilize funds from Reserves without the consent of Council.

The cost of the additional grinding will essentially be offset by the tipping fees being charged to the Contractor.

ALTERNATIVES: None at this time. The invoice has already been paid.

FINANCIAL IMPLICATIONS:

It is recommended that this be funded out of the Environment Reserve.

RETURN TO AGENDA


ATTACHMENTS:

#1 – Original Letter of Request from National Grinding.

#2 – Copy of Resolution No. 2019-213


CONSULTATIONS:

Treasurer Nathalie Moore

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O. 
signature



Phone 613-432-5741
Fax 613-432-3887

997 Gillan Rd
RENFREW, On
K7V 3Z3

17 September 2019

Horton Township

Attention: Hope Dillabough

Please be advised that upon quotation of tender #PW2018-11 it stated average amount of combined material per month. Due to the demolition of dwellings per the new highway will exceed the average amounts provided. Pricing was based on the amounts provided and an additional cost will pursue with the delivery of extra C&D due to the demolition. On average per dwelling is an extra 230 cubic meters. Based on this measurement it will be an additional 15 hours of grinding at \$450.00 per hour + tax.

Any further questions please do not hesitate to call.

D. Ashley Bennett
613-432-5741

Moved by

Seconded by:

D. Bennett G. Campbell L. Cleroux
 D. Humphries T. Webster

D. Bennett G. Campbell L. Cleroux
 D. Humphries T. Webster

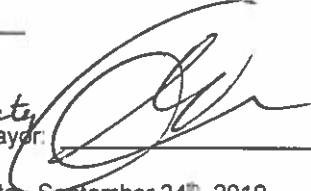
THAT Council approve the request received from National Grinding with the addition of, and not exceeding, fifteen (15) hours of grinding at \$450.00 per hour, plus HST.

AND THAT this be funded from the Environmental Reserves.

Carried: Defeated: _____ Withdrawn: _____

Declaration of Interest: D. Bennett Recorded Vote: _____

Abstain	Yea	Voting	Nay
		D. Bennett	
		G. Campbell	
		L. Cleroux	
		D. Humphries	
		T. Webster	

Deputy Mayor: 
 Date: September 24th, 2019
 Motion #: 2019- 213



THE CORPORATION OF THE TOWNSHIP OF HORTON

Memo from the CAO/Clerk as of February 14th, 2020.

INFORMATION provided **NOT** included in the Regular Council meeting package of February 18th, 2020.

INFORMATION EMAILED

1. 101 Things to do in the Valley – March & April
2. Ottawa Valley Business News
3. Renfrew County Farm News
4. A message from Minister of Children, Community & Social Services
5. AMO-Response to Public Health and Emergency Health Services Consultation and Cannabis Consultations Underway
6. Renfrew County Housing Corporation Offers Support
7. Renfrew County and Board of Health Meet to Discuss Public Health Modernization
8. Renfrew County Living Your Best Life Fundraisers
9. Proposed regulatory changes under the Aggregate Resources Act
10. Renfrew and Area Senior's Home Support Newsletter – February 2020
11. ROMA 2020 Highlights
12. Thank You Card
13. Calendars

RETURN TO AGENDA

To whom it may concern,

Date: 31/ 01 / 2020

This letter has been sent to you to introduce myself and provide a brief synopsis as to why I'm contacting you. That being, my interest in starting a volunteer search and rescue team that would serve the Renfrew and Nipissing County areas.

My name is Jamie Palubiski and I live near Killaloe ON. After 31 years, I retired from the Toronto Fire Service a year ago. I was a Captain since 1996, and during much of my time there, I was assigned to a technical rescue team including high angle, water, trench and confined space rescue, among others. My father was born and raised in Barry's Bay and I have been coming to this area my whole life. Retiring up here was inevitable.

After hearing about the body of a man that had been missing for four years was found by hunters in the Killaloe area, as well as the search for the girls in Algonquin park last summer, I looked into the need for a group of trained volunteers to assist police in searches. With a growing part of the public venturing out into the wilderness with ATVs, canoes, and hiking, the likelihood of increasing numbers of future missing persons in the area is certain.

My personal search into this project included talking to some of the area Fire Chiefs, and making contact with Kevin Gill, whom is the Eastern Ontario Director for OSARVA; Ontario Search and Rescue Volunteer Association. Everyone I made contact with was quite agreeable that there is a need for such a team in this area.

OSARVA teams are insured and registered as a not-for-profit organization. Team members are trained and certified to an O.P.P. Basic Searcher Level. Also first aid, CPR, compass and map reading and other pertinent courses. Training is standardized across OSARVA teams so that multiple teams can be sent to the same search, and work proficiently together.

Team members are completely volunteer and receive no payment if utilized.

OSARVA teams also collaborate and train with other agencies in their area, sometimes by setting up emergency / disaster preparedness mock scenarios.

A team, once formed, must meet all the basic certifications and have trained for a full year together before being considered operational.

In order to begin this quest, I must have letters of support for the project from area police detachments within the jurisdiction, EMS, fire, municipal councils, area community groups and the local MP and MPP. The letters are to confirm that such a team would be an asset to the area. The letter should also state that we would have support in way of setting up cross training with other agencies, support with having access to areas for training and support to do fundraising at community events etc.

I thank you for taking the time to consider this letter and I hope you are in agreement that this is a worthy vision.

Please feel free to contact me with any questions or to set up a meeting by phone or email. If you have any questions regarding OSARVA, direct questions to Kevin Gill.

James Palubiski
613-312-4567
renfrewsar@gmail.com

Kevin Gill
kevin@osarva.ca

RETURN TO AGENDA

TOWNSHIP OF HORTON

BY-LAW NUMBER 2020-12

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, 2020 will receive \$0.59 per kilometre for the first 5000 kilometres per year and \$0.53 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, 2021 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 2019-12 shall be rescinded in its entirety

READ a first and second time this 18th, day of February 2020.

READ a third time and passed this 18th, day of February 2020.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

Township of Horton Staff Salary Grid and Classifications

Schedule "A" to By-law 2020-12

Effective: January 1, 2020

LEVEL	SALARY \$	POSITION
1	\$37,778 - \$42,519	Receptionist/Clerk Landfill Attendant/Labourer
2	\$43,293 - \$48,726	Community Liaison Officer, Driver/Operator, Administrative Assistant
3	\$47,972 - \$53,993	Administrative/Executive Assistant
4	\$58,453 - \$65,789	Deputy Clerk/Treasurer, Public Works Superintendent
5	\$69,370 - \$78,077	Public Works Manager
6	\$73,239 - \$82,431	Treasurer
7	\$89,219 - \$100,417	CAO/Clerk

RETURN TO AGENDA

CORPORATION OF THE TOWNSHIP OF HORTON**BY-LAW NO. 2020-13****A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF HORTON
AT THE COUNCIL MEETING HELD FEBRUARY 18TH, 2020**

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

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

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

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

1. That the actions of the Council at the meeting held on the 18th day of February, 2020 and in respect of each motion, resolution and other action passed and taken by the Council at its said meetings, is, except where the prior approval of the Ontario Municipal Board or other body is required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Head of Council and proper officers of the Corporation of the Township of Horton are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain appropriate approvals where required, except where otherwise provided, and to affix the Corporate Seal of the Corporation of the Township of Horton to all such documents.
3. That this By-Law shall come into force and take effect upon the passing thereof.

READ a first and second time this 18th day of February, 2020.

READ a third time and passed this 18th day of February, 2020.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA