

THE CORPORATION OF THE TOWNSHIP OF HORTON
Special Council Meeting

Via Zoom

May 6th, 2020

4:00 p.m.

1. Call to Order
2. Confirmation of Agenda
3. Declaration of Pecuniary Interest
4. Minutes from Previous Meeting:
 - i. April 22nd, 2020 **PG.2**
5. Staff Report – 2020 Budget **PG.5**
6. Staff Report – Landfill Site Operating Strategy **PG.7**
7. Canada Day – Cancellation due to Covid-19 - Verbal
8. Council/Staff Members' Concerns
9. Confirming By-law 2020-24 **PG.12**
10. Adjournment

NOTE: This meeting will be sparsely attended, due to social distancing protocols that have been recommended by the federal and provincial governments. Members of Council and Staff will call in to the meeting and take part via video conference. Members of the Public, Media and other staff are requested not to attend. However, the meeting will be recorded with a replay stored on the Township's website for future viewing. Please contact the CAO/Clerk if you have any questions or require additional information.

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

Special Council MeetingApril 22nd, 2020

4:00 p.m.

There was a Special Meeting of Council held virtually via Zoom on Wednesday April 22nd, 2020. Present were Mayor David Bennett, Deputy Mayor Glen Campbell, Councillor Doug Humphries, Councillor Lane Cleroux and Councillor Tom Webster. Staff present was Hope Dillabough, CAO/Clerk, Adam Knapp, Public Works Manager and Nichole Dubeau, Admin/Planning Assistant-Recording Secretary.

1. CALL TO ORDER

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

2. CONFIRMATION OF COUNCIL AGENDA

CAO/Clerk Hope Dillabough did a roll call for council members and reviewed the protocol for the electronic meeting. She added that she will be recording the audio of the meeting and it will be available on the Township website the next day for the public to listen to.

	Present	Absent
Mayor Bennett	X	
Deputy Mayor Campbell	X	
Councillor Cleroux	X	
Councillor Humphries	X	
Councillor Webster	X	

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2020-86

Seconded by Councillor Webster

THAT Council adopt the Agenda for the April 22nd, 2020 Special Council Meeting.

Carried**3. DECLARATION OF PECUNIARY INTEREST**

There was no declaration of pecuniary interest.

Mayor Bennett thanked residents for their patience and understanding with everything going on. He also thanked staff for their work and council members for their quick decision making and dedication to the Township.

4. MINUTES

4.1 April 1st, 2020 – Special Council Meeting

Moved by Councillor Humphries

RESOLUTION NO. 2020-87

Seconded by Councillor Webster

THAT Council approve the following Minutes:

- April 1st, 2020 – Special Council Meeting

	Yea	Nay
Mayor Bennett	X	
Deputy Mayor Campbell	X	
Councillor Cleroux	X	
Councillor Humphries	X	
Councillor Webster	X	

Carried**RETURN TO AGENDA**

5. STAFF REPORT – COVID-19 RESPONSE UPDATE

CAO/Clerk Hope Dillabough reviewed the report for council members. She stated that there should be further discussion regarding the Canada Day events and whether it should be cancelled or not. Ms. Dillabough stated that she was looking for feedback from Councillors regarding opening or keeping the Landfill Site closed. Councillor Cleroux stated that having the Landfill closed is not life threatening to people and social distancing is very important to maintain. He added that it is a service that the Township provides to residents and if decided to open, it must be safe for everyone, staff and residents included. Councillor Humphries added that with proper procedures and safety measures, it could be possible to open the Landfill. Public Works Manager, Adam Knapp stated that the two workers at the Landfill are at high risk for contracting Covid-19 and that he does not want to put them in jeopardy, so other employees would be working. Deputy Mayor Campbell stated that a plan should be put in place to limit contact with people and how payment can be accepted. Councillor Webster stated that social distancing is key in the situation and everyone should be respectful of it. Mayor Bennett stated that he believes the Landfill should stay closed until the State of Emergency for Ontario has been lifted, at least, to protect everyone and not regress the progress. Staff is to devise a plan for when the Landfill Site will re-open to keep staff and residents safe, and bring back for Council review.

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2020-88

Seconded by Councillor Humphries

THAT Council receive this report as information; and

THAT, in addition to Resolution No.: 2020-83 passed at a Special Council Meeting April 1st, 2020 Council further consider the following temporary financial measures for individuals and in response to the Covid-19 crisis:

- a) Waiving of penalty and interest for Property Taxes, additionally, for the end of May.

AND THAT Council authorize the cancellation of suspension of Horton Recreation public events and programs until June 30th, 2020.

AND FURTHER THAT Council direct Staff to devise a plan in conjunction to the Provincial projections, to re-open the Landfill Site for Horton Residents that is safe for all residents, staff, and provide the plan to Council for information and consideration when complete.

	Yea	Nay
Mayor Bennett	X	
Deputy Mayor Campbell	X	
Councillor Cleroux	X	
Councillor Humphries	X	
Councillor Webster	X	

Carried

6. STAFF REPORT – PW 2020-01 TANDEM TRUCK RESULTS & AWARD

Public Works Manager, Adam Knapp reviewed the report for council. Mayor Bennett requested that the Public Works Manager narrow down a window for delivery before the plowing season so the Tandem Truck can be declared surplus and listed for sale.

Moved by Councillor Webster

RESOLUTION NO. 2020-89

Seconded by Councillor Humphries

THAT Council, upon recommendation of the Public Works Manager, award Tender PW-2020-01 Supply of a Tandem Axle Truck, Spreader, Plow and Wing to Francis Truck Center with their submission price of \$288,389.30 including taxes;

RETURN TO AGENDA

AND THAT Truck #4 2011 International Tandem Axle Truck be declared surplus upon delivery;

AND FURTHER THAT this be funded from the Roads Equipment Reserve.

	Yea	Nay
Mayor Bennett	X	
Deputy Mayor Campbell	X	
Councillor Cleroux	X	
Councillor Humphries	X	
Councillor Webster	X	

Carried

7. COUNCIL/STAFF MEMBERS' CONCERNS

CAO/Clerk Hope Dillabough stated that the Budget is ready to be brought back to council via Zoom meeting but is trying to figure out how a public meeting can be held given the current circumstances, and still meet the June 1st deadline for the tax rates to be calculated.

8. BY-LAWS:

- 2020-21 Amend Interim Tax Levy By-Law
- 2020-22 Recycling Contract – Emterra Waste

Moved by Councillor Webster

RESOLUTION NO. 2020-90

Seconded by Councillor Cleroux

THAT Council enact the following by-laws:

- 2020-21 Amend Interim Tax Levy By-Law
- 2020-22 Recycling Contract – Emterra Waste

	Yea	Nay
Mayor Bennett	X	
Deputy Mayor Campbell	X	
Councillor Cleroux	X	
Councillor Humphries	X	
Councillor Webster	X	

Carried

9. CONFIRMING BYLAW

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2020-91

Seconded by Councillor Webster

THAT Council enact By-law 2020-23 – Confirming By-Law.

	Yea	Nay
Mayor Bennett	X	
Deputy Mayor Campbell	X	
Councillor Cleroux	X	
Councillor Humphries	X	
Councillor Webster	X	

Carried

10. ADJOURNMENT

Mayor Bennett declared the meeting adjourned at 4:46 p.m.

MAYOR David Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA



Township of Horton
COUNCIL / COMMITTEE REPORT

Title: 2020 Budget	Date:	May 6 th , 2020
	Council/Committee:	General Government Committee / Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	General Government

RECOMMENDATIONS:

THAT Council direct staff to utilize funds from the Environment Reserves to offset the increase in the Recycling Contract costs;

AND THAT Council direct staff to utilize funds from the Modernization Reserve for the 2020 Work Plan, as provided by Jp2g Consultants for the purpose of the expansion feasibility study.

BACKGROUND:

On February 28th, Council held a one-day Budget Workshop with all Committees and Council for information and discussion. Staff took the recommendations from that meeting and have provided them within the 2020 Operating and Capital Budget. Some of those items discussed including capital projects, equipment purchases, utilizing modernization funds for the scanning of documents and software and tablets for the use of the Fire Department.

The unknown at that time was the Curbside Recycling Contract amount that had been out for Tender. The actual amount for 2020 has now been implemented into the Operating Budget in conjunction with the temporary contracted price. Originally, I had inputted \$200,000 as a provisional amount, however the actual figure is now \$210,000.

Previous direction given to Staff was to look at an overall potential 2% levy increase which is reflective of growth. Solely due to the increase in the Curbside Recycling Contract, it essentially impacted the levy by 4.9% therefore the Township could possibly see a 6.9% levy increase.

Staff is recommending maintaining the 2% increase, as originally discussed. This can be achieved by utilizing Environment Reserves to offset the large increase for this year. Staff is recommending to take \$115,670 out of the Environment Reserves which would

RETURN TO AGENDA

leave a balance of \$192,000 ending for 2020. This leaves enough in for landfill closing costs as required.

Additionally, Jp2g has provided staff with a 2020 budget and work plan to move forward with the Horton Landfill Site expansion and feasibility study. This is estimated at \$24,000. Staff is further recommending that this be taken out of the Modernization Funds. Recently, an inspection was performed at the Landfill Site by the Ministry of Environment and there are a few items that need to be adhered to moving forward. These items will be brought forward to the TES Committee accordingly by the Public Works Manager.

Staff is also recommending setting a date for a 'Public Meeting' via zoom to pass the budget once further direction has been given. There is a required notice period to be given by website and local paper. Due to Covid-19 restrictions, this meeting will be a virtual meeting. In the Notice, there will be a clause that anyone wishing to participate in the Public Meeting must do so by request to the CAO/Clerk with a prescribed deadline. For anyone requesting to be a part of the meeting, they will receive an invitation to join the zoom meeting but will remain muted unless they have submitted questions beforehand to the CAO/Clerk. All Horton Residents can contact the office to receive a budget package for information purposes

ALTERNATIVES: Not utilize Reserves and see a potential levy increase of 6.9%

FINANCIAL IMPLICATIONS:

ATTACHMENTS:

CONSULTATIONS:

Author:


signature

Other:

signature

Treasurer:


signature

C.A.O.


signature



Township of Horton
COUNCIL / COMMITTEE REPORT

Title: Special Landfill Site Operating Strategy	Date:	May 6 th , 2020
	Council/Committee:	Council
	Author:	Adam Knapp Public Works Manager
	Department:	General Government

RECOMMENDATIONS:

THAT Council receive the Business Plan provided by the Public Works Manager;

AND THAT Council agree to move forward with the Special Landfill Site Operating Strategy beginning May 12th, 2020.

BACKGROUND:

Discussion is taking place among neighbouring municipalities to begin opening landfills on a special and careful basis to accommodate residents but continue to maintain social distancing regulations. It has been reported by the Ontario Waste Management Association that there is an increase in waste being generated due to covid-19 and the more people are staying home.

See attached Business Plan prepared by the Public Works Manager. Also attached is a notice from the Ontario Waste Management Association.

ALTERNATIVES: The alternative is to keep the Landfill closed.

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: Town of Renfrew, Township of Whitewater Region, Township of McNab/Braeside.

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O. 
signature

THE CORPORATION OF THE TOWNSHIP OF HORTON

Horton Township Special Landfill Site
Operating Strategy

BUSINESS PLAN

Submitted to Council

Prepared by: Public Works Manager, Adam Knapp

April 30th, 2020

RETURN TO AGENDA

PREAMBLE:

Due to the spread and concerns of Covid-19 in Horton Township and Renfrew County and in conjunction with the Provincial changes, on March 24th, 2020 Council decided to temporarily close the Horton Landfill Site to protect staff and residence from the virus.

NEEDS AND PROBLEMS

With residents working from and spending more time at home, they are using the time to complete house and yard work resulting in more debris and yard waste which residents must keep until the Landfill Site re-opens.

GOALS AND OBJECTIVES

To implement new procedures and processes for debris and people coming into the Landfill Site when the Province lifts the State of Emergency and the Township decides to re-open it.

SCOPE OF WORK and TIMELINES

- Only two (2) vehicles will be allowed in the landfill at any given time, excluding staff.
- Staff will be at both gates and communicate VIA 2-way radio to ensure maximum occupancy of 2 vehicles is controlled
- All traffic must line up and enter from the Storyland Road end of Eady Road and exit the from “new entrance” and proceed to Mullins Road
- Barricades will be placed at both the Storyland Road and Mullins Road intersections indicating that the road is closed except for local traffic and both intersections will be staffed to ensure one direction of traffic flow from Storyland Road to Mullins Road
- Appropriate EMS services will be notified 24 hours prior to special openings of the closures
- On the busiest days in the summer the landfill accommodates up to 100 users in a day most taking 10 minutes from entrance to exit with that used as a base line for calculation the landfill would need to be open for 10 hours minimum to facilitate the typical maximum usage.
- In order to avoid the need to apply for a special amendment to our current ECA we can only operate the landfill Tuesday and Saturday between the hours of 8 am and 6pm
- The Township will be split into two (2) sections divided by Highway 17. The residents on the Renfrew side of the Highway shall have access from 8:15 am until 1pm. The residents on the Ottawa River side of the Highway shall have access from 1pm until 5:45pm
- Other Landfills operated in the Township are re-opening or providing special relief openings around the 12th day of May. I am proposing that we open Saturday the 16th and consider going back to regular hours by Tuesday May 26th pending any changes from the Provincial restrictions.
- Only bagged waste, Leaf and Yard waste and Brush is to be collected to ensure users are in and out within the 10 minutes. No Construction, Demolition, MHSW, Tires, E Waste, Plastics and Furniture or Recyclables. Contractors can continue to be accommodated by appointment only outside of the special opening time slot and then invoiced by the Treasurer for payment

- In order to cover some cost of the special opening a flat rate of \$10.00 is to be deposited into a drop box prior to entrance for all users with a load limit of no larger than 1.5 cubic meters or the average size of a standard pickup truck box. No change will be offered to limit the contact with currency and ensure physical distancing is attained

FEES:

\$10.00 / vehicle

Budget Breakdown

Revenue	Expenses
\$10 per vehicle per day open	Advertising – Website, Facebook, Horton Corner
Estimated 150-200 cars per day \$10 x 150 to 200 = \$1,500 to \$2,000 per day	Website and Facebook are FREE Horton Corner \$75-100 per ad, run minimum 2 times Staffing - \$30 average wage x 10 hours x 4 staff = \$1200
Total Estimated Revenue	Total Estimated Expenses
\$1,500- \$2,000 per day open	\$ 1400

KEY PERSONNEL

This will represent an all hands-on deck approach and utilize as many staff as required. Council may also wish to be present to help where necessary.

EVALUATION

Although residents cannot take in material other than bagged garbage, one of the main inquiries the office is receiving is if additional bags can be collected curbside. The next item to look at accepting might be leaf and yard waste, per the inquiries coming into the office.

OPERATIONAL ANNUAL MAINTENANCE COSTS

Since this will only be a temporary solution until Covid-19 is under control, the annual tipping fees will be charged once normal operating hours are back in effect.

I have reviewed this Business Plan and proposed budget and I concur.



Nathalie Moore, Treasurer

Date: April 30th, 2020



Hope Dillabough, CAO/Clerk

Date: April 30th, 2020

Respectfully prepared and submitted by:



Date: April 30th, 2020

Adam Knapp, Public Works Manager

CORPORATION OF THE TOWNSHIP OF HORTON**BY-LAW NO. 2020-24****A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF HORTON
AT THE COUNCIL MEETING HELD MAY 6TH, 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 6th, day of May, 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 6th day of May, 2020.

READ a third time and passed this 6th day of May, 2020.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA