



**THE CORPORATION OF THE TOWNSHIP OF HORTON  
COUNCIL MEETING – MAY 4<sup>TH</sup>, 2021 – 4:00 P.M.  
VIA ZOOM**

[Click here to go to Horton's YouTube Page](#)

*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.*

**1. CALL TO ORDER & ROLL CALL**

**2. DECLARATION OF PECUNIARY INTEREST**

**3. CONFIRMATION OF COUNCIL AGENDA**

**4. DELEGATIONS &/OR PUBLIC MEETINGS – NONE**

**5. MINUTES FROM PREVIOUS MEETINGS**

5.1 April 20<sup>th</sup>, 2021 – Regular Council

**PG.3**

5.2 April 26<sup>th</sup>, 2021 – Special Council Meeting

**PG.7**

**6. BUSINESS ARISING FROM MINUTES**

**7. COMMITTEE REPORTS:**

**7.1 TRANSPORTATION & ENVIRONMENTAL SERVICES COMMITTEE**

▪ **CHAIR WEBSTER**

7.1.1 Staff Report – Award of Tender PW 2021-05

**PG.9**

7.1.2 Staff Report – Award of Tender PW 2021-06

**PG.11**

7.1.3. Staff Report – Award of Tender PW 2021-07

**PG.13**

**7.2 PLANNING COMMITTEE**

▪ **CHAIR CLEROUX**

7.2.1 Staff Report – Renfrew Self-Storage Site Plan Agreement Amendment

**PG.15**

**7.3 COMMUNITY COMMITTEES / COUNTY COUNCIL**

7.3.1 Renfrew & Area Seniors Home Support

D. Humphries

7.3.2 Community Safety & Wellbeing Plan Committee

G. Campbell

7.3.3 Health Services Village

D. Bennett

7.3.4 Chamber of Commerce

D. Humphries

7.3.5 County Council

D. Bennett

**8. CORRESPONDENCE SUMMARY**

**8.1 INFORMATION CORRESPONDENCE**

8.1.1 CAO/Clerk Information Memo

**PG.21**

**RETURN TO AGENDA**

**8.2 ACTION CORRESPONDENCE – NONE****9. BY-LAWS**

9.1 2021-24 Request for Action Policy

**PG.22**

9.2 2021-25 Adopt Policies Section T-04

**PG.28****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)**

14.1 Pursuant to Section 239(2) (e) of the Municipal Act,

(e) Litigation or potential litigation – Waste Tender Contract

(e) Litigation or potential litigation – LPAT Decision

**10. CONFIRMING BY-LAW 2021-26****PG.39****11. ADJOURNMENT**

**THE CORPORATION OF THE TOWNSHIP OF HORTON**

REGULAR COUNCIL MEETING  
APRIL 20<sup>TH</sup>, 2021

There was a Regular Meeting of Council held via Zoom on Tuesday April 20, 2021. Present were Mayor David Bennett, Deputy Mayor Glen Campbell, Councillor Doug Humphries, Councillor Cleroux, and Councillor Tom Webster. Staff present was Hope Dillabough, CAO/Clerk, Nathalie Moore, Treasurer, 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. He performed roll call for council members.

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

**2. DECLARATION OF PECUNIARY INTEREST**

There was no declaration of pecuniary interest.

**3. CONFIRMATION OF COUNCIL AGENDA**

Moved by Deputy Mayor Campbell

**RESOLUTION NO. 2021-94**

Seconded by Councillor Humphries

**THAT** Council adopt the Agenda for the April 20, 2021 Regular Council Meeting.  
**Carried**

**4. DELEGATIONS &/or PUBLIC MEETINGS**

4.1 Public Budget Meeting – 4:00 p.m.

**5. MINUTES**

5.1 April 6<sup>th</sup>, 2021 – Regular Council

5.2 April 9<sup>th</sup>, 2021 – Special Council Meeting

Moved by Deputy Mayor Campbell

**RESOLUTION NO. 2021-97**

Seconded by Councillor Webster

**THAT** Council approve the following Minutes:

- April 6<sup>th</sup>, 2021 – Regular Council
- April 9<sup>th</sup>, 2021 – Special Council Meeting

**Carried**

**6. BUSINESS ARISING FROM MINUTES**

There was no business arising from the minutes.

**7. COMMITTEE REPORTS:**

**7.1 GENERAL GOVERNMENT COMMITTEE**

Public Advisory Members Susan Humphries and Spencer Hopping were present.

7.1.1 Financial Departmental Report & Statement

Treasurer Nathalie Moore reviewed the report. She stated that any Request for Reconsiderations that are being submitted to MPAC for

**RETURN TO AGENDA**

COVID-19 relief in 2020 are being denied due to the assessment cycle starting in 2016, before COVID-19.

7.1.2 Request for Action Policy Report

CAO/Clerk Hope Dillabough reviewed the report. She added that Public Works Manager Adam Knapp took the reigns to update and make the changes to the policy, and Public Advisory Member Susan Humphries assisted with the wording.

**7.2 TRANSPORTATION & ENVIRONMENTAL SERVICES COMMITTEE**

7.2.1 TES Chair's Report – April 7, 2021

Chair Webster reviewed the report. Mayor Bennett thanked Chair Webster and Public Works Manager Adam Knapp for their hard work and commitment to get the Whitton Road Rehabilitation on the 2021 Work Plan.

**8. CORRESPONDENCE SUMMARY**

**8.1 INFORMATION CORRESPONDENCE**

8.1.1 CAO/Clerk Information Memo

Discussion went around the table with information previously distributed.

**8.2 ACTION CORRESPONDENCE – NONE**

**9. BYLAWS**

9.1 2021-21 Sums Required for 2021

**10. NOTICE TO FILE MOTION FOR NEXT COUNCIL – NONE**

**11. COUNCIL/STAFF MEMBERS CONCERNS**

Councillor Cleroux questioned if there was an update from Cogeco from their delegation. CAO/Clerk Hope Dillabough stated that Cogeco was preparing a draft agreement for Council to review. Mayor Bennett requested that council and staff consider starting the budget process for 2022 in September so it can be passed early 2022.

**12. MOTION FOR RECONSIDERATION – NONE**

**13. RESOLUTIONS & RECOMMENDATIONS FROM PUBLIC MEETING**

Moved by Deputy Mayor Campbell

**RESOLUTION NO. 2021-98**

Seconded by Councillor Humphries

**THAT** Council adopts the 2021 budget with a levy of \$2,499,254, which represents a 2% levy increase.

**AND FURTHER THAT** if the municipality sees a year-end surplus in 2021 the amount of \$23,393 be placed back into the Working Reserves Fund.

**Carried**

Moved by Councillor Webster

**RESOLUTION NO. 2021-99**

Seconded by Councillor Humphries

**THAT** Council adopts the 2021 Capital Budget as presented.

**Carried**

Moved by Councillor Cleroux

**RESOLUTION NO. 2021-100**

Seconded by Deputy Mayor Campbell

**THAT** the Council adopts the Ontario Regulation 284/09 Report for the 2021 Budget, as printed and circulated.

**Carried**

**RETURN TO AGENDA**

**14. RESOLUTIONS**

Moved by Councillor Humphries  
Seconded by Councillor Webster

**RESOLUTION NO. 2021-101**

**THAT** Council accept the Financial Departmental Report & Statement as information.

**Carried**

Moved by Councillor Cleroux  
Seconded by Councillor Humphries

**RESOLUTION NO. 2021-102**

**THAT** Council agree with staff recommendation to amend and update the current Complaint Policy with the attached draft Request for Action Policy;

**AND THAT** this be forwarded to the By-Law Section for the next Regular Council Meeting to be adopted into the Township's Policies accordingly.

**Carried**

Moved by Councillor Webster  
Seconded by Councillor Cleroux

**RESOLUTION NO. 2021-103**

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

**Carried**

Moved by Councillor Cleroux  
Seconded by Councillor Humphries

**RESOLUTION NO. 2021-104**

**THAT** upon recommendation from the TES Committee, Council agree with Staff recommendation to direct the additional Gas Tax allotted to Horton Township in 2021, totaling \$88,021.00, directly toward the Whitton Road (South) rehabilitation project and extending the HL4 surface the entire 1.6 kilometers of roadway;

**AND FURTHER THAT** the utilization of the extra Gas Tax funding offset the withdrawal of funds from the Infrastructure Reserves allocated toward this project.

**Carried**

Moved by Councillor Webster  
Seconded by Deputy Mayor Campbell

**RESOLUTION NO. 2021-105**

**THAT** Council accept the CAO/Clerk's Information Memo for April 20<sup>th</sup>, 2021.

**Carried**

Moved by Councillor Humphries  
Seconded by Councillor Webster

**RESOLUTION NO. 2021-106**

**THAT** Council adopt the following By-law:

- 2021-21 Sums Required for 2021

**Carried****15. IN CAMERA (Closed) SESSION**

Moved by Deputy Mayor Campbell  
Seconded by Councillor Humphries

**RESOLUTION NO. 2021-107**

**THAT** Council went into a Closed Session Meeting at 5:12 p.m. to discuss the following items pursuant to Section 239(2) (b) and (e) of the Municipal Act;

- (b) Litigation or potential litigation – Waste Tender Contract
- (e) Personal matters about an identifiable individual, including municipal or local board employees – Personnel

**Carried****RETURN TO AGENDA**

Moved by Deputy Mayor Campbell  
Seconded by Councillor Cleroux

**RESOLUTION NO. 2021-108**

**THAT** Council came out of Closed (In-Camera) Session at 5:47 p.m. and discussed items pertaining to:

- Litigation or potential litigation – Waste Tender Contract
- Personal matters about an identifiable individual, including municipal or local board employees – Personnel

**Carried**

**16. CONFIRMING BYLAW**

Moved by Deputy Mayor Campbell  
Seconded by Councillor Webster

**RESOLUTION NO. 2021-109**

**THAT** Council enact By-law 2020-22 – Confirming By-Law.

**Carried**

**17. ADJOURNMENT**

Mayor Bennett declared the meeting adjourned at 5:55 p.m.

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MAYOR David M. Bennett

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CAO/CLERK Hope Dillabough

## THE CORPORATION OF THE TOWNSHIP OF HORTON

**Special Council Meeting**April 26<sup>th</sup>, 2021

1:00 p.m.

There was a Special Meeting of Council held virtually via Zoom on Monday April 26<sup>th</sup>, 2021. Present were Mayor David Bennett, Councillor Doug Humphries, and Councillor Tom Webster. Staff present was Hope Dillabough, CAO/Clerk, Adam Knapp, Public Works Manager, and Nichole Dubeau, Admin/Planning Assistant-Recording Secretary.

Deputy Mayor Glen Campbell sent his regrets.

**1. CALL TO ORDER & ROLL CALL**

Mayor Bennett called the meeting to order at 1:00 p.m. and performed roll call.

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

**2. CONFIRMATION OF COUNCIL AGENDA**

Moved by Councillor Webster

**RESOLUTION NO. 2021-110**

Seconded by Councillor Humphries

**THAT** Council adopt the Agenda for the April 26<sup>th</sup>, 2021 Special Council Meeting.

**Carried****3. DECLARATION OF PECUNIARY INTEREST**

There was no declaration of pecuniary interest.

**4. IN-CAMERA/CLOSED SESSION**

Pursuant to Section 239(2) (e) of the Municipal Act, Litigation or potential litigation – Waste Tender Contract

Moved by Councillor Webster

**RESOLUTION NO. 2021-111**

Seconded by Councillor Humphries

**THAT** Council went into a Closed Session Meeting at 1:01 p.m. to discuss the following items pursuant to Section 239(2) (e) of the Municipal Act;

- (e) Litigation or potential litigation – Waste Tender Contract

**Carried**

Moved by Councillor Webster

**RESOLUTION NO. 2021-111**

Seconded by Councillor Humphries

**THAT** Council came out of Closed (In-Camera) Session at 1:43 p.m. and discussed items pertaining to:

- Litigation or potential litigation – Waste Tender Contract

**Carried****5. COUNCIL/STAFF MEMBERS' CONCERNS**

There were no Council or Staff Members' concerns.

**RETURN TO AGENDA**

**6. CONFIRMING BYLAW**

Moved by Councillor Cleroux  
Seconded by Councillor Humphries

**RESOLUTION NO. 2021-113**

**THAT** Council enact By-law 2021-23 – Confirming By-Law.

**Carried****7. ADJOURNMENT**

Mayor Bennett declared the meeting adjourned at 1:45 p.m.

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MAYOR David Bennett

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CAO/CLERK Hope Dillabough



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  <b>Award of PW 2021-05 Crack Sealing of HCB Surfaces</b>	<b>Date:</b>	May 4 <sup>th</sup> , 2021
	<b>Council/Committee:</b>	Council
	<b>Author:</b>	Adam Knapp, Public Works Manager
	<b>Department:</b>	Public Works

### **RECOMMENDATIONS:**

THAT Council agrees with Staff recommendation and award PW 2021-05, Crack Sealing of HCB Surfaces to Greenwood Paving Ltd. for the total amount of \$12,656.00 including HST.

AND THAT this be funded through the Paved Road Maintenance Operating Budget.

### **BACKGROUND:**

The Request for Quotation was released in March and received 2 bid submissions. The requested work shall crack seal Pinnacle Road from Price Road to Kasaboski Road.

### **ALTERNATIVES:**

N/A

### **FINANCIAL IMPLICATIONS:**

RFQ total \$12,656.00 including HST.

There are sufficient funds allocated in the 2021 Annual Budget.

### **ATTACHMENTS:**

Unofficial results

### **CONSULTATIONS:**

Hope Dillabough – CAO/Clerk

**Author:**

  
signature

**Other:**

\_\_\_\_\_  
signature

**Treasurer:**

\_\_\_\_\_  
signature

**C.A.O.**

  
signature

**RETURN TO AGENDA**



The Corporation of the Township of Horton

Opening Checklist

**Description – Crack Sealing of HCB Surface(s)**

**Deposit or Bond Required – No**

**Tender - PW 2021-05**

**Present for Opening: Adam Knapp (P.W. Manager)**

Bidding Company	Was envelope sealed? YES/NO	Envelope Addressed Properly YES/NO	Was the Deposit supplied? YES/NO/NA	Deposit Amount \$	Deposit Amount Correct? YES/NO/NA	Total Price \$ (Page #9)	HST \$ (Page #9)	Proposal Accepted or Rejected
Northern Contracting	Yes	Yes	NA	\$0	NA	\$15,639.00	\$1,799.00	A
Greenwood Paving	Yes	Yes	NA	\$0	NA	\$12,656.00	\$1,456.00	A
				\$		\$	\$	
				\$		\$	\$	
				\$		\$	\$	
				\$		\$	\$	
				\$		\$	\$	

**RETURN TO AGENDA**





The Corporation of the Township of Horton

Opening Checklist

**Description – Granular Shoulder Sealing**

**Deposit or Bond Required – No**

**Tender - PW 2021-06**

**Present for Opening: Adam Knapp (P.W. Manager)**

Bidding Company	Was envelope sealed? YES/NO	Envelope Addressed Properly YES/NO	Was the Deposit supplied? YES/NO/NA	Deposit Amount \$	Deposit Amount Correct? YES/NO/NA	Total Price \$ (Page #10)	HST \$ (Page #10)	Proposal Accepted or Rejected
Smiths Construction	Yes	Yes	NA	\$0	NA	\$7,929.55	\$912.25	A
Greenwood Paving	Yes	Yes	NA	\$0	NA	\$11,258.87	\$1,295.25	A
				\$		\$	\$	
				\$		\$	\$	
				\$		\$	\$	
				\$		\$	\$	
				\$		\$	\$	
				\$		\$	\$	

**RETURN TO AGENDA**



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  <b>Award or PW 2021-07</b> <b>Supply of Screened Winter Sand</b>	<b>Date:</b>	May 4 <sup>th</sup> 2021
	<b>Council/Committee:</b>	Council
	<b>Author:</b>	Adam Knapp, Public Works Manager
	<b>Department:</b>	Public Works

### RECOMMENDATIONS:

That Council, upon recommendation from staff, award the Screened Winter Sand Supply contract to RGT Clouthier Construction LTD for the total amount of \$23,219.24 including HST.

AND THAT this be funded through the Winter Road Maintenance Budget

### BACKGROUND:

The Tender was released in late March and received 2 submission. Staff lowered the requested quantity from 3,000 tonnes to 2,200 tonnes. Currently the Sand Dome has an estimated 1,000 tonnes remaining from the 2020 / 2021 season and the requested 2,200 tonnes shall equip the Township with sufficient supply for the 2021 / 2022 season.

### ALTERNATIVES:

N/A

### ATTACHMENTS:

Unofficial Results

### FINANCIAL IMPLICATIONS:

Tender Total \$23,219.24 including HST.

There are sufficient funds in the 2021 Operating Budget.

### CONSULTATIONS:

Hope Dillabough – CAO/Clerk

**Author:**

\_\_\_\_\_   
signature

**Other:**

\_\_\_\_\_ signature

**Treasurer:**

\_\_\_\_\_ signature

**C.A.O.**

\_\_\_\_\_   
signature

RETURN TO AGENDA



The Corporation of the Township of Horton

Tender Opening Checklist

**Description – Screened Winter Sand**

**Deposit Required – YES - 10% of the Total Tender Amount**

**TENDER - PW 2021-07**

**Present for Opening: Adam Knapp (PW Manager), Hope Dillabough CAO, Amanda Ryan Receptionist**

Bidding Company	Was envelope sealed? YES/NO	Envelope Addressed Properly YES/NO	Deposit Cheque Received YES/NO	Total Amount of Bid \$ (PAGE 10)	HST \$	Bid Accepted or Rejected
BR Fulton Construction Ltd.	YES	YES	YES	\$23,567.28	\$2,711.28	A
RGT Clouthier Construction Ltd.	YES	YES	YES	\$23,219.24	\$2,671.24	A
				\$	\$	
				\$	\$	
				\$	\$	
				\$	\$	
				\$	\$	

**RETURN TO AGENDA**



**Township of Horton  
COUNCIL / COMMITTEE REPORT**

<b>Title:</b>  Amendment to Renfrew Self Storage - 1293043 Ontario Ltd. Site Plan Agreement	<b>Date:</b>	May 4 <sup>th</sup> , 2021
	<b>Council/Committee:</b>	Council/Planning Committee
	<b>Author:</b>	Hope Dillabough CAO/Clerk
	<b>Department:</b>	Planning

**RECOMMENDATIONS:**

THAT Council agrees to support an amendment to the Site Plan Agreement for 1293043 Ontario Ltd. (previously under John and Elsie Bromilow) to permit a 5250 sq. ft. Storage Building; AND THAT this agreement will be brought forward to the May 18<sup>th</sup>, 2021 Council Meeting by By-Law.

**BACKGROUND:**

Laurie Jeffrey, President of 1293043 Ontario Ltd., known as Renfrew Self Storage, wishes to expand and build an additional 35'x150' metal Self Storage Unit located on the property directly behind 1558 Highway 60. This Storage Unit is proposed to contain 34 storage units.

The property directly located behind 1558 Highway 60, known as Part Lot 17, Concession 1 RP49R16597 was severed off from the original holding in 2007 and was to be a "lot addition" to the previously severed lot known as 1558 Highway 60. Access to this lot is directly through 1558 Highway 60. In 2007, the 'once a consent, always a consent' was not being adhered to under the Planning Act, therefore the lots were never merged accordingly. Township Council has seen this before and have adhered to the Planning Act by issuing a one-foot reserve off of the right-of-way to change the scope of the consent to allow for the merging of lots to take place.

These two lots remain separate, however there is provisionary wording being placed on the Site Plan Agreement Amendment. There will be a restrictive covenant issued and registered on title of both lands that both lots shall be sold together and not separately, in the future.

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** N/A

**ATTACHMENTS:**

Attached is a copy of the DRAFT By-Law, Site Plan Agreement Amendment, and the 'to-scale' site plan showing the proposed structure.

**CONSULTATIONS:** N/A

**Author:** \_\_\_\_\_  
  
 signature

**Other:** \_\_\_\_\_  
 signature

**Treasurer** \_\_\_\_\_  
 signature

**C.A.O.** \_\_\_\_\_  
  
 signature

**DRAFT**

**THE CORPORATION OF THE TOWNSHIP OF HORTON**

**BY-LAW NO. 2021-XX**

**Being a by-law to authorize an amended Site Plan Agreement  
between 1293043 Ontario Ltd. (Laurie Jeffrey)  
AND  
The Corporation of the Township of Horton**

**WHEREAS** Council wishes to enter into an amended Site Plan Agreement with 1293043 Ontario Ltd. (Laurie Jeffrey) for the control of development on the property known as Concession 1, Pt lot 17, part 1 of RP49R16597.

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

1. THAT the Mayor and CAO/Clerk be authorized to execute the amended Site Plan Agreement attached hereto as Schedule "A" and forming a part of this by-law with 1293043 Ontario Ltd.
2. THAT By-law 93-19 –Site Plan Agreement Amendment be repealed.
3. THAT the Amended Site Plan shall be registered on title to RP49R16597 part 1, Con 1 Pt lot 17 and RP49R4299 part 1 known as 1588 Highway 60.
4. THAT this by-law shall come into effect upon the passing thereof.

Read a First and Second Time this 18<sup>th</sup> day of May, 2021.

Read a Third Time and Passed this 18<sup>th</sup> day of May, 2021.

\_\_\_\_\_  
MAYOR David Bennett

\_\_\_\_\_  
CAO/CLERK Hope Dillabough

**RETURN TO AGENDA**

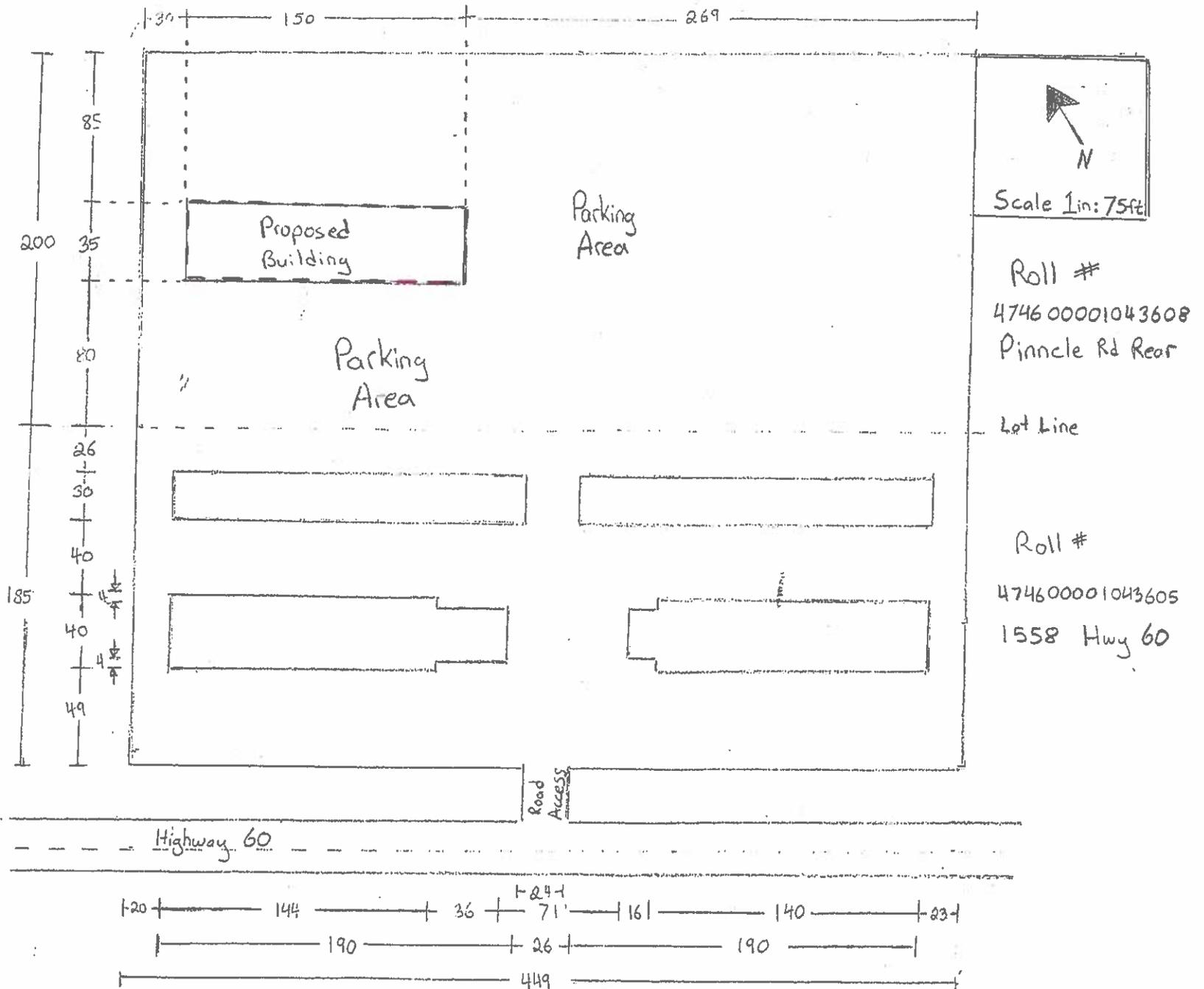
**Schedule "A"**

**RETURN TO AGENDA**



## SCHEDULE A

- 1) Part of Lot 17, Concession 1, part 1 of RP49R16597, Township of Horton, County of Renfrew;
- 2) Part of Lot 17, Concession 1, part 1 of RP49R4299, Township of Horton, County of Renfrew



Scale 1 in: 75 ft

Roll #

4746 00001043608

Pinnacle Rd Rear

Lot Line

Roll #

4746 00001043605

1558 Hwy 60

Highway 60

RETURN TO AGENDA



# THE CORPORATION OF THE TOWNSHIP OF HORTON

## Memo from the CAO/Clerk as of April 30, 2021.

INFORMATION provided **NOT** included in the Regular Council meeting package of May 4, 2021.

### **INFORMATION EMAILED**

1. AMO Conference 2021
2. AMO and the Loomex Group
3. Letter from Province Re: COVID Pandemic Funding
4. Ontario Maximizing Critical Care Capacity to Support Hospitals
5. Ottawa Valley Business – April 20, 2021
6. Calendars

**RETURN TO AGENDA**

# CORPORATION OF THE TOWNSHIP OF HORTON

## BY-LAW NO. 2021-23

### BEING A BY-LAW TO ADOPT A REQUEST FOR ACTION POLICY FOR THE CORPORATION OF THE TOWNSHIP OF HORTON

**WHEREAS** Section 8(1) of the Municipal Act, S.O. 2001, as amended, states that the powers of a Township under this or any other Act shall be interpreted broadly so as to confer broad authority on a Township to enable it to govern its affairs as it consider appropriate and to enhance the Township's ability to respond to municipal issues;

**AND WHEREAS** Section 11(2) 2 of the Municipal Act, S.O. 2001, as amended, states that a lower-tier Township may pass by-laws, respecting accountability and transparency of the Township and its operations and of its local boards and their operations;

**AND WHEREAS** on January 1, 2016 the Ombudsman Act, R.S.O. 1990, c. O.6 was amended to allow the Ontario Ombudsman to investigate general complaints about the province's 444 municipalities in addition to complaints about closed municipal meetings, which were added to the Ombudsman's jurisdiction in 2008;

**AND WHEREAS** the Council of the Corporation of the Township of Horton deems it expedient to establish a Request for Action Process Policy to ensure accountability and transparency when addressing citizen(s) concerns through the appropriate policies, procedures and local Request for Action mechanisms.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Township of Horton hereby enacts as follows:

1. **THAT** the Request for Action Process Policy, attached as Schedule A and Request for Action Form attached as Schedule B to this by-law is hereby adopted as an official policy document of the Corporation of the Township of Horton
2. **THAT** Schedule A and Schedule B attached hereto shall be read with and form part of this by-law.
3. **THAT** this by-law may be referred to as the "Request for Action Process Policy"
4. **THAT** By-Law 2017-07 be hereby repealed;
5. **THAT** this By-Law will come into force and effect upon the date of passing.

Read a First and Second Time this 4<sup>th</sup> day of May, 2021.

Read a Third Time and finally passed this 4<sup>th</sup> day of May, 2021.

\_\_\_\_\_  
MAYOR David Bennett

\_\_\_\_\_  
CAO/Clerk Hope Dillabough

**RETURN TO AGENDA**

## CORPORATION OF THE TOWNSHIP OF HORTON

**Schedule “A”****Request for Action Process Policy****PURPOSE**

This policy is intended to enable the Township of Horton to promptly and effectively address program and service delivery concerns raised by members of the public. The policy will assist the Township in providing excellent service to the public and contribute to continuous improvement of operations. The Township strives to reduce customer dissatisfaction by:

1. Providing a timely and accurate response to Requests for Action;
2. Using Requests for Action as an opportunity to improve program and service delivery concerns; and
3. Using Requests for Action to document persistent concerns. These items may require an in-depth investigation

A Request for Action is distinct from:

- a request for service made on behalf of a citizen for a specific service, or to notify the Township that a scheduled service was not provided on time.
- a general inquiry or specific request for information regarding municipal service
- an opinion or feedback, comment, and expression of interest in a program or service
- an expression of approval or compliment for municipal staff member, program, product, or process.
- a suggestion or idea submitted by a customer with the aim of improving services, programs, products, or processes.

The policy is not for Requests for Action:

- regarding staff members that are employed by a service provider contracted by the Township shall be subject to the policies of that service provider.
- issues addressed by legislation, or an existing municipal by-law, policy or procedure;
- a decision of Council or a decision of a committee of Council; or,
- internal employee(s) Requests for Action
- matters that are handled by tribunals, courts of law, quasi-judicial boards, etc.

**DEFINITIONS**

- a. “Requestee(s)” means the individual filing the concern with the Township;
- b. “Request for Action” means a concern raised with a municipal program, service, or operation that is not resolved to the requestee(s) satisfaction at the point of service delivery and for which the requestee(s) submits their concerns to the Township in accordance with this policy;
- c. “Council” means the Council of the Township of Horton;

**RETURN TO AGENDA**

- d. “Department Manager” means the Fire Chief, Public Works Manager and Treasurer
- e. “Employee” means the employee of the Township;
- f. “Township” means the Township of the Township of Horton;
- g. “Ombudsman” means the Ontario Office of the Ombudsman;

### **FRONTLINE RESOLUTION**

It is encouraged that the requestee(s) attempt to resolve concerns by working with the Township employee’s Manager directly involved with the issue where appropriate.

It is the responsibility of all Township Senior Staff to attempt to resolve concerns before they become Requests for Action and identify opportunities to improve municipal services.

### **PROCESS FOR FILING A REQUEST FOR ACTION**

Where frontline resolution cannot be achieved, the “Request for Action Process Policy” form, Schedule B to this By-Law, should be submitted to the CAO/Clerk or designate in writing and include:

- a. The name, phone number and mailing address of the individual(s) submitting the Request for Action.
- b. The nature of the request including the:
  - i. Background leading to the issue(s);
  - ii. Date(s), time(s), and location(s) of any concerns(s); and,
  - iii. Identify the type of concern.
  - iv. Name(s) of any employee(s) previously contacted regarding the issue(s)
- c. Any action(s) being requested of the Township.

### **RECEIPT AND ACKNOWLEDGEMENT**

The CAO/Clerk shall log the Request for Action and forward a copy to the Department Manager or designate. Within seven (7) business days of receipt of the Request for Action, the CAO/Clerk shall acknowledge to the requestee(s) in writing that the request has been received

### **INVESTIGATION**

A Department Manager may not delegate the authority to investigate a request for action to an employee who is or may be named in the request for action.

If a request is made against the Department Manager, the CAO/Clerk or designate shall conduct the investigation.

If a request is made against the CAO/Clerk, the Mayor shall acknowledge receipt of the request to the requestee(s) within (10) ten business days and shall consult with Council and may designate the municipal solicitor, or other qualified individual at arms-length from the Township, to investigate.

The designated investigator shall review the issues identified by the complainant and in doing so may:

- Review relevant municipal and provincial legislation;

- Review the Township's relevant policies and procedures;
- Review any existing file documents;
- Interview employees or member of the public involved in the issue;
- Identify actions that may be taken to address the request(s) or improve municipal operations; or,
- The Department Manager may, at their discretion, notify Council of an open request investigation for information purposes.

## **DECISION**

Within thirty (30) business days of receipt of a request, the Department Manager shall provide a response in writing to the requestee(s).

The response shall include:

- Whether the request was substantiated,
- If the request is not substantiated, provide reason(s) for their decision; and,
- Any actions the Township has or will take as a result of the request(s).
- If the Department Manager is unable to provide a response within thirty (30) business days, they shall notify the requestee(s) of the delay and provide an estimate of when a response will be provided.

## **RECORD**

The Department Manager shall file a copy of the request(s) and resolution with the CAO/Clerk. The CAO/Clerk shall maintain a file of the request(s) in accordance with the Township's records retention by-law. If a municipal employee was the subject of the request(s), a copy of the record shall be retained in their personnel file.

## **REPORTING**

The CAO/Clerk shall provide a report to the General Government Committee on an annual basis outlining the request(s) received and the outcome achieved.

## **APPEAL PROCESS**

Once the Township has communicated the decision to the requestee(s), there is no appeal process at the municipal level.

## **NON-COMPLIANCE**

Non-compliance with this Request for Action policy may result in the Request for Action being filed with the Ontario Ombudsman for investigation.

## **REVIEW CYCLE**

This policy shall be reviewed every term of Council.

## **PROCESS**

CAO/CLERK:

- receives written request(s)
- logs request(s)
- forwards to appropriate department head

- acknowledges receipt to complainant within 7 business days

DEPARTMENT MANAGER/MAYOR:

- investigate the request(s)
- make a decision
- notify the requestee(s) of the outcome within 30 business days of the filing of the request(s)
- file a copy of the decision with the CAO/Clerk

CAO/CLERK :

- file a copy of the decision
- report to General Government committee annually



CORPORATION OF THE TOWNSHIP OF HORTON  
Schedule "B"  
Request for Action  
FORM

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Information Received by: \_\_\_\_\_

Signature of Township Employee receiving request(s): \_\_\_\_\_

Requestees Name: \_\_\_\_\_ Requestees Signature: \_\_\_\_\_  
(If in person)

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

Description/Type of Request(s) for Action:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Geographic Location of Request(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY**

Department/Individual Referred to: \_\_\_\_\_  
(Forward a copy of this report to the CAO/Clerk)

Action Taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of action: \_\_\_\_\_ Supervisors Signature: \_\_\_\_\_

Resolution: Yes  # \_\_\_\_\_ No

CAO:  follow up not required  response letter sent  pending investigation /insurance

After request is addressed, place original in Front Office- Request(s) for Action binder

**RETURN TO AGENDA**

# THE CORPORATION OF THE TOWNSHIP OF HORTON

## BY-LAW NO. 2021-25

### BEING A BY-LAW TO ADOPT SECTION T-04 OF THE TOWNSHIP'S CORPORATE POLICIES

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

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

**AND WHEREAS** Council desires to adopt a fully reviewed Section T-04 of the Corporate Policies;

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

1. **THAT** the Council of the Corporation of the Township of Horton adopt Section T-04 of the Township of Horton's Corporate Policies hereto attached as Appendix "A".
2. **THAT** this By-Law shall come into force and take effect immediately upon the passing thereof.
3. **THAT** this By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
4. **BE IT FURTHER ENACTED**, that all By-Laws or parts thereof, and all or any Resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed.

READ a first and second time this 4<sup>th</sup>, day of May, 2021.

READ a third time and passed this 4<sup>th</sup>, day of May, 2021.

---

MAYOR David M. Bennett

---

CAO/CLERK Hope Dillabough

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<b>POLICY:</b> Use of Township Vehicles			
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## 1. POLICY STATEMENT

The Corporation of the Township of Horton is committed to ensuring the effective and efficient use of the Township of Horton fleet services through the deliver of safe, reliable, economical and environmentally sound transportation.

## 2. PURPOSE

- 2.1 This policy outlines how vehicles are assigned, who can drive a Township vehicle, and the responsibilities and obligations of operating a Township vehicle.
- 2.2 This policy ensures compliance with the *Smoke Free Ontario Act, 2017* enacted as part of Bill 174, *Cannabis, Smoke Free Ontario and Road Safety Statute Law Act, 2017*.
- 2.3 This policy ensures that all Township employees are aware of their responsibilities in the use and safeguarding of Township vehicles and associated equipment as outlined in the *Highway Traffic Act*.

## 3. SCOPE

- 3.1 This policy applies to any and all Township employee who uses or is required to use Township-owned or supplied vehicle.
- 3.2 This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the CAO/Clerk.

## 4. DEFINITIONS

- 4.1 **Accident** refers to a mishap whereby a Township-owned vehicle/equipment has come into contact with another vehicle/equipment, person, or object regardless of damage or injury, or accident with or without contact that results in injury to a person, property, vehicle or equipment.
- 4.2 **Cellular/Wireless Device** for the purposes of this policy, refers to devices that use two-way radio-spectrum frequencies to communicate within the public telephone system or other public telecommunication systems, including, but not limited to, cellular telephones, portable radios, pagers, smart phones, tablets and other wireless devices.

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- 4.3 **Coloured Fuel** is a fuel to which a specific type and quantity of red dye has been added in accordance with the Fuel Tax Act and regulations.
- 4.4 **Dedicated Vehicle** refers to a vehicle that has been assigned to a department on an annual basis, or as determined through the budgetary process.
- 4.5 **Electronic Cigarette** (or E-Cigarette) is a handheld electronic device that simulates the feeling of smoking. It works by heating liquid to generate an aerosol, commonly called a ‘vapor’, that the user inhales.
- 4.6 **Licensed Motor Vehicle** refers to any motor vehicle to which a number plate is attached as required under the *Highway Traffic Act, 1990*.
- 4.7 **Shared Vehicle** refers to any Township vehicle that is, at the time of the request, not being utilized by the Township Department or Staff and can be requested for use on occasion by employees conducting Township business.
- 4.8 **Substances** in this policy refer to alcohol, cannabis, depressants, hallucinogens, inhalants, opiates and stimulants.
- 4.9 **Substance Abuse** for the purpose of this policy refers to the use of alcohol and other drugs or substances, including cannabis, illegal substances or prescribed and over the counter medications that may impair performance, safety at work or the ability to drive safely.
- 4.10 **Township Vehicle** refers to any licensed or unlicensed automobiles, trucks, or other self-propelled equipment owned, rented, or leased by the Township of Horton.
- 4.11 **Vaping** refers to inhaling and exhaling the vapor produced by an electronic cigarette or similar device.

## 5. **INTERPRETATIONS**

Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a By-Law or Township Policy shall be deemed to be a reference to the most recently passed By-Law or Policy and any replacements thereto.

## 6. **GENERAL CONDITIONS**

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## 6.1 Use of Township Vehicle

- 6.1.1 Under no circumstances shall Township vehicles be used for personal matters.
- 6.1.2 Vehicles are to be used only for Township business for periods where the vehicle is assigned for use.
- 6.1.3 Employees operating Township vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.
- 6.1.4 Vehicles are not permitted outside the limits of the Township of Horton without prior authorization from the immediate Manager.
- 6.1.5 Vehicles shall not be used for the transportation of any persons other than the Township of Horton employees or person engaged in Township of Horton business.
- 6.1.6 Employees are required to keep assigned vehicles clean and contain only those items for which the vehicle is designed.
- 6.1.7 Employees shall report any vehicle malfunction or damage to the Public Works Manager at their first opportunity.
- 6.1.8 All employees must wear seatbelts during the operation of the vehicle, regardless of whether the employee is the driver or the passenger.
- 6.1.9 Employees will not, under any circumstances, operate Township vehicles under the influence of cannabis, alcohol, illegal drugs, or prescription drugs/medication which may interfere with effective and safe operation of the vehicle.
  - 6.1.9.1 If an employee has been prescribed drugs/medication by a medical professional and that employee's roles and duties involve the operating of a Township vehicle, the employee must notify the Public Works Manager to ensure proper accommodations are made.
- 6.1.10 Employees are responsible to ensure that any and all materials or equipment being transported in their vehicle is secure at all times.

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- 6.1.11 Employees are responsible for removing ice and snow build up prior to vehicle use to ensure safety of other motorists and the general public.
- 6.1.12 Employees are to ensure they take every precaution to avoid a collision while operating a Township vehicle.
- 6.1.13 Employees will be personally responsible for any and all traffic/parking violations or other fines incurred during their use of a Township vehicle.
- 6.1.14 If the suspension of an employee's driver license occurs while driving a Township vehicle, and if the Township's vehicle is impounded or towed, any and all costs incurred to obtain the release of the Township vehicle, as well as any and all legal costs, may be the responsibility of the employee.
- 6.1.15 Employees who are issued citations for any offence while using a Township vehicle must notify the Public Works Manager within twenty-four (24) hours of the incident.
- 6.1.16 Smoking and/or vaping while accessing or using a Township vehicle is prohibited.
- 6.1.17 No modifications are permitted to a Township vehicle by the operating employee.
- 6.1.18 Employees shall be duly instructed on the effective and appropriate operation of Township vehicles prior to use.
- 6.1.19 Employees driving Township vehicles represent the morals and values of the Corporation. Employees shall not conduct themselves in any manner that would jeopardize the reputation of the Township, while operating a Township vehicle.

## 6.2 **Safe Driving Techniques**

- 6.2.1 Drivers are expected to employ safe driving techniques at all times while operating Township vehicles, or while operating personally owned vehicles on Township business.

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6.2.2 Examples of safe driving techniques include, but not limited to:

- Maintaining a safe following distance between them and the vehicle in front of them, using the 3-6 second rule, depending on vehicle length;
- Checking blind spots and signalling in advance before changing lanes;
- Driving within the posted speed limit at all times;
- Operating the vehicle at speeds that are safe for the conditions, recognizing that, in some circumstances (ex. rain or fog) this may be lower than the posted speed limit;
- Avoid risk-taking or engaging in ‘road rage’ activities, stunt driving, or aggressive driving;
- Conducting the appropriate vehicle Circle Checks prior to operating any Township vehicle, as required;
- Employees shall not continue to use Township vehicles if the continued use of said vehicle could result in injury to the employee, other drivers, or result in further detriment to the vehicle;
- Employees shall not bypass any implemented safety systems provided in a vehicle to protect the driver, or as required by law (i.e. seatbelts);
- Employees driving Township vehicles must maintain safe and legal operation of the vehicle, as indicated in the guidelines of the *Highway Traffic Act*, at all times.

### **6.3 Distractions**

#### **6.3.1 Use of Mobile Devices**

6.3.1.1 Any and all employees who are operating a Township vehicle, or a personal vehicle on Township business, must not talk, text, type, dial, browse or email using a hand-held cell phone or other entertainment devices.

6.3.1.2 Drivers are permitted to use hands-free communication devices such as a cell phone with an earpiece, headset or Bluetooth using voice dialing or while being plugged into a vehicle’s sound system.

#### **6.3.2 The Smoke Free Ontario Act Prohibitions**

6.3.2.1 The Smoke Free Ontario Act prohibits a person from doing the following in a motor vehicle:

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- Smoking tobacco or having lighted tobacco where another person less than 16 years old is present.
- Using an electronic cigarette or having an activated electronic cigarette where another person who is less than 16 years old is present;
- Smoking medical cannabis, having lighted medical cannabis, using an electronic cigarette containing medical cannabis or having an activated electronic cigarette containing medical cannabis consuming a prescribed product or substance, in a prescribed manner, or having a prescribed product or substance.

#### 6.4 **Assignment of a Township Vehicle to a Department**

6.4.1 Assignment of vehicles will be based upon the needs and requirements of the department and is subject to review through the budget process.

#### 6.5 **Assignment of a Township Vehicle to a Position and/or a Specific Employee**

6.5.1 Vehicles assigned to a position and/or a specific employee will be based on the following criteria:

- Working conditions (i.e. off road driving, construction sites etc.);
- Job requirements and responsibilities;
- Requirement of a vehicle for frequent emergency availability;
- Availability of emergency or other equipment contained in the vehicle.

6.5.2 Assignment of a Township vehicle may be revoked.

#### 6.6 **24-Hour Use of Township Vehicle**

6.6.1 Except where specifically required, vehicles are not to be taken home without the permission of the Public Works Manager.

6.6.1.1 Permission shall be granted for urgent/emergency circumstances

6.6.1.2 Permission shall be granted if it is most practical for the vehicle to be taken home to accommodate the employee's required travel period.

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a) This shall only be granted if this situation does not prohibit the Township from its usual standard of care due to lack of vehicle availability.

6.6.2 After an employee's working hours, vehicles shall only be used to respond to situations within the scope of the employee's duties, or for pre-approved Township-related business, and for no other purpose.

6.6.3 Vehicles are not, under any circumstances, to be used for personal matters.

#### 6.7 **Accidents**

6.7.1 Pursuant to the Highway Traffic Act, 1990, motor vehicle collisions must be reported to the appropriate police jurisdiction in which the accident has occurred.

6.7.2 All employees and others involved in an accident shall obtain appropriate medical attention.

6.7.3 All employees must also report the accident to their immediate Manager at their earliest opportunity.

6.7.4 All employees must request the involved parties and property remain at the scene of an accident until the accident investigation is completed, if applicable.

6.7.5 All employees must refrain from making statements regarding the accident to anyone other than the investigating officer, municipal officials, or municipal insurance company representatives.

#### 6.8 **Change in Employee Driver's Licence Status**

6.8.1 All employees, including students and part-time employees, who operate, or are required to operate, at one point or another, a Township vehicle, must have a valid Ontario Driver's Licence.

6.8.1.1 A copy of that licence must be provided to the CAO/Clerk

6.8.2 An employee whose job description requires that they carry a valid driver's licence must report any change in the status of their driver's licence which results in the loss and/or suspension of the licence required to do his/her job. This may include, but is not limited to, the following charges:

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- Impaired Driving Conviction;
- Failure or refusal to provide a breath sample;
- 90-day Administrative Driver's Licence suspension;
- *Criminal Code* conviction other than Impaired Driving;
- *Highway Traffic Act* conviction;
- Demerit point suspension;
- Medical downgrade;
- Any and all convictions and/or suspensions in regards to operating a motor vehicle.

6.8.3 An employee must report in writing to their immediate Manager upon learning of any change in their driver's licence status.

6.8.3.1 The report will explain the nature of the change in the driver's licence status.

6.8.4 Failure to report any changes in the status of a driver's licence will result in disciplinary action up to, and including, dismissal.

6.8.5 The Township reserves the right to verify an employee's driver's licence with the Ministry of Transportation, provided the employee is required to drive a Township vehicle as part of their job duties, as indicated on their job description.

6.8.6 The Township reserves the right to examine, at any time, the driving record of an employee whose job description requires that they drive a Township vehicle.

## 6.9 **Parking of Township Vehicles**

6.9.1 When an employee is finished with a Township vehicle, it must be returned to a safe and appropriate location.

6.9.2 Vehicles are to be locked when not in use.

6.9.3 Keys must not be left unattended in Township vehicles.

## 6.10 **Fuelling of Township Vehicles**

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6.10.1 Employees who use a Township vehicle are responsible for ensuring that the vehicle has an adequate supply of fuel.

6.10.2 Employees are to fuel Township vehicles at the Township's fuel site whenever at the end of each shift.

6.10.2.1 Employees may obtain fuel at alternate locations if the required travel does not permit the refuelling at a Township facility.

6.10.2.2 Employees who must obtain fuel at locations other than at a township facility must keep all fuel slips/receipts and have them accompany any and all mileage claim forms.

## 7. **RESPONSIBILITIES**

- 7.1 The **Chief Administrative Officer/Clerk** has the authority and responsibility to:
- Support this policy and ensure compliance and adherence by Township departments;
  - Review mileage and related financial information annually, and determine continued eligibility for vehicles assigned to a specific person;
  - Maintain copies of valid Driver's Licences of current Township employees whose duties require the use/potential use of a Township vehicle;
  - Obtain a copy of a valid Driver's Licence of prospective drivers for the purpose of completing a Driver's Abstract Report;
  - Ensure that all vehicles and equipment used in the undertaking of Township business activity are appropriately insured;
  - Investigate and assess all vehicle accidents/incidents, as necessary;
  - Facilitate communication with insurance companies in case of injury and/or property damage and obtain appropriate recoveries;
  - Respond to staff inquiries as they pertain to insurance coverage of Township owned vehicles and equipment;
  - Obtain liability slips from the Township's insurance company for all Township owned vehicles and equipment;
  - Review situations where passage is requested for passengers who are non-employees and provide decisions that are within the best interests of the Township;
  - Complete Driver's Abstract searches on all active Township drivers to ensure validity of Driver's Licences, as required.

- 7.2 **All Managers** have the authority and responsibility to:

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- Provide and communicate applicable policy, procedure and protocol pertaining to the use of Township vehicles and equipment to employees;
- Ensure that employees receive appropriate training in the safe use of vehicles and equipment, where required;
- Regularly monitor use of Township vehicles to ensure proper and safe usage;
- Issue discipline for misuse of a Township vehicle or for violations of the rules, regulations or conditions of its use;
- Advise Township staff of the appropriate contacts in the event of an accident;
- Complete and submit, to the CAO/Clerk, all accident/incident reports within 48 hours;

7.3 **Staff** have the authority and responsibility to:

- Comply with legislation in relation to the Highway Traffic Act, 1990, Commercial Vehicle Operator's Registration (CVOR) regulations, and related Township of Horton's by-laws, policies and procedures as they relate to the use of Township vehicles.
- Employees driving Township vehicles must possess and maintain an appropriate Driver's Licence for the class of vehicle being operated.

**CORPORATION OF THE TOWNSHIP OF HORTON****BY-LAW NO. 2021-26****A BY-LAW TO CONFIRM PROCEEDINGS OF  
THE COUNCIL OF THE TOWNSHIP OF HORTON  
AT THE REGULAR COUNCIL MEETING HELD MAY 4<sup>TH</sup>, 2021**

**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 4<sup>th</sup> day of May, 2021 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 4<sup>th</sup> day of May, 2021.

READ a third time and passed this 4<sup>th</sup> day of May, 2021.

---

MAYOR David M. Bennett

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CAO/CLERK Hope Dillabough

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