THE CORPORATION OF THE TOWNSHIP OF HORTON
COUNCIL MEETING – MARCH 4TH, 2025 – 4:00 P.M.
HORTON MUNICIPAL CHAMBERS
2253 JOHNSTON RD.

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

"As we gather today, I would like to acknowledge, on behalf of Council and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin People and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years."

3. DECLARATION OF PECUNIARY INTEREST

4. CONFIRMATION OF COUNCIL AGENDA

5. DELEGATIONS &/OR PUBLIC MEETINGS

6. MINUTES FROM PREVIOUS MEETINGS

6.1	February 4th, 2025 – Regular Council	**PG.3**
6.2	February 11th, 2025 – Public Budget Meeting	**PG.6**

7. BUSINESS ARISING FROM MINUTES

8. COMMITTEE REPORTS:

8.1 GENERAL GOVERNMENT COMMITTEE
- ***CHAIR WEBSTER***

8.1.1	Staff Report – 2024 Building Report	**PG.8**
8.1.2	Staff Report – 2024 Council Remuneration	**PG.10**
8.1.3	Staff Report – 2025 PSAB/Budget Report	**PG.12**
8.1.4	Staff Report – Building Inspection Reciprocal Agreement	**PG.16**

8.2 COMMUNITY COMMITTEES / COUNTY COUNCIL

8.2.1	Renfrew & Area Seniors Home Support	D. Humphries
8.2.2	Chamber of Commerce	D. Humphries
8.2.3	South Ottawa Police Board	G. Campbell
8.2.4	County Council	D. Bennett

9. CORRESPONDENCE SUMMARY

9.1 INFORMATION CORRESPONDENCE

9.1.1	Information Memo	**PG.22**

9.2 ACTION CORRESPONDENCE – NONE

RETURN TO AGENDA

10. BY-LAWS

10.1 2025-12 Employment By-law **PG.23**

10.2 2025-13 Sums Required for 2025 **PG.27**

11. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING

12. COUNCIL/STAFF MEMBERS CONCERNS

13. RESOLUTIONS

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

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

(b) Personal matters about an identifiable individual, including municipal or local board employees – Staffing

15. CONFIRMING BY-LAW 2025-14 **PG.28**

16. ADJOURNMENT

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

REGULAR COUNCIL MEETING
FEBRUARY 4TH, 2025

There was a Regular Meeting of Council held in the Council Chambers on Tuesday February 4th, 2025. Deputy Mayor Daina Proctor, Councillor Glen Campbell, and Councillor Doug Humphries were present. Staff present was Hope Dillabough, CAO/Clerk, and Nichole Dubeau, Executive Assistant – Recording Secretary.

Mayor David Bennett and Councillor Tom Webster sent their regrets.

1. CALL TO ORDER
Deputy Mayor Proctor called the meeting to order at 4:00 p.m.

2. LAND ACKNOWLEDGEMENT
Deputy Mayor Proctor read the Land Acknowledgement in its entirety.

3. DECLARATION OF PECUNIARY INTEREST
There was no declaration of pecuniary interest.

4. CONFIRMATION OF COUNCIL AGENDA

Moved by Councillor Humphries **RESOLUTION NO. 2025-14**
Seconded by Councillor Campbell
THAT Council adopt the Agenda for the February 4th, 2025 Regular Council Meeting.

Carried

5. DELEGATIONS &/or PUBLIC MEETINGS – NONE

6. MINUTES

6.1 January 14th, 2025 – Regular Council
6.2 January 16th, 2025 – General Government Committee Budget Workshop

Moved by Councillor Campbell **RESOLUTION NO. 2025-15**
Seconded by Councillor Humphries
THAT Council approve the following Minutes:

- January 14th, 2025 – Regular Council
- January 16th, 2025 – General Government Committee Budget Workshop

Carried

7. BUSINESS ARISING FROM MINUTES
There was no business arising from the minutes.

8. COMMITTEE REPORTS:

8.1 RECREATION COMMITTEE

8.1.1 Chair's Report – January 9th, 2025
Chair Humphries reviewed the report.

8.2 PLANNING COMMITTEE

Public Advisory Member Bob Johnston was present.

8.2.1 January Building Report
Council members reviewed the report.

8.2.2 Planning Files Report
Council members reviewed the report.

RETURN TO AGENDA

8.2.3 Town of Renfrew Agency Notice – OPA
Council members reviewed the notice. Councillor Humphries suggested that Council put together and submit any questions or comments they may have by the prescribed date.

8.3 COMMUNITY COMMITTEES/COUNTY COUNCIL

8.3.1 Renfrew & Area Seniors Home Support
Councillor Humphries gave a brief update.

8.3.2 Chamber of Commerce
Councillor Humphries gave a brief update.

8.3.3 South Ottawa Valley OPP Detachment Board
There was no update.

8.3.4 County Council
Information was previously distributed to Council members.

9. CORRESPONDENCE SUMMARY

9.1 INFORMATION CORRESPONDENCE

9.1.1 CAO/Clerk's Information Memo
Council members reviewed the information previously distributed.

9.2 ACTION CORRESPONDENCE – NONE

10. BYLAWS – NONE

11. NOTICE TO FILE MOTION FOR NEXT COUNCIL – NONE

12. COUNCIL/STAFF MEMBERS CONCERNS

Councillor Humphries requested that the rink upgrade proposal discussion be tabled until all Council Members are present.

13. RESOLUTIONS

Moved by Councillor Humphries **RESOLUTION NO. 2025-16**
Seconded by Councillor Campbell
THAT Council receive the following reports as information:

- Recreation Chair's Report – January 9th, 2025
- January Building Report
- Planning Files Report

Carried

Moved by Councillor Campbell **RESOLUTION NO. 2025-17**
Seconded by Councillor Humphries
THAT Council receive the Community Committees and County Council updates as information.

Carried

Moved by Councillor Campbell **RESOLUTION NO. 2025-18**
Seconded by Councillor Humphries
THAT Council receive the Information Memo for February 4th, 2025.

Carried

Moved by Councillor Humphries **RESOLUTION NO. 2025-19**
Seconded by Councillor Campbell
THAT Council table the rink upgrade proposal discussion until there is a full complement of Council.

RETURN TO AGENDA

Carried

14. IN CAMERA (Closed) SESSION – NONE

15. CONFIRMING BYLAW

Moved by Councillor Campbell **RESOLUTION NO. 2025-20**
Seconded by Councillor Humphries
THAT Council enact By-law 2025-10– Confirming By-Law.

Carried

16. ADJOURNMENT

Deputy Mayor Proctor declared the meeting adjourned at 4:28 p.m.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

Public Budget Meeting

February 11, 2025
4:00 p.m.

There was a Public Budget Meeting held on February 11th, 2025. Present was Deputy Mayor Daina Proctor, Councillor Tom Webster, and Councillor Glen Campbell. Staff present was Hope Dillabough, CAO/Clerk, Nathalie Moore, Treasurer, Adam Knapp, Public Works Manager and Nichole Dubeau, Executive Assistant-Recording Secretary.

Public Advisory Member Spencer Hopping was present.

Mayor David Bennett and Councillor Doug Humphries sent their regrets.

1. CALL TO ORDER
Deputy Mayor Proctor called the Public Meeting to Order at 4:15 pm.

2. LAND ACKNOWLEDGEMENT
Deputy Mayor Proctor read the Land Acknowledgement in its entirety.

3. CONFIRMATION OF AGENDA

Moved by Councillor Webster **RESOLUTION NO. 2025-21**
Seconded by Councillor Campbell
THAT Council adopt the Agenda for the February 11th, 2025 Public Budget Meeting.

Carried

4. DECLARATION OF PECUNIARY INTEREST
There was no declaration of pecuniary interest.

5. PURPOSE OF PUBLIC MEETING – CAO/CLERK
CAO/Clerk Hope Dillabough stated that the purpose of the meeting was to present the 2025 Operating and Capital Budget.

6. CAO/CLERK'S REPORT ON NOTICE
CAO/Clerk Hope Dillabough stated that the meeting was advertised January 22nd, 2025, in the Eganville Leader, as well as on the Township's Website and Facebook Page. The budget presentation was also available for download on the Township's Website and for pick-up at the Municipal Office. To date, there have been no questions or comments regarding the budget.

7. DELEGATIONS – NONE

8. STAFF REPORT – 2025 BUDGET PRESENTATION
Treasurer Nathalie Moore presented the 2025 Operating and Capital Budgets with a 3.73% levy increase. She added that staff tried to keep the increase as low as possible without affecting the level of service provided to ratepayers.

9. COUNCIL MEMBERS QUESTIONS/CONCERNS
Council members thanked staff and committee members for their hard work to keep the tax levy low without affecting the level of service the Township offers.

10. PUBLIC QUESTIONS/CONCERNS
There were no public members present for questions or concerns.

11. CONFIRMING BY-LAW 2025-11

Moved by Councillor Campbell **RESOLUTION NO. 2025-22**
Seconded by Councillor Webster
THAT Council enact By-law 2025-11 Confirming By-law.

Carried

RETURN TO AGENDA

12. ADJOURNMENT

Deputy Mayor Proctor adjourned the public meeting at 4:49 pm.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA

Township of Horton
COUNCIL / COMMITTEE REPORT

Title:	Date:	March 4, 2025
	Council/Committee:	Council
2024 BUILDING FEE REPORT	Author:	Nathalie Moore, Treasurer
	Department:	General Government

RECOMMENDATIONS:

THAT Council receive the Building Fee Report for the year ending December 31, 2024, as presented.

BACKGROUND:

The Building Code Act. Section 7(4) requires that Council adopt a statement of fees annually. The 2024 Building Fee Report is attached.

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

ATTACHMENTS: 2024 Building Fee Report

Prepared By: Nathalie Moore, Treasurer

Reviewed By: Hope Dillabough, CAO/Clerk

RETURN TO AGENDA

APPENDIX "A"

Horton Township

2024 BUILDING FEE REPORT

(in accordance with Section 7(4) of the Building Code Act, S.O. 1992)

	2024	2023	2022	2021	2020	2019
REVENUES						
Building Permit Fees	**43,933.93**	61,227.52	52,163.00	78,199.00	45,406.00	46,618.00
Septic Permit Fees	**9,200.00**	11,060.00	11,300.00	15,860.00	10,000.00	7,660.00
Other Fees	**4,260.00**	4,455.00	5,300.00	6,300.00	1,400.00	1,900.00
Transfer from Reserves	**34,077.62**	-	-	-	5,959.69	7,259.67
Total Revenues:	***91,471.55***	*76,742.52*	*68,763.00*	100,359.00	62,765.69	63,437.67
EXPENDITURES						
Wages & Benefits	**79,299.89**	70,048.71	61,489.38	61,318.69	61,071.79	60,849.39
Mileage/Conference etc.	**5,691.60**	135.24	-	58.50	146.00	162.82
Office Supplies etc.	**4,918.61**	848.75	136.32	635.59	559.56	650.46
Building maintenance	**1,561.45**	1,236.76	1,907.25	782.07	988.34	1,775.00
Transfer to Reserves	**-**	4,473.06	5,230.05	37,564.15	-	-
Total Expenditures:	***91,471.55***	*76,742.52*	*68,763.00*	100,359.00	62,765.69	63,437.67
Surplus/Deficit:	**0.00**	0.00	0.00	0.00	0.00	0.00

RETURN TO AGENDA

Township of Horton
COUNCIL / COMMITTEE REPORT

Title:	Date:	March 4, 2025
2024 STATEMENT OF COUNCIL REMUNERATION AND EXPENSES	**Council/Committee:**	Council
	Author:	Nathalie Moore, Treasurer
	Department:	General Government

RECOMMENDATIONS:

THAT Council accepts the Council Remuneration Report for the year ending December 31, 2024 as presented.

BACKGROUND:

In Ontario, municipalities are required to annually disclose the remuneration and expenses paid to their council members. This transparency ensures that residents are informed about the financial aspects of their local governance.

Annual Reporting Requirements:

Under the Municipal Act, 2001, Section 284, municipalities must provide an itemized statement of remuneration and expenses to their councils by March 31 each year. This report details the payments made to council members in the previous year.

Public Accessibility:

These reports are typically made available to the public through municipal websites or upon request. The Township publishes its Council Remuneration report online, allowing residents to review the details of council members' compensation.

Purpose and Benefits:

The primary goal of these reports is to maintain transparency and accountability in municipal governance. By publicly disclosing remuneration and expenses, municipalities provide residents with insight into how public funds are allocated and ensure that council members' compensation aligns with community expectations.

The statement is attached as Appendix “A”.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: N/A

Prepared By: Nathalie Moore, Treasurer
Reviewed By: Hope Dillabough, CAO/Clerk

RETURN TO AGENDA

APPENDIX A

TOWNSHIP OF HORTON
STATEMENT OF COUNCIL REMUNERATION AND EXPENSES
PREPARED FOR JANUARY 1, 2024 - DECEMBER 31, 2024

MEMBERS OF COUNCIL	REMUNERATION	BENEFITS	CONFERENCE / TRAVEL EXPENSES	TOTAL
BENNETT, Dave - MAYOR	28,332.22	**7,195.56****	0.00	28,332.22
CAMPBELL, Glen - Councillor	20,313.70	2,358.12	0.00	22,671.82
HUMPHRIES, Douglas - Councillor	20,313.70	1,304.49	0.00	21,618.19
PROCTOR, Daina - DEPUTY MAYOR	20,313.70	2,358.12	0.00	22,671.82
WEBSTER, Tom - Councillor	20,313.70	2,358.12	2,685.22	25,357.04
	$109,587.02	$8,378.85	$2,685.22	$120,651.09

This statement is in accordance with the Municipal Act 2001, S.O. 2001, c. 25 Section 284 and Township By-Law 2022-39 plus annual COLA adjustments.

costs are net of GST/HST rebate

****Mayor's benefits of $ 5,736.12 are self paid***

RETURN TO AGENDA

Township of Horton
COUNCIL / COMMITTEE REPORT

Title:	Date:	March 4, 2025
2025 BUDGET RECOMMENDATION & PSAB REPORT	**Council/Committee:**	Council
	Author:	Nathalie Moore, Treasurer
	Department:	General Government

RECOMMENDATIONS:

THAT Council adopts the 2025 Budget with a levy of $3,031,627 which represents a 3.73% levy increase.

AND THAT Council adopts the Ontario Regulation 284/09 PSAB Report for the 2025 Budget, as presented.

BACKGROUND:

The budget process began in August 2024, with Senior Staff populating their departmental budgets with the goal of balancing the financial resources available with the necessary programs and services for the Township. Staff met with all Committees individually and reviewed these submissions.

In January Council was presented a draft budget, and after thorough review, discussion, and adjustments to ensure fiscal responsibility and alignment with the Township's goals and priorities, the budget is now ready for approval.

Staff feels that the proposed budget for 2025 represents a balanced and responsible approach to managing the Township's finances while meeting the needs of its residents. The proposed budget was amended and presented for final review at the Public Meeting on February 10, 2025, with a levy increase of 3.73% making the total budget $3,031,627.

The public meeting notice was published in the Eganville Leader as well as on the Township Facebook page. There were no public inquiries prior to the meeting nor were there any public in attendance.

Ontario Regulation 284/09 under the Municipal Act, states that a municipality may adopt a budget that excludes amortization expenses, post-employment benefits and solid waste landfill closure and post-closure expenses, provided that the municipality prepares a report about the exclusions and adopt the report by resolution. The report is hereto attached.

RETURN TO AGENDA

The impact of PSAB on the budget does not change the amount of taxes needed to be raised each year. The PSAB budget includes amortization requirements versus the transfer to and from capital and reserves currently in the budget.

The implementation of full accrual accounting in accordance with PSAB is not an accounting exercise, it is a management exercise, and the information should be used for capital investment planning. The goal is to have municipalities set aside funds for future replacement of its infrastructure and estimates of when they will need to be replaced.

FINANCIAL IMPLICATIONS:

The Township of Horton's tax rates will be calculated based on the adoption of a 3.73% levy increase.

CONSULTATIONS:

Council, Committees and Senior Staff

Prepared By: Nathalie Moore, Treasurer
Reviewed By: Hope Dillabough, CAO/Clerk

RETURN TO AGENDA

ONTARIO REGULATION 284/09 REPORT
2025 BUDGET – PSAB BASIS

OVERVIEW

Ontario Regulation 284/09 under the Municipal Act, states that a municipality may adopt a budget that excludes amortization expenses, post-employment benefits and solid waste landfill closure and post-closure expenses, provided that the municipality prepare a report about the exclusions and adopt the report by resolution.

2025 Budget – Tax Rate Purposes

The 2025 Budget incorporates a tax levy of $3,031,627. This budget will adopt 2025 tax rates for taxation purposes based on a modified accrual basis similar to previous years. Under this budget, amortization was not included as expenditure while capital expenditures and debt principle were included. Post-employment benefit expenses and solid waste landfill closure/post closure expenses were also not included. Revenue included transfers from reserves while expenditures included transfers to reserves.

2025 Budget – PSAB Basis

Under a PSAB based budget, capital expenditures and debt principal are not included as expenditures, while amortization expenses are included. Transfers into reserves and withdrawals out of reserves are also not included in the budget as expenditures and revenues respectively but are considered Financing and Transfers on the Schedule of Financial Activities. The net value between debt principal, capital expenditures and amortization will result in a transfer to/from equity in tangible capital assets on the Schedule of Financial Activities. The dollar difference for 2025 is $857,688

POST-EMPLOYMENT BENEFITS EXPENSE

Post-Employment Benefits Expenses for retired employees for 2025 will be $6,082.80.

LANDFILL SITE CLOSURE AND POST-CLOSURE EXPENSE

As of December 31, 2024, the Municipality will have an estimated balance of $200,145 in a Reserve for Solid Waste Disposal. The Municipality currently has one active land fill site. Although the Township does not have a specific reserve for landfill site closure, there is sufficient dollars available in the Solid Waste Disposal Reserve and the Working Funds Reserve based on the current estimated landfill site liability amount of $130,000. Council should continue to transfer funds into this Reserve until reaching the estimated liability value of $130,000 plus the replacement value of the department's infrastructure assets.

RETURN TO AGENDA

AMORTIZATION EXPENSE AND RESERVES

For the 2025 year, the Township included capital expenditures in the budget while amortization expenses were excluded. Amortization expenses attribute to the capital cost of an asset over its life span. However, amortization expenses does not include replacement values, therefore transfers to reserves should include forecasted replacement values.

In 2025, a total of $452,905 was budgeted for new capital expenditures within the Operating Budget.

In 2025, no funds will be withdrawn from reserves in the Operating Budget and a total of $427,905 will be withdrawn from reserves in the Capital Budget. Consequently, for the 2025 year, transfers to reserves for Capital asset replacement are $537,626. In the past, the Township has utilized transfers to reserves, reserve funds and current year capital expenditures to replace existing tangible capital assets such as equipment, fleet and road construction. For 2025, the amount being withdrawn from reserves is more than the contributions being made into reserves.

Based on current estimates for the 2025-year, amortization expenses will amount to approximately $457,378.

CONCLUSIONS

To avoid a large increase in the tax rate the Township should continue to make reserve contributions each year, over and above any reserve withdrawals. The Asset Management Plan will assist Council in making long term financial strategy decisions. Council should adopt a 10-year capital forecast annually.

It is projected in the Long-Term Financial Strategies to increase the annual levy by 3.5% to continue to add COLA of 2% to reserves and also increase the gravel and hard top maintenance programs to extend the life of our road network.

RETURN TO AGENDA

Township of Horton
COUNCIL / COMMITTEE REPORT

Title:	Date:	March 4th, 2025
BUILDING INSPECTION RECIPROCAL AGREEMENT	**Council/Committee:**	Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	General Government

RECOMMENDATIONS:

THAT Council of the Township of Horton, along with the Township of Admaston/Bromley approve entering into a mutual assistance agreement with the Township of Whitewater Region for building services support and coverage.

BACKGROUND:

The Townships of Horton and Admaston/Bromley have experienced fluctuating demands for building services, particularly in times when the shared Chief Building Official (CBO) may be unavailable due to vacation, illness, or other unforeseen circumstances. To ensure continuity of services and compliance with the Ontario Building Code Act, it is essential to have a mechanism in place to support building services and inspection coverage. A mutual assistance agreement between neighboring municipalities allows for flexibility in meeting operational demands while maintaining service standards.

The Township of Horton, along with the Township of Admaston/Bromley and the Township of Whitewater Region, recognize the mutual benefits of entering into a formal arrangement to share building services. This agreement will provide support in building plans review, inspections, and other related services during periods when any of the municipalities face staffing shortages or peak demand for services.

The draft mutual assistance agreement (Attachment No. 1) outlines the terms under which the Township of Horton, the Township of Admaston/Bromley, and the Township of Whitewater Region will provide reciprocal building services support. Under this agreement, each municipality may request assistance from the others, when necessary, with the discretion of the Chief Building Official (CBO) to manage the scope of support, ensuring alignment with the Ontario Building Code.

Key provisions of the agreement include:

1. **Roles and Responsibilities:** The agreement defines the roles of the "Assisting Municipality" (providing support) and the "Assisted Municipality" (receiving support). Each CBO retains control over activities in their respective municipalities and assumes responsibility for managing schedules, coordinating services, and maintaining authority over their staff.

RETURN TO AGENDA

2. **Legal and Financial Accountability:** The Assisted Municipality remains legally responsible for building permits and any third-party claims related to the work carried out under the agreement. This ensures clear accountability for the processing and issuance of permits, as well as any errors, omissions, or liabilities.
3. **Data Privacy and Security:** The agreement provides clear guidelines for the handling and storage of personal and municipal data.
4. **Flexibility and Continuity:** The agreement automatically renews on an annual basis but may be terminated with 30 days' notice by any party. This flexibility ensures that municipalities can exit the agreement if their needs or circumstances change. Additionally, the agreement allows for coverage during times they may be unavailable due to vacation, illness, or other unforeseen circumstances.

By entering into this agreement, the Township of Horton will benefit from increased operational resilience in building services. This mutual support network strengthens collaboration between neighboring municipalities, ensuring that residents and businesses experience minimal disruptions in building services.

FINANCIAL IMPLICATIONS:

There are no immediate financial impacts associated with entering into this mutual assistance agreement. Each municipality will bear the costs of its own Chief Building Official, as well as any associated administrative expenses. The agreement is structured to ensure that the Assisted Municipality retains financial responsibility for permits and any third-party claims arising from services provided under the agreement.

The cost-sharing model, based on mutual assistance without direct billing between municipalities, ensures that this arrangement remains cost-neutral. Any future financial impacts will be minimal and related to operational adjustments or additional administrative coordination, which will be absorbed within existing budgets.

NEXT STEPS:

Upon approval by Council, staff will take the following next steps to implement the mutual assistance agreement: execution of agreement, by-law enactment (Appointments), operational coordination (scheduling, etc.) and, monitoring and evaluation.

ATTACHMENTS:

Attachment No. 1 - Draft Mutual Assistance Agreement

CONSULTATIONS:

Staff from the Township of Horton have engaged with counterparts from the Townships of Admaston/Bromley and Whitewater Region, particularly the Chief Building Officials and CAO/Clerks.

Prepared by: Hope Dillabough, CAO/Clerk

RETURN TO AGENDA

This MUTUAL ASSISTANCE AGREEMENT FOR BUILDING CODE ENFORCEMENT, made effective the _____ day of February 2025.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF HORTON

And

THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

And

THE CORPORATION OF THE TOWNSHIP OF WHITEWATER REGION

Hereinafter referred to as the “parties” to the agreement.

WHEREAS section 3 of the Building Code Act, S.O. 1992 c 23, (the “Act”) provides that the councils of two or more municipalities may enter into an agreement providing for the joint administration and enforcement of the Act within their respective municipalities;

AND WHEREAS the Act provides that the council of each municipality shall appoint a Chief Building Official and such inspectors as are necessary enforcing the Act;

AND WHEREAS the Township of Admaston/Bromley, The Township of Horton and The Township of Whitewater Region have each appointed a chief building official for their respective municipality;

AND WHEREAS the Act provides that a Chief Building Official among other responsibilities, is required to oversee enforcement of the Act;

AND WHEREAS the parties agree to provide mutual assistance to each other during times of high development volumes and/or staffing vacancies;

NOW THEREFORE, in consideration of the mutual covenants, terms and conditions herein contained, it is mutually agreed between the parties hereto, as follows

1) In this agreement, unless the context otherwise requires:
   a) “Assisted Municipality” means the municipality receiving assistance from a party to this Agreement, pursuant to this Agreement;
   b) “Assisting Municipality” means the municipality(ies) providing assistance to a party to this Agreement, pursuant to this Agreement;
   c) “Chief Building Official” means a person appointed as a Chief Building Official/Inspector pursuant to the Act, for the purpose of enforcing the Act and the regulations made thereunder;
2) The parties agree to each provide services to and upon the request of the other party, at the discretion of the Chief Building Official, for the purpose of providing building plans review services and/or building inspection services pursuant to the Ontario Building Code (hereinafter the “Services”), for buildings to be constructed within the municipal boundaries of the Assisted Municipality.
   a) The parties shall provide the names of the persons whose services are to be made available pursuant to this Agreement, so that parties can enact a Bylaw appointing all those persons as Inspectors for the purpose of carrying out the terms of this Agreement.
   b) The Assisted Municipality will bear the legal responsibility to third parties relating to alleged errors, omissions, or negligence in the course of business conducted pursuant to this Agreement, as well as fraud, theft, or any other tort.
   c) All parties agree that at all times they shall indemnify and save harmless each other, its officers, employees and agents from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings made, sustained, brought or

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prosecuted that are based upon, or caused in any way by anything done or omitted to be done by the appointed CBOs and Building Inspectors in connection with services performed, purportedly performed or required to be performed by them under this Agreement.

3) (a) This Agreement shall remain in full force and effect from the date of execution. The agreement will automatically renew on an annual basis.

(b) This Agreement may be terminated at any time, by any party provided that not less than thirty (30) days written notice prior to the desired termination date is given to the other party.

4) The Chief Building Official for each municipality will notify of any approved vacation or any known or anticipated leave of absence to occur, so that schedules can be accommodated accordingly.

5) An Assisted Municipality which receives services pursuant to this Agreement for large and/or complex buildings will compensate the Assisting Municipality which provides those services at a rate set out in Appendix 'B', attached hereto.

6) The Chief Building Official shall have full authority and control over any and all activities in which the Assisting Municipality's employees may be engaged in for the Assisted Municipality.

7) The parties acknowledge that the Chief Building Official will be carrying out activities for the Assisting Municipality and Assisted Municipality simultaneously. Nothing in this agreement changes the employment relationship between the Chief Building Official and their employer, nor does this Agreement constitute an employment relationship between the Assisted Municipality and the Chief Building Official. The Assisting Municipality remains solely responsible for any obligations under all applicable labor and employment legislation.

8) Notwithstanding that the Assisting Municipality has undertaken to provide the Services to the Assisted Municipality, the parties hereto agree that the Assisted Municipality shall be solely responsible for the processing and issuance of permits pursuant to the Act, for those construction works to be carried out within the Assisted Municipality and for which the Assisted Municipality has provided the Services.

9) The Assisting Municipality will only collect and use the personal information (as that term is described in the Municipal Freedom of Information and Protection of Privacy Act).

10) The data belonging to the Assisted Municipality will not be stored on local devices of the Assisting Municipality. Physical data belonging to the Assisted Municipality will not be left unsecured while in the possession of the Chief Building Official.

11) The data belonging to the Assisted Municipality will not become the data of the Assisting Municipality. Upon completion of the plans review or inspection service, copies of all information will be returned to the Assisted Municipality.

12) In the event that any covenant, provision or term of this Agreement should at any time be held by any competent tribunal to void or unenforceable, then the Agreement shall not fail but the covenant, provision or term shall be deemed to be severed from the remainder of this Agreement and this Agreement shall remain in full force and effect.

13) Any notice, demand, acceptance or request required to be given hereunder in writing, shall be deemed to be given if personally delivered or mailed by registered mail, postage prepaid (any time other than during a general discontinuance of postal services due to a strike, lockout or otherwise), or delivered by electronic transmission, and addressed as follows:

DRAFT

The Township of Horton
2253 Johnston Road
Renfrew, ON
K7V 3Z8
Attention: Chief Building Official
cbo@hortontownship.ca

The Township of Admaston/Bromley
477 Stone Road
Renfrew, ON
K7V 3Z5
Attention: Chief Building Official
cbo@admastonbromley.com

The Township of Whitewater Region
44 Main Street
Cobden, ON
K0J 1K0
Attention: Clerk

14) This Agreement shall be interpreted pursuant to and is governed by the laws of the Province of Ontario.

15) This Agreement may be changed or altered only by written amendment thereto, duly executed by the authorized representative of all three (3) parties.

IN WITNESS WHEREOF each of the parties hereto have affixed their corporate seals by the hands of its proper officers.

THE CORPORATION OF THE TOWNSHIP OF HORTON

_____
Mayor David Bennett

_____
CAO/Clerk Hope Dillabough

THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

_____
Mayor, Michael Donohue

_____
CAO/Clerk Jennifer Charkavi

THE CORPORTATION OF THE TOWNSHIP OF WHITEWATER REGION

_____
Mayor Neil Nicholson

_____
Clerk Carmen Miller

DRAFT

Appendix "B" Billable Hourly Rate

RETURN TO AGENDA

1. The billable hourly rate shall be set to $$74.00 per hour during the temporary coverage pursuant to Section 5 of this Agreement.
    a. The hourly rate shall be adjusted annually based on the average Consumer Price Index (CPI) from January to January.
2. The Assisting Municipality shall invoice the Assisted Municipality, the number of hours worked at the hourly rate listed above and the recorded mileage expense within 60 days of the service being provided.
3. Mileage shall be charged at the CRA Automobile Allowance Rate for the year in which the mileage pertains. The calculation of mileage shall begin with the Inspectors departure from their respective Municipal Office.

DRAFT

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON
Memo from the CAO/Clerk as of February 28, 2025.

INFORMATION provided **NOT** included in the
Regular Council meeting package of March 4, 2025.

INFORMATION EMAILED

1. MOH Report to the Board
2. EOWC Ontario 2025 Election Priorities
3. Mayors and EcDev Update Breakfast Networking
4. The Renfrew & Area Chamber Insider
5. Think local Think Renfrew County Think Canada
6. Calendars

RETURN TO AGENDA

TOWNSHIP OF HORTON

BY-LAW NUMBER 2025-12

EMPLOYMENT BY-LAW FOR TOWNSHIP OFFICERS AND EMPLOYEES

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 III (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 – Full-Time and Part-Time Employees

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

RETURN TO AGENDA

ARTICLE 3 - OTHER ALLOWANCES

1. **Mileage Allowance**

   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 with 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.

3. **Personal Cell Phone Use Allowance**

   For the use of personal cell phones for work purposes, during and outside of regular work hours, the CAO/Clerk and the Public Works Manager shall receive a monthly stipend of $25.00 per month.

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.

ARTICLE 5 - ADJUSTMENT DATE

The next adjustment date shall be January 1, 2025 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 2024-12 shall be rescinded in its entirety.

READ a first and second time this 4th day of March, 2025.

READ a third time and passed this 4th day of March, 2025.

RETURN TO AGENDA

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA

Township of Horton Staff Salary Grid and Classifications

Schedule "A" to By-law 2025-12

Effective: January 1, 2025

2025 Salary Grid

Level	JOB TITLE	Step A	Step B	Step C	Step D	Step E
7	CAO/Clerk (35 hours)	$122,567	$126,746	$130,923	$135,104	$139,281
6	Vacant (35 hours)	$110,311	$114,071	$117,832	$121,594	$125,353
5	Public Works Manager (35 hours)	$99,278	$102,662	$106,046	$109,429	$112,815
4	Treasurer (35 hours)	$89,351	$92,398	$95,444	$98,491	$101,536
3	Public Works Supervisor (40 hours)	$72,375	$74,843	$77,310	$79,777	$82,244
2	Community Liaison Officer (based on 35 hours)	$58,148	$60,129	$62,112	$64,094	$66,078
2	Executive Assistant (35 hours)	$58,148	$60,129	$62,112	$64,094	$66,078
2	Driver/Operator (40 hours)	$58,148	$60,129	$62,112	$64,094	$66,078
1	Landfill Attendant/Labourer (40 hours)	$47,767	$49,397	$51,025	$52,653	$54,282
1	Landfill Attendant/Labourer (Part-Time – 35 hours)	$47,767	$49,397	$51,025	$52,653	$54,282
1	Admin Finance Assistant (35 hours)	$47,767	$49,397	$51,025	$52,653	$54,282
1	Caretaker (based on 35 hours)	$47,767	$49,397	$51,025	$52,653	$54,282

FIRE DEPARTMENT 2025 PAY GRID		
FIRE CHIEF	$12,337.88	Base year plus firefigter hourly rate
DEPUTY FIRE CHIEF	$ 6,062.02	Base year plus firefigter hourly rate
FIRE CAPTAIN	$ 30.33	per hour
FIREFIGHTER	$ 24.71	per hour

CEMC 2025 PAY GRID		
CEMC	$ 5,217.40	base per year
CEMC (ALTERNATE)	$ 1,652.89	base per year

RETURN TO AGENDA

CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW 2025-13

BEING A BY-LAW TO PROVIDE FOR THE ADOPTION OF THE ESTIMATES FOR SUMS REQUIRED FOR THE YEAR 2025

WHEREAS *Section 290 of the Municipal Act, 2001*, provides that the Council of a local municipality shall in each year prepare and adopt estimates of all sums required during the year for the purposes of the municipality including amounts sufficient to pay all debts of the municipality falling due within the year; amounts required for any Board, Commission or other body, and;

WHEREAS *Section 291(1) of the Municipal Act, 2001*, provides that before a budget can be adopted or amended, under Section 290, the municipality shall give public notice of its intention to adopt or amend the budget at a council meeting specified in the notice.

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

1. THAT the municipality has published public notice of its' intent to adopt 2025 budget estimates in the local newspapers on January 22nd, 2025.

2. THAT Council adopts the Township of Horton 2025 consolidated budget requiring the sum of Three Million Thirty-One Thousand Six Hundred and Twenty-Seven Dollars ($3,031,627) as the estimate of the property tax levy required during the year 2025 for all purposes of the Corporation of the Township of Horton.

3. THAT this By-Law shall come into full force and take effect upon the passing thereof.

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 4th day of March, 2025.

READ a third and final time and passed this 4th day of March, 2025.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA

CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2025-14

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE TOWNSHIP OF HORTON AT THE REGULAR COUNCIL MEETING HELD MARCH 4TH, 2025

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 4th day of March, 2025 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 4th day of March, 2025.

READ a third time and passed this 4th day of March, 2025.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA