



**THE CORPORATION OF THE TOWNSHIP OF HORTON
COUNCIL MEETING – JULY 2ND, 2019 - 4:00 P.M.**

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

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

6. 4:00 TRANSPORTATION / ENVIRONMENTAL SERVICES
Public Works, Waste Management, Lime Stabilization
Chair: T. Webster Public Members: M. Humphries, R. Lester, J. Wilson

6.1 Staff Reports

- 6.1.1 Public Works – General Update **PG.10**
- 6.1.2 Roadside Grass Cutting **PG.12**
- 6.1.3 Award of RFT PW 2019-02 – Community Centre Bar Renovations **PG.13**
- 6.1.4 Recycling Contract – Verbal Update

6.2 New Business

6.3 Outstanding Business

6.4 Correspondence

6.5 Mayor Bennett - Questions on Report – Recommendations

7. 5:00 PROTECTIVE SERVICES – Fire, Emergency Management
Chair: L. Cleroux
Staff Liaison: Acting Chief A. Cole, CEMC S. Osipenko (as required)

7.1 Staff Reports

- 7.1.1 Monthly Fire Report – June 2019 **PG.15**

7.2 New Business

7.3 Outstanding Business

7.4 Correspondence

7.5 Mayor Bennett - Questions on Report – Recommendations

8. 5:30 SUPPER BREAK

9. 6:00 DELEGATIONS &/or PUBLIC MEETINGS

None

RETURN TO AGENDA

10.	6:00	RECREATION <i>Chair: D. Humphries</i> <i>Public Members: Sharon Bennett, Barb Dickson, Tina Hunt and Ralph Miller</i>
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10.1 Staff Reports

10.1.1 Committee Updates – Recreation

PG.17

10.1.2 Horton Hoedown Update

PG.19**10.2 New Business****10.3 Outstanding Business****10.4 Correspondence****10.5 Mayor Bennett - Questions on Report - Recommendations****11. COUNCIL CORRESPONDENCE SUMMARY****11.1 Information Correspondence**

11.1.1 CAO/Clerk Memo

PG.20**11.2 Action Correspondence**

None

12. OUTSTANDING COMMITTEE ISSUES**13. BY-LAWS**

13.1 2019-38 Adopt Corporate Policies – Section D

PG.21**14. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING****15. COUNCIL MEMBERS CONCERNS****16. MOTION FOR RECONSIDERATION (debate on motion to reconsider only)****17. IN CAMERA (Closed) SESSION****18. NEXT MEETING**18.1 Council Meeting Date: July 16th, 2019 – 4:00 p.m.**19. CONFIRMING BY-LAW 2019-39****PG.28****20. ADJOURNMENT**

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

REGULAR COUNCIL MEETING
JUNE 4TH, 2019

There was a Regular Meeting of Council held in the Township Council Chambers on Tuesday June 4th, 2019. Present were Mayor David Bennett, Deputy Mayor Glen Campbell, Councillor Doug Humphries, and Councillor Tom Webster. Councillor Lane Cleroux was present at 4:06 p.m. Staff present was Hope Dillabough, CAO/Clerk, Nathalie Moore, Deputy Clerk/Treasurer, Charles McDonald, Public Works Manager, and Nichole Dubeau, Admin/Planning Assistant-Recording Secretary, and Amanda Ryan, Receptionist/Clerk.

1. CALL TO ORDER

Mayor Bennett called the meeting to order at 4:01 p.m.

2. REQUEST TO TURN OFF ELECTRONIC DEVICES

Mayor Bennett asked Council, Staff and the Public to turn off all electronic devices.

3. DECLARATION OF PECUNIARY INTEREST

Mayor Bennett and Councillor Cleroux declared pecuniary interest regarding 6.1.2 Invitational Quote – Retrieval of Sandbags from Private Residences/Roadways – PW-WM-2019-03 Review & Award.

4. MINUTES

- 4.1 April 2nd, 2019 – Regular Council
- 4.2 April 10th, 2019 – Special Council Meeting
- 4.3 May 8th, 2019 – Special Council Meeting
- 4.4 May 23rd, 2019 – Special Council Meeting

Moved by Councillor Webster

RESOLUTION NO. 2019-129

Seconded by Councillor Humphries

THAT Council approves the following Meeting Minutes:

- April 2nd, 2019 – Regular Council
- April 10th, 2019 – Special Council
- May 8th, 2019 – Special Council
- May 23rd, 2019 – Special Council

Carried

5. BUSINESS ARISING FROM MINUTES – None

6. TRANSPORTATION / ENVIRONMENTAL SERVICES

Absent were Public Advisory members John Wilson, Rick Lester and Murray Humphries.

Councillor Tom Webster, Chair of the Transportation/Environmental Services Committee, presented the following items for consideration and recommendation.

6.1 Staff Reports

6.1.1 Public Works – General Update

The Public Works Manager, Charles McDonald reviewed the report. He updated council members that the second entrance at the Landfill Site has been completed.

6.1.2 Invitational Quote – Retrieval of Sandbags from Private Residences/Roadways – PW-WM-2019-03 Review & Award

CAO/Clerk Hope Dillabough reviewed the results of the Invitational Quote. Her recommendation was to accept the bid submitted by Marshall's, with a start date of June 5th.

RETURN TO AGENDA

6.2 New Business

CAO/Clerk Hope Dillabough updated council members that the Landfill site hours should be extended due to the amount of flood debris coming into the landfill and provided recommendations. She added that a part-time attendant was hired as per previous council direction June 4th and is to start June 8th.

Resident Dan Duguay, a flood victim, was present and recognized council, staff, paramedics, and especially Roads Superintendent Road Eady, for all the hard work and time helping residents during the flood.

6.3 Outstanding Business – None

6.4 Correspondence – None

6.5 Questions on Reports and Recommendations– Mayor Bennett

There were no additional questions on the reports

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2019-130

Seconded by Councillor Humphries

THAT Council accepts the Public Works Managers report as information, as submitted for June 4th, 2019.

Carried

Mayor Bennett and Councillor Cleroux declared pecuniary interest and did not vote.

Moved by Councillor Webster

RESOLUTION NO. 2019-131

Seconded by Councillor Humphries

THAT Council award the 'Invitational Quote' PW-WM-2019-03 for the retrieval of sandbags from private residents/roadways for Horton Private Roads to Marshall's at a cost of \$60,000.00 excluding HST.

Carried

Moved by Councillor Webster

RESOLUTION NO. 2019-132

Seconded by Councillor Humphries

THAT Council direct staff to amend the Landfill Site hours to specifically accommodate Flood debris drop-off due to the high volume being received during regular hours;

AND THAT these additional hours will consist of Tuesdays from 8 a.m. -1 p.m. and Sundays from 8 a.m. – 5 p.m.

Carried

7. PROTECTIVE SERVICES

Present was Acting Fire Chief Allan Cole.

Councillor Lane Cleroux, Chair of the Protective Services Committee, presented the following items for consideration and recommendation.

7.1 Staff Reports

7.1.1 Fire Report – March 2019

Acting Fire Chief Allan Cole reviewed the report for council. CAO/Clerk Hope Dillabough and Acting Fire Chief Allan Cole briefly reviewed the agreement with the Town of Arnprior for Ice and Water Rescue for council members.

7.1.2 Municipal By-Law Enforcement Summary – First Quarter

Council members reviewed the report.

7.2 New Business – None

7.3 Outstanding Business

RETURN TO AGENDA

7.4 Correspondence – None

7.5 Questions on Reports and Recommendations – Mayor Bennett There were no additional questions on the reports

Moved by Councillor Webster **RESOLUTION NO. 2019-133**
Seconded by Deputy Mayor Campbell
THAT Council accept the Acting Fire Chief's Report, as submitted, for June 4th, 2019.

Carried

Moved by Councillor Humphries **RESOLUTION NO. 2019-134**
Seconded by Councillor Webster
THAT Council direct Staff to enter into an Agreement with the Town of Arnprior Fire Department for Ice/Water Rescue;

AND FURTHER THAT this be brought forward by By-Law to be adopted at the next Regular Council Meeting.

Carried

Moved by Councillor Humphries **RESOLUTION NO. 2019-135**
Seconded by Deputy Mayor Campbell
THAT Council accept the Municipal By-Law Enforcement Services quarterly report, as submitted for June 4th, 2019.

Carried

8. **SUPPER BREAK – 5:20 p.m.** **RECONVENED –6:00 p.m.**

9. **DELEGATION &/or PUBLIC MEETING – None**

10. **RECREATION**

Community Liaison Officer, Shane Lambert was present. Public Advisory Members present were Barb Dickson, Ralph Miller and Sharon Bennett.

Absent was Tina Hunt.

Councillor Doug Humphries, Chair of the Recreation Committee, presented the following items for consideration and recommendation.

10.1 **Staff Reports**

10.1.1 Committee Updates – Recreation

Community Liaison Officer Shane Lambert reviewed his report.

10.1.2 Horton Hoedown Update

Public Advisory member Sharon Bennett gave a brief update for council members. She stated that the craft tables number is up to 18 this year. Mayor Bennett added that the Township received a \$14,000 grant from Celebrate Ontario 2019 towards the Hoedown, which Horton was one of two that received it in the whole County. Council members agreed that they would like an update from KOA on their ticket sales since they only see what's been sold online. Deputy Mayor Glen Campbell requested that the issue with parking prices be fixed and council receive an update with that on the next Hoedown report. Chair Humphries added that he would like to see the KOA ticket sales by the end of the week, via e-mail.

10.2 **New Business – None**

RETURN TO AGENDA

10.3 Outstanding Business – None**10.4 Correspondence – None****10.5 Questions on Reports and Recommendations – Mayor Bennett**
There were no additional questions on the reportsMoved by Councillor Humphries**RESOLUTION NO. 2019-136**Seconded by Councillor Cleroux**THAT** Council accept the Recreation Committee Updates Report as information, as submitted by Community Liaison Officer for June 4th, 2019.**Carried****11. COUNCIL CORRESPONDENCE SUMMARY**

Council reviewed and discussed the following correspondence:

11.1 Information Correspondence11.1.1 CAO/Clerk Information Memo

Discussion went around the table with information previously distributed.

11.2 Action Correspondence11.2.1 Township of Bonnechere Valley – Support Resolution

Council members briefly discussed and were in agreeance to support the resolution.

11.2.2 Municipality of East Ferris – Support Resolution

Council members briefly discussed and were in agreeance to support the resolution.

11.2.3 Eastern Ontario Regional Network Mobile Broadband Project – Support Resolution

Council members briefly discussed and were in agreeance to support the resolution.

Moved by Councillor Cleroux**RESOLUTION NO. 2019-137**Seconded by Councillor Humphries**THAT** Council accept the Information Correspondence list as per the CAO/Clerk's Information Memo for June 4th, 2019.**Carried**Moved by Councillor Humphries**RESOLUTION NO. 2019-138**Seconded by Councillor Cleroux**WHEREAS** the Federal Government has proposed Bill C-68, An Act to amend the Fisheries Act and other Act in consequence;**AND WHEREAS** Bill C-68 was amended by the Standing Committee on Fisheries and Oceans, to re-write Section 2(2) of the Fisheries Act;**AND WHEREAS** this amendment will deem any body of water capable of supporting fish as being a fish habitat;**AND WHEREAS** consequential of this amendment, puddles in farms fields, municipal lands, drainage ditches or water reservoirs can possibly be declared protected fish habitats;**RETURN TO AGENDA**

AND WHEREAS this amendment has been described by the Canadian Cattlemen’s Association as something which will “place a crippling regulatory burden on family-owned operations”;

AND WHEREAS Bill C-68 as it currently reads threatens the future viability of the family farm in Canada;

BE IT RESOLVED that the Township of Horton call on the Parliament of Canada to remove the proposed changes to Section 2(2) of the Fisheries Act;

FURTHER BE IT RESOLVED that this resolution be circulated to Prime Minister Justin Trudeau, Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke, John Yakabuski, MPP, Renfrew-Nipissing-Pembroke, the Federation of Canadian Municipalities, and all municipalities in the County of Renfrew.

Carried

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2019-139

Seconded by Councillor Webster

THAT Council of the Township of Horton support the Municipality of East Ferris’s Resolution Number 2019-151 in support of combining the OGRA/ROMA Conferences.

AND THAT a Certified True Copy of this resolution be send to the Municipality of East Ferris, and be circulated to all Ontario Municipalities.

Carried

Moved by Councillor Webster

RESOLUTION NO. 2019-140

Seconded by Councillor Cleroux

WHEREAS on May 17th, 2019 the Honourable Monte McNaughton, Minister of Infrastructure for the Province of Ontario officially announced confirmation of Ontario’s \$71 million contribution to the Eastern Ontario Regional Networks Mobile Broadband project;

AND WHEREAS the Eastern Ontario Wardens’ Caucus who represent 110 municipalities and 750,000 rural residents of the region have committed \$10 million as a local contribution towards the project;

AND WHEREAS 9 separated municipalities including the cities of Kingston, Peterborough, Belleville, Cornwall and Quinte West who represent a further 378,000 urban residents are supporting the project and have agreed to pay their portion of the \$10 million local contribution;

NOW THEREFORE be it resolved that the Township of Horton supports the County of Renfrew’s call upon the Federal Government to formally commit \$71 million towards the Project and instruct Federal staff to begin discussions on the necessary contribution agreement(s), before the House of Commons rises in June;

AND FINALLY, THAT our local Federal Members of Parliament be copied with this resolution and seek their support to work with the EOWC and it’s partner municipalities to secure the Federal contribution.

Carried

12. OUTSTANDING COMMITTEE ISSUES

12.1 Cemetery Discussion – Mayor Bennett

Mayor Bennett declared pecuniary interest regarding the North Horton Cemetery and stated that only the Castleford Union and Thompsonhill Cemetery will be discussed. Last month, Councillor Webster volunteered with some yard work for Thompsonhill Cemetery, all council agreed that it should be fair with the rest of the cemeteries in the Township and offer a volunteer “clean-up day” to them as well. Councillor Webster stated that if

RETURN TO AGENDA

they needed assistance in other ways than financial help, that a request should be submitted, and they can act accordingly. Council members agreed that a letter be sent from staff to all cemetery boards to see what assistance they would like from the Township.

13. BYLAWS

13.1

- 2019-34 Adopt Corporate Policies – Section C

Moved by Councillor Webster

RESOLUTION NO. 2019-141

Seconded by Councillor Humphries

THAT Council adopt By-Law 2019-34 – Adopt Section C of the Township's Corporate Policies.

Carried

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

15. COUNCIL MEMBERS CONCERNS

Councillor Webster mentioned that there have been some complaints and problems with the waste pick-up within the Township. Public Works Manager Charles McDonald summarized the issues for other council members. CAO/Clerk Hope Dillabough suggested that council direct staff to write a letter to the contactor addressing the issues that have come up. Mayor Bennett also asked for support in deeming June as Senior's Month.

Moved by Councillor Webster

RESOLUTION NO. 2019-142

Seconded by Councillor Humphries

THAT Council of the Township of Horton designate June as Senior's Month.

Carried

16. MOTION FOR RECONSIDERATION – None

17. IN CAMERA (Closed) SESSION

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2019-143

Seconded by Councillor Webster

THAT Council went into a Closed Session Meeting at 7:06 p.m. to discuss the following items pursuant to Section 239(2) (b) of the Municipal Act;

- Personal matters about an identifiable individual, including municipal employees
 - Employee Contract

Carried

Council came out of Closed at 7:52p.m.

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2019-144

Seconded by Councillor Webster

THAT Council agree to extend the Community Liaison Officer's contract for six (6) months effective July 1st, 2019.

Carried

18. NEXT MEETING

18.1 Council Meeting Date: June 18th, 2019 – 4:00 p.m.

19. CONFIRMING BYLAW

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2019-145

Seconded by Councillor Cleroux

RETURN TO AGENDA

THAT Council enact By-law 2019-35 – Confirming By-Law to confirm the proceedings of Council.

Carried

20. ADJOURNMENT

Mayor Bennett declared the meeting adjourned at 7:38 p.m.

MAYOR David Bennett

CAO/CLERK Hope Dillabough



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Public Works General Update	Date:	June 25, 2019
	Council/Committee:	TES (Transportation Environmental Services) Committee
	Author:	Charles McDonald, Public Works Manager
	Department:	Public Works

RECOMMENDATIONS:

THAT Council accepts the Public Works Managers report as information

BACKGROUND:

Item #1 – On June 18, 2019, The Public Works Manager met with representatives with Cogeco to perform a pre-construction inspection of the Millennium Trail. This summer, Cogeco will be proceeding with the installation of a fiber-optic cable between the Town of Renfrew and the City of Arnprior along the Millennium Trail. The key points from the inspection are:

- Cogeco will be issuing a public RFT for this project in the next couple weeks.
- There are three road crossings, two bridges and six culverts along our portion of Millennium Trail. All road and culvert crossings will be directionally drilled, 1.0 to 1.5 meters below bottom of ditch or below invert of culvert. Cogeco proposed anchoring the line to the underside of the two bridges rather than drilling under the stream beds as this is apparently common practice. Further discussion and consideration to take place.
- Cogeco will undertake notifying all residents that back onto the Trail with a door knock and flyer.
- Cogeco will give the Township and the RCATV Club ample notification for any interruption (closure or partial closure due to construction) to any part of the trail. It will then be up to the Township and the RCATV Club to post the details of the disruption to the respective Websites and Social Media sites. Generally speaking, the construction activities should not affect access to the trail.
- Brush clearing was not expected to occur as part of this project, however, after inspecting the trail in full leaf out, it was determined that some brush clearing may be required. The Township will be notified if brush clearing will be added to the scope of work as it might be advantageous to cost share on some of this work.
- The Cogeco site representative will be issued a gate key by the Township and this key will be returned upon completion of the work.

RETURN TO AGENDA

Item #2 – The Township Landfill has been very busy since the flood. We have additional staff in place assisting with management of flood debris. The flood debris is being handled separately from the regular garbage, at a few locations within the landfill property, with the majority being stock piled southeast of the main landfill cell. TOPP's Environmental Solutions are scheduled to be on site on June 28th to start debris removal.

Sandbag retrieval is progressing well. Most of the sandbags have been taken directly to the top of the landfill cell, with some being stock piled at the northwest end of the cell. These bags will be relocated to the top of the cell in the near future.

The gates and fence that are to be installed at the new landfill entrance has not occurred yet. The contractor, Ferrell's Landscaping, will complete the work as soon as materials become available.

Item #3 – All dust control operations were completed on June 27th. Approximately 60,000 litres of liquid calcium was used along with 17,000 kilograms of flaker calcium. There is 3000 kilograms of flake calcium left in inventory.

Item #4 – Guiderail repairs were completed, to all of the known section of damaged guiderail, in early June. We repaired guiderail on Johnston Road, Thomson Road and Pinnacle Road. This work is ongoing, as repairs are required.

Item #5 – Culvert repair/replacement has commenced. So far, we have replaced culverts on Lime Kiln Road and Orin Road, and repaired a culvert on McBride Road. Our plan also includes replacement of culverts on Eady Road near Mullins Road, Blackburn Road near Pucker Street and McBride Road near the Algonquin Trail.

ALTERNATIVES:

None

FINANCIAL IMPLICATIONS:


None

ATTACHMENTS:

None

CONSULTATIONS:

None

Author: 
Signature

Other: _____
signature

Treasurer: 
signature

C.A.O.: 
signature



**Township of Horton
COUNCIL / COMMITTEE REPORT**

Title: Roadside Grass Cutting	Date: June 25, 2019
	Council/Committee: TES/Council
	Author: Hope Dillabough, CAO/Clerk
	Department: Transportation & Environmental Services

RECOMMENDATIONS:

THAT Council extends Tender PW-2011-03, Roadside Grass Cutting, for an additional 12-month block and award the 2019 roadside grass cutting contract to Steven Lewis at the 2011 quote of \$3,990.00 plus HST.

BACKGROUND:

Tender PW-2011-03, provision 9 states:

“The contract to be awarded as a result of tender and will terminate on December 31, 2011. This contract may be extended for additional “clocks” of twelve (12) month period (s) at the sole discretion of the Township Council.”

The contract was extended to Mr. Steven Lewis, the successful bidder, for years 2015, 2016 and 2017. Mr. Lewis recently contacted our Public Works Superintendent to indicate his interest in extending the contract for 2015 at the same price, being \$3,990.00 plus tax.

ALTERNATIVES:

Council may decide to tender the roadside grass cutting for another term. It is understood that Tender PW-2011-03 permits extension of the contract without limiting the number of years the extension can be made.

FINANCIAL IMPLICATIONS:

The cost to complete the roadside grass cutting service will be \$3,990.00 plus HST. This fee has remained the same since 2011 and will not have an increased impact on the 2019 operating budget.

ATTACHMENTS: n/a

CONSULTATIONS: Public Works Manager Charles McDonald

Author: 
signature

Other: 
signature

Treasurer: _____
signature

C.A.O.: 
signature



Township of Horton
COUNCIL / COMMITTEE REPORT

Title: Award of RFT PW 2019-02 'Community Centre Bar Renovations'	Date:	June 27, 2019
	Council/Committee:	TES (Transportation Environmental Services) Committee
	Author:	Charles McDonald, Public Works Manager
	Department:	Public Works

RECOMMENDATIONS:

THAT Council accepts the Public Works Managers recommendation to award RFT PW 2019-02 'Community Centre Bar Renovations' to Marty Periard – At Your Request for the bid price of \$12,977.00 + H.S.T.

BACKGROUND:

The Public Works Manager issued a request for tender (RFT) in early June, 2019, for the purposes of obtaining the services of an experienced contractor to complete the bar renovation project at the Horton Community Centre. The RFT closed on June 27, 2019 at 2:00 pm, with tender opening occurring immediately after closing.

Two bids were received:

Company Name	Bid Amount
Marty Periard – At Your Service	\$14,664.00 includes H.S.T.
Garnet Headrick Building Renovations Ltd.	\$37,569.00 includes H.S.T.

It was noted that the bid from Garnet Headrick Building Renovations Ltd. did not fully comply with all of the requirements outlined in the RFT, specifically for the Form of Tender.

With the parody between the two bids, The Public Works Manager did have a conversation with Marty Periard – At Your Service to confirm their comfort with the bid. There were no concerns mentioned.

ALTERNATIVES:

None

FINANCIAL IMPLICATIONS:

Funding for this project has already been budgeted and allocated under the 2019 Recreation Budget

RETURN TO AGENDA

ATTACHMENTS:

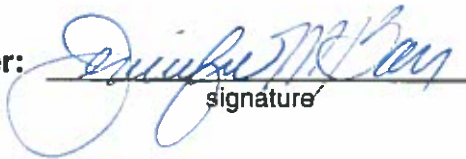
None

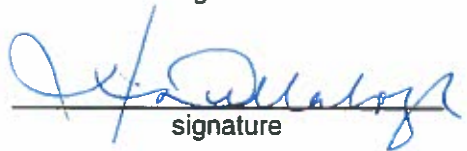
CONSULTATIONS:

None

Author: 
Signature

Other: _____
signature

Treasurer: 
signature

C.A.O. 
signature



Township of Horton
COUNCIL / COMMITTEE REPORT

Title: Monthly Fire Report	Date:	June 26 th , 2019
	Council/Committee:	Fire Committee
	Author:	J.A. Cole, A/Chief
	Department:	Fire

CALL OUTS/RESPONSES:

Since last Council Meeting June 04, 2019 there have been 2 responses.

MVC Hwy 17 and O'Brien Road 2019-06-21

11 Firefighters Responding

Grass Fire (smoldering) River Rd. By Oakdale 2019-06-24

8 Firefighters Responding.

MEETINGS:

Renfrew County Chief's Association Meeting held June 05, 2019 Eganville.

TRAINING/WORKSHOPS/:

June training:

Pump Ops. (new Pumper) provided by Carrier Center EVT. – New pumper operations, features, pumping rates and capabilities.

NFPA 1001 FF1 Written testing PPE and SCBA

CORRESPONDENCE: None

OLD BUSINESS/OUTSTANDING ISSUES:

Ongoing Inspection Process – Teen Challenge

One inspection completed at Teen Challenge Ottawa Valley in March.

Met with Property Manager for the site and went over in detail the requirements for compliance with the FPPA1997 and the Fire Code. We will be working closely with the owner and the Horton Building Official to ensure the occupants of the facility are safe and the applicable codes are followed during and after the renovation work.

Offshore Ice/Water Rescue Agreement with Arnprior FD.

HFD requesting update as at status of above-mentioned agreement.

FIRE PREVENTION/INSPECTION:

2 Requests for Inspection.

Complaint filed via Twp. e-mail June 08, 2019.

RETURN TO AGENDA

Cotieville Area. Complaint of person burning garbage in his garage in a stove. As indoor burning does not fall under Open Air Burning By-Law 2016-23 this was referred to By-Law Enforcement under property standards.

At request of Charles McDonald HFD conducted an inspection at 44-46 Oakdale Lane to assess possible Fire Department Access issues on a private road. After interviewing parties at 44 and 46 Oakdale and after assessing width of access it was determined that, at this time, there are no concerns with HFD access on this private road. No further action warranted.

Fire Prevention

Friendly Reminder that effective April 1, 2019 and until October 31, 2019 at minimum a Level 1 Burning Ban is in place in the township as per the requirements of By-Law 2016-23.

NEW BUSINESS:

We are in preliminary stages with a revamp of the existing E&R By-Law for review by Council. The last reiteration of this By-Law was in 2010 so it is due for review. (ongoing)

2019 Freightliner Pumper Apparatus.

- Firefighter Training completed as per contract requirements June 2019
- Carrier centers have been on site addressing minor deficiencies. HFD considers all deficiencies corrected at this time.
- Radio system has been installed and is operational.
- Truck is mostly fitted out and will be considered ready for service July 2019.

Fire Chief Corbin Retirement Dinner
Thursday July 11, 2019.

RECOMMENDATIONS:

HFD is recommending that Council consider the creation of a Municipal By-Law in regards to "Designating Private Roads as Fire Routes".

Reference: FPPA 1997 Municipal by-laws 7.1(c).

Rationale: Given the current uncertainty of the condition of some of the private roads in the municipality and access concerns raised, it is recommended that a survey of private roads be conducted to confirm condition. This would allow some regulations to be implemented governing minimum required access standards and bring these roads to a minimum condition as outlined in: Fire Code O/Reg 213/07 as amended. Division B Section 2.5 Fire Department Access to Buildings and NFPA 1 Chapter 18 Fire Department Access and Water Supply 18.2.3.5.1.1

Author: J. Allan Cole
signature

Other: _____
signature

Treasurer 
signature

C.A.O. 
signature



Township of Horton COUNCIL / COMMITTEE REPORT

Title: COMMITTEE UPDATES RECREATION	Date:	July 2nd, 2019
	Council/Committee:	Council
	Author:	Shane Lambert Community Liaison Officer
	Department:	Recreation

RECOMMENDATIONS:

THAT the Recreation Committee and Council members accept this report as information.

Upcoming Events:

Youth Volleyball beginning July 9th
 Fruit Fundraiser
 Horseshoes (Thursday nights)
 Zumba (September)

Soccer

Well on our way in the soccer season. Have had a few late registrations, which has caused some roster/coach changes to the teams. Weather and field still not giving us any good luck. Field still has two low spots and drainage issues and will need to be addressed at a later time. Shelter and picnic tables are now installed. Hill has been hydro seeded, along with 3 Red Maple trees have been planted.

Economic Development

Meeting with the Councillor Humphries, Chair of Economic Development and the Mayor and established a plan moving forward. I have been updating a "live" spreadsheet of all the Horton businesses and it is the hope to use this spreadsheet as a primary resource of contact and have it available on the Horton Township website. I am planning to maximize the Economic Development reach and efficiency of Horton Township.

Garage Sale

Held on June 22nd by Sharon Bennett. \$160 from Tables \$62.5 from Hot dog sales and \$20 donated from Catering. I could see this event becoming a regular event.

Community Better Challenge:

We are one of the finalists for the grant. Tina did a great job in promoting and planning the events. It appeared to have "traction" on social media. Horton residents jumped on board to help.

Beach Volleyball

Youth Volleyball Program is filling up, at a good pace. I expect to have over 22 kids signed up by startup.

Adult league has only 1 team signed up. May have to look at cancelling this event for the 2019 season. In lieu of the adult league, I plan to host a 1-day volleyball tournament under the existing business plan and hopefully engage more people and be a motivator for fundraising and activity.

RETURN TO AGENDA

Cycling Event

Working with a 3rd Party, we intend to host a cycle event/race to raise money for Horton and the sport program for Central Public School. Estimated start is September.

Zumba

Classes will start in September, with sessions once a week. Instructor and I have agreed on a rental package where she will rent the hall once a week, with the intent to increase to 2 times a week in the second half of the year.

Horseshoes

Held every Thursday night, and is open to anyone with \$10/season. Pits were donated by the Organizer and are brand new.

Fruit Fundraiser

I'm now taking orders for this years Fruit Fundraiser. Prices are the same as last year, and according to the supplier it's shaping up to be a good harvest this year. I have already sent an email out to start the process, and I will start phoning customers from last year, after Canada Day is over. Delivery is slated for Aug. 24th at the fire hall.

Canada Day


Verbal Update

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS:

N/A

CONSULTATIONS: N/A

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O. 
signature

TOWNSHIP OF HORTON

Budget vs Actual

Horton Music Festival 2019 Actual to date and Budget

These Values are all NET of HST

Task	January 18, 2019		June 27, 2019		COMMENTS
	2018 ACTUAL	2019 BUDGET	2019 Actuals	2019 Committed Not Paid	
Revenues					
Ontario 150 Surplus	1,663	0	-	-	
Sponsors/Donations	12,195	15000	6,845	1,250	Firefighters \$ 1678.95; Bingo \$ 166.37; Paid Sponsors (See Sponsors List submitted)
Bar	10,641	22000			
Sale of Beer/Coolers					
Craft Beer Vendors	0	0			
Grants	0	14046		14,046	\$ 14046 Approved, Disbursement paperwork in process
Vendors	1,369	1600	750		
Food/Craft/BBQ					
Admission	23,463	42100	8,652		Net of Taxes :123 W/E; 27 Day; 9 vip; 2 CAMPING(Not all funds have been remitted yet)
All Levels					
Merchandise	1,162	5000	24		
Logo Merchandise					
Total Revenue	50,493	99,746	16,271	15,296	
Expenses					
Special Event Insurance	0				
Staff/Volunteer Shirts	662	500			Staff Shirts may be donated, Volunteer Shirts will use existing paid for shirts from 2018
Final Report - Jennifer					
Advertising	2,635	4000	380		Website; Facebook
Advertising (Including Posters)					
Sponsors/Donations	0	100	177		Paper Tickets
Forms/Contracts					
Mail/Envelopes	0	100	29		Purolator for Deposits
Bar	360	360	300		Special Occasion Permit
Licenses and Permits					
Craft Beer - 80% To Vendors	0				
Bar Stocking	4,355	9020			
Bar Tickets	63	70			
Fencing/Barricades	3,069	3069			Budget Proposal stated potential donation
Construction of Bar	693	0			
Security Staff	7,326	7500	2,500	5,104	Down Payment Total with Tax \$ 8592.64: \$ 7604.12 Net
Firefighter Bar Share	1,679	1679			
First Aid	0				
Food					
Forms/Contracts (2 part document)					
Admission	214	215			
Bracelets					
Music Production	2,000	2000	500	1,600	
Production Manager					
Production Staff	3,300	3300		4,600	Deposit Leclair \$ 500.00 These items total cost will be \$ 6700.00
Local Talent	950	1000		550	Braedon Vincent, Country Reflections
Opening Act	10,000	10000	1,000	6,100	Owen Barney; Big City Lights, Rainwater Whisky, Timberline, Ransom, Brea Lawrenson
Main Performer	23,000	23000	12,500	12,500	Bobby Wills; Tebay
Refreshments (Performers/Techs)	1,688	1500			
Hotel Rooms	2,023	2100			
Equipment Rentals	14,185	15000		12,542	Wall Sound Systems Q#164070 (Stage Donation of \$ 4500.00 potential in budget)
Stage Rental	0				
Generators	0				
Fuel for Generators	0				
Fire Extinguishers					
Site Plan	5,354	5000			
KOA Electrical					
Tent Rental					
Equipment Rentals/Radios	524	525			
Equipment Transportation	266	0			
Portable Lights					
Golf Carts	1,200	1200			
Signs/Banners	1,280	700	155		this reflects net cost of HST
Merchandise	3,856	1000	350		
Logo Merchandise					
Cleaning	119	125			
Cleaning Supplies					
Portable Toilets/sinks	2,493	2500			
Transportation					
Taxi Availability					
Contingency (5% -10%)	0				
Fair Booth	60	0			
Misc.	286	0			
Transfer To Reserves			1,679		Firefighters \$1678.95
Total Expenses	93,639	95,563	19,570	42,996	
Net Profit/Loss	-43,146	4,183	3,299	27,700	

Other Notes:
Reall Broomball Revenue (In & OUT)

1,062



THE CORPORATION OF THE TOWNSHIP OF HORTON

Memo from the CAO/Clerk as of June 28th, 2019

INFORMATION provided **NOT** included in the Regular Council meeting package of July 2nd, 2019

INFORMATION EMAILED

1. 2nd Regiment, Royal Canadian Horse Artillery Letter
2. Highway 17 Culvert Replacement
3. Town of Laurentian Hills – Endorse Resolution
4. One County One Voice Executive Summary
5. OPP Weekly News – June 19, 2019
6. OPP Weekly News – June 26, 2019
7. OPP News Release – See an Overdose? Call 911
8. Ottawa Valley Business News – June 18th, 2019
9. President’s Corner – Gearing Up For The Big Year Ahead
10. 2018 EMCPA Compliance Letter
11. Calendars

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2019-38

BEING A BY-LAW TO ADOPT SECTION D 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 D 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 D 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 2nd day of July, 2019.

READ a third time and passed this 2nd day of July, 2019.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

The Township of Horton Policy and Procedures			
SECTION: SHORT AND LONG TERM			POLICY #: D-01
POLICY: Cumulative Sick Leave Plan			
DATE: April 07/03	REV. DATE: June 2019	COVERAGE: All Full-time Employees	PAGE #: 1 of 1

POLICY STATEMENT:

The Township of Horton acknowledges the accumulation of unused sick leave to a maximum bank of thirty (30) days.

PROCEDURE:

1. The Treasurer shall ensure that the unused current sick leave is recorded at December 31 of each year and carried over to a sick leave bank.
2. The maximum number of days that can be accumulated is thirty (30) days.
3. Any unused sick leave that exceeds the thirty (30) day bank will qualify for an incentive payout.
4. The following apply to incentive payout:
 - a) each employee is eligible for 4.5 days incentive payment for the twelve (12) month period from December 1 to November 30. Such incentive is reduced by one-half (1/2) day for each day that an employee is absent due to sick leave usage and by one-quarter (1/4) day for each half (1/2) day that an employee is absent due to sick leave usage;
 - b) each December, every employee receives a payout of credits earned during that previous 12 months;
 - c) a new employee will not earn credits for the first three (3) months of employment; and
 - d) on termination or transfer from full-time to part-time status, an employee is eligible for only one-half (1/2) day credit per completed month of service.
5. This bank of unused sick leave will not be paid to the employee in the event of retirement or on termination of employment by either party.

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: SHORT AND LONG TERM			POLICY #: D-02
POLICY: Sick Leave Benefits Plan			
DATE: April 07/03	REV. DATE: June 2019	COVERAGE: All Full-time Employees and Permanent Part-time Employees	PAGE #: 1 of 2

POLICY STATEMENT:

Employees are granted paid sick leave in the event of sickness.

PROCEDURE:

1. Leave of absence with pay for Full Time Employees and Permanent Part-time Employees will be granted for nine (9) days, pro-rated, in a twelve (12) calendar year, or the equivalent of three-quarters of a day per month for such leave. The employee must call his or her immediate supervisor or have someone call on their behalf.
2. A medical certificate will be requested by each supervisor, for each leave lasting more than three consecutive days. Medical certificates for absences less than three days may be required where the employee has been warned of excessive absenteeism.
3. The following apply to medical information:
 - a) In the situation when a medical certificate is deemed unsatisfactory by the Township or in the event that abuse of sick leave is suspected, or where legitimate but excessive sick leave usage appears to occur, an employee may be required to provide additional medical information and/or have a medical examination by a physician appointed by the Township.
 - b) An employee eligible to continue paid sick leave beyond lay-off or termination may be required to provide additional medical information and/or have a medical examination by a physician appointed by the Township.
 - c) Applicable costs involved are paid by the Township.
4. If an employee returns to work following receipt of long term disability benefits and becomes disabled from the same or related causes within 6 months from the end of the period for which benefits were paid under the long term disability policy, the employee is eligible for continuation of benefits under the long term disability policy and is not entitled to reinstatement of the Sick Leave Benefits Plan.

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: SHORT AND LONG TERM			POLICY #: D-02
POLICY: Sick Leave Benefits Plan			
DATE: April 07/03	REV. DATE: June 2019	COVERAGE: All Full-time Employees and Permanent Part-time Employees	PAGE #: 2 of 2

5. If during any fully paid leave of absence, an employee becomes ill, the employee advises the Employer of illness. Appropriate certification, if required, is requested. An employee on any leave of absence that is not a fully paid leave is not eligible for payment of the Sick Leave Benefits Plan in the event of illness. Eligibility for the Sick Leave Benefits Plan is reinstated once the employee returns to work, as authorized.
6. If an employee is sick/disabled, other forms of leave cannot be substituted for the employee's sick leave entitlement.
7. If, during the Sick Leave Benefits Plan leave, an employee is laid off or terminated other than for retirement, the employee continues on the leave until the earliest of:
 - a) The expiry of his/her Sick Leave Plan coverage;
 - b) The end of the illness
8. If notice of lay-off or termination is given prior to the commencement of the Sick Leave Benefits leave, and the Sick Leave starts within thirty (30) days of the lay-off/termination date, the leave stops on the lay-off/termination date.
9. Participation in the Employee and Family Assistance Program (EFAP) and/or Early Assistance and Reintegration Services Program (EARS) will be offered to any employee, if required.
10. The following apply to benefit and service continuation:
 - a) During the period of the Sick Leave, all benefit coverage continues subject to proper and acceptable medical certification for absence. If employment is terminated during the Sick Leave, benefits cease on the termination date except for long-term disability coverage relevant to the present disability causing the employee to be on Sick Leave. Life coverage should be continued until approval of long-term disability.
 - b) Vacation credits and statutory holidays will not accrue after a period of thirty (30) consecutive days of leave for illness. Service will not accumulate after one (1) calendar year of absence.

RETURN TO AGENDA

Corporate Policies and Procedures			
DEPARTMENT: SHORT AND LONG TERM			POLICY #: D-03
POLICY: Long Term Disability Plan			
DATE: June 01/04	REV. DATE: June 2019	COVERAGE: All Full-time Employees	PAGE #: 1 of 3

POLICY STATEMENT:

The Township of Horton provides an insured Long-Term Disability Plan for income protection against illness or disability that extends beyond seventeen (17) weeks.

NOTE:

The following represents a general description of the Long-Term Disability Benefit Plan and is not intended to supersede or detail the insurance policy.

PROCEDURE:

1. The following apply to employee eligibility:
 - (a) an employee must be actively at work - an employee is considered to be actively at work if when the disability occurs he/she was carrying out his/her duties at the place of business or some other location required by the business; and,
 - (b) before coverage begins, an employee must satisfy the waiting period of 119 days.
2. The following is a definition of disabled and disability:
 - (a) during the first twenty-four (24) months of payments, an employee will be considered disabled if he/she is unable to perform the essential duties of his/her own occupation due to illness or injury. The availability of work is not considered when assessing disability; and,
 - (b) after twenty-four (24) months of payments, the employee will be considered disabled due to illness or injury if unable to perform the essential duties of any occupation for the employer or any other employer for which the employee is qualified or could reasonably become qualified based on education, training or experience. The availability of work is not considered when assessing disability.

Corporate Policies and Procedures			
DEPARTMENT: SHORT AND LONG TERM			POLICY #: D-03
POLICY: Long Term Disability Plan			
DATE: June 01/04	REV. DATE: June 2019	COVERAGE: All Full-time Employees	PAGE #: 2 of 3

3. The following apply to Disability Income Benefit:
 - (a) if an individual becomes disabled due to disability while insured under the policy, the employee may be eligible for Long Term Disability benefits subject to the terms of this coverage; and,
 - (b) Long Term Disability premiums will be waived while the employee is receiving Long Term Disability benefits.
4. The following apply to Rehabilitation:
 - (a) rehabilitation programs are designed to help the employee recover faster and return to work;
 - (b) these programs may include returning to work on a part-time basis or returning to modified duties. While participating in an approved rehabilitation program by the insurer, the employee will continue to receive adjusted disability payments; and,
 - (c) if the employee is found to be reasonably suited to participate in a rehabilitation program and refuses to do so, the insurance company will stop making Long Term Disability payments.
5. The following apply to integration:
 - (a) if an individual becomes disabled according to the terms of the policy and is receiving other periodic payments that he/she is entitled to, there will be an integration of benefits according to the details of the policy.
6. The following apply to exclusions:
 - (a) Long Term Disability payments will not be made if the disability is related to a pre-existing condition subject to the following definition:
 - (i) the start date of the disability occurs during the first twelve months of the employee's coverage; and,

RETURN TO AGENDA

Corporate Policies and Procedures			
DEPARTMENT: SHORT AND LONG TERM			POLICY #: D-03
POLICY: Long Term Disability Plan			
DATE: June 01/04	REV. DATE: June 2019	COVERAGE: All Full-time Employees	PAGE #: 3 of 3

(ii) the disability is directly or indirectly related to a condition for which, within ninety (90) days before coverage began, the employee visited or consulted with a physician or paramedical practitioner or had tests done or received treatment, regardless of whether a diagnosis was made.

(b) Notwithstanding the pre-existing clause, there are other exclusions and limitations, please refer to the policy for further details.

7. The following apply to claims:

(a) the CAO/Clerk is advised at least six (6) weeks prior to the normal commencement of Long-Term Disability if there is any probability that the illness will extend beyond seventeen (17) weeks. The appropriate documentation is provided to commence a claim procedure.

CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2019-39

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE TOWNSHIP OF HORTON AT THE COUNCIL MEETING HELD JULY 2ND, 2019

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

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

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

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

1. That the actions of the Council at the meeting held on the 2nd day of July, 2019 and in respect of each motion, resolution and other action passed and taken by the Council at its said meetings, is, except where the prior approval of the Ontario Municipal Board or other body is required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Head of Council and proper officers of the Corporation of the Township of Horton are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain appropriate approvals where required, except where otherwise provided, and to affix the Corporate Seal of the Corporation of the Township of Horton to all such documents.
3. That this By-Law shall come into force and take effect upon the passing thereof.

READ a first and second time this 2nd day of July, 2019.

READ a third time and passed this 2nd day of July, 2019.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA