



**THE CORPORATION OF THE TOWNSHIP OF HORTON  
COUNCIL MEETING – JULY 16<sup>th</sup>, 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 18<sup>th</sup>, 2019 – Regular Council Meeting **PG.4**
  - 4.2 July 9<sup>th</sup>, 2019 – Special Council Meeting **PG.9**
- 5. BUSINESS ARISING FROM MINUTES**

<b>6. 4:05 GENERAL GOVERNMENT</b> <i>Finance &amp; Admin., Health &amp; Safety, Human Resources</i> Chair: G. Campbell Public Members: S. Humphries
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- 6.1 Business Arising**
- 6.2 Finance & Administration**  
Staff Reports
  - 6.2.1 Statement of Revenues and Expenditures **PG.11**
  - 6.2.2 Consolidated Statement of Financial Position **PG.26**
  - 6.2.3 2019 Corporate Policy Review – Section E **PG.27**
  - 6.2.4 Council Code of Conduct Policy **PG.55**
- 6.3 Health & Safety**
  - 6.3.1 Inspection Report – Municipal Office **PG.80**
  - 6.3.2 Inspection Report – Public Works Garage  
– on desk
  - 6.3.3 Inspection Report – Community Centre **PG.82**
- 6.4 Human Resources**
- 6.5 New Business**
- 6.6 Outstanding Business**
- 6.7 Correspondence**
- 6.8 Mayor Bennett - Questions on Report – Recommendations**

<b>7. 4:30 REPORTS FROM COMMUNITY COMMITTEES &amp; COUNTY COUNCIL</b> <i>Reports may be provided orally or in written format</i>
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- |            |                                       |              |
|------------|---------------------------------------|--------------|
| <b>7.1</b> | Renfrew & Area Seniors Home Support   | T. Webster   |
| <b>7.2</b> | Community Policing Advisory Committee | G. Campbell  |
| <b>7.3</b> | Health Services Village               | D. Bennett   |
| <b>7.4</b> | Chamber of Commerce                   | D. Humphries |
| <b>7.5</b> | County Council                        | D. Bennett   |

**8. CONFERENCE REPORTS – None**

<b>9. 4:45 AD HOC COMMITTEE REPORTS / MINUTES / BUSINESS</b> <i>Reports may be provided orally or in written format</i>
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**RETURN TO AGENDA**

- 9.1 Economic Development Ad Hoc Committee D. Humphries
- 9.2 Recreation Association Ad Hoc Committee D. Humphries
- 9.3 Official Plan Review Ad Hoc Committee L. Cleroux
- 9.4 Ad Hoc Budget Committee G. Campbell
- 9.5 Transportation/Environmental Services Ad Hoc Committee T. Webster
- 9.6 Ad Hoc Fire Committee L. Cleroux
- 9.7 Ad Hoc Human Resources G. Campbell
- 9.8 Ad Hoc Recycling Committee T. Webster

9.8.1 Minutes from Meeting July 4<sup>th</sup>, 2019

**PG.91**

9.8.2 Minutes from Meeting July 11<sup>th</sup>, 2019

**PG.92**

**9.9 Mayor Bennett - Questions on Report – Recommendations**

**10. CORRESPONDENCE SUMMARY**

**10.1 Information Correspondence**

10.1.1 CAO/Clerk Information Memo

**PG.93**

**10.2 Action Correspondence**

10.2.1 Township of Bonnechere Valley – Support Resolution

**PG.94**

10.2.2 Renfrew Dairy Queen CHEO Day August 8, 2019

**PG.95**

<b>11. 5:30 SUPPER BREAK</b>
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<b>12. 6:00 DELEGATIONS &amp;/or PUBLIC MEETINGS – NONE</b>
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6:00 12.1 Jason Davis – County of Renfrew – Algonquin Trail & Weed Inspector Presentation

**PG.96**

6:30 12.2 Amy Scholten – Renfrew County Legal Clinic – Funding Presentation

**PG.138**

<b>13. 6:45 PLANNING &amp; DEVELOPMENT</b>
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Chair: L. Cleroux Public Members: B. Lockwood, J. Wilson

**13.1 Staff Reports**

**13.2 New Business**

**13.3 Outstanding Business**

**13.4 Correspondence**

**13.5 Building Permit Report**

13.5.1 Building Report – June 2019

**PG.158**

**13.6 Mayor Bennett - Questions on Report - Recommendations**

**14. OUTSTANDING COMMITTEE ISSUES**

**15. BY-LAWS**

15.1 2019-41 Procedural By-Law

**PG.159**

2019-42 Adopt Code of Conduct Policy C-03

**PG.177**

**16. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING**

**17. COUNCIL MEMBERS CONCERNS**

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

**19. IN CAMERA (Closed) SESSION**

**20. NEXT MEETING**

20.1 Next Council Meeting Date:

September 3<sup>rd</sup>, 2019

**RETURN TO AGENDA**

21. CONFIRMING BY-LAW 2019-43

**PG.202**

22. ADJOURNMENT

NOTE: *Submissions received from the public, either orally or in writing may become part of the public record.*

**RETURN TO AGENDA**

## THE CORPORATION OF THE TOWNSHIP OF HORTON

**Regular Council Meeting**June 18<sup>th</sup>, 2019

There was a Regular Meeting of Council held in the Township of Horton Council Chambers on Tuesday June 18<sup>th</sup>, 2019. Present was Mayor David Bennett, Deputy Mayor Glen Campbell, Councillor Lane Cleroux, and Councillor Doug Humphries. Staff present was Hope Dillabough, CAO/Clerk, Jennifer Barr, Treasurer, Nathalie Moore, Deputy Clerk/Treasurer, Amanda Ryan, Receptionist/Clerk, and Nichole Dubeau, Admin/Planning Assistant - Recording Secretary.

Councillor Tom Webster sent his regrets.

**1. CALL TO ORDER**

Mayor Bennett called the Meeting to Order at 4:02 pm.

**2. MAYOR BENNETT ASKED THE MEMBERS, STAFF AND PUBLIC TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES.****3. DECLARATION OF PECUNIARY INTEREST****4. MINUTES FROM PREVIOUS MEETINGS**

4.1 April 16<sup>th</sup>, 2019 – Regular Council Meeting

Moved by Deputy Mayor Campbell

**RESOLUTION NO. 2019-146**

Seconded by Councillor Humphries

**THAT** Council approves the following Meeting Minutes:

- April 16<sup>th</sup>, 2019 – Regular Council Meeting

**Carried**

**5. BUSINESS ARISING FROM MINUTES - None****6. GENERAL GOVERNMENT COMMITTEE**

*Deputy Mayor Campbell, Chair of the General Government Committee presented the following items for consideration and recommendation.*

*Public Advisory Member Susan Humphries was present.*

**6.1 Business Arising - None****6.2 Finance & Administration**6.2.1 Statement of Revenues and Expenditures

Deputy Clerk/Treasurer Nathalie Moore reviewed the report for Council. She stated that there is 58% of the budget remaining. She added that the Township has surpassed the \$68,000 for submission of the Municipal Disaster Recovery Assistance claim. Deputy Mayor Campbell requested that more background information of the Spring Hockey be brought forward in order to see the expenses, revenues, and number of children registered. He also requested that the Hoedown updates be at every meeting instead of just the first meeting of the month. Council directed CAO/Clerk Hope Dillabough is to send an e-mail to Chair Tina Hunt and Committee Member Kelly Hunt requesting weekly updates via e-mail to all of Council until the event.

6.2.2 Consolidated Statement of Financial Position

Deputy Clerk/Treasurer Nathalie Moore reviewed the report for Council.

6.2.3 Corporate Policy Review – Section D

CAO/Clerk Hope Dillabough reviewed the report for Council.

**6.3 Health and Safety**6.3.1 Inspection Reports – Municipal Office

The Municipal Office Inspection Report was presented by Ms. Dubeau. CAO/Clerk Hope Dillabough added that the front ditching needs to be resolved as well as the eavestrough problem, both should be added to the agenda of the next TES Committee meeting

**RETURN TO AGENDA**

6.3.2 Inspection Reports – Public Works Garage

The Public Works Garage Inspection Report was presented by Ms. Dubeau.

6.3.3 Inspection Report – Community Centre

The Community Centre Inspection Report was presented by Ms. Dubeau.

**6.4 Human Resources – None**

**6.5 New Business – None**

**6.6 Outstanding Business – None**

**6.7 Correspondence**

**6.8 Questions on Reports and Recommendations –Mayor Bennett**

There were no additional questions on the reports.

Moved by Councillor Cleroux

**RESOLUTION NO. 2019-147**

Seconded by Deputy Mayor Campbell

**THAT** Council receive the Statement of Revenue and Expenditures and the Consolidated Financial Statement dated June 13<sup>th</sup>, 2019.

**Carried**

Moved by Councillor Humphries

**RESOLUTION NO. 2019-148**

Seconded by Councillor Cleroux

**THAT** Council accepts Corporate Policies – Section D as reviewed and updated by Staff;

**AND FURTHER THAT** this section be brought forward by By-Law to be adopted in to the Township of Horton's Corporate Policies.

**Carried**

Moved by Deputy Mayor Campbell

**RESOLUTION NO. 2019-149**

Seconded by Councillor Cleroux

**THAT** Council receive the Health and Safety Inspection Checklists completed for the Public Works Garage, Community Centre Buildings and the Municipal Office.

**Carried**

**7. REPORTS FROM COMMUNITY COMMITTEES & COUNTY COUNCIL**

**7.1 Renfrew & Area Seniors Home Support**

Mayor Bennett briefly reviewed the minutes for members.

**7.2 Community Policing Advisory Committee**

Deputy Mayor Campbell stated that there was no update. Mayor Bennett added that he and CAO/Clerk Hope Dillabough attended an Upper Ottawa Valley OPP presentation June 17<sup>th</sup> in Pembroke. He added that grants will only be available to Community Policing Boards and not Community Policing Advisory Committees for the purpose of completing a Community Safety and Wellbeing Plan.

**7.3 Health Services Village**

Mayor Bennett briefly updated Council members.

**7.4 Chamber of Commerce**

Councillor Humphries reviewed briefly for council members.

**7.5 County Council**

Mayor Bennett stated that a County resolution was sent to the Federal Government regarding the County having only one representation, rather than being split up.

Moved by Councillor Humphries  
Seconded by Councillor Cleroux

**RESOLUTION NO. 2019-150**

**THAT** Council receive the reports from Community Committees and County Council.

**Carried**

**8. CONFERENCE REPORTS – None****9. AD HOC COMMITTEE REPORTS/MINUTES/BUSINESS****9.1 Economic Development Ad Hoc Committee**

Councillor Humphries reported that himself, Mayor Bennett, and Community Liaison Officer Shane Lambert had a brief meeting to brainstorm.

**9.2 Recreation Association Ad Hoc Committee**

Councillor Humphries reported that the main upcoming events were the Community Garage Sale on June 22<sup>nd</sup> and the Canada Day Breakfast on July 1<sup>st</sup>. He added that the Community Centre Bar Renovation Tender has also been issued.

**9.3 Official Plan Review Ad Hoc Committee**

There was no update.

**9.4 Ad Hoc Budget Committee**

There was no update

**9.5 Transportation/Env. Services Ad Hoc Committee**

There was no update.

**9.6 Ad Hoc Fire Committee**

There was no update.

**9.7 Ad Hoc Human Resources**

There was no update. There is a meeting scheduled for June 25<sup>th</sup> at 2 pm, to discuss the position of Fire Chief.

**9.8 Questions on Reports and Recommendations – Mayor Bennett**

There were no additional questions on the reports

**10. CORRESPONDENCE SUMMARY****10.1 Information Correspondence****10.1.1 CAO/Clerk Information Memo**

Mayor Bennett went around the table asking Council members for comments. Members briefly reviewed and discussed the information. Councillor Humphries was pleased to hear about the success of the Personal Support Work program through Algonquin College with it being local. Councillor Cleroux encouraged council members to complete the survey from MP John Yakabuski if they have not already. Deputy Mayor Campbell stated that he would like the Township to nominate our CEMC and Alternate CEMC for the Emergency Management Awards.

**10.2 Action Correspondence – None**

Moved by Deputy Mayor Campbell  
Seconded by Councillor Humphries

**RESOLUTION NO. 2019-151**

**THAT** Council accept the Information Correspondence list as per the CAO/Clerk's Information Memo for June 14<sup>th</sup>, 2019.

**Carried**

**11. SUPPER BREAK AT 5:30 P.M.  
RECONVENED AT 6:00 P.M.**

**12. DELEGATIONS &/or PUBLIC MEETINGS – None****13. PLANNING & DEVELOPMENT COMMITTEE****13.1 Staff Reports***13.1.1 Consent Application B07-17 – Greer*

CAO/Clerk Hope Dillabough reviewed the report for Council members.

**13.2 New Business – None****13.3 Outstanding Business****13.4 Correspondence – None****13.5 Building Permit Report***13.5.1 Building Report – April & May 2019*

Council members reviewed the April and May Building Reports.

**13.6 Questions on Reports and Recommendations – Mayor Bennett**

There were no additional questions on the reports.

Moved by Deputy Mayor Campbell

**RESOLUTION NO. 2019-152**

Seconded by Councillor Cleroux

**THAT** Planning Committee and Council approve Consent Applications B07/17 – Brent and Diane Greer, upon the following conditions being met:

- A Registered Plan of Survey;
- Applicant must enter into Consent Agreement with the Township;
- Lot Development fee of \$3824.00 be paid for the lot created;
- An Aggregate Impact Study prepared by a qualified person in accordance with Section 7.3(5) of the County of Renfrew Official Plan is required to detail the deposit's potential for extraction and demonstrate that the severance will not affect the future extraction potential in the area.

**Carried**

Moved by Councillor Cleroux

**RESOLUTION NO. 2019-153**

Seconded by Councillor Humphries

**THAT** Council receive the April and May 2019 monthly Building Permit reports.

**Carried**

**14. OUTSTANDING COMMITTEE ISSUES – None****15. BY-LAWS****15.1**

- 2019-36 Ice & Water Rescue Services with the Town of Arnprior

Moved by Councillor Humphries

**RESOLUTION NO. 2019-154**

Seconded by Deputy Mayor Campbell

**THAT** Council enact By-Law 2019-36 Ice & Water Rescue Services Agreement with the Town of Arnprior.

**Carried**

**16. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING****17. COUNCIL MEMBERS CONCERNS**

CAO/Clerk Hope Dillabough stated that Councillor Webster asked her to discuss with Council to call for an inquiry, as Whitewater Region did, to the Ontario and Federal Governments regarding the flooding caused by the Ottawa River in 2017 and 2019. Council members were in agreement. Another topic that was mentioned was the dust control on Whitton Road after the trucks leave Miller's Pit. A solution will have to be thought of for the dust on the pavement.

Moved by Councillor Humphries

**RESOLUTION NO. 2019-155**

Seconded by Deputy Mayor Campbell

**WHEREAS** The Township of Horton has experienced extensive flooding in 2017 and 2019;

**AND WHEREAS** the County of Renfrew and the Township of Horton have no authority or role in regulating water levels and dams on the Ottawa River, which is an inter-provincial waterway;

**THEREFORE BE IT RESOLVED** that Council of the Township of Horton calls for a public inquiry by the Ontario and Federal Governments regarding flooding caused by water levels on the Ottawa River.

**Carried**

**18. MOTION FOR RECONSIDERATION – None**

**19. IN CAMERA (CLOSED) SESSION – None**

**20. NEXT MEETING**

**20.1** Next Council Meeting will be held Tuesday July 2<sup>nd</sup>, 2019 at 4:00 pm

**21. CONFIRMING BY-LAW**

Moved by Deputy Mayor Campbell

**RESOLUTION NO. 2019-156**

Seconded by Councillor Cleroux

**THAT** Council enact By-Law 2019-30 – Confirming By-Law

**Carried**

**22. ADJOURNMENT**

Mayor Bennett declared the Meeting to be adjourned at 6:27 pm.

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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**July 9<sup>th</sup>, 2019

5:00 p.m.

There was a Special Council Meeting of Council called by the Mayor and held in the Municipal Council Chambers on Wednesday July 9<sup>th</sup>, 2019 Subject to the procedural by-law 2015-53 passed under section 238, as per Section 240(a) the Head of Council may at any time call a special meeting. Present were Mayor David Bennett, Deputy Mayor Glen Campbell, Councillor Lane Cleroux, Councillor Doug Humphries and Councillor Tom Webster. Staff present was Hope Dillabough, CAO/Clerk, Deputy Clerk/Treasurer, Nathalie Moore, and Admin/Planning Assistant Nichole Dubeau – Recording Secretary.

1. Mayor Bennett called the meeting to order at 5:00 p.m.
2. Members, Staff and the Public requested to turn off all cell phones and electronic devices.
3. There was no declaration of pecuniary interest.
4. Council Discussion – Draft Procedural By-Law Review

CAO/Clerk Hope Dillabough reviewed the new draft Procedural By-Law for Council members. There was council discussion regarding the council and committee meeting structure. The main concern was the timeline in order to bring information from the committee level to the Council table. It was council consensus that the agenda be the same for the first and second council meeting of each month to allow any committee discussion, topics, minutes, or reports to come to the table. Councillor Cleroux requested that the agenda and minutes structure for both the committee and council meeting be the same. Mayor Bennett stated that he would like each head of the committee to sit at the head of the horseshoe for any meeting, delegation, discussion pertaining the that specific committee. It was agreed upon that all committees have “up to 3” Public Advisory Members, but not necessarily 3. CAO/Clerk Hope Dillabough will make the suggested changes to the by-law and bring back to council during the July 16<sup>th</sup> regular council meeting for additional review. It could take effect August 1<sup>st</sup>, 2019.

5. In Camera (Closed) Session – Hoedown Committee Discussion

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

(b) Personal matters about an identifiable individual, including municipal employees – Hoedown Committee - Discussion

Moved by Deputy Mayor Campbell

**RESOLUTION NO. 2019-168**

Seconded by Councillor Webster

**THAT** Council went into a Closed Session Meeting at 6:01 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
- Hoedown Committee - Discussion

**Carried**

Council came out of Closed at 7:50p.m.

6. Council Members Concerns

Mayor Bennett mentioned to council members that the Golden Age Activity Centre receives an annual donation from the Township of \$1,000.00. Due to their funding requirements, they need a resolution and letter stating a five-year commitment. Mayor Bennett was seeking support from all of council members to continue the annual donation and to send a certified true copy of the resolution, in addition to a letter from the CAO/Clerk

**RETURN TO AGENDA**

Moved by Councillor Humphries  
Seconded by Councillor Webster

**RESOLUTION NO. 2019-169**

**BE IT RESOLVED** that the Council of the Township of Horton direct staff to forward support to the Golden Age Activity Centre annually in the amount of \$1,000.00 financial and an in-kind donation (Hall Rental) commencing 2019 and ending in 2023.

**Carried**

7. Confirming By-Law 2019-40

Moved by Deputy Mayor Campbell  
Seconded by Councillor Cleroux

**RESOLUTION NO. 2019-170**

**THAT** Council enact By-Law 2019-40 – Confirming By-Law

**Carried**

8. Mayor Bennett declared the meeting to be adjourned at 7:53 p.m.

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MAYOR David M. Bennett

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CAO/Clerk Hope Dillabough

**RETURN TO AGENDA**

**TOWNSHIP OF HORTON**  
**Statement of Revenue and Expenditures**  
 Revised Budget

For the Fiscal Period 2019-12 Ending December 31, 2019

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>General Fund</b>					
<b>GENERAL GOVERNMENT</b>					
<b>Default</b>					
<b>Revenues</b>					
1-110-00-400010 TAXES - MUNICIPAL	2,261,087.00	2,261,356.80	2,361,408.00	1,175,952.66	50.20% *
1-110-00-400020 TAXES - COUNTY	0.00	1,505,979.31	0.00	783,140.64	0.00%
1-110-00-400030 TAXES - EDUCATION	0.00	1,079,431.73	0.00	559,415.49	0.00%
1-110-00-410710 Taxes Supplem. Municipal	30,000.00	23,552.29	23,500.00	0.00	100.00%
1-110-00-410715 Taxes Supplem. County	0.00	15,680.83	0.00	0.00	0.00%
1-110-00-410720 Taxes Supplem. Education	0.00	10,629.51	0.00	0.00	0.00%
1-110-00-420105 PILS Canada Enterprise	190.00	212.35	212.00	0.00	100.00%
1-110-00-420110 PILS Ontario	28,110.00	27,028.34	27,028.00	0.00	100.00%
1-110-00-420115 PILS Ontario Enterprise	0.00	3,118.05	0.00	0.00	0.00%
1-110-00-420120 PIL'S Municipalities	710.00	712.82	713.00	0.00	100.00%
1-110-00-420121 PIL'S - County Share	0.00	1,431.36	0.00	0.00	0.00%
1-110-00-430015 OMPF Funding	227,700.00	227,700.00	233,100.00	115,650.00	50.39%
1-110-00-430020 Modernization One-Time Fundin			0.00	411,443.00	0.00%
1-110-00-440200 Capping - Cty Share	(275.00)	0.00	0.00	0.00	0.00%
1-110-00-440210 County Grant	4,000.00	0.00	0.00	0.00	0.00%
1-110-00-440300 Health (UDA) Surplus	0.00	5,794.33	0.00	0.00	0.00%
1-110-00-440350 Tax Certificates	1,600.00	2,095.00	1,800.00	845.00	53.06%
1-110-00-440400 Oth Revenue Lottery Lic	150.00	144.00	150.00	9.00	94.00%
1-110-00-440415 Oth Revenue Int Income	8,500.00	28,355.39	12,000.00	15,462.10	(28.85%)
1-110-00-440420 Oth Revenue Int on Tax	57,000.00	56,517.84	57,000.00	29,038.95	49.05%
1-110-00-440431 Other Rev Misc.	600.00	1,188.25	1,000.00	954.88	4.51%
1-110-00-440601 Transfer from Reserves - Unallo	0.00	0.00	2,000.00	0.00	100.00%
1-110-00-440604 Transfer from Reserves - Parkin	10,842.00	10,842.00	0.00	0.00	0.00%
1-110-00-440606 Transfer from Reserves - Workin	37,158.00	0.00	0.00	4,500.00	0.00%
1-110-00-440608 Transfer from Reserves - Buildin	0.00	0.00	4,500.00	0.00	100.00%
<b>Total Revenues</b>	<b>2,667,372.00</b>	<b>5,261,770.20</b>	<b>2,724,411.00</b>	<b>3,096,411.72</b>	<b>(13.65%)</b>
<b>Expenditures</b>					
1-110-00-700030 Committee Member/Meetings	880.00	735.00	900.00	0.00	100.00%
1-110-00-700040 Legal Expenses	16,000.00	6,517.15	16,000.00	890.65	94.43%
1-110-00-700060 Misc. Expenses	8,500.00	7,142.93	8,500.00	4,046.83	52.39%
1-110-00-700070 Insurance	11,170.00	10,865.11	16,486.00	14,982.05	9.12% *
1-110-00-700080 Office Supplies	7,500.00	7,624.73	7,500.00	3,340.73	55.46%
1-110-00-700085 Postage/Courier	15,250.00	14,763.22	15,600.00	10,237.90	34.37%
1-110-00-700100 Telephone	2,750.00	2,529.49	2,500.00	1,135.86	54.57%
1-110-00-700110 Hydro	6,500.00	4,256.72	6,000.00	2,622.25	56.30%
1-110-00-700120 Heat	1,500.00	1,277.60	1,600.00	759.66	52.52%
1-110-00-700179 Health & Safety	3,500.00	322.58	750.00	322.58	56.99%
1-110-00-700180 Office Equip & Maint.	9,000.00	7,122.71	9,250.00	3,058.57	66.93%
1-110-00-700190 Building Maintenance	15,000.00	16,525.45	9,000.00	6,793.64	24.52%
1-110-00-700191 Building Cleaning	4,000.00	5,158.98	6,000.00	2,985.39	50.24%
1-110-00-700250 Transfer to Capital	50,000.00	0.00	0.00	0.00	0.00%
1-110-00-700280 Advertising	2,000.00	2,033.55	5,000.00	908.17	81.84%

Approx. 55%  
remaining

RETURN TO AGENDA

**TOWNSHIP OF HORTON**  
**Statement of Revenue and Expenditures**  
*Revised Budget*

For the Fiscal Period 2019-12 Ending December 31, 2019

Account Number		Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
1-110-00-715010	Bank Charges & Interest	7,500.00	8,069.27	7,500.00	2,594.57	65.41%
1-110-00-715015	Computers & Program Maint.	18,000.00	18,485.47	22,000.00	5,029.18	77.14%
1-110-00-715066	Capping 50%	0.00	0.00	0.00	66,325.78	0.00%
1-110-00-715085	Municipal Tax W/O	15,000.00	7,537.68	6,500.00	0.00	100.00%
1-110-00-715090	County Tax W/O	0.00	5,015.31	0.00	0.00	0.00%
1-110-00-715095	Education Tax W/O	0.00	4,411.27	0.00	0.00	0.00%
1-110-00-716020	Tax Sale Registration	100.00	0.00	100.00	0.00	100.00%
1-110-00-718030	Gov Audit	21,500.00	21,500.00	22,000.00	1,017.60	95.37%
1-110-00-718040	Contracted Services	17,500.00	0.00	1,000.00	205.00	79.50%
1-110-00-718050	Accessibility	0.00	0.00	500.00	0.00	100.00%
1-110-00-775010	Library	1,100.00	925.00	1,200.00	562.60	53.12%
1-110-00-789035	Transfer to Reserves - Office Eq	3,325.00	23,325.00	5,000.00	5,000.00	0.00%
1-110-00-789038	Transfer to Reserves - Building	2,400.00	2,400.00	5,000.00	5,000.00	0.00%
1-110-00-789039	Transfer to Reserves	6,250.00	21,854.79	0.00	411,443.00	0.00%
1-110-00-789041	Office - Principle Debt Payment	16,127.00	0.00	16,127.00	8,063.39	50.00%
1-110-00-789042	Office - Interest on Debt	1,515.00	1,515.48	1,113.00	0.00	100.00%
1-110-00-799999	Transfer Expense to Building De	(2,825.00)	(2,825.00)	(1,775.00)	0.00	100.00%
1-110-00-800010	Transfer to County	0.00	1,518,076.19	0.00	787,717.00	0.00%
1-110-00-810001	Public School English	0.00	794,717.52	0.00	395,295.00	0.00%
1-110-00-810002	Public School French	0.00	12,453.16	0.00	6,102.00	0.00%
1-110-00-820001	Separate School English	0.00	251,597.78	0.00	121,942.00	0.00%
1-110-00-820002	Separate School French	0.00	26,881.51	0.00	13,158.00	0.00%
1-110-00-900100	Amortization Expense	0.00	10,199.00	0.00	0.00	0.00%
<b>Total Expenditures</b>		<b>(261,042.00)</b>	<b>(2,813,014.65)</b>	<b>(191,351.00)</b>	<b>(1,881,539.40)</b>	<b>(883.29%)</b>
<b>Total Default</b>		<b>2,406,330.00</b>	<b>2,448,755.55</b>	<b>2,533,060.00</b>	<b>1,214,872.32</b>	<b>52.04%</b>
<b>COUNCIL</b>						
<b>Expenditures</b>						
1-110-10-700010	Council Salaries	85,000.00	82,062.03	97,500.00	45,317.30	53.52%
1-110-10-700035	Conference/Travel Expenses	15,200.00	3,748.93	11,000.00	4,606.99	58.12%
1-110-10-700060	Council Misc. Expenses	3,000.00	6,101.16	2,500.00	1,034.99	58.60%
1-110-10-700100	Council Telephone	400.00	783.31	400.00	141.68	64.58%
1-110-10-700140	Council Benefits	11,300.00	10,118.97	7,000.00	7,957.25	(13.68%)
1-110-10-789040	Donations	1,000.00	0.00	1,000.00	250.00	75.00%
<b>Total Expenditures</b>		<b>(115,900.00)</b>	<b>(102,814.40)</b>	<b>(119,400.00)</b>	<b>(59,308.21)</b>	<b>50.33%</b>
<b>Total COUNCIL</b>		<b>(115,900.00)</b>	<b>(102,814.40)</b>	<b>(119,400.00)</b>	<b>(59,308.21)</b>	<b>50.33%</b>
<b>ELECTION</b>						
<b>Revenues</b>						
1-110-11-440461	Transfer from Reserve	12,000.00	12,000.00	0.00	0.00	0.00%
<b>Total Revenues</b>		<b>12,000.00</b>	<b>12,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Expenditures</b>						
1-110-11-700010	Salaries	2,000.00	3,775.27	0.00	0.00	0.00%
1-110-11-700035	Conference/Travel Expenses	750.00	291.77	0.00	0.00	0.00%
1-110-11-700060	Misc. Expenses	2,250.00	95.83	0.00	0.00	0.00%
1-110-11-700080	Office Supplies	0.00	797.25	0.00	0.00	0.00%

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1-110-11-700085	Postage	3,400.00	3,365.55	0.00	0.00	0.00%
1-110-11-700140	Employee Benefits	0.00	161.11	0.00	0.00	0.00%
1-110-11-700280	Advertising	1,000.00	629.92	0.00	0.00	0.00%
1-110-11-718040	Contracted Services	2,600.00	5,134.13	0.00	0.00	0.00%
1-110-11-789036	Transfer to Reserves - Election	4,000.00	4,000.00	5,000.00	5,000.00	0.00%
<b>Total Expenditures</b>		<b>(16,000.00)</b>	<b>(18,250.83)</b>	<b>(5,000.00)</b>	<b>(5,000.00)</b>	<b>0.00%</b>
<b>Total ELECTION</b>		<b>(4,000.00)</b>	<b>(6,250.83)</b>	<b>(5,000.00)</b>	<b>(5,000.00)</b>	<b>0.00%</b>
<b>ADMINISTRATION</b>						
<b>Revenues</b>						
1-110-15-440465	Canada Grant	0.00	1,680.00	0.00	0.00	0.00%
1-110-15-440601	Transfer from Reserves - Unallo	0.00	0.00	30,000.00	0.00	100.00%
<b>Total Revenues</b>		<b>0.00</b>	<b>1,680.00</b>	<b>30,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Expenditures</b>						
1-110-15-700010	Admin Salaries	280,300.00	265,680.57	317,895.00	148,202.56	53.38%
1-110-15-700035	Conference Expenses	7,700.00	5,278.36	8,700.00	2,734.13	68.57%
1-110-15-700140	Employee Benefits	76,720.00	78,780.06	85,450.00	43,600.36	48.98%
<b>Total Expenditures</b>		<b>(364,720.00)</b>	<b>(349,738.99)</b>	<b>(412,045.00)</b>	<b>(194,537.05)</b>	<b>52.79%</b>
<b>Total ADMINISTRATION</b>		<b>(364,720.00)</b>	<b>(348,058.99)</b>	<b>(382,045.00)</b>	<b>(194,537.05)</b>	<b>49.08%</b>
<b>Total GENERAL GOVERNMENT</b>		<b>1,921,710.00</b>	<b>1,991,631.33</b>	<b>2,026,615.00</b>	<b>956,027.06</b>	<b>52.83%</b>
<b>Protection to Persons &amp; Property</b>						
<b>Default</b>						
<b>Revenues</b>						
1-120-00-440110	OSG MDRA	0.00	298.56	0.00	0.00	0.00%
1-120-00-440220	Ontario - CSPT Program	2,500.00	4,533.49	2,600.00	3,075.77	(18.30%)
1-120-00-440221	Ontario Grant			10,000.00	10,000.00	0.00%
1-120-00-440360	Fees & Charges Dog Pound	0.00	45.00	0.00	30.00	0.00%
1-120-00-440395	Livestock - Revenue	2,000.00	3,677.58	2,000.00	0.00	100.00%
1-120-00-440405	Dog License Revenue	8,750.00	8,573.25	8,750.00	8,035.00	8.17%
1-120-00-440430	Provincial Offences from County	50.00	200.00	0.00	115.00	0.00%
1-120-00-440461	Transfer from Reserves	5,000.00	5,000.00	0.00	0.00	0.00%
1-120-00-440475	9-1-1 Sign Revenue	1,000.00	900.00	1,000.00	375.00	62.50%
1-120-00-440480	Tile Drain	13,000.00	13,749.84	13,000.00	0.00	100.00%
<b>Total Revenues</b>		<b>32,300.00</b>	<b>36,977.72</b>	<b>37,350.00</b>	<b>21,630.77</b>	<b>42.09%</b>
<b>Expenditures</b>						
1-120-00-700010	Salaries	920.00	1,959.73	1,620.00	413.90	74.45%
1-120-00-700060	Misc. Expenses	100.00	0.00	100.00	0.00	100.00%
1-120-00-700065	Dog Tag Collection	4,250.00	4,121.62	4,250.00	3,835.57	9.75%
1-120-00-700140	Employee Benefits	200.00	318.57	470.00	78.12	83.38%
1-120-00-700260	Agreements	1,550.00	1,550.00	1,580.00	1,580.00	0.00%
1-120-00-700300	9-1-1 Signs	1,300.00	884.50	1,300.00	159.00	87.77%
1-120-00-700310	Ontario Provincial Police	466,229.00	466,224.00	476,496.00	158,832.00	66.67%
1-120-00-718040	Contracted Services	12,000.00	7,326.72	12,000.00	1,896.68	84.19%

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1-120-00-785010 Veterinarian Committee	325.00	304.32	350.00	280.00	20.00%
1-120-00-785020 Tile Drain	13,000.00	13,749.84	13,000.00	0.00	100.00%
1-120-00-785045 Emergency Management Plan	12,000.00	12,000.00	11,000.00	4,539.42	58.73%
1-120-00-785050 Livestock Valuation	2,400.00	3,892.50	2,500.00	0.00	100.00%
1-120-00-789000 Transfer to Reserves	0.00	5,000.00	10,000.00	10,000.00	0.00%
1-120-00-789045 Com. Policing Adv. Com.	200.00	0.00	200.00	0.00	100.00%
<b>Total Expenditures</b>	<b>(514,474.00)</b>	<b>(517,331.80)</b>	<b>(534,866.00)</b>	<b>(181,614.69)</b>	<b>66.04%</b>
<b>Total Default</b>	<b>(482,174.00)</b>	<b>(480,354.08)</b>	<b>(497,516.00)</b>	<b>(159,983.92)</b>	<b>67.84%</b>
<b>MUNICIPAL DISASTER</b>					
<b>Expenditures</b>					
1-120-21-700010 Salaries			0.00	26,246.78	0.00%
1-120-21-700060 Misc. Expenses			0.00	95,476.75	0.00%
1-120-21-700090 Materials & Supplies			0.00	37,751.51	0.00%
1-120-21-700140 Employee Benefits			0.00	2,107.25	0.00%
1-120-21-700191 Building Cleaning			0.00	95.26	0.00%
1-120-21-700230 Fuel & Oil			0.00	2,279.85	0.00%
1-120-21-785045 Emergency Plan			0.00	237.24	0.00%
<b>Total Expenditures</b>			<b>0.00</b>	<b>(164,194.64)</b>	<b>0.00%</b>
<b>Total MUNICIPAL DISASTER</b>			<b>0.00</b>	<b>(164,194.64)</b>	<b>0.00%</b>
<b>Total Protection to Persons &amp; Property</b>	<b>(482,174.00)</b>	<b>(480,354.08)</b>	<b>(497,516.00)</b>	<b>(324,178.56)</b>	<b>34.84%</b>
<b>Transportation Services</b>					
<b>Public Works</b>					
<b>Revenues</b>					
1-130-30-440100 OSG Roadways MNR	20,000.00	20,000.00	22,000.00	0.00	100.00%
1-130-30-440320 Fees & Charges Roadways	1,000.00	1,540.00	1,000.00	300.00	70.00%
1-130-30-440440 Sale of Equipment	0.00	42,545.00	0.00	0.00	0.00%
1-130-30-440461 Transfer from Reserves	275,000.00	242,547.93	8,500.00	0.00	100.00%
1-130-30-440464 Ontario Grant	0.00	0.00	71,987.00	40,199.52	44.16%
1-130-30-440465 Canada Grant	1,000.00	1,680.00	1,500.00	0.00	100.00%
1-130-30-440467 Gas Tax	86,603.00	86,602.75	87,581.00	0.00	100.00%
<b>Total Revenues</b>	<b>383,603.00</b>	<b>394,915.68</b>	<b>192,568.00</b>	<b>40,499.52</b>	<b>78.97%</b>
<b>Expenditures</b>					
1-130-30-700010 Salaries	169,525.00	147,350.20	167,725.00	75,333.73	55.08%
1-130-30-700030 Com. Member Meeting	1,500.00	853.00	1,000.00	0.00	100.00%
1-130-30-700035 Conference/Travel Expenses	5,100.00	4,404.71	5,500.00	3,333.85	39.38%
1-130-30-700060 Misc. Expenses	1,000.00	1,629.19	1,000.00	962.90	3.71%
1-130-30-700070 Insurance	14,869.00	14,643.14	15,595.00	15,329.20	1.70%
1-130-30-700080 Office Supplies	600.00	158.91	500.00	193.10	61.38%
1-130-30-700090 Materials & Supplies	7,000.00	5,206.13	5,000.00	2,917.40	41.65%
1-130-30-700100 Telephone	1,600.00	1,930.23	1,800.00	1,150.21	36.10%
1-130-30-700110 Hydro	6,300.00	3,901.78	4,500.00	2,486.05	44.75%
1-130-30-700120 Heat	6,000.00	5,391.65	5,500.00	3,781.74	31.24%
1-130-30-700140 Employee Benefits	54,575.00	50,342.51	62,400.00	46,239.43	25.90%

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1-130-30-700181	Clothing Allowance	3,000.00	1,579.70	3,000.00	655.22	78.16%
1-130-30-700190	Building Maintenance	29,000.00	6,879.93	15,000.00	2,571.57	82.86%
1-130-30-700191	Building Cleaning	1,350.00	928.36	1,350.00	547.10	59.47%
1-130-30-700240	Radio License	460.00	458.00	500.00	458.00	8.40%
1-130-30-700250	Transfer to Capital	275,000.00	0.00	8,500.00	4,477.44	47.32%
1-130-30-700280	Advertising	600.00	1,446.68	1,000.00	239.64	76.04%
1-130-30-715015	Computer Programs & Maintena	1,200.00	2,088.40	2,000.00	4,049.82	* (102.49%)
1-130-30-718040	Contracted Services	2,000.00	3,247.02	3,000.00	0.00	100.00%
1-130-30-730040	TRUCK #2 - 2005 ININTERNATIO	3,000.00	3,582.24	0.00	0.00	0.00%
1-130-30-730130	EXCAVATOR - REPAIRS/MNT	10,000.00	1,521.39	9,000.00	6,117.81	32.02%
1-130-30-730150	TRUCK #4 - 2011 INTER. REPA	10,000.00	13,764.54	10,000.00	7,003.10	29.97%
1-130-30-730155	Truck 11 - 2013 CHEV 3/4 TON	2,000.00	10,108.92	2,000.00	1,371.30	31.44%
1-130-30-730156	Truck #12 - 2013 3 Ton ISUZU	3,000.00	6,904.16	4,000.00	1,585.35	60.37%
1-130-30-730157	Truck #14 - 2018 Western Star	0.00	3,567.06	5,000.00	2,213.90	55.72%
1-130-30-730160	GRADER - REPAIRS/MNT	12,000.00	13,001.46	10,000.00	7,988.24	20.12%
1-130-30-730280	BACKHOE/LOADER - REPAIRS	2,000.00	1,780.92	2,000.00	652.91	67.35%
1-130-30-730291	WOOD CHIPPER			500.00	0.00	100.00%
1-130-30-730295	TRAILER/MOWER - REPAIRS/	500.00	545.89	1,500.00	585.19	60.99%
1-130-30-730300	Machinery Fuel	45,000.00	53,296.51	45,000.00	33,785.60	24.92%
1-130-30-730490	A - Culverts	5,000.00	3,799.51	5,000.00	1,427.19	71.46%
1-130-30-730500	A- Culverts - Salaries	10,400.00	10,252.97	11,115.00	5,297.76	52.34%
1-130-30-730550	B - Roadside Maintenance	10,000.00	12,352.49	15,000.00	610.56	95.93%
1-130-30-730560	B- Roadside Maint. - Salaries	25,100.00	26,114.31	29,865.00	7,343.05	75.41%
1-130-30-730660	C - Road Maintenance - Paved	37,000.00	44,036.91	32,000.00	6,870.74	78.53%
1-130-30-730670	C - Road Main. - Salaries	15,300.00	14,237.79	26,925.00	6,670.96	75.22%
1-130-30-730780	D - Grading-Gravel-Dust	25,000.00	23,732.62	26,000.00	25,491.34	* 1.96%
1-130-30-730790	D - Grading etc. - Salaries	30,775.00	26,492.44	40,915.00	10,694.44	73.86%
1-130-30-730870	E - Winter Road Maintenance	38,000.00	47,220.80	48,400.00	7,987.33	83.50%
1-130-30-730880	E - Winter Rd. Maint.-Salaries	42,050.00	57,479.44	60,655.00	41,331.65	31.86%
1-130-30-730960	F - Safety Devices	10,000.00	6,988.67	10,000.00	139.41	98.61%
1-130-30-730970	F - Safety Devices - Salaries	4,700.00	5,448.94	5,325.00	2,850.50	46.47%
1-130-30-731023	Asset Management	5,000.00	1,210.15	5,000.00	0.00	100.00%
1-130-30-731030	Transfer to Reserves Rds Buildin	15,505.00	15,505.00	20,000.00	20,000.00	0.00%
1-130-30-731032	Transfer to Reserves - Asset Ma	0.00	3,789.85	0.00	0.00	0.00%
1-130-30-731033	Transfer to Reserves Roads	113,260.00	115,756.82	157,552.00	157,552.00	0.00%
1-130-30-731034	Transfer to Reserves - Winter M			1,000.00	1,000.00	0.00%
1-130-30-731035	Transfer to Reserves Gas Tax	86,603.00	86,602.75	87,581.00	0.00	100.00%
1-130-30-731039	Debt Principle Payment	77,785.00	0.00	102,285.00	51,142.50	50.00%
1-130-30-731040	Debt Interest Payment	5,613.00	5,600.63	11,392.00	4,976.82	56.31%
1-130-30-785040	Street Lights	3,000.00	2,996.42	41,200.00	1,048.50	97.46%
1-130-30-900100	Amortization Expense	0.00	738,245.00	0.00	0.00	0.00%
<b>Total Expenditures</b>		<b>(1,228,270.00)</b>	<b>(1,608,376.14)</b>	<b>(1,131,080.00)</b>	<b>(578,464.55)</b>	<b>48.86%</b>
<b>Total Public Works</b>		<b>(844,667.00)</b>	<b>(1,213,460.46)</b>	<b>(938,512.00)</b>	<b>(537,965.03)</b>	<b>42.68%</b>
<b>Roads Network - Operating Gravel</b>						
<b>Expenditures</b>						
1-130-31-730780	Annual Gravel Budget	26,000.00	0.00	20,000.00	0.00	100.00%
1-130-31-830001	Bennett-Lafont Road	0.00	1,244.05	0.00	0.00	0.00%

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1-130-31-830010	Blackburn Road	0.00	646.05	0.00	0.00	0.00%
1-130-31-830037	Collins Road			0.00	117.16	0.00%
1-130-31-830048	Dugald Road			0.00	229.47	0.00%
1-130-31-830050	Eady Road	0.00	8,325.78	0.00	0.00	0.00%
1-130-31-830058	Ferguson Road			0.00	624.80	0.00%
1-130-31-830065	Garden of Eden Road	0.00	8,782.47	0.00	0.00	0.00%
1-130-31-830088	Humphries Rd	0.00	1,533.40	0.00	0.00	0.00%
1-130-31-830095	Jim Barr Road	0.00	897.59	0.00	0.00	0.00%
1-130-31-830097	Johnston Rd	0.00	165.95	0.00	0.00	0.00%
1-130-31-830100	Kasaboski Road	0.00	1,040.39	0.00	0.00	0.00%
1-130-31-830120	Lime Kiln Rd	0.00	1,983.18	0.00	473.37	0.00%
1-130-31-830137	McBride Road			0.00	802.47	0.00%
1-130-31-830142	McInnes Road	0.00	1,543.44	0.00	0.00	0.00%
1-130-31-830150	Orin Road	0.00	0.00	0.00	1,382.72	0.00%
1-130-31-830160	Price Road	0.00	2,715.77	0.00	0.00	0.00%
<b>Total Expenditures</b>		<b>(26,000.00)</b>	<b>(28,878.07)</b>	<b>(20,000.00)</b>	<b>(3,629.99)</b>	<b>81.85%</b>
<b>Total Roads Network - Operating Gravel</b>		<b>(26,000.00)</b>	<b>(28,878.07)</b>	<b>(20,000.00)</b>	<b>(3,629.99)</b>	<b>81.85%</b>
<b>Roads Network - Capital</b>						
<b>Revenues</b>						
1-130-33-440100	OSG Roadways MNR	10,000.00	4,375.36	0.00	0.00	0.00%
1-130-33-440125	Canada Specific Grants - CWW	37,500.00	15,181.76	29,490.00	0.00	100.00%
1-130-33-440220	Ontario Grant	349,920.00	0.00	0.00	0.00	0.00%
1-130-33-440221	Ontario Grant - OCIF	690,216.00	632,388.16	880,139.00	83,989.00	90.46%
1-130-33-440222	Ontario Grant - CWWF	12,600.00	7,590.89	0.00	0.00	0.00%
1-130-33-440461	Transfer from Reserves - Roads	15,000.00	24,061.40	181,149.00	0.00	100.00%
1-130-33-440466	Transfer from Lot Dev Fund	89,700.00	147,950.10	6,360.00	0.00	100.00%
1-130-33-440550	Transfer from Reserves - Gas Ta	133,851.00	137,214.73	40,000.00	0.00	100.00%
1-130-33-440592	Transfer from Reserves - Roads	277,822.00	416,740.40	0.00	0.00	0.00%
<b>Total Revenues</b>		<b>1,616,609.00</b>	<b>1,385,502.80</b>	<b>1,137,138.00</b>	<b>83,989.00</b>	<b>92.61%</b>
<b>Expenditures</b>						
1-130-33-700259	Capital - Buildings	0.00	4,918.51	0.00	0.00	0.00%
1-130-33-745040	Engineering Fees - Thompson Hi	413,800.00	28,436.76	1,057,818.00	840.75	99.92%
1-130-33-830007	Bingham Road			7,500.00	0.00	100.00%
1-130-33-830065	Garden of Eden Road	50,000.00	34,746.19	42,500.00	0.00	100.00%
1-130-33-830088	Humphries Rd	16,800.00	11,862.23	7,820.00	0.00	100.00%
1-130-33-830097	Johnston Rd	1,096,009.00	1,598,307.24	0.00	0.00	0.00%
1-130-33-830120	Lime Kiln Rd	50,000.00	18,501.29	31,500.00	34,590.46	(9.81%)
1-130-33-839999	Capital Clearing Account	0.00	(1,696,772.22)	0.00	0.00	0.00%
<b>Total Expenditures</b>		<b>(1,626,609.00)</b>	<b>0.00</b>	<b>(1,147,138.00)</b>	<b>(35,431.21)</b>	<b>96.91%</b>
<b>Total Roads Network - Capital</b>		<b>(10,000.00)</b>	<b>1,385,502.80</b>	<b>(10,000.00)</b>	<b>48,557.79</b>	<b>585.58%</b>
<b>Storm Sewer System</b>						
<b>Expenditures</b>						
1-130-35-700400	Contracted Services	5,000.00	0.00	3,000.00	0.00	100.00%

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**TOWNSHIP OF HORTON**  
**Statement of Revenue and Expenditures**  
 Revised Budget

For the Fiscal Period 2019-12 Ending December 31, 2019

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Total Expenditures</b>	<b>(5,000.00)</b>	<b>0.00</b>	<b>(3,000.00)</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Storm Sewer System</b>	<b>(5,000.00)</b>	<b>0.00</b>	<b>(3,000.00)</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Transportation Services</b>	<b>(885,667.00)</b>	<b>143,164.27</b>	<b>(971,512.00)</b>	<b>(493,037.23)</b>	<b>49.25%</b>
<b>Environmental Services</b>					
<b>Default</b>					
<b>Revenues</b>					
1-140-00-440220 Ontario Grant	36,000.00	36,254.72	36,000.00	9,409.73	73.86%
1-140-00-440380 Tipping Fees	35,000.00	52,320.00	40,000.00	21,655.55	45.86%
1-140-00-440480 Blue Box & Composter	300.00	201.00	300.00	54.00	82.00%
1-140-00-440482 Ontario Stewardship Tires	0.00	4,684.44	0.00	(658.06)	0.00%
1-140-00-440483 Electronic Waste	750.00	1,205.71	1,000.00	202.27	79.77%
1-140-00-440640 Transfer from Reserves - Enviro	46,594.00	8,656.05	42,500.00	6,000.00	85.88%
<b>Total Revenues</b>	<b>118,644.00</b>	<b>103,321.92</b>	<b>119,800.00</b>	<b>36,663.49</b>	<b>69.40%</b>
<b>Expenditures</b>					
1-140-00-700010 Salaries	50,500.00	36,825.00	51,860.00	23,290.48	55.09%
1-140-00-700030 Committee Members Fees	1,500.00	852.00	1,000.00	0.00	100.00%
1-140-00-700035 Conference/Travel Expenses	1,400.00	27.71	1,400.00	0.00	100.00%
1-140-00-700060 Misc. Expenses	2,000.00	1,525.61	2,000.00	441.78	77.91%
1-140-00-700070 Insurance	2,163.00	2,121.22	2,259.00	2,248.37	0.47%
1-140-00-700080 Office Supplies	2,000.00	2,020.93	2,000.00	55.92	97.20%
1-140-00-700090 Material & Supplies	2,750.00	1,479.40	1,500.00	153.65	89.76%
1-140-00-700100 Telephone	300.00	61.32	300.00	313.86	(4.62%)
1-140-00-700110 Hydro	600.00	525.61	500.00	287.17	42.57%
1-140-00-700140 Employee Benefits	8,565.00	6,154.21	12,305.00	4,172.63	66.09%
1-140-00-700190 Building Maintenance	1,500.00	641.09	1,500.00	17.81	98.81%
1-140-00-700250 Transfer to Capital	3,500.00	0.00	23,500.00	0.00	100.00%
1-140-00-700253 Transfer to Capital - GATES			10,000.00	6,715.45	32.85%
1-140-00-700254 Transfer to Capital - Soak Pit	35,000.00	0.00	0.00	0.00	0.00%
1-140-00-700259 Capital - Sea Containers/Buildin	3,000.00	0.00	3,000.00	0.00	100.00%
1-140-00-700280 Advertising	600.00	270.32	600.00	29.92	95.01%
1-140-00-700285 Landfill Equipment	1,000.00	314.98	1,000.00	198.43	80.16%
1-140-00-700400 Contracted Services	1,800.00	0.00	0.00	0.00	0.00%
1-140-00-731038 Blue Box Purchase	0.00	550.55	600.00	0.00	100.00%
1-140-00-745020 Promotion and Education	1,500.00	1,683.87	1,500.00	0.00	100.00%
1-140-00-745021 Recycling - Tires	50.00	0.00	50.00	0.00	100.00%
1-140-00-745025 Household Hazardous Waste Da	1,800.00	3,333.52	1,800.00	0.00	100.00%
1-140-00-745026 Recycling - Curbside Pickup	67,280.00	71,755.33	76,000.00	37,373.82	50.82%
1-140-00-745027 Waste - Curbside Pickup	41,865.00	40,861.08	42,000.00	19,644.75	53.23%
1-140-00-745031 Compaction & Covering	40,000.00	39,788.16	40,000.00	19,334.40	51.66%
1-140-00-745033 Landfill - Re-grind Waste	14,400.00	17,808.00	25,000.00	12,465.60	50.14%
1-140-00-745034 Material Transfers	6,000.00	0.00	2,000.00	0.00	100.00%
1-140-00-745040 Engineering Fees	26,000.00	10,325.75	15,000.00	8,725.79	41.83%
1-140-00-789020 Transfer to Reserves - Landfill	22,650.00	85,475.26	18,100.00	18,100.00	0.00%
1-140-00-789038 Transfer to Reserves - Landfill B			1,000.00	1,000.00	0.00%
1-140-00-900100 Amortization Expense	0.00	3,521.00	0.00	0.00	0.00%

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**TOWNSHIP OF HORTON**  
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For the Fiscal Period 2019-12 Ending December 31, 2019

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Total Expenditures</b>	<b>(339,723.00)</b>	<b>(327,921.92)</b>	<b>(337,774.00)</b>	<b>(154,569.83)</b>	<b>54.24%</b>
<b>Total Default</b>	<b>(221,079.00)</b>	<b>(224,600.00)</b>	<b>(217,974.00)</b>	<b>(117,906.34)</b>	<b>45.91%</b>
<b>Total Environmental Services</b>	<b>(221,079.00)</b>	<b>(224,600.00)</b>	<b>(217,974.00)</b>	<b>(117,906.34)</b>	<b>45.91%</b>
<b>Parks &amp; Recreation</b>					
<b>PARKS &amp; REC ADMINISTRATION</b>					
<b>Revenues</b>					
1-150-51-440125 Canada Specific Grants			1,680.00	0.00	100.00%
1-150-51-440462 Sale of Land	0.00	150,000.00	0.00	0.00	0.00%
<b>Total Revenues</b>	<b>0.00</b>	<b>150,000.00</b>	<b>1,680.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Expenditures</b>					
1-150-51-700010 Salaries	44,150.00	25,912.85	43,305.00	17,906.15	58.65%
1-150-51-700030 Com. Member Meetings	4,000.00	2,310.00	4,000.00	0.00	100.00%
1-150-51-700035 Conference/Travel Expenses	1,500.00	104.07	1,500.00	108.92	92.74%
1-150-51-700060 Misc. Expenses	100.00	82.53	100.00	0.00	100.00%
1-150-51-700070 Insurance	8,587.00	8,404.78	8,950.00	8,754.05	2.19%
1-150-51-700090 Office Supplies	800.00	1,553.99	800.00	180.39	77.45%
1-150-51-700140 Employee Benefits	10,600.00	3,708.87	14,845.00	2,228.25	84.99%
1-150-51-700260 Agreements	22,500.00	22,000.00	22,500.00	0.00	100.00%
1-150-51-700280 Advertising	100.00	1,793.24	1,500.00	0.00	100.00%
1-150-51-718040 Contracted Services	0.00	6,980.73	0.00	0.00	0.00%
1-150-51-789000 Transfer to Reserves	0.00	177,324.84	0.00	0.00	0.00%
1-150-51-900100 Amortization Expense	0.00	49,370.00	0.00	0.00	0.00%
<b>Total Expenditures</b>	<b>(92,337.00)</b>	<b>(299,545.90)</b>	<b>(97,500.00)</b>	<b>(29,177.76)</b>	<b>70.07%</b>
<b>Total PARKS &amp; REC ADMINISTRATION</b>	<b>(92,337.00)</b>	<b>(149,545.90)</b>	<b>(95,820.00)</b>	<b>(29,177.76)</b>	<b>69.55%</b>
<b>PARKS &amp; REC OUTDOOR FACILITIES</b>					
<b>Revenues</b>					
1-150-52-440125 Canada Specific Grants	0.00	9,858.49	0.00	0.00	0.00%
1-150-52-440216 Boat Launch - Fines	400.00	252.00	400.00	266.00	33.50%
1-150-52-440220 Ontario Grant	0.00	25,000.00	0.00	0.00	0.00%
1-150-52-440300 Flag Football	2,000.00	780.00	2,000.00	0.00	100.00%
1-150-52-440423 Volleyball Revenue	500.00	700.00	500.00	763.89	(52.78%)
1-150-52-440428 Soccer Registrations	6,200.00	6,660.00	6,200.00	4,790.92	22.73%
1-150-52-440431 Boat Launch Other Rev Misc.	4,000.00	3,262.67	3,000.00	1,343.06	55.23%
1-150-52-440434 Soccer - Fundraising Revenue	4,500.00	0.00	4,450.00	0.00	100.00%
1-150-52-440461 Transfer from Reserves	0.00	0.00	5,000.00	0.00	100.00%
1-150-52-440466 Transfer from Lot Dev Fund	500.00	0.00	550.00	0.00	100.00%
<b>Total Revenues</b>	<b>18,100.00</b>	<b>46,513.16</b>	<b>22,100.00</b>	<b>7,163.87</b>	<b>67.58%</b>
<b>Expenditures</b>					
1-150-52-700010 Salaries	2,715.00	3,363.90	3,079.00	1,569.22	49.03%
1-150-52-700140 Employee Benefits	335.00	804.95	885.00	555.42	37.24%
1-150-52-700201 Trail Maintenance	2,500.00	749.68	2,500.00	200.40	91.98%
1-150-52-700215 Soccer Field Maintenance	5,000.00	5,902.22	5,000.00	3,635.55	27.29%

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**TOWNSHIP OF HORTON**  
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Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
1-150-52-700220 Boat Launch Property Maintenanc	3,500.00	790.90	2,000.00	717.24	64.14%
1-150-52-700250 Transfer to Capital	5,000.00	0.00	5,000.00	0.00	100.00%
1-150-52-715070 River Road Property Study	500.00	210.74	0.00	0.00	0.00%
1-150-52-715071 Farrell's Landing Property	1,000.00	150.81	1,000.00	0.00	100.00%
1-150-52-785083 Volleyball Expense	100.00	70.98	5,000.00	440.01	91.20%
1-150-52-785084 Flag Football	1,100.00	257.98	1,100.00	0.00	100.00%
1-150-52-789000 Transfer to Reserves	450.00	261.01	450.00	0.00	100.00%
1-150-52-789100 Transfer to Other Municipal	0.00	25,000.00	0.00	0.00	0.00%
<b>Total Expenditures</b>	<b>(22,200.00)</b>	<b>(37,563.17)</b>	<b>(26,014.00)</b>	<b>(7,117.84)</b>	<b>72.64%</b>
<b>Total PARKS &amp; REC OUTDOOR FACILITIES</b>	<b>(4,100.00)</b>	<b>8,949.99</b>	<b>(3,914.00)</b>	<b>46.03</b>	<b>101.18%</b>
<b>PARKS &amp; REC COMMUNITY CENTRE</b>					
<b>Revenues</b>					
1-150-53-440125 Canada Specific Grants	25,000.00	25,000.00	9,000.00	0.00	100.00%
1-150-53-440210 County Grant	7,055.00	19,056.66	0.00	0.00	0.00%
1-150-53-440220 Provincial Grant	0.00	0.00	0.00	1,000.00	0.00%
1-150-53-440425 Rent	9,000.00	9,247.88	9,000.00	8,939.44	0.67%
1-150-53-440429 Donations	0.00	179.00	0.00	100.00	0.00%
1-150-53-440434 Fundraising Revenue	4,750.00	847.02	0.00	0.00	0.00%
1-150-53-440440 Sale of Equipment			0.00	1,194.69	0.00%
1-150-53-440461 Transfer from Reserves	41,000.00	22,353.23	133,500.00	0.00	100.00%
1-150-53-440466 Transfer from Lot Dev Fund	6,271.00	0.00	5,500.00	0.00	100.00%
1-150-53-440800 Bar Sales	22,000.00	13,770.14	22,000.00	4,188.93	80.96% *
<b>Total Revenues</b>	<b>115,076.00</b>	<b>90,453.93</b>	<b>179,000.00</b>	<b>15,423.06</b>	<b>91.38%</b>
<b>Expenditures</b>					
1-150-53-700010 Salaries	12,105.00	17,273.07	15,705.00	9,500.36	39.51%
1-150-53-700095 Restock Bar	10,120.00	7,068.55	10,120.00	1,681.69	83.38%
1-150-53-700100 Telephone	800.00	809.00	800.00	421.18	47.35%
1-150-53-700110 Utilities	17,500.00	10,803.49	15,000.00	6,510.86	56.59%
1-150-53-700140 Employee Benefits	1,360.00	2,380.17	2,270.00	1,315.87	42.03%
1-150-53-700190 Building Maintenance	5,000.00	9,490.63	5,000.00	2,513.23	49.74%
1-150-53-700191 Building Cleaning	1,500.00	1,478.29	2,000.00	716.81	64.16%
1-150-53-700200 Equipment Repairs/Replacement	9,055.00	836.40	2,000.00	260.79	86.96%
1-150-53-700203 Participation	0.00	18,369.02	0.00	737.69	0.00%
1-150-53-700250 Transfer to Capital - Equipment	0.00	0.00	12,000.00	0.00	100.00%
1-150-53-700251 Transfer to Capital - Bldg Renos	57,271.00	0.00	75,000.00	390.00	99.48%
1-150-53-700252 Transfer to Capital - Land Purch	15,000.00	0.00	61,000.00	0.00	100.00%
1-150-53-700258 Transfer to Capital - Hall Debt	4,750.00	(28,601.49)	0.00	0.00	0.00%
1-150-53-700280 Advertising	400.00	100.74	1,000.00	128.40	87.16%
1-150-53-715015 Computer Programs & Maintena	1,250.00	3,003.01	1,250.00	589.58	52.83%
1-150-53-789000 Transfer to Reserves - Building	10,600.00	10,600.00	10,810.00	10,810.00	0.00%
<b>Total Expenditures</b>	<b>(146,711.00)</b>	<b>(53,610.88)</b>	<b>(213,955.00)</b>	<b>(35,576.46)</b>	<b>83.37%</b>
<b>Total PARKS &amp; REC COMMUNITY CENTRE</b>	<b>(31,635.00)</b>	<b>36,843.05</b>	<b>(34,955.00)</b>	<b>(20,153.40)</b>	<b>42.34%</b>

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**TOWNSHIP OF HORTON**  
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Account Number		Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>PARKS &amp; REC RINK</b>						
<b>Revenues</b>						
1-150-54-440300	Skating Lessons	0.00	840.00	500.00	0.00	100.00%
1-150-54-440429	Donations	0.00	450.00	0.00	756.10	0.00%
1-150-54-440431	Spring Hockey Team			0.00	3,300.00	0.00%
1-150-54-440433	Rink - Ice Rentals	1,500.00	1,100.00	1,500.00	1,606.19	(7.08%)
1-150-54-440434	Fundraising Revenue	9,800.00	8,392.88	0.00	0.00	0.00%
1-150-54-440444	Recreational Hockey Registratio	1,700.00	650.00	1,700.00	0.00	100.00%
1-150-54-440447	PA Day Hockey Day Camp			0.00	495.00	0.00%
1-150-54-440461	Transfer from Reserves	0.00	47,749.69	0.00	0.00	0.00%
<b>Total Revenues</b>		<b>13,000.00</b>	<b>59,182.57</b>	<b>3,700.00</b>	<b>6,157.29</b>	<b>(66.41%)</b>
<b>Expenditures</b>						
1-150-54-700010	Salaries	15,445.00	9,850.11	15,345.00	6,147.86	59.94%
1-150-54-700110	Utilities	6,400.00	2,658.28	6,400.00	3,219.07	49.70%
1-150-54-700140	Employee Benefits	2,467.00	1,746.93	3,400.00	1,272.36	62.58%
1-150-54-700190	Building Maintenance	4,000.00	2,832.91	6,600.00	1,926.03	70.82%
1-150-54-700191	Building Cleaning	500.00	63.72	500.00	200.65	59.87%
1-150-54-700200	Equipment Repairs/Maintenance	2,500.00	875.95	1,500.00	852.48	43.17%
1-150-54-700250	Transfer to Capital - Change Ro	13,600.00	0.00	7,294.00	0.00	100.00%
1-150-54-700255	Transfer to Capital - Rink Roof Fi	9,800.00	28,601.49	0.00	0.00	0.00%
1-150-54-700280	Advertising	600.00	181.83	500.00	144.60	71.08%
1-150-54-785069	Change Rooms	200.00	0.00	200.00	22.90	88.55%
1-150-54-785085	Recreational Hky/Public Skating	300.00	0.00	300.00	0.00	100.00%
1-150-54-785112	3 on 3 Mens Hockey Tournamen	0.00	43.65	0.00	47.37	0.00%
1-150-54-785113	Spring H ockey Team	0.00	0.00	0.00	3,470.00	0.00%
1-150-54-785116	PA Day Hockey Day Camp Expe	0.00	61.70	0.00	139.62	0.00%
1-150-54-785122	SKATING LESSONS			500.00	0.00	100.00%
1-150-54-786018	Sports Equipment	500.00	0.00	500.00	0.00	100.00%
<b>Total Expenditures</b>		<b>(56,312.00)</b>	<b>(46,916.57)</b>	<b>(43,039.00)</b>	<b>(17,442.94)</b>	<b>59.47%</b>
<b>Total PARKS &amp; REC RINK</b>		<b>(43,312.00)</b>	<b>12,266.00</b>	<b>(39,339.00)</b>	<b>(11,285.65)</b>	<b>71.31%</b>
<b>PARKS &amp; REC ANNUAL EVENTS</b>						
<b>Revenues</b>						
1-150-55-440315	Cycle Event			3,000.00	0.00	100.00%
1-150-55-440426	Euchre Revenue	4,000.00	4,375.15	4,000.00	2,457.13	38.57%
1-150-55-440427	Country Dance Proceeds	9,500.00	8,166.47	9,500.00	4,548.20	52.12%
1-150-55-440429	Donations - Leadership Camp	0.00	2,000.00	0.00	0.00	0.00%
1-150-55-440431	Dance Lessons	2,000.00	3,809.00	2,000.00	0.00	100.00%
1-150-55-440446	Aerobics & Drop In Sports Fees	500.00	529.25	500.00	146.02	70.80%
1-150-55-440569	Children's Christmas Party	500.00	0.00	500.00	0.00	100.00%
1-150-55-440570	Winter Carnival Revenue	4,200.00	4,259.50	4,500.00	3,954.53	12.12%
1-150-55-440575	Canada Day Revenue	5,000.00	3,041.93	5,500.00	3,917.23	28.78%
<b>Total Revenues</b>		<b>25,700.00</b>	<b>26,181.30</b>	<b>29,500.00</b>	<b>15,023.11</b>	<b>49.07%</b>
<b>Expenditures</b>						
1-150-55-785061	CYCLE EVENT			1,000.00	0.00	100.00%

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**TOWNSHIP OF HORTON**  
**Statement of Revenue and Expenditures**  
 Revised Budget

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Account Number		Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
1-150-55-785075	Canada Day Expenses	2,700.00	1,723.35	3,000.00	1,012.42	66.25%
1-150-55-785078	Children's Events	100.00	0.00	100.00	0.00	100.00%
1-150-55-785079	Children's Christmas Party	300.00	0.00	300.00	0.00	100.00%
1-150-55-785080	Winter Carnival Expenses	2,000.00	2,502.18	3,000.00	2,028.64	32.38%
1-150-55-785081	Country Dance Expenses	7,500.00	6,995.61	7,500.00	4,388.81	41.48%
1-150-55-785082	Aerobics & Drop In Sports	100.00	145.50	100.00	0.00	100.00%
1-150-55-785087	Dance Lessons	1,000.00	2,071.63	1,000.00	0.00	100.00%
1-150-55-785121	Leadership Camp	0.00	2,129.26	0.00	0.00	0.00%
1-150-55-786000	Euchres Expense	2,200.00	2,279.60	2,200.00	1,284.86	41.60%
<b>Total Expenditures</b>		<b>(15,900.00)</b>	<b>(17,847.13)</b>	<b>(18,200.00)</b>	<b>(8,714.73)</b>	<b>52.12%</b>
<b>Total PARKS &amp; REC ANNUAL EVENTS</b>		<b>9,800.00</b>	<b>8,334.17</b>	<b>11,300.00</b>	<b>6,308.38</b>	<b>44.17%</b>
<b>PARKS &amp; REC FUNDRAISING EVENTS</b>						
<b>Revenues</b>						
1-150-56-440311	Social Gaming Nights			3,000.00	1,215.05	59.50%
1-150-56-440316	Euchre Tournament			800.00	0.00	100.00%
1-150-56-440428	Mini Sticks Tournament			700.00	466.96	33.29%
1-150-56-440445	Broomball Registrations			0.00	1,061.95	0.00%
1-150-56-440448	Special Project - Cook Book	0.00	50.00	0.00	0.00	0.00%
1-150-56-440449	Quilt Raffle	1,000.00	705.00	1,000.00	379.00	62.10%
1-150-56-440450	Easter Egg Hunt	1,000.00	1,089.00	1,000.00	648.00	35.20%
1-150-56-440452	Fruit Fundraiser	10,200.00	8,140.00	9,000.00	0.00	100.00%
1-150-56-440453	Dinner & Show	1,000.00	0.00	2,000.00	0.00	100.00%
1-150-56-440455	Murder Mystery	3,000.00	3,567.00	3,500.00	1,816.84	48.09%
1-150-56-440456	Fundraising Catering	4,000.00	14,256.58	5,000.00	4,303.32	13.93%
1-150-56-440457	Harvest Dinner	3,500.00	2,788.06	3,500.00	0.00	100.00%
1-150-56-440458	Trivia Night	700.00	450.00	1,500.00	0.00	100.00%
1-150-56-440459	Pancake Supper	500.00	0.00	0.00	0.00	0.00%
1-150-56-440801	Hockey Tournament	1,000.00	2,907.80	5,360.00	0.00	100.00%
1-150-56-440802	Craft Day/Bake Sale	400.00	0.00	0.00	0.00	0.00%
<b>Total Revenues</b>		<b>26,300.00</b>	<b>33,953.44</b>	<b>36,360.00</b>	<b>9,891.12</b>	<b>72.80%</b>
<b>Expenditures</b>						
1-150-56-785100	Easter Egg Hunt	300.00	405.75	450.00	398.16	11.52%
1-150-56-785102	Fruit Fundraiser	8,300.00	6,737.51	7,000.00	72.50	98.96%
1-150-56-785103	Dinner & Show	300.00	0.00	700.00	0.00	100.00%
1-150-56-785104	Mini Sticks Hockey Tournament	0.00	61.70	200.00	178.09	10.96%
1-150-56-785105	Murder Mystery	1,000.00	1,128.48	1,500.00	449.02	70.07%
1-150-56-785106	Fundraising Catering	4,000.00	8,388.58	5,000.00	1,413.13	71.74%
1-150-56-785107	Harvest Dinner	1,400.00	1,470.08	1,900.00	0.00	100.00%
1-150-56-785108	Trivia Night	300.00	312.98	1,000.00	0.00	100.00%
1-150-56-785109	Pancake Supper	100.00	0.00	0.00	0.00	0.00%
1-150-56-785112	Hockey Tournament	500.00	882.00	1,360.00	0.00	100.00%
1-150-56-785114	Quilting	300.00	305.48	300.00	61.06	79.65%
1-150-56-785117	Social Gaming Night			1,000.00	183.17	81.68%
1-150-56-786000	Euchre Tournament			400.00	45.60	88.60%
1-150-56-789010	Transfer to Reserves - Recreatio	0.00	5,868.00	0.00	0.00	0.00%
1-150-56-789070	Transf to Reserves - Working for	9,800.00	8,392.88	15,550.00	0.00	100.00%

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<b>Total Expenditures</b>	(26,300.00)	(33,953.44)	(36,360.00)	(2,800.73)	92.30%
<b>Total PARKS &amp; REC FUNDRAISING EVENTS</b>	0.00	0.00	0.00	7,090.39	0.00%
<b>PARKS &amp; REC HORTON HOEDOWN</b>					
<b>Revenues</b>					
1-150-57-440220 Ontario Grant			14,046.00	0.00	100.00%
1-150-57-440311 Kids Night Out	500.00	0.00	0.00	0.00	0.00%
1-150-57-440312 Family Night Out	400.00	185.00	0.00	0.00	0.00%
1-150-57-440313 Amazing Race	300.00	440.00	0.00	0.00	0.00%
1-150-57-440314 Glow Run	500.00	0.00	0.00	0.00	0.00%
1-150-57-440429 Hoedown Donations	0.00	0.00	0.00	1,880.87	0.00%
1-150-57-440432 Christmas Craft Show	1,000.00	1,028.00	0.00	0.00	0.00%
1-150-57-440434 Raffle	2,000.00	0.00	0.00	0.00	0.00%
1-150-57-440461 Transfer from Reserves	0.00	43,145.98	0.00	0.00	0.00%
1-150-57-440568 Horton Festival - Merchandise	10,000.00	1,162.13	5,000.00	74.33	98.51%
1-150-57-440571 Horton Festival Admission	0.00	23,462.76	42,100.00	9,041.06	78.52%
1-150-57-440572 Horton Festival Sponsors	0.00	12,195.00	15,000.00	6,000.00	60.00%
1-150-57-440573 Horton Festival Concessions	0.00	3,031.91	1,600.00	1,900.00	(18.75%)
1-150-57-440800 Hoedown - Bar Proceeds	0.00	10,641.00	22,000.00	0.00	100.00%
<b>Total Revenues</b>	<b>14,700.00</b>	<b>95,291.78</b>	<b>99,746.00</b>	<b>18,896.26</b>	<b>81.06%</b>
<b>Expenditures</b>					
1-150-57-700060 Hoedown Misc. Expenses			915.00	291.85	68.10%
1-150-57-700080 Hoedown Office Supplies			200.00	0.00	100.00%
1-150-57-700090 Hoedown Accomodations			3,600.00	0.00	100.00%
1-150-57-700095 Hoedown Bar Expense			11,129.00	300.00	97.30%
1-150-57-700110 Hoedown Utilities			5,000.00	0.00	100.00%
1-150-57-700181 Hoedown Clothing Allowance			500.00	0.00	100.00%
1-150-57-700191 Hoedown Cleaning Supplies			125.00	0.00	100.00%
1-150-57-700200 Hoedown Equipment Rentals			21,769.00	0.00	100.00%
1-150-57-700205 Hoedown Concession/Merchandi			1,000.00	349.73	65.03%
1-150-57-700240 Hoedown Communication			525.00	0.00	100.00%
1-150-57-700280 Hoedown Advertising			4,000.00	627.04	84.32%
1-150-57-718040 Hoedown Contracted Services			7,500.00	7,592.86	(1.24%)
1-150-57-745040 Hoedown Production Staff			5,300.00	5,100.00	3.77%
1-150-57-785061 Christmas Craft Show	350.00	302.00	0.00	0.00	0.00%
1-150-57-785070 Raffle	1,700.00	0.00	0.00	0.00	0.00%
1-150-57-785078 Horton Festival	7,000.00	93,638.78	34,000.00	32,924.73	* 3.16%
1-150-57-785117 Kids Night Out	200.00	0.00	0.00	0.00	0.00%
1-150-57-785118 Family Night Out	300.00	125.05	0.00	0.00	0.00%
1-150-57-785119 Amazing Race	200.00	378.93	0.00	0.00	0.00%
1-150-57-785120 Glow Run	200.00	0.00	0.00	0.00	0.00%
1-150-57-789000 Transfer to Reserves			4,183.00	1,678.95	59.86%
1-150-57-789070 Transfer Profit to Capital Loans	4,750.00	847.02	0.00	0.00	0.00%
<b>Total Expenditures</b>	<b>(14,700.00)</b>	<b>(95,291.78)</b>	<b>(99,746.00)</b>	<b>(48,865.16)</b>	<b>51.01%</b>
<b>Total PARKS &amp; REC HORTON HOEDOWN</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(29,968.90)</b>	<b>0.00%</b>

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Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Total Parks &amp; Recreation</b>	<b>(161,584.00)</b>	<b>(83,152.69)</b>	<b>(162,728.00)</b>	<b>(77,140.91)</b>	<b>52.60%</b>
<b>Health Services</b>					
<b>Default</b>					
<b>Revenues</b>					
1-160-00-440300 Doctor Recruitment - Fees & Ch	0.00	35.40	0.00	0.00	0.00%
1-160-00-440391 Martin Cemetery Donation	0.00	300.00	0.00	0.00	0.00%
<b>Total Revenues</b>	<b>0.00</b>	<b>335.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Expenditures</b>					
1-160-00-700010 Salaries	290.00	353.70	340.00	248.44	26.93%
1-160-00-700140 Employee Benefits	55.00	75.03	90.00	48.39	46.23%
1-160-00-700221 Cemetery Maintenance - Martin	0.00	300.00	0.00	0.00	0.00%
1-160-00-700222 Cemetery Maintenance - McLare	200.00	0.00	0.00	0.00	0.00%
1-160-00-700223 Cemetery Maintenance - Thomp			0.00	23.38	0.00%
1-160-00-750010 Golden Age Activity Centre	1,000.00	1,000.00	1,000.00	1,000.00	0.00%
1-160-00-750020 Soc Serv Home Supp Grant	1,230.00	1,230.00	1,230.00	1,230.00	0.00%
1-160-00-750030 Renfrew Sunshine Coach	1,050.00	1,050.00	1,050.00	1,050.00	0.00%
1-160-00-750040 Doctor Recruitment	29,291.00	29,381.06	29,877.00	29,877.00	0.00%
1-160-00-750050 Hospice Renfrew	250.00	250.00	250.00	250.00	0.00%
<b>Total Expenditures</b>	<b>(33,366.00)</b>	<b>(33,639.79)</b>	<b>(33,837.00)</b>	<b>(33,727.21)</b>	<b>0.32%</b>
<b>Total Default</b>	<b>(33,366.00)</b>	<b>(33,304.39)</b>	<b>(33,837.00)</b>	<b>(33,727.21)</b>	<b>0.32%</b>
<b>Total Health Services</b>	<b>(33,366.00)</b>	<b>(33,304.39)</b>	<b>(33,837.00)</b>	<b>(33,727.21)</b>	<b>0.32%</b>
<b>Planning</b>					
<b>Default</b>					
<b>Revenues</b>					
1-170-00-440330 Fees & Charges Planning	5,200.00	(400.00)	5,200.00	2,950.00	43.27%
1-170-00-440355 Fees & Charges Zoning Compl.	400.00	520.00	400.00	120.00	70.00%
1-170-00-440466 Transfer from Lot Dev Fund	14,500.00	9,810.38	0.00	0.00	0.00%
<b>Total Revenues</b>	<b>20,100.00</b>	<b>9,930.38</b>	<b>5,600.00</b>	<b>3,070.00</b>	<b>45.18%</b>
<b>Expenditures</b>					
1-170-00-700060 Com. Member Fees	2,000.00	1,375.00	1,700.00	0.00	100.00%
1-170-00-700090 Materials & Supplies	100.00	154.89	300.00	0.00	100.00%
1-170-00-780010 Contracted Services	17,000.00	12,768.30	2,000.00	0.00	100.00%
1-170-00-780100 Economic Development	2,000.00	203.52	2,000.00	0.00	100.00%
<b>Total Expenditures</b>	<b>(21,100.00)</b>	<b>(14,501.71)</b>	<b>(6,000.00)</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Default</b>	<b>(1,000.00)</b>	<b>(4,571.33)</b>	<b>(400.00)</b>	<b>3,070.00</b>	<b>867.50%</b>
<b>Total Planning</b>	<b>(1,000.00)</b>	<b>(4,571.33)</b>	<b>(400.00)</b>	<b>3,070.00</b>	<b>867.50%</b>

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Account Number		Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Fire</b>						
<b>Default</b>						
<b>Revenues</b>						
1-180-00-440110	Provincial Fees and Charges	2,000.00	0.00	7,000.00	0.00	100.00%
1-180-00-440310	Fees & Charges Fire	4,000.00	60.00	1,800.00	0.00	100.00%
1-180-00-440440	Oth Rev Sale of Equipment			0.00	1,194.69	0.00%
1-180-00-440461	Transfer from Reserve	370,014.00	580.64	379,950.00	0.00	100.00%
1-180-00-440466	Transfer from Lot Dev Fund	41,506.00	4,922.00	51,500.00	0.00	100.00%
<b>Total Revenues</b>		<b>417,520.00</b>	<b>5,562.64</b>	<b>440,250.00</b>	<b>1,194.69</b>	<b>99.73%</b>
<b>Expenditures</b>						
1-180-00-700010	Salaries	30,000.00	31,883.25	35,000.00	20,583.34	41.19%
1-180-00-700035	Conference/Travel Expenses	1,000.00	0.00	750.00	0.00	100.00%
1-180-00-700060	Misc. Expenses	1,000.00	934.16	1,000.00	458.55	54.15%
1-180-00-700070	Insurance	14,750.00	14,181.67	15,103.00	14,726.73	2.49%
1-180-00-700080	Office Supplies	1,000.00	305.13	1,000.00	202.45	79.76%
1-180-00-700090	Clothing Expense	1,000.00	0.00	1,000.00	0.00	100.00%
1-180-00-700100	Telephone	1,250.00	1,512.30	1,250.00	752.07	39.83%
1-180-00-700110	Utilities	6,250.00	7,511.82	6,250.00	4,257.99	31.87%
1-180-00-700140	Employee Benefits	4,200.00	4,508.15	4,200.00	2,302.08	45.19%
1-180-00-700180	Office Equip. & Maint.	800.00	1,591.81	1,500.00	1,141.34	23.91%
1-180-00-700190	Building Maintenance	1,500.00	494.32	1,500.00	1,430.06	4.66%
1-180-00-700191	Building Cleaning	1,000.00	876.86	1,000.00	492.83	50.72%
1-180-00-700200	Fire Equipment Maintenance	18,000.00	11,925.86	17,000.00	11,984.21	29.50%
1-180-00-700210	Fleet Maintenance	8,000.00	6,256.30	7,000.00	4,095.71	41.49%
1-180-00-700230	Fuel & Oil	750.00	1,377.24	750.00	0.00	100.00%
1-180-00-700240	Radio/Communications	2,600.00	1,313.08	2,000.00	1,632.04	18.40%
1-180-00-700250	Transfer to Capital	411,520.00	0.00	431,450.00	431,449.32	0.00%
1-180-00-700260	Extrication Agreement	3,500.00	6,006.25	5,000.00	1,500.00	70.00%
1-180-00-700261	Water Rescue Agreement			3,000.00	0.00	100.00%
1-180-00-715015	Computer/Program Maintenance	2,500.00	1,773.66	3,000.00	1,121.89	62.60%
1-180-00-721045	Admin Mutual Aid	250.00	0.00	0.00	0.00	0.00%
1-180-00-721060	Training	2,500.00	951.54	2,500.00	607.53	75.70%
1-180-00-721070	Compressed Air	250.00	0.00	250.00	0.00	100.00%
1-180-00-721080	Extinguisher Recharges	300.00	0.00	300.00	0.00	100.00%
1-180-00-721210	Communications - County	4,000.00	4,000.00	4,000.00	0.00	100.00%
1-180-00-721230	Fire Prevention	2,000.00	1,795.76	2,000.00	788.33	60.58%
1-180-00-721240	Hydrant/Water Supply	300.00	386.68	300.00	66.28	77.91%
1-180-00-789005	Transfer to Reserves Fire Equip	32,640.00	32,640.00	33,295.00	33,295.00	0.00%
1-180-00-789038	Transfer to Reserves - Building	1,500.00	1,500.00	1,500.00	1,500.00	0.00%
1-180-00-900100	Amortization Expense	0.00	19,706.00	0.00	0.00	0.00%
<b>Total Expenditures</b>		<b>(554,360.00)</b>	<b>(153,431.84)</b>	<b>(582,898.00)</b>	<b>(534,387.75)</b>	<b>8.32%</b>
<b>Total Default</b>		<b>(136,840.00)</b>	<b>(147,869.20)</b>	<b>(142,648.00)</b>	<b>(533,193.06)</b>	<b>(273.78%)</b>
<b>Total Fire</b>		<b>(136,840.00)</b>	<b>(147,869.20)</b>	<b>(142,648.00)</b>	<b>(533,193.06)</b>	<b>(273.78%)</b>

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Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Building Department</b>					
<b>Default</b>					
<b>Revenues</b>					
1-190-00-440385 Septic Permits	8,000.00	9,060.00	8,000.00	4,460.00	44.25%
1-190-00-440410 Building Permits	45,000.00	45,576.00	45,000.00	24,269.00	46.07%
1-190-00-440431 Misc. Revenue	5,000.00	2,700.00	3,000.00	1,600.00	46.67%
1-190-00-440605 Transfer from Reserves	24,225.00	13,465.69	11,275.00	0.00	100.00%
<b>Total Revenues</b>	<b>82,225.00</b>	<b>70,801.69</b>	<b>67,275.00</b>	<b>30,329.00</b>	<b>54.92%</b>
<b>Expenditures</b>					
1-190-00-700010 Salaries	49,500.00	49,500.00	49,500.00	22,500.00	54.55%
1-190-00-700035 Conference/Travel Expenses	350.00	274.78	350.00	0.00	100.00%
1-190-00-700060 Misc. Expenses	100.00	0.00	100.00	0.00	100.00%
1-190-00-700080 Office Supplies	6,200.00	121.64	1,500.00	57.00	96.20%
1-190-00-700100 Telephone	300.00	424.31	300.00	108.48	63.84%
1-190-00-700140 Employee Benefits	6,250.00	7,955.96	6,250.00	2,225.40	64.39%
1-190-00-700190 Building Maintenance - Partial S	2,825.00	2,825.00	1,775.00	0.00	100.00%
1-190-00-700250 Transfer to Capital	5,000.00	0.00	0.00	0.00	0.00%
1-190-00-718040 Contracted Services	2,000.00	0.00	2,000.00	0.00	100.00%
1-190-00-785066 Office Administration	9,700.00	9,700.00	5,500.00	0.00	100.00%
<b>Total Expenditures</b>	<b>(82,225.00)</b>	<b>(70,801.69)</b>	<b>(67,275.00)</b>	<b>(24,890.88)</b>	<b>63.00%</b>
<b>Total Default</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,438.12</b>	<b>0.00%</b>
<b>Total Building Department</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,438.12</b>	<b>0.00%</b>
<b>Total General Fund</b>	<b>0.00</b>	<b>1,160,943.91</b>	<b>0.00</b>	<b>(614,648.13)</b>	<b>0.00%</b>

**RETURN TO AGENDA**

**TOWNSHIP OF HORTON**  
**Consolidated Statement Of Financial Position**  
for Period Ending June 30, 2019

	2019	2018
<b><u>Financial Assets</u></b>		
Cash In Bank	1,461,046.38	1,827,450.87
Petty Cash	5,725.00	2,275.00
Accts. Receivable	9,742.02	125,918.20
Prepaid Expenses	1,038.73	919.36
Due To Other Funds	0.00	0.00
Property Taxes	351,910.35	376,084.30
HST	87,518.25	105,877.18
Tangible Capital Assets	10,708,133.20	9,486,468.86
Inventory	15,651.72	21,555.31
<b>Financial Assets</b>	<b>\$ 12,640,765.65</b>	<b>\$ 11,946,549.08</b>
<b><u>Liabilities</u></b>		
	0.00	0.00
Due To Canada	0.00	0.00
Due to Canada - HST	(1,612.84)	0.00
Due To Ontario	226.92	349.04
Accounts Payable - Other	187,376.85	375,018.77
Other Current Liabilities	601,813.69	446,085.97
Deferred Revenue	5,348.34	316,349.19
Tax Overpayment	34,690.25	33,603.58
Reserves	2,247,776.18	2,314,530.76
Surplus	10,152,146.59	8,991,832.68
<b>Liabilities</b>	<b>\$ 13,227,765.98</b>	<b>\$ 12,477,769.99</b>
<b><u>Net Financial Assets/(Net Debt)</u></b>	<b>\$ (587,000.33)</b>	<b>\$ (531,220.91)</b>
<b><u>Accumulated Surplus</u></b>	<b>\$ (587,000.33)</b>	<b>\$ (531,220.91)</b>

RETURN TO AGENDA



# Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  2019 Township of Horton Corporate Policy Review Section E – Hours of Work, Overtime, Leave and Attendance	<b>Date:</b> July 16 <sup>th</sup> , 2019
	<b>Council/Committee:</b> Council
	<b>Author:</b> Hope Dillabough, CAO/Clerk
	<b>Department:</b> General Government

### RECOMMENDATIONS:

THAT Council accept Corporate Policies E-01 through to E-09 as reviewed and updated by Staff;

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

### BACKGROUND:

Corporate Policies – Section E reviewed and updated as attached:

- Policy E-01 – Hours of Work and Overtime
- Policy E-02 – Statutory and Paid Holidays, Full-time Employees
- Policy E-03 – Statutory and Paid Holidays, Part-Time Employees
- Policy E-04 – Vacation
- Policy E-05 – Bereavement/Compassionate Leave
- Policy E-06 – Pregnancy and Parental Leave
- Policy E-07 – Court Leave
- Policy E-08 – General Leave of Absences
- Policy E-09 – Attendance Control

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

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** N/A

**CONSULTATIONS:** Jennifer Barr, Treasurer and the County of Renfrew's Corporate Policies

Author:   
signature

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

Treasurer: \_\_\_\_\_  
signature

C.A.O.   
signature

**RETURN TO AGENDA**

<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> HOURS OF WORK, OVERTIME, LEAVE, AND ATTENDANCE			<b>POLICY #:</b> E-01
<b>POLICY:</b> Hours of Work and Overtime			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> April 03/12 June 2019	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 5

**POLICY STATEMENT:**

In order to administer its affairs as efficiently and effectively as possible and in the best interest of the general public, the Township of Horton establishes hours of work, including shift work if required, for all job classifications.

**PROCEDURE:**

1. The following apply to hours of work:
  - (a) the normal minimum daily hours of work for all full-time management, supervisory, technical, administrative, and administrative support employees is seven (7) hours per day;
  - (b) the normal daily hours of work for all Public Works Department employees consist of eight (8) hours per day as designated by the Manager;
  - (c) a fifteen (15) minute break period is provided in both the first and second half of a shift; and
  - (d) each Manager ensures that each employee in his/her Department is working the required number of hours for his/her classification;
  
2. The following apply to overtime:
  - (a) all authorized work performed by employees (except those indicated in 3(b) below) beyond the normal daily hours is considered overtime and is paid at the rate of time and one-half or, upon mutual agreement with their Manager, employees may receive time and one-half off with pay at a mutually agreeable time for overtime hours worked. Overtime shall not accumulate on a time-off-in-lieu basis beyond ten (10) working days at any given time. Any overtime in the bank at year end can be carried over to the next calendar year;
  
  - (b) Public Works operational employees who are called in prior to their normal starting time are required to go home after a total of eight (8) hours are worked, unless after eight (8) hours of work the Manager assigns additional work;

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The Township of Horton Policy and Procedures			
<b>SECTION:</b> HOURS OF WORK, OVERTIME, LEAVE, AND ATTENDANCE			<b>POLICY #:</b> E-01
<b>POLICY:</b> Hours of Work and Overtime			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> April 03/12 June 2019	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 2 of 5

- (c) The CAO/Clerk and the ~~Municipal-Infrastructure~~ Public Works Manager are eligible for overtime pay at straight time, to a maximum of eighty (80) hours per calendar year. The CAO/Clerk shall be paid straight time for Council and Standing Committee meetings in accordance the Council Remuneration and Employment Bylaws. All overtime for the ~~Municipal-Infrastructure~~ Public Works Manager must be pre-approved by the CAO/Clerk and shall not include elective overtime. The CAO/Clerk and the ~~Municipal-Infrastructure~~ Public Works Manager have the option of using the above overtime as time off in lieu of overtime at straight time.
- (c) overtime is pre-authorized by the employee's Manager or designate; with exception of snow removal.
3. The following apply to office hours:
- (a) the normal hours of business for all departments operating out of the Municipal Office are 8:30 a.m. to 4:30 4:00 p.m.; summer hours may apply.
- (b) the normal hours of operation for the Public Works Department employees is 7:00 a.m. to 3:30 p.m. Summer hours may apply.

Note: See Appendix A, B and C.

**RETURN TO AGENDA**

The Township of Horton Policy and Procedures			
<b>SECTION:</b> HOURS OF WORK, OVERTIME, LEAVE, AND ATTENDANCE		<b>POLICY #:</b> E-01	
<b>POLICY:</b> Hours of Work and Overtime			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> <del>April 03/12</del> June 2019	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 3 of 5

**APPENDIX A:**

[Overtime Sheet at Time and a Half](#)

The Township of Horton Policy and Procedures			
<b>SECTION:</b> HOURS OF WORK, OVERTIME, LEAVE, AND ATTENDANCE			<b>POLICY #:</b> E-01
<b>POLICY:</b> Hours of Work and Overtime			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> <del>April 03/12</del> June 2019	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 4 of 5

**APPENDIX B:**

[Overtime Sheet at Straight Time](#)

The Township of Horton Policy and Procedures			
<b>SECTION:</b> HOURS OF WORK, OVERTIME, LEAVE, AND ATTENDANCE			<b>POLICY #:</b> E-01
<b>POLICY:</b> Hours of Work and Overtime			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> <del>April 03/12</del> June 2019	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 5 of 5

**APPENDIX C:**

[Application for Leave](#)

**RETURN TO AGENDA**

The Township of Horton Policy and Procedures			
<b>SECTION:</b> HOURS OF WORK, OVERTIME, LEAVE, AND ATTENDANCE			<b>POLICY #:</b> E-02
<b>POLICY:</b> Statutory and Paid Holidays, Full-time Employees			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> April 03/12 June 2019	<b>COVERAGE:</b> All Full-time Employees	<b>PAGE #:</b> 1 of 2

**POLICY STATEMENT:**

Full-time employees of the Township of Horton are entitled to a designated number of paid holidays each calendar year. Eligibility is specified below.

**PROCEDURE:**

- The Township observes the following as paid holidays for full-time employees:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	

plus, any other day proclaimed hereafter by the Federal or Provincial Government is recognized as an additional holiday.

- In addition to the holidays listed above, each employee is allowed three (3) additional holidays known as floating holidays. The date and time for taking the floating holidays is mutually agreed upon by the Employer and employee. A floating holiday cannot be carried over from one calendar year to the next.
- A newly hired or terminated employee is entitled to floating holidays based upon the hours of work during the calendar year.
- The following apply to Compensation for Holidays Worked:
  - employees are paid time and one-half (1½) for work performed on the above holidays and in addition shall receive a day off with pay;
  - when a holiday falls during a scheduled vacation period, an additional day off with pay is granted;

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<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> HOURS OF WORK, OVERTIME, LEAVE, AND ATTENDANCE			<b>POLICY #:</b> E-02
<b>POLICY:</b> Statutory and Paid Holidays, Full-time Employees			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> <del>April 03/12</del> June 2019	<b>COVERAGE:</b> All Full-time Employees	<b>PAGE #:</b> 2 of 2

(c) any day in lieu of a paid holiday in this Policy is at a mutually agreeable time. If the parties are unable to agree, such days are added to the employee's vacation or weekends off; and

(d) no more than four (4) days in lieu of paid holidays are accumulated at any time.

5. If a paid holiday is observed on an employee's scheduled day off and the employee does not work on that day, he/she is allowed another day off with pay at a time agreeable to him/her and to the Department Head.
6. Paid holidays will not accrue or become eligible for payment if an employee is on an unpaid leave of absence (including Workplace Safety and Insurance Benefits) or after a period of thirty (30) consecutive days leave for illness.
7. Where a Statutory Holiday falls on a Saturday or Sunday, the Township of Horton aligns their Statutory Holiday as directed by the Ministry of the Attorney General.

The Township of Horton Policy and Procedures			
<b>SECTION:</b> HOURS OF WORK, OVERTIME, LEAVE, AND ATTENDANCE			<b>POLICY #:</b> E-03
<b>POLICY:</b> Statutory and Paid Holidays, Part-time Employees			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> April-03/12 June 2019	<b>COVERAGE:</b> All Permanent Part-time Employees and Part-time Employees	<b>PAGE #:</b> 1 of 1

**POLICY STATEMENT:**

Part-time employees of the Township of Horton are entitled to a designated number of paid holidays each calendar year. Eligibility is specified below.

**PROCEDURE:**

- The following paid holidays are observed for part-time employees:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	

- In addition to the holidays listed above, each Part Time Employee is allowed a maximum of three (3) additional holidays known as floating holidays. Floating holidays must be earned at the following rate:

First Floating Holiday is earned after working 1000 hours for the municipality.  
 Second Floating Holiday is earned after working 2000 hours for the municipality.  
 Third Floating Holiday is earned after working 3000 hours for the municipality.

The date and time for taking the floating holidays is mutually agreed upon by the Employer and employee. A floating holiday cannot be carried over from one calendar year to the next.

- The following apply to compensation for holidays worked:
  - part-time employees are paid at the rate of time and one-half (1½) for all hours worked on a paid holiday listed above; and
- Where a Statutory Holiday falls on a Saturday or Sunday, the Township of Horton aligns their Statutory Holiday as directed by the Ministry of the Attorney General.

**RETURN TO AGENDA**

The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: E-04
POLICY: Vacation			
DATE: April 07/03	REV. DATE: April 03/12 June 2019	COVERAGE: All Employees	PAGE #: 1 of 3

**POLICY STATEMENT:**

Each Department Head or designate is responsible for scheduling vacation dates for employees in a manner that is as fair as possible to all employees and that ensures minimum disruption of service in the Department.

**PROCEDURE:**

1. Annual vacation will be given Administration and Regular Full Time Employees as follows:
  - (a) One to five years - 2 weeks vacation
  - (b) Six to ten years - 3 weeks vacation
  - (c) Eleven to eighteen years - 4 weeks vacation
  - (d) Over eighteen years - 5 weeks vacation

an employee may carry the equivalent of one (1) week vacation to the subsequent year. The carried over vacation must be used in the subsequent year.

A newly hired employee or terminated employee is entitled to annual vacation based upon the hours of work during the calendar year.

2. In the case of a newly recruited employee with significant relevant experience, Council has the discretion to adjust the starting vacation entitlement. The adjustment may be up to the maximum that the new recruit would have earned if he/she acquired all directly related experience as a Township of Horton employee.
3. Vacation pay for part-time employees is in accordance with the Employment Standards Act and as follows:
  - (a) After one (1) to (5) year's work (up to 9,100 1,820 hours for 35 hr week), (up to 10,400 2,080 hours for 40 hr week) receive four percent (4% 6%) vacation pay;
  - (b) Six (6) to (10) After eight (8) year's work (9,101 hours to 18,200 14,560 hours for 35 hr week), (10,401 to 20,800 16,640 hours for 40 hr week) receive six percent (6%) vacation pay;

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The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: E-04
POLICY: Vacation			
DATE: April 07/03	REV. DATE: April 03/12 June 2019	COVERAGE: All Employees	PAGE #: 2 of 3

- (c) ~~Eleven (11) to (18)~~ After seventeen (17) year's work (~~18,201 hours to 32,760~~ 30,940 hours for 35 hr week), (~~20,801 to 37,440~~ 35,360 hours for 40 hr week) receive eight percent (~~8%~~ 10%) vacation pay;
- (d) ~~After eighteen (18) years' work (32,761 hours for 35 hr week), (37,441 hours for 40 hr week) receive ten percent (10%) vacation pay;~~
4. For the purpose of vacation entitlement, years of employment means the combined years of employment as a full-time and a regular part-time employee. Part-time service is based on cumulative hours worked (see Procedure No. 3 above).
  5. All vacation is taken in agreement with the employee's supervisor. Length of service on active payroll is given consideration in choice of vacation periods. All employees are entitled to two (2) weeks of earned vacation consecutively. Consecutive earned vacation periods of more than two weeks may be obtained with the expressed permission of the employee's supervisor. Vacation may not be taken in anything less than one-half (½) days.
  7. Vacation requests must be in writing.
  8. While on active payroll, employees are not permitted to take cash in lieu of vacation except upon termination of employment.
  9. Sick leave may be substituted for vacation leave where the employee can establish, by Doctor's certificate, that an illness or accident occurred while on vacation.
  10. Vacation credits will not accrue during an unpaid leave of absence (excluding Workplace Safety and Insurance Benefits) or after a period of thirty (30) consecutive business days leave for illness.
  11. Vacation pay is calculated at the rate effective immediately prior to the vacation period; full-time employees may receive their vacation pay earned to date prior to the beginning of their vacation period, provided that employees notify the pay office in writing three (3) weeks before the start of the vacation period. Any

The Township of Horton Policy and Procedures			
<b>SECTION:</b> HUMAN RESOURCES			<b>POLICY #:</b> E-04
<b>POLICY:</b> Vacation			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> <del>April 03/12</del> June 2019	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 3 of 3

vacation not yet earned for the calendar year required approval by Council to be paid in advance.

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The Township of Horton Policy and Procedures			
<b>SECTION:</b> HOURS OF WORK, OVERTIME, LEAVE, AND ATTENDANCE			<b>POLICY #:</b> E-05
<b>POLICY:</b> Bereavement/Compassionate Leave			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> April 03/12 June 2019	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 1

**POLICY STATEMENT:**

Employees are granted paid leave of absence in the event of death in the family.

**PROCEDURE:**

1. The following apply to full-time employees:
  - (a) the Employer pays an employee up to three (3) days pay at the employee's straight time hourly rate for all regular time lost in the event of the death of the employee's wife, husband, father, mother, father-in-law, mother-in-law, sister, brother, son, daughter, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, common-law spouse, grandchild, spouse's grandparent, brother-in-law, sister-in-law, step children, a foster sibling or foster child. Such leave consists of three (3) consecutive days and is taken to coincide with the funeral of the deceased person.
  - (b) One (1) day leave is granted without loss of salary or wages to attend a funeral as a pallbearer. A request for such leave is given twenty-four (24) hours in advance of such leave, unless, under extenuating circumstances, such notice of time is not possible.
2. Bereavement leave is applicable to part-time employees to the extent that such leave is required during a three (3) day consecutive period that coincides with the date of the funeral, on days that part-time employees are scheduled to work.
3. In the event of a death in a family for either an employee or Council member, flowers or a donation to be given on behalf of the Township. In the event of death for either a former employee or Council member, flowers or a donation to be given on behalf of the Township. Any donation or flowers is at the discretion of the CAO/Clerk.

**RETURN TO AGENDA**

The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: E-06
POLICY: Pregnancy Leave and Parental Leave			
DATE: April 07/03	REV. DATE: April 03/12 June 2019	COVERAGE: All Employees	PAGE #: 1 of 6

**POLICY STATEMENT:**

Pregnancy leave and parental leave are available to all employees who have at least thirteen (13) weeks service with the Township of Horton.

**PROCEDURE:**

1. The following provisions of the *Employment Standards Act 2000* apply:
  - (a) concerning Pregnancy Leave:
    - (i) employees who are pregnant and who have been employed with the Employer for a least thirteen (13) weeks prior to the expected date of birth are entitled to take a pregnancy leave without pay and without loss of service/seniority or benefits. The pregnancy leave is for a seventeen (17) week period commencing on the date requested by the mother to commence leave, or the date of birth (whichever is first);
    - (ii) employees taking pregnancy leave must provide at least four (4) weeks written notice to the Employer advising of the date that the leave will begin. The date chosen for commencing leave must be no more than ~~seventeen~~ fifteen (15) weeks prior to the expected date of birth as ~~confirmed by the woman's physician;~~ and must be no more than seventeen (17) weeks after the actual date of birth, as confirmed by a physician or qualified medical practitioner.
    - (iii) in the event of complications with the pregnancy or because of a birth, still birth, or miscarriage that occurs earlier than the expected date of delivery of the child, the employee must, within two (2) weeks of stopping work, provide written notice to the Employer of the date the pregnancy leave will begin or has begun. The employee must provide the Employer with a certificate from her physician or qualified medical practitioner, stating the expected birth date of the child; ~~and~~
    - (iv) In the event of a stillbirth or miscarriage that occurs more than seventeen (17) weeks before the due date, an employee is not entitled

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The Township of Horton Policy and Procedures			
<b>SECTION:</b> HUMAN RESOURCES			<b>POLICY #:</b> E-06
<b>POLICY:</b> Pregnancy Leave and Parental Leave			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> April 03/12 June 2019	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 2 of 6

to pregnancy leave. In the event of a stillbirth or miscarriage that occurs within the seventeen (17) week period before the due date, an employee is entitled to pregnancy leave. The date for commencing the leave is the date of the stillbirth or miscarriage. If the employee has commenced pregnancy leave prior to the stillbirth or miscarriage, the leave is extended to the latter of seventeen (17) weeks after the pregnancy leave began, or twelve (12) weeks after the still birth or miscarriage. The employee is required to provide the Employer with a certificate from a physician or qualified medical practitioner, confirming the date of said matter.

- (iv) the pregnancy leave of an employee ends seventeen (17) weeks after the pregnancy leave began. If the employee wishes to return to work earlier, the employee provides is required to provide the Employer with a least four (4) weeks' written notice of the date of return. ~~If an employee has a miscarriage or still birth, the Employment Standards Act will apply.~~

(b) concerning Parental Leave ~~(includes Adoptive Leave):~~

- (i) if an employee has been in the employ of the Employer for at least thirteen (13) weeks and is the parent of a child, he/she is entitled to take an unpaid parental leave, without loss of service/seniority or benefits.
- (ii) Prior to commencing parental leave, employees must declare whether standard or extended parental leave option will be taken and must provide at least two (2) weeks; written notice of the date the leave is to begin. ~~up to thirty seven (37) weeks following the birth of the child, or the coming of the child into the employee's custody, care, and control for the first time. The term "parent" includes a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own;~~
- (iii) Standard Parental Leave

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The Township of Horton Policy and Procedures			
<b>SECTION:</b> HUMAN RESOURCES			<b>POLICY #:</b> E-06
<b>POLICY:</b> Pregnancy Leave and Parental Leave			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> April 03/12 June 2019	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 3 of 6

- a. Employees are entitled to thirty-seven (37), or thirty-five (35) weeks for those taking pregnancy leave following the birth of a child, or the coming of a child into the employee's custody, care and control.
- b. Employees taking standard parental leave shall commence the leave no more than fifty-two (52) weeks after the day the child is born or comes into the employee's custody, care and control for the first time.
- c. Employees who have also taken a pregnancy leave shall commence parental leave immediately when the pregnancy leave ends. In the event that the child has not yet come into the custody, care and control of a parent, the employee may either commence leave when the pregnancy leave ends, or opt to return to work and commence parental leave at a later date. If the employee opts to return to work, she must start the parental leave within the fifty-two (52) weeks since the birth, or the date in which the child was placed into their custody, care, and control for the first time.
- d. Standard parent leave ends thirty-seven (37) weeks after it began. For employees who took pregnancy leave, parental leave ends thirty-five (35) weeks after it began. If an employee opts to return to work earlier than the thirty-five (35) or thirty-seven (37) weeks, the employee must provide the employer with at least four (4) weeks' written notice of the day they will be returning.

(iv) Extended Parental Leave

- a. Employees are entitled to sixty-three (63), or sixty-one (61) weeks for those also taking pregnancy leave following the birth of a child, or the coming of a child into the employee's custody, care and control for the first time.
- b. Employees taking extended parental leave shall commence the leave no more than seventy-eight (78) weeks after the date that the child is born, or the date the child first came into their care, custody and control.

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The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES		POLICY #: E-06	
POLICY: Pregnancy Leave and Parental Leave			
DATE: April 07/03	REV. DATE: <del>April 03/12</del> June 2019	COVERAGE: All Employees	PAGE #: 4 of 6

- c. Employees who have also taken pregnancy leave shall commence parental leave immediately when the pregnancy leave ends. In the event that the child has not yet come into the custody, care, and control of a parent, the employee may either commence leave when the pregnancy leave ends, or opt to return to work and commence parental leave at a later date. If the employee opts to return to work, she must commence the parental leave with the seventy-eight (78) week period after the birth, or the date in which the child was placed into their custody, care, and control for the first time..
- d. Extended parental leave ends sixty-three (63) weeks after it began. For employees taking pregnancy leave, parental leave ends sixty-one (61) weeks after it began. If an employee opts to return to work earlier than the sixty-three (63) or sixty-one (61) weeks, the employee must provide the Employer with at least four (4) weeks' written notice of the day they will be returning.

(v) **General Provisions Concerning Parental Leave**

- a. The term "parent" includes a person with whom a child is placed for adoption, and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own.
- b. Adoptive parents may commence parental leave when the child comes into the custody and control of the parent.
- c. An employee who has suffered a stillbirth or miscarriage, or whose spouse has suffered a stillbirth or miscarriage is not eligible for parental leave.
- d. In the event that an employee who is a parent stops working due to a child coming into the custody, care and control of a parent for the first time sooner than expected, the employee, within two (2) weeks of stopping work, must provide the Employer with written notice of the date the parental leave began and identify which parental leave option is being taken. The parental leave begins on the date that the employee stopped working.

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The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: E-06
POLICY: Pregnancy Leave and Parental Leave			
DATE: April 07/03	REV. DATE: <del>April 03/12</del> June 2019	COVERAGE: All Employees	PAGE #: 5 of 6

~~(ii) employees who wish to take a parental leave shall commence such leave no more than fifty two (52) weeks after the day the child is born or comes into the employee's custody, care and control for the first time;~~

~~(iii) employees who have taken a pregnancy leave and who also desire to take parental leave, shall commence parental leave immediately when the pregnancy leave ends, unless the child has not yet come into the custody, care and control of a parent for the first time;~~

~~(iv) adoptive parents may commence parental leave when the child comes into the custody and control of the parent;~~

~~(v) the employee gives the Employer at least four (4) weeks' written notice of the date the leave is to begin. In the event that an employee who is a parent stops working because the child comes into the custody, care and control of a parent for the first time sooner than expected, the employee, within two (2) weeks of stopping work, provides the Employer with written notice of the date the parental leave began. The parental leave begins on the date that the employee stopped working; and~~

~~(vi) parental leave ends thirty five (35) weeks after it began, if the employee also took pregnancy leave, and thirty seven (37) weeks after it began, otherwise; or on an earlier day if the employee gives the employer at least four (4) weeks' written notice of that day;~~

(c) the following are General Provisions applicable to Pregnancy and Parental Leave:

(i) an employee who has given notice to begin pregnancy or parental leave may change the notice to begin leave upon giving the Employer at least four (4) weeks' written notice;

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<b>POLICY:</b> Pregnancy Leave and Parental Leave			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> <del>April 03/12</del> June 2019	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 6 of 6

- (ii) an employee who has given notice to end leave may change the notice to an earlier date upon giving the Employer at least four (4) weeks' written notice before the earlier date;
- (iii) employees are entitled, during pregnancy and parental leave, to continue participation in the benefit plans that they participated in prior to taking the leave. The Employer continues to make the Employer's contributions unless the employee gives the Employer written notice that the employee does not intend to pay the employee's contributions during the leave period, in which case such benefits would cease;
- (iv) while on Pregnancy and Parental Leave, employees continue to accumulate service for the purposes of determining salary increment, vacation, and sick leave entitlement;
- (v) employees are reinstated following return from pregnancy or parental leave in the position that the employee held prior to commencing leave, if it still exists, or a comparable position at the rate equal to the wages most recently paid by the Employer; and
- (vi) extensions to Pregnancy and Parental Leave are handled under Policy E-08 (General Leave Without Pay) (non-statutory leave of absence).

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<b>SECTION:</b> HOURS OF WORK, OVERTIME, LEAVE, AND ATTENDANCE			<b>POLICY #:</b> E-07
<b>POLICY:</b> Court Leave			
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**POLICY STATEMENT:**

Leave of absence with pay is granted to a full-time employee who is required to serve as a juror or as a witness of the Employer. This provision also applies to part-time employees for scheduled time lost.

**PROCEDURE:**

1. A full-time or scheduled part-time employee called to serve as a juror or as a witness of the Employer, receives his/her normal earnings with all benefits for time spent on such duty.
2. As soon as the employee receives payment from the Court for services as a juror, such payment is submitted without delay to the ~~Payroll Office~~ **Treasurer**.
3. An employee on authorized vacation leave who is required to testify or is subpoenaed as a witness because of employment with the Township has his/her vacation leave entitlement restored for the period of time required to attend Court.

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SECTION: HOURS OF WORK, OVERTIME, LEAVE AND ATTENDANCE			POLICY #: E-08
POLICY: General Leave <del>Without Pay</del> of Absences			
DATE: April 07/03	REV. DATE: <del>May 1/12</del> June 2019	COVERAGE: All Employees	PAGE #: 1 of 4

### POLICY STATEMENT:

An employee may be granted a leave of absence ~~without pay~~ for legitimate personal reasons upon obtaining the approval of his/her Department Head in compliance with the Employment Standards Act, 2000. The type of leave requested by the employee may be with or without pay.

### PROCEDURE:

1. All leaves of absence ~~without pay~~ are requested in writing and authorized by the appropriate Department Head and CAO/Clerk.
2. A letter of confirmation is sent to the employee by the ~~Department Head~~ CAO/Clerk with a copies sent to the ~~CAO/Clerk~~ Treasurer for payroll processing.
3. Benefit Entitlements
  - 3.1. Non-Statutory Leave - If the absence exceeds one full pay period, the employee shall not accumulate service for the purpose of vacation entitlement, seniority, sick leave, pension plans, merit increment progression, or other compensation matters affected by service. Life and health benefits may be continued for up to 12 months but the employee is responsible for the total premium costs of all benefits for the total period of absence.
  - 3.2. Statutory Leaves: For leaves of absence set out within the *Employment Standards Act, 2000*, with the exception of the Reservist Leave, the employer will continue to pay the employer contributions into benefit plans (life and extended health insurance, accidental death and dental plans).
4. Non-Statutory Leave
  - 4.1. Leave of Absence without Pay: An unpaid period of time that an employee is off from their primary position, while maintaining the status of employee. Prior to taking leave, the employee must in writing, request an unpaid leave of absence, identifying the length of the leave requested. Once approved by the Department Head and CAO/Clerk, the employee may begin the leave. The length of leave is for the approved term only, with the employee required to return to work when

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that time expires. Should the employee require an extension of the previously approved leave, it is the responsibility of employee to re-submit a request for leave to the employer in a timely manner.

## 5. Statutory Leaves

- 5.1. For Personal Emergency Leave (PEL) requests, consistent with the *Employment Standards Act, 2000*, the Employee is required to declare the leave as Emergency Leave at the time of the request and must provide information satisfactory to the Employer by the next working shift. An employee may take up to ten (10) days of job-protected leave each calendar year due to illness, injury, death and certain emergencies and urgent matters. An employee who has been employed for at least one week is entitled to be paid for the first two (2) days of leave taken in a calendar year. The employee must inform their Manager before starting the leave that he/she will be taking a personal emergency leave of absence. In the event of extenuating circumstances where the employee is unable to provide the advanced notice, the employee is required to provide immediate confirmation to the employer at the earliest convenience. The employer may require an employee to provide evidence "reasonable in the circumstances" that they are eligible for personal emergency leave. The 10 PEL days can be taken consecutively or separately.
- 5.2. Family Caregiver Leave Provides an employee unpaid leave of up to eight weeks per calendar year per specified family member. This is to provide care or support to family members for whom a qualified medical practitioner (physician, psychiatrist or nurse practitioner) has issued a certificate stating that he or she has a serious medical condition. The eight weeks can be taken consecutively or separately.
- 5.3. Child Death Leave Provides up to 104 weeks of unpaid, job-protected leave for employees in respect to the death of a child. Employees must have been employed for at least six consecutive months and are required to provide their Manager with a written plan, indicating the weeks of leave which will be taken. The employee may be asked to provide reasonable evidence as to the circumstances of the leave. An employee is not entitled to this leave if the

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employee is charged with a related crime, or if it is probable, considering the circumstances, that the child was a part to a crime in relation to their death

- 5.4. Crime-Related Child Disappearance Leave Provides up to 104 weeks of leave for a crime-related death of a child and up to 104 weeks of leave for the crime-related disappearance of a child. The employee is required to provide their Manager with a written plan that indicates the weeks in which the employee will take the leave. The employee may be asked to provide reasonable evidence as to the leave circumstances. The employee is required to report any changes affecting their return date (ie: child found alive, not crime related). An employee is not entitled to a leave of absence, if the employee is charged with the related crime, or if it is probable, considering the circumstances, that the child was a party to the crime.
- 5.5. Domestic or Sexual Violence Leave May be taken if the employee or the employee's child has experienced or been threatened with domestic or sexual violence. It provides up to 10 days, and 15 weeks in a calendar year of time off to be taken for specific purposes, when an employee or an employee's child has experienced or been threatened with domestic or sexual violence. The first five days of leave taken in a calendar year are paid, and the rest are unpaid. The 15 weeks can be taken consecutively or separately. The employee is required to provide their Manager with a written plan that indicates the weeks in which the employee will take the leave.
- 5.6. Critical Illness Leave and Critically Ill Child Leave May be taken to provide care or support to a critically ill child or adult who is a family member of the employee. Employees may be granted up to 37 weeks in relation to a child, or 17 weeks in relation to an adult within a 52-week period. "Critically ill" describes a person's state of health has significantly deteriorated with risk to life as a result of an illness or injury. The leave does not include chronic conditions. The seventeen or thirty-seven weeks can be taken consecutively or separately. The employee is required to provide their Manager with a written plan that indicates the weeks in which the employee will take the leave.
- 5.7. Organ Donor Leave Is unpaid leave of up to 13 weeks, for the purpose of undergoing surgery to donate all or part of certain organs to an individual. In

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some cases, organ donor leave can be extended for up to an additional 13 weeks. Organ donor leave usually begins on the date of the surgery but may begin on an earlier date, as specified in a certificate issued by a legally qualified medical practitioner. The employee is required to provide their Manager with a written plan that indicates the weeks in which the employee will take the leave.

5.8. Reservist Leave Is unpaid, job-protected leave if the employee is deployed to a Canadian Forces operation outside of Canada, or if he or she is deployed to a Canadian Forces operation inside Canada to provide assistance in dealing with an emergency or its aftermath. The employee must have six months of continuous service to the Township to qualify for the leave. The employee must provide their Manager with reasonable written notice of the day on which they will begin and end the leave. The Township is required to hold the reservist employee's job open for as long as the employee's deployment lasts. Approved leave requests will not exceed thirty-six (36) months. Seniority and length of service credits continue to accumulate during the leave.

~~6. For Family Medical (Compassionate Care) Leave requests, consistent with Bill 56 of the Employment Standards Act, 2000, the Employee is required to provide the request in writing with a copy of the certificate issued by the medical practitioner, which is required by Employment Insurance as part of the application for compassionate care benefits.~~

7. Each leave is to be reported to Council at the next regular Council meeting following the leave.

**Note:** For the policy relating to Pregnancy and Parental Leave, please refer to Policy No. E-06.

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### **POLICY STATEMENT:**

The Township of Horton is dedicated to corporate competencies of Honesty & Integrity, Professionalism, Client Service Orientation and Focus on Results. Employees are the primary contributors, therefore their regular attendance at work is essential to meet and maintain high service standards.

The Township of Horton contracts with individuals to perform the services necessary for the Township to meet its objectives and overall mandate. In exchange for agreed upon wages and benefits, employees must maintain an attendance record satisfactory to the Township.

The Employee Attendance Policy is focused on addressing innocent absenteeism and does not address inexcusable or culpable absenteeism, which is dealt with through progressive discipline.

### **DEFINITIONS:**

#### **Job Absence**

Job Absence is defined as the failure of an employee to report for work as scheduled regardless of whether or not such failure to report is excused.

#### **Culpable Absenteeism**

Culpable Absenteeism means that the employee has faulted. It includes absence without leave, abuse of a granted leave of absence, failure to notify of an absence, falsification of medical records, and problems such as lateness, leaving early, or overstaying breaks.

#### **Non-culpable Absenteeism**

Non-culpable Absenteeism is defined as the excused failure to attend work due to circumstances beyond the employee's control—usually illness, whether chronic or a variety of separate illnesses, causing either one long absence or frequent short-term absences.

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**PROCEDURE:**

1. Absence from part or all of a schedule must be for good and sufficient cause and it is the responsibility of the employee's supervisor to ensure that the cause is known and that the proper supporting documentation (if required) is filed.
2. Absence due to illness or injury is reported to the supervisor or designate. It is the responsibility of the employee to indicate the nature of the illness or injury, whether or not medical attention is being sought, probable duration if known, and whether or not a chronic condition is involved.
3. An employee's access to programs that allow the continuation of salary and benefits may be conditional upon presentation of appropriate medical certification. False access to a salary and benefit continuation program is a serious offence and will result in discipline and potential termination.
4. During any period of disability an employee must be accessible for medical review and consistent with the medical review, for modified work if available.
5. Corrective measures are considered on any and all absence. Action is required when:
  - (a) abuse is found,
  - (b) the employee's past attendance record indicates poor/unacceptable attendance over a period of time, and
  - (c) there is little likelihood of regular future attendance.
6. In the event of any of the above circumstances, the supervisor must initiate one of the following procedures:
  - (a) for Non-Culpable Absence:
    - (i) in the case of Partial Attendance, the following apply:

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- In the event that an employee develops a chronic condition that affects his/her ability to maintain a regular and acceptable attendance record, a medical report is required from the employee's physician giving the prognosis and a clear indication of whether or not the employee is able to maintain a regular and acceptable attendance record.
- If the prognosis indicates that the employee is capable of performing the work, the expectations for improvement are discussed with the employee followed by a written summary.
- If the prognosis indicates that the employee is incapable of performing the normal functions of the position on a regular basis in the future, consideration is given to available alternate employment. If no alternate work within the capacity of the employee exists with the Township, steps are taken to terminate the employment arrangement. The CAO/Clerk is involved at this stage.

(ii) in the case of Continuous Absence, the following applies:

- An employee may be absent for a continuous period of time as a result of illness or injury. In such circumstances the employee must advise the supervisor as to the nature of the illness or injury, and the estimated duration of the absence. The supervisor, after consultation with the ~~Clerk-Treasurer~~ CAO/Clerk, refers the matter to the appropriate Township-appointed resource, who conducts the necessary follow-up. The supervisor and the employee are expected to review and participate in early return modified work programs suitable to the employee's abilities.

(b) for Culpable Absence:

(i) in the case of Irregular Attendance:

- Review the attendance record and all other relevant information, to determine if any pattern exists in late reporting,

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overstaying breaks, or whole or part day absences. If an excess or pattern exists, meet with the employee and discuss the problem. Identify the nature of the problem and set out a corrective plan of action with the employee. Set out the problem and the agreed-upon plan of action in writing.

- Monitor the progress on an ongoing basis. Meet with the employee after three months, or earlier if attendance record dictates. If the attendance problem is corrected, the employee is so advised in writing. In the absence of a corrected situation the supervisor meets with the employee, and the employee is given the opportunity to explain the lack of progress. If an explanation is not given, or if it is inconsistent with known facts, the employee is so advised. A written summary is prepared in conjunction with proposed corrective action and referred to the CAO/Clerk. Through employee information, medical information provided by the employee, or prognosis of an appointed physician, determine if regular and acceptable levels of attendance can be expected in the future.
  - If the problem involves a chronic condition it is dealt with accordingly (see section 6(a) on non-culpable absence).
  - If the problem is identified as culpable at any point in the process, disciplinary and/or discharge procedures are considered (refer to Policy H-02).
7. ~~On a semi-annual basis, being July and January, the CAO/Clerk will submit attendance control documents to the Human Resources Committee. The CAO/Clerk shall disclose to the General Government Committee, In Camera, any breach of this policy.~~

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**Township of Horton  
COUNCIL / COMMITTEE REPORT**

<b>Title:</b>  Code of Conduct for Members of Council	<b>Date:</b>	July 16 <sup>th</sup> , 2019
	<b>Council/Committee:</b>	Council
	<b>Author:</b>	Hope Dillabough, CAO/Clerk
	<b>Department:</b>	General Government

**RECOMMENDATIONS:**

THAT Council accept the Code of Conduct Policy for Members of Council and Local Boards;  
AND THAT this Policy will be brought forward at the By-Law Section to be adopted into Corporate Policies as Council Policy C-03.

**BACKGROUND:**

Bill 68, *Modernizing Municipal Legislation Act, 2017* focuses on themes of accountability and transparency, municipal financial sustainability, and responsive and flexible municipal governments. One of these focused items introduced:

- Requiring municipalities to establish Codes of Conduct for members of municipal council and certain local boards, which could include rules that guide the ethical conduct of those members.

Currently, the Code of Conduct for Council Members is within the existing 2015 Procedural By-Law, which is in the process of being updated. Staff would like to remove this from the existing Procedural By-Law and adopt it as its own policy under the Corporate Policies. Tony Fleming, Township of Horton’s Integrity Commissioner discussed, previously with Council and staff, the importance of having an all-inclusive, accountable and transparent Code of Conduct for Council Members as it essentially provides for a better guide. Additionally, this Code of Conduct provides a detailed process in terms of receiving complaints and how the Integrity Commissioner will deal with them.

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** N/A

**CONSULTATIONS:** Tony Fleming, Integrity Commissioner, Cunningham Swan

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

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

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

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

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### **1.0 PURPOSE AND POLICY STATEMENT**

The Corporation of the Township of Horton is committed to achieving the highest quality of municipal administration and governance by encouraging high standards of conduct on the part of all elected officials and members of its Local Boards and Committees. A code of conduct aims to ensure public trust and confidence in the Municipality's decision making and operations. The public should expect the highest standards of conduct from the members they elect to local government, as well as members serving on Local Boards and Committees. In turn, adherence to these standards will protect and maintain the Municipality's reputation and the integrity of its decision-making process.

### **2.0 STATUTORY PROVISIONS REGARDING CONDUCT**

In addition to the Council Code of Conduct, Members are required to comply with existing provincial and federal legislation, including but not limited to:

- a) Municipal Act, 2001;
- b) Municipal Conflict of Interest Act;
- c) Municipal Elections Act, 1996;
- d) Municipal Freedom of Information and Protection of Privacy Act;
- e) Provincial Offences Act;
- f) Ontario Human Rights Code;
- g) Ontario Occupational Health and Safety Act;
- h) Criminal Code of Canada; and
- i) The Accessibility for Ontarians with Disabilities Act.

### **3.0 APPLICATION**

This Code of Conduct applies to all Members of Council, including the Head of Council. It also applies equally to all Members of Local Boards and Committees of the Municipality, whether or not a Member of that Local Board or Committee is also a Member of Council.

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#### 4.0 DEFINITIONS

In this Code of Conduct, the following terms have the meanings set out below:

- a) **“Chief Administrative Officer”** shall mean the employee who is responsible for exercising general control or management of the administration and affairs of the Municipality and other duties as directed by Council.
- b) **“Child”** includes a child born within or outside of marriage and includes an adopted child and a person to whom the Member has demonstrated a settled intention to treat as a child of his or her family.
- c) **“Closed/In-Camera Meeting”** means any meeting of Council, Committee of the Whole, Standing Committee or Board that is closed to the public in accordance with the *Municipal Act, 2001*.
- d) **“Confidential Information”** includes information in the possession of, or received in confidence by the Municipality, that the Municipality is prohibited from disclosing, that the Municipality is required to refuse to disclose, or that the Municipality chooses not to disclose, under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), or other legislation or policy of the Municipality. Without limiting the generality of the foregoing, Confidential Information also includes all information concerning matters dealt with at Closed Meetings, information that is marked as "confidential", information obtained by the Member by virtue of their position as a Member that is not in the public domain, or information that is otherwise determined to be confidential by the Chief Administrative Officer, Clerk or as specifically declared by Council.
- e) **“Department Head”** means the person or persons in charge of managing a department and the Staff of that department.
- f) **“Council”** means the Council of the Corporation of the Township of Horton.
- g) **“Ethically”** means behaving in a manner characterized by honesty, fairness and equality in interpersonal relationships and with respect for the dignity and rights of other people.

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- h) **“Family Member”** includes:
- i. A Spouse of the Member;
  - ii. A Child of the Member;
  - iii. A Parent of the Member;
  - iv. A Sibling of the Member, whether by birth, marriage or adoption;
  - v. A Grandchild, grandparent, aunt, uncle, niece or nephew of the Member;
  - vi. A Parent-in-law of the Member; and
  - vii. Any person who lives with the Member on a permanent basis.
- i) **“Gift”** means any cash or monetary equivalent, fee, object of value, service, personal benefit, travel and accommodation or entertainment. A gift does not include remuneration.
- j) **“Harassment”** includes, but is not limited to, engaging in a course of vexatious or unwanted comment or conduct that is known or ought reasonably to be known to be unwanted and includes Sexual Harassment as defined in the *Occupational Health and Safety Act*, as amended from time to time.
- k) **“Local Board”** means a local board other than those excluded under section 223.1 of the Municipal Act, as amended from time to time.
- l) **“Member”** includes an elected or appointed member of the Municipal Council and all members of Local Boards and Committees of the Municipality, subject to section 4(k) of this Code of Conduct.
- m) **“Municipality”** means the Corporation of the Township of Horton.
- n) **“Parent”** includes those persons who demonstrated a settled intention to treat as a Child the Member, whether or not the Member is their natural child.
- o) **“Spouse”** means a person to whom the Member is married or with whom the Member is living in a conjugal relationship outside of marriage.
- p) **“Staff”** includes anyone employed by the Municipality, including full-time, part-time, temporary, casual or seasonal Staff, contract Staff, students and volunteers (in accordance

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with the *Municipal Act*, Council Members are not considered employees of the Municipality).

## 5.0 CONFIDENTIALITY

- 5.1 Every Member must hold in strict confidence all Confidential Information acquired as a direct or indirect result of the Member's role with the Municipality. Confidential information shall not be disclosed except when required by law, or when authorized by Council or the Chief Administrative Officer.
- 5.2 Every Member shall keep confidential any information:
- a) disclosed or discussed at a meeting of Council, Committee of the Whole or Committee, Board meeting or part thereof, that was closed to the public;
  - b) that is circulated to members of Council that is marked confidential. Any documentation marked confidential shall be kept secure until no longer required in the course of business and shall at that time be destroyed by the member of Council or returned to the office of the Chief Administrative Officer for destruction; and
  - c) that is received in confidence verbally in preparation for an In-Camera meeting.
- 5.3 The obligation to keep information confidential applies even if the Member ceases to be a Member for any reason.

## 6.0 GENERAL CONDUCT

- 6.1 Every Member has the duty and responsibility to treat members of the public, Staff and each other in a respectful manner, without abuse, bullying, Harassment or intimidation.
- 6.2 A Member shall not use indecent, abusive, or insulting words or expressions toward any other Member, any member of Staff, or any member of the public. A Member shall not speak in a manner that is discriminatory to any individual based

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on that person's race, ancestry, place of origin, creed, gender, sexual orientation, age, colour, marital status, or disability.

6.3 Every Member shall abide by the following principles:

- a) Members shall at all times act Ethically;
- b) Members shall perform their functions with integrity, accountability and transparency;
- c) Members shall comply with all applicable legislation, by-laws and Municipal policies, including this Code of Conduct;
- d) Members acknowledge that the public has a right to open government and transparent decision-making;
- e) Members shall at all times serve the interests of their constituents and the Municipality in a conscientious and diligent manner and shall approach decision-making with an open mind; and
- f) Members shall not extend preferential treatment to any individual or organization.

## 7.0 CONDUCT AT MEETINGS

Every Member shall conduct themselves with decorum and professionalism at all Council, Committee, Board and other meetings in accordance with the provisions of the applicable Procedure by-law, this Code, and other applicable law.

## 8.0 CONDUCT AT PUBLIC EVENTS

Members may be requested to make public presentations outside of Council, Committee, Board and other meetings or to attend public events as representatives of the Municipality. At any such event, every Member shall conduct themselves with dignity and decorum, in a manner befitting of a representative of the Municipality.

## 9.0 CONFLICT OF INTEREST

9.1 Members must be familiar with and comply with the *Municipal Conflict of Interest Act*, as amended. It is the responsibility of each Member, not Staff, to determine whether they have a direct or indirect pecuniary interest with respect to

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matters arising before Council, a Board or Committee. Each Member shall determine whether he or she has a direct or indirect pecuniary interest and shall at all times comply with that Act.

- 9.2 For purposes of this Code, a pecuniary interest, direct or indirect, of a Family Member of the Member shall be deemed to also be the personal/pecuniary interest of the Member. All Members shall declare a conflict of interest where they or their Family Member has a pecuniary interest in a matter and shall take all of the actions prescribed in the *Municipal Conflict of Interest Act* as if the Act applied to that interest.
- 9.3 In addition to pecuniary interests, Members must perform their duties impartially, such that an objective, reasonable observer would conclude that the Member is exercising their duties objectively and without undue influence. Each Member shall govern their actions using the following as a guide:
- a) in making decisions, always place the interests of the taxpayers and the Municipality first and, in particular, place those interests before your personal interests and the interests of other Members, Staff, friends, business colleagues or Family Members;
  - b) interpret the phrase "conflict of interest" broadly and with the objective of making decisions impartially and objectively;
  - c) if there is doubt about whether or not a conflict exists, seek the advice of the Integrity Commissioner or legal counsel;
  - d) do not make decisions that create an obligation to any other person who will benefit from the decision;
  - e) do not make decisions or attempt to influence any other person for the purpose of benefitting yourself, other Members, Staff, friends, business colleagues or Family Members, or any organization that might indirectly benefit such individuals;
  - f) do not put yourself in the position where a decision would give preferential treatment to other Members, Staff, friends, business colleagues or Family Members, or any organization that might indirectly benefit such individuals; and

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- g) do not promise or hold out the prospect of future advantage through your influence in return for a direct or indirect personal interest.

9.4 Direct or indirect personal interests do not include:

- a) a benefit that is of general application across the Municipality;
- b) a benefit that affects a Member or his or her Family Members, friends or business colleagues as one of a broad class of persons; or
- c) the remuneration of Council, a Member or benefits available to Council or Members.

9.5 Every Member has the following obligations:

- a) To make reasonable inquiries when there is reason to believe that a conflict of interest may exist;
- b) To make Council or the Board or Committee aware of the potential conflict of interest and where appropriate declare the conflict of interest;
- c) To refuse to participate in the discussion of Council, the Board or Committee and to not vote on the matter or seek to influence the vote of any other Member where a conflict of interest exists;
- d) To refuse to be involved in any way in the matter once the conflict is identified, including without limitation participating in meetings, facilitating meetings or introductions to Staff or Members or providing advice to any person that would materially advance the matter; and
- e) If the matter which creates the conflict of interest is discussed in an In-Camera session, the Member may not attend that portion of the In-Camera session where that matter is discussed.

## 10.0 COMMUNICATIONS AND MEDIA RELATIONS

- 10.1 Members, when communicating with the public and media, will accurately and adequately communicate the attitudes and decisions of the Council, Board or

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Committee, even if a Member disagrees with a majority decision, so that there is respect for and integrity in the decision-making process.

- 10.2 Information related to decisions and resolutions of Council, a Board or Committee, as the case may be, will normally be communicated to the community by the head of Council, the Board or the Committee, as the case may be, or his or her designate.
- 10.3 It is not the intent of this Code of Conduct to restrict the ability of a Member to express a personal opinion on matters of general interest. In such cases, the Member must make it clear that the comment is being made in their capacity as a private citizen, and not as a representative of the Municipality. In no event should a Member express a position that is disrespectful of the decision of the majority of Council, a Board or a Committee.
- 10.4 Any use of social media in any form by a Member constitutes communication with the public that is governed by this section. Members shall identify in any social media communication that the views expressed by the Member are the views of that Member personally, and do not represent the views of the Municipality.
- 10.5 If Council has taken a position in a Local Planning Appeals Tribunal, or other tribunal or court, and instructed the Municipal Solicitor to appear at a hearing in support of such position, no Member who disagrees with such position shall give evidence at such hearing or otherwise work against the will of Council expressed in its direction to the Municipal Solicitor in such matter.

## **11.0 INTERACTION WITH STAFF**

- 11.1 The Municipality has worked diligently at creating a positive working relationship between Members and Staff. To a large degree this has been successful due to a mutual respect for each other's' roles and responsibilities.
- 11.2 Members shall not:
- a) maliciously or falsely injure the professional or ethical reputation of Staff;

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- b) compel Staff to engage in partisan political activities or be subjected to threats of discrimination for refusing to engage in such activities; or
  - c) use their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any Staff member with the intent of interfering with Staff duties.
- 11.3 Operational inquiries and complaints received from the public will be addressed by Members as follows:
- a) Members who are approached by the public with inquiries/complaints regarding operational matters should encourage the party to contact the appropriate department for review/resolution;
  - b) where the Member of the public is reluctant to contact the department directly, the Member should take the person's name, phone number and details of the inquiry/complaint and advise them that the matter will be referred to the Chief Administrative Officer for review/resolution;
  - c) members of the public should be encouraged to provide their issue/matters of concern in writing to the appropriate department;
  - d) where the inquiry/complaint is not resolved to the satisfaction of the member of the public, then the Member shall refer the member of the public to the Municipality's complaint policy for any further action.
- 11.4 Members shall recognize and respect that many members of Staff are bound by professional associations to a code of ethics and professional conduct and that they provide their reports and recommendations objectively, in the best interests of the Municipality and within the requirements of their profession.
- 11.5 Municipal Council, acting as a body, can dictate that Staff perform such duties as are necessary for the efficient management of the affairs of the community, and/or research such matters as the Council deems necessary. Individual Council members do not have authority to direct Staff or the Chief Administrative Officer. Council shall direct Staff through the Chief Administrative Officer.
- 11.6 Local Board and Committee Members do not have the authority to direct Staff, with the limited exception of any Staff member assigned by Council to that Board or Committee. Ultimately, Council retains the discretion to assign, remove and direct Staff who provide assistance to any Board or Committee. Requests for

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Staff changes shall be directed to the Chief Administrative Officer who shall make Staffing determinations, and consult with Council as necessary.

- 11.7 The role of the Chief Administrative Officer and Department Heads is to direct the day to day management of the Municipality and assign duties to the Staff placed under their supervision. To encourage the efficient management of the Municipality, individual Members must be cognizant of that fact and are advised of the following:
- a) Members will respect and adhere to the Policies set by Council, and will under no circumstances take it upon themselves, individually, to circumvent established Policies;
  - b) Council, as a body, and Members, as individuals, will liaise with the Chief Administrative Officer, Department Heads, or Supervisors only. This requirement is not designed to interfere with the normal flow of information with those Staff members (Administrative Assistants, Clerk, Committee Secretaries) who have been assigned the responsibility of providing information to Members such as meeting times, copies of documents, information on standard operating procedures, etc.;
  - c) Questions or issues surrounding operational concerns or complaints, excluding the basic issues covered in s. 11.3 above, should be directed to the Department Head or Supervisor.
  - d) Members who still have concerns about operational issues, after addressing them with the Department Head or Supervisor, should raise these concerns with the Chief Administrative Officer;
  - e) Members who still have concerns about operational issues after addressing them with the Chief Administrative Officer should raise these concerns at the appropriate Committee;
  - f) Should information be required by individual Members, a request must be made of the appropriate Department Head who will then decide which Staff member will obtain the data. In the extended absence of the Department Head, or in the case of an urgent matter where the Department Head or Supervisor is not available, inquiries should be directed through the Chief Administration Officer;

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- g) Members should respect the fact that Staff are busy and should not engage them in conversations, emails or phone calls that may take an excessive amount of time or otherwise divert Staff from their duties.

## **12.0 USE OF MUNICIPAL PROPERTY**

- 12.1 No Member shall for personal purposes or profit, use or permit the use of any Municipal property, equipment, services, or supplies other than for purposes connected with the discharge of Municipal duties or associated community activities of which Council has been advised, unless the use is reasonable and incidental personal use of equipment such as computers, fax machines, cell phones, blackberries, etc., where the Municipality incurs no additional costs relating to such use, and the use is of limited duration and frequency.
- 12.2 This policy does not apply to the use of Municipal property and facilities where such use is universally known to be available to other residents upon request and on equal terms.
- 12.3 No Member shall obtain financial gain from the use of Municipally developed intellectual property, computer programs, technological innovations or other patentable items, while an elected official or thereafter. All such property remains the exclusive property of the Municipality.
- 12.4 Municipal property and resources, including facilities, purchasing provisions, equipment, supplies, Staff and services will not be used for any election campaign activities, before or after Nomination Day.
- 12.5 Members will not undertake campaign-related activities on municipal property unless permitted by the Returning Officer or their designate.
- 12.6 Members will not use the services of Staff for election-related purposes during hours in which those persons receive compensation from the Municipality. For purposes only of this provision, Staff shall include any person under contract with the Municipality or receiving remuneration from the Municipality for any service.

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### **13.0 EXPENSES**

- 13.1 Members are required to adhere to any relevant policies, procedures and guidelines with respect to any expenses included in the budget (such as, but not limited to: mileage reimbursement, conference and seminar attendance, and corporate promotional products).
- 13.2 Falsifying of receipts or signatures by a Member is a serious breach of this Code of Conduct and the Criminal Code of Canada and could lead to prosecution.

### **14.0 GIFTS AND HOSPITALITY AND OTHER BENEFITS**

- 14.1 The objective of the Gift provisions is to ensure that Members make Council decisions based on impartial and objective assessments of each situation, free from influence of Gifts, favours, hospitality or entertainment.
- 14.2 The term Gifts, commissions, hospitality, rewards, advantages or benefits of any kind, may be used interchangeably and shall be deemed to include all of the aforementioned.
- 14.3 Any stipend paid to a Member is intended to fully remunerate the Member for service to the Municipality.
- 14.4 Members are prohibited from soliciting, accepting, offering or agreeing to accept any Gifts, commissions, hospitality, rewards, advantages or benefits of any kind, personally or through a Family Member or associate (business or otherwise), that is connected directly or indirectly with the performance of duties of office or could reasonably be construed as being given in anticipation of future, or recognition of past, special consideration by the Member.
- 14.5 Members are prohibited from accepting, directly or indirectly, any Gifts, hospitality or other benefits that are offered by persons, groups or organizations having dealings with the Municipality.

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14.6 The above policy does not preclude Members from accepting:

- a) Token gifts, souvenirs, mementoes or hospitality received in recognition for service on a committee, for speaking at an event or for representing the Municipality at an event;
- b) Political contributions that are otherwise offered accepted and reported in accordance with applicable law;
- c) Food and beverages at meetings, banquets, receptions, ceremonies or similar events;
- d) Food, lodging, transportation, entertainment provided by other levels of governments, by other local governments or by local government boards or commissions;
- e) A stipend from a board or commission that the Member serves on as a result of an appointment by Council;
- f) Reimbursement of reasonable expenses incurred in the performance of office;
- g) Reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with municipal associations;
- h) Gifts of a nominal value that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of the office;
- i) Services provided without compensation by persons volunteering their time for election campaign, provided the services are properly valued in accordance with the *Municipal Elections Act*.

14.7 Where it is not possible to decline unauthorized Gifts, hospitality or other benefit, Members shall report the matter to the Chief Administrative Officer. The Gift shall become the property of the Municipality and the Chief Administrative Officer may require that the Gift be retained by the Municipality or be disposed of for charitable purposes in the Chief Administrative Officer's sole discretion.

## 15.0 ADVICE AND OPINIONS

15.1 Members may request advice or opinions from the Integrity Commissioner with respect to:

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- a) The obligations of the Member under the *Municipal Conflict of Interest Act*;
- b) The obligations of the Member under this Code; or
- c) The obligations of the Member under a procedure, rule or policy of the Municipality governing the ethical behavior of the Member.

- 15.2 Every request for advice or opinion shall be submitted in writing to the Clerk, who shall forward the request to the Integrity Commissioner for a response.
- 15.3 The Integrity Commissioner shall not provide to any Member any advice or opinion with respect to the obligations of another Member.
- 15.4 Members shall be mindful of the cost to the Municipality to obtain the advice or opinion of the Integrity Commissioner and shall not abuse this entitlement.
- 15.5 The advice and opinions received by any Member are personal to the Member and are considered confidential. No opinion or advice may be shared by the Integrity Commissioner without the written permission of the Member who requested the opinion or advice. The Member may grant permission to share part of an opinion or advice, but in circumstances where the Member shares only a portion of an opinion or advice the Integrity Commissioner may release all or a part of the opinion or advice without the consent of the Member.
- 15.6 Council may require any Member to undertake training with the Integrity Commissioner where Council determines that the Member has requested opinions and advice more frequently than is reasonable in the circumstances. The nature of the training will be to better explain the Member's obligations under this Code and the *Municipal Conflict of Interest Act* to better enable the Member to govern his or her conduct without seeking advice unnecessarily.

## **16.0 ROLE OF THE INTEGRITY COMMISSIONER**

- 16.1 The Integrity Commissioner shall be appointed by By-law of the Municipality.

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- 16.2 The Integrity Commissioner shall operate independently of Council in accordance with all of the authority and powers granted by the *Municipal Act* and the *Public Inquiries Act*.
- 16.3 The Integrity Commissioner may delegate his or her duties and powers to any person, other than a Member. The delegation shall be in writing, shall be disclosed to the Clerk and shall set out the precise delegation, including the duration of the delegation.
- 16.4 Any delegation shall be at the sole discretion of the Integrity Commissioner, provided that the delegate is qualified and capable of independently undertaking the work.
- 16.5 The Integrity Commissioner shall make an assessment prior to undertaking any investigation as to whether the complaint gives rise to the need for another entity to undertake an investigation. In those circumstances where the allegations disclose a potential Criminal Code offence or the breach of other legislation (other than the *Municipal Conflict of Interest Act*), the Integrity Commissioner shall refer the investigation to the appropriate entity and shall not conduct his or her own investigation unless the entity determines that no investigation is required.
- 16.6 The Integrity Commissioner shall prepare and submit to Council an Annual Report that shall include at a minimum:
- a) A break-down of costs incurred for the following categories of work performed (advice/investigations/dispute resolution/training);
  - b) A summary of the nature of requests made and the resolution of the matters, without providing any Confidential Information in the Report; and
  - c) Any recommendations for improvements to this Code or processes or any procedure, rule or policy of the Municipality governing the ethical behavior of the Member.

## 17.0 ENFORCEMENT AND SANCTIONS

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- 17.1 Every Member shall comply with this Code. Any breach of this Code may be investigated by the Integrity Commissioner in accordance with this Code and Council shall determine whether to impose any penalty or sanction on a Member found to have breached any provision of this Code.
- 17.2 Every Member has an obligation to cooperate with any investigation.
- 17.3 The *Municipal Act* authorizes Council to impose one or more of the penalties listed below, if so desired, on a Member that has contravened this Code of Conduct (not including violations of the *Municipal Conflict of Interest Act*):
- a) A reprimand; or
  - b) Suspension of the remuneration paid to the Member in respect to his or her services as a Member of Council, local Board or Committee, as the case may be, for a period of up to 90 days.
- 17.4 The Integrity Commissioner may also recommend that Council impose any of the following sanctions:
- a) Written and/or verbal public apology;
  - b) Return of property or reimbursement of its value or of monies spent;
  - c) Removal from membership of any Committee or Board;
  - d) Removal as chair of a Committee or Board;
  - e) Other sanctions that are reasonably connected to the breach of this Code of Conduct and which the Integrity Commissioner believes in his or her sole discretion are necessary to modify the behavior of the Member.

#### **18.0 NO REPRISAL OR OBSTRUCTION IN THE ENFORCEMENT OF THE CODE**

Every Member must respect the integrity of this Code of Conduct and inquiries and investigations conducted under it, and shall co-operate in every way possible in securing compliance with its application and enforcement. Any reprisal or threat of reprisal against a complainant or any other person for providing relevant information to the Integrity Commissioner or any other person is prohibited. It is also a violation of this Code of Conduct to obstruct the Integrity Commissioner in the carrying out of any of his or her

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responsibilities, including without limitation destroying relevant documents or communications.

#### **19.0 COMPLAINT PROTOCOL**

Any person who has reasonable grounds to believe that a Member has breached the Code of Conduct may proceed with a complaint and request an investigation. Complaints must be submitted within ninety (90) days after the alleged violation occurred or the alleged violation came to the attention of the complainant. No complaint may be filed under any circumstances where the alleged violation occurred more than six (6) months prior to the complaint being filed.

Appendix I outlines the informal and formal complaint procedure that shall be followed.

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**APPENDIX I  
COMPLAINT PROTOCOL FOR COUNCIL AND LOCAL BOARD CODE OF  
CONDUCT**

*Part A: Informal Complaint Procedure*

1. Informal complaints can be addressed by any person who believes that the activity of a Member has breached this Code of Conduct or the *Municipal Conflict of Interest Act*, but the person does not want to initiate a formal complaint. Any person may:
  - a) Advise the Member that his or her behavior or activity appears to constitute a contravention;
  - b) Encourage the Member to acknowledge and agree to stop the prohibited behavior or activity and avoid future occurrences of the prohibited behavior or activity;
  - c) Where the Member agrees to cease the behavior, confirm in writing that the agreement is satisfactory;
  - d) Where the Member's response is not satisfactory, advise the Member of your dissatisfaction with the response; and
  - e) Consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Part B.
  
2. Individuals are encouraged to pursue the informal complaint procedure as the first means of remedying behavior or an activity that they believe violates the Code of Conduct.

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## Part B: Formal Complaint Procedure

### Formal Complaints

1. Any individual who identifies or witnesses behavior or an activity by a Member that they believe is in contravention of this Code of Conduct or the *Municipal Conflict of Interest Act*, may file a formal complaint.
2. Any person may file a complaint with the Municipality by submitting in writing the prescribed Complaint Form to the Clerk. The form must contain an attestation from the complainant that they believe that the facts as set out in the complaint are true to the best of their knowledge and belief and that they make those statements as if they were under oath.
3. Every complaint must be accompanied by the prescribed fee in the amount of \$150.00.
4. In the event that the Integrity Commissioner determines that a complaint is frivolous, vexatious or does not disclose a breach of this Code of Conduct or the *Municipal Conflict of Interest Act*, at any point after the submission of the complaint, the complainant shall forfeit the fee. If the result of the complaint is a negotiated resolution or a finding that the Member breached this Code of Conduct or the *Municipal Conflict of Interest Act*, the fee shall be refunded in part, up to 50%, based on the recommendation of the Integrity Commissioner.
5. Every complaint shall include the following:
  - a) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Code of Conduct or the *Municipal Conflict of Interest Act*.
  - b) Any witnesses in support of the allegation must be identified in the complaint.
  - c) The Integrity Commissioner may request additional information from the complainant prior to making an assessment.
6. The complaint shall be filed with the Clerk, who shall forward the matter to the Integrity Commissioner. The Clerk shall also provide notice to Council by way of confidential internal communication that a complaint has been filed, but no details of the complaint

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shall be provided other than the fact of a complaint and whether it is a complaint under this Code of Conduct, the *Municipal Conflict of Interest Act* or other policy.

7. If the complaint is not, on its face, a complaint with respect to non-compliance with this Code of Conduct or the *Municipal Conflict of Interest Act* or the complaint is covered by other legislation or complaint procedure under another policy, the Integrity Commissioner shall refer the complaint to the appropriate entity for investigation, advise the complainant in writing, suspend the investigation until after the matter has been finally disposed of, and report the suspension of the investigation to Council.

#### **Refusal to Conduct Investigation**

8. If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an investigation, the Integrity Commissioner shall not conduct an investigation and, where this becomes apparent in the course of an investigation, shall terminate the investigation. The Integrity Commissioner shall communicate this position in writing to the complainant and the Member identified in the complaint.

#### **Opportunities for Resolution**

9. Following receipt and review of a formal complaint, or at any time during the investigation, where the Integrity Commissioner believes that an opportunity to resolve the matter may be successfully pursued, and both the complainant and the Member agree, efforts may be pursued to achieve an informal resolution at the discretion of the Integrity Commissioner.

#### **Investigation**

10. The Integrity Commissioner will proceed as follows, except where otherwise required by the *Public Inquiries Act*:
  - a) Provide the complaint and supporting material to the Member whose conduct is in question within 10 business days of the determination that an investigation will proceed. A request will be included that the Member provide any written response to the Integrity Commissioner within 10 business days;

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- b) Provide a copy of any response from the Member to the complainant within 10 business days. A request will be included that the complainant provide any written response to the Member's response within 10 business days;
- c) Provide a copy of any response from the complainant to the Member with within 10 business days. A request will be included that the Member provide any written response to the complainant's response within 10 business days;
- d) If necessary, after reviewing the submitted materials, the Integrity Commissioner may speak to anyone, access and examine any other documents or electronic materials and may enter any work location of the Municipality relevant to the complaint for the purpose of investigation and potential resolution;
- e) The Integrity Commissioner may make interim reports to Council where necessary and as required to address any instances of interference, obstruction, delay or retaliation encountered during the investigation;
- f) The Integrity Commissioner shall retain all records related to the complaint and investigation;
- g) The Integrity Commissioner may extend deadlines at his discretion.

#### **Timing of Complaints in Relation to Municipal Elections**

11. The report for completed investigations must be submitted to Council on or before Nomination Day in the year of a municipal election.
12. Investigations of complaints that are not completed as of Nomination Day in an election year shall be terminated on Nomination Day.
13. The complainant or the Member or former Member whose conduct was at issue may re-commence the complaint within six (6) weeks of Voting Day by submitting a written request to the Integrity Commissioner, who shall, provided the request is received on or before six (6) weeks from Voting Day, recommence the investigation.
14. In addition, on or after Nomination Day until the end of Voting Day in the year of a municipal election:
  - a) no complaint shall be filed;
  - b) the Integrity Commissioner shall not report to the Municipality about an ongoing investigation; and

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- c) the Municipality shall not consider whether to impose any penalty on a Member subsequent to an investigation.

### Complaints Under the Municipal Conflict of Interest Act

15. An elector as defined in section 1 of the *Municipal Conflict of Interest Act*, or a person demonstrably acting in the public interest, may submit a request to the Integrity Commissioner to conduct an investigation concerning an alleged contravention of section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* by filing with the Clerk a completed and signed complaint form and paying the prescribed fee of \$150.00.
16. No request may be submitted more than six (6) weeks after the complainant became aware of the alleged contravention.
17. A request for an investigation in an election year may only be submitted prior to Nomination Day or after Voting Day.
18. In the event that a complainant becomes aware of the alleged contravention within the period of time starting six (6) weeks before Nomination Day in an election year, the complainant may apply to the Integrity Commissioner within six (6) weeks after the day after Voting Day, provided that the complainant includes in their written request for an investigation a statutory declaration attesting to the fact that the complainant became aware of the contravention not more than six (6) weeks before the date of the request, or in the case where a complainant became aware of the alleged contravention prior to Nomination Day, a declaration that the facts were not known to the complainant more than six (6) weeks prior to Nomination Day.
19. The Integrity Commissioner has all the powers set out in the *Municipal Act* and the *Public Inquiries Act* when undertaking an investigation under this section and shall follow the investigation process established in paragraph 10 above.
20. Where an investigation has not been completed before Nomination Day in an election year, the Integrity Commissioner shall terminate the investigation on that day.

<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> COUNCIL		<b>POLICY #:</b> Council-03	
<b>POLICY:</b> Code of Conduct for Council Members and Local Boards			
<b>DATE:</b> July 2019	<b>REV. DATE:</b>	<b>COVERAGE:</b> Council Members and Local Boards	<b>PAGE #:</b> 23 of 24

21. An investigation terminated pursuant to paragraph 20 above shall not be recommenced unless the person who made the request, or the Member whose conduct is at issue, applies in writing to the Integrity Commissioner to re-commence the investigation.
22. The Integrity Commissioner shall complete the investigation within 180 days of receipt of the complaint, unless the investigation is terminated in accordance with paragraph 20 above.
23. The Integrity Commissioner may, after completing an investigation, apply to a judge in accordance with the *Municipal Conflict of Interest Act* for a determination under the Act. Prior to making an application to court, the Integrity Commissioner shall present to Council a request to make the application and allow Council to provide recommendations to the Integrity Commissioner as to whether such an application should be made. The Integrity Commissioner is not bound by the advice or recommendation of Council and shall refer the matter to a judge in his or her sole discretion.

#### **Recommendation Report**

24. The Integrity Commissioner shall report to the complainant and the Member generally no later than 90 days after the official receipt of the complaint (180 days in the case of a complaint under the *Municipal Conflict of Interest Act*). If the investigation process takes more than 90 (180) days, the Integrity Commissioner shall provide an interim report and must advise the parties of the date the report will be available.
25. After completing the investigation, the Integrity Commissioner shall prepare a report which shall make findings of fact and conclusions as to whether a breach of this Code of Conduct or the *Municipal Conflict of Interest Act* occurred, as the case may be, make recommendations to Council, and in the case of a *Municipal Conflict of Interest Act* investigation, make a determination as to whether or not the matter will be referred to the court, and include written reasons for the decision.
26. The report of the Integrity Commissioner shall be published by posting the report on the Municipal website and making a copy available to all Members of Council and the Members of the Board or Committee, as applicable.

<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> COUNCIL		<b>POLICY #:</b> Council-03	
<b>POLICY:</b> Code of Conduct for Council Members and Local Boards			
<b>DATE:</b> July 2019	<b>REV. DATE:</b>	<b>COVERAGE:</b> Council Members and Local Boards	<b>PAGE #:</b> 24 of 24

### **Member Not Blameworthy**

27. If the Integrity Commissioner determines that there has been no contravention of this Code of Conduct or the *Municipal Conflict of Interest Act*, or makes a finding based on blameworthiness, the Integrity Commissioner may so state in the report and may make appropriate recommendations.
28. Where a Member has sought and followed advice from the Integrity Commissioner and is subsequently the subject of a complaint, the Integrity Commissioner may refer to the earlier advice and, provided that the facts as set out in the earlier advice are still applicable, determine in a summary manner that there has been no breach of this Code of Conduct or the *Municipal Conflict of Interest Act*.

### **Public Disclosure**

29. The Integrity Commissioner and every person acting under his or her jurisdiction shall preserve confidentiality where appropriate and where this does not interfere with the course of any investigation, except as required by law and as required by this complaint protocol.
30. The Integrity Commissioner shall retain all records related to the complaint and investigation.
31. At the time of the Integrity Commissioner's report to Council, the identity of the person who is the subject of the complaint shall not be treated as Confidential Information if the Integrity Commissioner finds that it is necessary to disclose that person's identity.



**HORTON TOWNSHIP  
INSPECTION CHECKLIST – MUNICIPAL OFFICE**

**DATE:** July 10, 2019  
**LOCATION:** Municipal Office

**PERSON INSPECTING:** Nikky Dubeau  
**WEATHER:** 24°C

**1. WALKING SURFACES**

	YES	NO	ACTION
WALKWAYS FREE OF OBSTRUCTION	✓		
SURFACES IN GOOD CONDITION	✓		
TRIP/SLIP HAZARDS	✓		See notes below

**2. ENVIRONMENT**

	YES	NO	ACTION
LIGHTING ADEQUATE	✓		
NOISE LEVELS	✓		
AIR QUALITY	✓		
TEMPERATURE & HUMIDITY	✓		
CLEANLINESS / HOUSEKEEPING	✓		
HAZARDS PRESENT?		✓	
CLEANING COMPOUNDS PRESENT?	✓		
CLEANING COMPOUNDS LABELLED	✓		
MSDS BOOK AVAILABLE & CURRENT	✓		
SAFETY SIGNAGE	✓		

**3. OFFICE EQUIPMENT**

	YES	NO	ACTION
GOOD MECHANICAL CONDITION	✓		
SECURE FROM TIPPING	✓		
FREE OF SHARPE EDGES	✓		
PROPER ASSEMBLY / ADJUSTMENT	✓		
EMERGENCY DEVICES ACCESSIBLE	✓		
SAFE HANDLING PROCEDURES	✓		
ELECTRICAL CORDS SECURED	✓		
PREVENTATIVE MAINTENANCE	✓		

**4. BOOKCASES/CABINETS**

	YES	NO	ACTION
GOOD CONDITION	✓		
SECURED	✓		
DRAWERS CLOSED WHEN NOT IN USE	✓		
SAFE STORAGE / STACKING / PILING	✓		
STEP STOOLS / LADDERS AVAILABLE	✓		
HEAVY ITEMS LOCATION			STORAGE ROOMS

**5. FIRST AID**

	YES	NO	ACTION
AVAILABILITY OF FIRST AID KIT	✓		
REGULATION 1101	✓		
CERTIFICATES POSTED	✓		
INSPECTION CHECKLIST	✓		
LOGBOOK AVAILABLE	✓		

**RETURN TO AGENDA**



**HORTON TOWNSHIP  
INSPECTION CHECKLIST – MUNICIPAL OFFICE**

**6. FIRE PROTECTION**

	YES	NO	ACTION
FIRE EXTINGUISHERS AVAILABLE	✓		
ACCESSIBILITY	✓		
MONTHLY / YEARLY INSPECTIONS	✓		
FIRE EXITS SIGNED / LIGHTED	✓		
FIRE EXITS CLEAR	✓		

**7. HEALTH & SAFETY BOARD**

	YES	NO	ACTION
WSIB FORM 82	✓		
ESA POSTER VERSION 3.0	✓		
OH&S ACT AND REGULATIONS	✓		
WSIB "WHAT'S IN IT FOR YOU" FORM	✓		
POLICY STATEMENT	✓		
NAMES OF TRAINED FIRST AIDERS	✓		

**8. TRAINING**

	YES	NO	ACTION
WHMIS / FIRST AID	✓		
EMERGENCY PROCEDURES	✓		
SECURITY PROCEDURES	✓		
TRAINING RECORDS	✓		

**9. EMPLOYEE CONTACT/OTHER**

	YES	NO	ACTION
KNOWLEDGE OF H&S POLICY	✓		
KNOWLEDGE OF H&S BOARD	✓		
KNOWLEDGE OF MSDS	✓		
KNOWLEDGE OF/USE OF EQUIPMENT	✓		
KNOWLEDGE OF SECURITY POLICY	✓		
KNOWLEDGE OF REPORTING DUTIES	✓		

**NOTES / OBSERVATIONS:**

- Plastic tubing off eavestrough in parking lot is tripping hazard & takes up extra space for parking
o Solution for water needs to be determined for tubing to be removed

**FOLLOW UP:**


*Nikky Dubeau*

**The Township of Horton Inspection Checklist  
Community Centre**

Date: July 11, 2019 Person Inspection: Shane Lambert.

Location Community Centre Weather \_\_\_\_\_

**Front Entrance Exterior/Interior Foyer**

1.Walking Surfaces	Yes	No	Action
Walkways free of obstruction			Water still pooling at front entrance and cement pad when it rains.
Surfaces in good condition	x		
Trip/slip hazards		x	
Warnings near hazards	x		
Extension cords/ Rocks	x		

2. Environment	Yes	No	Action
Lighting adequate	x		
Noise levels	x		
Air quality	x		
Temperature and Humidity	x		
Cleanliness/Housekeeping Mats Exterior Doors	x		
Hazards present?		x	

3. Fire Protection	Yes	No	Action
Fire extinguishers available	x		
Accessibility	x		
Monthly/Yearly inspections	x		
Fire exits signed/lighted	x		
Fire exits clear	x		
Fire doors?	x		

**Upper Storage Room above front Foyer**

1.Walking Surfaces	Yes	No	Action
Walkways free of obstruction	x		
Surfaces in good condition	x		
Trip/slip hazards		x	
Warnings near hazards			

2. Environment	Yes	No	Action
Lighting adequate	x		
Noise levels	x		
Air quality	x		
Temperature and Humidity	x		
Cleanliness/Housekeeping	x		Dusty
Hazards present?		x	

3. Equipment	Yes	No	Action
Good mechanical condition	X		
Secure from tipping	X		
Free of sharp edges	X		
Proper assembly/adjustment	X		
Emergency devices accessible	X		

4. Fire Protection	Yes	No	Action
Fire extinguishers available	x		
Accessibility	x		
Monthly/Yearly inspections	x		
Fire exits signed/lighted	x		
Fire exits clear	x		
Fire doors?	x		

4. Bookcases/Cabinets	Yes	No	Action
Good condition	x		
Secured	x		
Safe storage/Stacking/Piling	x		
Step stools/ladders available	x		
Heavy items location?		x	

### Community Centre Hall

1. Walking Surfaces	Yes	No	Action
Walkways free of obstruction	x		
Surfaces in good condition	x		
Trip/slip hazards		x	
Warnings near hazards			

2. Environment	Yes	No	Action
Lighting adequate	x		1 ceiling light out near stairs Will wait to replace.
Noise levels	x		
Air quality	x		
Temperature and Humidity	x		
Cleanliness/Housekeeping	x		
Hazards present?		x	Heater Grates now replaced.
Safety signage	x		

3. Office Equipment	Yes	No	Action
<b>Tables - 31 total</b>			
Good mechanical condition	x		
Secure from tipping	x		
Free of sharp edges	x		
<b>Chairs</b>			
Good mechanical condition	x		
Secure from tipping	x		
Free of sharp edges	x		
Proper assembly/adjustment	x		
<b>STAGE</b>			
Good mechanical condition	x		
Free of sharp edges	x		
Proper assembly/adjustment	x		
Preventative maintenance			
<b>Stage drapes new June 15, 2016</b>	x		
<b>Doors</b>			
Seal tight and lock secure	x		Back door on Rink side is getting hard to fully lock
<b>Chair Lift</b>			
In good operating condition	x		No issues
Up to date inspection	x		
Defective parts or Hazards			

5. First Aid	Yes	No	Action
AED – External defibrillator	x		
AED – active light blinking	x		
Availability of first aid kit Posted	x		
Regulation 1101	x		
Certificates posted	x		
Log book available	x		

6. Fire Protection	Yes	No	Action
Fire extinguishers available	x		
Accessibility	x		
Monthly/Yearly inspections	x		
Fire exits signed/lighted	x		
Fire exits clear	x		
Fire doors?	x		

7. Health and Safety Board	Yes	No	Action
WSIB Form 82	x		
ESA poster version 3.0	x		
OH&S Act and Regulations	x		
WSIB “What’s in it for you” form	x		
Names of trained First Aiders	x		

8. Training	Yes	No	Action
WHMIS/First aid	x		
Emergency Procedures			
Security Procedures			
Special training			

**Kitchen**

1. Walking Surfaces	Yes	No	Action
Walkways free of obstruction	X		
Surfaces in good condition	X		
Trip/slip hazards		X	
Warnings near hazards			

2. Environment	Yes	No	Action
Lighting adequate	X		
Noise levels	X		
Air quality	X		
Temperature and Humidity	X		
Cleanliness/Housekeeping	X		
Hazards present?		x	
Cleaning compounds present?	X		
Cleaning compounds labelled	X		
Safety signage	X		

3. Equipment	Yes	No	Action
<b>Counters</b>			
Good mechanical condition	X		
Secure from tipping	X		
Free of sharp edges	X		
Proper assembly/adjustment	X		
<b>Cupboards</b>			
Good mechanical condition	X		
Clear of Clutter above	X		
Free of sharp edges	X		
Proper assembly/adjustment	X		
<b>Fridge/Freezers</b>			
Good mechanical condition	X		
Secure from tipping	X		
Free of sharp edges	X		
Thermometers present	X		
Preventative maintenance	X		
Defective parts identified			
<b>STOVE/ HOOD</b>			
In good operating condition	X		
Up to date inspection	X		Cleaning performed by Arnold Dickson

Defective parts or Hazards identified			
---------------------------------------	--	--	--

Notes: .

5. First Aid	Yes	No	Action
Availability of first aid kit	X		In Kitchen Cupboard above hand washing sink.
Regulation 1101	X		
Inspection checklist	X		
Log book available	X		

6. Fire Protection	Yes	No	Action
Fire extinguishers available	X		
Accessibility	X		
Monthly/Yearly inspections	X		
Fire exits signed/lighted	X		
Fire exits clear	X		
Fire doors?	X		

### Utility Room

1. Walking Surfaces	Yes	No	Action
Walkways free of obstruction	X		
Surfaces in good condition	X		
Trip/slip hazards		X	
Warnings near hazards			
Extension cords/ Rocks			

2. Environment	Yes	No	Action
Lighting adequate	X		
Noise levels	X		
Air quality	X		
Temperature and Humidity	X		
Cleanliness/Housekeeping	X		
Hazards present?		x	
Cleaning compounds present?	X		
Cleaning compounds labelled	X		
Safety signage	X		

Equipment	Yes	No	Action
<b>Water heater</b>			
Good mechanical condition	X		
Secure from tipping	X		
Proper assembly/adjustment			
<b>FLOOR CLEANER</b>		x	
Good mechanical condition	x		
<b>Furnace</b>	x		
Good mechanical condition	x		

Clear of Clutter above	X		
Free of sharp edges	X		
Proper assembly/adjustment	X		
Preventative maintenance	X		
Defective parts identified			
<b>Furnace vent</b>			
In good operating condition	X		
Up to date inspection	X		
Defective parts or Hazards identified			

**Men's Room**

## 1. Walking Surfaces\_ Yes No Action

Walkways free of obstruction	X		
Surfaces in good condition	X		
Trip/slip hazards		x	
Warnings near hazards			

## 2. Environment Yes No Action

Lighting adequate	X		
Noise levels	X		
Air quality	X		
Temperature and Humidity	X		
Cleanliness/Housekeeping	X		
Hazards present?	X		
Cleaning compounds present?		X	
Safety signage	X		

## 3. Equipment Yes No Action

<b>Toilets/Urinals</b>			
Good mechanical condition	x		
Secure from tipping	X		
<b>Sinks</b>			
Good mechanical condition	X		
Secure from tipping	X		
<b>Doors</b>			
Good mechanical condition	X		
Emergency devices accessible	X		

Notes:

**Ladies Room**

## 1. Walking Surfaces\_ Yes No Action

Walkways free of obstruction	X		
Surfaces in good condition	X		
Trip/slip hazards		x	

## 2. Environment Yes No Action

Lighting adequate	X		
-------------------	---	--	--

Noise levels	X		
Air quality	X		
Temperature and Humidity	X		
Cleanliness/Housekeeping	X		
Hazards present?		X	
Cleaning compounds present?		X	
Safety signage	X		

3. Equipment	Yes	No	Action
<b>Toilets</b>			
Good mechanical condition	X		
Secure from tipping	X		
Defective parts identified			
Proper assembly/adjustment			
<b>Sinks</b>			
Good mechanical condition	X		
Secure from tipping	X		
Defective parts identified			
Proper assembly/adjustment			
<b>Doors</b>			
Good mechanical condition	X		
Emergency devices accessible	X		
Defective parts identified			
Proper assembly/adjustment			

**BAR** –

1. Walking Surfaces	Yes	No	Action
Walkways free of obstruction	X		
Surfaces in good condition	X		
Trip/slip hazards		x	
Warnings near hazards	x		

2. Environment	Yes	No	Action
Lighting adequate	x		
Noise levels	x		
Air quality		x	
Temperature and Humidity	x		
Cleanliness/Housekeeping	x		
Hazards present?	x		
Cleaning compounds present?		x	
Cleaning compounds labelled		x	
Safety signage	x		
Liquor licence visible & up to date	x		

3. Equipment	Yes	No	Action
<b>Sink</b>			

Good mechanical condition	x		
Defective parts identified			
<b>Fridges/Freezer</b>			
Good mechanical condition	x		
Secure from tipping	x		
Defective parts identified			
Thermometers present	x		

Notes:

### Upper Meeting Room

1.Walking Surfaces	Yes	No	Action
Walkways free of obstruction	X		
Surfaces in good condition	X		
Trip/slip hazards			
Warnings near hazards			

2. Environment	Yes	No	Action
Lighting adequate	x		
Noise levels	X		
Air quality	X		
Temperature and Humidity	X		
Cleanliness/Housekeeping	X		
Hazards present?	x		Fire Exit full of bird waste and feathers
Cleaning compounds present?		X	
Safety signage	x		

3. Equipment	Yes	No	Action
<b>Tables</b>			
Good mechanical condition	X		
Defective parts identified			
<b>Chairs</b>			
Good mechanical condition	X		
Secure from tipping	X		
Defective parts identified			
<b>Games</b>			
Good mechanical condition	X		
Secure from tipping	X		
<b>DOORS/ Accessibility</b>			
Good mechanical condition	X		
Defective parts identified			
<b>Windows</b>			
Good mechanical condition	X		

4. Fire Protection	Yes	No	Action
Fire extinguishers available	X		
Accessibility	X		
Monthly/Yearly inspections	X		

Fire exits signed/lighted	<b>x</b>		
Fire exits clear	<b>X</b>		
Fire doors?	<b>X</b>		

**Completed by: Shane Lambert Community Liaison Officer**

**Date: July 11<sup>th</sup> 2019**

**Submitted to: - CAO/Clerk Hope Dillabough**

## THE CORPORATION OF THE TOWNSHIP OF HORTON

**AD HOC Recycling Committee**July 4<sup>th</sup>, 2019 at 3:00 p.m.

There was a Meeting of the Ad Hoc Recycling Committee held in the Municipal Council Chambers on Thursday July 4<sup>th</sup>, 2019. Present was Chair Tom Webster, Councillor Cleroux and Mayor Bennett. Public Advisory Member present was John Wilson. Staff present was Charles MacDonald, Public Works Manager and Hope Dillabough, CAO/Clerk.

**1. CALL TO ORDER**

Chair Webster called the meeting to order at 3:00 p.m.

**2. DECLARATION OF PECUNIARY INTEREST**

There was no declaration of pecuniary interest expressed by Members of the Committee or staff.

**3. OUTSTANDING BUSINESS – ITEMS FOR DISCUSSION****3.1 Material Recycling Facility - Availability**

Public Works Manager Charles McDonald provided an update to Committee regarding the issue of obtaining bins to take existing recycling material to an accepted Material Recycling Facility (MRF). Many companies will not provide the Township with bins if there is no MRF secured to take them to. The majority of Municipalities affected have been accepted to take their materials to the Ottawa Valley Waste Recovery Centre, however Horton has been told they are at capacity and cannot take anymore. Mr. McDonald reviewed another MRF available called 'Cascade' that he has investigated and waiting for information back.

It was determined by the Chair and the Committee to ensure step 1 of this process is to continue to collect the recyclable materials at the landfill and have them hauled to a MRF.

**3.2 Curbside Recycling Contract**

Chair Webster elaborated on the Council resolution that was passed at the July 2<sup>nd</sup> meeting to give direction to Staff to obtain quotes/proposals from various companies for curbside pick up. Staff will continue with this direction.

**4. OUTSTANDING BUSINESS**

None

**5. NEXT MEETING**

Thursday July 11, 2019 at 3:00 p.m.

**6. ADJOURNMENT**

Chair Webster declared the meeting to be adjourned at 4 p.m.

---

 CHAIR Tom Webster

---

 CAO/CLERK Hope Dillabough

**RETURN TO AGENDA**

## THE CORPORATION OF THE TOWNSHIP OF HORTON

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Chair Webster called the meeting to order at 3:00 p.m.

**2. DECLARATION OF PECUNIARY INTEREST**

There was no declaration of pecuniary interest expressed by Members of the Committee or staff.

**3. OUTSTANDING BUSINESS – ITEMS FOR DISCUSSION****3.1 Material Recycling Facility - Availability**

Public Works Manager Charles McDonald provided an update to Committee. The Township has secured 'Cascade' as the Material Recycling Facility as well as Bee Line Disposal to supply bins and haul stored recyclable materials. The current storage at the landfill is working in terms of residents bringing their materials on-site.

**3.2 Curbside Recycling Contract**

Public Works Manager Charles McDonald provided an update to Committee. Two proposal submissions are to come in by the week's end. Upon receipt of these submissions, Committee will reconvene and review. No further direction was given at this time.

**4. OUTSTANDING BUSINESS**

None

**5. NEXT MEETING**

Possible Committee meeting on Monday July 15<sup>th</sup>, 2019.

**6. ADJOURNMENT**

Chair Webster declared the meeting to be adjourned at 4 p.m.

---

 CHAIR Tom Webster

---

 CAO/CLERK Hope Dillabough

**RETURN TO AGENDA**



## THE CORPORATION OF THE TOWNSHIP OF HORTON

### Memo from the CAO/Clerk as of JULY 12<sup>TH</sup>, 2019

INFORMATION provided **NOT** included in the Regular Council meeting package of July 16<sup>th</sup>, 2019

#### **INFORMATION EMAILED**

1. AMO Cannabis Policy Update
2. AMO New Employment Services Prototype Regions Announced
3. OPP 2018 Annual Report
4. OPP Weekly News – July 2<sup>nd</sup>, 2019
5. OPP Weekly News – July 9<sup>th</sup>, 2019
6. Ottawa Valley Business – July 2<sup>nd</sup>, 2019
7. News Release - Renfrew County Residents will Benefit from Increased Cell Service
8. Calendars

**RETURN TO AGENDA**

# *The Corporation of the Township of Bonnechere Valley*

49 Bonnechere Street East  
P.O. Box 100  
Eganville, Ontario K0J 1T0



Phone (613) 628-3101  
Fax (613) 628-1336  
Email [admin@eganville.com](mailto:admin@eganville.com)

June 28, 2019

Township of Horton  
R.R. 5  
Renfrew, ON  
K7V 3Z8

RECEIVED  
JUL 04 2019

At the June 18, 2019 Regular Meeting of Council, the following Resolution was passed.

19.103 MOVED BY **Tim Schison**  
SECONDED BY **Merv Buckwald**

**THAT:** The Township of Bonnechere Valley calls upon the Federal Government to invest more resources into the criminal element of firearms shooting crimes rather than focus time, energy and resources on the law-abiding citizen, which does nothing for public safety.

Be it Resolved that the Township of Bonnechere Valley calls on the Parliament of Canada not to impose any further firearms bans on the law-abiding legal firearms owners.

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

Original signed by Mayor Jennifer Murphy

Regards,

Dana Jennings  
Community Development Officer

**RETURN TO AGENDA**

RECEIVED

JUL 10 2019



401 O'Brien Road  
Renfrew, Ontario  
K7V 3Z3

Mayor Dave Bennett  
Horton Township Council

We wish to invite you to our annual CHEO day August 8, 2019.

There will be many activities happening during this special day. Craft tent/yard sale, donation prizes, face painting, Renfrew Fire Department, along with Sparky the dog, and the OPP will be in attendance, to name a few.

Renfrew Mercury and MyFM will be in attendance between 11:30am – 2:30 pm. We are asking if you would attend sometime during these hours and also would serve blizzards through the take out window for a short amount of time.

CHEO holds a special place in everyone's hearts.

Please contact Tammy Utronki at the store, (613-) 432-3065 or on her cell 613-433-7758 to confirm.

We look forward to your participation in this very special event.

  
\_\_\_\_\_  
Val Salvati

**RETURN TO AGENDA**



# Algonquin Trail

**July 16, 2019**

**RETURN TO AGENDA**

## ABANDONED RAILWAY RIGHTS-OF-WAY POLICY

August 27, 1997 County Council meeting

1. The County of Renfrew shall purchase future surplus abandoned railway rights-of-way as they become available, from time-to-time, for use as future transportation and utility corridors. In order to implement this policy, County Council shall seek to enter into an agreement with the owners of railway rights-of-way in Renfrew County to secure the opportunities to acquire surplus abandoned rights-of-way when such rights-of-way become available for acquisition by the County of Renfrew. Individual agreements will define in greater detail the location of lands to be made available for acquisition.

# The Ottawa Valley Recreation Trail runs from Smiths Falls to Mattawa

2,447 ac

296 kms in length

+/- 90 feet width

37 bridges and underpasses

Lanark County

(4 local municipalities)

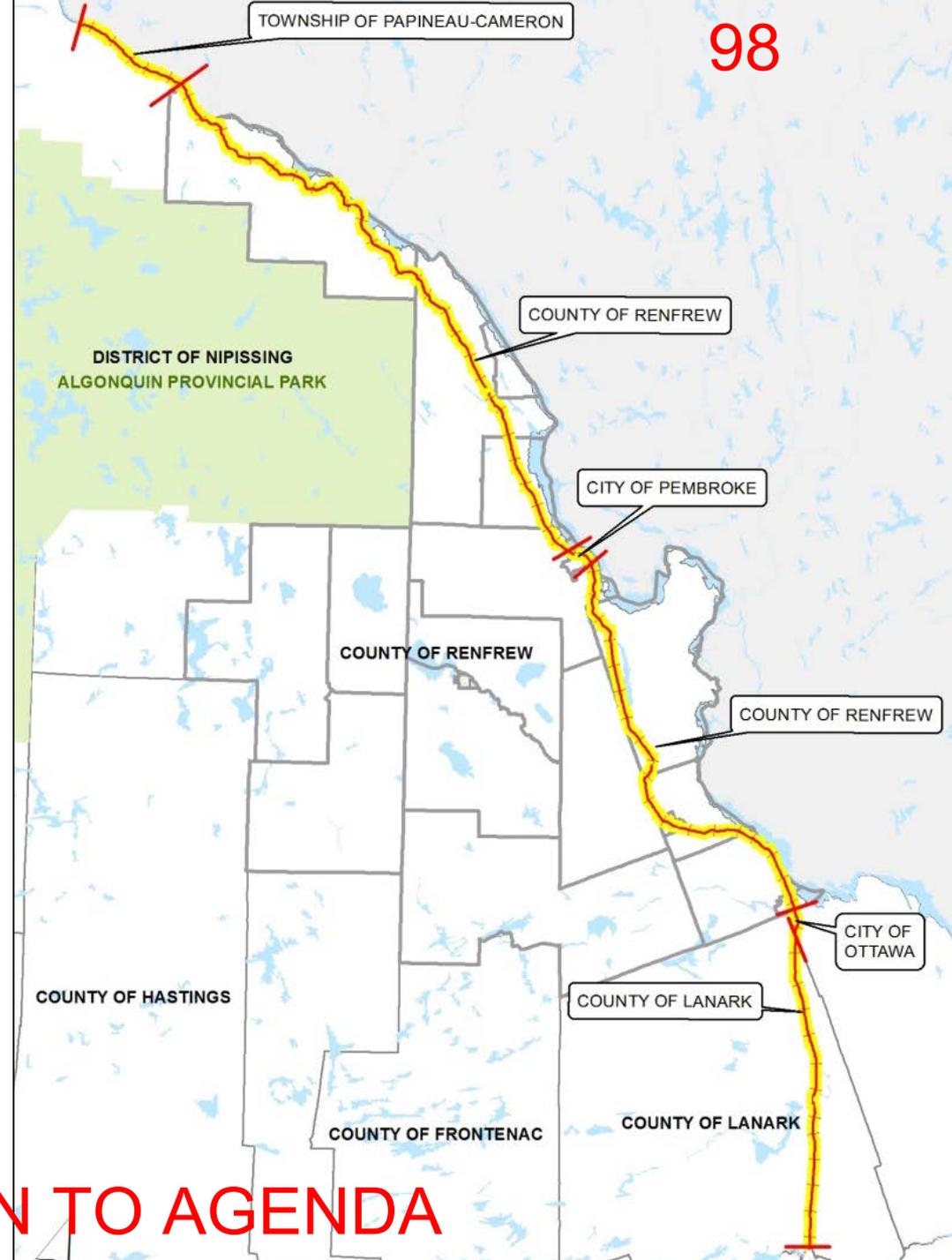
City of Ottawa

Renfrew County

(10 local municipalities)

City of Pembroke

Papineau-Cameron

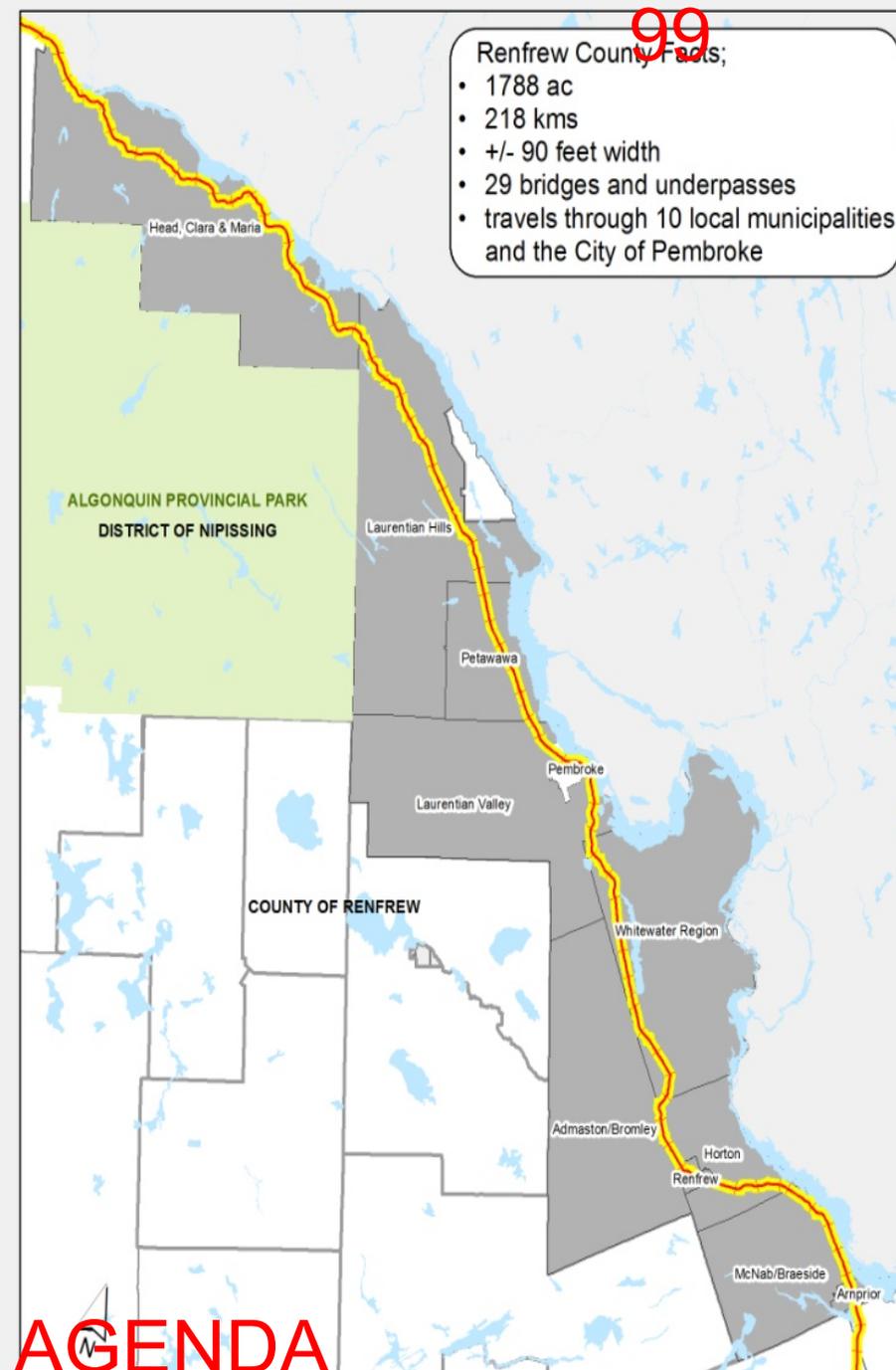


[RETURN TO AGENDA](#)

# TRAIL FACTS

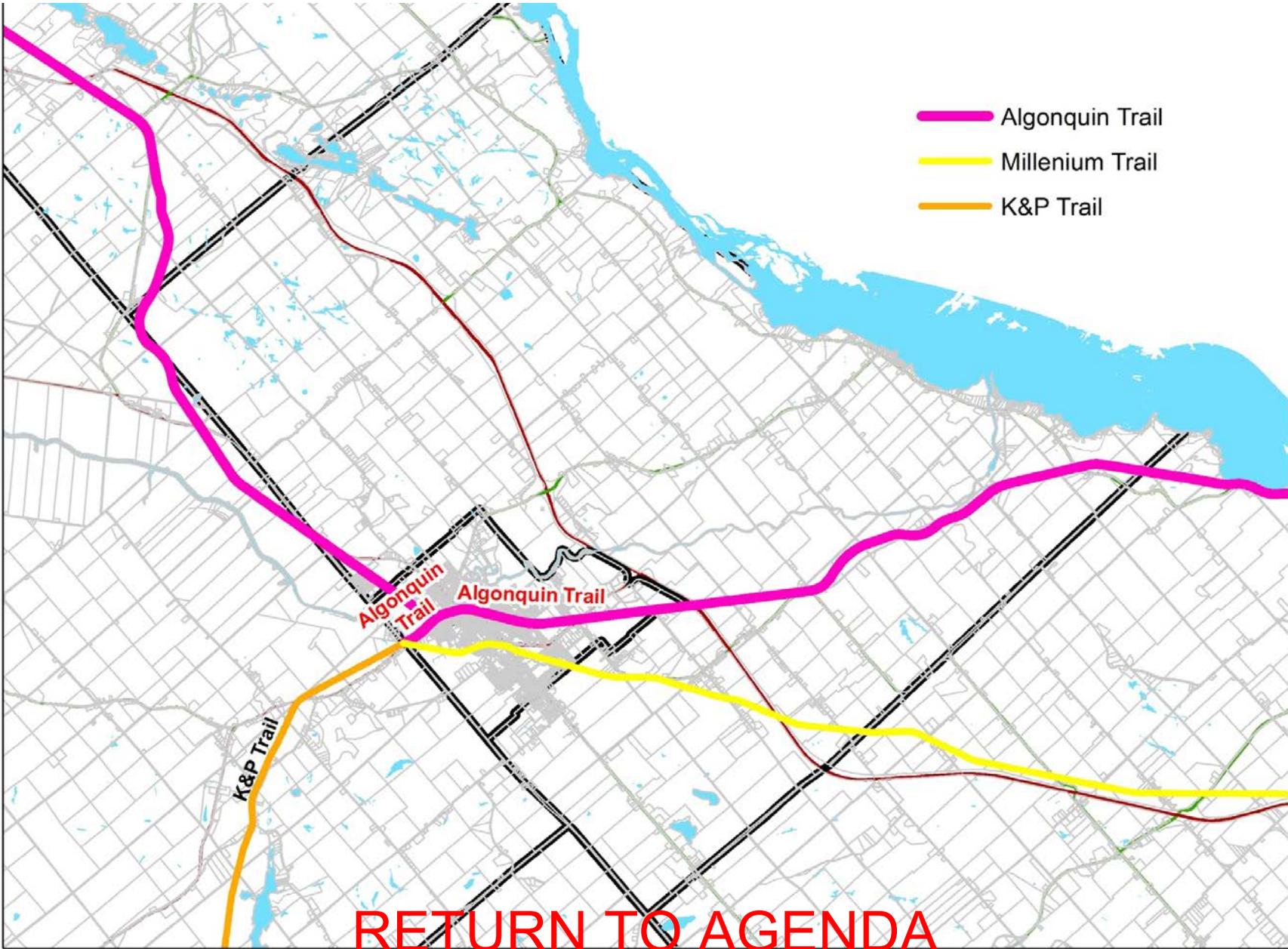
## RENFREW COUNTY

1,788 ac  
218 kms in length  
+/- 90 feet width  
29 bridges and underpasses  
travels through 10 local municipalities  
and the City of Pembroke  
County of Renfrew's of the trail is  
called the **Algonquin Trail**



[RETURN TO AGENDA](#)

# TRAIL FACTS –TOWNSHIP OF HORTON



[RETURN TO AGENDA](#)

## By-law 64-13

A BY-LAW AUTHORIZING THE COUNTY OF RENFREW TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE COUNTY OF LANARK AND THE TOWNSHIP OF PAPINEAU-CAMERON (2013)

**CP Rail Corridor  
Memorandum of Understanding  
Stage 1**

June 26, 2013

**Purpose:**

Acquire the abandoned CP Rail right-of-way when it becomes available for acquisition in one contiguous piece by the County of Renfrew, Lanark County and Township of Papineau-Cameron (hereinafter called the Partnership).

**Partnerships:**

- The Partnership will consist of the County of Renfrew, Lanark County and the Township of Papineau-Cameron.
- The CP Corridor will be managed by the Partnership.
- The Partnership will agree to the Terms of Reference/Memorandum of Understanding.
- The Partnership will develop a governance model.

# COST SHARING

The Partners have agreed to use the averaging of appraisal value percentage, length percentage & area percentage of corridor in each jurisdiction for the percentage of cost sharing for each Partner.

	<u>Averaging the percentage of length, appraisal &amp; area</u>
Papineau-Cameron	8.73%
Lanark	19.21%
Renfrew	72.06%

\*City of Ottawa percentages with Lanark & City of Pembroke percentages with Renfrew

**RETURN TO AGENDA**

# GUIDING PRINCIPLES

## ASSET DONATION AGREEMENT

- Cash
- Tax Receipt
- **Environmental**
  - CP indemnifies the County of any pre-existing conditions
- Surveying
  - Phase 1, the lesser of 50% of the total surveying cost and \$70,000
  - Phase 2, the lesser of 50% of the total surveying cost and \$50,000
  - Phase 3, the lesser of 50% of the total surveying cost and \$10,000
- Continuous Corridor
- Infrastructure
  - Partners have agreed to the “as is” condition of all structures along the corridor
- Fibre Optics retained by CP

# ECONOMIC IMPORTANCE

- \$773 million – Cycling Economic Benefit
- \$36 million – Equestrian Economic Benefit
- \$720 million – Mountain Biking Economic Benefit
- \$70 million – Off-Road Motorcycling Economic Benefit

\* MTCS presentation at the national trail event in Ottawa 2017 – 2014 data



- **ATV Economic Importance (North America)**- national trail event in Ottawa 2017
- The 2013-2014 Ontario snowmobile season had **\$853,263,840** in expenditures by **snowmobilers** riding in the province of Ontario. (The Economic Impact of Snowmobiling in Ontario An Assessment of the 2013-2014 Snowmobiling Season by Harry Cummings & Shannon McIntyre)

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## THE ECONOMIC IMPACT OF SNOWMOBILING IN ONTARIO

GO  
SNOWMOBILING  
ONTARIO!



AN ASSESSMENT OF THE 2018-19 SNOWMOBILE SEASON  
PREPARED BY: HARRY CUMMINGS & ASSOCIATES

### District 6

Table 52: Inputs of Expenditures by Snowmobilers in District 6 by TREIM model category

Visitor Spending	Expenditure(s)
Travel Service	\$3,685,190
Private Transportation - Rental	\$244,191
Private Transportation- Operation	\$68,206,477
Accommodation	\$4,267,472
Food and Beverage- At Stores	\$2,134,379
Food and Beverage- At Restaurants	\$8,832,771
Recreation and Entertainment	\$875,752
Retail- Clothing	\$5,133,054
Retail- Other	\$6,079,468
<b>Total</b>	<b>\$99,458,752</b>

Table 53: Total Visitor Spending, GDP, Employment and Total Taxes, District 5

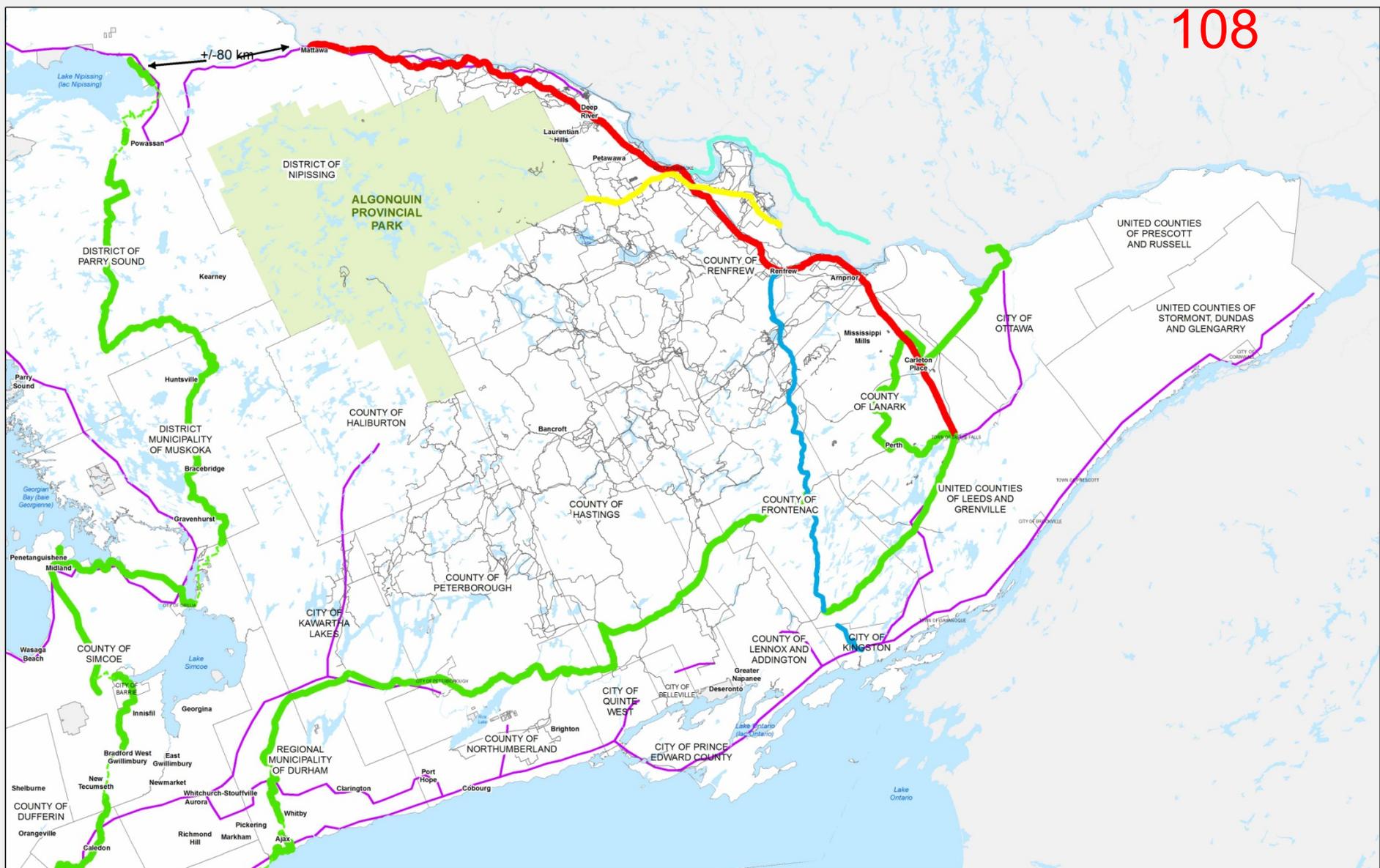
	2018-2019
<b>Gross Domestic Product (GDP)</b>	
Direct	\$45,775,490
Indirect	\$7,054,140
Induced	\$10,525,990
<b>Total</b>	<b>\$63,355,620</b>
<b>Employment (Jobs)</b>	
Direct	637
Indirect	67
Induced	71
<b>Total</b>	<b>776</b>
<b>Total Taxes</b>	
Federal	\$11,829,536
Provincial	\$14,309,664
Municipal	\$2,398,791
<b>Total</b>	<b>\$28,537,990</b>

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# ECONOMIC IMPORTANCE



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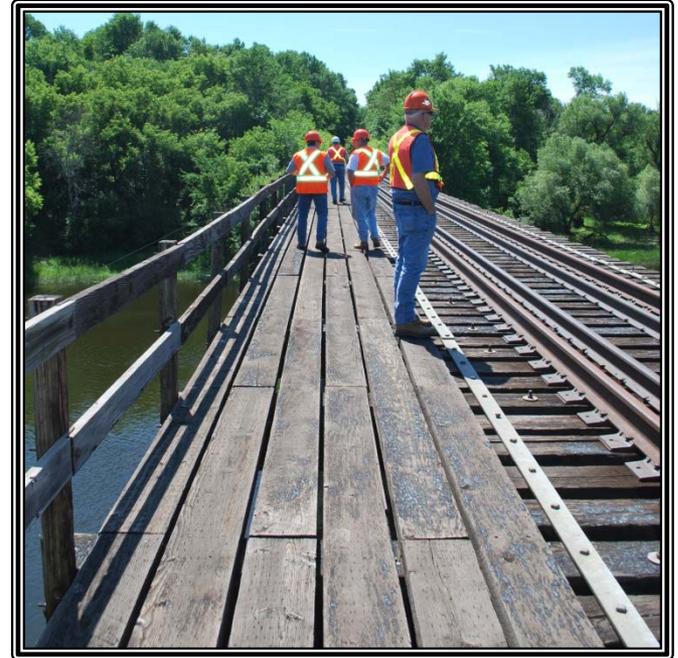
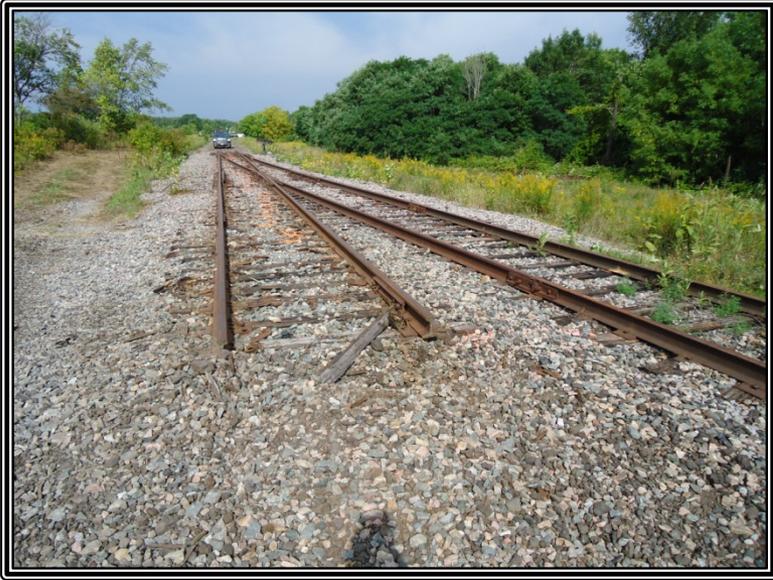
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# GRANT PARTNERSHIPS

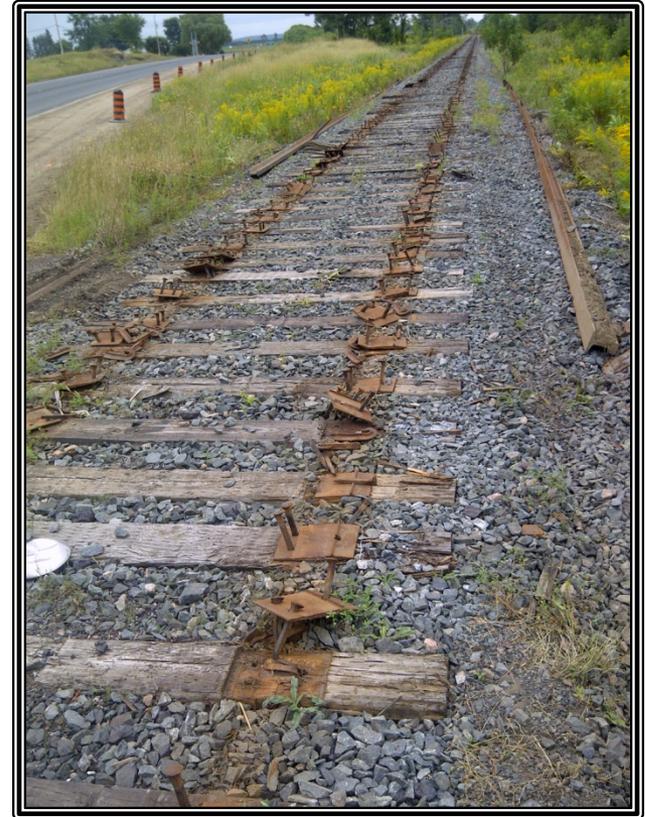
- Ontario's Highlands Tourism Organization
- Community Future Development Corporation
- Province of Ontario (OMCC, RED)
- TransCanada Pipeline
- Snowmobile & ATV Clubs



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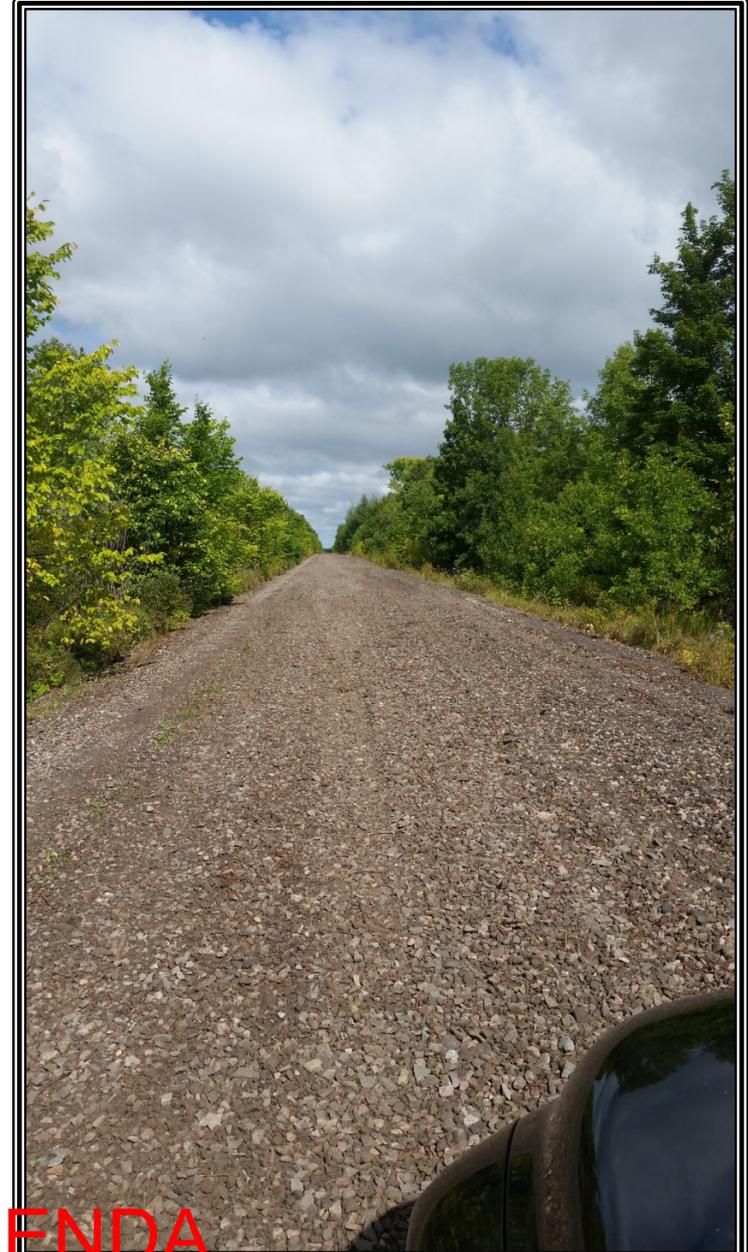


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# SNOWMOBILE & RCATV CLUBS PARTNERSHIP <sup>112</sup>



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**COUNTY OF RENFREW**  
**PUBLIC WORKS**

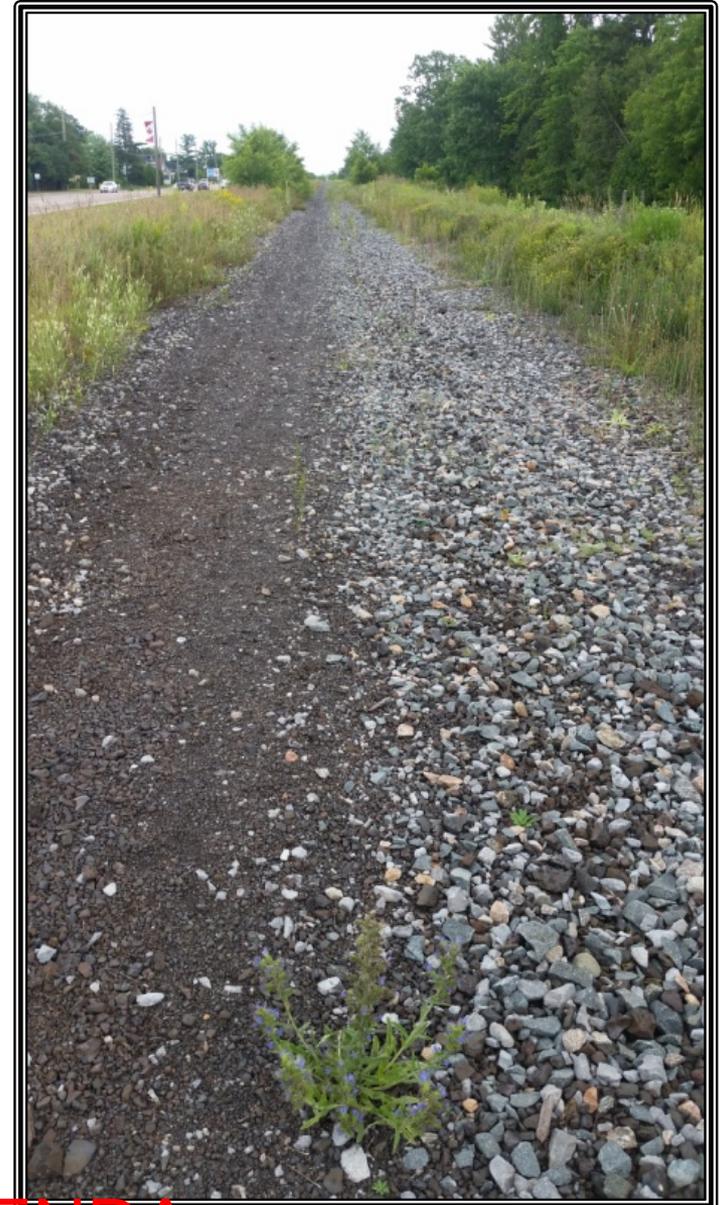
113



Whitewater Region PW

County of Renfrew Trails

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# 2017 PETAWAWA – 1.7 KM FOR ~ \$24,000<sup>115</sup>



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# 2018 ONTARIO MUNICIPAL COMMUTER CYCLING (OMCC) PROGRAM

116

Applications were prepared for the following municipalities for \$25,000 each and all applications were successful.

(\$25,000 is the 80% from the Province & \$6,250 is the 20% County portion = \$31,250)

- Town of Arnprior, Town of Laurentian Hills, Town of Renfrew, Township of Horton, Township of Laurentian Valley, Township of Whitewater Region, Township of Greater Madawaska, Township of Admaston/Bromley and the City of Pembroke. **\$225,000**
- The County also applied for trail improvements. **\$372,360**  
(\$372,360 is the 80% from the Province & \$93,090 is the 20% County portion = \$465,450)

**Algonquin Trail Total = \$684,200**

**K&P Trail Total = \$62,500**

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# Algonquin Trail 2018 Work

- Algonquin Trail
- 2017 Work Completed
- OFSC Lease
- 2017 Compensation
- OMCC County
- OMCC Local Municipalities



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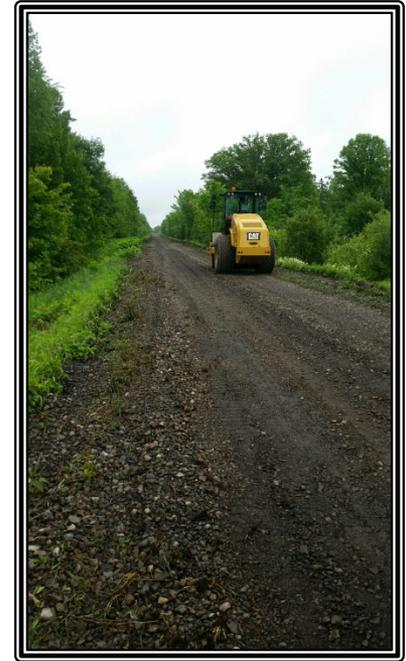
# 2019 PLANNED WORK

A number of outside influences will affect the work plan and budget (i.e., municipal requests, trail use request for snowmobile/ATV organizations, etc.)

Work Type	Amount
Vegetation Management	\$6,000.00
Grading	\$10,000.00
Calcium	\$5,000.00
Fencing	\$8,000.00
Beaver Control	\$1,000.00
Legal	\$7,000.00
Weeds	\$2,000.00
Signs	\$10,000.00
Gates	\$18,000.00
Aggregate (Renfrew to Arnprior)	\$99,000.00
Miscellaneous	\$1,226.04
Petawawa Bridge 10%	\$6,000.00
Rural Economic Development 50% (Town of Renfrew)	\$50,000.00
*County's OMCC 20% (\$83,869.79) Ontario Municipal Commuter Cycling	\$16,773.96
Ontario Municipal Commuter Cycling 80% (City of Pembroke & Laurentian Valley section)	\$67,095.93
<b>Total</b>	<b>\$307,095.93</b>

# 2018 WORK

119



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# QUINN'S CREEK



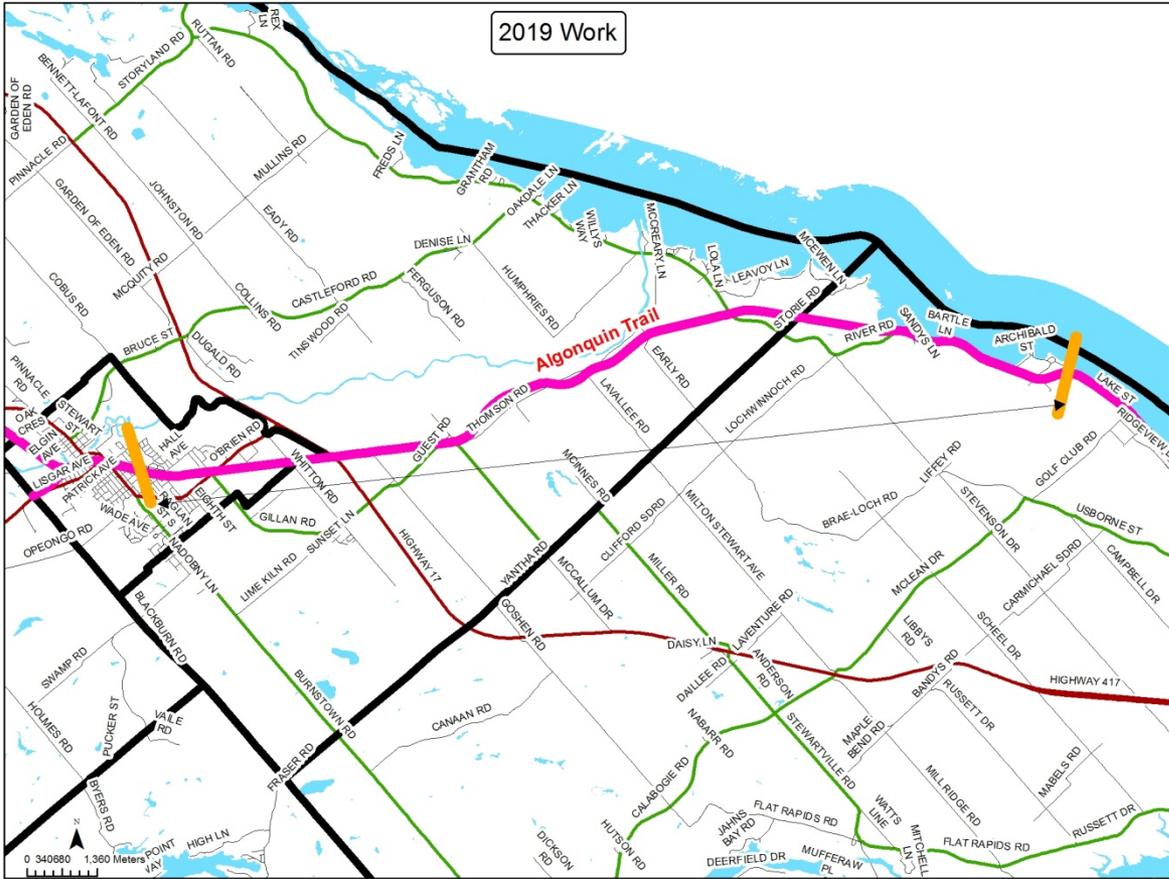
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# QUINN'S CREEK



# 2019 WORK

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# NEXT STEPS

123



**ALGONQUIN TRAIL RULES**

- Stay on the trail, respect private property.
- Always expect and respect other trail users.
- Carry out all litter.
- Keep pets under control and on leash.
- Clean up after pets and horses - stoop & scoop.
- Motorized users require license, insurance and club permits where applicable.
- No vehicles, no fires, no hunting, no camping, no dirt bikes.
- Hours of Operation 7am - 11pm
- ATV Use Permitted - May 1 to November 30
- Snowmobile Use Permitted - December 1 - April 30

For a complete list of rules, please visit [www.ottawavalleytrail.com](http://www.ottawavalleytrail.com). (By-Law 119.18)  
**Use Recreational Trail at Own Risk**  
Report maintenance and safety concerns to 613-735-7288 or [info@ottawavalleytrail.com](mailto:info@ottawavalleytrail.com)

OTTAWA VALLEY RECREATIONAL TRAIL

**8 KM**

LAT: 79°45'53"  
LONG: 34°15'44"

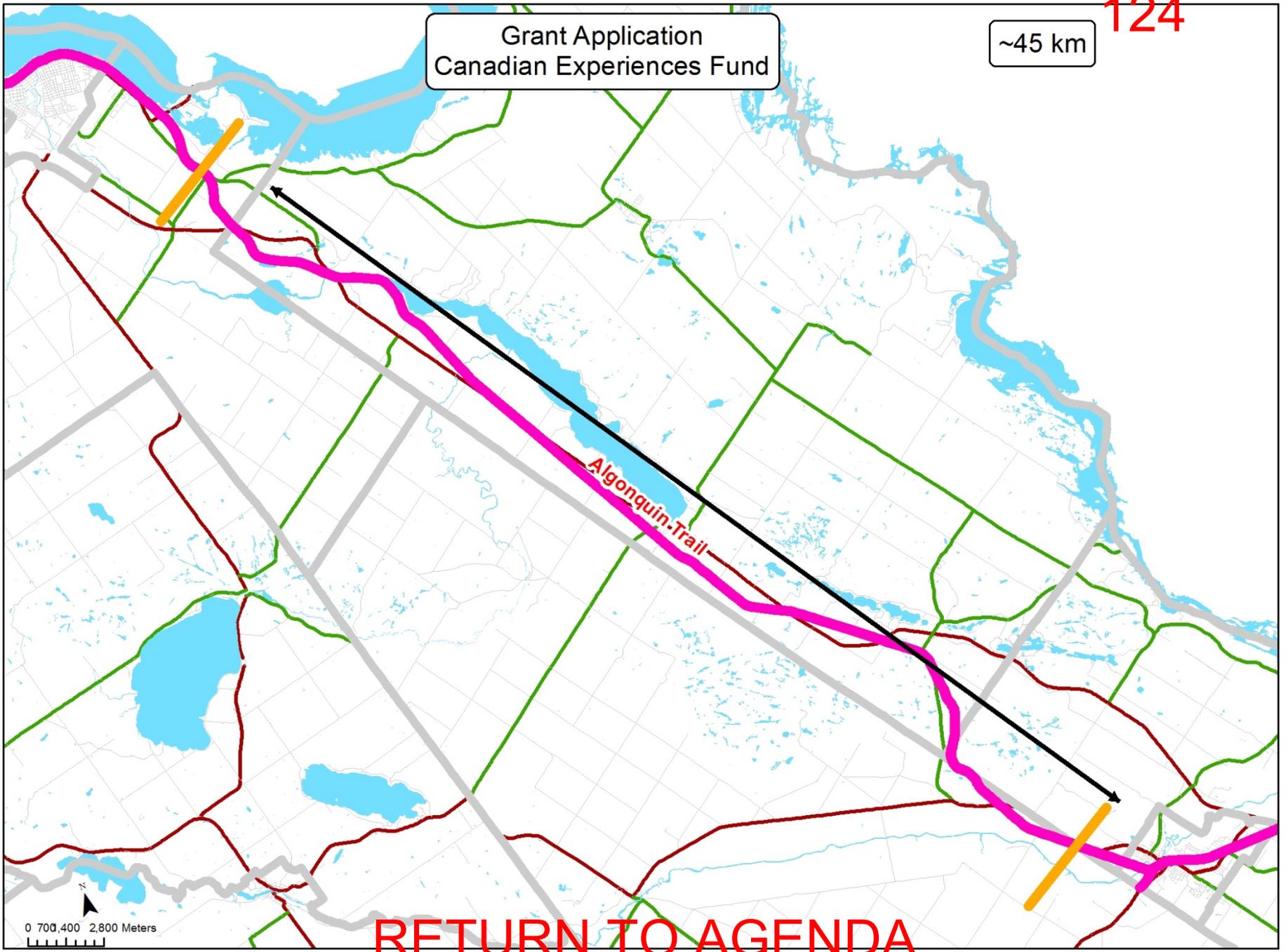
- Marketing
- Signage
  - Parking
- Prioritizing
- Funding
- Volunteers
- Maintenance
  - Dust control
  - OPP Save Team
- Garrison Petawawa
- Petawawa Twinning
- Ongoing Review of Multi-use



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Grant Application  
Canadian Experiences Fund

~45 km

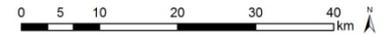


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**Ottawa Valley Trails**  
[www.ottawavalleytrail.com](http://www.ottawavalleytrail.com)

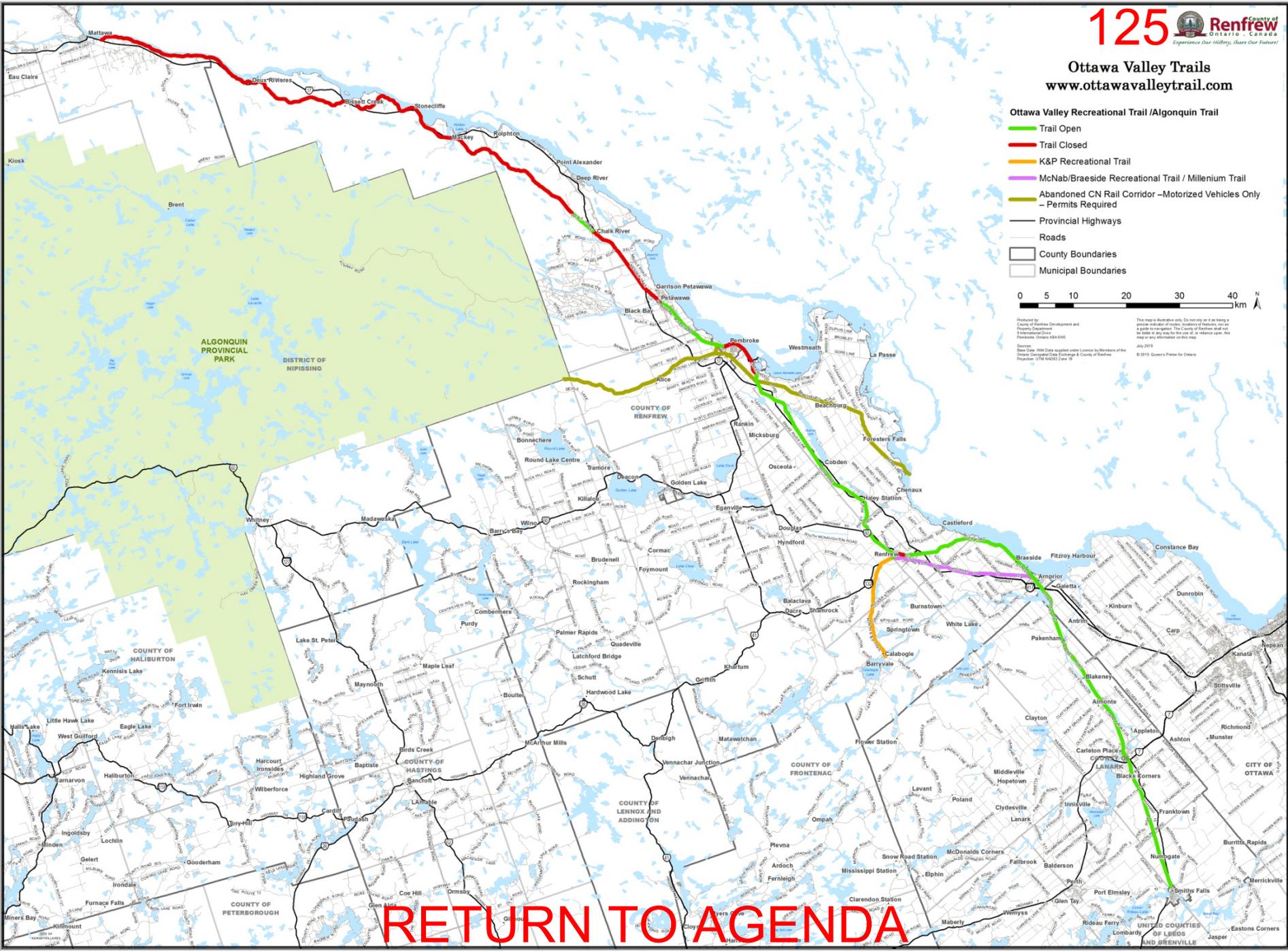
**Ottawa Valley Recreational Trail /Algonquin Trail**

- Trail Open
- Trail Closed
- K&P Recreational Trail
- McNab/Braeside Recreational Trail / Millenium Trail
- Abandoned CN Rail Corridor –Motorized Vehicles Only – Permits Required
- Provincial Highways
- Roads
- County Boundaries
- Municipal Boundaries



This map is illustrative only. Do not rely on it as being a precise indicator of existing locations of features, nor as a guide to navigation. The County of Renfrew shall not be liable in any way for the use of, or reliance upon, this map or any information on this map.

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# BOUGHT FOR EVERYONE

126

# BUILT FOR EVERYONE



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# Weed Control Act of Ontario

## Area Weed Inspector

**July 16, 2019**

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# Weed Control Act

The Weed Control Act of Ontario states that all property owners are responsible for destroying **noxious** weeds on their property unless the weeds or weed seeds are deemed by the Weed Inspector to be far enough away from any land used for **agricultural** or **horticultural** purposes that they do not interfere with that use.

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# Why does Ontario have the Weed Control Act?

The intent of the Weed Control Act is to reduce:

- The infestation of **noxious weeds** that negatively impact on agriculture and horticulture lands.
- Plant diseases by eliminating plant disease hosts such as common barberry and European buckthorn.
- Health hazards to **livestock and agricultural workers** caused by poisonous plants.

# 25 Noxious Weeds of Ontario

130

1. Black Dog-Strangling Vine
2. Bull Thistle
3. Canada Thistle
4. Coltsfoot
5. Common Barberry
6. Common Crupina
7. Cypress Spurge
8. Dodder
9. Dog-Strangling Vine
10. European Buckthorn
11. Giant Hogweed
12. Jointed Goatgrass
13. Knapweed
14. Kudzu
15. Leafy Spurge
16. Poison Hemlock
17. Poison Ivy
18. Ragweed
19. Serrated Tussock
20. Smooth Bedstraw
21. Sow Thistle
22. Tansy Ragwort
23. Wild Chervil
24. Wild Parsnip
25. Woolly Cupgrass

Can add “locally noxious” using by-law

RETURN TO AGENDA

# Changes to the Noxious Weeds of Ontario

Effective January 1, 2015, amendments to the Schedule of Noxious Weeds

The nine noxious weeds added to the Schedule are as follows:

common crupina  
serrated tussock  
wild chervil  
jointed goatgrass  
smooth bedstraw  
wild parsnip  
kudzu  
tansy ragwort  
woolly cupgrass

The nine weeds no longer considered threats and have been deleted from the Schedule are as follows:

black-seeded proso millet  
nodding thistle spp.  
tuberous vetchling  
goat's beard spp.  
Russian thistle  
yellow rocket  
Johnson grass  
scotch thistle  
wild carrot

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# Weed Inspector

- Must affect agricultural or horticultural crop
- Complaint must come from a farmer
- Must be a noxious weed

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Ministry of Agriculture and Food

**Order to Destroy Noxious  
Weeds or Weed Seeds**  
*Weed Control Act, R.S.O. 1990, Chapter W.5*
(In all communications, please refer to this code number) **20140814LV**

To:

Name of Person in Possession of Land

**Ontario Ministry of Transportation**

Unit Number	Road/Street No.	Road/Street Name	PO Box
City/Town	Province		Postal Code
		<b>Ontario</b>	

Copy To:

Name of Owner of Land Shown on Assessment, if different from above

Unit Number	Road/Street No.	Road/Street Name	PO Box
City/Town	Province		Postal Code
		<b>Ontario</b>	

Under Section 13 of the *Weed Control Act, R.S.O. 1990, Chapter W.5*, you are hereby ordered to destroy the noxious weeds and weed seeds described as follows:

(Names of Noxious Weeds)

**Wild carrot, Canada Thistle, Sow Thistle**

Found on the land owned or occupied by you and described as follows:

**(see attached map)**

Located at

Lot or Street Number	Concession or Street Name	Municipality
<b>Lot 26 Lot 27</b>	<b>Con 13 (Alice twp)</b>	<b>Laurentian Valley</b>

No later than the later of **2014/08/28** or the day that is seven days from the date of service of this order, not including Saturdays,  
Date (yyyy/mm/dd)

Sundays or Holidays.

Dated at **14th** this **Thursday** day of **August**, 20**15**

Name of Weed Inspector (Last, first name)

**Davis, Jason**

Signature

Date (yyyy/mm/dd)

**2014/08/14**

Unit Number	Street Number	Street Name	PO Box
	<b>9</b>	<b>International Drive</b>	
City/Town	Province		Postal Code
<b>Pembroke</b>	<b>ON</b>		<b>K8A 6W5</b>
Telephone Number	Email Address (if available)		
<b>613 735-3204</b>	<b>jdavis@countyofrenfrew.on.ca</b>		

Where the owner of the land is not named above, the order will be served upon the person shown as the owner of the property on the last revised assessment roll of the municipality in which the property is located.

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# Control Options

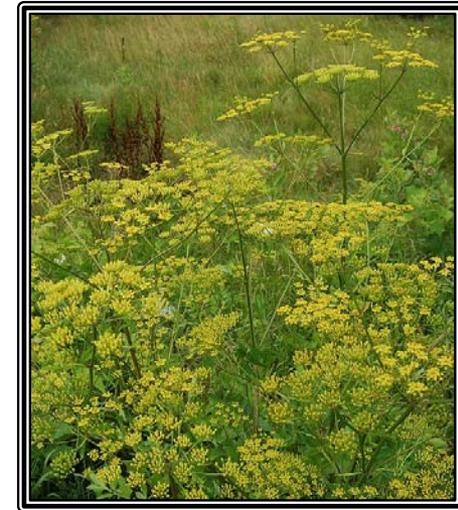
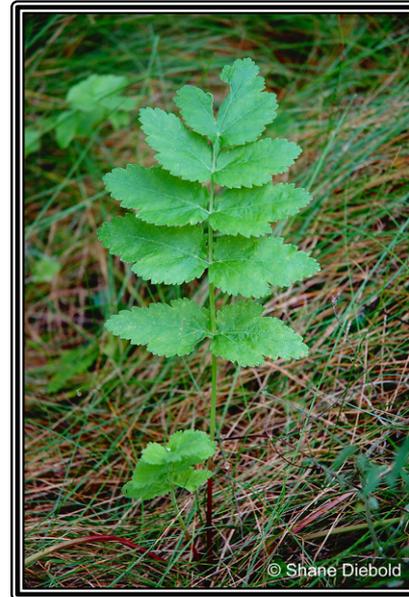
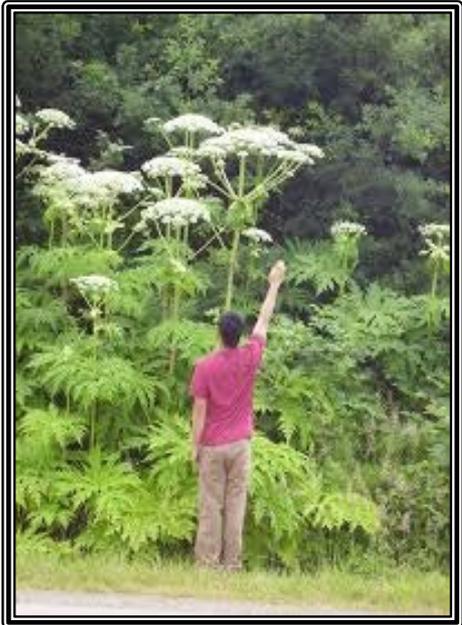
## Mechanical – hand or machine cutting

- Tractor with mower, brush hog
- Hand tools

## Chemical – subject to Regulation 63/09 (Ontario's cosmetic pesticides ban took effect April 22, 2009)

- 11 classes of pesticides
- Different license requirements
- Most pesticides used in roadside weed and brush control are Class 9 (2-4-D, triclopyr, glyphosate, etc.)

# Giant Hogweed & Wild Parsnip <sup>135</sup>



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# County of Renfrew Spray Program



## INTEGRATED PEST MANAGEMENT PLAN

FOR THE COUNTY OF RENFREW

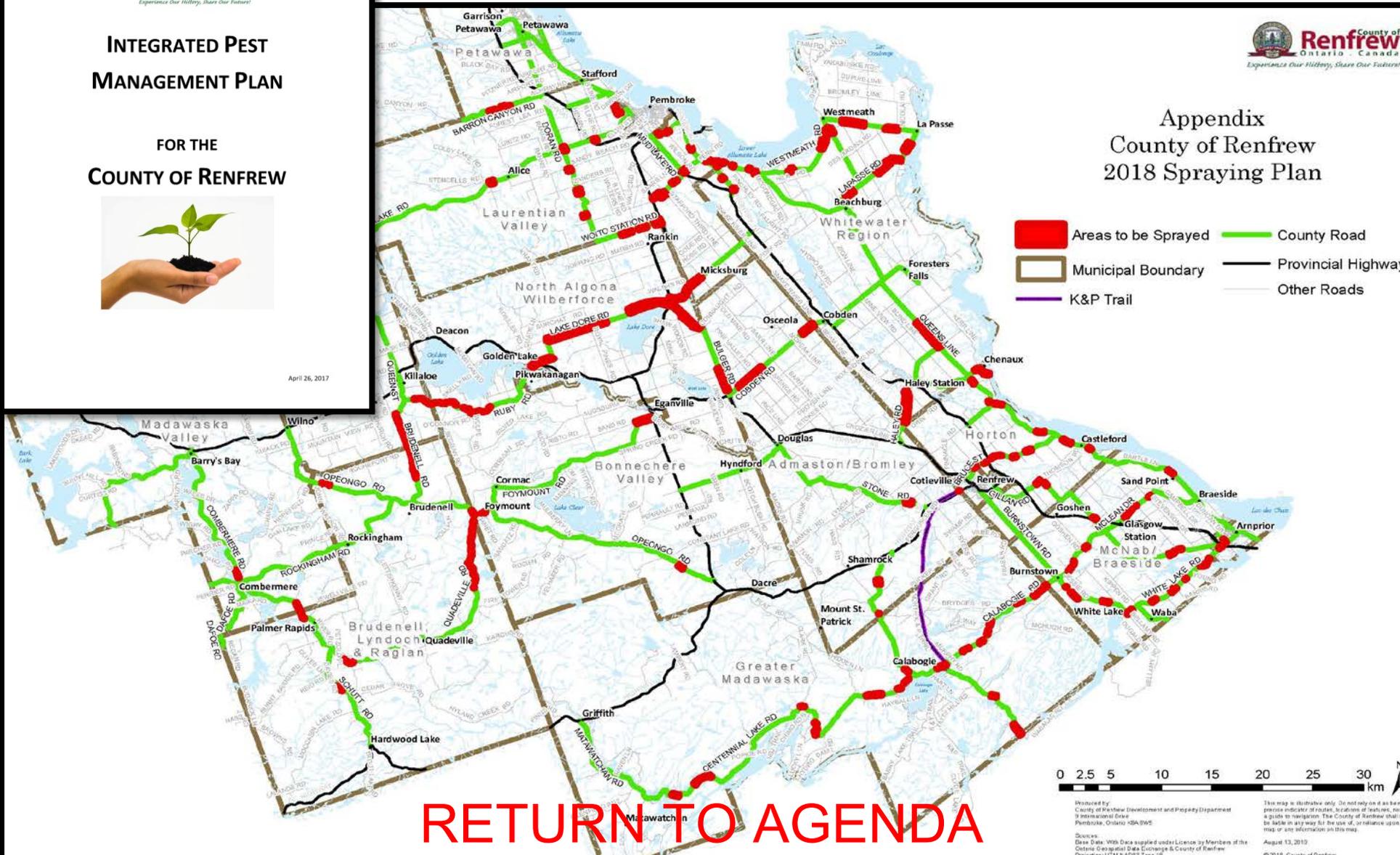


April 26, 2017



## Appendix County of Renfrew 2018 Spraying Plan

- Areas to be Sprayed
- County Road
- Municipal Boundary
- Provincial Highway
- K&P Trail
- Other Roads



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Produced by  
County of Renfrew Development and Property Department  
3 International Drive  
Pembroke, Ontario K8A 6V5

Sources  
Base Data: With Data supplied under Licence by Members of the  
Ontario Geospatial Data Exchange & Coverts of Renfrew  
Projection: UTM NAD83 Zone 18

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August 13, 2010  
© 2018, County of Renfrew

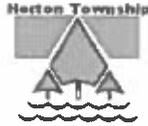


County of  
**Renfrew**  
Ontario . Canada

*Experience Our History, Share Our Future!*  
[www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)

**Thank you.**

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## DELEGATION REQUEST

### TO ATTEND REGULAR COUNCIL OR COMMITTEE MEETING

Section 8 (5)

Procedural By-law 2014-11

MEETING DATE: July 2, 2019      ADDRESS: 101-236 Stewart St.  
 NAME: Amy Scholten      Renfrew, ON, K7V 1X7  
 TELEPHONE NO.: 613-432-8146      E-MAIL: scholta@lao.on.ca  
 NUMBER OF PEOPLE EXPECTED TO BE IN ATTENDANCE: 1  
 SPOKESPERSON(S): Amy Scholten

REASON FOR DELEGATION REQUEST:

Funding Cuts to the Renfrew County Legal Clinic  
The Renfrew County Legal Clinic (RCLC) provides direct front line legal  
services to low income clients across Renfrew County. Our service  
numbers continue to go up annually and we are working to further  
expand service delivery.

The Renfrew County Legal Clinic is in danger of having our  
budget significantly reduced which will have an immediate and  
substantial effect on direct client service delivery across  
the County.

Please see attached for more information.

**RETURN TO AGENDA**

## RESOLUTION REGARDING LEGAL AID CUTS

### Summary:

The Renfrew County Legal Clinic provides direct front line legal services to low income clients across Renfrew County. Our service numbers continue to go up annually and we are working to further expand service delivery.

The Renfrew County Legal Clinic is in danger of having our budget significantly reduced which will have an immediate and substantial effect on direct client service delivery across the County.

We are calling upon the Township of Horton to give immediate direction that budget cuts to Legal Aid Ontario should not be downloaded onto Legal Clinics. This direction is needed to preserve front line service delivery in our local community.

### WHEREAS:

1. The Renfrew County Legal Clinic (the “**Clinic**”) has delivered services in Renfrew County for over 30 years. We provide direct front line legal services to low income clients across Renfrew County and our service numbers continue to go up annually. We are an extremely busy legal office. We have 4 practising lawyers including the Executive Director. We are audited annually and all staff provide front line service;
2. The Clinic’s main office is in Renfrew, but it also has satellite offices across the County and are given free ad hoc office space when needed to meet with clients who live in communities where there is no satellite office;
3. The Clinic assists area residents who cannot afford legal assistance due to financial hardship – including those on social assistance, pensioners, the unemployed, or those with low income;
4. The Clinic’s services are aimed at ensuring that people with low incomes are able to meet their most basic needs, which in turn gives them the ability to live with health and dignity as active members of their community;
5. The Clinic is committed to upholding the rights of the most vulnerable people of Renfrew County on issues that are most critical to them – including Canada Pension Plan, Ontario Disability Support Program Workplace Safety and Insurance, Ontario Works, Landlord and Tenant, Criminal Injuries Compensation, powers of attorney, wills, human rights, consumer and debt issues, administrative legal issues and many other areas that impact low-income people;
6. The Clinic also provides public legal education sessions, duty counsel services at the Landlord Tenant Board hearings and we work with different community

**RETURN TO AGENDA**

groups on issues such as domestic violence and homelessness in Renfrew County;

7. Like other community legal clinics across the province, the Clinic carries out this work through funding provided by Legal Aid Ontario (“**LAO**”);
8. The provincial government’s 2019 budget cut funding to LAO by \$133 million – which is 30% of its budget – retroactive to April 1, 2019. Legal Aid is downloading a large portion of these cuts to Legal Clinics.
9. Budget cuts could result in the closure of the Renfrew County Legal Clinic. As a rural community service provider, we are at risk of local services being cancelled with the expectation that services will be delivered out of Ottawa for example. A second scenario is that we stay open, but with a smaller staff and we become ineffectual.
10. The Clinic is in danger of significant budget cuts despite how much the Clinic accomplishes with so little resources. Last year, the Clinic won 1.5 million dollars for our clients. This money was spent locally and it came from outside sources. Clients got off of Ontario Works benefits, the municipalities financially benefited and the local economy was strengthened.
11. This significant cut will result in a loss of legal services to low income residents in our community, including a loss of critical legal clinic services – such as access to landlord-tenant law, seniors’ law, consumer debt issues, legal interventions that ensure access to income supports like Canada Pension Plan Disability benefits, protection for injured workers, community development and public legal education;
12. The cut to the LAO budget has already had a direct negative impact on the Clinic and the services they provide, and in the near future, it will have a devastating impact on the Clinic’s ability to continue to provide legal services to our community’s most vulnerable citizens;
13. The absence of the Clinic’s services will have adverse social consequences for the Township of Horton and other communities served by the Clinic – including by increased homelessness resulting from avoidable evictions, and increased poverty resulting from lack of income supports and employment supports;
14. The absence of these services will have adverse economic consequences for the Township of Horton and surrounding communities as well – resulting from increased reliance on municipal services such as mental health services, hospitals and public housing, increased demand on our local court from unrepresented people appearing without legal assistance, and increased reliance on social assistance administration resulting from people being denied appropriate supports;

**RETURN TO AGENDA**

15. Full and effective access to the justice system is a fundamental right that should be accorded to all the people in our municipalities, including our most vulnerable, many of which experience poverty or live on low incomes; and
16. The Township of Horton believes all levels of government should provide fair, economically-sound, and evidence-based programs and supports to help low-income residents, vulnerable people, and other equity-seeking individuals escape poverty, precarious housing, and systemic disadvantage, and realize their full potential by living healthy and safe lives.

**NOW THEREFORE BE IT RESOLVED THAT** the Township of Horton:

17. Calls upon the Premier and the Attorney General to make a commitment to access to justice, to respect the commitment of their government to not decrease front line services; and to confirm that funding for community legal clinics will not be decreased;
18. Urges the province to restore funding to these critical services and ensure that all the residents of Renfrew County have access to a fair and equitable justice system, regardless of their incomes; and
19. Directs that a copy of this resolution be issued forthwith to the MPP for Renfrew County, the Attorney General, the LAO Board, the Premier and all Renfrew County municipalities.

**RETURN TO AGENDA**

## Background Information for Resolution

Ontario's community legal clinics serve individuals and families in communities across Ontario. Funded by Legal Aid Ontario ("LAO"), through modest capped budgets, they offer a broad range of legal services to address the basic legal needs of low-income Ontarians.

Community clinics serve the most vulnerable Ontarians on issues that are most critical to them. The work that clinics do is aimed at ensuring that people with low incomes are able to meet their most basic needs, which in turn gives them the ability to live with health and dignity as active members of their communities. Most clinics serve geographic communities, while a handful of clinics serve specific communities such as the elderly or the disabled. Clinics are rooted in the communities they serve, using their limited resources to provide the services that are most needed by that community, and working closely with other local agencies to ensure that clients are well-served.

There are 72 community clinics in Ontario, operating on a budget of approximately \$80 million. In 2017, community clinics across Ontario provided services to over 240,000 people: clinics represented 21,289 people at courts or tribunals, gave 171,172 people detailed advice and assistance, and carried out 6,974 public legal education, community development, and law reform projects and initiatives.

Clinics are store-front offices located in the community they serve, with minimal administration and no bureaucracy, enabling them to be flexible and client-oriented. Clinic work is client-centered, with some clients receiving full representation, while others may receive summary advice or self-help assistance, depending on their circumstances.

Client surveys indicate tremendously high satisfaction with the work done by clinics. Clinics provide access to justice to hundreds of thousands of low income Ontarians every year, in a cost-effective manner. Community clinics operate on capped budgets, providing cost certainty to government. Clinics are accountable to their funder, LAO – they submit annual funding applications, quarterly statistical and financial reports, and undergo periodic quality service reviews/audits.

International research shows that investing in community legal clinics reduces costs to the legal system and across multiple government programs by keeping people housed and able to live independently and participate in their communities. Studies in the United States identify a return to government of approximately \$5 for every dollar invested.

Clinics work to understand and respond to individual and community needs. Clinics use lawyers, non-lawyers, public education initiatives and other delivery systems in order to deliver services cost-effectively. Clinics follow LAO's eligibility guidelines, but have the flexibility to provide some services to those that don't financially qualify.

Clinics prioritize client and community needs and attempt to meet them strategically, making efficient use of scarce resources. Clinics develop linkages to non-legal service

# RETURN TO AGENDA

providers such as health care, housing help and employment supports, sometimes co-locating in service hubs, ensuring that their clients receive “wrap-around” services.

Clinics are identified by numerous independent reviews as the best way to provide community law services to low-income communities/individuals. As an essential local resource, they are accountable to our communities. As part of their transparency, they report on activities and outcomes annually.

The Renfrew County Legal Clinic successfully obtain over 1.5 million dollars for our clients in a 12 month period in the areas of Canada Pension Plan Disability, Ontario Disability Support Program, Housing, Human Rights, Workplace Safety and Insurance Board and Criminal Injuries Compensation Board. This money is spent locally. As result of our work, Ontario Works and ODSP recovers benefits they have paid to clients putting money directly back into the municipalities and the provincial coffers.

Between October 29, 2017 and October 29, 2018, we opened 226 new files. We had over 309 files open. In the same period, we provided 950 Advice and Brief Services and 336 Referrals. In addition, we provided Senior’s Law services.

The Renfrew County Legal Clinic is a small clinic with a dedicated team of skilled staff who serve Renfrew County and work with partnering clinics to not only provide the highest quality of legal services, but to stretch our limited funding to promote access to justice for low-income people of Renfrew County with the aim of promoting a just society.

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# Support the Renfrew County Legal Clinic

AMY SCHOLTEN, EXECUTIVE DIRECTOR

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# Agenda

- ▶ Renfrew County Legal Clinic Background
- ▶ Services Offered
- ▶ Funding
- ▶ Impact of Legal Aid Cuts & Modernization
- ▶ Request from the Municipality

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# Background on the Renfrew County Legal Clinic

- ▶ Non-profit corporation with 10 volunteer Board members from across Renfrew County.
- ▶ Provide free legal services ranging from basic advice to full representation to low income residents for over 30 years.
- ▶ One of a total of 72 legal clinics across the province.
- ▶ Have satellite offices across the county:
  - ▶ Given free ad hoc office space when we need to meet with a client that lives in a community where we do not have a satellite office located.

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# Background on the Renfrew County Legal Clinic

- ▶ Provide direct front line legal services to low income clients across Renfrew County.
- ▶ Service numbers continue to go up annually.
- ▶ Have 4 practising lawyers including myself.
- ▶ We are audited annually.
- ▶ All staff provide front line service.

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# Areas of Law the Renfrew County Legal Clinic Provide Service for

- ▶ Seniors' Law;
- ▶ Landlord Tenant;
- ▶ Ontario Disability Benefits;
- ▶ Canada Pension Plan Disability Benefits;
- ▶ Workplace Safety and Insurance Board;
- ▶ Criminal Injuries Compensation;
- ▶ Human Rights;
- ▶ Ontario Works;
- ▶ Employment Law;
- ▶ Consumer Law; and
- ▶ Provide general legal information.
- ▶ **Do not** practice in Family or Criminal law.

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# Other Services Provided

- ▶ Provide public legal education sessions;
- ▶ Duty counsel services at the Landlord Tenant Board hearings; and
- ▶ Work with different community groups on issues such as domestic violence and homelessness in Renfrew County.

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# Funding

- ▶ Majority of our funding comes from the Ministry of the Attorney General.
- ▶ Legal Aid Ontario distributes amongst Legal Clinics.
- ▶ Law Foundation provides Legal Aid Ontario the interest earned on lawyer's trust accounts.

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# Legal Aid Cuts & Modernization

- ▶ The provincial government's 2019 budget cut funding to Legal Aid retroactive to April 1, 2019.
- ▶ Legal Aid is downloading a large portion of these cuts (\$15 million) to Legal Clinics. Legal Aid has told Legal Clinics the cuts to Legal Clinics will be worse in 2020.
- ▶ Legal Aid and the province are working on a modernization plan for Legal Clinics that examines replacing local service with technology.

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# Impact of the Funding Cuts & Modernization

- ▶ Operate on a very tight budget so a cut will have a devastating impact on the Clinic's ability to continue to provide legal services.
- ▶ As a rural community service provider, we are at risk of local services being cancelled with the expectation that services will be delivered through technology such as a client portal.
- ▶ Any further budget cuts jeopardize the Renfrew County Legal Clinic's ability to be effective and responsive to the community.

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# Impact of the Funding Cuts & Modernization

- ▶ The Clinic is in danger of significant budget cuts or being closed despite how much the Clinic accomplishes with so little resources.
- ▶ Last year, the Clinic won 1.5 million dollars for our clients.
  - ▶ This money was spent locally and it came from sources outside the County.
  - ▶ Clients got off of Ontario Works benefits, the municipalities financially benefited and the local economy was strengthened.

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# Impact of the Funding Cuts & Modernization

- ▶ Will have adverse economic consequences resulting in:
  - ▶ Increased reliance on municipal services such as mental health services, hospitals and public housing,
  - ▶ Increased demand on our local judicial system from unrepresented people appearing without legal assistance; and
  - ▶ Increased reliance on social assistance administration resulting from people being denied appropriate supports.
- ▶ The adverse social consequences include:
  - ▶ Increased homelessness resulting from avoidable evictions; and
  - ▶ Increased poverty resulting from lack of income supports and employment supports.

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# Request from the Municipality

1. Give immediate direction to the province and Legal Aid that budget cuts to Legal Aid Ontario should not be downloaded onto Legal Clinics.
  - ▶ This direction is needed to preserve front line service delivery in our local community.
2. A modernization review of Legal Clinics should be transparent and include local communities as stakeholders.
3. Give AMO direction to speak to the province and voice opposition to the budget cuts to Legal Clinics.

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# Request from the Municipality

4. Call upon the Premier and the Attorney General to make a commitment that everyone in the province has access to justice:
  - ▶ To respect the commitment of their government to not decrease front line services; and
  - ▶ To confirm that funding for Legal Clinics will not be decreased and Legal Clinics will not be closed; and
  - ▶ Direct that a copy of this resolution be issued forthwith to the MPP for Renfrew County, the Attorney General, the Legal Aid Ontario Board, the Premier and all Renfrew County municipalities.

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# Thank you!

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Township Of HortonJUNE 2019 BUILDING REPORT

Month	No. of Permits	2019 Value of Permits	2018 Value of Permits	2017 Value of Permits	Renos/Add Comm/Res	Garages/Storage Bldg Comm/Res	New Res	New Comm	Total SQ. FT	Stop Work Orders Issued
January			\$57,500	\$0						0
February	4	\$604,000	\$0	\$0	4				5,542	0
March	2	\$375,000	\$1,108,000	\$394,500		1	1		3,082	0
April	5	\$636,000	\$288,000	\$945,000	3	1	1		7,542	0
May	6	\$820,000	\$824,000	\$125,000	2	1	3		12,521	0
June	7	\$863,000	\$1,977,000	\$657,000	3	2	2		8,570	0
July			\$595,000	\$447,000						0
August			\$690,800	\$385,000						0
September			\$1,141,000	\$1,782,000						0
October			\$330,300	\$453,250						0
November			\$1,000	\$387,000						0
December			\$45,000	\$0						0
<b>TOTALS</b>	<b>24</b>	<b>\$3,298,000</b>	<b>\$7,057,600</b>	<b>\$5,575,750</b>	<b>12</b>	<b>5</b>	<b>7</b>	<b>0</b>	<b>37,257</b>	<b>0</b>

RETURN TO AGENDA

# The Corporation of the Township of Horton

## By-Law Number 2019-41

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### A By-Law to govern the proceedings of the Council of the Township of Horton

**WHEREAS**, Section 238(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25 requires every municipality to adopt a procedure by-law for governing the calling, place and proceedings of meetings; and

**WHEREAS**, it is necessary and expedient to enact rules governing the order and procedure of the Council and its meetings;

**The Council of the Corporation of the Township of Horton enacts as follows:**

#### **PART I – General**

##### **1.0 Applicability**

- 1.1 The rules and regulations contained in this By-Law shall be observed in all proceedings of the Council of the Corporation of the Township of Horton, Committees, and shall be the rules and regulations for the order and conduct of business therein.
- 1.2 Any procedure not specified in this By-Law, or in any Act, shall have reference to the rules of order set out in the most current edition of Robert's Rules of Order.
- 1.3 Despite subsection 1.1, the rules and regulations contained in this by-law may be suspended by a vote of two-thirds of the Council members present and voting.

##### **2.0 Interpretation**

- 2.1 Wherever this by-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the by-law with the gender applicable to the circumstances.
- 2.2 References to items in the plural include the singular, as applicable.
- 2.3 The words "include", "including", and "includes" are not to be read as limiting the phrases or descriptions that precede or follow them.
- 2.4 Headings and the index are included for ease of reference only and are not to be used as interpretation aids.
- 2.5 Specific references to legislation in this by-law are meant to refer to the current laws applicable within the Province of Ontario as at the time the by-law was enacted, as they are amended from time to time. In all cases, the reference includes the statute, as amended from time to time, including successor legislation.

##### **3.0 Definitions**

- 3.1 "Ad Hoc Committee" means a special purpose committee of limited duration, created by Council to inquire and report on a particular matter or concern and which dissolves automatically upon submitting its final report, unless otherwise directed by Council.
- 3.2 "CAO/Clerk" mean the Chief Administrative Officer /Clerk of the Corporation of the Township of Horton or designate in the absence of the CAO/ Clerk.

- 3.3 “Chair” means the Head of Council or Acting Head of Council or chairperson of any Committee.
- 3.4 “Committee” means a Committee of Council and includes Standing Committees, Ad Hoc Committees and Local Board Committees, advisory or other committee, subcommittee or similar entity as created and appointed by Council.
- 3.5 “Council” means the Council of the Corporation of the Township of Horton.
- 3.6 “Council Chambers” means the Council Meeting Room located at the Municipal Office, 2253 Johnston Road, Renfrew, Ontario.
- 3.7 “Delegation” means a presentation to the Committee or Council by an individual or group.
- 3.8 “Head of Council” means the Mayor, or in the absence of the Mayor, the Deputy Mayor or, in the absence of both, another member of Council appointed by Council.
- 3.9 “Improper Conduct” means conduct that obstructs in any way the deliberations and/or proper action in a meeting and includes but is not limited to conduct that negatively affects the observance of order and decorum among members and the attending public.
- 3.10 “Interest” means a matter potentially relating to or connected with money or a financial matter pursuant to relevant conflict of interest legislation.
- 3.11 “Meeting” means a meeting when a quorum of members is present, and members must discuss or otherwise deal with any matter in a way that materially advances business or decision-making.
- 3.12 “Member” means a Member of Council, including the Mayor, or of a committee.
- 3.13 “Municipality” means The Corporation of the Township of Horton.
- 3.14 “Presiding Officer”
- a) Council Meetings – The Mayor shall preside at all meetings. In his/her absence the Deputy Mayor shall preside. If both the Mayor and Deputy Mayor are absent from the meeting, then a Member of Council shall be appointed from among the Members in attendance to preside at the meeting. In this instance, the CAO/Clerk shall open the meeting and call for nominations from among the Members of Council to select a Presiding Officer for the meeting or until the arrival of the Presiding Officer.
  - b) Committee Meetings – The appointed Chairperson shall preside at all meetings. In the absence of the Chairperson, then a Chair for the meeting shall be selected by the Membership by having the Staff Person present call for nominations from among the Members present.
- 3.15 “Publish” means posting on the Municipal website and posting in the Municipal Office. Publish may also include publishing in a weekly newspaper that, in the opinion of the CAO/Clerk, has such circulation within the Municipality as to provide reasonable notice of those affected thereby, and includes broadcasting on a local radio station. “Publishing, published, publication and posting” have corresponding meanings.

3.16 “Recommendation” means a decision of a Committee, or sub-committee thereof that is being forwarded to Council for consideration and approval.

3.17 “Resolution” means a formal determination made by Council on the basis of a motion debated and passed.

## **PART II – Duties and Conduct**

### **4.0 Duties of the Presiding Officer**

The Presiding Officer shall:

- a) open the meeting by taking the chair and calling the members to order;
- b) make such remarks as is fitting for the information or assistance of the council;
- c) to receive and submit, in the proper manner, all motions presented by the members;
- d) to put to a vote all motions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result and, in so doing, to ensure that the mover and seconder are clearly identified;
- e) to decline to put to a vote motions which infringe the rules of procedure;
- f) to vote on all matters, which are moved and seconded, or necessarily arise in the course of the proceedings;
- g) to permit questions to be asked through the Chair of any officer in order to provide information to assist in any debate when the Chair deems it proper;
- h) to provide information to members on any matter touching on the business of the Municipality;
- i) to receive all petitions and communications and announce them at the meeting;
- j) to inform the members of the proper procedure to be followed;
- k) to enforce on all occasions, the observance of order and decorum among the members and those in attendance;
- l) to call, by name, any member or attendee persisting in a breach of the Rules of Procedure and order the member to vacate the Council Chamber;
- m) to authenticate, by signature, when necessary, all By-Laws and Minutes.

### **5.0 Expulsion for Misconduct**

5.1 Behaviour that constitutes improper conduct, such as heckling, use of inappropriate language, display of any offensive or partisan political material, or signs or plaque cards, is not permitted.

5.2 The Chair may expel or exclude from the meeting, any person, who, in the opinion of the Chair, has behaved improperly, if the Chair is satisfied that evidence exists to support expulsion or exclusion and states the reason for the expulsion or exclusion.

### **6.0 Conduct of Council Members**

6.1 Any Code of Conduct applicable to Council Members adopted by Council shall apply during a meeting held pursuant to this by-law.

6.2 A Council Member shall have the following duties:

- a) to deliberate on the business before it;
- b) to vote when a motion is put to a vote;
- c) to respect the Rules of Procedure.

6.3 No Council Member shall:

- a) use offensive words or unparliamentary language in or against Council or against any member of staff or the public;
- b) speak on any subject other than the subject in debate;

- c) criticize any decision of Council or continue to debate the matter after it has been decided, except for the purpose of moving that the question be reconsidered;
  - d) disobey the Rules of Procedure or a decision of the Chair or of Council on questions of order or practice or upon the interpretation of the rules of Council;
  - e) disclose any information that is deemed to be confidential pursuant to the Municipal Freedom of Information and Privacy Act;
  - f) display any offensive or partisan political material, including buttons.
- 6.4 Where a Member persists in any disobedience of the Rules of Procedure after having been called to order by the Chair, the Chair shall forthwith put the question, no amendment, adjournment or debate being allowed, “that such Member be ordered to leave their seat for the duration of the meeting of Council”, but if the Member apologizes they may be permitted to retake their seat.
- 6.5 Vacancies
- 6.5.1 In accordance with Section 259 of the *Municipal Act, 2001* the office of a member of Municipal Council becomes vacant if the member:
- a) Becomes disqualified from holding the office of a member of Council under Section 256, 257 or 258 of the *Municipal Act, 2001*;
  - b) Fails to make the Declaration of Office before the deadline in Section 232 of the *Act*;
  - c) The office of a member of Council becomes vacant if the member has been absent from meetings of the Council for three (3) successive months without being authorized to do so by a resolution of Council unless otherwise permitted by Section 259(1) of the *Act*;
  - d) Resigns from his or her office, and the resignation is effective under Section 260 of the *Act*;
  - e) Is appointed or elected to fill any vacancy in any other office on the same Council;
  - f) Has his or her office declared vacant in any judicial proceedings;
  - g) Forfeits his or her office under this or any other *Act*, or;
  - h) Dies, whether before or after accepting office, and making the prescribed declarations.
- 6.5.2 A member of a Municipal Council may resign from office by providing notice, in writing, to be filed with the CAO/Clerk. Exception to the above, a resignation is not effective if it would reduce the number of members of the Council to less than a quorum, and if the member resigning from office is a member of the Upper-tier Council, the resignation is not effective if it would reduce the number of members of either Council to less than a quorum.
- 6.5.3 A member is permitted to be absent from meetings if it is a result of a member’s pregnancy, the birth of the member’s child or adoption of a child by the member for 20 consecutive weeks or less.

### **PART III – Meetings**

#### **7.0 Inaugural Meeting**

- 7.1 The inaugural meeting of the newly elected Council, after a regular election, shall be held on the first Monday of the term.
- 7.2 The meeting shall take place at such location and time determined by the person who has been certified by the CAO/Clerk to be elected as Mayor.
- 7.3 At the Inaugural Meeting of Council, the only business to be brought before the meeting shall be the following:

- a) Oaths, affirmations and Declarations of office;
- b) Inaugural Address by the Mayor; and
- c) Membership of all Council Committees and Council appointments to various Boards and Committees.

## 8.0 Open Meetings

All meetings must be open to the public.

## 9.0 Closed Meetings (In-Camera)

9.1 Notwithstanding Section 9.0 above,

- a) A meeting may be closed to the public if the subject matter being considered relates to:
  - i) the security of the property of the Municipality or local board;
  - ii) personal matters about an identifiable individual including municipal or local board employees;
  - iii) a proposed or pending acquisition or disposition of land by the municipality or local board;
  - iv) labour relations or employee negotiations;
  - v) litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or Local Board;
  - vi) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - vii) a matter in respect of which the meeting may be closed as authorized by statute;
  - viii) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
  - ix) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which if disclosed, could reasonably be expected to prejudice significantly with the contractual or other negotiations of a person, group of persons, or organization;
  - x) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
  - xi) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
  
- b) A meeting may be closed to the public if the meeting is held for the purpose of educating or training the members, and, at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision of the council, local board or committee.
  
- c) Council may, by resolution, close a meeting or part of a meeting to the public where the subject matter to be considered is an ongoing investigation respecting the municipality, a local board, or a municipally controlled corporation by the Ombudsman.

- 9.2 Before all or part of a meeting is closed to the public, the body proposing to hold the meeting shall state, by resolution:
- a) the time of the meeting at which the closed session began;
  - b) the fact of holding of the closed meeting;

- c) the general nature of the matter to be considered at the closed meeting.
- 9.3 Subject to subsection 9.1, a meeting shall not be closed to the public during the taking of a vote unless the vote is for a procedural matter or for giving direction or instructions to officers, employees or agents of the Municipality or local board, or persons retained by or under contract with the Municipality or local board.
- 9.4 A motion to move out of closed session shall specify the time at which the meeting resumed in open session.
- 9.5 Upon resuming in open session, the Chair shall state:
- a) the matters which were considered; and
  - b) confirmation that no motions were carried in closed session other than procedural motions or direction to staff.

#### **10.0 Regular Meeting Times – Council, Standing Committees, Ad Hoc Committees**

- 10.1 The regular meetings of Council shall generally be held twice per month on the first and third Tuesdays at 4:00 p.m.
- 10.2 A meeting commencing at 4:00 p.m. shall adjourn no later than 8:00 p.m.
- 10.3 Despite clause 10.2, Council can extend the meeting time beyond the adjournment time specified by a two-thirds vote.
- 10.4 There will be no meetings held in the month of August.
- 10.5 A meeting of Council, in respect to matters requiring a Statutory Public Meeting (Planning Act) shall be held at 6:00 p.m. on the first Tuesday, and as required, the third Tuesday of each month, except for the month of August. Planning matters heard at a Public Meeting shall proceed through the normal process, that being reintroduction of the item at the next Council meeting.
- 10.6 Standing Committee Meetings shall be held in the Council Chambers, once a month as follows:
- |   |  |
|---|--|
| General Government                        | Part of Regular Council<br>(if required) |
| Planning                                  | Part of Regular Council<br>(if required) |
| Transportation and Environmental Services | Call of the Chair                        |
| Protective Services                       | Call of the Chair                        |
| Recreation                                | Call of the Chair                        |
| Economic Development                      | Call of the Chair                        |
- 10.7 All recommendations arising from a Standing Committee Meeting shall be included for ratification at a Regular Council Meeting.
- 10.8 Council may, by resolution, alter the date and/or time of a Regular Meeting or Committee provided that adequate notice of the change is published.
- 10.9 In the event municipal business dictates the requirements for additional meetings in any month, such meetings shall be Special Meetings of Council, in accordance with the provisions within this By-Law.
- 10.10 The CAO/Clerk, or his/her designate, shall be in attendance at all Regular and Special Meetings of Council.
- 10.11 A municipal staff member shall be in attendance at all Committee meetings as directed by the CAO/Clerk to record the minutes of said meeting without comment.

10.12 Managers who have Agenda items to present shall attend the Council Meetings, as directed by the CAO/Clerk.

10.13 If a Member wishes a Manager or Staff member to be present at a Council Meeting, the Member shall so notify the CAO/Clerk by 12:00 noon on the working day prior to the meeting.

### **11.0 Place of Meetings**

Meetings of Council and Committee shall be held in the Council Chambers situated at 2253 Johnston Road (Renfrew) or at such other place specified on the agenda.

### **12.0 Seating and Persons within Council Horseshoe**

12.1 Seating of Members of Council shall have the Mayor seated at the head of the table with the CAO/Clerk to their immediate left. The Deputy Mayor shall sit at the first seat on the left side from the Mayor. Other members of Council shall be seated alternating sides beginning with the Councillor receiving the most votes during the election seated to the immediate right side from the Mayor.

12.2 No person, except Council Members and appointed officials of the Township, shall be allowed to come within the horseshoe during the meetings without the permission of the Chair.

12.3 No person, except Council Members and appointed officials of the Township, shall place on the desks of the members or otherwise distribute any material unless such person has received the approval of the Chair or the CAO/Clerk.

12.4 Seating of Members of Committees shall have the Chair seated at the head of the table with the appropriate staff member to their left.

### **13.0 Public Notice of Meetings**

Public notice shall be given for all meetings of Council and committees by means of the municipal website with the posting of the agenda.

### **14.0 Special Meetings**

14.1 The Mayor and/or CAO/Clerk may at any time summon a special meeting of Council on 48 hours e-mail notice by the CAO/Clerk or designate to the Members of Council. The agenda shall be circulated to members by email and posted on the municipal website at least 24 hours in advance of the meeting.

14.2 Upon receipt of the petition of the majority of Council, the CAO/Clerk or designate shall summon a special meeting for the purpose and at the time mentioned in the petition.

14.3 The only business to be dealt with at a special meeting is that which is listed in the notice of the meeting.

14.4 In circumstances of an emergency, the Mayor and/or CAO/Clerk may summon a special meeting of Council on less than 48 hours' notice. All Council Members shall be notified of the special meeting either personally or by email, or by any other means necessary. An agenda will be provided at the meeting.

14.5 In keeping with clause 14.4 above, an emergency meeting shall proceed with the consent of two-thirds of the Council Members present, recorded in the minutes.

**15.0 Calling a Meeting to Order**

As soon after the hour fixed for the holding of the meeting, the Chair shall take the chair and call the meeting to order.

**16.0 Arrival and Departure of Council Members**

16.1 Late arrivals and early departures will be noted in the minutes.

16.2 If a Member arrives late at a meeting, any prior discussion shall not be reviewed without the unanimous consent of all Council Members present.

**17.0 No Quorum**

17.1 If no quorum is present twenty minutes after the time appointed for a meeting, the CAO/Clerk shall record the names of the Council Members present and the meeting shall stand adjourned until the same time of commencement on the following Tuesday.

17.2 If, in the Mayor's opinion, it is not essential that the matters on the agenda be dealt with before the next regularly scheduled meeting, then the Mayor shall announce that the business will be taken up at the next regularly scheduled meeting.

**PART IV – Order of Proceedings – Agenda and Minutes****18.0 Preparation of Agenda**

18.1 Prior to each regular Council meeting of Council, the CAO/Clerk shall prepare an Agenda of all business to be brought before such meeting. No matter shall be placed on the Agenda of a Regular meeting unless it is authorized by the CAO/Clerk and approved by Council.

18.2 Planning matters heard at a Statutory Public Meeting shall proceed through the next regular meeting

18.3 The Agenda and reports for Regular Council Meetings shall be distributed (as much as feasibly possible) to Members by 4 p.m. on the Friday before the meeting date and will be made available to media and the general public 48 hours before the scheduled meeting date with the exception of any In Camera Agendas or items.

**19.0 Minutes**

19.1 The CAO/Clerk or delegate shall record minutes of all Council Meetings and shall record:

- a) The place, date and time of the meeting;
- b) The names of the Presiding Officer, and of Members, parties to Statutory Public Meetings, Delegations, and Presentations/Award Recipients.
- c) The correction, if any, and adoption of the minutes of the prior meetings.
- d) All motions, resolutions, decisions and other statutory proceedings of the Council Meetings without note or comment.
- e) Notes of Committee Meetings shall be recorded by the member of staff designated by the CAO/Clerk.

## 20.0 Order of Business for Council Meetings

### Council Agenda

1. Call to Order
2. Confirmation of Council Agenda
3. Declaration of Pecuniary Interest and the General Nature Thereof
4. Adoption of Previous Council Minutes
5. Standing Committee Reports
  - General Government
  - Planning
  - Transportation and Environmental Services
  - Recreation
  - Economic Development
  - Protective Services
6. Correspondence
  - Information
  - Action
7. Delegation/Public Meeting
8. Resolutions
9. By-Laws
10. Notice of Motion
11. In-Camera (as required)
12. Adjournment – Confirming By-Law

- 20.1 Agendas for Committees or sub-committees shall be a combination of the above Council agenda.
- 20.2 Once Agendas are distributed to Members, additions to the Agenda must be authorized by a motion of Council.
- 20.3 The business of Council shall be taken up in the order and as listed on the Agenda unless changed as authorized by a motion of Council.
- 20.4 The CAO/Clerk shall be responsible for the preparation of Agendas of Council meetings as required.
- 20.5 All written reports for inclusion on the Council Agendas must be approved by the CAO/Clerk. Written report shall be forwarded to the CAO/Clerk for approval no later than 12 noon on the Thursday prior to the Council Meeting for inclusion on the agenda. Items received after 12 noon on the Thursday prior to the Council meetings will be referred to the next regular Council Meeting, as the case may be, unless the item is considered to be of an emergency nature, in which case the CAO/Clerk may, as his/her sole discretion, recommend to Council that the item be considered at that meeting. Such consideration of these items will be subject to subsection 20.2 above.

## 21.0 Declaration of Disclosure of Pecuniary Interest

- 21.1 In accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990*, any member, who, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or local board at which the matter is to be considered, a pecuniary interest in a matter is one where there is a reasonable likelihood or expectation of financial loss or gain of the individual or related persons as per the Act.
- 21.2 The onus to declare a pecuniary interest rests with the member and time for this process is allocated on every meeting agenda, the member:
- a) shall, prior to any consideration of the matter at the meeting, disclose that they have an interest and the general nature of the interest;

- b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- c) shall not attempt in any way before, during or after the meeting, to influence the voting on such matter and vacate the council chambers.

21.3 Members of Council will submit disclosures of Pecuniary Interest in writing (Appendix A) to the CAO/Clerk as well as state verbally their Disclosure of Pecuniary Interest and the General Nature Thereof. The CAO/Clerk will record the statement in the minutes of the meeting and create a registry to provide interested parties with access to past disclosures of pecuniary interest.

21.4 Where a Member is absent from a meeting, and where such Member realizes that there is an agenda item for which the Member would have declared a Pecuniary Interest, the Member shall declare interest at the next Regular Council meeting following the Member becoming aware of the Pecuniary Interest.

**22.0 Standing Committees**

22.1 The following Standing Committees are hereby established by Council to deal with the business of the municipality in a monthly Committee and/or Council meeting:

- a) Transportation and Environmental Services
- b) Recreation
- c) Economic Development
- d) Protective Services
- e) General Government (in Council)
- f) Planning (in Council)

22.2 The membership of the Committees will be as follows:

Committee	Members of Council	Public Advisory Members
Transportation & Environmental Services	Chair + one member	Up to 3
Recreation	Chair + one member	Up to 3
Economic Development	Chair + one member	Up to 3
Protective Services	Chair + one member	Up to 3
General Government	All of Council	Up to 3
Planning	All of Council	Up to 3

22.3 Standing Committees shall be as outlined in subsection 10.6 of this By-Law, at the call of the Chair or upon recommendation by the CAO/Clerk.

22.4 Notice of Standing Committee Meetings shall be posted on the municipal website at least one week prior to the date of the meeting, where possible and shall be posted in the Municipal Office.

22.5 Notice of Standing Committee Meetings may be advertised in a local newspaper, at the discretion of the CAO/Clerk.

22.6 The Municipal Staff Member assigned to the Standing Committee shall prepare Agendas for the Standing Committees a minimum of three days prior to the date of the meeting. Information packages shall be distributed to Members two days prior to the date of the meeting. Agendas shall be posted on the Municipal website.

22.7 A member of Municipal staff, as directed by the CAO/Clerk, must be in attendance at every Standing Committee Meeting and shall record the minutes of said meetings without comment.

- 22.8 The Mayor is ex-officio on every Standing Committee of Council. The Mayor may participate fully in the meeting business, however, shall not be counted as part of the quorum.
- 22.9 Public Advisory Members are chosen by Council through an application-based system. Members must re-apply every new term of Council.

### **23.0 Delegations**

- 23.1 Individuals or groups wishing to appear before Council and/or Committee as a delegation shall advise the CAO/Clerk at any time prior to, but no later than 12:00 Noon on the Thursday prior to the scheduled date of the Meeting.
- 23.2 Requests for Delegations shall be in writing (Appendix B) and must generally describe the topic or issue to be discussed. Presentations of Certificates and/or Awards by Council shall be dealt with at a Council meeting.
- 23.3 Notwithstanding subsection 22.1, any person wishing to speak to a matter on a Council Meeting Agenda may do so at that meeting without a formal request to be a delegation, subject to the approval of Council.
- 23.4 Individuals or groups who are listed on the Agenda as a Delegation, or are speaking to a matter on the Agenda, shall be limited to not more than fifteen minutes to make their presentation. This time limit may be extended subject to approval by Council.
- 23.5 In consideration of time restraints, the number of Statutory Public Meetings, Presentations or Delegations shall be limited to a maximum of three.
- 23.6 The submission of a written request to be a Delegation does not guarantee the request will be approved. The municipality reserves the right to schedule or deny a request for Delegation. The CAO/Clerk shall have final authority to schedule or deny a Delegation request.
- 23.7 In the case of a group Delegation, only one person of the group shall be permitted to address the Members, at a time.
- 23.8 The time allotted for a Delegation is either at 4 p.m. or 6 p.m. and at the sole discretion of the CAO/Clerk.

### **24.0 Conduct of Guests/Delegations**

No Guest or Delegation shall:

- 24.1 Speak disrespectfully of the Reigning Sovereign, the Royal Family, the Governor-General, the Lieutenant Governor, any Member of the Senate, any Member of the House of Commons or any Member of the Legislative Assembly of the Province of Ontario.
- 24.2 Use indecent, offensive, or insulting words, profanity or unparliamentary language in or against the Council or against any Member, staff, guest or individual.
- 24.3 Disturb a Member, staff member, guest or individual by any disorderly conduct disconcerting to the Council.
- 24.4 Be allowed to address Council or Committees or speak in debate without permission of the Mayor or Presiding Officer who, may consult with Council or Committees regarding permission.

- 24.5 Resist the rules of Council or disobey the decision of the Presiding Officer or of Council or Committees on questions of order, practice or upon the interpretation of the rules of Council.
- 24.6 Unless authorized by the Mayor or Presiding Officer, all guests shall address Council and Committees through the Chair and only when recognized to do so.

## **25.0 Motions, Rules of Debate, Voting on Motions**

- 25.1 All motions must be moved and seconded before any discussion can take place and before the question can be put or a motion recorded in the minutes.
- 25.2 All motions shall be presented to Council, in writing.
- 25.3 All formal motions shall be read by the Mayor and/or Presiding Officer. The Mayor or Presiding Officer may designate the reading of formal motions to the CAO/Clerk.
- 25.4 Motion to Amend:
  - a) An amendment shall be relevant and germane to the principle of the report or motion under consideration.
  - b) A motion to amend may propose a separate and distinct disposition of a question provided that such altered disposition continues to relate to the same issue which was the subject matter of the question.
  - c) Amendment motions shall be put in the reverse order to the order in which they were moved.
- 25.5 If the original mover and seconder of the motion do not agree with the amendments, they may, without further discussion withdraw their support for the original motion as amended and a new mover and seconder would be required to move the motion as amended. If the amendments are carried, then the original motion as amended would be put to the vote.
- 25.6 Once a motion is moved and seconded and read by the Mayor or Presiding Officer, it cannot be withdrawn without the consent of the mover and seconder. If the motion is withdrawn, it shall be entered into the minutes and noted as being "WITHDRAWN".
- 25.7 Immediately prior to voting on a motion, the Mayor or Presiding Officer shall state the question in the precise form it is to be recorded in the minutes, including any amendments to the question.
- 25.8 After a motion as amended is finally put, no Member shall speak the question nor shall any other motion be made until after the vote is taken and the result is declared.
- 25.9 A Member shall not speak more than once to the same question without the consent of the Mayor or Presiding Officer, except:
  - a) In explanation of a material part of their speech which may have been interpreted incorrectly, or
  - b) With leave of the Mayor or Presiding Officer, after all other Members so desiring have spoken; or
  - c) To reply by leave of the Mayor or Presiding Officer to the Member who presented the motion to Council or Committee.

- 25.10 On an unrecorded vote, the manner of determining the decision on a motion shall be by show of hands. Any failure to vote by a Member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.
- 25.11 No Member shall speak on any subject other than the subject under debate.
- 25.12 No Member shall interrupt a Member who has the floor except to raise a point of order or personal privilege.
- 25.13 At a meeting, no Member shall reflect upon, review, discuss, recount, or criticize any decision of Council or Committee except for the purpose of moving that the question be reconsidered.
- 25.14 Recorded Vote:
- 25.14.1 A request by a Council Member for a recorded vote shall be made immediately prior to the commencement of the vote being taken or immediately thereafter, prior to proceeding to the next item on the agenda.
- 25.14.2 When a recorded vote is requested, or is otherwise required, the CAO/Clerk shall call the names and record the vote in the following order:
- a) the requester shall be called first;
  - b) to be followed by the Councillors in order of the greatest number of votes received during the election;
  - c) with the Mayor voting last;
  - d) if the requester is the Mayor, the requester shall vote first.
- 25.15 The Mayor or Presiding Officer votes with Council or Committee over which they are presiding.
- 25.16 Except where expressly provided in Statute, any question on which there is a tie vote shall be deemed to be lost.
- 25.17 No vote shall be taken by ballot or by any other method of secret voting, except as provided in legislation.
- 25.18 Any Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.
- 25.19 Motion to Reconsider:
- a) Council shall not reconsider a substantive motion or By-Law until a Motion to Reconsider has been approved by Council.
  - b) A motion to reconsider may only be moved by a Member on the prevailing side.
  - c) After a substantive motion or By-Law has been decided, it shall be in order for any Member to move for reconsideration and such motion requires a seconder. If carried, the matter shall be reconsidered at the next regular meeting of Council or a Special Meeting of Council after the motion to reconsider was approved by Council.
  - d) A motion for reconsideration shall not be in order if Council is made aware that the motion or By-Law has been implemented

resulting in legally binding commitments as of the date the motion to reconsider is moved.

- e) Debate on a motion to reconsider shall be limited and confined to discussion that new information has come forward, errors in documentation were presented, incorrect statements were made during the original debate, or other brief and concise statements were made during the original debate, or other brief and concise statements outlining the reasons for reconsideration. Debate on the original motion or By-Law proposed for reconsideration shall be prohibited until the motion to reconsider has been disposed of.
- f) If a motion to reconsider is disposed of in the affirmative, it shall not be in order to reconsider the original motion or By-Law until the next regular meeting of Council or a Special Meeting of Council if so directed by Council by a two-thirds majority vote.
- g) A motion to reconsider shall not be reconsidered.
- h) Once a substantive motion or By-Law is reopened, it is reopened in its entirety unless the motion to reconsider specifies otherwise. The original motion or By-Law being reconsidered shall be subject to the rules of debate and amendment outlined herein.
- i) After a substantive motion or By-Law has been reconsidered and decided, either in the negative or positive, it may not be further reconsidered within the calendar year following the meeting at which the motion or By-Law is reconsidered.

#### 25.20 Adoption in a Single Motion

One or more report items on a Council or Committee Agenda may be adopted by use of a single motion. If a Member present at the meeting request that an item be discussed, or if a Member declares an interest pursuant to the provisions of The Municipal Conflict of Interest Act, then that item shall be withdrawn from the single motion and dealt with separately on the Agenda.

#### 25.21 Notice of Motion

Notices of Motion shall be submitted in writing and delivered to the CAO/Clerk before 12 Noon on the day of the Council Meeting. The CAO/Clerk shall read the Notice into the record and no seconder is required. The Notice is not debatable at that time. The issue/subject matter of the Notice of Motion shall be dealt with at the next regularly scheduled Council Meeting.

### 26.0 Points of Order and Privilege

26.1 The Mayor or Presiding Officer shall preserve order and decide questions of order and may consult with the CAO/Clerk on rules of order.

26.2 Point of Order:

26.2.1 A Member may interrupt the person who has the floor to raise a point of order when such Member feels that there has been:

- i) A deviation from or a breach of the Rules of Procedure or the Municipal Act, 2001, as amended; or
- ii) A deviation from the matter under consideration and the current discussion is not within the scope of the proposed motion.

26.2.2 Upon hearing such a point of order, the Chair shall decide and state the point of order.

26.2.3 Thereafter, a Member shall only address the Chair for the purpose of appealing the Chair's decision to Council.

26.2.4 If no Member appeals, the decision of the Chair shall be final.

26.3 Any Member may appeal to Council or Committee on a decision of the Mayor or Presiding Officer on a point of order.

26.4 The Council or Committee, if appealed to, shall decide the question without debate and its decisions shall be final. The question so interrupted shall be resumed at the point where it was suspended.

## **27.0 By-Laws**

27.1 Every By-Law presented to Council shall have three readings. Unless otherwise required by any act of statutory procedure, all by-laws shall be given first, second and third reading at one meeting in a single motion.

27.2 Every By-Law shall be numbered and signed by the Head of Council and the CAO/Clerk, sealed and recorded in the By-Law book.

27.3 The CAO/Clerk or designate is hereby authorized to make such minor deletions, additions or other changes in form to any By-Law before same is signed and sealed, for the purpose of ensuring correct and complete implementation of the actions of Council.

27.4 Council shall employ a Confirmatory By-Law immediately prior to adjournment for the purpose of validating decisions made in a resolution or direction given at the same meeting and which are not set out in another By-Law. The Confirmatory By-Law shall be read three times at the meeting for which it is being employed.

27.5 The CAO/Clerk shall include on all By-Laws enacted by Council the date(s) of its readings.

27.6 Upon passage, By-Laws shall be signed by the Mayor or Presiding Officer and the CAO/Clerk and embossed with the seal of the Corporation.

## **28.0 Adjournment**

28.1 No item of business may be dealt with at any meeting after 4 hours of deliberations without the unanimous approval of those present.

## **PART V – Other Committees, Advisory Committees and External Boards**

### **29.0 Council Representation on External Boards**

29.1 The Township shall be represented on all external board and committees for whom appointments are sought or required, at the discretion of Council.

29.2 At the beginning and mid-point of each term of Council, the Mayor may request, with assistance of the CAO/Clerk or designate, a list of boards and committees each member of Council is interested in serving on for their Council term.

29.3 The Mayor shall submit, for Council, consideration a list of external boards and committees accompanied by one or more Council Members to be appointed to each of these bodies. The list may be debated at time of consideration.

29.4 Appointments shall be made through Resolution of Council.

**30.0 Other Internal Committees or Advisory Committees**

- 30.1 Council may create, appoint and dissolve any committee through by-law including Terms of Reference. Where no specific rules of procedure are specified, these Rules of Procedure shall apply.

**PART VI – Other Matters****31.0 Conflict with another By-Law**

In the event of any conflict between any provisions of this By-Law and any other By-Law hereto are passed; the provisions of this By-Law shall prevail.

**32.0 Short Title**

This By-Law shall be known as the “Procedural By-Law”.

**33.0 Effective Date**

33.1 That By-Law 2015-53 is hereby repealed.

33.2 This By-Law shall come into full force and shall take effect on August 1<sup>st</sup>, 2019.

READ A FIRST AND SECOND TIME THIS 16<sup>TH</sup> DAY OF JULY 2019

READ A THIRD TIME AND PASSED THIS 16<sup>TH</sup> DAY OF JULY 2019.

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Mayor David M. Bennett

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CAO/Clerk Hope Dillabough

**DECLARATION OF PECUNIARY INTEREST**

*Municipal Conflict of Interest Act, R.S.O. 1990, CHAPTER M.50*

s.5.1 - Written statement re disclosure

*At a meeting at which a member discloses an interest under section 5, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the secretary of the committee or local board, as the case may be.*

**Council Member's Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Council/Committee Name:** \_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_

**Agenda Item Number:** \_\_\_\_\_

**Agenda Item Title:** \_\_\_\_\_

I, \_\_\_\_\_, declare a pecuniary interest on the above noted matter, for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Council Member's Signature*

**RETURN TO AGENDA**



**THE CORPORATION OF THE TOWNSHIP OF HORTON****BY-LAW NO. 2019-42****BEING A BY-LAW TO ESTABLISH A  
COUNCIL CODE OF CONDUCT**

**WHEREAS** as required by Subsection 223.3 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, Council of the Township of Horton appointed an Integrity Commissioner who has the function to investigate in an independent and confidential manner, a complaint made to them by any person, as to whether a member of council or a member of a local board has complied with the Code of Conduct or other ethics-related policies, rules or procedures, and to report on the investigation.

**WHEREAS** Subsection 223.2(1) requires a municipality to establish codes of conduct for members of the council of the municipality and of its local boards; and

**WHEREAS** Ontario Regulation 55/18 prescribes the matters to be covered in a code of conduct; and

**WHEREAS** the Council of the Township of Horton deems it expedient and necessary to establish a revised Council Code of Conduct to meet legislative requirements;

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

1. THAT the Council Code of Conduct is hereby established as a Corporate Policy;
2. THAT the Corporate Policy shall form part of this by-law;
3. This By-Law shall come into force and take effect on August 1<sup>st</sup>, 2019

READ a first and second time this 16<sup>th</sup> day of July, 2019.

READ a third time and passed this 16<sup>th</sup> day of July, 2019.

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MAYOR David M. Bennett

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CAO/CLERK Hope Dillabough

**RETURN TO AGENDA**

<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> COUNCIL			<b>POLICY #:</b> Council-03
<b>POLICY:</b> Code of Conduct for Council Members and Local Boards			
<b>DATE:</b> July 2019	<b>REV. DATE:</b>	<b>COVERAGE:</b> Council Members and Local Boards	<b>PAGE #:</b> 1 of 24

### **1.0 PURPOSE AND POLICY STATEMENT**

The Corporation of the Township of Horton is committed to achieving the highest quality of municipal administration and governance by encouraging high standards of conduct on the part of all elected officials and members of its Local Boards and Committees. A code of conduct aims to ensure public trust and confidence in the Municipality's decision making and operations. The public should expect the highest standards of conduct from the members they elect to local government, as well as members serving on Local Boards and Committees. In turn, adherence to these standards will protect and maintain the Municipality's reputation and the integrity of its decision-making process.

### **2.0 STATUTORY PROVISIONS REGARDING CONDUCT**

In addition to the Council Code of Conduct, Members are required to comply with existing provincial and federal legislation, including but not limited to:

- a) Municipal Act, 2001;
- b) Municipal Conflict of Interest Act;
- c) Municipal Elections Act, 1996;
- d) Municipal Freedom of Information and Protection of Privacy Act;
- e) Provincial Offences Act;
- f) Ontario Human Rights Code;
- g) Ontario Occupational Health and Safety Act;
- h) Criminal Code of Canada; and
- i) The Accessibility for Ontarians with Disabilities Act.

### **3.0 APPLICATION**

This Code of Conduct applies to all Members of Council, including the Head of Council. It also applies equally to all Members of Local Boards and Committees of the Municipality, whether or not a Member of that Local Board or Committee is also a Member of Council.

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#### 4.0 DEFINITIONS

In this Code of Conduct, the following terms have the meanings set out below:

- a) **“Chief Administrative Officer”** shall mean the employee who is responsible for exercising general control or management of the administration and affairs of the Municipality and other duties as directed by Council.
- b) **“Child”** includes a child born within or outside of marriage and includes an adopted child and a person to whom the Member has demonstrated a settled intention to treat as a child of his or her family.
- c) **“Closed/In-Camera Meeting”** means any meeting of Council, Committee of the Whole, Standing Committee or Board that is closed to the public in accordance with the *Municipal Act, 2001*.
- d) **“Confidential Information”** includes information in the possession of, or received in confidence by the Municipality, that the Municipality is prohibited from disclosing, that the Municipality is required to refuse to disclose, or that the Municipality chooses not to disclose, under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), or other legislation or policy of the Municipality. Without limiting the generality of the foregoing, Confidential Information also includes all information concerning matters dealt with at Closed Meetings, information that is marked as "confidential", information obtained by the Member by virtue of their position as a Member that is not in the public domain, or information that is otherwise determined to be confidential by the Chief Administrative Officer, Clerk or as specifically declared by Council.
- e) **“Department Head”** means the person or persons in charge of managing a department and the Staff of that department.
- f) **“Council”** means the Council of the Corporation of the Township of Horton.
- g) **“Ethically”** means behaving in a manner characterized by honesty, fairness and equality in interpersonal relationships and with respect for the dignity and rights of other people.

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- h) **“Family Member”** includes:
- i. A Spouse of the Member;
  - ii. A Child of the Member;
  - iii. A Parent of the Member;
  - iv. A Sibling of the Member, whether by birth, marriage or adoption;
  - v. A Grandchild, grandparent, aunt, uncle, niece or nephew of the Member;
  - vi. A Parent-in-law of the Member; and
  - vii. Any person who lives with the Member on a permanent basis.
- i) **“Gift”** means any cash or monetary equivalent, fee, object of value, service, personal benefit, travel and accommodation or entertainment. A gift does not include remuneration.
- j) **“Harassment”** includes, but is not limited to, engaging in a course of vexatious or unwanted comment or conduct that is known or ought reasonably to be known to be unwanted and includes Sexual Harassment as defined in the *Occupational Health and Safety Act*, as amended from time to time.
- k) **“Local Board”** means a local board other than those excluded under section 223.1 of the Municipal Act, as amended from time to time.
- l) **“Member”** includes an elected or appointed member of the Municipal Council and all members of Local Boards and Committees of the Municipality, subject to section 4(k) of this Code of Conduct.
- m) **“Municipality”** means the Corporation of the Township of Horton.
- n) **“Parent”** includes those persons who demonstrated a settled intention to treat as a Child the Member, whether or not the Member is their natural child.
- o) **“Spouse”** means a person to whom the Member is married or with whom the Member is living in a conjugal relationship outside of marriage.
- p) **“Staff”** includes anyone employed by the Municipality, including full-time, part-time, temporary, casual or seasonal Staff, contract Staff, students and volunteers (in accordance

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with the *Municipal Act*, Council Members are not considered employees of the Municipality).

## 5.0 CONFIDENTIALITY

- 5.1 Every Member must hold in strict confidence all Confidential Information acquired as a direct or indirect result of the Member's role with the Municipality. Confidential information shall not be disclosed except when required by law, or when authorized by Council or the Chief Administrative Officer.
- 5.2 Every Member shall keep confidential any information:
- a) disclosed or discussed at a meeting of Council, Committee of the Whole or Committee, Board meeting or part thereof, that was closed to the public;
  - b) that is circulated to members of Council that is marked confidential. Any documentation marked confidential shall be kept secure until no longer required in the course of business and shall at that time be destroyed by the member of Council or returned to the office of the Chief Administrative Officer for destruction; and
  - c) that is received in confidence verbally in preparation for an In-Camera meeting.
- 5.3 The obligation to keep information confidential applies even if the Member ceases to be a Member for any reason.

## 6.0 GENERAL CONDUCT

- 6.1 Every Member has the duty and responsibility to treat members of the public, Staff and each other in a respectful manner, without abuse, bullying, Harassment or intimidation.
- 6.2 A Member shall not use indecent, abusive, or insulting words or expressions toward any other Member, any member of Staff, or any member of the public. A Member shall not speak in a manner that is discriminatory to any individual based

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on that person's race, ancestry, place of origin, creed, gender, sexual orientation, age, colour, marital status, or disability.

6.3 Every Member shall abide by the following principles:

- a) Members shall at all times act Ethically;
- b) Members shall perform their functions with integrity, accountability and transparency;
- c) Members shall comply with all applicable legislation, by-laws and Municipal policies, including this Code of Conduct;
- d) Members acknowledge that the public has a right to open government and transparent decision-making;
- e) Members shall at all times serve the interests of their constituents and the Municipality in a conscientious and diligent manner and shall approach decision-making with an open mind; and
- f) Members shall not extend preferential treatment to any individual or organization.

## 7.0 CONDUCT AT MEETINGS

Every Member shall conduct themselves with decorum and professionalism at all Council, Committee, Board and other meetings in accordance with the provisions of the applicable Procedure by-law, this Code, and other applicable law.

## 8.0 CONDUCT AT PUBLIC EVENTS

Members may be requested to make public presentations outside of Council, Committee, Board and other meetings or to attend public events as representatives of the Municipality. At any such event, every Member shall conduct themselves with dignity and decorum, in a manner befitting of a representative of the Municipality.

## 9.0 CONFLICT OF INTEREST

- 9.1 Members must be familiar with and comply with the *Municipal Conflict of Interest Act*, as amended. It is the responsibility of each Member, not Staff, to determine whether they have a direct or indirect pecuniary interest with respect to

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matters arising before Council, a Board or Committee. Each Member shall determine whether he or she has a direct or indirect pecuniary interest and shall at all times comply with that Act.

- 9.2 For purposes of this Code, a pecuniary interest, direct or indirect, of a Family Member of the Member shall be deemed to also be the personal/pecuniary interest of the Member. All Members shall declare a conflict of interest where they or their Family Member has a pecuniary interest in a matter and shall take all of the actions prescribed in the *Municipal Conflict of Interest Act* as if the Act applied to that interest.
- 9.3 In addition to pecuniary interests, Members must perform their duties impartially, such that an objective, reasonable observer would conclude that the Member is exercising their duties objectively and without undue influence. Each Member shall govern their actions using the following as a guide:
- a) in making decisions, always place the interests of the taxpayers and the Municipality first and, in particular, place those interests before your personal interests and the interests of other Members, Staff, friends, business colleagues or Family Members;
  - b) interpret the phrase "conflict of interest" broadly and with the objective of making decisions impartially and objectively;
  - c) if there is doubt about whether or not a conflict exists, seek the advice of the Integrity Commissioner or legal counsel;
  - d) do not make decisions that create an obligation to any other person who will benefit from the decision;
  - e) do not make decisions or attempt to influence any other person for the purpose of benefitting yourself, other Members, Staff, friends, business colleagues or Family Members, or any organization that might indirectly benefit such individuals;
  - f) do not put yourself in the position where a decision would give preferential treatment to other Members, Staff, friends, business colleagues or Family Members, or any organization that might indirectly benefit such individuals; and

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- g) do not promise or hold out the prospect of future advantage through your influence in return for a direct or indirect personal interest.

9.4 Direct or indirect personal interests do not include:

- a) a benefit that is of general application across the Municipality;
- b) a benefit that affects a Member or his or her Family Members, friends or business colleagues as one of a broad class of persons; or
- c) the remuneration of Council, a Member or benefits available to Council or Members.

9.5 Every Member has the following obligations:

- a) To make reasonable inquiries when there is reason to believe that a conflict of interest may exist;
- b) To make Council or the Board or Committee aware of the potential conflict of interest and where appropriate declare the conflict of interest;
- c) To refuse to participate in the discussion of Council, the Board or Committee and to not vote on the matter or seek to influence the vote of any other Member where a conflict of interest exists;
- d) To refuse to be involved in any way in the matter once the conflict is identified, including without limitation participating in meetings, facilitating meetings or introductions to Staff or Members or providing advice to any person that would materially advance the matter; and
- e) If the matter which creates the conflict of interest is discussed in an In-Camera session, the Member may not attend that portion of the In-Camera session where that matter is discussed.

## 10.0 COMMUNICATIONS AND MEDIA RELATIONS

- 10.1 Members, when communicating with the public and media, will accurately and adequately communicate the attitudes and decisions of the Council, Board or

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Committee, even if a Member disagrees with a majority decision, so that there is respect for and integrity in the decision-making process.

- 10.2 Information related to decisions and resolutions of Council, a Board or Committee, as the case may be, will normally be communicated to the community by the head of Council, the Board or the Committee, as the case may be, or his or her designate.
- 10.3 It is not the intent of this Code of Conduct to restrict the ability of a Member to express a personal opinion on matters of general interest. In such cases, the Member must make it clear that the comment is being made in their capacity as a private citizen, and not as a representative of the Municipality. In no event should a Member express a position that is disrespectful of the decision of the majority of Council, a Board or a Committee.
- 10.4 Any use of social media in any form by a Member constitutes communication with the public that is governed by this section. Members shall identify in any social media communication that the views expressed by the Member are the views of that Member personally, and do not represent the views of the Municipality.
- 10.5 If Council has taken a position in a Local Planning Appeals Tribunal, or other tribunal or court, and instructed the Municipal Solicitor to appear at a hearing in support of such position, no Member who disagrees with such position shall give evidence at such hearing or otherwise work against the will of Council expressed in its direction to the Municipal Solicitor in such matter.

## **11.0 INTERACTION WITH STAFF**

- 11.1 The Municipality has worked diligently at creating a positive working relationship between Members and Staff. To a large degree this has been successful due to a mutual respect for each other's' roles and responsibilities.
- 11.2 Members shall not:
- a) maliciously or falsely injure the professional or ethical reputation of Staff;

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- b) compel Staff to engage in partisan political activities or be subjected to threats of discrimination for refusing to engage in such activities; or
  - c) use their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any Staff member with the intent of interfering with Staff duties.
- 11.3 Operational inquiries and complaints received from the public will be addressed by Members as follows:
- a) Members who are approached by the public with inquiries/complaints regarding operational matters should encourage the party to contact the appropriate department for review/resolution;
  - b) where the Member of the public is reluctant to contact the department directly, the Member should take the person's name, phone number and details of the inquiry/complaint and advise them that the matter will be referred to the Chief Administrative Officer for review/resolution;
  - c) members of the public should be encouraged to provide their issue/matters of concern in writing to the appropriate department;
  - d) where the inquiry/complaint is not resolved to the satisfaction of the member of the public, then the Member shall refer the member of the public to the Municipality's complaint policy for any further action.
- 11.4 Members shall recognize and respect that many members of Staff are bound by professional associations to a code of ethics and professional conduct and that they provide their reports and recommendations objectively, in the best interests of the Municipality and within the requirements of their profession.
- 11.5 Municipal Council, acting as a body, can dictate that Staff perform such duties as are necessary for the efficient management of the affairs of the community, and/or research such matters as the Council deems necessary. Individual Council members do not have authority to direct Staff or the Chief Administrative Officer. Council shall direct Staff through the Chief Administrative Officer.
- 11.6 Local Board and Committee Members do not have the authority to direct Staff, with the limited exception of any Staff member assigned by Council to that Board or Committee. Ultimately, Council retains the discretion to assign, remove and direct Staff who provide assistance to any Board or Committee. Requests for

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Staff changes shall be directed to the Chief Administrative Officer who shall make Staffing determinations, and consult with Council as necessary.

- 11.7 The role of the Chief Administrative Officer and Department Heads is to direct the day to day management of the Municipality and assign duties to the Staff placed under their supervision. To encourage the efficient management of the Municipality, individual Members must be cognizant of that fact and are advised of the following:
- a) Members will respect and adhere to the Policies set by Council, and will under no circumstances take it upon themselves, individually, to circumvent established Policies;
  - b) Council, as a body, and Members, as individuals, will liaise with the Chief Administrative Officer, Department Heads, or Supervisors only. This requirement is not designed to interfere with the normal flow of information with those Staff members (Administrative Assistants, Clerk, Committee Secretaries) who have been assigned the responsibility of providing information to Members such as meeting times, copies of documents, information on standard operating procedures, etc.;
  - c) Questions or issues surrounding operational concerns or complaints, excluding the basic issues covered in s. 11.3 above, should be directed to the Department Head or Supervisor.
  - d) Members who still have concerns about operational issues, after addressing them with the Department Head or Supervisor, should raise these concerns with the Chief Administrative Officer;
  - e) Members who still have concerns about operational issues after addressing them with the Chief Administrative Officer should raise these concerns at the appropriate Committee;
  - f) Should information be required by individual Members, a request must be made of the appropriate Department Head who will then decide which Staff member will obtain the data. In the extended absence of the Department Head, or in the case of an urgent matter where the Department Head or Supervisor is not available, inquiries should be directed through the Chief Administration Officer;

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- g) Members should respect the fact that Staff are busy and should not engage them in conversations, emails or phone calls that may take an excessive amount of time or otherwise divert Staff from their duties.

## **12.0 USE OF MUNICIPAL PROPERTY**

- 12.1 No Member shall for personal purposes or profit, use or permit the use of any Municipal property, equipment, services, or supplies other than for purposes connected with the discharge of Municipal duties or associated community activities of which Council has been advised, unless the use is reasonable and incidental personal use of equipment such as computers, fax machines, cell phones, blackberries, etc., where the Municipality incurs no additional costs relating to such use, and the use is of limited duration and frequency.
- 12.2 This policy does not apply to the use of Municipal property and facilities where such use is universally known to be available to other residents upon request and on equal terms.
- 12.3 No Member shall obtain financial gain from the use of Municipally developed intellectual property, computer programs, technological innovations or other patentable items, while an elected official or thereafter. All such property remains the exclusive property of the Municipality.
- 12.4 Municipal property and resources, including facilities, purchasing provisions, equipment, supplies, Staff and services will not be used for any election campaign activities, before or after Nomination Day.
- 12.5 Members will not undertake campaign-related activities on municipal property unless permitted by the Returning Officer or their designate.
- 12.6 Members will not use the services of Staff for election-related purposes during hours in which those persons receive compensation from the Municipality. For purposes only of this provision, Staff shall include any person under contract with the Municipality or receiving remuneration from the Municipality for any service.

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### **13.0 EXPENSES**

- 13.1 Members are required to adhere to any relevant policies, procedures and guidelines with respect to any expenses included in the budget (such as, but not limited to: mileage reimbursement, conference and seminar attendance, and corporate promotional products).
- 13.2 Falsifying of receipts or signatures by a Member is a serious breach of this Code of Conduct and the Criminal Code of Canada and could lead to prosecution.

### **14.0 GIFTS AND HOSPITALITY AND OTHER BENEFITS**

- 14.1 The objective of the Gift provisions is to ensure that Members make Council decisions based on impartial and objective assessments of each situation, free from influence of Gifts, favours, hospitality or entertainment.
- 14.2 The term Gifts, commissions, hospitality, rewards, advantages or benefits of any kind, may be used interchangeably and shall be deemed to include all of the aforementioned.
- 14.3 Any stipend paid to a Member is intended to fully remunerate the Member for service to the Municipality.
- 14.4 Members are prohibited from soliciting, accepting, offering or agreeing to accept any Gifts, commissions, hospitality, rewards, advantages or benefits of any kind, personally or through a Family Member or associate (business or otherwise), that is connected directly or indirectly with the performance of duties of office or could reasonably be construed as being given in anticipation of future, or recognition of past, special consideration by the Member.
- 14.5 Members are prohibited from accepting, directly or indirectly, any Gifts, hospitality or other benefits that are offered by persons, groups or organizations having dealings with the Municipality.

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14.6 The above policy does not preclude Members from accepting:

- a) Token gifts, souvenirs, mementoes or hospitality received in recognition for service on a committee, for speaking at an event or for representing the Municipality at an event;
- b) Political contributions that are otherwise offered accepted and reported in accordance with applicable law;
- c) Food and beverages at meetings, banquets, receptions, ceremonies or similar events;
- d) Food, lodging, transportation, entertainment provided by other levels of governments, by other local governments or by local government boards or commissions;
- e) A stipend from a board or commission that the Member serves on as a result of an appointment by Council;
- f) Reimbursement of reasonable expenses incurred in the performance of office;
- g) Reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with municipal associations;
- h) Gifts of a nominal value that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of the office;
- i) Services provided without compensation by persons volunteering their time for election campaign, provided the services are properly valued in accordance with the *Municipal Elections Act*.

14.7 Where it is not possible to decline unauthorized Gifts, hospitality or other benefit, Members shall report the matter to the Chief Administrative Officer. The Gift shall become the property of the Municipality and the Chief Administrative Officer may require that the Gift be retained by the Municipality or be disposed of for charitable purposes in the Chief Administrative Officer's sole discretion.

## 15.0 ADVICE AND OPINIONS

15.1 Members may request advice or opinions from the Integrity Commissioner with respect to:

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- a) The obligations of the Member under the *Municipal Conflict of Interest Act*;
- b) The obligations of the Member under this Code; or
- c) The obligations of the Member under a procedure, rule or policy of the Municipality governing the ethical behavior of the Member.

- 15.2 Every request for advice or opinion shall be submitted in writing to the Clerk, who shall forward the request to the Integrity Commissioner for a response.
- 15.3 The Integrity Commissioner shall not provide to any Member any advice or opinion with respect to the obligations of another Member.
- 15.4 Members shall be mindful of the cost to the Municipality to obtain the advice or opinion of the Integrity Commissioner and shall not abuse this entitlement.
- 15.5 The advice and opinions received by any Member are personal to the Member and are considered confidential. No opinion or advice may be shared by the Integrity Commissioner without the written permission of the Member who requested the opinion or advice. The Member may grant permission to share part of an opinion or advice, but in circumstances where the Member shares only a portion of an opinion or advice the Integrity Commissioner may release all or a part of the opinion or advice without the consent of the Member.
- 15.6 Council may require any Member to undertake training with the Integrity Commissioner where Council determines that the Member has requested opinions and advice more frequently than is reasonable in the circumstances. The nature of the training will be to better explain the Member's obligations under this Code and the *Municipal Conflict of Interest Act* to better enable the Member to govern his or her conduct without seeking advice unnecessarily.

## **16.0 ROLE OF THE INTEGRITY COMMISSIONER**

- 16.1 The Integrity Commissioner shall be appointed by By-law of the Municipality.

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- 16.2 The Integrity Commissioner shall operate independently of Council in accordance with all of the authority and powers granted by the *Municipal Act* and the *Public Inquiries Act*.
- 16.3 The Integrity Commissioner may delegate his or her duties and powers to any person, other than a Member. The delegation shall be in writing, shall be disclosed to the Clerk and shall set out the precise delegation, including the duration of the delegation.
- 16.4 Any delegation shall be at the sole discretion of the Integrity Commissioner, provided that the delegate is qualified and capable of independently undertaking the work.
- 16.5 The Integrity Commissioner shall make an assessment prior to undertaking any investigation as to whether the complaint gives rise to the need for another entity to undertake an investigation. In those circumstances where the allegations disclose a potential Criminal Code offence or the breach of other legislation (other than the *Municipal Conflict of Interest Act*), the Integrity Commissioner shall refer the investigation to the appropriate entity and shall not conduct his or her own investigation unless the entity determines that no investigation is required.
- 16.6 The Integrity Commissioner shall prepare and submit to Council an Annual Report that shall include at a minimum:
- a) A break-down of costs incurred for the following categories of work performed (advice/investigations/dispute resolution/training);
  - b) A summary of the nature of requests made and the resolution of the matters, without providing any Confidential Information in the Report; and
  - c) Any recommendations for improvements to this Code or processes or any procedure, rule or policy of the Municipality governing the ethical behavior of the Member.

## 17.0 ENFORCEMENT AND SANCTIONS

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- 17.1 Every Member shall comply with this Code. Any breach of this Code may be investigated by the Integrity Commissioner in accordance with this Code and Council shall determine whether to impose any penalty or sanction on a Member found to have breached any provision of this Code.
- 17.2 Every Member has an obligation to cooperate with any investigation.
- 17.3 The *Municipal Act* authorizes Council to impose one or more of the penalties listed below, if so desired, on a Member that has contravened this Code of Conduct (not including violations of the *Municipal Conflict of Interest Act*):
- a) A reprimand; or
  - b) Suspension of the remuneration paid to the Member in respect to his or her services as a Member of Council, local Board or Committee, as the case may be, for a period of up to 90 days.
- 17.4 The Integrity Commissioner may also recommend that Council impose any of the following sanctions:
- a) Written and/or verbal public apology;
  - b) Return of property or reimbursement of its value or of monies spent;
  - c) Removal from membership of any Committee or Board;
  - d) Removal as chair of a Committee or Board;
  - e) Other sanctions that are reasonably connected to the breach of this Code of Conduct and which the Integrity Commissioner believes in his or her sole discretion are necessary to modify the behavior of the Member.

#### **18.0 NO REPRISAL OR OBSTRUCTION IN THE ENFORCEMENT OF THE CODE**

Every Member must respect the integrity of this Code of Conduct and inquiries and investigations conducted under it, and shall co-operate in every way possible in securing compliance with its application and enforcement. Any reprisal or threat of reprisal against a complainant or any other person for providing relevant information to the Integrity Commissioner or any other person is prohibited. It is also a violation of this Code of Conduct to obstruct the Integrity Commissioner in the carrying out of any of his or her

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responsibilities, including without limitation destroying relevant documents or communications.

### **19.0 COMPLAINT PROTOCOL**

Any person who has reasonable grounds to believe that a Member has breached the Code of Conduct may proceed with a complaint and request an investigation. Complaints must be submitted within ninety (90) days after the alleged violation occurred or the alleged violation came to the attention of the complainant. No complaint may be filed under any circumstances where the alleged violation occurred more than six (6) months prior to the complaint being filed.

Appendix I outlines the informal and formal complaint procedure that shall be followed.

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**APPENDIX I  
COMPLAINT PROTOCOL FOR COUNCIL AND LOCAL BOARD CODE OF  
CONDUCT**

*Part A: Informal Complaint Procedure*

1. Informal complaints can be addressed by any person who believes that the activity of a Member has breached this Code of Conduct or the *Municipal Conflict of Interest Act*, but the person does not want to initiate a formal complaint. Any person may:
  - a) Advise the Member that his or her behavior or activity appears to constitute a contravention;
  - b) Encourage the Member to acknowledge and agree to stop the prohibited behavior or activity and avoid future occurrences of the prohibited behavior or activity;
  - c) Where the Member agrees to cease the behavior, confirm in writing that the agreement is satisfactory;
  - d) Where the Member's response is not satisfactory, advise the Member of your dissatisfaction with the response; and
  - e) Consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Part B.
  
2. Individuals are encouraged to pursue the informal complaint procedure as the first means of remedying behavior or an activity that they believe violates the Code of Conduct.

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## Part B: Formal Complaint Procedure

### Formal Complaints

1. Any individual who identifies or witnesses behavior or an activity by a Member that they believe is in contravention of this Code of Conduct or the *Municipal Conflict of Interest Act*, may file a formal complaint.
2. Any person may file a complaint with the Municipality by submitting in writing the prescribed Complaint Form to the Clerk. The form must contain an attestation from the complainant that they believe that the facts as set out in the complaint are true to the best of their knowledge and belief and that they make those statements as if they were under oath.
3. Every complaint must be accompanied by the prescribed fee in the amount of \$150.00.
4. In the event that the Integrity Commissioner determines that a complaint is frivolous, vexatious or does not disclose a breach of this Code of Conduct or the *Municipal Conflict of Interest Act*, at any point after the submission of the complaint, the complainant shall forfeit the fee. If the result of the complaint is a negotiated resolution or a finding that the Member breached this Code of Conduct or the *Municipal Conflict of Interest Act*, the fee shall be refunded in part, up to 50%, based on the recommendation of the Integrity Commissioner.
5. Every complaint shall include the following:
  - a) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Code of Conduct or the *Municipal Conflict of Interest Act*.
  - b) Any witnesses in support of the allegation must be identified in the complaint.
  - c) The Integrity Commissioner may request additional information from the complainant prior to making an assessment.
6. The complaint shall be filed with the Clerk, who shall forward the matter to the Integrity Commissioner. The Clerk shall also provide notice to Council by way of confidential internal communication that a complaint has been filed, but no details of the complaint

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shall be provided other than the fact of a complaint and whether it is a complaint under this Code of Conduct, the *Municipal Conflict of Interest Act* or other policy.

7. If the complaint is not, on its face, a complaint with respect to non-compliance with this Code of Conduct or the *Municipal Conflict of Interest Act* or the complaint is covered by other legislation or complaint procedure under another policy, the Integrity Commissioner shall refer the complaint to the appropriate entity for investigation, advise the complainant in writing, suspend the investigation until after the matter has been finally disposed of, and report the suspension of the investigation to Council.

#### **Refusal to Conduct Investigation**

8. If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an investigation, the Integrity Commissioner shall not conduct an investigation and, where this becomes apparent in the course of an investigation, shall terminate the investigation. The Integrity Commissioner shall communicate this position in writing to the complainant and the Member identified in the complaint.

#### **Opportunities for Resolution**

9. Following receipt and review of a formal complaint, or at any time during the investigation, where the Integrity Commissioner believes that an opportunity to resolve the matter may be successfully pursued, and both the complainant and the Member agree, efforts may be pursued to achieve an informal resolution at the discretion of the Integrity Commissioner.

#### **Investigation**

10. The Integrity Commissioner will proceed as follows, except where otherwise required by the *Public Inquiries Act*:
  - a) Provide the complaint and supporting material to the Member whose conduct is in question within 10 business days of the determination that an investigation will proceed. A request will be included that the Member provide any written response to the Integrity Commissioner within 10 business days;

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- b) Provide a copy of any response from the Member to the complainant within 10 business days. A request will be included that the complainant provide any written response to the Member's response within 10 business days;
- c) Provide a copy of any response from the complainant to the Member with within 10 business days. A request will be included that the Member provide any written response to the complainant's response within 10 business days;
- d) If necessary, after reviewing the submitted materials, the Integrity Commissioner may speak to anyone, access and examine any other documents or electronic materials and may enter any work location of the Municipality relevant to the complaint for the purpose of investigation and potential resolution;
- e) The Integrity Commissioner may make interim reports to Council where necessary and as required to address any instances of interference, obstruction, delay or retaliation encountered during the investigation;
- f) The Integrity Commissioner shall retain all records related to the complaint and investigation;
- g) The Integrity Commissioner may extend deadlines at his discretion.

#### **Timing of Complaints in Relation to Municipal Elections**

11. The report for completed investigations must be submitted to Council on or before Nomination Day in the year of a municipal election.
12. Investigations of complaints that are not completed as of Nomination Day in an election year shall be terminated on Nomination Day.
13. The complainant or the Member or former Member whose conduct was at issue may re-commence the complaint within six (6) weeks of Voting Day by submitting a written request to the Integrity Commissioner, who shall, provided the request is received on or before six (6) weeks from Voting Day, recommence the investigation.
14. In addition, on or after Nomination Day until the end of Voting Day in the year of a municipal election:
  - a) no complaint shall be filed;
  - b) the Integrity Commissioner shall not report to the Municipality about an ongoing investigation; and

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- c) the Municipality shall not consider whether to impose any penalty on a Member subsequent to an investigation.

#### **Complaints Under the Municipal Conflict of Interest Act**

15. An elector as defined in section 1 of the *Municipal Conflict of Interest Act*, or a person demonstrably acting in the public interest, may submit a request to the Integrity Commissioner to conduct an investigation concerning an alleged contravention of section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* by filing with the Clerk a completed and signed complaint form and paying the prescribed fee of \$150.00.
16. No request may be submitted more than six (6) weeks after the complainant became aware of the alleged contravention.
17. A request for an investigation in an election year may only be submitted prior to Nomination Day or after Voting Day.
18. In the event that a complainant becomes aware of the alleged contravention within the period of time starting six (6) weeks before Nomination Day in an election year, the complainant may apply to the Integrity Commissioner within six (6) weeks after the day after Voting Day, provided that the complainant includes in their written request for an investigation a statutory declaration attesting to the fact that the complainant became aware of the contravention not more than six (6) weeks before the date of the request, or in the case where a complainant became aware of the alleged contravention prior to Nomination Day, a declaration that the facts were not known to the complainant more than six (6) weeks prior to Nomination Day.
19. The Integrity Commissioner has all the powers set out in the *Municipal Act* and the *Public Inquiries Act* when undertaking an investigation under this section and shall follow the investigation process established in paragraph 10 above.
20. Where an investigation has not been completed before Nomination Day in an election year, the Integrity Commissioner shall terminate the investigation on that day.

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21. An investigation terminated pursuant to paragraph 20 above shall not be recommenced unless the person who made the request, or the Member whose conduct is at issue, applies in writing to the Integrity Commissioner to re-commence the investigation.
22. The Integrity Commissioner shall complete the investigation within 180 days of receipt of the complaint, unless the investigation is terminated in accordance with paragraph 20 above.
23. The Integrity Commissioner may, after completing an investigation, apply to a judge in accordance with the *Municipal Conflict of Interest Act* for a determination under the Act. Prior to making an application to court, the Integrity Commissioner shall present to Council a request to make the application and allow Council to provide recommendations to the Integrity Commissioner as to whether such an application should be made. The Integrity Commissioner is not bound by the advice or recommendation of Council and shall refer the matter to a judge in his or her sole discretion.

#### **Recommendation Report**

24. The Integrity Commissioner shall report to the complainant and the Member generally no later than 90 days after the official receipt of the complaint (180 days in the case of a complaint under the *Municipal Conflict of Interest Act*). If the investigation process takes more than 90 (180) days, the Integrity Commissioner shall provide an interim report and must advise the parties of the date the report will be available.
25. After completing the investigation, the Integrity Commissioner shall prepare a report which shall make findings of fact and conclusions as to whether a breach of this Code of Conduct or the *Municipal Conflict of Interest Act* occurred, as the case may be, make recommendations to Council, and in the case of a *Municipal Conflict of Interest Act* investigation, make a determination as to whether or not the matter will be referred to the court, and include written reasons for the decision.
26. The report of the Integrity Commissioner shall be published by posting the report on the Municipal website and making a copy available to all Members of Council and the Members of the Board or Committee, as applicable.

<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> COUNCIL		<b>POLICY #:</b> Council-03	
<b>POLICY:</b> Code of Conduct for Council Members and Local Boards			
<b>DATE:</b> July 2019	<b>REV. DATE:</b>	<b>COVERAGE:</b> Council Members and Local Boards	<b>PAGE #:</b> 24 of 24

### **Member Not Blameworthy**

27. If the Integrity Commissioner determines that there has been no contravention of this Code of Conduct or the *Municipal Conflict of Interest Act*, or makes a finding based on blameworthiness, the Integrity Commissioner may so state in the report and may make appropriate recommendations.
28. Where a Member has sought and followed advice from the Integrity Commissioner and is subsequently the subject of a complaint, the Integrity Commissioner may refer to the earlier advice and, provided that the facts as set out in the earlier advice are still applicable, determine in a summary manner that there has been no breach of this Code of Conduct or the *Municipal Conflict of Interest Act*.

### **Public Disclosure**

29. The Integrity Commissioner and every person acting under his or her jurisdiction shall preserve confidentiality where appropriate and where this does not interfere with the course of any investigation, except as required by law and as required by this complaint protocol.
30. The Integrity Commissioner shall retain all records related to the complaint and investigation.
31. At the time of the Integrity Commissioner's report to Council, the identity of the person who is the subject of the complaint shall not be treated as Confidential Information if the Integrity Commissioner finds that it is necessary to disclose that person's identity.

**CORPORATION OF THE TOWNSHIP OF HORTON****BY-LAW NO. 2019-43****A BY-LAW TO CONFIRM PROCEEDINGS OF  
THE COUNCIL OF THE TOWNSHIP OF HORTON  
AT THE COUNCIL MEETING HELD JULY 16<sup>TH</sup>, 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 16<sup>th</sup> 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 16<sup>th</sup> day of July, 2019.

READ a third time and passed this 16<sup>th</sup> day of July, 2019.

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MAYOR David M. Bennett

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CAO/CLERK Hope Dillabough

**RETURN TO AGENDA**