



**THE CORPORATION OF THE TOWNSHIP OF HORTON
COUNCIL MEETING – DECEMBER 3RD, 2019 - 4:00 P.M.**

1. CALL TO ORDER

2. DECLARATION OF PECUNIARY INTEREST

3. CONFIRMATION OF COUNCIL AGENDA

4. MINUTES FROM PREVIOUS MEETINGS

4.1 November 19th, 2019 – Regular Council Meeting

PG.3

5. BUSINESS ARISING FROM MINUTES

6. COMMITTEE REPORTS:

6.1 GENERAL GOVERNMENT COMMITTEE

6.1.1 Statement of Revenues and Expenditures

PG.7

6.1.2 Consolidated Statement of Financial Position

PG.22

6.1.3 2019 Procedural Audit Management Letter

PG.23

6.1.4 2019 Corporate Policy Review – Section H

PG.27

6.1.5 2019 Corporate Policy Review – Section I

PG.34

6.1.6 Casual Rink Attendant Position 2020

PG.38

6.1.7 2019 Flood Update – Financing Options

PG.41

6.1.8 Municipal Modernization Program Joint Application

PG.42

6.2 ECONOMIC DEVELOPMENT COMMITTEE

6.2.1 Chair's Report

PG.44

6.3 COMMUNITY COMMITTEES / COUNTY COUNCIL

6.3.1 Renfrew & Area Seniors Home Support T. Webster

6.3.2 Community Policing Advisory Committee G. Campbell

6.3.3 Health Services Village D. Bennett

6.3.4 Chamber of Commerce D. Humphries

6.3.5 County Council D. Bennett

7. CORRESPONDENCE SUMMARY

7.1 INFORMATION CORRESPONDENCE

7.1.1 CAO/Clerk Information Memo

PG.45

7.2 ACTION CORRESPONDENCE – NONE

RETURN TO AGENDA

8. DELEGATIONS &/or PUBLIC MEETINGS

6:00 pm Public Meeting – Zoning Amendment – Roelof Sein

PG.46**9. BY-LAWS – NONE****10. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING****11. COUNCIL MEMBERS CONCERNS****12. MOTION FOR RECONSIDERATION (debate on motion to reconsider only)****13. RESOLUTIONS****14. IN CAMERA (Closed) SESSION (as required)**

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

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

15. CONFIRMING BY-LAW 2019-64**PG.50****16. ADJOURNMENT****RETURN TO AGENDA**

THE CORPORATION OF THE TOWNSHIP OF HORTON

REGULAR COUNCIL MEETING
NOVEMBER 19TH, 2019

There was a Regular Meeting of Council held in the Township Council Chambers on Tuesday November 19th, 2019. Present were Mayor David Bennett, Deputy Mayor Glen Campbell, Councillor Doug Humphries, Councillor Lane Cleroux and Councillor Tom Webster. Staff present was Hope Dillabough, CAO/Clerk -Recording Secretary.

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest.

3. CONFIRMATION OF COUNCIL AGENDA

Moved by Councillor Webster

RESOLUTION NO. 2019-255

Seconded by Councillor Cleroux

THAT Council adopt the Agenda for the November 19th, 2019 Meeting.

Carried

4. MINUTES

4.1 November 5th, 2019 – Regular Council Meeting

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2019-256

Seconded by Councillor Humphries

THAT Council approve the following Minutes:

- November 5th, 2019 – Regular Council Meeting

Carried

5. BUSINESS ARISING FROM MINUTES – None

6. COMMITTEE REPORTS:

6.1 PLANNING COMMITTEE

Public Advisory Member Bob Johnston was present

Public Advisory members Bob Cassidy and Lisa Branje sent their regrets.

6.1.1 October 2019 Building Report

Chair Cleroux reviewed the report for Council and Public Advisory Members. Mayor Bennett questioned which demolition permits were relocations from MTO properties. CAO/Clerk Hope Dillabough is to speak with the Chief Building Official, Dennis Fridgen, and let Council know.

6.2 TRANSPORTATION / ENVIRONMENTAL SERVICES COMMITTEE

6.2.1 Chair's Report – Committee Meeting November 14th, 2019

Chair Webster reviewed the report.

6.3 ECONOMIC DEVELOPMENT COMMITTEE

6.3.1 Chair's Report – Committee Meeting October 30th, 2019

Chair Humphries reviewed the report.

RETURN TO AGENDA

6.4 PROTECTIVE SERVICES COMMITTEE

6.4.1 Chair's Report – Committee Meeting November 14th, 2019
Chair Cleroux reviewed the report.

6.5 RECREATION COMMITTEE

6.5.1 Chair's Report – Committee Meeting November 15th, 2019
Chair Humphries reviewed the report. There was confirmation that a final hoedown report with figures will be brought back to Council by the Hoedown Committee.

7. CORRESPONDENCE SUMMARY

Council reviewed and discussed the following correspondence:

7.1 INFORMATION CORRESPONDENCE

7.1.1 CAO/Clerk Information Memo
Discussion went around the table with information previously distributed.

7.2 ACTION CORRESPONDENCE – None

8. DELEGATIONS &/or PUBLIC MEETINGS – None

9. BYLAWS

- 2019-61 Adopt Corporate Policies – Section F
- 2019-62 Adopt Multi-Year Accessibility Plan

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

11. COUNCIL MEMBERS CONCERNS – None

12. MOTION FOR RECONSIDERATION – None

13. RESOLUTIONS

Moved by Deputy Mayor Campbell **RESOLUTION NO. 2019-257**
Seconded by Councillor Humphries
THAT Council receive the October 2019 monthly Building Permit report
Carried

Moved by Councillor Webster **RESOLUTION NO. 2019-258**
Seconded by Councillor Cleroux
THAT Council accept the Transportation and Environmental Services Committee Chair's Report as information.
Carried

Moved by Councillor Webster **RESOLUTION NO. 2019-259**
Seconded by Councillor Humphries
THAT Council agree upon recommendation from the TES Committee that the Township move forward with engaging Stebro Construction to perform the ditching and drainage work located at 2837 Johnston Road, with their own equipment;

AND THAT a Release of Liability form be signed by the property owner and the municipality prior to any work proceeding;

AND FURTHER THAT the work to be completed shall not exceed the existing budget of Contracted Services.

Carried

RETURN TO AGENDA

Moved by Councillor Webster **RESOLUTION NO. 2019-260**
Seconded by Councillor Cleroux
THAT Council accept the Economic Development Committee Chair's Report as information.

Carried

Moved by Councillor Humphries **RESOLUTION NO. 2019-261**
Seconded by Deputy Mayor Campbell
THAT Council accept the Protective Services Committee Chair's Report as information.

Carried

Moved by Councillor Webster **RESOLUTION NO. 2019-262**
Seconded by Councillor Cleroux
THAT Council accept the Recreation Committee Chair's Report as information.

Carried

Moved by Councillor Webster **RESOLUTION NO. 2019-263**
Seconded by Deputy Mayor Campbell
THAT Council accept the Information Correspondence list as per the CAO/Clerk's Information Memo for November 19th, 2019.

Carried

Moved by Councillor Cleroux **RESOLUTION NO. 2019-264**
Seconded by Councillor Humphries
THAT Council enact the following By-Laws:

- 2019-61 Adopt Corporate Policies – Section F
- 2019-62 Adopt Multi-Year Accessibility Plan

Carried

14. IN CAMERA (Closed) SESSION

Moved by Deputy Mayor Campbell **RESOLUTION NO. 2019-265**
Seconded by Councillor Webster
THAT Council went into a Closed Session Meeting at 4:44 p.m. to discuss the following items pursuant to Section 239(2) (b) and (e) of the Municipal Act;

- (b) Personal matters about an identifiable individual, including municipal or local board employees – Employee Contract
- (e) Litigation or Potential Litigation - Cogeco – Letter of Support

Carried

Moved by Councillor Webster **RESOLUTION NO. 2019-266**
Seconded by Councillor Humphries
THAT Council came out of Closed (In-Camera) Session at 5:20 p.m. and discussed items pertaining to Personal matters about an identifiable individual, including municipal or local board employees – Employee Contract and Litigation or Potential Litigation - Cogeco – Letter of Support

Carried

Moved by Deputy Mayor Campbell **RESOLUTION NO. 2019-267**
Seconded by Councillor Humphries
THAT Council agree to provide Cogeco Connexion a letter of support regarding their application for Access to high-speed internet and telecommunication services initiatives.

Carried

RETURN TO AGENDA

15. CONFIRMING BYLAW

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2019-268

Seconded by Councillor Cleroux

THAT Council enact By-law 2019-63 – Confirming By-Law

Carried

16. ADJOURNMENT

Mayor Bennett declared the meeting adjourned at 5:21 p.m.

MAYOR David Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA

TOWNSHIP OF HORTON
Statement of Revenue and Expenditures
Revised Budget

For the Fiscal Period 2019-11 Ending November 30, 2019

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
General Fund					
GENERAL GOVERNMENT					
Estimated 15.5% remaining					
Default					
Revenues					
1-110-00-400010 TAXES - MUNICIPAL	2,072,663.12	2,261,356.80	2,361,408.00	2,361,675.69	(0.01%)
1-110-00-400020 TAXES - COUNTY	0.00	1,505,979.31	0.00	1,573,966.18	0.00%
1-110-00-400030 TAXES - EDUCATION	0.00	1,079,431.73	0.00	1,061,609.64	0.00%
1-110-00-410710 Taxes Supplem. Municipal	27,500.00	23,552.29	23,500.00	24,047.11	(2.33%)
1-110-00-410715 Taxes Supplem. County	0.00	15,680.83	0.00	16,025.59	0.00%
1-110-00-410720 Taxes Supplem. Education	0.00	10,629.51	0.00	7,182.53	0.00%
1-110-00-420105 PILS Canada Enterprise	174.13	212.35	212.00	234.17	(10.46%)
1-110-00-420110 PILS Ontario	25,767.50	27,028.34	27,028.00	27,088.24	(0.22%)
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	650.87	712.82	713.00	714.64	(0.23%)
1-110-00-420121 PIL'S - County Share	0.00	1,431.36	0.00	1,486.71	0.00%
1-110-00-430015 OMPF Funding	208,725.00	227,700.00	233,100.00	233,100.00	0.00%
1-110-00-430020 Modernization One-Time Fundin			0.00	411,443.00	0.00%
1-110-00-440200 Capping - Cty Share	(252.12)	0.00	0.00	0.00	0.00%
1-110-00-440210 County Grant	3,666.63	0.00	0.00	0.00	0.00%
1-110-00-440350 Tax Certificates	1,466.63	2,060.00	1,800.00	1,860.00	(3.33%)
1-110-00-440400 Oth Revenue Lottery Lic	137.50	144.00	150.00	18.00	88.00%
1-110-00-440415 Oth Revenue Int Income	7,791.63	25,770.40	12,000.00	20,050.63	(67.09%)
1-110-00-440420 Oth Revenue Int on Tax	52,250.00	51,194.10	57,000.00	46,048.82	19.21%
1-110-00-440431 Other Rev Misc.	550.00	1,133.22	1,000.00	1,803.81	(80.38%)
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	9,938.50	10,842.00	0.00	0.00	0.00%
1-110-00-440606 Transfer from Reserves - Workin	34,061.50	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%
Total Revenues	2,445,090.89	5,247,977.11	2,724,411.00	5,792,854.76	(112.63%)
Expenditures					
1-110-00-700030 Committee Member/Meetings	806.63	570.00	900.00	568.75	36.81%
1-110-00-700040 Legal Expenses	14,666.63	5,631.84	16,000.00	2,107.90	86.83%
1-110-00-700060 Misc. Expenses	7,791.63	4,356.53	8,500.00	6,782.09	20.21%
1-110-00-700070 Insurance	10,239.13	10,865.11	16,486.00	14,982.05	9.12%
1-110-00-700080 Office Supplies	6,875.00	8,071.82	7,500.00	5,327.18	28.97%
1-110-00-700085 Postage/Courier	13,979.13	15,903.22	15,600.00	15,535.69	0.41%
1-110-00-700100 Telephone	2,520.87	2,344.74	2,500.00	2,098.01	16.08%
1-110-00-700110 Hydro	5,958.37	3,780.22	6,000.00	3,384.76	43.59%
1-110-00-700120 Heat	1,375.00	1,094.55	1,600.00	881.39	44.91%
1-110-00-700179 Health & Safety	3,208.37	322.58	750.00	322.58	56.99%
1-110-00-700180 Office Equip. & Maint.	8,250.00	6,764.85	9,250.00	6,122.32	33.81%
1-110-00-700190 Building Maintenance	13,750.00	15,821.96	9,000.00	8,202.19	8.86%
1-110-00-700191 Building Cleaning	3,666.63	4,538.06	6,000.00	4,677.50	22.04%
1-110-00-700250 Transfer to Capital	45,833.37	62,303.75	0.00	0.00	0.00%
1-110-00-700280 Advertising	1,833.37	1,730.17	5,000.00	1,464.88	70.70%

RETURN TO AGENDA

TOWNSHIP OF HORTON
Statement of Revenue and Expenditures
Revised Budget

For the Fiscal Period 2019-11 Ending November 30, 2019

Account Number		Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
1-110-00-715010	Bank Charges & Interest	6,875.00	7,049.92	7,500.00	4,441.66	40.78%
1-110-00-715015	Computers & Program Maint.	16,500.00	18,463.54	22,000.00	17,618.29	19.92%
1-110-00-715085	Municipal Tax W/O	13,750.00	7,537.68	6,500.00	10,705.60	(64.70%)
1-110-00-715090	County Tax W/O	0.00	5,015.31	0.00	7,134.72	0.00%
1-110-00-715095	Education Tax W/O	0.00	4,411.27	0.00	4,684.52	0.00%
1-110-00-716020	Tax Sale Registration	91.63	0.00	100.00	0.00	100.00%
1-110-00-718030	Gov Audit	19,708.37	21,500.00	22,000.00	1,017.60	95.37%
1-110-00-718040	Contracted Services	16,041.63	0.00	1,000.00	205.00	79.50%
1-110-00-718050	Accessibility	0.00	0.00	500.00	401.95	19.61%
1-110-00-775010	Library	1,008.37	850.00	1,200.00	937.60	21.87%
1-110-00-789035	Transfer to Reserves - Office Eq	3,047.88	3,325.00	5,000.00	5,000.00	0.00%
1-110-00-789038	Transfer to Reserves - Building	2,200.00	2,400.00	5,000.00	5,000.00	0.00%
1-110-00-789039	Transfer to Reserves	5,729.13	6,250.00	0.00	411,443.00	0.00%
1-110-00-789041	Office - Principle Debt Payment	14,783.12	16,126.78	16,127.00	16,126.78	0.00%
1-110-00-789042	Office - Interest on Debt	1,388.75	1,515.48	1,113.00	599.78	46.11%
1-110-00-799999	Transfer Expense to Building De	(2,589.62)	(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	1,181,575.00	0.00%
1-110-00-810001	Public School English	0.00	794,717.52	0.00	592,942.00	0.00%
1-110-00-810002	Public School French	0.00	12,453.16	0.00	9,153.00	0.00%
1-110-00-820001	Separate School English	0.00	251,597.78	0.00	182,913.00	0.00%
1-110-00-820002	Separate School French	0.00	26,881.51	0.00	19,737.00	0.00%
Total Expenditures		(239,288.39)	(2,839,445.54)	(191,351.00)	(2,544,093.79)	(1229.54%)
Total Default		2,205,802.50	2,408,531.57	2,533,060.00	3,248,760.97	(28.25%)
COUNCIL						
Expenditures						
1-110-10-700010	Council Salaries	77,916.63	76,692.55	97,500.00	82,815.05	15.06%
1-110-10-700035	Conference/Travel Expenses	13,933.37	3,748.93	11,000.00	5,060.14	54.00%
1-110-10-700060	Council Misc. Expenses	2,750.00	2,763.73	2,500.00	2,891.42	(15.66%)
1-110-10-700100	Council Telephone	366.63	718.42	400.00	245.31	38.67%
1-110-10-700140	Council Benefits	10,358.37	9,827.00	7,000.00	14,776.10	(111.09%)
1-110-10-789040	Donations	916.63	0.00	1,000.00	250.00	75.00%
Total Expenditures		(106,241.63)	(93,750.63)	(119,400.00)	(106,038.02)	11.19%
Total COUNCIL		(106,241.63)	(93,750.63)	(119,400.00)	(106,038.02)	11.19%
ELECTION						
Revenues						
1-110-11-440300	Nomination Fees	0.00	0.00	0.00	100.00	0.00%
1-110-11-440461	Transfer from Reserve	11,000.00	12,000.00	0.00	0.00	0.00%
Total Revenues		11,000.00	12,000.00	0.00	100.00	0.00%
Expenditures						
1-110-11-700010	Salaries	1,833.37	3,138.44	0.00	0.00	0.00%
1-110-11-700035	Conference/Travel Expenses	687.50	291.77	0.00	0.00	0.00%
1-110-11-700060	Misc. Expenses	2,062.50	1,049.03	0.00	0.00	0.00%
1-110-11-700080	Office Supplies	0.00	797.25	0.00	0.00	0.00%

RETURN TO AGENDA

TOWNSHIP OF HORTON
Statement of Revenue and Expenditures
Revised Budget

For the Fiscal Period 2019-11 Ending November 30, 2019

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
1-110-11-700085 Postage	3,116.63	3,365.55	0.00	0.00	0.00%
1-110-11-700140 Employee Benefits	0.00	112.49	0.00	0.00	0.00%
1-110-11-700280 Advertising	916.63	629.92	0.00	0.00	0.00%
1-110-11-718040 Contracted Services	2,383.37	5,134.13	0.00	0.00	0.00%
1-110-11-789036 Transfer to Reserves - Election	3,666.63	4,000.00	5,000.00	5,000.00	0.00%
Total Expenditures	(14,666.63)	(18,518.58)	(5,000.00)	(5,000.00)	0.00%
Total ELECTION	(3,666.63)	(6,518.58)	(5,000.00)	(4,900.00)	2.00%
ADMINISTRATION					
Revenues					
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%
Total Revenues	0.00	1,680.00	30,000.00	0.00	100.00%
Expenditures					
1-110-15-700010 Admin Salaries	256,941.63	237,238.13	317,895.00	258,250.24	18.76%
1-110-15-700035 Conference Expenses	7,058.37	4,839.94	8,700.00	8,261.27	5.04%
1-110-15-700140 Employee Benefits	70,326.63	67,904.08	85,450.00	71,725.78	16.06%
Total Expenditures	(334,326.63)	(309,982.15)	(412,045.00)	(338,237.29)	17.91%
Total ADMINISTRATION	(334,326.63)	(308,302.15)	(382,045.00)	(338,237.29)	11.47%
Total GENERAL GOVERNMENT	1,761,567.61	1,999,960.21	2,026,615.00	2,799,585.66	(38.14%)
Protection to Persons & Property					
Default					
Revenues					
1-120-00-440110 OSG MDRA	0.00	298.56	0.00	0.00	0.00%
1-120-00-440220 Ontario - CSPT Program	2,291.63	2,581.49	2,600.00	3,075.77	(18.30%)
1-120-00-440221 Ontario Grant			10,000.00	15,000.00	(50.00%)
1-120-00-440360 Fees & Charges Dog Pound	0.00	45.00	0.00	30.00	0.00%
1-120-00-440395 Livestock - Revenue	1,833.37	3,677.58	2,000.00	310.00	84.50%
1-120-00-440405 Dog License Revenue	8,020.87	8,573.25	8,750.00	8,340.00	4.69%
1-120-00-440430 Provincial Offences from County	45.87	200.00	0.00	354.00	0.00%
1-120-00-440461 Transfer from Reserves	4,583.37	5,000.00	0.00	0.00	0.00%
1-120-00-440475 9-1-1 Sign Revenue	916.63	900.00	1,000.00	450.00	55.00%
1-120-00-440480 Tile Drain	11,916.63	13,084.09	13,000.00	0.00	100.00%
Total Revenues	29,608.37	34,359.97	37,350.00	27,559.77	26.21%
Expenditures					
1-120-00-700010 Salaries	843.37	1,874.27	1,620.00	692.95	57.23%
1-120-00-700060 Misc. Expenses	91.63	0.00	100.00	0.00	100.00%
1-120-00-700065 Dog Tag Collection	3,895.87	4,121.62	4,250.00	3,859.72	9.18%
1-120-00-700140 Employee Benefits	183.37	303.99	470.00	138.63	70.50%
1-120-00-700260 Agreements	1,420.87	1,550.00	1,580.00	1,580.00	0.00%
1-120-00-700300 9-1-1 Signs	1,191.63	860.50	1,300.00	356.50	72.58%
1-120-00-700310 Ontario Provincial Police	427,376.62	466,224.00	476,496.00	355,343.00	25.43%

RETURN TO AGENDA

TOWNSHIP OF HORTON
Statement of Revenue and Expenditures
Revised Budget

For the Fiscal Period 2019-11 Ending November 30, 2019

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
1-120-00-718040 Contracted Services	11,000.00	5,495.04	12,000.00	5,560.04	53.67%
1-120-00-785010 Veterinarian Committee	297.88	304.32	350.00	280.00	20.00%
1-120-00-785020 Tile Drain	11,916.63	13,084.09	13,000.00	13,084.09	(0.65%)
1-120-00-785045 Emergency Management Plan	11,000.00	10,402.54	11,000.00	6,455.26	41.32%
1-120-00-785050 Livestock Valuation	2,200.00	3,892.50	2,500.00	1,214.87	51.41%
1-120-00-789000 Transfer to Reserves	0.00	0.00	10,000.00	10,000.00	0.00%
1-120-00-789045 Com. Policing Adv. Com.	183.37	0.00	200.00	0.00	100.00%
Total Expenditures	(471,601.24)	(508,112.87)	(534,866.00)	(398,565.06)	25.48%
Total Default	(441,992.87)	(473,752.90)	(497,516.00)	(371,005.29)	25.43%
MUNICIPAL DISASTER					
Expenditures					
1-120-21-700010 Salaries			0.00	32,262.68	0.00%
1-120-21-700060 Misc. Expenses			0.00	201,972.17	0.00%
1-120-21-700090 Materials & Supplies			0.00	37,751.51	0.00%
1-120-21-700140 Employee Benefits			0.00	2,831.69	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%
Total Expenditures			0.00	(277,430.40)	0.00%
Total MUNICIPAL DISASTER			0.00	(277,430.40)	0.00%
Total Protection to Persons & Property	(441,992.87)	(473,752.90)	(497,516.00)	(648,435.69)	(30.33%)
Transportation Services					
Public Works					
Revenues					
1-130-30-440100 OSG Roadways MNR	18,333.37	20,000.00	22,000.00	49,341.13	(124.28%)
1-130-30-440320 Fees & Charges Roadways	916.63	1,540.00	1,000.00	400.00	60.00%
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	252,083.37	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	916.63	1,680.00	1,500.00	1,960.00	(30.67%)
1-130-30-440467 Gas Tax	79,386.12	86,602.75	87,581.00	175,796.39	(100.72%)
Total Revenues	351,636.12	394,915.68	192,568.00	267,697.04	(39.01%)
Expenditures					
1-130-30-700010 Salaries	155,397.88	128,413.82	167,725.00	132,881.40	20.77%
1-130-30-700030 Com. Member Meeting	1,375.00	688.00	1,000.00	290.64	70.94%
1-130-30-700035 Conference/Travel Expenses	4,675.00	4,404.71	5,500.00	4,249.42	22.74%
1-130-30-700060 Misc. Expenses	916.63	1,629.19	1,000.00	962.90	3.71%
1-130-30-700070 Insurance	13,629.88	14,643.14	15,595.00	15,329.20	1.70%
1-130-30-700080 Office Supplies	550.00	158.91	500.00	308.43	38.31%
1-130-30-700090 Materials & Supplies	6,416.63	4,380.00	5,000.00	4,219.54	15.61%
1-130-30-700100 Telephone	1,466.63	1,759.94	1,800.00	1,985.14	(10.29%)
1-130-30-700110 Hydro	5,775.00	3,461.49	4,500.00	3,755.69	16.54%

RETURN TO AGENDA

TOWNSHIP OF HORTON
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For the Fiscal Period 2019-11 Ending November 30, 2019

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
1-130-30-700120 Heat	5,500.00	4,691.60	5,500.00	3,955.83	28.08%
1-130-30-700140 Employee Benefits	50,027.12	67,608.15	62,400.00	76,240.84	(22.18%)
1-130-30-700181 Clothing Allowance	2,750.00	625.37	3,000.00	1,053.08	64.90%
1-130-30-700190 Building Maintenance	26,583.37	5,798.86	15,000.00	6,618.61	55.88%
1-130-30-700191 Building Cleaning	1,237.50	844.70	1,350.00	942.39	30.19%
1-130-30-700240 Radio License	421.63	458.00	500.00	458.00	8.40%
1-130-30-700250 Transfer to Capital	252,083.37	237,519.05	8,500.00	4,477.44	47.32%
1-130-30-700280 Advertising	550.00	1,446.68	1,000.00	2,644.95	(164.50%)
1-130-30-715015 Computer Programs & Maintena	1,100.00	2,088.40	2,000.00	4,347.93	(117.40%)
1-130-30-718040 Contracted Services	1,833.37	3,247.02	3,000.00	0.00	100.00%
1-130-30-730040 TRUCK #2 - 2005 ININTERNATIO	2,750.00	3,582.24	0.00	0.00	0.00%
1-130-30-730130 EXCAVATOR - REPAIRS/MNT	9,166.63	1,521.39	9,000.00	7,755.72	13.83%
1-130-30-730150 TRUCK #4 - 2011 INTER. REPA	9,166.63	13,488.89	10,000.00	11,983.82	(19.84%)
1-130-30-730155 Truck 11 - 2013 CHEV 3/4 TON	1,833.37	9,922.20	2,000.00	1,882.46	5.88%
1-130-30-730156 Truck #12 - 2013 3 Ton ISUZU	2,750.00	6,405.80	4,000.00	4,958.64	(23.97%)
1-130-30-730157 Truck #14 - 2018 Western Star	0.00	3,535.36	5,000.00	2,213.90	55.72%
1-130-30-730160 GRADER - REPAIRS/MNT	11,000.00	13,001.46	10,000.00	8,042.10	19.58%
1-130-30-730280 BACKHOE/LOADER - REPAIRS	1,833.37	1,780.92	2,000.00	1,588.28	20.59%
1-130-30-730291 WOOD CHIPPER			500.00	0.00	100.00%
1-130-30-730295 TRAILER/MOWER - REPAIRS/	458.37	545.89	1,500.00	585.19	60.99%
1-130-30-730300 Machinery Fuel	41,250.00	45,742.77	45,000.00	56,624.23	(25.83%)
1-130-30-730490 A - Culverts	4,583.37	3,799.51	5,000.00	5,122.99	(2.46%)
1-130-30-730500 A- Culverts - Salaries	9,533.37	8,544.14	11,115.00	10,172.58	8.48%
1-130-30-730550 B - Roadside Maintenance	9,166.63	12,352.49	15,000.00	15,171.98	(1.15%)
1-130-30-730560 B- Roadside Maint. - Salaries	23,008.37	19,840.50	29,865.00	24,760.18	17.09%
1-130-30-730660 C - Road Maintenance - Paved	33,916.63	44,036.91	32,000.00	24,891.43	22.21%
1-130-30-730670 C - Road Main. - Salaries	14,025.00	11,702.32	26,925.00	12,565.74	53.33%
1-130-30-730780 D - Grading-Gravel-Dust	22,916.63	23,732.62	26,000.00	29,500.20	(13.46%)
1-130-30-730790 D - Grading etc. - Salaries	28,210.38	22,008.87	40,915.00	19,149.98	53.20%
1-130-30-730870 E - Winter Road Maintenance	34,833.37	41,391.71	48,400.00	47,441.89	1.98%
1-130-30-730880 E - Winter Rd. Maint.-Salaries	38,545.87	38,575.40	60,655.00	45,531.97	24.93%
1-130-30-730960 F - Safety Devices	9,166.63	6,988.67	10,000.00	2,173.90	78.26%
1-130-30-730970 F - Safety Devices - Salaries	4,308.37	4,120.99	5,325.00	7,123.33	(33.77%)
1-130-30-731023 Asset Management	4,583.37	1,210.15	5,000.00	0.00	100.00%
1-130-30-731030 Tranfer to Reserves Rds Buildin	14,212.88	15,505.00	20,000.00	20,000.00	0.00%
1-130-30-731033 Transfer to Reserves Roads	103,821.63	113,260.00	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	79,386.12	86,602.75	87,581.00	130,393.11	(48.88%)
1-130-30-731039 Debt Principle Payment	71,302.88	77,785.00	102,285.00	102,285.00	0.00%
1-130-30-731040 Debt Interest Payment	5,145.25	5,600.63	11,392.00	10,522.24	7.63%
1-130-30-785040 Street Lights	2,750.00	2,796.42	41,200.00	2,063.22	94.99%
Total Expenditures	(1,125,914.13)	(1,123,248.03)	(1,131,080.00)	(1,027,777.51)	9.13%
Total Public Works	(774,278.01)	(728,332.35)	(938,512.00)	(760,080.47)	19.01%
Roads Network - Operating Gravel					
Expenditures					
1-130-31-700140 Employee Benefits	0.00	0.00	0.00	305.53	0.00%

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Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
1-130-31-730780 Annual Gravel Budget	23,833.37	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%
1-130-31-830007 Bingham Drive	0.00	0.00	0.00	6,172.05	0.00%
1-130-31-830010 Blackburn Road	0.00	646.05	0.00	457.69	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	8,045.94	0.00	2,520.58	0.00%
1-130-31-830058 Ferguson Road			0.00	7,245.40	0.00%
1-130-31-830065 Garden of Eden Road	0.00	8,782.47	0.00	36,038.33	0.00%
1-130-31-830074 Goshen Road			0.00	232.68	0.00%
1-130-31-830088 Humphries Rd	0.00	1,533.40	0.00	14,822.79	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	3,537.40	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%
Total Expenditures	(23,833.37)	(28,598.23)	(20,000.00)	(73,864.27)	(269.32%)
Total Roads Network - Operating Gravel	(23,833.37)	(28,598.23)	(20,000.00)	(73,864.27)	(269.32%)
Roads Network - Capital					
Revenues					
1-130-33-440100 OSG Roadways MNR	9,166.63	4,375.36	0.00	0.00	0.00%
1-130-33-440125 Canada Specific Grants - CWW	34,375.00	5,184.75	29,490.00	0.00	100.00%
1-130-33-440220 Ontario Grant	320,760.00	0.00	0.00	0.00	0.00%
1-130-33-440221 Ontario Grant - OCIF	632,698.00	632,388.16	880,139.00	83,989.00	90.46%
1-130-33-440222 Ontario Grant - CWWF	11,550.00	2,592.38	0.00	0.00	0.00%
1-130-33-440461 Transfer from Reserves - Roads	13,750.00	24,061.40	181,149.00	0.00	100.00%
1-130-33-440466 Transfer from Lot Dev Fund	82,225.00	145,442.17	6,360.00	0.00	100.00%
1-130-33-440550 Transfer from Reserves - Gas Ta	122,696.75	34,746.19	40,000.00	0.00	100.00%
1-130-33-440592 Transfer from Reserves - Roads	254,670.13	413,829.75	0.00	0.00	0.00%
Total Revenues	1,481,891.51	1,262,620.16	1,137,138.00	83,989.00	92.61%
Expenditures					
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	379,316.63	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	45,833.37	34,746.19	42,500.00	1,950.61	95.41%
1-130-33-830088 Humphries Rd	15,400.00	11,862.23	7,820.00	189.19	97.58%
1-130-33-830097 Johnston Rd	1,004,674.88	1,598,307.24	0.00	0.00	0.00%
1-130-33-830120 Lime Kiln Rd	45,833.37	12,014.09	31,500.00	34,590.46	(9.81%)
Total Expenditures	(1,491,058.25)	(1,690,285.02)	(1,147,138.00)	(37,571.01)	96.72%
Total Roads Network - Capital	(9,166.74)	(427,664.86)	(10,000.00)	46,417.99	564.18%

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Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
Storm Sewer System					
Expenditures					
1-130-35-700400 Contracted Services	4,583.37	0.00	3,000.00	949.52	68.35%
Total Expenditures	(4,583.37)	0.00	(3,000.00)	(949.52)	68.35%
Total Storm Sewer System	(4,583.37)	0.00	(3,000.00)	(949.52)	68.35%
Total Transportation Services	(811,861.49)	(1,184,595.44)	(971,512.00)	(788,476.27)	18.84%
Environmental Services					
Default					
Revenues					
1-140-00-440220 Ontario Grant	33,000.00	35,921.97	36,000.00	26,744.13	25.71%
1-140-00-440380 Tipping Fees	32,083.37	47,755.00	40,000.00	53,097.55	(32.74%)
1-140-00-440480 Blue Box & Composter	275.00	177.00	300.00	72.00	76.00%
1-140-00-440482 Ontario Stewardship Tires	0.00	2,906.57	0.00	(320.19)	0.00%
1-140-00-440483 Electronic Waste	687.50	1,205.71	1,000.00	1,537.93	(53.79%)
1-140-00-440640 Transfer from Reserves - Enviro	42,711.13	8,656.05	42,500.00	8,037.25	81.09%
Total Revenues	108,757.00	96,622.30	119,800.00	89,168.67	25.57%
Expenditures					
1-140-00-700010 Salaries	46,291.63	33,062.01	51,860.00	43,343.84	16.42%
1-140-00-700030 Committee Members Fees	1,375.00	687.00	1,000.00	290.61	70.94%
1-140-00-700035 Conference/Travel Expenses	1,283.37	27.71	1,400.00	0.00	100.00%
1-140-00-700060 Misc. Expenses	1,833.37	1,525.61	2,000.00	1,514.94	24.25%
1-140-00-700070 Insurance	1,982.75	2,121.22	2,259.00	2,248.37	0.47%
1-140-00-700080 Office Supplies	1,833.37	2,020.93	2,000.00	521.55	73.92%
1-140-00-700090 Material & Supplies	2,520.87	820.27	1,500.00	1,010.98	32.60%
1-140-00-700100 Telephone	275.00	56.23	300.00	339.73	(13.24%)
1-140-00-700110 Hydro	550.00	485.60	500.00	459.90	8.02%
1-140-00-700140 Employee Benefits	7,851.25	5,513.85	12,305.00	7,773.47	36.83%
1-140-00-700190 Building Maintenance	1,375.00	641.09	1,500.00	114.39	92.37%
1-140-00-700250 Transfer to Capital	3,208.37	0.00	23,500.00	0.00	100.00%
1-140-00-700253 Transfer to Capital - GATES			10,000.00	11,927.22	(19.27%)
1-140-00-700254 Transfer to Capital - Soak Pit	32,083.37	0.00	0.00	0.00	0.00%
1-140-00-700259 Capital - Sea Containers/Buildin	2,750.00	0.00	3,000.00	0.00	100.00%
1-140-00-700280 Advertising	550.00	141.48	600.00	58.92	90.18%
1-140-00-700285 Landfill Equipment	916.63	314.98	1,000.00	14,967.86	(1396.79%)
1-140-00-700400 Contracted Services	1,650.00	0.00	0.00	0.00	0.00%
1-140-00-730880 E - Winter Rd. Maint.-Salaries			0.00	270.54	0.00%
1-140-00-731038 Blue Box Purchase	0.00	0.00	600.00	0.00	100.00%
1-140-00-745020 Promotion and Education	1,375.00	0.00	1,500.00	0.00	100.00%
1-140-00-745021 Recycling - Tires	45.87	0.00	50.00	0.00	100.00%
1-140-00-745025 Household Hazardous Waste Da	1,650.00	833.52	1,800.00	0.00	100.00%
1-140-00-745026 Recycling - Curbside Pickup	61,673.37	65,526.36	76,000.00	67,043.34	11.79%
1-140-00-745027 Waste - Curbside Pickup	38,376.25	37,717.92	42,000.00	37,717.92	10.20%
1-140-00-745031 Compaction & Covering	36,666.63	35,717.76	40,000.00	39,702.41	0.74%

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1-140-00-745033 Landfill - Re-grind Waste	13,200.00	10,684.80	25,000.00	18,698.40	25.21%
1-140-00-745034 Material Transfers	5,500.00	0.00	2,000.00	0.00	100.00%
1-140-00-745040 Engineering Fees	23,833.37	9,689.75	15,000.00	9,870.74	34.20%
1-140-00-789020 Transfer to Reserves - Landfill	20,762.50	22,650.00	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%
Total Expenditures	(311,412.97)	(230,238.09)	(337,774.00)	(276,975.13)	18.00%
Total Default	(202,655.97)	(133,615.79)	(217,974.00)	(187,806.46)	13.84%
Total Environmental Services	(202,655.97)	(133,615.79)	(217,974.00)	(187,806.46)	13.84%
Parks & Recreation					
PARKS & REC ADMINISTRATION					
Revenues					
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%
Total Revenues	0.00	150,000.00	1,680.00	0.00	100.00%
Expenditures					
1-150-51-700010 Salaries	40,470.87	22,294.24	43,305.00	31,394.34	27.50%
1-150-51-700030 Com. Member Meetings	3,666.63	2,090.00	4,000.00	550.00	86.25%
1-150-51-700035 Conference/Travel Expenses	1,375.00	104.07	1,500.00	108.92	92.74%
1-150-51-700060 Misc. Expenses	91.63	1.53	100.00	0.00	100.00%
1-150-51-700070 Insurance	7,871.38	8,404.78	8,950.00	8,754.05	2.19%
1-150-51-700090 Office Supplies	733.37	853.99	800.00	295.59	63.05%
1-150-51-700140 Employee Benefits	9,716.63	3,280.08	14,845.00	3,862.87	73.98%
1-150-51-700260 Agreements	20,625.00	22,000.00	22,500.00	22,500.00	0.00%
1-150-51-700280 Advertising	91.63	1,793.24	1,500.00	39.90	97.34%
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	143,019.27	0.00	0.00	0.00%
Total Expenditures	(84,642.14)	(210,821.93)	(97,500.00)	(67,505.67)	30.76%
Total PARKS & REC ADMINISTRATION	(84,642.14)	(60,821.93)	(95,820.00)	(67,505.67)	29.55%
PARKS & REC OUTDOOR FACILITIES					
Revenues					
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	366.63	252.00	400.00	366.00	8.50%
1-150-52-440220 Ontario Grant	0.00	25,000.00	0.00	0.00	0.00%
1-150-52-440300 Flag Football	1,833.37	0.00	2,000.00	0.00	100.00%
1-150-52-440423 Volleyball Revenue	458.37	700.00	500.00	1,163.89	(132.78%)
1-150-52-440428 Soccer Registrations	5,683.37	6,660.00	6,200.00	4,790.92	22.73%
1-150-52-440431 Boat Launch Other Rev Misc.	3,666.63	3,262.67	3,000.00	2,468.84	17.71%
1-150-52-440434 Soccer - Fundraising Revenue	4,125.00	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	458.37	0.00	550.00	0.00	100.00%
Total Revenues	16,591.74	45,733.16	22,100.00	8,789.65	60.23%

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Expenditures					
1-150-52-700010 Salaries	2,488.75	2,982.65	3,079.00	2,776.20	9.83%
1-150-52-700140 Employee Benefits	307.12	679.41	885.00	838.98	5.20%
1-150-52-700201 Trail Maintenance	2,291.63	749.68	2,500.00	360.72	85.57%
1-150-52-700215 Soccer Field Maintenance	4,583.37	5,902.22	5,000.00	3,846.35	23.07%
1-150-52-700220 Boat Launch Property Maintenan	3,208.37	782.65	2,000.00	744.35	62.78%
1-150-52-700250 Transfer to Capital	4,583.37	9,539.99	5,000.00	0.00	100.00%
1-150-52-715070 River Road Property Study	458.37	210.74	0.00	0.00	0.00%
1-150-52-715071 Farrell's Landing Property	916.63	150.81	1,000.00	152.63	84.74%
1-150-52-785083 Volleyball Expense	91.63	70.98	5,000.00	1,872.05	62.56%
1-150-52-785084 Flag Football	1,008.37	257.98	1,100.00	0.00	100.00%
1-150-52-789000 Transfer to Reserves	412.50	(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%
Total Expenditures	(20,350.11)	(46,066.10)	(26,014.00)	(10,591.28)	59.29%
Total PARKS & REC OUTDOOR FACILITIES	(3,758.37)	(332.94)	(3,914.00)	(1,801.63)	53.97%
PARKS & REC COMMUNITY CENTRE					
Revenues					
1-150-53-440125 Canada Specific Grants	22,916.63	25,000.00	9,000.00	0.00	100.00%
1-150-53-440210 County Grant	6,467.12	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	8,250.00	9,147.88	9,000.00	10,728.42	(19.20%)
1-150-53-440429 Donations	0.00	179.00	0.00	100.00	0.00%
1-150-53-440434 Fundraising Revenue	4,354.13	0.00	0.00	0.00	0.00%
1-150-53-440440 Sale of Equipment	0.00	0.00	0.00	1,194.69	0.00%
1-150-53-440461 Transfer from Reserves	37,583.37	0.00	133,500.00	0.00	100.00%
1-150-53-440466 Transfer from Lot Dev Fund	5,748.38	0.00	5,500.00	0.00	100.00%
1-150-53-440800 Bar Sales	20,166.63	13,111.73	22,000.00	11,598.22	47.28%
Total Revenues	105,486.26	66,495.27	179,000.00	24,621.33	86.25%
Expenditures					
1-150-53-700010 Salaries	11,096.25	15,659.41	15,705.00	14,295.47	8.98%
1-150-53-700095 Restock Bar	9,276.63	6,753.89	10,120.00	4,978.42	50.81%
1-150-53-700100 Telephone	733.37	740.86	800.00	773.39	3.33%
1-150-53-700110 Utilities	16,041.63	9,417.87	15,000.00	9,165.76	38.89%
1-150-53-700140 Employee Benefits	1,246.63	2,186.44	2,270.00	1,876.82	17.32%
1-150-53-700190 Building Maintenance	4,583.37	7,002.50	5,000.00	3,256.35	34.87%
1-150-53-700191 Building Cleaning	1,375.00	1,434.21	2,000.00	1,174.63	41.27%
1-150-53-700200 Equipment Repairs/Replacement	8,300.38	836.40	2,000.00	298.64	85.07%
1-150-53-700203 Participaction	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	52,498.38	26,169.83	75,000.00	8,890.00	88.15%
1-150-53-700252 Transfer to Capital - Land Purch	13,750.00	0.00	61,000.00	0.00	100.00%
1-150-53-700258 Transfer to Capital - Hall Debt	4,354.13	0.00	0.00	0.00	0.00%
1-150-53-700280 Advertising	366.63	100.74	1,000.00	242.40	75.76%
1-150-53-715015 Computer Programs & Maintena	1,145.87	2,594.75	1,250.00	842.93	32.57%

RETURN TO AGENDA

TOWNSHIP OF HORTON
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Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
1-150-53-789000 Transfer to Reserves - Building	9,716.63	10,600.00	10,810.00	10,810.00	0.00%
Total Expenditures	(134,484.90)	(101,865.92)	(213,955.00)	(57,342.50)	73.20%
Total PARKS & REC COMMUNITY CENTRE	(28,998.64)	(35,370.65)	(34,955.00)	(32,721.17)	6.39%
PARKS & REC RINK					
Revenues					
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	1,106.10	0.00%
1-150-54-440431 Spring Hockey Team			0.00	3,300.00	0.00%
1-150-54-440433 Rink - Ice Rentals	1,375.00	1,100.00	1,500.00	1,606.19	(7.08%)
1-150-54-440434 Fundraising Revenue	8,983.37	0.00	0.00	0.00	0.00%
1-150-54-440444 Recreational Hockey Registratio	1,558.37	650.00	1,700.00	0.00	100.00%
1-150-54-440447 PA Day Hockey Day Camp			0.00	495.00	0.00%
Total Revenues	11,916.74	3,040.00	3,700.00	6,507.29	(75.87%)
Expenditures					
1-150-54-700010 Salaries	14,157.88	8,400.14	15,345.00	6,147.86	59.94%
1-150-54-700110 Utilities	5,866.63	2,658.28	6,400.00	3,219.07	49.70%
1-150-54-700140 Employee Benefits	2,261.38	1,451.43	3,400.00	1,272.36	62.58%
1-150-54-700190 Building Maintenance	3,666.63	792.11	6,600.00	3,078.32	53.36%
1-150-54-700191 Building Cleaning	458.37	63.72	500.00	206.62	58.68%
1-150-54-700200 Equipment Repairs/Maintenance	2,291.63	601.20	1,500.00	863.47	42.44%
1-150-54-700250 Transfer to Capital - Change Roo	12,466.63	0.00	7,294.00	0.00	100.00%
1-150-54-700255 Transfer to Capital - Rink Roof Fi	8,983.37	0.00	0.00	0.00	0.00%
1-150-54-700280 Advertising	550.00	181.83	500.00	144.60	71.08%
1-150-54-785069 Change Rooms	183.37	0.00	200.00	22.90	88.55%
1-150-54-785085 Recreational Hky/Public Skating	275.00	0.00	300.00	0.00	100.00%
1-150-54-785112 3 on 3 Mens Hockey Tournamen	0.00	0.00	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	0.00	0.00	139.62	0.00%
1-150-54-785122 SKATING LESSONS			500.00	0.00	100.00%
1-150-54-786018 Sports Equipment	458.37	0.00	500.00	0.00	100.00%
Total Expenditures	(51,619.26)	(14,148.71)	(43,039.00)	(18,612.19)	56.76%
Total PARKS & REC RINK	(39,702.52)	(11,108.71)	(39,339.00)	(12,104.90)	69.23%
PARKS & REC ANNUAL EVENTS					
Revenues					
1-150-55-440315 Cycle Event			3,000.00	0.00	100.00%
1-150-55-440426 Euchre Revenue	3,666.63	4,095.65	4,000.00	3,348.26	16.29%
1-150-55-440427 Country Dance Proceeds	8,708.37	7,496.47	9,500.00	6,599.17	30.54%
1-150-55-440429 Donations - Leadership Camp	0.00	2,000.00	0.00	1,250.00	0.00%
1-150-55-440431 Dance Lessons	1,833.37	3,809.00	2,000.00	0.00	100.00%
1-150-55-440446 Aerobics & Drop In Sports Fees	458.37	529.25	500.00	278.76	44.25%
1-150-55-440569 Children's Christmas Party	458.37	0.00	500.00	0.00	100.00%
1-150-55-440570 Winter Carnival Revenue	3,850.00	4,259.50	4,500.00	3,954.53	12.12%
1-150-55-440575 Canada Day Revenue	4,583.37	3,041.93	5,500.00	3,917.23	28.78%

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Total Revenues	23,558.48	25,231.80	29,500.00	19,347.95	34.41%
Expenditures					
1-150-55-785061 CYCLE EVENT			1,000.00	0.00	100.00%
1-150-55-785075 Canada Day Expenses	2,475.00	1,723.35	3,000.00	1,672.72	44.24%
1-150-55-785078 Children's Events	91.63	0.00	100.00	0.00	100.00%
1-150-55-785079 Children's Christmas Party	275.00	0.00	300.00	0.00	100.00%
1-150-55-785080 Winter Carnival Expenses	1,833.37	2,502.18	3,000.00	2,028.64	32.38%
1-150-55-785081 Country Dance Expenses	6,875.00	6,384.38	7,500.00	7,023.57	6.35%
1-150-55-785082 Aerobics & Drop In Sports	91.63	97.00	100.00	322.77	(222.77%)
1-150-55-785087 Dance Lessons	916.63	2,071.63	1,000.00	0.00	100.00%
1-150-55-785121 Leadership Camp	0.00	2,129.26	0.00	1,987.79	0.00%
1-150-55-786000 Euchres Expense	2,016.63	2,089.23	2,200.00	1,821.36	17.21%
Total Expenditures	(14,574.89)	(16,997.03)	(18,200.00)	(14,856.85)	18.37%
Total PARKS & REC ANNUAL EVENTS	8,983.59	8,234.77	11,300.00	4,491.10	60.26%
PARKS & REC FUNDRAISING EVENTS					
Revenues					
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	10.00	0.00	0.00	0.00%
1-150-56-440449 Quilt Raffle	916.63	210.00	1,000.00	459.00	54.10%
1-150-56-440450 Easter Egg Hunt	916.63	1,089.00	1,000.00	648.00	35.20%
1-150-56-440452 Fruit Fundraiser	9,350.00	8,140.00	9,000.00	9,009.00	(0.10%)
1-150-56-440453 Dinner & Show	916.63	0.00	2,000.00	0.00	100.00%
1-150-56-440455 Murder Mystery	2,750.00	3,567.00	3,500.00	1,816.84	48.09%
1-150-56-440456 Fundraising Catering	3,666.63	14,033.62	5,000.00	5,583.32	(11.67%)
1-150-56-440457 Harvest Dinner	3,208.37	2,788.06	3,500.00	2,341.59	33.10%
1-150-56-440458 Trivia Night	641.63	450.00	1,500.00	535.00	64.33%
1-150-56-440459 Pancake Supper	458.37	0.00	0.00	0.00	0.00%
1-150-56-440801 Hockey Tournament	916.63	2,907.80	5,360.00	0.00	100.00%
1-150-56-440802 Craft Day/Bake Sale	366.63	0.00	0.00	0.00	0.00%
Total Revenues	24,108.15	33,195.48	36,360.00	23,136.71	36.37%
Expenditures					
1-150-56-785100 Easter Egg Hunt	275.00	405.75	450.00	398.16	11.52%
1-150-56-785102 Fruit Fundraiser	7,608.37	6,737.51	7,000.00	7,634.80	(9.07%)
1-150-56-785103 Dinner & Show	275.00	0.00	700.00	0.00	100.00%
1-150-56-785104 Mini Sticks Hockey Tournament	0.00	0.00	200.00	178.09	10.96%
1-150-56-785105 Murder Mystery	916.63	1,128.48	1,500.00	449.02	70.07%
1-150-56-785106 Fundraising Catering	3,666.63	7,788.08	5,000.00	1,640.81	67.18%
1-150-56-785107 Harvest Dinner	1,283.37	1,470.08	1,900.00	1,743.46	8.24%
1-150-56-785108 Trivia Night	275.00	312.98	1,000.00	370.13	62.99%
1-150-56-785109 Pancake Supper	91.63	0.00	0.00	0.00	0.00%
1-150-56-785112 Hockey Tournament	458.37	882.00	1,360.00	0.00	100.00%

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1-150-56-785114 Quilting	275.00	61.06	300.00	112.36	62.55%
1-150-56-785117 Social Gaming Night			1,000.00	241.24	75.88%
1-150-56-786000 Euchre Tournament			400.00	45.60	88.60%
1-150-56-789070 Transf to Reserves - Working for	8,983.37	0.00	15,550.00	0.00	100.00%
Total Expenditures	(24,108.37)	(18,785.94)	(36,360.00)	(12,813.67)	64.76%
Total PARKS & REC FUNDRAISING EVENTS	(0.22)	14,409.54	0.00	10,323.04	0.00%
PARKS & REC HORTON HOEDOWN					
Revenues					
1-150-57-440220 Ontario Grant			14,046.00	9,832.00	30.00%
1-150-57-440311 Kids Night Out	458.37	0.00	0.00	0.00	0.00%
1-150-57-440312 Family Night Out	366.63	185.00	0.00	0.00	0.00%
1-150-57-440313 Amazing Race	275.00	440.00	0.00	0.00	0.00%
1-150-57-440314 Glow Run	458.37	0.00	0.00	0.00	0.00%
1-150-57-440429 Hoedown Donations	0.00	0.00	0.00	30,742.87	0.00%
1-150-57-440432 Christmas Craft Show	916.63	630.00	0.00	642.75	0.00%
1-150-57-440434 Raffle	1,833.37	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	9,166.63	1,162.13	5,000.00	796.46	84.07%
1-150-57-440571 Horton Festival Admission	0.00	23,462.76	42,100.00	22,224.00	47.21%
1-150-57-440572 Horton Festival Sponsors	0.00	12,195.00	15,000.00	7,600.00	49.33%
1-150-57-440573 Horton Festival Concessions	0.00	3,421.76	1,600.00	2,324.78	(45.30%)
1-150-57-440800 Hoedown - Bar Proceeds	0.00	10,641.00	22,000.00	16,927.36	23.06%
Total Revenues	13,475.00	95,283.63	99,746.00	91,090.22	8.68%
Expenditures					
1-150-57-700060 Hoedown Misc. Expenses			915.00	19,944.38	(2079.71%)
1-150-57-700080 Hoedown Office Supplies			200.00	0.00	100.00%
1-150-57-700090 Hoedown Accomodations			3,600.00	2,156.33	40.10%
1-150-57-700095 Hoedown Bar Expense			11,129.00	6,611.44	40.59%
1-150-57-700110 Hoedown Utilities			5,000.00	991.10	80.18%
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	32,473.06	(49.17%)
1-150-57-700205 Hoedown Concession/Merchandi			1,000.00	371.25	62.88%
1-150-57-700240 Hoedown Communication			525.00	500.00	4.76%
1-150-57-700280 Hoedown Advertising			4,000.00	1,185.25	70.37%
1-150-57-718040 Hoedown Contracted Services			7,500.00	10,532.86	(40.44%)
1-150-57-745040 Hoedown Production Staff			5,300.00	6,100.00	(15.09%)
1-150-57-785061 Christmas Craft Show	320.87	302.00	0.00	259.35	0.00%
1-150-57-785070 Raffle	1,558.37	0.00	0.00	0.00	0.00%
1-150-57-785078 Horton Festival	6,416.63	93,638.78	34,000.00	34,618.31	(1.82%)
1-150-57-785117 Kids Night Out	183.37	0.00	0.00	0.00	0.00%
1-150-57-785118 Family Night Out	275.00	125.05	0.00	0.00	0.00%
1-150-57-785119 Amazing Race	183.37	378.93	0.00	0.00	0.00%
1-150-57-785120 Glow Run	183.37	0.00	0.00	0.00	0.00%
1-150-57-789000 Transfer to Reserves			4,183.00	1,678.95	59.86%

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1-150-57-789070 Transfer Profit to Capital Loans	4,354.13	0.00	0.00	0.00	0.00%
Total Expenditures	(13,475.11)	(94,444.76)	(99,746.00)	(117,422.28)	(17.72%)
Total PARKS & REC HORTON HOEDOWN	(0.11)	838.87	0.00	(26,332.06)	0.00%
Total Parks & Recreation	(148,118.41)	(84,151.05)	(162,728.00)	(125,651.29)	22.78%
Health Services					
Default					
Revenues					
1-160-00-440300 Doctor Recruitment - Fees & Ch	0.00	26.55	0.00	20.00	0.00%
1-160-00-440391 Martin Cemetery Donation	0.00	460.00	0.00	0.00	0.00%
Total Revenues	0.00	486.55	0.00	20.00	0.00%
Expenditures					
1-160-00-700010 Salaries	265.87	353.70	340.00	392.56	(15.46%)
1-160-00-700140 Employee Benefits	50.38	75.03	90.00	67.54	24.96%
1-160-00-700221 Cemetery Maintenance - Martin	0.00	300.00	0.00	0.00	0.00%
1-160-00-700222 Cemetery Maintenance - McLare	183.37	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	916.63	1,000.00	1,000.00	1,000.00	0.00%
1-160-00-750020 Soc Serv Home Supp Grant	1,127.50	1,230.00	1,230.00	1,230.00	0.00%
1-160-00-750030 Renfrew Sunshine Coach	962.50	1,050.00	1,050.00	1,050.00	0.00%
1-160-00-750040 Doctor Recruitment	26,850.12	29,381.06	29,877.00	29,977.00	(0.33%)
1-160-00-750050 Hospice Renfrew	229.13	250.00	250.00	250.00	0.00%
Total Expenditures	(30,585.50)	(33,639.79)	(33,837.00)	(33,990.48)	(0.45%)
Total Default	(30,585.50)	(33,153.24)	(33,837.00)	(33,970.48)	(0.39%)
Total Health Services	(30,585.50)	(33,153.24)	(33,837.00)	(33,970.48)	(0.39%)
Planning					
Default					
Revenues					
1-170-00-440330 Fees & Charges Planning	4,766.63	(400.00)	5,200.00	4,300.00	17.31%
1-170-00-440355 Fees & Charges Zoning Compl.	366.63	460.00	400.00	300.00	25.00%
1-170-00-440466 Transfer from Lot Dev Fund	13,291.63	9,810.38	0.00	0.00	0.00%
Total Revenues	18,424.89	9,870.38	5,600.00	4,600.00	17.86%
Expenditures					
1-170-00-700060 Com. Member Fees	1,833.37	1,375.00	1,700.00	300.00	82.35%
1-170-00-700090 Materials & Supplies	91.63	154.89	300.00	0.00	100.00%
1-170-00-780010 Contracted Services	15,583.37	12,068.30	2,000.00	750.00	62.50%
1-170-00-780100 Economic Development	1,833.37	203.52	2,000.00	203.52	89.82%
Total Expenditures	(19,341.74)	(13,801.71)	(6,000.00)	(1,253.52)	79.11%
Total Default	(916.85)	(3,931.33)	(400.00)	3,346.48	936.62%
Total Planning	(916.85)	(3,931.33)	(400.00)	3,346.48	936.62%

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Fire					
Default					
Revenues					
1-180-00-440110 Provincial Fees and Charges	1,833.37	0.00	7,000.00	1,431.00	79.56%
1-180-00-440310 Fees & Charges Fire	3,666.63	60.00	1,800.00	(54.00)	103.00%
1-180-00-440440 Oth Rev Sale of Equipment			0.00	1,194.69	0.00%
1-180-00-440461 Transfer from Reserve	339,179.50	0.00	379,950.00	379,949.32	0.00%
1-180-00-440466 Transfer from Lot Dev Fund	38,047.13	4,922.00	51,500.00	51,500.00	0.00%
Total Revenues	382,726.63	4,982.00	440,250.00	434,021.01	1.41%
Expenditures					
1-180-00-700010 Salaries	27,500.00	20,766.16	35,000.00	23,405.89	33.13%
1-180-00-700035 Conference/Travel Expenses	916.63	0.00	750.00	0.00	100.00%
1-180-00-700060 Misc. Expenses	916.63	828.93	1,000.00	1,410.68	(41.07%)
1-180-00-700070 Insurance	13,520.87	14,181.67	15,103.00	14,726.73	2.49%
1-180-00-700080 Office Supplies	916.63	305.13	1,000.00	518.77	48.12%
1-180-00-700090 Clothing Expense	916.63	0.00	1,000.00	1,435.32	(43.53%)
1-180-00-700100 Telephone	1,145.87	1,384.86	1,250.00	1,355.87	(8.47%)
1-180-00-700110 Utilities	5,729.13	6,171.76	6,250.00	5,007.59	19.88%
1-180-00-700140 Employee Benefits	3,850.00	1,004.19	4,200.00	2,426.68	42.22%
1-180-00-700180 Office Equip. & Maint.	733.37	1,412.90	1,500.00	2,186.56	(45.77%)
1-180-00-700190 Building Maintenance	1,375.00	9,171.12	1,500.00	1,461.38	2.57%
1-180-00-700191 Building Cleaning	916.63	793.20	1,000.00	1,000.19	(0.02%)
1-180-00-700200 Fire Equipment Maintenance	16,500.00	8,008.10	17,000.00	17,285.84	(1.68%)
1-180-00-700210 Fleet Maintenance	7,333.37	6,006.66	7,000.00	6,012.11	14.11%
1-180-00-700230 Fuel & Oil	687.50	0.00	750.00	0.00	100.00%
1-180-00-700240 Radio/Communications	2,383.37	1,313.08	2,000.00	1,864.30	6.79%
1-180-00-700250 Transfer to Capital	377,226.63	0.00	431,450.00	431,449.32	0.00%
1-180-00-700260 Extrication Agreement	3,208.37	4,506.25	5,000.00	2,000.00	60.00%
1-180-00-700261 Water Rescue Agreement			3,000.00	1,000.00	66.67%
1-180-00-715015 Computer/Program Maintenance	2,291.63	318.39	3,000.00	1,274.89	57.50%
1-180-00-721045 Admin Mutual Aid	229.13	0.00	0.00	0.00	0.00%
1-180-00-721060 Training	2,291.63	421.56	2,500.00	1,113.42	55.46%
1-180-00-721070 Compressed Air	229.13	0.00	250.00	0.00	100.00%
1-180-00-721080 Extinguisher Recharges	275.00	0.00	300.00	0.00	100.00%
1-180-00-721210 Communications - County	3,666.63	0.00	4,000.00	0.00	100.00%
1-180-00-721230 Fire Prevention	1,833.37	1,576.98	2,000.00	2,213.23	(10.66%)
1-180-00-721240 Hydrant/Water Supply	275.00	72.71	300.00	107.26	64.25%
1-180-00-789005 Transfer to Reserves Fire Equip	29,920.00	32,640.00	33,295.00	33,295.00	0.00%
1-180-00-789038 Transfer to Reserves - Building	1,375.00	1,500.00	1,500.00	1,500.00	0.00%
Total Expenditures	(508,163.15)	(112,383.65)	(582,898.00)	(554,051.03)	4.95%
Total Default	(125,436.52)	(107,401.65)	(142,648.00)	(120,030.02)	15.86%
Total Fire	(125,436.52)	(107,401.65)	(142,648.00)	(120,030.02)	15.86%

RETURN TO AGENDA

TOWNSHIP OF HORTON
Statement of Revenue and Expenditures
Revised Budget

For the Fiscal Period 2019-11 Ending November 30, 2019

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
Building Department					
Default					
Revenues					
1-190-00-440385 Septic Permits	7,333.37	8,660.00	8,000.00	7,260.00	9.25%
1-190-00-440410 Building Permits	41,250.00	43,853.00	45,000.00	45,069.00	(0.15%)
1-190-00-440431 Misc. Revenue	4,583.37	2,700.00	3,000.00	1,850.00	38.33%
1-190-00-440605 Transfer from Reserves	22,206.25	13,535.92	11,275.00	0.00	100.00%
Total Revenues	75,372.99	68,748.92	67,275.00	54,179.00	19.47%
Expenditures					
1-190-00-700010 Salaries	45,375.00	41,250.00	49,500.00	41,250.00	16.67%
1-190-00-700035 Conference/Travel Expenses	320.87	55.50	350.00	0.00	100.00%
1-190-00-700060 Misc. Expenses	91.63	0.00	100.00	0.00	100.00%
1-190-00-700080 Office Supplies	5,683.37	121.64	1,500.00	195.24	86.98%
1-190-00-700100 Telephone	275.00	317.36	300.00	326.74	(8.91%)
1-190-00-700140 Employee Benefits	5,729.13	6,794.61	6,250.00	4,700.03	24.80%
1-190-00-700190 Building Maintenance - Partial S	2,589.62	2,825.00	1,775.00	0.00	100.00%
1-190-00-700250 Transfer to Capital	4,583.37	0.00	0.00	0.00	0.00%
1-190-00-718040 Contracted Services	1,833.37	0.00	2,000.00	0.00	100.00%
1-190-00-785066 Office Administration	8,891.63	9,700.00	5,500.00	0.00	100.00%
Total Expenditures	(75,372.99)	(61,064.11)	(67,275.00)	(46,472.01)	30.92%
Total Default	0.00	7,684.81	0.00	7,706.99	0.00%
Total Building Department	0.00	7,684.81	0.00	7,706.99	0.00%
Total General Fund	0.00	(12,956.38)	0.00	906,268.92	0.00%

RETURN TO AGENDA

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

	2019	2018
<u>Financial Assets</u>		
Cash In Bank	2,090,860.91	1,025,066.69
Petty Cash	2,325.00	2,325.00
Accts. Receivable	13,920.85	135,475.18
Prepaid Expenses	6,837.89	3,698.07
Due To Other Funds	0.00	0.00
Property Taxes	743,206.78	526,607.77
HST	141,475.18	194,373.60
Tangible Capital Assets	10,708,133.20	9,486,468.86
Inventory	15,651.72	21,555.31
Financial Assets	\$ 13,722,411.53	\$ 11,395,570.48
<u>Liabilities</u>		
	0.00	0.00
Due To Canada	0.00	0.00
Due to Canada - HST	(1,664.56)	(203.85)
Due To Ontario	226.92	349.04
Accounts Payable - Other	20,859.98	81,809.07
Other Current Liabilities	606,424.54	705,527.25
Deferred Revenue	5,513.34	5,750.34
Tax Overpayment	33,675.11	21,973.39
Reserves	1,998,960.69	1,601,488.94
Surplus	10,152,146.59	8,991,832.68
Liabilities	\$ 12,816,142.61	\$ 11,408,526.86
<u>Net Financial Assets/(Net Debt)</u>	\$ 906,268.92	\$ (12,956.38)
<u>Accumulated Surplus</u>	\$ 906,268.92	\$ (12,956.38)

RETURN TO AGENDA



Township of Horton
COUNCIL / COMMITTEE REPORT

Title: 2019 PROCEDURAL AUDIT MANAGEMENT LETTER	Date:	December 3 rd , 2019
	Council/Committee:	General Government Committee
	Author:	Hope Dillabough, CAO/Clerk
	Department:	Finance

RECOMMENDATIONS:

None - Information Only

BACKGROUND:

The 2019 procedural audit was conducted the week of August 26th, 2019 by MacKillican and Associates. Attached as appendix "A" are the findings from the audit.

Comments from the findings are as follows:

Bar Revenue – Inventory controls did not meet the internal controls the auditors were seeking. A system should be implemented as soon as possible.

Credit Cards – Both the CAO/Clerk and Treasurer concur with the auditor's statement and will draft a policy to come forward in the near future.

Bank Reconciliation – I concur with the auditor's comments. The CAO/Clerk shall review, approve and sign off on each monthly Bank Reconciliation.

Revenue – Staff will ensure the previous Treasurer and CAO/Clerk's names are taken off of the EFT confirmations.

General – Council and staff are currently using the Asset Management Plan and 10 Year Capital plan during budget deliberations. Going forward Council may want to direct their efforts more towards the 10 Year Long Term Financial Strategy planning as part of the annual budget deliberations which would encompass Levels of Service for each department. Ontario regulation 588/17 also has further requirements that a municipality must comply with by specific dates. The first deadline is July 1, 2019 for the purpose of passing a Strategic Asset Management Policy has already been finalized.

ALTERNATIVES:

None

FINANCIAL IMPLICATIONS:

None

RETURN TO AGENDA

CONSULTATIONS:

The CAO/Clerk along with the Treasurer have reviewed the findings.

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O. 
signature



**MACKILLICAN
& ASSOCIATES**
CHARTERED PROFESSIONAL
ACCOUNTANTS

11 November 2019.

The Mayor and Members of Council,
Township of Horton,
2253 Johnston Road,
R. R. #5,
RENFREW, Ontario.
K7V 3Z8

Dear Mayor and Members of Council:

Re: Audit of 2019 Financial Statements

The objective of our audit was to express an opinion on the financial statements. Included in our audit was the consideration of internal control relevant to the preparation and fair presentation of the financial statements. This consideration of internal control was for the purpose of designing audit procedures that were appropriate in the circumstances. It was not for the purpose of expressing an opinion on the effectiveness of internal control or for identifying all significant control deficiencies that might exist.

During the course of our audit, we identified a number of deficiencies that met the definition of a significant deficiency. A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance. Communicating significant deficiencies assists those charged with governance in fulfilling their oversight responsibilities. Our comments should not be construed as a criticism, but rather a means to further strengthen your internal controls.

Bar Revenue

We would suggest that inventory counts should be performed prior to and after each event for bar supplies and amounts should be reconciled. Inventory counts are a strong internal control and would allow for the reconciliation of purchases and sales of individual items. The reconciliation would provide the Township the necessary information to determine if any irregularities exist.

Credit Cards

After examination on the Cash/Cheques on Hand Policy, we would recommend that a formal credit card policy be drafted to provide guidance on credit card use. A formal credit card policy is critical for a Municipality as charges are similar to those an individual would make. The policy at a minimum should address the following areas, employees eligible to use credit cards, clearly identify prohibited uses and unauthorized charges for the cards, spending limits, required documentation to support all charges and proper account classification, timely monthly reconciliation of statements and review and an enforcement mechanism. These controls will help prevent any misappropriation to the Municipality.

...2

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14 Madawaska Street – P.O. Box 94
Arnprior ON. K7S 3H2
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J.D. Healey, CPA, CA, LPA | R.K. Richards, CPA, CA, LPA | B.D. Thompson, CPA, CA, LPA | D.J. Thompson, CPA, CA, LPA

RETURN TO AGENDA

- Page 2 -

Bank Reconciliation

The bank reconciliation is an important internal control that ensures that the books reflect the same cash balance as the actual amount of cash in the bank. The reconciliation also offers an opportunity to verify cash receipts and disbursements transactions. Transactions included in the bank statement should be entered in the general ledger during reconciliation. At the present time, the bank reconciliation is not approved by a secondary individual in the office. We would recommend that all bank reconciliations be approved and signed by the CAO in order to better segregate duties and strengthen internal controls of the office.

Revenue

During the audit it was determined that the contact person on the electronic fund transfer confirmations is a previous Treasurer. We would recommend that the contact person be updated to the current Treasurer.

General Ledger

In order for council to make accurate financial decisions throughout the year the general ledger should include all transfers to/from reserves and also all accrued revenue and expenses that can be determined with a high level of certainty. By having these entries included in the general ledger it will allow council to make informed decisions throughout the year.

General

The Township, with the help of the Province, had an Asset Management Plan developed to assist with the long term planning and budgeting of the Township. The Asset Management Plan is a valuable document and should be referenced and used in any capital budgeting or financing discussion to help ensure funds are being allocated to the appropriate areas and are consistent with the Asset Management Plan.

This communication is prepared solely for your information and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication. If you wish to discuss any of the above matters, we would be pleased to do so at your convenience.

We wish to express our appreciation for the assistance extended to us by your staff during the course of our audit.

Yours very truly,

MacKillican & Associates,



Per:

(Rory K. Richards, CPA, CA, LPA)

RKR:tb - 2019

RETURN TO AGENDA



Township of Horton COUNCIL / COMMITTEE REPORT

Title: 2019 Township of Horton Corporate Policy Review Section H – Discipline	Date:	December 3 rd , 2019
	Council/Committee:	Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	General Government

RECOMMENDATIONS:

THAT Council accept Corporate Policies H-01 and H-02 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 H reviewed and updated as attached:

- Policy H-01 – Suspension or Loss of Drivers' License
- Policy H-02 – Discipline and Dismissal

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

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: County of Renfrew's Corporate Policies

Author: 
signature

Other: _____
signature

Treasurer: _____
signature

C.A.O. 
signature

The Township of Horton Policy and Procedures			
SECTION: DISCIPLINE		POLICY #: H-01	
POLICY: Suspension or Loss of Driver's License			
DATE: April 07/03	REV. DATE: November 2019	COVERAGE: All Employees	PAGE #: 1 of 3

POLICY STATEMENT:

The Township of Horton ensures that employees are aware of the possible effects that a driver's licence suspension has on their employment and provides general guidelines with regard to appropriate and equitable disciplinary action when an employee is unable to carry out his/her normal duties as a result of the suspension or loss.

PROCEDURE:

1. Any employee who requires a driver's licence in the performance of his/her duties either occasionally or on a regular basis and who has had his/her driver's licence suspended must immediately notify his/her Supervisor with the following information:
 - (a) the date of the infraction;
 - (b) details of the infraction;
 - (c) a copy of the summons;
 - (d) the date of the hearing; and
 - (e) the date and the duration of the suspension if available;

The Supervisor must notify his/her Manager who informs the CAO/Clerk of the circumstances.

2. The CAO/Clerk will undertake to investigate each situation as it becomes aware of one of its employees becoming subject to a lengthy driver's license suspension.
3. The CAO/Clerk with the ~~Human Resources~~ **General Government** Committee and the relevant Manager will consider the impact of the employee's conduct and the loss of driver's licence on his/her ability to perform the work duties and responsibilities required.
4. The CAO/Clerk consults with the ~~Human Resources~~ **General Government** Committee, which reports to Council, to determine an appropriate course of action. The attached chart is used as a guideline only. Action taken may be altered according to the circumstances of each incident. Matters for consideration include:

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: DISCIPLINE		POLICY #: H-01	
POLICY: Suspension or Loss of Driver's License			
DATE: April 07/03	REV. DATE: November 2019	COVERAGE: All Employees	PAGE #: 2 of 3

- (a) requirements for driver's licence;
- (b) the length of the suspension;
- (c) whether driving a Township-owned vehicle or personal vehicle; and
- (d) the employee's employment record and the availability of alternative non-driving positions;

The recurrence of incidents increases the degree of discipline.

3. This Policy applies to driving infractions incurred while on or off duty. For infractions incurred while on duty, additional disciplinary action may be applied in accordance with the Township's general Disciplinary Guide.
4. Infractions related to impairment by drug or alcohol dependence will involve an offer of assistance in accordance with the Employee Substance Dependence Policy (G-03).

The Township of Horton Policy and Procedures			
SECTION: DISCIPLINE			POLICY #: H-01
POLICY: Suspension or Loss of Driver's License			
DATE: April 07/03	REV. DATE: November 2019	COVERAGE: All Employees	PAGE #: 3 of 3

APPENDIX A:

**DISCIPLINARY GUIDELINES:
SUSPENSION OR LOSS OF DRIVER'S LICENCE**

LENGTH OF SUSPENSION	NO DISCIPLINE	DECLASSIFICATION/ SUSPENSION/LEAVE WITHOUT PAY	TERMINATION
Up to and Including 3 Months	-----	-----	
Over 3 Months up to and Including 12 Months		-----	-----
Over 12 Months		-----	-----

- KEY:**
- Optional Disciplinary Action
 - Alternative Disciplinary Action
 - Disciplinary Action

The Township of Horton Policy and Procedures			
SECTION: DISCIPLINE			POLICY #: H-02
POLICY: Discipline and Dismissal			
DATE: April 07/03	REV. DATE: November 2019	COVERAGE: All Employees	PAGE #: 1 of 3

POLICY STATEMENT:

The purpose of discipline is correction. It is important to ensure that employees perform their duties in compliance with Township of Horton rules, directives, regulations, instructions, and procedures, since the objectives of the Township cannot be achieved without this acceptance and conformity.

PROCEDURE:

1. Review appropriate Township Policy.
2. The following apply to the responsibility of the Manager:
 - (a) Managers are responsible for guiding employees in their behaviour at work;
 - (b) The manner in which guidance is given is all-important. Most individuals conduct themselves properly when they understand exactly what is expected of them. Employees should, therefore, receive clear, unambiguous instructions on the code of behaviour and work performance expected of them and followed up in writing;
 - (c) Managers, in conjunction with the CAO/Clerk, are held accountable for the completeness and accuracy of documentation that may be relied upon for discipline. Proper documentation, retained in the Personnel file, is essential to the process of administering fair and reasonable discipline; and
 - (d) Follow-up is important. It is not enough to discipline an employee and "let the case rest." A systematic and controlled review of job performance is required.
3. The following apply to Disciplinary Techniques:
 - (a) It is essential to give the employee every possible chance to explain his/her actions so that the Manager and other investigating officers shall not err because all the facts or circumstances are unknown;
 - (b) There are a number of instances that require discipline of varying degree.
 - (c) One incident may involve more than one infraction; and
 - (d) Following the doctrine of progressive discipline, the degree of discipline increases with the number of incidents per infraction. The increased degree of discipline is particularly significant if there is a recurrence of incidents involving like or similar misconduct;
 - (e) All disciplinary action is recorded so that relevant facts may be substantiated at a later date if necessary.

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: DISCIPLINE			POLICY #: H-02
POLICY: Discipline and Dismissal			
DATE: April 07/03	REV. DATE: November 2019	COVERAGE: All Employees	PAGE #: 2 of 3

4. Before an employee is sent a letter of warning the Manager discusses the content of the letter with the CAO/Clerk. Any questions regarding disciplinary procedures are directed to the CAO/Clerk. Before an employee is sent a letter of suspension or dismissal, the Manager discusses the content of the letter with CAO/Clerk. Any questions regarding disciplinary procedures are directed to the CAO/Clerk.
5. The following are Types of Discipline:
- (a) Oral Reprimand:
- (i) A Manager may give an oral reprimand to an employee for minor infractions;
 - (ii) This reprimand is given in private so that the employee and Manager may both benefit from a free interchange of opinion; and
 - (iii) When an oral reprimand, rather than a letter of warning is given, the incident is closed and becomes part of the employee's record for information purposes only;
- (b) Letter of Warning:
- (i) if it is recommended by a Manager to the CAO/Clerk and agreed that a letter of warning is issued, the following must apply:
 - The letter includes a description of the infraction(s); a warning that repetition of the infraction(s) results in more severe disciplinary action; and, in the case of incompetence, a specific time limit during which work is to be brought up to a required standard.
 - This letter is signed by Manager and sent to the employee within five (5) days of the infraction or culminating incident, with copies sent to the CAO/Clerk.
- (c) Suspension:
- (i) If the infraction(s) is deemed serious by the Manager and/or CAO/Clerk, a recommendation may be sent to Council recommending suspension of the employee.
 - (ii) A letter of suspension is sent to the employee and must include: a description of the infraction(s); a warning that repetition of the infraction(s) results in more severe disciplinary action; in the case

The Township of Horton Policy and Procedures			
SECTION: DISCIPLINE			POLICY #: H-02
POLICY: Discipline and Dismissal			
DATE: April 07/03	REV. DATE: November 2019	COVERAGE: All Employees	PAGE #: 3 of 3

- of incompetence, a specific time limit during which the employee must bring his/her work up to a required standard; and, the time period that the employee is suspended without pay;
- (iii) The Manager signs the letter and sends it to the employee, with copies sent to the CAO/Clerk.
- (d) Discharge:
- (i) If the infraction(s) is critical to the efficient operation of the Department, Council may decide to discharge the employee;
- (ii) A letter of discharge is issued promptly to the employee by Council, subject to part 4 above;
- (iii) This letter includes: a description of the infraction(s), a description of disciplinary action taken to date (if applicable), and a notice that the employee is dismissed on a specific date (within a legal time period); and
- (iv) This letter is signed by the Manager and sent to the employee with copies to the CAO/Clerk.
6. Discipline of the CAO/Clerk is processed by the Council.
7. At any given time, the CAO/Clerk and/or Council may recommend to the ~~Human Resources~~ **General Government** Committee to seek solicitation advice.



Township of Horton COUNCIL / COMMITTEE REPORT

Title: 2019 Township of Horton Corporate Policy Review Section I – Information Services	Date: December 3 rd , 2019
	Council/Committee: Council
	Author: Hope Dillabough, CAO/Clerk
	Department: General Government

RECOMMENDATIONS:

THAT Council accept Corporate Policies I-01 and I-02 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 I reviewed and updated as attached:

- Policy I-01 – Reproduction and Distribution of Documents not Covered by MFIPPA
- Policy I-02 – Contractors' Confidentiality Statement

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

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: County of Renfrew's Corporate Policies

Author:


signature

Other:

signature

Treasurer:


signature

C.A.O.


signature

The Township of Horton Policy and Procedures			
SECTION: INFORMATION SERVICES			POLICY #: I-01
POLICY: Reproduction and Distribution of Documents not Covered by MFIPPA			
DATE: April 07/03	REV. DATE: November 2019	COVERAGE: All Employees	PAGE #: 1 of 1

POLICY STATEMENT:

Upon request from the public or an organization, The Township of Horton may agree to reproduce and distribute, according to a fixed rate, any record, book, account, or document in possession of the ~~Clerk-Treasurer~~ CAO/Clerk and/or Treasurer not covered under the *Municipal Freedom of Information and Protection of Privacy Act*.

PROCEDURE:

1. Upon request from an applicant, the Township may agree to photocopy any record, book, account, or document that is not covered under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.
2. The fixed rate charged to the applicant for any photocopies received is one dollar (\$1.00) for the first page and twenty cents (~~20¢~~) (25¢) for each additional page.

The Township of Horton Policy and Procedures			
SECTION: INFORMATION SERVICES			POLICY #: I-02
POLICY: Contractors' Confidentiality Agreement			
DATE: April 07/03	REV. DATE: November 2019	COVERAGE: All Contractors with the Township of Horton	PAGE #: 1 of 1

POLICY STATEMENT:

Contractors who engage in any business with the Township of Horton, and who, while carrying out such business, may have access to Township records and/or personal information, may be required to sign a 'Confidentiality Agreement' (*pursuant to Section 47(c) of the Municipal Freedom of Information and Protection of Privacy Act and Ontario Regulation 823*), to ensure the security and confidentiality of records and personal information under the control of the Township of Horton.

PROCEDURE:

1. Any new contract entered into between the Township and a Contractor may be conditional upon the service provider signing the 'Contractor Confidentiality Agreement'.
2. Upon the Township's acceptance of an offer, the 'Contractor Confidentiality Agreement' is signed by the service provider, dated, witnessed, and placed in the Contractor's file with the respective Department.
3. A Contractor's refusal to sign a 'Contractor Confidentiality Agreement' may void and nullify the contract between the Township and the Contractor.

APPENDIX A:

[Contractor Confidentiality Agreement](#)

Horton Township



Form I-02

CONFIDENTIALITY AGREEMENT

In consideration for the Agreement dated _____ (hereinafter the "Contract") between the Township of Horton (hereinafter the "Township") and _____ (hereinafter the "Company") to provide services related to the _____, the parties hereby agree as follows:

1. The Company acknowledges that during the course of providing their services to the Township, their employees, dependent or independent contractors, or anyone engaged by them in any capacity to perform or assist in the performance of such services as outlined by the Contract, may come into contact with or gain access to confidential information, including but not limited to medical, salary, personnel, political and other information.
2. The Company acknowledges that any information encountered in any way in the performance of the services outlined in the terms of the above-referenced Contract must be kept strictly confidential and may not be divulged to anyone, for any purpose or used personally by the individual or individuals, for any purpose.
3. The Company acknowledges that this Agreement survives the termination of the Contract and that during the term of the above-referenced Contract and after its termination, the Company will take all necessary steps to ensure the protection of the confidentiality of any of the above-referenced information.
4. The Company recognizes that a breach of any of the covenants contained in this Agreement would result in damages which may not be adequately compensated by monetary damages alone. Accordingly, the Company recognizes and agrees that in the event of such breach, in addition to other remedies available to the Township at law or in equity, the Township shall be entitled as a matter of right to apply to a court of competent jurisdiction for such relief by way of restraining order, injunction, decree or otherwise as may be appropriate to ensure compliance by the Company with the provisions of this Agreement.

Signed at _____ this _____ day of _____, 20__.

For the Company:

For the Township:

RETURN TO AGENDA



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Casual Rink Attendant Position - 2020	Date:	December 3 rd , 2019
	Council/Committee:	Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	General Government

RECOMMENDATIONS:

THAT this recommendation further amends the scope of Resolution #2018-91 which states that any shortfalls from the Horton Festival Business Plan (Horton Hoedown) be paid from 2018 Working Fund Reserves, and that the funds would be returned to the Working Fund Reserves in 2019 through fundraising by the Recreation Committee;
AND THAT Council previously agreed, by Resolution #2019-26 to not hire a Casual Rink Attendant for the 2019 season and the work was undertaken by Recreation Volunteers so that the wages would be put towards the Hoedown's 2018 incurred deficit;
AND FURTHER THAT there remains to be a deficit from 2018 to be funded;
BE IT RESOLVED THAT Council agree to not hire a Casual Rink Attendant for the 2020 season and the work shall be undertaken by Recreation Volunteers;
BE IT FURTHER RESOLVED THAT the 2020 Casual Rink Attendant wages be put towards the Horton Hoedown's 2018 incurred and remaining deficit of \$23,224.03.

BACKGROUND:

In January 2019, Council directed staff by way of Resolution to not move forward with hiring a Rink Attendant. Staff is seeking direction for the 2020 year.

ALTERNATIVES: Hire a Casual Rink Attendant and not put the position's wages towards the Hoedown deficit.

FINANCIAL IMPLICATIONS: The 2020 Casual Rink Attendant's wages is estimated to be \$8243.00 based on 2019 total hours budgeted.

ATTACHMENTS: Resolution No.'s 2018-91 and 2019-26

CONSULTATIONS: Treasurer Nathalie Moore

Author: 
signature

Other: _____
signature

Treasurer: 
signature

Other: 
signature

Moved by

D. Bennett G. Campbell L. Cleroux
D. Humphries T. Webster

Seconded by:

D. Bennett G. Campbell L. Cleroux
D. Humphries T. Webster

THAT a verbal proposal has been brought forward within the Ad Hoc Budget Committee;

AND THAT this recommendation amends the scope of Council Resolution #2018-91 which states that any shortfalls from the Horton Festival Business Plan be paid from the 2018 Working Fund Reserves, and that the funds would be returned to the Working Fund Reserves in 2019 through fundraising by the Recreation Committee;

THEREFORE BE IT RESOLVED THAT Council agree with the verbal proposal made at the Ad Hoc Budget Committee Meeting of January 16th, 2019 to not hire a casual Rink Attendant for the 2019 season and the work shall be undertaken by Recreation Volunteers;

AND FURTHER THAT the casual Rink Attendant wages be put towards the Horton Hoedown's 2018 incurred deficit of \$43,145.98;

AND FURTHER THAT \$10,000.00 from the Ladies' Catering budget, upon agreement of the entire Ladies' Catering Group, be put towards the Horton Hoedown's 2018 incurred deficit, and to be subsequently returned by fundraising by the Recreation Committee in 2020.

Horton Hoedown

Carried: Defeated: _____ Withdrawn: _____

Declaration of Interest: _____ Recorded Vote: _____

Abstain	Yea	Voting	Nay
		D. Bennett	
		G. Campbell	<input checked="" type="checkbox"/>
		L. Cleroux	<input checked="" type="checkbox"/>
		D. Humphries	
		T. Webster	

Mayor: *David M. Bennett*

Date: January 22nd, 2019

Motion #: 2019- 26

RETURN TO AGENDA

Moved by

R. Kingsbury R. Johnston J. Larone
G. Campbell D. Bennett

Seconded by:

R. Kingsbury R. Johnston J. Larone
G. Campbell D. Bennett

Recr. Bldg Reserve

THAT Council accept the Festival Committee business plan as revised
AND THAT \$30,000 be advanced from the barrenovation fund for a period of 90 days
AND THAT any shortfalls from the business plan be paid from the Working ^{fund} reserves
AND THAT the funds would be returned to the working reserves in 2019 through fundraising by the recreation committee.

AND THAT ^{over} surpluses ~~over and above commitments~~ ^{generated above the budgeted surplus} be placed in reserve for start up funds for next years festival,

Carried: Defeated: _____ Withdrawn: _____

Declaration of Interest: _____ Recorded Vote: _____

Abstain	Yea	Voting	Nay
		B. Kingsbury	
		R. Johnston	
		J. Larone	
		G. Campbell	
		D. Bennett	

Mayor: *Robert Kingsbury*
Date: April 11th, 2018
Motion #: 2018- 91

RETURN TO AGENDA



Township of Horton COUNCIL / COMMITTEE REPORT

Title: 2019 Flood Update Financing Options	Date:	December 3 rd , 3019
	Council/Committee:	General Government
	Author:	Hope Dillabough, CAO/Clerk
	Department:	Council

RECOMMENDATIONS:

WHEREAS Horton Township has applied for Municipal Disaster Recovery Assistance to assist with the cost of the 2019 flooding event;

AND WHEREAS Horton Township has not yet received word of the amount, if any, of funding;

BE IT RESOLVED THAT Council direct Staff to finance the flood expenses from departmental operating budgets where room is available and further to finance the balance from Working Reserves until such time as funding dollars are announced and return the funds to the Working Reserves upon funding being received.

BACKGROUND:

On April 19th, 2019 the Province activated the Municipal Disaster Recovery Assistance program and the Township made an application for assistance due to the following majority of expenses:

- Staff overtime costs including temporary Part-time Landfill Attendant;
- Truck/Machinery time and fuel;
- Food and housing for MNR Staff;
- Sand and various supplies;
- Sandbags and sandbag pick up;
- Flood debris – diversion from Landfill;

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: If the flood expenses are not financed, there will be a deficit which must be carried into 2020.

CONSULTATIONS: Treasurer Nathalie Moore

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O.: 
signature



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Expression of Interest Municipal Modernization Program Joint Application	Date:	December 3 rd , 2019
	Council/Committee:	Council
	Author:	Hope Dillabough CAO/Clerk
	Department:	General Government

RECOMMENDATIONS:

THAT Council approves proceeding with the joint submission of the Expression of Interest for the Municipal Modernization Program with some or all of the partners of the Local Efficiency Group (LEG);

AND FURTHER THAT Council agree that the purpose is to seek out opportunities to improve service levels and efficiencies across border levels, with all municipalities on the Expression of Interest.

BACKGROUND:

After receiving notification from Minister Clark, in March 2019, that municipalities would be receiving one-time Modernization Funding, the Township of Greater Madawaska reached out to neighbouring municipalities who are in close proximity and/or they are already working as partners in various efforts to provide services in the most efficient manner feasible. The municipalities include the Towns of Renfrew and Arnprior, Townships of Admaston/Bromley, Greater Madawaska, Horton, McNab/Braeside and Whitewater Region. The municipalities included have tentatively named the group the Local Efficiency Group or 'LEG'.

At the initial meeting, the Heads of Councils and Staff representatives from each municipality met to discuss and review each discipline and determine if there were opportunities for efficiencies and/or modernization. It was decided that each Mayor would take the lead on a discipline and meet with staff from each municipality. Mayor Donohue lead Public Works/Operations, Mayor Eady lead Library, Recreation and Economic Development, Mayor Bennett lead Fire and Mayor Hunt lead Finance/Administration. After the individual meetings were completed a follow-up meeting was called to review the outcomes and opportunities.

The minutes of the various meetings were accumulated and discussed at a follow-up meeting, such that a complete list of departments reviewed could be discussed. From the information gathered, a presentation was prepared and presented by Mayor Hunt at the County-wide Shared Services Meeting in Eganville. As a result of the County-wide meeting, County Staff prepared and circulated a document outlining the top areas where it was felt that there was an opportunity for modernization and/or efficiencies.

At a LEG meeting on November 18th, 2019 the County list was further discussed to determine if the items were either a County-wide initiative or a LEG initiative. The meeting then focused in on the LEG initiatives as there is a funding opportunity, called the Municipal Modernization Program, announced on November 12th, 2019. The program is focused on obtaining a service delivery review to be completed by a third-party reviewer.

RETURN TO AGENDA

After much discussion on next steps, those in attendance agreed upon the following:

- There is no issue if any municipality wishes to submit an Expression of Interest independent of the LEG;
- Admaston/Bromley staff would be advising the Municipal Services Office of the LEG's intention to apply on behalf of all or some of the members of the LEG, as some municipalities need to discuss and obtain approval from their respective Councils;
- Admaston/Bromley staff would be completing and submitting the Expression of Interest. The amount being requested is \$200,000.

The application is for a service delivery review of each participating member of the LEG, if their respective Council approves inclusion on the application, as well as a cross border review to seek out opportunities to improve service levels and efficiencies included on the Expression of Interest.

ALTERNATIVES: Not be part of the LEG joint initiative.

FINANCIAL IMPLICATIONS:

The application being submitted is for \$200,000. At this time there are no further financial implications, however in the event the LEG is successful, the RFP may exceed the \$200,000 and some financial contributions may be necessary. In the even the RFP exceeds the budget, staff will advise Council with a recommendation on how to proceed.

CONSULTATIONS: Treasurer Nathalie Moore and Mayor Bennett.

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O. 
signature



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Economic Development Committee – Chair's Report	Date:	December 3 rd , 2019
	Council/Committee:	Council
	Author:	Nikky Dubeau, Admin/Planning Assistant
	Department:	Economic Development

RECOMMENDATIONS:

THAT Council accept the Economic Development Committee Chair's Report as information.

BACKGROUND:

Budget 2020

Mayor Bennett stated that he believed \$10,000 should be taken from the Modernization money, as that is also what the money is intended for the township to use, and it will save from using taxpayers' dollars.

THAT the Economic Development Committee recommend to Council that \$10,000 from the "Modernization" money be put towards the 2020 budget line for Economic Development.

Infrastructure

Committee discussed the possibilities of developing lands for subdivisions, hotels, or car dealerships. Community Liaison Officer Shane Lambert is to discuss with the owners of various businesses to see what the possibilities are for development in and around them, and if needed, discuss with the Town of Renfrew about an agreement for running sewer and water to properties at the town lines.

Properties for Sale

There was discussion regarding creating a directory for land for sale within the Township. Treasurer Nathalie Moore suggested that a link be put on the website that takes people to a directory of listings. Chair Humphries suggested reaching out to the Renfrew County Realtor Board or to local realtors to see if the Committee could work with them for local properties for sale. Public Advisory Member Debbie Grantham questioned the farmland surrounding the community centre and if that could be something to expand on. Mayor Bennett stated that the Township has been talking to the landowner about selling a piece to the Township. The owner stated that they will only part ways with 7.5 acres. Mayor Bennett added that council will be moving ahead with the purchase in 3-4 months.

Other Business

There was discussion brought forward by Mayor Bennett regarding the Landfill Site. Chair Humphries stated that it should be brought up with the TES Committee and that a joint TES and Economic Development meeting be held to discuss the matter further. He added that he could also see if David Lemke from Renfrew Industrial Commission would come and present to the committee at the February 2020 meeting.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: To be determined.

CONSULTATIONS: N/A

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O. 
signature

RETURN TO AGENDA



THE CORPORATION OF THE TOWNSHIP OF HORTON

Memo from the CAO/Clerk as of November 29th, 2019

INFORMATION provided **NOT** included in the
Regular Council meeting package of December 3rd, 2019

INFORMATION EMAILED

1. Ottawa Valley Business News – November 19th, 2019
2. ROMA and OGRA Discuss Future Opportunities
3. AMO – Ontario Announces E-Scooter Pilot on Municipal Roads
4. Calendars

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

PUBLIC MEETING

Zoning Amendment

Roelof Sein

December 3rd, 2019

6:00 p.m.

1. Call to Order
2. Declaration of Pecuniary Interest
3. Mayor - Purpose of Amendment
4. CAO/Clerk's Report on Notice
 - i) Reading of Written Comments
 - ii) Public Participation
 - a) Questions from Public
 - b) Comments in Support
 - c) Comments in Opposition
5. Information on who is entitled to appeal Council's decision to the Local Appeal Tribunal under Sections 34(11) and (19) of O.Reg 545/06
6. Council Members Comments/questions
7. Close Meeting

RETURN TO AGENDA

Memo

To: Council

From: Hope Dillabough

Subject: Summary – Zoning By-law Amendment -
Public Meeting
Roelof Sein

Date: December 3rd, 2019



This Zoning By-Law Amendment pertains to the subject lands: Concession 7, Lot 20 in the Township of Horton, as shown on the attached Key Map.

Purpose of this amendment:

The purpose and effect of the amendment is to rezone the severed lands in Consent File No. B122/18 (5) from Rural (RU) to Limited Service Residential (LSR) so that the entire enlarged lot is in the same zone. All other provisions of the Zoning By-Law shall apply.

Notice of this Public Meeting was sent to the six (6) property owners within the 120-meter radius in addition to ten (10) Provincial and County Agencies. Out of those, we did not receive any written comments back by the prescribed deadline.

Section 34(11) - If Council decides to refuse an application or refuses or neglects to make a decision on an application within 120 days of the municipal clerk receiving the application, the applicant or the Minister of Municipal Affairs and Housing, may appeal to the Local Planning Appeal Tribunal by filing an appeal with the clerk of the municipality.

Section 34(19) – Not later than 20 days after the giving of notice of passing of the by-law, the applicant, any person or public body who made oral submissions at the public meeting or made a written submission to Council, before the by-law was passed, or the Minister of Municipal Affairs and Housing, may appeal to the Local Planning Appeal Tribunal by filing an appeal with the clerk of the municipality.

TOWNSHIP OF HORTON
NOTICE OF APPLICATION AND PUBLIC MEETING

In the matter of Section 34 of the Planning Act, the Township of Horton hereby gives NOTICE OF THE FOLLOWING:

- i) Application to amend the Zoning By-law (By-law 2010-14) of the Township of Horton.*
 - ii) A public meeting regarding an application for an amendment to the Zoning By-law of the Township of Horton*
-

Subject Lands Part of Lot 20, Concession 7, in the Township of Horton, as shown on the attached Key Map.

Public Meeting A public meeting to inform the public of the proposed zoning amendment will be held on December 3rd, 2019 at 6:00 p.m. at the municipal office of the Township of Horton.

Proposed Zoning By-law Amendment

The purpose and effect of this amendment is to rezone the severed lands in Consent File No. B122/18(5) from Rural (RU) to Limited Service Residential (LSR) so that the entire enlarged lot is in the same zone. All other provisions of the Zoning By-law shall apply.

Additional information regarding the Zoning By-law amendment is available for inspection at the Township of Horton Municipal Office during regular office hours.

If you wish to be notified of the decision of the Township of Horton on the proposed zoning by-law amendment, you must make a written request to the Township of Horton.

If a person or public body would otherwise have an ability to appeal the decision of the Township of Horton to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Horton before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Horton before the by-law is passed by the Township of Horton, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

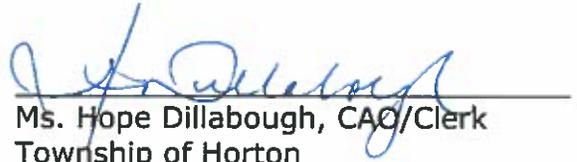
RETURN TO AGENDA

Other Application

Consent application B122/18(5) is also being considered with this application.

NOTE: One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the Municipality to such persons as the Municipality sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.

Dated at the Township of Horton this 30th day of October, 2019.



Ms. Hope Dillabough, CAO/Clerk

Township of Horton

2253 Johnston Road

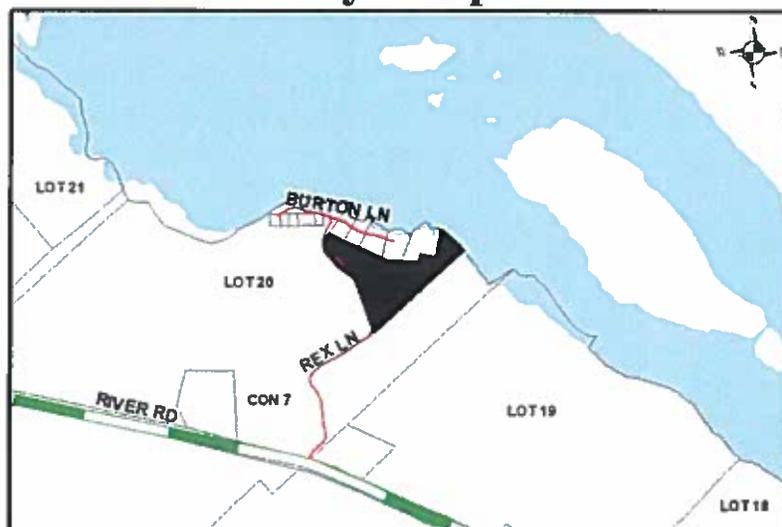
R.R. #5

RENFREW, ON K7V 3Z8

Telephone: (613) 432-6271

Email: hdillabough@hortontownship.ca

Township of Horton Key Map



Location of Amendment

RETURN TO AGENDA

CORPORATION OF THE TOWNSHIP OF HORTON**BY-LAW NO. 2019-64****A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF HORTON
AT THE COUNCIL MEETING HELD DECEMBER 3RD, 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 3rd day of December, 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 3rd day of December, 2019.

READ a third time and passed this 3rd day of December, 2019.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA