



**THE CORPORATION OF THE TOWNSHIP OF HORTON
COUNCIL MEETING – MARCH 5TH, 2019 - 4:00 P.M.**

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

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

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

6.1 Staff Reports

- 6.1.1 Recycling Processing Fee – Report **PG.9**
Delegation: Andrew Shouldice, Beaumens
- 6.1.2 Public Works – General Update **PG.10**

6.2 New Business

6.3 Outstanding Business

6.4 Correspondence

6.5 Mayor Bennett - Questions on Report – Recommendations

7. 4:30 PROTECTIVE SERVICES – Fire, Emergency Management
Chair: L. Cleroux
Staff Liaison: Acting Chief A. Cole, CEMC S. Osipenko (as required)

7.1 Staff Reports

- 7.1.1 Monthly Fire Report – February 2019 **PG.16**

7.2 New Business

7.3 Outstanding Business

7.4 Correspondence

7.5 Mayor Bennett - Questions on Report – Recommendations

8. 5:00 RECREATION
Chair: D. Humphries
Public Members: Sharon Bennett, Barb Dickson, Tina Hunt and Ralph Miller

8.1 Staff Reports

- 8.1.1 Committee Updates - Recreation **PG.18**

8.2 New Business

8.3 Outstanding Business

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- 8.4 Correspondence**
- 8.5 Mayor Bennett - Questions on Report - Recommendations**
- 9. 5:30 SUPPER BREAK**
- 10. 6:00 DELEGATIONS & / or PUBLIC MEETINGS**
- 11. COUNCIL CORRESPONDENCE SUMMARY**
- 11.1 Information Correspondence**
- 11.1.1 CAO/Clerk Memo **PG.21**
- 11.2 Action Correspondence**
- 12. OUTSTANDING COMMITTEE ISSUES**
- 12.1 Report – Council Staff Relations Policy **PG.22**
- 12.2 Report – Office Structure **PG.29**
- 13. BY-LAWS**
- 13.1 2019-16 – Adopt Section A – Corporate Policies* **PG.30**
- 2019-17 – Adopt Council-02 Council-Staff Relations Policy **PG.31**
- 2019-18 – Appoint Fence Viewers **PG.38**
- 14. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING**
- 15. COUNCIL MEMBERS CONCERNS**
- 16. MOTION FOR RECONSIDERATION (debate on motion to reconsider only)**
- 17. IN CAMERA (Closed) SESSION**
- 18. NEXT MEETING**
- 18.1 Council Meeting Date: [March 19th, 2019 – 4:00 p.m.](#)
- 19. CONFIRMING BY-LAW 2019-19** **PG.39**
- 20. ADJOURNMENT**

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

****For a full list of the Section A Corporate Policies – Please contact the Office**

THE CORPORATION OF THE TOWNSHIP OF HORTON

REGULAR COUNCIL MEETING
FEBRUARY 5TH, 2019

There was a Regular Meeting of Council held in the Township Council Chambers on Tuesday February 5th, 2019. Present were Mayor David Bennett, Deputy Mayor Glen Campbell, Councillor Lane Cleroux, and Councillor Tom Webster. Staff present was Hope Dillabough, CAO/Clerk, Charles McDonald, Public Works Manager, and Nichole Dubeau, Receptionist/Clerk-Recording Secretary.

Councillor Doug Humphries sent his regrets.

1. CALL TO ORDER

Mayor Bennett called the meeting to order at 4:02 p.m.

2. REQUEST TO TURN OFF ELECTRONIC DEVICES

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

3. DECLARATION OF PECUNIARY INTEREST

Mayor Bennett declared pecuniary interest on the minutes from the Regular Council Meeting Minutes on January 8th, 2019 regarding the tender award to National Grinding.

4. MINUTES

- 4.1 January 8th, 2019– Regular Council
January 16th, 2019 – Special Council

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2019-39

Seconded by Councillor Webster

THAT Council approves the following Meeting Minutes:

- January 8th, 2019 – Regular Council
- January 16th, 2019 – Special Council

Carried

Mayor Bennett declared pecuniary interest on the January 8th meeting minutes.

5. BUSINESS ARISING FROM MINUTES - None

6. TRANSPORTATION / ENVIRONMENTAL SERVICES

Present were Public Advisory Members Rick Lester and John Wilson.

Absent was Murray Humphries.

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

6.1 Staff Reports

6.1.1 Public Works – General Update

The Public Works Manager, Charles McDonald reviewed the Public Works General Update for Council. He stated that the sand that is left is less than what was estimated. He has already contacted R.G.T. Clouthier's for an additional 300 tons of sand, as they were the successful bidder for the original tender.

Regarding the request to the County for Lime Kiln Road, Councillor Webster questioned whether the Township has done a Road Rationalization process before; Mayor Bennett believes we have not. Mr. McDonald asked some surrounding municipalities and the County if they have gone through the process. Some municipalities stated that they have taken over County roads instead of the County taking over municipal roads, and that they have not

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gone through the process. Councillor Webster stated that because it was a formal inquiry, he would like a written response from the County.

With regards to the streetlights, Councillor Cleroux mentioned that Hydro One offers grants for upgrades and energy efficiency and that it may be something to investigate. Public Works Manager, Mr. McDonald is to look into that and see about the possibility of using that in addition to the AMO funding.

6.2 New Business – None

6.3 Outstanding Business – None

6.4 Correspondence – None

6.5 Questions on Reports and Recommendations– Mayor Bennett

There were no additional questions on the reports

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2019-40

Seconded by Councillor Cleroux

THAT Council accepts the Public Works Manager's report as information.

Carried

7. PROTECTIVE SERVICES

Fire Chief Randy Corbin was present.

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

7.1 Staff Reports

7.1.1 Fire Report – January 2019

Chief Randy Corbin reviewed his report for Council. He stated that since there are so many false alarm calls to the Renfrew Inn & Suites, Deputy Fire Chief Allan Cole will be doing a full inspection, which there is a possibility of charges to be laid. He added that two air monitors have been replaced due to false readings and age, and training of the new recruits is going very well. Chief Corbin explained that he is working on the MTO billings for December. CAO/Clerk Hope Dillabough added that Inspector Slight agreed to come in for a meeting to discuss the billing, and perhaps Council can ask questions regarding obtaining information for MTO claims.

7.2 New Business

Mayor Bennett read aloud a letter submitted by Chief Corbin regarding his retirement effective February 28, 2019. Each Councillor thanked the Fire Chief for his many years and experience on the job and congratulated him on his retirement. Councillor Cleroux questioned what the process is to fill the position. CAO/Clerk Hope Dillabough stated that there should be an Ad-Hoc HR meeting regarding the process.

7.3 Outstanding Business – None

7.4 Correspondence – None

7.5 Questions on Reports and Recommendations – Mayor Bennett

There were no additional questions on the reports

Moved by Councillor Webster

RESOLUTION NO. 2019-41

Seconded by Councillor Cleroux

THAT Council accept the Fire Chief's Report as presented for February 5th, 2019.

Carried

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Moved by Deputy Mayor Campbell

RESOLUTION NO. 2019-42

Seconded by Councillor Webster

THAT Council acknowledge and regretfully accept Fire Chief Randy Corbin's notice of Retirement effective February 28th, 2019.

Carried

8. RECREATION

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

Absent was Sharon Bennett and Tina Hunt.

Mayor Bennett stated that two business plans had been added to the table from Tina Hunt but needed council consensus for them to be presented. He added that Tina would not be at the meeting until 6 p.m. so would present them at 6:15 p.m. after the scheduled delegation. Council members agreed but noted that moving forward they would like to see all reports on the agenda and in the package so they can have time to review to make informed decisions. Councillor Webster added that because it was not in the package and no time to review, he would like to hear staff's opinion afterwards.

8.1 Delegation – Val Miller, Ladies Catering Group

Val Miller explained to council members what the Heritage Arts and Crafts was about and how they worked, the main goal is to bring ladies together through crafting and to get people out and socialize. Ms. Miller added that they are the ones who make and donate the quilt every year for Recreation's quilt raffle but questioned whether it was worth it for them to do so in the future with the lack of sales for 2018 as well as the expenses. She added that it should not be part of the budget or have its own category in the General Ledger. Mayor Bennett stated that it was to see what profit and expenses for just the quilt instead of all the donations being in "one pot". Deputy Mayor Campbell said that he would donate \$100 to the quilting ladies for the expense of the tickets and the advertising.

Ms. Miller also explained how the Ladies Catering came to fruition and how successful they have become. She added that she will be retiring as the Head of the Ladies Catering at the end of 2019 and that the Committee should advertise to fill the position, but she would like to be involved with the selection process.

8.2 Staff Reports

8.2.1 Committee Updates – Recreation

Community Liaison Officer Shane Lambert reviewed his report. There was council discussion on the overnight parking. Mayor Bennett stated that the owner should be told to move to a different location in the parking lot, so it does not interfere with snow removal. Public Works Manager Charles McDonald added that there could be a designated "park and ride" area in the parking lot so it will not interfere with snow removal or events happening at the hall.

8.3 New Business

Public Advisory Member Barb Dickson asked if there was an event going on for St. Patrick's Day, the catering ladies said they would donate food for a canteen and the proceeds could go to the Hoedown debt. Mayor Bennett stated that any event for the Hoedown fundraising should be directed to the Hoedown Committee and the chair, Tina Hunt.

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8.4 Outstanding Business

Mayor Bennett said he would like to move forward to the HRA formation and to start having meetings to discuss this.

8.5 Correspondence – None

8.6 Questions on Reports and Recommendations – Mayor Bennett

There were no additional questions on the reports

Moved by Councillor Webster

RESOLUTION NO. 2019-43

Seconded by Deputy Mayor Campbell

THAT the Council accept the Recreation Committee Updates Report as information, as submitted by Community Liaison Officer Shane Lambert

Carried

9. SUPPER BREAK – 5:30 p.m.

RECONVENED –6:00 p.m.

10. DELEGATION &/or PUBLIC MEETING

10.1 Judy Ewart, Senior Home Support

Ms. Ewart made a presentation to council describing what Senior's Home Support offered as services, their mission and areas that they service. Councillor Webster added that he was greeted by everyone with open arms at his first committee meeting. Ms. Ewart noted that there were two events coming up that they were hosting, a Family Day Breakfast at the Presbyterian Church for \$10 a person, and a Valentine's Bridge Tournament also at the Presbyterian Church.

10.2 Tina Hunt- Business Plans

Public Advisory Member Tina Hunt presented two business plans: One for a "Better Community" grant through "Participaction" that logs activity hours; and the second for a broomball tournament to be held on the outdoor rink. She added that there has been someone that will step up and run the tournament with his experience and she will run the canteen. Councillor Cleroux stated that with the event fast approaching social media will be the key advertising method. Funds from the broomball tournament will go towards the Hoedown Debt.

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2019-44

Seconded by Councillor Webster

THAT Council accept the Community Better Challenge Business Plan, as submitted by Recreation Public Advisory Member Tina Hunt;

AND THAT Ms. Hunt be approved to apply for the participaction grant for funding assistance.

Carried

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2019-45

Seconded by Councillor Cleroux

THAT Council accept the Broomball Tournament Business Plan as submitted by Recreation Public Advisory Member Tina Hunt;

AND THAT any additional volunteers for this event must submit a favourable OPP Vulnerable Sector Check as per Township of Horton Corporate Policy A-08;

Carried

11. COUNCIL CORRESPONDENCE SUMMARY

Council reviewed and discussed the following correspondence:

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11.1 Information Correspondence

11.1.1 CAO/Clerk Information Memo

Discussion went around the table with information previously distributed. The 417 Expansion was the main discussion, making sure Renfrew County has the right representatives to help push it forward.

11.2 Action Correspondence

11.2.1 Family & Child Services Family Day – Request

CAO/Clerk Hope Dillabough reviewed the request for the use of recreation facilities as a donation. She added that the request complies with the Township's donation policy. Deputy Mayor Campbell questioned if the date was available for the request and if the recreation committee was on board with the decision. Mayor Bennett confirmed that the committee agreed and thought it was a good idea and that the date had not been previously booked.

Moved by Councillor Cleroux

RESOLUTION NO. 2019-46

Seconded by Councillor Webster

THAT Council accept the Information Correspondence list as per the CAO/Clerk's Information Memo for February 5th, 2019.

Carried

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2019-47

Seconded by Councillor Webster

THAT Council agree to allow Family and Children Services of Renfrew to utilize the Community Centre and Outdoor Rink on Family Day, February 18th, 2019 from 11 a.m. until 3 p.m.

Carried

12. OUTSTANDING COMMITTEE ISSUES

12.1 Staff Report – Award RFP Admin 2018-01 – Appoint Integrity Commissioner

The CAO/Clerk, Ms. Dillabough, reviewed her report and recommended to award the tender to Cunningham Swan for their knowledge and experience with the process. Mayor Bennett added that he agreed with the decision after the telephone interviews with both companies and believes training Council and Staff on the process is imperative.

Moved by Councillor Webster

RESOLUTION NO. 2019-48

Seconded by Councillor Cleroux

THAT Council of the Township of Horton award RFP Admin 2018-01- Integrity Commissioner and Closed Meeting Investigator to Cunningham Swan Carty Little & Bonham LLP and to appoint Tony Fleming as the Township of Horton's Integrity Commissioner and Closed Meeting Investigator effective March 1st, 2019;

AND THAT a by-law will be brought forward at the February 19th, 2019 Regular Council Meeting to enter to into an agreement for these services.

Carried

13. BYLAWS - None

14. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING

15. COUNCIL MEMBERS CONCERNS

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Deputy Mayor Campbell apologized to staff and council members for being absent at the Public Budget Meeting on January 30th. CAO/Clerk Hope Dillabough mentioned that with all the vacation time between council and staff, that she recommends scheduling an Ad-Hoc HR Committee meeting as soon as possible to discuss the Fire Chiefs retirement and departmental structure.

16. MOTION FOR RECONSIDERATION - None

17. IN CAMERA (Closed) SESSION - None

18. NEXT MEETING

18.1 Council Meeting Date: February 19th, 2019 – 4:00 p.m.

19. CONFIRMING BYLAW

Moved by Councillor Webster

RESOLUTION NO. 2019-49

Seconded by Councillor Cleroux

THAT Council enact By-Law 2019-11 – Confirming By-Law

Carried

20. ADJOURNMENT

Mayor Bennett declared the meeting adjourned at 7:23 p.m.

MAYOR David Bennett

CAO/CLERK Hope Dillabough

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**Township of Horton
COUNCIL / COMMITTEE REPORT**

Title: Beauman's Waste Management Systems Ltd. Recycling Processing Fee Re-Evaluation	Date:	February 27, 2019
	Council/Committee:	TES (Transportation Environmental Services) Committee
	Author:	Charles McDonald, C.E.T. Public Works Manager
	Department:	Public Works

RECOMMENDATIONS:

THAT Council accepts the Public Works Manager's report as information.

BACKGROUND:

On April 20, 2018 Andrew Shouldice from Beaumans Waste Management System's Ltd. (Beaumans) met with members of Council and staff to seek support for an additional charge for in-house processing of recyclable materials. Council ultimately approved the request on September 4, 2018, with the caveat that the details of the request be reviewed again in early 2019. A processing fee of \$0.26/stop/week was implemented and was made effective June 1, 2018 until December 31st, 2018.

Part of the rationale for implementing the processing fee was the rapid decline in the sorted paper and cardboard recycling markets. Respectively, a 57% and 54% drop in value was witnessed over a one-year span between July 2017 and July 2018. This information was taken directly from the July 2018 Continuous Improvement Fund (CIF) price sheet.

Andrew Shouldice has been invited back to Council to provide details on the state of the recycling markets now and projections for the future.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

ATTACHMENTS: N/A

CONSULTATIONS: N/A

Author:



Signature

Other:

signature

Treasurer:



signature

C.A.O.:



signature

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Township of Horton COUNCIL / COMMITTEE REPORT

Title: Public Works General Update	Date:	February 27 th , 2019
	Council/Committee:	TES (Transportation Environmental Services) Committee
	Author:	Charles McDonald, Public Works Manager
	Department:	Public Works

RECOMMENDATIONS:

THAT Council accepts the Public Works Managers report as information

BACKGROUND:

Item #1 – As of February 26, 2019, the Public Works Department has used approximately 3400 tons of winter sand, covering a combined 19,412 km of road since the first winter event on November 13, 2018. The breakdown between the 2 units is:

Unit	Distance Traveled (km)	Winter Sand Used (tons)
TR 04-10 (International)	9323*	1500
TR 14-19 (Westernstar)	10,089*	1900

**Some of this mileage was plowing and winging with no sanding*

On February 12, 2019 we had RGT Clouthier Construction Ltd. supply us with 531.85 tons of additional winter sand, at a cost of \$8.00 per ton, as the majority of the original stock pile was depleted, with more winter weather events coming. It is estimated that there is 300 tons of winter sand left of the 3,711.85 tons (estimated 180 tons in inventory from 2017/18, 3000.00 tons obtained in October of 2018, 531.85 tons obtained February of 2019) that we started with.

Item #2 – At the February 12, 2019 Ad-Hoc Transportation and Environment Services (TES) Committee Meeting, the group discussed the Transportation and Environment Services Fees and Charges schedule (see attachment #1). The group agreed that some of the wording, including units of measure, needed to be updated. The fee for contaminated soil was discussed as a few members thought the fee was too low. The Public Works Manager is investigating what other municipalities charge for contaminated soil. The group also briefly discussed the fee and deposit for an entrance permit.

The wording and unit of measure updates have been completed. Some of the key changes are:

- the addition of the statement 'All municipal equipment shall be operated by municipal employees at the unit rate + cost recovery for the operator'.
- Replacing 'Soil contaminated with heating oil' with 'Contaminated Soil – as per sec. 5 of O. Reg 153/04'. Jp2g Consulting has provided us with a cheat sheet to use

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when we receive requests to dispose of contaminated soil at our landfill (see attachment #2).

- Changing all the units of measure from the imperial system to the metric system.

Regarding the fee for contaminated soil, The Public Works Manager determined that the existing fee, \$50.00 / cubic meter, is reasonable based on what a number of surrounding municipalities charge (ranging from \$117 / cubic meter to \$25 / cubic meter).

Regarding the fee and deposit for entrance permits, The Public Works Manager has looked at how the surrounding municipalities handle new entrances. Entrance permit fee's range from \$75 to \$100 in the area. The research has shown that most surrounding municipalities construct new entrances using municipal forces, including the supply of culverts, on a cost recovery basis. There are even a few examples of municipalities charging no deposit fee, while making the applicant construct their own entrance and supply their own culvert.

Currently, the Township of Horton charges \$150 for an entrance permit plus \$350 for a deposit. Once the entrance has been constructed to the satisfactory of the Township, the deposit is returned to the applicant. History has shown that this process works well, with very few examples of the Township having to intervene. However, the \$350 deposit will not cover costs in the event to Township has to intervene and construct an entrance with a culvert. On average, the cost to construct an entrance with a culvert is \$800 to \$1,000 depending on the length of culvert.

Considering all these facts, it would be reasonable to leave the permit fee at \$150 and increase the deposit to \$750 when a culvert is required. When a culvert is not required, the deposit fee would remain at \$350. In both cases, these amounts would allow the Township to recover most of the cost of having to construct a new entrance.

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

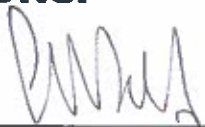
The cost of the additional winter sand was covered under the 2019 Public Works Operating Budget.

ATTACHMENTS:

- #1 – Transportation and Environment Fees and Charges
- #2 – Contaminated Soil Cheat Sheet

CONSULTATIONS:

None

Author: 

 Signature

Other: _____
 signature

Treasurer: 

 signature

C.A.O.: 

 signature

TOWNSHIP OF HORTON

2019 PROPOSED FEES AND CHARGES WORKSHEET (CURRENT BYLAW 2018-49)

<u>DEPARTMENT & TYPE</u>	<u>RATE</u>	<u>PROPOSED RATE CHANGE</u>
SCHEDULE B - WASTE SITE FEES		
<i>(Vehicles are to be assessed by the Attendants at the Landfill Site, and tipping fees must be paid prior to dumping load.)</i>		
Special Opening of Site (accompanied by an attendant - minimum 1 hour charge)	\$40.00	
Garbage Tags (sold at office)	\$2.00	
Garbage Bags taken to Landfill Site	\$2.00 per bag or Tag Attached	
Metal - white goods (Freon must be removed and fridge tagged)	No Charge	
Half-ton vehicle, or Half-ton trailer, or Passenger Van	\$20.00	
Half-ton vehicle or Passenger with Half-ton trailer	\$40.00	
One-Ton Vehicle	\$40.00	
Tandem axle dump trucks	\$14.00/cubic yard	\$14.00 / cubic meter
Tri-axle dump trucks	\$14.00/cubic yard	\$14.00 / cubic meter
Tractor trailer trucks	\$14.00/cubic yard	\$14.00 / cubic meter
Roll-off bins	\$14.00/cubic yard	\$14.00 / cubic meter
Garbage packer load - half load or more	\$300.00	
Garbage packer load - half load or less	\$150.00	
Contaminated Soil - as per Sec. 5 of O. Reg 153/04	\$50.00/cubic yard	\$50.00 / cubic meter
Construction/Demolition/Fire Clean Up - Unsorted	\$300.00 plus \$15.00/cubic yard	\$300 plus \$15.00 / cubic meter
Construction and demolition - separated	\$14.00/cubic yard	
Construction and demolition - mechanically ground	\$12.00/cubic yard	
Passenger Tire up to 16"	Free or \$3.00 with attached rim	
Tires 17" to 24.5"	Free or \$9.00 with attached rim	
All Tires over 24.5"	Free or \$25.00 with attached rim	
Over 6'	Free or \$25.00 with attached rim	
Blue Box (Mini)	\$3.00	Eliminate or restock?
Blue Box	\$6.00	
Composters	\$40.00	Eliminate or restock?
Restocking Fee (Purchased of more than 5)	\$0.15	
SCHEDULE "H" TRANSPORTATION		

TOWNSHIP OF HORTON

2019 PROPOSED FEES AND CHARGES WORKSHEET (CURRENT BYLAW 2018-49)

<u>DEPARTMENT & TYPE</u>	<u>RATE</u>	<u>PROPOSED RATE CHANGE</u>
All operator and cost recovery rates are subject to the following:	1. "Regular Hours of Work" shall mean Monday to Friday 7:00 am to 3:30 pm excluding Statutory Holidays as stated in Township Policy. Summer hours may apply.	
	2. "Outside Regular Hours" of work shall mean any hours worked beyond those hours defined as Regular Hours of Work.	
	3. "Emergency" means a serious, unexpected, or unforeseen combination of circumstances and often dangerous situation requiring immediate action, need for assistance or relief. Emergency rates is three time the regular rate.	
Entrance Permits (One Time Inspection) \$350.00 deposit refunded after final inspection	\$150.00	increase deposit to \$750 if a culvert is required
Additional Inspections for Entrance Permits	\$100.00	
Tile Drain and Utility Road Crossing Permit	\$500 deposit plus Fees to Reover Reasonable Costs of the Municipality for works.	
Sale of Used Culverts/Work Requests etc.	Cost Recovery	Eliminate
Private Road & Driveway Grading (Policy T-01)	\$120/hr incl. operator (plus HST)	
All municipal equipment shall be operated by municipal employees at the unit rate + cost recovery for the operator		
Excavator (Township use only)	\$82.00/hr plus operator	
Grader	\$87.00/hr plus operator	
Half Ton (Township use only)	\$28.00/hr plus operator	
Loader/Backhoe (Township use only)	\$50.00/hr plus operator	
Tandem Axle Dump Truck (Township use only)	\$80.00/hr plus operator	
Water Truck (Township use only)	\$80.00/hr plus operator	
Chipper Rental (Township use only)	\$45.50/hr plus operator	
Public Works Manager	Cost Recovery	
Public Works Superintendent	Cost Recovery	
Equipment Operator	Cost Recovery	
Labourer	Cost Recovery	

Management of Contaminated Soil for Disposal

The Horton Waste Disposal Site (WDS) is approved to accept solid non-hazardous waste generated within the limits of the Township. As such, only soil classified as being a solid non-hazardous municipal waste as defined in the Ontario Regulation 347 shall be accepted at the site for landfilling.

Disposal of contaminated soils that are classified as a solid non-hazardous waste is at the discretion of the Township of Horton.

Soil Contamination Levels

The generic contaminant standards for soil are set out in “Soil, Groundwater and Sediment Standards, for Use Under Part XV.1 of the EPA” dated April 15, 2011 and are referenced to as Tables 1 to 9.

The Table 1 Standards are a statistical estimate of the upper levels of provincial background concentrations.

Depending on the land use and conditions of the site where the soil is being generated (i.e. potable/non-potable, deep or shallow soils) the contaminant standards will determine if the soil is considered a waste for disposal (or treatment). The Qualified Person will determine the set of parameters and contaminant standards to apply in the analysis.

In accordance with O. Reg 153/04 the analysis may include:

- Volatile organic compounds (VOC)
- Semi volatile compounds
- Heavy metals
- Petroleum hydrocarbons (PHCs) in the F1 to F4 range
- Or other parameters as decided upon by the Qualified Person.
- Toxicity Characteristic Leaching Procedure (TCLP)¹

Generator of Contaminated Soil

- Retain the services of a Qualified Person within the meaning of Section 5 of O. Reg 153/04.
- The Qualified Person is to provide a written description of the field investigation and a statement that the representative samples indicate the material is a solid non-hazardous waste (i.e. contaminant testing followed by appropriate TCLP testing and comparison to Schedule 4 Leachate Quality Criteria).
- Soil analysis to be undertaken at an accredited laboratory (Canadian Association for Laboratory Accreditation CALA). Analytical procedures should be conducted as outlined in Section 47 of O. Reg 153/04 and in the “Protocol for Analytical Methods Used in the Assessment of Properties Under Part XV.1 of the EPA”, July 1, 2011.

¹ TCLP (Reg. 558) required assessment to confirm non-hazardous

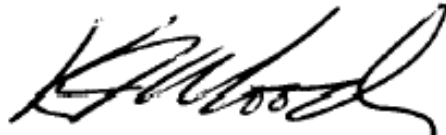
- The Qualified Person must include a statement that the soil analysis is representative of the bulk material that are recommended for disposal.
- The analysis must be supported with copies of the laboratory results.
- The report should include an estimate of contaminated soil to be generated.

Receiver of Contaminated Soil

- File report with Jp2g Qualified Person to review
- Identify a location on the landfill site to stockpile
- Record the volume (or tonnage) of contaminated soil received
- Provide a record of the quantity to Jp2g to be included in the Biennial Report to be filed with MECP



Prepared by: _____
Andrew Buzza, P.Ge



Reviewed by: _____
Kevin Mooder, MCIP RPP

Date: November 8, 2018



**Township of Horton
COUNCIL / COMMITTEE REPORT**

Title: Monthly Fire Report	Date:	March 1 st , 2019
	Council/Committee:	Fire Committee
	Author:	J.A. Cole, Acting Fire Chief
	Department:	Fire

CALL OUTS/RESPONSES:

For the month of February 2019. HFD responded to 4 Calls for Services.

- February 01 Flue Fire 68 Larone Lane – 12 Firefighters in attendance
- February 05 CO Alarm Activation 1720 Garden of Eden Road – 9 Firefighters in attendance
- February 13 3 vehicle MVC Hwy 17 east of Lochwinnoch Road – RFD for extrication – 3 Firefighters – HFD for suppression – 9 Firefighters in attendance.
- February 21 CO Alarm Activation 1720 Garden of Eden Road – 8 Firefighters in attendance.

MEETINGS:

February 27, 2019. Meeting with Renfrew Fire Department to discuss possible joint training opportunities. In attendance: RFD Captain/Training Officer Peter Whalen, HFD Deputy Chief Allan Cole.

TRAINING/WORKSHOPS/:

In-house training continuing for new recruits. PPE and SCBA safety were the topics for February.

A Joint Training Day is being developed for Firefighters and Training Officers of Renfrew and Horton Fire Departments. May 04, 2019 is the preliminary scheduled date.

CORRESPONDENCE:

None

OLD BUSINESS/OUTSTANDING ISSUES:

Concerns over the Altair 4X Multi Gas Detectors not calibrating properly. Issue resolved with call to manufacturer.

New Pumper Build coming along as per schedule. Expected completion date April 17, 2019 Hall and Training/EOC Room Upgrades progressing nicely. Kitchen Counters and Lower Cabinets almost completed. Horton Firefighters Association purchased a new fridge for the kitchen.

RETURN TO AGENDA

FIRE PREVENTION/INSPECTION:

2 Open Air Burning Fire Permit Applications received in February.

NEW BUSINESS:

Steve Osipenko, Horton Township CEMC, asked if we could push on completing the downstairs washroom and shower renovations to enhance the EOC capabilities of the building.

HFD and CEMC will have more discussions on this and develop a schedule to have upgrades completed.

Author: J. A. Cole
signature

Other: _____
signature

Treasurer _____
signature

C.A.O. 
signature



Township of Horton COUNCIL / COMMITTEE REPORT

Title: COMMITTEE UPDATES RECREATION	Date:	March 5th, 2019
	Council/Committee:	Council
	Author:	Shane Lambert Community Liaison Officer
	Department:	Recreation

RECOMMENDATIONS:

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

Upcoming Events:

Murder Mystery is scheduled for April 20th. Have been meeting with Chris Kyte to go over details.

Winter Carnival

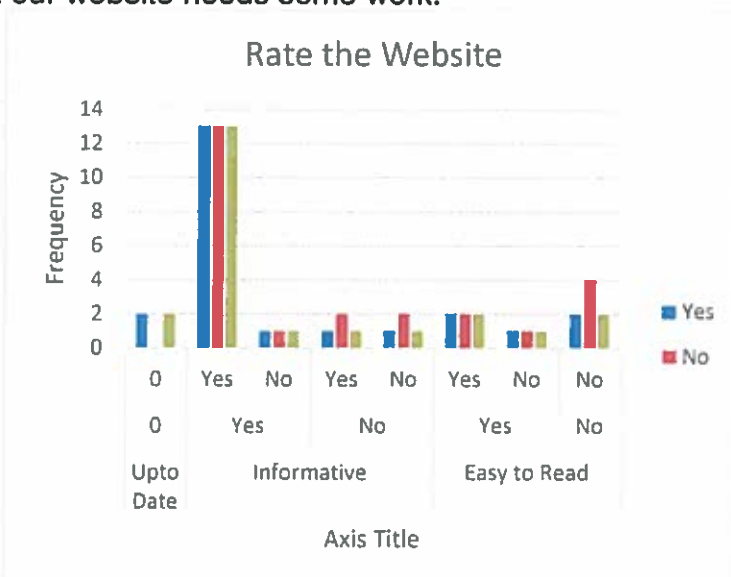
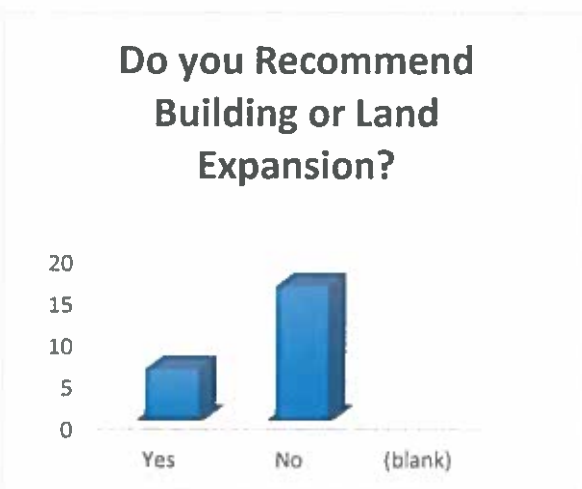
Was held on Feb. 23rd. Numbers were great, and it was an overall success. Possible opportunities to improve are in the ice rink activities, and earlier planning(advertising)Net Profit = \$2,500

Soccer

Soccer Registration is open. Season to start May 8th.to July 10th. Registration is available at the Community Centre and will be live on our website. It's up on Facebook now. This will be the first year it will be held at the new Horton soccer field.

Survey Results

23 Surveys returned (13 online and 10 Paper) thus far. Results show 2 distinct findings. No land or building Expansion is wanted, and that our website needs some work.



Outdoor Rink:

Ice is in very good condition. There seems to be an increase in usage this year from past years, (can't quantify results). Next year we need to incorporate a different pay structure and scheduling tool to help public know when the ice is available or rented.

Economic Development

Horton will be hosting an Economic Development workshop March 21st.held by OMAFRA for new councillors and staff. I recommend that we have a presence there. Along with the help of the chair of EC Development we have started our plan to promote our initiative. It has begun with the identification of businesses in Horton, and a creation of a Terms of Reference.

Fees and Charges Review

I recommend the following changes:

- Decoration Fee \$40
- Pop/Water \$1
- Ice Rental \$65
- Euchre \$5
- Eliminate Donation for Family Skate
- Eliminate and simplify the Hall Rental agreement. To make it easier to understand for the Public.
- Add open and close instructions to the rental agreement.
- Add alarm/key pick up instructions. Add Recreation email to the agreement.
- Update Zamboni advertising agreement with selected business(renew)

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS:

N/A

CONSULTATIONS: N/A

Author:



_____ signature

Other:

_____ signature

Treasurer:

_____ signature

C.A.O.



_____ signature

CORPORATION OF THE TOWNSHIP OF HORTON
Schedule "F" to By-Law 2018-49
RECREATION FEES

<u>Community Hall Rental</u>	<u>Fee</u>
Hourly Rental	\$ 25.00 (plus HST)
Half Day (2 to 4 hours; ends by 5 pm)	\$ 100.00 (plus HST)
Half Day Conference Room (2 to 4 hours; ends by 5 pm)	\$ 75.00 (plus HST)
Full Day (5 to 8 hours; ends by 5 pm)	\$ 150.00 (plus HST)
Full Day Conference Room (5 to 8 hours; ends by 5 pm)	\$ 125.00 (plus HST)
Funeral Reception	\$ 100.00 (plus HST)
Fundraising - Township	No Charge
Evening (after 6 pm)	\$ 225.00 (plus HST)
Castleford/Balsam Hill/Lochwinnoch Women's Inst's.	\$ 100.00 (plus HST)
Township of Horton Church Group	One free rental per year
Decoration Rental (evening prior to rental, booked after Jan 1 2018)	\$ 100.00 (plus HST)
<u>Community Hall Fees</u>	<u>Fee</u>
Use of Kitchen (Includes Stove but Not Dishwasher)	\$ 100.00 (plus HST)
Dish Rental	\$ 2.50 per place setting (plus HST)
Corkage Fee	\$ 4.00/bottle (plus HST)
Alcohol – (Beer/Liquor per unit)	\$ 4.00 Effective January 1, 2019 \$ 4.50
Alcohol – (Cooler/Wine/Craft Beer per unit)	\$ 5.00 Effective January 1, 2019 \$ 5.50
Alcohol – (Other Speciality Drinks)	\$ 6.00
Pop/Water (per unit)	\$ 1.00 Effective January 1, 2019 \$ 2.00
Damage/Cleaning Deposit (returned if hall is OK after)	\$ 500.00 (Prepaid VISA)
Event Advertising – Community Board (excluding Castleford Charity Fishing Derby)	\$ 25.00 (plus HST)
<u>Ice Rental</u>	<u>Fee</u>
Adult Shinny Season Pass or Season Pass	\$ 25.00/person (plus HST)
Shinny Hockey	\$ 2.00/person (includes HST)
Hourly Ice Rental	\$ 100.00 (plus HST)
Family Skate/Public Skating	Donation
Broomball	\$ 35.00/person (plus HST)
Recreational Ice Hockey (per person/per season)	\$100.00 Adult is plus HST
Rink Board Advertising (sign owner provides)	\$500.00 setup (plus HST) \$250.00 annual after (plus HST)
<u>Other Recreation Fees</u>	<u>Fee</u>
Boat Launch (Season Pass) <i>(Residents are allowed two free launches per season in order to launch and pick up at beginning and end of season.)</i>	\$ 45.00 Non Resident \$ 35.00 Resident
Boat Launch (Day Pass) (All boat launch passes will be plus HST effective January 1, 2019)	\$ 8.00
Boat Launch – Fine If No Pass	\$ 30.00
Euchre (per person/per evening)	\$ 4.00 (includes HST)

RETURN TO AGENDA



THE CORPORATION OF THE TOWNSHIP OF HORTON

Memo from the CAO/Clerk as of March 1st, 2019

INFORMATION provided **NOT** included in the
Regular Council meeting package of March 5th, 2019

INFORMATION EMAILED

1. OSUM 2019 Registration Package
2. Government Announces New Health Care Plan
3. President's Corner – Shaping the National Agenda Together
4. OPP Weekly News
5. Calendars

RETURN TO AGENDA



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Council-Staff Relations Policy Corporate Policy Council-02	Date:	March 5 th , 2019
	Council/Committee:	Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	General Government

RECOMMENDATIONS:

This policy will be brought forward at the By-Law Section to be adopted into Corporate Policies to comply with the legislation.

BACKGROUND:

Bill 68, *Modernizing Municipal Legislation Act, 2017* focuses on themes of accountability and transparency, municipal financial sustainability, and responsive and flexible municipal governments. One of these focused items introduced a mandate for all municipalities to have a Council-Staff Relations Policy.

One of the items in the agreement of the Appointment of the Integrity Commissioner, Tony Fleming of Cunningham and Swan, was to have a Council-Staff Relations Policy drafted for the Township of Horton.

Attached is the Policy drafted by Mr. Fleming.

This will be one of the items that Council and Staff will be trained on by Mr. Fleming in late Spring 2019.


ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: Tony Fleming, Cunningham Swan

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O.: 
signature

The Township of Horton Policy and Procedures			
SECTION: COUNCIL			POLICY #: Council-02
POLICY: Council-Staff Relations Policy			
DATE: March 2019 By-Law #2019-17	REV. DATE:	COVERAGE: Council and Staff	PAGE #: 1 of 6

POLICY STATEMENT:

The Corporation of the Township of Horton will promote a respectful, tolerant, harassment-free relationship and workplace between members of Council, and the officers and employees of the corporation.

DEFINITIONS:**Member**

“Member” includes the elected Head of Council and elected members of Council.

Municipality

“Municipality” means the corporation of the Township of Horton.

Staff

“Staff” includes anyone employed by the Municipality, including officers, full-time, part-time, temporary, casual or seasonal staff, contract staff, students and volunteers.

Purpose

This policy provides requirements on how the Township of Horton will ensure a respectful, tolerant and harassment-free relationship and workplace between Members and Staff.

POLICY REQUIREMENTS:

The relationship between Members and Staff is set out as follows:

1. Guiding Principles**(a) Empowerment**

- Staff should be able to complete tasks assigned to them while feeling empowered to do so;
- Members shall set policy and give direction in a way that empowers Staff. This enhances the ability of the Municipality to support the growth and success of its Staff and Members;

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- In order for Staff to feel empowered in their roles, Members must entrust them with the authority they need to make decisions and allow them to act according to their understanding of the direction given and the work to be accomplished. This requires that Staff have the resources and the time required to accomplish tasks;
- Staff shall be dedicated to ensuring that Members have the information they need to make decisions.

(b) Professional Growth

- By empowering Staff to take on challenges and complete tasks, opportunities for professional growth are also supported;
- Any gaps in the skillsets of Staff can be addressed through education and the opportunity for Staff to create ideas to improve their work where necessary.

(c) Collaboration and Partnership

- Members and the Chief Administrative Officer/Clerk (“CAO/Clerk”) shall create a collaborative relationship in order to accomplish tasks and set policy for the betterment of the Municipality;
- The independent role of both the CAO/Clerk and of Council must be respected by all parties;
- Members and Staff shall create a collaborative relationship in order to accomplish tasks and set policy for the betterment of the Municipality;
- A partnership between Members and the CAO/Clerk, as well between Members and Staff should be fostered through effective communication and respecting each other’s roles.

(d) Respect

- The relationship between Staff and Members and their defined roles must be respected to ensure that all members of Staff and Members are treated fairly;
- Members and Staff shall foster a climate of mutual respect, recognizing the role that they play in serving the Municipality;
- In order to promote respect in the workplace, Staff and Members shall listen to the ideas of each other without judgment, seek to understand the unique challenges to each other’s roles in serving the Municipality, provide constructive feedback when necessary, and encourage a collaborative relationship based on trust, kindness, and respect for individual skillsets.

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(e) Realistic Expectations

- Members and Staff shall set reasonable expectations of each other, including providing reasonable timelines to accomplish tasks, and having respect for off-hours communications between Members and Staff;
- Providing clear goals and direction are necessary in order to hold each other accountable for the accomplishment of tasks.

2. Clarifying the Role of Council and the Role of Staff

1. Role of Council

- (a) The role of Members is to represent the Municipality, provide direction to Staff through the CAO/Clerk, and create policy;
- (b) Members shall seek to advance the common good of the Municipality;
- (c) Members shall act in a way that enhances public confidence in local government;
- (d) Members shall work with the CAO/Clerk and Senior Management in a collaborative and supportive manner and not seek to take over the administrative function of the CAO/Clerk and Senior Management;
- (e) Individual Members shall not direct Staff or intimidate Staff in the performance of their duties;
- (f) Direction to Staff from Council as a whole by way of resolution may only be done through the CAO/Clerk, as the CAO/Clerk is responsible for Staff;
- (g) Members should respect the time of Staff by providing advance notice of any substantial questions to be raised at a Council meeting so that they may have the required time to provide an adequate response or report;
- (h) Members should not expect immediate response time from Staff by e-mail or phone unless the circumstances necessitate such an immediate response;
- (i) Emails sent to Staff during off-hours should be sent only as necessary during emergencies, while respecting the private lives of Staff;
- (j) Members shall respect the role of the Municipality as an employer and provide direction and support for Staff that adheres to all legal obligations of an employer;
- (k) Members shall not use indecent, offensive or insulting words, profanity or unparliamentary language against Staff during Council and Committee meetings in accordance with the Municipality's Procedure by-law;
- (l) Members shall be respectful of Staff in the workplace and shall not denigrate Staff in public or on social media.

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2. Role of Chief Administrative Officer

- (a) The CAO/Clerk shall report directly to Council, and act as a liaison between Council and Staff to direct the implementation of Council's policies through Senior Management and Staff;
- (b) The primary focus of the CAO/ Clerk should be to foster collaborative working relationships with Members and Staff, while maintaining a separate and distinct role;
- (c) The CAO/Clerk shall remind Staff and Members, where necessary, of their roles and their duty to respect the personal and professional time and roles of one another;
- (d) The CAO/ Clerk shall undertake such research as is necessary to make recommendations to Council to maintain and improve the efficient administration of the Municipality and to advance the goals of the Municipality;
- (e) The CAO/Clerk shall not use indecent, offensive or insulting words, profanity or unparliamentary language against Members during Council and Committee meetings;
- (f) The CAO/Clerk shall acknowledge and recognize the dignity and worth of every person they serve and with whom they work, including Members, in accordance with the Municipality's Code of Ethical Conduct Policy;
- (g) The CAO/Clerk shall be respectful of Members in the workplace and shall not denigrate Members in public or on social media.

3. Role of Staff

- (a) Staff shall complete tasks that may include researching policy or programs, providing professional advice, implementing decisions of Council, fulfilling statutory duties, and following direction of the CAO/ Clerk in a professional manner, and seeking assistance where necessary;
- (b) Staff will generally communicate with individual Members through the CAO/ Clerk;
- (c) Staff shall refrain from any conduct that is unwelcomed toward other Staff or Members and includes any form of vexatious comment or conduct against Staff that is known or ought reasonably to be known as unwelcome, in accordance with the Municipality's Workplace Violence & Harassment Policy;

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- (d) Staff shall not use indecent, offensive or insulting words, profanity or unparliamentary language against Members during Council and Committee meetings;
- (e) Staff shall acknowledge and recognize the dignity and worth of every person they serve and with whom they work, including Members, in accordance with the Municipality's Code of Ethical Conduct Policy;
- (f) Staff shall be respectful of Members in the workplace and shall not denigrate Members in public or on social media.

3. Adherence to other Codes and Policies

Members and Staff shall adhere to the Municipality's existing *applicable* policies and procedures, including:

- (a) Council Procedure By-law;
- (b) Council Code of Conduct;
- (c) Workplace Sexual Violence and Harassment Prevention Policy and Program;
- (d) Ontario Human Rights Code Violation Policy;
- (e) Misconduct in the Workplace Policy; and
- (f) Code of Ethical Conduct Policy.

Responsibilities

Members and Staff are required to adhere to this policy and its governing provisions, including all other existing applicable policies and procedures adopted by the Municipality.

Monitoring/Contraventions

- (a) The CAO/Clerk shall be responsible for receiving complaints and/or concerns related to this Policy.
- (b) Upon receipt of a complaint and/or concern, the CAO/Clerk shall notify:
 - i) In the case of Staff other than the CAO/Clerk, the CAO/Clerk shall notify the Ad Hoc Human Resources Committee;

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- ii) In the case of the CAO/Clerk, Members of Council; or
 - iii) In the case of a Member of Council, to the CAO/Clerk who shall then forward the complaint to the Integrity Commissioner.
- (c) The CAO/Clerk shall investigate all complaints under this policy related to Staff, notify the Ad Hoc Human Resources Committee, and take such action as is deemed appropriate in the circumstances and in accordance with all other applicable policies;
- (d) Members of Council shall investigate all complaints under this policy related to the CAO/Clerk and take such action as is deemed appropriate in the circumstances and in accordance with all other applicable policies;
- (e) The Integrity Commissioner shall receive all complaints under this policy related to Members and investigate in accordance with the process as set out in the Council Code of Conduct. Where there is a discrepancy between this Policy and the Council Code of Conduct, the Council Code of Conduct shall prevail.

Legislative and Administrative Authorities

The *Municipal Act*, 2001 requires Council to adopt and maintain a policy with respect to the relationship between Members and Staff. The Council-Staff Relations Policy identifies the legislation, policies and procedures that the Municipality complies with in order to promote a respectful relationship between Members and Staff.



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Office Restructure	Date:	March 5 th , 2019
	Council/Committee:	Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	General Government

RECOMMENDATIONS:

THAT Council receive this report as information.

BACKGROUND:

Due to the impending retirement of the Treasurer in September, Staff has had to look at the structure of the office. Although the Treasurer’s official retirement date isn’t effective until September 30th, 2019, due to holidays and banked time, the Treasurer will be taking some time off beginning in July.

The Ad Hoc Human Resources Committee met the morning of February 25th, 2019 (Minutes to follow at the March 19th Council Meeting). The CAO/Clerk provided a plan in regards to restructuring the Office so there remains a full complement of staff.

Upon the recommendation of the CAO/Clerk, there was consensus that there would be some shifting within the office. There will be an internal posting of the Receptionist/Clerk position for two weeks, and if there are no eligible applicants, subsequently, an external posting will occur. This will ensure there is a hopeful start date for this position in early May or sooner.

During the entire timeframe from May until July, I believe it will give sufficient time for Staff to learn their roles, as well as train a new Receptionist/Clerk. This is all to ensure that when July comes, the office is essentially at full complement.

ALTERNATIVES: The Ad Hoc HR Committee was not interested in alternatives at this time.

FINANCIAL IMPLICATIONS: There are sufficient funds within the 2019 Budget to allow for this restructure.

ATTACHMENTS: N/A

CONSULTATIONS: All Staff, Ad Hoc Human Resources Committee (composed of Chair Campbell, Mayor Bennett and Public Advisory Member Susan Humphries).

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O. 
signature

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2019-16

BEING A BY-LAW TO ADOPT SECTION A OF THE TOWNSHIP'S CORPORATE POLICIES

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

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

AND WHEREAS Council desires to adopt a fully reviewed Section A of the Corporate Policies;

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

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

READ a first and second time this 5th day of March, 2019.

READ a third time and passed this 5th day of March, 2019.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

THE CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2019-17

BEING A BY-LAW TO ADOPT CORPORATE POLICY COUNCIL-02 COUNCIL-STAFF RELATIONS POLICY

WHEREAS Section 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act or any other Act;

AND WHEREAS Section 5 (3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 270 (1) 2.1 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality shall adopt and maintain a policy with respect to the relationship between members of council and the officers and employees of the municipality;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Horton hereby **ENACTS AS FOLLOWS:**

1. **THAT** the Council-Staff Relations Policy, attached hereto as Schedule "A", be adopted into the Corporate Policies as Policy Council-02;
2. **THAT** this By-Law shall come into force and take effect immediately upon the passing thereof.
3. **THAT** this By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
4. **BE IT FURTHER ENACTED**, that all By-Laws or parts thereof, and all or any Resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed.

READ a first and second time this 5th day of March, 2019.

READ a third time and passed this 5th day of March, 2019.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

The Township of Horton Policy and Procedures			
SECTION: COUNCIL		POLICY #: Council-02	
POLICY: Council-Staff Relations Policy			
DATE: March 2019 By-Law #2019-17	REV. DATE:	COVERAGE: Council and Staff	PAGE #: 1 of 6

POLICY STATEMENT:

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- In order for Staff to feel empowered in their roles, Members must entrust them with the authority they need to make decisions and allow them to act according to their understanding of the direction given and the work to be accomplished. This requires that Staff have the resources and the time required to accomplish tasks;
- Staff shall be dedicated to ensuring that Members have the information they need to make decisions.

(b) Professional Growth

- By empowering Staff to take on challenges and complete tasks, opportunities for professional growth are also supported;
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(c) Collaboration and Partnership

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(d) Respect

- The relationship between Staff and Members and their defined roles must be respected to ensure that all members of Staff and Members are treated fairly;
- Members and Staff shall foster a climate of mutual respect, recognizing the role that they play in serving the Municipality;
- In order to promote respect in the workplace, Staff and Members shall listen to the ideas of each other without judgment, seek to understand the unique challenges to each other’s roles in serving the Municipality, provide constructive feedback when necessary, and encourage a collaborative relationship based on trust, kindness, and respect for individual skillsets.

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(e) Realistic Expectations

- Members and Staff shall set reasonable expectations of each other, including providing reasonable timelines to accomplish tasks, and having respect for off-hours communications between Members and Staff;
- Providing clear goals and direction are necessary in order to hold each other accountable for the accomplishment of tasks.

2. Clarifying the Role of Council and the Role of Staff

1. Role of Council

- (a) The role of Members is to represent the Municipality, provide direction to Staff through the CAO/Clerk, and create policy;
- (b) Members shall seek to advance the common good of the Municipality;
- (c) Members shall act in a way that enhances public confidence in local government;
- (d) Members shall work with the CAO/Clerk and Senior Management in a collaborative and supportive manner and not seek to take over the administrative function of the CAO/Clerk and Senior Management;
- (e) Individual Members shall not direct Staff or intimidate Staff in the performance of their duties;
- (f) Direction to Staff from Council as a whole by way of resolution may only be done through the CAO/Clerk, as the CAO/Clerk is responsible for Staff;
- (g) Members should respect the time of Staff by providing advance notice of any substantial questions to be raised at a Council meeting so that they may have the required time to provide an adequate response or report;
- (h) Members should not expect immediate response time from Staff by e-mail or phone unless the circumstances necessitate such an immediate response;
- (i) Emails sent to Staff during off-hours should be sent only as necessary during emergencies, while respecting the private lives of Staff;
- (j) Members shall respect the role of the Municipality as an employer and provide direction and support for Staff that adheres to all legal obligations of an employer;
- (k) Members shall not use indecent, offensive or insulting words, profanity or unparliamentary language against Staff during Council and Committee meetings in accordance with the Municipality's Procedure by-law;
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2. Role of Chief Administrative Officer

- (a) The CAO/Clerk shall report directly to Council, and act as a liaison between Council and Staff to direct the implementation of Council's policies through Senior Management and Staff;
- (b) The primary focus of the CAO/ Clerk should be to foster collaborative working relationships with Members and Staff, while maintaining a separate and distinct role;
- (c) The CAO/Clerk shall remind Staff and Members, where necessary, of their roles and their duty to respect the personal and professional time and roles of one another;
- (d) The CAO/ Clerk shall undertake such research as is necessary to make recommendations to Council to maintain and improve the efficient administration of the Municipality and to advance the goals of the Municipality;
- (e) The CAO/Clerk shall not use indecent, offensive or insulting words, profanity or unparliamentary language against Members during Council and Committee meetings;
- (f) The CAO/Clerk shall acknowledge and recognize the dignity and worth of every person they serve and with whom they work, including Members, in accordance with the Municipality's Code of Ethical Conduct Policy;
- (g) The CAO/Clerk shall be respectful of Members in the workplace and shall not denigrate Members in public or on social media.

3. Role of Staff

- (a) Staff shall complete tasks that may include researching policy or programs, providing professional advice, implementing decisions of Council, fulfilling statutory duties, and following direction of the CAO/ Clerk in a professional manner, and seeking assistance where necessary;
- (b) Staff will generally communicate with individual Members through the CAO/ Clerk;
- (c) Staff shall refrain from any conduct that is unwelcomed toward other Staff or Members and includes any form of vexatious comment or conduct against Staff that is known or ought reasonably to be known as unwelcome, in accordance with the Municipality's Workplace Violence & Harassment Policy;

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- (d) Staff shall not use indecent, offensive or insulting words, profanity or unparliamentary language against Members during Council and Committee meetings;
- (e) Staff shall acknowledge and recognize the dignity and worth of every person they serve and with whom they work, including Members, in accordance with the Municipality's Code of Ethical Conduct Policy;
- (f) Staff shall be respectful of Members in the workplace and shall not denigrate Members in public or on social media.

3. Adherence to other Codes and Policies

Members and Staff shall adhere to the Municipality's existing *applicable* policies and procedures, including:

- (a) Council Procedure By-law;
- (b) Council Code of Conduct;
- (c) Workplace Sexual Violence and Harassment Prevention Policy and Program;
- (d) Ontario Human Rights Code Violation Policy;
- (e) Misconduct in the Workplace Policy; and
- (f) Code of Ethical Conduct Policy.

Responsibilities

Members and Staff are required to adhere to this policy and its governing provisions, including all other existing applicable policies and procedures adopted by the Municipality.

Monitoring/Contraventions

- (a) The CAO/Clerk shall be responsible for receiving complaints and/or concerns related to this Policy.
- (b) Upon receipt of a complaint and/or concern, the CAO/Clerk shall notify:
 - i) In the case of Staff other than the CAO/Clerk, the CAO/Clerk shall notify the Ad Hoc Human Resources Committee;

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- ii) In the case of the CAO/Clerk, Members of Council; or
 - iii) In the case of a Member of Council, to the CAO/Clerk who shall then forward the complaint to the Integrity Commissioner.
- (c) The CAO/Clerk shall investigate all complaints under this policy related to Staff, notify the Ad Hoc Human Resources Committee, and take such action as is deemed appropriate in the circumstances and in accordance with all other applicable policies;
- (d) Members of Council shall investigate all complaints under this policy related to the CAO/Clerk and take such action as is deemed appropriate in the circumstances and in accordance with all other applicable policies;
- (e) The Integrity Commissioner shall receive all complaints under this policy related to Members and investigate in accordance with the process as set out in the Council Code of Conduct. Where there is a discrepancy between this Policy and the Council Code of Conduct, the Council Code of Conduct shall prevail.

Legislative and Administrative Authorities

The *Municipal Act*, 2001 requires Council to adopt and maintain a policy with respect to the relationship between Members and Staff. The Council-Staff Relations Policy identifies the legislation, policies and procedures that the Municipality complies with in order to promote a respectful relationship between Members and Staff.

THE CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2019-18

BEING A BY-LAW TO APPOINT FENCE VIEWERS FOR THE TOWNSHIP OF HORTON

WHEREAS Section 2 of the Line Fences Act, R.S.O. 1980, Chapter 242, as amended, requires the Council of local municipalities to appoint, by by-law, as many fence viewers as Council feels necessary; and

WHEREAS the Council of the Corporation of the Township of Horton enacts as follows:

1. That Robert A. Johnston, David McGregor and Peter Tippins be appointed as fence viewers for the Corporation of the Township of Horton.
2. The remuneration shall be set by Council plus travel expenses as determined by Council policy.
3. This By-law shall take effect upon final passing.
4. By-law no. 2019-06 is hereby repealed.

READ a First and Second time this 5th day of March, 2019.

READ a Third Time and Passed this 5th day of March, 2019.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2019-19

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE TOWNSHIP OF HORTON AT THE REGULAR COUNCIL MEETING HELD MARCH 5TH, 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 5th day of March, 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 5th day of March, 2019.

READ a third time and passed this 5th day of March, 2019.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

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