



**THE CORPORATION OF THE TOWNSHIP OF HORTON
COUNCIL MEETING – JUNE 16TH, 2020 - 4:00 P.M.
AT 1005 CASTLEFORD RD.**

NOTE: This meeting will be sparsely attended, due to social distancing protocols that have been recommended by the federal and provincial governments. Members of the Public, Media and other staff are requested not to attend. However, the meeting minutes will be placed on the Township's website for future reference. Please contact the CAO/Clerk if you have any questions or require additional information.

1. CALL TO ORDER

2. DECLARATION OF PECUNIARY INTEREST

3. CONFIRMATION OF COUNCIL AGENDA

4. MINUTES FROM PREVIOUS MEETINGS

4.1 June 9, 2020 – Special Council

PG.3

5. BUSINESS ARISING FROM MINUTES

6. COMMITTEE REPORTS:

6.1 GENERAL GOVERNMENT COMMITTEE

▪ **CHAIR CAMPBELL**

6.1.1 Financial Departmental Report & Statement

PG.5

6.1.2 Corporate Policy Review – Section J

PG.32

6.2 PLANNING COMMITTEE

▪ **CHAIR CLEROUX**

6.2.1 Consent Application – B93/19 – Chris & Phyllis McQuade

PG.62

6.2.2 Consent Application – B01/20 – Ray Kohlsmith

PG.72

6.3 TRANSPORTATION & ENVIRONMENTAL SERVICES COMMITTEE

▪ **CHAIR WEBSTER**

6.3.1 Staff Report – Award Sand Dome Roof Rehabilitation
Tender PW 2020-02

PG.81

7. CORRESPONDENCE SUMMARY

7.1 INFORMATION CORRESPONDENCE

7.1.1 ICIP Funding – Thompsonhill Road Rehabilitation

PG.83

7.2 ACTION CORRESPONDENCE – NONE

8. DELEGATIONS &/or PUBLIC MEETINGS – NONE

9. BY-LAWS – NONE

10. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING

RETURN TO AGENDA

11. COUNCIL/STAFF MEMBERS CONCERNS
12. MOTION FOR RECONSIDERATION (debate on motion to reconsider only)
13. RESOLUTIONS
14. IN CAMERA (Closed) SESSION (as required) – NONE
15. CONFIRMING BY-LAW 2020-29
16. ADJOURNMENT

PG.84

THE CORPORATION OF THE TOWNSHIP OF HORTON

Special Council MeetingJune 9th, 2020

4:00 p.m.

There was a Special Meeting of Council held virtually via Zoom on Tuesday June 9th, 2020. Present were Mayor David Bennett, Councillor Doug Humphries, Councillor Lane Cleroux and Councillor Tom Webster. Staff present was Hope Dillabough, CAO/Clerk, and Nichole Dubeau, Admin/Planning Assistant-Recording Secretary.

Deputy Mayor Glen Campbell sent his regrets.

1. CALL TO ORDER

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

2. COUNCIL MEMBER ROLL CALL

Mayor Bennett did a roll call for council.

	Present	Absent
Mayor Bennett	X	
Deputy Mayor Campbell		X
Councillor Cleroux	X	
Councillor Humphries	X	
Councillor Webster	X	

3. CONFIRMATION OF COUNCIL AGENDA

Moved by Councillor Humphries

RESOLUTION NO. 2020-110

Seconded by Councillor Webster

THAT Council adopt the Agenda for the June 9th, 2020 Special Council Meeting.

	Yea	Nay
Mayor Bennett	X	
Councillor Cleroux	X	
Councillor Humphries	X	
Councillor Webster	X	

Carried

4. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest.

5. MINUTES

- i. May 26th, 2020 – Public Budget Meeting
- ii. May 26th, 2020 – Special Council Meeting

Moved by Councillor Webster

RESOLUTION NO. 2020-111

Seconded by Councillor Cleroux

THAT Council approve the following Minutes:

- May 26th, 2020 – Public Budget Meeting
- May 26th, 2020 – Special Council Meeting

	Yea	Nay
Mayor Bennett	X	
Councillor Cleroux	X	
Councillor Humphries	X	
Councillor Webster	X	

Carried

RETURN TO AGENDA

6. REQUEST TO WAIVE TIPPING FEES

Mayor Bennett suggested that the topic be forwarded to the TES Committee for discussion. TES Chair Webster agreed and stated that he is planning on scheduling a meeting in the following weeks. Councillor Humphries requested that CAO/Clerk Hope Dillabough update the ratepayer that it is going to the TES committee.

7. BY-LAWS

- i. 2020-27 2020 Final Tax Levy By-Law

Moved by Councillor Cleroux

RESOLUTION NO. 2020-112

Seconded by Councillor Humphries

THAT Council enact the following By-law:

- 2020-27 2020 Final Tax Levy By-Law

	Yea	Nay
Mayor Bennett	X	
Councillor Cleroux	X	
Councillor Humphries	X	
Councillor Webster	X	

Carried

8. COUNCIL/STAFF MEMBERS' CONCERNS

CAO/Clerk Hope Dillabough stated that regular scheduled council meetings will be starting June 16th but will be in the Community Centre so social distancing can be maintained. Committee meetings will be scheduled at the call of the chair. Staff is devising a plan to open the office to the public on June 22nd to keep staff and the public safe.

9. CONFIRMING BYLAW

Moved by Councillor Humphries

RESOLUTION NO. 2020-113

Seconded by Councillor Webster

THAT Council enact By-law 2020-28 – Confirming By-Law.

	Yea	Nay
Mayor Bennett	X	
Councillor Cleroux	X	
Councillor Humphries	X	
Councillor Webster	X	

Carried

14. ADJOURNMENT

Mayor Bennett declared the meeting adjourned at 4:11 p.m.

MAYOR David Bennett

CAO/CLERK Hope Dillabough

TOWNSHIP OF HORTON
Budget Department by Category



From Category: 11000 To Category: 19000
Account Code: ?-?-?????-?????? To : ?-?-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Revenues					
GENERAL GOVERNMENT					
1-4-11000-400010	TAXES - MUNICIPAL	-2,361,408	-2,361,676	-2,431,868	-1,217,181
1-4-11000-400020	TAXES - COUNTY	0	-1,573,966	0	-811,204
1-4-11000-400030	TAXES - EDUCATION	0	-1,061,610	0	-543,932
1-4-11000-410710	Taxes Supplem. Municipal	-23,500	-24,047	-23,500	0
1-4-11000-410715	Taxes Supplem. County	0	-16,026	0	0
1-4-11000-410720	Taxes Supplem. Education	0	-7,183	0	0
1-4-11000-420105	PILS Canada Enterprise	-212	-234	-230	0
1-4-11000-420110	PILS Ontario	-27,028	-27,088	-27,088	0
1-4-11000-420115	PILS Ontario Enterprise	0	0	0	0
1-4-11000-420120	PIL'S Municipalities	-713	-715	-714	0
1-4-11000-420121	PIL'S - County Share	0	-1,487	0	0
1-4-11000-430015	OMPF Funding	-233,100	-233,100	-232,500	-116,250
1-4-11000-430020	Modernization One-Time Funding	0	-411,443	0	0
1-4-11000-440200	Capping - Cty Share	0	0	0	0
1-4-11000-440210	County Grant	0	0	0	0
1-4-11000-440300	Health (UDA) Surplus	0	0	-3,031	0
1-4-11000-440350	Tax Certificates	-1,800	-2,070	-2,000	-560
1-4-11000-440400	Oth Revenue Lottery Lic	-150	-18	-100	-15
1-4-11000-440415	Oth Revenue Int Income	-12,000	-29,193	-15,000	-7,028
1-4-11000-440420	Oth Revenue Int on Tax	-57,000	-51,285	-53,000	-13,978
1-4-11000-440431	Other Rev Misc.	-1,000	-1,348	-1,000	-459
1-4-11000-440601	Transfer from Reserves - Unallocated	-2,000	0	0	0
1-4-11000-440604	Transfer from Reserves - Parking Lot	0	0	0	0
1-4-11000-440605	Transfer from Reserves - Computer	0	0	-120,000	0
1-4-11000-440606	Transfer from Reserves - Working Reserv	0	0	0	0
1-4-11000-440608	Transfer from Reserves - Building	-4,500	-4,500	0	0
Total Revenues		-2,724,411	-5,806,989	-2,910,031	-2,710,607
1-7-11000-700030	Committee Member/Meetings	900	856	1,500	325
1-7-11000-700040	Legal Expenses	16,000	5,888	15,000	5,139
1-7-11000-700060	Misc. Expenses	8,500	9,606	8,500	181
1-7-11000-700070	Insurance	16,486	14,982	16,465	16,464
1-7-11000-700080	Office Supplies	7,500	5,818	7,500	1,789
1-7-11000-700085	Postage/Courier	15,600	15,558	17,000	4,811
1-7-11000-700100	Telephone	2,500	2,290	2,500	961
1-7-11000-700110	Hydro	6,000	4,190	5,000	2,088
1-7-11000-700120	Heat	1,600	1,337	1,500	857
1-7-11000-700179	Health & Safety	750	583	750	410
1-7-11000-700180	Office Equip. & Maint.	9,250	6,531	9,250	3,301
1-7-11000-700190	Building Maintenance	9,000	8,383	9,000	1,279
1-7-11000-700191	Building Cleaning	6,000	5,970	6,000	2,297
1-7-11000-700250	Transfer to Capital	0	0	120,000	0
1-7-11000-700280	Advertising	5,000	2,069	2,000	578
1-7-11000-715010	Bank Charges & Interest	7,500	7,765	7,500	2,602
1-7-11000-715015	Computers & Program Maint.	22,000	18,813	25,000	19,890
1-7-11000-715066	Capping 50%	0	0	0	63,349
1-7-11000-715085	Municipal Tax W/O	6,500	12,343	10,000	0
1-7-11000-715090	County Tax W/O	0	8,226	0	0
1-7-11000-715095	Education Tax W/O	0	5,185	0	0
1-7-11000-716020	Tax Sale Registration	100	0	100	0
1-7-11000-718030	Gov Audit	22,000	27,685	30,000	0
1-7-11000-718040	Contracted Services	1,000	205	500	0
1-7-11000-718050	Accessibility	500	402	500	0

RETURN TO AGENDA

Budget Department by Category



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From Category: 11000 To Category: 19000
 Account Code: ?-?-?????-?????? To : ?-?-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
1-7-11000-775010	Library	1,200	963	0	250
1-7-11000-789035	Transfer to Reserves - Office Equipment	5,000	25,865	6,000	0
1-7-11000-789038	Transfer to Reserves - Building	5,000	5,000	5,500	0
1-7-11000-789039	Transfer to Reserves	0	437,308	3,031	0
1-7-11000-789041	Office - Principle Debt Payment	16,127	0	16,127	8,063
1-7-11000-789042	Office - Interest on Debt	1,113	1,113	1,113	0
1-7-11000-799999	Transfer Expense to Building Department	-1,775	-1,775	-1,665	0
	Total Expenditure	191,351	633,159	325,671	134,634
1-8-11000-800010	Transfer to County	0	1,583,253	0	395,886
1-8-11000-810001	Public School English	0	779,642	0	194,910
1-8-11000-810002	Public School French	0	12,746	0	3,802
1-8-11000-820001	Separate School English	0	243,925	0	61,859
1-8-11000-820002	Separate School French	0	27,294	0	7,975
	Total Revenues	0	2,646,860	0	664,432
1-9-11000-900100	Amortization Expense	0	0	0	0
	Total Expenditure	0	0	0	0
	GENERAL GOVERNMENT (Surplus)/Deficit	-2,533,060	-2,526,970	-2,584,360	-1,911,541

RETURN TO AGENDA

Budget Department by Category



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From Category: 11000 To Category: 19000
 Account Code: ?-?-?????-?????? To : ?-?-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Expenditure					
COUNCIL					
1-7-11010-700010	Council Salaries	97,500	90,315	95,000	38,264
1-7-11010-700035	Conference/Travel Expenses	11,000	5,060	10,000	2,323
1-7-11010-700060	Council Misc. Expenses	2,500	3,116	2,500	451
1-7-11010-700100	Council Telephone	400	266	350	118
1-7-11010-700140	Council Benefits	7,000	13,595	10,000	5,516
1-7-11010-789040	Donations	1,000	250	1,000	0
	Total Expenditure	119,400	112,602	118,850	46,672
	COUNCIL (Surplus)/Deficit	119,400	112,602	118,850	46,672

RETURN TO AGENDA

Budget Department by Category



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From Category: 11000 To Category: 19000
 Account Code: ?-?-?????-?????? To : ?-?-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Revenues					
ELECTION					
1-4-11011-440461	Transfer from Reserve	0	0	0	0
	Total Revenues	0	0	0	0
1-7-11011-700010	Salaries	0	0	0	0
1-7-11011-700035	Conference/Travel Expenses	0	0	0	0
1-7-11011-700060	Misc. Expenses	0	0	0	0
1-7-11011-700080	Office Supplies	0	0	0	0
1-7-11011-700085	Postage	0	0	0	0
1-7-11011-700140	Employee Benefits	0	0	0	0
1-7-11011-700280	Advertising	0	0	0	0
1-7-11011-718040	Contracted Services	0	0	0	0
1-7-11011-789036	Transfer to Reserves - Election	5,000	5,000	6,120	0
	Total Expenditure	5,000	5,000	6,120	0
	ELECTION (Surplus)/Deficit	5,000	5,000	6,120	0

RETURN TO AGENDA



Budget Department by Category

From Category: 11000 To Category: 19000
 Account Code: ?-?-?????-?????? To : ?-?-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Revenues					
ADMINISTRATION					
1-4-11015-440465	Canada Grant	0	0	0	0
1-4-11015-440601	Transfer from Reserves - Unallocated	-30,000	0	0	0
	Total Revenues	-30,000	0	0	0
1-7-11015-700010	Admin Salaries	317,895	279,255	293,310	113,437
1-7-11015-700035	Conference Expenses	8,700	8,665	8,500	2,905
1-7-11015-700140	Employee Benefits	85,450	78,583	76,152	31,320
	Total Expenditure	412,045	366,503	377,962	147,662
	ADMINISTRATION (Surplus)/Deficit	382,045	366,503	377,962	147,662

Budget Department by Category

Date : Jun 11, 2020

Time : 3:06 pm

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From Category: 11000 To Category: 19000
 Account Code: ??-?????-?????? To : ??-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Revenues					
PROTECTIVE SERVICES					
1-4-12000-440110	OSG MDRA	0	0	0	0
1-4-12000-440220	Ontario - CSPT Program	-2,600	-3,076	-3,000	0
1-4-12000-440221	Ontario Grant	-10,000	-15,000	0	0
1-4-12000-440360	Fees & Charges Dog Pound	0	-30	0	0
1-4-12000-440395	Livestock - Revenue	-2,000	-1,240	-2,000	-310
1-4-12000-440405	Dog License Revenue	-8,750	-8,340	-8,500	-7,050
1-4-12000-440430	Provincial Offences from County	0	-395	0	-90
1-4-12000-440461	Transfer from Reserves	0	0	0	0
1-4-12000-440475	9-1-1 Sign Revenue	-1,000	-450	-1,000	-375
1-4-12000-440480	Tile Drain	-13,000	-13,750	-13,000	0
	Total Revenues	-37,350	-42,281	-27,500	-7,825
1-7-12000-700010	Salaries	1,620	1,132	1,255	0
1-7-12000-700060	Misc. Expenses	100	0	100	25
1-7-12000-700065	Dog Tag Collection	4,250	3,942	4,100	3,263
1-7-12000-700140	Employee Benefits	470	139	360	0
1-7-12000-700260	Agreements	1,580	1,580	1,610	1,610
1-7-12000-700300	9-1-1 Signs	1,300	357	1,300	514
1-7-12000-700310	Ontario Provincial Police	476,496	474,467	462,884	38,007
1-7-12000-718040	Contracted Services	12,000	7,680	10,000	1,832
1-7-12000-785010	Veternarian Committee	350	280	300	0
1-7-12000-785020	Tile Drain	13,000	13,750	13,000	0
1-7-12000-785045	Emergency Management Plan	11,000	8,094	11,000	3,416
1-7-12000-785050	Livestock Valuation	2,500	1,409	2,500	838
1-7-12000-789000	Transfer to Reserves	10,000	15,000	0	0
1-7-12000-789045	Com. Policing Adv. Com.	200	0	200	0
	Total Expenditure	534,866	527,830	508,609	49,505
	Total Expenditure	0	0	0	0
	PROTECTIVE SERVICES (Surplus)/Deficit	497,516	485,549	481,109	41,680

RETURN TO AGENDA

Budget Department by Category



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From Category: 11000 To Category: 19000
 Account Code: ?-?-?????-?????? To : ?-?-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Revenues					
MUNICIPAL DISASTER					
1-4-12021-440220	Ontario Grant	0	-249,895	0	0
1-4-12021-440461	Transfer from Reserves	0	-5,000	0	0
	Total Revenues	0	-254,895	0	0
1-7-12021-700010	Salaries	0	32,263	0	0
1-7-12021-700060	Misc. Expenses	0	201,972	0	0
1-7-12021-700090	Materials & Supplies	0	37,752	0	0
1-7-12021-700140	Employee Benefits	0	2,832	0	0
1-7-12021-700191	Building Cleaning	0	95	0	11
1-7-12021-700230	Fuel & Oil	0	2,280	0	0
1-7-12021-785045	Emergency Plan	0	237	0	0
	Total Expenditure	0	277,431	0	11
	MUNICIPAL DISASTER (Surplus)/Deficit	0	22,536	0	11

RETURN TO AGENDA



From Category: 11000 To Category: 19000
Account Code: ?-?-?????-?????? To : ?-?-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Revenues					
PUBLIC WORKS					
1-4-13030-440100	OSG Roadways MNR	-22,000	-49,341	-25,000	0
1-4-13030-440320	Fees & Charges Roadways	-1,000	-400	-1,000	-1,015
1-4-13030-440440	Sale of Equipment	0	0	0	0
1-4-13030-440461	Transfer from Reserves	-8,500	-4,477	0	0
1-4-13030-440464	Ontario Grant	-71,987	-63,003	-40,041	0
1-4-13030-440465	Canada Grant	-1,500	-1,960	-1,500	0
1-4-13030-440467	Gas Tax	-87,581	-175,796	-87,581	0
	Total Revenues	-192,568	-294,977	-155,122	-1,015
1-7-13030-700010	Salaries	167,725	152,800	176,260	89,314
1-7-13030-700030	Com. Member Meeting	1,000	528	1,000	392
1-7-13030-700035	Conference/Travel Expenses	5,500	4,778	5,500	1,779
1-7-13030-700060	Misc. Expenses	1,000	1,014	1,000	250
1-7-13030-700070	Insurance	15,595	15,329	17,160	17,157
1-7-13030-700080	Office Supplies	500	308	500	0
1-7-13030-700090	Materials & Supplies	5,000	4,508	6,000	2,927
1-7-13030-700100	Telephone	1,800	2,082	1,800	523
1-7-13030-700110	Hydro	4,500	4,667	4,950	2,068
1-7-13030-700120	Heat	5,500	5,587	6,050	2,527
1-7-13030-700140	Employee Benefits	62,400	56,067	63,690	38,968
1-7-13030-700181	Clothing Allowance	3,000	1,361	2,000	417
1-7-13030-700190	Building Maintenance	15,000	9,303	10,000	334
1-7-13030-700191	Building Cleaning	1,350	1,009	1,350	378
1-7-13030-700240	Radio License	500	458	500	360
1-7-13030-700250	Transfer to Capital	8,500	4,477	0	0
1-7-13030-700280	Advertising	1,000	3,546	1,200	595
1-7-13030-715015	Computer Programs & Maintenance	2,000	5,162	2,000	445
1-7-13030-718040	Contracted Services	3,000	1,679	2,500	0
1-7-13030-730040	TRUCK #2 - 2005 ININTERNATIONAL REF	0	28	0	0
1-7-13030-730130	EXCAVATOR - REPAIRS/MNT	9,000	7,784	15,000	18,224
1-7-13030-730150	TRUCK #4 - 2011 INTER. REPAIRS/MNT	10,000	14,414	5,000	2,137
1-7-13030-730155	Truck 11 - 2013 CHEV 3/4 TON	2,000	2,545	4,000	894
1-7-13030-730156	Truck #12 - 2013 3 Ton ISUZU	4,000	6,157	6,000	9,387
1-7-13030-730157	Truck #14 - 2018 Western Star	5,000	5,771	5,000	647
1-7-13030-730160	GRADER - REPAIRS/MNT	10,000	8,189	15,000	15,138
1-7-13030-730280	BACKHOE/LOADER - REPAIRS/MNT	2,000	1,643	3,000	256
1-7-13030-730291	WOOD CHIPPER	500	0	250	0
1-7-13030-730295	TRAILER/MOWER - REPAIRS/MNT	1,500	585	500	0
1-7-13030-730300	Machinery Fuel	45,000	62,007	55,000	18,700
1-7-13030-730490	A - Culverts	5,000	5,123	6,000	0
1-7-13030-730500	A- Culverts - Salaries	11,115	12,476	12,010	937
1-7-13030-730550	B - Roadside Maintenance	15,000	15,847	14,000	0
1-7-13030-730560	B- Roadside Maint. - Salaries	29,865	30,596	30,800	3,076
1-7-13030-730660	C - Road Maintenance - Paved	32,000	24,891	35,000	3,013
1-7-13030-730670	C - Road Main. - Salaries	26,925	15,924	23,140	3,918
1-7-13030-730780	D - Grading-Gravel-Dust	26,000	29,500	26,000	9,894
1-7-13030-730790	D - Grading etc. - Salaries	40,915	23,090	37,415	1,546
1-7-13030-730870	E - Winter Road Maintenance	48,400	41,248	50,000	7,503
1-7-13030-730880	E - Winter Rd. Maint.-Salaries	60,655	62,956	63,780	28,827
1-7-13030-730960	F - Safety Devices	10,000	6,253	10,000	-83
1-7-13030-730970	F - Safety Devices - Salaries	5,325	9,048	7,780	3,611
1-7-13030-731023	Asset Management	5,000	0	5,000	0
1-7-13030-731030	Transfer to Reserves Rds Buildings	20,000	20,000	20,400	0

RETURN TO AGENDA

Budget Department by Category



From Category: 11000 To Category: 19000
 Account Code: ?-?-?????-?????? To : ?-?-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
1-7-13030-731031	Transfer to Reserves - OCIF Funding	0	0	1,020	0
1-7-13030-731032	Transfer to Reserves - Asset Managemen	0	5,000	0	0
1-7-13030-731033	Transfer to Reserves Roads	157,552	218,767	162,638	0
1-7-13030-731034	Transfer to Reserves - Winter Maintenanc	1,000	1,000	0	0
1-7-13030-731035	Transfer to Reserves Gas Tax	87,581	175,796	87,581	0
1-7-13030-731039	Debt Principle Payment	102,285	0	102,285	51,143
1-7-13030-731040	Debt Interest Payment	11,392	11,392	9,185	4,197
1-7-13030-785040	Street Lights	41,200	33,465	7,735	8,222
	Total Expenditure	1,131,080	1,126,158	1,123,979	349,621
1-9-13030-900100	Amortization Expense	0	0	0	0
	Total Expenditure	0	0	0	0
	PUBLIC WORKS (Surplus)/Deficit	938,512	831,181	968,857	348,606

Budget Department by Category



From Category: 11000 To Category: 19000
 Account Code: ?-?-?????-?????? To : ?-?-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Expenditure					
ROADS - GRAVEL					
1-7-13031-730780	Annual Gravel Budget	20,000	0	23,000	0
	Total Expenditure	20,000	0	23,000	0
1-8-13031-830001	Bennett-Lafont Road	0	0	0	0
1-8-13031-830010	Blackburn Road	0	458	0	0
1-8-13031-830037	Collins Road	0	117	0	0
1-8-13031-830048	Dugald Road	0	229	0	0
1-8-13031-830050	Eady Road	0	2,521	0	0
1-8-13031-830058	Ferguson Road	0	7,245	0	0
1-8-13031-830065	Garden of Eden Road	0	0	0	0
1-8-13031-830074	Goshen Road	0	233	0	0
1-8-13031-830088	Humphries Rd	0	0	0	0
1-8-13031-830095	Jim Barr Road	0	0	0	0
1-8-13031-830097	Johnston Rd	0	0	0	0
1-8-13031-830100	Kasaboski Road	0	0	0	0
1-8-13031-830120	Lime Kiln Rd	0	3,537	0	0
1-8-13031-830137	McBride Road	0	802	0	0
1-8-13031-830142	McInnes Road	0	0	0	0
1-8-13031-830150	Orin Road	0	1,383	0	0
1-8-13031-830160	Price Road	0	0	0	0
	Total Revenues	0	16,525	0	0
	ROADS - GRAVEL (Surplus)/Deficit	20,000	16,525	23,000	0

Budget Department by Category



From Category: 11000 To Category: 19000
 Account Code: ??-?????-?????? To : ??-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Revenues					
ROADS - CAPITAL					
1-4-13033-440100	OSG Roadways MNR	0	0	-55,794	0
1-4-13033-440125	Canada Specific Grants - CWWF	-29,490	-29,489	0	0
1-4-13033-440220	Ontario Grant	0	0	0	0
1-4-13033-440221	Ontario Grant - OCIF	-880,139	-52,202	0	-85,090
1-4-13033-440222	Ontario Grant - CWWF	0	0	0	0
1-4-13033-440461	Transfer from Reserves - Roads Equipme	-181,149	-11,892	-476,829	0
1-4-13033-440466	Transfer from Lot Dev Fund	-6,360	-5,540	0	0
1-4-13033-440550	Transfer from Reserves - Gas Tax	-40,000	-37,989	-40,000	0
1-4-13033-440592	Transfer from Reserves - Roads Infrastru	0	0	0	0
	Total Revenues	-1,137,138	-137,112	-572,623	-85,090
1-7-13033-700250	CAPITAL EQUIPMENT	0	0	306,035	0
1-7-13033-700259	Capital - Buildings	0	0	60,446	0
1-7-13033-731031	Road Capital Trnsfr to Rsrvs - OCIF Fund	0	52,202	0	0
1-7-13033-745040	Engineering Fees - Thompson Hill Streets	1,057,818	841	0	763
	Total Expenditure	1,057,818	53,043	366,481	763
1-8-13033-830007	Bingham Road	7,500	6,172	0	0
1-8-13033-830065	Garden of Eden Road	42,500	37,989	0	0
1-8-13033-830088	Humphries Rd	7,820	15,012	0	0
1-8-13033-830097	Johnston Rd	0	0	0	0
1-8-13033-830120	Lime Kiln Rd	31,500	34,896	0	0
1-8-13033-839999	Capital Clearing Account	0	0	0	0
	Total Revenues	89,320	94,069	0	0
	ROADS - CAPITAL (Surplus)/Deficit	10,000	10,000	-206,142	-84,327

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Budget Department by Category



From Category: 11000 To Category: 19000
Account Code: ?-?-?????-?????? To : ?-?-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Expenditure					
STORM SEWER					
1-7-13035-700400	Contracted Services	3,000	950	0	0
	Total Expenditure	3,000	950	0	0
	STORM SEWER (Surplus)/Deficit	3,000	950	0	0



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From Category: 11000 To Category: 19000
Account Code: ?-?-?????-????? To : ?-?-?????-?????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Revenues					
ENVIROMENTAL SERVICES					
1-4-14000-440220	Ontario Grant	-36,000	-35,015	-36,000	-8,667
1-4-14000-440380	Tipping Fees	-40,000	-60,908	-50,000	-11,134
1-4-14000-440480	Blue Box & Composter	-300	-72	-300	-42
1-4-14000-440482	Ontario Stewardship Tires	0	320	0	-165
1-4-14000-440483	Electronic Waste	-1,000	-1,963	-1,250	-210
1-4-14000-440640	Transfer from Reserves - Environment	-42,500	-34,342	-121,671	0
Total Revenues		-119,800	-131,980	-209,221	-20,218
1-7-14000-700010	Salaries	51,860	46,832	49,685	15,229
1-7-14000-700030	Committee Members Fees	1,000	528	1,000	346
1-7-14000-700035	Conference/Travel Expenses	1,400	0	1,400	0
1-7-14000-700060	Misc. Expenses	2,000	1,627	1,800	1,161
1-7-14000-700070	Insurance	2,259	2,248	2,300	2,288
1-7-14000-700080	Office Supplies	2,000	522	2,500	0
1-7-14000-700090	Material & Supplies	1,500	1,011	1,500	213
1-7-14000-700100	Telephone	300	345	300	26
1-7-14000-700110	Hydro	500	548	580	203
1-7-14000-700140	Employee Benefits	12,305	8,369	11,470	2,527
1-7-14000-700190	Building Maintenance	1,500	287	1,000	0
1-7-14000-700250	Transfer to Capital	23,500	0	0	0
1-7-14000-700253	Transfer to Capital - GATES	10,000	18,293	6,000	0
1-7-14000-700254	Transfer to Capital - Soak Pit	0	0	0	0
1-7-14000-700259	Capital - Sea Containers/Buildings	3,000	0	0	0
1-7-14000-700280	Advertising	600	189	1,000	528
1-7-14000-700285	Landfill Equipment	1,000	8,602	1,000	0
1-7-14000-700400	Contracted Services	0	0	0	519
1-7-14000-731038	Blue Box Purchase	600	948	500	0
1-7-14000-745020	Promotion and Education	1,500	0	1,500	0
1-7-14000-745021	Recycling - Tires	50	0	50	0
1-7-14000-745025	Household Hazardous Waste Days	1,800	0	1,800	0
1-7-14000-745026	Recycling - Curbside Pickup	76,000	102,449	210,000	95,195
1-7-14000-745027	Waste - Curbside Pickup	42,000	44,790	42,840	19,645
1-7-14000-745031	Compaction & Covering	40,000	41,941	40,000	11,753
1-7-14000-745033	Landfill - Re-grind Waste	25,000	35,921	25,000	6,233
1-7-14000-745034	Material Transfers	2,000	0	500	0
1-7-14000-745040	Engineering Fees	15,000	15,402	15,000	11,274
1-7-14000-789020	Transfer to Reserves - Landfill	18,100	18,100	21,500	0
1-7-14000-789038	Transfer to Reserves - Landfill Building	1,000	1,000	0	0
Total Expenditure		337,774	349,952	440,225	167,140
1-9-14000-900100	Amortization Expense	0	0	0	0
Total Expenditure		0	0	0	0
ENVIROMENTAL SERVICES (Surplus)/Deficit		217,974	217,972	231,004	146,922

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Budget Department by Category



From Category: 11000 To Category: 19000
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Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Expenditure					
ENVIROMENTAL SERVICES					
	Total Expenditure	0	0	0	0
	ENVIROMENTAL SERVICES (Surplus)/Deficit	0	0	0	0

Budget Department by Category



From Category: 11000 To Category: 19000

Account Code: ?-?-?????-?????? To : ?-?-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Revenues					
PARK & REC ADMINISTRATION					
1-4-15051-440125	Canada Specific Grants	-1,680	0	0	0
1-4-15051-440462	Sale of Land	0	0	0	0
	Total Revenues	-1,680	0	0	0
1-7-15051-700010	Salaries	43,305	35,251	38,985	1,774
1-7-15051-700030	Com. Member Meetings	4,000	981	2,500	150
1-7-15051-700035	Conference/Travel Expenses	1,500	109	1,500	0
1-7-15051-700060	Misc. Expenses	100	0	100	0
1-7-15051-700070	Insurance	8,950	8,754	8,920	8,911
1-7-15051-700090	Office Supplies	800	590	500	0
1-7-15051-700140	Employee Benefits	14,845	4,340	14,240	348
1-7-15051-700260	Agreements	22,500	29,623	29,200	0
1-7-15051-700280	Advertising	1,500	40	100	21
1-7-15051-718040	Contracted Services	0	0	0	0
1-7-15051-789000	Transfer to Reserves	0	27,550	0	0
	Total Expenditure	97,500	107,238	96,045	11,204
1-9-15051-900100	Amortization Expense	0	0	0	0
	Total Expenditure	0	0	0	0
	PARK & REC ADMINISTRATION (Surplus)/Deficit	95,820	107,238	96,045	11,204

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Budget Department by Category



From Category: 11000 To Category: 19000
 Account Code: ?-?-?????-?????? To : ?-?-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Revenues					
PARK & REC OUTDOOR FACILITIES					
1-4-15052-440125	Canada Specific Grants	0	0	0	0
1-4-15052-440216	Boat Launch - Fines	-400	-366	-400	-20
1-4-15052-440220	Ontario Grant	0	0	0	0
1-4-15052-440300	Flag Football	-2,000	0	0	0
1-4-15052-440423	Volleyball Revenue	-500	-1,164	-500	0
1-4-15052-440428	Soccer Registrations	-6,200	-4,731	-5,500	0
1-4-15052-440431	Boat Launch Other Rev Misc.	-3,000	-2,469	-3,000	-1,347
1-4-15052-440434	Soccer - Fundraising Revenue	-4,450	0	0	0
1-4-15052-440461	Transfer from Reserves	-5,000	0	0	0
1-4-15052-440466	Transfer from Lot Dev Fund	-550	0	0	0
	Total Revenues	-22,100	-8,730	-9,400	-1,367
1-7-15052-700010	Salaries	3,079	2,776	3,070	1,212
1-7-15052-700140	Employee Benefits	885	839	890	259
1-7-15052-700201	Trail Maintenance	2,500	361	1,500	0
1-7-15052-700215	Soccer Field Maintenance	5,000	3,786	4,000	152
1-7-15052-700220	Boat Launch Property Maintenance	2,000	744	2,000	736
1-7-15052-700250	Transfer to Capital	5,000	0	0	0
1-7-15052-715070	River Road Property Study	0	0	0	0
1-7-15052-715071	Farrell's Landing Property	1,000	153	250	83
1-7-15052-785083	Volleyball Expense	5,000	1,872	100	0
1-7-15052-785084	Flag Football	1,100	0	0	0
1-7-15052-789000	Transfer to Reserves	450	0	0	0
1-7-15052-789100	Transfer to Other Municipal	0	0	0	0
	Total Expenditure	26,014	10,531	11,810	2,442
PARK & REC OUTDOOR FACILITIES (Surplus)/Deficit		3,914	1,801	2,410	1,075

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From Category: 11000 To Category: 19000
 Account Code: ?-?-?????-?????? To : ?-?-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Revenues					
PARK & REC COMMUNITY CENTER					
1-4-15053-440125	Canada Specific Grants	-9,000	0	0	0
1-4-15053-440210	County Grant	0	0	0	0
1-4-15053-440220	Provincial Grant	0	-1,000	0	0
1-4-15053-440425	Rent	-9,000	-10,969	-9,000	-3,370
1-4-15053-440429	Donations	0	-100	0	0
1-4-15053-440434	Fundraising Revenue	0	0	0	0
1-4-15053-440440	Sale of Equipment	0	-1,195	0	0
1-4-15053-440461	Transfer from Reserves	-133,500	-8,890	-49,904	0
1-4-15053-440466	Transfer from Lot Dev Fund	-5,500	0	-2,076	0
1-4-15053-440800	Bar Sales	-22,000	-14,244	-15,000	-4,553
	Total Revenues	-179,000	-36,398	-75,980	-7,923
1-7-15053-700010	Salaries	15,705	15,893	16,660	6,928
1-7-15053-700095	Restock Bar	10,120	5,975	8,000	2,140
1-7-15053-700100	Telephone	800	843	800	352
1-7-15053-700110	Utilities	15,000	11,737	12,500	5,631
1-7-15053-700140	Employee Benefits	2,270	2,079	2,490	897
1-7-15053-700190	Building Maintenance	5,000	4,545	5,000	2,960
1-7-15053-700191	Building Cleaning	2,000	1,325	1,500	494
1-7-15053-700200	Equipment Repairs/Replacement	2,000	435	2,000	11
1-7-15053-700203	Participaction	0	738	0	0
1-7-15053-700250	Transfer to Capital - Equipment	12,000	0	0	0
1-7-15053-700251	Transfer to Capital - Bldg Renos	75,000	8,890	51,980	9,979
1-7-15053-700252	Transfer to Capital - Land Purchase	61,000	0	0	0
1-7-15053-700258	Transfer to Capital - Hall Debt	0	0	0	0
1-7-15053-700280	Advertising	1,000	356	1,000	73
1-7-15053-715015	Computer Programs & Maintenance	1,250	893	1,000	540
1-7-15053-789000	Transfer to Reserves - Building	10,810	10,810	30,310	0
	Total Expenditure	213,955	64,519	133,240	30,005
PARK & REC COMMUNITY CENTER (Surplus)/Deficit		34,955	28,121	57,260	22,082

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Budget Department by Category



From Category: 11000 To Category: 19000
 Account Code: ??-?????-?????? To : ??-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Revenues					
PARK & REC RINK					
1-4-15054-440300	Skating Lessons	-500	0	0	0
1-4-15054-440429	Donations	0	-1,106	0	-226
1-4-15054-440431	Spring Hockey Team	0	-9,608	-10,750	-4,450
1-4-15054-440433	Rink - Ice Rentals	-1,500	-1,606	-1,500	-400
1-4-15054-440434	Fundraising Revenue	0	0	0	0
1-4-15054-440444	Recreational Hockey Registrations	-1,700	0	0	-525
1-4-15054-440447	PA Day Hockey Day Camp	0	-140	0	0
1-4-15054-440461	Transfer from Reserves	0	0	0	0
	Total Revenues	-3,700	-12,460	-12,250	-5,601
1-7-15054-700010	Salaries	15,345	7,414	14,270	3,803
1-7-15054-700110	Utilities	6,400	3,219	3,500	2,112
1-7-15054-700140	Employee Benefits	3,400	1,532	3,075	811
1-7-15054-700190	Building Maintenance	6,600	3,518	6,600	2,329
1-7-15054-700191	Building Cleaning	500	207	500	104
1-7-15054-700200	Equipment Repairs/Maintenance	1,500	947	1,500	381
1-7-15054-700250	Transfer to Capital - Change Rooms Unfir	7,294	0	0	0
1-7-15054-700255	Transfer to Capital - Rink Roof Financin	0	0	0	0
1-7-15054-700280	Advertising	500	173	250	69
1-7-15054-785069	Change Rooms	200	23	200	0
1-7-15054-785085	Recreational Hky/Public Skating Expense	300	0	100	0
1-7-15054-785112	3 on 3 Mens Hockey Tournament	0	47	0	0
1-7-15054-785113	Spring H ockey Team	0	8,983	10,445	6,216
1-7-15054-785116	PA Day Hockey Day Camp Expenses	0	140	0	0
1-7-15054-785122	SKATING LESSONS	500	0	0	0
1-7-15054-786018	Sports Equipment	500	0	0	0
1-7-15054-789000	Transfer to Reserves	0	8,930	0	0
	Total Expenditure	43,039	35,133	40,440	15,825
	PARK & REC RINK (Surplus)/Deficit	39,339	22,673	28,190	10,224

Budget Department by Category

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From Category: 11000 To Category: 19000
 Account Code: ?-?-?????-?????? To : ?-?-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Revenues					
PARK & REC ANNUAL EVENTS					
1-4-15055-440315	Cycle Event	-3,000	0	0	0
1-4-15055-440426	Euchre Revenue	-4,000	-3,772	-4,000	-933
1-4-15055-440427	Country Dance Proceeds	-9,500	-7,282	-8,000	-1,310
1-4-15055-440429	Donations - Leadership Camp	0	-1,250	0	0
1-4-15055-440431	Dance Lessons	-2,000	0	0	0
1-4-15055-440446	Aerobics & Drop In Sports Fees	-500	-279	-500	0
1-4-15055-440569	Children's Christmas Party	-500	0	0	0
1-4-15055-440570	Winter Carnival Revenue	-4,500	-3,955	-4,000	-6,531
1-4-15055-440575	Canada Day Revenue	-5,500	-3,917	-4,500	-600
	Total Revenues	-29,500	-20,455	-21,000	-9,374
1-7-15055-785061	CYCLE EVENT	1,000	0	0	0
1-7-15055-785075	Canada Day Expenses	3,000	1,673	2,700	0
1-7-15055-785078	Children's Events	100	0	0	0
1-7-15055-785079	Children's Christmas Party	300	0	0	0
1-7-15055-785080	Winter Carnival Expenses	3,000	2,029	2,500	2,886
1-7-15055-785081	Country Dance Expenses	7,500	7,945	8,000	1,004
1-7-15055-785082	Aerobics & Drop In Sports	100	451	150	23
1-7-15055-785087	Dance Lessons	1,000	0	0	0
1-7-15055-785121	Leadership Camp	0	1,988	0	0
1-7-15055-786000	Euchres Expense	2,200	1,967	2,200	523
	Total Expenditure	18,200	16,053	15,550	4,436
	PARK & REC ANNUAL EVENTS (Surplus)/Deficit	-11,300	-4,402	-5,450	-4,938

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From Category: 11000 To Category: 19000
 Account Code: ?-?-?????-?????? To : ?-?-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Revenues					
PARK & REC FUNDRAISING					
1-4-15056-440311	Social Gaming Nights	-3,000	-1,215	0	0
1-4-15056-440316	Euchre Tournament	-800	0	0	0
1-4-15056-440428	Mini Sticks Tournament	-700	-467	0	0
1-4-15056-440429	Donations - Rink Roof	0	0	-10,000	0
1-4-15056-440445	Broomball Registrations	0	-1,062	0	0
1-4-15056-440448	Special Project - Cook Book	0	0	0	0
1-4-15056-440449	Quilt Raffle	-1,000	-652	-1,000	0
1-4-15056-440450	Easter Egg Hunt	-1,000	-648	-1,000	0
1-4-15056-440452	Fruit Fundraiser	-9,000	-9,009	-9,010	0
1-4-15056-440453	Dinner & Show	-2,000	0	0	0
1-4-15056-440455	Murder Mystery	-3,500	-1,817	-3,200	0
1-4-15056-440456	Fundraising Catering	-5,000	-5,583	-5,000	0
1-4-15056-440457	Harvest Dinner	-3,500	-2,342	-3,000	0
1-4-15056-440458	Trivia Night	-1,500	-535	-700	0
1-4-15056-440459	Pancake Supper	0	0	0	0
1-4-15056-440801	Hockey Tournament	-5,360	0	0	-2,957
1-4-15056-440802	Craft Day/Bake Sale	0	0	0	0
	Total Revenues	-36,360	-23,330	-32,910	-2,957
1-7-15056-785100	Easter Egg Hunt	450	398	400	0
1-7-15056-785102	Fruit Fundraiser	7,000	7,635	0	0
1-7-15056-785103	Dinner & Show	700	0	0	0
1-7-15056-785104	Mini Sticks Hockey Tournament	200	178	0	0
1-7-15056-785105	Murder Mystery	1,500	449	1,500	0
1-7-15056-785106	Fundraising Catering	5,000	1,903	12,500	154
1-7-15056-785107	Harvest Dinner	1,900	1,689	1,800	0
1-7-15056-785108	Trivia Night	1,000	370	500	0
1-7-15056-785109	Pancake Supper	0	0	0	0
1-7-15056-785112	Hockey Tournament	1,360	0	0	890
1-7-15056-785114	Quilting	300	112	300	0
1-7-15056-785117	Social Gaming Night	1,000	241	0	0
1-7-15056-786000	Euchre Tournament	400	46	0	0
1-7-15056-789010	Transfer to Reserves - Recreation	0	3,680	0	0
1-7-15056-789070	Transf to Reserves - Working for Hoedow	15,550	6,628	15,910	0
	Total Expenditure	36,360	23,329	32,910	1,044
	PARK & REC FUNDRAISING (Surplus)/Deficit	0	-1	0	-1,913

RETURN TO AGENDA



Budget Department by Category

From Category: 11000 To Category: 19000
 Account Code: ?-?-?????-?????? To : ?-?-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Revenues					
PARK & REC HORTON HOEDOWN					
1-4-15057-440220	Ontario Grant	-14,046	-9,832	0	0
1-4-15057-440311	Kids Night Out	0	0	0	0
1-4-15057-440312	Family Night Out	0	0	0	0
1-4-15057-440313	Amazing Race	0	0	0	0
1-4-15057-440314	Glow Run	0	0	0	0
1-4-15057-440429	Hoedown Donations	0	-30,743	0	-10,070
1-4-15057-440432	Christmas Craft Show	0	-1,263	0	0
1-4-15057-440434	Raffle	0	-263	0	0
1-4-15057-440461	Transfer from Reserves	0	-25,655	0	0
1-4-15057-440568	Horton Festival - Merchandise	-5,000	-796	0	0
1-4-15057-440571	Horton Festival Admission	-42,100	-22,224	0	0
1-4-15057-440572	Horton Festival Sponsors	-15,000	-7,600	0	0
1-4-15057-440573	Horton Festival Concessions	-1,600	-2,325	0	0
1-4-15057-440800	Hoedown - Bar Proceeds	-22,000	-16,927	0	0
Total Revenues		-99,746	-117,628	0	-10,070
1-7-15057-700060	Hoedown Misc. Expenses	915	19,944	0	0
1-7-15057-700080	Hoedown Office Supplies	200	0	0	0
1-7-15057-700090	Hoedown Accomodations	3,600	2,156	0	0
1-7-15057-700095	Hoedown Bar Expense	11,129	6,611	0	0
1-7-15057-700110	Hoedown Utilities	5,000	991	0	0
1-7-15057-700181	Hoedown Clothing Allowance	500	0	0	0
1-7-15057-700191	Hoedown Cleaning Supplies	125	0	0	0
1-7-15057-700200	Hoedown Equipment Rentals	21,769	32,380	0	0
1-7-15057-700205	Hoedown Concession/Merchandise	1,000	371	0	0
1-7-15057-700240	Hoedown Communication	525	500	0	0
1-7-15057-700280	Hoedown Advertising	4,000	1,185	0	0
1-7-15057-718040	Hoedown Contracted Services	7,500	10,533	0	0
1-7-15057-745040	Hoedown Production Staff	5,300	6,100	0	0
1-7-15057-785061	Christmas Craft Show	0	559	0	2
1-7-15057-785070	Raffle	0	0	0	0
1-7-15057-785078	Horton Festival	34,000	34,618	0	84
1-7-15057-785117	Kids Night Out	0	0	0	0
1-7-15057-785118	Family Night Out	0	0	0	0
1-7-15057-785119	Amazing Race	0	0	0	0
1-7-15057-785120	Glow Run	0	0	0	0
1-7-15057-789000	Transfer to Reserves	4,183	1,679	0	0
1-7-15057-789070	Transfer Profit to Capital Loans	0	0	0	0
Total Expenditure		99,746	117,627	0	86
PARK & REC HORTON HOEDOWN (Surplus)/Deficit		0	-1	0	-9,984

RETURN TO AGENDA

Budget Department by Category



From Category: 11000 To Category: 19000
Account Code: ?-?-?????-?????? To : ?-?-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Revenues					
LIBRARY					
	Total Revenues	0	0	0	0
1-7-15100-750010	LIBRARY AGREEMENT	0	0	8,000	0
	Total Expenditure	0	0	8,000	0
	LIBRARY (Surplus)/Deficit	0	0	8,000	0

Budget Department by Category



From Category: 11000 To Category: 19000
 Account Code: ?-?-?????-?????? To : ?-?-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Revenues					
HEALTH SERVICES					
1-4-16000-440300	Doctor Recruitment - Fees & Charges	0	-30	0	0
1-4-16000-440391	Martin Cemetery Donation	0	0	0	0
Total Revenues		0	-30	0	0
1-7-16000-700010	Salaries	340	393	400	97
1-7-16000-700140	Employee Benefits	90	68	100	13
1-7-16000-700221	Cemetery Maintenance - Martin Cemetery	0	0	0	0
1-7-16000-700222	Cemetery Maintenance - McLaren Cemeter	0	0	200	0
1-7-16000-700223	Cemetery Maintenance - Thompsonhill	0	23	0	0
1-7-16000-750010	Golden Age Activity Centre	1,000	1,000	1,000	1,000
1-7-16000-750020	Soc Serv Home Supp Grant	1,230	1,230	1,230	1,230
1-7-16000-750030	Renfrew Sunshine Coach	1,050	1,050	1,050	1,050
1-7-16000-750040	Doctor Recruitment	29,877	29,977	30,475	30,475
1-7-16000-750050	Hospice Renfrew	250	250	250	250
Total Expenditure		33,837	33,991	34,705	34,115
HEALTH SERVICES (Surplus)/Deficit		33,837	33,961	34,705	34,115

Budget Department by Category



From Category: 11000 To Category: 19000

Account Code: ?-?-?????-?????? To : ?-?-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Expenditure					
ECONOMIC DEVELOPMENT					
	Total Expenditure	0	0	0	0
	ECONOMIC DEVELOPMENT (Surplus)/Deficit	0	0	0	0

Budget Department by Category



From Category: 11000 To Category: 19000
 Account Code: ??-?????-?????? To : ??-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Revenues					
PLANNING					
1-4-17000-440330	Fees & Charges Planning	-5,200	-4,300	-5,200	-2,350
1-4-17000-440355	Fees & Charges Zoning Compl.	-400	-360	-400	-60
1-4-17000-440466	Transfer from Lot Dev Fund	0	0	0	0
	Total Revenues	-5,600	-4,660	-5,600	-2,410
1-7-17000-700060	Com. Member Fees	1,700	550	1,700	100
1-7-17000-700090	Materials & Supplies	300	0	100	0
1-7-17000-780010	Contracted Services	2,000	1,500	2,000	750
1-7-17000-780100	Economic Development	2,000	204	10,000	0
1-7-17000-789000	Transfer to Reserves	0	2,806	0	0
	Total Expenditure	6,000	5,060	13,800	850
	PLANNING (Surplus)/Deficit	400	400	8,200	-1,560



From Category: 11000 To Category: 19000
Account Code: ??-?????-?????? To : ??-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Revenues					
FIRE					
1-4-18000-440110	Provincial Fees and Charges	-7,000	-6,201	-10,000	-1,455
1-4-18000-440215	POA - Fines	0	0	-500	0
1-4-18000-440310	Fees & Charges Fire	-1,800	0	-1,800	0
1-4-18000-440440	Oth Rev Sale of Equipment	0	-1,195	0	0
1-4-18000-440461	Transfer from Reserve	-379,950	-386,481	-10,000	0
1-4-18000-440466	Transfer from Lot Dev Fund	-51,500	-51,500	0	0
	Total Revenues	-440,250	-445,377	-22,300	-1,455
1-7-18000-700010	Salaries	35,000	44,146	35,875	2,910
1-7-18000-700035	Conference/Travel Expenses	750	0	750	0
1-7-18000-700060	Misc. Expenses	1,000	1,615	1,000	217
1-7-18000-700070	Insurance	15,103	14,727	15,103	11,961
1-7-18000-700080	Office Supplies	1,000	519	1,000	15
1-7-18000-700090	Clothing Expense	1,000	1,435	1,000	219
1-7-18000-700100	Telephone	1,250	1,477	1,250	604
1-7-18000-700110	Utilities	6,250	6,940	6,410	5,409
1-7-18000-700140	Employee Benefits	4,200	4,684	4,200	133
1-7-18000-700180	Office Equip. & Maint.	1,500	2,391	2,000	1,128
1-7-18000-700190	Building Maintenance	1,500	1,461	1,500	514
1-7-18000-700191	Building Cleaning	1,000	1,066	1,000	384
1-7-18000-700200	Fire Equipment Maintenance	17,000	18,225	17,500	2,726
1-7-18000-700210	Fleet Maintenance	7,000	5,594	9,000	6,413
1-7-18000-700230	Fuel & Oil	750	1,495	1,000	43
1-7-18000-700240	Radio/Communications	2,000	1,864	2,000	0
1-7-18000-700250	Transfer to Capital	431,450	431,449	10,000	0
1-7-18000-700260	Extrication Agreement	5,000	2,500	5,000	2,000
1-7-18000-700261	Water Rescue Agreement	3,000	1,000	3,000	0
1-7-18000-715015	Computer/Program Maintenance	3,000	2,730	6,000	662
1-7-18000-721045	Admin Mutual Aid	0	0	0	100
1-7-18000-721060	Training	2,500	1,373	3,000	2,839
1-7-18000-721070	Compressed Air	250	70	250	70
1-7-18000-721080	Extinguisher Recharges	300	0	300	81
1-7-18000-721210	Communications - County	4,000	4,107	4,000	0
1-7-18000-721230	Fire Prevention	2,000	2,213	2,500	873
1-7-18000-721240	Hydrant/Water Supply	300	149	300	238
1-7-18000-789005	Transfer to Reserves Fire Equipment	33,295	33,295	33,960	0
1-7-18000-789038	Transfer to Reserves - Building	1,500	1,500	1,500	0
	Total Expenditure	582,898	588,025	170,398	39,539
1-9-18000-900100	Amortization Expense	0	0	0	0
	Total Expenditure	0	0	0	0
	FIRE (Surplus)/Deficit	142,648	142,648	148,098	38,084

RETURN TO AGENDA

Budget Department by Category



From Category: 11000 To Category: 19000
 Account Code: ?-?-?????-?????? To : ?-?-?????-??????

Account Code	Account Description	2019 BUDGET	2019 ACTUAL VALUES	2020 BUDGET	2020 ACTUAL VALUES
General Operating Fund					
Revenues					
BUILDING DEPARTMENT					
1-4-19000-440385	Septic Permits	-8,000	-7,660	-8,000	-3,300
1-4-19000-440410	Building Permits	-45,000	-46,618	-48,985	-13,099
1-4-19000-440431	Misc. Revenue	-3,000	-1,900	-2,000	-800
1-4-19000-440605	Transfer from Reserves	-11,275	-7,260	-8,400	0
	Total Revenues	-67,275	-63,438	-67,385	-17,199
1-7-19000-700010	Salaries	49,500	49,500	49,500	18,750
1-7-19000-700035	Conference/Travel Expenses	350	163	350	146
1-7-19000-700060	Misc. Expenses	100	0	500	0
1-7-19000-700080	Office Supplies	1,500	195	800	97
1-7-19000-700100	Telephone	300	455	500	149
1-7-19000-700140	Employee Benefits	6,250	5,849	6,250	2,436
1-7-19000-700190	Building Maintenance - Partial Share	1,775	1,775	1,665	0
1-7-19000-700250	Transfer to Capital	0	0	0	0
1-7-19000-718040	Contracted Services	2,000	0	2,000	0
1-7-19000-785066	Office Administration	5,500	5,500	5,820	0
	Total Expenditure	67,275	63,437	67,385	21,578
	BUILDING DEPARTMENT (Surplus)/Deficit	0	-1	0	4,379

RETURN TO AGENDA



**Township of Horton
COUNCIL / COMMITTEE REPORT**

Title: 2020 Township of Horton Corporate Policy Review Section J – Miscellaneous	Date: June 16 th , 2020
	Council/Committee: Council
	Author: Hope Dillabough, CAO/Clerk
	Department: General Government

RECOMMENDATIONS:

THAT Council accept Corporate Policies – Section J 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 J reviewed and updated as attached:


- Policy J-01 – Service Awards
- Policy J-02 – Employee Involvement in Associations
- Policy J-03 – Legal Services to Employees
- Policy J-04 – Cash/Cheques on Hand
- Policy J-05 – Donations
- Policy J-06 – Year-End Surplus/Deficit Policy
- Policy J-07 – Taxation and Receivables Policies and Procedures
- Policy J-08 – Complaint Policy
- Policy J-09 – Reserves and Reserve Funds
- Policy J-10 – Debt Management Policy
- Policy J-11 – Investment Policy

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: MISCELLANEOUS POLICIES			POLICY #: J-01
POLICY: Service Awards			
DATE: May 18/04	REV. DATE: June 2020	COVERAGE: All Employees	PAGE #: 1 of 1

POLICY STATEMENT:

The Township recognizes the value and dedication of the service of its employees.

PROCEDURE:

1. A revised Service Award system will become effective on January 1, 2012. A choice from multiple selections is available to employees in their 5th, 10th, 15th, 20th, 25th, 30th, 35th and 40th year of service.
2. In the calendar year of eligibility for a service award, employees will be given the opportunity to make their selection. The award will be based on \$10.00 per year for each year of service.
3. Service Awards shall be presented by the Mayor, the Chairperson of the respective Committee of Council and the appropriate Manager.
4. Service awards are based on the number of years since the date of hire.
5. A service award scroll will be presented to all employees in their 5th year of service with a seal being issued for each further 5 years of service.

The Township of Horton Policy and Procedure			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-02
POLICY: Employee Involvement in Associations			
DATE: April 07/03	REV. DATE: April 03/12 June 2020	COVERAGE: All Employees	PAGE #: 1 of 1

POLICY STATEMENT:

Employees are eligible for leave required by involvement as an appointed or elected member of professional Associations.

PROCEDURE:

1. All employees wishing to seek election or appointment as a member of the executive body of any professional Association related to his/her employment with the Township (e.g. Association of Municipal Clerks and Treasurers and Municipal Finance Officers Association) may, upon approval of Council, and once only during his/her employment with the Township, hold such office. Twenty (20) days maximum in any year are allowed as time out from work for this purpose, unless otherwise authorized by the ~~Clerk-Treasurer~~ CAO/Clerk.

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-03
POLICY: Legal Services to Employees			
DATE: April 07/03	REV. DATE: April 03/12 June 2020	COVERAGE: All Employees	PAGE #: 1 of 1

POLICY STATEMENT:

Legal services to employees of the Township of Horton are provided for matters arising out of an employee's direct and proper discharge of duties.

PROCEDURE:

1. An employee, while engaged by the Township and in the proper conduct and discharge of his/her duties, who finds that a matter has arisen or may arise that could involve action against the employee and/or the employee and the Township, immediately reports the matter to his/her Department Head giving full particulars of the circumstances.
2. It is the responsibility of the Manager to immediately report and review the matter with the CAO/Clerk ~~and the Township Solicitor.~~
3. It is the responsibility of the CAO/Clerk to report and review the matter with the Township Solicitor.
4. Each situation is based upon its individual merits. Legal assistance is made available upon the recommendation of the CAO/Clerk, Council and the Township Solicitor.
5. An employee who chooses to retain legal assistance on their own without reference to the Township, places himself/herself in a position where assistance, either legal or financial, may not be available.

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-04
POLICY: Cash/Cheques on Hand Policy			
DATE: May 18/04	REV. DATE: April 03/12 June 2020	COVERAGE: Municipal Office Employees	PAGE #: 1 of 1

POLICY STATEMENT:

The Township of Horton limits the amount of cash and cheques held nightly for the protection of Municipal Office Staff.

PROCEDURE:

1. There shall be a change fund of no more than \$200 in cash. Prior to balance each deposit the change fund will be removed.
2. The Receptionist/Clerk shall prepare and balance deposits at a minimum once per week and more often at tax due date time or as directed by the ~~Finance Manager~~ **Treasurer**. If the Receptionist/Clerk is unable to balance, the ~~Finance Manager~~ **Treasurer** is to assist with the deposit.
3. The daily deposit is **reviewed and** approved and counted by the ~~Finance Manager~~ **Treasurer** and ~~delivered to the bank by the Finance Manager~~. The ~~Finance Manager~~ **Treasurer** may direct a staff member to deliver the deposit. Most deposits are made through the night deposit box.
4. Municipal Office Staff are authorized to deliver the bank deposit during office hours ~~on occasion~~, as directed by the ~~Finance Manager~~ **Treasurer**.
5. Municipal Office Staff shall be reimbursed for their travel expenses at the approved rate per kilometre established by Council resolution.
6. All overages and shortages (if any) of deposits are recorded at the time of the deposit.

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-05
POLICY: Donations Policy			
DATE: Oct 6, 2015	REV. DATE: June 2020	COVERAGE: Council/Staff	PAGE #: 1 of 6

POLICY STATEMENT:

The Township of Horton supports not-for-profit organizations, individuals and service organizations from time to time through awarding limited seed funding, one-time financial assistance or services in kind. The Township of Horton encourages relationships for the benefit of the community and must remain accountable to its citizens when expending tax dollars.

Acceptable to the Township are those activities/events which encourage viable participation in the areas of civil, cultural, artistic, heritage, festival or recreational programs which enhance quality of life and provide economic benefit to the community.

PROCEDURE:

1. Council approves annually a budget for donations for not-for-profit organizations, individuals and service organizations to be distributed based on applications. The Township will increase the budget for donations annually by the cost of inflation. The Treasurer has the right to disburse the annual allotment on a first come first service basis until all of the funds have been exhausted.
2. Current annual township sponsored programs include (and grandfathered):
 - a) Renfrew Seniors Home Support
 - b) Friends of the Disabled (Sunshine Coach)
 - c) Renfrew & Area Doctor Recruitment (per agreement)
 - d) Golden Age Activity Centre
 - e) Renfrew Hospice (Hike for Hospice Sponsorship)
3. Applications are received by the Treasurer. Applications must be submitted at least six (6) weeks prior to an event. The Treasurer will review the application for completeness and approve grants that clearly meet the eligibility of this policy. Any applications that request to deviate from policy must be brought to the **Finance General Government** Committee for their recommendation. All funding will be based on funds available as approved in the annual budget. Once all the funds have been exhausted, no further applications will be accepted. All applicants must demonstrate a benefit to resident(s) of Horton Township. Applicants must use the Township application form Attachment 'A'.

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-05
POLICY: Donations Policy			
DATE: Oct 6, 2015	REV. DATE: June 2020	COVERAGE: Council/Staff	PAGE #: 2 of 6

4. Recipients of a donation must publicly acknowledge the Township and must submit a Post Project Report as noted in Attachment "A". Any recipient not submitting the required report will be denied future donations.
5. Applicants who are not successful in being awarded a donation have the right to appeal in writing to the Finance **General Government** Committee.
6. Donation Categories Are as Follows:
 - a) Program Development – Objective is to enhance participation and access to recreation, cultural and social programs. Maximum grant is \$100 per request.
 - b) Festivals – Objective is to assist organizations in offsetting costs for "new" festivals within the Township. A festival is a tourist attraction, entertainment and or educational event for Township residents. New being an event that hasn't taken place within the last 5 years. Maximum grant is \$250 per request.
 - c) Travel – Objective is to assist individuals or teams who have received an official invitation or qualified to participate in a regional, provincial or national sanctioned event to offset transportation costs. Distance must be further than 200 km from the Township limits. Available to Township residents up to a maximum of \$100 or clubs to a maximum of \$10 per member to a maximum of \$250.
 - d) Annual Sponsorship Programs – Objective is to assist with offsetting costs for community-based organizations that enhance increased participation, access and equity for recreation, cultural and social programs for residents of the Township. Applicants in paragraph 2 do not have to apply annually and can be approved by the Treasurer. Applicants in paragraph 2 are not eligible to apply for an increase unless approved by the Finance Committee and Council. Maximum grant is \$500 per request and must be approved by the Finance Committee and Council. If requesting over the maximum of \$500, application must be accompanied with a professionally received Financial Statement and proof of incorporation or incorporation under an umbrella organization.
7. Eligible recipients are residents, not-for-profit/charitable community organization which provides areas of civil, cultural, artistic, heritage, festival or recreational programs which enhance quality of life and provide economic benefit to the community directly. Requests from schools, parent-teacher associations and political organizations are not eligible. Organizations that make grants to another organization are not eligible. Non-Township organizations may be eligible if they can provide proof of Horton resident participation.

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-05
POLICY: Donations Policy			
DATE: Oct 6, 2015	REV. DATE: June 2020	COVERAGE: Council/Staff	PAGE #: 3 of 6

8. Grants will not be awarded to support the following:
 - a) Capital Expenses
 - b) Operating Deficits
 - c) Retroactive Expenses
 - d) Charitable Events
 - e) Projects or services that are provided by the Township

9. Successful applicants may receive support for only one (1) grant per year. Consideration may be given for a second annual grant at a reduced rate so as to not encourage financial dependency. This does not apply to annual township sponsored programs noted in paragraph 2.

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-05
POLICY: Donations Policy			
DATE: Oct 6, 2015	REV. DATE: June 2020	COVERAGE: Council/Staff	PAGE #: 4 of 6

ATTACHMENT:

Attachment 'A'
Application for a Donation from Township of Horton

A. APPLICATION INFORMATION

1. Name of organization/individual: _____
 Incorporation number: _____
 Affiliated with a larger organization. If yes please provide name

2. Mailing Address:

 Town: _____ Postal Code: _____ Phone: _____

3. Contact Person(s):
 Name: _____ Name: _____
 Title: _____ Title: _____
 Address: _____ Address: _____
 Phone: _____ Phone: _____

4. List of Executive of organization:
 President _____ Vice President _____
 Secretary _____ Treasurer _____

B. GRANT CATEGORY

1. Category of grant are you applying for:
 Program Development Travel Festivals Annual Sponsorship
(Note: If you are applying under the travel category, please attach a list of participant's names and home addresses at the time of application. Substitutions will be permitted providing an 80% citizenship level is maintained.)

2. Amount requested: _____

3. Are you requesting funds from other sources: Yes _____ No _____
 Explain if answer is yes:

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-05
POLICY: Donations Policy			
DATE: Oct 6, 2015	REV. DATE: June 2020	COVERAGE: Council/Staff	PAGE #: 5 of 6

C. PROJECT INFORMATION

1. What is the purpose of your grant request? Describe the event - time, place, participants. If more space is required, please attach a separate sheet.

2. If your program is not new, in what way is your project an enhancement to your present program, and how will it increase participation?

3. How many Township residents will actively participate? _____
4. How many tourists do you anticipate attracting to this event? _____
5. How many people will be non-participants, spectators? _____

D. PROJECT BENEFITS

1. Is this a onetime only request? Yes ____ No ____
Explain if answer is no:

2. Will there be a charge to participants? Yes ____ No ____
Comments: _____
3. If your group/project is anticipating a profit, describe how these funds will be used.

4. What area does the activity serve? _____
5. Whom does your project or activity serve? _____

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-05
POLICY: Donations Policy			
DATE: Oct 6, 2015	REV. DATE: June 2020	COVERAGE: Council/Staff	PAGE #: 6 of 6

E. PROJECT BUDGET

Please attach a budget which clearly outlines the project revenues and expenditures of your project/event.

STATEMENT BY APPLICANT: On behalf of and with authority of the organization,

I certify that the information provided on this application for a grant is true, correct and complete, and that the organization agrees to abide by the program guidelines. I/we hereby agree to provide the Town of Perth with a post-project report upon successful completion of the project.

Signature of official signing officer _____ Date _____

The legal authority for the collection of this information is the Municipal Act of Ontario. The Township of Horton uses this information for the purpose of carrying out its responsibilities under the Act.

POST PROJECT REPORT

(To be completed and returned within sixty (60) days after your event. Failure to return this form will result in the refusal of future grants to your organization)

Applicant: _____

Amount Received: \$_____ Purpose of Grant: _____

Final Statement of Operations (enclose with report) If your final statement indicates that a profit was achieved, please describe how these funds will be utilized. If you applied for a travel grant, please attach a list of participant names and home addresses to your final report.

I certify that this report is a true statement of our project.

Name: _____ Signature: _____ Date: _____
(Please Print)

PLEASE RETURN THIS FORM TO: Township of Horton
2253 Johnston Rd
RENFREW ON
K7V 3Z8

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-06
POLICY: Year-End Surplus/Deficit Policy			
DATE: Oct 6, 2015	REV. DATE: June 2020	COVERAGE: Finance Department	PAGE #: 1 of 1

POLICY STATEMENT:

The Township of Horton policy is to ensure that any surplus/deficit is not carried forward into the next annual budget.

PROCEDURE:

1. An annual surplus for the Township of Horton at fiscal year-end of December 31st will be transferred to reserves in the following priority departmental order as long as the transfer does not cause an annual deficit:
 - a) Building Department
 - b) Fire Department
 - c) Environment – Landfill Site
 - d) Public Works Department
 - e) Recreation Department
 - f) Protection – Emergency Management
 - g) General Government

2. Should there be an annual deficit, any department having a deficit at fiscal year-end of December 31st the deficit will be funded from the following reserves until there is a nil surplus/deficit:
 - a) Building Department – from the Building Reserve
 - b) Fire Department – from the Fire Equipment Reserve
 - c) Environment – Landfill Site – from the Landfill Site Reserve
 - d) Public Works Department – from the Roads Equipment Reserve
 - e) Recreation Department – from the Recreation Building Reserve
 - f) Protection – Emergency Management – from the Emergency Management Reserve
 - g) General Government – from the Working Funds Reserve

3. In the event that there are not sufficient funds in any reserve as stated in section 2 for any given department, the amount will be included in the following year's applicable department budget for recovery.

4. The Treasurer has the authority to transfer to and from reserves in accordance with this policy and will report the transfers to and from to Council once the yearend is complete.

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The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-07
POLICY: TAXATION AND RECEIVABLES POLICIES AND PROCEDURES			
DATE: Nov 21, 2017	REV. DATE: June 2020	COVERAGE: Finance Department	PAGE #: 1 of 6

POLICY STATEMENT:

The Township of Horton collects taxes and other revenues on behalf of the Township, County of Renfrew and various school boards and is responsible to ensure prompt billing of the tax levy and other revenues in order to meet the Corporation's budgetary expenditures for any given fiscal year.

This policy defines the procedures to be taken in the preparation of collector's rolls, invoices, billings and collection of taxes and revenues to ensure that all ratepayers and users are being treated in a fair and equitable fashion and in accordance with appropriate legislation.

PROCEDURE:**TAXATION**

1. The CAO/Clerk and/or the Treasurer/~~Tax Collector~~ be authorized to exercise to the fullest, the powers vested in the Township under the provisions of the following:
 - The Municipal Act
 - The Township By-Laws
 - The Assessment Act
 - The Freedom of Information and Protection of Privacy Act
 - Any legislation governing amounts to be collection in like(same) manner as taxes
 - The Small Claims Act
 - The Bailiffs Act
2. The CAO/Clerk shall be the authorizing power of the interpretation of this policy in accordance with all legislation.
3. Tax billings shall be post marked and mailed not later than twenty-one calendar days form the first installment date and the procedures are as follows:
 - a. Interim Levy - Up to 50% of previous years levy
 - Issued the last week of January
 - 50% due last working day of February, 50% due last working day May
 - b. Final Levy - Current Year levy less Interim Levy
 - Issued the last week of July

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The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-07
POLICY: TAXATION AND RECEIVABLES POLICIES AND PROCEDURES			
DATE: 2017-Nov 21	REV. DATE:	COVERAGE: Finance Department	PAGE #: 2 of 6

- 50% due last working day of August, 50% due last working day November

- c. Supplementary and Omit Levy – issued upon assessment roll being received and the annual tax rate being set, with a due date of not later than twenty-one days
4. A grace period of three business days will be allowed on each billing after each installment date.
5. The Treasurer/~~Tax Collector~~ is responsible to balance the tax arrears to the general ledger on the first of each month prior to applying interest.
6. Penalty and interest shall be applied by the Treasurer/~~Tax Collector~~ to any outstanding principle balance on the first working day of the month in accordance with Township By-Laws.
7. All billings will be delivered to the ratepayer by way of regular mail. Mortgage clients who wish to receive an electronic list must request this option of delivery through the Treasurer/~~Tax Collector~~.
8. Any applicable special charges (if any) to be levied shall be by by-law and levied on the Final Billing.
9. The Treasurer/~~Tax Collector~~ is responsible for the preparation of tax levy by-laws and the calculation of all tax billings, collectors' rolls and issuance of tax bills and reminder notices for outstanding balance from such billings. Including required paperwork to be submitted to the Ontario Property Tax Analysis (OPTA) system. Reminder notices shall be issued a minimum four times per year.
10. The Treasurer/~~Tax Collector~~ is responsible for the calculation and issuance of all adjustments to tax billings as directed by the Municipal Property Assessment Corporation (MPAC). The Treasurer/~~Tax Collector~~ is authorized to adjust interest for such adjustments at his/her discretion.
11. The Treasurer/~~Tax Collector~~ is responsible for the calculation and issuance of Payment-in-Lieu billings.

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SECTION: MISCELLANEOUS POLICIES			POLICY #: J-07
POLICY: TAXATION AND RECEIVABLES POLICIES AND PROCEDURES			
DATE: 2017-Nov 21	REV. DATE:	COVERAGE: Finance Department	PAGE #: 3 of 6

12. The Treasurer/~~Tax Collector~~ is responsible to balance the assessment on the tax system to the assessment in the roll each year upon receipt of the assessment roll from the MPAC.
13. The Treasurer/~~Tax Collector~~ is responsible to reconcile and remit the appropriate levy to the Council of Renfrew and school boards by March 31, June 30, September 30 and finally reconciled and remitted December 15 annually.
14. All taxes are payable at the Township Office at 2253 Johnston Road, Renfrew Ontario by cash, cheque, postdated cheque, debit, Visa or MasterCard. Electronically by paying online through a financial institution or by a preauthorized payment plan monthly or by due date.
15. All deposits are in accordance with Policy J-04.
16. Any payment regardless of the form of payment that is returned to the Township for any reason is subject to a returned payment fee in accordance with Township By-Laws.
17. Partial payments will be accepted where a Tax Arrears has not been registered against a property and will be applied to interest and penalty first then the oldest principle outstanding.
18. ~~The Receptionist and Deputy Clerk~~ Office Staff may respond to all general enquiries regarding property owners, property descriptions, assessment or tax rates and may give this information over the telephone. No information other than general inquiries as stated shall be given over the phone.
19. Duplicate tax bills can be issued by staff upon receipt of the duplicate tax bill fee in accordance with Township By-Laws.
20. A certificate statement of taxes shall be issued by the Treasurer/~~Tax Collector~~ and CAO/Clerk in his/her absence and will only be issued upon written request. Proof of payment by way of a fax along with the written request is sufficient enough to produce a certificate and all fees shall be in accordance with Township By-Laws.

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-07
POLICY: TAXATION AND RECEIVABLES POLICIES AND PROCEDURES			
DATE: 2017-Nov 21	REV. DATE:	COVERAGE: Finance Department	PAGE #: 4 of 6

21. Reminder Notices with a balance of \$10.00 or less will not be delivered unless an owner has multiple properties or the levy is under \$10.00. From time to time some tax accounts develop small debit or credit balances as a result of overpayment, late payment etc.
22. The Treasurer/~~Tax Collector~~ will primarily use the following methods to collect Tax Arrears:
- Penalty/Interest Levies – Township By-Laws
 - Issuance of Past Due Notices – minimum four times a year
 - Verbal Communication – either by telephone or in person (must be documented by Treasurer/Tax Collector)
 - Arrange terms of payment(s)
 - Issuance of registered letter when eligible for Municipal Tax Sale
 - Bailiff Services
 - Legal/Court Action
 - Rent Attornment
23. In December each year, registered tax letters will accompany tax arrears notices for properties that will be 2 years or more in arrears as of December 31. The letter will advise the owner that if interest/penalty and the 2nd year and prior of levy are not paid by December 31 that the tax sale process will commence in accordance with the Municipal Act. If a tenanted property it will also state that the Township reserves the right to collect the rent from the tenant(s) until all arrears are paid in full, in accordance with the Municipal Act.
24. The Treasurer/~~Tax Collector~~ shall use his/her discretion to collect taxes in the form of an informal payment plan for those properties noted in article 23 as long as the plan ensures payment within a reasonable time frame not to exceed 18 months. Any payment arrangement that has two consecutive returned or missed payments is deemed void and the taxpayer will be advised the arrangement is deemed void unless payment in full is received by cash or certified funds.
25. Any property as stated in article 23 that does not make payment or arrange a payment plan will immediately proceed to the tax sale process in accordance with the

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-07
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Municipal Act. The Township will use REALTAX Inc. agent for the tax sale process is REALTAX Inc.

26. Non-residential property owners are subject to Bailiffs Action. If the Treasurer/~~Tax-Collector~~ wishes to use this action he/she must first be authorized to do so by the CAO/Clerk with consultation of Council.
27. In the event of a bankruptcy the Treasurer/~~Tax-Collector~~ shall complete all documents as a secured creditor.

OTHER REVENUES

28. It is the responsibility of the Treasurer/~~Tax-Collector~~ to remit invoice(s) for all fees and charges that are not point of sale as directed by department Managers. He/she is to ensure that all invoices adhere to Township By-Laws. Invoices are issued upon receipt of the information in writing. In the event that the invoice(s) requires a supporting letter of explanation the department Manager is responsible to submit same to the Treasurer/~~Tax-Collector~~.
29. It is the responsibility of the department Manager to identify when the client is a Township property owner and it is the responsibility of the Treasurer/~~Tax-Collector~~ to ensure that the invoice is issued to the owner(s) of the property as identified in the assessment roll.
30. The Treasurer/~~Tax-Collector~~ is responsible to balance the Aged Receivables report to the General Ledger on the first of each month prior to applying interest.
31. Interest of 1.25% will be charged on any invoice outstanding for 30 days on the first working day of the month.
32. Statements will be forwarded on the first working day of the month.
33. Clients with outstanding invoice(s) for a period of 60 days will be forwarded a statement on the first working day of the next month with a Past Due note that payment will be required within 30 days or the account will be forwarded to a collection agency. For clients who are owners of property in the Township, the account will be added to the tax collectors roll and collected in a manner like taxes.

The Township of Horton Policy and Procedures			
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34. If after 180 days the collection agency is not successful with collection, the Treasurer/~~Tax Collector~~ and the CAO/Clerk will advise the appropriate department Manager that the account is written off as bad debt.
35. Any client who has had bad debt written off will be denied the applicable service until such time and the bad debt has been remitted to the Township.

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-08
POLICY: COMPLAINT POLICY			
DATE: Mar 21, 2017	REV. DATE: June 2020	COVERAGE: All Departments	PAGE #: 1 of 4

PURPOSE

This policy is intended to enable the Township of Horton to promptly and effectively address program and service delivery concerns raised by members of the public. The policy will assist the Township in providing excellent service to the public and contribute to continuous improvement of operations. The Township strives to reduce customer dissatisfaction by:

1. Providing a timely and accurate response to complaints; and,
2. Using complaints as an opportunity to improve program and service delivery issues.

A complaint is distinct from:

- a request for service made on behalf of a citizen for a specific service, or to notify the Township that a scheduled service was not provided on time.
- a general inquiry or specific request for information regarding municipal service
- an opinion or feedback, comment and expression of interest in a program or service
- an expression of approval or compliment for municipal staff member, program, product or process.
- a suggestion or idea submitted by a customer with the aim of improving services, programs, products or processes.

The policy is not for complaints:

- regarding staff members that are employed by a service provider contracted by the Township shall be subject to the policies of that service provider.
- issues addressed by legislation, or an existing municipal by-law, policy or procedure;
- a decision of Council or a decision of a committee of Council; or,
- internal employee complaints
- matters that are handled by tribunals, courts of law, quasi-judicial boards, etc.

DEFINITIONS

- a. "Complainant" means the individual filing the complaint with the Township;
- b. "Complaint" means an issue or concern raised with a municipal program, service, or operation that is not resolved to the complainant's satisfaction at the point of

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service delivery and for which the complainant submits their concerns to the Township in accordance with this policy;

- c. "Council" means the Council of the Township of Horton;
- d. "Employee" means the employee of the Township;
- e. "Township" means the Township of the Township of Horton;
- f. "Ombudsman" means the Ontario Office of the Ombudsman;

FRONTLINE RESOLUTION

It is the responsibility of the complainant to attempt to resolve concerns by dealing with Township employee(s) directly involved with the issue where appropriate.

It is the responsibility of all Township employees to attempt to resolve issues or concerns before they become complaints and identify opportunities to improve municipal services.

PROCESS FOR FILING A COMPLAINT

Where frontline resolution cannot be achieved, complaints should be submitted to the CAO/Clerk or designate in writing and include:

- a. The name, phone number and mailing address of the individual submitting the complaint.
- b. The nature of the complaint including the:
 - i. Background leading to the issue(s);
 - ii. Date(s), time(s), and location(s) of any incident(s); and,
 - iii. Identify the type of incident
 - iv. Name(s) of any employee(s) previously contacted regarding the issue(s)
- c. Any action(s) being requested of the Township.

Receipt and Acknowledgement

The CAO/Clerk shall log the complaint and forward a copy to the Department Head or designate. Within seven (7) business days of receipt of the complaint, the CAO/Clerk shall acknowledge to the complainant in writing that the complaint has been received.

Investigation

A Department Head may not delegate the authority to investigate a complaint to an employee who is or may be named in the complaint.

If a complaint is made against the Department Head, the CAO/Clerk or designate shall conduct the investigation.

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-08
POLICY: COMPLAINT POLICY			
DATE: Mar 21, 2017	REV. DATE: June 2020	COVERAGE: All Departments	PAGE #: 3 of 4

If a complaint is made against the CAO/Clerk, the Mayor shall consult with Council and may designate the municipal solicitor, or other qualified individual at arms-length from the Township, to investigate.

The designated investigator shall review the issues identified by the complainant and in doing so may:

- Review relevant municipal and provincial legislation;
- Review the Township's relevant policies and procedures;
- Review any existing file documents;
- Interview employees or member of the public involved in the issue;
- Identify actions that may be taken to address the complaint or improve municipal operations; or,
- The Department Head may, at their discretion, notify Council of an open complaint investigation for information purposes.

Decision

Within thirty (30) calendar days of receipt of a complaint, the Department Head shall provide a response in writing to the complainant.

The response shall include:

- Whether the complaint was substantiated,
- If the complaint is not substantiated, provide reason(s) for their decision; and,
- Any actions the Township has or will take as a result of the complaint.
- If the Department Head is unable to provide a response within thirty (30) calendar days, they shall notify the complainant of the delay and provide an estimate of when a response will be provided.

Record

The Department Head shall file a copy of the complaint and resolution with the CAO/Clerk. The CAO/Clerk shall maintain a file of the complaint in accordance with the Township's records retention by-law. If a municipal employee was the subject of the complaint, a copy of the record shall be retained in their personnel file.

Reporting

The CAO/Clerk shall provide a report to the General Government Committee on an annual basis outlining the complaints received and the outcome achieved.

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APPEAL PROCESS

Once the Township has communicated the decision to the complainant, there is no appeal process at the municipal level.

NON-COMPLIANCE

Non-compliance with this complaint policy may result in the complaint being filed with the Ontario Ombudsman for investigation.

REVIEW CYCLE

This policy shall be reviewed every term of Council.

PROCESS**CAO/CLERK:**

- receives written complaint
- logs complaint
- forwards to appropriate department head
- acknowledges receipt to complainant within 7 days

DEPARTMENT HEAD/MAYOR:

- investigate the complaint
- make a decision
- notify the complainant of the outcome within 30 days of the filing of the complaint
- file a copy of the decision with the CAO/Clerk

CAO/CLERK:

- file a copy of the decision
- report to budget finance and human resources committee annually



CORPORATION OF THE TOWNSHIP OF HORTON

Schedule "A"

Complaint Process Policy
INCIDENT FORM

Date: _____ Time: _____

Information Received by: _____

Complainant Name: _____

Address: _____

Contact Information: Telephone: _____ Cell: _____

Email: _____

Description/Type of Complaint: _____

Location of Complaint: _____

Referred to: _____

(Department/Individual) If referred to another Department, forward a copy of this report to the CAO/Clerk)

Action Taken: _____ Date: _____



Office use only:

Resolution: Yes # _____ No

CAO: follow up not required response letter sent pending investigation /insurance

After complaint is addressed, place original in Front Office- complaint binder.

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J - 09
POLICY: Reserves and Reserve Funds			
DATE: Feb 20, 2018	REV. DATE: June 2020	COVERAGE: Long Term Financial Strategies	PAGE #: 1 of 4

POLICY STATEMENT:

The objective of this policy is to prescribe the value of monies of the Reserves and Reserve Funds that should be set aside annually for the long-term goals of the Township and ensure that those funds will be available when needed. It is also intended to set out the principles and guidelines for the establishment, intention, maintenance, management and accounting treatment of Reserves and Reserve Funds. A Reserve is unrestricted, and its primary source of revenue is the annual operating budget and any surplus at year end. A Reserve Fund is segregated and restricted to meet a specific purpose as defined by provincial legislation, a municipal by-law or agreement.

The principal issues in accounting for Reserves and Reserve Funds are that they are the main funding source for capital budgets for either replacement of current assets or purchases of new assets. There are many instances when using Reserves or Reserve Funds is appropriate, including;

- Facilitate Long Term Financial Planning
- Smooth Tax Rate Impacts/Cash Flow (Tax Rate Stabilization such as Working Funds, Winter Control)
- Provide for Equipment and Facility Replacements

The Municipal Act, 2001 Section 417 allows for the establishment of reserve funds and outlines the requirements regarding procedure to allow for the use of reserve funds. A municipality may establish reserve funds and may pass by-laws to authorize expenditures from those funds.

PROCEDURE:**1. Principles and Scope:**

Reserves should be limited to amounts which meet the estimated liability of the Township while taking into consideration the use of estimates and economic factors.

As outlined in the Municipal Financial Reporting for Ontario (FIR) all increases and decreases in reserves must be reported as to or from reserves and are part of the municipal equity on the balance sheet. All interest accrued on Reserves will be recognized as earned when received except at year end, interest will be accrued. Interest earned on Reserves is recorded as part of the annual operating revenues. Interest earned on Reserve Funds is accrued and recorded annually as income for each Reserve Funds. Reserve Funds require either a bank account and/or investment.

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All new reserves and reserve transactions must be authorized by Council through the annual budget process. In-year transactions not approved during the annual budget process require authorization through a resolution of Council and reported as defined in the Township procedural by-law.

All reserves are required to have a minimum 10-year forecast.

Upon approval of the budget, corporate policies and/or Council resolution, the Treasurer has the sole authority to perform transfers to and from Reserves and Reserve Funds.

2. **Establishment of Reserves:**

Establishment of reserves will be made based on Long Term Financial Strategies, property tax fairness and budgetary constraints. The following types and purpose of each reserve are as follows:

- **Working Funds Reserve:** Established to provide the Township with sufficient cash flow for operating budgets and reduce borrowing costs prior to the issuance of the Interim and Final Levy bills.
- **Asset Replacement:** Established to replace Tangible Capital Assets (including small equipment lists) in order to eliminate spikes in the annual operating budget for each department.
 - Equipment – based on 100% replacement
 - Fleet – based on 100% replacement
 - Building – using estimated replacements costs as not all historical costs are available, each department should be allocating annual values within the annual operating budget each building being one component – building maintenance items to maintain the life expectancy should be funded from operating budget
- **Roads and Bridges Infrastructure:** Established to fund the replacement of the Roads Network based on the current asset management plan at a minimum of 10 year forecast. The asset management plan includes road condition assessment every five years.
- **Environment:** Established to provide for equipment replacement, site development and post closure costs based on annually site monitoring.
- **Insurance Reserve:** Established to provide self-insurance provisions and in turn gives the Township reduced insurance premium costs.
- **Obligatory Reserves:** Established by legislation, examples are Development Charges and Gas Tax Funds.

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SECTION: MISCELLANEOUS POLICIES			POLICY #: J - 09
POLICY: Reserves and Reserve Funds			
DATE: Feb 20, 2018	REV. DATE: June 2020	COVERAGE: Long Term Financial Strategies	PAGE #: 3 of 4

- **Building Inspection Reserve:** Established by the building department annual surplus or deficit. Not to be used for Township purposes other than for the building department in accordance with the Building Code Act.
- **Unallocated Reserve:** Established by Council to handle the costs for succession planning for the senior management team. This reserve should be terminated upon the final staff replacement and funds (if any) be redirected to the Roads and Bridges Infrastructure Reserve.

3. **Level of Reserves:**

Each reserve shall identify the methodology to be utilized to determine the level of the reserve; the target level for the reserve, how the reserve is replenished or terminated, and such method may be as established through maintenance/replacement programs.

No reserve shall reach a negative balance at the end of a 10-year period. Monies can be internally borrowed from between department reserves if it is replenished within a timely fashion and having no negative impact to the other department. Internal borrowings must be approved by Council.

All transfers to reserves shall be increased annually by a minimum of the Ontario Consumer Price Index as published by Statistics Canada.

Once the Working Funds Reserve reaches a balance equal to the 5-year taxes receivable at year end the transfer to this reserve shall be reallocated to the Roads and Bridges Infrastructure Reserve.

Once the Insurance Reserve reaches a balance sufficient to handle two claim deductibles, no more transfers are required, however if there is a claim made the reserve must be replenished the following year.

Every attempt will be made during annual budget deliberations to maximize transfers to reserves without causing undue hardship to taxpayers in accordance with the 10-year Long Term Financing Strategies while at the same time considering Township debt levels.

Combining all Reserve components for the Township should have a final target result of being close to or equal to \$1,000 per household as a minimum balance. This \$1,000 rate per household is adjusted annually by the Consumer Price Index published by Statistics Canada.

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DATE: Feb 20, 2018	REV. DATE: June 2020	COVERAGE: Long Term Financial Strategies	PAGE #: 4 of 4

4. Trust Funds:

The Township currently holds a trust fund for the McLaren Cemetery. Funds are invested in a Term Deposit, interest earned on the account are used for the purpose of cemetery maintenance. Interest does not cover the annual operating costs; the Township absorbs the balance of the maintenance cost as well as private donations.

5. Future Reserves:

There should be consideration of establishing a Winter Control Reserve given climate change and an Emergency Event Reserve in the event of an emergency to fund any shortfalls not funded through the Municipal Disaster Recovery program.

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-10
POLICY: Debt Management Policy			
DATE: March 20, 2018	REV. DATE: June 2020	COVERAGE: All Departments	PAGE #: 1 of 2

POLICY STATEMENT:

In certain special circumstances, the use of debt financing to fund the acquisition and construction of assets represents a viable funding strategy. However, excessive use of debt to finance capital works can seriously impair the ability of a municipality to provide the level of service that residents expect. This policy establishes guidelines for debt to be used in the context of long term capital planning and budgeting.

SCOPE:

This policy is intended to establish parameters around the use of tax supported long-term debt to finance capital works.

DEFINITIONS:

Tax Supported Debt - Debt for which annual principal and interest payments are funded from the general tax levy.

PROCEDURE:**1. WHEN DEBT IS APPROPRIATE**

- (a) Debt is a viable option for financing the acquisition or construction of an asset which is used to deliver municipal services provided the following conditions exist:
- (i) The estimated useful life of the asset is greater than ten years;
 - (ii) The cost of the project is greater than \$200,000;
 - (iii) Funding cannot be accommodated within the current year's tax levy;
 - (iv) There are no other viable sources of funding such as special purpose reserves or grants from senior levels of government; and
 - (v) There is adequate debt capacity available to borrow.

2. GROWTH RELATED DEBT

- (a) Several areas within the Township are subject to growth pressures and debt financing may be utilized for capital expenditures required in such areas. In addition to the criteria above, the following criteria should be considered in such areas:
- (i) The capital costs related to growth exceed the growth financing currently available. (including any local development charges)
 - (ii) There is a long-term economic benefit to the Township related to the growth.
 - (iii) Alternative sources of funding and partnership with local municipalities or other external agencies are considered and utilized

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SECTION: MISCELLANEOUS POLICIES			POLICY #: J-10
POLICY: Debt Management Policy			
DATE: March 20, 2018	REV. DATE: June 2020	COVERAGE: All Departments	PAGE #: 2 of 2

3. TERM OF DEBT

- (a) The term of debt should be dependent on:
- (i) The nature of the asset;
 - (ii) The useful life of the asset;
 - (iii) The prevailing interest rate;
 - (iv) The user fee or other revenues which the asset itself may generate to offset any increased cost for the debt and reduce any set property tax impact arising therefrom; and
 - (v) The availability of funding for the asset from other sources (i.e. grants, accumulated surplus, etc.).

4. LEGISLATED DEBT CAPACITY

- (a) The annual debt and financial obligation limit for municipalities is described under Ontario Regulation 403/02.
- (b) The regulation provides a formula which limits annual repayment obligations to an amount equal to 25% of net own source revenues.
- (c) Council is not authorized to issue debt which would result in the annual repayment limit being exceeded.

5. CRITERIA TO LIMIT THE ISSUE OF TAX SUPPORTED DEBT

- (a) Notwithstanding the limits prescribed in the regulations, prudent financial management demands more stable criteria to limit debt.
- (b) A target tax supported debt per household of \$514 is manageable.
- (c) A limit of \$750,000 in total consolidated debt is reasonable as a means for achieving the targets in sections 5 (a) and 5 (b). This limit is adjusted annually by the Consumer Price Index published by Statistics Canada.

6. AUTHORITY

The Treasurer shall have the authority and responsibility to recommend to Council the most effective form of debt financing for any asset, in addition to the most appropriate timing and duration.

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-11
POLICY: Investment Policy			
DATE: Sept 18, 2018	REV. DATE: June 2020	COVERAGE: Finance Department	PAGE #: 1 of 1

POLICY STATEMENT:

This policy establishes the guidelines for municipal investments of all surplus cash, Trust Funds, Reserve and Reserve Funds of the Township of Horton in accordance with the requirements of the Municipal Act, 2001, S.O. 2001 and Ontario Regulation 438/97, as amended.

PROCEDURE:

1. The investment powers of the Corporation of the Township of Horton are delegated to the Treasurer as per S.418(5) of the Municipal Act, 2001, S.O. 2001 c.25.
2. The Treasurer shall only invest surplus monies in Guaranteed Investment Certificates. The Treasurer may also invest surplus monies in other diversifications as authorized by Ontario Regulation 438/97, as amended, and upon approval of Council by resolution.
3. When investing surplus monies, the Treasurer shall do so in a prudent manner that ensures the preservation of capital and maintains the liquidity of the Township.
4. The Treasurer shall report annually to the General Government Committee and then Council on investment activities for the fiscal year as per the requirements of Ontario Regulation 438/97, as amended. This report shall contain the following information:
 - a. A statement of performance of all Township bank accounts.
 - b. A statement of performance of all Guaranteed Investment Certificates including those in trust.
 - c. A statement of any other diversifications if any.
 - d. A declaration by the Treasurer as to whether or not, in his/her opinion, all investments were consistent with the investment policies of the Township.



Township of Horton
COUNCIL / COMMITTEE REPORT

Title: Consent Application B93/19 Chris & Phyllis McQuade	Date:	June 16 th , 2020
	Council/Committee:	Council/Planning Committee
	Author:	Nikky Dubeau, Admin/Planning Assistant
	Department:	Planning

RECOMMENDATIONS:

That Planning Committee and Council approve Consent Applications B93/19, Chris & Phyllis McQuade, upon the following conditions being met:

- A Registered Plan of Survey;
- Applicant must enter into Consent Agreement with the Township;
- Lot Development fee of \$3824.00 be paid for each lot created;
- Favourable MDS1 Calculations.


BACKGROUND:

See attached package provided by the County of Renfrew.

ALTERNATIVES: N/A

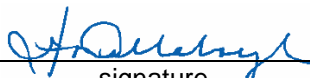
FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: County of Renfrew

Author: 
signature

Other: _____
signature

Treasurer: _____
signature

C.A.O. 
signature

RETURN TO AGENDA

DEVELOPMENT & PROPERTY
DEPARTMENT



9 INTERNATIONAL DRIVE
PEMBROKE, ON, CANADA
K8A 6W5
(613) 735-3204
FAX: (613) 735-2081
www.countyofrenfrew.on.ca

REQUEST FOR COMMENTS

March 3, 2020

Hope Dillabough, CAO/Clerk
Township Of Horton
2253 Johnston Road RR #5
Renfrew, ON K7V 3Z8

Dear Ms. Dillabough:

Owner: Chris & Phyllis McQuade

Location of Land: Part of Lot 5, Concession 10
Township of Horton
B93/19 (94.48m x 202.7m – 1.91 ha. (4.73 ac.))

The above referenced Applications for Consent have been received for consideration by the County of Renfrew. A copy of the applications is attached. In accordance with Sections 53(11) and 53(5)(a) of the Planning Act, your written comments are required.

A Notice of an Application for Consent is attached that includes a key map showing the location of the proposed consent.

Yours truly,

Alana Zadov, ACST
Secretary-Treasurer
Land Division Committee
azadov@countyofrenfrew.on.ca

/az

Enclosures

RETURN TO AGENDA



**NOTICE OF AN APPLICATION FOR CONSENT
(Land Severance)
Section 53(5)(a) of the Planning Act and O. Reg. 197/96**

TAKE NOTICE that the County of Renfrew has received an application for consent under Section 53(1) of the Planning Act for the following lands:

Application Number:	B93/19
Location of Subject Lands:	Part Lots 4 & 5, Concession 10
Municipality:	Township of Horton
Name of Applicant:	Chris & Phyllis McQuade

PURPOSE AND EFFECT:

The purpose and effect of the application is to sever a 1.91 ha. (4.73 acre) residential lot. A key map showing the approximate location of the proposed consent is on the reverse of this notice.

OTHER RELATED INFORMATION:

Pursuant to the Planning Act, this Notice of Application for Consent shall be given to every landowner within 60 metres of the subject land and to prescribed persons and public bodies.

TO MAKE SUBMISSIONS:

If you wish to make a written submission, please ensure that your letter/email contains your name, address, telephone number/email address and planning concerns/objections, and that it is addressed to the Secretary-Treasurer of the Land Division Committee of the County of Renfrew, 9 International Drive, Pembroke, Ontario K8A 6W5.

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 County to such persons as the County 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.*

If a person or public body that files an appeal of a decision of the Land Division Committee of the County of Renfrew in respect of the proposed consent does not make written submissions to the Land Division Committee of the County of Renfrew before it gives or refuses to give a provisional consent, the Local Planning Appeal Tribunal (LPAT) may dismiss the appeal.

NOTICE OF DECISION:

If you wish to be notified of the decision of the Land Division Committee of the County of Renfrew in respect of the proposed consent, you must make a written request to the Secretary-Treasurer of the Land Division Committee of the County of Renfrew. Such request should contain your name, address, telephone number/email address.

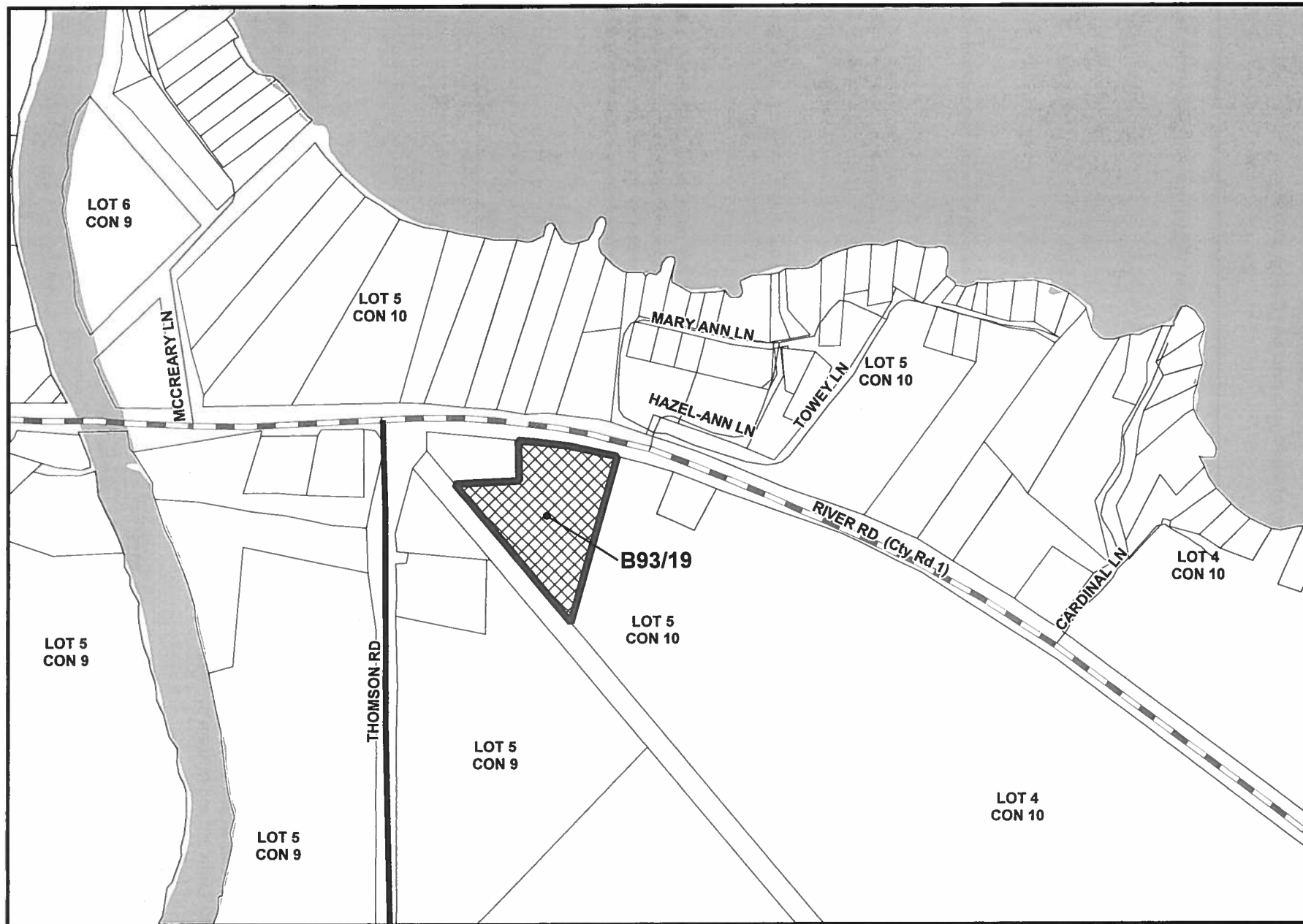
Please refer to the application number in all correspondence and communications.

ADDITIONAL INFORMATION:

Additional information concerning this consent application is available for public inspection during office hours at the offices of the Development and Property Department of the County of Renfrew, 9 International Drive, Pembroke, Ontario or you may contact the Secretary-Treasurer of Land Division by telephone at (613) 735-3204 or toll-free 1-800-273-0183. Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m.

Dated at the County of Renfrew this 18th day of December, 2019.

RETURN TO AGENDA



KEY MAP

Township of HORTON



1 centimeter = 50 meters

RETURN TO AGENDA

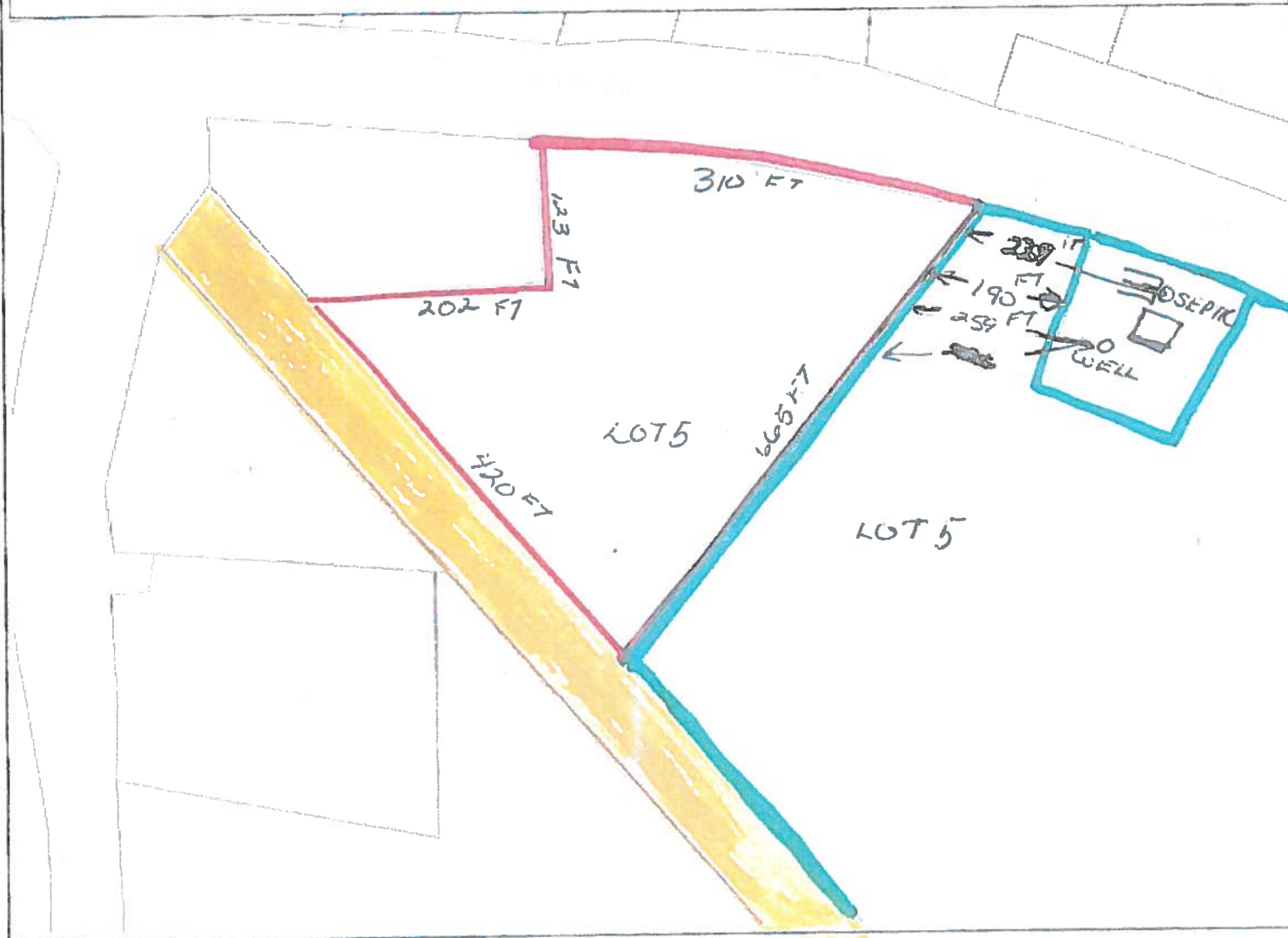


County of Renfrew GIS

6/18/2019 5:25:04 PM

Legend

- Property Parcels
- World Street Map



Depending on the number of layers visible not all may be shown in the legend.

Notes

Enter description of the map

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

114.7 0 57.33 114.7 Meters

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Queen's Printer for Ontario

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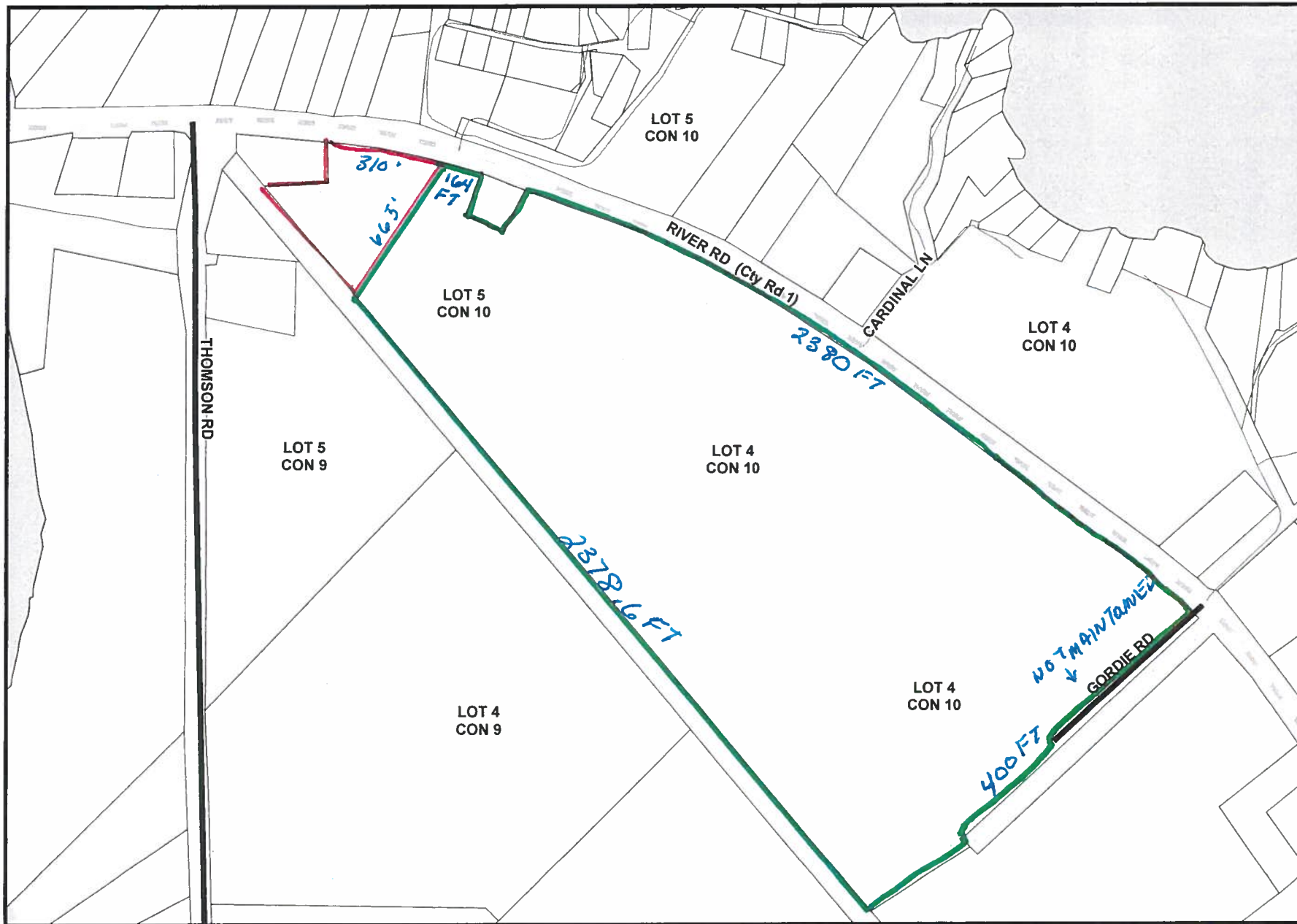


This map was produced automatically by the County of Renfrew Mapping Website

With Data supplied under Licence by Members of the Ontario Geospatial Data Exchange & the County of Renfrew

Service Layer Credits: Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China(Hong Kong), Esri (Thailand), TomTom, Navteq, © OpenStreetMap contributors and the GIS User Community

RETURN TO AGENDA



1 centimeter = 50 meters

Township of HORTON

RETURN TO AGENDA



**Development & Property
Department
CONSENT PLANNING REPORT
TO THE COUNCIL OF THE
TOWNSHIP OF HORTON**

PART A - BACKGROUND

1. FILE NO.: **B93/19**

2. APPLICANT: Chris & Phyllis McQuade

3. MUNICIPALITY: Township of Horton

4. LOT: Part Lot 5 CON.: 10 STREET: River Road

5. PURPOSE: Creation of a new lot

	<u>Severed</u>	<u>Retained</u>	<u>Lot Being Added To</u>
6. <u>OFFICIAL PLAN OF THE COUNTY OF RENFREW</u> Official Plan Designation(s):	Rural	Rural	n/a
7. <u>ZONING BY-LAW OF THE TWP OF HORTON</u> (#2010-14) Zone (s):	Rural (RU)	Rural (RU)	n/a

8. SITE PERFORMANCE STANDARDS:

	<u>Proposed Lot Area</u>	<u>Zoning By-law Requirement</u>	<u>Proposed Lot Frontage</u>	<u>Zoning By-law Requirement</u>
Severed	1.9 ha	4050 m²	94.5 m	40 m
Total, if Lot Addition	- m ²	- m ²	- m	- m
Retained	24.8 ha	4050 m²	778 m	40 m

9. SEVERANCE HISTORY
Number of new lots from original holding (1971) 1 previous severance: B541/74 Lot addition

10. BUILT-UP AREA Yes No

RETURN TO AGENDA

PART B – COMMENTS

1. CONFORMITY WITH OFFICIAL PLAN

- (a) The proposal conforms with the Official Plan, based on the information available to this Department.
- (b) The proposal will conform with the Official Plan if/when, (Sec. Nos.)
Under Section 13.3(2), the severed and retained lands have frontage on a County Road.
- (c) The proposal does not meet the intent of the Official Plan because,

2. CONFORMITY WITH ZONING BY-LAW

- (a) The proposal appears to meet the requirements of the Zoning By-law.
- (b) The severed/retained portion/overall proposal would contravene the By-law because,

3. PROVINCIAL POLICY STATEMENT and MUNICIPAL PLAN REVIEW DATA

No Concerns Concerns

Explanation of Concerns:

2.3.3.3 – new land uses, including the creation of new lots shall comply with the minimum distance separation formulae

4. GENERAL PLANNING COMMENTS

As indicated in Part B-Section 3 of this report, the only Provincial land use issue that could affect this proposed severance is Minimum Distance Separations relating to agriculture.

The Provincial Policy Statement (PPS), as well as the County of Renfrew Official Plan and the Township of Horton Zoning By-law, require compliance with MDS I. MDS I must be calculated for all livestock facilities within 1500 metres of the proposed severed lot. Our records indicate that the following properties have barns **within 1500 metres: 2014 & 2199 Thomson Road, 155 Humphries Road, and 3371 River Road.** MDS I was calculated, and the results were favourable.

The severed and retained lands have frontage on River Road which is a County Road. Section 13.3(2) of the Official Plan states that any new development which proposes access to or fronts on a County Road must satisfy all requirements of the Public Works and Engineering Department. Favourable comments are required.

There is an authorized aggregate site located next to the retained lands. However, it is located more than 700 metres from the proposed severed lot.

5. RECOMMENDATIONS

(a) Planning concerns have NOT been identified in this report. Therefore, consent may be appropriate if supported by Council and the agencies.

(b) There are some planning concerns which Council should deal with as follows, before deciding whether to support the consent.

(c) The proposal may be acceptable when the following matters are addressed and resolved:

Favourable comments from the County of Renfrew Public Works and Engineering Department.

(d) Conditions to the giving of consent should be considered for the following:

Registered Plan of Survey

Zoning By-law Amendment:

Minor Variance:

Private Road Agreement:

Development Agreement:

- Site Plan Control Agreement:
- Notice on Title:
- Shoreline Road Allowance Closure / Acquisition:
- Other:

(e) There are serious planning concerns, refusal is recommended.

(f) Other Recommendations:

Date: March 3, 2020
Planner: Charles Cheesman, MCIP, RPP
Manager of Planning Services

Jan 2017



Township of Horton
COUNCIL / COMMITTEE REPORT

Title: Consent Application B01/20 Ray Kohlsmith	Date:	June 16 th , 2020
	Council/Committee:	Council/Planning Committee
	Author:	Nikky Dubeau, Admin/Planning Assistant
	Department:	Planning

RECOMMENDATIONS:

That Planning Committee and Council approve Consent B01/20, Ray Kohlsmith, upon the following conditions being met:

- A Registered Plan of Survey;
- Applicant must enter into Consent Agreement with the Township;
- Lot Development fee of \$3824.00 be paid for each lot created;
- Favourable MDS1 Calculations.


BACKGROUND:

See attached package provided by the County of Renfrew.

ALTERNATIVES: N/A

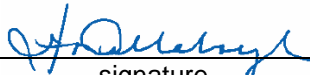
FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: County of Renfrew

Author: 
signature

Other: _____
signature

Treasurer: _____
signature

C.A.O. 
signature

RETURN TO AGENDA

DEVELOPMENT & PROPERTY
DEPARTMENT



9 INTERNATIONAL DRIVE
PEMBROKE, ON, CANADA
K8A 6W5
(613) 735-3204
FAX: (613) 735-2081
www.countyofrenfrew.on.ca

REQUEST FOR COMMENTS

April 22, 2020

Hope Dillabough, CAO/Clerk
Township Of Horton
2253 Johnston Road RR #5
Renfrew, ON K7V 3Z8

Dear Ms. Dillabough:

Owner: Ray Peter Kohlsmith

Location of Land: Part of Lot 5, Concession 9
Township of Horton
B01/20 (135m x 90m – 1.21 ha. (2.98 ac.)

The above referenced Applications for Consent have been received for consideration by the County of Renfrew. A copy of the applications is attached. In accordance with Sections 53(11) and 53(5)(a) of the Planning Act, your written comments are required.

A Notice of an Application for Consent is attached that includes a key map showing the location of the proposed consent.

Yours truly,

Alana Zadow

Alana Zadow, ACST
Secretary-Treasurer
Land Division Committee
azadow@countyofrenfrew.on.ca

/az

Enclosures

RETURN TO AGENDA



NOTICE OF AN APPLICATION FOR CONSENT
(Land Severance)
Section 53(5)(a) of the Planning Act and O. Reg. 197/96

RECEIVED
FEB 10 2020

TAKE NOTICE that the County of Renfrew has received an application for consent under Section 53(1) of the Planning Act for the following lands:

Application Number: **B01/20**
 Location of Subject Lands: **Part Lot 5, Concession 9,**
 Municipality: **Township of Horton**
 Name of Applicant: **Ray Peter Kohlsmith**

PURPOSE AND EFFECT:

The purpose and effect of the application is to sever a 1.21 ha. (3.0 acre) residential lot. A key map showing the approximate location of the proposed consent is on the reverse of this notice.

OTHER RELATED INFORMATION:

Pursuant to the Planning Act, this Notice of Application for Consent shall be given to every landowner within 60 metres of the subject land and to prescribed persons and public bodies.

TO MAKE SUBMISSIONS:

If you wish to make a written submission, please ensure that your letter/email contains your name, address, telephone number/email address and planning concerns/objections, and that it is addressed to the Secretary-Treasurer of the Land Division Committee of the County of Renfrew, 9 International Drive, Pembroke, Ontario K8A 6W5.

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 County to such persons as the County 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.*

If a person or public body that files an appeal of a decision of the Land Division Committee of the County of Renfrew in respect of the proposed consent does not make written submissions to the Land Division Committee of the County of Renfrew before it gives or refuses to give a provisional consent, the Local Planning Appeal Tribunal (LPAT) may dismiss the appeal.

NOTICE OF DECISION:

If you wish to be notified of the decision of the Land Division Committee of the County of Renfrew in respect of the proposed consent, you must make a written request to the Secretary-Treasurer of the Land Division Committee of the County of Renfrew. Such request should contain your name, address, telephone number/email address.

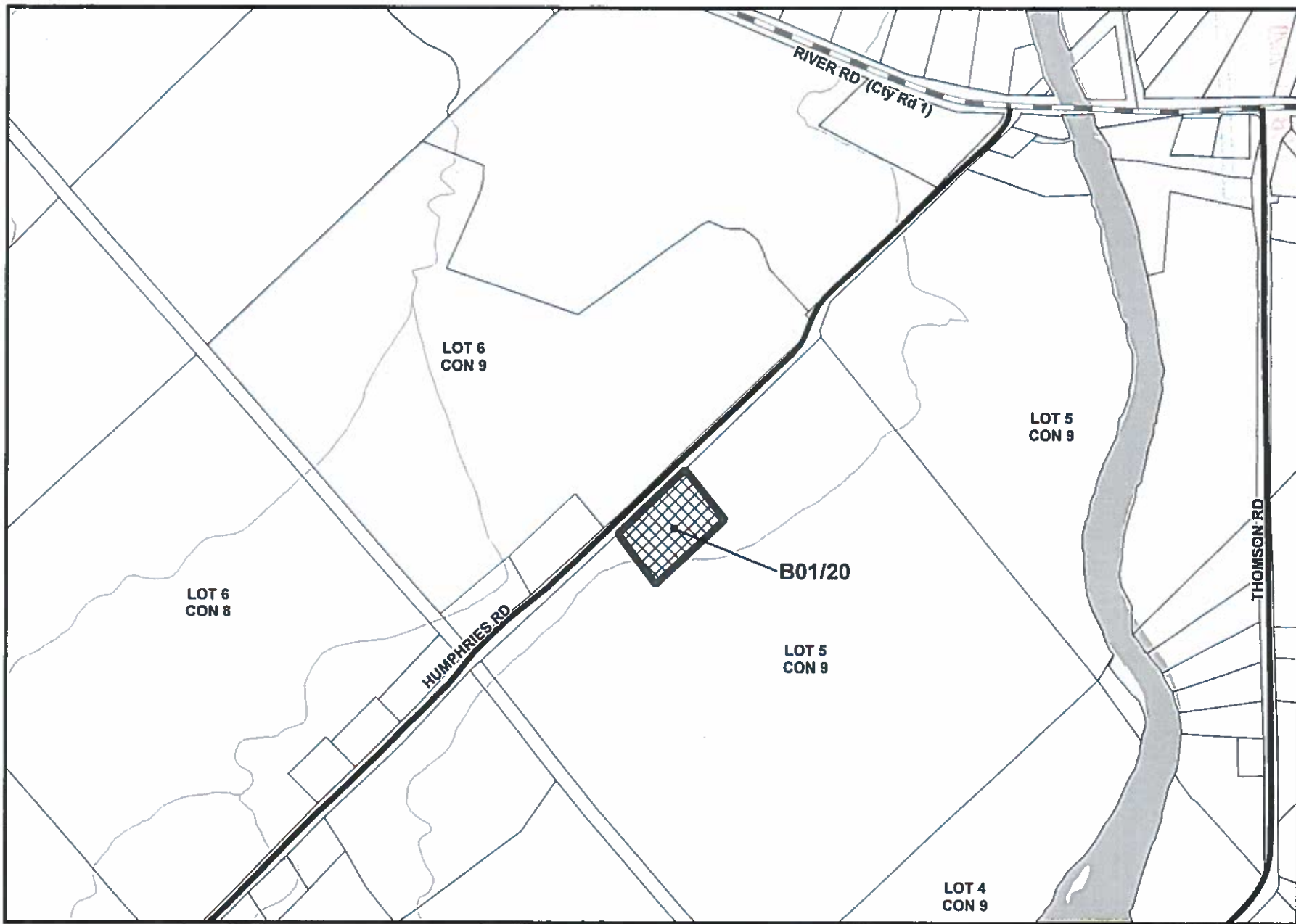
Please refer to the application number in all correspondence and communications.

ADDITIONAL INFORMATION:

Additional information concerning this consent application is available for public inspection during office hours at the offices of the Development and Property Department of the County of Renfrew, 9 International Drive, Pembroke, Ontario or you may contact the Secretary-Treasurer of Land Division by telephone at (613) 735-3204 or toll-free 1-800-273-0183. Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m.

Dated at the County of Renfrew this 5th day of February, 2020.

RETURN TO AGENDA



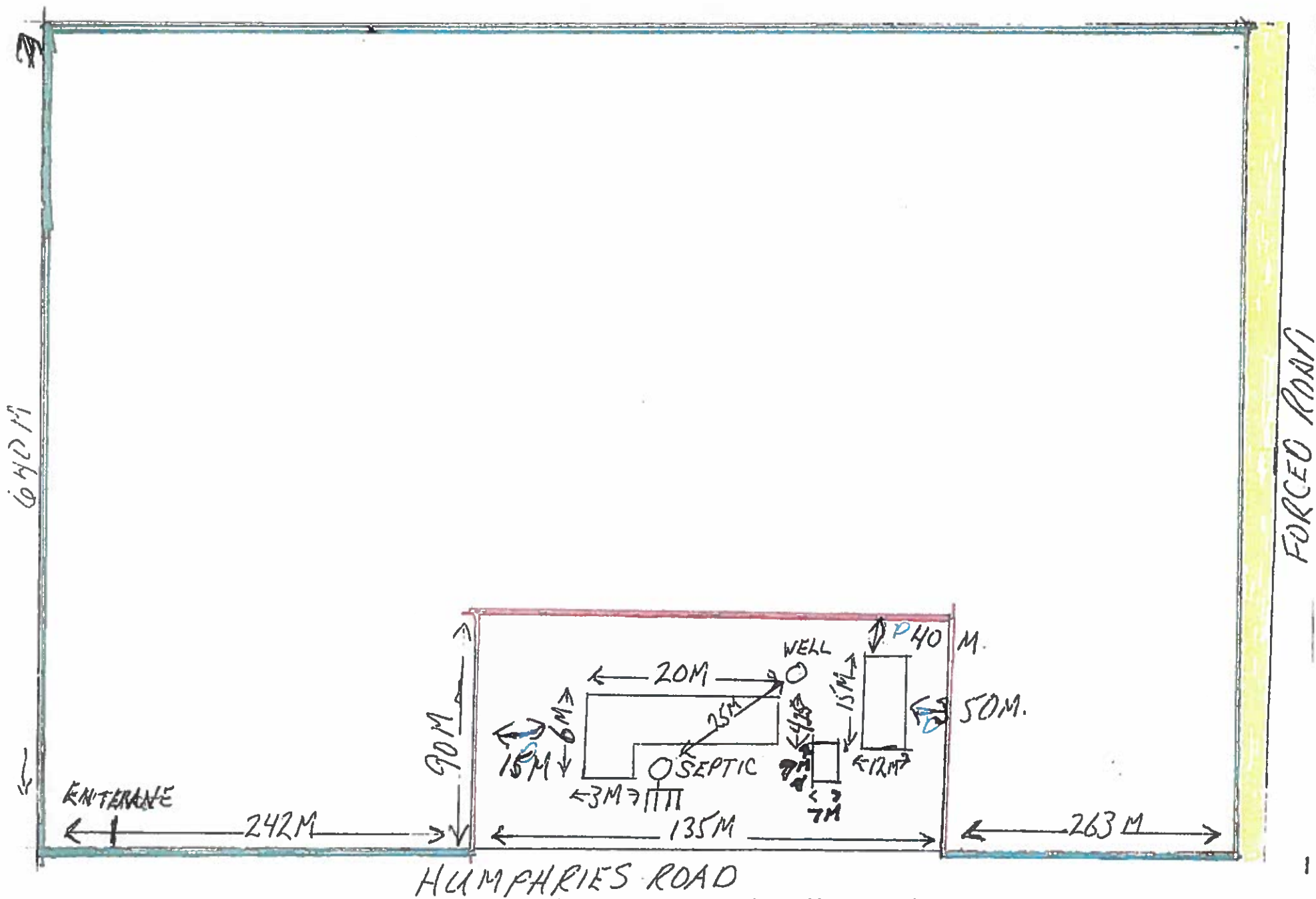
KEY MAP



1 centimeter = 75 meters

Township of HORTON

[RETURN TO AGENDA](#)



RETURN TO AGENDA

**Development & Property
Department
CONSENT PLANNING REPORT
TO THE COUNCIL OF THE
TOWNSHIP OF HORTON**

PART A - BACKGROUND

1. FILE NO.: **B01/20**
2. APPLICANT: Ray Peter Kohlsmith
3. MUNICIPALITY: Township of Horton
4. LOT: Part Lot 5 CON.: 9 STREET: 155 Humphries Road
5. PURPOSE: Creation of a new lot

	<u>Severed</u>	<u>Retained</u>	<u>Lot Being Added To</u>
6. <u>OFFICIAL PLAN OF THE COUNTY OF RENFREW</u> Official Plan Designation(s):	Rural Non-Decision Area	Rural Non-Decision Area	n/a
7. <u>ZONING BY-LAW OF THE TWP OF HORTON</u> (#2010-14) Zone (s):	Rural (RU)	Rural (RU)	n/a

8. SITE PERFORMANCE STANDARDS:

	<u>Proposed Lot Area</u>	<u>Zoning By-law Requirement</u>	<u>Proposed Lot Frontage</u>	<u>Zoning By-law Requirement</u>
Severed	1.21 ha	4050 m²	135 m	40 m
Total, if Lot Addition	- m ²	- m ²	- m	- m
Retained	39.25 ha	10 ha	505 m	40 m

9. SEVERANCE HISTORY

Number of new lots from original holding (1971) No previous severances

10. BUILT-UP AREA Yes No

RETURN TO AGENDA

PART B – COMMENTS**1. CONFORMITY WITH OFFICIAL PLAN**

- (a) The proposal conforms with the Official Plan, based on the information available to this Department.
- (b) The proposal will conform with the Official Plan if/when, (Sec. Nos.)
Under Section 13.3(3), the severed and retained lands have frontage on a Municipal Road.
- (c) The proposal does not meet the intent of the Official Plan because,

2. CONFORMITY WITH ZONING BY-LAW

- (a) The proposal appears to meet the requirements of the Zoning By-law.
- (b) The severed/retained portion/overall proposal would contravene the By-law because,

3. PROVINCIAL POLICY STATEMENT and MUNICIPAL PLAN REVIEW DATANo Concerns Concerns **Explanation of Concerns:**

2.3.3.3 – new land uses, including the creation of new lots shall comply with the minimum distance separation formulae

RETURN TO AGENDA

4. GENERAL PLANNING COMMENTS

As indicated in Part B-Section 3 of this report, the only Provincial land use issue that could affect this proposed severance is Minimum Distance Separations relating to agriculture.

The Provincial Policy Statement (PPS), as well as the County of Renfrew Official Plan and the Township of Horton Zoning By-law, require compliance with MDS I. MDS I must be calculated for all livestock facilities within 750 metres of the proposed severed lot. Our records indicate that the following properties have barns **within 750 metres: 279 Humphries Road, 2199 Thomson Road, 416 Early Road, and the severed lands.** MDS I data sheets were submitted and none of the properties have livestock on the property.

The severed and retained lands have frontage on Humphries Road which is a Municipal Road. Section 13.3(3) of the Official Plan states that any new development which proposes access to or fronts on a Local Municipal Road must satisfy all requirements of the local municipality. Favourable comments are required.

There is a licensed pit located across the road from the property which is zoned Extractive Industrial (EM). In accordance with Section 3.27(a)iii), no dwelling shall be erected within 150 metres of any Extractive Industrial (EM) or Extractive Industrial Reserve (EMR) Zone. There is an existing dwelling located on the severed lands, and there is no proposed development on the retained lands.

5. RECOMMENDATIONS

- (a) Planning concerns have NOT been identified in this report. Therefore, consent may be appropriate if supported by Council and the agencies.
- (b) There are some planning concerns which Council should deal with as follows, before deciding whether to support the consent.

- (c) The proposal may be acceptable when the following matters are addressed and resolved:

Favourable comments from the Township of Horton Public Works Department

- (d) Conditions to the giving of consent should be considered for the following:

- Registered Plan of Survey
- Zoning By-law Amendment:
- Minor Variance:
- Private Road Agreement:
- Development Agreement:
- Site Plan Control Agreement:
- Notice on Title:

RETURN TO AGENDA

Shoreline Road Allowance Closure /
Acquisition:

Other:

(e) There are serious planning concerns, refusal is recommended.

(f) Other Recommendations:

Date: March 30, 2020

Planner: Charles Cheesman, MCIP, RPP
Manager of Planning Services



Township of Horton
COUNCIL / COMMITTEE REPORT

Title: Award Sand Dome Roof Rehabilitation	Date:	June 16th, 2020
	Council/Committee:	Council
	Author:	Adam Knapp, Public Works Manager
	Department:	Public Works

RECOMMENDATIONS:

That council agree to award the Sand Dome Roof Rehabilitation Tender # PW 2020-02 contract to Bay Roofing and Exteriors Ltd for a total contract price of \$36,447.20 including HST.

BACKGROUND:

The Tender was released in early June and closed Friday June 11th, 2020 at 1:00 p.m. Three submissions in total were submitted.

Council approved funding as part of the 2020 budget, as identified in the Asset Management Plan for replacement.

ALTERNATIVES:

N/A

ATTACHMENTS:

Unofficial Results

FINANCIAL IMPLICATIONS:

\$36,447.20 including HST

CONSULTATIONS:

Hope Dillabough – CAO/Clerk

Nathalie Moore – Treasurer

Author: _____
signature 

Other: _____
signature

Treasurer: _____
signature 

C.A.O.: _____
signature 



The Corporation of the Township of Horton

Tender Opening Checklist

Description – Sand Dome Roof Rehabilitation

Deposit Required – NO

TENDER - PW 2020-02

Present for Opening: Adam Knapp (PW Manager), Hope Dillabough (CAO), Mayor Bennett

Bidding Company	Was envelope sealed? YES/NO/NA	Envelope Addressed Properly YES/NO/NA	Deposit Required YES/NO	Deposit Cheque Received and Correct Amount YES/NO/NA	Total Amount of Bid \$	HST \$	Bid Accepted or Rejected
STEPHEN AND SONS	YES	YES	NO	N/A	\$58,048.10	\$6,678.10	A
LLOYD EADY CONSTRUCTION	YES	YES	NO	N/A	\$52,206.00	\$6006.00	A
BAY ROOFING AND EXTERIORS LTD.	YES	YES	NO	N/A	\$36,447.74	\$4,677.40	A
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	

RETURN TO AGENDA

From: ICIP Green <ICIPGreen@ontario.ca>
Sent: Thursday, June 11, 2020 11:33 AM
To: Hope Dillabough <hdillabough@hortontownship.ca>
Subject: Investing in Canada Infrastructure Program - Green funding stream

RE: 2020-01-1-1427027174: Thomsonhill Road Rehabilitation

Dear Hope Dillabough:

I am writing to provide an update on your community's project, which was submitted under the first intake of the Green funding stream of the Investing in Canada Infrastructure Program (ICIP).

Following an evidence-based provincial review process, your project, Thomsonhill Road Rehabilitation, was not nominated for federal review and approval. The first intake of the Green stream was highly competitive and total demand exceeded funding available through this intake.

Projects that were nominated to the federal government for review and approval were those that most closely aligned with the provincial assessment criteria and federal requirements. The provincial assessment criteria included reviewing projects based on critical health and safety aspects, technical merit of the proposed project and efficiencies through joint projects.

Your community may be able to access federal funding through subsequent intake(s) of the Green Stream and other financial tools, including Infrastructure Ontario loans, may be available to support your projects. Further information may be found at <https://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/GrantOpportunities/PRDR020120>

If you have any questions, staff can be reached via email at ICIPGreen@ontario.ca.

Sincerely,

Julia Danos
Director, Intergovernmental Policy and Program Delivery Branch
Ministry of Infrastructure

RETURN TO AGENDA

CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2020-29

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE TOWNSHIP OF HORTON AT THE COUNCIL MEETING HELD JUNE 16TH, 2020

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 16th, day of June, 2020 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 16th day of June, 2020.

READ a third time and passed this 16th day of June, 2020.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA