



**THE CORPORATION OF THE TOWNSHIP OF HORTON
COUNCIL MEETING – JULY 21st, 2020 – 4:00 P.M.
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 July 7th, 2020 – Regular Council

PG.3

5. BUSINESS ARISING FROM MINUTES

6. DELEGATIONS &/or PUBLIC MEETINGS – None

7. COMMITTEE REPORTS:

7.1 GENERAL GOVERNMENT

▪ **CHAIR CAMPBELL**

7.1.1 Corporate Policy Review – Section J

PG.7

7.1.2 Corporate Policy Review – Section T

PG.19

7.1.3 OPP Calls for Service (CFS) Billing Summary Report

PG.41

7.1.4 Renfrew Agriculture Society Funding Request

PG.45

7.1.5 Financial Departmental Report & Statement

PG.51

7.1.6 MLES April – June 2020 Quarterly Summary

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7.1.7 Award Tender PW 2020-05 Cotieville Road Rehabilitation

PG.80

7.1.8 Asset Management Plan Review & Update

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7.2 PLANNING COMMITTEE

▪ **CHAIR CLEROUX**

7.2.1 Consent Application – B03/20 – 629995 Ontario Inc.

PG.86

7.2.2 Consent Application – B05/20 – Donovan & Laura Mick

PG.100

7.2.3 March – June 2020 Building Report

PG.108

8. CORRESPONDENCE SUMMARY

8.1 INFORMATION CORRESPONDENCE

8.1.1 CAO/Clerk Information Memo

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8.2 ACTION CORRESPONDENCE – None

RETURN TO AGENDA

9. BY-LAWS – NONE
10. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING
11. COUNCIL/STAFF MEMBERS CONCERNS
12. MOTION FOR RECONSIDERATION (debate on motion to reconsider only)
13. RESOLUTIONS
14. IN CAMERA (Closed) SESSION (as required)
 - 14.1 Pursuant to Section 239(2) (e) of the *Municipal Act*,
(e) Litigation or potential litigation – Farrell’s Landing
15. CONFIRMING BY-LAW 2020-33
16. ADJOURNMENT

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**** REMINDER: THERE ARE NO REGULAR SCHEDULED MEETINGS IN AUGUST****

THE CORPORATION OF THE TOWNSHIP OF HORTON

REGULAR COUNCIL MEETING
JULY 7TH, 2020

There was a Regular Meeting of Council held at the Horton Community Centre on Tuesday July 7th, 2020. Present were Deputy Mayor Campbell, Councillor Doug Humphries, and Councillor Tom Webster. Staff present was Hope Dillabough, CAO/Clerk and Nichole Dubeau, Admin/Planning Assistant-Recording Secretary.

Councillor Lane Cleroux was present at 4:05 p.m.

Mayor David Bennett sent his regrets.

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest.

3. CONFIRMATION OF COUNCIL AGENDA

Moved by Councillor Webster

RESOLUTION NO. 2020- 123

Seconded by Councillor Humphries

THAT Council adopt the amended Agenda for the July 7th, 2020 Regular Council Meeting to include item 8.2.2 Staff Report – Enabling Accessibility Fund.

Carried

4. MINUTES

4.1 June 16th, 2020 – Regular Council

Moved by Councillor Humphries

RESOLUTION NO. 2020-124

Seconded by Councillor Webster

THAT Council approve the following Minutes:

- June 16th, 2020 – Regular Council Meeting

Carried

5. BUSINESS ARISING FROM MINUTES – None

6. COMMITTEE REPORTS:

6.1 TRANSPORTATION & ENVIRONMENTAL SERVICES COMMITTEE

6.1.1 Chair's Report – June 25th, 2020

Chair Webster reviewed the report. He stated that a Community Improvement policy should be created for businesses through Economic Development so they can make requests through the Township. Council members were in agreeance; CAO/Clerk Hope Dillabough will look into it and bring back to the committee level.

6.1.2 Staff Report – Award Tender PW 2020-03 Winter Sand

Chair Webster reviewed the report.

6.1.3 Staff Report – Award Tender PW 2020-04 Granular 'M'

Chair Webster reviewed the report.

6.2 COMMUNITY COMMITTEES / COUNTY COUNCIL

6.2.1 Renfrew & Area Seniors Home Support

There was no update.

6.2.2 Community Safety & Wellbeing Plan Committee

There was no update.

RETURN TO AGENDA

6.2.3 Health Services Village

There was no update.

6.2.4 Chamber of Commerce

Councillor Humphries stated that the meetings have continued since Covid-19 started and they are moving forward through the hard times.

6.2.5 County Council

There was no update.

7. DELEGATIONS &/or PUBLIC MEETINGS – None**8. CORRESPONDENCE SUMMARY**

Council reviewed and discussed the following correspondence:

8.1 INFORMATION CORRESPONDENCE8.1.1 CAO/Clerk Information Memo

Discussion went around the table with information previously distributed.

8.2 ACTION CORRESPONDENCE8.2.1 Resolution to Provincial Ministers -Support for Rural Broadband

CAO/Clerk Hope Dillabough reviewed the report. Council was in agreeance to support the Municipality of West Elgin and Municipality of Mississippi Mills.

8.2.2 Staff Report – Enabling Accessibility Fund

Admin/Planning Assistant Nichole Dubeau reviewed the report for council and was searching for feedback on potential projects. Councillor Cleroux stated that the ramp and dock at the boat launch would be a good project. Council members agreed to submit a “Recreation Accessibility Project” for a new dock at the boat launch, ramp to the outdoor rink, and accessible doors to the rink change rooms and hall washrooms.

9. BYLAWS

9.1 2020-30 Library Service Agreement

9.2 2020-31 Amended Site Plan Agreement – Greer

CAO/Clerk Hope Dillabough reviewed the by-laws for council.

10. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING – None**11. COUNCIL/STAFF MEMBERS CONCERNS**

CAO/Clerk Hope Dillabough stated that the Township has committed interest with the Local Efficiency Group for purchasing winter salt at a reduced price for the next 5 years. She requested Council approve due to the sole sourcing of the product. The Township will see a savings of over \$27,000 over the 5-year term. She also stated that the Renfrew County and District Health Unit and Medical Officer of Health will be making masks mandatory in public indoor spaces and she recommends the next council meeting be held via zoom.

12. MOTION FOR RECONSIDERATION – None

RETURN TO AGENDA

13. RESOLUTIONS

Moved by Councillor Webster **RESOLUTION NO. 2020-125**
Seconded by Councillor Cleroux
THAT Council accept the Transportation and Environmental Services Chair's Report as information.

Carried

Moved by Councillor Humphries **RESOLUTION NO. 2020-126**
Seconded by Councillor Webster
THAT Council of the Township of Horton agree to direct staff to create a Township Road Occupancy Policy.

Carried

Moved by Councillor Cleroux **RESOLUTION NO. 2020-127**
Seconded by Councillor Webster
THAT Council agree to award the Screened Winter Sand Supply contract to RGT Clouthier Construction LTD for the total amount of \$32,001.60 including HST.

Carried

Moved by Councillor Humphries **RESOLUTION NO. 2020-128**
Seconded by Councillor Cleroux
THAT Council agree to award the Supply and Haul of Granular M" contract to BR Fulton Construction LTD. for the total amount of \$46,379.72 including HST.

Carried

Moved by Councillor Webster **RESOLUTION NO. 2020-129**
Seconded by Councillor Humphries
THAT Council receive the reports for Community Committees and County Council as information.

Carried

Moved by Councillor Cleroux **RESOLUTION NO. 2020-130**
Seconded by Councillor Humphries
THAT Council accept the CAO/Clerk's Information Memo for July 7th, 2020.

Carried

Moved by Councillor Webster **RESOLUTION NO. 2020-131**
Seconded by Councillor Cleroux
WHEREAS in December 2016 the Canadian Radio-television and Telecommunications Commission declared broadband internet an essential service for Canadians;

AND WHEREAS access to internet in many rural communities in Ontario is limited or non-existent;

AND WHEREAS current broadband investment projects across Ontario will still leave many residents unserved;

AND WHEREAS the COVID-19 pandemic has underscored the digital divide leaving many rural residents unable to participate in e-commerce, online schooling, are unable to move businesses online or access healthcare and other services online;

AND WHEREAS communities and municipalities are developing economic recovery plans;

AND WHEREAS there may be potential federal and provincial funding for shovel-ready infrastructure programs to kick-start the economy;

RETURN TO AGENDA

NOW THEREFORE BE IT RESOLVED THAT the Township of Horton calls on the provincial and federal governments to include rural broadband investment as part of the economic recovery shovel-ready projects for municipalities;

AND FURTHER THAT the Township of Horton supports the Municipality of West Elgin's Resolution No. 2020-209 and the Municipality of Mississippi Mills Resolution No. 246-20;

AND FURTHER THAT the Township of Horton representing our residents and business owners alike, call to action Premier Ford, Renfrew-Nipissing-Pembroke MP Cheryl Gallant, and Renfrew-Nipissing-Pembroke MPP John Yakabuski to champion the implementation of broadband in the under-serviced area of Horton Township.

Carried

Moved by Councillor Webster

RESOLUTION NO. 2020-132

Seconded by Councillor Humphries

THAT Council of the Township of Horton agree to direct staff to apply for the Enabling Accessibility Fund (EAF) for the following project:

- Recreation Accessibility Project that included a dock facility at the Boat Launch, a new ramp accessing the outdoor rink and work to the bathroom/changerooms to ensure accessibility.

Carried

Moved by Councillor Cleroux

RESOLUTION NO. 2020-133

Seconded by Councillor Webster

THAT Council enact the following By-Law

- 2020-30 Library Service Agreement
- 2020-31 Amended Site Plan Agreement – Greer

Carried

Moved by Councillor Webster

RESOLUTION NO. 2020-134

Seconded by Councillor Cleroux

THAT Council of the Township of Horton approve the single-source award of winter salt supply to K+S Windsor Salt for a five-year term.

Carried

14. IN CAMERA (Closed) SESSION – none

15. CONFIRMING BYLAW

Moved by Councillor Humphries

RESOLUTION NO. 2020-135

Seconded by Councillor Cleroux

THAT Council enact By-law 2020-32 – Confirming By-Law

Carried

16. ADJOURNMENT

Deputy Mayor Campbell declared the meeting adjourned at 5:19 p.m.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA



Township of Horton
COUNCIL / COMMITTEE REPORT

Title: 2020 Township of Horton Corporate Policy Review Section J – Miscellaneous	Date: July 21 st , 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-13 – Accountability and Transparency
- Policy J-14 – Public Notice
- Policy J-15 – Unreasonable Customer Behaviour

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-13
POLICY: Accountability and Transparency			
DATE: June 2020	REV. DATE:	COVERAGE: All Employees	PAGE #: 1 of 3

POLICY STATEMENT:

The Corporation of the Township of Horton is committed to accountable and transparent local government in keeping with its corporate values of respect, integrity and commitment.

PURPOSE:

Accountability and transparency are standards of good government that enhance public trust regarding the political process and administrative management. This policy outlines measures and practices that:

- Encourage transparency and participation in decision-making.
- Deliver quality municipal services; and
- Promote the efficient and effective use of public resources.

DEFINITIONS:

Accountability is the principle that the municipality is responsible for its actions, decisions and policies, and that it is answerable to the public at large.

Transparency is the principle that the municipality will conduct its business in an accessible and open manner through its decision-making process.

POLICY REQUIREMENTS:

1. Legislated Requirements

The Township of Horton is accountable and transparent by fulfilling various legislated responsibilities. The following is a sampling of provincial statutes with regulations that govern how the Township conducts its business:

- *Municipal Act, 2001*
- *Municipal Conflict of Interest Act*
- *Provincial Offences Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Public Sector Salary Disclosure Act, 2004*
- *Occupational Health and Safety Act*

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The Township of Horton Policy and Procedures			
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POLICY: Accountability and Transparency			
DATE: June 2020	REV. DATE:	COVERAGE: All Employees	PAGE #: 2 of 3

- *Planning Act*
- *Safe Drinking Water Act*
- *Clean Water Act*
- *O.Reg. 347 Waste Management*

2. Financial Matters

The Township of Horton is accountable and transparent in its financial activities through the following policies and measures:

- External Audit
- Financial Statements
- Procurement Policies
- Budget Variance Reporting
- Operating and Capital Budgets
- Asset Management Program
- Long Range Financial Planning
- Taxation and Receivable Policy
- Reserve and Reserve Fund Policy
- Debt Management Policy
- Year-End Surplus/Deficit Policy
- Cash on Hand Policy
- Investment Policy
- Other financial policies
- Fees & Charges By-Law

3. Administrative Reporting

The Township of Horton reports to the public in an accountable and transparent manner on administrative management activities through quarterly reports to council.

4. Governance

The Township of Horton fosters accountable and transparent decision-making through the following policies and measures:

- Strategic Plan
- Procedural By-Law

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The Township of Horton Policy and Procedures			
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POLICY: Accountability and Transparency			
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- Council Code of Conduct
- Staff Code of Conduct
- Human Resources Policies
- Complaint Policies
- Records & Information Management Policy
- Public Notice Policy
- Council-Staff Relations Policy
- Closed Meeting Investigator
- Integrity Commissioner

5. Internal Accountability and Ethical Standards.

The Township of Horton fosters internal accountability through policies, training and other measures that support its corporate competencies:

- Accuracy and Thoroughness: Work is done correctly, completely with high quality in a timely manner
- Client Service: Anticipate and respond to the needs of internal and external customers
- Problem Solving: Find solutions to difficult, complex or emerging issues
- Professionalism: Expand knowledge, raise standards, and ensure responsible conduct
- Teamwork: Achieve common objectives while respecting the contribution of all to achieve results

MONITORING

The CAO/Clerk responds to any complaints or queries regarding this policy and ensure its maintenance.

AUTHORITY

Section 270 of the *Municipal Act, 2001 S.O. 2001, c.25* as amended, requires the Township adopt and maintain a policy with respect to ensuring accountability and transparency.

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-14
POLICY: Public Notice			
DATE: June 2020	REV. DATE:	COVERAGE: All Employees	PAGE #: 1 of 2

POLICY STATEMENT:

The Corporation of the Township of Horton is an accountable and transparent organization that believes that its residents should be made aware of the business for the Township.

PURPOSE:

The purpose of this policy is to set out the minimum notice requirements, a list of matters for which public notice is required, the form and the manner in which notice is to be given, with the minimum time for providing such notice.

DEFINITIONS:

Council means the elected officials of the Township of Horton.

CAO/Clerk means the person appointed as the CAO/Clerk for the Township of Horton or their duly authorized designate.

POLICY REQUIREMENTS:**1.0 Statutory Notice**

- 1.1 Public notice in accordance with this policy shall be given before Council initially considers any matter where holding a public hearing is required under the *Municipal Act, 2001* or any other *Act* except where the *Act* contains its own public notice provisions.
- 1.2 Notice shall be given to the general public for all matters where holding a public hearing is required by the methods set out under the *Municipal Act, 2001* or any other *Act* except where the *Act* contains its own public notice provisions.
- 1.3 The notice requirements are not intended to limit Council's discretion to provide additional notice, utilizing different or additional methods or repeating notice, as may be deemed appropriate by the CAO/Clerk or direct by Council.

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POLICY: Public Notice			
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2.0 Other Notice Provisions

- 2.1 For the purpose of non-statutory notice, the posting of the agenda on the Township website not later than 48 hours prior to a meeting will serve as notice for items being considered by council or its committees.
- 2.2 Public notice will be provided as and when required by other corporate policies, including but not limited to, the sale and disposition of land.
- 2.3 The Township commits to providing opportunities for public feedback through a public meeting or public open house on the following matters:
 - Annual Budget
 - Council Remuneration
 - Strategic Plan
- 2.4 When non-statutory notice is provided, it should be done in a timely fashion, preferably with a minimum of 10 days.
- 2.5 When non-statutory notice is provided, staff should employ the appropriate method or medium, including but not limited to the Township website, social media channels, and newspaper block advertisement.
- 2.6 Notice should include a contact person with contact information, as well as any other pertinent information, including the date, time and location of the meeting.

MONITORING

The CAO/Clerk responds to any complaints and/or concerns related to this policy.

AUTHORITY

Section 270(4) of the *Municipal Act, 2001 S.O. 2001, c.25* as amended, provides that municipality shall adopt and maintain a policy with respect to the circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given.

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-15
POLICY: Unreasonable Customer Behaviour			
DATE: June 2020	REV. DATE:	COVERAGE: All Employees	PAGE #: 1 of 6

POLICY STATEMENT:

The Corporation of the Township of Horton strives to provide excellent service to the public, which contributes to continuous improvement of operations. As an employer, the Township takes steps to ensure the health and safety of its employees.

PURPOSE:

The purpose of this policy is to guide staff to identify situations that meet the criteria of vexatious, frivolous, and/or unreasonable behaviour and the associated actions that may be undertaken in such circumstances. The aim of this policy is to contribute to the overall intent of dealing with individuals or groups in ways which are consistent, fair and reasonable while acknowledging that there may be a need to shield staff from unreasonable behaviour.

DEFINITIONS:

CAO/Clerk – means the Chief Administrative Officer/Clerk or designate;

Manager – includes Managers or their designate;

Employee – means the employee of the Township;

Frivolous – means not having any serious purpose or value;

Township – means the Township of Horton

Vexatious – means causing or tending to cause annoyance, frustration, or worry.

POLICY REQUIREMENTS:**1.0 Examples of Unreasonable Behaviour**

- 1.1 Refusing to specify the grounds of a complaint.
- 1.2 Changing the basis of the complaint/request as the matter proceeds.
- 1.3 Denying or changing statements made at an earlier stage.
- 1.4 Covertly recording meetings and conversations.
- 1.5 Submitting falsified documents from themselves or others.

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POLICY: Unreasonable Customer Behaviour			
DATE: June 2020	REV. DATE:	COVERAGE: All Employees	PAGE #: 2 of 6

- 1.6 Making excessive demands on the time and resources of staff with lengthy phone calls, number of e-mails to a single or numerous staff, or voluminous requests.
 - 1.7 Refusing to accept the decision; repeatedly arguing points with no new evidence.
 - 1.8 Persistently approaching the Township through different routes about the same issue.
 - 1.9 Interactions that are initiated with the intent to embarrass, delay, or annoy, or is part of a pattern on conduct by an individual or group.
 - 1.10 Causing distress to staff. This could include use of hostile, abusive or offensive language, or an unreasonable fixation on an individual member of staff
 - 1.11 Making unjustified complaints about staff who are attempting to deal with issues and seeking to have replaced.
- 2.0 Examples of Vexatious or Frivolous Requests**
- 2.1 Submission of the requests with very high volume and frequency of correspondence.
 - 2.2 Requests for information the requester has already seen, or clear intention to reopen issues that have already been considered,
 - 2.3 Where complying with the request would impose significant burden on the Township in terms of expense, and negatively impacting the ability of staff to provide service to others.
 - 2.4 Where it appears that the requester seeks to cause inconvenience, disruption, or annoyance through the request.
 - 2.5 Where the request lacks any serious purpose or value, an apparent lack of value would not usually be enough on its own to make a request vexatious but may when considered with other examples.
 - 2.6 Harassing the Township and/or staff. This could include very high volume and frequency of correspondence or combining requests with accusations and complaints.

These examples are not exhaustive, nor does one single feature on its own necessarily imply that the request will be considered unreasonable, vexatious or frivolous.

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The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-15
POLICY: Unreasonable Customer Behaviour			
DATE: June 2020	REV. DATE:	COVERAGE: All Employees	PAGE #: 3 of 6

3.0 Identifying the Problem

- 3.1 Before deciding to apply any restrictions, the Township must ensure that:
- The request has been dealt with properly and in line with the relevant procedures and statutory guidelines.
 - Staff has made reasonable efforts to satisfy and resolve the request.
 - The individual is not presenting new material or information about the situation or that it is not a new request.
- 3.2 Each case will be considered on an individual basis. The decision to classify behaviour as unreasonable or to classify the request as vexatious or frivolous will be made by the CAO/Clerk.

4.0 Employee

- 4.1 If an employee believes that a request or behaviour is unreasonable, frivolous, or vexatious, the Employee should consult with their Manager, provide any supporting materials and advise the Manager of the steps that have been taken in attempting to resolve the issue, including as appropriate:
- The length of time that staff has been in contact with the individual or, group, history of the interactions (if applicable) and the amount of correspondence that has been exchanged with the individual or group;
 - The number of requests that the individual or group has brought forward and the status of each;
 - The nature of the individual or group's behaviour;
 - The amount of time that has been consumed and the impact.

5.0 Department Head

- 5.1 The Department is responsible for reviewing the information provided by staff in a timely manner and confirming if this policy should apply. The Manager shall:
- Review the information provided by staff and determine if the request is unreasonable. Vexatious or frivolous, contact other

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The Township of Horton Policy and Procedures			
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POLICY: Unreasonable Customer Behaviour			
DATE: June 2020	REV. DATE:	COVERAGE: All Employees	PAGE #: 4 of 6

Managers to determine if the individual or group is contacting multiple departments and/or staff;

- Work with staff to determine the appropriate restrictions, how to inform the individual or group of the restrictions and determine a review date;
- Meet with the CAO/Clerk to outline the situation, review recommendations and the appropriate method of informing the individual or group.

6.0 CAO/Clerk

6.1 The CAO/Clerk will review all the information provided by staff and/or Manager and will make a final determination to classify an individual or group's behaviour as unreasonable or to classify a request as vexatious or frivolous. Determining factors include:

- The request has been properly investigated;
- Communication with the individual or group has been adequate; and
- The individual or group is not attempting to provide new information when contacting staff.

6.2 Following a decision by the Manager, in consultation with the CAO/Clerk, that an individual or group's behaviour is unreasonable or a request is vexatious or frivolous, the individual or group (where appropriate and possible) will receive written notification that:

- Explains what action(s) staff has taken and why;
- Indicates what restrictions have been applied and how long they will be in effect;
- Advises how the individual or group can appeal the restrictions.

7.0 Council Notification

7.1 If restrictions are placed on an individual or group, the CAO/Clerk will inform Council of the issue and the details of the restrictions applied.

8.0 Application of Restrictions

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POLICY: Unreasonable Customer Behaviour			
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8.1 Restrictions will be tailored to deal with the individual circumstances and may include one or more of the following (the list is not exhaustive):

- Placing limits on the number and duration of contacts with staff per week or month;
- Offering a restricted time slot for necessary calls;
- Limiting the individual or group to one method of communication (ex. Phone, letter, e-mail, etc.);
- Requiring any personal contacts to take place in the presence of a witness and in a suitable location;
- Requiring the individual or group to make contact by telephone only through a third party (ex. Solicitor, counsellor, friend acting on their behalf);
- Limiting or regulating the individual or group's use of the Township's services;
- Refusing the individual or group access to any municipal buildings except by appointment;
- Informing the individual or group that further contact on the matter of the complaint/request will not be acknowledged or replied to;
- Pursuing legal actions (ex. Issuance of Notice of Trespass);
- Where efforts to resolve matters with the individual or group have not been successful, the case or request may be closed;
- Other actions as deem appropriate.

9.0 Review of Restrictions

9.1 When restrictions are put in place, a review date will be set. This will be based on the circumstances of the case and could be for a period of three months or longer depending on the severity of the situation. The status of the individual or group will be reviewed by the relevant Department Head on or before the review date. The individual or group, where possible, shall be informed of the outcome of the review.

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POLICY: Unreasonable Customer Behaviour			
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- 9.2 Where the CAO/Clerk feels the restrictions should continue, the individual or group will be notified of the reasons and given another date for review.

10.0 Dispute

- 10.1 Once the Township has communicated the decision, there is no appeal process at the Township level. In the event complaints cannot be solved through the Township's complaint process and/or this policy, they may be submitted to the Provincial Ombudsman's office in accordance with the provisions of *Bill 8, Public Sector and MPP Accountability and Transparency Act, 2014*.

MONITORING

The CAO/Clerk is responsible for ensuring compliance with the policy.

AUTHORITY

Section 224 of the *Municipal Act, 2001* states the role of Council includes the development and evaluation of the policies and programs for the municipality.



Township of Horton
COUNCIL / COMMITTEE REPORT

Title: 2019-2020 Township of Horton Corporate Policy Review Section T – Transportation	Date:	July 21 st , 2020
	Council/Committee:	Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	General Government

RECOMMENDATIONS:

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


- Policy T-01 – Private Road & Driveway Grading
- Policy T-02 – Beaver Control
- Policy T-03 – Road Occupancy

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
Adam Knapp, Public Works Manager

Author: 
signature

Other: 
signature

Treasurer: 
signature

C.A.O.: 
signature

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: TRANSPORTATION			POLICY #: T-01
POLICY: Private Road & Driveway Grading			
DATE: 19-Jan-2016	REV. DATE: July 2020	COVERAGE: Public Works	PAGE #: 1 of 8

1.0 POLICY STATEMENT

The Township of Horton has established a policy to establish and direct the use of Municipal resources for Private Road & Driveway grading.

2.0 DEFINITIONS

“Charge” means a charge imposed pursuant to Section 391(2) of the Municipal Act.

“Damage” means any injury, harm, hurt, impairment, mutilation, destruction or loss to any property, personal or otherwise.

“Deficiency” means a quality or condition of being deficient, incompleteness or inadequacy.

“Fee” or “Rate” means a charge or payment for a service; a price or amount to be paid that is set.

“Grading” means smoothing gravel surface of the travelled portion of a private road or driveway.

“Improvement” means the work undertaken on a road or within a right-of-way to increase or improve upon the existing condition or level of service of a road and shall include, but not be limited to: road surface, road subsurface, ditching, brushing, road widening, right-of-way widening, utility relocation.

“Limited Service Dwelling” means a single detached dwelling that:

- a. Has no frontage on a municipally maintained street; and
- b. The owner is responsible for services, such as snow clearing and road maintenance, and for ensuring that the road condition is adequate for access by emergency vehicles including fire, ambulance and police.
- c. Has a means of access to the lot that is not part of the municipal street network.

“Maintenance” means the care or upkeep of a road or driveway.

“Municipal Boundary” means the physical limits or borderline of the Corporation of the Township of Horton.

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

“Owner” means

- a. An owner, part owner, joint owner, tenant in common or joint tenant of any interest in the whole or any part or parcel of land,
- b. In the case of the absence or incapacity of a person or persons having ownership of any interest in the parcel of land, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of land,
- c. In the absence of proof to the contrary, the person assessed for the taxes on the parcel of land.

“Private Driveway” means a driveway, laneway, travelled way, or right-of-way not dedicated and accepted as, or otherwise deemed at law to be a public highway that serves as a privately maintained motor vehicle access-route to one or more abutting, legally conveyable parcels of land.

“Private Road” means any street, roadway, highway, travelled way, or right-of-way not dedicated and accepted as, or otherwise deemed at law to be a public highway, that serves as a privately maintained motor vehicle access-route to one or more abutting, legally conveyable parcels of land.

“Public Road” means a highway, travelled way, or right-of-way dedicated and accepted as a public highway.

“Site” means the spatial location of the private road or driveway where grading shall be undertaken, including vertical and horizontal clearances as required.

“Standard Specifications” means a standard set by the municipality.

“Special Provisions” means work or procedures not covered in the standard specifications, and as necessary to supplement or modify items in the standard specifications and/or to cover items of work unique to a specific site.

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3.0 PROCEDURE

1. An application for *Private Road & Driveway Grading* shall be made in writing, on an approved form, to the Township of Horton.
2. Upon receipt of an application, the Township shall:
 - a. Review the information for completeness.
 - b. Determine if a charge is applicable in accordance with the policy.
 - c. If a charge is applicable, obtain a deposit equal to two (2) hours at a rate set out in the Fees & Charges By-law – Transportation Fees, Schedule “H” (eg. Deposit = 2 hours x rate per hour).
 - d. Forward the application to Public Works.
3. Public Works shall:
 - a. Determine if the Private Road or Driveway meets *Section 4.0 – Criteria* for Township grading.
 - b. Attend the site to determine if the Private Road or Driveway meets *Section 5.0 – Standard Specifications*.
 - c. Determine if there are any *Special Provisions* required to mitigate concerns for person and property.
4. If grading is approved, Public Works shall:
 - a. Contact the applicant to inform them that they meet the Townships requirements and that grading will be completed.
 - b. Inform the applicant of any Special Provisions.
 - c. Complete grading.
 - d. Upon completion, invoice the applicant in accordance with the policy and the applicable Fees & Charges By-law – Transportation Fees, Schedule “H”, if required.
5. If grading not approved, Public Works shall:
 - a. Contact the applicant to inform them that they did not meet the Townships requirements.
 - b. Instruct the applicant why they did not meet the Townships requirements and what can be done, if anything, to meet the requirements.
 - c. Return the deposit, if any.

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4.0 CRITERIA

All Private Roads & Driveways must meet the criteria set out in this policy prior to being considered for Township grading.

1. A Private Road must be named and recognized in the County of Renfrew Civic Addressing System (911 system) and must be a minimum of 100m in length (300').
2. A Driveway must be a minimum 100m (300') in length. Access to the driveway must be approved by the Township if it does not access directly from a public roadway.
3. Only Private Roads and Driveways located within the municipal boundary of the Township of Horton will be considered for grading.

No roads, driveways, or access roads/driveways beyond the municipal boundary will be graded (eg. If you must travel a portion of a roadway within an adjacent municipality in order to access a private road or driveway within the Township of Horton, the portion within the neighbouring municipality will not be graded).

4. If a private road or driveway must be accessed from another roadway that is not acceptable to the Township, the Township retains the right to refuse to travel to the site where the request has been made regardless of the requested private road or driveway meeting acceptable standards.
5. All grading shall be completed between June 1st and September 30th annually.
6. The maximum number of gradings per annum shall be two (2) per Private Road or Driveway.
7. The Township shall not provide any grading to a Private Road or Driveway not serving a dwelling.
8. Private Roads & Driveways must meet minimum standards as set out in *Section 5.0 - Standards*.
9. Fees & Charges shall be paid in accordance with *Section 7.0 - Fees & Charges*

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10. The Township retains the right to require the applicant to meet *Special Provisions* as deemed appropriate by the Township.
11. The Township shall supply the grader and an operator. The Township shall not supply any manual labour (eg. hand raking a windrow left by the grader or removing an object from the roadway/driveway prior to grading).
12. The Township shall not undertake any improvements to any private Road or Driveway including, but not be limited to, road surface, road subsurface, ditching, brushing, road widening, right-of-way widening, utility relocation.

5.0 STANDARD SPECIFICATIONS

Prior to the Township commencing grading on Private Roads & Driveways, Township staff shall attend the site to determine that the following standards have been met. If any standard is not met, the Township may refuse to undertake grading.

<u>STANDARD</u>	<u>REQUIREMENT</u>
1. Surface (gravel) Width	4m (13')
2. Vertical Clearance	4m (13')
3. Horizontal Clearance	5.5m (18')
4. Quantity / Quality of Material	100mm (4") Granular 'A' or 'M'
5. Ditching	Acceptable
6. *Culverts, Bridges/Structures	Acceptable
7. Vertical &/or Horizontal Curves	Acceptable
8. Site Lines	Acceptable
9. Grader Turnaround	Acceptable
<i>Is property owner aware of location</i>	<i>Should owner be notified</i>

	<u>Total Weight</u>	<u>On front wheels</u>	<u>On Rear wheels</u>
* G940B Volvo Grader	16,250 kg	4,712 kg	11,538 kg
	35,825 lb	10,388 lb	25,437 lb

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In addition to those items noted above, the Township may also refuse to undertake grading due to, but not limited to:

- a. Washouts, bumps and hollows, large stones and debris
- b. Surface water, substandard drainage
- c. Poor culvert repair
- d. Structural deficiencies of bridges (unable to handle equipment weight, poor bridge approach and deck maintenance)
- e. Dust, heavy rain, fog/whiteout, high winds, blowing snow
- f. Road too narrow for the speed and volume of traffic
- g. Unexpected narrowing or loss of shoulder
- h. Sudden and unexpected changes in direction and elevation
- i. Sudden and unexpected changes in road surface

6.0 SPECIAL PROVISIONS

The Township retains the right to require the applicant to meet/provide special provisions as deemed necessary by the Township. These may include, but are not limited to:

- a. Placement of signage.
- b. Notice to residents.
- c. Notice to emergency services.
- d. Traffic control.
- e. Temporary road closure.
- f. Any other special provisions as deemed necessary by the Township.

Following the site inspection, any special provisions required by the Township shall be provided in writing to the applicant prior to commencing grading.

7.0 FEES & CHARGES

All Private Roads & Driveways shall be charged in accordance with the policy and the applicable rate set in the Fees & Charges By-law – Transportation Fees, Schedule “H”.

1. Where a fee is applicable, the minimum fee shall be equal to 2 hours times the rate per hour.

Example: 2 hours x \$120.00/hour = \$240.00

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- Where a fee is applicable, a deposit is required and shall be equal to 2 hours times the rate per hour.

Example: 2 hours x \$120.00/hour = \$240.00

- Where a fee is applicable, any requirements to pay additional costs incurred for services extending beyond 2 hours shall be calculated to the nearest ½ hour and invoiced accordingly.

Example 1: (total hours – minimum hours) x rate per hour = amount due
 (1.5 hours – 2 hours) x \$120.00/hour = (-) \$60.00
 NEGATIVE amount no further charge

Example 2: (total hours – minimum hours) x rate per hour = amount due
 (3.5 hours – 2 hours) x \$120.00/hour = (+) \$180.00
 POSITIVE amount is owing

- The fee shall be calculated for grading time only and shall not include driving to and from the site.
- Applicable fees shall be charged as follows:

REQUEST		1 st Grading	2 nd Grading
Private Road	2 or more dwellings	free	Applicable rate
Private Road	1 dwelling	Applicable rate	Applicable rate
Private Driveway	1 dwelling minimum	Applicable rate	Applicable rate

- The Fees & Charges By-law – Transportation Fees, Schedule “H”, shall consider increasing the Private Road Grading fee annually by the Cost of Living Adjustment (COLA).

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7.0 DAMAGES

Private installations made by the property owner(s) within the horizontal or vertical clearance, such as sod, shrubs, sprinkler systems, plantings, sewage systems, waterlines, etc. may be damaged in the process of grading. Damage that may occur is not intentional and in many cases is unavoidable.

The Township of Horton shall not be held liable or responsible for any damage to private property resulting from Private Road & Driveway inspection &/or grading operations.

8.0 ROAD ACCESS (for information purposes only)

Some Limited Service Dwellings and/or recreational properties front on public roadways, but many are accessible only by private rights of way or by water. Even with public roadways, the municipality may only maintain the road in the summer. If it is your intent to use the dwelling year round, municipal snow ploughing and road maintenance will be a matter you should check out carefully.

Where the roadway is privately owned it is important that there be a clearly described and legally documented right-of-way to ensure uninterrupted access to your property. Where there is no deeded right-of-way and access is over roads which have been used over long periods of time, access is more risky and factors such as length of use, number of users, seasonality of use and degree of definition of the access route may affect the security of road access in the future. As a result there may be a need for expensive surveys, extensive road reconstruction and distasteful litigation to gain access to your property.

If access is by water only it is important to consider the costs and inconvenience involved (although many consider this a distinct benefit). You will need to make sure that all necessary permits from the Ministry of Natural Resources and the municipality are in place to allow proper boat docking and storage at your shoreline.

9.0 PRIVATE ROAD & DRIVEWAY GRADING APPLICATION

Attachment – Private Road & Driveway Grading Application

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POLICY: Beaver Control Policy			
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POLICY STATEMENT:

The Township of Horton has established a Beaver Control Policy to assist in flooding prevention. The terms of this policy are for properties owned by the Municipality, or for properties with which the Municipality obtains consent from the landowner to remove/manage problem beaver.

DEFINITIONS:

“Applicant” means the agent requesting the removal of problem beaver and may be the Township of Horton, a person requested to remove the problem beaver by the Municipality (i.e. trapper), or an individual property owner.

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

“Owner” means:

- (a) An owner, part owner, joint owner,
- (b) In the case of the absence or incapacity of a person or persons having ownership of any interest in the parcel of land, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of land,
- (c) In the absence of proof to the contrary, the person assessed for the taxes on the parcel of land.

PROCEDURE:**Beaver Maintenance & Incentive Program**

1. The Municipality may from time to time determine there to be problem beaver located at specific sites within the boundaries of Horton Township.
2. The Municipality will identify on the “*Beaver Maintenance & Incentive Permit – Authorization to Remove Problem Beaver*”, the Municipal employees and/or other individuals acting on the Municipality’s behalf to fulfil the terms of the permit.
3. Those persons permitted to carry out beaver management for the municipality, must remove problem beaver in areas determined by the Municipality and as identified on the Township of Horton authorization to Remove Problem Beaver Application Form (Schedule A of this policy). This Authorization will indicate

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the specific area of concern and the approximate number of beavers to be removed.

4. In every instance that the Municipality wishes to remove problem beaver, on or adjacent to private property, landowner consent must be obtained by the Municipality.
5. The Municipality will provide an incentive for approved and authorized problem beavers trapped or otherwise destroyed within the Township of Horton at a rate of \$75.00 per beaver, with evidence by way of **timestamped photograph # tail submitted to the Municipal Office.**
- ~~6. Beaver tails less than three (3) inches in length are NOT acceptable for payment.~~
- ~~7. Beaver tails will be permanently marked as they are recorded, and disposal of the marked tails is the responsibility of the person submitting the tails.~~
8. The disposal of all destroyed problem beaver are to be the sole responsibility of those listed on the "*Beaver Maintenance & Incentive Permit – Authorization to Remove Problem Beaver*".
9. Compensation outlined by this policy does not apply to any other employee contracted by the Municipality to perform the same service (i.e. Municipal Animal Control By-Law Officer, Public Works Operator/Labourer). All Municipal employees are exempt from receiving compensation.
10. The total amount paid out by the Township on this program is limited to the amount provided in the budget annually.
11. The Township may establish limits on the amount payable to a landowner or authorized person.
- ~~12. If you are using a firearm, you must follow regulations and local by laws.~~ **All Beaver Maintenance must be performed by a licensed trapper and performed only by way of humane trapping methods; proof of trapping license must be provided before any trapping operation is performed.**

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13. A landowner may hire an agent, including a trapper to act on their behalf.

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Beaver Dam Removal – Private Property

- A. Destroying a dam should only be considered after other techniques have been tried.
- B. If dam removal is necessary:
- Exercise extreme caution to prevent downstream flooding, damage to natural habitats and property damage.
 - Check with Fisheries and Oceans Canada to avoid causing serious harm to fish and fish habitat by following best practices.
 - ~~You~~ The contracted Trapper may be held liable for any property damage that occurs downstream.
- C. The Township shall only remove a dam if it is deemed reasonable, accessible, and shall not cause undue harm to properties both upstream and downstream of the dam and is deemed to be a benefit to the Township in.
- D. The Township is not required to remove dams on private property and shall not assume any liability for damage caused to property upstream or downstream of a dam located on private property whether it remains or is removed.
- E. The Township will only consider removal of a dam if its removal is deemed to be beneficial to the Township for flood prevention. A dam may be removed at any time by Township forces on Township property and may be removed on private property with landowner consent.

Schedule "A": BEAVER MAINTENANCE & INCENTIVE PERMIT – AUTHORIZATION TO REMOVE PROBLEM BEAVER

SCHEDULE 'B'	
Beaver Maintenance & Incentive Permit Authorization to Remove Problem Beaver	
Schedule to policy: Beaver Control Policy	Schedule to policy #:

Applicants Name: _____

Trapping License #: _____

Address: _____

Telephone Number: _____

Email Address: _____

Name of person(s) doing the removal: (1) _____

(2) _____

Location: _____

Beaver removal locations shall be within the Township of Horton only.

Landowner's Consent for work on or adjacent to Private Property:

Name: _____ Date: _____

Name: _____ Date: _____

Applicants Signature: _____ **Date:** _____

Municipal Authorization:

Name: _____ Date: _____

Declaration:

I, _____, declare that I removed _____ problem beaver from the above location as authorized by the Municipality and I am claiming compensation for the same at a rate outlined in the Beaver Control Policy.

Signature: _____ Date: _____

Municipal Approval for Payment:

Name: _____ Date: _____

The above program will be carried out subject to available funds.

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1.0 POLICY STATEMENT

The Township of Horton requires that a Road Occupancy Permit be obtained by all upper tier road authorities, persons, contractors, utilities, and agencies prior to commencing any work or detour within the Township of Horton's road allowances.

2.0 BACKGROUND

As a Municipal Road Authority, the Township of Horton has a duty and responsibility to be an informed owner and to ensure that the roads, ditches, and all infrastructure under its jurisdiction are kept in a reasonable state of repair. The Municipal Act, 2001, states the following regarding the Townships obligations and liabilities:

Maintenance

44. (1) The municipality that has jurisdiction over a highway or bridge shall keep it in a state of repair that is reasonable in the circumstances, including the character and location of the highway or bridge. 2001, c. 25, s. 44(1).

Liability

(2) A municipality that defaults in complying with subsection (1) is, subject to the *Negligence Act*, liable for all damages any person sustains because of the default. 2001, c. 25 s. 44(2).

Defence

(3) Despite subsection (2), a municipality is not liable for failing to keep a highway or bridge in a reasonable state of repair if,

- it did not know and could not reasonably have been expected to have known about the state of repair of the highway or bridge.
- it took reasonable steps to prevent the default from arising; or
- at the time the cause of action arose, minimum standards established under subsection (4) applied to the highway or bridge and to the alleged default and those standards have been met. 2001, c. 25, s.44(3)."

In order to ensure that the Township is adequately informed and exercising due diligence, a formal process is necessary for the approval of works within the Townships Road Allowances .Of particular concern is any work or rerouting of traffic which may occur within the travelled portion of the highway or any works that may contribute to spring melt and overwhelm the Townships drainage plans. It is also important to ensure that adequate and appropriate measures are implemented to ensure the safety of both road users and those carrying out the work.

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3.0 PROCEDURES

The following are the procedures to be followed to acquire a Road Occupancy Permit to undertake work within the Township of Hortons Road Allowances:

Entrances

Applications for entrances to Township Roads are subject to the conditions and process outlined in the Townships Entrance By-Law 2011-37

Emergency Work

Emergency work is considered as those types of repairs to existing infrastructure, required to restore essential services provided to the public. This work is normally performed by or on behalf of utility companies. The work often involves repairs to broken or damaged water systems, sewer systems or utility lines. The urgent and timely repair of these facilities is often key to minimizing possible further damage and the subsequent increased repair costs.

All emergency work is subject to the following submission and approval process:

1. As soon as possible after becoming aware of an emergency the utility shall inform the Public Works Manager or Public Works Superintendent of the nature and extent of the work required.
2. As soon as possible after becoming aware of the need for urgent work or repairs to its infrastructure, the municipality or utility responsible shall submit an "Emergency" Road Occupancy Application to the Public Works Department. Faxed or electronic submission of the application are acceptable.
3. The submitted application shall include a brief description of the location, nature and extent of the emergency repair work needed and the measures to be taken to protect the safety of the public and the workers on site.
4. The application shall be signed by the applicant, which acknowledges that the applicant is responsible for notifying all affected emergency services and utility companies, and that the applicant is responsible for all damages and liabilities which may occur as a result of the work.

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5. The applicant shall be responsible for completing all restoration work to the Township of Hortons satisfaction at the earliest possible date and for the condition of the repair for a period of one (1) year from the completion date.
6. After the Township has been notified and the completed application has been received by the Public Works Department, the applicant may proceed with the emergency repairs.
7. An "Approved" copy of the "Emergency" Road Occupancy Application will be returned to the applicant within two (2) business days. The approval shall indicate any additional issues or conditions that may be deemed necessary by Public Works Manager or Public Works Superintendent.

Planned Work

Planned work is those activities that can be planned and scheduled in advance of construction. Planned work would include new infrastructure projects as well as the expansion, reconstruction, and rehabilitation of existing infrastructure. Work in this category may be performed by a variety of agencies or organizations, including utility companies, developers, and private contractors.

Work that can be planned or scheduled in advance will be subject to a more detailed and formal review process as follows:

1. All applications must be submitted in writing and accompanied by a "Planned" Road Occupancy Application.
2. The application must be supported by plans and specifications that sufficiently detail the proposed work and how it is to be completed.
3. The applicant will be required to provide a detailed Traffic Management Plan and a Traffic Protection Plan, which identifies the measures to be implemented to protect the health and safety of the road users and the workers on site.
4. The applicant will be required to provide liability insurance, indemnifying the Township of Horton from all liabilities arising out of the work, in the amount of \$2,000,000. A Certificate of Liability Insurance in which the Township of Horton is named a co-insured is required.
5. Applications will be reviewed for conflicts with existing and future Township infrastructure, as well as compliance with Township of Hortons Policies.

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Applicants are encouraged to pre-consult with Township Staff to confirm the requirements, prior to submitting an application.

6. The applicant may be required to post a Performance Security to ensure that all work, including surface restoration, is completed to the Townships satisfaction. The security will be in the form of a letter of credit and be valid for a minimum period of one (1) year after the work is completed. Provided no problems are encountered within the one (1) year period, the securities will be returned to the applicant. Upper tier road authorities are exempted from this requirement and the Township may choose to waive this security at its sole discretion.
7. Once all the application requirements have been satisfied, a “Planned” Road Occupancy Permit will be issued and the applicant will be permitted to proceed with the work, subject to the terms and conditions listed in the permit.
8. Upon completion of the work, Township Staff will inspect the work zone to ensure that all conditions of approval, including surface restoration, have been complied with.

General Conditions

1. All subsurface road crossings are to be completed using trenchless technology techniques wherever possible. Open cut excavations across Township Roads will only be permitted when specifically approved by the Public Works Manager
2. The applicant is responsible for notifying all emergency services, school boards, transportation companies and the public of the proposed work, in advance of commencing any work.
3. Permits will be honoured for a period of one (1) year from the date of approval. It is the responsibility of the applicant to notify the Township when the work is completed and ready for final inspection. If a final inspection has not been requested by the applicant and one (1) year’s time has passed from the date of approval, the bond will be forfeited to the Township. If a final inspection has been requested and the work has been completed but not to the satisfaction of the Township, under the conditions of this application, the Township may elect to finish or restore the works with the applicant’s bond and without any prior notice.

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4. Under any permit application the Township may elect to exceed the minimum requirements and conditions as specified in this document. The Township may request additional insurance coverage, restoration, amount of cash bond or any other work deemed necessary to accommodate the application.
5. Township Roads will not be closed. A minimum of one (1) driving lane will always be open to traffic. All excavations within four (4) metres of any driving lane will be backfilled at each day's end. The applicant shall maintain pedestrian access and vehicle access to all public and private properties.
6. Roads will not be open cut without express written permission; therefore, all road crossings shall be bored or directionally drilled. All plant being located under the road surface shall be placed at a minimum of 1.2 metres under the road surface (that is 1.2 metres under the elevation of the shoulder rounding). If written permission has been granted to open excavate a road, restoration methods will be specified and a cash bond in the amount of the cost of restoration shall be submitted and retained for up to 12 months after the completion of the specified works. No planned excavations will be permitted within the roadway between November 1st and May 1st.
7. If, to carry out the work, it is necessary to alter, break or disturb any existing pavement, sidewalk or curb and gutter, the applicant will be responsible for temporarily and permanently restoring the site to its original condition. Material specifications shall be determined by the Township Public Works Staff. If weather dictates the permanent restoration cannot be accomplished, the applicant shall temporarily repair any disturbed asphalt or concrete surfaces with a 40-millimetre thickness of hot mix asphalt. Temporary and/or final repairs shall be to the satisfaction of the Township and at the expense of the applicant.
8. When required, a security deposit shall be given to the Township representing 100% of the cost to perform the necessary restoration. The Township shall set this deposit amount. The applicant will be responsible for any temporary and/or final restoration costs. The restoration shall be completed as per the direction of the Township. Upon completion of the final restoration the site will be inspected by Township Staff and if satisfied (interim acceptance) the security deposit will be returned within a 12-month period from the date of final inspection.
9. When conditions or unforeseen difficulties require a longer period of completion than is indicated on the permit, the applicant shall notify the County of the additional time required and the reason thereof.

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10. All barricades, signs and signals required to direct or guide motorists and/or pedestrians, shall be erected and maintained by the applicant in accordance with the "Ontario Traffic Manual, Book 7 – Temporary Conditions", most current edition. All detour signing and materials when required, shall be supplied, erected, and maintained by the applicant.
11. Prior to the approval of the Road Occupancy Application, the applicant shall supply proof of liability insurance in the minimum amount of \$2,000,000.00.
12. It is the responsibility of the applicant not to damage any existing plant, survey markers of infrastructure, including drainage works. The applicant will assume all costs and liabilities from such damage. Utility locates are the responsibility of the applicant and this document will release the Township of Horton from all claims arising from the damage of any plant.
13. Excavated material shall not be piled in such a manner as to obstruct vehicular and/or pedestrian traffic at a minimum of four (4) metres from edge of pavement. All construction equipment and vehicles shall also maintain this "clear zone" when not in use.

Schedule 'A' – Road Occupancy Application/Permit



**Township of Horton
2253 Johnston Road
Renfrew Ontario
613-432-6271**

publicworks@hortontownship.ca
reception@hortontownship.ca

ROAD OCCUPANCY APPLICATION / PERMIT

Planned Work

Emergency Work

Name and Address of Applicant

Applicant's Name

PO Box and/or Street Address

City/Province/Postal Code

Phone Number

Location of Proposed Work

Estimated Start Date

Estimated Completion Date

Description of Work Being Performed

*A sketch of the work zone must be completed on the attached "Sketch Form" and accompany this application.

By executing this application, the applicant agrees to all applicable terms and conditions stated in Corporate Policy T-03 Road Occupancy Policy, as attached.

APPLICANT'S SIGNATURE

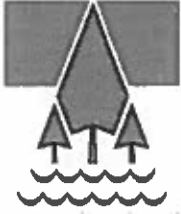
DATE

TOWNSHIP'S APPROVAL SIGNATURE

DATE

RETURN TO AGENDA

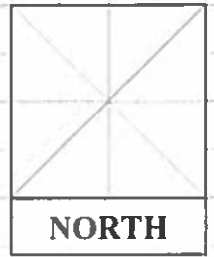
Horton Township



SKETCH FORM

Township Roads affected by Occupancy

- #1 _____
- #2 _____
- #3 _____
- #4 _____





Calls For Service (CFS) Billing Summary Report

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Horton January to June - 2020

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2020				2019			
		January to June	Year to Date	Time Standard	Year To Date Weighted Hours	January to June	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	Sexual Interference	1	1	15.9	15.9	0	0		0.0
	Assault With Weapon or Causing Bodily Harm-Level 2	0	0		0.0	1	1	15.9	15.9
	Assault-Level 1	3	3	15.9	47.7	6	6	15.9	95.4
	Criminal Harassment	1	1	15.9	15.9	2	2	15.9	31.8
	Indecent/Harassing Communications	1	1	15.9	15.9	0	0		0.0
	Utter Threats -Master code	1	1	15.9	15.9	0	0		0.0
	Utter Threats to Person	0	0		0.0	2	2	15.9	31.8
	Total	7	7	15.9	111.3	11	11	15.9	174.9
Property Crime Violations	Break & Enter	3	3	6.8	20.4	2	2	6.8	13.6
	Theft Over - Other Theft	0	0		0.0	1	1	6.8	6.8
	Theft of Motor Vehicle	0	0		0.0	1	1	6.8	6.8
	Theft of - Other Motor Vehicles	0	0		0.0	1	1	6.8	6.8
	Theft under - Other Theft	0	0		0.0	1	1	6.8	6.8
	Possession of Stolen Goods over \$5,000	0	0		0.0	1	1	6.8	6.8
	Fraud - False Pretence < = \$5,000	0	0		0.0	1	1	6.8	6.8
	Fraud - Account closed	1	1	6.8	6.8	0	0		0.0
	Fraud -Money/property/ security > \$5,000	1	1	6.8	6.8	0	0		0.0
	Fraud -Money/property/ security <= \$5,000	0	0		0.0	1	1	6.8	6.8
	Fraud - Other	2	2	6.8	13.6	1	1	6.8	6.8
	Identity Fraud	1	1	6.8	6.8	0	0		0.0
	Mischief - master code	2	2	6.8	13.6	2	2	6.8	13.6
	Property Damage	1	1	6.8	6.8	0	0		0.0
	Total	11	11	6.8	74.8	12	12	6.8	81.6
Other Criminal Code Violations (Excluding traffic)	Bail Violations - Fail To Comply	2	2	7.9	15.8	0	0		0.0
	Breach of Probation	0	0		0.0	1	1	7.9	7.9
	Total	2	2	7.9	15.8	1	1	7.9	7.9
Drug Possession	Possession Cocaine	1	1	6.4	6.4	0	0		0.0
	Total	1	1	6.4	6.4	0	0		0.0
Drugs	Trafficking Other Controlled Drugs and Substance Act	1	1	37.0	37.0	0	0		0.0
	Trafficking û Opioid (other than heroin)	1	1	37.0	37.0	0	0		0.0
	Total	2	2	37.0	74.0	0	0		0.0



Calls For Service (CFS) Billing Summary Report

Horton January to June - 2020

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2020				2019			
		January to June	Year to Date	Time Standard	Year To Date Weighted Hours	January to June	Year to Date	Time Standard	Year To Date Weighted Hours
Statutes & Acts	Landlord/Tenant	0	0		0.0	4	4	3.3	13.2
	Mental Health Act	3	3	3.3	9.9	5	5	3.3	16.5
	Mental Health Act - Attempt Suicide	1	1	3.3	3.3	1	1	3.3	3.3
	Mental Health Act û Threat of Suicide	3	3	3.3	9.9	0	0		0.0
	Mental Health Act - Voluntary Transport	0	0		0.0	2	2	3.3	6.6
	Mental Health Act - Placed on Form	1	1	3.3	3.3	1	1	3.3	3.3
	Trespass To Property Act	0	0		0.0	1	1	3.3	3.3
	Total	8	8	3.3	26.4	14	14	3.3	46.2
Operational	Animal -Master code	1	1	3.6	3.6	0	0		0.0
	Animal Bite	1	1	3.6	3.6	0	0		0.0
	Animal Stray	1	1	3.6	3.6	1	1	3.6	3.6
	Animal Injured	0	0		0.0	1	1	3.6	3.6
	Animal - Other	0	0		0.0	1	1	3.6	3.6
	Domestic Disturbance	9	9	3.6	32.4	6	6	3.6	21.6
	Suspicious Person	9	9	3.6	32.4	1	1	3.6	3.6
	Phone -Nuisance - No Charges Laid	0	0		0.0	1	1	3.6	3.6
	Phone -Other - No Charges Laid	0	0		0.0	1	1	3.6	3.6
	Fire - Building	3	3	3.6	10.8	0	0		0.0
	Fire - Vehicle	3	3	3.6	10.8	0	0		0.0
	Missing Person Located Under 12	0	0		0.0	1	1	3.6	3.6
	Noise Complaint -Master code	1	1	3.6	3.6	0	0		0.0
	Noise Complaint - Residence	0	0		0.0	2	2	3.6	7.2
	Noise Complaint - Others	0	0		0.0	1	1	3.6	3.6
	Accident - non-MVC - Master code	1	1	3.6	3.6	0	0		0.0
	Found Property -Master code	2	2	3.6	7.2	0	0		0.0
	Found-Personal Accessories	0	0		0.0	1	1	3.6	3.6
	Lost Property -Master code	1	1	3.6	3.6	0	0		0.0
	Lost-Others	0	0		0.0	1	1	3.6	3.6
Sudden Death - Suicide	0	0		0.0	1	1	3.6	3.6	



Calls For Service (CFS) Billing Summary Report

Horton January to June - 2020

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2020				2019			
		January to June	Year to Date	Time Standard	Year To Date Weighted Hours	January to June	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Sudden Death - Natural Causes	2	2	3.6	7.2	1	1	3.6	3.6
	Sudden Death - Others	1	1	3.6	3.6	0	0		0.0
	Suspicious Vehicle	1	1	3.6	3.6	3	3	3.6	10.8
	Trouble with Youth	1	1	3.6	3.6	0	0		0.0
	Unwanted Persons	1	1	3.6	3.6	0	0		0.0
	Neighbour Dispute	4	4	3.6	14.4	4	4	3.6	14.4
	Dogs By-Law	0	0		0.0	1	1	3.6	3.6
	Assist Public	9	9	3.6	32.4	6	6	3.6	21.6
	Family Dispute	10	10	3.6	36.0	4	4	3.6	14.4
	Total	61	61	3.6	219.6	38	38	3.6	136.8
Operational2	False Alarm-Accidental Trip	0	0		0.0	2	2	1.3	2.6
	False Alarm-Malfunction	0	0		0.0	1	1	1.3	1.3
	False Alarm -Others	8	8	1.3	10.4	2	2	1.3	2.6
	Keep the Peace	3	3	1.3	3.9	2	2	1.3	2.6
	911 call / 911 hang up	6	6	1.3	7.8	40	40	1.3	52.0
	911 hang up - Pocket Dial	0	0		0.0	2	2	1.3	2.6
	911 call - Dropped Cell	1	1	1.3	1.3	4	4	1.3	5.2
Total	18	18	1.3	23.4	53	53	1.3	68.9	
Traffic	MVC - Personal Injury (MOTOR VEHICLE COLLISION)	1	1	3.4	3.4	0	0		0.0
	MVC - Prop. Dam. Non Reportable	5	5	3.4	17.0	7	7	3.4	23.8
	MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION)	13	13	3.4	44.2	9	9	3.4	30.6
	MVC - Prop. Dam. Failed to Remain (MOTOR VEHICLE COLLISION)	0	0		0.0	1	1	3.4	3.4
	Total	19	19	3.4	64.6	17	17	3.4	57.8
Total	129	129		616.3	146	146		574.1	

Note to Detachment Commanders:

- The content of each report is to be shared by the Detachment Commander only with the municipality for which it was generated. The municipality may treat this as a public document and distribute it as they wish.
- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2017 billing period.

Report Content Last Updated:
2020/07/04

Report generated by:
Ferguson, Dawn

Report generated on:
8-Jul-20 2:26:49 PM
Page 3 of 4

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Calls For Service (CFS) Billing Summary Report

Horton
January to June - 2020

Note to Municipalities:

- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to investigate and solve crime.
- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services Board reports or Statistics Canada reporting.



TOWNSHIP OF HORTON
COUNCIL / COMMITTEE REPORT

RENFREW AGRICULTURAL SOCIETY FUNDING REQUEST	Date:	July 21, 2020
	Council/Committee:	Council
	Author:	Nathalie Moore
	Department:	General Government

RECOMMENDATIONS:

For information purposes. Council to provide direction to staff.

BACKGROUND:

The Renfrew Agricultural Society is requesting monetary assistance due to the cancellation of their 2020 Renfrew Fair. As we all know the local fairs were forced to cancel due to the restrictions implemented by the Province.

Although Covid-19 has had a significant impact and we understand the predicament that the Renfrew Agricultural Society is currently facing, they do not meet the criteria outlined in our Donation Policy (J-05).

Ultimately Council may supersede, however, with the lost revenues the Township has already faced, Council should keep financial sustainability in mind. Due to Covid-19 Municipalities across Ontario are faced with many issues and concerns regarding financial sustainability until levels of the Provincial and Federal governments provide relief, most of us will continue struggling. The Township needs to be able to continue to provide the same levels of services within the allotted budget regardless of the lost revenues.

ALTERNATIVES: N/A

ATTACHMENTS: - Request For Funding
 - Policy J-05 – Donation Policy

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: CAO/Clerk – Hope Dillabough

Author: *Nathalie Moore*
signature

Other: _____
signature

Treasurer: *Nathalie Moore*
signature

C.A.O. *Hope Dillabough*
signature

RENFREW AGRICULTURAL SOCIETY
115 VETERANS MEMORIAL BLVD.
RENFREW, ONTARIO
K7V 2R5
613-432-5331 contact@renfrewfair.com

July 13, 2020

Horton Township

Dear Mayor Bennett & Councilors:

Our Agricultural Society prides itself in being resilient, creative and sustainable. Unfortunately, the harsh reality is the impact of COVID-19 puts the viability of our Agricultural Society at risk and we will need extra support to weather this pandemic. The loss of any Ontario Agricultural Society will hurt rural economies, agricultural education, and the ability to build public trust in agriculture. It will also hurt the vendors, entertainers and related service providers who support our local fair and events.

In 2019, at least 3.4 million people visited Ontario Fairs with gate receipts of over \$24.4 million. Ontario Ag Society volunteers provided 1.46 million hours of service in support of our fairs.

The financial impact that COVID-19 has had and will continue to have on Ontario Agricultural Societies will be substantial. Ontario Agricultural Societies, their fairs and other events have an estimated local economic impact of between \$680 million and \$700 million. The loss of that revenue will hurt small rural communities and their economies as well as seasonal businesses.

Our Agricultural Society is an integral partner and resource in our community by supporting many local charities by providing our main hall at no cost for their fundraising activities. We also allow the Farmer's Market to use our grounds, at no cost, every Saturday between May and October.

The Ontario Ministry of Agriculture, Food and Rural Affairs currently provides yearly grants to Ontario Agricultural Societies based on the costs to hold their annual fair. The yearly grant is an assistance to our Society, but it will be extremely difficult to qualify for those grants this year as we will not have the eligible expenses that the grants are based on.

Our five day fair in September has an attendance of 30,000 people. These people come from Ontario, Quebec and New York State and are supporting local businesses during their time in the area.

I look forward to your response. Thank you for considering this important matter for our Agricultural Society and our community.

RETURN TO AGENDA

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Please do not hesitate to contact me if you require additional information.

Sincerely,

Judy Dobec
General Manager

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 #: 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 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 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.

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.



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	Variance	Var %
General Operating Fund							
Revenues							
GENERAL GOVERNMENT							
1-4-11000-400010	TAXES - MUNICIPAL	-2,361,408	-2,361,676	-2,431,868	-1,217,181	-1,214,687	49.95
1-4-11000-400020	TAXES - COUNTY	0	-1,573,966	0	-811,204	811,204	0.00
1-4-11000-400030	TAXES - EDUCATION	0	-1,061,610	0	-543,932	543,932	0.00
1-4-11000-410710	Taxes Supplem. Municipal	-23,500	-24,047	-23,500	0	-23,500	100.00
1-4-11000-410715	Taxes Supplem. County	0	-16,026	0	0	0	0.00
1-4-11000-410720	Taxes Supplem. Education	0	-7,183	0	0	0	0.00
1-4-11000-420105	PILS Canada Enterprise	-212	-234	-230	0	-230	100.00
1-4-11000-420110	PILS Ontario	-27,028	-27,088	-27,088	0	-27,088	100.00
1-4-11000-420120	PIL'S Municipalities	-713	-715	-714	0	-714	100.00
1-4-11000-420121	PIL'S - County Share	0	-1,487	0	0	0	0.00
1-4-11000-430015	OMPF Funding	-233,100	-233,100	-232,500	-116,250	-116,250	50.00
1-4-11000-430020	Modernization One-Time Funding	0	-411,443	0	0	0	0.00
1-4-11000-440300	Health (UDA) Surplus	0	0	-3,031	0	-3,031	100.00
1-4-11000-440350	Tax Certificates	-1,800	-2,070	-2,000	-770	-1,230	61.50
1-4-11000-440400	Oth Revenue Lottery Lic	-150	-18	-100	-15	-85	85.00
1-4-11000-440415	Oth Revenue Int Income	-12,000	-29,193	-15,000	-7,475	-7,525	50.17
1-4-11000-440420	Oth Revenue Int on Tax	-57,000	-51,285	-53,000	-19,567	-33,433	63.08
1-4-11000-440431	Other Rev Misc.	-1,000	-1,348	-1,000	-517	-483	48.30
1-4-11000-440601	Transfer from Reserves - Unallocated	-2,000	0	0	0	0	0.00
1-4-11000-440602	Transfer from Reserves - Vadim	0	0	0	-43,290	43,290	0.00
1-4-11000-440605	Transfer from Reserves - Computer	0	0	-120,000	-8,430	-111,570	92.98
1-4-11000-440608	Transfer from Reserves - Building	-4,500	-4,500	0	0	0	0.00
	Total Revenues	-2,724,411	-5,806,989	-2,910,031	-2,768,631	141,400	
1-7-11000-700030	Committee Member/Meetings	900	856	1,500	325	1,175	78.33
1-7-11000-700040	Legal Expenses	16,000	5,888	15,000	5,139	9,861	65.74
1-7-11000-700060	Misc. Expenses	8,500	9,606	8,500	181	8,319	97.87
1-7-11000-700070	Insurance	16,486	14,982	16,465	16,464	1	0.01
1-7-11000-700080	Office Supplies	7,500	5,818	7,500	2,363	5,137	68.49
1-7-11000-700085	Postage/Courier	15,600	15,558	17,000	4,811	12,189	71.70
1-7-11000-700100	Telephone	2,500	2,290	2,500	1,190	1,310	52.40
1-7-11000-700110	Hydro	6,000	4,190	5,000	2,264	2,736	54.72
1-7-11000-700120	Heat	1,600	1,337	1,500	857	643	42.87
1-7-11000-700179	Health & Safety	750	583	750	410	340	45.33
1-7-11000-700180	Office Equip. & Maint.	9,250	6,531	9,250	4,475	4,775	51.62
1-7-11000-700190	Building Maintenance	9,000	8,383	9,000	1,447	7,553	83.92
1-7-11000-700191	Building Cleaning	6,000	5,970	6,000	2,443	3,557	59.28
1-7-11000-700250	Transfer to Capital - COMPUTER UPGRA	0	0	120,000	9,415	110,585	92.15
1-7-11000-700256	Transfer to Capital - VADIM UPGRADE	0	0	0	43,383	-43,383	0.00
1-7-11000-700280	Advertising	5,000	2,069	2,000	1,508	492	24.60
1-7-11000-715010	Bank Charges & Interest	7,500	7,765	7,500	2,722	4,778	63.71
1-7-11000-715015	Computers & Program Maint.	22,000	18,813	25,000	7,233	17,767	71.07
1-7-11000-715066	Capping 50%	0	0	0	63,349	-63,349	0.00
1-7-11000-715085	Municipal Tax W/O	6,500	12,343	10,000	0	10,000	100.00
1-7-11000-715090	County Tax W/O	0	8,226	0	0	0	0.00
1-7-11000-715095	Education Tax W/O	0	5,185	0	0	0	0.00
1-7-11000-716020	Tax Sale Registration	100	0	100	0	100	100.00
1-7-11000-718030	Gov Audit	22,000	27,685	30,000	15,264	14,736	49.12
1-7-11000-718040	Contracted Services	1,000	205	500	0	500	100.00
1-7-11000-718041	DOCUMENT SCANNING	0	0	0	2,182	-2,182	0.00
1-7-11000-718050	Accessibility	500	402	500	0	500	100.00

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	Variance	Var %
1-7-11000-775010	Library	1,200	963	0	250	-250	0.00
1-7-11000-789035	Transfer to Reserves - Office Equipment	5,000	25,865	6,000	0	6,000	100.00
1-7-11000-789038	Transfer to Reserves - Building	5,000	5,000	5,500	0	5,500	100.00
1-7-11000-789039	Transfer to Reserves	0	437,308	3,031	0	3,031	100.00
1-7-11000-789041	Office - Principle Debt Payment	16,127	0	16,127	8,063	8,064	50.00
1-7-11000-789042	Office - Interest on Debt	1,113	1,113	1,113	0	1,113	100.00
1-7-11000-799999	Transfer Expense to Building Department	-1,775	-1,775	-1,665	0	-1,665	100.00
Total Expenditure		191,351	633,159	325,671	195,738	129,933	
1-8-11000-800010	Transfer to County	0	1,583,253	0	819,092	-819,092	0.00
1-8-11000-810001	Public School English	0	779,642	0	383,957	-383,957	0.00
1-8-11000-810002	Public School French	0	12,746	0	6,381	-6,381	0.00
1-8-11000-820001	Separate School English	0	243,925	0	117,937	-117,937	0.00
1-8-11000-820002	Separate School French	0	27,294	0	14,392	-14,392	0.00
Total Revenues		0	2,646,860	0	1,341,759	1,341,759	
GENERAL GOVERNMENT (Surplus)/Deficit		-2,533,060	-2,526,970	-2,584,360	-1,231,134	1,353,226	

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	Variance	Var %
General Operating Fund							
Expenditure							
COUNCIL							
1-7-11010-700010	Council Salaries	97,500	90,315	95,000	45,917	49,083	51.67
1-7-11010-700035	Conference/Travel Expenses	11,000	5,060	10,000	697	9,303	93.03
1-7-11010-700060	Council Misc. Expenses	2,500	3,116	2,500	662	1,838	73.52
1-7-11010-700100	Council Telephone	400	266	350	118	232	66.29
1-7-11010-700140	Council Benefits	7,000	13,595	10,000	6,698	3,302	33.02
1-7-11010-789040	Donations	1,000	250	1,000	0	1,000	100.00
	Total Expenditure	119,400	112,602	118,850	54,092	64,758	
	COUNCIL (Surplus)/Deficit	119,400	112,602	118,850	54,092	-64,758	

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	Variance	Var %
General Operating Fund							
Revenues							
ELECTION							
1-7-11011-789036	Transfer to Reserves - Election	5,000	5,000	6,120	0	6,120	100.00
	Total Expenditure	5,000	5,000	6,120	0	6,120	
	ELECTION (Surplus)/Deficit	5,000	5,000	6,120	0	-6,120	

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	Variance	Var %
General Operating Fund							
Revenues							
ADMINISTRATION							
1-4-11015-440601	Transfer from Reserves - Unallocated	-30,000	0	0	0	0	0.00
	Total Revenues	-30,000	0	0	0	0	
1-7-11015-700010	Admin Salaries	317,895	279,255	293,310	133,486	159,824	54.49
1-7-11015-700035	Conference Expenses	8,700	8,665	8,500	2,657	5,843	68.74
1-7-11015-700140	Employee Benefits	85,450	78,583	76,152	37,551	38,601	50.69
	Total Expenditure	412,045	366,503	377,962	173,694	204,268	
	ADMINISTRATION (Surplus)/Deficit	382,045	366,503	377,962	173,694	-204,268	

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	Variance	Var %
General Operating Fund							
Revenues							
PROTECTIVE SERVICES							
1-4-12000-440220	Ontario - CSPT Program	-2,600	-3,076	-3,000	0	-3,000	100.00
1-4-12000-440221	Ontario Grant	-10,000	-15,000	0	0	0	0.00
1-4-12000-440360	Fees & Charges Dog Pound	0	-30	0	0	0	0.00
1-4-12000-440395	Livestock - Revenue	-2,000	-1,240	-2,000	-1,380	-620	31.00
1-4-12000-440405	Dog License Revenue	-8,750	-8,340	-8,500	-7,100	-1,400	16.47
1-4-12000-440430	Provincial Offences from County	0	-395	0	-135	135	0.00
1-4-12000-440475	9-1-1 Sign Revenue	-1,000	-450	-1,000	-525	-475	47.50
1-4-12000-440480	Tile Drain	-13,000	-13,750	-13,000	0	-13,000	100.00
	Total Revenues	-37,350	-42,281	-27,500	-9,140	18,360	
1-7-12000-700010	Salaries	1,620	1,132	1,255	0	1,255	100.00
1-7-12000-700060	Misc. Expenses	100	0	100	25	75	75.00
1-7-12000-700065	Dog Tag Collection	4,250	3,942	4,100	3,263	837	20.41
1-7-12000-700140	Employee Benefits	470	139	360	0	360	100.00
1-7-12000-700260	Agreements	1,580	1,580	1,610	1,610	0	0.00
1-7-12000-700300	9-1-1 Signs	1,300	357	1,300	610	690	53.08
1-7-12000-700310	Ontario Provincial Police	476,496	474,467	462,884	115,155	347,729	75.12
1-7-12000-718040	Contracted Services	12,000	7,680	10,000	1,832	8,168	81.68
1-7-12000-785010	Veternarian Committee	350	280	300	280	20	6.67
1-7-12000-785020	Tile Drain	13,000	13,750	13,000	0	13,000	100.00
1-7-12000-785045	Emergency Management Plan	11,000	8,094	11,000	3,805	7,195	65.41
1-7-12000-785050	Livestock Valuation	2,500	1,409	2,500	1,182	1,318	52.72
1-7-12000-789000	Transfer to Reserves	10,000	15,000	0	0	0	0.00
1-7-12000-789045	Com. Policing Adv. Com.	200	0	200	0	200	100.00
	Total Expenditure	534,866	527,830	508,609	127,762	380,847	
	PROTECTIVE SERVICES (Surplus)/Deficit	497,516	485,549	481,109	118,622	-362,487	

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	Variance	Var %
General Operating Fund							
Revenues							
MUNICIPAL DISASTER							
1-4-12021-440220	Ontario Grant	0	-249,895	0	0	0	0.00
1-4-12021-440461	Transfer from Reserves	0	-5,000	0	0	0	0.00
Total Revenues		0	-254,895	0	0	0	
1-7-12021-700010	Salaries	0	32,263	0	0	0	0.00
1-7-12021-700060	Misc. Expenses	0	201,972	0	0	0	0.00
1-7-12021-700090	Materials & Supplies	0	37,752	0	0	0	0.00
1-7-12021-700140	Employee Benefits	0	2,832	0	0	0	0.00
1-7-12021-700191	Building Cleaning	0	95	0	11	-11	0.00
1-7-12021-700230	Fuel & Oil	0	2,280	0	0	0	0.00
1-7-12021-785045	Emergency Plan	0	237	0	0	0	0.00
Total Expenditure		0	277,431	0	11	-11	
MUNICIPAL DISASTER (Surplus)/Deficit		0	22,536	0	11	11	



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	Variance	Var %
General Operating Fund							
Revenues							
PUBLIC WORKS							
1-4-13030-440100	OSG Roadways MNR	-22,000	-49,341	-25,000	0	-25,000	100.00
1-4-13030-440320	Fees & Charges Roadways	-1,000	-400	-1,000	-1,165	165	-16.50
1-4-13030-440440	Sale of Equipment	0	0	0	-40,400	40,400	0.00
1-4-13030-440461	Transfer from Reserves	-8,500	-4,477	0	0	0	0.00
1-4-13030-440464	Ontario Grant	-71,987	-63,003	-40,041	0	-40,041	100.00
1-4-13030-440465	Canada Grant	-1,500	-1,960	-1,500	0	-1,500	100.00
1-4-13030-440467	Gas Tax	-87,581	-175,796	-87,581	-87,581	0	0.00
Total Revenues		-192,568	-294,977	-155,122	-129,146	25,976	
1-7-13030-700010	Salaries	167,725	152,800	176,260	104,090	72,170	40.95
1-7-13030-700030	Com. Member Meeting	1,000	528	1,000	392	608	60.80
1-7-13030-700035	Conference/Travel Expenses	5,500	4,778	5,500	2,590	2,910	52.91
1-7-13030-700060	Misc. Expenses	1,000	1,014	1,000	250	750	75.00
1-7-13030-700070	Insurance	15,595	15,329	17,160	17,157	3	0.02
1-7-13030-700080	Office Supplies	500	308	500	0	500	100.00
1-7-13030-700090	Materials & Supplies	5,000	4,508	6,000	3,204	2,796	46.60
1-7-13030-700100	Telephone	1,800	2,082	1,800	636	1,164	64.67
1-7-13030-700110	Hydro	4,500	4,667	4,950	2,348	2,602	52.57
1-7-13030-700120	Heat	5,500	5,587	6,050	2,527	3,523	58.23
1-7-13030-700140	Employee Benefits	62,400	56,067	63,690	46,526	17,164	26.95
1-7-13030-700181	Clothing Allowance	3,000	1,361	2,000	417	1,583	79.15
1-7-13030-700190	Building Maintenance	15,000	9,303	10,000	1,017	8,983	89.83
1-7-13030-700191	Building Cleaning	1,350	1,009	1,350	443	907	67.19
1-7-13030-700240	Radio License	500	458	500	360	140	28.00
1-7-13030-700250	Transfer to Capital	8,500	4,477	0	0	0	0.00
1-7-13030-700280	Advertising	1,000	3,546	1,200	777	423	35.25
1-7-13030-715015	Computer Programs & Maintenance	2,000	5,162	2,000	445	1,555	77.75
1-7-13030-718040	Contracted Services	3,000	1,679	2,500	3,083	-583	-23.32
1-7-13030-730040	TRUCK #2 - 2005 INTERNATIONAL REF	0	28	0	0	0	0.00
1-7-13030-730130	EXCAVATOR - REPAIRS/MNT	9,000	7,784	15,000	18,224	-3,224	-21.49
1-7-13030-730150	TRUCK #4 - 2011 INTER. REPAIRS/MNT	10,000	14,414	5,000	2,799	2,201	44.02
1-7-13030-730155	Truck 11 - 2013 CHEV 3/4 TON	2,000	2,545	4,000	1,587	2,413	60.33
1-7-13030-730156	Truck #12 - 2013 3 Ton ISUZU	4,000	6,157	6,000	9,387	-3,387	-56.45
1-7-13030-730157	Truck #14 - 2018 Western Star	5,000	5,771	5,000	647	4,353	87.06
1-7-13030-730160	GRADER - REPAIRS/MNT	10,000	8,189	15,000	15,138	-138	-0.92
1-7-13030-730280	BACKHOE/LOADER - REPAIRS/MNT	2,000	1,643	3,000	256	2,744	91.47
1-7-13030-730291	WOOD CHIPPER	500	0	250	0	250	100.00
1-7-13030-730295	TRAILER/MOWER - REPAIRS/MNT	1,500	585	500	0	500	100.00
1-7-13030-730300	Machinery Fuel	45,000	62,007	55,000	21,525	33,475	60.86
1-7-13030-730490	A - Culverts	5,000	5,123	6,000	5,687	313	5.22
1-7-13030-730500	A- Culverts - Salaries	11,115	12,476	12,010	1,676	10,334	86.04
1-7-13030-730550	B - Roadside Maintenance	15,000	15,847	14,000	4,060	9,940	71.00
1-7-13030-730560	B- Roadside Maint. - Salaries	29,865	30,596	30,800	6,179	24,621	79.94
1-7-13030-730660	C - Road Maintenance - Paved	32,000	24,891	35,000	6,574	28,426	81.22
1-7-13030-730670	C - Road Main. - Salaries	26,925	15,924	23,140	7,221	15,919	68.79
1-7-13030-730780	D - Grading-Gravel-Dust	26,000	29,500	26,000	23,883	2,117	8.14
1-7-13030-730790	D - Grading etc. - Salaries	40,915	23,090	37,415	1,851	35,564	95.05
1-7-13030-730870	E - Winter Road Maintenance	48,400	41,248	50,000	7,503	42,497	84.99
1-7-13030-730880	E - Winter Rd. Maint.-Salaries	60,655	62,956	63,780	28,827	34,953	54.80
1-7-13030-730960	F - Safety Devices	10,000	6,253	10,000	-83	10,083	100.83
1-7-13030-730970	F - Safety Devices - Salaries	5,325	9,048	7,780	4,350	3,430	44.09

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	Variance	Var %
1-7-13030-731023	Asset Management	5,000	0	5,000	0	5,000	100.00
1-7-13030-731030	Transfer to Reserves Rds Buildings	20,000	20,000	20,400	0	20,400	100.00
1-7-13030-731031	Transfer to Reserves - OCIF Funding	0	0	1,020	0	1,020	100.00
1-7-13030-731032	Transfer to Reserves - Asset Managemen	0	5,000	0	0	0	0.00
1-7-13030-731033	Transfer to Reserves Roads	157,552	218,767	162,638	0	162,638	100.00
1-7-13030-731034	Transfer to Reserves - Winter Maintenanc	1,000	1,000	0	0	0	0.00
1-7-13030-731035	Transfer to Reserves Gas Tax	87,581	175,796	87,581	0	87,581	100.00
1-7-13030-731039	Debt Principle Payment	102,285	0	102,285	51,143	51,142	50.00
1-7-13030-731040	Debt Interest Payment	11,392	11,392	9,185	4,197	4,988	54.31
1-7-13030-785040	Street Lights	41,200	33,465	7,735	8,365	-630	-8.14
Total Expenditure		1,131,080	1,126,158	1,123,979	417,258	706,721	
PUBLIC WORKS (Surplus)/Deficit		938,512	831,181	968,857	288,112	-680,745	

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	Variance	Var %
General Operating Fund							
Expenditure							
ROADS - GRAVEL							
1-7-13031-730780	Annual Gravel Budget	20,000	0	23,000	0	23,000	100.00
	Total Expenditure	20,000	0	23,000	0	23,000	
1-8-13031-830010	Blackburn Road	0	458	0	0	0	0.00
1-8-13031-830037	Collins Road	0	117	0	0	0	0.00
1-8-13031-830048	Dugald Road	0	229	0	0	0	0.00
1-8-13031-830050	Eady Road	0	2,521	0	0	0	0.00
1-8-13031-830058	Ferguson Road	0	7,245	0	837	-837	0.00
1-8-13031-830074	Goshen Road	0	233	0	0	0	0.00
1-8-13031-830120	Lime Kiln Rd	0	3,537	0	0	0	0.00
1-8-13031-830137	McBride Road	0	802	0	0	0	0.00
1-8-13031-830150	Orin Road	0	1,383	0	0	0	0.00
	Total Revenues	0	16,525	0	837	837	
	ROADS - GRAVEL (Surplus)/Deficit	20,000	16,525	23,000	837	-22,163	

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	Variance	Var %
General Operating Fund							
Revenues							
ROADS - CAPITAL							
1-4-13033-440100	OSG Roadways MNR	0	0	-55,794	0	-55,794	100.00
1-4-13033-440125	Canada Specific Grants - CWWF	-29,490	-29,489	0	0	0	0.00
1-4-13033-440221	Ontario Grant - OCIF	-880,139	-52,202	0	-85,090	85,090	0.00
1-4-13033-440461	Transfer from Reserves - Roads Equipme	-181,149	-11,892	-476,829	0	-476,829	100.00
1-4-13033-440466	Transfer from Lot Dev Fund	-6,360	-5,540	0	0	0	0.00
1-4-13033-440550	Transfer from Reserves - Gas Tax	-40,000	-37,989	-40,000	0	-40,000	100.00
Total Revenues		-1,137,138	-137,112	-572,623	-85,090	487,533	
1-7-13033-700140	Employee Benefits	0	0	0	366	-366	0.00
1-7-13033-700250	CAPITAL EQUIPMENT	0	0	306,035	0	306,035	100.00
1-7-13033-700259	Capital - Buildings	0	0	60,446	29,540	30,906	51.13
1-7-13033-731031	Road Capital Trnsfr to Rsrvs - OCIF Fund	0	52,202	0	0	0	0.00
1-7-13033-745040	Engineering Fees - Thompson Hill Streets	1,057,818	841	0	763	-763	0.00
Total Expenditure		1,057,818	53,043	366,481	30,669	335,812	
1-8-13033-830007	Bingham Road	7,500	6,172	0	0	0	0.00
1-8-13033-830065	Garden of Eden Road	42,500	37,989	0	0	0	0.00
1-8-13033-830088	Humphries Rd	7,820	15,012	0	0	0	0.00
1-8-13033-830120	Lime Kiln Rd	31,500	34,896	0	0	0	0.00
1-8-13033-830130	Mullins Road	0	0	0	1,648	-1,648	0.00
Total Revenues		89,320	94,069	0	1,648	1,648	
ROADS - CAPITAL (Surplus)/Deficit		10,000	10,000	-206,142	-52,773	153,369	

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	Variance	Var %
General Operating Fund							
Expenditure							
STORM SEWER							
1-7-13035-700400	Contracted Services	3,000	950	0	1,099	-1,099	0.00
	Total Expenditure	3,000	950	0	1,099	-1,099	
	STORM SEWER (Surplus)/Deficit	3,000	950	0	1,099	1,099	

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	Variance	Var %
General Operating Fund							
Revenues							
ENVIROMENTAL SERVICES							
1-4-14000-440220	Ontario Grant	-36,000	-35,015	-36,000	-8,667	-27,333	75.93
1-4-14000-440380	Tipping Fees	-40,000	-60,908	-50,000	-18,296	-31,704	63.41
1-4-14000-440480	Blue Box & Composter	-300	-72	-300	-60	-240	80.00
1-4-14000-440482	Ontario Stewardship Tires	0	320	0	-165	165	0.00
1-4-14000-440483	Electronic Waste	-1,000	-1,963	-1,250	-210	-1,040	83.20
1-4-14000-440640	Transfer from Reserves - Environment	-42,500	-34,342	-121,671	0	-121,671	100.00
	Total Revenues	-119,800	-131,980	-209,221	-27,398	181,823	
1-7-14000-700010	Salaries	51,860	46,832	49,685	19,025	30,660	61.71
1-7-14000-700030	Committee Members Fees	1,000	528	1,000	346	654	65.40
1-7-14000-700035	Conference/Travel Expenses	1,400	0	1,400	0	1,400	100.00
1-7-14000-700060	Misc. Expenses	2,000	1,627	1,800	1,161	639	35.50
1-7-14000-700070	Insurance	2,259	2,248	2,300	2,288	12	0.52
1-7-14000-700080	Office Supplies	2,000	522	2,500	0	2,500	100.00
1-7-14000-700090	Material & Supplies	1,500	1,011	1,500	1,658	-158	-10.53
1-7-14000-700100	Telephone	300	345	300	31	269	89.67
1-7-14000-700110	Hydro	500	548	580	229	351	60.52
1-7-14000-700140	Employee Benefits	12,305	8,369	11,470	3,228	8,242	71.86
1-7-14000-700190	Building Maintenance	1,500	287	1,000	0	1,000	100.00
1-7-14000-700250	Transfer to Capital	23,500	0	0	0	0	0.00
1-7-14000-700253	Transfer to Capital - GATES	10,000	18,293	6,000	2,217	3,783	63.05
1-7-14000-700259	Capital - Sea Containers/Buildings	3,000	0	0	0	0	0.00
1-7-14000-700280	Advertising	600	189	1,000	783	217	21.70
1-7-14000-700285	Landfill Equipment	1,000	8,602	1,000	0	1,000	100.00
1-7-14000-700400	Contracted Services	0	0	0	519	-519	0.00
1-7-14000-731038	Blue Box Purchase	600	948	500	0	500	100.00
1-7-14000-745020	Promotion and Education	1,500	0	1,500	0	1,500	100.00
1-7-14000-745021	Recycling - Tires	50	0	50	0	50	100.00
1-7-14000-745025	Household Hazardous Waste Days	1,800	0	1,800	0	1,800	100.00
1-7-14000-745026	Recycling - Curbside Pickup	76,000	102,449	210,000	105,186	104,814	49.91
1-7-14000-745027	Waste - Curbside Pickup	42,000	44,790	42,840	19,645	23,195	54.14
1-7-14000-745031	Compaction & Covering	40,000	41,941	40,000	13,992	26,008	65.02
1-7-14000-745033	Landfill - Re-grind Waste	25,000	35,921	25,000	12,466	12,534	50.14
1-7-14000-745034	Material Transfers	2,000	0	500	0	500	100.00
1-7-14000-745040	Engineering Fees	15,000	15,402	15,000	11,274	3,726	24.84
1-7-14000-789020	Transfer to Reserves - Landfill	18,100	18,100	21,500	0	21,500	100.00
1-7-14000-789038	Transfer to Reserves - Landfill Building	1,000	1,000	0	0	0	0.00
	Total Expenditure	337,774	349,952	440,225	194,048	246,177	
	ENVIROMENTAL SERVICES (Surplus)/Deficit	217,974	217,972	231,004	166,650	-64,354	

Budget Department by Category

Date : Jul 17, 2020

Time : 1:21 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	Variance	Var %
General Operating Fund							
Expenditure							
ENVIROMENTAL SERVICES							
ENVIROMENTAL SERVICES (Surplus)/Deficit		0	0	0	0	0	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	Variance	Var %
General Operating Fund							
Revenues							
PARK & REC ADMINISTRATION							
1-4-15051-440125	Canada Specific Grants	-1,680	0	0	0	0	0.00
	Total Revenues	-1,680	0	0	0	0	
1-7-15051-700010	Salaries	43,305	35,251	38,985	1,774	37,211	95.45
1-7-15051-700030	Com. Member Meetings	4,000	981	2,500	150	2,350	94.00
1-7-15051-700035	Conference/Travel Expenses	1,500	109	1,500	0	1,500	100.00
1-7-15051-700060	Misc. Expenses	100	0	100	0	100	100.00
1-7-15051-700070	Insurance	8,950	8,754	8,920	8,911	9	0.10
1-7-15051-700090	Office Supplies	800	590	500	0	500	100.00
1-7-15051-700140	Employee Benefits	14,845	4,340	14,240	348	13,892	97.56
1-7-15051-700260	Agreements	22,500	29,623	29,200	0	29,200	100.00
1-7-15051-700280	Advertising	1,500	40	100	21	79	79.00
1-7-15051-789000	Transfer to Reserves	0	27,550	0	0	0	0.00
	Total Expenditure	97,500	107,238	96,045	11,204	84,841	
	PARK & REC ADMINISTRATION (Surplus)/Deficit	95,820	107,238	96,045	11,204	-84,841	

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	Variance	Var %
General Operating Fund							
Revenues							
PARK & REC OUTDOOR FACILITIES							
1-4-15052-440216	Boat Launch - Fines	-400	-366	-400	-80	-320	80.00
1-4-15052-440300	Flag Football	-2,000	0	0	0	0	0.00
1-4-15052-440423	Volleyball Revenue	-500	-1,164	-500	0	-500	100.00
1-4-15052-440428	Soccer Registrations	-6,200	-4,731	-5,500	0	-5,500	100.00
1-4-15052-440431	Boat Launch Other Rev Misc.	-3,000	-2,469	-3,000	-2,675	-325	10.83
1-4-15052-440434	Soccer - Fundraising Revenue	-4,450	0	0	0	0	0.00
1-4-15052-440461	Transfer from Reserves	-5,000	0	0	0	0	0.00
1-4-15052-440466	Transfer from Lot Dev Fund	-550	0	0	0	0	0.00
Total Revenues		-22,100	-8,730	-9,400	-2,755	6,645	
1-7-15052-700010	Salaries	3,079	2,776	3,070	1,432	1,638	53.36
1-7-15052-700140	Employee Benefits	885	839	890	313	577	64.83
1-7-15052-700201	Trail Maintenance	2,500	361	1,500	0	1,500	100.00
1-7-15052-700215	Soccer Field Maintenance	5,000	3,786	4,000	152	3,848	96.20
1-7-15052-700220	Boat Launch Property Maintenance	2,000	744	2,000	757	1,243	62.15
1-7-15052-700250	Transfer to Capital	5,000	0	0	0	0	0.00
1-7-15052-715071	Farrell's Landing Property	1,000	153	250	152	98	39.20
1-7-15052-785083	Volleyball Expense	5,000	1,872	100	0	100	100.00
1-7-15052-785084	Flag Football	1,100	0	0	0	0	0.00
1-7-15052-789000	Transfer to Reserves	450	0	0	0	0	0.00
Total Expenditure		26,014	10,531	11,810	2,806	9,004	
PARK & REC OUTDOOR FACILITIES (Surplus)/Deficit		3,914	1,801	2,410	51	-2,359	

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	Variance	Var %
General Operating Fund							
Revenues							
PARK & REC COMMUNITY CENTER							
1-4-15053-440125	Canada Specific Grants	-9,000	0	0	0	0	0.00
1-4-15053-440220	Provincial Grant	0	-1,000	0	0	0	0.00
1-4-15053-440425	Rent	-9,000	-10,969	-9,000	-3,459	-5,541	61.57
1-4-15053-440429	Donations	0	-100	0	-10	10	0.00
1-4-15053-440440	Sale of Equipment	0	-1,195	0	0	0	0.00
1-4-15053-440461	Transfer from Reserves	-133,500	-8,890	-49,904	0	-49,904	100.00
1-4-15053-440466	Transfer from Lot Dev Fund	-5,500	0	-2,076	0	-2,076	100.00
1-4-15053-440800	Bar Sales	-22,000	-14,244	-15,000	-4,553	-10,447	69.65
	Total Revenues	-179,000	-36,398	-75,980	-8,022	67,958	
1-7-15053-700010	Salaries	15,705	15,893	16,660	7,065	9,595	57.59
1-7-15053-700095	Restock Bar	10,120	5,975	8,000	1,969	6,031	75.39
1-7-15053-700100	Telephone	800	843	800	423	377	47.13
1-7-15053-700110	Utilities	15,000	11,737	12,500	6,201	6,299	50.39
1-7-15053-700140	Employee Benefits	2,270	2,079	2,490	918	1,572	63.13
1-7-15053-700190	Building Maintenance	5,000	4,545	5,000	2,960	2,040	40.80
1-7-15053-700191	Building Cleaning	2,000	1,325	1,500	494	1,006	67.07
1-7-15053-700200	Equipment Repairs/Replacement	2,000	435	2,000	11	1,989	99.45
1-7-15053-700203	Participaction	0	738	0	0	0	0.00
1-7-15053-700250	Transfer to Capital - Equipment	12,000	0	0	0	0	0.00
1-7-15053-700251	Transfer to Capital - Bldg Renos	75,000	8,890	51,980	9,979	42,001	80.80
1-7-15053-700252	Transfer to Capital - Land Purchase	61,000	0	0	0	0	0.00
1-7-15053-700280	Advertising	1,000	356	1,000	73	927	92.70
1-7-15053-715015	Computer Programs & Maintenance	1,250	893	1,000	555	445	44.50
1-7-15053-789000	Transfer to Reserves - Building	10,810	10,810	30,310	0	30,310	100.00
	Total Expenditure	213,955	64,519	133,240	30,648	102,592	
	PARK & REC COMMUNITY CENTER (Surplus)/Deficit	34,955	28,121	57,260	22,626	-34,634	

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	Variance	Var %
General Operating Fund							
Revenues							
PARK & REC RINK							
1-4-15054-440300	Skating Lessons	-500	0	0	0	0	0.00
1-4-15054-440429	Donations	0	-1,106	0	-226	226	0.00
1-4-15054-440431	Spring Hockey Team	0	-9,608	-10,750	-4,450	-6,300	58.60
1-4-15054-440433	Rink - Ice Rentals	-1,500	-1,606	-1,500	-400	-1,100	73.33
1-4-15054-440444	Recreational Hockey Registrations	-1,700	0	0	-525	525	0.00
1-4-15054-440447	PA Day Hockey Day Camp	0	-140	0	0	0	0.00
	Total Revenues	-3,700	-12,460	-12,250	-5,601	6,649	
1-7-15054-700010	Salaries	15,345	7,414	14,270	3,803	10,467	73.35
1-7-15054-700110	Utilities	6,400	3,219	3,500	2,112	1,388	39.66
1-7-15054-700140	Employee Benefits	3,400	1,532	3,075	811	2,264	73.63
1-7-15054-700190	Building Maintenance	6,600	3,518	6,600	2,841	3,759	56.95
1-7-15054-700191	Building Cleaning	500	207	500	104	396	79.20
1-7-15054-700200	Equipment Repairs/Maintenance	1,500	947	1,500	381	1,119	74.60
1-7-15054-700250	Transfer to Capital - Change Rooms Unfir	7,294	0	0	0	0	0.00
1-7-15054-700280	Advertising	500	173	250	69	181	72.40
1-7-15054-785069	Change Rooms	200	23	200	0	200	100.00
1-7-15054-785085	Recreational Hky/Public Skating Expense	300	0	100	0	100	100.00
1-7-15054-785112	3 on 3 Mens Hockey Tournament	0	47	0	0	0	0.00
1-7-15054-785113	Spring H ockey Team	0	8,983	10,445	6,216	4,229	40.49
1-7-15054-785116	PA Day Hockey Day Camp Expenses	0	140	0	0	0	0.00
1-7-15054-785122	SKATING LESSONS	500	0	0	0	0	0.00
1-7-15054-786018	Sports Equipment	500	0	0	0	0	0.00
1-7-15054-789000	Transfer to Reserves	0	8,930	0	0	0	0.00
	Total Expenditure	43,039	35,133	40,440	16,337	24,103	
	PARK & REC RINK (Surplus)/Deficit	39,339	22,673	28,190	10,736	-17,454	

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	Variance	Var %
General Operating Fund							
Revenues							
PARK & REC ANNUAL EVENTS							
1-4-15055-440315	Cycle Event	-3,000	0	0	0	0	0.00
1-4-15055-440426	Euchre Revenue	-4,000	-3,772	-4,000	-933	-3,067	76.68
1-4-15055-440427	Country Dance Proceeds	-9,500	-7,282	-8,000	-1,310	-6,690	83.63
1-4-15055-440429	Donations - Leadership Camp	0	-1,250	0	0	0	0.00
1-4-15055-440431	Dance Lessons	-2,000	0	0	0	0	0.00
1-4-15055-440446	Aerobics & Drop In Sports Fees	-500	-279	-500	0	-500	100.00
1-4-15055-440569	Children's Christmas Party	-500	0	0	0	0	0.00
1-4-15055-440570	Winter Carnival Revenue	-4,500	-3,955	-4,000	-6,531	2,531	-63.28
1-4-15055-440575	Canada Day Revenue	-5,500	-3,917	-4,500	-600	-3,900	86.67
	Total Revenues	-29,500	-20,455	-21,000	-9,374	11,626	
1-7-15055-785061	CYCLE EVENT	1,000	0	0	0	0	0.00
1-7-15055-785075	Canada Day Expenses	3,000	1,673	2,700	22	2,678	99.19
1-7-15055-785078	Children's Events	100	0	0	0	0	0.00
1-7-15055-785079	Children's Christmas Party	300	0	0	0	0	0.00
1-7-15055-785080	Winter Carnival Expenses	3,000	2,029	2,500	2,886	-386	-15.44
1-7-15055-785081	Country Dance Expenses	7,500	7,945	8,000	1,004	6,996	87.45
1-7-15055-785082	Aerobics & Drop In Sports	100	451	150	23	127	84.67
1-7-15055-785087	Dance Lessons	1,000	0	0	0	0	0.00
1-7-15055-785121	Leadership Camp	0	1,988	0	0	0	0.00
1-7-15055-786000	Euchres Expense	2,200	1,967	2,200	523	1,677	76.23
	Total Expenditure	18,200	16,053	15,550	4,458	11,092	
	PARK & REC ANNUAL EVENTS (Surplus)/Deficit	-11,300	-4,402	-5,450	-4,916	534	

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	Variance	Var %
General Operating Fund							
Revenues							
PARK & REC FUNDRAISING							
1-4-15056-440311	Social Gaming Nights	-3,000	-1,215	0	0	0	0.00
1-4-15056-440316	Euchre Tournament	-800	0	0	0	0	0.00
1-4-15056-440428	Mini Sticks Tournament	-700	-467	0	0	0	0.00
1-4-15056-440429	Donations - Rink Roof	0	0	-10,000	0	-10,000	100.00
1-4-15056-440445	Broomball Registrations	0	-1,062	0	0	0	0.00
1-4-15056-440449	Quilt Raffle	-1,000	-652	-1,000	0	-1,000	100.00
1-4-15056-440450	Easter Egg Hunt	-1,000	-648	-1,000	0	-1,000	100.00
1-4-15056-440452	Fruit Fundraiser	-9,000	-9,009	-9,010	0	-9,010	100.00
1-4-15056-440453	Dinner & Show	-2,000	0	0	0	0	0.00
1-4-15056-440455	Murder Mystery	-3,500	-1,817	-3,200	0	-3,200	100.00
1-4-15056-440456	Fundraising Catering	-5,000	-5,583	-5,000	0	-5,000	100.00
1-4-15056-440457	Harvest Dinner	-3,500	-2,342	-3,000	0	-3,000	100.00
1-4-15056-440458	Trivia Night	-1,500	-535	-700	0	-700	100.00
1-4-15056-440801	Hockey Tournament	-5,360	0	0	-2,957	2,957	0.00
Total Revenues		-36,360	-23,330	-32,910	-2,957	29,953	
1-7-15056-785100	Easter Egg Hunt	450	398	400	0	400	100.00
1-7-15056-785102	Fruit Fundraiser	7,000	7,635	0	0	0	0.00
1-7-15056-785103	Dinner & Show	700	0	0	0	0	0.00
1-7-15056-785104	Mini Sticks Hockey Tournament	200	178	0	0	0	0.00
1-7-15056-785105	Murder Mystery	1,500	449	1,500	0	1,500	100.00
1-7-15056-785106	Fundraising Catering	5,000	1,903	12,500	154	12,346	98.77
1-7-15056-785107	Harvest Dinner	1,900	1,689	1,800	0	1,800	100.00
1-7-15056-785108	Trivia Night	1,000	370	500	0	500	100.00
1-7-15056-785112	Hockey Tournament	1,360	0	0	890	-890	0.00
1-7-15056-785114	Quilting	300	112	300	0	300	100.00
1-7-15056-785117	Social Gaming Night	1,000	241	0	0	0	0.00
1-7-15056-786000	Euchre Tournament	400	46	0	0	0	0.00
1-7-15056-789010	Transfer to Reserves - Recreation	0	3,680	0	0	0	0.00
1-7-15056-789070	Transf to Reserves - Working for Hoedow	15,550	6,628	15,910	0	15,910	100.00
Total Expenditure		36,360	23,329	32,910	1,044	31,866	
PARK & REC FUNDRAISING (Surplus)/Deficit		0	-1	0	-1,913	-1,913	

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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	Variance	Var %
General Operating Fund							
Revenues							
PARK & REC HORTON HOEDOWN							
1-4-15057-440220	Ontario Grant	-14,046	-9,832	0	0	0	0.00
1-4-15057-440429	Hoedown Donations	0	-30,743	0	-10,070	10,070	0.00
1-4-15057-440432	Christmas Craft Show	0	-1,263	0	0	0	0.00
1-4-15057-440434	Raffle	0	-263	0	0	0	0.00
1-4-15057-440461	Transfer from Reserves	0	-25,655	0	0	0	0.00
1-4-15057-440568	Horton Festival - Merchandise	-5,000	-796	0	0	0	0.00
1-4-15057-440571	Horton Festival Admission	-42,100	-22,224	0	0	0	0.00
1-4-15057-440572	Horton Festival Sponsors	-15,000	-7,600	0	0	0	0.00
1-4-15057-440573	Horton Festival Concessions	-1,600	-2,325	0	0	0	0.00
1-4-15057-440800	Hoedown - Bar Proceeds	-22,000	-16,927	0	0	0	0.00
	Total Revenues	-99,746	-117,628	0	-10,070	-10,070	
1-7-15057-700060	Hoedown Misc. Expenses	915	19,944	0	0	0	0.00
1-7-15057-700080	Hoedown Office Supplies	200	0	0	0	0	0.00
1-7-15057-700090	Hoedown Accomodations	3,600	2,156	0	0	0	0.00
1-7-15057-700095	Hoedown Bar Expense	11,129	6,611	0	0	0	0.00
1-7-15057-700110	Hoedown Utilities	5,000	991	0	0	0	0.00
1-7-15057-700181	Hoedown Clothing Allowance	500	0	0	0	0	0.00
1-7-15057-700191	Hoedown Cleaning Supplies	125	0	0	0	0	0.00
1-7-15057-700200	Hoedown Equipment Rentals	21,769	32,380	0	0	0	0.00
1-7-15057-700205	Hoedown Concession/Merchandise	1,000	371	0	0	0	0.00
1-7-15057-700240	Hoedown Communication	525	500	0	0	0	0.00
1-7-15057-700280	Hoedown Advertising	4,000	1,185	0	0	0	0.00
1-7-15057-718040	Hoedown Contracted Services	7,500	10,533	0	0	0	0.00
1-7-15057-745040	Hoedown Production Staff	5,300	6,100	0	0	0	0.00
1-7-15057-785061	Christmas Craft Show	0	559	0	2	-2	0.00
1-7-15057-785078	Horton Festival	34,000	34,618	0	84	-84	0.00
1-7-15057-789000	Transfer to Reserves	4,183	1,679	0	0	0	0.00
	Total Expenditure	99,746	117,627	0	86	-86	
	PARK & REC HORTON HOEDOWN (Surplus)/Deficit	0	-1	0	-9,984	-9,984	

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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	Variance	Var %
General Operating Fund							
Revenues							
LIBRARY							
1-7-15100-750010	LIBRARY AGREEMENT	0	0	8,000	0	8,000	100.00
	Total Expenditure	0	0	8,000	0	8,000	
	LIBRARY (Surplus)/Deficit	0	0	8,000	0	-8,000	

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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	Variance	Var %
General Operating Fund							
Revenues							
HEALTH SERVICES							
1-4-16000-440300	Doctor Recruitment - Fees & Charges	0	-30	0	0	0	0.00
	Total Revenues	0	-30	0	0	0	
1-7-16000-700010	Salaries	340	393	400	200	200	50.00
1-7-16000-700140	Employee Benefits	90	68	100	29	71	71.00
1-7-16000-700222	Cemetery Maintenance - McLaren Cemeter	0	0	200	0	200	100.00
1-7-16000-700223	Cemetery Maintenance - Thompsonhill	0	23	0	0	0	0.00
1-7-16000-750010	Golden Age Activity Centre	1,000	1,000	1,000	1,000	0	0.00
1-7-16000-750020	Soc Serv Home Supp Grant	1,230	1,230	1,230	1,230	0	0.00
1-7-16000-750030	Renfrew Sunshine Coach	1,050	1,050	1,050	1,050	0	0.00
1-7-16000-750040	Doctor Recruitment	29,877	29,977	30,475	30,475	0	0.00
1-7-16000-750050	Hospice Renfrew	250	250	250	250	0	0.00
	Total Expenditure	33,837	33,991	34,705	34,234	471	
	HEALTH SERVICES (Surplus)/Deficit	33,837	33,961	34,705	34,234	-471	

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	Variance	Var %
General Operating Fund							
Expenditure							
ECONOMIC DEVELOPMENT							
1-7-16100-700030	EC DEV COMMITTEE MEMEBERS	0	0	0	31	-31	0.00
	Total Expenditure	0	0	0	31	-31	
	ECONOMIC DEVELOPMENT (Surplus)/Deficit	0	0	0	31	31	

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	Variance	Var %
General Operating Fund							
Revenues							
PLANNING							
1-4-17000-440330	Fees & Charges Planning	-5,200	-4,300	-5,200	-2,750	-2,450	47.12
1-4-17000-440355	Fees & Charges Zoning Compl.	-400	-360	-400	-180	-220	55.00
	Total Revenues	-5,600	-4,660	-5,600	-2,930	2,670	
1-7-17000-700060	Com. Member Fees	1,700	550	1,700	100	1,600	94.12
1-7-17000-700090	Materials & Supplies	300	0	100	0	100	100.00
1-7-17000-780010	Contracted Services	2,000	1,500	2,000	750	1,250	62.50
1-7-17000-780100	Economic Development	2,000	204	10,000	0	10,000	100.00
1-7-17000-789000	Transfer to Reserves	0	2,806	0	0	0	0.00
	Total Expenditure	6,000	5,060	13,800	850	12,950	
	PLANNING (Surplus)/Deficit	400	400	8,200	-2,080	-10,280	

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	Variance	Var %
General Operating Fund							
Revenues							
FIRE							
1-4-18000-440110	Provincial Fees and Charges	-7,000	-6,201	-10,000	-5,820	-4,180	41.80
1-4-18000-440215	POA - Fines	0	0	-500	0	-500	100.00
1-4-18000-440310	Fees & Charges Fire	-1,800	0	-1,800	0	-1,800	100.00
1-4-18000-440440	Oth Rev Sale of Equipment	0	-1,195	0	0	0	0.00
1-4-18000-440461	Transfer from Reserve	-379,950	-386,481	-10,000	0	-10,000	100.00
1-4-18000-440466	Transfer from Lot Dev Fund	-51,500	-51,500	0	0	0	0.00
	Total Revenues	-440,250	-445,377	-22,300	-5,820	16,480	
1-7-18000-700010	Salaries	35,000	44,146	35,875	25,700	10,175	28.36
1-7-18000-700035	Conference/Travel Expenses	750	0	750	0	750	100.00
1-7-18000-700060	Misc. Expenses	1,000	1,615	1,000	300	700	70.00
1-7-18000-700070	Insurance	15,103	14,727	15,103	11,961	3,142	20.80
1-7-18000-700080	Office Supplies	1,000	519	1,000	28	972	97.20
1-7-18000-700090	Clothing Expense	1,000	1,435	1,000	219	781	78.10
1-7-18000-700100	Telephone	1,250	1,477	1,250	725	525	42.00
1-7-18000-700110	Utilities	6,250	6,940	6,410	5,706	704	10.98
1-7-18000-700140	Employee Benefits	4,200	4,684	4,200	653	3,547	84.45
1-7-18000-700180	Office Equip. & Maint.	1,500	2,391	2,000	1,388	612	30.60
1-7-18000-700190	Building Maintenance	1,500	1,461	1,500	514	986	65.73
1-7-18000-700191	Building Cleaning	1,000	1,066	1,000	418	582	58.20
1-7-18000-700200	Fire Equipment Maintenance	17,000	18,225	17,500	6,148	11,352	64.87
1-7-18000-700210	Fleet Maintenance	7,000	5,594	9,000	6,413	2,587	28.74
1-7-18000-700230	Fuel & Oil	750	1,495	1,000	43	957	95.70
1-7-18000-700240	Radio/Communications	2,000	1,864	2,000	0	2,000	100.00
1-7-18000-700250	Transfer to Capital	431,450	431,449	10,000	0	10,000	100.00
1-7-18000-700260	Extrication Agreement	5,000	2,500	5,000	2,000	3,000	60.00
1-7-18000-700261	Water Rescue Agreement	3,000	1,000	3,000	0	3,000	100.00
1-7-18000-715015	Computer/Program Maintenance	3,000	2,730	6,000	693	5,307	88.45
1-7-18000-715020	MOD FUND SOFTWARE UPGRADE	0	0	0	5,788	-5,788	0.00
1-7-18000-721045	Admin Mutual Aid	0	0	0	100	-100	0.00
1-7-18000-721060	Training	2,500	1,373	3,000	2,839	161	5.37
1-7-18000-721070	Compressed Air	250	70	250	70	180	72.00
1-7-18000-721080	Extinguisher Recharges	300	0	300	81	219	73.00
1-7-18000-721210	Communications - County	4,000	4,107	4,000	0	4,000	100.00
1-7-18000-721230	Fire Prevention	2,000	2,213	2,500	873	1,627	65.08
1-7-18000-721240	Hydrant/Water Supply	300	149	300	238	62	20.67
1-7-18000-789005	Transfer to Reserves Fire Equipment	33,295	33,295	33,960	0	33,960	100.00
1-7-18000-789038	Transfer to Reserves - Building	1,500	1,500	1,500	0	1,500	100.00
	Total Expenditure	582,898	588,025	170,398	72,898	97,500	
	FIRE (Surplus)/Deficit	142,648	142,648	148,098	67,078	-81,020	

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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	Variance	Var %
General Operating Fund							
Revenues							
BUILDING DEPARTMENT							
1-4-19000-440385	Septic Permits	-8,000	-7,660	-8,000	-4,100	-3,900	48.75
1-4-19000-440410	Building Permits	-45,000	-46,618	-48,985	-19,627	-29,358	59.93
1-4-19000-440431	Misc. Revenue	-3,000	-1,900	-2,000	-1,100	-900	45.00
1-4-19000-440605	Transfer from Reserves	-11,275	-7,260	-8,400	0	-8,400	100.00
	Total Revenues	-67,275	-63,438	-67,385	-24,827	42,558	
1-7-19000-700010	Salaries	49,500	49,500	49,500	22,500	27,000	54.55
1-7-19000-700035	Conference/Travel Expenses	350	163	350	146	204	58.29
1-7-19000-700060	Misc. Expenses	100	0	500	0	500	100.00
1-7-19000-700080	Office Supplies	1,500	195	800	193	607	75.88
1-7-19000-700100	Telephone	300	455	500	261	239	47.80
1-7-19000-700140	Employee Benefits	6,250	5,849	6,250	3,243	3,007	48.11
1-7-19000-700190	Building Maintenance - Partial Share	1,775	1,775	1,665	0	1,665	100.00
1-7-19000-718040	Contracted Services	2,000	0	2,000	0	2,000	100.00
1-7-19000-785066	Office Administration	5,500	5,500	5,820	0	5,820	100.00
	Total Expenditure	67,275	63,437	67,385	26,343	41,042	
	BUILDING DEPARTMENT (Surplus)/Deficit	0	-1	0	1,516	1,516	

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Horton Twsp. - April 2020					
#	Date	Complainant	Location	Status	Total Calls
1	02-Apr	Dog at Large	River Rd	1st Warning	1
2	03-Apr	Dog at large	Macs Lane	Charges Laid	1
3	06-Apr	Stray Dog	Humpries Rd	Resolved	1
4	14-Apr	Missing Cat	Castleford Rd	Resolved	1
5	16-Apr	Stray Dog	Goshen Rd	Resolved	1
6	20-Apr	Stray dog	Garden of Eden	Resolved	1
7	23-Apr	Stray Dog	Jamieson Rd	Resolved	1
8	26-Apr	Stray Dog	Jim Barr Rd	Resolved	1
TOTAL					8

Horton Twsp. - May 2020					
#	Date	Complainant	Location	Status	
1	04-May	Dog at Large	Whitton Rd	1st Warning	1
2	05-May	Dog at LArge	McCreary Ln	1st Warning	1
3	05-May	Stray Dog	Castleford Rd	Resolved	1
4	08-May	Questions / Concerns	Oakdale Ln	Resolved	1
5	14-May	Missing Dog	Pinnacle Rd	Resolved	1
6	15-May	Parking Issue	Burnstown Rd	Resolved	1
7	19-May	Stray Dog	Wendy Lane	Resolved	1
8	24-May	Stray Cat	River Rd	Resolved	1
9	24-May	Boat Launch Ticket		Resolved	1
10	26-May	Dumping Garbage	Horton Landfill Area	Resolved	1
11	28-May	Stray Dog	Knight Rd	Resolved	1
12	29-May	Missing Dog	Knight Rd	Resolved	1
13	29-May	Boat Launch Ticket		Resolved	1
Total					13

Horton Twsp. - June 2020					
#	Date	Complainant	Location	Status	Total Calls
1	01-Jun	Parking Ticket		Resolved	1
2	02-Jun	Raccoon	Gillan Rd	Resolved	1
3	02-Jun	Raccoon	Jamieson Lane	Resolved	1
4	04-Jun	Property Standards	Pinnacle Apartments	Resolved	1
5	05-Jun	Stray Cat	Knight St	Resolved	1
6	10-Jun	Dog at Large	Humphries Rd	1st Warning	1
7	16-Jun	Parking Ticket		Resolved	1
8	17-Jun	Dog at Large	River Rd	1st Warning	1
9	18-Jun	Property Standards	(1) Nadobney St	Order	1
10	19-Jun	Missing Dog	Gillan Rd	Resolved	1
11	22-Jun	Stray Dog	Pucker St	Resolved	1
12	24-Jun	Property Standards	(2) Nadobney St	Notice	1
13	25-Jun	Stray Dog	River Rd	Resolved	1
14	30-Jun	Missing Dog	Castleford Rd	Resolved	1
Total					14

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Monthly Summary 2020									
2020	Animal	Parking	Prop. Stand.	Noise	Other	Pound	Total	Tickets	Charges
Jan	4						4	0	0
Feb	5						5	0	0
Mar	11						11	0	4
Apr	8						8	0	2
May	8	2			3	1	13	5	0
Jun	9	2	3				14	7	0
Jul									
Aug									
Sep									
Oct									
Nov									
Dec									
Total	45	4	3	0	3	1	55	12	6



Township of Horton
COUNCIL / COMMITTEE REPORT

Title: Award Tender PW 2020-05 Cotieville Road Rehabilitation	Date:	July 21 st , 2020
	Council/Committee:	General Government Committee/Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	Public Works/Finance

RECOMMENDATIONS:

THAT Council agree to award the Cotieville Road Rehabilitation Tender PW 2020-05 to Bonnechere Excavating Incorporated for the total amount of \$234,586.43, including HST.

AND THAT this be financed from Gas Tax Funds and the Roads Infrastructure Reserve.

BACKGROUND:

Upon the 2020 Budget being passed, Cotieville Road was one of the Roads Infrastructure Capital projects budgeted for, in alignment with our Asset Management Plan. Staff issued the Tender in early June and subsequently, the Tender closed Thursday July 9th, 2020 at 1:00 p.m. Two submissions in total were received.

The original estimate provided to Council for the capital project was \$207,884. Both bids that were submitted reflected an overage of the budgeted amount.

Staff is recommending financing the Cotieville Road Rehabilitation Capital Project as follows:

Gas Tax	\$186,549
Roads Infrastructure Reserve	\$48,038
TOTAL	\$234,587

Also budgeted for in the 2020 Capital Budget was the Thompsonhill Roads Project, which the Township was unsuccessful in receiving the Infrastructure funding. Staff recommends taking the Gas Tax funds that had been allocated to the Thompsonhill project and put them towards the Cotieville Road Rehabilitation. This should leave a year-end balance in Gas Tax Funds of \$40,270.02. The Roads Infrastructure Reserve Ending Balance will be left at \$78,204.

ALTERNATIVES:

N/A

ATTACHMENTS:

Unofficial Results


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FINANCIAL IMPLICATIONS:

Minor changes to the capital budget as discussed above.

CONSULTATIONS:

Adam Knapp, Public Works Manager
Nathalie Moore, Treasurer

Author: 
signature

Other: 
signature

Treasurer: 
signature

C.A.O.: 
signature



The Corporation of the Township of Horton

Tender Opening Checklist

Description – Cotieville Road Rehabilitation

Deposit Required – YES - 10% of the Total Tender Amount

TENDER - PW 2020-05

Present for Opening: Adam Knapp (PW Manager), Councilor Webster, Hope Dillabough (CAO)

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
BR Fulton Construction	YES	YES	YES	YES	\$239,560.00	\$27,560.00	A
Bonnechere Excavating	YES	YES	YES	YES	\$234,586.43	\$26,987.82	A
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	

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Township of Horton COUNCIL / COMMITTEE REPORT

Title: Asset Management Plan & FCM Funding Opportunity	Date:	July 21st, 2020
	Council/Committee:	General Government Committee / Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	General Government

RECOMMENDATIONS:

THAT, upon recommendation of the General Government Committee, Council direct staff to issue a Request for Proposal with the following conditions:

- That the RFP include a review and update of the Asset Management Plan while meeting the O.Reg 588/17 regulations up to a minimum of 2021 with additional pricing to include meeting the O.Reg 588/17 regulations up to 2023 and 2024;
- That the RFP include the provision of non-proprietary software or software that provides minimal manual manipulation for input into current municipal financial software;

AND THAT Council direct staff to apply for the FCM funding that is available.

BACKGROUND:

On Friday May 15th, 2020, FCM (Federation of Canadian Municipalities) announced available funding for municipalities to develop or upgrade their Asset Management Plans to meet the upcoming O.Reg 588/17 requirements. The first level of requirements is to be met by July 2021 with subsequent requirements in 2023 and 2024. The announced funding, if approved, is 80% of total eligible project costs to a maximum of \$50,000.00. FCM's funding opportunity offers Horton Township to strengthen its asset management practices and help us make the most of every infrastructure dollar.

The Asset Management Plan was last updated in 2017 and should be reviewed and updated every five years. Due to the looming compliance aspects, staff is recommending that an application be made for funding that encompasses a full review and update of the Asset Management Plan for the purpose of meeting or exceeding O.Reg 588/17 Compliance requirements, with a possibility of also purchasing Asset Management Software. The software can be used by the Township to maintain ongoing asset management planning activities. All asset information can be uploaded, will

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include amortization schedules, asset attribute data, and any other information relevant to Tangible Capital Asset reporting and Asset Management. It will also provide customized metrics including accounting for all infrastructure assets, total replacement cost, age-based condition ratings, estimated life remaining of assets, and annual projected costs.

Staff is also recommending, in conjunction with the funding application, to work on a Request for Proposal to secure the services of a qualified firm or individual to perform the following duties:

- Review existing Asset Management Plan and Assets;
- Create an Asset Management Plan compliant with current and upcoming regulations;
- Provide non-proprietary software or software that provides minimal manual manipulation for input into current municipal financial software;
- Undertake public consultation process to assist with asset prioritization and levels of service policies;
- Find and provide data for asset inventory shortfalls;

Any award of the RFP would be contingent upon receipt of eligible funding and Staff would bring this back to Council for review.

Staff have reached out to two consulting firms (Jp2g Consultants and PSD – Public Sector Digest Inc.) to obtain estimates for the above-mentioned projects as well as filling out the funding application for Staff. To date, only one firm has provided an estimate for all of the work for the purpose of the funding application.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: Eligible funding up to \$50,000. Costs borne by the Township at this point would be unknown, however that would be dependent on the RFP submissions, which would be reviewed by staff and brought forward to Council for consideration. 80% of the maximum of \$50,000 is \$10,000. There are sufficient funds in the Asset Management Reserve, as well as the Modernization Reserve. Staff recommends using modernization reserve based on the fact that the scope of this project is finding efficiencies and strengthening practices.

ATTACHMENTS: N/A


CONSULTATIONS:

Treasurer Nathalie Moore

Kyle Sym, Account Manager, PSD


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Email and phone call to Michael Faddock, Jp2g Consultants

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O. 
signature



**Township of Horton
COUNCIL / COMMITTEE REPORT**

Title: Consent Application B03/20 Eric Draper	Date: July 21 st , 2020
	Council/Committee: Council/Planning Committee
	Author: Hope Dillabough CAO/Clerk
	Department: Planning

RECOMMENDATIONS:

That Planning Committee and Council approve Consent Application B03/20, Eric Draper, upon the following conditions being met:

- A Registered Plan of Survey;
- A detailed study by a qualified geotechnical engineer is completed and is favourable;
- Applicant must enter into Consent Agreement with the Township which will include the recommendations and implementation of the slope stability assessment;
- 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, comments from Adam Knapp, Public Works Manager, Dennis Fridgen Chief Building Official. Additionally, attached is the Preliminary Slope Stability Assessment for review.

ALTERNATIVES: N/A

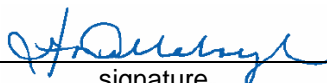
FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: County of Renfrew

Author: 
signature

Other: _____
signature

Treasurer: _____
signature

C.A.O. 
signature



**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:	B03/20
Location of Subject Lands:	Part Lot 4, Concession 8,
Municipality:	Township of Horton
Name of Applicant:	629995 Ontario Inc. – Draper Construction

PURPOSE AND EFFECT:

The purpose and effect of the application is to sever a 0.8 ha. (1.97 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.

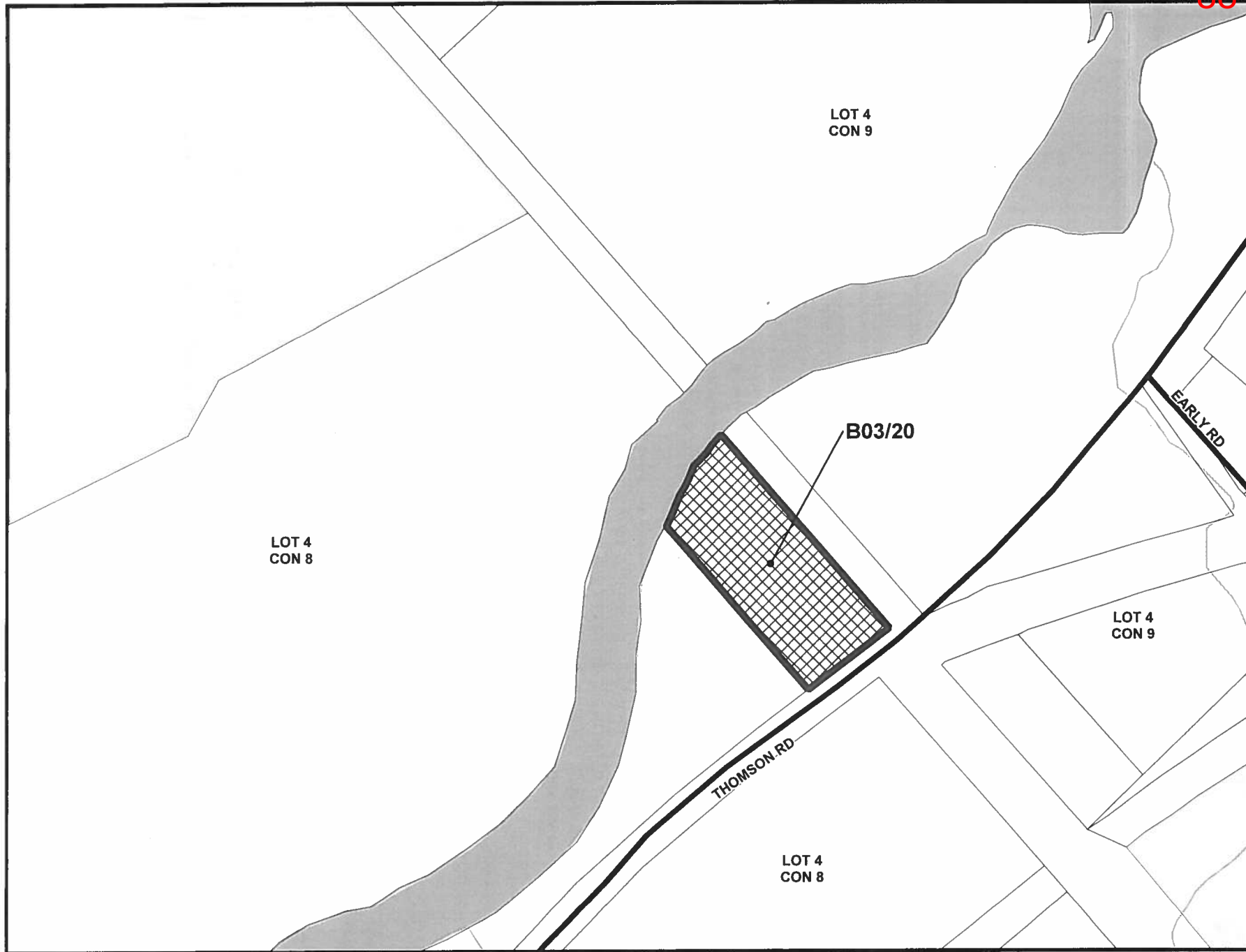
Please refer to the application number in all correspondence and communications.

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.

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1 centimeter = 30 meters

KEY MAP

Township of HORTON

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

PART A - BACKGROUND

1. FILE NO.: **B03/20**

2. APPLICANT: 629995 Ontario Inc / Draper Construction

3. MUNICIPALITY: Township of Horton

4. LOT: Part Lot 4 CON.: 8 STREET: Thomson 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 EP	n/a
7. <u>ZONING BY-LAW OF THE TWP OF HORTON</u> (#2010-14) Zone (s):	Rural (RU) EP	Rural (RU) EP	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	8000 m ²	4050 m²	60 m	40 m
Total, if Lot Addition	- m ²	- m ²	- m	- m
Retained	3.3 ha	4050 m²	520 m	40 m

9. SEVERANCE HISTORY
Number of new lots from original holding (1971) No previous severances

10. BUILT-UP AREA Yes No

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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 2.2(2), the proposed lot can meet minimum distance separation I calculations.
 - Under Section 2.2(9), a detailed study by a qualified geotechnical engineer is completed.
 - Under Section 13.3(3) consultation with Township is required because 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 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

3.1.1(b) – development shall generally be directed to areas outside hazardous lands adjacent to river systems which are impacted by flooding hazards and/or erosion hazards

4. GENERAL PLANNING COMMENTS

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As indicated in Part B-Section 3 of this report, there are two Provincial land use issues that could affect this proposed severance is Minimum Distance Separations relating to agriculture and hazard lands which include sensitive marine clays.

Hazardous Slope and Unstable Slopes

Hazardous lands, which include sensitive marine clays, are Provincial policy. These clays can become unstable and are prone to failure when heavily saturated. Our mapping has identified the potential for sensitive marine clays with a factor of safety (FoS) rating of 0.9 to exist on the retained lands near the severed lands. Slope Stability Classification Guideline information provided by the Ministry of Natural Resources and Forestry (MNR) states that a FoS rating of 0.8-1.2 requires extensive remedial measures as dictated by a detailed geotechnical investigation.

A Preliminary Slope Stability Assessment was completed by GEMTEC, dated September 19, 2019 (see attached), and submitted with the application. The report states that the Erosion Hazard Limit measured from the toe of the slope at the site is 53 to 59 metres, depending on the development plans. It also states that further in depth study of the slopes and subsurface conditions, as well as slope improvement work could reduce the setbacks provided in this letter. The failed slope areas require rehabilitation measures in order to achieve long term stability and to prevent further erosion along the toe of the slope. The report also states that the existing vegetation and trees along the slope should be maintained, where possible, to ensure the stability of the slope is not affected, and that no additional surface water should be directed towards the slope. Final plans and finished grades for any proposed development adjacent to the slope should be reviewed by a geotechnical engineer to ensure that the guidelines provided on this report have been interpreted as intended. The implementation of this study will require a development agreement registered on title as a condition of consent. It may also require a zoning by-law amendment for any building setbacks to the slope.

Minimum Distance Separation

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: 309, 368, and 416 Early Road, and 2199 Thomson Road.**

If this barn contains livestock, or if it is capable of containing livestock, or if there is manure storage on the property, an MDS 1 form must be completed for each livestock facility and/or manure storage and returned to our office to determine the minimum separation distance for the proposed lot.

Transportation

The severed and retained lands have frontage on Thomson 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.

Zoning By-law

Half of the severed lands are zoned Rural (RU) and the other half is zoned Environmental Protection (EP). Based on our mapping, there is only a small portion of the retained lands that is zoned Rural (RU) which permits a dwelling. The rest of the retained lands is zoned Environmental Protection (EP). No new development is permitted in the EP Zone. Confirmation is required to determine if there is a suitable building envelope to accommodate a dwelling, well and septic system on both the severed and retained lands.

Renfrew Power Generation (RPG)

Our office received an email on February 12, 2020 from Shawn Cameron, Operations Manager at RPG. RPG commented that the clay shorelines can be very unstable and setbacks must be adhered to accordingly. Also, the adjacent property is owned by RPG and could someday be development into a water power site. Flooding is not typically an issue in this area but water elevations should be considered with any construction near the water.

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.
 - MDSI calculations are completed, and the results are favourable.
 - Confirmation is required to determine if there is a suitable building envelope to accommodate a dwelling, well and septic system on both the severed and retained lands.
 - Implementation of the slope stability assessment through a development (site plan) agreement and a zoning by-law amendment.
- (d) Conditions to the giving of consent should be considered for the following:
- Registered Plan of Survey
 - Zoning By-law Amendment: If required
 - Minor Variance:
 - Private Road Agreement:

RETURN TO AGENDA

Development Agreement: If required

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: April 22, 2020

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



GEMTEC Consulting Engineers and Scientists Limited
 32 Steacie Drive 613.836.1422
 Ottawa, ON, Canada ottawa@gemtec.ca
 K2K 2A9 www.gemtec.ca

629995 Ontario Inc.
 P.O. Box 98
 7 Appleby Street
 Braeside, Ontario
 K0A 1G0

September 19, 2019
 Project: 60154.08

Attention: Mr. Eric Draper

**Re: Preliminary Slope Stability Assessment
 Vacant Parcel of Land
 Horton Con 8 Pt Lot 4, Thompson Road
 Renfrew, Ontario**

INTRODUCTION

This letter presents the results of a slope stability assessment carried out as part of a due diligence process by the owner (Mr. Eric Draper). The site consists of a vacant parcel of land located on the north side of Thompson Road, between Lavallee Road and Early Road in Renfrew, Ontario.

It is understood that consideration is being given to developing the east side of the property or selling it. As such, the purpose of this preliminary stability assessment is to provide our opinion on the suitability for development of the site, from a slope stability perspective, and provide a preliminary construction setback (Erosion Hazard Limit) along the slope of the Bonnechere River located along the north side of the property. This limit constitutes a safe setback for development with respect to slope stability. The Erosion Hazard Limit was determined based on the Natural Hazard Policies set forth in Section 3.1 of the Provincial Policy Statements of the Planning Act of Ontario. Current regulations restrict development within the Erosion Hazard Limit.

Please note that a further in depth study of the slopes and subsurface conditions, as well as slope improvement work could reduce the setbacks provided in this letter.

DESCRIPTION OF SITE AND SLOPE

It is understood that a 200 metre long section located at the east end of the property is being considered for development. A site reconnaissance was carried out by a member of our engineering staff on September 11, 2019 on that portion of the property. At that time, the geometry of the majority of the slope on the subject site could not be measured due to recent (2019) and past (2018) slope failures that limited access to the toe of the slope. Based on available topographic information and site observations, the highest portion of the slope is

approximately 8 to 9 metres and is located on the west end of the subject portion of the site. The slope height decreases towards the east.

The watercourse is generally located at the toe of the slope.

In general, the slopes are vegetated with grass, small shrubs and small to large trees. At the time of our site reconnaissance, signs of slope instability were still visible as a result of the recent slope failure (i.e., tension cracks, rotational failures). It is anticipated that the slope failures at this site are the result of erosion associated with the watercourse.

REVIEW OF AVAILABLE SUBSURFACE INFORMATION

Surficial geology maps of the area indicate that the overburden at the site consists primarily of deposits of silt and clay. Silt and clay were visible within the area of the slope failures.

Based on our review of available Ministry of the Environment (MOE) water well records, the bedrock surface in the area of the subject site is located at depths between about 20 and 70 metres.

SETBACK REQUIREMENTS

For unstable slopes, the distance from the unstable slope to the safe setback line is called 'Erosion Hazard Limit'. In accordance with the Ministry of Natural Resources (MNR) Technical Guide "Understanding Natural Hazards" dated 2001, the Erosion Hazard Limit consists of three components: (1) Toe Erosion Allowance, (2) Stable Slope Allowance, and (3) Erosion Access Allowance.

As indicated above, the watercourse is located at the toe of the slope. In accordance with the MNR documents, we have included a Toe Erosion Allowance of 8 metres to allow for continual erosion at the toe of the slope. The Toe Erosion Allowance is applied at the toe of the slope.

The stable slope allowance is determined by using a horizontal allowance measured landward from the toe erosion allowance. Where no valid study is undertaken, the minimum stable slope allowance is equivalent to five (5) times the height of the slope for sensitive marine clays. For this site, the stable slope allowance is 45 metres and is measured landward from the toe erosion allowance.

The MNR procedures also include the application of a 6 metre wide Erosion Access Allowance beyond the Stable Slope and Toe Erosion Allowances to allow for access by equipment to repair a possible failed slope. The MNR documents do not indicate when an Erosion Access Allowance need, or need not, be applied. However, industry standards advocate that the Erosion Access Allowance should be included whenever both of the following conditions are met:

- The slope is considered unstable; and
- Development plans would prevent equipment access to the slope (e.g., where rear lot lines of residential lots will be constructed right up to the Erosion Hazard Limit).

As such, the Erosion Hazard Limit measured from the toe of the slope at this site is 53 to 59 metres, depending on the development plans.

ADDITIONAL CONSIDERATIONS

As noted in the introduction, further in depth study of the slopes and subsurface conditions, as well as slope improvement work could reduce the setbacks provided in this letter. The failed slope areas require rehabilitation measures in order to achieve long term stability and to prevent further erosion along the toe of the slope. This type of rehabilitation work would reduce the stable slope allowance and toe erosion allowance.

The following slope remediation alternatives could be considered at this site:

- Slope regrading with the construction of a rock toe berm at the bottom of the slope; and/or
- Construction of a blast rock buttress.

It is noted that other remediation alternatives could be considered such as reinforced soil slopes and sheet piling. Although these solutions could be used to stabilize the slope, they are cost prohibitive and would require specialized contractors.

The existing vegetation and trees along the slope should be maintained, where possible, to ensure the stability of the slope is not affected. As part of the overall site grading for any future development, no additional surface water should be directed towards the slope. This could cause erosion of the slope and could also negatively affect the stability of the slope. Final plans and finished grades for any proposed development adjacent to the slope should be reviewed by a geotechnical engineer to ensure that the guidelines provided on this report have been interpreted as intended.

We trust that this letter is sufficient for your purposes. If you have any questions concerning this information or if we can be of further assistance to you on this project, please call.

Luc Bouchard
Luc Bouchard, P.Eng. ing.



TOWNSHIP OF

HORTON



2253 Johnston Road, Renfrew, Ontario K7V 3Z8
(o) 613-432-6271 (f) 613-432-7298

Request for Comments

TO: Department Heads
FROM: Nikky Dubeau
DATE: June 23, 2020
RE: B03/20 629995 Ontario Inc – Eric Draper

Please find attached information regarding the Severance Application mentioned above. This information is being circulated within all Township of Horton Departments and your comments are required.

Please review the attached information and provide your comments below. If you do not respond within 10 business days, it will be assumed there are no comments or concerns.

If you require any additional information, please do not hesitate to contact me.

Sincerely,


Nikky Dubeau
Admin/Planning Assistant
ndubeau@hortontownship.ca

HORTON TOWNSHIP DEPARTMENT RESPONSE	
<i>We have reviewed the information provided for the Severance Application, and</i>	
<input type="checkbox"/>	<i>We have no comments or concerns</i>
<input checked="" type="checkbox"/>	<i>We will provide more detailed comments and/or conditions after a more thorough review.</i>
<i>Public Works</i>	
Department	
<i>Adam Knapp</i>	<i>Ad Knapp</i>
Name (Print)	Signature

RETURN TO AGENDA

Memo



To: Council

From: Adam Knapp
Public Works Manager

Subject: B03/20 – 629995 Ontario Inc

Date: June 23rd, 2020

COMMENTS:

Upon inspection of the property a natural drainage way was noticed running through the property from a cross culvert on Thomson Road. This drainage would be severely affected if the lot were developed and would need to be redirected into the municipal ditch line. This redirection would require making the ditch line deeper and the ditch is already quite deep.

I have concerns that deepening the ditch line could affect the structural integrity of the shoulder and roadway of Thomson Road if it were not lined and re enforced with rip-rap and check dams as a significant amount of water would travel through this portion of ditch during the spring freshet. I have other non-roads related concerns regarding the erosion hazards with the development of this property especially considering that the upstream property has already seen significant erosion and collapse of the shore line into the river as a result of the stripping of nearly all natural flora.

CONSULTATIONS:

Nikky Dubeau – Planning Assistant
Hope Dillabough- CAO/Clerk



Public Works Manager

June 23, 2020

Date

RETURN TO AGENDA



Township of Horton
COUNCIL / COMMITTEE REPORT

Title: Consent Application B05/20 Donovan & Laura Mick	Date: July 21 st , 2020
	Council/Committee: Council/Planning Committee
	Author: Nikky Dubeau, Admin/Planning Assistant
	Department: Planning

RECOMMENDATIONS:

That Planning Committee and Council approve Consent Application B05/20, Donovan & Laura Mick, upon the following conditions being met:

- A Registered Plan of Survey;
- Applicant must enter into Consent Agreement with the Township;
- Lot Development fee of \$3824.00 be paid for the lot created;
- Favourable MDS1 Calculations;
- Favourable comments from the Ministry of Transportation;
- Zoning By-law amendment to prohibit livestock on the severed lands.


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

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

June 16, 2020

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

Dear Ms. Dillabough:

Owner: Donovan & Laura Mick

Location of Land: Part of Lot 20, Concession 4
Township of Horton
B05/20 (180m x 290m – 5.21 ha. (12.87 ac.)

The above referenced Application for Consent has been received for consideration by the County of Renfrew. A copy of the application 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**

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:	B05/20
Location of Subject Lands:	Part Lot 20, Concession 4
Municipality:	Township of Horton
Name of Applicant:	Donavan & Laura Mick

PURPOSE AND EFFECT:

The purpose and effect of the application is to sever a 12.8 acre (5.21 ha.) 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.

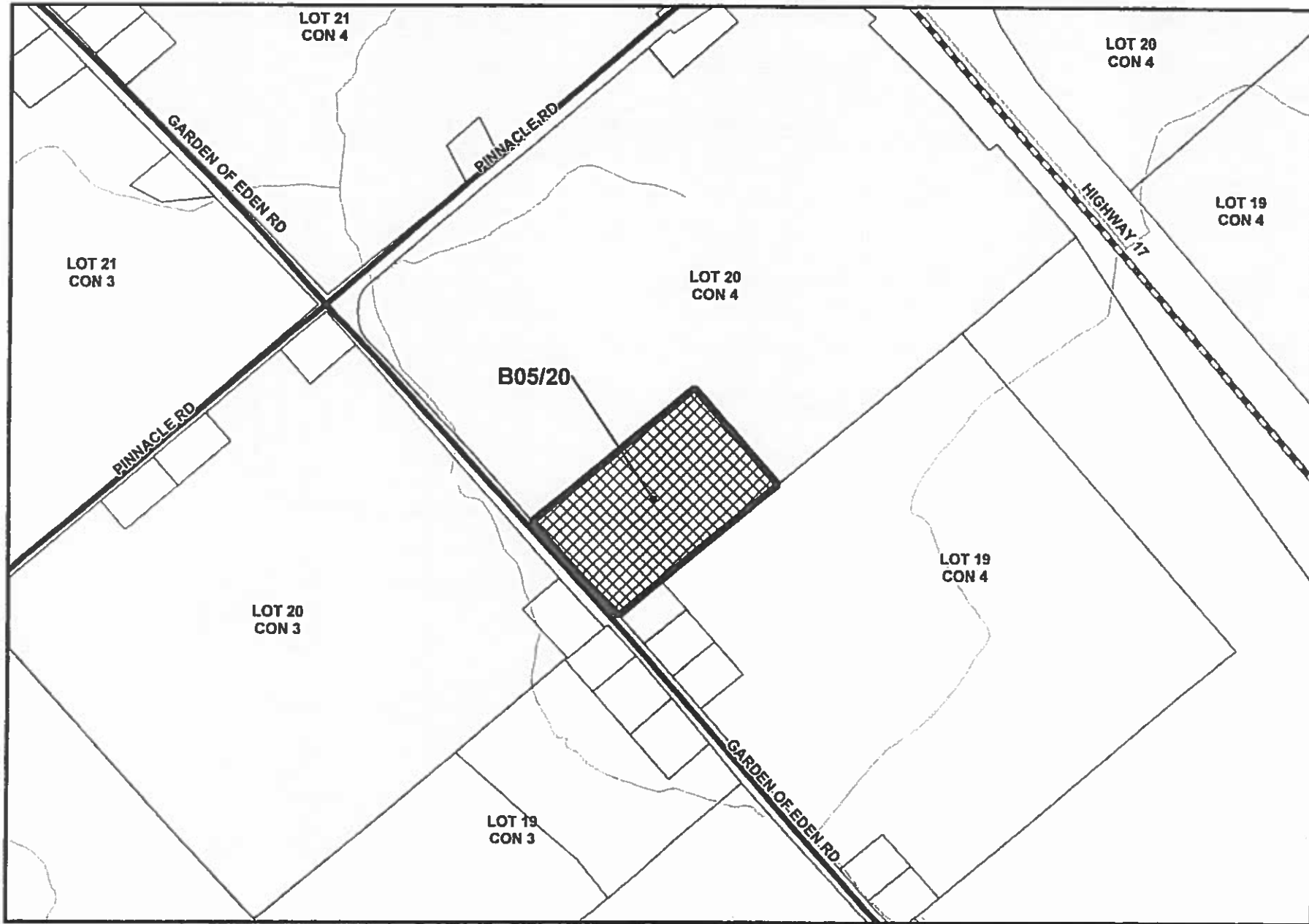
Please refer to the application number in all correspondence and communications.

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 17th day of March, 2020.

RETURN TO AGENDA



1 centimeter = 75 meters

KEY MAP

Township of HORTON

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

PART A - BACKGROUND

- 1. FILE NO.: **B05/20**
- 2. APPLICANT: Donavan & Laura Mick
- 3. MUNICIPALITY: Township of Horton
- 4. LOT: Part Lot 20 CON.: 4 STREET: 816 Garden of Eden 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 EP	n/a
7. <u>ZONING BY-LAW OF THE TWP OF HORTON</u> (#2010-14) Zone (s):	Rural (RU)	Rural (RU) Environmental Protection (EP)	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	5.21 ha	4050 m²	180 m	40 m
Total, if Lot Addition	- m ²	- m ²	- m	- m
Retained	43.34 ha	4050 m²	407 m	40 m

9. SEVERANCE HISTORY

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

- 10. BUILT-UP AREA Yes No

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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 portion would contravene the By-law because,
 It does not meet the minimum lot size of a farm in the RU Zone.

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

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: 707, 730, 865 and 966 Garden of Eden Road; 1279 Pinnacle Road; and 2837 Johnston Road.** MDS I data sheets were submitted with the application. MDS I calculations were completed, and the results were favourable.

The severed and retained lands have frontage on Garden of Eden Road, which is a Municipal Road. The retained lands also have road frontage on Pinnacle Road, which is also 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.

The retained lands also have frontage on Highway 17 which is a Provincial Highway. The application will be circulated to the Ministry of Transportation. Favourable comments are required.

Little Halliday Creek crosses the retained lands beside along Garden of Eden Road. These lands are zoned Environmental Protection (EP) and our information indicates there are leda clays associated with this water course. Leda clays are sensitive marine clays that when saturated with water are capable of failure. The creek on the subject lands has a factor of safety of 3.0 which requires inspection but no remedial measures are likely.

The severed lands are zoned Rural (RU) which permits the residential use. The RU Zone also permits a farm which is defined as including the keeping of livestock and horses. Section 16.2(a)(ii) of the Rural (RU) Zone requires a minimum lot area of 10 hectares for a farm. At 4.7 hectares, the keeping of farm animals on the severed lot would not be permitted. The applicants have indicated that they do not intend to keep animals. Therefore, a zoning by-law amendment is required to prohibit farm animals on the severed 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:

RETURN TO AGENDA

- Favourable comments from the Township of Horton Public Works Department
- Favourable comments from the Ministry of Transportation
- A zoning by-law amendment is required to prohibit the keeping on animals on the severed lands.

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

- Registered Plan of Survey
- Zoning By-law Amendment: Rezoned the severed land to prohibit livestock
- 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: May 28, 2020
 Planner: Charles Cheesman, MCIP, RPP
 Manager of Planning Services

Township Of HortonJUNE 2020 BUILDING REPORT

Month	No. of Permits	2020 Value of Permits	2019 Value of Permits	2018 Value of Permits	Renos/Add Comm/Res	Garages/Storage Bldg Comm/Res	New Res	New Comm	Demos	Total SQ. FT	Stop Work Orders Issued
January	3	\$ 310,000	\$0	\$57,500	1	1	1			1,722	0
February	0	\$ -	\$604,000	\$0							
March	1	\$ 40,000	\$375,000	\$1,108,000		1				2,160	0
April	3	\$ 1,150,000	\$636,000	\$288,000	1		2			5,202	0
May	8	\$ 1,176,000	\$820,000	\$824,000	3	3	2			11,682	0
June	8	\$ 956,000	\$863,000	\$1,977,000	4	2	2			11,129	
July			\$890,000	\$595,000							
August			\$198,000	\$690,800							
September			\$695,000	\$1,141,000							
October			\$740,000	\$330,300							
November			\$360,000	\$1,000							
December			\$0	\$45,000							
TOTALS	23	\$ 3,632,000	\$6,181,000	\$7,057,600	9	7	7	0	0	31,895	0

RETURN TO AGENDA



THE CORPORATION OF THE TOWNSHIP OF HORTON

Memo from the CAO/Clerk as of July 17, 2020.

INFORMATION provided **NOT** included in the Regular Council meeting package of July 21, 2020.

INFORMATION EMAILED

1. AMO Policy Update – July 8, 2020
2. AMO Policy Update – July 13, 2020
3. AMO Policy Update – July 16, 2020
4. June 29, 2020 OPP News Release
5. July 7, 2020 OPP News Release
6. July 14, 2020 OPP News Release
7. Environmental Assessment Modernization
8. Government of Canada’s Economic and Fiscal Snapshot 2020
9. Moving Towards a More digital-focused Service Model for Land Registration Services
10. Ottawa Valley Business News – July 7, 2020
11. Jenny’s Heroes 2020
12. OWMA Waste to Resource News
13. FCM Municipalities react to “safe restart” agreement
14. Calendars

RETURN TO AGENDA

CORPORATION OF THE TOWNSHIP OF HORTON**BY-LAW NO. 2020-33****A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF HORTON
AT THE COUNCIL MEETING HELD JULY 21ST, 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 21st, day of July, 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 21st day of July, 2020.

READ a third time and passed this 21st day of July, 2020.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA