



**THE CORPORATION OF THE TOWNSHIP OF HORTON  
COUNCIL MEETING – JANUARY 21<sup>ST</sup>, 2020 – 4:00 P.M.**

**1. CALL TO ORDER**

**2. DECLARATION OF PECUNIARY INTEREST**

**3. CONFIRMATION OF COUNCIL AGENDA**

**4. MINUTES FROM PREVIOUS MEETINGS**

4.1 January 7<sup>th</sup>, 2020 – Regular Council

**PG.3**

4.2 January 7<sup>th</sup>, 2020 – Public Meeting

**PG.6**

**5. BUSINESS ARISING FROM MINUTES**

**6. COMMITTEE REPORTS:**

**6.1 GENERAL GOVERNMENT COMMITTEE**  
▪ **CHAIR CAMPBELL**

6.1.1 Library Services Report

**PG.8**

6.1.2 2019 Corporate Policy Review – Section G

**PG.13**

**6.2 PLANNING COMMITTEE**  
▪ **CHAIR CLEROUX**

6.2.1 Request for Purchase of Unopened Road Allowance

**PG.33**

**6.3 TRANSPORTATION & ENVIRONMENTAL SERVICES COMMITTEE**  
▪ **CHAIR WEBSTER**

6.3.1 Chair's Report

**PG.37**

**6.4 RECREATION COMMITTEE**  
▪ **CHAIR HUMPHRIES**

6.4.1 Chair's Report– December 20<sup>th</sup> Meeting

**PG.39**

6.4.2 Chair's Report – January 17<sup>th</sup> Meeting

**PG.41**

6.4.3 2020 Hoedown Proposal

**PG.43**

**7. CORRESPONDENCE SUMMARY**

**7.1 INFORMATION CORRESPONDENCE**

7.1.1 CAO/Clerk Information Memo

**PG.49**

**7.2 ACTION CORRESPONDENCE – NONE**

**8. DELEGATIONS &/or PUBLIC MEETINGS – NONE**

**RETURN TO AGENDA**

**9. BY-LAWS**

9.1 2020-05 Appoint Fence Viewers

**PG.50**

9.2 2020-07 Sunshine Coach Gas Tax Funding

**PG.51**

**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)**

**15. CONFIRMING BY-LAW 2020-08**

**PG.52**

**16. ADJOURNMENT**

**THE CORPORATION OF THE TOWNSHIP OF HORTON**

REGULAR COUNCIL MEETING  
JANUARY 7<sup>TH</sup>, 2020

There was a Regular Meeting of Council held in the Township Council Chambers on Tuesday January 7<sup>th</sup>, 2020. Present were Mayor David Bennett, Deputy Mayor Glen Campbell, Councillor Doug Humphries, Councillor Lane Cleroux and Councillor Tom Webster. Staff present was Hope Dillabough, CAO/Clerk, Nathalie Moore, Treasurer, Adam Knapp, Public Works Manager and Nichole Dubeau, Admin/Planning Assistant-Recording Secretary.

**1. CALL TO ORDER**

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

**2. CONFIRMATION OF COUNCIL AGENDA**

Moved by Councillor Webster

**RESOLUTION NO. 2020-01**

Seconded by Deputy Mayor Campbell

**THAT** Council adopt the Agenda for the January 7<sup>th</sup>, 2020 Meeting.

**Carried**

**3. DECLARATION OF PECUNIARY INTEREST**

There was no declaration of pecuniary interest.

**4. MINUTES**

4.1 December 17<sup>th</sup>, 2019 – Regular Council Meeting

Moved by Councillor Humphries

**RESOLUTION NO. 2020-02**

Seconded by Councillor Cleroux

**THAT** Council approve the following Minutes:

- December 17<sup>th</sup>, 2019 – Regular Council Meeting

**Carried**

**5. BUSINESS ARISING FROM MINUTES – None**

**6. DELEGATIONS**

Kevin Mooder – Jp2g – Landfill Presentation

Kevin Mooder and Andrea Sare presented a slideshow to council highlighting the history of the company, past and present work at the landfill, and, testing that is done, and regulations and rules to follow. Resident Ken Mullins questioned the life expectancy of the Landfill and if contamination beyond the Township property is possible. Mr. Mooder stated that, as of today, there is about 10-12 years left of life, and that with all the well testing that is done, they would be able to tell if there was contamination well before it reached the Township property line. Councillor Humphries questioned whether the Landfill could be expanded past the current active area. Mr. Mooder stated that it is possible, just the ECA would have to be amended, and both are a long process.

**7. COMMITTEE REPORTS:**

**7.1 COMMUNITY COMMITTEES / COUNTY COUNCIL**

7.3.1 Renfrew & Area Seniors Home Support

Mayor Bennett stated that they have hired a new Executive Director which will be shared with the Town of Arnprior.

7.3.2 Community Policing Advisory Committee

There was no update. The next Renfrew Policing Service Board Meeting is scheduled for January 9, 2020. Deputy Mayor Campbell and CAO/Clerk Hope Dillabough are both to attend.

**RETURN TO AGENDA**

7.2.3 Health Services Village

There was no update. Mayor Bennett stated that he would like the Health Services Village to come make a presentation to council.

7.3.4 Chamber of Commerce

Councillor Humphries stated that a director has resigned, so they are looking to fill the position.

7.3.5 County Council

Mayor Bennett stated that the new Warden is Debbie Robinson.

**8. CORRESPONDENCE SUMMARY**

Council reviewed and discussed the following correspondence:

**8.1 INFORMATION CORRESPONDENCE**8.1.1 CAO/Clerk Information Memo

Discussion went around the table with information previously distributed.

**8.2 ACTION CORRESPONDENCE**8.2.1 Sunshine Coach - MTO Gas Tax for Accessible Transportation

Council members reviewed the request. CAO/Clerk Hope Dillabough stated that a new by-law will come to the next meeting to replace the 2013 by-law. CAO/Clerk Hope Dillabough is to reach out to the Sunshine Coach to inquire about how many Horton Residents use the service.

***Supper Break – 5:10 – 5:36 p.m.***

**9. DELEGATIONS &/or PUBLIC MEETINGS**9.1 Public Meeting – Committee of Adjustment

There was a Public Meeting held during the Council Meeting at 6:00 p.m.

**10. BYLAWS**

- 10.1 2020-01 Borrowing By-law
- 10.2 2020-02 Interim Taxes 2020
- 10.3 2020-03 Appoint Auditor
- 10.4 2020-04 Livestock Valuer

**11. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING – None****12. COUNCIL MEMBERS CONCERNS**

Mayor Bennett and CAO/Clerk Hope Dillabough stated their concerns with the Local Efficiency Group. CAO/Clerk Hope Dillabough stated that the Township has committed to putting out an RFP for a departmental review, but it is council's say in the final decision whether to move forward with the LEG committee or not. Mayor Bennett also stated his concerns with the Consent File on Gagan Lane involving the drainage and access to properties.

**13. MOTION FOR RECONSIDERATION – None**

**RETURN TO AGENDA**

**14. RESOLUTIONS**

Moved by Deputy Mayor Campbell  
Seconded by Councillor Humphries

**RESOLUTION NO. 2020-03**

**THAT** Council receive the reports for Community Committees and County Council.  
**Carried**

Moved by Councillor Webster  
Seconded by Councillor Cleroux

**RESOLUTION NO. 2020-04**

**THAT** Council accept the Information Correspondence list as per the CAO/Clerk's Information Memo for January 7<sup>th</sup>, 2020.

**Carried**

Moved by Councillor Humphries  
Seconded by Deputy Mayor Campbell

**RESOLUTION NO. 2020-05**

**THAT** Council enact the following By-Laws:

- 2020-01 Borrowing By-law
- 2020-02 Interim Taxes 2020
- 2020-03 Appoint Auditor
- 2020-04 Livestock Valuer

**Carried**

By-Law 2020-05 Appoint Fence Viewer was tabled.

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

Moved by  
Seconded by Councillor

**RESOLUTION NO. 2020-06**

**THAT** Council went into a Closed Session Meeting at 5:35 p.m. to discuss the following items pursuant to Section 239(2) (b) of the Municipal Act;

- Personal matters about an identifiable individual, including municipal or local board employees – CAO/Clerk Performance Appraisal

**Carried**

Moved by Councillor Humphries  
Seconded by Deputy Mayor Campbell

**RESOLUTION NO. 2020-07**

**THAT** Council came out of Closed (In-Camera) Session at 5:58 p.m. and discussed items pertaining to Personal matters about an identifiable individual, including municipal or local board employees – CAO/Clerk Performance Appraisal

**Carried****16. CONFIRMING BYLAW**

Moved by Deputy Mayor Campbell  
Seconded by Councillor Cleroux

**RESOLUTION NO. 2020-08**

**THAT** Council enact By-law 2020-06 – Confirming By-Law

**Carried****17. ADJOURNMENT**

Mayor Bennett declared the meeting adjourned at 6:46 p.m.

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 MAYOR David Bennett

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 CAO/CLERK Hope Dillabough

**RETURN TO AGENDA**

**THE CORPORATION OF THE TOWNSHIP OF HORTON**

**COMMITTEE OF ADJUSTMENT**

**PUBLIC MEETING – JANUARY 7<sup>TH</sup>, 2020 – 6:00 p.m.**

There was a public meeting of the Committee of Adjustment to hear Minor Variance Application No. A01-2019 – Tracey Stevens & Lois Stevens at the Municipal Council Chambers on Tuesday, January 7<sup>th</sup>, 2020. Present were Committee Members: Chair Lane Cleroux, Mayor David Bennett, Deputy Mayor Glen Campbell, Councillor Tom Webster, and Councillor Doug Humphries.

Staff present were Hope Dillabough, CAO/Clerk and Nichole Dubeau, Admin/Planning Assistant – Recording Secretary

**1. CALL TO ORDER**

Chair Cleroux called the public meeting to order at 6:00 p.m.

**2. DECLARATION OF PECUNIARY INTEREST**

There was no declaration of pecuniary interest by committee members or staff.

**APPLICATION A01-2019 – TRACY STEVENS & LOIS STEVENS**

**4. PURPOSE OF PUBLIC MEETING**

The Secretary/Treasurer, Hope Dillabough, stated the purpose of the Minor Variance. This property is zoned Limited Service Residential (LSR) under Comprehensive Zoning By-Law 2010-14, Side yard Setback Provisions Section 7.2 (e) requires a minimum of 3 meters for all buildings and structures. There is an existing legal non-conforming structure (Seasonal Dwelling with attached enclosed porch) located on the property. The owners have always been under the assumption the entire structure was on their own property due to old surveyor's information. Upon the Consent Application B98/17(3) Lot Addition, a new survey performed indicated the attached enclosed porch encroached the side yard property line by 0.7 metres onto the adjacent property. The owners are proposing to correct the encroachment and renovate the existing porch but will continue to encroach on the side yard setback by 2.90 metres, but it will be solely on their property. The main purpose of this is to correct an old mistake that was made many years ago, prior to this Zoning By-Law being in effect.

This application for Minor Variance is to reduce the minimum required side yard Setback from 3 metres to 0.01 metres.

**5. METHOD OF NOTICE**

The Chair reported, as per the Secretary/Treasurer, that as required by the Planning Act all property owners within 60 metres (200 feet) were mailed notice of this Public Meeting. This resulted in 6 property owners receiving notice.

**6. PERSONS REQUESTING NOTICE OF DECISION**

The Secretary/Treasurer, Hope Dillabough, informed the Committee that anyone wishing to receive Notice of the Decision should make a request to them.

No one requested a copy of the Notice of Decision.

**RETURN TO AGENDA**

**7. PUBLIC PARTICIPATION:**

**a) Questions**

There were no questions from the public.

**b) Comments in Support**

There were no comments in support.

**c) Comments in Opposition**

There were no comments in opposition.

**7. QUESTIONS BY COMMITTEE MEMBERS**

There were no questions by committee members.

**8. DECISION**

**Moved by Councillor Webster**

**Seconded by Deputy Mayor Campbell**

BE IT RESOLVED THAT the Committee of Adjustment for the Township of Horton approve the Minor Variance Application A-01-2019 Tracey Stevens & Lois Stevens

**CARRIED**

**8. ADJOURNMENT**

The Committee adjourned the Committee of Adjustment meeting at 6:05 p.m.

\_\_\_\_\_  
 CHAIR Lane Cleroux

\_\_\_\_\_  
 SECRETARY/TREASURER Hope Dillabough



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  Library Services Contract Renfrew Public Library Information	<b>Date:</b>	January 21 <sup>st</sup> , 2020
	<b>Council/Committee:</b>	Council
	<b>Author:</b>	Hope Dillabough, CAO/Clerk
	<b>Department:</b>	General Government

### **RECOMMENDATIONS:**

THAT Council direct Staff to review the 2020 budget and allocate appropriate funds for the purpose of contributing to the Renfrew Public Library;

AND THAT Council consider entering into a Services Contract with the Renfrew Public Library so that the Township can apply for provincial funding for library services on an annual basis;

### **BACKGROUND:**

In years past, the Township of Horton held a Library Service contract with the Renfrew Public Library. This enabled the municipality to apply for specific funding of \$5000.00 to contribute to the Library and the Township matched that by contributing an additional \$5050.00 through the annual budget process. With this funding to the Library, it allows Horton residents to receive a full membership free of charge and have access to all programs and services offered.

This agreement was not renewed in 2013 and since then, Horton residents have been paying for a full membership, however they can get a certain portion reimbursed by providing the receipt to the Township Office. Currently, there are 130 active Adult card holders from Horton Township and 151 Child card holders (which are free of charge). Annual memberships for the year are \$55.00 payable to the Library, and the Township will reimburse \$25.00 if the receipt is brought into the office. In 2019, out of the 130 Adult memberships purchased at the Library, roughly 38 reimbursements have been made through the Township (\$962.00).

For 2020, if Council is interested into entering into an agreement, the Township would have to consider budgeting roughly \$7500.00 to contribute for the full memberships/services until we are eligible to apply for funding for 2021.

Services provided by the Library:

- Various programs for children
- Online resources
- Museum and Park passes
- Interlibrary loan service
- E-Books
- Internet Access
- Outreach services/potentially more dependent upon volunteers
- Monthly newsletter
- Reading room etc..

**RETURN TO AGENDA**




**ALTERNATIVES:** Remain status quo

**FINANCIAL IMPLICATIONS:** 2020 Budget implications of potentially \$7500.00 (rough figure) and following years dependent upon the Service Agreement.

**ATTACHMENTS:** Proposal for Contract provided by the Renfrew Public Library.

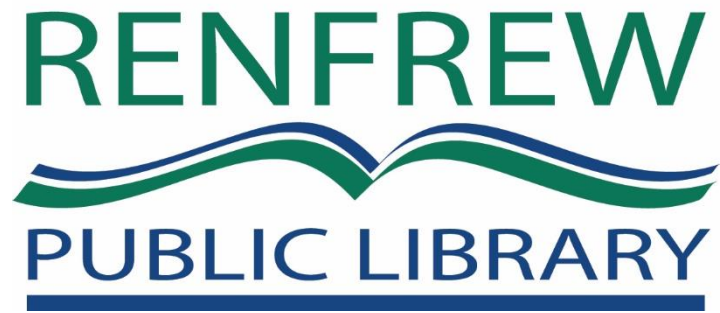
**CONSULTATIONS:** Kelly Thompson, Renfrew Public Library and Mayor Bennett

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

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

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

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



# PROPOSAL FOR CONTRACT

BETWEEN THE RENFREW PUBLIC  
LIBRARY BOARD AND  
HORTON TOWNSHIP

13 RAILWAY AVE.  
RENFREW, ON K7V 3A9

[RETURN TO AGENDA](#)

# PROPOSAL FOR CONTRACT

BETWEEN RENFREW PUBLIC LIBRARY AND HORTON TWP

## INTRODUCTION

This report was put together by Chief Librarian Kelly Thompson and reviewed/approved by the Renfrew Public Library Board of Trustees. This proposal contains information on current active users in both municipalities and the financial agreement history. Two possible options for entering into a mutually beneficial contract for library services is being presented for consideration by Mayor Bennett and the Council representing Horton Township.

All of the numbers are current as patron databases have been updated, inactive patrons removed from the system and only active members now being counted.

## BACKGROUND INFORMATION

### ACTIVE CARD HOLDERS

	POPULATION 2016 CENSUS	ACTIVE CARD HOLDERS (2018)	PERCENTAGE OF ACTIVE POP
RENFREW	8223	1529	19%
HORTON TWP	2887	281	10%

### THE HISTORY FACTOR BETWEEN HORTON AND RENFREW P.L.

The following table shows the municipal contributions from 2007 – 2018

	2007	2008	2009	2010	2011	2012	2013	2014	2015
Horton	10,050	10,050	10,050	10,050	10,050	10,050	N/A	N/A	N/A
Renfrew	355,044	354,651	381,540	372,075	372,406	385,880	389,274	417,138	413,744

	2016	2017	2018
Horton	N/A	N/A	N/A
Renfrew	475,747	453,202	491,851

**NOTE:** Since 2007, the Town of Renfrew's Contribution to the library has increased by approximately 72%.

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### THE PROPOSAL

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In order to make things easier, an agreement could be signed for a 5-year-term, the suggested payments increasing by 2% per year, still less than the average increase that the Town of Renfrew has seen in the last 9 years. A suggested incremental increase would be:

	2020
Horton's Contribution for Library Services	12,000

#### Current scenario:

130 active ADULT card holders x \$55/year non-resident membership = \$7,150

151 CHILD card holders – currently FREE (\$8,305)

The recommendation would be to **NOT** enter into a multi-year agreement until it is established what the actual percentage increase of users will be and how the both parties review the arrangement.

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### CONCLUSION

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This option is presented as a possible solution to reinstate library services for Horton Township. RPL's goal is always to provide the best library services possible for our patrons. Hopefully this will open the door to further discussions.



**Township of Horton  
COUNCIL / COMMITTEE REPORT**

<b>Title:</b>  2019 Township of Horton Corporate Policy Review Section G – Health and Safety	<b>Date:</b>	January 21 <sup>st</sup> , 2020
	<b>Council/Committee:</b>	Council
	<b>Author:</b>	Hope Dillabough, CAO/Clerk
	<b>Department:</b>	General Government

**RECOMMENDATIONS:**

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


- Policy G-01 – Occupational Health and Safety
- Policy G-02 – Employee Incident/Accident Reporting
- Policy G-03 – Employee Substance Dependence Problems
- Policy G-04 – Workplace Safety and Insurance Benefits
- Policy G-05 – Return to Work Program
- Policy G-06 – Contractors' WSIB Clearance Certificate

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			
<b>SECTION:</b> HEALTH AND SAFETY			<b>POLICY #:</b> G-01
<b>POLICY:</b> Occupational Health and Safety			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> 2019	<b>COVERAGE:</b> All Employees and Volunteers	<b>PAGE #:</b> 1 of 2

### POLICY STATEMENT:

The Township of Horton recognizes that the health and safety of employees is of primary importance in all municipal operations. Protection of employees from injury or occupational disease is a major continuing objective. The Township will make every effort to provide a safe, healthy work environment.

### PROCEDURE:

1. The Township promotes a safe work environment and provides information, instruction, and supervision on occupational health and safety as required.
2. All supervisors and employees must be dedicated to the continuing objective of reducing risk of injury.
3. The CAO/Clerk will designate a Safety Officer within each department. The duties of the ~~Coordinator~~ Safety Officer include:
  - (a) ensuring that ~~each division/workplace has a functioning Health and Safety Committee in accordance with legislation~~ a monthly inspection is completed and filed accordingly;
  - (b) ensuring that each ~~committee~~ department has at its disposal current legislation pertaining to Health and Safety;
  - (c) making recommendations to the CAO/Clerk of a ~~committees'~~ department's failure to function according to legislated standards; and
4. The duties of Managers include the following:
  - (a) ensure that employees use the personal protective equipment (PPE) that the Township requires;
  - (b) ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures;
  - (c) ensure that employees receive adequate training in their specific work tasks to protect their health and safety;
  - (d) advise employees of the existence of any potential or actual danger to their health or safety, of which the Manager is aware;
  - (e) take every precaution, reasonable in the circumstances, for the protection of an employee;
  - (f) be familiar with the provisions of the *Occupational Health and Safety Act*;

**RETURN TO AGENDA**

<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> HEALTH AND SAFETY			<b>POLICY #:</b> G-01
<b>POLICY:</b> Occupational Health and Safety			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> 2019	<b>COVERAGE:</b> All Employees and Volunteers	<b>PAGE #:</b> 2 of 2

- (g) ensure that non-Township employees, excluding elected Municipal Officials and people directly involved in Municipal Business, do not ride in Township owned vehicles and/or equipment.
5. The duties of Employees include the following:
- (a) employees must use and/or wear the personal protective equipment (PPE) that the Township requires and follow health and safety policies and procedures;
  - (b) work in compliance with the law and with safe work practices and procedures established by the Township;
  - (c) report to his/her Supervisor the absence of, or defect in, any personal protective equipment (PPE) or protective devices or the existence of any hazard of which he/she has knowledge;
  - (d) operate equipment and machines safely and conduct himself/herself in a safe manner; and
  - (e) not to bring non-employees, excluding elected Municipal Officials and people directly involved in Municipal Business, to the workplace and or work site.
6. Safety information is provided to employees through established lines of Departmental organization.
7. In all Departments, the Supervisors will transmit safety information to their employees either through group meetings or by discussion with individual employees.
8. Safety suggestions made by employees to their Managers are referred to the CAO/Clerk. All suggestions will be considered.

The Township of Horton Policy and Procedures			
<b>SECTION:</b> HEALTH AND SAFETY			<b>POLICY #:</b> G-02
<b>POLICY:</b> Employee Incident/Accident Reporting			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> 2019	<b>COVERAGE:</b> All Employees and Volunteers	<b>PAGE #:</b> 1 of 5

### **POLICY STATEMENT:**

The Township of Horton recognizes that the prompt reporting of all incidents, accidents, damage to municipal infrastructure, occupational injuries/illnesses allows for the prompt collection of accurate information, investigation and initiation of corrective actions to prevent re-occurrences and to facilitate rehabilitation and recovery and fosters compliance with the Occupational Health and Safety Act and Workplace Safety Insurance Act legislation.

### **PROCEDURE:**

1. All incidents, accidents, occupational injuries/illnesses occurring while employees are working for the Township of Horton must be reported immediately to the employee's Supervisor:
  - (a) a 'no treatment injury' is an injury that does not require any treatment (e.g. bruised finger). In the event of a no treatment injury:
    - (i) the employee will report the injury to his/her Supervisor;
    - (ii) the Supervisor will record the injury in the 'First Aid Report Book', which is located in the First Aid kit; and
    - (iii) immediately after the incident, accident, occupational injury/illness the Supervisor, or his/her designate, will ensure the safety of employees, the public, equipment and facilities from further injury or damage;
  - (b) a 'First Aid injury' is an injury that can be treated at the work site and does not require treatment from a health care professional (e.g. cut finger that requires a band aid only). In the event of a First Aid injury:
    - (i) First Aid treatment is provided, and the treatment is recorded in the 'First Aid Report Book', which is located in the First Aid kit;
    - (ii) the employee will report the injury to his/her Supervisor; and
    - (iii) immediately after the incident, accident, occupational injury/illness the Supervisor, or his/her designate will ensure the safety of employees, the public, equipment and facilities from further injury or damage;

**RETURN TO AGENDA**



<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> HEALTH AND SAFETY			<b>POLICY #:</b> G-02
<b>POLICY:</b> Employee Incident/Accident Reporting			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> 2019	<b>COVERAGE:</b> All Employees and Volunteers	<b>PAGE #:</b> 2 of 5

(c) a 'medical aid injury' is an injury that requires treatment from a health care professional but is not of a critical nature (e.g. cut finger that requires stitches from a physician). In the event of a medical aid injury:

- (i) First Aid treatment is provided, and the treatment is recorded in the 'First Aid Report Book', which is located in the First Aid kit;
- (ii) the employee, with the Supervisor or his/her designate (if deemed necessary), will proceed to the emergency department of the nearest hospital;
- (iii) immediately after the incident, accident, occupational injury/illness the Supervisor, or his/her designate, will ensure the safety of employees, the public, equipment and facilities from further injury or damage;
- (iv) the Supervisor will conduct an investigation immediately, or as soon as possible, following the incident/accident;
- (v) the Supervisor will complete page two (2) of the ~~Employee~~ Incident/Accident Report and obtain statements from witnesses using the Witness Statement form;
- (vi) the employee will complete page one (1) of the ~~Employee~~ Incident/Accident Report; and
- (vii) the completed form with attached Witness Statements is forwarded to the CAO/Clerk for further processing; and

(d) a 'critical injury' (*Clause 1(d) of Regulation 834 Occupational Health & safety Act*) is an injury of a serious nature that places a life in jeopardy, produces unconsciousness, results in substantial loss of blood, involves the fracture of a leg or arm but not a finger or a toe, involves the amputation of a leg, arm, hand, foot, but not a finger or a toe, consists of burns to a major portion of the body, and/or causes the loss of sight in an eye. In the event of a critical injury:

- (i) First Aid treatment is provided, and the treatment is recorded in the 'First Aid Report Book', which is located in the First Aid kit;
- (ii) transportation for the injured employee(s) is arranged to a location where professional health care can be delivered;
- (iii) immediately after the incident, accident, occupational injury/illness, the Supervisor, or his/her designate, will ensure the safety of employees, the public, equipment and facilities from further injury or damage;

**RETURN TO AGENDA**

The Township of Horton Policy and Procedures			
<b>SECTION:</b> HEALTH AND SAFETY			<b>POLICY #:</b> G-02
<b>POLICY:</b> Employee Incident/Accident Reporting			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> 2019	<b>COVERAGE:</b> All Employees and Volunteers	<b>PAGE #:</b> 3 of 5

- (iv) the Ministry of Labour, CAO/Clerk, and ~~Department—Head~~ **Manager** are notified immediately;
  - (v) the Supervisor will conduct an investigation immediately, or as soon as possible, following the incident/accident;
  - (vi) the Supervisor will complete page two (2) of the ~~Employee~~ Incident/Accident Report, and obtain statements from witnesses using the Witness Statement form;
  - (vii) the employee will complete page one (1) of the ~~Employee~~ Incident/Accident Report; and
  - (viii) the completed form with attached Witness Statement(s) is forwarded to the CAO/Clerk for further processing.
- (e) “equipment damage” is if any machinery or municipal asset is damaged that the Manager and Council should be apprised of. In the event of an incident, the Manager shall;
- (i) ensure employee completes pages one (1) and two (2) of the Incident/Accident report and include details of the accident outlining events, damage, witnesses, and if there were resulting injuries.
  - (ii) Manager will advise the CAO/Clerk immediately following the incident. The CAO/Clerk will ensure Council is advised of the incident and is kept apprised of status and updates.
  - (iii) In the event of personal injury associated with the incident, the Treasurer will assist and inform of filing timelines and requirements of appropriate forms (ie. WSIB online form 7) *Policy No. G-04.*
2. The Township has a Return to Work policy in effect (Policy No. G-05) and will work in cooperation with the employee and health care professionals with early intervention and return to safe work for ill and injured workers.
  3. The CAO/Clerk will ensure that Council are advised of the incident through reporting from the Manager ensuring all confidentiality are adhered to during the reporting of the nature, status and/or updates of the incident to Council.

**RETURN TO AGENDA**

The Township of Horton Policy and Procedures			
<b>SECTION:</b> HEALTH AND SAFETY			<b>POLICY #:</b> G-02
<b>POLICY:</b> Employee Incident/Accident Reporting			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> 2019	<b>COVERAGE:</b> All Employees and Volunteers	<b>PAGE #:</b> 4 of 5

**APPENDIX A:**

[Incident/Accident Report](#)

The Township of Horton Policy and Procedures			
<b>SECTION:</b> HEALTH AND SAFETY			<b>POLICY #:</b> G-02
<b>POLICY:</b> Employee Incident/Accident Reporting			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> 2019	<b>COVERAGE:</b> All Employees and Volunteers	<b>PAGE #:</b> 5 of 5

**APPENDIX B:**

[Witness Statement](#)





# INCIDENT/ACCIDENT REPORT

**INFORMATION**( select applicable box)  Employee  Supervisor  Witness  Other

Last Name		First Name			Date of Birth YYYY   MM   DD		
Address (Box, Street, Apt.)		City/Town	Province	Postal Code	Telephone No. ( ) -		
Occupation at time of injury		Department	Hire Date YYYY   MM   DD		Years of Experience in that Occupation		

**INCIDENT/ACCIDENT INFORMATION**

Date Of Incident YYYY   MM   DD		Time a.m./p.m.	Date Incident Reported YYYY   MM   DD		Time a.m./p.m.	<input type="checkbox"/> Injury-WSIB Form 7 Completed <input type="checkbox"/> Non-injury <input type="checkbox"/> Accident
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Name of person incident was reported to:

Type of Incident(please check appropriate box)  Struck or contact by  Struck against/contact with  Caught in, on or between  Over exertion/ strain  Exposure  Fall  Equipment  Other \_\_\_\_\_

**STATE EXACTLY** - What was the sequence of events leading up to the incident /accident/? Where did it occur? What were you doing? Who was there? What was the size, weight and type of equipment or materials involved? Was equipment damaged?

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**Names of persons who witnessed or have knowledge of the incident:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

**DESCRIPTION OF INJURY**

Describe injury (part of body involved – please specify left or right side):

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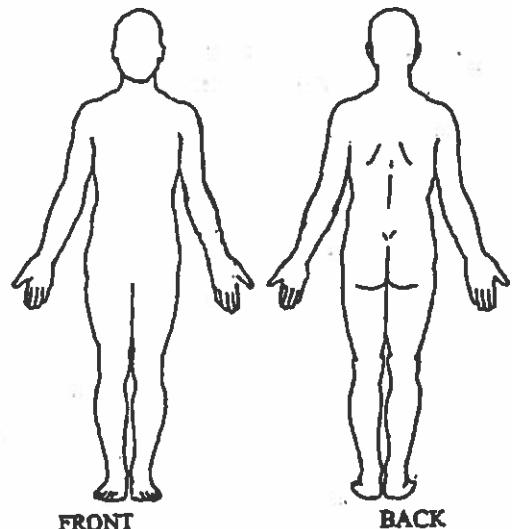
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**CIRCLE AREA INJURED ON DIAGRAM**



Was First Aid administered?  Yes  No

Signature \_\_\_\_\_ Today's Date (YYYY-MM-DD) \_\_\_\_\_

1 Review Incident/Accident Report with employee, ensuring accuracy of their statements.

Additional Information:

2 Request separate written statements from witnesses concerning incident and attach to this report.

REVIEW OF INCIDENT

Please check ( ) all conditions that contributed to the incident:

- Operating without authority
- Unsafe equipment
- Not guarded or improperly guarded
- Hazardous method or procedure
- Wheeled equipment operation
- Unsafe loading, placing mixing, combining, etc.
- Failure to secure or warn
- Unsafe positions or posture
- Fire, explosion, atmospheric hazard
- Hazardous personal attire
- Outside hazardous conditions
- Failure to use personal protective devices.
- Working at unsafe speed
- Distracting, teasing, willful misconduct
- Inadequate illumination
- Unsafe design or arrangement
- Working on moving or dangerous equipment
- Other (please explain)

Explanation of conditions/causes:

Was there property damage?  Yes  No If yes, provide details of property damage:

CORRECTION MEASURES

Please check ( ) those actions taken to prevent recurrence, mark with a 'P' any corrective actions decided upon or planned but not yet carried out. (Please note, more than one item may apply.)

- Re-instruction of person involved
- Action to improve inspection
- Reassignment of person
- Inform all department supervisors/staff
- Other (please explain)
- Installation of guard or safety device
- Equipment repair or replacement
- Actions to improve design/procedure
- Discipline of persons involved
- Order job safety analysis done
- Correction of congested area
- Check with manufacturer
- Improved personal protective equipment

Describe actions taken to prevent recurrence:

To your knowledge, has the employee had a previous similar incident/disability?  Yes  No If yes, provide details:

Signature of Manager

Today's Date (YYYY-MM-DD)

HEALTH & SAFETY COMMITTEE REVIEW

Worker Member's Signature

YYYY-MM-DD

Management Member's Signature

YYYY-MM-DD

HEALTH & SAFETY CO-ORDINATOR REVIEW

Health & Safety Co-ordinator Signature

Date (YYYY-MM-DD)

Upon completion of this form, please forward it to the Human Resources Co-ordinator for further processing

RETURN TO AGENDA

<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> HEALTH AND SAFETY			<b>POLICY #:</b> G-03
<b>POLICY:</b> Employee Substance Dependence Problems			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> 2019	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 3

**POLICY STATEMENT:**

The Township of Horton provides guidance to employees who develop social or health problems as a result of substance dependence that affects the quality of their job performance. The objective is to identify employees whose work habits are affected by a substance dependence problem and to attempt to correct an employee's work habits through the establishment of a rehabilitation program or, if necessary, through disciplinary action. Successful rehabilitation of an employee results in increased productivity and improved general morale. The Township may also gain in terms of the alternative costs of social assistance and other social services required by the employee and his/her family.

**PROCEDURE:**

1. Assisting an employee who has a substance dependence problem is a cooperative venture of the individual, staff, and management and may require referral to, and assistance from, one or more treatment agencies. It has been found that this team concept produces the best results.
2. Clear directions from management are required to motivate the employee to accept help.
3. The success or failure of the rehabilitation program is measured through work performance and attendance data. The facts are therefore properly recorded and brought to the employee's attention on a regular basis. The employee needs to know that his/her job depends on his/her successful rehabilitation.
4. Step No. 1:
  - (a) whenever it is suspected that lower work performance, poor attendance, poor employee relations, or other problems indicate the existence of a substance dependence problem, the Supervisor conducts an interview with the employee;
  - (b) the employee is informed by his/her Supervisor that his/her work must improve within a specified time frame (usually one (1) month), or a formal letter of warning is issued to him/her in accordance with the provisions of the Occupational Health and Safety Act;

**RETURN TO AGENDA**



<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> HEALTH AND SAFETY			<b>POLICY #:</b> G-03
<b>POLICY:</b> Employee Substance Dependence Problems			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> 2019	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 2 of 3

- (c) the employee is given the opportunity to provide input into a corrective action plan and identify reasonable workplace intervention that may assist with improving performance and/or attendance;
- (d) the details of this interview are recorded by the Supervisor and filed with the CAO/Clerk.

Note: The subject employee may initiate this step and is encouraged to do so.

5. Step No. 2

- (a) a confidential record of the employee's performance is maintained by the CAO/Clerk who, after the time frame specified in Step 1, either:
  - (i) files a report that the employee's problems are being resolved, or
  - (ii) sends the employee a letter of warning that suspension or discharge follows repetition of the act(s) referred to;
- (b) in the case of the latter, the CAO/Clerk specifies a time frame for immediate improvement; and
- (c) a copy of all warning letters is filed with the CAO/Clerk, and, if required, with the treatment agency to which referral is made.

6. Step No. 3:

- (a) the employee's work record is maintained regularly and, after the time frame specified in Step 2, the CAO/Clerk sends the employee one of the following letters:
  - (i) if the employee's work record has improved and rehabilitation is progressing as indicated by the treatment agency, a letter of commendation, with a note that his/her work habits shall continue to be evaluated on a regular basis; or
  - (ii) if work has not improved, a letter of suspension or discharge;
- (b) if the CAO/Clerk opts for suspension rather than discharge, a new trial period, as per Step No. 2, is established; and
- (c) copies of these letters are maintained by the CAO/Clerk, and the treatment agency involved.

**RETURN TO AGENDA**

<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> HEALTH AND SAFETY			<b>POLICY #:</b> G-03
<b>POLICY:</b> Employee Substance Dependence Problems			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> 2019	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 3 of 3

Note: The foregoing procedures are guidelines only and may be altered to cope with specific situations. This Policy does not bind the Township to undertake any rehabilitation procedures since summary dismissal may be a more expedient course of action. Confidential documentation is vital for either the rehabilitation or the disciplinary process. If absenteeism is part of the presenting circumstances, refer to the Township of Horton Policy E-09 Employee Attendance.

The Township of Horton Policy and Procedures			
SECTION: HEALTH AND SAFETY			POLICY #: G-04
POLICY: Workplace Safety and Insurance Benefits			
DATE: April 07/03	REV. DATE: 2019	COVERAGE: All Employees	PAGE #: 1 of 3

#### POLICY STATEMENT:

All employees of the Township of Horton are covered by the provisions of *The Workplace Safety and Insurance Act* of Ontario in the event of an injury or industrial disease sustained while in the course of their employment.

#### PROCEDURE:

1. All accidents occurring while employees are working for the Township are reported immediately to the employee's Supervisor.
2. In the event of an accident requiring immediate medical attention other than first aid, the employee, with the Supervisor or designate (if deemed necessary), must proceed to the emergency department of the nearest hospital.
3. The Supervisor is responsible for completing the Employee Incident/Accident Report Form, as required by the Workplace Safety and Insurance Board, with the employee, following the procedures of the applicable incident-reporting policy for the employee's work location. The Employee Incident/Accident Form is to be submitted to the ~~Finance Manager~~ Treasurer for his/her review, submission to the Board and for the employee's file.
4. If the Supervisor has any reason to doubt the history of the injury as reported by the employee, this information is documented.

**Note:** The Township is obliged by law to report the information to the Workplace Safety and Insurance Board within three (3) days of the reporting of the incident to the Supervisor.

5. The following is the provision for a Lost Time Injury:
  - (a) this provision is designed to ensure that employees are aware of the options and alternatives available in the event that they are faced with a leave under the Workplace Safety and Insurance Board;
  - (b) a claim approved by W.S.I.B. initiates payment to the claimant at the rate of
    - 85% based on take-home pay, if injury occurred on or after January 1, 1998

**RETURN TO AGENDA**

<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> HEALTH AND SAFETY			<b>POLICY #:</b> G-04
<b>POLICY:</b> Workplace Safety and Insurance Benefits			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> 2019	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 2 of 3

- 90% based on take-home pay, if injury occurred April 2, 1985 to December 3, 1997
- 75% based on pay before deductions, if injury occurred before April 1, 1985

until such time as the claimant is certified fit to return to work or until such time as a permanent/partial disability award is granted by the Board. During the period of disability, the following options are available to the claimant. These options are designed to provide relative consistency in compensation payments, if there are delays in processing by the W.S.I.B.:

- (i) upon written application by the employee, the Employer advances 75% of the normal gross earnings (based on normal earnings exclusive of any premiums) for each two-week period that W.S.I.B. advances are not made. It is essential that a separate request is issued for each advance;
- (ii) although there is no assignment of W.S.I.B. advances, the claimant immediately reimburses the Employer upon receipt of W.S.I.B. benefits for any advance of funds provided for in this clause;
- (iii) if a claim is disallowed by the W.S.I.B., the employee reimburses the Employer for any advances given and is not eligible for further advances. Lost time is charged to sick leave; and
- (iv) if an employee fails to reimburse the Employer for advances provided under parts (ii) or (iii), all such funds owing may be withheld from any other benefit or severance normally paid to an employee.

6. The following apply to continuation of Benefits during W.S.I.B. leave:
  - (a) where a W.S.I.B. leave continues beyond two (2) weeks, the Employer's portion of benefit premiums is continued. However, to continue benefit coverage where there is employee premium participation, the employee portion is must be kept current. If the employee returns to regular employment within two (2) weeks, the employee premium portion is deducted from the next regular pay;
  - (b) if there is any question as to whether or not the return to regular employment will be within the two-week period, the employee submits his/her benefit

**RETURN TO AGENDA**

<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> HEALTH AND SAFETY			<b>POLICY #:</b> G-04
<b>POLICY:</b> Workplace Safety and Insurance Benefits			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> 2019	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 3 of 3

- premiums. The employee is advised of his/her premium portion and this premium is submitted within two (2) weeks;
- (c) if the employee portion of benefit premiums is not submitted as required in part (b), those benefits are cancelled, and re-enrolment is subject to the conditions laid out by the benefit carrier;
  - (d) if the injury requires, or appears to require, leave beyond six (6) months, the CAO/Clerk is contacted to initiate waiver of premium provisions for health benefits. Such waiver of premium requests are made as much in advance in the six-month time period as possible;
  - (e) an employee is required to advise the departmental Supervisor two (2) weeks in advance of the intended date of return to work. This notice includes certification from a legally licensed physician that the employee is capable of resuming normal duties; and
  - (f) Life and Health benefits may be maintained up to two (2) years or upon receipt of a permanent partial disability award, whichever occurs first.
7. The following apply to Vacation and Paid Holidays while on W.S.I.B. leave:
- (a) vacation and paid holiday credits shall not accrue during a period of W.S.I.B. absence; and
  - (b) vacation credits and statutory/paid holidays (lieu days) are paid out if an employee who has been on W.S.I.B. leave returns to work at a time during the year that vacation credits and lieu days cannot reasonably be scheduled.
8. The following apply to the Investigation of Claims:
- (a) all lost time accidents are investigated immediately by the Department Head or designate. Steps are taken in order to avoid re-occurrences; and
  - (b) The CAO/Clerk will investigate any fatal or critical accident, and may investigate any other accident.

<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> HEALTH AND SAFETY			<b>POLICY #:</b> G-05
<b>POLICY:</b> Return To Work Program			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> 2019	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 2

**POLICY STATEMENT:**

The Township of Horton is committed to the successful recovery of injured and ill employees by assisting with early intervention and return to safe work. The Return to Work program centers on the concepts of disability case management, rehabilitation and safe, timely return to work strategies. The program functions in collaboration with safety promotion, accident prevention and wellness initiatives.

The Return to Work program is intended to provide work accommodations to employees while they are recovering from an injury or illness. The Township of Horton will take all reasonable steps to return injured and ill employees to their pre-injury job as quickly as possible. When the employee is unable to return to their pre-injury job, the goal is to return them to alternative work that is consistent with their functional abilities. The Return to Work program is intended for temporary injury or illness situations and will be provided for a maximum of twelve (12) weeks. The program may be extended at the discretion of the CAO/Clerk

**PROCEDURE:**

1. The Return to Work process begins immediately after the injury or illness occurs.
2. The role of the Employee in the Return to Work process is to do the following:
  - (a) immediately advise the ~~Human Resources~~ **General Government** Committee via the CAO/Clerk of his/her reduced or complete inability to perform his/her regular duties;
  - (b) promptly respond to all employer requests for information that the employer identifies as relevant to assess or pursue return to work initiatives and/or adjudicate the need for complete absence from work due to medical reasons. The information may be required within twenty-four (24) hours in order to begin the process of developing a return to work plan;
  - (c) in a "stay at work" situation, if temporary accommodations will assist with recovery, notify the CAO/Clerk;
  - (d) obtain and participate in active treatment in order to resolve his/her illness or injury as quickly as possible;
  - (e) conduct him/herself reasonably and cooperate in the development and implementation of return to work initiatives; and

<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> HEALTH AND SAFETY			<b>POLICY #:</b> G-05
<b>POLICY:</b> Return To Work Program			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> 2019	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 2 of 2

- (f) communicate with management regularly throughout recovery and provide updates of functional abilities.
3. Employees should recognize that failure to
- (a) provide all relevant information in a timely manner, and
  - (b) cooperate with the implementation of return to work initiatives may limit the Township's ability and obligations to successfully address the employee's return to work needs and may jeopardize the employee's sick leave benefits
4. The role of the CAO/Clerk in the Return to Work program is to do the following:
- (a) consult with the ~~Human Resources~~ **General Government** Committee and assess and verify the existence of a return to work situation;
  - (b) identify accommodation options. In cooperation with the employee, determine an appropriate return to work plan;
  - (c) monitor the progress of employees who are being accommodated and seek assistance from the Human Resources Committee as required;
  - (d) respond to the identification of changing needs and/or identify when the need for the accommodation ends;
  - (e) train the employee on any new duties; and
  - (f) brief co-workers to ensure cooperation.

<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> HEALTH AND SAFETY			<b>POLICY #:</b> G-06
<b>POLICY:</b> Contractors' WSIB Clearance Certificate			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> 2019	<b>COVERAGE:</b> All Contractors with the Township of Horton	<b>PAGE #:</b> 1 of 1

**POLICY STATEMENT:**

To ensure that the Township of Horton is not held responsible for any injury costs incurred by Contractors and/or Sub-contractors and/or their employees, or for such Contractors' unpaid Workplace Safety and Insurance Board premiums, all Contractors who engage in any business with the Township of Horton must provide the Township with a valid WSIB Certificate of Clearance. ~~or Independent Operator's License if not covered by WSIB.~~

**PROCEDURE:**

1. Upon award of the Contract and as required by the Township during the term of the Contract, the Contractor shall furnish a Workplace Safety and Insurance Board Clearance Certificate indicating that the Contractor is in good standing.
2. In order to remain valid, ~~this Certificate must be renewed every sixty (60) days, for as long as the Contract is in effect.~~ The Manager will review certificates on a quarterly basis for the duration of the contract to ensure validity.
3. ~~Small companies that are not covered by WSIB must provide a copy of their Independent Operator's License.~~





**Township of Horton  
COUNCIL / COMMITTEE REPORT**

<b>Title:</b>  Request to Purchase Unopened Road Allowance  Eric Draper	<b>Date:</b> January 21 <sup>st</sup> , 2020
	<b>Council/Committee:</b> Planning Committee/Council
	<b>Author:</b> Hope Dillabough, CAO/Clerk
	<b>Department:</b> Planning

**RECOMMENDATIONS:**

FOR Information purposes at this point only to see if Committee/Council express interest in pursuing this request.

**BACKGROUND:**

Eric Draper owns the property highlighted on the attached map that fronts on Thomson Road and adjacent to the side yard is an Unopened Road Allowance (URA). Mr. Draper has expressed interest in purchasing the chunk of the unopened road allowance directly beside his property which is shown on both of the attached maps.

A survey of the Unopened Road Allowance would have to be undertaken, in addition to legal transfer fees which would be the responsibility of Mr. Draper. There would be minimal if no cost at all to the Township.

**ALTERNATIVES:**


Not sell the specific portion of the Unopened Road Allowance.

**FINANCIAL IMPLICATIONS:**

The cost to the Township should be minimal if no cost at all.

**ATTACHMENTS:** County of Renfrew GIS Mapping of the property.

**CONSULTATIONS:** Eric Draper

**Author:**   
signature

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

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

**C.A.O.:**   
signature



# County of Renfrew GIS

1/8/2020 12:23:55 PM

## Legend

- Property Parcels
- Roads**
- Provincial Highway
- County
- Municipal Maintained
- Municipal Seasonal
- Private
- Crown
- Quebec
- On-Ramp
- Off-Ramp
- Purposed Road



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

## Notes

Enter description of the map

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

458.6 0 229.31 458.6 Meters

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© Queen's Printer for Ontario

1:9,028



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

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

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**RETURN TO AGENDA**

Jan. 7, 2020.

I am interested in purchasing this unopened road allowance adjacent to my property on Thomson Road.

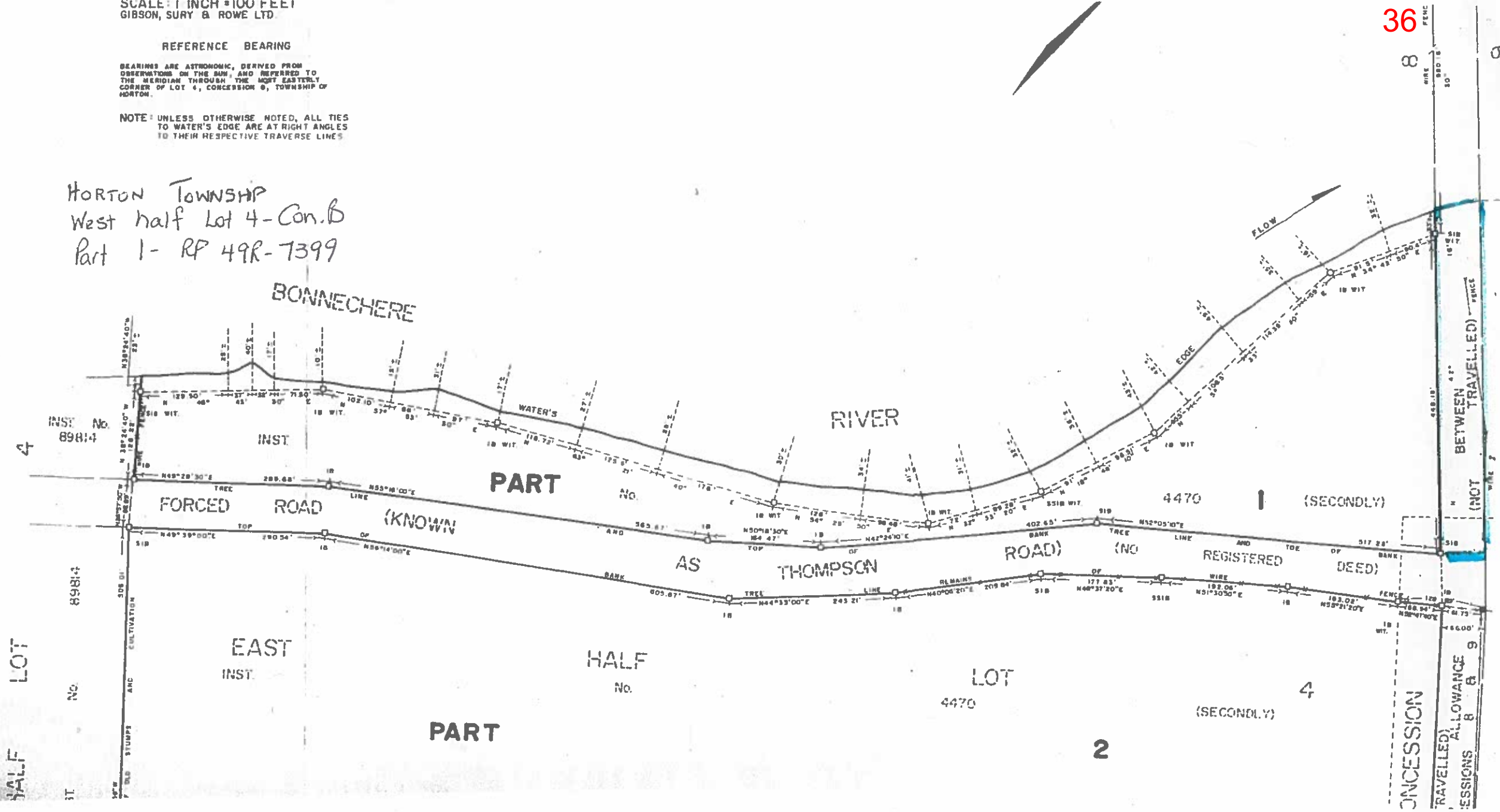
- Eric Draper  
629995 Ont. Inc.  
Box 98 - T Appleby  
Braeside, On.  
K0A 1G0.

REFERENCE BEARING

BEARINGS ARE ASTRONOMIC, DERIVED FROM OBSERVATIONS ON THE SUN, AND REFERRED TO THE MERIDIAN THROUGH THE MOST EASTERLY CORNER OF LOT 4, CONCESSION 8, TOWNSHIP OF HORTON.

NOTE: UNLESS OTHERWISE NOTED, ALL TIES TO WATER'S EDGE ARE AT RIGHT ANGLES TO THEIR RESPECTIVE TRAVERSE LINES.

HORTON TOWNSHIP  
West half Lot 4-Con. B  
Part 1- RP 49R-7399





## Township of Horton COUNCIL / COMMITTEE REPORT

Title:  TES Committee – Chair’s Report	Date:	January 21 <sup>st</sup> , 2020
	Council/Committee:	Council
	Author:	Nikky Dubeau, Admin/Planning Assistant
	Department:	TES

### RECOMMENDATIONS:

THAT Council accept the TES Committee Chair’s Report as information.

### BACKGROUND:

#### Removal of Non-Essential Signs

Public Works Manager Adam Knapp stated the ad has been in the Horton Corner twice, as well as on the Township Facebook page and website. Only three e-mails have been received requesting some signs stay up. The ad will be run again in Horton Corner and posted again online.

#### AMO Call for Action – Blue Box Funding Transition

The committee agreed on the earliest date of January 1, 2023.

Moved by Rick Lester

Seconded by Tyler Anderson

THAT the TES Committee recommend to Council that they submit a resolution to AMO and MECP requesting the date of transition to full producer responsibility for Blue Box Funding be January 1<sup>st</sup>, 2023.

**Carried**

#### Recycling Draft Tender – WM 2020-01

Public Works Manager Adam Knapp stated that the tender is out for legal review and is just waiting to hear their response. Chair Webster added that he would like to get feedback from Councillor Cleroux as he has experience with waste and recycling tenders.

#### Storie Road Update

Public Works Manager Adam Knapp is waiting to hear from McNab/Braeside whether they are interested in completing the work with Horton.

#### Humphries Road Drainage Update

Discussion tabled until more information can be brought forward. There was committee discussion regarding public awareness about Tile Drains.

**RETURN TO AGENDA**

Advantage Data Collection Contract 2020

Public Works Manager Adam Knapp stated that he's submitted his signed contract to Advantage Data Collection.

Unopened Road Allowance Purchase Update

A letter has been sent to the abutting property owner to see if they are interested in the 33 feet. They have until January 31st to contact the Township if they are in interest, have questions or concerns.

Other Business


The new meeting dates are the first Wednesday of each month at 8:30 a.m. as a request from Councillor Cleroux.

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** N/A

**CONSULTATIONS:** N/A

Author:   
signature

Other:   
signature

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

C.A.O.   
signature



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  Recreation Committee Chair's Report	<b>Date:</b>	January 7 <sup>th</sup> , 2020
	<b>Council/Committee:</b>	Council
	<b>Author:</b>	Amanda Ryan, Receptionist/Clerk
	<b>Department:</b>	Recreation

### **RECOMMENDATIONS:**

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

### **BACKGROUND:**

#### Technology Class for Seniors

Horton Resident Sue Bruemmer would like to volunteer her time to teach senior residents to become comfortable using their devices. This would be one day a week for a few months as a trial basis to determine interest. As the WIFI at the Community Centre is not strong, using council chambers was discussed.

#### Recreation Agreement between the Town of Renfrew and Horton

Kevin Hill from the Town of Renfrew presented factual numbers regarding to the user agreement that is in place. He also presented what costs could be in the future if an agreement were made. Council will have to decide if they would like to proceed.

#### Craft Sale 2019

The sale despite the weather was a success. More tables than planned were accommodated. Amounts collected from the kitchen food sales and raffle tickets were reported. Recommendations from participants were gathered and noted for the next craft sale. Interest in a Spring craft sale was expressed.

#### November Dance

Attendance for the dance was reported, being one of the least attended since the summer.

#### Quilt Raffle

The winning tickets were drawn at the Hall December 19<sup>th</sup>. All winners were contacted at that time and directed where to pick up their prize. All prizes have since been claimed.

#### Hoedown Proposal 2020

A proposal for council approval for a Hoedown event will be brought forward.

#### Spring Hockey 2020

A proposal for council approval for Horton to offer Spring Hockey will be brought forward.

**RETURN TO AGENDA**



Cleaning Services for Hockey/Soccer

Determining costs on how much it would be to hire is still in the hands of the committee.

Special Occasion Permit

Increasing the cost of the corkage fee from \$4 to \$5 was discussed. Recommendation to be brought forward to have reviewed at council during the User Fees By-law review.

Euchre

With the potential increase in user fee, drawing for a gift card was discussed to ensure players still felt value for the additional cost. Council would be deciding if there would be a user fee increase during the User Fee By-law review.

Rental Contracts

In future meetings, the rental agreement will be looked at to provide recommendations of clarity with wording.

Electronic Sign

The suggestion of an electronic sign to promote Horton events was brought forward. Partnering with the Town of Renfrew to cut down on cost and potential locations were discussed. Chair Humphries to investigate.

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** N/A

**CONSULTATIONS:** N/A

Author:   
signature

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

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

C.A.O.   
signature





## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  Recreation Committee Chair's Report	<b>Date:</b>	January 17 <sup>th</sup> , 2020
	<b>Council/Committee:</b>	Council
	<b>Author:</b>	Amanda Ryan, Receptionist/Clerk
	<b>Department:</b>	Recreation

### **RECOMMENDATIONS:**

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

### **BACKGROUND:**

#### Bar Renovation Update

Public Works Manager Knapp is in communication with the contractor to ensure the job is completed in a timely manner.

#### December Dance

Attendance at the dance was 60 people.

#### 3 on 3 Hockey

Jan 26, 2020 has been set as the date of the event. Advertising has been underway.

#### Winter Carnival

Ian Moodie has come forward to be chair of the event. The carnival date set for February 22, 2020. The first carnival meeting will be Wednesday January 22, 2020. Facebook and web advertising will start to notify the public.

#### Rink Hours

The calendar template used in 2019 will again be used in 2020. These set times include public skating, kids shinny and family skate. Discussion of public skate and family skate were discussed. A weekly schedule will be posted on Facebook and the website. This ensures communication for rentals and hockey events, as well as availability of ice.

#### Family Skate

The 2019 proposal where council would donate ice time, hotdogs and hot chocolate was discussed. If council would be willing to donate again this year, times would be set with the availability of Ms. Kunopaski, and ice lifespan.

#### Murder Mystery

Mayor Bennett had been speaking with Chris Kyte. He asked that staff reach out to her again as she is interested in hosting this event.

**RETURN TO AGENDA**

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** N/A

**CONSULTATIONS:** N/A

Author:   
signature

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

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

C.A.O.   
signature



**Township of Horton  
COUNCIL / COMMITTEE REPORT**

<b>Title:</b>  Horton Hoedown 2020 Proposal	<b>Date:</b> January 21 <sup>st</sup> , 2020
	<b>Council/Committee:</b> Council
	<b>Author:</b> Nikky Dubeau, Admin/Planning Assistant
	<b>Department:</b> Recreation

**RECOMMENDATIONS:**

FOR Information purposes only.

**BACKGROUND:**

See Business Plan Attachment


**ALTERNATIVES:**

N/A at this time.

**FINANCIAL IMPLICATIONS:** See Business Plan Attachment


**ATTACHMENTS:** 2020 Business Plan

**CONSULTATIONS:** Tina Hunt & Doug Humphries

**Author:**   
signature

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

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

**C.A.O.**   
signature

THE CORPORATION OF THE TOWNSHIP OF HORTON

**Horton Township Horton Hoedown**  
**2020 Proposal**

**BUSINESS PLAN**

Submitted to the Recreation Committee and Council

Prepared by

Tina Hunt

Horton Hoedown Chair

September 27, 2019

**RETURN TO AGENDA**

## NEEDS AND PROBLEMS

As there was a deficit again this year that is obviously of concern, but the committee is prepared to look at our budget and figure out how we can improve and continue to move forward and grow this festival, where we can make improvements and where more attention needs to be paid to draw the numbers in that we would like to see for the 2020 festival. The deficits to date will be paid back by the end of 2020. There is a commitment again that if money is lost in the 2020 festival that money will be paid back as well. The committee is committed to ensuring that the festival grows and becomes the large event that we know it can be, although it may take a couple years to grow the festival, we believe that the benefits that come from the festival way outweigh the risk. If the festival continues to grow and it is the prediction that the festival will break even in 2020 and continue to grow from there. Yes, there is a risk that money will be lost but we do not believe this is a reason for the festival to not go ahead, as the commitment is there to raise the money back. The impact the festival has on the area with tourism is huge as seen in the calculation above it brings a very large amount of money into the area.

Once again for the 2019 festival our planning timeline was short, and to make this festival a success we need more planning time to book entertainment, advertise and get ticket sales started. Our entertainment needs to be booked as soon as possible so we have enough time for advertising and have ticket sales available in advance of when we were able to do last year. We are also going to look at a bigger spread between advance tickets and gate tickets to encourage people to buy in advance.

The weekend will be July 17 and 18. .

The committee has a very strong baseline and understanding of how to make a festival successful and have worked together as a group to make sure that happens.

The availability of grants to assist with the festival;

The Celebrate Ontario Grant will be applied for again for the maximum amount allowed.

Furthermore, any other Grants that are located and the festival fit the requirements will be applied for.

We will also be looking for larger corporate funding if approved. This was not an option last year as most require 6-9 months for the approval process.

### **Weather**

It is an outdoor festival and we can't control what the weather does. Outdoor festivals around the world occur on a regular basis, in good or bad weather.

Bad weather would only really affect our gate sales.

In terms of what will happen with the music if bad weather hits. There are a couple options depending on the weather;

with events that could be planned. Once the festival is approved dates for these fundraisers will be set.

### **Merchandise**

We do have merchandise left from previous years that will still be sold. We will also be looking for other and new merchandise to have at the 2020 festival. We would also like to have it available to see at different events throughout the year.

### **Sponsors**

All sponsors from last year will be contacted again this year requesting sponsorship, some have already committed to sponsoring again in 2020.

In order to be able to obtain the sponsorships we would like, we need as much time as possible for the planning of this. The longer it takes a decision to be made the less time we have for the planning and execution of this year's festival.

### **Lessons from Last year**

More time to plan, this is the biggest requirement. We need approval ASAP to have the most time we can to obtain sponsorships.

More planning time is required, the more time we can plan the better we can make the festival and ensure that it is a success.

We still need some improvements to our marketing plan. This is being worked on with the committee. The website that was developed was great and there was lots of traffic on it. We also had a better social media presence this year and want to continue to grow that.

Ticket sales, the committee is once again looking at ticket prices and developing a more beneficial plan for advanced tickets sales and the prices of them. We believe this will assist in increasing our advanced ticket sales past the percentage they are already at.

### **Lay out of festival**

With the changes that were made to the layout from 2018, worked much better for the 2019 festival.

We need to make our tickets available sooner, as this will assist in more sales. We are also discussing the possibility of making a bigger spread in the prices of advance tickets and tickets at the gate. We are also looking at a possible change in venue.

# TOWNSHIP OF HORTON

Budget vs Actual

Horton Music Festival 2020 Budget V1

These Values are all NET of HST

47

Task	December 11, 2019		November 28, 2019		KOA Location	Bob Johnson	COMMENTS
	2018 ACTUAL	2019 BUDGET	2019 Actuals	2020 BUDGET	2020 BUDGET	2020 BUDGET	
Task	Revenues						
Ontario 150 Surplus	1,663	0	-	-	-	-	
Sponsors	12,195	0	30,743	145,739	145,739	145,739	In Kind Sponsors in Budget for 2020 to reflect 2019 actuals
Donations		15000	7,600	10,000	10,000	10,000	Paid Sponsors-Cash- Only acheivable if January 2020 Start
Bar	Sale of Beer/Coolers						
	10,641	22000	16,927	21,159	21,159	21,159	25 % Increase
	Craft Beer Vendors						
	0	0					
Grants	Celebrate Ontario,						
	0	14046	14,046	15,000	15,000	15,000	2019-(\$ 14046 Approved, REC'D \$ 9,832.00 Balance Due \$ 4214) X
Vendors	Food/Craft/BBQ						
	1,369	1600	2,325	3,022	3,022	3,022	30 % Increase
Admission	All Levels						
	23,463	42100	22,224	33,336	33,336	33,336	50 % Increase
	Camping Sites						
						29,500	100 '@ \$ 295 per site includes 2 WE regular passes - ONLY if site changed
Merchandise	Logo Merchandise						
	1,162	5000	752	865	865	865	15 % Increase
	Total Revenue						
	60,493	99,746	94,617	229,121	258,621	258,621	
	Expenses						
	Special Event Insurance						
	0						
	Staff/Volunteer Shirts						
	662	500	94	1,350	1,350	1,350	Added 2019 In Kind Donations to reflect actuals
	Final Report - Jennifer						
Advertising	Advertising (Including Posters)						
	2,635	4000	1,955	105,000	105,000	105,000	Added 2019 In Kind Donations to reflect actuals
Sponsors/Donations	Forms/Contracts						
	0	100	177	250	250	250	Printing of Sponsorship Requests and forms added
	Mail/Envelopes						
	0	100	29	50	50	50	
Bar	Licenses and Permits						
	360	360	300	350	350	350	Special Occasion Permit
	Craft Beer - 60% To Vendors						
	0						
	Bar Stocking						
	4,355	9020	6,310	7,888	7,888	7,888	to reflect increased sales
	Bar Tickets						
	63	70	145	150	150	150	
	Fencing/Barricades						
	3,069	3069	2,966	3,000	1,000	1,000	Less will be required in full if Location Changed
	Construction of Bar						
	693	0					
	Security Staff						
	7,326	7500	7,593	7,600	5,000	5,000	Will be less if location changed as not as many req'd????
	Firefighter Bar Share						
	1,679	1679	2,756	3,445	3,445	3,445	2019 Commissions Still Owing
	First Aid						
	0						
Food	Forms/Contracts (2 part document)						
Admission	Bracelets						
	214	215	116	370	370	370	Added 2019 In Kind Donations to reflect actuals
Music Production	Production Manager						
	2,000	2000	2,100	2,200	2,200	2,200	to reflect a 5% increase
	Production Staff						
	3,300	3300	4,500	4,725	4,725	4,725	to reflect a 5% increase
	Local Talent						
	950	1000	550	750	750	750	
	Opening Act						
	10,000	10000	7,100	10,000	10,000	10,000	
	Main Performer						
	23,000	23000	25,000	35,000	35,000	35,000	
	Refreshments (Performers/Techs)						
	1,688	1500	1,885	2,168	2,168	2,168	15% Increase
	Hotel Rooms						
	2,023	2100	1,547	2,975	2,975	2,975	25 room nights @ \$ 119 per. Added 2019 in kind donation
	Equipment Rentals						
	14,185	15000	41,789	48,000	43,000	43,000	Stage Rental in amount of \$ 5,000 will not be required if location changed for 2020. 2019 In kind donations added
	Stage Rental						
	0						
	Generators						
	0						
	Fuel for Generators						
	0						
	Fire Extinguishers						
Site Plan	KOA Electrical						
	5,354	5000	5,517	6,255	6,255	6,255	Added 2019 in Kind Donations, Reduction of set up costs possible depending on location change
	Tent Rental						
	Equipment Rentals/Radios						
	524	525	500	250	250	250	Radio Rentals for Event Days
	Equipment Transportation						
	266	0					
	Portable Lights						
	Golf Carts						
	1,200	1200	720	850	850	850	
	Signs/Banners						
	1,280	700	664	1,000	1,000	1,000	
Merchandise	Logo Merchandise						
	3,856	1000	350	500	500	500	
Cleaning	Cleaning Supplies						
	119	125	125	125	2,250	2,250	Added 2019 in Kind Donations

4214

RETURN TO AGENDA

# TOWNSHIP OF HORTON

Budget vs Actual

Horton Music Festival 2020 Budget V1

These Values are all NET of HST

December 11, 2019			November 28, 2019	KOA Location	Bob Johnson	
	2018 ACTUAL	2019 BUDGET	2019 Actuals	2020 BUDGET	2020 BUDGET	COMMENTS
Portable Toilets/sinks	2,493	2500	3,430	3,700	2,000	Added 2019 in Kind Donations (may be able to reduce if location changed)
Transportation						
Taxi Availability						
Contingency (5% -10%)	0		363	417	417	50/50 Prizes 15% Increase
Fair Booth	60	0	-			
Misc	288	0	-			
Transfer To Reserves			1,679	-	-	Firefighters \$1678.95 In Donations Above
<b>Total Expenses</b>	<b>93,639</b>	<b>95,563</b>	<b>120,157</b>	<b>250,493</b>	<b>239,193</b>	
<b>Net Profit/Loss</b>	<b>-43,146</b>	<b>4,163</b>	<b>25,539</b>	<b>21,372</b>	<b>19,428</b>	

Per Township Records 2019-11-28 - 26,332  
 Differences 793

**SUMMARY OF DIFFERENCES**

- \$44.25 Revenue Diff re Township recordings ( Camp Ticket in Twice)
- \$642.75 Christmas Craft Show 2019 not on our statement
- \$92.95 Music Tool and Etc HST not deducted
- \$56.89 HST on A Frames and Corrugated Plastic not deducted
- 2,755.65 Firefighters share not on township
- 410.00 Metroland media not on township
- 4,214.00 Grant Difference not on township
- 21.52 Hot Dog Buns Amanda Ryan 2019-11-11 not on ours
- 259.35 Metroland Media Ads Xmas Craft Shoe Not on ours

**-\$792.06** Total of known estimated differences

**\$0.66** UNRECONCILED DIFFERENCE (Due to rounding)





## THE CORPORATION OF THE TOWNSHIP OF HORTON Memo from the CAO/Clerk as of JANUARY 17<sup>TH</sup>, 2020.

INFORMATION provided **NOT** included in the  
Regular Council meeting package of January 21<sup>st</sup>, 2020.

### **INFORMATION EMAILED**

1. 2018-2019 Chief Drinking Water Inspector Annual Report and Minister's Annual Report on Drinking Water 2019
2. Ontario Volunteer Service Award
3. OPP Municipal Policing Bureau News Bulletin- January
4. Algonquins of Ontario Treaty Update
5. Article – My World of Frustration
6. OGRA Announces Retirement of Executive Director
7. Ottawa Valley Business News – January 7
8. Renfrew & Area Senior Home Support Newsletter
9. AMO Government announces consultation on re-composition of OPP Detachment Boards
10. Calendars

**RETURN TO AGENDA**

**THE CORPORATION OF THE TOWNSHIP OF HORTON****BY-LAW NO. 2020-05****BEING A BY-LAW TO APPOINT FENCE VIEWERS  
FOR THE TOWNSHIP OF HORTON**

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

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

1. That Robert A. Johnston, David McGregor and Peter Tippins be appointed as fence viewers for the Corporation of the Township of Horton.
2. The remuneration shall be set by Council plus travel expenses as determined by Council policy.
3. This By-law shall take effect upon final passing.
4. By-law no. 2019-18 is hereby repealed.

**READ** a First and Second time this 21<sup>st</sup> day of January 2020.

**READ** a Third Time and Passed this 21<sup>st</sup> day of January 2020.

\_\_\_\_\_  
MAYOR David M. Bennett

\_\_\_\_\_  
CAO/CLERK Hope Dillabough

**CORPORATION OF THE TOWNSHIP OF HORTON**

**BY-LAW NO. 2020-07**

**BEING A BY-LAW TO PROVIDE FOR THE RECEIPT  
AND DISBURSEMENT OF GAS TAX FUNDS AS PART OF THE  
DEDICATED GAS TAX FUNDS FOR PUBLIC TRANSPORTATION PROGRAM.**

**WHEREAS** the Corporation of the Township of **Horton** acknowledges the allocation of funds under the Province's Dedicated Gas Tax Funds for Public Transportation Program; and

**WHEREAS** the Corporation of the Township of **Horton** acknowledges the financial participation of the Townships of Greater Madawaska, Horton, Admaston/Bromley, McNab/Braeside, Whitewater Region; and the Town of Renfrew, and

**WHEREAS** the Corporation of the Township of **Horton** agrees that the Town of Renfrew will collect and administer the funds provided in consultation with the aforementioned municipalities; and

**NOW THEREFORE** the Council of the Corporation of the Township of **Horton** enacts as follows:

- 1) THAT the Corporation of the Township of **Horton** supports the Sunshine Coach Service and is committed to provide support annually to begin January 1, 2020 and agrees to the Town of Renfrew receiving and being responsible for, on our behalf, Dedicated Gas Tax funds from the Province of Ontario as the Host Municipality for the Sunshine Coach Service..
- 2) THAT the Mayor and Clerk be authorized to execute all documents required to administer the program, and hereby are, authorized to do, or to cause to be done, all such manner of act or thing as may be required in order to give full force and effect to this By-law.
- 3) THAT this By-Law shall come into force and take effect the first day of January 2020.
- 4) THAT By-law 2013-25 passed on the 07<sup>th</sup> day of May 2013 be rescinded in its entirety.

Read a first and second time this 21<sup>st</sup> day of January 2020.

Read a third time and passed this 21<sup>st</sup> day of January 2020.

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MAYOR David M. Bennett

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CAO/CLERK Hope Dillabough

**RETURN TO AGENDA**

# CORPORATION OF THE TOWNSHIP OF HORTON

## BY-LAW NO. 2020-08

### A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE TOWNSHIP OF HORTON AT THE REGULAR COUNCIL MEETING HELD JANUARY 21<sup>ST</sup>, 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 21<sup>st</sup> day of January, 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 21<sup>st</sup> day of January, 2020.

READ a third time and passed this 21<sup>st</sup> day of January, 2020.

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MAYOR David M. Bennett

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CAO/CLERK Hope Dillabough

**RETURN TO AGENDA**