

THE CORPORATION OF THE TOWNSHIP OF HORTON

Special Council Meeting

April 22nd, 2020

4:00 p.m.

1. Call to Order
2. Confirmation of Agenda
3. Declaration of Pecuniary Interest
4. Minutes from Previous Meeting:
 - i. April 1st, 2020 **PG.2**
5. Staff Report – Covid-19 Response Update **PG.5**
6. Staff Report – PW 2020-01 Tandem Truck Results & Award **PG.8**
7. Council/Staff Members' Concerns
8. By Laws:
 - i. 2020-21 Amend Interim Tax Levy By-Law **PG.10**
 - ii. 2020-22 Recycling Contract – Emterra Waste **PG.11**
9. Confirming By-law 2020-23 **PG.15**
10. Adjournment

NOTE: This meeting will be sparsely attended, due to social distancing protocols that have been recommended by the federal and provincial governments. Members of Council and Staff will call in to the meeting and take part via video conference. Members of the Public, Media and other staff are requested not to attend. However, the meeting will be recorded with a replay stored on the Township's website for future viewing. Please contact the CAO/Clerk if you have any questions or require additional information.

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

Special Council MeetingApril 1st, 2020

4:00 p.m.

There was a Special Meeting of Council held virtually via Zoom on Wednesday April 1st, 2020. Present were Mayor David Bennett, Councillor Doug Humphries, Councillor Lane Cleroux and Councillor Tom Webster. Staff present was Hope Dillabough, CAO/Clerk and Nichole Dubeau, Admin/Planning Assistant-Recording Secretary.

Deputy Mayor Glen Campbell was present at 4:01 p.m.

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. 2020-80

Seconded by Deputy Mayor Campbell

THAT Council adopt the Agenda for the April 1st, 2020 Special Council Meeting, as amended to include item #7 – Council/Staff Members' Concerns.

Carried**3. DECLARATION OF PECUNIARY INTEREST**

There was no declaration of pecuniary interest.

CAO/Clerk Hope Dillabough did a roll call for council members and reviewed the protocol for the electronic meeting. She added that she will be recording the audio of the meeting and it will be available on the Township website the next day for the public to listen to.

4. MINUTES

4.1 March 17th, 2020 – Regular Council Meeting

Moved by Councillor Humphries

RESOLUTION NO. 2020-81

Seconded by Councillor Webster

THAT Council approve the following Minutes:

- March 17th, 2020 – Regular Council Meeting

Carried**5. STAFF REPORT – ELECTRONIC MEETINGS – PROCEDURAL BY-LAW 2019-41 AMENDMENT**

CAO/Clerk Hope Dillabough reviewed the report for council members to add electronic participation to the Township's procedural by-law through an amendment due to the circumstances of Covid-19. She added that there will be a clause in the by-law stating that this will only be in effect while there is a Declaration of a State of Emergency by any level of government.

Councillor Webster left the meeting at 4:07 p.m. and returned at 4:08 p.m.

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2020-82

Seconded by Councillor Cleroux

THAT the Report for Electronic Participation at Council, Committee and Board Meetings, be received for information; and

RETURN TO AGENDA

AND THAT By-Law No.: 2019-41 be amended accordingly to permit electronic participation at Council and Committee Meetings where an emergency has been declared to exist in all or part of the municipality under Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*.

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

Carried

6. STAFF REPORT – COVID-19 FINANCIAL RELIEF

CAO/Clerk Hope Dillabough reviewed the report for council and recommended to members to waive the interest charges for ratepayers for the months of March and April due to the circumstances of Covid-19 to further help Horton ratepayers. Staff recommended to wait to see what unfolds for the May tax due date and potentially make further considerations.

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2020-83

Seconded by Councillor Cleroux

THAT Council consider and agree with the following temporary financial measures for individuals and in response to the Covid-19 crisis;

- a) Waiving of penalty and interest for Property Taxes for the end of March and April.

AND THAT further measures be considered by Council depending on the growing Covid-19 crisis.

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

Carried

7. COUNCIL/STAFF MEMBERS' CONCERNS

Councillor Cleroux thanked staff for learning and putting together electronic meetings for council. He questioned what Emergency Management actions have transpired to date that CAO/Clerk Hope Dillabough could update for Council regarding Covid-19. She stated that the Community Control Group have met a few times to discuss measures the municipality should undertake regarding protecting the health and safety of staff and residents. Currently, staff is working on a rotational basis, in addition to closing all municipal buildings to the public. She added that there as of right now there is not another meeting scheduled, but CEMC, Steve Osipenko and Alternate Amber Hultink are watching the situation and will see what happens in the upcoming weeks.

Deputy Mayor Campbell stated that he is starting to get inquiries from residents regarding the Landfill Site being closed and wondering what they should be doing with their refuse. CAO/Clerk Hope Dillabough stated that the garbage curbside pick-up contractor was contacted about picking up extra bags curbside and the cost was going to be double our current rate. She stated that with the new recycling contractor starting in May and the costs associated with that, it would severely affect the budget. Councillor Cleroux stated that he believed the Landfill Site should stay closed, people are encouraged to be staying home and keeping away

from others and limiting interactions. Councillors Webster and Humphries and Mayor Bennett agreed. Mayor Bennett added that they want to keep staff and residents safe at this time.

8. BY-LAWS:

- i. 2020-19 Procedural By-Law Amendment

Moved by Councillor Webster

RESOLUTION NO. 2020-84

Seconded by Councillor Humphries

THAT Council enact By-Law 2020-19 – By-Law to Amend By-Law 2019-41 –
Proceedings of Council

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

Carried

9. CONFIRMING BYLAW

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2020-85

Seconded by Councillor Webster

THAT Council enact By-law 2020-20 – Confirming By-Law.

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

Carried

10. ADJOURNMENT

Mayor Bennett declared the meeting adjourned at 4:24 p.m.

MAYOR David Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA



Township of Horton
COUNCIL / COMMITTEE REPORT

Title: Covid-19 Response Update	Date:	April 20 th , 2020
	Council/Committee:	Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	Council

RECOMMENDATIONS:

THAT Council receive this report as information; and

THAT, in addition to Resolution No.: 2020-83 passed at a Special Council Meeting April 1st, 2020 Council further consider the following temporary financial measures for individuals and in response to the Covid-19 crisis:

- (a) Waiving of penalty and interest for Property Taxes, additionally, for the end of May.

AND THAT Council authorize the cancellation or suspension of Horton Recreation public events and programs until June 30th, 2020.

BACKGROUND:

On April 1st, 2020 staff brought forward a report to Council to provide updates on the Township's Covid-19 response along with some recommendations. This report is to provide Council with further updates in response to Covid-19 and the extension of the provincial state of emergency.

All Township facilities remain closed to the public; however, we are still providing essential services in all departments. Staff can be contacted by phone and/or email to address any concerns residents may have.

Updates:

- Regular Council and Committee Meetings remain cancelled during the Provincial Emergency declaration and staff and Council will continue to work together and review updated information to determine what may be necessary to proceed with a meeting;
- Special Council Meetings will be held at the call of the Mayor and/or CAO/Clerk and will focus on specific items of a timely nature;
- Staff continue to provide updates to the public via social media, the township's website as well as Horton Corner. All releases are sent to all media contacts;
- All financial services (payroll, accounts payable, accounts receivable, cash receipting and bank recs) continue to be done with minimal impact.

RETURN TO AGENDA

- All staff continue to work on a rotational basis for the purpose of social distancing and to ensure the health and safety of our employees;
- Landfill closure continues. Curbside garbage and recycling continue as usual. The new recycling contractor begins May 1st and the new annual collection schedule has been mailed out to all property owners;
- All Recreation events and programming have been cancelled until further notice. Given time that staff and volunteers will require to plan events and programs, staff is recommending postponing or cancelling all events, programs and fundraisers until June 30th, 2020. Given messaging from higher levels of government, it seems highly unlikely that large crowd gatherings will be allowed.

Programs included are, but not limited to: Country Dances, Soccer, Quilters' group, Euchre, participACTION Challenge (Township hasn't received word on if the grant will be awarded this year) etc.;

- In accordance with the Province's announcement of decreased list of essential services, no new building permits will be issued as of April 3rd. Inspections will continue for permits already issued;
- Fire Department has cancelled their weekly training and practices to comply with social distancing measures; Monday evening pager tests continue; responses to paged calls for assistance (911) will continue to be addressed as usual;
- Property Tax Due Date is set for May 29th, the bills have already gone out. Staff is recommending to additionally waive any penalty/interest for the end of May. (Council has already approved waiving interest for the end of March and April.);
- The estimated financial impact of waiving the interest for 3 months is estimated at \$15,000;
- Staff is continuing to work on the 2020 Budget and is preparing how to bring the information to public as well as Council.

ALTERNATIVES:

Council could choose not to implement any measures outlined above or choose to implement further measures than what is proposed.

FINANCIAL IMPLICATIONS:

Waiving penalty and interest for outstanding property taxes for end of March, April and May will have an estimated financial impact of \$15,000 (lost penalty and interest revenues) along with impacting the Township's cash flows over the next few months.

Staff will continue to monitor further financial ramifications of COVID-19 over the next few weeks and while it is too early to estimate the full scope of financial impacts with so many uncertainties, it is fair to say the impacts will be significant.

RETURN TO AGENDA

ATTACHMENTS:

N/A

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O. 
signature



Township of Horton
COUNCIL / COMMITTEE REPORT

Title: PW 2020-01 Tandem Axle Truck & Plow Tender Results and Award	Date:	April 22 nd , 2020
	Council/Committee:	Council
	Author:	Adam Knapp Public Works Manager
	Department:	Council

RECOMMENDATIONS:

THAT Council, upon recommendation of the Public Works Manager, award Tender PW-2020-01 Supply of a Tandem Axle Truck, Spreader, Plow and Wing to Francis Truck Center with their submission price of \$288,289.30 including taxes.

AND THAT Truck #4 2011 International Tandem Axle Truck be declared surplus upon delivery.

AND FURTHER THAT this be funded from the Roads Equipment Reserve.

BACKGROUND:

Committee and Council directed Staff to issue Tender PW 2020-01 for the Supply of a Tandem Axle Truck, Spreader, Plow and Wing. The Tender closed on April 17th, 2020 at 1 p.m.

See attached Tender Results sheet.

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

This will be funded from the Roads Equipment Reserve.

CONSULTATIONS: N/A

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O.: 
Signature

RETURN TO AGENDA



The Corporation of the Township of Horton

Tender Opening Checklist

Description – TANDEM AXLE TRUCK, SPREADER, PLOW AND WING

Deposit Required – NA

TENDER # PW 2020-01

Present for Opening: CAO, Hope Dillabough, Councilor Tom Webster, PW Manager, Adam Knapp, Mike Raymond, Territory Manager Francis Truck Center

Bidding Company	Was envelope sealed? YES/NO/NA	Envelope Addressed Properly? YES/NO/NA	Received by Email YES/NO/NA Due to Covid 19 Concerns	Representative of Bidding Company present Yes /No	Total Amount of Bid \$	HST \$	Bid Accepted or Rejected
Francis Truck Center	YES	YES	NO	YES	\$288,389.30	\$33,177.53	Accepted
Rush Truck Center	YES	YES	NO	NO	\$292,752.89	\$33,679.53	Accepted
Equipments Lourds Papineau Inc. (ELP)	YES	YES	NO	NO	\$297,418.21	\$34,216.25	Accepted

RETURN TO AGENDA

CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2020-21

A BY-LAW TO PROVIDE RELIEF FROM INTEREST AND PENALTY ON BILLINGS DUE TO THE COVID-19 PANDEMIC

WHEREAS on January 7, 2020 Council passed by-law 2020-02 to provide for an Interim Tax Levy as well as penalty to all taxes of the interim levy, which are in default on the first day after the due date, a 1.25 per cent penalty to be added and thereafter a penalty of 1.25 per cent per month will be added on the 1st day of each and every month the default continues, until December 31st, 2020.

AND WHEREAS Section 11(1) of the *Municipal Act*, 2001, S.O. c. 25, as amended allows the Township to pass by-laws regarding the financial management of the municipality and its local boards;

AND WHEREAS on March 17, 2020 a Declaration of Emergency was made by the Province under s 7.0.1 (1) the *Emergency Management and Civil Protection Act*,

AND WHEREAS on March 30, 2020 the County of Renfrew declared a state of emergency due to the global COVID-19 pandemic across the entirety of the County of Renfrew under the *Emergency Management and Civil Protection Act*, and

AND WHEREAS on April 1, 2020 a Special Council Meeting was held to discuss providing some financial relief do to the COVID-19 Pandemic;

THEREFORE the Council of the Township of Horton enacts as follows:

1. That the penalty and interest from unpaid property taxes for the end of March, April and May 2020 be waived.
2. That the situation be monitored, and further measures be considered by Council depending on the progression of the COVID-19 Pandemic.

READ a first and second time this 22nd day of April, 2020.

READ a third time and passed this 22nd day of April, 2020.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

THE CORPORATION OF THE TOWNSHIP OF HORTON
BY-LAW NO. 2020-22

Being a by-law to authorize an Agreement between
HALTON RECYCLING LTD. dba EMTERRA ENVIRONMENTAL
Hereinafter called the 'Contractor'

AND

THE CORPORATION OF THE TOWNSHIP OF HORTON
Hereinafter called the 'Municipality'

WHEREAS Council of the Township of Horton wishes to enter into an Agreement with Halton Recycling Ltd. dba Emterra Environmental;

AND WHEREAS the Township of Horton has awarded the Three (3) Year Contract for the Curb-side Recycling Collection Tender bid submitted by Halton Recycling Ltd. dba Emterra Environmental;

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

1. That the Mayor and CAO/Clerk be authorized to execute the Agreement attached hereto as Schedule "A" and forming a part of this by-law with Halton Recycling Ltd. dba Emterra Environmental;
2. That this by-law shall come into effect upon the passing thereof.

Read a First and Second Time this 22nd day of April, 2020.

Read a Third Time and Passed this 22nd day of April, 2020

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA



**HORTON TOWNSHIP
Recycling Tender**

7. Part F: FORM OF AGREEMENT

7.1 FORM OF AGREEMENT

This Agreement made on this 23 day of March, 2020

Between The Corporation of the Township of Horton
(Hereinafter called the 'Township')

party of the first part

And Halton Recycling Ltd. dba Emterra Environmental
(Hereinafter called the 'Contractor')

party of the second part

Now, witnessed,

That the Township and the Contractor in consideration of the fulfillment of their respective promises and obligations herein set forth, covenant and agree with each other as follows:

- 1) The following documents, together with this Form of Agreement, constitute the Contract:
 - a) Part 'A' – Information to Bidders
 - b) Part 'B' – Standard Terms & Conditions
 - c) Part 'C' – Specifications
 - d) Part 'D' – Form of Tender (Completed Bid Submission)
 - e) Part 'E' – Schedule of Attachments
 - f) All addenda issued prior to Bid Closing



HORTON TOWNSHIP
Recycling Tender

- 2) The Contractor undertakes and agrees to provide all necessary labour, equipment, materials and supervision, unless otherwise indicated, together with all work incidental thereto to perform all Work described in the Contract.
- 3) The Township undertakes and agrees to pay the Contractor in Canadian Funds the sum of five hundred forty-six thousand one hundred forty-two dollars and four cents / _____ Dollars (\$ 546,142.04 including HST) for the performance of the Contract in accordance with the amount stipulated in the Form of Tender subject to satisfactory performance of the Contract and subject to additions, deductions and holdbacks as provided for in the Contract.
- 4) The Contractor and the Township for themselves, their successors, administrators and permitted assigns undertake and agree to the full performance of their respective obligations under the Contract.
- 5) This Contract may not be assigned by any Party without the express written consent of the other Party.
- 6) If either party desires to give notice to the other party under, or in connection with, the Contract, such notice will be effectively given upon actual service or three (3) days after being sent by Registered Mail to:
- a) The Township at The Township of Horton
 2253 Johnston Road
 Renfrew, Ontario
 K7V 3Z8
 Attn : Hope Dillabough, CAO/Clerk
- b) The Contractor at Attn: Paulina Leung, VP of Corporate Strategy and Business Development

 Halton Recycling Ltd. dba Emterra Environmental

 1122 Pioneer Road

 Burlington, Ontario, L7M 1K4

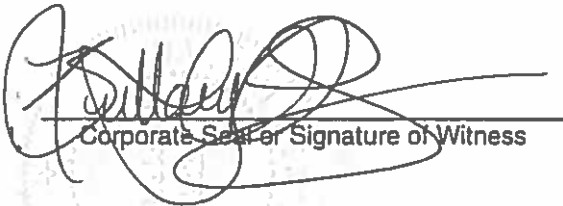


**HORTON TOWNSHIP
Recycling Tender**

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and year first above written or cause their corporate seals to be affixed, attested by the signature of their proper officers, as the case may be.

Contractor:

Halton Recycling Ltd. dba Emterra Environmental
Contractor Firm Name


Corporate Seal or Signature of Witness


Signature of Authorized Signing Officer
Paulina Leung, VP of Corporate Strategy
and Business Development

Township of Horton:


Mayor


Corporate Seal


CAO/Clerk

CORPORATION OF THE TOWNSHIP OF HORTON**BY-LAW NO. 2020-23****A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF HORTON
AT THE COUNCIL MEETING HELD APRIL 22ND, 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 22ND, day of April, 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 22ND day of April, 2020.

READ a third time and passed this 22ND day of April, 2020.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA