



**THE CORPORATION OF THE TOWNSHIP OF HORTON  
COUNCIL MEETING – OCTOBER 19<sup>TH</sup>, 2021 – 4:00 P.M.  
VIA ZOOM**

[Click here to go to Horton's YouTube Page](#)

*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.*

**1. CALL TO ORDER & ROLL CALL**

**2. LAND ACKNOWLEDGEMENT**

*"As we gather today, I would like to acknowledge, on behalf of Council and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin People and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years."*

**3. DECLARATION OF PECUNIARY INTEREST**

**4. CONFIRMATION OF COUNCIL AGENDA**

**5. DELEGATIONS &/OR PUBLIC MEETINGS**

- |     |  |             |
|-----|--|-------------|
| 5.1 | 4:00 pm – County of Renfrew – Overview of Services – Warden Robinson | <b>PG.3</b> |
| 5.2 | 6:00 pm – Committee of Adjustment                                    | <b>PG.4</b> |

**6. MINUTES FROM PREVIOUS MEETINGS**

- |     |   |             |
|-----|---|-------------|
| 6.1 | October 5 <sup>th</sup> , 2021 – Regular Council  | <b>PG.5</b> |
| 6.2 | October 13 <sup>th</sup> , 2021 – Special Council | <b>PG.8</b> |

**7. BUSINESS ARISING FROM MINUTES**

**8. COMMITTEE REPORTS:**

**8.1 GENERAL GOVERNMENT COMMITTEE**  
▪ **CHAIR CAMPBELL**

- |       |   |              |
|-------|---|--------------|
| 8.1.1 | Financial Departmental Report & Statement | <b>PG.10</b> |
| 8.1.2 | Staff Report – Reconciliation Education   | <b>PG.21</b> |
| 8.1.3 | Staff Report – Policy E-01 Review         | <b>PG.25</b> |

**9. CORRESPONDENCE SUMMARY**

**9.1 INFORMATION CORRESPONDENCE**

- |       |                            |              |
|-------|----------------------------|--------------|
| 9.1.1 | CAO/Clerk Information Memo | <b>PG.28</b> |
|-------|----------------------------|--------------|

**9.2 ACTION CORRESPONDENCE – NONE**

**RETURN TO AGENDA**

**10. BY-LAWS**

10.1 2021-51 Appoint Auditor

**PG.29**

10.2 2021-52 Adopt Corporate Policy E-01

**PG.30****11. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING****12. COUNCIL/STAFF MEMBERS CONCERNS****13. MOTION FOR RECONSIDERATION (debate on motion to reconsider only)****14. RESOLUTIONS****15. IN CAMERA (Closed) SESSION (as required) – NONE****16. CONFIRMING BY-LAW 2021-53****PG.33****17. ADJOURNMENT**

**From:** Rosalyn Gruntz <[RGruntz@countyofrenfrew.on.ca](mailto:RGruntz@countyofrenfrew.on.ca)>  
**Sent:** Tuesday, September 28, 2021 7:27 AM  
**To:** Hope Dillabough <[hdillabough@hortontownship.ca](mailto:hdillabough@hortontownship.ca)>  
**Subject:** Delegation Request to Horton Township

Good morning Hope,

As a follow-up to the August 2021 County Communique, Warden Robinson has asked that we reach out to your municipality to see if the County of Renfrew could appear as a delegation at your October 19, 2021 meeting **virtually**. As part of our Service Delivery Review Project, we are endeavouring to enhance our planning services, by increasing collaboration while continuing to find efficiencies that will better serve our residents and local municipalities. Also, our Human Resources Division was realigned into Corporate Services and the new Human Resources team is developing a series of services available to our local municipalities.

Accordingly, we would like to provide your municipality with an update and overview of the County of Renfrew Services available. Our presentation team will include Warden Debbie Robinson; Paul Moreau, Chief Administrative Officer; Jeffrey Foss, Director of Corporate Services and Craig Kelley; Director of Development and Property. Please confirm if the County of Renfrew can attend as a delegation to the Township of Horton meeting at 4:00 p.m. on Tuesday, October 19.

Thank you for your consideration and I look forward to your response. Rose

*Rose Gruntz*  
Deputy Clerk  
County of Renfrew  
9 International Drive  
Pembroke ON K8A 6W5  
Tel: 613-735-7288  
Fax: 613-735-2081



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**RETURN TO AGENDA**

**THE CORPORATION OF THE TOWNSHIP OF HORTON**

**Committee of Adjustment  
Public Meeting – October 19<sup>th</sup>, 2021  
6:00 p.m.  
Via Zoom**

- 1. Call to Order**
- 2. Declaration of Pecuniary Interest**
- 3. Minutes from Previous Meetings:**
  - 3.1 July 20<sup>th</sup>, 2021
- 4. Richard Mercer – A05-21**
  - 4.1 Purpose of Public Meeting
  - 4.2 Method of Notice
  - 4.3 Public Participation
    - a) Questions
    - b) Comments in Support
    - c) Comments in Opposition
  - 4.4 Question by Committee Members
  - 4.5 Decision
- 5. Adjournment**

**RETURN TO AGENDA**

**THE CORPORATION OF THE TOWNSHIP OF HORTON**

REGULAR COUNCIL MEETING  
OCTOBER 5<sup>TH</sup>, 2021

There was a Regular Meeting of Council held via Zoom on Tuesday October 5, 2021. Present were Mayor David Bennett, Deputy Mayor Glen Campbell, Councillor Doug Humphries, Councillor Tom Webster, and Councillor Lane Cleroux. Staff present was Hope Dillabough, CAO/Clerk, Nathalie Moore, Treasure, and Nichole Dubeau, Executive Assistant-Recording Secretary.

- 1. CALL TO ORDER**  
Mayor Bennett called the meeting to order at 4:00 p.m.
- 2. LAND ACKNOWLEDGEMENT**  
Mayor Bennett read the Land Acknowledgement in its entirety.
- 3. DECLARATION OF PECUNIARY INTEREST**  
There was no declaration of pecuniary interest.
- 4. CONFIRMATION OF COUNCIL AGENDA**

Moved by Councillor Cleroux

**RESOLUTION NO. 2021-232**

Seconded by Councillor Webster

**THAT** Council adopt the Agenda for the October 5<sup>th</sup>, 2021 Regular Council Meeting as amended with an updated report on Item 12.1 – Staff Report – Modernization Intake 3.

**Carried**

- 5. DELEGATIONS &/or PUBLIC MEETINGS – NONE**

- 6. MINUTES**

6.1 September 21<sup>st</sup>, 2021 – Regular Council

6.2 September 21<sup>st</sup>, 2021 – Public Meeting

Moved by Councillor Humphries

**RESOLUTION NO. 2021-233**

Seconded by Deputy Mayor Campbell

**THAT** Council approve the following Minutes:

- September 21<sup>st</sup>, 2021 – Regular Council
- September 21<sup>st</sup>, 2021 – Public Meeting

**Carried**

- 7. BUSINESS ARISING FROM MINUTES**  
There was no business arising from the minutes.

- 8. COMMITTEE REPORTS:**

**8.1 PLANNING COMMITTEE**

Public Advisory Members Lisa Branje, Bob Cassidy and Bob Johnston were present.

8.1.1 Site Plan Agreement – Cobus – 43B Garden of Eden Rd  
CAO/Clerk Hope Dillabough reviewed the report.

**8.2 PROTECTIVE SERVICES COMMITTEE**

8.2.1 Chair's Report – September 16<sup>th</sup>, 2021  
Chair Cleroux reviewed the report.

**RETURN TO AGENDA**

**8.3 RECREATION COMMITTEE****8.3.1 Chair's Report – September 17<sup>th</sup>, 2021**

Chair Humphries reviewed the report. There was brief discussion regarding opening the outdoor rink due to Covid-19 protocols and budget. It was recommended that Council attend the next Recreation Committee meeting to discuss and decide how to move forward.

**8.4 COMMUNITY COMMITTEES / COUNTY COUNCIL****8.4.1 Renfrew & Area Seniors Home Support**

Mayor Bennett stated that the Renfrew & Area Seniors Home Support and Golden Age Activity Center are open again.

**8.4.2 Community Safety & Wellbeing Plan Committee**

There was no update.

**8.4.3 Health Services Village**

Mayor Bennett would like to schedule a Special Closed Session Council Meeting to discuss new information.

**8.4.4 Chamber of Commerce**

Councillor Humphries stated that they are working on the Annual Community Awards night being held on October 21<sup>st</sup>.

**8.4.5 County Council**

Mayor Bennett discussed that the Winter Games. He will forward the County Council package to everyone for review.

**9. CORRESPONDENCE SUMMARY****9.1 INFORMATION CORRESPONDENCE****9.1.1 CAO/Clerk Information Memo**

Discussion went around the table with information previously distributed.

**9.2 ACTION CORRESPONDENCE – NONE****10. BYLAWS**

10.1 2021-47 Site Plan Agreement – Cobus

10.2 2021-48 Appoint By-law Officers – MLES

**11. NOTICE TO FILE MOTION FOR NEXT COUNCIL – NONE****12. COUNCIL/STAFF MEMBERS CONCERNS****12.1 Staff Report – Modernization Intake 3**

Treasurer Nathalie Moore reviewed the report. After Council discussion, staff is to attend the meeting regarding Project 2 on October 7<sup>th</sup> and bring back to a Special Council Meeting additional information and recommendations. Council agreed to move forward with Project 1 and table Project 2. Mayor Bennett requested that all Council attend McDougall Mill Museum's Annual Meeting of the Society on October 14<sup>th</sup>.

**13. MOTION FOR RECONSIDERATION – NONE**

**RETURN TO AGENDA**

**14. RESOLUTIONS**

Moved by Councillor Humphries **RESOLUTION NO. 2021-234**  
Seconded by Councillor Webster

**THAT** Council agrees to support the Site Plan Agreement with Ron and Sherri Cobus to permit three self-storage buildings (30'x120') for a mini-storage establishment purpose on the property known as 43B Garden of Eden Road, Con 3 Pt Lot 4 RP49R12788, Pt 9 & 10.

**Carried**

Moved by Deputy Mayor Campbell **RESOLUTION NO. 2021-235**  
Seconded by Councillor Humphries

**THAT** Council accept the Protective Services Committee Chair's Report as information.

**Carried**

Moved by Councillor Humphries **RESOLUTION NO. 2021-236**  
Seconded by Councillor Webster

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

**Carried**

Moved by Councillor Cleroux **RESOLUTION NO. 2021-237**  
Seconded by Councillor Webster

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

**Carried**

Moved by Councillor Humphries **RESOLUTION NO. 2021-238**  
Seconded by Deputy Mayor Campbell

**THAT** Council accept the CAO/Clerk's Information Memo for October 5<sup>th</sup>, 2021.

**Carried**

Moved by Deputy Mayor Campbell **RESOLUTION NO. 2021-239**  
Seconded by Councillor Webster

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

- 2021-47 Site Plan Agreement – Cobus
- 2021-48 Appoint By-law Officers – MLES

**Carried**

Moved by Councillor Humphries **RESOLUTION NO. 2021-240**  
Seconded by Councillor Cleroux

**THAT** Council direct staff to apply for funding for digital signs for the Municipal Office and the Community Centre under the third intake of the Municipal Modernization Program.

**Carried**

**15. IN CAMERA (Closed) SESSION – NONE****16. CONFIRMING BYLAW**

Moved by Deputy Mayor Campbell **RESOLUTION NO. 2021-241**  
Seconded by Councillor Humphries

**THAT** Council enact By-law 2021-49 – Confirming By-Law.

**Carried**

**17. ADJOURNMENT**

Mayor Bennett declared the meeting adjourned at 4:55 p.m.

**THE CORPORATION OF THE TOWNSHIP OF HORTON**

SPECIAL COUNCIL MEETING  
OCTOBER 13<sup>TH</sup>, 2021

There was a Special Meeting of Council held virtually via zoom on Wednesday October 13, 2021. Present were Mayor David Bennett, Deputy Mayor Glen Campbell, Councillor Doug Humphries, Councillor Tom Webster, and Councillor Lane Cleroux. Staff present was Hope Dillabough, CAO/Clerk – Recording Secretary.

**1. CALL TO ORDER**

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

**2. LAND ACKNOWLEDGEMENT**

Mayor Bennett read the Land Acknowledgement in its entirety.

**3. DECLARATION OF PECUNIARY INTEREST**

There was no declaration of pecuniary interest.

**4. CONFIRMATION OF COUNCIL AGENDA**

Moved by Councillor Humphries

**RESOLUTION NO. 2021-242**

Seconded by Councillor Webster

**THAT** Council adopt the Agenda for the October 13<sup>th</sup>, 2021 Special Council Meeting.

**Carried**

**5. MUNICIPAL MODERNIZATION – INTAKE 3 DISCUSSION**

Staff further reviewed the request from Whitewater Region to enter into a joint application for Intake 3 – Municipal Modernization or the purpose of potentially sharing a finance intern for the 2022 year split between multiple municipalities. Staff felt that, while it's such a great idea, it doesn't work well for Horton Township. Horton has a small staff with limited space for extra staff, interns and/or summer students. It's a much better fit for a larger municipality with more staff and office space to work with. There was Council consensus to not move ahead with the joint application.

**6. IN-CAMERA (CLOSED) SESSION**

Moved by Councillor Humphries

**RESOLUTION NO. 2021-243**

Seconded by Councillor Cleroux

**THAT** Council went into a Closed Session Meeting at 4:06 p.m. to discuss the following items pursuant to Section 239(2)(e) of the Municipal Act;

- (e) Litigation or potential litigation – Health Village

**Carried**

Moved by Councillor Webster

**RESOLUTION NO. 2021-244**

Seconded by Councillor Humphries

**THAT** Council came out of a Closed Session Meeting at 4:51 p.m. and discussed items pertaining to;

- (e) Litigation or potential litigation – Health Village

**Carried**

**7. CONFIRMING BY-LAW**

Moved by Councillor Cleroux

**RESOLUTION NO. 2021-245**

Seconded by Deputy Mayor Campbell

**THAT** Council enact By-Law 2021-50 – Confirming By-Law

**Carried**

**RETURN TO AGENDA**

**8. ADJOURNMENT**

Mayor Bennett declared the meeting adjourned at 4:53 p.m.

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MAYOR David M. Bennett

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CAO/CLERK Hope Dillabough

TOWNSHIP OF HORTON  
**Budget Variance Report**



Budget Type : BUDGET

Fiscal Year : 2021 Period : 12  
 Account Code : ?-4-?????-?????? To ?-8-?????-??????

Acct Code	Acct Desc	Year to Date	Budget Amt	Variance	% Variance
<b>11000 GENERAL GOVERNMENT</b>					
1-4-11000-400010	TAXES - MUNICIPAL	-2,499,248.85	-2,499,254	-5.15	0.00
1-4-11000-400020	TAXES - COUNTY	-1,692,651.64	0	1,692,651.64	0.00
1-4-11000-400030	TAXES - EDUCATION	-982,597.63	0	982,597.63	0.00
1-4-11000-410708	Interim Taxes	-78.48	0	78.48	0.00
1-4-11000-410710	Taxes Supplem. Municipal	-17,814.25	-28,988	-11,173.75	38.55
1-4-11000-410715	Taxes Supplem. County	-12,050.67	0	12,050.67	0.00
1-4-11000-410720	Taxes Supplem. Education	-159.09	0	159.09	0.00
1-4-11000-420105	PILS Canada Enterprise	0.00	-255	-255.00	100.00
1-4-11000-420110	PILS Ontario	-26,031.09	-26,470	-438.91	1.66
1-4-11000-420120	PIL'S Municipalities	0.00	-669	-669.00	100.00
1-4-11000-430015	OMPF Funding	-178,725.00	-238,300	-59,575.00	25.00
1-4-11000-440350	Tax Certificates	-2,275.00	-2,100	175.00	-8.33
1-4-11000-440400	Oth Revenue Lottery Lic	-105.00	-100	5.00	-5.00
1-4-11000-440415	Oth Revenue Int Income	-7,596.72	-15,000	-7,403.28	49.36
1-4-11000-440420	Oth Revenue Int on Tax	-40,924.46	-53,000	-12,075.54	22.78
1-4-11000-440431	Other Rev Misc.	-1,070.95	-1,000	70.95	-7.10
1-7-11000-700030	Committee Member/Meetings	275.00	1,500	1,225.00	81.67
1-7-11000-700040	Legal Expenses	4,142.19	15,000	10,857.81	72.39
1-7-11000-700060	Misc. Expenses	2,462.82	8,500	6,037.18	71.03
1-7-11000-700070	Insurance	19,694.94	19,700	5.06	0.03
1-7-11000-700080	Office Supplies	3,182.33	7,500	4,317.67	57.57
1-7-11000-700085	Postage/Courier	13,806.26	17,000	3,193.74	18.79
1-7-11000-700100	Telephone	2,415.14	2,500	84.86	3.39
1-7-11000-700110	Hydro	2,992.45	5,000	2,007.55	40.15
1-7-11000-700120	Heat	1,137.43	1,500	362.57	24.17
1-7-11000-700179	Health & Safety	496.75	750	253.25	33.77
1-7-11000-700180	Office Equip. & Maint.	3,849.21	9,250	5,400.79	58.39
1-7-11000-700190	Building Maintenance	3,625.05	9,000	5,374.95	59.72
1-7-11000-700191	Building Cleaning	396.53	6,000	5,603.47	93.39
1-7-11000-700250	Transfer to Capital - OFFICE HVAC	30,761.92	0	-30,761.92	0.00
1-7-11000-700280	Advertising	1,303.33	2,500	1,196.67	47.87
1-7-11000-715010	Bank Charges & Interest	2,811.31	7,500	4,688.69	62.52
1-7-11000-715015	Computers & Program Maint.	16,702.57	20,000	3,297.43	16.49
1-7-11000-715085	Municipal Tax W/O	1,802.46	10,000	8,197.54	81.98
1-7-11000-715090	County Tax W/O	1,217.84	0	-1,217.84	0.00
1-7-11000-715095	Education Tax W/O	502.19	0	-502.19	0.00
1-7-11000-716020	Tax Sale Registration	0.00	100	100.00	100.00
1-7-11000-718030	Gov Audit	20,860.80	30,000	9,139.20	30.46
1-7-11000-718040	Contracted Services	1,882.56	1,000	-882.56	-88.26
1-7-11000-718050	Accessibility	0.00	500	500.00	100.00
1-7-11000-789035	Transfer to Reserves - Office Equipment	7,000.00	7,000	0.00	0.00
1-7-11000-789038	Transfer to Reserves - Building	7,000.00	7,000	0.00	0.00
1-7-11000-789039	Transfer to Reserves	8,751.64	0	-8,751.64	0.00
1-7-11000-789041	Office - Principle Debt Payment	16,126.78	16,127	0.22	0.00
1-7-11000-789042	Office - Interest on Debt	507.55	707	199.45	28.21
1-7-11000-799999	Transfer Expense to Building Department	0.00	-2,000	-2,000.00	100.00
1-8-11000-800010	Transfer to County	1,270,536.00	0	-1,270,536.00	0.00

**RETURN TO AGENDA**

**TOWNSHIP OF HORTON**  
**Budget Variance Report**



Budget Type : BUDGET

Fiscal Year : 2021 Period : 12

Account Code : ?-4-?????-?????? To ?-8-?????-??????

Acct Code	Acct Desc	Year to Date	Budget Amt	Variance	% Variance
1-8-11000-800010	Transfer to County	1,270,536.00	0	-1,270,536.00	0.00
1-8-11000-810001	Public School English	560,097.00	0	-560,097.00	0.00
1-8-11000-810002	Public School French	8,807.00	0	-8,807.00	0.00
1-8-11000-820001	Separate School English	173,132.00	0	-173,132.00	0.00
1-8-11000-820002	Separate School French	19,924.00	0	-19,924.00	0.00
<b>GENERAL GOVERNMENT Revenue</b>		<b>-5,461,328.83</b>	<b>-2,865,136</b>	<b>2596192.83</b>	<b>-90.61</b>
<b>GENERAL GOVERNMENT Expense</b>		<b>2,208,203.05</b>	<b>203,634</b>	<b>-2004569.05</b>	<b>-984.40</b>
<b>Total GENERAL GOVERNMENT</b>		<b>-3,253,125.78</b>	<b>-2,661,502</b>	<b>591,623.78</b>	<b>-22.23</b>
<b>11010 COUNCIL</b>					
1-7-11010-700010	Council Salaries	73,376.82	95,000	21,623.18	22.76
1-7-11010-700035	Conference/Travel Expenses	487.48	6,500	6,012.52	92.50
1-7-11010-700060	Council Misc. Expenses	826.12	2,500	1,673.88	66.96
1-7-11010-700100	Council Telephone	0.00	350	350.00	100.00
1-7-11010-700140	Council Benefits	11,400.75	10,000	-1,400.75	-14.01
1-7-11010-789040	Donations	0.00	1,000	1,000.00	100.00
<b>COUNCIL Revenue</b>		<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>
<b>COUNCIL Expense</b>		<b>86,091.17</b>	<b>115,350</b>	<b>29258.83</b>	<b>25.37</b>
<b>Total COUNCIL</b>		<b>86,091.17</b>	<b>115,350</b>	<b>29,258.83</b>	<b>25.37</b>
<b>11011 ELECTION</b>					
1-7-11011-789036	Transfer to Reserves - Election	8,000.00	8,000	0.00	0.00
<b>ELECTION Revenue</b>		<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>
<b>ELECTION Expense</b>		<b>8,000.00</b>	<b>8,000</b>	<b>0.00</b>	<b>0.00</b>
<b>Total ELECTION</b>		<b>8,000.00</b>	<b>8,000</b>	<b>0.00</b>	<b>0.00</b>
<b>11015 ADMINISTRATION</b>					
1-4-11015-440601	Transfer from Reserves - Unallocated	0.00	-23,393	-23,393.00	100.00
1-7-11015-700010	Admin Salaries	221,590.42	300,565	78,974.58	26.28
1-7-11015-700035	Conference Expenses	5,326.60	8,500	3,173.40	37.33
1-7-11015-700140	Employee Benefits	70,336.43	75,313	4,976.57	6.61
<b>ADMINISTRATION Revenue</b>		<b>0.00</b>	<b>-23,393</b>	<b>-23393.00</b>	<b>100.00</b>
<b>ADMINISTRATION Expense</b>		<b>297,253.45</b>	<b>384,378</b>	<b>87124.55</b>	<b>22.67</b>
<b>Total ADMINISTRATION</b>		<b>297,253.45</b>	<b>360,985</b>	<b>63,731.55</b>	<b>17.65</b>
<b>12000 PROTECTIVE SERVICES</b>					
1-4-12000-440220	Ontario - CSPT Program	0.00	-3,000	-3,000.00	100.00
1-4-12000-440221	Ontario Grant	-5,000.00	0	5,000.00	0.00
1-4-12000-440360	Fees & Charges Dog Pound	-30.00	0	30.00	0.00
1-4-12000-440395	Livestock - Revenue	0.00	-2,000	-2,000.00	100.00
1-4-12000-440405	Dog License Revenue	-2,713.15	-8,500	-5,786.85	68.08
1-4-12000-440430	Provincial Offences from County	-41.00	-100	-59.00	59.00
1-4-12000-440475	9-1-1 Sign Revenue	-1,725.00	-1,000	725.00	-72.50
1-4-12000-440480	Tile Drain	0.00	-13,000	-13,000.00	100.00
1-7-12000-700010	Salaries	1,026.01	1,300	273.99	21.08
1-7-12000-700060	Misc. Expenses	50.00	100	50.00	50.00

RETURN TO AGENDA



Fiscal Year : 2021 Period : 12  
 Account Code : ?-4-?????-?????? To ?-8-?????-??????

Budget Type : BUDGET

Acct Code	Acct Desc	Year to Date	Budget Amt	Variance	% Variance
1-7-12000-700065	Dog Tag Collection	27.63	2,000	1,972.37	98.62
1-7-12000-700140	Employee Benefits	486.07	250	-236.07	-94.43
1-7-12000-700260	Agreements	1,640.00	1,640	0.00	0.00
1-7-12000-700300	9-1-1 Signs	127.00	1,000	873.00	87.30
1-7-12000-700310	Ontario Provincial Police	298,174.92	452,373	154,198.08	34.09
1-7-12000-718040	Contracted Services	3,863.54	10,000	6,136.46	61.36
1-7-12000-785010	Veternarian Committee	280.00	300	20.00	6.67
1-7-12000-785020	Tile Drain	0.00	13,000	13,000.00	100.00
1-7-12000-785045	Emergency Management Plan	4,044.06	10,000	5,955.94	59.56
1-7-12000-785050	Livestock Valuation	0.00	2,500	2,500.00	100.00
1-7-12000-789045	Com. Policing Adv. Com.	0.00	200	200.00	100.00
<b>PROTECTIVE SERVICES Revenue</b>		<b>-9,509.15</b>	<b>-27,600</b>	<b>-18090.85</b>	<b>65.55</b>
<b>PROTECTIVE SERVICES Expense</b>		<b>309,719.23</b>	<b>494,663</b>	<b>184943.77</b>	<b>37.39</b>
<b>Total PROTECTIVE SERVICES</b>		<b>300,210.08</b>	<b>467,063</b>	<b>166,852.92</b>	<b>35.72</b>
<b>12021 MUNICIPAL DISASTER</b>					
1-4-12021-440220	Ontario Grant	-4,500.00	0	4,500.00	0.00
1-4-12021-440222	Covid-19 Grant - 2021	-21,000.00	0	21,000.00	0.00
1-7-12021-700061	Covid-19 Expenses - 2020	8,332.87	0	-8,332.87	0.00
<b>MUNICIPAL DISASTER Revenue</b>		<b>-25,500.00</b>	<b>0</b>	<b>25500.00</b>	<b>0.00</b>
<b>MUNICIPAL DISASTER Expense</b>		<b>8,332.87</b>	<b>0</b>	<b>-8332.87</b>	<b>0.00</b>
<b>Total MUNICIPAL DISASTER</b>		<b>-17,167.13</b>	<b>0</b>	<b>17,167.13</b>	<b>0.00</b>
<b>13030 PUBLIC WORKS</b>					
1-4-13030-440100	OSG Roadways MNR	-36,981.21	-30,000	6,981.21	-23.27
1-4-13030-440320	Fees & Charges Roadways	-2,517.25	-2,000	517.25	-25.86
1-4-13030-440464	Ontario Grant	-30,293.00	-30,293	0.00	0.00
1-4-13030-440465	Canada Grant	-8,980.00	-2,000	6,980.00	-349.00
1-4-13030-440467	Gas Tax	-179,582.46	-91,562	88,020.46	-96.13
1-7-13030-700010	Salaries	147,260.90	225,408	78,147.10	34.67
1-7-13030-700030	Com. Member Meeting	299.44	1,000	700.56	70.06
1-7-13030-700035	Conference/Travel Expenses	3,063.16	5,500	2,436.84	44.31
1-7-13030-700060	Misc. Expenses	707.61	1,000	292.39	29.24
1-7-13030-700070	Insurance	20,615.66	20,620	4.34	0.02
1-7-13030-700080	Office Supplies	55.46	500	444.54	88.91
1-7-13030-700090	Materials & Supplies	5,408.06	6,000	591.94	9.87
1-7-13030-700100	Telephone	1,371.90	1,800	428.10	23.78
1-7-13030-700110	Hydro	3,301.34	5,050	1,748.66	34.63
1-7-13030-700120	Heat	3,573.81	6,170	2,596.19	42.08
1-7-13030-700140	Employee Benefits	83,536.89	74,159	-9,377.89	-12.65
1-7-13030-700181	Clothing Allowance	1,558.32	2,000	441.68	22.08
1-7-13030-700190	Building Maintenance	4,582.56	10,000	5,417.44	54.17
1-7-13030-700191	Building Cleaning	160.72	1,350	1,189.28	88.09
1-7-13030-700240	Radio License	817.66	500	-317.66	-63.53
1-7-13030-700250	Transfer to Capital	53,143.59	0	-53,143.59	0.00
1-7-13030-700280	Advertising	650.35	1,200	549.65	45.80
1-7-13030-715015	Computer Programs & Maintenance	32.94	2,000	1,967.06	98.35

**RETURN TO AGENDA**

TOWNSHIP OF HORTON  
**Budget Variance Report**



Budget Type : BUDGET

Fiscal Year : 2021 Period : 12  
 Account Code : ?-4-?????-?????? To ?-8-?????-??????

Acct Code	Acct Desc	Year to Date	Budget Amt	Variance	% Variance
1-7-13030-715015	Computer Programs & Maintenance	32.94	2,000	1,967.06	98.35
1-7-13030-718040	Contracted Services	2,360.83	2,500	139.17	5.57
1-7-13030-730130	EXCAVATOR - REPAIRS/MNT	15,026.12	15,000	-26.12	-0.17
1-7-13030-730150	TRUCK #4 - 2011 INTER. REPAIRS/MNT	1,398.04	5,000	3,601.96	72.04
1-7-13030-730155	Truck 11 - 2013 CHEV 3/4 TON	4,606.67	4,000	-606.67	-15.17
1-7-13030-730157	Truck #14 - 2018 Western Star	4,998.92	5,000	1.08	0.02
1-7-13030-730158	Truck #22 - 2021 International	12,784.59	9,000	-3,784.59	-42.05
1-7-13030-730159	Truck # 24 - 2021 Freightliner	3,821.83	0	-3,821.83	0.00
1-7-13030-730160	GRADER - REPAIRS/MNT	5,567.34	15,000	9,432.66	62.88
1-7-13030-730161	Truck 21 - 2021 GMC 1 Ton	491.56	0	-491.56	0.00
1-7-13030-730280	BACKHOE/LOADER - REPAIRS/MNT	894.56	3,000	2,105.44	70.18
1-7-13030-730291	WOOD CHIPPER	142.69	250	107.31	42.92
1-7-13030-730295	TRAILER/MOWER - REPAIRS/MNT	113.58	500	386.42	77.28
1-7-13030-730300	Machinery Fuel	37,518.22	57,750	20,231.78	35.03
1-7-13030-730490	A - Culverts	2,441.01	6,120	3,678.99	60.11
1-7-13030-730500	A- Culverts - Salaries	8,774.63	7,324	-1,450.63	-19.81
1-7-13030-730550	B - Roadside Maintenance	13,617.27	14,280	662.73	4.64
1-7-13030-730560	B- Roadside Maint. - Salaries	10,019.73	16,425	6,405.27	39.00
1-7-13030-730660	C - Road Maintenance - Paved	33,036.61	35,700	2,663.39	7.46
1-7-13030-730670	C - Road Main. - Salaries	17,812.42	26,555	8,742.58	32.92
1-7-13030-730780	D - Grading-Gravel-Dust	25,264.38	26,700	1,435.62	5.38
1-7-13030-730790	D - Grading etc. - Salaries	21,523.98	25,137	3,613.02	14.37
1-7-13030-730870	E - Winter Road Maintenance	9,787.50	57,500	47,712.50	82.98
1-7-13030-730880	E - Winter Rd. Maint.-Salaries	15,334.30	46,440	31,105.70	66.98
1-7-13030-730960	F - Safety Devices	3,569.29	10,000	6,430.71	64.31
1-7-13030-730970	F - Safety Devices - Salaries	6,745.64	9,701	2,955.36	30.46
1-7-13030-731023	Asset Management	0.00	5,000	5,000.00	100.00
1-7-13030-731030	Transfer to Reserves Rds Buildings	20,808.00	20,808	0.00	0.00
1-7-13030-731033	Transfer to Reserves Roads	165,889.00	165,889	0.00	0.00
1-7-13030-731034	Transfer to Reserves - Winter Maintenanc	1,040.00	1,040	0.00	0.00
1-7-13030-731035	Transfer to Reserves Gas Tax	0.00	91,562	91,562.00	100.00
1-7-13030-731039	Debt Principle Payment	102,285.00	102,285	0.00	0.00
1-7-13030-731040	Debt Interest Payment	7,261.33	6,915	-346.33	-5.01
1-7-13030-785040	Street Lights	1,736.96	2,000	263.04	13.15
<b>PUBLIC WORKS Revenue</b>		<b>-258,353.92</b>	<b>-155,855</b>	<b>102498.92</b>	<b>-65.77</b>
<b>PUBLIC WORKS Expense</b>		<b>886,812.37</b>	<b>1,158,638</b>	<b>271825.63</b>	<b>23.46</b>
<b>Total PUBLIC WORKS</b>		<b>628,458.45</b>	<b>1,002,783</b>	<b>374,324.55</b>	<b>37.33</b>
<b>13031 ROADS - GRAVEL</b>					
1-7-13031-730780	Annual Gravel Budget	0.00	28,000	28,000.00	100.00
1-8-13031-830048	Dugald Road	1,576.32	0	-1,576.32	0.00
1-8-13031-830050	Eady Road	2,855.20	0	-2,855.20	0.00
1-8-13031-830088	Humphries Rd	128.96	0	-128.96	0.00
1-8-13031-830101	Keith Road	287.75	0	-287.75	0.00
1-8-13031-830181	TINSWOOD ROAD	5,006.47	0	-5,006.47	0.00
1-8-13031-830183	Whitton Road	17,257.36	0	-17,257.36	0.00

RETURN TO AGENDA

TOWNSHIP OF HORTON  
**Budget Variance Report**



Budget Type : BUDGET

Fiscal Year : 2021 Period : 12  
 Account Code : ?-4-?????-?????? To ?-8-?????-??????

Acct Code	Acct Desc	Year to Date	Budget Amt	Variance	% Variance
<b>ROADS - GRAVEL Revenue</b>		<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>
<b>ROADS - GRAVEL Expense</b>		<b>27,112.06</b>	<b>28,000</b>	<b>887.94</b>	<b>3.17</b>
<b>Total ROADS - GRAVEL</b>		<b>27,112.06</b>	<b>28,000</b>	<b>887.94</b>	<b>3.17</b>
<b>13033 ROADS - CAPITAL</b>					
1-4-13033-440221	Ontario Grant - OCIF	-54,797.00	0	54,797.00	0.00
1-4-13033-440461	Transfer from Reserves - Roads Equipment	0.00	-540,107	-540,107.00	100.00
1-4-13033-440464	Ontario Grant	0.00	-57,287	-57,287.00	100.00
1-4-13033-440466	Transfer from Lot Dev Fund	0.00	-20,713	-20,713.00	100.00
1-4-13033-440550	Transfer from Reserves - Gas Tax	0.00	-130,000	-130,000.00	100.00
1-7-13033-700140	Employee Benefits	6,235.50	0	-6,235.50	0.00
1-7-13033-700250	CAPITAL EQUIPMENT	366,076.11	408,107	42,030.89	10.30
1-7-13033-731031	Road Capital Trnsfr to Rsrvs - OCIF Fund	45.79	0	-45.79	0.00
1-7-13033-745040	Thompsonhill Streets	82.09	0	-82.09	0.00
1-8-13033-830039	Cotieville Road	21,632.76	0	-21,632.76	0.00
1-8-13033-830050	EADY ROAD	48,420.84	50,000	1,579.16	3.16
1-8-13033-830070	Golf Course Road	11,783.75	0	-11,783.75	0.00
1-8-13033-830137	MCBRIDE ROAD	60,282.14	0	-60,282.14	0.00
1-8-13033-830183	Whitton Road	287,229.25	300,000	12,770.75	4.26
<b>ROADS - CAPITAL Revenue</b>		<b>-54,797.00</b>	<b>-748,107</b>	<b>-693310.00</b>	<b>92.68</b>
<b>ROADS - CAPITAL Expense</b>		<b>801,788.23</b>	<b>758,107</b>	<b>-43681.23</b>	<b>-5.76</b>
<b>Total ROADS - CAPITAL</b>		<b>746,991.23</b>	<b>10,000</b>	<b>-736,991.23</b>	<b>-7369.91</b>
<b>13035 STORM SEWER</b>					
1-7-13035-700400	Contracted Services	1,917.12	3,000	1,082.88	36.10
<b>STORM SEWER Revenue</b>		<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>
<b>STORM SEWER Expense</b>		<b>1,917.12</b>	<b>3,000</b>	<b>1082.88</b>	<b>36.10</b>
<b>Total STORM SEWER</b>		<b>1,917.12</b>	<b>3,000</b>	<b>1,082.88</b>	<b>36.10</b>
<b>14000 ENVIROMENTAL SERVICES</b>					
1-4-14000-440220	Ontario Grant	-18,620.12	-36,000	-17,379.88	48.28
1-4-14000-440380	Tipping Fees	-49,618.00	-55,000	-5,382.00	9.79
1-4-14000-440480	Blue Box & Composter	-424.00	-200	224.00	-112.00
1-4-14000-440482	Ontario Stewardship Tires	0.00	-100	-100.00	100.00
1-4-14000-440483	Electronic Waste	-792.13	-1,000	-207.87	20.79
1-4-14000-440640	Transfer from Reserves - Environment	0.00	-10,000	-10,000.00	100.00
1-7-14000-700010	Salaries	41,340.15	46,487	5,146.85	11.07
1-7-14000-700030	Committee Members Fees	237.50	1,000	762.50	76.25
1-7-14000-700035	Conference/Travel Expenses	471.92	1,400	928.08	66.29
1-7-14000-700060	Misc. Expenses	0.00	2,200	2,200.00	100.00
1-7-14000-700070	Insurance	2,854.49	2,860	5.51	0.19
1-7-14000-700080	Office Supplies	333.04	1,000	666.96	66.70
1-7-14000-700090	Material & Supplies	113.33	1,500	1,386.67	92.44
1-7-14000-700100	Telephone	49.93	300	250.07	83.36
1-7-14000-700110	Hydro	334.41	580	245.59	42.34
1-7-14000-700140	Employee Benefits	8,636.93	11,081	2,444.07	22.06
1-7-14000-700190	Building Maintenance	0.00	1,000	1,000.00	100.00

RETURN TO AGENDA

TOWNSHIP OF HORTON  
**Budget Variance Report**



Fiscal Year : 2021 Period : 12  
 Account Code : ?-4-?????-?????? To ?-8-?????-??????

Budget Type : BUDGET

Acct Code	Acct Desc	Year to Date	Budget Amt	Variance	% Variance
1-7-14000-700190	Building Maintenance	0.00	1,000	1,000.00	100.00
1-7-14000-700250	Transfer to Capital	7,938.34	0	-7,938.34	0.00
1-7-14000-700253	Transfer to Capital - GATES	0.00	10,000	10,000.00	100.00
1-7-14000-700259	Capital - LFS Ramp 2021	6,420.30	0	-6,420.30	0.00
1-7-14000-700280	Advertising	52.66	1,000	947.34	94.73
1-7-14000-700285	Landfill Equipment	0.00	1,000	1,000.00	100.00
1-7-14000-700400	Contracted Services	1,017.60	1,000	-17.60	-1.76
1-7-14000-731038	Blue Box Purchase	0.00	500	500.00	100.00
1-7-14000-745020	Promotion and Education	0.00	1,500	1,500.00	100.00
1-7-14000-745021	Recycling - Tires	0.00	50	50.00	100.00
1-7-14000-745025	Household Hazardous Waste Days	2,874.88	1,200	-1,674.88	-139.57
1-7-14000-745026	Recycling - Curbside Pickup	162,560.07	204,205	41,644.93	20.39
1-7-14000-745027	Waste - Curbside Pickup	31,080.13	45,375	14,294.87	31.50
1-7-14000-745031	Compaction & Covering	29,473.06	40,000	10,526.94	26.32
1-7-14000-745033	Landfill - Re-grind Waste	12,465.60	25,000	12,534.40	50.14
1-7-14000-745034	Material Transfers	0.00	500	500.00	100.00
1-7-14000-745040	Engineering Fees	9,254.80	15,500	6,245.20	40.29
1-7-14000-789020	Transfer to Reserves - Landfill	20,890.00	23,390	2,500.00	10.69
1-7-14000-789038	Transfer to Reserves - Landfill Building	2,500.00	0	-2,500.00	0.00
<b>ENVIROMENTAL SERVICES Revenue</b>		<b>-69,454.25</b>	<b>-102,300</b>	<b>-32845.75</b>	<b>32.11</b>
<b>ENVIROMENTAL SERVICES Expense</b>		<b>340,899.14</b>	<b>439,628</b>	<b>98728.86</b>	<b>22.46</b>
<b>Total ENVIROMENTAL SERVICES</b>		<b>271,444.89</b>	<b>337,328</b>	<b>65,883.11</b>	<b>19.53</b>
<b>15051 PARK &amp; REC ADMINISTRATION</b>					
1-7-15051-700010	Salaries	1,445.26	9,447	8,001.74	84.70
1-7-15051-700030	Com. Member Meetings	150.00	2,000	1,850.00	92.50
1-7-15051-700035	Conference/Travel Expenses	0.00	500	500.00	100.00
1-7-15051-700060	Misc. Expenses	73.25	100	26.75	26.75
1-7-15051-700070	Insurance	11,972.88	11,795	-177.88	-1.51
1-7-15051-700090	Office Supplies	0.00	200	200.00	100.00
1-7-15051-700140	Employee Benefits	446.47	5,172	4,725.53	91.37
1-7-15051-700260	Agreements	15,800.00	15,800	0.00	0.00
1-7-15051-700280	Advertising	0.00	200	200.00	100.00
1-7-15051-718040	Contracted Services	407.04	0	-407.04	0.00
<b>PARK &amp; REC ADMINISTRATION Revenue</b>		<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>
<b>PARK &amp; REC ADMINISTRATION Expense</b>		<b>30,294.90</b>	<b>45,214</b>	<b>14919.10</b>	<b>33.00</b>
<b>Total PARK &amp; REC ADMINISTRATION</b>		<b>30,294.90</b>	<b>45,214</b>	<b>14,919.10</b>	<b>33.00</b>
<b>15052 PARK &amp; REC OUTDOOR FACILITIES</b>					
1-4-15052-440216	Boat Launch - Fines	-70.00	-400	-330.00	82.50
1-4-15052-440423	Volleyball Revenue	0.00	-500	-500.00	100.00
1-4-15052-440428	Soccer Registrations	0.00	-5,000	-5,000.00	100.00
1-4-15052-440431	Boat Launch Other Rev Misc.	-5,210.87	-4,500	710.87	-15.80
1-4-15052-440461	Transfer from Reserves	0.00	-25,000	-25,000.00	100.00
1-7-15052-700010	Salaries	0.00	3,070	3,070.00	100.00
1-7-15052-700140	Employee Benefits	437.05	890	452.95	50.89
1-7-15052-700201	Trail Maintenance	0.00	1,000	1,000.00	100.00

RETURN TO AGENDA

TOWNSHIP OF HORTON  
**Budget Variance Report**



Budget Type : BUDGET

Fiscal Year : 2021 Period : 12  
 Account Code : ?-4-?????-?????? To ?-8-?????-??????

Acct Code	Acct Desc	Year to Date	Budget Amt	Variance	% Variance
1-7-15052-700201	Trail Maintenance	0.00	1,000	1,000.00	100.00
1-7-15052-700215	Soccer Field Maintenance	0.00	3,000	3,000.00	100.00
1-7-15052-700220	Boat Launch Property Maintenance	2,994.71	2,000	-994.71	-49.74
1-7-15052-700250	Transfer to Capital	0.00	25,000	25,000.00	100.00
1-7-15052-715071	Farrell's Landing Property	165.97	250	84.03	33.61
1-7-15052-785083	Volleyball Expense	0.00	200	200.00	100.00
<b>PARK &amp; REC OUTDOOR FACILITIES Revenue</b>		<b>-5,280.87</b>	<b>-35,400</b>	<b>-30119.13</b>	<b>85.08</b>
<b>PARK &amp; REC OUTDOOR FACILITIES Expense</b>		<b>3,597.73</b>	<b>35,410</b>	<b>31812.27</b>	<b>89.84</b>
<b>Total PARK &amp; REC OUTDOOR FACILITIES</b>		<b>-1,683.14</b>	<b>10</b>	<b>1,693.14</b>	<b>16931.40</b>
<b>15053 PARK &amp; REC COMMUNITY CENTER</b>					
1-4-15053-440125	Canada Specific Grants	-750.00	0	750.00	0.00
1-4-15053-440425	Rent	-11,635.48	-9,000	2,635.48	-29.28
1-4-15053-440429	Donations	-2,000.00	0	2,000.00	0.00
1-4-15053-440461	Transfer from Reserves	0.00	-12,000	-12,000.00	100.00
1-4-15053-440800	Bar Sales	0.00	-5,000	-5,000.00	100.00
1-7-15053-700010	Salaries	5,328.44	16,660	11,331.56	68.02
1-7-15053-700095	Restock Bar	0.00	8,000	8,000.00	100.00
1-7-15053-700100	Telephone	655.19	800	144.81	18.10
1-7-15053-700110	Utilities	10,117.85	10,000	-117.85	-1.18
1-7-15053-700140	Employee Benefits	1,386.45	2,490	1,103.55	44.32
1-7-15053-700190	Building Maintenance	3,985.99	5,000	1,014.01	20.28
1-7-15053-700191	Building Cleaning	178.69	1,500	1,321.31	88.09
1-7-15053-700200	Equipment Repairs/Replacement	108.80	2,000	1,891.20	94.56
1-7-15053-700203	Participaction	1,753.37	0	-1,753.37	0.00
1-7-15053-700250	Transfer to Capital - Equipment	4,336.45	0	-4,336.45	0.00
1-7-15053-700251	Transfer to Capital - Bldg Renos	250.00	12,000	11,750.00	97.92
1-7-15053-700280	Advertising	0.00	1,000	1,000.00	100.00
1-7-15053-715015	Computer Programs & Maintenance	443.26	500	56.74	11.35
1-7-15053-789000	Transfer to Reserves - Building	30,915.00	30,915	0.00	0.00
<b>PARK &amp; REC COMMUNITY CENTER Revenue</b>		<b>-14,385.48</b>	<b>-26,000</b>	<b>-11614.52</b>	<b>44.67</b>
<b>PARK &amp; REC COMMUNITY CENTER Expense</b>		<b>59,459.49</b>	<b>90,865</b>	<b>31405.51</b>	<b>34.56</b>
<b>Total PARK &amp; REC COMMUNITY CENTER</b>		<b>45,074.01</b>	<b>64,865</b>	<b>19,790.99</b>	<b>30.51</b>
<b>15054 PARK &amp; REC RINK</b>					
1-4-15054-440431	Spring Hockey Team	0.00	-10,750	-10,750.00	100.00
1-7-15054-700010	Salaries	1,087.22	8,640	7,552.78	87.42
1-7-15054-700110	Utilities	0.00	1,500	1,500.00	100.00
1-7-15054-700140	Employee Benefits	162.99	3,075	2,912.01	94.70
1-7-15054-700190	Building Maintenance	0.00	6,600	6,600.00	100.00
1-7-15054-700191	Building Cleaning	0.00	500	500.00	100.00
1-7-15054-700200	Equipment Repairs/Maintenance	0.00	1,500	1,500.00	100.00
1-7-15054-700280	Advertising	0.00	100	100.00	100.00
1-7-15054-785069	Change Rooms	0.00	100	100.00	100.00
1-7-15054-785113	Spring Hockey Team	289.51	10,445	10,155.49	97.23

**RETURN TO AGENDA**



Fiscal Year : 2021 Period : 12  
 Account Code : ?-4-?????-?????? To ?-8-?????-??????

Budget Type : BUDGET

Acct Code	Acct Desc	Year to Date	Budget Amt	Variance	% Variance
<b>PARK &amp; REC RINK Revenue</b>		<b>0.00</b>	<b>-10,750</b>	<b>-10750.00</b>	<b>100.00</b>
<b>PARK &amp; REC RINK Expense</b>		<b>1,539.72</b>	<b>32,460</b>	<b>30920.28</b>	<b>95.26</b>
<b>Total PARK &amp; REC RINK</b>		<b>1,539.72</b>	<b>21,710</b>	<b>20,170.28</b>	<b>92.91</b>
<b>15055 PARK &amp; REC ANNUAL EVENTS</b>					
1-4-15055-440426	Euchre Revenue	0.00	-4,000	-4,000.00	100.00
1-4-15055-440427	Country Dance Proceeds	0.00	-8,000	-8,000.00	100.00
1-4-15055-440446	Aerobics & Drop In Sports Fees	0.00	-500	-500.00	100.00
1-4-15055-440570	Winter Carnival Revenue	0.00	-4,000	-4,000.00	100.00
1-4-15055-440575	Canada Day Revenue	0.00	-4,500	-4,500.00	100.00
1-7-15055-785075	Canada Day Expenses	0.00	2,700	2,700.00	100.00
1-7-15055-785080	Winter Carnival Expenses	0.00	2,500	2,500.00	100.00
1-7-15055-785081	Country Dance Expenses	0.00	8,000	8,000.00	100.00
1-7-15055-785082	Aerobics & Drop In Sports	0.00	150	150.00	100.00
1-7-15055-786000	Euchres Expense	0.00	2,200	2,200.00	100.00
<b>PARK &amp; REC ANNUAL EVENTS Revenue</b>		<b>0.00</b>	<b>-21,000</b>	<b>-21000.00</b>	<b>100.00</b>
<b>PARK &amp; REC ANNUAL EVENTS Expense</b>		<b>0.00</b>	<b>15,550</b>	<b>15550.00</b>	<b>100.00</b>
<b>Total PARK &amp; REC ANNUAL EVENTS</b>		<b>0.00</b>	<b>-5,450</b>	<b>-5,450.00</b>	<b>100.00</b>
<b>15056 PARK &amp; REC FUNDRAISING</b>					
1-4-15056-440429	Donations - Rink Roof	-45.00	0	45.00	0.00
1-4-15056-440452	Fruit Fundraiser	-10,200.00	-9,010	1,190.00	-13.21
1-4-15056-440455	Murder Mystery	0.00	-3,200	-3,200.00	100.00
1-4-15056-440456	Fundraising Catering	0.00	-5,000	-5,000.00	100.00
1-4-15056-440457	Harvest Dinner	0.00	-3,000	-3,000.00	100.00
1-4-15056-440458	Trivia Night	0.00	-700	-700.00	100.00
1-7-15056-785100	Easter Egg Hunt	0.00	400	400.00	100.00
1-7-15056-785102	Fruit Fundraiser	7,703.00	7,500	-203.00	-2.71
1-7-15056-785105	Murder Mystery	0.00	1,500	1,500.00	100.00
1-7-15056-785106	Fundraising Catering	0.00	5,000	5,000.00	100.00
1-7-15056-785107	Harvest Dinner	0.00	1,800	1,800.00	100.00
1-7-15056-785108	Trivia Night	0.00	500	500.00	100.00
1-7-15056-785114	Quilting	0.00	300	300.00	100.00
1-7-15056-789070	Transf to Reserves - Working for Hoedown	0.00	3,910	3,910.00	100.00
<b>PARK &amp; REC FUNDRAISING Revenue</b>		<b>-10,245.00</b>	<b>-20,910</b>	<b>-10665.00</b>	<b>51.00</b>
<b>PARK &amp; REC FUNDRAISING Expense</b>		<b>7,703.00</b>	<b>20,910</b>	<b>13207.00</b>	<b>63.16</b>
<b>Total PARK &amp; REC FUNDRAISING</b>		<b>-2,542.00</b>	<b>0</b>	<b>2,542.00</b>	<b>0.00</b>
<b>15057 PARK &amp; REC HORTON HOEDOWN</b>					
1-4-15057-440220	Ontario Grant	-4,213.00	0	4,213.00	0.00
1-4-15057-440432	Christmas Craft Show	-292.04	0	292.04	0.00
<b>PARK &amp; REC HORTON HOEDOWN Revenue</b>		<b>-4,505.04</b>	<b>0</b>	<b>4505.04</b>	<b>0.00</b>
<b>PARK &amp; REC HORTON HOEDOWN Expense</b>		<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>
<b>Total PARK &amp; REC HORTON HOEDOWN</b>		<b>-4,505.04</b>	<b>0</b>	<b>4,505.04</b>	<b>0.00</b>

**RETURN TO AGENDA**



Budget Type : BUDGET

Fiscal Year : 2021 Period : 12  
 Account Code : ?-4-?????-?????? To ?-8-?????-??????

Acct Code	Acct Desc	Year to Date	Budget Amt	Variance	% Variance
1-4-15100-440464	PROV GOV LIBRARY	0.00	-5,050	-5,050.00	100.00
1-7-15100-750010	LIBRARY AGREEMENT	8,160.00	13,210	5,050.00	38.23
<b>LIBRARY Revenue</b>		<b>0.00</b>	<b>-5,050</b>	<b>-5050.00</b>	<b>100.00</b>
<b>LIBRARY Expense</b>		<b>8,160.00</b>	<b>13,210</b>	<b>5050.00</b>	<b>38.23</b>
<b>Total LIBRARY</b>		<b>8,160.00</b>	<b>8,160</b>	<b>0.00</b>	<b>0.00</b>
<b>16000 HEALTH SERVICES</b>					
1-4-16000-440300	Doctor Recruitment - Fees & Charges	-5.00	0	5.00	0.00
1-7-16000-700010	Salaries	0.00	350	350.00	100.00
1-7-16000-700140	Employee Benefits	48.06	100	51.94	51.94
1-7-16000-700221	Cemetery Maintenance - Martin Cemetery	210.43	0	-210.43	0.00
1-7-16000-750010	Golden Age Activity Centre	1,000.00	1,000	0.00	0.00
1-7-16000-750020	Soc Serv Home Supp Grant	1,230.00	1,230	0.00	0.00
1-7-16000-750030	Renfrew Sunshine Coach	1,050.00	1,050	0.00	0.00
1-7-16000-750040	Doctor Recruitment	31,083.85	31,084	0.15	0.00
1-7-16000-750050	Hospice Renfrew	250.00	250	0.00	0.00
<b>HEALTH SERVICES Revenue</b>		<b>-5.00</b>	<b>0</b>	<b>5.00</b>	<b>0.00</b>
<b>HEALTH SERVICES Expense</b>		<b>34,872.34</b>	<b>35,064</b>	<b>191.66</b>	<b>0.55</b>
<b>Total HEALTH SERVICES</b>		<b>34,867.34</b>	<b>35,064</b>	<b>196.66</b>	<b>0.56</b>
<b>16100 ECONOMIC DEVELOPMENT</b>					
1-7-16100-700030	EC DEV COMMITTEE MEMEBERS	100.00	0	-100.00	0.00
<b>ECONOMIC DEVELOPMENT Revenue</b>		<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>
<b>ECONOMIC DEVELOPMENT Expense</b>		<b>100.00</b>	<b>0</b>	<b>-100.00</b>	<b>0.00</b>
<b>Total ECONOMIC DEVELOPMENT</b>		<b>100.00</b>	<b>0</b>	<b>-100.00</b>	<b>0.00</b>
<b>17000 PLANNING</b>					
1-4-17000-440330	Fees & Charges Planning	-5,750.00	-5,200	550.00	-10.58
1-4-17000-440355	Fees & Charges Zoning Compl.	-420.00	-400	20.00	-5.00
1-7-17000-700060	Com. Member Fees	325.00	1,700	1,375.00	80.88
1-7-17000-700090	Materials & Supplies	0.00	100	100.00	100.00
1-7-17000-780010	Contracted Services	3,465.80	2,000	-1,465.80	-73.29
1-7-17000-780100	Economic Development	0.00	10,000	10,000.00	100.00
<b>PLANNING Revenue</b>		<b>-6,170.00</b>	<b>-5,600</b>	<b>570.00</b>	<b>-10.18</b>
<b>PLANNING Expense</b>		<b>3,790.80</b>	<b>13,800</b>	<b>10009.20</b>	<b>72.53</b>
<b>Total PLANNING</b>		<b>-2,379.20</b>	<b>8,200</b>	<b>10,579.20</b>	<b>129.01</b>
<b>18000 FIRE</b>					
1-4-18000-440110	Provincial Fees and Charges	-8,511.75	-10,000	-1,488.25	14.88
1-4-18000-440215	POA - Fines	0.00	-500	-500.00	100.00
1-4-18000-440222	FIRE SAFETY GRANT 2021	-5,300.00	0	5,300.00	0.00
1-4-18000-440310	Fees & Charges Fire	0.00	-1,800	-1,800.00	100.00
1-7-18000-700010	Salaries	27,831.76	37,310	9,478.24	25.40
1-7-18000-700035	Conference/Travel Expenses	0.00	750	750.00	100.00
1-7-18000-700060	Misc. Expenses	1,505.85	1,000	-505.85	-50.59
1-7-18000-700070	Insurance	17,060.03	17,060	-0.03	0.00

RETURN TO AGENDA

TOWNSHIP OF HORTON  
**Budget Variance Report**



Fiscal Year : 2021 Period : 12  
 Account Code : ?-4-?????-?????? To ?-8-?????-??????

Budget Type : BUDGET

Acct Code	Acct Desc	Year to Date	Budget Amt	Variance	% Variance
1-7-18000-700080	Office Supplies	152.17	1,000	847.83	84.78
1-7-18000-700090	Clothing Expense	0.00	1,000	1,000.00	100.00
1-7-18000-700100	Telephone	1,120.63	1,300	179.37	13.80
1-7-18000-700110	Utilities	4,905.32	6,410	1,504.68	23.47
1-7-18000-700140	Employee Benefits	2,479.08	4,700	2,220.92	47.25
1-7-18000-700180	Office Equip. & Maint.	1,664.30	2,500	835.70	33.43
1-7-18000-700190	Building Maintenance	1,165.14	2,000	834.86	41.74
1-7-18000-700191	Building Cleaning	42.71	1,000	957.29	95.73
1-7-18000-700200	Fire Equipment Maintenance	5,918.50	19,000	13,081.50	68.85
1-7-18000-700210	Fleet Maintenance	7,204.52	11,500	4,295.48	37.35
1-7-18000-700230	Fuel & Oil	0.00	1,000	1,000.00	100.00
1-7-18000-700240	Radio/Communications	883.20	2,000	1,116.80	55.84
1-7-18000-700250	Transfer to Capital	4,084.74	0	-4,084.74	0.00
1-7-18000-700260	Extrication Agreement	4,500.00	5,000	500.00	10.00
1-7-18000-700261	Water Rescue Agreement	1,000.00	3,000	2,000.00	66.67
1-7-18000-715015	Computer/Program Maintenance	1,944.16	4,000	2,055.84	51.40
1-7-18000-721060	Training	2,491.82	4,500	2,008.18	44.63
1-7-18000-721070	Compressed Air	70.00	250	180.00	72.00
1-7-18000-721080	Extinguisher Recharges	0.00	300	300.00	100.00
1-7-18000-721210	Communications - County	3,999.25	4,150	150.75	3.63
1-7-18000-721230	Fire Prevention	1,708.72	2,850	1,141.28	40.04
1-7-18000-721240	Hydrant/Water Supply	0.00	300	300.00	100.00
1-7-18000-789005	Transfer to Reserves Fire Equipment	34,640.00	34,640	0.00	0.00
1-7-18000-789038	Transfer to Reserves - Building	5,000.00	5,000	0.00	0.00
<b>FIRE Revenue</b>		<b>-13,811.75</b>	<b>-12,300</b>	<b>1511.75</b>	<b>-12.29</b>
<b>FIRE Expense</b>		<b>131,371.90</b>	<b>173,520</b>	<b>42148.10</b>	<b>24.29</b>
<b>Total FIRE</b>		<b>117,560.15</b>	<b>161,220</b>	<b>43,659.85</b>	<b>27.08</b>
<b>19000 BUILDING DEPARTMENT</b>					
1-4-19000-440385	Septic Permits	-12,000.00	-8,000	4,000.00	-50.00
1-4-19000-440410	Building Permits	-51,635.00	-48,985	2,650.00	-5.41
1-4-19000-440431	Misc. Revenue	-2,300.00	-2,000	300.00	-15.00
1-4-19000-440605	Transfer from Reserves	0.00	-8,735	-8,735.00	100.00
1-7-19000-700010	Salaries	33,750.00	49,500	15,750.00	31.82
1-7-19000-700035	Conference/Travel Expenses	58.50	350	291.50	83.29
1-7-19000-700060	Misc. Expenses	34.19	500	465.81	93.16
1-7-19000-700080	Office Supplies	177.07	800	622.93	77.87
1-7-19000-700100	Telephone	191.19	500	308.81	61.76
1-7-19000-700140	Employee Benefits	3,647.55	6,250	2,602.45	41.64
1-7-19000-700190	Building Maintenance - Partial Share	0.00	2,000	2,000.00	100.00
1-7-19000-718040	Contracted Services	0.00	2,000	2,000.00	100.00
1-7-19000-785066	Office Administration	0.00	5,820	5,820.00	100.00
<b>BUILDING DEPARTMENT Revenue</b>		<b>-65,935.00</b>	<b>-67,720</b>	<b>-1785.00</b>	<b>2.64</b>
<b>BUILDING DEPARTMENT Expense</b>		<b>37,858.50</b>	<b>67,720</b>	<b>29861.50</b>	<b>44.10</b>
<b>Total BUILDING DEPARTMENT</b>		<b>-28,076.50</b>	<b>0</b>	<b>28,076.50</b>	<b>0.00</b>

RETURN TO AGENDA

**TOWNSHIP OF HORTON**  
**Budget Variance Report**



Budget Type : BUDGET

Fiscal Year : 2021    Period : 12  
 Account Code : ?-4-?????-??????    To ?-8-?????-??????

Acct Code	Acct Desc	Year to Date	Budget Amt	Variance	% Variance
	<b>Total General Operating Fund</b>	<b>-704,404.22</b>	<b>10,000</b>	<b>714,404.22</b>	<b>7144.04</b>
	<b>Report Total</b>	<b>-704,404.22</b>	<b>10,000</b>	<b>714,404.22</b>	<b>7144.04</b>

**RETURN TO AGENDA**



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  Training 4 Seasons of Reconciliation	<b>Date:</b>	October 19 <sup>th</sup> , 2021
	<b>Council/Committee:</b>	General Government/Council
	<b>Author:</b>	Hope Dillabough, CAO/Clerk
	<b>Department:</b>	Council

### RECOMMENDATIONS:

This report is for information purposes.

### BACKGROUND:

Staff has engaged First Nations University of Canada for the purpose of workplace training through online learning. “**4 Seasons of Reconciliation**” is an online course which teaches Indigenous Awareness Training and can be customized for Horton’s specific needs. It’s meant to create a more inclusive workplace.

**4 Seasons of Reconciliation** is a unique 3-hour online course which promotes a renewed relationship between Indigenous Peoples and Canadians through transformative learning about truth and reconciliation. This workplace course provides the basic foundation on the relationship between Canada and Indigenous Peoples and the Truth and Reconciliation Commission of Canada (TRC). The flyer for this course is attached as Appendix 1. The CAO/Clerk had a call scheduled with ‘Reconciliation Education’ who partners with First Nations University of Canada to offer this online course.

I have committed to 12-15 ‘licenses’ to allow for the online training to be done individually. Staff is recommending that all Council and Office Staff do this training and open it up to any Public Advisory Members that wish to also. I do recall both General Government Public Advisory Members expressed interest and I have put both Ms. Humphries and Mr. Hopping on the list.

There will be an email sent to all registered next week with instructions and details on how to do the online training at your leisure.

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** \$1200.00 plus HST for 15 licenses. There are sufficient funds in the 2021 Operating Budget for this training.

RETURN TO AGENDA

**ATTACHMENTS:**

Appendix 1 – 4 Seasons of Reconciliation Flyer



**Prepared by:** Hope Dillabough, CAO/Clerk



# Online course for the workplace

## 4 Seasons of Reconciliation

In partnership with the First Nations University of Canada, (*Canada's only Indigenous University*), this multi-media modular course, *4 Seasons of Reconciliation*, teaches Indigenous Awareness Training for the workplace and is customized to your specific needs and learning portal.

The course and its companion national bonus video library, provides a concrete tool for building a more inclusive workplace which actively meets and responds to the TRC Calls to Action.

[Request a trial review pass](#)

[RETURN TO AGENDA](#)

# Indigenous Awareness Training: 4 Seasons of Reconciliation



Online Training course for the workplace:



*4 Seasons of Reconciliation* is an engaging multi-media course which promotes a renewed relationship between Indigenous Peoples and Canadians, through transformative learning. This bilingual course is in use across 8 provinces in major education, government and private sectors. The course is a self-paced foundational 1:0:1 for Indigenous awareness training. It provides a concrete tool for building a more inclusive workplace which actively meets and responds to the TRC Calls to Action. Engaging and inspiring videos, award-winning films, slides, quizzes, a final certificate and a national bonus video library created with Indigenous authors provides your workplace with ready-to-use reconciliation strategy tool.



## Modular Course & Final Quiz & Certificate:

<p>Pre-Module Quiz</p> <p>7m</p>	<p>Module 1 Watch the film</p> <p>30m</p>	<p>Module 2 Colonial Lens</p> <p>14m</p>	<p>Module 3 Pre-Contact</p> <p>16m</p>	<p>Module 4 Treaties</p> <p>15m</p>
<p>Module 5 Residential Schools</p> <p>14m</p>	<p>Module 6 UNDRIP</p> <p>5m</p>	<p>Module 7 Indigenous Relation</p> <p>14m</p>	<p>Module 8 Reconciliation</p> <p>12m</p>	<p>Module 9 Restitution</p> <p>14m</p>



**RETURN TO AGENDA**

Request trial review pass:

Contact our learning team at:  
416.945-9632 or:  
4Seasons@ReconciliationEducation.ca

[www.ReconciliationEducation.ca](http://www.ReconciliationEducation.ca)



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  Corporate Policy E-01 Review	<b>Date:</b>	October 19 <sup>th</sup> , 2021
	<b>Council/Committee:</b>	Council
	<b>Author:</b>	Hope Dillabough, CAO/Clerk
	<b>Department:</b>	General Government

### **RECOMMENDATIONS:**

THAT Council accept Corporate Policy E-01 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 E reviewed and updated as attached:

- Policy E-01 – Hours of Work, Overtime, Leave and Attendance

Highlighted areas are additions to the policies.

Staff felt there needed to be clarification on the 'summer hours' that may apply for Public Works Staff as there is often a difference of opinion when they begin and end. This policy update clarifies the timeline for summer hours so there is no longer a discrepancy.

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** N/A

**CONSULTATIONS:** Public Works Manager

**Prepared by:** Hope Dillabough, CAO/Clerk

**Reviewed by:** Adam Knapp, Public Works Manager

**RETURN TO AGENDA**

<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> HOURS OF WORK, OVERTIME, LEAVE, AND ATTENDANCE			<b>POLICY #:</b> E-01
<b>POLICY:</b> Hours of Work and Overtime			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> <del>June 2019</del> October 2021	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 2

**POLICY STATEMENT:**

In order to administer its affairs as efficiently and effectively as possible and in the best interest of the general public, the Township of Horton establishes hours of work, including shift work if required, for all job classifications.

**PROCEDURE:**

1. The following apply to hours of work:
  - (a) the normal minimum daily hours of work for all full-time management, supervisory, technical, administrative, and administrative support employees is seven (7) hours per day;
  - (b) the normal daily hours of work for all Public Works Department employees consist of eight (8) hours per day as designated by the Manager;
  - (c) a fifteen (15) minute break period is provided in both the first and second half of a shift; and
  - (d) each Manager ensures that each employee in his/her Department is working the required number of hours for his/her classification;
  
2. The following apply to overtime:
  - (a) all authorized work performed by employees (except those indicated in 3(b) below) beyond the normal daily hours is considered overtime and is paid at the rate of time and one-half or, upon mutual agreement with their Manager, employees may receive time and one-half off with pay at a mutually agreeable time for overtime hours worked. Overtime shall not accumulate on a time-off-in-lieu basis beyond ten (10) working days at any given time. Any overtime in the bank at year end can be carried over to the next calendar year;
  - (b) Public Works operational employees who are called in prior to their normal starting time are required to go home after a total of eight (8) hours are worked, unless after eight (8) hours of work the Manager assigns additional work;

**RETURN TO AGENDA**

<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> HOURS OF WORK, OVERTIME, LEAVE, AND ATTENDANCE			<b>POLICY #:</b> E-01
<b>POLICY:</b> Hours of Work and Overtime			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> <del>June 2019</del> October 2021	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 2 of 2

- (c) The CAO/Clerk and the Public Works Manager are eligible for overtime pay at straight time, to a maximum of eighty (80) hours per calendar year. The CAO/Clerk shall be paid straight time for Council and Standing Committee meetings in accordance the Council Remuneration and Employment Bylaws. All overtime for the Public Works Manager must be pre-approved by the CAO/Clerk and shall not include elective overtime. The CAO/Clerk and the Public Works Manager have the option of using the above overtime as time off in lieu of overtime at straight time.
- (c) overtime is pre-authorized by the employee's Manager or designate; with exception of snow removal.
3. The following apply to office hours:
- (a) the normal hours of business for all departments operating out of the Municipal Office are 8:30 a.m. to 4:00 p.m.; summer hours may apply.
- (b) the normal hours of operation for the Public Works Department employees are 7:00 a.m. to 3:30 p.m. Summer hours may apply. Sumer hours of Operation for the Public Works Department employees is 6:00 a.m. to 4:30 p.m. When Summer hours apply, they will begin the week following the Civic holiday in May and conclude the week before Thanksgiving.



## THE CORPORATION OF THE TOWNSHIP OF HORTON Memo from the CAO/Clerk as of October 15<sup>th</sup>, 2021.

INFORMATION provided **NOT** included in the  
Regular Council meeting package of October 19<sup>th</sup>, 2021.

### **INFORMATION EMAILED**

1. Decision on the Proposed Land Use Compatibility Guideline
2. CAO/Clerk Executive Diploma in Municipal Management
3. Wardens Community Service Awards
4. Ottawa Valley Business News – October 5
5. ROMA Insider
6. Vaccination Memo for Coaches, Volunteers, and Officials
7. Proposed Amendments to Crown Forrest Sustainability Act
8. AMO Policy Update
9. Certificate of Completion- D. Radke
10. Calendars

**RETURN TO AGENDA**

# THE CORPORATION OF THE TOWNSHIP OF HORTON

## BY-LAW NO. 2021-51

### BEING A BY-LAW TO APPOINT AN AUDITOR FOR THE TOWNSHIP OF HORTON

**WHEREAS** Section 5 of the Municipal Act, 2001 S.O. 2001 c. 25 as amended states that the powers of a municipality shall be exercised by Council and generally through by-law;

**WHEREAS** Section 296 (1) of the Municipal Act, 2001 S.O., 2001 c. 25, as amended, requires the Council of every Municipality to appoint an auditor licensed under the *Public Accountancy Act*, and

**WHEREAS** the Council of the Corporation of the Township of Horton deems it necessary to appoint an auditor;

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

1. That MacKillican and Associates of Renfrew be hereby re-appointed as the auditor for the Corporation for a three-year term for the years ending December 31<sup>st</sup>, 2021, 2022 and 2023.
2. That the CAO/Clerk is hereby authorized to exercise the option to extend the appointment for a further two-year term for the years ending December 31<sup>st</sup>, 2024 and 2025 and report to Council any such exercise of delegated authority.
3. That By-Law No. 2021-03 be hereby repealed.
4. That this By-Law shall come into force and take effect upon being passed by Council.

**READ** a First and Second time this 19<sup>th</sup> day of October, 2021.

**READ** a Third Time and Passed this 19<sup>th</sup> day of October, 2021.

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

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

**RETURN TO AGENDA**

**THE CORPORATION OF THE TOWNSHIP OF HORTON****BY-LAW NO. 2021-52****BEING A BY-LAW TO ADOPT AMENDED CORPORATE  
POLICY E-01 OF THE TOWNSHIP'S CORPORATE POLICIES**

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

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

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

1. **THAT** the Council of the Corporation of the Township of Horton hereby adopt Corporate Policy E-01 Hours of Works and Overtime Policy attached hereto and marked as Schedule "A" to this By-Law.
2. **THAT** this By-Law shall come into force and take effect immediately upon the passing thereof.
3. **THAT** this By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
4. **BE IT FURTHER ENACTED**, that all By-Laws or parts thereof, and all or any Resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed.

READ a first and second time this 19<sup>th</sup> day of October, 2021.

READ a third time and passed this 19<sup>th</sup> day of October, 2021.

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MAYOR David M. Bennett

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CAO/Clerk Hope Dillabough

<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> HOURS OF WORK, OVERTIME, LEAVE, AND ATTENDANCE			<b>POLICY #:</b> E-01
<b>POLICY:</b> Hours of Work and Overtime			
<b>DATE:</b> April 07/03	<b>REV. DATE:</b> June 2019 By-Law 2019-50	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 5

**POLICY STATEMENT:**

In order to administer its affairs as efficiently and effectively as possible and in the best interest of the general public, the Township of Horton establishes hours of work, including shift work if required, for all job classifications.

**PROCEDURE:**

1. The following apply to hours of work:
  - (a) the normal minimum daily hours of work for all full-time management, supervisory, technical, administrative, and administrative support employees is seven (7) hours per day;
  - (b) the normal daily hours of work for all Public Works Department employees consist of eight (8) hours per day as designated by the Manager;
  - (c) a fifteen (15) minute break period is provided in both the first and second half of a shift; and
  - (d) each Manager ensures that each employee in his/her Department is working the required number of hours for his/her classification;
  
2. The following apply to overtime:
  - (a) all authorized work performed by employees (except those indicated in 3(b) below) beyond the normal daily hours is considered overtime and is paid at the rate of time and one-half or, upon mutual agreement with their Manager, employees may receive time and one-half off with pay at a mutually agreeable time for overtime hours worked. Overtime shall not accumulate on a time-off-in-lieu basis beyond ten (10) working days at any given time. Any overtime in the bank at year end can be carried over to the next calendar year;
  - (b) Public Works operational employees who are called in prior to their normal starting time are required to go home after a total of eight (8) hours are worked, unless after eight (8) hours of work the Manager assigns additional work;

**RETURN TO AGENDA**

<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> HOURS OF WORK, OVERTIME, LEAVE, AND ATTENDANCE			<b>POLICY #:</b> E-01
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- (c) The CAO/Clerk and the Public Works Manager are eligible for overtime pay at straight time, to a maximum of eighty (80) hours per calendar year. The CAO/Clerk shall be paid straight time for Council and Standing Committee meetings in accordance the Council Remuneration and Employment Bylaws. All overtime for the Public Works Manager must be pre-approved by the CAO/Clerk and shall not include elective overtime. The CAO/Clerk and the Public Works Manager have the option of using the above overtime as time off in lieu of overtime at straight time.
- (c) overtime is pre-authorized by the employee's Manager or designate; with exception of snow removal.
3. The following apply to office hours:
- (a) the normal hours of business for all departments operating out of the Municipal Office are 8:30 a.m. to 4:00 p.m.; summer hours may apply.
- (b) the normal hours of operation for the Public Works Department employees is 7:00 a.m. to 3:30 p.m. Summer hours may apply. Sumer hours of Operation for the Public Works Department employees is 6:00 a.m. to 4:30 p.m.
- (c) when Summer hours apply, they will begin the week following the Civic Holiday in May and conclude the week before Thanksgiving.

Note: See Appendix A, B and C.

**CORPORATION OF THE TOWNSHIP OF HORTON****BY-LAW NO. 2021-53****A BY-LAW TO CONFIRM PROCEEDINGS OF  
THE COUNCIL OF THE TOWNSHIP OF HORTON  
AT THE REGULAR COUNCIL MEETING HELD OCTOBER 19<sup>TH</sup>, 2021**

**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 19<sup>th</sup> day of October, 2021 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 19<sup>th</sup> day of October, 2021.

READ a third time and passed this 19<sup>th</sup> day of October, 2021.

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MAYOR David M. Bennett

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CAO/Clerk Hope Dillabough