



**THE CORPORATION OF THE TOWNSHIP OF HORTON  
COUNCIL MEETING – NOVEMBER 16<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 – Public Meeting – Zoning By-law Amendment – Horton Township

**PG.3**

**6. MINUTES FROM PREVIOUS MEETINGS**

6.1 November 2<sup>nd</sup>, 2021 – Regular Council

**PG.9**

**7. BUSINESS ARISING FROM MINUTES**

**8. COMMITTEE REPORTS:**

**8.1 GENERAL GOVERNMENT COMMITTEE**

▪ **CHAIR CAMPBELL**

8.1.1 Financial Departmental Report & Statement

**PG.13**

8.1.2 Staff Report – OPP Quarter Billing Summary

**PG.24**

8.1.3 Staff Report – January 2022 Council Meeting Dates

**PG.29**

8.1.4 Staff Report – COVID-19 Vaccination Policy

**PG.30**

**8.2 TRANSPORTATION & ENVIRONMENTAL SERVICES COMMITTEE**

▪ **CHAIR WEBSTER**

8.2.1 Chair's Report – November 3<sup>rd</sup>

**PG.48**

**9. CORRESPONDENCE SUMMARY**

**9.1 INFORMATION CORRESPONDENCE**

9.1.1 CAO/Clerk Information Memo

**PG.50**

**RETURN TO AGENDA**

**9.2 ACTION CORRESPONDENCE**

9.2.1 Request for Proclamation for Victims &amp; Survivors

**PG.51****10. BY-LAWS**

10.1 2021-56 Zoning By-law Amendment – Horton Township

**PG.55**

10.2 2021-57 Adopt COVID-19 Vaccination Policy

**PG.57**

10.3 2021-58 Authorize Temporary Secondary Dwelling Agreement

**PG.60**

10.4 2021-59 Adopt Corporate Policy Section T-05

**PG.70****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 2021-60****PG.83****17. ADJOURNMENT****RETURN TO AGENDA**

# **THE CORPORATION OF THE TOWNSHIP OF HORTON**

## **PUBLIC MEETING**

### **Zoning Amendment Horton Township**

November 16<sup>th</sup>, 2021  
4:00 p.m.

1. Call to Order
2. Declaration of Pecuniary Interest
3. CAO/Clerk – Purpose of Amendment
4. CAO/Clerk’s Report on Notice
  - i) Reading of Written Comments
  - ii) Public Participation
    - a) Questions from Public
    - b) Comments in Support
    - c) Comments in Opposition
5. Information on who is entitled to appeal Council’s decision to the Local Appeal Tribunal under Sections 34(11) and (19) of O.Reg 545/06
6. Council Members Comments/Questions
7. Adjournment

**RETURN TO AGENDA**



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b> Public Meeting – Zoning By-law Amendment Township of Horton	<b>Date:</b> November 16 <sup>th</sup> , 2021
	<b>Author:</b> Hope Dillabough, CAO/Clerk

### **BACKGROUND:**

This Zoning By-Law Amendment pertains to the Township of Horton in its entirety.

#### **Purpose of this amendment:**

The purpose of the amendment is to update the provisions regarding Storage Trailers in the Township of Horton to permit Shipping Containers/Storage Trailers to be used as an accessory building in all zones with no requirement for a minimum lot size.

A Shipping Container is defined as an enclosed metal structure designated to facilitate the transportation of goods by several different means of transportation, and shall include intermodal shipping containers, transport truck trailers, and straight truck boxes, but does not include any vehicle.

A Storage Trailer is defined as any vehicle so constructed as to be suitable for attachment to a motor vehicle for the purpose of being drawn or propelled by the motor vehicle, except a mobile home or farm implement.

The effect of the amendment is to add the following provisions under Section 3.31 of the Zoning By-law:

- A shipping container/storage trailer shall not be located within 20 metres of a front lot line;
- Where a shipping container/storage trailer cannot be located 20 metres from a front lot line the shipping container/storage trailer must be located in a rear yard and be a minimum of 3.0 metres to any side or rear lot line;
- Shipping containers/storage trailers shall be visually screened from any street or from any adjacent lot where such adjacent lot is in a zone other than a Commercial or Industrial Zone; and
- Visual screening may include vegetative material, a berm, fencing, or other opaque barrier, and shall be a minimum height of 2.0 metres;
- A shipping container/storage trailer shall not be used for the display of advertising;
- A building permit is required for a shipping container/storage trailer; and
- A shipping container/storage trailer may be used as a Temporary Construction Use.

All other provisions of the Zoning By-law shall apply.

**RETURN TO AGENDA**

Notice of this Public Meeting was sent to the Clerks of surrounding municipalities within one kilometer, in addition to ten (10) Provincial and County Agencies, and advertised in the Renfrew Mercury. Out of those, we received no written comments back by the prescribed deadline.

*Section 34(11) - If Council decides to refuse an application or refuses or neglects to make a decision on an application within 120 days of the municipal clerk receiving the application, the applicant or the Minister of Municipal Affairs and Housing, may appeal to the Local Planning Appeal Tribunal by filing an appeal with the clerk of the municipality.*

*Section 34(19) – Not later than 20 days after the giving of notice of passing of the by-law, the applicant, any person or public body who made oral submissions at the public meeting or made a written submission to Council, before the by-law was passed, or the Minister of Municipal Affairs and Housing, may appeal to the Local Planning Appeal Tribunal by filing an appeal with the clerk of the municipality.*

**CONSULTATIONS:** County of Renfrew

**ATTACHMENTS:** Notice of Public Meeting and Notice to Public Bodies

**Prepared by:** Nikky Dubeau, Executive Assistant

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

**TOWNSHIP OF HORTON**  
**NOTICE OF APPLICATION AND PUBLIC MEETING**

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***In the matter of Section 34 of the Planning Act, the Township of Horton hereby gives NOTICE OF THE FOLLOWING:***

- i) Application to amend the Zoning By-law (By-law 2010-14) of the Township of Horton.*
  - ii) A public meeting regarding an application for an amendment to the Zoning By-law of the Township of Horton*
- 

**Subject Lands**     The proposed zoning by-law amendment applies to the whole of the Township of Horton as it would amend the Zoning By-law on a Township-wide basis. Therefore, a key map is not provided with this notice.

**Public Meeting**     A public meeting to inform the public of the proposed zoning amendment will be held electronically on November 16<sup>th</sup> at 4 p.m. via Zoom.

**This meeting will be by Zoom Conferencing and will be livestreamed on the Township of Horton's YouTube Channel. The YouTube link can be found on the Council Agenda at [www.hortontownship.ca](http://www.hortontownship.ca).**

**Proposed Zoning By-law Amendment**

The purpose of the amendment is to update the provisions regarding Storage Trailers in the Township of Horton to permit Shipping Containers/Storage Trailers to be used as an accessory building in all zones with no requirement for a minimum lot size.

A Shipping Container is defined as an enclosed metal structure designated to facilitate the transportation of goods by several different means of transportation, and shall include intermodal shipping containers, transport truck trailers, and straight truck boxes, but does not include any vehicle.

A Storage Trailer is defined as any vehicle so constructed as to be suitable for attachment to a motor vehicle for the purpose of being drawn or propelled by the motor vehicle, except a mobile home or farm implement.

The effect of the amendment is add the following provisions under Section 3.31 of the Zoning By-law:

- A shipping container/storage trailer shall not be located within 20 metres of a front lot line;
- Where a shipping container/storage trailer cannot be located 20 metres from a front lot line the shipping container/storage trailer must be located in a rear yard and be a minimum of 3.0 metres to any side or rear lot line;
- Shipping containers/storage trailers shall be visually screened from any street or from any adjacent lot where such adjacent lot is in a zone other than a Commercial or Industrial Zone; and
- Visual screening may include vegetative material, a berm, fencing, or other opaque barrier, and shall be a minimum height of 2.0 metres;
- A shipping container/storage trailer shall not be used for the display of advertising;
- A building permit is required for a shipping container/storage trailer; and
- A shipping container/storage trailer may be used as a Temporary Construction Use.

All other provisions of the Zoning By-law shall apply.

Additional information regarding the Zoning By-law amendment is available for inspection at the Township of Horton Municipal Office during regular office hours.

*If you wish to be notified of the decision of the Township of Horton on the proposed zoning by-law amendment, you must make a written request to the Township of Horton.*

**RETURN TO AGENDA**

*If a person or public body would otherwise have an ability to appeal the decision of the Township of Horton to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Horton before the by-law is passed, the person or public body is not entitled to appeal the decision.*

*If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Horton before the by-law is passed by the Township of Horton, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.*

**NOTE:** One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the Municipality to such persons as the Municipality sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.

Dated at the Township of Horton this 12<sup>th</sup> day of October, 2021.



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Ms. Hope Dillabough, CAO/Clerk  
Township of Horton  
2253 Johnston Road  
RENFREW, ON K7V 3Z8  
Telephone: (613) 432-6271  
Email: [hdillabough@hortontownship.ca](mailto:hdillabough@hortontownship.ca)

**TOWNSHIP OF HORTON**  
**NOTICE TO PUBLIC BODIES**

RE: APPLICATION FOR ZONING BY-LAW AMENDMENT (Horton Township)

TAKE NOTICE that the Council of the Corporation of the Township of Horton intends to consider a proposal to amend Zoning By-law 2010-14 of the Township of Horton.

An explanation of the proposed Zoning By-law Amendment is contained in the attached Notice of Application and Public Meeting. The following information is also attached to assist you in reviewing the applications:

- Application Sketch
- Proposed Zoning By-law Amendment

PURSUANT to Section 34(15) of the Planning Act, you are hereby requested to submit your comments or alternatively check off the appropriate response box provided below and return a copy to the Clerk by no later than November 9<sup>th</sup>, 2021. Additional information relating to the above is available during regular office hours at the Township office.

DATED at the Township of Horton this 12<sup>th</sup> day of October, 2021.

**AGENCY RESPONSE**

**We have reviewed the information provided for the Zoning By-law Amendment application, and**

- we have no comments or concerns.*
- we will provide more detailed comments and/or conditions after a more thorough review.*

\_\_\_\_\_  
**Agency**

\_\_\_\_\_  
**Name (Print)**

\_\_\_\_\_  
**Signature**



Ms. Hope Dillabough, CAO/Clerk  
 Township of Horton  
 2253 Johnston Road  
 RENFREW, ON K7V 3Z8  
 Telephone: (613) 432-6271  
 Email:  
[hdillabough@hortontownship.ca](mailto:hdillabough@hortontownship.ca)

**RETURN TO AGENDA**

**THE CORPORATION OF THE TOWNSHIP OF HORTON**

REGULAR COUNCIL MEETING  
NOVEMBER 2<sup>ND</sup>, 2021

There was a Regular Meeting of Council held via Zoom on Tuesday November 2, 2021. Present were Mayor David Bennett, Deputy Mayor Glen Campbell, Councillor Doug Humphries, and Councillor Tom Webster. Staff present was Hope Dillabough, CAO/Clerk, and Nichole Dubeau, Executive Assistant-Recording Secretary.

Councillor Lane Cleroux sent his regrets.

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

Mayor Bennett called the meeting to order at 4:00 p.m. and performed roll call.

	Present	Absent
Mayor David Bennett	X	
Deputy Glen Campbell	X	
Councillor Lane Cleroux		X
Councillor Doug Humphries	X	
Councillor Tom Webster	X	

**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 Webster

**RESOLUTION NO. 2021-254**

Seconded by Councillor Humphries

**THAT** Council adopt the Agenda for the November 2<sup>nd</sup>, 2021 Regular Council Meeting.

**Carried**

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

**6. MINUTES**

6.1 October 19<sup>th</sup>, 2021 – Regular Council

Moved by Councillor Webster

**RESOLUTION NO. 2021-255**

Seconded by Councillor Humphries

**THAT** Council approve the following Minutes:

- October 19<sup>th</sup>, 2021 – Regular Council

**Carried**

**7. BUSINESS ARISING FROM MINUTES**

There was no business arising from the minutes.

**8. COMMITTEE REPORTS:**

Moved by Councillor Webster

**RESOLUTION NO. 2021-256**

Seconded by Deputy Mayor Campbell

**THAT** Council appoint Councillor Humphries as Planning Committee Chair for the November 2<sup>nd</sup>, 2021 meeting.

**Carried**

**RETURN TO AGENDA**

**8.1 PLANNING COMMITTEE**

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

**8.1.1 Building Report – September 2021**

Council and Committee reviewed the report.

**8.1.2 Consent File B55/21 – Fred Hansma & Debbie Shepperd**

Executive Assistant Nichole Dubeau reviewed the report. She stated that the County has changed the consent process which now puts more onus on the Township in the Municipal Report. It was suggested that Council invite Bruce Howarth, County of Renfrew Planning Manager, to be a delegation to explain the updated process to Council.

**8.1.3 Amendment to Site Plan Agreement – Derek McGrimmon & Jennifer Sholea**

Executive Assistant Nichole Dubeau reviewed the report.

**8.2 TRANSPORTATION & ENVIRONMENTAL SERVICES COMMITTEE****8.2.1 Chair's Report – October 6<sup>th</sup>, 2021**

Chair Webster reviewed the report. He stated that there would be more discussion regarding the Johnston Road speed limit at the next TES Committee meeting.

**8.3 COMMUNITY COMMITTEES / COUNTY COUNCIL****8.3.1 Renfrew & Area Seniors Home Support**

Councillor Humphries stated that they will be resuming in-person meetings this month.

**8.3.2 Community Safety & Wellbeing Plan Committee**

Deputy Mayor Campbell stated that the surveys have been sent out to the municipalities to gather pertinent information.

**8.3.3 Health Services Village**

There was no update.

**8.3.4 Chamber of Commerce**

Councillor Humphries stated that the Annual Community Awards night were October 21<sup>st</sup> and there was a great crowd of support.

**8.3.5 County Council**

Mayor Bennett stated that the Winter Games are moving forward.

**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 2021-54 McGrimmon & Sholea Site Plan Amendment

**11. NOTICE TO FILE MOTION FOR NEXT COUNCIL – NONE****12. COUNCIL/STAFF MEMBERS CONCERNS – NONE**

**RETURN TO AGENDA**

**13. MOTION FOR RECONSIDERATION – NONE****14. RESOLUTIONS**

Moved by Councillor Humphries **RESOLUTION NO. 2021-257**  
Seconded by Councillor Webster  
**THAT** Council accept the September 2021 Building Report as information.  
**Carried**

Moved by Deputy Mayor Campbell **RESOLUTION NO. 2021-258**  
Seconded by Councillor Webster  
**THAT** the Planning Committee and Council approve Consent B55/21, Fred Hansma and Debbie Shepherd, upon the following condition being met:

- A Registered Plan of Survey

**Carried**

Moved by Councillor Humphries **RESOLUTION NO. 2021-259**  
Seconded by Deputy Mayor Campbell  
**THAT** Council agrees to support amending the Site Plan Agreement with J & K Storage (Derek McGrimmon & Jennifer Sholea) to permit two (2) 40' x 100' Self Storage Buildings.  
**Carried**

Moved by Councillor Webster **RESOLUTION NO. 2021-260**  
Seconded by Councillor Humphries  
**THAT** Council accept the Transportation and Environmental Services Committee Chair's Report as information.  
**Carried**

Moved by Deputy Mayor Campbell **RESOLUTION NO. 2021-261**  
Seconded by Councillor Humphries  
**THAT** upon recommendation from the TES Committee, Council agree to retain the Western Plow and the 2013 Chevrolet Silverado 3500 series pickup truck;

**AND THAT** that the plow and truck be retained until it is deemed unfeasible to maintain and at that time both the plow and truck shall be deemed surplus;

**FURTHER THAT** a portion of resolution 2021-92 be rescinded which states that, "once the XLS plow is installed, the straight blade Western Plow currently fitted to truck #11, the 2013 series Chevrolet Silverado, be deemed surplus and sold on Gov Deals with the proceeds directed back into the Roads Equipment Reserves".  
**Carried**

Moved by Councillor Webster **RESOLUTION NO. 2021-262**  
Seconded by Councillor Humphries  
**THAT** Council receive the reports for Community Committees and County Council as information.  
**Carried**

Moved by Deputy Mayor Campbell **RESOLUTION NO. 2021-263**  
Seconded by Councillor Humphries  
**THAT** Council accept the CAO/Clerk's Information Memo for November 2<sup>nd</sup>, 2021.  
**Carried**

Moved by Councillor Humphries **RESOLUTION NO. 2021-264**  
Seconded by Councillor Webster  
**THAT** Council enact the following By-laws:

- 2021-54 McGrimmon & Sholea Site Plan Amendment Agreement

**Carried****15. IN CAMERA (Closed) SESSION****RETURN TO AGENDA**

Moved by Councillor Humphries  
Seconded by Councillor Webster

**RESOLUTION NO. 2021-265**

**THAT** Council went into a Closed Session Meeting at 4:44 p.m. to discuss the following items pursuant to Section 239(2) (c) of the Municipal Act;

- (c) A proposed or pending acquisition or disposition of land by the municipality or local board – Concession 7, Part Lot 13, Township of Horton

**Carried**

Moved by Councillor Humphries  
Seconded by Councillor Webster

**RESOLUTION NO. 2021-266**

**THAT** Council came out of Closed (In-Camera) Session at 5:07 p.m. and discussed items pertaining to:

- A proposed or pending acquisition or disposition of land by the municipality or local board – Concession 7, Part Lot 13, Township of Horton

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

Moved by Deputy Mayor Campbell  
Seconded by Councillor Humphries

**RESOLUTION NO. 2021-267**

**THAT** Council enact By-law 2021-55 – Confirming By-Law.

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

Mayor Bennett declared the meeting adjourned at 5:09 p.m.

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 MAYOR David M. Bennett

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 CAO/CLERK Hope Dillabough

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
<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	-238,300.00	-238,300	0.00	0.00
1-4-11000-440350	Tax Certificates	-2,555.00	-2,100	455.00	-21.67
1-4-11000-440400	Oth Revenue Lottery Lic	-105.00	-100	5.00	-5.00
1-4-11000-440415	Oth Revenue Int Income	-8,412.43	-15,000	-6,587.57	43.92
1-4-11000-440420	Oth Revenue Int on Tax	-44,765.78	-53,000	-8,234.22	15.54
1-4-11000-440431	Other Rev Misc.	-1,081.95	-1,000	81.95	-8.20
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	2,594.44	8,500	5,905.56	69.48
1-7-11000-700070	Insurance	19,694.94	19,700	5.06	0.03
1-7-11000-700080	Office Supplies	3,409.62	7,500	4,090.38	54.54
1-7-11000-700085	Postage/Courier	15,344.68	17,000	1,655.32	9.74
1-7-11000-700100	Telephone	2,620.14	2,500	-120.14	-4.81
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.	4,082.41	9,250	5,167.59	55.87
1-7-11000-700190	Building Maintenance	3,890.91	9,000	5,109.09	56.77
1-7-11000-700191	Building Cleaning	433.14	6,000	5,566.86	92.78
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	4,109.87	7,500	3,390.13	45.20
1-7-11000-715015	Computers & Program Maint.	17,467.50	20,000	2,532.50	12.66
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	10,448.21	1,000	-9,448.21	-944.82
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>-5,525,851.86</b>	<b>-2,865,136</b>	<b>2660715.86</b>	<b>-92.87</b>
<b>GENERAL GOVERNMENT Expense</b>		<b>2,221,470.19</b>	<b>203,634</b>	<b>-2017836.19</b>	<b>-990.91</b>
<b>Total GENERAL GOVERNMENT</b>		<b>-3,304,381.67</b>	<b>-2,661,502</b>	<b>642,879.67</b>	<b>-24.15</b>
<b>11010 COUNCIL</b>					
1-7-11010-700010	Council Salaries	81,529.80	95,000	13,470.20	14.18
1-7-11010-700035	Conference/Travel Expenses	487.48	6,500	6,012.52	92.50
1-7-11010-700060	Council Misc. Expenses	2,859.27	2,500	-359.27	-14.37
1-7-11010-700100	Council Telephone	20.61	350	329.39	94.11
1-7-11010-700140	Council Benefits	11,804.10	10,000	-1,804.10	-18.04
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>96,701.26</b>	<b>115,350</b>	<b>18648.74</b>	<b>16.17</b>
<b>Total COUNCIL</b>		<b>96,701.26</b>	<b>115,350</b>	<b>18,648.74</b>	<b>16.17</b>
<b>11011 ELECTION</b>					
1-7-11011-700035	Conference/Travel Expenses	380.00	0	-380.00	0.00
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>8,380.00</b>	<b>8,000</b>	<b>-380.00</b>	<b>-4.75</b>
<b>Total ELECTION</b>		<b>8,380.00</b>	<b>8,000</b>	<b>-380.00</b>	<b>-4.75</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	241,514.31	300,565	59,050.69	19.65
1-7-11015-700035	Conference Expenses	5,408.42	8,500	3,091.58	36.37
1-7-11015-700140	Employee Benefits	74,959.70	75,313	353.30	0.47
<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>321,882.43</b>	<b>384,378</b>	<b>62495.57</b>	<b>16.26</b>
<b>Total ADMINISTRATION</b>		<b>321,882.43</b>	<b>360,985</b>	<b>39,102.57</b>	<b>10.83</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	875.00	-1,000	875.00	-87.50
1-4-12000-440480	Tile Drain	0.00	-13,000	-13,000.00	100.00
1-7-12000-700010	Salaries	1,113.10	1,300	186.90	14.38

**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
1-7-12000-700060	Misc. Expenses	50.00	100	50.00	50.00
1-7-12000-700065	Dog Tag Collection	27.63	2,000	1,972.37	98.62
1-7-12000-700140	Employee Benefits	524.67	250	-274.67	-109.87
1-7-12000-700260	Agreements	1,640.00	1,640	0.00	0.00
1-7-12000-700300	9-1-1 Signs	257.00	1,000	743.00	74.30
1-7-12000-700310	Ontario Provincial Police	335,872.92	452,373	116,500.08	25.75
1-7-12000-718040	Contracted Services	5,695.22	10,000	4,304.78	43.05
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	4,430.98	10,000	5,569.02	55.69
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>-9,659.15</b>	<b>-27,600</b>	<b>-17940.85</b>	<b>65.00</b>
<b>PROTECTIVE SERVICES Expense</b>		<b>349,891.52</b>	<b>494,663</b>	<b>144771.48</b>	<b>29.27</b>
<b>Total PROTECTIVE SERVICES</b>		<b>340,232.37</b>	<b>467,063</b>	<b>126,830.63</b>	<b>27.15</b>
<b>12021 MUNICIPAL DISASTER</b>					
1-4-12021-440220	Ontario Grant	-9,000.00	0	9,000.00	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	8,353.22	0	-8,353.22	0.00
<b>MUNICIPAL DISASTER Revenue</b>		<b>-30,000.00</b>	<b>0</b>	<b>30000.00</b>	<b>0.00</b>
<b>MUNICIPAL DISASTER Expense</b>		<b>8,353.22</b>	<b>0</b>	<b>-8353.22</b>	<b>0.00</b>
<b>Total MUNICIPAL DISASTER</b>		<b>-21,646.78</b>	<b>0</b>	<b>21,646.78</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	-2,667.25	-2,000	667.25	-33.36
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	163,933.17	225,408	61,474.83	27.27
1-7-13030-700030	Com. Member Meeting	299.44	1,000	700.56	70.06
1-7-13030-700035	Conference/Travel Expenses	3,735.65	5,500	1,764.35	32.08
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	5,454.69	6,000	545.31	9.09
1-7-13030-700100	Telephone	1,574.09	1,800	225.91	12.55
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	89,896.85	74,159	-15,737.85	-21.22
1-7-13030-700181	Clothing Allowance	1,558.32	2,000	441.68	22.08
1-7-13030-700190	Building Maintenance	6,617.76	10,000	3,382.24	33.82
1-7-13030-700191	Building Cleaning	271.75	1,350	1,078.25	79.87
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

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
1-7-13030-700280	Advertising	650.35	1,200	549.65	45.80
1-7-13030-715015	Computer Programs & Maintenance	241.10	2,000	1,758.90	87.95
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	4,726.88	4,000	-726.88	-18.17
1-7-13030-730157	Truck #14 - 2018 Western Star	5,068.36	5,000	-68.36	-1.37
1-7-13030-730158	Truck #22 - 2021 International	12,854.03	9,000	-3,854.03	-42.82
1-7-13030-730159	Truck # 24 - 2021 Freightliner	4,647.37	0	-4,647.37	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	502.58	0	-502.58	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	39,601.94	57,750	18,148.06	31.43
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	13,629.16	14,280	650.84	4.56
1-7-13030-730560	B- Roadside Maint. - Salaries	11,733.42	16,425	4,691.58	28.56
1-7-13030-730660	C - Road Maintenance - Paved	34,225.68	35,700	1,474.32	4.13
1-7-13030-730670	C - Road Main. - Salaries	19,016.38	26,555	7,538.62	28.39
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	23,139.07	25,137	1,997.93	7.95
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	16,917.56	46,440	29,522.44	63.57
1-7-13030-730960	F - Safety Devices	7,822.90	10,000	2,177.10	21.77
1-7-13030-730970	F - Safety Devices - Salaries	7,111.90	9,701	2,589.10	26.69
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	1,918.86	2,000	81.14	4.06
<b>PUBLIC WORKS Revenue</b>		<b>-258,503.92</b>	<b>-155,855</b>	<b>102648.92</b>	<b>-65.86</b>
<b>PUBLIC WORKS Expense</b>		<b>928,418.40</b>	<b>1,158,638</b>	<b>230219.60</b>	<b>19.87</b>
<b>Total PUBLIC WORKS</b>		<b>669,914.48</b>	<b>1,002,783</b>	<b>332,868.52</b>	<b>33.19</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	375,275.21	408,107	32,831.79	8.04
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>810,987.33</b>	<b>758,107</b>	<b>-52880.33</b>	<b>-6.98</b>
<b>Total ROADS - CAPITAL</b>		<b>756,190.33</b>	<b>10,000</b>	<b>-746,190.33</b>	<b>-7461.90</b>
<b>13035 STORM SEWER</b>					
1-7-13035-700400	Contracted Services	3,931.97	3,000	-931.97	-31.07
<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>3,931.97</b>	<b>3,000</b>	<b>-931.97</b>	<b>-31.07</b>
<b>Total STORM SEWER</b>		<b>3,931.97</b>	<b>3,000</b>	<b>-931.97</b>	<b>-31.07</b>
<b>14000 ENVIROMENTAL SERVICES</b>					
1-4-14000-440220	Ontario Grant	-29,534.22	-36,000	-6,465.78	17.96
1-4-14000-440380	Tipping Fees	-54,392.00	-55,000	-608.00	1.11
1-4-14000-440480	Blue Box & Composter	-436.00	-200	236.00	-118.00
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	44,353.68	46,487	2,133.32	4.59
1-7-14000-700030	Committee Members Fees	237.50	1,000	762.50	76.25
1-7-14000-700035	Conference/Travel Expenses	1,124.06	1,400	275.94	19.71
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	420.54	1,000	579.46	57.95
1-7-14000-700090	Material & Supplies	113.33	1,500	1,386.67	92.44
1-7-14000-700100	Telephone	55.32	300	244.68	81.56
1-7-14000-700110	Hydro	358.51	580	221.49	38.19
1-7-14000-700140	Employee Benefits	9,140.01	11,081	1,940.99	17.52
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	10,406.02	0	-10,406.02	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	177,884.38	204,205	26,320.62	12.89
1-7-14000-745027	Waste - Curbside Pickup	34,873.74	45,375	10,501.26	23.14
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>-85,154.35</b>	<b>-102,300</b>	<b>-17145.65</b>	<b>16.76</b>
<b>ENVIROMENTAL SERVICES Expense</b>		<b>366,770.48</b>	<b>439,628</b>	<b>72857.52</b>	<b>16.57</b>
<b>Total ENVIROMENTAL SERVICES</b>		<b>281,616.13</b>	<b>337,328</b>	<b>55,711.87</b>	<b>16.52</b>
<b>15051 PARK &amp; REC ADMINISTRATION</b>					
1-7-15051-700010	Salaries	2,277.91	9,447	7,169.09	75.89
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	703.32	5,172	4,468.68	86.40
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>31,384.40</b>	<b>45,214</b>	<b>13829.60</b>	<b>30.59</b>
<b>Total PARK &amp; REC ADMINISTRATION</b>		<b>31,384.40</b>	<b>45,214</b>	<b>13,829.60</b>	<b>30.59</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
1-4-15052-440430	POA - CTY - Boat Launch	-55.00	0	55.00	0.00
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	1,608.95	3,070	1,461.05	47.59
1-7-15052-700140	Employee Benefits	472.07	890	417.93	46.96

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
1-7-15052-700140	Employee Benefits	472.07	890	417.93	46.96
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	1,519.34	2,000	480.66	24.03
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>-5,335.87</b>	<b>-35,400</b>	<b>-30064.13</b>	<b>84.93</b>
<b>PARK &amp; REC OUTDOOR FACILITIES Expense</b>		<b>3,766.33</b>	<b>35,410</b>	<b>31643.67</b>	<b>89.36</b>
<b>Total PARK &amp; REC OUTDOOR FACILITIES</b>		<b>-1,569.54</b>	<b>10</b>	<b>1,579.54</b>	<b>15795.40</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	-13,310.48	-9,000	4,310.48	-47.89
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	5,794.44	16,660	10,865.56	65.22
1-7-15053-700095	Restock Bar	0.00	8,000	8,000.00	100.00
1-7-15053-700100	Telephone	730.25	800	69.75	8.72
1-7-15053-700110	Utilities	10,117.85	10,000	-117.85	-1.18
1-7-15053-700140	Employee Benefits	1,457.39	2,490	1,032.61	41.47
1-7-15053-700190	Building Maintenance	4,017.63	5,000	982.37	19.65
1-7-15053-700191	Building Cleaning	214.67	1,500	1,285.33	85.69
1-7-15053-700200	Equipment Repairs/Replacement	284.72	2,000	1,715.28	85.76
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	598.01	500	-98.01	-19.60
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>-16,060.48</b>	<b>-26,000</b>	<b>-9939.52</b>	<b>38.23</b>
<b>PARK &amp; REC COMMUNITY CENTER Expense</b>		<b>60,469.78</b>	<b>90,865</b>	<b>30395.22</b>	<b>33.45</b>
<b>Total PARK &amp; REC COMMUNITY CENTER</b>		<b>44,409.30</b>	<b>64,865</b>	<b>20,455.70</b>	<b>31.54</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	1,119.25	8,640	7,520.75	87.05
1-7-15054-700110	Utilities	0.00	1,500	1,500.00	100.00
1-7-15054-700140	Employee Benefits	166.18	3,075	2,908.82	94.60
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 H ockey Team	289.51	10,445	10,155.49	97.23

**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
<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>1,574.94</b>	<b>32,460</b>	<b>30885.06</b>	<b>95.15</b>
<b>Total PARK &amp; REC RINK</b>		<b>1,574.94</b>	<b>21,710</b>	<b>20,135.06</b>	<b>92.75</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	-309.74	0	309.74	0.00
<b>PARK &amp; REC HORTON HOEDOWN Revenue</b>		<b>-4,522.74</b>	<b>0</b>	<b>4522.74</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>-4,522.74</b>	<b>0</b>	<b>4,522.74</b>	<b>0.00</b>

**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
1-4-15100-440464	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	-6,650.00	-5,200	1,450.00	-27.88
1-4-17000-440355	Fees & Charges Zoning Compl.	-540.00	-400	140.00	-35.00
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	4,305.80	2,000	-2,305.80	-115.29
1-7-17000-780100	Economic Development	0.00	10,000	10,000.00	100.00
<b>PLANNING Revenue</b>		<b>-7,190.00</b>	<b>-5,600</b>	<b>1590.00</b>	<b>-28.39</b>
<b>PLANNING Expense</b>		<b>4,630.80</b>	<b>13,800</b>	<b>9169.20</b>	<b>66.44</b>
<b>Total PLANNING</b>		<b>-2,559.20</b>	<b>8,200</b>	<b>10,759.20</b>	<b>131.21</b>
<b>18000 FIRE</b>					
1-4-18000-440110	Provincial Fees and Charges	-9,976.95	-10,000	-23.05	0.23
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	28,740.95	37,310	8,569.05	22.97
1-7-18000-700035	Conference/Travel Expenses	0.00	750	750.00	100.00
1-7-18000-700060	Misc. Expenses	1,523.12	1,000	-523.12	-52.31
1-7-18000-700070	Insurance	17,060.03	17,060	-0.03	0.00

**RETURN TO AGENDA**

**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
1-7-18000-700080	Office Supplies	178.11	1,000	821.89	82.19
1-7-18000-700090	Clothing Expense	0.00	1,000	1,000.00	100.00
1-7-18000-700100	Telephone	1,249.51	1,300	50.49	3.88
1-7-18000-700110	Utilities	4,905.32	6,410	1,504.68	23.47
1-7-18000-700140	Employee Benefits	2,514.57	4,700	2,185.43	46.50
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	8,059.30	11,500	3,440.70	29.92
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	2,398.62	4,000	1,601.38	40.03
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	1,774.86	2,850	1,075.14	37.72
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>-15,276.95</b>	<b>-12,300</b>	<b>2976.95</b>	<b>-24.20</b>
<b>FIRE Expense</b>		<b>133,864.05</b>	<b>173,520</b>	<b>39655.95</b>	<b>22.85</b>
<b>Total FIRE</b>		<b>118,587.10</b>	<b>161,220</b>	<b>42,632.90</b>	<b>26.44</b>
<b>19000 BUILDING DEPARTMENT</b>					
1-4-19000-440385	Septic Permits	-12,800.00	-8,000	4,800.00	-60.00
1-4-19000-440410	Building Permits	-65,341.00	-48,985	16,356.00	-33.39
1-4-19000-440431	Misc. Revenue	-4,250.00	-2,000	2,250.00	-112.50
1-4-19000-440605	Transfer from Reserves	0.00	-8,735	-8,735.00	100.00
1-7-19000-700010	Salaries	37,500.00	49,500	12,000.00	24.24
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	344.03	500	155.97	31.19
1-7-19000-700140	Employee Benefits	4,502.27	6,250	1,747.73	27.96
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>-82,391.00</b>	<b>-67,720</b>	<b>14671.00</b>	<b>-21.66</b>
<b>BUILDING DEPARTMENT Expense</b>		<b>42,616.06</b>	<b>67,720</b>	<b>25103.94</b>	<b>37.07</b>
<b>Total BUILDING DEPARTMENT</b>		<b>-39,774.94</b>	<b>0</b>	<b>39,774.94</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>-631,952.76</b>	<b>10,000</b>	<b>641,952.76</b>	<b>6419.53</b>
	<b>Report Total</b>	<b>-631,952.76</b>	<b>10,000</b>	<b>641,952.76</b>	<b>6419.53</b>

**RETURN TO AGENDA**



**Township of Horton**  
**COUNCIL / COMMITTEE REPORT**

<b>Title:</b>  Third Quarter OPP Calls for Service Billing Report	<b>Date:</b>	November 16 <sup>th</sup> , 2021
	<b>Council/Committee:</b>	Council
	<b>Author:</b>	Hope Dillabough, CAO/Clerk
	<b>Department:</b>	General Government

**RECOMMENDATIONS:**

THAT Council receive the 2021 OPP Third Quarter Calls for Service Billing Report as information.

**BACKGROUND:**

The Ontario Provincial Police (OPP) provides policing to the Township of Horton through the Renfrew Detachment.

Attached to this Report is the detailed Calls for Service billing report for Horton for the third quarter of 2021. OPP Inspector Dawn Ferguson has reviewed the report and noted there was nothing of concern to discuss. Total billable hours for this quarter are down by 137.4 hours from the same time period last year.

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** N/A

**CONSULTATIONS:** OPP 2021 Third Quarter Calls for Service Billing Report.

**Author:**   
signature

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

**Treasurer:**   
signature

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

**RETURN TO AGENDA**



## Calls For Service (CFS) Billing Summary Report

### Horton July to September - 2021

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2021				2020			
		July to September	Year to Date	Time Standard	Year To Date Weighted Hours	July to September	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	Sexual Interference	0	1	16.0	16.0	0	1	16.0	16.0
	Assault With Weapon or Causing Bodily Harm-Level 2	0	0		0.0	1	1	16.0	16.0
	Assault-Level 1	4	5	16.0	80.0	2	5	16.0	80.0
	Criminal Harassment	0	1	16.0	16.0	1	2	16.0	32.0
	Criminal Harassment - Offender Unknown	0	1	16.0	16.0	0	0		0.0
	Indecent/Harassing Communications	0	0		0.0	1	2	16.0	32.0
	Utter Threats - Master code	0	0		0.0	0	1	16.0	16.0
	Utter Threats to Person	2	7	16.0	112.0	0	0		0.0
	<b>Total</b>	<b>6</b>	<b>15</b>	<b>16.0</b>	<b>240.0</b>	<b>5</b>	<b>12</b>	<b>16.0</b>	<b>192.0</b>
Property Crime Violations	Break & Enter	1	1	6.5	6.5	1	4	6.5	26.0
	Unlawful in a dwelling house	0	0		0.0	1	1	6.5	6.5
	Theft Over - Other Theft	1	1	6.5	6.5	0	0		0.0
	Theft of - Snow Vehicles	0	1	6.5	6.5	0	0		0.0
	Theft under - Bicycles	0	1	6.5	6.5	0	0		0.0
	Theft under - Building	0	1	6.5	6.5	0	0		0.0
	Theft under - Trailers	0	0		0.0	1	1	6.5	6.5
	Theft under - Other Theft	0	1	6.5	6.5	1	1	6.5	6.5
	Theft under - Boat Motor	1	1	6.5	6.5	0	0		0.0
	Theft FROM Motor Vehicle Under \$5,000	0	0		0.0	1	1	6.5	6.5
	Fraud -Master code	0	0		0.0	1	1	6.5	6.5
	Fraud - Forgery & Uttering	0	1	6.5	6.5	0	0		0.0
	Fraud - Account closed	0	0		0.0	0	1	6.5	6.5
	Fraud -Money/property/security > \$5,000	0	0		0.0	0	1	6.5	6.5
	Fraud -Money/property/security <= \$5,000	1	1	6.5	6.5	1	2	6.5	13.0



## Calls For Service (CFS) Billing Summary Report

### Horton July to September - 2021

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2021				2020			
		July to September	Year to Date	Time Standard	Year To Date Weighted Hours	July to September	Year to Date	Time Standard	Year To Date Weighted Hours
Property Crime Violations	Fraud - Other	1	1	6.5	6.5	1	3	6.5	19.5
	Personation with Intent (fraud)	0	1	6.5	6.5	1	1	6.5	6.5
	Fraud - False Pretence > \$5,000	1	1	6.5	6.5	0	0		0.0
	Identity Fraud	0	1	6.5	6.5	0	1	6.5	6.5
	Mischief - master code	2	5	6.5	32.5	2	4	6.5	26.0
	Property Damage	2	6	6.5	39.0	1	1	6.5	6.5
	<b>Total</b>	<b>10</b>	<b>24</b>	<b>6.5</b>	<b>156.0</b>	<b>12</b>	<b>23</b>	<b>6.5</b>	<b>149.5</b>
Other Criminal Code Violations (Excluding traffic)	Offensive Weapons-Prohibited	0	0		0.0	1	1	7.8	7.8
	Offensive Weapons-Restricted	0	0		0.0	1	1	7.8	7.8
	Bail Violations - Fail To Comply	1	3	7.8	23.4	0	2	7.8	15.6
	Disturb the Peace	1	1	7.8	7.8	0	0		0.0
	Public Morals	0	1	7.8	7.8	0	0		0.0
	Breach of Probation	1	2	7.8	15.6	1	1	7.8	7.8
	<b>Total</b>	<b>3</b>	<b>7</b>	<b>7.8</b>	<b>54.6</b>	<b>3</b>	<b>5</b>	<b>7.8</b>	<b>39.0</b>
Drug Possession	Possession Cocaine	0	0		0.0	0	1	6.5	6.5
	<b>Total</b>	<b>0</b>	<b>0</b>		<b>0.0</b>	<b>0</b>	<b>1</b>	<b>6.5</b>	<b>6.5</b>
Drugs	Trafficking Other Controlled Drugs and Substance Act	0	0		0.0	2	3	45.9	137.7
	Trafficking û Opioid (other than heroin)	0	0		0.0	0	1	45.9	45.9
	<b>Total</b>	<b>0</b>	<b>0</b>		<b>0.0</b>	<b>2</b>	<b>4</b>	<b>45.9</b>	<b>183.6</b>
Statutes & Acts	Landlord/Tenant	0	2	3.4	6.8	2	2	3.4	6.8
	Mental Health Act	1	2	3.4	6.8	0	3	3.4	10.2
	Mental Health Act - No contact with Police	0	1	3.4	3.4	0	0		0.0
	Mental Health Act - Attempt Suicide	0	0		0.0	0	1	3.4	3.4
	Mental Health Act - Threat of Suicide	0	0		0.0	0	4	3.4	13.6
	Mental Health Act - Voluntary Transport	1	1	3.4	3.4	0	0		0.0
	Mental Health Act - Placed on Form	0	0		0.0	1	2	3.4	6.8
	Mental Health Act - Apprehension	0	2	3.4	6.8	0	0		0.0
	Trespass To Property Act	0	3	3.4	10.2	0	0		0.0
	<b>Total</b>	<b>2</b>	<b>11</b>	<b>3.4</b>	<b>37.4</b>	<b>3</b>	<b>12</b>	<b>3.4</b>	<b>40.8</b>



## Calls For Service (CFS) Billing Summary Report

### Horton July to September - 2021

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2021				2020			
		July to September	Year to Date	Time Standard	Year To Date Weighted Hours	July to September	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Animal -Master code	0	0		0.0	0	1	3.6	3.6
	Animal Bite	0	0		0.0	1	2	3.6	7.2
	Animal Stray	1	2	3.6	7.2	2	3	3.6	10.8
	Animal Injured	1	2	3.6	7.2	0	0		0.0
	Animal - Other	0	0		0.0	0	1	3.6	3.6
	Domestic Disturbance	6	16	3.6	57.6	5	14	3.6	50.4
	Suspicious Person	0	2	3.6	7.2	5	14	3.6	50.4
	Phone -Nuisance - No Charges Laid	1	2	3.6	7.2	0	1	3.6	3.6
	Fire - Building	0	4	3.6	14.4	0	3	3.6	10.8
	Fire - Vehicle	0	0		0.0	0	3	3.6	10.8
	Fire - Other	0	1	3.6	3.6	0	0		0.0
	Insecure Condition - Master code	1	1	3.6	3.6	0	0		0.0
	Missing Person 12 & older	0	0		0.0	1	1	3.6	3.6
	Missing Person Located Under 12	0	1	3.6	3.6	0	0		0.0
	Noise Complaint - Master code	1	1	3.6	3.6	3	4	3.6	14.4
	Noise Complaint - Vehicle	0	1	3.6	3.6	0	0		0.0
	Accident - non-MVC -Master code	0	0		0.0	0	1	3.6	3.6
	Found Property - Master code	0	0		0.0	1	3	3.6	10.8
	Found-Household Property	0	1	3.6	3.6	0	0		0.0
	Lost Property - Master code	0	0		0.0	0	1	3.6	3.6
	Lost License Plate	0	2	3.6	7.2	0	0		0.0
	Lost-Personal Accessories	0	0		0.0	2	2	3.6	7.2
	Sudden Death - Natural Causes	1	2	3.6	7.2	2	4	3.6	14.4
	Sudden Death - Others	1	2	3.6	7.2	0	1	3.6	3.6
	Suspicious Vehicle	2	5	3.6	18.0	4	5	3.6	18.0
	Trouble with Youth	0	0		0.0	1	2	3.6	7.2
	Unwanted Persons	1	1	3.6	3.6	2	3	3.6	10.8
	Neighbour Dispute	3	9	3.6	32.4	7	11	3.6	39.6
	Assist Fire Department	0	1	3.6	3.6	0	0		0.0
	Assist Public	4	21	3.6	75.6	5	13	3.6	46.8



## Calls For Service (CFS) Billing Summary Report

### Horton July to September - 2021

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2021				2020			
		July to September	Year to Date	Time Standard	Year To Date Weighted Hours	July to September	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Family Dispute	2	12	3.6	43.2	5	15	3.6	54.0
	<b>Total</b>	<b>25</b>	<b>89</b>	<b>3.6</b>	<b>320.4</b>	<b>46</b>	<b>108</b>	<b>3.6</b>	<b>388.8</b>
Operational2	False Alarm -Others	1	2	1.3	2.6	4	12	1.3	15.6
	Keep the Peace	2	6	1.3	7.8	0	3	1.3	3.9
	911 call / 911 hang up	5	11	1.3	14.3	4	10	1.3	13.0
	911 hang up - Pocket Dial	0	1	1.3	1.3	0	0		0.0
	911 call - Dropped Cell	5	7	1.3	9.1	1	2	1.3	2.6
	<b>Total</b>	<b>13</b>	<b>27</b>	<b>1.3</b>	<b>35.1</b>	<b>9</b>	<b>27</b>	<b>1.3</b>	<b>35.1</b>
Traffic	MVC (MOTOR VEHICLE COLLISION) - Master code	0	2	3.4	6.8	0	0		0.0
	MVC - Personal Injury (MOTOR VEHICLE COLLISION)	1	3	3.4	10.2	0	1	3.4	3.4
	MVC - Prop. Dam. Non Reportable	5	11	3.4	37.4	1	6	3.4	20.4
	MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION)	12	25	3.4	85.0	5	18	3.4	61.2
	<b>Total</b>	<b>18</b>	<b>41</b>	<b>3.4</b>	<b>139.4</b>	<b>6</b>	<b>25</b>	<b>3.4</b>	<b>85.0</b>
<b>Total</b>	<b>77</b>	<b>214</b>		<b>982.9</b>	<b>86</b>	<b>217</b>		<b>1,120.3</b>	

#### Note to Detachment Commanders:

- The content of each report is to be shared by the Detachment Commander only with the municipality for which it was generated. The municipality may treat this as a public document and distribute it as they wish.
- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2021 billing period.

#### Note to Municipalities:

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



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  January 2022 Council Meetings – Date Change	<b>Date:</b>	November 16 <sup>th</sup> , 2021
	<b>Council/Committee:</b>	Council
	<b>Author:</b>	Nikky Dubeau, Executive Assistant
	<b>Department:</b>	General Government

### **RECOMMENDATIONS:**

THAT Council agree to change the January 2022 Regular Council Meeting dates to Tuesday January 11<sup>th</sup> and 25<sup>th</sup> starting at 4:00 p.m.

### **BACKGROUND:**

Due to how the Christmas Holidays fall this year on the calendar, along with the office closure from Christmas Eve to New Year's Day, Staff is recommending that Council move the Regular Council Meetings in January by one week to accommodate. There would not be sufficient time to prepare a package for the January 4<sup>th</sup> meeting so close after the holidays.

January 4<sup>th</sup> Meeting would move to January 11<sup>th</sup>, 2022  
 January 18<sup>th</sup>, Meeting would move to January 25<sup>th</sup>, 2022

February Council meetings would resume back to normal regularly scheduled times. This will be advertised on social media, website and in Horton Corner in the Renfrew Mercury, if agreed upon by Council.

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** N/A

**CONSULTATIONS:** Staff involved.

**ATTACHMENTS:** December 2021 & January 2022 Calendars

**Prepared by:** Nikky Dubeau, Executive Assistant

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

**Reviewed by:** Nathalie Moore, Treasurer

**RETURN TO AGENDA**



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  Covid-19 Vaccination Policy	<b>Date:</b>	November 16, 2021
	<b>Council/Committee:</b>	General Government/Council
	<b>Author:</b>	Hope Dillabough, CAO/Clerk
	<b>Department:</b>	Council

### RECOMMENDATIONS:

THAT Council adopt a By-Law approving a Covid-19 Vaccination Policy.

### BACKGROUND:

The Ontario government, in consultation with the Chief Medical Officer of Health, has released [A Plan to Safely Reopen Ontario and Manage COVID-19 for the Long-Term](#), which outlines the province's gradual approach to lifting remaining public health and workplace safety measures by March 2022. The plan will be guided by the ongoing assessment of key public health and health care indicators and supported by local or regional tailored responses to COVID-19.

The province has taken steps to increase vaccination rates and workplace safety by first, mandating workplace vaccination policies in high-risk settings that must adhere to provincial requirements such as hospitals, long-term care, home and community care providers, ambulance and paramedic services, post-secondary institutions, licensed retirement homes and women's shelters. Secondly, by implementing a proof of vaccination requirements for patrons to enter specified businesses and organizations including indoor recreational facilities.

While the province has not mandated workplace vaccination policies for all employers, including municipalities, there are benefits to proactively implementing a vaccination policy:

- Employers have an obligation to maintain a healthy and safe work environment for their workers. A workplace vaccination policy is an important measure employers can implement to protect their workers and the public. The Covid-19 vaccine is the best way to protect your workplace from the risks of Covid-19. It's safe and highly effective at reducing virus spread, protecting against serious illness and reducing workplace outbreaks.
- Workplaces can help encourage vaccination by creating a supportive environment that makes it easier for workers to get vaccinated, and by providing information from trusted sources. Covid-19 vaccination provides an important layer of protection for workers, their families and the community.

**RETURN TO AGENDA**

Renfrew County and District Health Unit (RCDHU) Acting Medical Officer of Health, Dr. Robert Cushman supports municipal efforts to implement mandatory vaccination policies as outlined in his letter dated October 8<sup>th</sup>, 2021, as attached. Dr. Cushman confirms that “vaccines are safe, effective and the best way to protect our employees, our partners, those who are unable to receive the vaccine and the public that we serve, from the spread of Covid-19”.

## **DISCUSSION:**

Effective September 22, 2021, O.Reg 364/20 requires all patrons, unless exempt, who enter an area of the Horton Community Centre provide proof of being fully vaccinated against Covid-19. With the requirement for patrons to be fully vaccinated in an indoor recreational facility, the question was raised regarding the vaccination status of employees working within the facility and all other Township facilities.

A significant number of municipalities have begun implementing workplace vaccination policies. The majority of the policies implemented include the following main components:

- All employees (including volunteers, students, future employees, Council members and Public Advisory Members) are to be fully vaccinated against Covid-19 by a specified date.
- Employees must disclose their vaccination status to the Township by no later than a specified date.
- Employees who are unvaccinated, shall attend mandatory education on the benefits of the vaccination so they may make an informed decision.
- Employees who are not able to obtain a Covid-19 vaccine under a protected ground set out in the Ontario Human Rights Code, will be entitled to accommodation.
- All documentation is maintained in accordance with respective privacy laws.
- All other public safety guidelines remain in effect and are still applicable in the workplace such as masking, physical distancing and cleaning protocols.
- Employees who do not comply with this policy may be subject to discipline, up to and potentially including dismissal.

Although employers are moving forward with mandatory vaccination policies, there are important legal implications to factor in as well and what steps to take for employees that are non-compliant with the policy. Some municipal vaccination policies provide an option that for those staff not able or willing to provide proof of vaccination, a requirement for regular (weekly or twice per week) rapid antigen testing to be completed on their own time and at their own expense with results submitted to the municipality. The recent draft policy the County of Renfrew includes a provision for rapid antigen testing. Overall, there are mixed views on rapid antigen testing with one view being a negative rapid antigen test is not equivalent to being vaccinated for workplace safety purposes; and one view being that pro-active antigen testing is an acceptable alternative to mitigate the risk of bringing Covid-19 into the workplace.

Staff have prepared a DRAFT vaccination policy for council consideration which includes the main elements discussed above. The DRAFT policy requires all Township employees

**RETURN TO AGENDA**

(including part-time, casual, volunteers, students, future employees, council, and public advisory members) to be fully vaccinated against Covid-19 by January 31<sup>st</sup>, 2022. The DRAFT policy also currently includes a provision for weekly rapid antigen testing for unvaccinated employees (at their own cost).

### **ALTERNATIVES:**

- 1) Council could choose not to proceed or to defer implementing a Vaccination Policy for employees and Council members at this time as the Province of Ontario has only mandated vaccination policies for employers in high-risk settings.
- 2) Council could choose to proceed with a Vaccination Policy that doesn't include options for weekly rapid antigen testing for those who choose to remain unvaccinated and/or refuse to disclose their vaccination status.

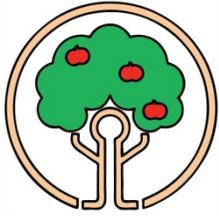
### **FINANCIAL IMPLICATIONS:**

Implementing a mandatory Vaccination Policy across all employees will take considerable time, effort and have potential staffing impacts, including the risks and costs of disciplinary actions and potential disruption to municipal operations.

### **ATTACHMENTS:**

- 1) Letter from Dr. Robert Cushman, Renfrew County and District Health Unit
- 2) DRAFT Covid-19 Vaccination Policy
- 3) Ontario Human Rights Commission – Policy Statement

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



**Renfrew County and District Health Unit**  
*“Optimal health for all in Renfrew County and District”*

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 Pembroke, ON Canada  
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October 08, 2021

Dear Renfrew County and District Health Unit Area Mayors,

As you can see from the previously sent staff memo and policy examples, I am writing this letter in support of your efforts to prepare a policy requiring mandatory COVID-19 vaccination, as has occurred with other municipalities and organizations across Ontario.

Vaccines are safe, effective and the best way to protect our employees, our partners, those who are unable to receive the vaccine, and the public that we serve, from the spread of COVID-19. This is in addition to keeping our schools, businesses and the public sector open so that we can safely and gradually resume more activities and strengthen our economy. Enacting such a policy will ultimately send a clear message that we lead by example.

There will be accommodation for medical reasons and on human rights grounds. Both classes of accommodation will be limited and subject to formal assessment. Unvaccinated staff will be required to undergo frequent screening tests each week. Workplace and role adjustments will be few and only in exceptional circumstances.

Should you have questions on how to access COVID-19 vaccines for yourself, your employees, partners or anyone else that is interested, please contact RCDHU at [contact@rcdhu.com](mailto:contact@rcdhu.com).

Thank you in advance for your interest and encouragement on this crucial matter, the rationale for which needs little explanation considering all the tremendous efforts you have all made since the beginning of the pandemic.

We need to remind ourselves that 20% of the eligible population in Renfrew County and District remain unvaccinated and when coupled with the children up to the age of 11 years, 25 % of our population is unvaccinated. This is a danger sign and all the more reason these policies are necessary.

Sincerely,



Dr. Robert Cushman  
Acting Medical Officer of Health  
Renfrew County and District Health Unit

- c. RCDHU Area CAOs  
RCDHU Board of Health Chair Ann Aikens



**Ontario  
Human Rights Commission**  
**Commission ontarienne des  
droits de la personne**

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## OHRC policy statement on COVID-19 vaccine mandates and proof of vaccine certificates

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September 22, 2021

On September 1, 2021, the Ontario government announced that starting September 22, Ontarians will need to be fully vaccinated (two doses plus 14 days) and provide proof of vaccination along with photo ID to access certain public settings and facilities. By October 22, Ontario plans to develop and implement an enhanced digital vaccine certificate with unique QR (Quick Response) code that will verify vaccination status when scanned. A paper version of the certificate will be available for download or can be printed from the **COVID-19 vaccination provincial portal**.

The proof of vaccine regime currently applies to certain **higher-risk indoor public settings** where face coverings cannot always be worn. In addition to these settings, over the last few months many other organizations have begun to mandate vaccines for employees and service users.

### Vaccination requirements generally permissible

While receiving a COVID-19 vaccine remains voluntary, the OHRC takes the position that mandating and requiring proof of vaccination to protect people at work or when receiving services is generally permissible under the Human Rights Code (Code) as long as protections are put in place to make sure people who are unable to be vaccinated for Code-related reasons are reasonably accommodated. This applies to all organizations.

Upholding individual human rights while trying to collectively protect the general public has been a challenge throughout the pandemic. Organizations must attempt to balance the rights of people who have not been vaccinated due to a Code-protected ground, such as disability, while ensuring individual and collective rights to health and safety.

### Duty to accommodate for medical reasons

**RETURN TO AGENDA**

Some people are not able to receive the COVID-19 vaccine for medical or disability-related reasons. Under the Code, organizations have a duty to accommodate them, unless it would significantly interfere with people's health and safety.

Consistent with the duty to accommodate, the provincial proof of vaccine regime says that people who are unable to receive the vaccine must provide a **written document**, supplied by a physician or by a registered nurse extended class or nurse practitioner stating they are exempt for a medical reason from being fully vaccinated and how long this would apply. The written document may be required **until** recognized medical exemptions can be integrated as part of a digital vaccine certificate. The OHRC's position is that exempting individuals with a documented medical inability to receive the vaccine is a reasonable accommodation within the meaning of the Code.

Organizations that are not included in the list of settings but wish to mandate vaccines are encouraged to use the provincial proof of vaccine certificate with the written documentation showing medical inability to receive the vaccine as their way of meeting the duty to accommodate where needed.

The OHRC also stresses the need to make sure digital proof of vaccine certificates are designed to be fully accessible to adaptive technology, including for smart phone users with disabilities, in accordance with Accessibility for Ontarians with Disabilities Act regulations.

## COVID testing as an alternative to vaccine requirements

Many organizations are not included in the list of settings. Organizations with a proven need for COVID-related health and safety requirements might also put COVID testing in place as an alternative to mandatory vaccinations or as an option for accommodating people who are unable to receive a vaccine for medical reasons. Organizations should cover the costs of COVID testing as part of the duty to accommodate.

## Time limited requirements, privacy protection

The provincial proof of vaccine regime does not propose to limit access to any services for people who are unable to be vaccinated for medical reasons.

Proof of vaccine and vaccine mandate policies, or any COVID testing alternatives, that result in people being denied equal access to employment or services on Code grounds, should only be used for the shortest possible length of time. Such policies might only be justifiable during a pandemic. They should regularly be reviewed and updated to match the most current pandemic conditions, and to reflect up-to-date evidence and public health guidance.

Policies should also include rights-based legal safeguards for the appropriate use and handling of personal health information.

## Barriers in accessing COVID vaccines and testing

While the vaccine may be readily available across Ontario, barriers persist in equitable vaccine access and COVID testing. Some examples of barriers to vaccine access may include:

- Language barriers or lack of access to a compatible phone or Internet connection make it harder for some Code-protected groups to find information about vaccination or testing
- Older people or people living with disabilities may have difficulty booking or going to their vaccine or testing appointment, or may need extra supports to be vaccinated or undergo testing (such as a caregiver, communication supports, etc.)
- Low-wage workers with multiple jobs and caregiving responsibilities may lack the time or resources to prioritize visiting a vaccination site or taking a COVID test

- Undocumented people and people experiencing homelessness face a variety of barriers relating to the lack of government-issued ID, fear of revealing immigration status, and mental health and addiction disabilities
- Individuals and groups who have faced discrimination or traumatic experiences while receiving health-care services may not trust vaccines or testing.

Ensuring access to vaccines and testing for vulnerable Ontarians is a necessary element of any vaccine mandate or proof of vaccination regime.

## Enforcement

Under the provincial regime, organizations are responsible for making sure they meet the required proofs of identification and vaccination as outlined in the **regulation**. Service users must make sure any information they provide to the organization to show proof of vaccination (or proof of qualifying for an exemption like a doctor's note) and if identification is complete and accurate. There are fines for both individuals and organizations that fail to comply.

As with any regulatory regime requiring enforcement, providing law enforcement or any organization with discretionary powers to assess proof of identification and vaccination may result in disproportionate application and impact on members of marginalized and vulnerable communities. Any regime that requires service users to present government-issued documents may also create barriers for people experiencing homelessness or who are undocumented.

The OHRC urges governments and organizations to take proactive steps to make sure any enforcement of vaccine mandates or proof of vaccination policies does not disproportionately target or criminalize Indigenous peoples, Black and other racialized communities, people who are experiencing homelessness, or with mental health disabilities and/or addictions.

## Personal preferences and singular beliefs not protected

The OHRC and relevant human rights laws recognize the importance of balancing people's right to non-discrimination and civil liberties with public health and safety, including the need to address evidence-based risks associated with COVID-19.

Receiving a COVID-19 vaccine is voluntary. At the same time, the OHRC's position is that a person who chooses not to be vaccinated based on personal preference does not have the right to accommodation under the Code. The OHRC is not aware of any tribunal or court decision that found a singular belief against vaccinations or masks amounted to a creed within the meaning of the Code.

While the Code prohibits discrimination based on creed, personal preferences or singular beliefs do not amount to a creed for the purposes of the Code.

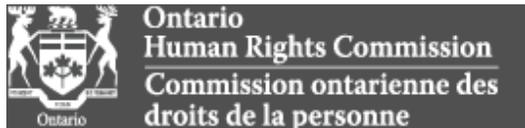
Even if a person could show they were denied a service or employment because of a creed-based belief against vaccinations, the duty to accommodate does not necessarily require they be exempted from vaccine mandates, certification or COVID testing requirements. The duty to accommodate can be limited if it would significantly compromise health and safety amounting to undue hardship – such as during a pandemic.

Read the OHRC's **Policy on preventing discrimination based on creed** for full explanation of creed-based discrimination and the duty to accommodate.

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<b>SECTION:</b> HEALTH AND SAFETY			<b>POLICY #:</b> G-08
<b>POLICY:</b> COVID-19 Vaccination Policy			
<b>DATE:</b> November 16 <sup>th</sup> , 2021 By-Law 2021-	<b>REV. DATE:</b>	<b>COVERAGE:</b> As defined within.	<b>PAGE #:</b> 1 of 7

**POLICY STATEMENT:**

The Corporation of the Township of Horton has a duty to protect the health and safety of the workforce without sacrificing its duty to comply with Public Health directives and laws related to Human Rights and Privacy. This policy is the result of a balanced approach to reduce the transmission of COVID-19 in a manner that is fair, reasonable, and proportionate to the evidence-based risks posed by the virus.

The Township of Horton will take every reasonable precaution in the circumstances for the protection of workers from the hazard of COVID-19 as required by the Occupational Health and Safety Act, 1990 (“OHSA”). The Township of Horton endeavors to encourage, support and maximize COVID-19 vaccination in its workplaces, and recognizes it as a critical preventative and control measure.

**PURPOSE:**

The purpose of the COVID-19 Vaccination Policy is to provide guidelines and expectations pertaining to the requirements with respect to the COVID-19 vaccination.

**SCOPE:**

This Policy applies to all Township Employees (full-time, part-time, casual, contract), Students, Volunteers, Council Members and Public Advisory Members engaging in functions and/or activities on behalf of the Township. This is on the advice of public health authorities who highly recommend that employers make COVID-19 vaccinations a priority for their own health or that of others with whom they engage with on behalf of the Township.

The Township reserves the right to amend the scope of this Policy as required, to meet changing provincial and/or federal public health recommendations and legislative or operational requirements.

**DEFINITIONS:**

**COVID-19 Vaccine:** A vaccine approved by Health Canada for use in Canada in relation to COVID-19.

**Covered Individuals:** For the purpose of this Policy, this term shall be used to refer to employees (full-time, part-time, casual, contract), students, volunteers, Council members and Public Advisory Members.

**Fully Vaccinated:** Fully vaccinated means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada and recommended by the applicable local public health unit, including any booster shots recommended, approved, and/or required from time to

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time (e.g. two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least fourteen (14) days ago.

**Proof of Vaccination:** Proof means documentation verifying receipt of a vaccination series approved by Health Canada.

**Township:** Township means Township of Horton

#### **RESPONSIBILITY:**

The CAO/Clerk is responsible for:

- Administering the Policy in accordance with applicable legislation and public health recommendations and requirements;
- Collect, store, track and disclose vaccination status information where permitted in this policy and ensure privacy of same;
- Coordinate workplace accommodations;
- Assign covered individuals mandatory education or training, when required;
- Ensures COVID-19 antigen tests are done regularly.

Managers are expected to:

- Lead by example;
- Ensure covered individuals complete any mandatory education or training about Covid-19;
- In conjunction with the CAO/Clerk, ensure COVID-19 antigen tests are done regularly within their department.

All Covered Individuals are expected to:

- Follow all health and safety policies and protocols;
- Get vaccinated, including and recommended boosters;
- Complete any mandatory education or training about COVID-19 as requested.

#### **PROCEDURES:**

##### **1. Vaccination Requirements**

**1.1 Effective January 31<sup>st</sup>, 2022, all covered individuals, as defined, to be able to work at the Township of Horton must be fully vaccinated against COVID-19.** This procedure is a

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health and safety requirement to protect all covered individuals and to assist in avoiding disruptive absences from work. Accommodations may be granted for employees who cannot achieve this requirement due to a protected ground under the *Ontario Human Rights Code* (hereinafter referred to as “The Code”).

- 1.2 Covered individuals must disclose their vaccination status to the Township no later than December 1<sup>st</sup>, 2021. Disclosure must be provided to the CAO/Clerk via email [cao@hortontownship.ca](mailto:cao@hortontownship.ca) and/or in person, using the Ontario Ministry of Health receipt or equivalent. A receipt of vaccination can be obtained by logging into the Ontario COVID-19 portal at <https://covid19.ontariohealth.ca/>.
- 1.3 Covered Individuals who, by December 1<sup>st</sup>, 2021 have not disclosed their vaccination status as required, shall attend mandatory education on the benefits of the COVID-19 vaccination so they may make an informed decision.

Covered individuals shall provide proof they have completed the education session approved by the CAO/clerk about the benefits of the Covid-19 vaccination prior to declining vaccination for any reason other than a medical reason. This education session (which will be offered in accessible formats, as required) will address, at a minimum:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- The benefits of vaccination of COVID-19;
- Risks of not being vaccinated against COVID-19; and
- Possible side effects of COVID-19 vaccination.

- 1.4 Covered individuals must receive one dose of the COVID-19 vaccine by December 15<sup>th</sup>, 2021 and be fully vaccinated by January 31<sup>st</sup>, 2022.
- 1.5 Any covered individual who is non-compliant with 1.2, 1.3 and/or 1.4 above, will be deemed not fully vaccinated and must complete regular rapid antigen point of care testing for COVID-19, at a minimum of once every week or on a schedule as otherwise directed by the Township and provide verification of the negative test result to their respective Manager.

Administrative Staff, Managers, Volunteers, Council Members and Public Advisory Members shall report to the CAO/Clerk

Public Works Staff shall report to the Public Works Manager

Fire Department Staff shall report to the Fire Chief.

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If there is a positive test result, the individual must self-isolate and must obtain a PCR test (polymerase chain reaction) through Public Health and cannot return to the workplace until confirmation of a negative test result. The individual is required to pay for any antigen tests and to take such tests on their own time, not the Township's time.

- 1.6 Covered individuals will be required to update their vaccination status by the dates set out in this Policy, as they obtain to each dose of the COVID-19 vaccine. Proof of vaccination for all doses shall be provided to the CAO/Clerk via the [cao@hortontownship.ca](mailto:cao@hortontownship.ca) email, or in person.
- 1.7 In the event that “Booster” shots are recommended by public health authorities, covered individuals will be required to obtain them. Additional information will be provided to employees, when known.
- 1.8 New covered individuals must provide the required proof of vaccination to the CAO/Clerk prior to commencing their employment with the Township. This Policy shall form one of the conditions of employment which new employees accept as part of an offer of employment, subject to reasonable accommodation for those who are not able to be vaccinated on the basis of a prohibited ground of discrimination pursuant to the *Code*.
- 1.9 Regardless of vaccination status, all covered individuals must continue to follow all COVID-19 safety protocols currently in place, including but not limited to participating in screening measures, wearing a mask and appropriate PPE (Personal Protective Equipment) while performing their duties, and maintaining a physical distance of at least six (6) feet.
- 1.10 If a covered individual is unable to be vaccinated because they possess a characteristic that is protected by the *Code* which prevents them from being able to receive any COVID-19 Vaccine (religion, disability) the individual must do the following as soon as possible:
- Fill out the Request for Accommodation Form, attached as ‘Appendix 1’ and submit it to the CAO/Clerk via [cao@hortontownship.ca](mailto:cao@hortontownship.ca) or in person.
  - Provide evidence satisfactory to the Township that the individual cannot receive any COVID-19 vaccine because of a characteristic (religion, disability) that is protected by the *Code*.
- 1.11 The Township will comply with its obligations pursuant to the Code, including, its obligation to engage in the accommodation process. In requesting accommodation, covered individuals have a legal duty to cooperate with the Township. Please be advised that accommodation measures are case-specific and unique to each individual's circumstances.

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1.12 Covered individuals who have been granted accommodations are required to update the Township as soon as possible in the event their status and/or need for accommodation changes.

## **2. Failure to Comply with this Policy**

Covered individuals who do not comply with this Policy may be subject to discipline, up to and including unpaid leave and/or potential dismissal. Without limiting the generality of the foregoing, any deceitful misleading or false information provided to the Township with respect to test results, vaccination status, or the like, will result in disciplinary action up to and including dismissal.

## **3. Retention and Disclosure of Information**

The Township will maintain vaccination disclosure information, including documentation verifying receipt of a vaccination, in accordance with privacy legislation. This information will only be used to the extent necessary for implementation of this Policy, for administering health and safety protocols, and infection prevention control measures in the workplace. The Township shall ensure that all information collected pursuant to this Policy is used only for the purposes of this Policy, shared on a need-to-know basis only, stored securely, and securely deleted when no longer required.

## **RESOURCES**

Government of Canada – <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Public Health Ontario – <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus>

World Health Organization – [https://www.who.int/health-topics/coronavirus#tab=tab\\_1](https://www.who.int/health-topics/coronavirus#tab=tab_1)

Centers for Disease Control and Prevention – <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html>

Renfrew County and District Health Unit - <https://www.rcdhu.com/>

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Government of Ontario –

[https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/directives/vaccination\\_policy\\_in\\_health\\_settings.pdf](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/directives/vaccination_policy_in_health_settings.pdf)

Government of Ontario’s Immunization Guide – <https://www.canada.ca/en/public-health/services/canadian-immunization-guide.html>

Government of Canada’s Vaccine Safety in Canada – <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/healthy-living/immunization-vaccine/vaccine-safety-poster-eng.pdf>

Government of Canada’s Approved COVID-19 Vaccines – <https://www.canada.ca/en/health-canada/services/drugs-health-products/covid19-industry/drugs-vaccines-treatments/vaccines.html>

Ottawa Public Health’s COVID-19 Vaccination in Ottawa –

<https://www.ottawapublichealth.ca/en/public-health-topics/covid-19-vaccine.aspx>

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Appendix 1 – Request for Accommodation

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## Request for Accommodation

<b>Employee Name:</b>	
<b>Position:</b>	
<b>Name of Supervisor:</b>	
<b>Phone Number:</b>	
<b>E-mail Address:</b>	

I require an accommodation based on the following protected ground(s) in the *Ontario Human Rights Code*:

Disability

Religion

My status as identified above is:

Permanent

Uncertain at this time

Temporary until:

Please provide a detailed explanation of why the above characteristic prohibits you from receiving any COVID-19 Vaccine:

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## Request for Accommodation

Please attached evidence to support your request for accommodation. Acceptable forms of evidence include:

- A written document completed and supplied by a physician (designated as “MD”) or by a registered nurse in the extended class (designated as “Registered Nurse (Extended Class)”, “RN (EC)”, “Nurse Practitioner” or “NP”) stating that the individual is exempt for a medical reason from being fully vaccinated against COVID-19 and the effective time-period for the medical reason
- A letter from a senior religious based leader (i.e. Priest, Rabbi, Minister, Imam, etc.) confirming that you are a member of that religion and that such religion prohibits you from receiving any COVID-19 Vaccination.

By providing such documentation, you consent to the Township of Horton:

- Contacting the author or signatory, or their office, for the purpose of validating the information, and
- Sharing any personal information necessary for the purpose of such validation.

The CAO/Clerk will contact you once your information has been reviewed to advice of next steps.

---

*By my signature below, I, \_\_\_\_\_, confirm that I have filled out this form honestly and that my status as noted herein is accurate. I confirm that I will update the Township of Horton in the event my status changes. I understand that if I provide false information, I may be subject to discipline up to and including termination of employment.*

---

Signature

---

Date

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## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  TES Committee Chair's Report – November 3 <sup>rd</sup> , 2021	<b>Date:</b>	November 16 <sup>th</sup> , 2021
	<b>Council/Committee:</b>	Council
	<b>Author:</b>	Nikky Dubeau, Executive Assistant
	<b>Department:</b>	TES

### **RECOMMENDATIONS:**

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

### **BACKGROUND:**

**Revised Road Surface Optimization, Preservation and Development Policy Update**  
 Committee agreed to move forward with the updated policy.

Moved by Tyler Anderson

Seconded by Rick Lester

**THAT** the TES committee recommend to Council to adopt the Road Surface Optimization, Preservation and Development Policy.

**Carried**

### **Johnston Road Speed Limit Adjustment**

There was Committee discussion on sight lines of the roads and which areas could have increased speed. Public Works Manager Adam Knapp is to discuss with Fire Chief Cole the speed around the Fire Hall for emergency vehicles and bring back the information to the Committee with a map of the potential areas of changed speed.

### **Landfill Site Grinding Contract Extension**

Mayor Bennett declared pecuniary interest and was not involved in the discussion. Committee agreed to extend the contract.

Moved by Rick Lester

Seconded by Tyler Anderson

**THAT** the TES Committee recommend to Council to extend the landfill site material grinding contract with National Grinding Inc. for one (1) year for a total annual cost of \$27,685.00 including HST.

**Carried**

### **Renfrew County Cost Sharing**

Mayor Bennett expressed his concerns with how this will affect municipality's growth, roads, and maintenance. Committee was concerned that the Development Charges and Cost Sharing Policy was grouped together. Mr. Knapp is to submit the Committee's concerns to the County.

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**Golf Course Road Granular Base Testing**

Public Works Manager Adam Knapp is to send the report to Admaston/Bromley Township and set up a meeting to discuss.

**Thompsonhill Detailed Design Update**

Public Works Manager Adam Knapp discussed that once the project reached 80% completion of the detailed design, there will be an open house meeting for public consultation.

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** N/A

**CONSULTATIONS:** N/A

**Prepared by:** Nikky Dubeau, Executive Assistant

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

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



**THE CORPORATION OF THE TOWNSHIP OF HORTON**  
**Memo from the CAO/Clerk as of November 12<sup>th</sup>, 2021.**

INFORMATION provided **NOT** included in the  
Regular Council meeting package of November 16<sup>th</sup>, 2021.

**INFORMATION EMAILED**

1. AMO Policy Update
2. Calendars

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DRAFT: Media Release

For Immediate Release

## First Annual Day of Healing

(Algonquins of Pikwàkanagàn First Nation, November 17, 2021) - "The Power of Collaboration" is the theme of Victims and Survivors of Crime Week, taking place across Canada from November 14 to 20<sup>th</sup>, 2021. Victims and Survivors of Crime Week is held to raise awareness about issues facing victims and survivors of crime and the services, programs, and laws in place to help them and their families. The Algonquins of Pikwàkanagàn First Nation's Mental Health Team and Victim Services of Renfrew County Inc. are proud to be working in collaboration to host an event to commemorate the week in our community.

"The Victims and Survivors of Crime Week is an important event for our community because it provides an opportunity to raise awareness that crimes are committed against individuals in disproportionate numbers and the strength and resiliency of Survivors to overcome what has happened to them against their will", said Lisa Oegema, Anti-Human Trafficking Program Manager, Victim Services of Renfrew County Inc. Community Justice Worker, Chrystal Toop further offers "It is important to recognize the historical and present day, compounded impacts of crime and violence for racialized community members, such as those who belong to Pikwakanagan First Nation and others living throughout Renfrew County."

The Mental Health Team of the Algonquins of Pikwàkanagàn First Nation and Victim Services of Renfrew County Inc. are working in collaboration this year to honour and commemorate Victims and Survivors of Crime Week with a first annual Day of Healing, to be held virtually on Wednesday, November 17<sup>th</sup>. This Day of Healing will bring together individual community members and feature both western and traditional holistic services to build and reinforce strength within the Victim/Survivor community. Using the Seven Grandfather Teachings, this collaborative event will build community and resilience by offering traditional knowledge while increasing awareness of support services. This will be a one-day virtual event. Registration is required. Registration forms can be found at [algonquinsofpikwakanagan.com](http://algonquinsofpikwakanagan.com) or [victimservicesrenfrewcounty.ca](http://victimservicesrenfrewcounty.ca) and submitted to: [justice.mhs@pikwakanagan.ca](mailto:justice.mhs@pikwakanagan.ca)

The first 100 registrants will receive a complimentary swag bag and bundle for the Day of Healing Event.

This event was funded by the Victims Fund, a grants and contributions program administered by the Department of Justice Canada. Funds are available to provinces, territories and non-governmental organizations for programs and services that give victims and survivors of crime a more effective voice in the criminal justice system. For

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more information about the Victims Fund, please visit: <http://www.justice.gc.ca/eng/cj-jp/victims-victimes/>

For more information on Victims and Survivors of Crime Week, visit: [www.victimsworld.gc.ca](http://www.victimsworld.gc.ca).

-30-



# The Power of Collaboration: 1st Annual (Virtual) Day of Care and Healing



Please join us on

## Wednesday, November 17, 2021

9:00 – 9:30: **Traditional Opening**

9:30 – 10:30: **Elder Roberta Donna Della-Picca: Tobacco is a Sacred Medicine**

Tobacco, as the first plant given to Humans by Creator, is the major Plant that Indigenous Peoples on Turtle Island use to communicate directly with Creator. It is the main Plant in the Four Sacred Medicines, which also include Sage, Cedar and Sweet Grass. Along our Life Journeys, when confronted with trauma, we sometimes turn to less than healthy ways to find solace and comfort. Tobacco abuse is a common unhealthy practice that Victims/Survivors turn to, in order to deal with resulting uncomfortable emotions. This Talk will explore this phenomenon, recalling Tobacco's Sacred Role.

10:30 – 10:45: **Nutrition Break**

10:45 – 12:00: **Chrystal Toop: Welcoming the Winter Medicines**

Community Justice Worker, Life Spectrum Doula and Matriarch Chrystal will share teachings of community, care and safety. Join us to learn more about Winter Medicines and learn how to embrace the wisdom of the Seven Grandfathers for the dark nights ahead.

12:00 – 1:00: **Lunch Break & Tea - Medicine Teaching with Chrystal**

1:00 – 2:00: **Tasheena Sarazin: The Power of Using Your Voice**

Join Tasheena as she shares teachings on the power of our voices. Speaking out against bullies and predators takes practice and Tasheena is a cycle breaker who is passionately working to make cultural spaces safe. This session will explore how to empower each other to use our voices, even when they shake. Tasheena will offer participants a song as a traditional singer and women's hand drummer.

2:00 – 2:15: **Nutrition Break**

2:15 – 4:15: **Joseph Pitawanakwat: Creator's Garden**

In this pre-recorded video we talk about the most appropriate medicines that help in our recovery from the traumas and stresses from violent crimes. The trauma is an ancient survival mechanism that helped our species survive for hundreds of thousands of years, when this system is on it is hard to turn off, medicine, and especially the two medicines I speak about in this session are powerful tools to help us tell our bodies and brains that everything will be okay. Importantly, I gesture to 2 other cultural components in this video that I think are the most powerful tools to help in our response to trauma healing. Together we come to an understanding that culture is necessary and the more of it we are engaging with the closer we will get to living the lives that our bodies are capable of. Chimiigwech for listening friends!

4:15 **Closing**

Please Register for this FREE Event by November 12th to:

[justice.mhs@pikwakanagan.ca](mailto:justice.mhs@pikwakanagan.ca)

**Please note that the first 100 to register will be gifted with an Event Swag Bag and Bundle.**

This event is a collaborative effort between Algonquins of Pikwàkanagàn First Nation Mental Health Team and Victim Services of Renfrew County.

This event is financially supported by the Victims & Survivors of Crime Awareness Week 2021, Department of Justice Canada

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# The Power of Collaboration: 1st Annual Day of Healing



## A Virtual Day of Care & Healing for Survivors of Crime & Violence

with AoPFN's Mental Health Team  
and Victim Services of Renfrew County.

**Wednesday, November 17, 2021**

Name:

Community (to arrange Swag Bag pick up):

Phone Number:

Email Address:

Please note that **the first 100** to register  
will be gifted with an Event Swag Bag and Bundle.

Please Register for this FREE event by **November 12th** to:

[justice.mhs@pikwakanagan.ca](mailto:justice.mhs@pikwakanagan.ca)

This event is financially supported by the  
Victims & Survivors of Crime Awareness Week 2021, Department of Justice Canada

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**THE CORPORATION OF THE  
TOWNSHIP OF HORTON**

**BY-LAW NUMBER 2021-56**

A By-law to amend By-law Number 2010-14 of the Corporation of the Township of Horton, as amended.

PURSUANT TO SECTION 34 OF THE PLANNING ACT, R.S.O., 1990, c.P. 13, THE TOWNSHIP OF HORTON HEREBY ENACTS AS FOLLOWS:

1. THAT By-law Number 2010-14, as amended, be and the same is hereby further amended as follows:
    - (a) By adding the following section to Section 2.0 Definitions, immediately following subsection 2.197, and by renumbering the remaining subsections of section 2.0 accordingly:
 

“SHIPPING CONTAINER means an enclosed metal structure designed to facilitate the transportation of goods by several different means of transportation, and shall include intermodal shipping containers, transport truck trailers, and straight truck boxes, but does not include any vehicle.”
    - (b) By deleting the provisions in Section 3.31 in its entirety and adding the following:
 

**Shipping Container/Storage Trailer**

      - a) A shipping container/storage trailer may be used as an accessory building in all zones with no minimum lot area provided:
        - i) A shipping container/storage trailer shall not be located within 20 metres of a front lot line;
        - ii) Where a shipping container/storage trailer cannot be located 20 metres from a front lot line, the shipping container/storage trailer must be located in a rear yard and be a minimum of 3.0 metres to any side or rear lot line;
        - iii) Shipping containers/storage trailers shall be visually screened from any street or from any adjacent lot where such adjacent lot is in a zone other than a Commercial or Industrial Zone; and
        - iv) Visual screening may include vegetative material, a berm, fencing, or other opaque barrier, and shall be a minimum height of 2.0 metres;
      - b) A shipping container/storage trailer shall not be used for the display of advertising;
      - c) A building permit is required for a shipping container/storage trailer; and
      - d) Notwithstanding the above, a shipping container/storage trailer may be used as a Temporary Construction Use in accordance with the provisions of this By-law.”
2. THAT save as aforesaid all other provisions of By-law 2010-14, as amended, shall be complied with.
  3. This by-law shall come into force and take effect on the day of final passing thereof.

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This By-law given its FIRST and SECOND reading this 16<sup>th</sup> day of November, 2021.

This By-law read a THIRD time and finally passed this 16<sup>th</sup> day of November, 2021.

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MAYOR David M. Bennett

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CAO/Clerk Hope Dillabough

**THE CORPORATION OF THE TOWNSHIP OF HORTON**

**BY-LAW NO. 2021-57**

**BEING A BY-LAW TO AUTHORIZE THE CORPORATION OF  
THE TOWNSHIP OF HORTON TO ENTER INTO AN  
AGREEMENT WITH MARIE-MARTHE GAGNON TO PERMIT  
HER EXISTING DWELLING TO BE USED AS A  
TEMPORARY RESIDENCE WHILE A NEW DWELLING IS  
BEING CONSTRUCTED**

**WHEREAS** Section 10(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended authorizes a municipality to provide any service or thing that the municipality considers necessary or desirable for the public;

**AND WHEREAS** The Council of the Township of Horton has reviewed the attached agreement and is of the opinion that the attached agreement is desirable.

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

1. **THAT** the Mayor and CAO/Clerk be, and are hereby authorized and directed to execute the attached agreement to this By-Law on behalf of the Corporation of the Township of Horton and to affix to it the corporate seal of the Corporation of the Township of Horton.
2. **THAT** this agreement attached hereto as 'Appendix 1' shall form a part of this By-Law.
3. **THAT** this By-law shall come into force and take effect upon the date of the final passing thereof.
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 16<sup>th</sup> day of November, 2021.

READ a third time and passed this 16<sup>th</sup> day of November, 2021.

---

MAYOR David M. Bennett

---

CAO/Clerk Hope Dillabough

**RETURN TO AGENDA**

'APPENDIX 1'

## AGREEMENT

BETWEEN:

The Corporation of the Township of Horton  
Herein referred to as "the Municipality"

-and-

Marie-Marthe Gagnon  
Herein referred to as "the Owner"

**WHEREAS** the Owner is the owner of lands legally described as Concession 5 Pt Lot 23 and RP49R7832 Parts 2, 6 and 9 in the Township of Horton and located at 45 Charron Lane.

**AND WHEREAS** the Owner wishes to construct a new dwelling on the said property while continuing to use the existing dwelling as a temporary residence until the new dwelling is completed and an occupancy permit has been obtained.

**AND WHEREAS** the Parties have agreed to enter into an agreement providing for the temporary use of the existing dwelling, for a limited period of time, while a new dwelling is being constructed after which the existing dwelling will be removed at the expense of the Owner.

**THEREFORE IN CONSIDERATION** of the Municipality allowing the existing dwelling to remain on the property, the Parties hereto agree as follows:

1. The Owner agrees that the existing dwelling is a temporary residence only and that constructing a new dwelling on the same property is non-conforming and in violation of Municipal By-Laws.
2. The Owner agrees that the existing dwelling will be demolished to the satisfaction of the Chief Building Official no later than two months after an occupancy permit has been issued for the new dwelling. If a later date is required, an extension must be given in writing by the Chief Building Official, the decision being exclusively within the discretion of the Chief Building Official for the Municipality. A demolition permit must be obtained prior to demolishing the existing dwelling.
3. In the even the Owner fails to honor the terms of this Agreement, the Municipality will be at liberty to enter onto the property of the Owner and demolish the existing dwelling. All costs incurred to demolish this dwelling will be added as a lien on the property and collected in the same manner as property taxes.
4. The Owner agrees that the new dwelling will be erected on the premises in accordance with the Township of Horton's Comprehensive Zoning By-Law No. 2010-14 and all other applicable by-laws. Upon mutual consent of this agreement, the Municipality will issue all required permits once we have received the proper applications and all required documentation.
5. The Owner agrees that the Municipality may if it so desires register notice of this Agreement on the Owner's title.
6. This agreement shall ensure to the benefit of and be binding on the respective heirs, executors, administrators and assigns of each of the parties to it.

**RETURN TO AGENDA**

**IN WITNESS WHEREOF, THE MUNICIPALITY** has hereunto affixed its Corporate seal, duly attested to by the hands of its proper signing officers duly authorized in that behalf. The Owner has hereunto affixed her hand and seal.

**SIGNED, SEALED AND DELIVERED**

)  
)  
)  
)  
)  
) \_\_\_\_\_  
) Marie-Marthe Gagnon

)  
) THE CORPORATION OF THE  
) TOWNSHIP OF HORTON  
)  
)  
) \_\_\_\_\_  
) MAYOR David M. Bennett  
)  
)  
) \_\_\_\_\_  
) CAO/CLERK Hope Dillabough

# THE CORPORATION OF THE TOWNSHIP OF HORTON

## BY-LAW NO. 2021-58

### BEING A BY-LAW TO ADOPT A COVID-19 VACCINATION POLICY

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

**WHEREAS** Section 8 of the Municipal Act, 2001, as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to govern its affairs as it considers appropriate and to enhance to the municipality's ability to respond to municipal issues; and

**WHEREAS** Section 11 (2) 6 of the Municipal Act, 2001, as amended, provides that a municipality may pass by-laws in the interest of the health, safety, and well-being of persons; and

**WHEREAS** in accordance with its obligations pursuant to the *Occupational Health and Safety Act* of Ontario, the Township of Horton is committed to taking every reasonable precaution for the protection of the health and safety of its employees; and

**WHEREAS** vaccination against COVID-19, in combination with health and safety precautions, have been identified by public health authorities as an effective means of reducing the transmission of COVID-19 in the workplace and in our community and safeguarding our employees and the public they interfere with;

**AND WHEREAS** Council of the Corporation of the Township of Horton deems it expedient to adopt a Vaccination policy to maximize COVID-19 vaccination rates among Township employees as one of the critical control measures against COVID-19.

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

1. **THAT** COVID-19 Vaccination Policy (G-08) attached hereto and forming part of the By-law be adopted.
2. **THAT** this By-law shall come into force and effect on the day of its passing.

READ a first and second time this 16<sup>th</sup> day of November, 2021.

READ a third time and passed this 16<sup>th</sup> day of November, 2021.

---

MAYOR David M. Bennett

---

CAO/Clerk Hope Dillabough

<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> HEALTH AND SAFETY			<b>POLICY #:</b> G-08
<b>POLICY:</b> COVID-19 Vaccination Policy			
<b>DATE:</b> November 16 <sup>th</sup> , 2021 By-Law 2021-	<b>REV. DATE:</b>	<b>COVERAGE:</b> As defined within.	<b>PAGE #:</b> 1 of 7

**POLICY STATEMENT:**

The Corporation of the Township of Horton has a duty to protect the health and safety of the workforce without sacrificing its duty to comply with Public Health directives and laws related to Human Rights and Privacy. This policy is the result of a balanced approach to reduce the transmission of COVID-19 in a manner that is fair, reasonable, and proportionate to the evidence-based risks posed by the virus.

The Township of Horton will take every reasonable precaution in the circumstances for the protection of workers from the hazard of COVID-19 as required by the Occupational Health and Safety Act, 1990 (“OHSA”). The Township of Horton endeavors to encourage, support and maximize COVID-19 vaccination in its workplaces, and recognizes it as a critical preventative and control measure.

**PURPOSE:**

The purpose of the COVID-19 Vaccination Policy is to provide guidelines and expectations pertaining to the requirements with respect to the COVID-19 vaccination.

**SCOPE:**

This Policy applies to all Township Employees (full-time, part-time, casual, contract), Students, Volunteers, Council Members and Public Advisory Members engaging in functions and/or activities on behalf of the Township. This is on the advice of public health authorities who highly recommend that employers make COVID-19 vaccinations a priority for their own health or that of others with whom they engage with on behalf of the Township.

The Township reserves the right to amend the scope of this Policy as required, to meet changing provincial and/or federal public health recommendations and legislative or operational requirements.

**DEFINITIONS:**

**COVID-19 Vaccine:** A vaccine approved by Health Canada for use in Canada in relation to COVID-19.

**Covered Individuals:** For the purpose of this Policy, this term shall be used to refer to employees (full-time, part-time, casual, contract), students, volunteers, Council members and Public Advisory Members.

**Fully Vaccinated:** Fully vaccinated means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada and recommended by the applicable local public health unit, including any booster shots recommended, approved, and/or required from time to

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time (e.g. two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least fourteen (14) days ago.

**Proof of Vaccination:** Proof means documentation verifying receipt of a vaccination series approved by Health Canada.

**Township:** Township means Township of Horton

#### **RESPONSIBILITY:**

The CAO/Clerk is responsible for:

- Administering the Policy in accordance with applicable legislation and public health recommendations and requirements;
- Collect, store, track and disclose vaccination status information where permitted in this policy and ensure privacy of same;
- Coordinate workplace accommodations;
- Assign covered individuals mandatory education or training, when required;
- Ensures COVID-19 antigen tests are done regularly.

Managers are expected to:

- Lead by example;
- Ensure covered individuals complete any mandatory education or training about Covid-19;
- In conjunction with the CAO/Clerk, ensure COVID-19 antigen tests are done regularly within their department.

All Covered Individuals are expected to:

- Follow all health and safety policies and protocols;
- Get vaccinated, including and recommended boosters;
- Complete any mandatory education or training about COVID-19 as requested.

#### **PROCEDURES:**

##### **1. Vaccination Requirements**

**1.1 Effective January 31<sup>st</sup>, 2022, all covered individuals, as defined, to be able to work at the Township of Horton must be fully vaccinated against COVID-19.** This procedure is a

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health and safety requirement to protect all covered individuals and to assist in avoiding disruptive absences from work. Accommodations may be granted for employees who cannot achieve this requirement due to a protected ground under the *Ontario Human Rights Code* (hereinafter referred to as “The Code”).

- 1.2 Covered individuals must disclose their vaccination status to the Township no later than December 1<sup>st</sup>, 2021. Disclosure must be provided to the CAO/Clerk via email [cao@hortontownship.ca](mailto:cao@hortontownship.ca) and/or in person, using the Ontario Ministry of Health receipt or equivalent. A receipt of vaccination can be obtained by logging into the Ontario COVID-19 portal at <https://covid19.ontariohealth.ca/>.
- 1.3 Covered Individuals who, by December 1<sup>st</sup>, 2021 have not disclosed their vaccination status as required, shall attend mandatory education on the benefits of the COVID-19 vaccination so they may make an informed decision.

Covered individuals shall provide proof they have completed the education session approved by the CAO/clerk about the benefits of the Covid-19 vaccination prior to declining vaccination for any reason other than a medical reason. This education session (which will be offered in accessible formats, as required) will address, at a minimum:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- The benefits of vaccination of COVID-19;
- Risks of not being vaccinated against COVID-19; and
- Possible side effects of COVID-19 vaccination.

- 1.4 Covered individuals must receive one dose of the COVID-19 vaccine by December 15<sup>th</sup>, 2021 and be fully vaccinated by January 31<sup>st</sup>, 2022.
- 1.5 Any covered individual who is non-compliant with 1.2, 1.3 and/or 1.4 above, will be deemed not fully vaccinated and must complete regular rapid antigen point of care testing for COVID-19, at a minimum of once every week or on a schedule as otherwise directed by the Township and provide verification of the negative test result to their respective Manager.

Administrative Staff, Managers, Volunteers, Council Members and Public Advisory Members shall report to the CAO/Clerk

Public Works Staff shall report to the Public Works Manager

Fire Department Staff shall report to the Fire Chief.

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If there is a positive test result, the individual must self-isolate and must obtain a PCR test (polymerase chain reaction) through Public Health and cannot return to the workplace until confirmation of a negative test result. The individual is required to pay for any antigen tests and to take such tests on their own time, not the Township's time.

- 1.6 Covered individuals will be required to update their vaccination status by the dates set out in this Policy, as they obtain to each dose of the COVID-19 vaccine. Proof of vaccination for all doses shall be provided to the CAO/Clerk via the [cao@hortontownship.ca](mailto:cao@hortontownship.ca) email, or in person.
- 1.7 In the event that “Booster” shots are recommended by public health authorities, covered individuals will be required to obtain them. Additional information will be provided to employees, when known.
- 1.8 New covered individuals must provide the required proof of vaccination to the CAO/Clerk prior to commencing their employment with the Township. This Policy shall form one of the conditions of employment which new employees accept as part of an offer of employment, subject to reasonable accommodation for those who are not able to be vaccinated on the basis of a prohibited ground of discrimination pursuant to the *Code*.
- 1.9 Regardless of vaccination status, all covered individuals must continue to follow all COVID-19 safety protocols currently in place, including but not limited to participating in screening measures, wearing a mask and appropriate PPE (Personal Protective Equipment) while performing their duties, and maintaining a physical distance of at least six (6) feet.
- 1.10 If a covered individual is unable to be vaccinated because they possess a characteristic that is protected by the *Code* which prevents them from being able to receive any COVID-19 Vaccine (religion, disability) the individual must do the following as soon as possible:
- Fill out the Request for Accommodation Form, attached as ‘Appendix 1’ and submit it to the CAO/Clerk via [cao@hortontownship.ca](mailto:cao@hortontownship.ca) or in person.
  - Provide evidence satisfactory to the Township that the individual cannot receive any COVID-19 vaccine because of a characteristic (religion, disability) that is protected by the *Code*.
- 1.11 The Township will comply with its obligations pursuant to the Code, including, its obligation to engage in the accommodation process. In requesting accommodation, covered individuals have a legal duty to cooperate with the Township. Please be advised that accommodation measures are case-specific and unique to each individual's circumstances.

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1.12 Covered individuals who have been granted accommodations are required to update the Township as soon as possible in the event their status and/or need for accommodation changes.

## **2. Failure to Comply with this Policy**

Covered individuals who do not comply with this Policy may be subject to discipline, up to and including unpaid leave and/or potential dismissal. Without limiting the generality of the foregoing, any deceitful misleading or false information provided to the Township with respect to test results, vaccination status, or the like, will result in disciplinary action up to and including dismissal.

## **3. Retention and Disclosure of Information**

The Township will maintain vaccination disclosure information, including documentation verifying receipt of a vaccination, in accordance with privacy legislation. This information will only be used to the extent necessary for implementation of this Policy, for administering health and safety protocols, and infection prevention control measures in the workplace. The Township shall ensure that all information collected pursuant to this Policy is used only for the purposes of this Policy, shared on a need-to-know basis only, stored securely, and securely deleted when no longer required.

## **RESOURCES**

Government of Canada – <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Public Health Ontario – <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus>

World Health Organization – [https://www.who.int/health-topics/coronavirus#tab=tab\\_1](https://www.who.int/health-topics/coronavirus#tab=tab_1)

Centers for Disease Control and Prevention – <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html>

Renfrew County and District Health Unit - <https://www.rcdhu.com/>

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Government of Ontario –

[https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/directives/vaccination\\_policy\\_in\\_health\\_settings.pdf](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/directives/vaccination_policy_in_health_settings.pdf)

Government of Ontario’s Immunization Guide – <https://www.canada.ca/en/public-health/services/canadian-immunization-guide.html>

Government of Canada’s Vaccine Safety in Canada – <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/healthy-living/immunization-vaccine/vaccine-safety-poster-eng.pdf>

Government of Canada’s Approved COVID-19 Vaccines – <https://www.canada.ca/en/health-canada/services/drugs-health-products/covid19-industry/drugs-vaccines-treatments/vaccines.html>

Ottawa Public Health’s COVID-19 Vaccination in Ottawa –

<https://www.ottawapublichealth.ca/en/public-health-topics/covid-19-vaccine.aspx>

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Appendix 1 – Request for Accommodation

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## Request for Accommodation

<b>Employee Name:</b>	
<b>Position:</b>	
<b>Name of Supervisor:</b>	
<b>Phone Number:</b>	
<b>E-mail Address:</b>	

I require an accommodation based on the following protected ground(s) in the *Ontario Human Rights Code*:

Disability

Religion

My status as identified above is:

Permanent

Uncertain at this time

Temporary until:

Please provide a detailed explanation of why the above characteristic prohibits you from receiving any COVID-19 Vaccine:

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## Request for Accommodation

Please attached evidence to support your request for accommodation. Acceptable forms of evidence include:

- A written document completed and supplied by a physician (designated as “MD”) or by a registered nurse in the extended class (designated as “Registered Nurse (Extended Class)”, “RN (EC)”, “Nurse Practitioner” or “NP”) stating that the individual is exempt for a medical reason from being fully vaccinated against COVID-19 and the effective time-period for the medical reason
- A letter from a senior religious based leader (i.e. Priest, Rabbi, Minister, Imam, etc.) confirming that you are a member of that religion and that such religion prohibits you from receiving any COVID-19 Vaccination.

By providing such documentation, you consent to the Township of Horton:

- Contacting the author or signatory, or their office, for the purpose of validating the information, and
- Sharing any personal information necessary for the purpose of such validation.

The CAO/Clerk will contact you once your information has been reviewed to advice of next steps.

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*By my signature below, I, \_\_\_\_\_, confirm that I have filled out this form honestly and that my status as noted herein is accurate. I confirm that I will update the Township of Horton in the event my status changes. I understand that if I provide false information, I may be subject to discipline up to and including termination of employment.*

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Signature

---

Date

**RETURN TO AGENDA**

**THE CORPORATION OF THE TOWNSHIP OF HORTON****BY-LAW NO. 2021-59****BEING A BY-LAW TO ADOPT SECTION T-05 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;

**AND WHEREAS** Council desires to adopt a fully reviewed Section T-05 of the Corporate Policies;

**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 adopt Section T-05 of the Township of Horton's Corporate Policies hereto attached as Appendix "A".
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 16<sup>th</sup>, day of November, 2021.

READ a third time and passed this 16<sup>th</sup>, day of November, 2021.

---

MAYOR David M. Bennett

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CAO/CLERK Hope Dillabough

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The Township of Horton Policy and Procedures			
SECTION: TRANSPORTATION			POLICY #: T-05
POLICY: Road Surface Optimization, Preservation and Development Policy			
DATE: November 2021 By-law 2021-59	REV. DATE:	COVERAGE: Transportation & Environmental Services	PAGE #: 1 of 12

### **POLICY STATEMENT:**

The Township of Horton has established a policy to ensure the roads network within Horton Township are constructed and maintained to a high quality which promotes life cycle optimization and preservation of the road network. This policy shall work in collaboration with the most current version of the Minimum Maintenance Standards for Municipal Highways with an objective to ensure that every maintenance dollar spent attains high life extension value with low cost per square meter over the life cycle of the roadway to sustain an average Ride Condition Rating (RCR) of 6 or higher and an average Pavement Condition Rating (PCR) of 60 or higher on the Pavement Condition Index (PCI) throughout the Township of Horton's road network.

### **PROCEDURE:**

#### **Preservation and Optimization**

- 1.11 That the Township of Horton shall strive to maintain an average Pavement Condition Index rating (PCI) no lower than 60 over the entire paved roads network. See section 1.
- 1.12 That Annual Average Daily Traffic be the sole factor determining the surface course of a roadway or section of roadway. See section 2.
- 1.13 That all roads currently paved or double surface treated shall remain as such and not have the surface course downgraded for any reason other than temporarily for the purpose of construction or rehabilitation. Roadways that are under construction or rehabilitation shall have the pre-existing surface course reapplied by December 20<sup>th</sup> of the year of construction or rehabilitation. If construction proceeds into the next calendar year a temporary surface course acceptable to the Township, in written agreement between the contractor and the Township, must be applied by December 20<sup>th</sup> of the year that construction or rehabilitation began.
- 1.14 That the MTO pavement structural design guidelines for secondary highways shall be the standard for granular base equivalency (GBE) thickness acceptable for pavement application on any municipally maintained or assumed roadway within the Township of Horton. Granular base testing may be performed by Township staff or Contract.  
See section 3.
- 1.15 That prior to reconstruction of an existing paved roadway granular base testing may be requested, if staff or council believe the sub-base is insufficient or degraded, to confirm the granular base thickness is structurally sufficient. See section 3.

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DATE: November 2021 By-law 2021-59	REV. DATE:	COVERAGE: Transportation & Environmental Services	PAGE #: 2 of 12

- 1.16 That reclaimed Double Surface Treatment shall have a Granular Base Equivalency factor of 0.6 equivalent to Old Granular Base. See section 3.
- 1.17 That if the subgrade material is unknown or uncertain the highest GBE factor in the appropriate AADT column per section 3 of this document shall be the acceptable GBE for the roadway in question. See section 3.
- 1.18 That prior to upgrading an existing gravel roadway surface to a bituminous surface granular base testing must be performed to confirm the granular base thickness is structurally sufficient per the current AADT of the roadway. See Section 3.
- 1.19 That prior to reconstruction of an existing paved roadway a minimum of two preservation treatments or combination of treatments must be applied to the roadway. See section 7.
- 1.110 That prior to full reconstruction of any bituminous roadway the PCI rating must be in the 40<sup>th</sup> percentile or lower and preservation treatments deemed unfeasible to regain a sustainable PCI rating of 60 or above. See section 1.
- 1.111 That feasibility related to preservation versus reconstruction shall be determined by the Public Works Manager. If a divergence of opinion between Council and staff arises then an independent consultant or contractor may be requested to confirm in writing staff's categorization.
- 1.112 That brushing, grass cutting, ditch clean out, shouldering, cold patching and culvert replacements be deemed regular maintenance activities and not considered preservation treatments.
- 1.113 That any roadway receiving (DST) Double Surface Treatment shall have an AADT lower than 300 vehicles per day.
- 1.114 That any roadway prior to receiving (DST) Double Surface Treatment shall have a minimum granular base equivalency thickness of 350 millimetres and shall have no less than 200mm of granular A or granular M base material prior to application of DST. See section 3.

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### Typical Road Profiles

- 1.115 That the typical paved road profile within the Township of Horton shall be as shown in section 4 of this policy. Any road platform width alterations shall be pending approval of the Public Works Manager. See section 4.
- 1.116 That any terminated (dead end) roadway must have a typical cul-de sac turn around area. See section 5.

### Development and Assumption by the Township

- 1.117 Newly developed roadways shall be defined as the establishment of a new facility to be a part of the primary or secondary road system or the continuation of a developed establishment past an existing intersection to be a part of the primary or secondary road system.
- 1.118 That any newly developed roadway proposed for assumption shall have a hard top surface course that conforms with section 2 of this policy. The onus shall be on the developer to prove to the Township that the surface course proposed is adequate for any future development of the roadway and surrounding area.
- 1.119 Extension of a roadway shall be defined as adding to or continuing an established part of the primary or secondary road system that does not intersect another established part of the primary or secondary road system. If the roadway intersects any existing established roadway, it shall be considered newly developed.
- 1.120 Any extension of an existing roadway shall have a like for like surface that matches the existing roadway surface type.
- 1.121 That within 5 to 7 years of a roadway receiving (DST) Double Surface Treatment a Cape Seal, (SST) Single Surface Treatment with an emulsion overlay, or similar treatment must be applied to the roadway. See section 7.
- 1.122 That the cost to fulfil section 1.121 of this policy for any private road, proposed for assumption that has received a double surface treatment, shall be split 50/50 between the Township and the advocate. The payment shall be made to the Township of Horton by the advocate prior to the Township assuming the roadway. The cost shall be estimated by the Township of Horton's Public Works Manager.

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- 1.123 That any private roadway proposed to be assumed by the Township of Horton shall meet or exceed all terms of this policy. The onus shall be on the advocate of the proposal to assume the roadway to provide documented proof to Council and staff that all terms have been met or exceeded.

### **Dust Suppression**

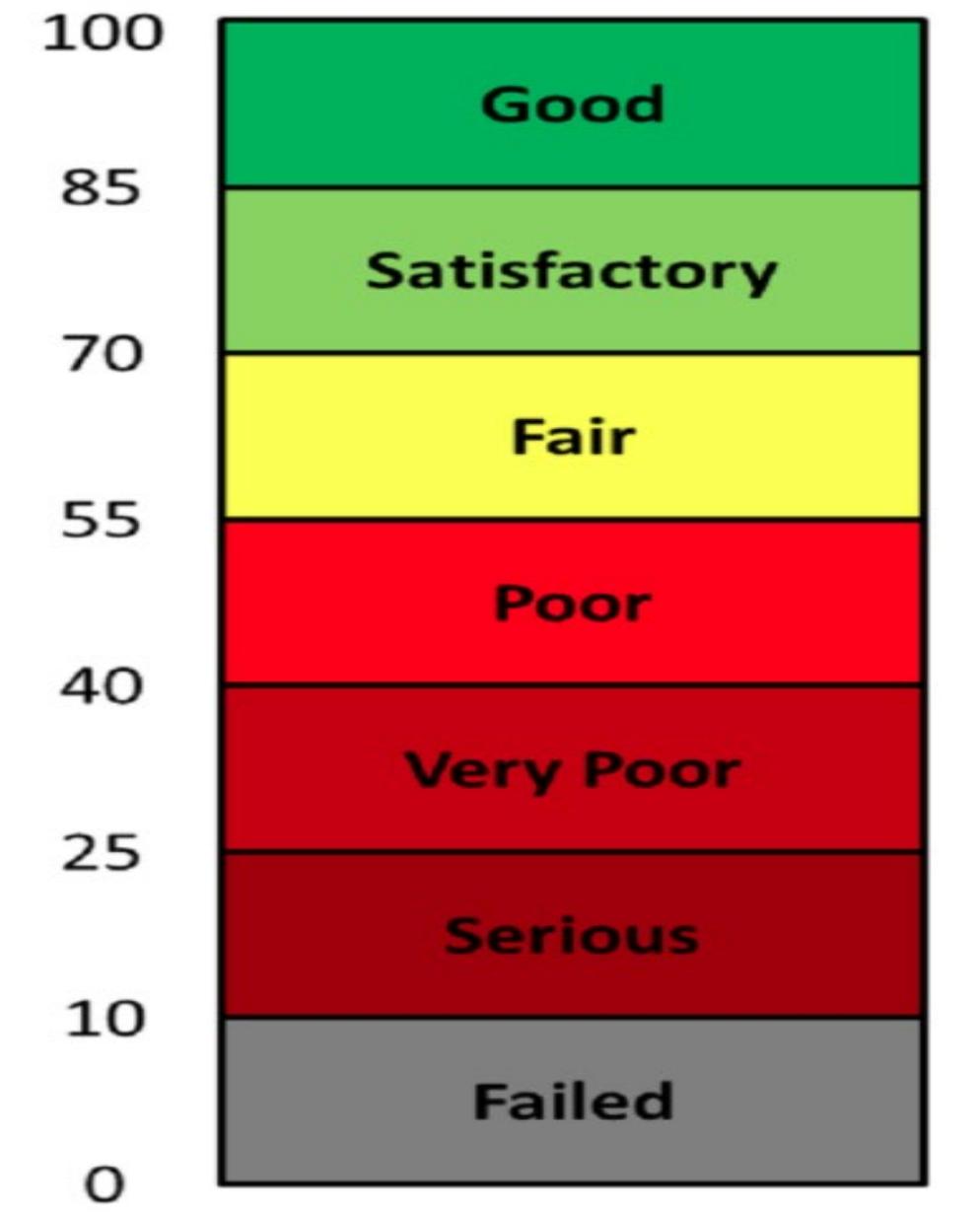
- 1.124 That only flake dust suppression treatments shall be applied to roadways with an AADT below 49, a maximum once per calendar year. Flake dust suppression shall not be added if the application shall exceed yearly budgetary limits. Road selection shall be in order of AADT determined by the Public Works Manager if budgetary limits are a factor. See section 2.
- 1.125 That liquid dust suppression treatments shall be applied to gravel roadways with an AADT above 50 a maximum of once per calendar year. Secondary flake dust suppression may be added as a secondary spot treatment at the discretion of the Public Works Manager a maximum of once per calendar year. Secondary flake dust suppression shall not be added if it shall exceed yearly budgetary limits. See section 2.

### **Mandatory Yearly Review**

- 1.126 That this policy must be reviewed yearly by the applicable Committee, and the current Public Works Manager.
- 1.127 That immediately upon the retirement or resignation of the current Public Works Manager this policy shall be forfeited and must be reviewed for readoption by the current Council at the time of retirement or resignation.

The Township of Horton Policy and Procedures			
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1. (PCI) PAVEMENT CONDITION INDEX



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2. **ROADS SURFACE AND DUST SUPPRESSION TYPE BY (AADT)  
ANNUAL AVERAGE DAILY TRAFFIC:**

All surface courses listed below are minimum standards, surface courses of higher quality may be accepted upon approval of the Public Works Manager. No surface course shall be applied that conflicts with term 1.B of this policy.

ANNUAL AVERAGE DAILY TRAFFIC (AADT)	DUST SUPPRESSION TYPE AND APPLICATION	BITUMINIOUS SURFACE COURSES (LAYERS)	SURFACE TYPE
0-49	1 Application of flake per calendar year	0	Gravel
50-199	1 Application of liquid per calendar year	0	Gravel
200-399	NA	1	(DST) Double Surface Treatment or 50mm HL4
400-999	NA	1	50mm HL4 or 50mm HL3
1000+	NA	2	Top Course 50mm HL4 or 50mm HL3 Base Course 50mm HL8

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### 3. ACCEPTABLE GRANULAR BASE EQUIVELANCY (GBE) THICKNESS

**Table 3.3.3 Structural Design Guidelines for Flexible Pavements (Thickness in mm) – Secondary Highways**

AADT	Pavement Structure Elements	Gravels and Sands Suitable as Gran-Borrow	Subgrade Material			Lacustrine Clays	Varved & Leda Clays
			SANDS AND SILTS				
			5-75µm <40%	5-75µm 40-55%	5-75µm >55%		
2000-3000 AADT	HM	90	90	90	90	90	
	B	150	150	150	150	150	
	SB**	—	300	450	600	800	
	GBE	330	530	630	730	865	
1500-2000 AADT	HM	50	50	50	50	50	
	B	150	150	150	150	150	
	SB**	—	250	300	450	450 (300-600)	
	GBE	250	415	450	550	550 (450-650)	
1000-1500 AADT	CL	50	50	50	50	50	
	B	150	150	150	150	150	
	SB**	—	250	300	450	450 (300-600)	
	GBE	240	405	440	540	540 (450-640)	
500-1000 AADT	ST*	—	—	—	—	—	
	B	150	150	150	150	150	
	SB*	—	150	250	300	250	
	GBE	150	250	315	350	315	
200-500 AADT	ST*	—	—	—	—	—	
	B	150	150	150	150	150	
	SB**	—	150	250	300	250	
	GBE	150	250	315	350	315	
Less than 200 AADT	Gravel	—	—	—	—	—	
	B	100	100	100	100	100	
	SB**	—	150	250	300	250	
	GBE	100	200	265	300	265	

**Notes:** All AADT Volumes refer to Present Traffic.

HM — Hot Mix Asphalt & Thickness

B — Base Thickness

SB — Subbase Thickness

GBE — Granular Base Equivalency Thickness

(1 mm HM = 2 mm B = 3 mm SB = 1.11)

CL — Cold Mixed, Cold Laid or Road Mixed Mulch

ST — Double Surface Treatment or Single Surface Treatment with Prime.

\* — Apply surface treatments 0.25 m wider than lane width.

\*\* — Proposed subbase thicknesses may be decreased or increased respectively, for harder or softer subgrade conditions in each category, except for varved and leda clay subgrade where exceptionally large ranges are shown.

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### Granular Base Equivalency Factors

New Materials	
Material	Equivalency Factor
New (or Recycled) Hot Mix Asphalt	2.0
Granular A in Base	1.0
Granular B in Subbase	0.67
Cement Treated Material in Subbase (with Gr. A in base)	1.4
Cement Treated Material in Base (no subbase)	1.8
Bituminous Treated Material in Base (with Gr. A in subbase)	1.5
Cold Mix	1.8
OGDL	1.0

Existing or Recycled Materials	
Material	Equivalency Factor
Full Depth Reclamation (FDR)	1.0
Full Depth Reclamation Expanded Asphalt Stabilization (EAS)	1.6
Cold In-place Recycling (CIR)	1.8
Cold In-place Recycled with Expanded Asphalt (CIREAM)	1.8
Old HMA	1.25
Old Granular Base	0.75
Old Granular Subbase	0.5

Reconstruction Projects	
Material	Equivalency Factor
Old Granular Base*	0.6
Old Granular Subbase*	0.4

### GBE calculation example

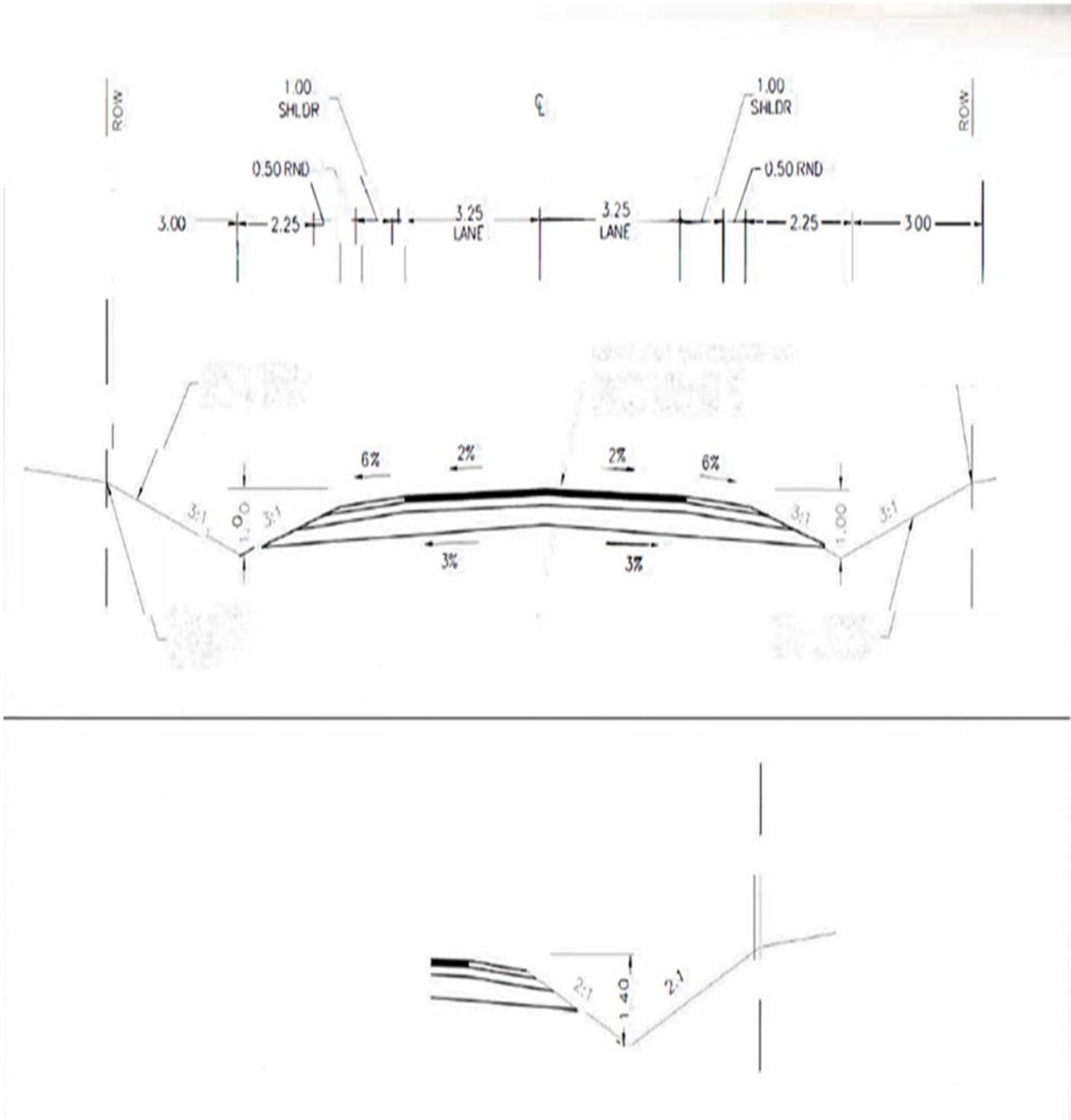
Component	Thickness	Granular Base Equivalency (GBE)
Hot mix asphalt	90 mm	90 x 2.0 = 180
Granular base	150 mm	150 x 1.0 = 150
Granular subbase	450 mm	450 x 0.667 = 300
Total pavement thickness	690 mm	Total GBE = 630

180 + 150 + 300 = 630 Total GBE

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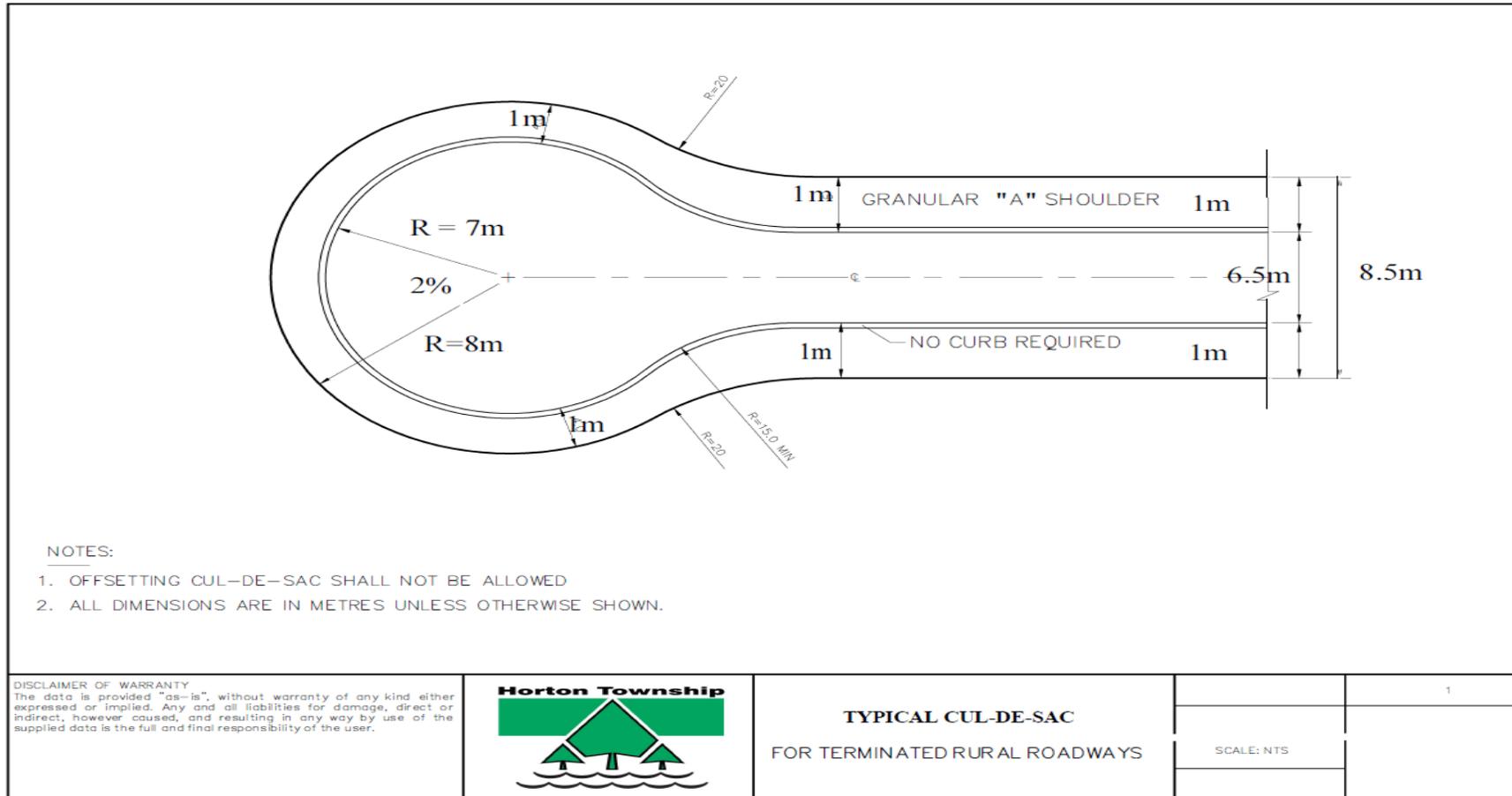
**4. TYPICAL PAVED ROAD PROFILE**



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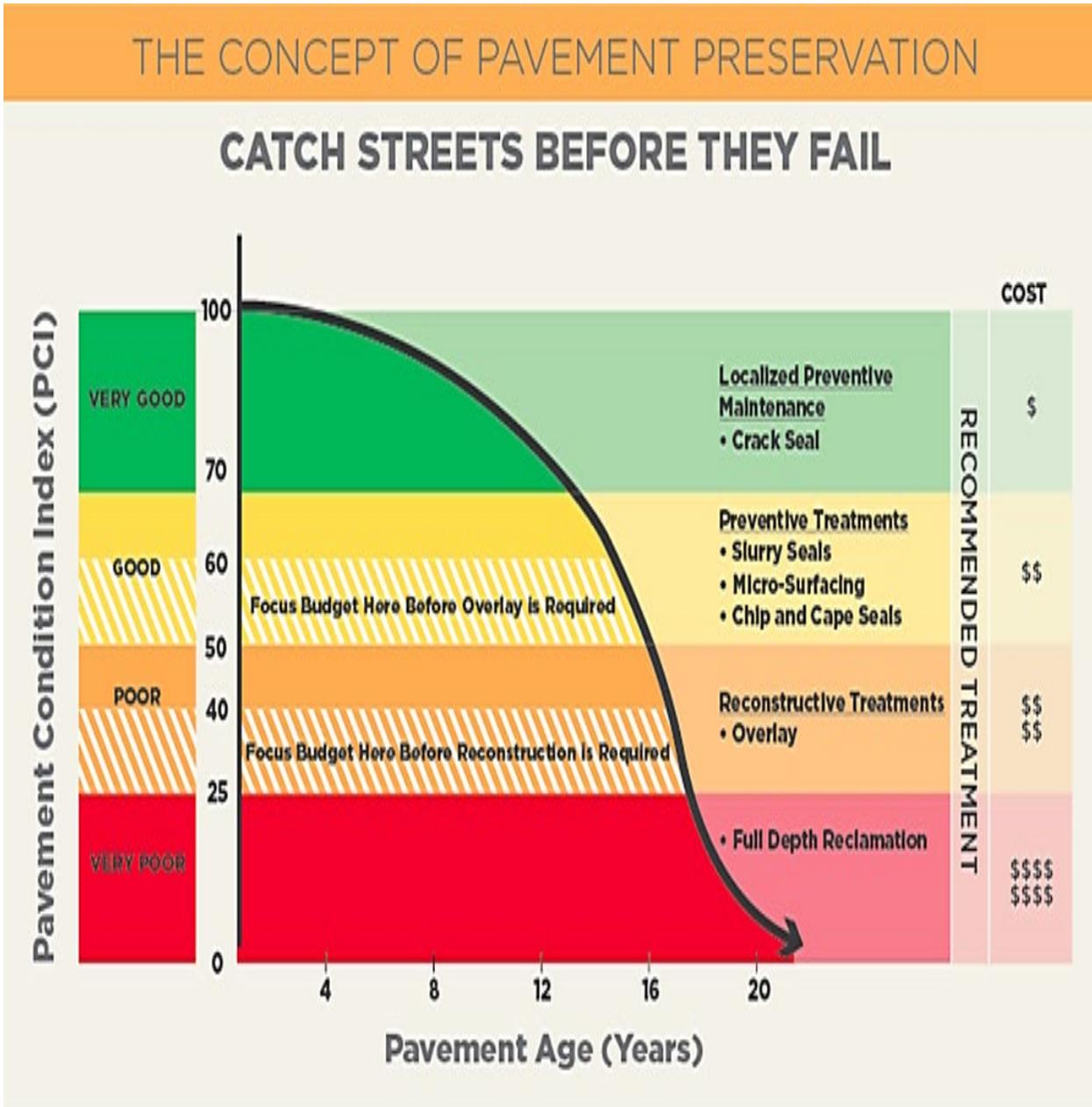
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**5. TYPICAL CUL DE SAC TURN AROUND**



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6. **THE CONCEPT OF PRESERVATION**



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**7. PAVEMENT OPTIMIZATION AND PRESERVATION PROCEDURE:**

- i. One treatment or a combination of treatments from category I.
- ii. One treatment from category II or combination of treatments from category I and II.
- iii. Staff evaluates further preservation feasibility.
- iv. If preservation deemed unfeasible then reconstruct the roadway.

**Category I preservation treatment options (PCI) rating between 60 and 100)**

- i. Crack seal
- ii. Fog seal
- iii. Slurry seal
- iv. Micro surfacing
- v. Cape seal
- vi. Ultra-thin hot mix asphalt
- vii. Chip seal
- viii. Micro Milling
- ix. Hot in place asphalt Recycling
- x. Combination of treatments from category I
- xi. Other treatments applicable to PCI rating

**Category II preservation treatment options (PCI) rating between 40-59)**

- i. Cape seal
- ii. Chip seal
- iii. Scrub seal
- iv. Micro milling
- v. Hot in place asphalt recycling
- vi. Combination of treatments from category I and II
- vii. Other treatments applicable to PCI rating

**Reconstruction (PCI) rating below 40 and preservation deemed unfeasible)**

- i. Granular base testing as necessary
- ii. Brushing as necessary
- iii. Ditching and culvert replacements as necessary
- iv. Full depth pulverization of existing surface (depth between 200 -250mm)
- v. Additional granular material added (minimum 100mm Granular "A")
- vi. Pave with applicable surface for Annual Average Daily Traffic

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# CORPORATION OF THE TOWNSHIP OF HORTON

## BY-LAW NO. 2021-60

### A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE TOWNSHIP OF HORTON AT THE REGULAR COUNCIL MEETING HELD NOVEMBER 16<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 16<sup>th</sup> day of November, 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 16<sup>th</sup> day of November, 2021.

READ a third time and passed this 16<sup>th</sup> day of November, 2021.

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MAYOR David M. Bennett

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CAO/Clerk Hope Dillabough