



THE CORPORATION OF THE TOWNSHIP OF HORTON
TRANSPORTATION & ENVIRONMENTAL SERVICES

June 3, 2021
 8:30 a.m.
 Via Zoom

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, Committee, 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. Please contact the CAO/Clerk if you have any questions or require additional information.

1. Call to Order & Roll Call
2. Declaration of Pecuniary Interest
3. Minutes from Previous Meeting:
 - i. May 5, 2021 **PG.2**
4. Concrete Fuel Pad **PG.4**
5. Refrigerant Degassing **PG.19**
6. Boundary Road Agreement **PG.35**
7. Landfill Site Fee Comparison **PG.70**
8. Public Works Manager Summer Hours **PG.72**
9. New/Other Business
10. Next Meeting:
 - i. July 7, 2021 at 8:30 a.m.
11. Adjournment

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

TES Committee Meeting

May 5, 2021

8:30 a.m.

There was a meeting of the Transportation and Environmental Services Committee held electronically via Zoom on Wednesday May 5, 2021. Present was Chair Tom Webster, Mayor David Bennett, Councillor Lane Cleroux, Public Advisory Members, Murray Humphries, Rick Lester, and Tyler Anderson. Staff present was Public Works Manager, Adam Knapp, and Admin/Planning Assistant, Nichole Dubeau – Recording Secretary.

1. CALL TO ORDER

Chair Webster called the meeting to order at 8:30 a.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest from committee members.

3. MINUTES FROM PREVIOUS MEETING:

- April 7th, 2021

Moved by Tyler Anderson

Seconded by Murray Humphries

THAT the Committee approve the April 7th, 2021 Minutes.

Carried

4. REFRIGERANT DEGASSING

Public Works Manager Adam Knapp reviewed the report. Mayor Bennett requested that local contractors be contacted regarding pricing. After Committee discussion it was decided the Mr. Knapp will prepare a Request for Quotation for the project and will be brought back to Committee to review.

5. SURPLUS EQUIPMENT – SEPTAGE SPREADER

Public Works Manager Adam Knapp reviewed the report. Before moving forward, Mr. Knapp must confirm that the item can be declared surplus and bring back to Committee for decision.

6. AWARD OF PW 2021-04 – SUPPLY AND DISTRIBUTION OF PETROLEUM PRODUCTS

Public Works Manager Adam Knapp reviewed the report. Committee was in agreement to purchase the tanks instead of lease.

Moved by Murray Humphries

Seconded by Rick Lester

THAT the TES Committee recommend to Council to award PW 2021-04, Supply and Distribution of Petroleum Products to W.O Stinson and Sons for the total upset annual amount of \$70,698.10 including applicable fuel taxes and HST;

AND THAT a Sapphire Lite Fuel Management System be purchased for the total estimated amount of \$10,540 including HST and estimated installation;

AND FURTHER THAT the total cost of the purchase and installation for the Sapphire Lite Fuel Management System be funded through the Modernization Reserve.

Carried

7. CONCRETE FUEL CONTAINMENT PAD

Public Works Manager Adam Knapp reviewed the report. Committee agreed that a Request for Quotations be released. Mr. Knapp is to bring back the RFQ documents to the Committee to review.

RETURN TO AGENDA

- 8. WHITTON ROAD PW 2021-03 EXTENSION OF WORKS AGREEMENT**
Public Works Manager Adam Knapp reviewed the report. Mayor Bennett thanked staff for their work and keeping residents up to date on the work on Whitton Road.

- 9. MCBRIDE ROAD SHARED COST REHABILITATION**
Public Works Manager Adam Knapp reviewed the report. Committee members requested that the amount remaining for the Modernization Funds be brought forward to the next meeting.

Moved by Rick Lester

Seconded by Tyler Anderson

THAT the TES Committee recommend to Council to commit an upset amount of \$80,000 toward a shared cost rehabilitation of the boundary road know as McBride Road (South);

AND THAT funding for the rehabilitation be from the Roads Infrastructure Reserves.

Carried

- 10. BIENNIAL LANDFILL OPERATIONS AND MONITORING REPORT**
Public Works Manager Adam Knapp reviewed the report.

- 11. NEW/OTHER BUSINESS**
Public Advisory Member Murray Humphries questioned if a natural gas extension is in the future for Horton residents. Public Works Manager Adam Knapp stated that all residents would have to be interested in natural gas for Enbridge to consider expanding their lines. Public Advisory Member Rick Lester stated he was very pleased with the Road Staff and the work they have been doing on the roads. Mayor Bennett asked if an ash dumping location could be looked at for the landfill site. Public Works Manager Adam Knapp stated that he could look into an area and have proper containment and proper tracking of the quantities.

- 10. NEXT MEETING DATE**

i. June 2, 2021 at 8:30 a.m.

- 11. ADJOURNMENT**

Chair Webster declared the meeting adjourned at 9:30 a.m.

CHAIR Tom Webster

CAO/CLERK Hope Dillabough



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Concrete Fuel Containment Pad Update	Date:	June 3 rd , 2021
	Council/Committee:	TES Committee
	Author:	Adam Knapp, Public Works Manager
	Department:	Public Works

RECOMMENDATIONS:

THAT the TES committee agree to allocate an upset amount of \$9,000 toward the installation of a concrete fuel containment pad at the public works yard.

AND THAT the concrete pad installation be funded through the Modernization Reserve.

BACKGROUND:

Currently no containment pad is in place at the fueling station and staff believe it is prudent to install a containment pad to further prohibit the possibility of a fuel leak contaminating the ground surrounding the fueling area. Staff has drafted a formal request for quotation to release upon receipt of a resolution to proceed with the work. Staff have consulted with the Ministry of Environment and Climate Change and the TSSA for specifications and regulations in regard to the design.

The Ministry of Environment and Climate Change focuses on spill containment and states that:

Containment systems should be installed around all liquid chemical or waste storage containers to collect and contain a leak, spill, or overflow from the tank, connections, vents, or pressure relief devices. An appropriate assessment should be completed on all storage areas to determine the likelihood that a spill or overflow condition would cause an adverse effect to the environment. This assessment will assist the owner/operator of the facility to determine the degree of containment that may be required. In lower risk areas such as indoor applications, the facility itself can be used as containment, but for a higher-risk area such as an outdoor storage area, an appropriately sized containment area with adequate engineering controls may be required.

The TSSA specifications are attached to this report and focused on vehicular collision protection.

Staff believe that the design encompasses both aspects of environmental and vehicular protection to a satisfactory degree.

ALTERNATIVES:

Alternative funding proposed is a split cost between the Roads Department (70%) and the Fire Department 30%. Both Departments have agreed this is a fair split. Public works shall supply any aggregate and equipment necessary to facilitate the installation.

FINANCIAL IMPLICATIONS:

Upset limit of \$9,000 from the Modernization Reserve.

RETURN TO AGENDA

ATTACHMENTS:

PW 2021-10 Concrete Fuel Containment Pad
Horton Fuel Containment Pad Drawing
TSSA Vehicular Protection Standards
2275 Liter Double Walled Tank Detail


CONSULTATIONS:

Hope Dillabough CAO/Clerk
Allan Cole – Horton Township Fire Chief

Author: 
signature

Other: _____
signature

Treasurer: _____
signature

C.A.O. 
signature



The Township of Horton

Request for Quotation PW 2021-10

Concrete Fuel Containment Pad

Contact:
Adam Knapp, Public Works Manager
Township of Horton
Tel: 613-432-6271
aknapp@hortontownship.ca

RETURN TO AGENDA



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2. INSTRUCTIONS TO BIDDERS

The Township of Horton (herein after known as the Township) is inviting Quotation Submissions from interested bidders for the **Concrete Fuel Containment Pad** at 2253 Johnston Road, Renfrew Ontario, K7V 3Z8

SUBMISSION OF BIDS

- i. Bidders are to submit the following items duly completed as part of the Form of Quotation:
 - a) Form of Quotation (page 10)
- ii. Bid submissions are to be sealed in an envelope clearly marked:
“Concrete Fuel Containment Pad”

And addressed to:

ATTN: Adam Knapp / Public Works Manager
Township of Horton
2253 Johnston Road
Renfrew Ontario
K7V 3Z8
- iii. Bid submissions shall be received at the above address before **1:00 p.m., Local time July 16th, 2021.**
- iv. Bid submissions may be mailed, couriered, or hand delivered to the above address.
- v. Faxed or emailed bid submissions will not be accepted.
- vi. Bids received by the Township later than the specified closing date and time shall not be accepted.
- vii. Late bids will be returned unopened to a bidder if a return address is submitted on the submission envelope.

3. BID OPENING, AWARD AND ACCEPTANCE

- i. Bids will be publicly opened **July 16th, 2021 shortly after 1:00p.m.** in the Municipal Office, 2253 Johnston Road, Renfrew Ontario
 - Social distancing will be adhered to, anyone entering the office must wear a mask and sanitize their hands upon entry.

PW 2021-10
Concrete Fuel Containment Pad

RETURN TO AGENDA



- ii. Total bid prices are read aloud and recorded on a Request for Quotation Opening Checklist. A subsequent evaluation of the bids will be conducted administratively by staff members of the Township post opening of the bids.
- iii. Award of this contract is contingent on budgetary limits and adherence to the Township of Horton's procurement policy, **By-Law 2016-25**.
- iv. Bid submissions shall be irrevocable for thirty (30) calendar days after the submission deadline.
- v. The Municipality reserves the right not to award to any bidder if deemed to be in the best interest of the Municipality.
- vi. The Municipality may choose to include or exclude provisional items at its sole and unfettered discretion.
- vii. Bid award is contingent on the bidder providing all required supplemental documentation as summarized in the submission.
- viii. By submitting a Bid on this contract, the Bidder confirms and acknowledges that it has read and understands all sections of the entire Request for Quotation.
- ix. All bids must be upon the blank Form of Quotation attached hereto and the bidder is required to complete all the blank areas.
- x. The Bidder shall complete the Form of Quotation in ink or in type.
- xi. The Bidder shall include their full legal name, address, telephone number and signature on the Form of Quotation.
- xii. If it becomes necessary to correct an error made on the Form of Quotation, such correction must be initialled by the person signing the form.

4. BIDS, TAXES

All bids must be stated in Canadian funds. Harmonized Sales Tax (HST) shall be included in the price.



5. WITHDRAWAL OF BID

Bidders will be permitted, without prejudice, to withdraw their bid unopened after it has been received by the Township of Horton, provided such request for withdrawal is received in writing by the Public Works Manager prior to the closing date and time. The withdrawal of a quotation Submission does not disqualify a Bidder from submitting another quotation submission prior to the closing.

6. QUOTATION TERMS AND CONDITIONS

GENERAL

The Instructions to Bidders, Terms and Conditions, Specifications, and form of quotation, form the entire contract between the parties, and no variations thereof, irrespectively of the wording of the Bidders acceptance, will be effective unless specifically agreed to in writing by the Public Works Manager.

SATISFACTION OF BIDDER

The submission shall be deemed proof that the Bidder has satisfied themselves as to all the provisions and conditions of the quotation. No plea of ignorance of such provisions/conditions or failure to make all necessary examinations will be accepted as a basis for any claims, demands or actions of any nature that may be suffered by the Bidder, the Bidder's employees, subcontractors, or agents, in relation to the goods including the sale, handling, removal, use, dismantling, or destruction of goods.

INDEMNIFICATION

The Bidder agrees to indemnify, defend, and save harmless the Township of Horton and all Municipal Officers, employees, volunteers, servants, and agents of its Boards from and against all losses, costs, damages, expenses, and claims made against the Township, resulting from, or arising out of any act or omission or negligence or willful harm of the bidder, his/her employees, or agents, during or connected with the goods, for which the bidder is legally responsible.

BASIS OF PAYMENT

Payment at the contract price shall be compensation in full for the supply and delivery of the items specified in the quotation and for the supply of all related labour, delivery, equipment, and materials, except as otherwise provided in the quotation to the satisfaction of the Municipality. All bids must be stated in Canadian funds. Harmonized Sales Tax (HST) shall be included in the price.



7. QUOTATION ADDENDA

It may be necessary for a variety of reasons to issue addenda which may include, but not be limited to:

- i) Correction to the quotation documents and related forms.
- ii) To extend closing dates for quote.
- iii) Clarifications of part of the quotation documents.
- iv) Respond to specific questions asked by one or more bidder (or his/her designate) and he/she feels should be made available to all bidders.
- v) Retraction or cancellation of the quotation.

Addenda will be emailed to the address as provided by the bidder. It is the bidder's responsibility to inform the Township of any changes to their contact information. All Addenda changes must be submitted with the received quotation documents.

8. CONTACT INFORMATION

If you require any further information or have any questions regarding this project you are asked to contact Adam Knapp, Public Works Manager @ 613-432-6271 or aknapp@hortontownship.ca



9. WORK LOCATION



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Concrete Fuel Containment Pad

RETURN TO AGENDA



11. SPECIFICATION ITEMS

1. The Township of Horton shall supply, install, and pack all aggregate to prepare the pad area per the successful Contractor's direction.
2. The Township of Horton shall mechanically excavate and backfill for the sonotubes and bollards installation per the successful Contractor's direction.
3. The Township of Horton shall be responsible for moving the existing tanks from the work area and re-installing them once the pad is complete and cured per the successful Contractor's direction.
4. The Township of Horton shall be responsible for any electrical works associated with the installation of the tanks and card lock system.
5. The Contractor shall be responsible for supply and installation of all materials and labour excluding items 1 and 2 listed above.
6. The successful Contractor shall warranty the works, in writing, for 1 year from the date of payment and shall repair any deficiency noted by the Township at no cost to the Township of Horton. The Township shall complete items 1 and 2 per the contractor's direction and specifications. The Contractor shall warranty all work specified in the detailed drawing and specification items 1 through 5.

PW 2021-10

Concrete Fuel Containment Pad

RETURN TO AGENDA



12. FORM OF QUOTATION

Sub-Total: _____

Applicable Taxes: _____

Grand Total: _____

I have authority to bind the Company:

Bidding Company:

Company Billing Address:

Phone Number:

Fax #:

Email Address:

Authorized Representatives Name (PRINT):

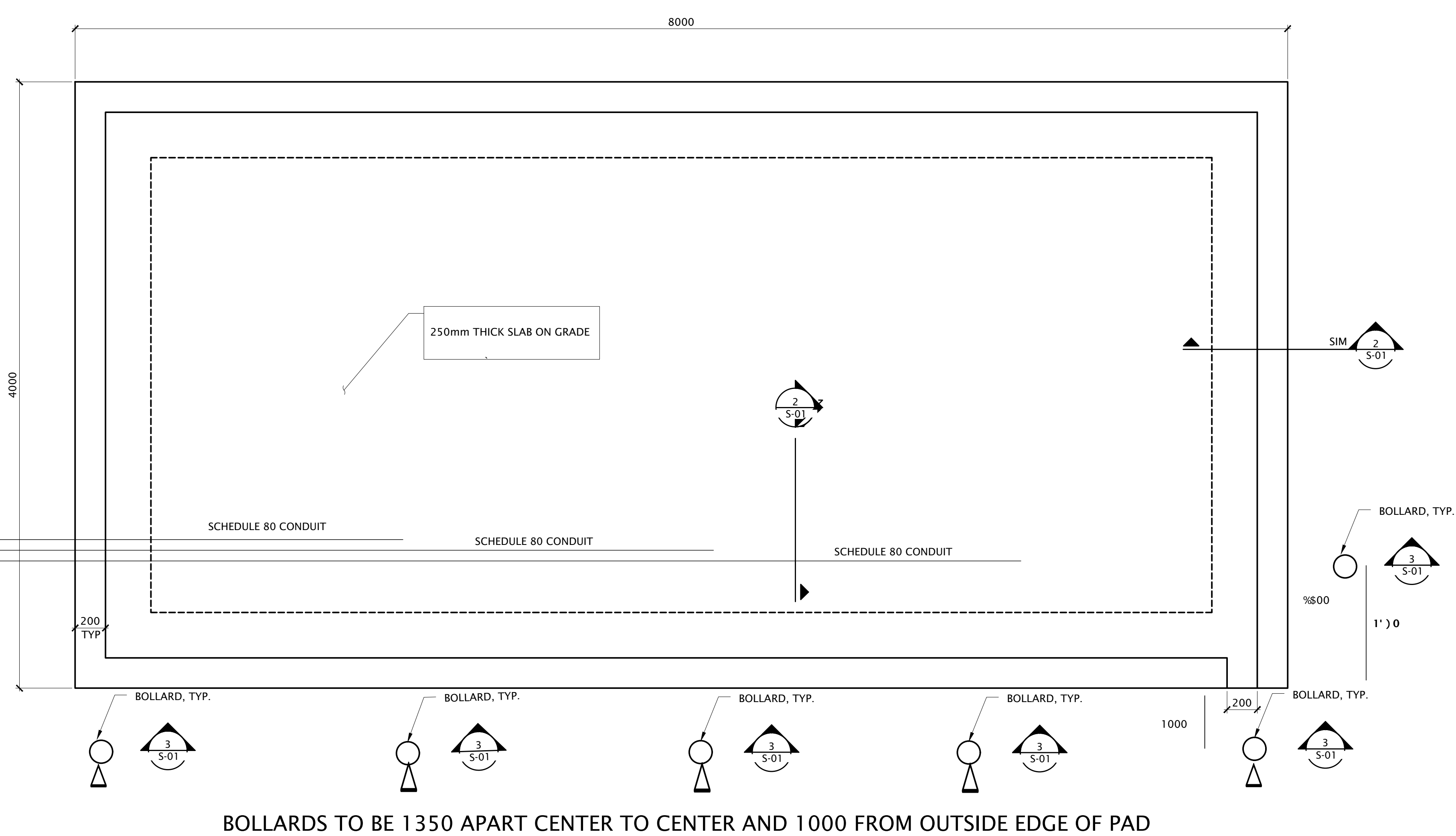
Authorized Representative's Signature:

Representatives Position

ESTIMATED START DATE: _____

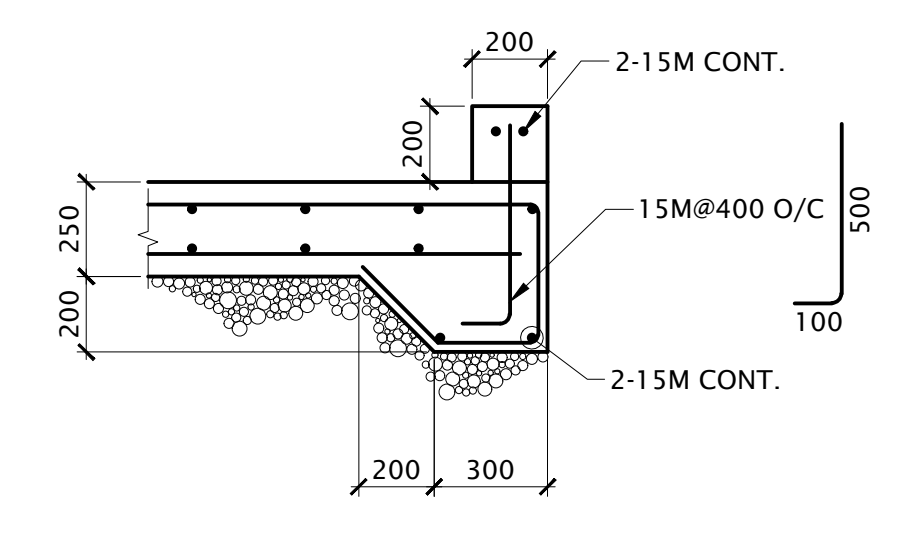
PLOT DATE: April 27, 2018, TIME: 4:07 PM, FULL PATH AND FILENAME: P:\RCMP PROJECTS\NCCA17-0164-00 RCMP FORT VERMILLION AST SYSTEMS\TRUSHSHEETS\S-01.DWG, PLOT STYLE TABLE: PMA-STD-100.ctb

DATE	ISSUED FOR	REV

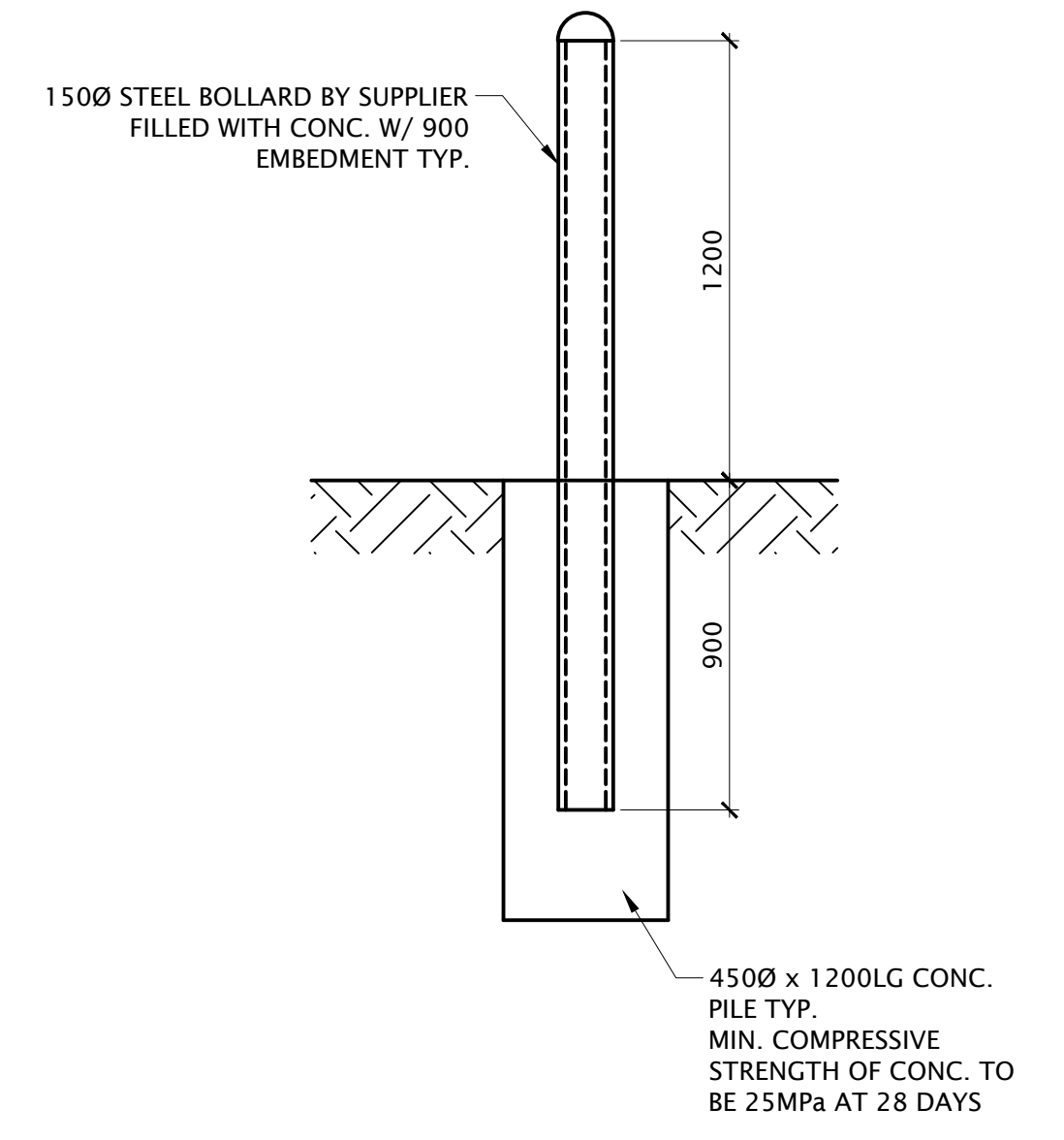


BOLLARDS TO BE 1350 APART CENTER TO CENTER AND 1000 FROM OUTSIDE EDGE OF PAD

01 FUEL TANK CONCRETE CONTAINMENT PAD
S-01 1:20



02 S-01 1:20



03 S-01 1:20

GENERAL NOTES

CONCRETE

1. CONCRETE: CONFORM WITH CAN-CSA A23.1 REQUIREMENTS AND THOSE SHOWN IN THE CONCRETE MIX SCHEDULE BELOW, UNLESS NOTED OTHERWISE ON THE DRAWINGS.

LOCATION	MIN. COMPRESSIVE STRENGTH AT 28 DAYS (MPa)	EXPOSURE CLASS	AIR CONTENT (%)
SLAB ON GRADE	35	C-1	5-8
CURBS	35	C-1	5-8

2. DESIGN CONCRETE MIXES TO SUIT REINFORCEMENT DETAILS SHOWN ON THE PLACEMENT DRAWINGS. PROVIDE SMALLER AGGREGATES OR SELF CONSOLIDATING CONCRETE IN AREAS OF HIGHER REINFORCEMENT DENSITY.
3. ALL CONCRETE SHALL BE NORMAL DENSITY, UNLESS NOTED OTHERWISE.
4. ADMIXTURES THAT CONTAIN CHLORIDES SHALL NOT BE USED.
5. REFER TO CAN CSA A23.1&2 AND CONCRETE SPECIFICATIONS SECTION 03 30 00 FOR THE HOT AND COLD WEATHER CONCRETE PLACEMENT PROCEDURES.

REINFORCING STEEL

1. REINFORCING STEEL SHALL BE 15MM DIAMETER AND HERRINGBONE OR SPIRAL SHAPE
2. REINFORCING STEEL TO BE PLACED IN A SQUARE GRID PATTERN 600MM CENTER TO CENTER
3. CONCRETE COVER THICKNESS TO BE 75mm FOR BOTTOM REBAR AND 60mm FOR TOP REBAR.
4. ALL REINFORCEMENT SHALL BE SECURELY HELD IN PROPER POSITION WHILE POURING CONCRETE. CONTRACTOR SHALL PROVIDE CHAIRS, SPACER BARS, SUPPORT BARS AND OTHER ACCESSORIES TO SUPPORT REINFORCING. ALL THE WIRE, CHAIRS AND BAR SUPPORTS FOR FOUNDATIONS AND FOR EXPOSED CONCRETE SHALL BE NON-METALLIC OR COATED.

CONDUIT

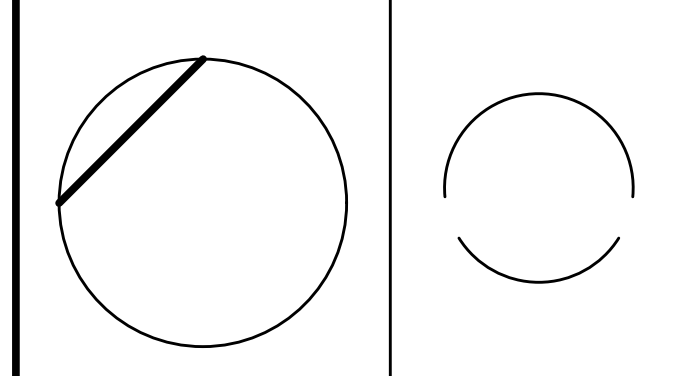
1. 63.5 MM SCHEDULE 80 CONDUIT SHALL BE SUPPLIED AND INSTALLED TO SUPPLY ADEQUATE POWER TO THE CARD LOCK TERMINAL AND 3 FUEL TANKS

AGGREGATE PAD PREPERATION

1. THE TOWNSHIP OF HORTON SUPPLY AND PREPARE ALL AGGREGATE FOR THE CONCRETE SLAB
2. THE TOWNSHIP SHALL PROVIDE MECHANICAL ASSISTANCE TO INSTALL BOLLARDS

Project Component

Keyplan



NOTE:

ALL MEASUREMENTS ARE IN MILLIMETERS



Pr	Drawn
Project Leader	Checked

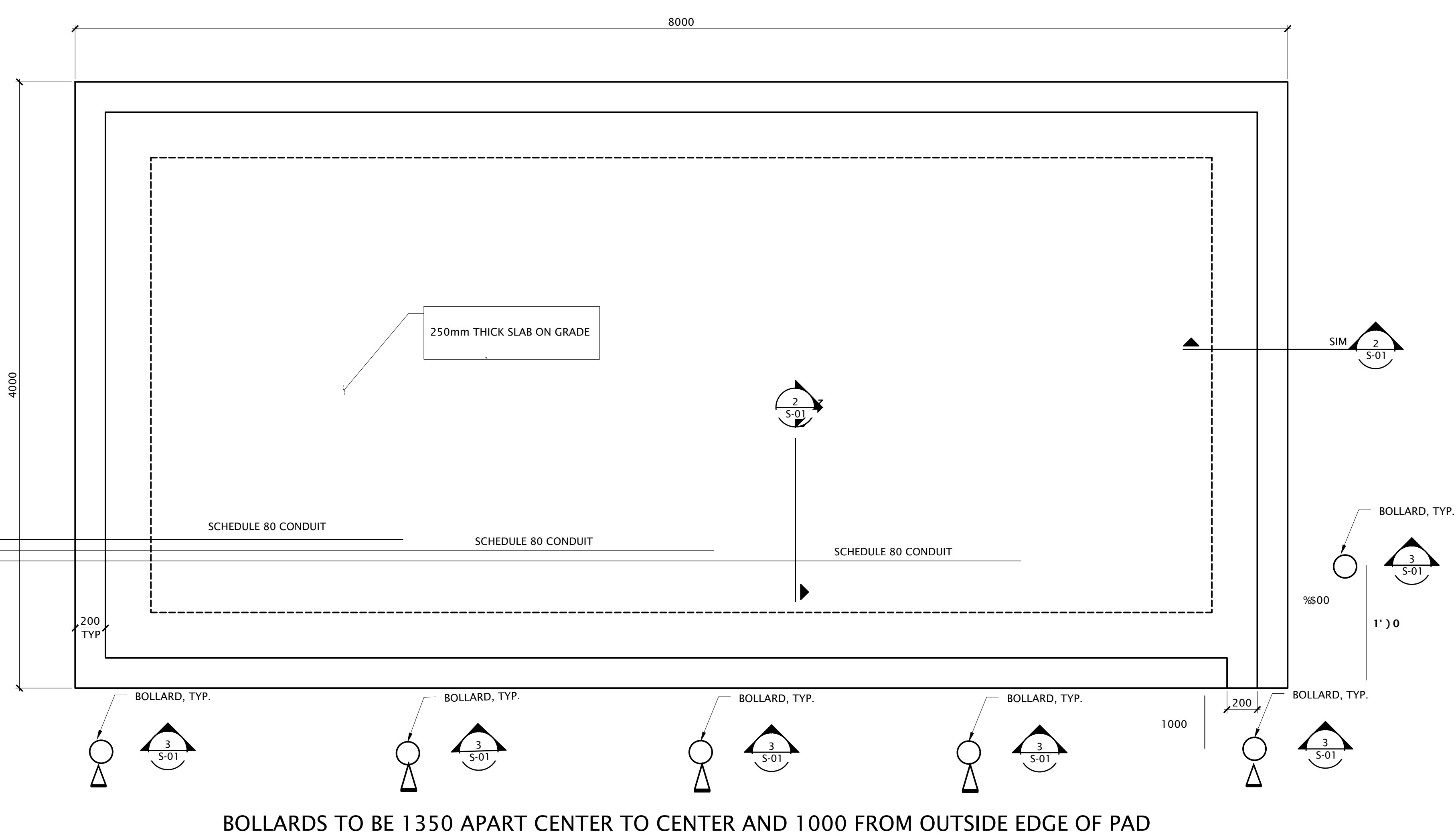
Project
HORTON TOWNSHIP

Drawing Title
CONTAINMENT PAD

Project No.
Drawing No.

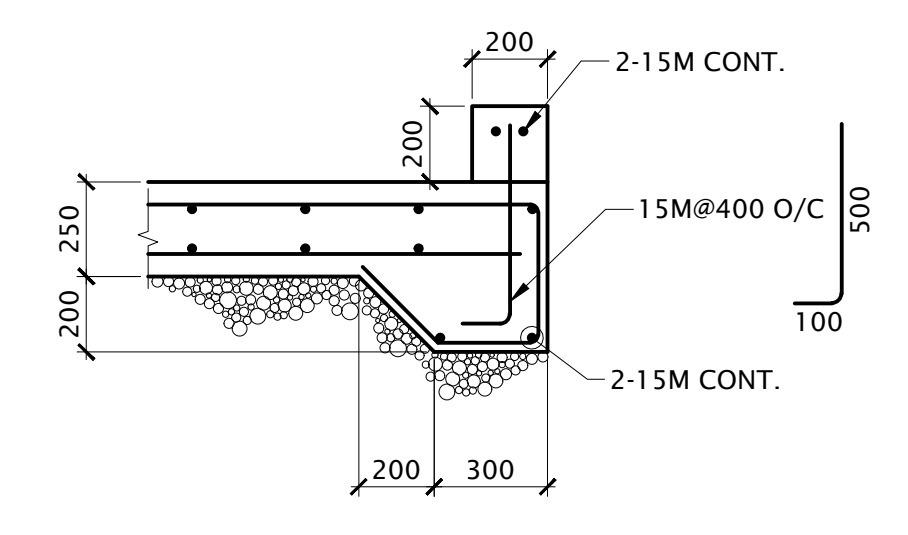
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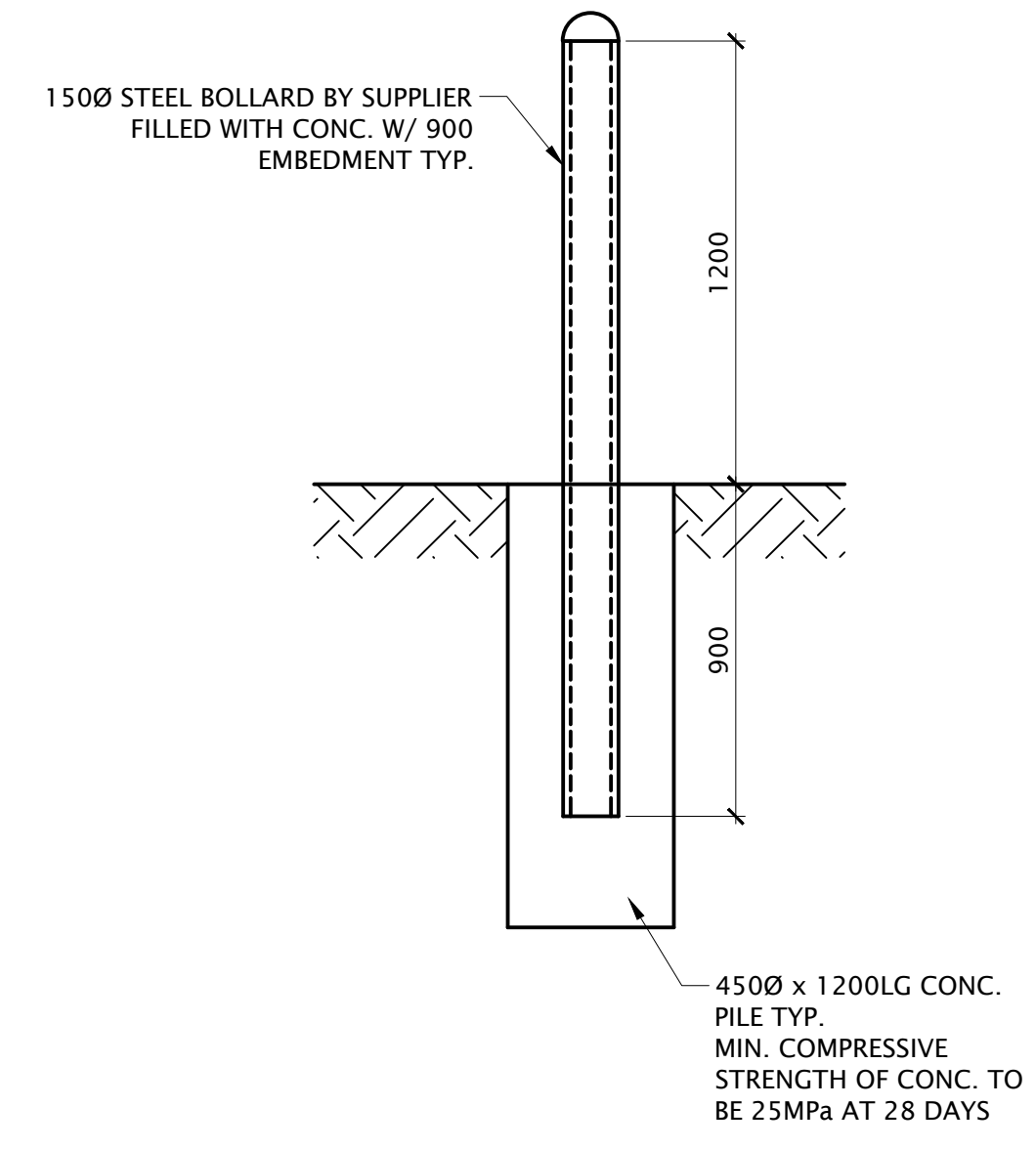


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01 FUEL TANK CONCRETE CONTAINMENT PAD
S-01 1:20



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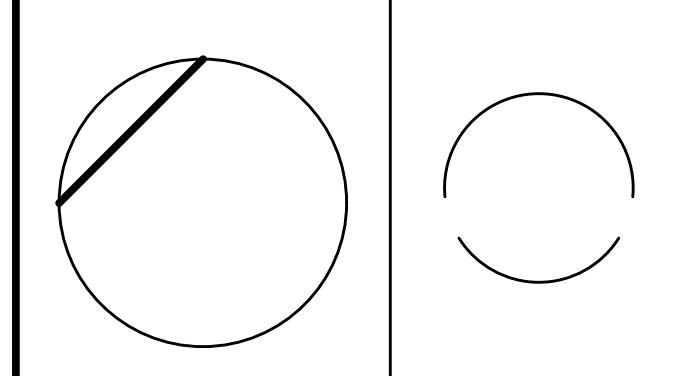
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- THE TOWNSHIP OF HORTON SUPPLY AND PREPARE ALL AGGREGATE FOR THE CONCRETE SLAB
- THE TOWNSHIP SHALL PROVIDE MECHANICAL ASSISTANCE TO INSTALL BOLLARDS

Project Component

Keyplan



NOTE:

ALL MEASUREMENTS ARE IN MILLIMETERS

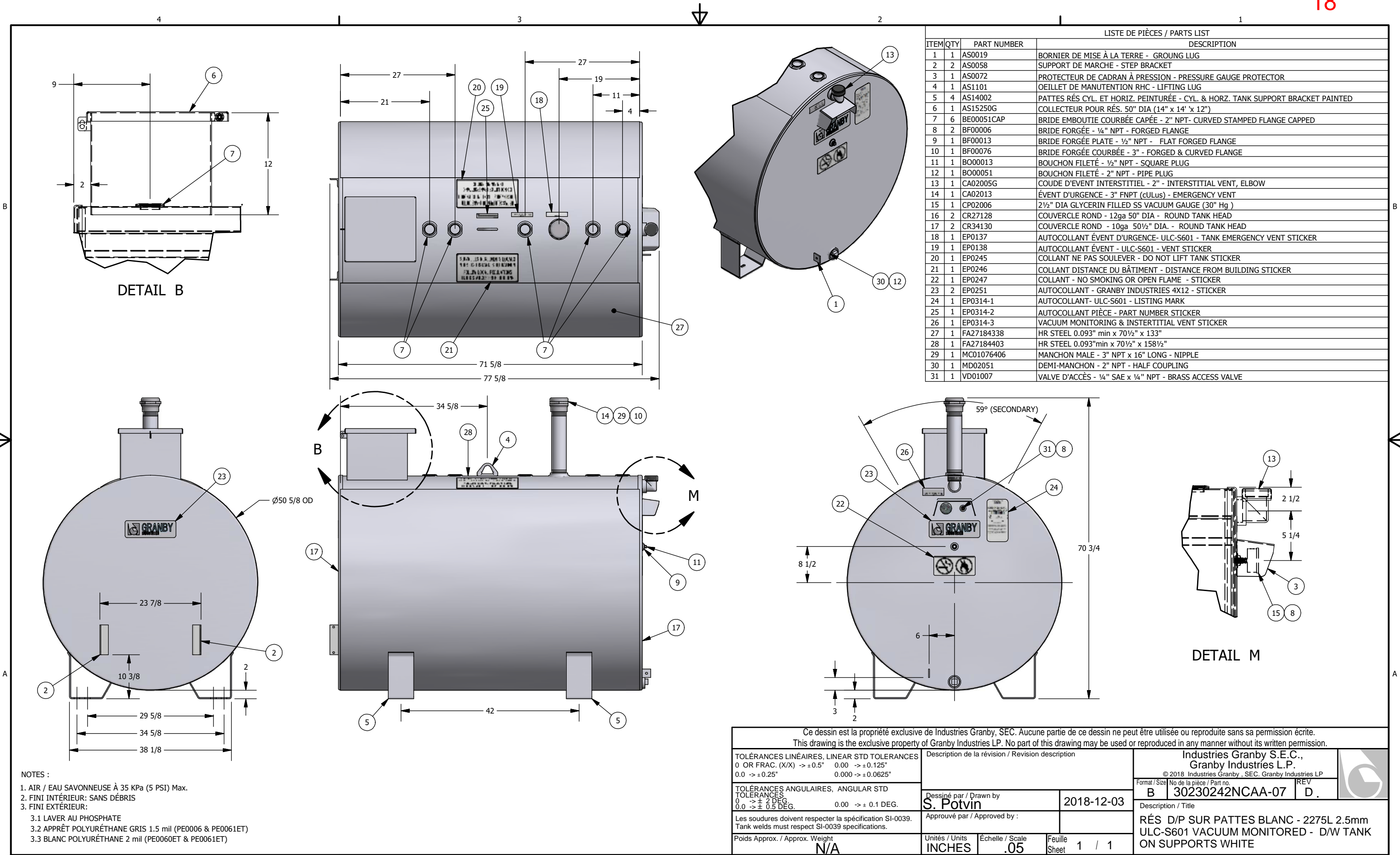


Pr	Drawn
Project Leader	Checked

Project
HORTON TOWNSHIP

Drawing Title
CONTAINMENT PAD

Project No.
Drawing No.



NOTES :
 1. AIR / EAU SAVONNEUSE À 35 KPa (5 PSI) Max.
 2. FINI INTÉRIEUR: SANS DÉBRIS
 3. FINI EXTÉRIEUR:
 3.1 LAVER AU PHOSPHATE
 3.2 APPRÊT POLYURÉTHANE GRIS 1.5 mil (PE0006 & PE0061ET)
 3.3 BLANC POLYURÉTHANE 2 mil (PE0060ET & PE0061ET)

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TOLÉRANCES LINÉAIRES, LINEAR STD TOLERANCES 0 OR FRAC. (X/X) -> ±0.5" 0.00 -> ±0.125" 0.0 -> ±0.25" 0.000 -> ±0.0625"		Description de la révision / Revision description	
TOLÉRANCES ANGULAIRES, ANGULAR STD TOLERANCES 0 -> ± 2 DEG 0.0 -> ± 0.5 DEG. 0.00 -> ± 0.1 DEG.		Dessiné par / Drawn by S. Potvin	2018-12-03
Les soudures doivent respecter la spécification SI-0039. Tank welds must respect SI-0039 specifications.		Approuvé par / Approved by :	
Poids Approx. / Approx. Weight N/A	Unités / Units INCHES	Echelle / Scale .05	Feuille / Sheet 1 / 1
Industries Granby S.E.C., Granby Industries L.P. © 2018 Industries Granby, SEC. Granby Industries LP		Format / Size No de la pièce / Part no. REV B 30230242NCAA-07 D.	
Description / Title RÉS D/P SUR PATTES BLANC - 2275L 2.5mm ULC-S601 VACUUM MONITORED - D/W TANK ON SUPPORTS WHITE			



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Sheaves Mechanical Refrigerant Degassing Proposal	Date:	June 3 rd , 2021
	Council/Committee:	TES Committee
	Author:	Adam Knapp, Public Works Manager
	Department:	Environmental

RECOMMENDATIONS:

THAT committee agree with staff recommendation to contract the services of Sheaves Mechanical, Heating and Cooling, for refrigerant degassing at the landfill site.

AND THAT the Township of Hortons User Fees By-Law 2020-36 be repealed, and the draft user fees by-law attached to this report be brought forward to council for passing.

BACKGROUND:

Per direction of Committee staff have contacted all listed HVAC companies within the Township of Horton to perform refrigerant degassing at the landfill site. Sheaves mechanical was the only respondent and have submitted an estimated cost per unit of \$23 including HST. The previously proposed cost from EH Environmental per unit was \$22.04 including HST. The proposal from either contractor does not include hydrocarbon refrigerants such as:

- R50 (methane)
- R290 (propane)
- R600 (butane)
- R600a (isobutane)
- R1270 (propylene)

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

As stated in the Background

ATTACHMENTS:

Draft User Fees, Updated Schedule B
Sheaves Mechanical Estimate/ Proposal
EH Environmental Original Proposal

CONSULTATIONS:

Hope Dillabough - CAO/CLERK
Nathalie Moore - Treasurer

Author: _____

Other: _____

RETURN TO AGENDA

signature

signature

Treasurer:

signature

C.A.O.

_____ 

signature

**THE CORPORATION OF THE
TOWNSHIP OF HORTON**

BY-LAW NO 2020-36

**BEING A BY-LAW TO ESTABLISH TARIFF OF
FEES FOR THE TOWNSHIP OF HORTON FOR
SERVICES.**

WHEREAS Councils of local municipalities are empowered by Section 391 of the Municipal Act, R.S.O. 2001 to establish by-laws. Without limiting sections 9, 10 and 11, those sections authorize a municipality to impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control. 2006, c. 32, Sched. A, s. 163 (1).

AND WHEREAS Section 69 of the Planning Act, R.S.O. 1990, as amended, provides that the Council of a Municipality may by by-law prescribe a tariff of fees for planning matters;

AND WHEREAS Section 35 of the Municipal Act, R.S.O. 2001 permits a municipality to pass by-laws removing or restricting the common law right of passage by the public over a highway and the common law right of access to the highway by an owner of land abutting a highway;

AND WHEREAS the Corporation of the Township of Horton deems it necessary and desirable to regulate the construction and alteration of entranceways, private roads, or other facilities that permit access to Township Roads and to provide for the issuing of permit related thereto;

AND WHEREAS Part X, Section 100(4) of the Ontario Environmental Protection Act provides that a municipality designated by regulations has the right to compensation from the owner of a pollutant and the person having control of the pollutant for all reasonable cost and expense incurred in acting under subsection (1);

AND WHEREAS the Corporation of the Township of Horton deems it desirable to adopt a schedule of Fees for inspections and other services provided by the Fire Department of the Municipality;

NOW THEREFORE the Council of the Corporation of the Township of Horton deems it expedient to enact a by-law to establish a tariff of fees as follows:

- 1) The fees and charges set out on the attached Schedules are hereby imposed and ratified. Set out as follows:

Building and Septic Fees	Schedule "A"
Waste Site Fees	Schedule "B"
Planning Fees	Schedule "C"
Draft Agreement for Planning	Schedule "D"
Administration/Miscellaneous Fees	Schedule "E"
Recreation Fees	Schedule "F"
Fire Department Fees	Schedule "G"
Transportation Fees	Schedule "H"

- 2) All fees and charges set out in this by-law shall be payable prior to the provision of the service unless an agreement in writing is made to the contrary and approved by a municipal official.

RETURN TO AGENDA

- 3) In the event any fee or charge imposed herein remains unpaid after provision of the service or is otherwise in arrears, such fees or charges may be added to the Tax Roll for any real property in the municipality, the owner of which is responsible for paying the fee or charge and shall be collected in like manner as municipal taxes.
- 4) Council does hereby delegate to the CAO/Clerk and/or the Finance Manager of The Township of Horton, the authority to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of the fees and charges.
- 5) This By-law shall come into force and effective upon passing.

THAT upon recommendation of the Treasurer and approval of Council, all Fees and Charges established in this By-law may be adjusted annually on the 31st of December in each year commencing on the 31st of December 2019, in accordance with Statistics Canada Consumer Price Index and rounded up to the nearest dollar in Schedules A, B, C, D, E, F, G and H and/or cents in Schedule A;

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.

AND BE IT FURTHER ENACTED, that this by-law comes into effect ~~September 2, 2020~~ unless otherwise stated.

AND BE IT FURTHER ENACTED, that by-law **2020-36** be repealed.

Read a First and Second Time this

Read a Third Time and Passed this

MAYOR David M. Bennett

CAO/Clerk Hope Dillabough

CORPORATION OF THE TOWNSHIP OF HORTON
Schedule "A" to By-Law ~~2020-36~~

BUILDING AND SEPTIC FEES

(All permits must be paid for and in the owner's possession within 30 days of being notified by the municipality or the permit may be revoked.)

<u>Type</u>	<u>Fee</u>
Minimum Fee	\$ 100.00
Residential Building	.55/sq.ft.
Farm Building	.20/sq. ft. min \$100.00
Decks	\$ 100.00
Accessory Bldg/Garages	.40/sq.ft.
Additions to Residential Buildings	.55/sq.ft.
Mobile Home	.25/sq. ft.
Alterations & Renovations	.55/sq. ft.
Swimming Pool	\$ 100.00
Commercial/Industrial Buildings/Additions	.40/sq.ft.
Demolition	\$ 100.00
Transmitter Tower – 30 feet and under and include Windmill	\$ 2,000.00
Transmitter Tower – over 30 feet and include Windmill	\$ 5,000.00
Solar Panel (With Council's Approval)	Per Property Class
Commencing Construction without a Permit	Twice Building Fee
Outdoor Wood Burning Appliance	\$ 100.00
Additional Inspection	\$ 100.00
Additional Inspection after 4 Years of Permit Issued	\$ 400.00
Occupancy Permit or Final Inspection	\$ 100.00
Change of Use	Applicable Rate plus \$200.00
Plumbing & Repair	Included in fees above
Consent Application Fees (septic comments)	\$ 100.00/application
Revision or Renewal of Permit	\$ 100.00
Cancellation of Permit	80% Refund at application stage 60% Refund if Permit Issued
Compliance Letter	\$ 100.00
Class 2 (grey water)	\$ 300.00
Class 3 (cess pool)	\$ 300.00
Class 4 (leaching or filter bed)	\$ 400.00
Class 5 (holding tank)	\$ 350.00
Engineered System	\$ 350.00

CORPORATION OF THE TOWNSHIP OF HORTON
Schedule "B" to By-Law ~~2020-36~~

WASTE SITE FEES

(Vehicles are to be assessed by the Attendants at the Landfill Site, and tipping fees must be paid prior to dumping load.)

<u>Type</u>	<u>Fee</u>
Special Opening of Site (Accompanied by an attendant – minimum 1-hour charge)	\$ 40.00
Garbage Tags (sold at office)	\$ 2.00
Garbage Bags taken to Landfill Site	\$ 2.00/bag or attach Garbage Tag purchased at office
Metal – White Goods (Freon removed and unit tagged)	(No charge)
Refrigerant Degassing Fee (Non Hydrocarbon)	\$ 25.00 per unit
<small>Hydrocarbon refrigerants - R50 (methane), R290 (propane), R600 (butane), R600a (isobutane), R1270 (propylene)</small>	
Half-Ton Vehicle, or Half-Ton Trailer or Passenger Van	\$ 20.00
Half-Ton Vehicle or Passenger Van with Half-Ton Trailer	\$ 40.00
One-Ton Vehicle	\$ 40.00
Tandem Axle Dump Trucks	\$ 18.00/cubic meter
Tri-Axle Dump Trucks	\$ 18.00/cubic meter
Tractor Trailer Trucks	\$ 18.00/cubic meter
Roll-Off Bins	\$ 18.00/cubic meter
Garbage Packer Load – (half load or more)	\$ 300.00
Garbage Packer Load – (half load or less)	\$ 150.00
Soil Contaminated with Fuel Oil	\$ 65.00/cubic meter
Construction/Demolition/Fire Clean Up - Unsorted	\$ 300.00 per load plus \$20.00/cubic meter
Construction and Demolition - Separated	\$ 18.00/cubic meter
Construction and Demolition – Mechanically Ground	\$ 16.00/cubic meter
Passenger Tire up to 16"	Free or \$3.00 with attached rim
Tires 17" to 24.5"	Free or \$9.00 with attached rim
Tires Over 24.5"	Free or \$25.00 with attached rim
Over 6'	Free or \$25.00 with attached rim
Blue Box - Large	\$ 6.00
Restocking Fee (Purchases of more than 5 items)	15%
Economy Mulch	\$10.00/cubic meter \$20.00/single axle trailer \$40.00/double axle trailer \$120.00/tandem load

\$140.00/tri-axle load

CORPORATION OF THE TOWNSHIP OF HORTON
Schedule "C" to By-Law ~~2020-36~~

PLANNING FEES

<u>Type</u>	<u>Fee</u>
Zoning Amendment Application	\$ 200.00 plus County of Renfrew Application fee
Official Plan Amendment Application	\$ 200.00 plus County of Renfrew Application fee
Minor Variance Application	\$ 450.00
Site Plan Control Application	\$ 500.00
Site Plan Control Offences	\$ 1,000.00 per incident
Subdivision Development Application	\$1,000.00 with a \$5,000.00 deposit for Professional Cost Recovery (up to the agreement stage)
Planner – Hourly Rate	Cost Recovery
Lawyer – Hourly Rate	Cost Recovery
Engineer – Hourly Rate	Cost Recovery
Engineering Technician – Hourly Rate	Cost Recovery
Planning Technician – Hourly Rate	Cost Recovery
Secretary – Hourly Rate	Cost Recovery
Special Council Meeting	\$ 350.00
Zoning Compliance	\$ 60.00
Planning Comment – Hourly Rate	\$ 50.00
Subdivision Compliance Report	\$ 50.00
Zoning By-law Text and Schedules	\$ 50.00
Sale of Land	Appraisal plus costs.
Severance Application	\$ 200.00

Agreement for Draft Plan of Subdivision, Certain Severance Applications, Zoning By-law Amendments on Specific Questions or Concerns raised by the Owners is Schedule "D" to By-law ~~2020-36~~.

**CORPORATION OF THE TOWNSHIP OF HORTON
Schedule "D" to By-Law 2020-36**

AGREEMENT FOR DRAFT PLAN OF SUBDIVISION/CERTAIN SEVERANCE
APPLICATIONS/ZONING BY-LAW AMENDMENTS/CERTAIN OMB HEARINGS
AND ON SPECIFIC QUESTIONS OR CONCERNS RAISED BY THE OWNERS

THIS AGREEMENT MADE in duplicate this _____ day of _____, 2021.

B E T W E E N:

Hereinafter called the "OWNERS"

OF THE FIRST PART

A N D:

THE CORPORATION OF THE TOWNSHIP OF HORTON

Hereinafter called the "CORPORATION"

OF THE SECOND PART

WHEREAS the Owners are seeking to obtain approval for a _____

_____ with the Corporation:

AND WHEREAS in order to undertake such review it will be necessary for the Corporation to employ the services of its Lawyer, Planner, Engineer, and Township personnel, and the Owners have agreed to reimburse the Corporation for the fees incurred for retaining such professional advice whether or not such proposal is proceeded with.

NOW THIS INDENTURE WITNESSETH that in consideration of the premises and the sum of ONE (\$1.00) DOLLAR now paid by the Corporation to the Owners, the Owners hereby covenant and agree with the Corporation that notwithstanding whether the above noted proposal receives approval and is proceeded with, the Owners shall pay to the Corporation an amount equal to all Planning, Engineering and Legal Fees, and all administrative costs and disbursements incurred by the Corporation for reviewing the proposal, for advice with regard to the proposal, for the preparation of any agreements in connection therewith and for the supervision of any part of the site to which to proposal relates: and the Owners shall deposit with the Corporation the sum of _____ prior to the signing of this Agreement on account of such fees and disbursements. Copies of the account of such fees and disbursement shall be delivered to the Owners forthwith upon receipt of such accounts from the Corporation's Planners, Engineers and Solicitors. Said amount will be deducted from the deposit. The Owners agree that there will be no interest paid on account of any deposit held by the Corporation under this agreement.

When the total professional fees and disbursements equal the deposit, all work of the Township shall stop on the project until the Owner deposits a further _____ to cover additional fees and disbursements. The deposit shall thereafter be increased in increments of _____ until the decision is final or the work is completed as the case may be. The Owner agrees to have on deposit upon registration of any Plan of Subdivision, Five Thousand Dollars (\$5,000.00) to cover engineering, legal and planning fees which may accrue after such registration.

The Owners and/or the Corporation may stop work on the proposal at any time by notifying the Corporation and/or the Owners in writing to this effect. In the event that work is stopped by the Owners and/or the Corporation, the Owners are responsible for all fees and expenses incurred to the date at which written notice was given.

When the proposal has been reviewed and completed or rejected or stopped and all such accounts rendered, the Corporation shall refund to the Owners the remainder of the deposit.

THIS AGREEMENT shall ensure to the benefit of and be binding upon the Parties hereto and their respective successors and assigns.

THE AGREEMENT shall not derogate from any requirements, financial or otherwise, established by agreements pursuant to Section 41, 51 or 53 of the Planning Act, R.S.O. 1990, c.P. 13.

IN WITNESS WHEREOF, the Corporation has hereunto affixed its Corporate seal duly attested to by the hands of its proper signing officers duly authorize in that behalf. The Owners have hereunto affixed its Corporate seal duly attested to the hands of its proper signing officers duly authorized in that behalf.

SIGNED, SEALED AND DELIVERED)
)
)
) _____
) per:
)
)
) THE CORPORATION OF THE
) TOWNSHIP OF HORTON
)
) _____
) MAYOR
)
) _____
) CAO/CLERK

CORPORATION OF THE TOWNSHIP OF HORTON
Schedule "E" to By-Law ~~2020-36~~

ADMINISTRATION FEES

<u>Type</u>	<u>Fee</u>
Septic Search	\$ 50.00
Photocopy	\$.25/copy
Tax Certificate	\$ 35.00
Duplicate Tax Receipt or Tax Bill	\$ 5.00
Map - County	\$ 5.00 (plus HST)
Map - Township	\$ 10.00 (plus HST)
Request for Information - Application	\$ 5.00 (plus HST)
Request for Information – Search Time	\$ 15.00/¼ hour (plus HST)
Request for Information – Record Preparation	\$ 15.00/¼ hour (plus HST)
Integrity Commissioner Review (Staff No Charge)	\$ 150 per grievance, 50%, returned if successful
Lottery License (Valley Heritage Radio fees waived in lieu of free Horton Corner Advertising)	3% of prize value
Facsimile – Transmit	\$ 2.00 (plus HST)
Facsimile – Receive	\$ 2.00 (plus HST)
Admin Fee under Line Fences Act	\$ 200.00 (plus HST) plus a \$ 300.00 deposit
Returned Payment Charge	\$ 25.00 (plus HST)
Township Flag	\$ 45.00 (plus HST)
Township Golf Shirt	\$ 25.00 (plus HST)
Township Coffee Mug	\$ 6 each of 2 for \$10 (plus HST)
Tax Sale Tender Package	\$ 25.00 (plus HST)
Tax Sale Process	\$ 150.00 (plus HST) plus costs
CAO/Clerk	Cost Recovery (plus HST)
Treasurer/Tax Collector	Cost Recovery (plus HST)
Deputy Clerk	Cost Recovery (plus HST)
Clerk Receptionist	Cost Recovery (plus HST)
Custodial	Cost Recovery (plus HST)
Dog Licenses – Before March 31 st	\$ 20.00 first dog \$ 25.00 second dog
Dog Licenses – After March 31 st	\$ 25.00 first dog \$ 30.00 second dog
Replacement Tag	\$ 5.00
Kennel License	\$ 60.00 plus \$5.00 tag per dog
Civic Address Number Fee	\$ 75.00

CORPORATION OF THE TOWNSHIP OF HORTON

Schedule "F" to By-Law ~~2020-36~~RECREATION FEES

<u>Community Hall Rental</u>	<u>Fee</u>
Hourly Rental	\$ 25.00 (plus HST)
Half Day (2 to 4 hours; ends by 5 pm)	\$ 100.00 (plus HST)
Half Day Conference Room (2 to 4 hours; ends by 5 pm)	\$ 75.00 (plus HST)
Full Day (5 to 8 hours; ends by 5 pm)	\$ 150.00 (plus HST)
Full Day Conference Room (5 to 8 hours; ends by 5 pm)	\$ 125.00 (plus HST)
Funeral Reception	\$ 100.00 (plus HST)
Fundraising - Township	No Charge
Evening (after 6 pm)	\$ 225.00 (plus HST)
Castletford/Balsam Hill/Lochwinnoch Women's Inst's.	\$ 100.00 (plus HST)
Township of Horton Church Group	One free rental per year
Decoration Rental (evening prior to rental, booked after Jan 1 2018)	\$ 40.00 (plus HST)
<u>Community Hall Fees</u>	<u>Fee</u>
Use of Kitchen (Includes Stove but Not Dishwasher)	\$ 100.00 (plus HST)
Dish Rental	\$ 2.50 per place setting (plus HST)
Corkage Fee	\$ 4.00/bottle (plus HST)
Alcohol – (Beer/Liquor per unit)	\$ 4.50 (includes HST)
Alcohol – (Cooler/Wine/Craft Beer per unit)	\$ 5.50 (includes HST)
Alcohol – (Other Specialty Drinks)	\$ 6.00 (includes HST)
Pop/Water (per unit)	\$ 1.00 (includes HST)
Damage/Cleaning Deposit (returned if hall is OK after)	\$ 500.00 (Prepaid VISA)
Event Advertising – Community Board	\$ 25.00 (plus HST)
<u>Ice Rental</u>	<u>Fee</u>
Adult Shinny Season Pass or Season Pass	\$ 25.00/person (plus HST)
Shinny Hockey	\$ 2.00/person (includes HST)
Hourly Ice Rental	\$ 65.00 (plus HST)
Family Skate/Public Skating	Donation
Broomball	\$ 35.00/person (plus HST)
Recreational Ice Hockey (per person/per season)	\$100.00 Adult is plus HST
Rink Board Advertising (sign owner provides)	\$500.00 setup (plus HST) \$250.00 annual after (plus HST)
<u>Other Recreation Fees</u>	<u>Fee</u>
Boat Launch (Season Pass) <i>(Residents are allowed two free launches per season in order to launch and pick up at beginning and end of season.)</i>	\$ 45.00 Non Resident \$ 35.00 Resident
Boat Launch (Day Pass)	\$ 8.00
<i>(All boat launch passes will be plus HST effective January 1, 2019)</i>	
Boat Launch – Fine If No Pass	\$ 30.00
Euchre (per person/per evening)	\$ 4.00 (includes HST)
Dance Admission	\$ 10.00 (includes HST)
Volleyball (per person)	\$ 30.00 (plus HST)
Aerobics/Zumba/Fitness/Shuffle Board/Individual Sports (per person/class)	\$ 5.00 (plus HST)
Pickle Ball	\$3.00/Class \$20.00/Season (Punch Card System) (plus HST)
Flag Football	\$ 30.00
Advertising in Horton Corner (Private Events Only)	Cost Recovery (plus HST)
Dance Lessons	Rate as per annual agreement
Soccer Registration	\$60.00/person
Catering Fees	Established by Committee - Varied (plus HST)
Fundraising Events	Established by Committee – Varied (meals plus HST)
Horton Hoedown	Established by Committee (plus HST)

CORPORATION OF THE TOWNSHIP OF HORTON
Schedule "G" to By-Law ~~2020-36~~
FIRE DEPARTMENT FEES

Item	Column 1 Short Form Wording	Column 2 Provision creating or defining offence	Column 3 Set fine
1	Set, Maintain or allow an Open Air Fire during Fire Season	2.1 (a)	\$450.00
2	Set, Maintain or allow an Open Air Fire without a Permit	2.1 (b)	\$450.00
3	Burn Prohibited Materials	2.1 (c)	\$250.00
4	Impede visibility public thoroughfare	2.1 (d)	\$250.00
5	Set or maintain Open Air Fire R1 Zone	2.1 (e) (i)	\$250.00
6	Set or maintain Open Air Fire MHP Zone	2.1 (e) (i)	\$250.00
7	Set or maintain Open Air Fire LSR Zone	2.1 (e) (i)	\$250.00
8	Set or maintain an oversize Open Air Fire	2.1 (e) (ii)	\$250.00
9	Set or maintain an Open Air Fire within 10 meters of a building or wooded area	2.1 (e)(iii)	\$250.00
10	Set or maintain an Open Air Fire within 5 meters of flammable material	2.1 (e)(iv)	\$250.00
11	Burn restricted materials, no special permission	2.1 (f)	\$450.00
12	Burn grass or leaf litter	2.2	\$250.00
13	Burn Household Waste or Prohibited Materials in a Burn Barrel or Incinerator	2.3	\$250.00
14	Burn materials in a Burn Barrel or Incinerator in Fire Season	2.3 (a)	\$250.00
15	Burn Household Waste or Prohibited Materials in an Outdoor Furnace	2.4 (a)	\$450.00
16	Set or maintain Open Air Fire underage supervision	3.1 (a)	\$250.00
17	Set or maintain Open Air Fire no fire control measures on site	3.1 (b)	\$250.00
18	Set or maintain Open Air Fire non approved times	3.1 (c)	\$250.00
19	Set or maintain Open Air Fire adverse burning conditions	3.1 (d)	\$250.00
20	Campfire not set or maintained in an Approved Pit	3.2	\$250.00
21	Set or maintain an Open Air Fire during a level 1 (yellow rating) fire ban	4.2	\$450.00
22	Set or maintain an Open Air Fire during a level 2 (red rating) fire ban	4.3 (a)	\$450.00
23	Set, maintain or allow any Campfires during a level 2 (red rating) fire ban	4.3 (b)	\$450.00
24	Set, maintain or allow any fire in any Burn Barrel or Incinerator during a level 2 (red rating) fire ban.	4.3 (c)	\$450.00

Schedule of Fees

1. Fees to respond to and investigate a complaint in regard to a possible violation under Section 2.0 about Open Air Fire/Bonfire
 - a. Fee of \$75.00 per response payable by the permit holder or person setting, maintaining or allowing such fire to be lit if the complaint is substantiated
 - b. Fee of \$75.00 per response payable by the complainant if the complaint is not substantiated
 - (i) Fee may be waived at the discretion of the investigator if in their opinion the complaint was reasonable and made in good faith but investigation showed no violation under any section of this by-law had occurred.
2. Cost Recovery Fees:
 - a. Dispatch of Fire-fighters - (to be calculated at \$25 per hour for a minimum of 2 hours per fire fighter responding to the scene and calculated on one half hour increments thereafter).
 - b. Dispatch of Fire Response vehicles actively involved in an emergency response. - First hour (or part thereof) \$450.00 per vehicle, each additional half hour \$225.00 per vehicle.
 - c. Actual costs incurred by the Township for additional firefighting support from other outside agencies.
 - d. Actual costs incurred by the Township to replace consumables.
 - e. A 15% Administration charge shall be added to the Cost Recovery Fees calculated in clauses 2 a., 2 b., 2 c. and 2 d. set out above.

CORPORATION OF THE TOWNSHIP OF HORTON
Schedule "H" to By-Law ~~2020-36~~

TRANSPORTATION FEES

All operator and cost recovery rates are subject to the following:

1. "Regular Hours of Work" – "Regular Hours of Work" shall mean Monday to Friday 7:00 am to 3:30 pm excluding Statutory Holidays as stated in Township Policy. Summer hours may apply.
2. "Outside Regular Hours" – "Outside Regular Hours" of work shall mean any hours worked beyond those hours defined as Regular Hours of Work. Regular Hours of Works rate is one and half times the regular rate.
3. "Emergency Rate" – "Emergency" means a serious, unexpected, or unforeseen combination of circumstances and often dangerous situation requiring immediate action, need for assistance or relief. Emergency rate is three times the regular rate.

Note: All cost recovery rates below are deemed to be at the regular hours of work rate unless outside regular hours or emergency rates apply.

<u>Type</u>	<u>Fee</u>
Entrance Permits (One Time Inspection) (Security Deposit of \$350, Increase to \$750.00 If a Culvert is Required, Deposit Returned After Final Inspection)	\$ 150.00
Additional Inspections for Entrance Permits	\$ 100.00
Tile Drain and Utility Road Crossing Permit	\$ 500.00 deposit plus Fees to Recover Reasonable Costs of the Municipality for works.
Sale of Used Culverts/Work Requests etc.	Cost Recovery
Private Road & Driveway Grading	As Per Policy T-01

Note: All municipal equipment shall be operated by municipal employees at the unit rate plus cost recovery rates stated below.

Excavator	\$ 82.00/hr plus operator
Grader	\$ 87.00/hr plus operator
Half Ton	\$ 28.00/hr plus operator
Loader/Backhoe	\$ 50.00/hr plus operator
Tandem Axle Dump Truck	\$ 80.00/hr plus operator
Water Truck	\$ 80.00/hr plus operator
Public Works Manager	Cost Recovery
Public Works Superintendent	Cost Recovery
Machine Operator	Cost Recovery
Labourer	Cost Recovery
Chipper Rental	\$ 45.50/hr plus operator



33
ESTIMATE

Sheaves Mechanical
784 Castleford Rd, Renfrew, ON K7V 3Z8
Office: 613-312-7299
info@sheavesmechanical.ca

ESTIMATE FOR
Horton Township
2253 Johnston Road, RR#5,
Renfrew, Ontario K7V 3Z8

SERVICE ADDRESS
Horton Township Landfill Site
2082 Eady Road
Renfrew, ON

ESTIMATE NUMBER: 3946
DATE: May 14, 2021

Contact
Adam Knapp

Contact

DESCRIPTION	Price per unit reclaimed
Reclaim Refrigerant from appliances to be disposed	\$ 20.35
<p>Sheaves Mechanical will remove, discharge and dispose of harmful refrigerants that contain ozone depleting substances such as chlorofluorocarbons (CFCs) and hydrochlorofluorocarbons (HCFCs) as per the Ontario Ozone Depletion Prevention protocols from appliances marked for disposal at the Horton Township Landfill Site.</p> <p>This service does not cover alternate refrigerants like hydrocarbons (HC). http://www.mcscs.jus.gov.on.ca/english/FireMarshal/FireServiceResources/Communique/OFM_Com_2013-12.html</p> <p>Schedule: To be discussed and agreed upon with Horton Township Contact.</p> <p>Payment Terms: Invoiced as per schedule, payment net 30 days</p>	
	SUB TOTAL PER UNIT \$ 20.35
	TAX \$ 2.65
	TOTAL PRICE PER UNIT RECLAIMED \$ 23.00

Any and all extras are subject to additional charges. This quote is valid for 30 days.

Sheaves Mechanical charges 2% / month on all outstanding amounts

Thank you for your business,

Kevin Sheaves
Owner, Sheaves Mechanical



April 8th, 2021

Adam Knapp
Public Works Manager
Horton Township
aknapp@hortontownship.ca

Dear Adam:

Further to our conversation, I am sending you EH Environmental service contact information and rates.

ehe@cogeco.ca
or
705-349-8139 – Office
437-994-5569 - Cellular

EH Environmental services various landfill and transfer stations from Huntsville to Kirkland Lake, Ontario. Our technicians hold valid “Ozone Depletion-Prevention” Certificates. All units are tagged with dated, signed and numbered permanent labels.

EHE has valid Insurance and WSIB coverage. Certificates will be provided.

Rate: \$19.50 per unit

Should you require these services, we would be pleased to add you to our growing customer list.

As the season progresses, please do not hesitate to contact me to have your site scheduled for the degassing of your refrigerant units. Thank you for recycling responsibly.

Regards,

Janet Hutley

Cc: Even Hutley



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Formal Boundary Road Agreement (McBride Rd and Graham Ave)	Date:	June 3 rd 2021
	Council/Committee:	TES Committee
	Author:	Adam Knapp, Public Works Manager
	Department:	Public Works

RECOMMENDATIONS:

THAT the TES committee agree to enter into a formal boundary road agreement with the Town of Renfrew for McBride Road and Graham Avenue.

AND THAT Horton Township shall assume responsibility for all expenses related to operations, labour, maintenance, rehabilitation, and construction of McBride Road, excluding Admaston Bromley's funding portion, if the Town of Renfrew assumes responsibility for all expenses related to operations, labour, maintenance, rehabilitation, and construction of Graham Avenue. Development, permitting and by law enforcement shall be the responsibility of the governing body assigned to the property's roll number.

FURTHER THAT staff shall work toward finalizing a Boundary Road agreement with Admaston Bromley Township for McBride Road and Golf Course Road and the Northern Section of Blackburn Road.

BACKGROUND:

The Township of Horton contacted the Town of Renfrew to request 20% funding allocated to the shared rehabilitation of McBride Road. The Town of Renfrew rejected the request citing that they assume cost and responsibility for operations and rehabilitation of Graham Avenue. This agreement is informal, and the Township of Horton has maintained the southern ditch line of Graham Avenue from outlet #44 of the Thomsonhill storm system in past years as well as installed LED lighting upgrades on the street as shown in RFT 2019-03 and invoice #3747. Staff's goal is to systematically formalize these verbal boundary road agreements with neighboring municipalities as suggested in the LEG report.

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

Town of Renfrew email Response to funding request.
RFT 2019-03 Outdoor Lighting Upgrades & Installation

RETURN TO AGENDA

Invoice #3747 2019-03 Outside Lighting Project
Thomsonhill Storm Survey

CONSULTATIONS:

Hope Dillabough CAO/Clerk

Author: 
signature

Other: _____
signature

Treasurer: _____
signature

C.A.O. 
signature

From: [Michel Asselin](#)
To: [Adam Knapp](#); [avereyken](#)
Cc: [ckunopaski](#); [Hope Dillabough](#); [Carolynn Errett](#)
Subject: RE: McBride Road
Date: Wednesday, May 12, 2021 3:07:34 PM
Attachments: [image001.png](#)
[image003.png](#)

Good afternoon Adam:

I have discussed the matter of McBride Road with the Renfrew Development and Works Committee on May 11,2021.

The Committee felt that the McBride Road ownership and jurisdiction is well documented as being a shared Admaston Bromley and Horton road. Renfrew does understand that two properties in Renfrew do use the road for primary access and even further that garbage and recycling pickup is be done by Horton for these residents and the Committee is appreciative.

Other roads such as Graham Avenue are under Renfrew ownership and the Town assumes the responsibility for the cost of operation and rehabilitation even though several Horton residents are serviced from this road. In the case of Graham Avenue we have confirmed that the recycling and garbage pickup is done under the Town of Renfrew contract.

In summary the Committee felt that they are unable to participate towards the funding of McBride Road improvements. If Admaston Bromely and Horton are not in agreement with the Renfrew position then a meeting can be convened to have more dialog about boundary roads and policies associated with maintenance and rehabilitation.

Let me know if you have any questions.

On behalf of the Development and Works Committee.

Michel Asselin, P.Eng
Director of Development and Works



127 Raglan Street South
Renfrew, ON K7V 1P8
Office(613) 432-8166 x303
Cell (613) 302-0789
masselin@renfrew.ca
www.renfrew.ca

This e-mail is privileged & confidential. If it is not addressed to you, and you receive it,

RETURN TO AGENDA

kindly delete it and all copies and advise the sender right away.



Please consider the environment before printing this email.

From: Adam Knapp [mailto:aknapp@hortontownship.ca]
Sent: April 28, 2021 11:51 AM
To: Michel Asselin; avereyken
Cc: ckunopaski; Hope Dillabough
Subject: RE: McBride Road

Hi Michel,

Horton would appreciate you bringing it to Committee as 3 properties in the Town of Renfrew have sole access from McBride Road. 401 A & B and the agricultural land surrounding them.

From: Michel Asselin <MAsselin@renfrew.ca>
Sent: Wednesday, April 28, 2021 8:03 AM
To: Adam Knapp <aknapp@hortontownship.ca>; avereyken <avereyken@admastonbromley.com>
Cc: ckunopaski <ckunopaski@admastonbromley.com>; Hope Dillabough <hdillabough@hortontownship.ca>
Subject: RE: McBride Road

Adam:

Let me know if Horton and Admaston still feel there is some contribution required from Renfrew and I can then bring the matter to Committee.

Michel Asselin, P.Eng
Director of Development and Works



127 Raglan Street South
Renfrew, ON K7V 1P8
Office(613) 432-8166 x303
Cell (613) 302-0789
masselin@renfrew.ca
www.renfrew.ca

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From: Adam Knapp [<mailto:aknapp@hortontownship.ca>]
Sent: April 28, 2021 7:39 AM
To: Michel Asselin; avereyken
Cc: ckunopaski; Hope Dillabough
Subject: RE: McBride Road

Thank you for the information Michel

From: Michel Asselin <MAsselin@renfrew.ca>
Sent: Tuesday, April 27, 2021 3:05 PM
To: Adam Knapp <aknapp@hortontownship.ca>; avereyken <avereyken@admastonbromley.com>
Cc: ckunopaski <ckunopaski@admastonbromley.com>; Hope Dillabough <hdillabough@hortontownship.ca>
Subject: RE: McBride Road

Hi Adam:

Had Kim Bulmer do a bit more research on McBride Road and confirmed that Parcel Registry 57616-001 is a road allowance owned jointly by the Townships of Horton and Admaston.

Michel Asselin, P.Eng
Director of Development and Works



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From: Adam Knapp [<mailto:aknapp@hortontownship.ca>]

Sent: April 21, 2021 7:16 AM

To: avereyken; Michel Asselin

Cc: ckunopaski; Hope Dillabough

Subject: RE: McBride Road

I found and attached documentation circa 1995 - 1998 documenting a previous agreement to share costs for rehabilitation of McBride road between Admaston, Renfrew and Horton

From: avereyken <avereyken@admastonbromley.com>

Sent: Tuesday, April 20, 2021 2:31 PM

To: Michel Asselin <MAsselin@renfrew.ca>; Adam Knapp <aknapp@hortontownship.ca>

Cc: ckunopaski <ckunopaski@admastonbromley.com>; Hope Dillabough <hdillabough@hortontownship.ca>

Subject: RE: McBride Road

Hi All,

The projected costs are for a 50mm lift of hot mix asphalt not surface treatment. If there is interest in DST as opposed to asphalt let us know.

Thanks,

Alli

From: Michel Asselin [<mailto:MAsselin@renfrew.ca>]

Sent: April 20, 2021 1:12 PM

To: Adam Knapp

Cc: avereyken; ckunopaski; Hope Dillabough

Subject: RE: McBride Road

Hi Adam:

In looking at the boundary of Renfrew on the assessment mapping Renfrew ends on the east side of McBride and the Road seems to be all Admaston.

Are you aware of any historic agreements in place for this road?

I'll look into it a bit further.

Mike

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From: Adam Knapp [<mailto:aknapp@hortontownship.ca>]
Sent: April 20, 2021 12:37 PM
To: Michel Asselin
Cc: Allison Vereyken; Chris Kunopaski; Hope Dillabough
Subject: RE: McBride Road

Thank you for your quick reply Michel

I will be bringing this forward to our Transportation committee on May 5th and Council their after, I am fairly certain Horton will be able to fund our portion and am in favor of proceeding with the work pending approval.

I have Cc'd Hope Dillabough, Allison Vereyken and Chris Kunopaski on this reply so all parties are aware of the interest to proceed pending approval and available funding.

*Adam Knapp - CRS
Public Works Manager*



Township of Horton
2253 Johnston Road
Renfrew, ON
K7V 3Z8
O: 613-432-6271
F: 613-432-7298
C: 613-281-1315

From: Michel Asselin <MAsselin@renfrew.ca>
Sent: Tuesday, April 20, 2021 12:14 PM
To: Adam Knapp <aknapp@hortontownship.ca>
Cc: Hope Dillabough <hdillabough@hortontownship.ca>
Subject: RE: McBride Road

Thanks for your message Adam:

I would be interested in having this section done subject to approvals by our Committee and Council.

Do you have an idea of the timing?

I will reach out to our committee members but should be able to find \$25,603.60

Michel Asselin, P.Eng
Director of Development and Works

RETURN TO AGENDA



127 Raglan Street South
 Renfrew, ON K7V 1P8
 Office(613) 432-8166 x303
 Cell (613) 302-0789
masselin@renfrew.ca
www.renfrew.ca

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From: Adam Knapp [<mailto:aknapp@hortontownship.ca>]
Sent: April 19, 2021 2:35 PM
To: Michel Asselin
Cc: Hope Dillabough
Subject: FW: McBride Road

Hi Michel,

The Township of Horton has been approached by Admaston Bromley Township with a proposal to rehabilitate McBride Road this year to take advantage of low resurfacing costs.

The road is in very poor condition and has become unmaintainable.

A small portion of the road is in the Town of Renfrew's territory, from what I have measured on the GIS 230m.

The total length proposed for rehabilitation is 1.1 km which would make Renfrew's portion roughly 20% of the works.

Total estimated cost for Renfrew's portion would be \$25,603.60 at 20% of the estimated total.

Does the Town of Renfrew have interest in funding this portion of the work ?

Below is Admaston Bromley's estimated cost for the rehabilitation, they would be the lead on this project as they have secured a favorable price for double surface treatment and aggregate due to the large amount of work they tendered this year, for this type of project.

McBride Road (Approx. 1.1km)

Asphalt Paving, Line Painting, Shouldering, traffic control

80,960

RETURN TO AGENDA

Gravel costs (\$10.70 x2,000 MT per km x 1.1km)	23,540
Pulverizing (0.27/sqm x 7,700 sq.m.)	2,079
Culverts	14,000
Contingency (5%)	5,225
NonRefundable HST	2,214
Total McBride Road	128,018
50% Payable by Horton	64,009
TWP of Admaston/Bromley share	64,009



**Township of Horton
Public Works Department**

**REQUEST FOR TENDER
PW 2019-03**

Outdoor Lighting Upgrades & Installation

- Community of Thomsonhill Street Lights
- Community of Cotieville Street Lights
- Municipal Office Parking Lot Lighting
- Municipal Community Centre Parking Lot Lighting

Date of Issue: Wednesday, July 24, 2019

Closing Date: Thursday, August 15, 2019 at 2:00pm

RETURN TO AGENDA

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RETURN TO AGENDA

1.0 INSTRUCTION/SCOPE OF WORK

The Township of Horton is intending to retain the services of a company to provide all labour, materials, equipment, accessories, etc., necessary for the upgrading of existing streetlights and the installation of new outdoor lighting at municipal facilities. Work is to be performed at the Communities of Thomsonhill and Cotieville, the Municipal Office at 2253 Johnston Road, Renfrew and at the Horton Community Centre at 1005 Castleford Road, Renfrew.

Sealed tenders must be addressed to Hope Dillabough, CAO/Clerk, 2253 Johnston Road, Renfrew, Ontario, K7V 3Z8 and marked on the envelope:

**PW 2019-03
Outdoor Lighting Upgrades & Installation**

will be received until 2:00 p.m., Thursday, August 15, 2019

Any inquires during the submission process are to be directed to the Public Works Manager, via email (publicworks@hortontownship.ca) or alternately, by telephone at (613) 432-6271. Questions or clarification will be answered individually, but response(s) to any question that modifies the scope of the Request for Tender will be circulated in writing as an Addendum to all registered document takers who have received the Request for Tender document from the Township.

To ensure fairness to all proponents, any and all questions that require detailed clarification or that may materially alter this Tender shall be submitted in writing (email form is acceptable) by no later than **12:00 pm on Thursday, August 8, 2019.**

Should any error, ambiguity, divergence, omission, oversight, contradiction, or item subject to interpretation be identified in this Tender, the proponent shall, as it is discovered, notify the primary contact (in writing) requesting instruction, decision, direction or clarification of same. The primary contact will determine the extent of resolution required.

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2.0 GENERAL INSTRUCTIONS TO BIDDERS

2.1 CLOSING DATE/TIME

Sealed and marked bids will be received until 2:00 PM on Thursday, August 15, 2019. Bids will be opened as soon as possible after tender close.

2.2 BIDDER IDENTIFICATION

Each bid shall contain the full name of the proponent and be duly signed by a person with binding corporate authority.

2.3 SUBMISSION OF TENDER

- **Schedule of Items & Unit Prices:** Tender shall be submitted on the blank form herewith provided and shall give the lump sum and/or unit prices for the work.
- **Proponent Information Experience:** The proponent information experience shall be submitted on the blank form herewith provided.
- **Addenda:** Bidders shall sign and date all addenda and attach copies to the submitted tender.

2.4 ACKNOWLEDGEMENT

The proponent acknowledges that they have carefully reviewed this tender, including any and all other related relevant documents, and understands the scope of work proposed; Further, they confirm that their tender is based entirely on the terms, drawings, specifications, requirements and conditions as set out in the tender document.

2.5 ACCEPT OR REJECT TENDERS

The proponent is advised that the Corporation of the Township of Horton reserves the right to reject any or all bids. The Township may also, at its sole discretion, award the proposed work to other than the low bidder. The proponent is advised that failure to satisfy any term or condition of this tender may result in the rejection of said tender. Further, any incomplete bids, bids not properly signed/dated, bids received after the closing date/time, bids that contain restrictions and/or provisions, bids completed in pencil, bids with incomplete calculations, bids lacking required information, will be rejected as incomplete.

2.6 FREEDOM OF INFORMATION

The proponent acknowledges that any information or documents provided in response to this tender may be released pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documentation.

2.7 AMENDMENT OR WITHDRAWAL OF BIDS

The proponent may amend or withdraw their tender prior to the closing date and time by submitting a clear and detailed written notice to the tender contact. All tenders become irrevocable after the closing date and time.

2.8 ACCEPTANCE OF BID

If the proponents bid is accepted, the proponent agrees to execute an agreement to undertake the scope of work (as defined in this tender) within 15 (fifteen) days of Notice of Award to the successful proponent.

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2.9 BINDING AGREEMENT

All tenders shall be final and binding on the proponent for a period of 60 (sixty) days from the closing date and time and may not be altered by any subsequent offerings, discussions, or commitments unless the proponent is requested to do so by the Township.

2.10 TENDER EXPENDITURES

The Township will not reimburse any proponent for any costs related to the preparation of a tender response to this tender. Without foregoing any generalities, this shall extend to any onsite review, presentations, and any supplemental information provided, and shall also extend to subsequent negotiations, if any, with the Township.

2.11 RELATED EXPERIENCE/PROFESSIONAL REFERENCES

Proponents must provide examples that substantiate their respective experience on similar municipal works. The proponent shall list their experience, work of a similar nature, and any other pertinent information; they may also submit additional project-related information as an appendix to the tender. The proponent is advised that the Township may, at its discretion, contact any and all individuals listed as professional references for the purposes of evaluating the proponents capabilities/capacity to undertake the scope of work proposed in this tender.

2.12 ADDENDA

In the event that questions/responses to this tender require amendments or modifications to the original document, such amendments shall be circulated in writing as an Addendum to all registered document takers who have received the Request for Tender document from the Township.

2.13 BID DEPOSIT

A Bid Deposit is not required for this project

2.14 PERFORMANCE DEPOSIT

A Performance Deposit is not required for this project

3.0 GENERAL CONDITIONS

3.1 EXTENT

The Contractor shall be liable for all costs of doing the work, including labour, benefits, equipment, operating materials and taxes.

3.2 OWNER'S RESPONSIBILITY

The Contractor shall indemnify and hold harmless the Township, his agents and employees from and against claims, demands, losses, costs, damages, actions, suits or proceeding arising out of the Contractor's performance of the Contract which are attributable to a lack of or defect in title or an alleged lack of or defect in title to the Place of Work.

3.3 PERMIT, LICENSE & REGULATIONS

The Bidder shall apply and pay for all necessary permits, licenses, approvals and consents required for the execution of the work. The Bidder shall give all necessary notices and pay all fees required by law and comply with all laws, by-laws, rules, regulations, and requirements relating to the work and to the preservation of public health. The Bidder shall be responsible for

RETURN TO AGENDA

the safety of all workers and equipment on the site in accordance with all applicable safety legislation passed by Federal, Provincial and Local Authorities governing construction safety.

The Building permit application and associated fees will be covered by the Township.

3.4 AUTHORITY TO CHANGE

No changes shall be made from the Tender Specifications without the approval of the CAO/Clerk.

3.5 ACCESSIBILITY

The Township is committed to the accessibility principles of preventing and removing barriers in accessing goods and services to people with disabilities and is bound by the Standards under the Accessibility for Ontarians with Disabilities Act, 2005 as may be amended from time to time. Pursuant to Section 6 of Ontario Regulation 429/07 ("Regulation"), Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*, the contractor, i.e. successful bidder/proponent, shall ensure that all of its employees, agents, volunteers, or others for whom it is at law responsible, receive training about the provision of the goods and services contemplated herein to persons with disabilities. Such training shall be provided in accordance with Section 6 of the Regulation and shall include, without limitation, a review of the purposes of the Act and the requirements of the Regulation, as well as instruction regarding all matters set out in Section 6 of the Regulation.

3.6 OCCUPATIONAL HEALTH AND SAFETY ACT

The Contractor's attention is drawn to the regulations issued by the Ministry of Labour for the Province of Ontario under the Occupational Health and Safety Act. The Contractor acknowledges that they will comply with these regulations and that they will be the Constructor under said Act as it relates to the completion of this tender.

3.7 WHIMIS

The contractor must provide a list of any designated substances and/or WHIMIS controlled materials that will be brought onto the worksite, as well as material safety data sheets for same.

3.8 PROTECTION OF PROPERTY

- a. The Contractor will be responsible for any damage that may occur relative to the execution of all operations arising from this Contract. Any damage done to the Township's or surrounding property must be made good to the satisfaction of the Corporation of the Township of Horton;
- b. The Contractor shall maintain adequate fire protection at the site, portable fire extinguishers, etc., to the satisfaction of the Corporation of the Township of Horton.
- c. Temporary safeguards and protection shall be provided to adequately guard against injuries to the public, particularly children and workmen by accidents around and adjacent to the project.

3.9 DELAY IN PROJECT

All damage, loss, expense and delay incurred or experienced by the Contractor in the execution of the work, by reason of unanticipated difficulties, shall be borne by the Contractor and shall not be the subject of a claim for additional compensation.

RETURN TO AGENDA

3.10 TERMINATION

The Corporation of the Township of Horton reserves the right to cancel this agreement upon any violation of this agreement or the quality of work and/or performance of equipment.

3.11 ASSIGNMENT

The Contractor shall not assign the Contract nor the proceeds without the written consent of the Township.

3.12 FAILURE TO COMPLETE

Where the Contractor becomes bankrupt or insolvent, delays commencing or diligently executing the Work, abandons the Work or has otherwise failed to perform any of the provisions of the Contract, the Township may, upon serving written notice of intent to take action to complete by whatever means deemed necessary. In addition to any other remedy available in law or equity, the Township may use all monies due on the Contract to correct or complete said work.

3.13 INSPECTION AND TESTING

The Owner and/or its' representative shall at all times have access to the work, whether during preparation or while work is in progress, and the general contractor shall provide proper facilities for such access and inspection.

3.14 REQUIREMENTS FOR FINAL INSPECTION

All items must be completed prior to final inspection. No exceptions will be made and final payment will be delayed until all items are complete.

3.15 REINSTATEMENT OF SITE

The contractor shall remove, at his own expense, from the owner's property and from all public and private property, all temporary structures, garbage and waste materials resulting from his operations.

3.16 QUALITY OF MATERIALS

Unless otherwise specified, all materials incorporated in the permanent work shall be new and both workmanship and materials shall be of good quality and comply with the drawings and specifications. The contractors shall, if required, furnish satisfactory evidence as to the quality of materials.

3.17 DEFICIENCIES

For a period of one (1) year from the date of acceptance of any work, the contractor shall, at his expense, remedy all deficiencies performed or provided under this contract.

3.18 GUARANTEE

The contractor shall guarantee all material and equipment installed by him, or incurred under this contract, for a period of one year, after date of acceptance by the owner.

3.19 PAYMENT

- a. Within seven (7) days following the award, the Contractor shall provide the Township with a schedule of values for the parts of the Work to be completed, aggregating the total amount of the Contract Price.

RETURN TO AGENDA

- b. Progress payments shall be made monthly as the Work progresses. The Contractor shall submit an application for payment detailing the work completed up to the end of the payment period.
- c. Applications for payment shall be dated the last day of each payment period, which is the last day of the month or an alternative day of the month agreed to by both parties.
- d. The Township shall make payment to the Contractor within 30 calendar days of the acceptance of the application of payment.
- e. The Township shall holdback 10% of the approved progress payment. The Township shall release the statutory holdback to the Contractor 30 days after the issuance of the Certificate of Substantial Performance but subject to the provisions of the Construction Lien Act.

3.20 CONSTRUCTION SCHEDULE

The Contractor shall prepare and submit to the Township, within 7 business days of award, a construction schedule that indicates the timing of the major activities of the Work and provides sufficient detail of the critical events and their inter-relationship to demonstrate the Work will be performed in conformity prior to the completion date as set forth in the Contract Documents.

4.0 EXAMINATION OF SITE

The contractors bidding this job shall visit the job site and familiarize themselves with the existing site conditions. Contractors shall make allowances in their bid price in order to complete specified work, taking into account the existing site conditions. No compensation shall be considered for additional expenditures incurred later, through failure to do so.

Dimensions are approximate; therefore, it is the responsibility of the bidder to take measurements as required.

5.0 COMPLETION OF WORK

The Contractor shall set the starting date in coordination with the Public Works Manager or their designate. The Project must be complete by **November 29, 2019**. If the Contractor cannot complete the work by this date, a request to extend the completion date must be submitted to the CAO/Clerk, in writing, by **November 15, 2019**. The written request must outline the reasons for the request and the proposed completion date for the project.

6.0 INSURANCE REQUIREMENTS

6.1 INSURANCE

The successful contractor, and each and every sub-contractor (if applicable) shall, for the term of the contract, take out and keep in effect with insurers licensed to carry on business in the Province of Ontario, at their own expense, the following Insurance:

6.2 LIABILITY INSURANCE

The successful bidder shall maintain sufficient General Liability insurance and shall provide to the Township proof of such insurance in the form of a Certificate of Insurance to the satisfaction of the Township's Solicitor and providing as a minimum requirement the following:

RETURN TO AGENDA

- a) \$2,000,000 in General Liability Insurance policy covering public liability and property damage and contain a “Cross Liability” clause or endorsement.
- b) Certificates must provide; for thirty (30) days’ notice to the Township in the event of cancellation or in the event of non-renewal of an Insurance Policy or pertinent coverage.
- c) Certificates to name the Corporation of the Township of Horton as additional insured with respect to work performed.
- d) Such coverage must be maintained and in effect continuously while the work is in progress, and renewal certificates must be provided prior to the policy expiry.

6.3 OWNED AUTOMOBILE LIABILITY

Automobile liability insurance in respect of licensed vehicle shall have limits of not less than two million dollars inclusive per occurrence for bodily injury, death and damage to property, in the following forms endorsed to provide the Owner with not less than 30 days written notice in advance of any cancellation, change, or amendment restricting coverage:

- a) standard non-owned automobile policy including standard contractual liability endorsement, and
- b) standard owner’s form automobile policy providing third party liability and accident benefits insurance and covering licensed vehicles owned or operated by the Contractor.

6.4 WORKPLACE SAFETY AND INSURANCE BOARD CLEARANCE

The proponent shall provide WSIB clearance certificate prior to execution of the agreement.

6.5 CERTIFICATE OF INSURANCE

At the commencement of the work, the Contractor shall provide the Corporation of the Township of Horton with a Certificate of Insurance.

6.6 PROVINCIAL SAFETY REQUIREMENTS

All work done under this tender shall comply with the current Provincial Safety Requirements.

RETURN TO AGENDA



Township of Horton

PW 2019 - 03 Outdoor Lighting Upgrades & Installation

APPENDIX A – FORM OF TENDER

Company's Name	Total Bid Amount (From Form of Tender)
	\$ _____ (including HST)

RETURN TO AGENDA

APPENDIX A – FORM OF TENDER**FT-1 PROPONENT/BIDDER INFORMATION**

All fields must be completed by the Proponent

Company Name: _____

Address: _____

City/Province/Postal Code: _____

Phone Number: _____ Fax Number: _____

Email: _____

FT-2 STATEMENT BY BIDDER

BID DOCUMENT NAME: Outdoor Lighting Upgrades & Installation

BID DOCUMENT NUMBER: PW 2019-03

1. I/We have reviewed all terms and conditions of all forms included as part of this bid package.
2. I/We have read and understand all of the terms and conditions of the forms included as part of this bid package.
3. I/We understand that if our bid is successful, all requirements of the successful bidder as outlined in this document will be completed by the time and in the format required.

Date at _____ this _____ day of _____, 2019.

Witness

Signature of Authorized Person

Print Name

Position

RETURN TO AGENDA

FT-3 BIDDER'S OFFER

- a) The Bidder hereby agrees to do the work in accordance with the attached instructions
- b) The Bidder hereby agrees to do the work and to accept payment at the unit prices specified in the Schedule of Prices.
- c) The Bidder's total Tender, based on the estimated quantities in the Schedule of Prices is:

\$ _____
(price in words)

(\$ _____)

FT-4 SCHEDULE OF PRICES

Item No.	Description	Unit	Qty	Unit Price	Amount
1	Community of Thomsonhill – Upgrade of Existing Street Lights	per light	9	\$	\$
2	Community of Cotieville – Upgrade of Existing Street Lights	per light	2	\$	\$
3	Horton Municipal Office – New Parking Lot Lighting	per light	4	\$	\$
4	Horton Community Centre – New Parking Lot Lighting	per light	2	\$	\$
SUB TOTAL					\$
PLUS HST (13%)					\$
TOTAL TENDER PRICE					\$

RETURN TO AGENDA

FT-5 PROJECT EXPERIENCE

The proponent must provide examples of similar work, including a list of professional references that can confirm relevant experience/qualifications as it relates to the proposed scope of work identified in this tender document.

Project Examples

Project Value	Description

Professional References

Contact Name	Company	Contact Email/Phone

FT-6 LIST OF SUB-CONTRACTORS

The following is a list of Sub-Contractors which I/We propose to employ for this work.

NAME OF SUB-CONTRACTOR

SCOPE OF WORK

RETURN TO AGENDA



Township of Horton

PW 2019-03

Outdoor Lighting Upgrades & Installation

APPENDIX B – CONTRACT SPECIFICATIONS

RETURN TO AGENDA

The following contract specification shall be read in conjunction with the specifications and notes as provided on the Contract Drawings.

1.0 SUMMARY OF WORK

This contract includes the supply of all labour, materials and equipment necessary to complete the following project:

Upgrade of Existing Street Lights – Community of Thomsonhill

- 1.1 There is a total of nine (9) streetlights near the Community of Thomsonhill, located southeast of the Town of Renfrew. Seven (7) are along Burnstown Road (County Road 52) and two (2) along Graham Avenue (Town of Renfrew). Refer to appendix C for the location plan.
- 1.2 Replacement of the existing Luminaires will be performed in accordance with Ontario Provincial Standard Specification (OPSS) 617 (Nov. 2013) with the following exceptions:
 - 1.2.1 Existing luminaire brackets to be reused;
 - 1.2.2 Luminaires must be an approved roadway LED luminaire, appropriate for the specific locations and electrical requirements. Philips Lumec, Eaton Streetworks or equivalent will be considered acceptable products.

Upgrade of Existing Street Lights – Community of Cotieville

- 1.3 There is a total of two (2) streetlights near the Community of Cotieville, located northwest of the Town of Renfrew along Highway 60. Specifically, there is one light at the intersection of Highway 60 and Cotieville Road and another at the intersection of Cotieville Road and Gerald Street. Refer to appendix C for the location plan.
- 1.4 Replacement of the existing Luminaires will be performed in accordance with Ontario Provincial Standard Specification (OPSS) 617 (Nov. 2013) with the following exceptions:
 - 1.4.1 Existing luminaire brackets to be reused;
 - 1.4.2 Luminaires must be an approved roadway LED luminaire, appropriate for the specific locations and electrical requirements. Philips Lumec, Eaton Streetworks or equivalent will be considered acceptable products.

Installation of New Parking Lot Lighting – Horton Municipal Office

- 1.5 Supply and Install four (4) new parking lot lights as shown on the location plan in appendix C.
- 1.6 The new parking lot light poles must be direct bury, 150mm to 200mm diameter aluminum, 7.5 meter to 9 meter high.
- 1.7 The Luminaires must be square or oval, knuckle mount, 70W LED, with a photocell (dusk til' dawn).
- 1.8 It will be the Contractors responsibility to determine best source of power for energizing the new lights.

RETURN TO AGENDA

Installation of New Parking Lot Lighting – Horton Community Centre

- 1.9 Supply and Install two (2) new lights, as shown on the location plan in appendix C.
- 1.10 The new parking lot lights must match, in style and function, the existing parking lot lights. It will be the Contractors responsibility to investigate and determine the appropriate products and materials.
- 1.11 It will be the Contractors responsibility to determine best source of power for energizing the new lights.

2.0 REMOVALS & SITE PREPERATION

- 2.1 All removals and site preparation work shall be conducted in a controlled manner as to not damage the surrounding area. Damage to private or public property during construction will be the responsibility of the Contractor.

3.0 CAST-IN-PLACE CONCRETE

- 3.1 Any cast-in-place concrete work in accordance with CSA-A23.1/A23.2.

4.0 SUBMITTALS

4.1 Product Data

- 4.1.1 The Contractor shall submit product data sheets, brochures or shop drawings to the Township for approval, prior to installation, for the following items:
 - Luminaires for all applications
 - Pole and Bracket assemblies for all applications, where applicable
- 4.1.2 Product information shall be submitted with reasonable promptness and in an orderly sequence so as to not cause delay in the work.
- 4.1.3 Work affected by submittal shall not proceed until review is complete.
- 4.1.4 Submittals are to be reviewed and signed prior to submission to the Township. This review represents that necessary requirements have been determined and verified and that each submittal has been checked and co-ordinated with requirements of the work and Contract Documents.

4.2 Operating Maintenance Manuals

Prior to Substantial Performance of the Work the contractor shall submit a copy of the operating and maintenance manuals for products installed as part of the Work. All guaranties and product warranties shall also be provided.

5.0 HARDWARE AND FIXTURES

All products, hardware, fixtures, materials incorporated in the Work shall be new, not damaged or defective, and of best quality (compatible with specifications) for purpose intended.

Defective products will be rejected regardless of previous inspections. Inspection does not relieve responsibility but is a precaution against oversight or error. Install or erect Products in accordance with manufacturer's instructions.

RETURN TO AGENDA



Township of Horton

PW 2019-03 Outdoor Lighting Upgrades & Installation

APPENDIX C – LOCATION PLANS

[RETURN TO AGENDA](#)

Horton Municipal Office – 2253 Johnston Road, Renfrew



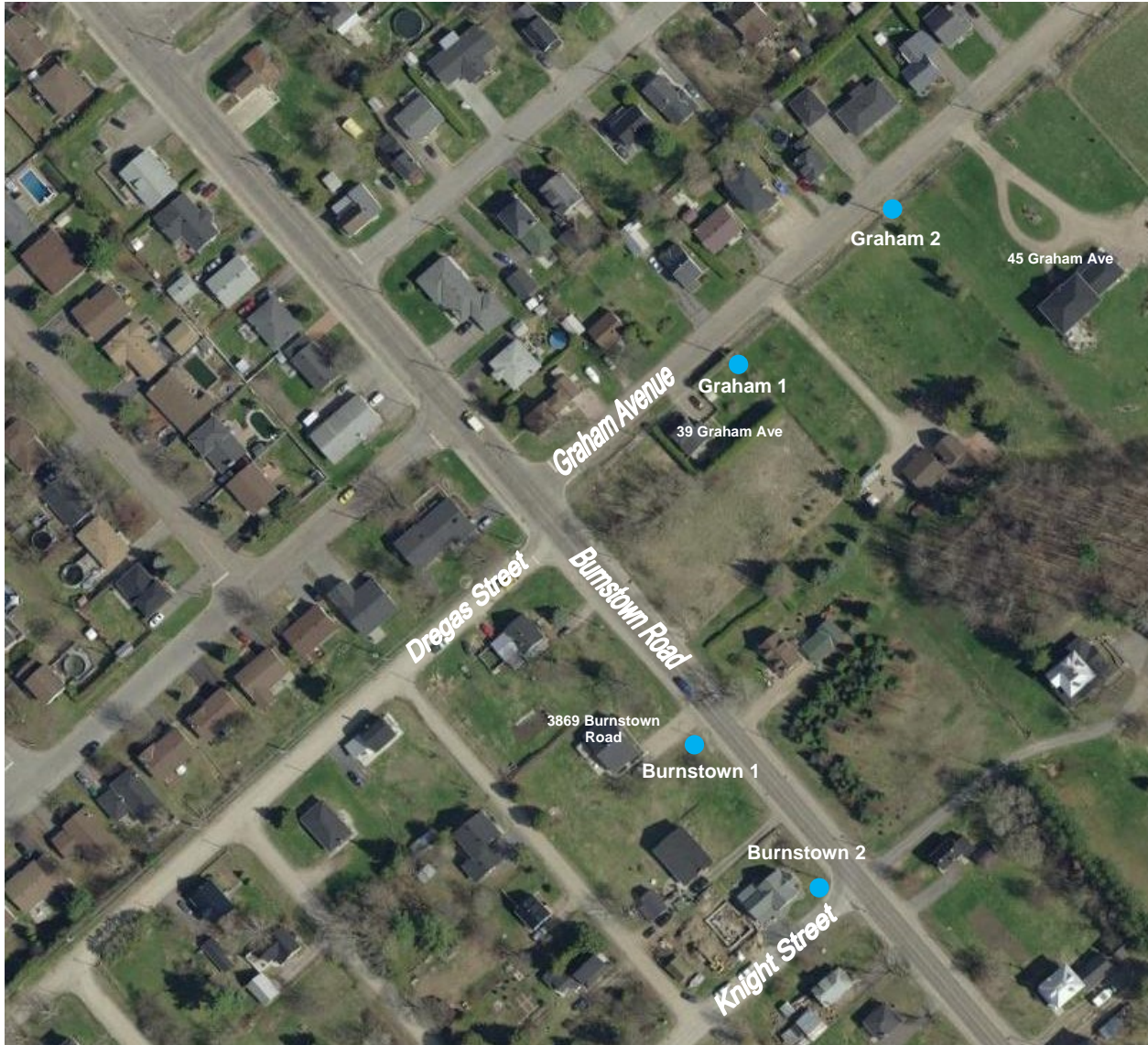
[RETURN TO AGENDA](#)

Horton Community Centre – 1005 Castleford Road, Renfrew



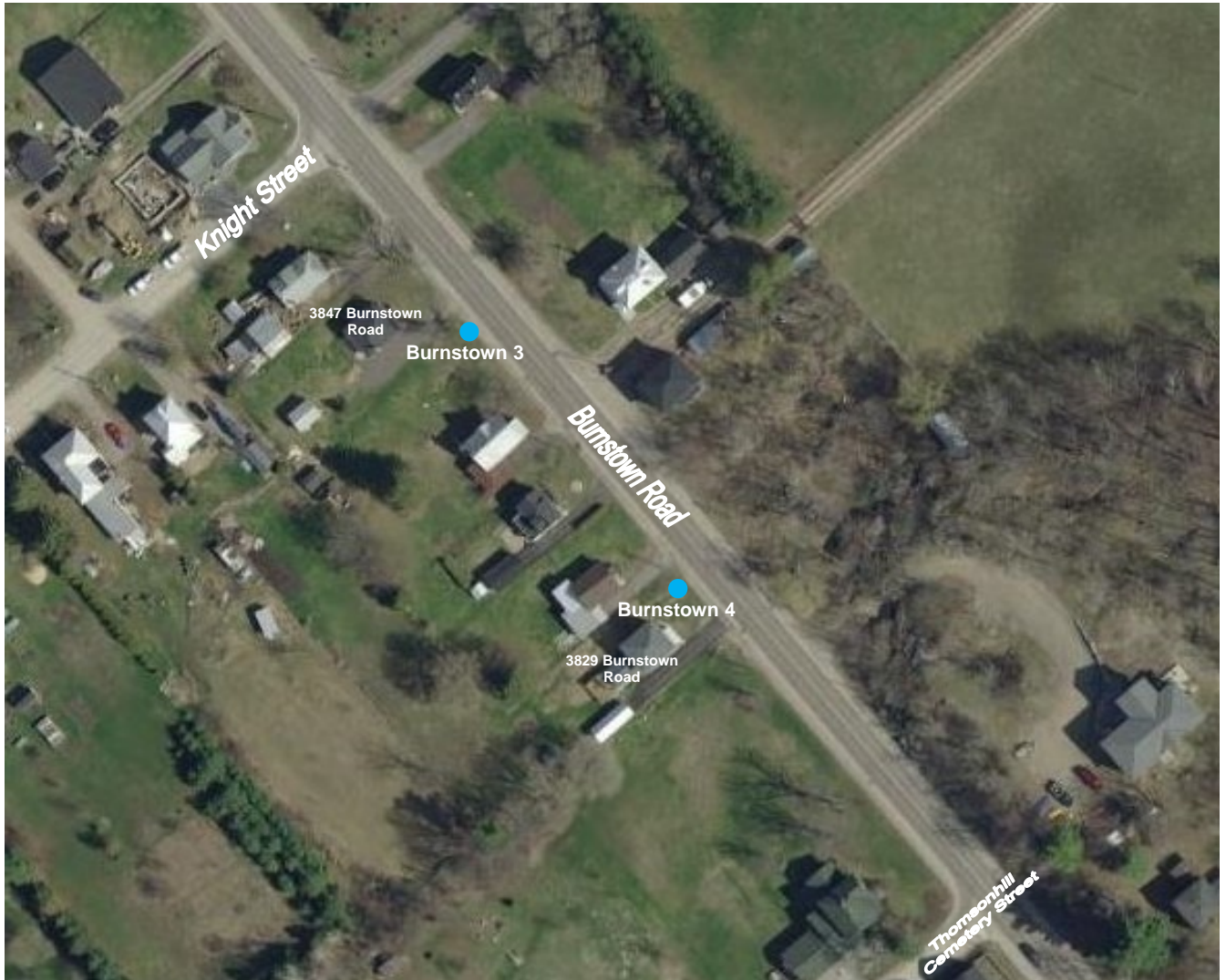
[RETURN TO AGENDA](#)

Graham Ave & Burnstown Road

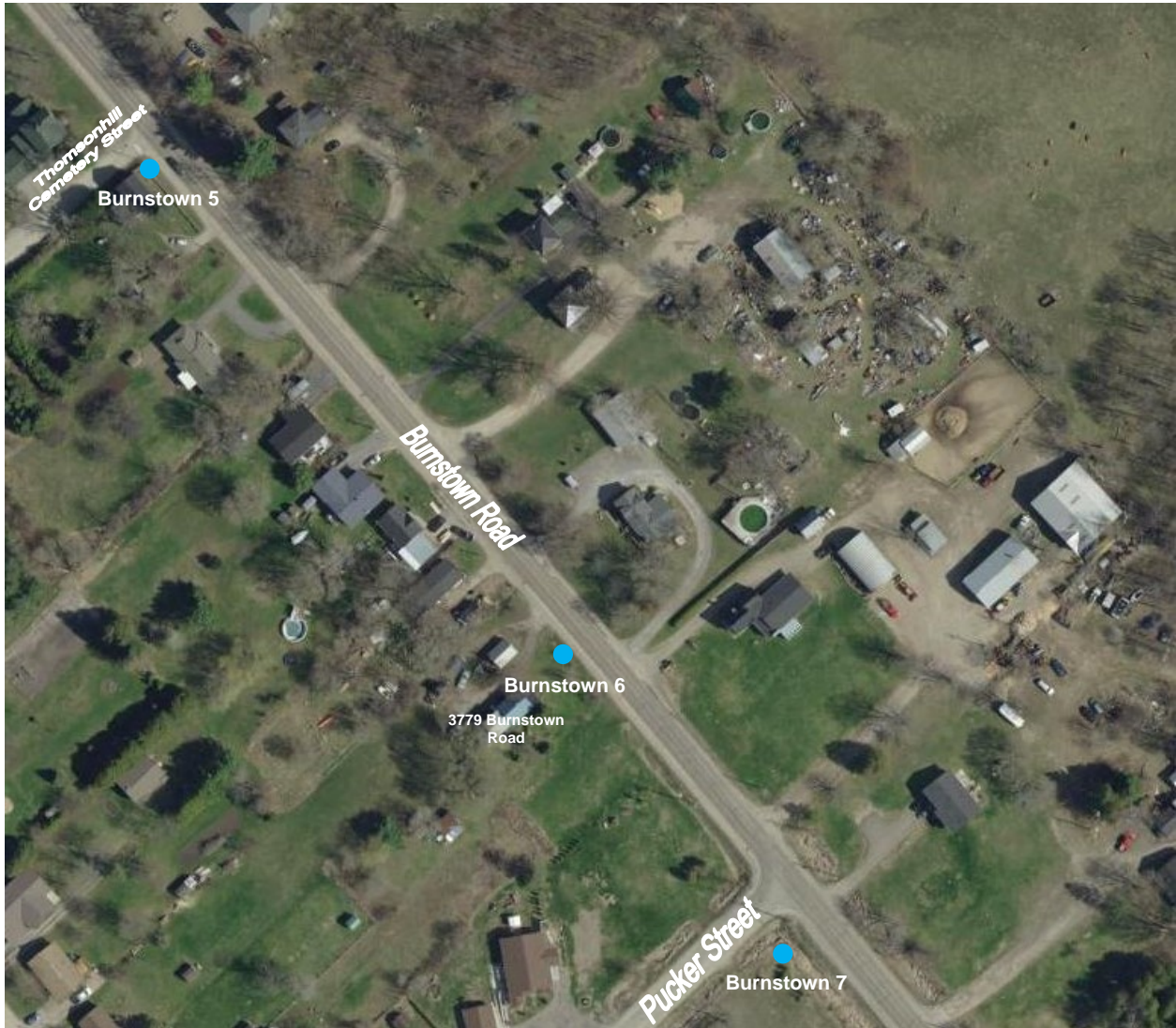


[RETURN TO AGENDA](#)

Burnstown Road between Knight Street & Thomsonhill Cemetery Street



Burnstown Road between Thomsonhill Cemetery Street & Pucker Street



[RETURN TO AGENDA](#)

Intersection's of Cotieville Road and Highway 60 & Cotieville Road and Gerald Avenue



Valley Automation and Control Inc.

281 Mask Rd.
 P.O. Box 788
 Renfrew, Ontario K7V 4H2
 Canada

INVOICE

Invoice No.: 37470
 Date: Dec 10, 2019
 Ship Date:
 Page: 1
 Re: Order No. PW 2019-03

Sold to:

Horton Township
 2253 Johnston Rd.
 RR5
 Renfrew, Ontario K7V 3Z8
 Canada

Ship to:

Horton Township
 2253 Johnston Rd.
 RR5
 Renfrew, Ontario K7V 3Z8
 Canada

Business No.: 87950 2029 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			Labour and material to complete the PW 2019-03 Outdoor Lighting Upgrades & Installation	H		27,692.25
			Community of Thomsonhill Street Lights - 9 Lights			
			Community of Cotieville Street Lights - 2 Lights			
			Horton Municipal Office Parking Lot Lights - 4 Lights			
			Horton Community Centre Parking Lot Lights - 2 Lights			
			ESA Permit			
			Out of Scope;			
			- Hydrovac Unit to expose underground utilities at Horton Township Office.	H		1,216.80
			- 1 x LED Caretaker Light at Graham Avenue	H		710.00
			- Labour	H		1,057.00
			Subtotal:			30,676.05
			H - HST 13%			
			HST			3,987.88
Shipped By: Tracking Number:					Total Amount	34,663.93
Comment: Thank-you for your business-Invoices payable upon receipt - ECRA/ESA Licence # 7000042					Amount Paid	0.00
Sold By:					Amount Owing	34,663.93

RETURN TO AGENDA



STORM STRUCTURE INVERTS AND TOP OF FRAME ELEVATIONS		
MANHOLE/CATCH BASIN/DITCH INLET #	TOP OF FRAME	INVERTS
DI - #1	157.516m (Lowest Point on Frame)	NW (300mmØ) 156.193m SE (100mmØ) 156.776m
CB - #2	155.964m	NW (300mmØ) 154.964m NW (100mmØ) 155.304m SE (300mmØ) 154.694m
CBMH - #3	156.009m	NE (300mmØ) 154.194m SE (300mmØ) 154.229m
DI - #4	153.337m (Base of Inlet)	NW (250mmØ) 152.017m
CBMH - #5	151.123m	NW (250mmØ) 149.913m SE (250mmØ) 149.993m S (100mmØ) 150.173m
CBMH - #6	151.285m	NE (300mmØ) 149.635m SW (300mmØ) 149.595m SE (250mmØ) 149.720m
DI - #7	146.801m (Base of Inlet)	NW (250mmØ) 145.721m SE (250mmØ) 146.011m SE (100mmØ) 146.091m
CB - #7A	149.790m	NW (250mmØ) 149.790m
CBMH - #8	145.892m	NW (250mmØ) 144.582m SE (250mmØ) 145.012m S (100mmØ) 145.197m
CBMH - #9	145.948m	NE (300mmØ) 144.218m SE (250mmØ) 144.203m SW (300mmØ) 144.318m
CBMH - #10	141.848m	N (400mmØ) 140.263m SE (250mmØ) 140.458m SW (300mmØ) 140.348m
CB - #10A	141.941m	NW (250mmØ) 140.651m S (100mmØ) 141.041m
CB - #11	164.834m	N (300mmØ) 163.559m
CB - #12	164.075m	NW (300mmØ) 163.100m S (300mmØ) 163.160m
CB - #13	164.363m	N (250mmØ) 163.168m
CBMH - #14	164.178m	NE (300mmØ) 162.906m SE (300mmØ) 162.876m S (250mmØ) 162.896m
CBMH - #15	163.151m	NE (300mmØ) 161.351m SW (300mmØ) 161.361m W (40mmØ) 162.151m
CB - #16	160.690m	NW (250mmØ) 159.555m
CBMH - #17	160.520m	NE (300mmØ) 159.230m SE (250mmØ) 159.430m SW (300mmØ) 159.270m
CB - #18	160.489m	NW (400mmØ) 159.399m SE (100mmØ) 159.714m
CB - #18A	160.451m	NE (250mmØ) 159.381m
DI - #19	159.831m (Lowest Point on Frame)	NW (400mmØ) 159.071m SE (400mmØ) 159.071m SW (100mmØ) 159.271m
CBMH - #20	160.094m	NE (400mmØ) 158.674m SE (400mmØ) 158.714m SW (400mmØ) 158.714m
CB - #21	159.128m	NW (250mmØ) 158.308m SW (100mmØ) 158.163m
CB - #22	157.988m	NW (250mmØ) 156.658m SW (100mmØ) 157.098m
CBMH - #23	157.931m	NE (400mmØ) 156.431m SE (250mmØ) 156.461m SW (400mmØ) 156.561m
CB - #24	Does Not Exist	
CB - #25	154.770m	NW (250mmØ) 153.350m SW (100mmØ) 153.820m
CBMH - #26	154.784m	NE (300mmØ) 152.684m SE (250mmØ) 152.734m SW (400mmØ) 152.714m
CBMH - #27	149.930m	SE (450mmØ) 148.740m SW (400mmØ) 148.790m
CBMH - #28	150.147m	NE (450mmØ) 148.597m NW (450mmØ) 148.677m SW (100mmØ) 148.147m
CBMH - #28A	150.404m	NW (450mmØ) 147.834m SE (400mmØ) 148.564m SW (450mmØ) 148.224m
CB - #29	165.388m	NW (250mmØ) 164.248m
CB - #30	165.333m	NE (300mmØ) 164.048m SE (250mmØ) 164.108m
CBMH - #31	164.134m	E (300mmØ) 162.644m SW (300mmØ) 162.654m
CB - #32	164.035m	NE (250mmØ) 162.715m
CBMH - #32A	163.822m	NE (300mmØ) 162.412m SW (250mmØ) 162.412m W (300mmØ) 162.442m
DI - #33	157.901m	NW (450mmØ) 156.501m
CBMH - #34	157.959m	N (450mmØ) 156.089m SE (450mmØ) 156.114m
CBMH - #35	156.855m	NE (450mmØ) 155.595m S (450mmØ) 155.635m S (100mmØ) 155.685m
CBMH - #35A	157.272m	NW (300mmØ) 155.472m NE (300mmØ) 155.572m SE (300mmØ) 155.572m SW (450mmØ) 155.512m SW (100mmØ) 155.532m
CB - #36	163.499m	SE (300mmØ) 161.974m S (100mmØ) 162.289m
CBMH - #37	161.824m	NW (300mmØ) 160.344m SE (450mmØ) 160.294m SW (75mmØ) 160.354m
CBMH - #38	161.486m	NW (450mmØ) 159.786m NW (100mmØ) 160.346m SE (450mmØ) 159.676m
DI - #39	161.424m (Frame at Ditch Level)	NE (250mmØ) 159.734m SE (100mmØ) 160.214m NE (450mmØ) 159.314m NW (450mmØ) 159.324m SW (250mmØ) 159.514m
CBMH - #40	161.214m	NW (450mmØ) 159.514m

THE POSITION OF POLE LINES, CONDUITS, WATERMAINS, SEWERS AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THE CONTRACT DRAWING, AND, WHERE SHOWN, THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL INFORM THEMSELVES OF THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES, AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.

PRELIMINARY
YYYY-MM-DD

1	2018-03-05	SGW/CJM	PRELIMINARY STORM SURVEY LAYOUT
No.	YYYY-MM-DD	ENGR/DFT	REVISION COMMENTS

THOMSONHILL ROAD REHABILITATION RENFREW, ONTARIO STORM SYSTEM SURVEY

Jp2g Consultants Inc.
ENGINEERS • PLANNERS • PROJECT MANAGERS

12 INTERNATIONAL DRIVE, PEMBRROKE, ON
Phone: (813)782-2602, Fax: (813)782-4513
1150 MORRISON DRIVE, SUITE 410, OTTAWA, ON
Phone: (813)828-7800, Fax: (813)828-2600

DESIGNED: CJM	PROJECT No.: 17-5110A
DRAFTED: CJM	REVISION DATE: 2018-03-05
CHECKED: SGW	APPROVED: SGW
SCALE: H=1:1000, V=1:1000	REVISION No.: 1

STORM SURVEY

THOMSONHILL STORM SURVEY DWG



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Waste Management Landfill Fees Comparison	Date:	June 3 rd 2021
	Council/Committee:	TES Committee
	Author:	Adam Knapp, Public Works Manager
	Department:	Public Works

RECOMMENDATIONS:

THAT the TES committee accept this report as information in regard to Municipal tipping fees in neighboring municipalities.

BACKGROUND:

Lane Cleroux, Manager of Public Works for White Water Region distributed the spreadsheet via email to neighboring municipalities for comparison and review.

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

2021 Waste Management Comparison Spreadsheet

CONSULTATIONS:

Hope Dillabough CAO/Clerk

Author:

signature

Other:

signature

Treasurer:

signature

C.A.O.:

signature

RETURN TO AGENDA

Item	OVWRC Partner	OVWRC Non-Partner	Admaston-Bromley	Arnprior	Greater Madawaska	Horton	McNab/Breaside	Renfrew	Whitewater
By-Law	2021	2021	2020-52	7040-20	21-2020	2020-36	2020-61		20-12-1345
Curbside Collection			No	Yes	No	Yes	Yes	Yes	Yes
Tipping Fee (per tonne)	\$95.00	\$150.00	N/A	\$80.00	N/A	N/A	\$90.00	\$95.00	N/A
Scales	Yes	Yes	No	No	No	No	Yes	Yes	No
Open/Close Fee			\$140.00		\$50.00	\$40.00			\$100.00
Minimum Fee	\$20.00							\$25.00	\$20.00
Garbage Tags or Bags			No Charge	\$3.00	No Charge	\$2.00	\$2.00	\$2.00	\$5.00
Passenger Vehicle – Car, Mini-van, Small SUV	N/A	N/A		\$10.00		\$20.00	N/A	N/A	\$20.00
Pickup Truck, Full size van, large SUV	N/A	N/A	\$25.00	\$30.00	\$5.00-\$20.00	\$20.00	N/A	N/A	\$30.00
1 Ton Pickup	N/A	N/A	\$40.00	N/A	\$5.00-\$20.00	\$40.00	N/A	N/A	\$30.00
Pickup with Dump Box	N/A	N/A					N/A	N/A	\$50.00
Single-Axle Utility Trailer - Small	N/A	N/A	\$25.00	\$30.00	\$15.00	\$20.00	N/A	N/A	\$30.00
Single-Axle Utility Trailer - Large	N/A	N/A			\$50.00		N/A	N/A	\$50.00
Tandem-axle Trailer (Heavy Utility or Dump Trailer)	N/A	N/A	\$60.00	\$95.00	\$100.00	\$18.00/ cu.m.	N/A	N/A	\$100.00
Single-axle Truck	N/A	N/A	\$150.00	\$300.00	\$200.00	\$18.00/ cu.m.	N/A	N/A	\$300.00
Tandem-axle Dump Truck, or Single-axle Packer (i.e. garbage truck)	N/A	N/A	\$250.00	\$395.00	\$300.00	\$300.00	N/A	N/A	\$400.00
Tri-axle Dump Truck, Tandem-axle Dump Truck with pup, or Tandem-axle Packer (i.e. garbage truck)	N/A	N/A	\$300.00	\$690.00	\$400.00		N/A	N/A	\$500.00
Tractor-trailer	N/A	N/A	\$300.00	\$1,200.00	\$550.00	\$18.00/ cu.m.	N/A	N/A	\$20.00/cu.yd
Roll-off Box	N/A	N/A	\$250.00	\$20.00/cu.yd	\$300.00	\$18.00/ cu.m.	N/A	N/A	\$20.00/cu.yd
Mattress or Boxspring (each)	Tipping Fees Apply	Tipping Fees Apply	\$20.00	Cost Recovery	Tipping Fees Apply	Tipping Fees Apply	Tipping Fees Apply	Tipping Fees Apply	\$20.00
Couch	Tipping Fees Apply	Tipping Fees Apply	\$20.00	Cost Recovery	Tipping Fees Apply	Tipping Fees Apply	Tipping Fees Apply	Tipping Fees Apply	\$20.00
Furniture	Tipping Fees Apply	Tipping Fees Apply	\$5.00	Tipping Fees Apply	\$5.00	Tipping Fees Apply	N/A	N/A	Tipping Fees Apply
Soil Contaminated	\$95.00/ tonne	\$95.00/ tonne	\$20.00/ tonne		\$50.00 cu.m.	\$65.00/ cu.m.	\$90.00/ tonne	\$95.00/ tonne	\$50.00 cu.yd.
Construction and Demolition - Separated	\$95.00/ tonne	\$150.00/ tonne	Tipping Fees Apply			\$18.00/ cu.m.	\$90.00/ tonne	\$95.00/ tonne	Tipping Fees Apply
Construction and Demolition - Unseparated	\$250.00/ tonne	\$375.00/ tonne						\$250.00/ tonne	x2 Tipping Fees
Construction and Demolition – Mechanically Ground						\$16.00/ cu.m.			
Brush	No Charge	\$50.00/ tonne		Tipping Fees Apply			No Charge	Tipping Fees Apply	No Charge
Trees, large branches, stumps, roots, timber, and logs	\$95.00/ tonne	\$150.00/ tonne		Tipping Fees Apply			Tipping Fees Apply	Tipping Fees Apply	Tipping Fees Apply
Freon Evacuation				\$40.00	\$45.00		No Charge	\$20.00	\$25.00

OVWRC Partner Municipality Tipping Fees (applies to material generated within the Town of Petawawa, City of Pembroke, Township of Laurentian Valley and Township of North Algona Wilberforce).



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Summer Hours	Date:	June 3 rd , 2021
	Council/Committee:	TES Committee
	Author:	Adam Knapp, Public Works Manager
	Department:	Public Works

RECOMMENDATIONS:

THAT the TES committee agree to allow the Public Works Manager to work a 4 day week at 35 hours per week from the week before the Victoria Day long weekend to the last week of September yearly.

BACKGROUND:

Staff is proposing that the Public Works managers hours during the proposed period be from 6 a.m. to 3:15 p.m. Monday to Thursday.

Roads Department staff hours during summer are currently established as 6 a.m. to 4:30 p.m. Monday to Thursday.

Staff is proposing the change to ensure more direct supervision, guidance and communication during the summer construction and maintenance season. It will also eliminate having only 1 roads department staff member working on Fridays which is not logistically practical.

If the Road Supervisor is not available for emergency contact for any reason the Public Works Manager may be contacted outside of regularly scheduled hours to address Resident, Council and Co-worker's emergency concerns.

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

N/A

CONSULTATIONS:

Hope Dillabough CAO/Clerk

Author: _____

Other: _____

RETURN TO AGENDA

signature

signature

Treasurer:

signature

C.A.O.

signature