

**CORPORATION OF THE TOWNSHIP OF JOHNSON**

August 17, 2016

5:30 P.M.

**COUNCIL MEETING**

\*\*\*\*\*New Location: Johnson Township Community Centre Hall\*\*\*\*\*

1 Cameron Avenue, Desbarats, ON

**AGENDA**

**PLEASE NOTE – ALL ELECTRONIC COMMUNICATIONS MUST TO BE TURNED OFF DURING COUNCIL MEETINGS**

**A. CALL TO ORDER**

**B. CONFLICT OF INTEREST:** Declaration of Pecuniary Interest

**C. ACCOUNTS:** Accounts payable report as presented.

**D. MINUTES:**

1. Approve minutes of Councils regular meeting for July 20, 2016 as presented.

**E. DELEGATIONS:** None

**F. STAFF REPORTS:**

1. CBO/By-Law Officer – monthly activity
2. Treasurer Report – verbal update on 2015 Audit.
3. Public Works Superintendent Report – funding submission.
4. Public Works Superintendent Report – Huron Central Railway grade crossing regulations and requirements.

**G. COUNCIL/COMMITTEE MINUTES & REPORTS:** None

**H. CORRESPONDENCE/INFORMATION:**

1. 2016 Biennial Municipal Bridge & Culvert Inspections – Engineered inspection and updated deficiencies and recommendations for eleven structures. The report outlines the required repairs and maintenance items outlined to be budgeted and completed as part of our regular maintenance program. Recommendations of Engineering investigation required for 2016 & 2017 and structure and construction and rehabilitation needs for 2016 to 2026. Further structure maintenance requirements recommended for 2016 for all 11 structures. (report available at the office for review).

**I. OLD BUSINESS:** None

**J. NEW BUSINESS:**

1. Bruce Mines Agricultural Society – requesting financial assistance for the Bruce Mines Fair and Exhibition on September 9 – 11, 2016.
2. Township of Johnson Overtime Policy – 2008 policy revised to address new legislation and exceptional circumstances for overtime.

**K. BY-LAWS:**

1. By-Law # 2016- 827, being a by-law to confirm meeting proceedings.

**L. HEALTH & SAFETY:**

1. Township of Johnson Health and Safety Policy Statement – update

**M. CLOSED MEETING:** None

**N. ADJOURNMENT:**

C

08/17/16

**Township of Johnson  
ACCOUNTS PAYABLE  
To Council**

**Date: Wednesday  
August 17, 2016**

**Public Information: yes  
Confidential: no**

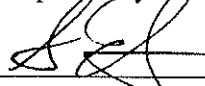
**Recommendations:**

Information only.

BATCH	DATE	CQ #		TOTAL	Council
		from	to		
16/7/6	7/13/16	9639	9655	\$35,682.62	August
16/7/7	7/15/16	e cheques		\$5,041.75	August
16/7/8	7/19/16	9657	9671	\$105,854.01	August
16/7/9	7/28/16	9684	9696	\$16,281.42	August
16/7/10	7/29/16	9697	9712	\$37,381.34	August
16/8/1	8/02/16	e cheques		\$648.47	August
16/8/2	8/10/16	9728	9746	\$16,672.09	August
16/8/3	8/11/16	e cheques		\$7,812.14	August

**TOTAL      \$225,373.84**

Respectfully Submitted



Sonya Spurway  
Administrative Assistant Intern

**CORPORATION OF THE TOWNSHIP OF JOHNSON**  
**Council Meeting**  
**July 20, 2016**

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These minutes are comprised of resolutions and the Clerk's interpretation of the meeting held on Wednesday July 20, 2016 at the Township of Johnson Community Centre, 1 Cameron Avenue, Desbarats.

**Presided by:** Mayor Ted Hicks

**PRESENT:**

**Council:** Councillors – Marlee Hopkins, Jason Kern, Cameron Ross, Lorne Robinson

**Staff:** Clerk – Ruth Kelso, CBO/By-Law Officer – Kevin Morris, Treasurer - Paula Spurway, Public Works Superintendent – Randy Spurway

**Delegations:** None

**A) CALL TO ORDER:**

Res: 121 Moved by: J. Kern Seconded by: M. Hopkins  
 Be it resolved that the Council of the Township of Johnson open the meeting at 5:30 p.m.  
 Carried

**B) CONFLICT OF INTEREST: None Declared**

**C) ACCOUNTS:**

Res: 122 Moved by: L. Robinson Seconded by: M. Hopkins  
 Be it resolved that the Council of the Township of Johnson approve the Accounts as presented.  
 Carried

**D) MINUTES:**

Res: 123 Moved by: J. Kern Seconded by: L. Robinson  
 Be it resolved that the Council of the Township of Johnson approve the Minutes of June 15, 2016 as presented. Carried

**E) DELEGATIONS: None**

**F) STAFF REPORTS:**

1. CBO/By-Law Officer – a) monthly activity report b) survey on area building permit rates for information c) Proposed arena rental rates.
  - a) Monthly activity reports:
    - Council reviewed the monthly activity report (which represents 2016 year to-date).
    - MPAC increase of \$1,005,340.00 assessment in mixed classes to equal approximately \$22,000.00 in tax dollars
    - Councillor L. Robinson questions and comments: how long does a permit last, is an occupancy permit required, not happy with the thickness of the cement pads, does the Auction House on Government Road need light, with add-ons to homes – are they getting a permit for each addition, thinks a lot of things left un-done, CBO should go back two years to check existing permits, do we have a building permit to fence building.
    - The CBO responded to questions and statements posed.
    - Mayor Hicks –look at checking out water access building permits, believes this is a bigger concern. CBO response - difficult to get MPAC and APHU to commit to an inspection tour of water access properties. He is working on this.
    - Councillor L. Robinson questioned the structure of some of the buildings – and stated we will be liable like they were in Elliot Lake with the past and present inspectors a not doing their jobs properly.
    - CBO responded that he is confident that his inspections are sufficient.
    - Councillor C. Ross – good beginning, would like to see a “year to date” on each monthly report

Res: 124                      Moved by: J. Kern                      Seconded by: M. Hopkins  
Be it resolved that Council of the Township of Johnson accepts the CBO/By-Law Officers monthly report as presented. Carried

- b) Survey on area building permit rates for information.
  - Council reviewed the presentation, to be dealt with at a future meeting.
  - Councillor L. Robinson has a check list for order of process from Echo Bay.

Res: 125                      Moved by: M. Hopkins                      Seconded by: J. Kern  
Be it resolved that Council of the Township of Johnson accepts the CBO/Bly-Law Officers survey on area building permit rates. Carried

- c) Proposed arena rental rates:
  - Council reviewed the submission.
  - The report was a collaboration with Arena Manager, Office Staff and CBO.
  - Will be reviewed yearly.
  - Past Council had approved a 2% increase each year for ice rentals.
  - Councillor L. Robinson would be valuable information if you could separate the electricity costs at the JTCC. Mayor T. Hicks: There is presently two different phases of power at the arena.

Res: 126                      Moved by: J. Kern                      Seconded by: M. Hopkins  
Be it resolved that Council of the Township of Johnson approves the Facility Rental Rates and Rental Agreement as presented. Carried

2. Treasurer Report – Emergency Management Sector Meeting.

- All Council and full time Staff must complete the IMS (Incident Management System) 100 Emergency Management Course. It is available on line. Will email out the link to complete this course.
- Disaster Relief (ODRAP) – recording has changed considerably. If we were doing the same submission from the 2013 flood the new qualifications would give us 10% less dollars.

Res: 127                      Moved by: M. Hopkins                      Seconded by: J. Kern  
Be it resolved that Council of the Township of Johnson accepts the Treasurers Report on the Emergency Management Sector Meeting as presented. Carried

3. Public Works Superintendent Report –

- a) Brushing tender
  - Plan to do late in the fall, less traffic to deal with.
- b) Surface treatment.
  - Surface treatment – planned for 1.2 km. (from the corner of Gordon Lake Road) on the Diamond Lake Road. Finishing preparation by the end of the week. The surface treatment will take 4 to 6 hours to complete. This is within the amount budgeted in 2016 for surface treatment.
  - This will eliminate calcium and grading on this section of the road.

Res: 128                      Moved by: M. Hopkins                      Seconded by: L. Robinson  
Be it resolved that Council of the Township of Johnson approves the brushing tender from Karhi Contracting for \$30,000.00 plus H.S.T. Carried

Res: 129                      Moved by: C. Ross                      Seconded by: J. Kern  
Be it resolved that Council of the Township of Johnson accepts the Public Works Superintendents Report as presented. Carried

4. Clerks Report – Report on June 13, 2016 session on “Essentials of Municipal Fire Protection & Emergency Management”. Roles of the Municipality under Fire Protection and Emergency Management.
- Will be scheduling an EMO/Emergency Operations Control Group meeting this fall. This meeting will be to review the Emergency Plan and officially terminate the state of emergency.

- The Township of Johnson will be hosting the “table top” exercise for area municipalities, one of many requirements for EMO yearly check list.

Res: 130                      Moved by: M. Hopkins                      Seconded by: J. Kern  
 Be it resolved that council of the Township of Johnson accepts the Clerk’s Report on “Essentials of Municipal Fire Protection & Emergency Management” Session. Carried

**G) COUNCIL/COMMITTEE MINUTES & REPORTS:**

1. Johnson & Tarbutt Township Landfill Committee: a) Tender for landfill cover b) Share Shed donations to TAAG as recommended by Landfill Committee.

Res: 131                      Moved by: M. Hopkins                      Seconded by: L. Robinson  
 Be it resolved that the Council of the Township of Johnson accepts the tender from Rod Wessell and Son in the amount of \$6,900.00 plus H.S.T. for the purchase of 600 cubic yards of sand. Carried

Res: 132                      Moved by: J. Kern                      Seconded by: M. Hopkins  
 Be it resolved that Council of the Township of Johnson approves the donation of \$150.00 to TAAG (The Animal Assistance Group) as recommended by the Landfill Site Committee. Carried

**H) CORRESPONDENCE/INFORMATION:**

1. Dr. Harold’s Trefry Memorial Centre – re: Seniors Barbeque.
  - The Trefry supplied the township with pictures – one of our Mayor introducing the Township of Johnsons “Senior of the Year”, Pat and Lee Taylor and also a picture of all area municipalities’ seniors of the Year.

Mayor Hicks acknowledged a “thankyou” from Emma Robinson our recipient of the townships contribution to 2016 Grads. He further acknowledged Emma’s many contributions to the Township in the volunteer capacity and wished her well in her journey at the University of Waterloo.

**I) OLD BUSINESS: None**

**J) NEW BUSINESS:**

1. North Channel Poverty Awareness Network – requesting support for the Central Algoma Food For Everyone Project.
  - Council would be willing to consider further contribution upon requests.

Res: 133                      Moved by: C. Ross                      Seconded by: M. Hopkins  
 Be it resolved that the Council of the Township of Johnson supports the “Central Algoma Food for Everyone Project” with a contribution of in-kind nature by promoting their activities on the township website and in the township newsletter. Carried

**K) BY-LAWS:**

1. By-Law # 2016- 824, being a by-law to appoint a Committee of Adjustment.

Res: 134                      Moved by: M. Hopkins                      Seconded by: C. Ross  
 Be it resolved that Council of the Township of Johnson approves By-Law # 2016 -824, being a by-law to appoint a Committee of Adjustment. Carried

2. By-Law # 2016- 825, being a by-law to confirm meeting proceedings.

3. By-Law # 2016 – 826, being a by-law to have Lots 127 & 128 Gillespie Street, Desbarats deemed not to be a registered plan of subdivision for the purpose of subsection 50 (3) of the Planning Act.

Res: 135                      Moved by: M. Hopkins                      Seconded by: J. Kern  
 Be it resolved that Council of the Township of Johnson approves By-Law # 2016 – 826, being a by-law to have Lots 127 & 128 Gillespie Street, Desbarats deemed not to be registered plan of subdivision for the purpose of subsection 50 (3) of the Planning Act. Carried

Res: 136                      Moved by: L. Robinson                      Seconded by: J. Kern  
Be it resolved that the Council of the Township of Johnson read and pass By-Law # 2016-825,  
being a by-law to confirm meeting proceedings. Carried

L) **HEALTH & SAFETY:** None

M) **CLOSED MEETING:** None

N) **ADJOURNMENT:**

Res: 137                      Moved by: M. Hopkins                      Seconded by: L. Robinson  
Be it resolved that the Council of the Township of Johnson adjourn the meeting at 6:40 p.m.  
Carried

\_\_\_\_\_  
Date Adopted

\_\_\_\_\_  
Ted Hicks, Mayor

\_\_\_\_\_  
Ruth Kelso, CAO/Clerk

**Township of Johnson  
By-Law Officer/CBO Monthly Report  
To Council**

**Date: August 17, 2016**

**Public Information: yes  
Confidential: no**

**Recommendations:**

Information only.

**Information:**

This position has a wide range of duties and I have broken it down into categories to provide Council with up to date information and progress that has happened in each of the categories for the month.

**Planning/Zoning**

Consent Applications: There have been no consent applications for this month.

Minor Variance Application: There have been no minor variance for this month.

Zoning related questions from Real Estate Agents: There have been 5 enquiries regarding what the zoning is for the property they are listing, permitted uses, etc.

Zoning related questions from the public: There have been over 35 enquiries regarding the same questions that the real estate agents ask, what they can build, the use of the land, any restrictions, etc.

**Building/By-Law**

Building Permits: We have a total of 5 permits for this month. (Types of permits: footing repair, new garage, deck repair and new railing, barn/workshop addition)

Building Related Questions: I have had over 45 building related questions related to building code, requirements, general questions, consultations, site visits, etc.

Building Permit Fee Comparison: I have done a comparison and have provided Council with information to review and we can discuss this at our next meeting to see if you would like to make changes to our current fees and structure.

Properties Visited: I have visited 18 properties throughout the township for inspections, site plans, old permits, and for just general review.

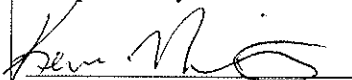
Complaints received: We have received zero complaints this month and one is still ongoing in the system going through the process to achieve compliance.

Increased MPAC assessment: There are no new updates for assessment this month. So far to date we have found an increased assessment of \$1,005,340.00 from various properties in the Township in 2016.

**Arena**

Arena related work: Looking for possible grants for upgrades through the Ontario 150 Capital grants.

Respectfully Submitted



Kevin Morris

By-Law Officer/CBO

**Township of Johnson  
Public Works Superintendent  
To Council**

**Date: August 17 2016**

**Public Information: yes  
Confidential: no**

**Recommendation The Council of The Township of Johnson approve the submission for funding through the OCIF for the replacement of the Black Creek Bridge in 2017.**

**Information:**

The present bridge was built in the 1930s.

It is a safety issue as it is one lane.

It is on the School Bus run.

With the horses and wagons crossing slowly it is a safety concern.

Funding is available at 90% max the township contribution would be \$50000.00 to \$70000.00 approximately.

Respectfully Submitted



Randy Spurway  
Public Works Superintendent



**Township of Johnson  
Public Works Superintendent  
To Council**

**Date:** 17 August 2016

**Public Information:** yes

**Confidential:** no

**Recommendations** That the Council of The Township of Johnson approve joining with the area Road Supers and PWS association to tender for the services to fulfill the required information for Huron Central Railway.

**Information:**

Re Huron Central Railway Grade Crossing Regulations (Correspondence attached)

Under new regulations to improve safety at railroad grade crossings.

Requesting information on crossings deadline 27 Nov 2016.

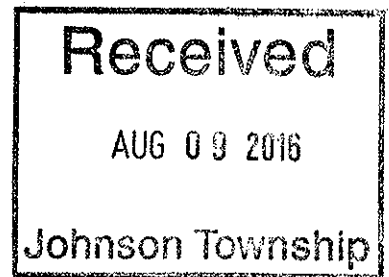
The area Roads Supers and PSWs are doing a joint tender on fulfilling the requested information for Huron Central Railway.

Respectfully Submitted



Randy Spurway

Public Works Superintendent



Montréal, August 02, 2016

Randy Spurway,  
Public Works Superintendent, Twp. Johnson  
1 Johnson Drive, Desbarats (ON), P0R 1E0  
Tel: (705) 206-7151

**Object:** Grade Crossings Regulations - Information Sharing

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Dear Mr. Spurway,

The Grade Crossings Regulations ("GCR") and associated Grade Crossings Standards ("GCS") came into force on November 27, 2014. The new regulation is meant to improve safety at rail/road grade crossings by reducing the frequency and the severity accidents.

Huron Central Railway Inc. ("HCRY") hereby fulfills its obligations under GCR 4.(3). The information that the railway company must provide to the road authority regarding existing public grade crossings is outlined in the Appendix A hereafter.

Also, according to section 12(1) and 12 (3) of the GCR, the road authority must provide the railway company, in writing, with the following information in respect of all the public grade crossings (listed in the attached table) no later than two years of the GCR coming into force:

- (a) The precise location of the grade crossing;
- (b) The number of traffic lanes that cross the crossing surface;
- (c) The average annual daily traffic;
- (d) The road crossing design speed;
- (e) The specifications set out in columns A, B and C of Table 10-2 of the Grade Crossings Standards to which the road approach corresponds, taking into account the characteristics set out for rural roads in Table 10-3 of those Standards or the characteristics set out for urban roads in Table 10-4 of those Standards, as applicable;
- (f) The width of each traffic lane and shoulder on the road approach;
- (g) The design vehicle;
- (h) The stopping sight distance;
- (i) The average gradient of the road approach;
- (j) The crossing angle referred to in article 6.5 of the Grade Crossings Standards;
- (k) The applicable departure time referred to in article 10.3 of the Grade Crossings Standards;
- (l) The activation time referred to in article 18.2 of the Grade Crossings Standards;
- (m) The time referred to in article 19.3(a) of the Grade Crossings Standards; and

(n) An indication of whether the grade crossing includes a sidewalk, path or trail, and if so, whether the sidewalk, path or trail has been designated for persons using assistive devices.

Please report any addition or omission to the list of public grade crossings which are listed in the table included in Appendix A.

For your reference, Transport Canada has developed standard forms and a guide to assist road authorities in sharing the requested information; both are available for download on Transport Canada website.

Ref:

Transport Canada Website: <http://www.tc.gc.ca>

Transport Canada - Road authority crossing information sharing form (31-0032E)

Transport Canada - Determining Minimum Sightlines at Grade Crossings: A Guide for Road Authorities and Railway Companies

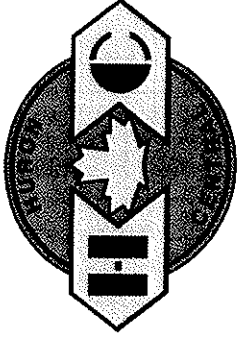
Thank you for your cooperation and best regards.



Andre Lapalme, P. Eng.  
VP Engineering,  
[andre.lapalme@gwrr.com](mailto:andre.lapalme@gwrr.com)

CC:

Transport Canada Rail Safety Directorate  
Mailstop: ASR  
427 Laurier Street West,  
Ottawa, Ontario, K1A 0N5



Genesee & Wyoming Company

Appendix A: Railway information sharing

Milepost	Subdivision	Street	Lat.	Long.	# Tracks crossing the Rd.	AADRM*	Railway Speed (MPH)	Warning Syst.	Stop sign	Whistle restriction
147.71	Webbwood	Fisher Rd.	46.338375	-83.85325	1	2	25	FLB	No	No
149.14	Webbwood	Gordon Lake Rd.	46.341812	-83.882437	1	2	25	FLB	No	No
151.1	Webbwood	Lake Huron Ave.	46.345442	-83.922881	1	2	25	FLB	No	No
151.64	Webbwood	Main St.	46.342728	-83.932949	1	2	25	FLB	No	No
152.66	Webbwood	Government Rd.	46.353799	-83.945561	1	2	25	FLB	No	No
154.77	Webbwood	Puddingstone Rd.	46.382403	-83.961377	1	2	25	FLB	No	No

SRCS = Standard Railway Crossing Sign

SRCS & S = Standard Railway Crossing Sign and Stop Sign

\*Average Annual Daily Railway Movement

FLB = Flashing Lights and a Bell

FLB & G = Flashing Lights, a Bell and Gates

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08/17/16



since 1880

**Bruce Mines Agricultural Society**  
**BOX 247**  
**Bruce Mines Ontario**  
**P0R 1C0**



since 1880

July 8, 2016

*Township of Johnson*  
*Desbarats, Ontario*

Dear *Mayor & Council*

Our Board of Directors has been planning once again to stage the Bruce Mines Fair and Exhibition on September 9, 10, 11, 2016. We have many activities planned to bring people to appreciate the many aspects of rural living.

This year we are dealing with challenging circumstances with our venue.

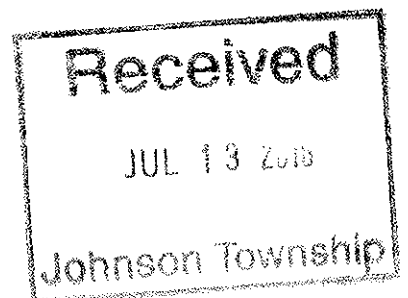
The purpose of this letter is to ask once again if your organization could consider a financial contribution to stage this annual event.

Our mandate is to provide a time and place for families to enjoy activities and possibly learn something new about agriculture as it is an important part of our heritage.

Any assistance would be greatly appreciated.

Yours truly,

Arliss Klazinga  
Secretary Treasurer



**TOWNSHIP OF JOHNSON**

Overtime Policy

August 2016

1. Overtime is defined at over 8 hours in a single day or greater than 40 hours in one seven day week. Overtime is paid at a rate of 1.5 times the employee's wage rate.
2. Overtime by staff will only be considered as overtime when the employee works at least fifteen minutes or more.
3. Overtime can only be claimed by the:
  - Office Staff – with prior approval of the overtime from the Clerk or her designate.
  - Arena Staff – where schedule work is booked.
    - With prior approval of the Council for unusual repairs or maintenance.
  - Roads Staff:
    - a) With prior approval of the overtime from Council (when completing a project)
    - b) Weather related overtime at the discretion of the Road Superintendent.
    - c) Daily work schedule where required – approved by Road Superintendent or designate.
4. Lieu Bank For Overtime:  
The employees and the Township have agreed in writing that employees may bank their overtime. If an employee has agreed to bank overtime hours, he or she will be given 1 ½ hours of paid time off work for each hour of overtime worked, if time permits. Paid time off must be taken within three months of the week in which the overtime was earned or, if the employee agrees in writing, it can be taken within 12 months. This is with approval of Department Head or Council, taking in consideration to ensure that the department is staffed appropriately with minimum staff.
5. Not more than 2 weeks of overtime can be taken at any one time. Exceptions may be approved at the discretion of Council. Special circumstances may arise where the Employee may draw from his/her accumulated overtime hours as approved by Council i.e. sickness.
6. Any accumulated overtime will be paid as per the following schedule:
  - June 30, - pay out 75% of accumulated overtime, balance carried forward.
  - Year End – pay out 100%, overtime can not be carried over to next year.
7. Overtime records will be provided to the Personnel Committee in a quarterly report, for recommendations to be made to Council.
8. Exceptional Circumstances:  
There may be exceptional circumstances at times, such as when a water main breaks, where an employee may be required to work more than the daily or weekly limits on hours of work, or to work during a required rest period including weekly or biweekly rest periods. In such a situation, the employee may be required or allowed to work more than the daily limit only if he/she has agreed in writing. The employer will provide the employee with the handout entitled "Information for Employees": About Hours of Work and Overtime Pay, prior to the agreement. The employee will be required to sign the agreement which contains an acknowledgement that the information sheet was provided. Even if these conditions are met, generally an employee still must have 11 consecutive hours free from work in each day (24 hour period).

Approved this 17<sup>th</sup>. day of August, 2016, by Resolution \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**CORPORATION OF THE TOWNSHIP OF JOHNSON**

## BY-LAW NO. 2016 - 827

BEING a By-Law to confirm proceedings of the meeting of Council, August 17, 2016.

WHEREAS pursuant to Section 5 (3) of the Municipal Act, R.S.O. 2001, as amended requires a municipal council to exercise its power by bylaw except where otherwise provided;

AND WHEREAS in many cases, action which is taken or authorized to be taken by a Council or a Committee of Council does not lend itself to an individual bylaw;

THE Council of the Corporation of the Township of Johnson hereby enacts as follows:

1. That the action of the Council at its meeting August 17, 2016 in respect to each motion, resolution and other action passed and taken by the Council at its said meeting, is, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.
2. That the Mayor and the proper officers of the Township of Johnson are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and to execute all documents as may be necessary and directed to affix the Corporate Seal to all such documents as required.

READ and passed in open Council this 17th. day of August, 2016.

Seal

\_\_\_\_\_  
Ted Hicks, MAYOR

\_\_\_\_\_  
Ruth Kelso, CLERK

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08/17/16



## HEALTH AND SAFETY POLICY STATEMENT

The Municipality of the Township of Johnson is committed to protection against illness, injuries and accidental loss to its workers and property.

In fulfilling this commitment, we will provide and maintain a safe and healthy work environment as indicated by acceptable industry practices and compliance with legislative requirements, and we will strive to eliminate any foreseeable hazards which may result in fires, security losses, damage to property, and personal injuries/illnesses.

Accidental loss can be controlled through good management in combination with active worker involvement and accountability. Loss prevention is the direct responsibility of all staff.

All staff will comply with the Municipality of the Township of Johnson loss prevention requirements as they apply to the design, operation, and maintenance of facilities and equipment. All employees will perform their jobs in accordance with established procedures and operating philosophy.

I trust that all of you will join us in a personal commitment of leadership loss prevention as a way of life.

\_\_\_\_\_  
**Ted Hicks - Mayor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Ruth Kelso - Clerk**

\_\_\_\_\_  
**Date**

<b>POLICY- HS # 1</b>	<b>Date Adopted:</b> _____	<b>Resolution #</b> _____
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