



**THE CORPORATION OF THE TOWNSHIP OF HORTON  
COUNCIL MEETING – SEPTEMBER 7<sup>TH</sup>, 2021 – 4:00 P.M.**

*NOTE: This meeting will be sparsely attended, due to social distancing protocols that have been recommended by the federal and provincial governments. 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. LAND ACKNOWLEDGEMENT**

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

**3. DECLARATION OF PECUNIARY INTEREST**

**4. CONFIRMATION OF COUNCIL AGENDA**

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

**PG.3**

4.1 4:00 p.m. – Zoning By-law Amendment – Michael Welsh

4.2 4:15 p.m. – Zoning By-law Amendment – William Karson

**6. MINUTES FROM PREVIOUS MEETINGS**

5.1 July 27, 2021 – Regular Council

**PG.4**

**7. BUSINESS ARISING FROM MINUTES**

**8. COMMITTEE REPORTS:**

**7.1 PLANNING COMMITTEE**

▪ **CHAIR CLEROUX**

7.1.1 Delegation – Brian Whitehead, Jp2g Consultants -  
Proposed Subdivision Revised Concept Plan – 1020  
Whitton Road

**PG.9**

7.1.2 Delegation – Brian Whitehead, Jp2g Consultants -  
Unopened Road Allowance – Catherine Lake Lane

**PG.13**

7.1.3 Consent B54/21 – 629995 Ontario Inc – Eric Draper

**PG.15**

7.1.4 July & August 2021 Building Reports

**PG.22**

7.1.5 Staff Report – Site Plan Agreement Amendment –  
1675893 Ontario Inc.

**PG.24**

7.1.6 Staff Report – Site Plan Agreement Amendment –  
1293043 Ontario Inc.

**PG.29**

**7.2 TRANSPORTATION AND ENVIRONMENTAL SERVICES COMMITTEE**

▪ **CHAIR WEBSTER**

7.2.1 Chair’s Report – September 1<sup>st</sup>, 2021

**PG.33**

7.2.2 Staff Report – Award PW 2021-11 Municipal Office  
HVAC Removal and Installation

**PG.35**

**RETURN TO AGENDA**

7.2.3 Staff Report – Award RFP Admin 2021-01 Asset Management Plan

**PG.39**

**7.3 RECREATION COMMITTEE**  
 ▪ **CHAIR HUMPHRIES**

7.3.1 Chair's Report – July 17<sup>th</sup>, 2021

**PG.43**

**7.3 COMMUNITY COMMITTEES / COUNTY COUNCIL**

7.3.1 Renfrew & Area Seniors Home Support

D. Humphries

7.3.2 Community Safety & Wellbeing Plan Committee

G. Campbell

7.3.3 Health Services Village

D. Bennett

7.3.4 Chamber of Commerce

D. Humphries

7.3.5 County Council

D. Bennett **PG.45**

**9. CORRESPONDENCE SUMMARY**

**8.1 INFORMATION CORRESPONDENCE**

8.1.1 CAO/Clerk Information Memo

**PG.49**

**8.2 ACTION CORRESPONDENCE**

8.2.1 Resolution in Support – National Day for Truth and Reconciliation

**PG.50**

**10. BY-LAWS**

9.1 2021-38 Zoning By-law Amendment – Welsh

**PG.52**

9.2 2021-39 Zoning By-law Amendment – Karson

**PG.54**

9.3 2021-40 Executive Assistant Appointment - Dubeau

**PG.56**

9.4 2021-41 Site Plan Agreement – 1675893 Ontario Inc. (Dillabough)

**PG.57**

9.5 2021-42 Site Plan Agreement – 1293043 Ontario Inc. (Renfrew Self Storage)

**PG.62**

**11. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING**

**12. COUNCIL/STAFF MEMBERS CONCERNS**

**13. MOTION FOR RECONSIDERATION (debate on motion to reconsider only)**

**14. RESOLUTIONS**

**15. IN CAMERA (Closed) SESSION (as required)**

15.1 Pursuant to Section 239(2) (b) and (e) of the Municipal Act,

(b) Personal matters about and identifiable individual, including municipal or local board employees – Employment

(e) Litigation or potential litigation – Farrell's Landing

**16. CONFIRMING BY-LAW 2021-43**

**PG.67**

**17. ADJOURNMENT**

**RETURN TO AGENDA**

# THE CORPORATION OF THE TOWNSHIP OF HORTON

## PUBLIC MEETING

### Zoning Amendment Michael Welsh & William Karson

September 7, 2021  
4:00 & 4:15 p.m.

1. **Call to Order & Roll Call**
2. **Declaration of Pecuniary Interest**
3. **Zoning By-law Amendment – Michael Welsh**
  - 3.1 CAO/Clerk – Purpose of Amendment
  - 3.2 CAO/Clerk’s Report on Notice
    - i) Reading of Written Comments
    - ii) Public Participation
      - a) Questions from Public
      - b) Comments in Support
      - c) Comments in Opposition
  - 3.3 Information on who is entitled to appeal Council’s decision to the Local Appeal Tribunal under Sections 34(11) and (19) of O.Reg 545/06
4. **Zoning By-law Amendment – William Karson**
  - 4.1 Mayor - Purpose of Amendment
  - 4.2 CAO/Clerk’s Report on Notice
    - i) Reading of Written Comments
    - ii) Public Participation
      - a) Questions from Public
      - b) Comments in Support
      - c) Comments in Opposition
  - 4.3 Information on who is entitled to appeal Council’s decision to the Local Appeal Tribunal under Sections 34(11) and (19) of O.Reg 545/06
5. **Council Members Comments/Questions**
6. **Adjournment**

**RETURN TO AGENDA**

**THE CORPORATION OF THE TOWNSHIP OF HORTON**

REGULAR COUNCIL MEETING  
JULY 27<sup>TH</sup>, 2021

There was a Regular Meeting of Council held via Zoom on Tuesday July 27, 2021. Present were Mayor David Bennett, Deputy Mayor Glen Campbell, Councillor Doug Humphries, Councillor Lane Cleroux, and Councillor Tom Webster. Staff present was Hope Dillabough, CAO/Clerk, Nathalie Moore, Treasurer, and Nichole Dubeau, Admin/Planning Assistant – Recording Secretary.

**1. CALL TO ORDER**

Mayor Bennett called the meeting to order at 4:02 p.m. He performed roll call for council members.

	Present	Absent
Mayor Bennett	X	
Deputy Mayor Campbell	X	
Councillor Cleroux	X	
Councillor Humphries	X	
Councillor Webster	X	

**2. DECLARATION OF PECUNIARY INTEREST**

There was no declaration of pecuniary interest.

**3. CONFIRMATION OF COUNCIL AGENDA**

Moved by Councillor Webster

**RESOLUTION NO. 2021-182**

Seconded by Deputy Mayor Campbell

**THAT** Council adopt the Agenda for the July 27<sup>th</sup>, 2021 Regular Council Meeting.  
**Carried**

**4. DELEGATIONS &/or PUBLIC MEETINGS**

4.1 Committee of Adjustment – A04-21 – Johanna Bakker – 4:00 p.m.

**5. MINUTES**

5.1 June 29<sup>th</sup>, 2021 – Special Council

5.2 July 6<sup>th</sup>, 2021 – Regular Council

Moved by Councillor Cleroux

**RESOLUTION NO. 2021-183**

Seconded by Councillor Webster

**THAT** Council approve the following Minutes:

- June 29<sup>th</sup>, 2021 – Special Council
- July 6<sup>th</sup>, 2021 – Regular Council

**Carried**

**6. BUSINESS ARISING FROM MINUTES**

There was no business arising from the minutes.

**7. COMMITTEE REPORTS:**

**7.1 GENERAL GOVERNMENT COMMITTEE**

Public Advisory Members Susan Humphries and Spencer Hopping were present.

7.1.1 Financial Departmental Report & Statement

Treasurer Nathalie Moore reviewed the report. She highlighted that the Final Tax Bills have been processed and mailed out, and that due to

**RETURN TO AGENDA**

COVID-19, staff are taking courses instead of attending conferences this year.

#### 7.1.2 2020 Financial Statements

Council Members briefly reviewed. Public Advisory Member Susan Humphries questioned if there were any recommendations from the Management Letter that the Township should be changing or addressing. CAO/Clerk Hope Dillabough stated that once the report is adopted and passed by Council she will meet with staff to address the comments.

#### 7.1.3 Staff Report – Land Acknowledgement

CAO/Clerk Hope Dillabough briefly reviewed the report. She added that she has received a quote of \$80 per person for training.

#### 7.1.4 Staff Report – Job Evaluation and Pay Equity Project

CAO/Clerk Hope Dillabough briefly reviewed the report.

### **7.2 TRANSPORTATION & ENVIRONMENTAL SERVICES COMMITTEE**

#### 7.2.1 Chair's Report – July 7, 2021

Chair Webster reviewed the report.

### **7.3 PROTECTIVE SERVICES COMMITTEE**

#### 7.3.1 Chair's Report – July 15, 2021

Chair Cleroux reviewed the report. Council members congratulated Mike Fortier on his Deputy Fire Chief appointment.

## **8. CORRESPONDENCE SUMMARY**

### **8.1 INFORMATION CORRESPONDENCE**

#### 8.1.1 CAO/Clerk Information Memo

Discussion went around the table with information previously distributed.

### **8.2 ACTION CORRESPONDENCE**

#### 8.2.1 Support of Suicide and Crisis Hotline

Council members were in agreeance to support the resolution.

## **9. BYLAWS**

9.1 2021-36 Appoint Deputy Fire Chief

## **10. NOTICE TO FILE MOTION FOR NEXT COUNCIL – NONE**

## **11. COUNCIL/STAFF MEMBERS CONCERNS – NONE**

## **12. MOTION FOR RECONSIDERATION – NONE**

## **13. RESOLUTIONS**

Moved by Councillor Humphries

**RESOLUTION NO. 2021-184**

Seconded by Deputy Mayor Campbell

**THAT** Council accept the Financial Departmental Report & Statement as information.

**Carried**

Moved by Councillor Humphries

**RESOLUTION NO. 2021-185**

Seconded by Councillor Cleroux

**THAT** Council accept the 2020 Financial Statements prepared by MacKillican & Associates.

**Carried**

**RETURN TO AGENDA**

Moved by Councillor Webster**RESOLUTION NO. 2021-186**Seconded by Councillor Humphries**THAT** Council of the Township of Horton approve that a Land Acknowledgement be read at Council Meetings beginning in September 2021 immediately following the 'Call to Order'.**AND THAT** it be added to the Township's website.**Carried**Moved by Councillor Humphries**RESOLUTION NO. 2021-187**Seconded by Deputy Mayor Campbell**THAT** Council of the Township of Horton approve staff's recommendation to single-source and award of the Job Evaluation and Pay Equity Project to Cornerstone Management Solutions Limited at an upset cost of \$11,470 plus HST.**AND THAT** this be funded from the Modernization Reserves.**Carried**Moved by Councillor Webster**RESOLUTION NO. 2021-188**Seconded by Councillor Humphries**THAT** Council accept the TES Committee Chair's Report as information.**Carried**Moved by Deputy Mayor Campbell**RESOLUTION NO. 2021-189**Seconded by Councillor Humphries**THAT** upon recommendation from the TES Committee, Council contribute 50% of the cost toward the rehabilitation of Golf Course Road with the Township of Admaston/Bromley and allocate \$53,371 in the 2022 Capital Budget from the Roads Infrastructure Reserves;**AND THAT** any remaining funds available left from the \$80,000 upset amount set aside for the shared rehabilitation of McBride Road be allocated toward a down payment for the Township of Horton's portion of the rehabilitation of Golf Course Road;**AND FURTHER THAT** both the Township of Horton and the Township of Admaston/Bromley will work together to develop a Boundary Road Agreement that clarifies both municipality's roles, boundaries and funding contributions.**Carried**Moved by Councillor Humphries**RESOLUTION NO. 2021-190**Seconded by Councillor Webster**THAT** upon recommendation from the TES Committee, Council reject the sole bid submission from '11475579' for PW 2021-10 Concrete Fuel Containment Pad in the amount of \$33,722.14.**Carried**Moved by Councillor Humphries**RESOLUTION NO. 2021-191**Seconded by Councillor Cleroux**THAT** Council accept the Protective Services Committee Chair's Report as information.**Carried**Moved by Councillor Webster**RESOLUTION NO. 2021-192**Seconded by Councillor Cleroux**THAT** Council accept the CAO/Clerk's Information Memo for July 27<sup>th</sup>, 2021.**Carried****RETURN TO AGENDA**

Moved by Councillor Humphries  
Seconded by Deputy Mayor Campbell

**RESOLUTION NO. 2021-193**

**THAT** the Township Horton Council hereby supports The Town of Caledon in endorsing the Federal governments initiative to adopt 988, a National three-digit suicide and crisis hotline;

**AND FURTHER THAT** Staff forward a copy of this resolution to Honourable Patty Hajdu, Federal Minister of Health, the Canadian Radio-television and Telecommunications (CRTC) and all municipalities in Ontario.

**Carried**

Moved by Councillor Cleroux  
Seconded by Deputy Mayor Campbell

**RESOLUTION NO. 2021-194**

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

- 2021-36 Appoint Deputy Fire Chief

**Carried****14. IN CAMERA (Closed) SESSION**

Moved by Councillor Webster  
Seconded by Councillor Cleroux

**RESOLUTION NO. 2021-195**

**THAT** Council went into a Closed Session Meeting at 4:55 p.m. to discuss the following items pursuant to Section 239(2) (b) and (e) of the Municipal Act;

- (b) Personal matters about and identifiable individual, including municipal or local board employees – Executive Assistant Designation
- (e) Litigation or potential litigation – Farrell's Landing

**Carried**

Moved by Councillor Humphries  
Seconded by Councillor Cleroux

**RESOLUTION NO. 2021-196**

**THAT** Council came out of Closed (In-Camera) Session at 5:32 p.m. and discussed items pertaining to:

- Personal matters about an identifiable individual, including municipal or local board employees – Executive Assistant Designation
- Litigation or potential litigation – Farrell's Landing

**Carried**

Moved by Councillor Webster  
Seconded by Councillor Humphries

**RESOLUTION NO. 2021-197**

**THAT** Council accepts the CAO/Clerk's recommendation to reclassify Nichole Dubeau from the Admin/Planning Assistant Position to the Executive Assistant Position at Level 3 Step B effective August 1<sup>st</sup>, 2021.

**Carried****15. CONFIRMING BYLAW**

Moved by Deputy Mayor Campbell  
Seconded by Councillor Webster

**RESOLUTION NO. 2021-198**

**THAT** Council enact By-law 2020-37 – Confirming By-Law.

**Carried****16. ADJOURNMENT**

Mayor Bennett declared the meeting adjourned at 5:35 p.m.

**RETURN TO AGENDA**

---

MAYOR David M. Bennett

---

CAO/CLERK Hope Dillabough

**RETURN TO AGENDA**



September 2, 2021

Horton Township  
2253 Johnston Road,  
Renfrew, ON  
K7V 3Z8

Attention: Hope Dillabough, CAO/Clerk

Dear Ms. Dillabough

**Re: Delegation Request to Attend Regular Council,  
Proposed Subdivision Revised Concept Plan, 1020 Whitton Road,**

Please accept this letter as a request to attend the September 7, 2021 meeting of Council as a delegation to present the enclosed Revised Concept Plan for a plan of subdivision on the Derek McGrimmon property located at 1020 Whitton Road. We have also prepared the following comments for Council's consideration.

### **Property Information and Background**

The subject lands are located at 1020 Whitton Road in the Township of Horton, in the County of Renfrew. The subject lands are currently occupied by a farmhouse and several (non-operational) farm structures. The lands consist primarily of vacant fields, along with a small, forested area to the south of the property, and are approximately 36.4 hectares (90 ac) in size. The lands are currently designated Rural on the County of Renfrew Official Plan and are zoned Rural (RU) on the Township of Horton Zoning By-law Schedule 'A' (2010-14).

A previous delegation to Council on a concept plan for the Proposed Subdivision was presented to Council on December 15, 2020, which showed a concept plan serviced by private services (wells and septic systems). A copy of this initial concept plan is also enclosed. The attached revised Concept Plan now proposed a subdivision served by municipal services from the Town of Renfrew.

### **Subdivision Concept Plan**

The attached concept plan proposed two phases of development which would include a total of two hundred (200) single detached residential lots; forty-eight (48) semi-detached residential units (24 lots); fifty-three (53) 5-unit townhouse blocks (for a total of 265 townhouse units) two (2) parkland blocks (Block 154-155), one (1) stormwater management block (Block 128), and two future commercial blocks along Whitton Road (Blocks 129 and 156).

Blocks 128, 154 and 155 are areas reserved for stormwater management (Block 128) as well as green space/parkland (Blocks 154 and 155). No development other than parkland and stormwater management works are proposed for Blocks 154 and 155 and 128, respectively. Blocks 129 and 156 are proposed for future Commercial uses along Whitton Road. These lots are located within a 150m aggregate setback from the Jamieson Pit, as required by Section 3.27(a)(iii) of the Township of Horton Zoning By-law. Commercial use are considered to be compatible with the existing land use pattern along Whitton Road.

A 3.0 metre high berm is proposed along the 150m setback from the existing Extractive Industrial (EM) Zone on the Jamieson Pit property. The purpose of this berm is to mitigate the potential adverse impacts between the proposed residential uses and pit operations on the Jamieson Pit property as well as future rural commercial land uses along Whitton Road. The concept plan also shows an extension of Jamieson Lane (Street 'A') to Whitton Road, and five (5) new roads to be constructed for lot access (Streets 'B' through 'F'). The Jamieson Lane extension would connect Gillan Road with Whitton Road.

### **Reason for Delegation Request**

The purpose of this delegation request is to present the revised McGrimmon Concept Plan to Council prior to undertaking more detailed pre-consultations and detailed studies that would be required to support an application of draft plan of subdivision approval. The enclosed revised concept plan is being presented to Council for information purposes, and there are no expectations for Council's approval or endorsement of the development proposal at this time. However, we would look forward to receiving any comments or feedback Council members may have at this early stage of the development review process.

### **Conclusion**

We would look forward to an opportunity to present this submission as a delegation to Council at their meeting on September 7, 2021. Please do not hesitate to contact our office if you have any questions regarding this delegation request.

Sincerely,

**Jp2g Consultants Inc.**  
**Engineers • Planners • Project Managers**



Brian Whitehead, MA, MCIP, RPP  
Principal | Planning Services



Paul Lavoie  
Planning Technician | GIS Specialist

cc. Derek McGrimmon





THE POSITION OF POLE LINES, CONDUITS, WATERMANS, 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.

DESIGN PROFESSIONAL'S SEAL OR SIGNATURE IS EFFECTIVE ONLY AS TO THAT VERSION OF THIS DOCUMENT AS ORIGINALLY PUBLISHED BY DESIGN PROFESSIONAL. DESIGN PROFESSIONAL IS NOT RESPONSIBLE FOR ANY SUBSEQUENT MODIFICATION, CORRECTION, OR UNAUTHORIZED USE OF SUCH DOCUMENT. TO VERIFY THE VALIDITY OR APPLICABILITY OF THE SEAL OR SIGNATURE, CONTACT DESIGN PROFESSIONAL.

**ADDITIONAL INFORMATION**

UNDER SECTION 51 (17) OF THE PLANNING ACT R.S.O., 1990 CHAPTER P.13.

- a) AS SHOWN ON DRAFT PLAN.
- b) AS SHOWN ON DRAFT. NO ABUTTING HIGHWAYS.
- c) AS SHOWN ON DRAFT AND KEY PLANS.
- d) LOTS 1 TO 40 - RURAL RESIDENTIAL LOTS
  - BLOCK 1 - STORMWATER MANAGEMENT AND PARK LAND
  - BLOCK 2 - FUTURE RURAL COMMERCIAL LOTS
  - BLOCK 3 - FUTURE RURAL COMMERCIAL LOTS
- e) TO THE NORTH - VACANT LAND.
  - TO THE EAST - WHITTON ROAD AND THE KLUKE PIT
  - TO THE SOUTH - VACANT LAND
  - TO THE WEST - VACANT LAND AND RESIDENTIAL
- f) AS SHOWN ON DRAFT PLAN.
- g) AS SHOWN ON DRAFT PLAN.
- h) INDIVIDUAL PRIVATE WELLS.
- i) AS SHOWN ON DRAFT PLAN
- j) AS SHOWN ON DRAFT PLAN.
- k) ROADS.
- l) AS SHOWN ON DRAFT PLAN.

No.	YYYY-MM-DD	DSGNDRPT	REVISION COMMENTS

**MCGRIMMON SUBDIVISION**  
**HORTON TOWNSHIP, COUNTY OF RENFREW, ONTARIO**  
**CONCEPT PLAN**

**Jp2g Consultants Inc.**  
 ENGINEERS · PLANNERS · PROJECT MANAGERS

12 INTERNATIONAL DRIVE, PEMBRIDGE, ON  
 Phone: (513)258-2557, Fax: (513)254-4513  
 1150 MORRISON DRIVE, SUITE 410, OTTAWA, ON  
 Phone: (613)828-7800, Fax: (613)828-2600

DESIGNED: PL	PROJECT No.: 20-7034A
DRAFTED: PL	REVISION DATE:
CHECKED: BW	APPROVED: ...
SCALE: 1:2000	REVISION No.: .

**PP-1**

20\_7034\_MCGRIMMON\_SUBDIVISION\_CONCEPT\_REVISION\_2.DWG



**Jp2g Consultants Inc.**

**ENGINEERS • PLANNERS • PROJECT MANAGERS**

12 International Drive, Pembroke, ON, K8A 6W5  
T 613-735-2507, F 613-735-4513, www.jp2g.com

September 2, 2021

Horton Township  
2253 Johnston Road,  
Renfrew, ON  
K7V 3Z8

Attention: Hope Dillabough, CAO/Clerk

Dear Ms. Dillabough

**Re: Delegation Request to Attend Regular Council,  
Unopened Road Allowance, Catharine Lake Lane**

Please accept this letter and the attached sketch as a request to attend the September 7, 2021 meeting of Council as a delegation to seek Council's support for an encroachment agreement into an unopened road allowance between Lots 25 and 26, Concession 5, Geographic Township of Horton, benefitting lands within part lot 25, concession 5 owned by Lydia and Bernard Pleau. We have also prepared the following comments for Council's consideration.

#### **Property Information**

The subject lands are located along Catharine Lake in the Township of Horton, in the County of Renfrew. The subject lands are primarily untouched woodlands and wetlands, with an existing cottage in the southwestern corner of the property, near Catharine Lake Lane. The property is approximately 53 hectares (130 ac) in size.

#### **Reason for Delegation Request**

The purpose of this delegation request is to seek the support of Council for an encroachment agreement into the unopened road allowance between Lots 25 and 26, Concession 5. Mr. and Mrs. Pleau would like to sever the existing cottage from the property however, it appears that the existing cottage may be partially or completely located within the unopened road allowance. Through discussions with the County Planners, it has been determined that an encroachment agreement over the unopened road allowance could be implemented as a condition of consent approval.

#### **Conclusion**

We would look forward to an opportunity to present this submission as a delegation to Council at their meeting on September 7, 2021. Please do not hesitate to contact our office if you have any questions regarding this delegation request.

Sincerely,

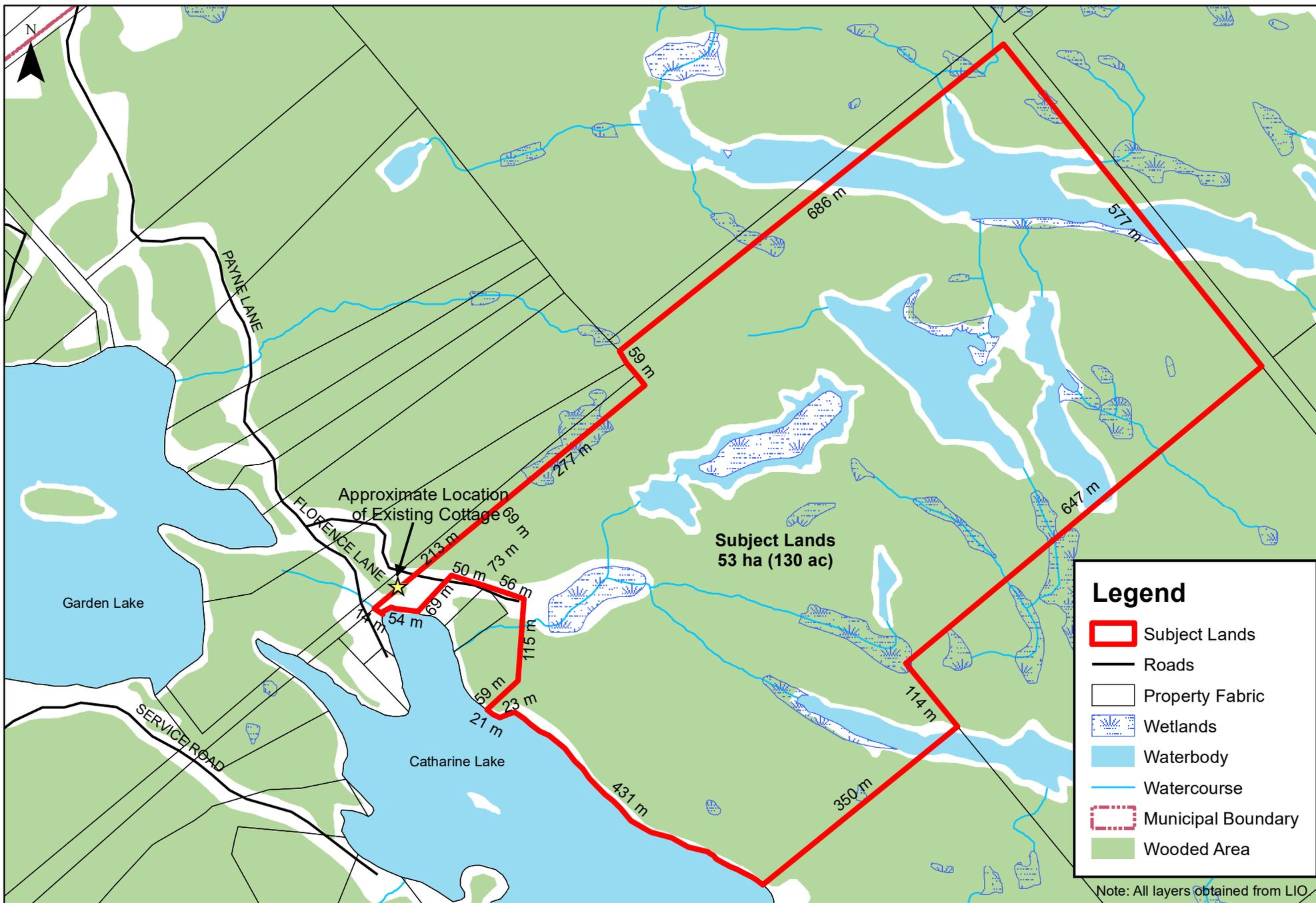
**Jp2g Consultants Inc.**

**Engineers • Planners • Project Managers**

Brian Whitehead, MA, MCIP, RPP  
Principal | Planning Services

Kathryn Curry  
Junior Planner

cc. Lydia and Bernie Pleau



0 100 200 400 Meters

1:7,000

RETURN TO AGENDA

Project No. 21-7085A  
Prepared by: Jp2g Consultants Inc.  
Date: August 2021

Note: All layers obtained from LIO





**NOTICE OF AN APPLICATION FOR CONSENT**  
**(Land Severance)**  
**Section 53(5)(a) of the Planning Act and O. Reg. 197/96**

**TAKE NOTICE** that the County of Renfrew has received an application for consent under Section 53(1) of the Planning Act for the following lands:

Application Number:	<b>B54/21</b>
Location of Subject Lands:	<b>Part Lot 4, Concession 8</b>
Municipality:	<b>Township of Horton</b>
Name of Applicant:	<b>629995 Ontario Inc. – Eric Draper</b>

**PURPOSE AND EFFECT of B52/21:**

The purpose and effect of the application is to sever a 0.5 ha. (1.24 acre) parcel of land to be legally tied to a 0.81 ha. (2.02 ac.) residential lot across the road known municipally as 2467 Thomson Road, owned by Jacques Benoit & Hope Dillabough, to provide pedestrian access to the water. A key map showing the approximate location of the proposed consent is on the reverse of this notice.

**OTHER RELATED INFORMATION:**

Pursuant to the Planning Act, this Notice of Application for Consent shall be given to every landowner within 60 metres of the subject land and to prescribed persons and public bodies.

**TO MAKE SUBMISSIONS:**

If you wish to make a written submission, please ensure that your letter/email contains your name, address, telephone number/email address and planning concerns/objections, and that it is addressed to the Secretary-Treasurer of the Land Division Committee of the County of Renfrew, 9 International Drive, Pembroke, Ontario K8A 6W5.

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

*If a person or public body that files an appeal of a decision of the Land Division Committee of the County of Renfrew in respect of the proposed consent does not make written submissions to the Land Division Committee of the County of Renfrew before it gives or refuses to give a provisional consent, the Local Planning Appeal Tribunal (LPAT) may dismiss the appeal.*

**NOTICE OF DECISION:**

If you wish to be notified of the decision of the Land Division Committee of the County of Renfrew in respect of the proposed consent, you must make a written request to the Secretary-Treasurer of the Land Division Committee of the County of Renfrew. Such request should contain your name, address, telephone number/email address.

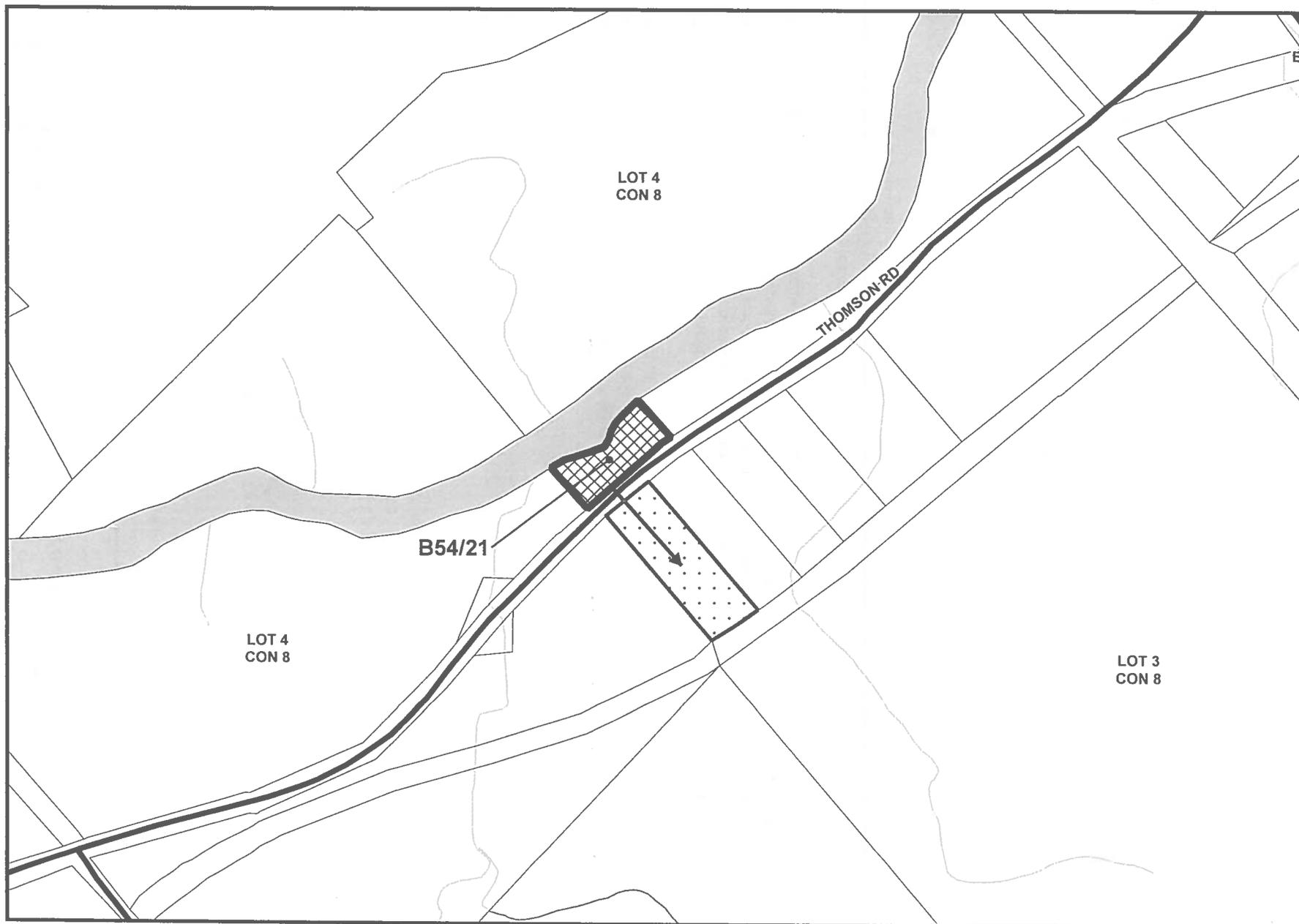
Please refer to the application number in all correspondence and communications.

**ADDITIONAL INFORMATION:**

Additional information concerning this consent application is available for public inspection during office hours at the offices of the Development and Property Department of the County of Renfrew, 9 International Drive, Pembroke, Ontario or you may contact the Secretary-Treasurer of Land Division by telephone at (613) 735-3204 or toll-free 1-800-273-0183. Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m.

Dated at the County of Renfrew this 7<sup>th</sup> day of June, 2020.

**RETURN TO AGENDA**



1 centimeter = 50 meters

**KEY MAP**

Township of HORTON

**RETURN TO AGENDA**



**Development & Property  
Department  
CONSENT PLANNING REPORT  
TO THE COUNCIL OF THE  
TOWNSHIP OF HORTON**

**PART A - BACKGROUND**

1. FILE NO.: **B54/21**
2. APPLICANT: 629995 Ontario Inc – Draper Construction
3. MUNICIPALITY: Township of Horton
4. LOT: Part Lot 4 CON.: 8 STREET: Thomson Road
5. PURPOSE: Lot addition to lands owned by Jacques Benoit and Hope Dillabough at 2467 Thomson Road.
6. OFFICIAL PLAN OF THE COUNTY OF RENFREW  
Official Plan Designation(s):
 

<u>Severed</u>	<u>Retained</u>	<u>Lot Being Added To</u>
Rural	Rural Environmental Protection	Rural
7. ZONING BY-LAW OF THE TWP OF HORTON  
(#2012-14) Zone (s):
 

Environmental Protection (EP)	Rural (RU) Environmental Protection (EP)	Rural (RU)
-------------------------------	--	------------
8. SITE PERFORMANCE STANDARDS:
 

	<u>Proposed Lot Area</u>	<u>Zoning By-law Requirement</u>	<u>Proposed Lot Frontage</u>	<u>Zoning By-law Requirement</u>
Severed	5018 m <sup>2</sup>	<b>4050 m<sup>2</sup></b>	104 m	<b>40 m</b>
Total, if Lot Addition	1.32 ha	<b>4050 m<sup>2</sup></b>	52.03 m 104 m	<b>40 m</b>
Retained	2.8 ha	<b>4050 m<sup>2</sup></b>	416 m	<b>40 m</b>
9. SEVERANCE HISTORY  
Number of new lots from original holding (1971) 1 Previous severance: B3/20 in progress
10. BUILT-UP AREA Yes  No

RETURN TO AGENDA

**PART B – COMMENTS**

**1. CONFORMITY WITH OFFICIAL PLAN**

- (a) The proposal conforms with the Official Plan, based on the information available to this Department.
- (b) The proposal will conform with the Official Plan if/when, (Sec. Nos. )
- (c) The proposal does not meet the intent of the Official Plan because,

**2. CONFORMITY WITH ZONING BY-LAW**

- (a) The proposal appears to meet the requirements of the Zoning By-law.
- (b) The severed/retained portion/overall proposal would contravene the By-law because,

**3. PROVINCIAL POLICY STATEMENT and MUNICIPAL PLAN REVIEW DATA**

No Concerns  Concerns

Explanation of Concerns:

No issues

**4. GENERAL PLANNING COMMENTS**

As indicated above, there are no Provincial land use planning issues that may affect the proposal.

The application proposes a lot addition application that will provide pedestrian water access for the property owned by Jacques Benoit and Hope Dillabough located at 2467 Thomson Road. The severed lot is 0.5 hectares in area with 104 metres of road frontage along Thomson Road, and approximately 96 metres of water frontage on the Bonnechere River. The lot addition application will increase the lot area from 0.82 hectares to 1.3 hectares in area.

The severed lands and the lands to be enlarged are separated by Thomson Road, and will not merge together. As a condition of the consent, an agreement between the lot owner and the municipality is required to be registered on title for both properties (the severed lot and the lot to be enlarged). The agreement is to include language to require both parcels are always sold, and kept together in the same ownership.

Zoning By-law

The severed lands are zoned Environmental Protection (EP). No development is permitted in the Environmental Protection (EP) Zone.

Significant Valleylands

The severed lands are impacted by significant valleylands, as identified on Official Plan Schedule B-Map 4-Natural Heritage Features and Sections 2.2(8)(f). This is a natural feature that is required to be protected from negative impacts from development. Since no new development is proposed, the requirement for an EIS can be waived.

Slip Clays

Our information/mapping indicates the subject lands are impacted by steep / unstable slopes (slip clays). Under Section 2.2(9)(b) of the Official Plan a geotechnical study prepared by a qualified geotechnical engineer will be required to show how development can be safely accommodated on site. Since no new development is proposed, the study can be waived.

Favourable comments from the Municipality are required.

**5. RECOMMENDATIONS**

- (a) Planning concerns have NOT been identified in this report. Therefore, consent may be appropriate if supported by Council and the agencies.
- (b) There are some planning concerns which Council should deal with as follows, before deciding whether to support the consent.

- (c) The proposal may be acceptable when the following matters are addressed and resolved:
- An agreement between the lot owners and the municipality is required to be registered on title to ensure the severed and retained parcels are always sold together and kept in the same agreement.
  - Favourable comments from the Township are required.
- (d) Conditions to the giving of consent should be considered for the following:
- Registered Plan of Survey
  - Zoning By-law Amendment:
  - Minor Variance:
  - Private Road Agreement:
  - Development Agreement:
  - Site Plan Control Agreement:
  - Notice on Title:
  - Shoreline Road Allowance Closure / Acquisition:
  - Other: Standard lot addition conditions.  
An agreement registered on title to tie the severed and enlarged lands together.
- (e) There are serious planning concerns, refusal is recommended.
- (f) Other Recommendations:

---

Date: July 21, 2021

Prepared By: Lindsey Bennett-Farquhar, MCIP, RPP  
County Planner

Reviewed By: Bruce Howarth, MCIP, RPP  
Manager of Planning Services

Jan 2017

Township Of HortonJULY 2021 BUILDING REPORT

Month	No. of Permits	2021 Value of Permits	2020 Value of Permits	2019 Value of Permits	Renos/Add Comm/Res	Garages/Storage Bldg Comm/Res	New Res	New Comm	Demos	Total SQ. FT	Stop Work Orders Issued
January	0	\$ -	\$ 310,000	\$0							
February	6	\$ 785,000	\$ -	\$604,000	1	4	1			3,370	0
March	5	\$ 1,340,000	\$ 40,000	\$375,000	1	1	3		1	11,683	0
April	12	\$ 2,291,300	\$ 1,150,000	\$636,000	4	3	5		2	18,513	0
May	9	\$ 1,391,000	\$ 1,176,000	\$820,000	4	3	2		1	15,165	0
June	6	\$ 348,000	\$ 956,000	\$863,000	2	3	1			4,463	0
July	3	\$ 540,000	\$ 938,000	\$890,000	2		1			4,723	0
August			\$ 775,500	\$198,000							
September			\$ 707,000	\$695,000							
October			\$ 724,500	\$740,000							
November			\$ 400,000	\$360,000							
December			\$ 162,000	\$0							
<b>TOTALS</b>	<b>41</b>	<b>\$ 6,695,300</b>	<b>\$ 7,339,000</b>	<b>\$6,181,000</b>	<b>14</b>	<b>14</b>	<b>13</b>	<b>0</b>	<b>4</b>	<b>57,917</b>	<b>0</b>

RETURN TO AGENDA

Township Of HortonAUGUST 2021 BUILDING REPORT

Month	No. of Permits	2021 Value of Permits	2020 Value of Permits	2019 Value of Permits	Renos/Add Comm/Res	Garages/Storage Bldg Comm/Res	New Res	New Comm	Demos	Total SQ. FT	Stop Work Orders Issued
January	0	\$ -	\$ 310,000	\$0							
February	6	\$ 785,000	\$ -	\$604,000	1	4	1			3,370	0
March	5	\$ 1,340,000	\$ 40,000	\$375,000	1	1	3		1	11,683	0
April	12	\$ 2,291,300	\$ 1,150,000	\$636,000	4	3	5		2	18,513	0
May	9	\$ 1,391,000	\$ 1,176,000	\$820,000	4	3	2		1	15,165	0
June	6	\$ 348,000	\$ 956,000	\$863,000	2	3	1			4,463	0
July	3	\$ 540,000	\$ 938,000	\$890,000	2		1			4,723	0
August	6	\$ 1,355,000	\$ 775,500	\$198,000	1	2	3			13,245	0
September			\$ 707,000	\$695,000							
October			\$ 724,500	\$740,000							
November			\$ 400,000	\$360,000							
December			\$ 162,000	\$0							
<b>TOTALS</b>	<b>47</b>	<b>\$ 8,050,300</b>	<b>\$ 7,339,000</b>	<b>\$6,181,000</b>	<b>15</b>	<b>16</b>	<b>16</b>	<b>0</b>	<b>4</b>	<b>71,162</b>	<b>0</b>

RETURN TO AGENDA



# Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  Site Plan Agreement 1675893 Ontario Inc (Ken Dillabough – Pro-Tyre)	<b>Date:</b> September 7 <sup>th</sup> , 2021
	<b>Council/Committee:</b> Planning Committee/Council
	<b>Author:</b> Hope Dillabough, CAO/Clerk
	<b>Department:</b> Planning/Administration

### RECOMMENDATIONS:

THAT Council agree to support entering into a Site Plan Agreement with 1675893 Ontario Inc. (Pro-Tyre) to permit a 40' x 60' Accessory Building for equipment storage.

### BACKGROUND:

Pro-Tyre is a commercial business located in Horton Township on Highway 60. Over the years the business has expanded and purchased the adjacent lot known as 16 Pinnacle Road. The Owner wishes to build a 40' x 60' accessory building for the purpose of equipment storage. There will be no public access to this building. Access to the property is from Pinnacle Road, not Highway 60 as per requirement from the Ministry of Transportation.

A Site Plan Agreement is required and the by-law to authorize execution of the agreement is included on the Agenda under the By-Law section which will be considered by Council later during the meeting.

I have consulted with Mr. Dillabough, as well as Chief Building Official Dennis Fridgen. There are no concerns.

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** New commercial growth benefits the Township.

### ATTACHMENTS:

- Appendix 1 – Site Plan – ‘to-scale’
- Appendix 2 – GIS Mapping – 16 Pinnacle Road

**Author:**   
signature

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

**Treasurer:** \_\_\_\_\_  
signature

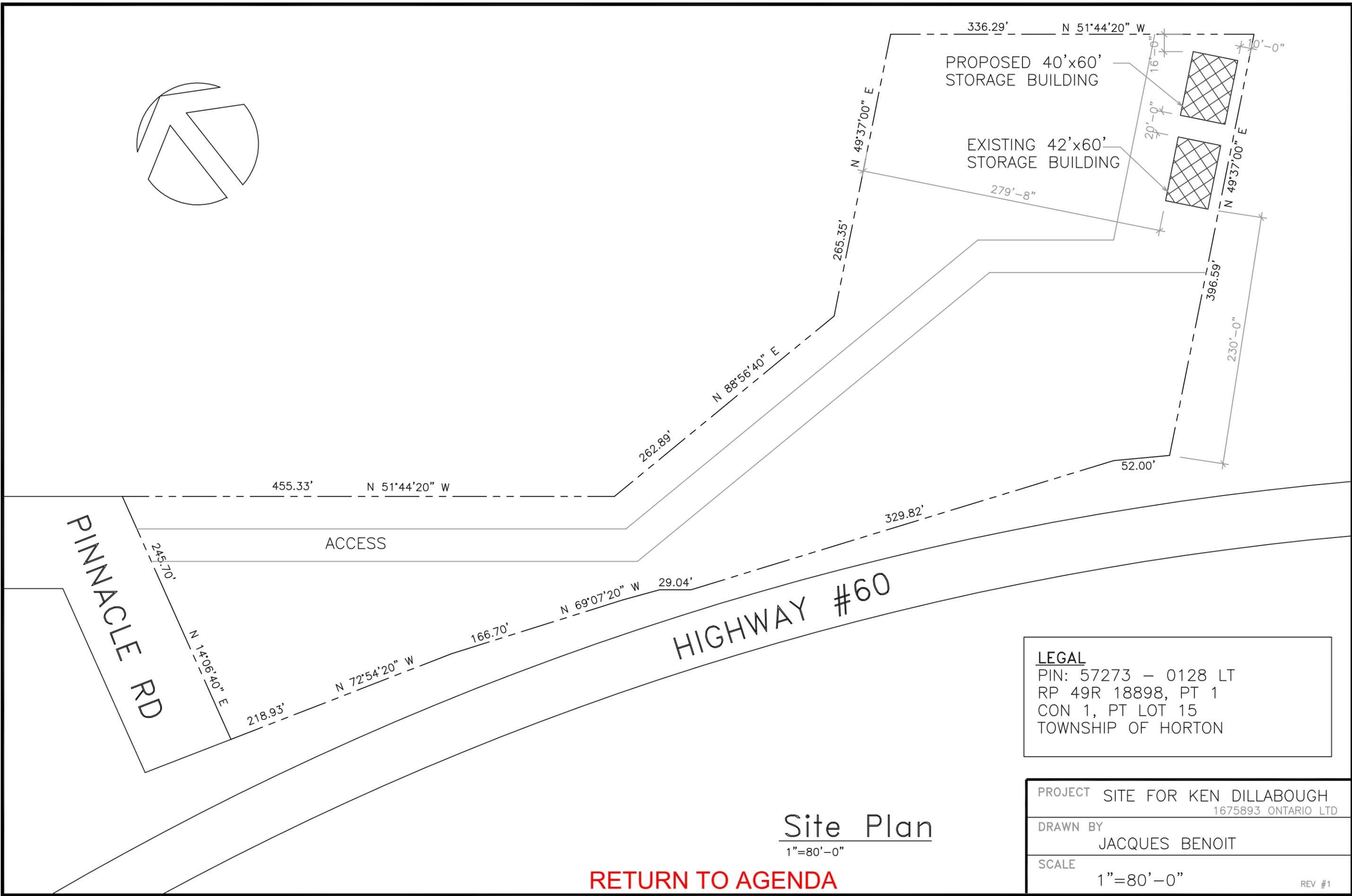
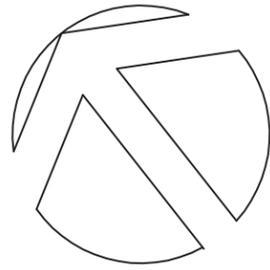
**C.A.O.**   
signature



## SCHEDULE A

1) Part of Lot 15, Concession 1, part 1 of RP49R18898, Township of Horton, County of Renfrew;

**RETURN TO AGENDA**



336.29' N 51°44'20" W  
PROPOSED 40'x60'  
STORAGE BUILDING

EXISTING 42'x60'  
STORAGE BUILDING

PINNACLE RD

HIGHWAY #60

ACCESS

**LEGAL**  
PIN: 57273 - 0128 LT  
RP 49R 18898, PT 1  
CON 1, PT LOT 15  
TOWNSHIP OF HORTON

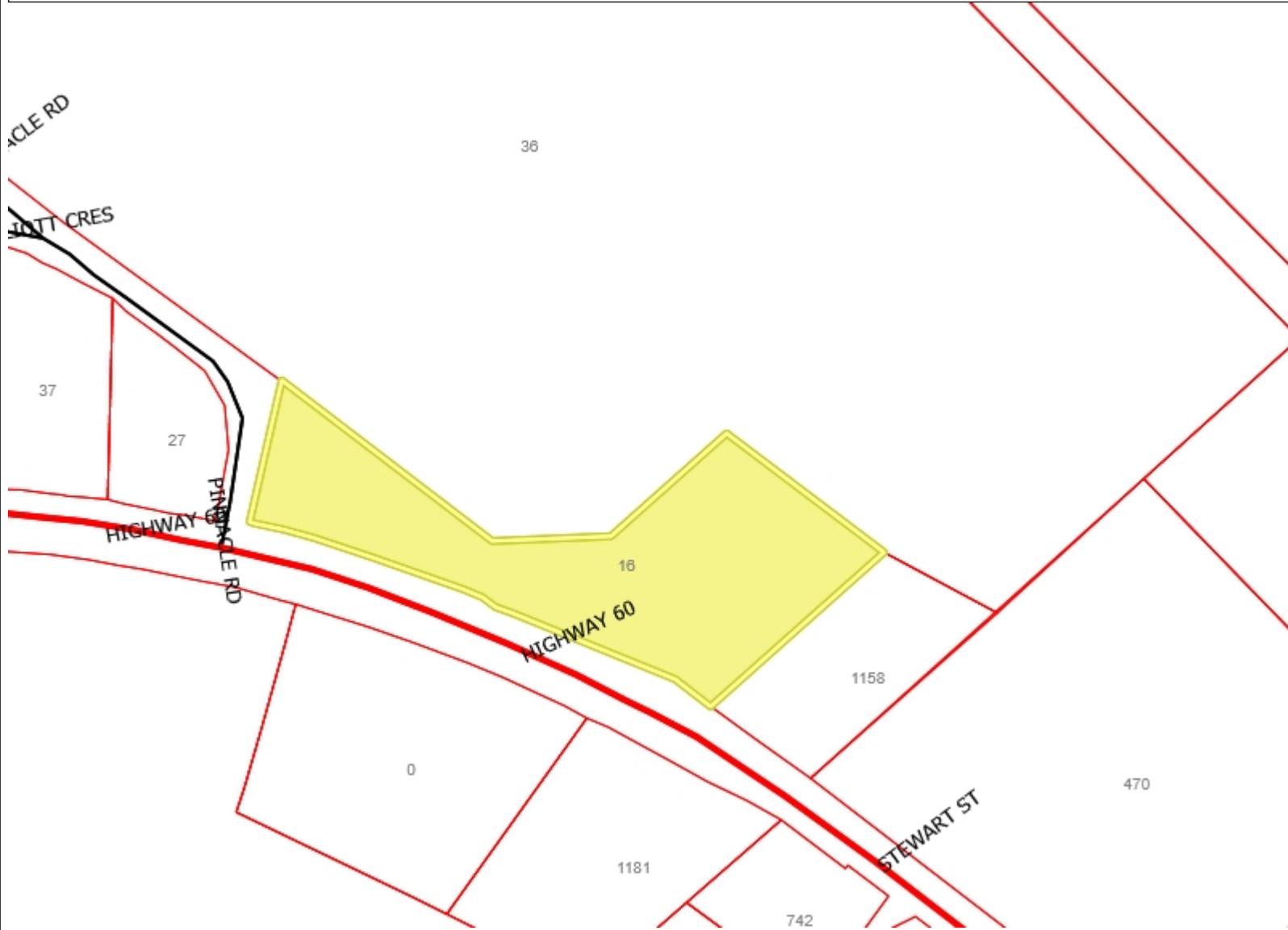
**Site Plan**  
1"=80'-0"

PROJECT	SITE FOR KEN DILLABOUGH 1675893 ONTARIO LTD
DRAWN BY	JACQUES BENOIT
SCALE	1"=80'-0"
	REV #1

**RETURN TO AGENDA**

## Legend

- Property Parcels
- Roads**
- County
- Crown Road
- Municipal Maintained Road
- Municipal Seasonal Road
- Off-Ramp
- On-Ramp
- Private Road
- Proposed Road
- Provincial Highway
- Quebec Road
- Water Access



Depending on the number of layers visible not all may be shown in the legend.

## Notes

Enter description of the map

This map is illustrative only. Do not rely on it as being a precise indicator of routes, locations of features, nor as a guide to navigation. The County of Renfrew shall not be liable in any way for the use of, or reliance upon, this map or any information on this map.

229.3 0 114.66 229.3 Meters

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© Queen's Printer for Ontario

1: 4,514



This map was produced automatically by the County of Renfrew Mapping Website

With Data supplied under Licence by Members of the Ontario Geospatial Data Exchange & the County of Renfrew

Service Layer Credits: Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China(Hong Kong), Esri(Thailand), TomTom, MapmyIndia, © OpenStreetMap contributors and the GIS User Community

**RETURN TO AGENDA**



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  Amendment to Renfrew Self Storage - 1293043 Ontario Ltd. Site Plan Agreement	<b>Date:</b> September 7 <sup>th</sup> , 2021
	<b>Council/Committee:</b> Council/Planning Committee
	<b>Author:</b> Hope Dillabough CAO/Clerk
	<b>Department:</b> Planning

### RECOMMENDATIONS:

THAT Council agrees to support an amendment to the Site Plan Agreement for 1293043 Ontario Ltd. (previously under John and Elsie Bromilow) to permit five Shipping Containers as accessory storage buildings;

AND THAT this agreement will be brought forward to the September 21<sup>st</sup>, 2021 Council Meeting by By-Law.

### BACKGROUND:

Laurie Jeffrey, President of 1293043 Ontario Ltd., known as Renfrew Self Storage has erected five shipping containers to be utilized for Self-Storage Units located on the property directly behind 1558 Highway 60. Ms. Jeffrey was unaware that a Site Plan Agreement Amendment was required as she is unsure if these are permanent or temporary. To ensure the proper protocol is adhered to, she provided me with an updated Site Plan.

These are placed on the property for the time-being until the new storage unit buildings are built. They are brand new containers and the colour is aesthetically pleasing.

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** N/A

### ATTACHMENTS:

Attached is a copy of the DRAFT By-Law, Site Plan Agreement Amendment, and the 'to-scale' site plan showing the proposed structures.

**CONSULTATIONS:** N/A

**Author:**

  
signature

**Other:**

\_\_\_\_\_  
signature

**Treasurer**

\_\_\_\_\_  
signature

**C.A.O.**

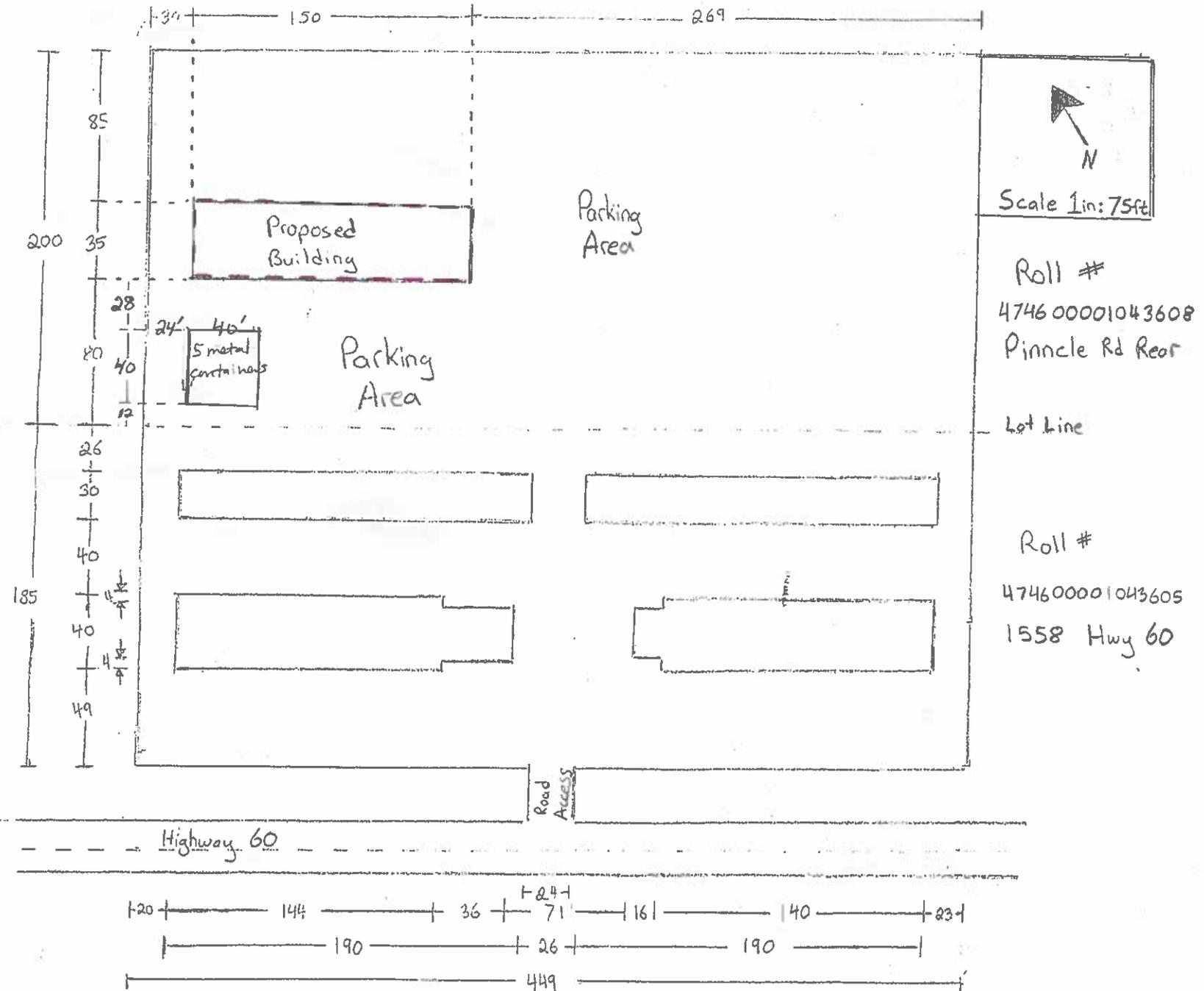
  
signature

RETURN TO AGENDA



## SCHEDULE A

- 1) Part of Lot 17, Concession 1, part 1 of RP49R16597, Township of Horton, County of Renfrew;
- 2) Part of Lot 17, Concession 1, part 1 of RP49R4299, Township of Horton, County of Renfrew



RETURN TO AGENDA



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  TES Committee Chair's Report – September 1 <sup>st</sup> , 2021	<b>Date:</b>	September 7 <sup>th</sup> , 2021
	<b>Council/Committee:</b>	Council
	<b>Author:</b>	Hope Dillabough CAO/Clerk
	<b>Department:</b>	TES

### **RECOMMENDATIONS:**

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

### **BACKGROUND:**

#### **Landfill Site Expansion Feasibility Draft Letters**

Public Works Manager Adam Knapp reviewed the report as information. Kevin Mooder, Jp2g sent his regrets. Committee members posed a few questions regarding the soak pit and the size of the expansion. Public Works Manager recorded the information to discuss with Mr. Mooder

#### **Proposed 2022 Capital Building Plan**

There was discussion regarding the works being proposed. Mayor Bennett expressed interest in the work to go a little further to expand the size of the Public Works Manager's Office to allow for a small meeting space for at least three people to meet socially distanced. All items discussed will be considered during the 2022 Budget deliberations.

#### **Proposed 2022 Capital Road Equipment Purchasing Plan**

Public Works Manager Adam Knapp reviewed the information. All items discussed will be considered during the 2022 Budget deliberations.

#### **Proposed 2022 Capital Road Infrastructure Plan**

Public Works Manager Adam Knapp reviewed the information. All items discussed will be considered during the 2022 Budget deliberations. Chair Webster questioned the status of the Thompsonhill design. Mr. Knapp said that hopefully by mid September it should be at a 50% completion. There have been a few delays, but the project is moving forward. Mayor Bennett mentioned that an additional bay to the PW Garage for washing purposes would be something to keep in mind and potentially add to the 10-year Capital works plan. Mr. Knapp mentioned that it would have to be in at least 5 years as there isn't enough in Reserves to add another bay at this time.

#### **Road Surface Optimization, Preservation and Development Policy**

There was discussion about making the policy more flexible to ensure that whoever is responsible for adhering to the policy continues with the same level of service. The policy is to be edited and brought back to TES for review.

**RETURN TO AGENDA**

**MTO Highway 17 Twinning Update**

The information was reviewed by Committee. Committee was not in favour of selling Township land to MTO and is prepared to preserve the Township’s interest and formulate an argument to maintain the land in Horton Township ownership. This issue needs to be discussed and considered with MTO and Council needs to be updated as a whole. There was a suggestion to have Council draft a letter to MTO addressing these concerns.

**New/Other Business**

Public Works Manager Adam Knapp reviewed a video with the Committee with reference to the ‘Walk for Joe Commanda’ to commemorate Every Lives Matter and his journey leaving the Residential School he was placed in. Joe Commanda was a staff member’s brother-in-law and Committee wish to support the cause. Committee Member Murray Humphries questioned whether there was anything the Township can do about the speeding on River Road. There was discussion.

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** N/A

**CONSULTATIONS:** N/A

**Author:**  \_\_\_\_\_  
signature

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

**Treasurer:** \_\_\_\_\_  
signature

**C.A.O.**  \_\_\_\_\_  
signature



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  Award RFQ 2021-11 Municipal Office HVAC Removal and Installation	<b>Date:</b>	September 7 <sup>th</sup> , 2021
	<b>Council/Committee:</b>	Council
	<b>Author:</b>	Hope Dillabough, CAO/Clerk
	<b>Department:</b>	Public Works/Administration

### RECOMMENDATIONS:

**THAT** Council directed staff to apply for funding through the Investing in Canada Infrastructure Program (ICIP) Covid Stream for the purpose of upgrading the Township's HVAC system and was successful;

**AND THAT** Staff issued a Request for Quotation for a complete HVAC upgrade to the Municipal Office which closed on August 26<sup>th</sup>, 2021;

**BE IT RESOLVED THAT** Council, upon recommendation from staff, award the Request for Quotation PW 2021-11 Municipal Office HVAC Removal and Installation to SAFFCO in the amount of \$124,000 plus applicable taxes.

**FURTHER THAT** this be funded by ICIP Funding with the remainder being funded from Working Funds Reserves.

### BACKGROUND:

Staff brought a report forward on November 17<sup>th</sup>, 2020, regarding the funding announcement under the Investing in Canada Infrastructure Program (ICIP) with a new Covid-19 Resilience Infrastructure Stream. The Township of Horton was eligible to receive up to \$100,000.00. Council directed Staff to apply for HVAC Upgrades to municipal facilities and were successful and are eligible to receive up to \$93,500.00.

Staff issued an RFQ in July 2021 after having received funding confirmation. The RFQ for the HVAC Upgrades to the Municipal Office closed on August 26<sup>th</sup>, 2021 with three bid submissions. The RFQ was advertised on our website, in the Renfrew Mercury as well as through Ottawa Valley Business News. There was a mandatory site meet with interested contractors and associated staff. Staff also accommodated an additional site meet upon request of one of the Bidders who was unable to attend the first meeting. All parties received the same information. The results of the opening are as follows:

BIDDER	PRICE	HST	TOTAL
SAFFCO	\$124,000	\$16,120.00	\$140,120.00
Valley Ventilation	\$126,161.00	\$16,400.93	\$142,561.93
Valley Refrigeration Ltd.	\$169,755.00	\$22,068.15	\$191,823.15

RETURN TO AGENDA

The scope of work included in the RFQ includes but is not limited to the following:

- Installation of a new HVAC unit;
- Removal of all existing heating and cooling systems in the main office;
- Selective demolition and restoration of the interior and exterior finishing
- Insulating the entire attic space;
- Upgrading the electrical system from the main office to the emergency generator to ensure all critical systems remain operational.

The new HVAC unit will be a high efficiency exterior gas electric unit that will be installed at the rear of the Council Chambers and come equipped with a factory installed UVC germicidal light kit and come with a 10-year Manufacturer's warranty on all parts. There will be a 20-year warranty on the heat exchangers and a 10-year warranty on the compressor(s). The existing units will be ensured to be in good working order and will be sold as surplus equipment. The estimated completion of this project is December 2021.

Staff recognizes the need for proper ventilation by upgrading the air exchangers at the Community Centre Building as well as the Rink Changerooms. Staff believes this project is imperative due to the ongoing Covid-19 pandemic that this is done sooner than later. Staff would like Council to consider utilizing Covid funding that was received in 2020 which was meant to accommodate any expenses municipalities faced due to Covid. With the upcoming Winter season and the Community Centre being reopened to the public, staff feels it's necessary to move forward with this project. The upgrades would meet ASHRAE standards and guidelines. Staff will gather the appropriate information and bring it back formally to Council when we are prepared to request direction.

**ALTERNATIVES:** N/A – Construction is required to begin by September 30<sup>th</sup> to be eligible to receive funding.

**FINANCIAL IMPLICATIONS:** There will be no impact to Ratepayers in financing this project. Staff is proposing the following funding arrangement:

\$93,500 (ICIP Funding)
<u>+ \$46,620 (Working Funds Reserve)</u>
\$140,120 (Total Cost including HST)

Staff feels this is a good utilization of Working Funds Reserve to fund the balance owing as we are upgrading a necessity within the municipal office to ensure proper heat, cooling and ventilation is addressed. The health and safety of staff is also paramount in the work to be completed as the individual units are often unreliable during the winter months. Additionally, the upgrades to the electrical panel will allow us to continue to be fully functional in the event of an emergency, power outage for not only staff but in the instance we require the Council Chambers as the Emergency Operations Centre etc.

**RETURN TO AGENDA**

**ATTACHMENTS:** Unofficial Results of PW 2021-11

**CONSULTATIONS:** Public Works Manager Adam Knapp, Treasurer Nathalie Moore

**Author:**   
signature

**Other:**   
signature

**Treasurer:**   
signature

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



The Corporation of the Township of Horton  
 Request for Quotation Unofficial Results

**Description – Municipal Office HVAC Removal and Installation**

**Deposit Required – NO**

**RFQ - PW 2021-11**

**Present for Opening: Adam Knapp (P.W. Manager), Hope Dillabough CAO/Clerk, Councilor Webster, Jeff Mcleod (Valley Ventilation)**

Bidding Company	Was envelope sealed? YES/NO	Envelope Addressed Properly YES/NO	HST \$ (Section 34)	Total Price \$ (Section 34)	Proposal Accepted or Rejected
Valley Ventilation	YES	YES	\$ 16,400.93	\$ 142,561.93	A
Saffco	YES	YES	\$16,120.00	\$140,120.00	A
Valley Refrigeration Ltd.	YES	YES	\$22,068.15	\$191,823.15	A
			\$	\$	
			\$	\$	



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  Award RFP Admin 2021-01 Asset Management Plan	<b>Date:</b> September 7 <sup>th</sup> , 2021
	<b>Council/Committee:</b> Council
	<b>Author:</b> Hope Dillabough, CAO/Clerk
	<b>Department:</b> Public Works/Administration

### RECOMMENDATIONS:

**WHEREAS** Council directed staff to apply for funding to Federation of Canadian Municipalities (FCM) for the purpose of updating the Township's Asset Management Plan to meet all of the O.Reg 588/17 requirements;

**AND WHEREAS** the Township deems it necessary and essential to have an Asset Management Plan in a working format for staff to work with and update on a regular basis;

**BE IT RESOLVED THAT** Council, upon recommendation from staff, award the Request for Proposal Admin 2021-01 Asset Management Plan to PSD Citywide Inc. in the amount of \$86,900 plus applicable taxes.

**FURTHER THAT** this be funded by FCM funding, Asset Management Reserve and the Modernization Reserve.

### BACKGROUND:

Staff brought a report forward on July 21<sup>st</sup>, 2020 regarding the upcoming legislative requirements as it pertains to Asset Management Plans under O.Reg 588/17. This report also provided information for consideration to apply for funding through FCM for a new Asset Management Plan (AMP) with a provisionary item of software. Council agreed and gave direction to staff to apply for the FCM funding as well as issue an RFP to review and update the AMP to satisfy the upcoming regulations as well as include the provisionary item of software.

Staff applied to FCM and was successful in the amount of \$43,500.00.

Staff issued an RFP in June 2021 once we received confirmation of funding. The RFP was advertised on our website and on Ottawa Valley Business News. The RFP closed July 16<sup>th</sup>, 2021, and two submissions were received. Proposals were broken down to each individual requirement to be met through O.Reg 588/17 up until 2025, as well as the inclusion of the provisionary item of software. Below are the results from the submissions.

RETURN TO AGENDA

	Subtotal	HST	Total
<b>Cost to meet O.Reg 588/17 Requirements to July 2022</b>			
PSD Citywide Inc.	\$34,500.00	\$4,485.00	\$38,985.00
Greenview Environmental	\$27,250.00	\$3,542.50	\$30,792.50
<b>Cost to meet O.Reg 588/17 Requirements to July 2024</b>			
PSD Citywide Inc.	\$0.00		
Greenview Environmental	\$22,800.00	\$2,964.00	\$25,764.00
<b>Cost to meet O.Reg 588/17 Requirements to July 2025</b>			
PSD Citywide Inc.	\$32,000.00	\$4,160.00	\$36,160.00
Greenview Environmental	\$ 7,500.00	\$ 975.00	\$8,475.00
<b>Provisional Item: Software</b>			
PSD Citywide Inc.	\$20,400.00	\$2,652.00	\$23,052.00
Greenview Environmental	\$0.00		
<b>TOTAL COST (without software)</b>			
PSD Citywide Inc.	\$66,500.00	\$ 8,645.00	\$75,145.00
Greenview Environmental	\$57,550.00	\$ 7,481.50	\$65,031.50

After a lengthy review of both proposals, staff recommends to Council that RFP Admin 2021-01 should be awarded to PSD Citywide Inc. Although their proposal is a bit higher in cost, they provided a much more thorough and comprehensive proposal and schedule to ensure all legislative requirements are met. In their first phase of ensuring the regulations for July 2022 are met, they will also ensure the 2024 regulations are met simultaneously. Additionally, PSD was the only company to provide a cost for the provisional software item and staff feels it would be a much more efficient process having PSD review and update our AMP and subsequently implement that into the software. Staff currently works off of excel spreadsheets which proves to be inefficient and time-consuming.

The total cost for PSD's services plus software is a total of \$86,900 plus HST which is a total of \$98,197.00.

The proposal includes but is not limited to the following:

- Review of the current AMP;
- Create an AMP that is compliant with current regulations, which entails the state of local infrastructure, inventory, current levels of service, current performance, lifecycle activities and the costs to maintain the current levels of service;
- Undertake public consultation to help establish proposed levels of service;
- A long-term financing strategy based on sustainable levels of service;

**ALTERNATIVES:** N/A

**RETURN TO AGENDA**

**FINANCIAL IMPLICATIONS:** There will be no impact to Ratepayers in financing this project. Staff is proposing the following funding arrangement:

- \$43,500 (FCM Funding)
- \$19,230 (Asset Management Reserve)
- + \$35,467 (Modernization Funds)
- \$98,197 (Total Cost including HST)

Staff feels this is a good utilization of Modernization funds to fund the balance owing as we are modernizing Asset Management by investing in software that provides for more efficiencies and effectiveness for Horton Township. It will provide support for long-term financial planning and capital investments.

**ATTACHMENTS:** FCM – Letter of funding

**CONSULTATIONS:** Public Works Manager Adam Knapp, Treasurer Nathalie Moore

**Author:**   
signature

**Other:**   
signature

**Treasurer:**   
signature

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



**President  
Président**

Garth Frizzell  
Councillor  
City of Prince George, BC

26 May 2021

**First Vice-President  
Première vice-présidente**

Joanne Vanderheyden  
Mayor  
Municipality of  
Strathroy-Caradoc, ON

His Worship Mayor David Bennett  
and Members of Council  
Township of Horton  
2253 Johnston Rd., RR 5  
Renfrew, Ontario  
K7V 3Z8

**Second Vice-President  
Deuxième vice-président**

Darren Hill  
Councillor  
City of Saskatoon, SK

Title of initiative: Asset Management Planning and Capacity Building in Horton  
Application number: **MAMP-17328**

Dear Mayor Bennett and Members of Council:

**Third Vice-President  
Troisième vice-président**

Scott Pearce  
Maire  
Municipalité de  
Canton de Gore, QC

On behalf of the Municipal Asset Management Program (MAMP) it is my pleasure to confirm that the Township of Horton has been approved for a grant in the amount of up to **\$43,840**.

In the near future, Hidayate Adebo will contact Hope Dillabough, CAO/Clerk of the Township of Horton to finalize the agreement for the grant. FCM's obligation to fund the above-noted initiative will only become binding once the agreement is fully executed. During this time, eligible expenditures may be incurred as of your project's eligibility date: 6 April 2021.

**Past President  
Président sortant**

Bill Karsten  
Councillor  
Halifax Regional  
Municipality, NS

Public announcements regarding MAMP-funded initiatives are overseen by FCM in partnership with the Government of Canada. Your municipality is welcome to participate in that process, but until authorised by FCM and Infrastructure Canada, any public statements related to the status of the application for MAMP funding are not permitted. This communication protocol is contained in the grant agreement. If you require further information prior to receiving the contract, please contact Hidayate Adebo at 613-907-6213 or by e-mail at [hadebo@fcm.ca](mailto:hadebo@fcm.ca).

**Chief Executive Officer  
Cheffe de la direction**

Carole Saab  
Ottawa, ON

Thank you for your interest in MAMP. We look forward to working with you to improve asset management practices in your community, and to sharing the results of your initiative with communities across Canada.

Sincerely,

Aymone Agossou  
Manager, Funding

cc: Hope Dillabough, CAO/Clerk

24, rue Clarence Street,  
Ottawa, Ontario, K1N 5P3

T. 613-241-5221  
F. 613-241-7440

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





## Township of Horton

### COUNCIL / COMMITTEE REPORT

<b>Title:</b>  Recreation Chair's Report	<b>Date:</b>	July 16, 2021
	<b>Council/Committee:</b>	Council
	<b>Author:</b>	Amanda Ryan, Receptionist/Clerk
	<b>Department:</b>	Recreation

#### **RECOMMENDATIONS:**

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

#### **BACKGROUND:**

##### Ontario Winter Games - 2022

For groups looking to volunteer, there will be a contact person in charge. More details will come forth as the event nears.

##### Horton Recreation Association (HRA)

There has been no action to date.

##### Beer Return Update

Ms. Ryan reported that credits to the account can only be done via pick up of the full, unmarked sealed cases. Councillor Humphries and Ms. Ryan will check on this at the hall. It was discussed that if there are five cases or more, the truck for pick up would be contacted.

##### ParticipACTION Update

Horton made the top five in Ontario. The next step was for ParticipACTION to review the information to determine a winner.

##### Fence Around Property

There is no immediate need at the present time.

##### Deep Cleaning of Hall

Dave McMaster has been asked to return to work. He is expected to provide an answer soon.

##### Norman Eady Fruit Fundraiser

Information from the supplier will be emailed out to members to decide if the fundraiser should proceed once received.

##### Staff/Member Concerns

Member Sharon Bennett would like to host a craft/vendor sale. A date was set of August 21<sup>st</sup>. The Health Unit will be contacted for further regulation information.

Chair Humphries would like to see some work done to the change room floors. Mayor Bennett expressed concerns of needing to have a unisex washroom in the change room area. He also expressed that the deadline of paying back the Hoedown debt will not occur by the deadline.

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** N/A.

**CONSULTATIONS:** N/A

RETURN TO AGENDA

**Author:** Amanda Ryan

signature

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

signature

**Treasurer:** \_\_\_\_\_

signature

**C.A.O.** 

signature



*Experience Our History  
Share Our Future!*

## News and Features

Planning For Success

1

Delivery of Client-Focused Services

2

Corporate Services, Locally Focused

3

Capital Works Program

4

# COUNTY<sup>45</sup> COMMUNIQUE

## *Municipal News for Municipalities*

Vol. 1, No. 1

August 2021

### Planning For Success

In March of this year, the County of Renfrew completed a Strategic Review of our Planning Services. The report clearly outlined a framework for modernizing and improving how the County of Renfrew will deliver land use planning services across the County and on behalf of the lower tier municipalities. Included amongst the twelve recommendations: addressing capacity issues and succession planning opportunities, redefining the County's role with the local municipalities by way of memorandums of understanding, a review of friction and bottlenecks in the planning process and workflow, and establishment of service levels and timelines including the exploration of digital applications and similar digital assets.

The Planning Division is working to create an environment for all applicants that is streamlined and efficient, while examining staffing levels and capacity building in the near future after recent retirements. The County looks forward to continuing our strong working relationship with local municipalities and providing the highest level of service and collaboration.

*“streamlined and efficient...”*

Concurrent to the review, Planning division staff worked tirelessly on an Official Plan Amendment that will create a development-ready approach for local zoning by-laws.

The required public meeting for the Official Plan Amendment will be held virtually on August 19th, with a proposed final date of adoption shortly thereafter. The County will then begin the process of working with local municipalities to update their zoning by-laws with this new list of available planning options.

This follows extensive feedback from County Councillors and Local Municipalities. The public process and meeting are the last prescribed steps towards approval. For more information on County planning services or to book a presentation at your local Council contact Craig Kelley: [ckelley@countyofrenfrew.on.ca](mailto:ckelley@countyofrenfrew.on.ca).

**RETURN TO AGENDA**



Experience Our History  
Share Our Future!

Vol. 1, No. 1  
August 2021

# COUNTY COMMUNIQUE

# 2



*“We’ve pivoted where needed to find efficiencies, implement modernization, and adjust to the realities of a world in a pandemic; all with a focus on serving Local Municipalities.”*

– SENIOR LEADERSHIP TEAM

## Delivery of Client-Focused Services

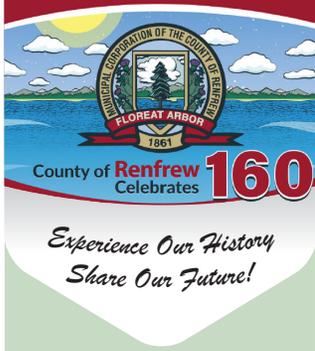
The Service Delivery Improvement Project at the County Administration Buildings will soon be completed. This project will result in bringing all County administration resources under one roof. This \$4.5m endeavour will create a unified workforce with a greater ability for collaboration, and efficiency to serve our residents and Local Municipalities.

This extensive renovation project will look to fully recoup costs from realized efficiencies in less than 7 years, with an approximate annual savings of \$475,000 to rate payers.

In addition, this project has created an opportunity to share limited resources in an ever-changing workforce.

The County’s Service Delivery Review continues to move forward with a host of departmental specific recommendations that have and will continue to establish a higher level of service to both residents and Local Municipalities.

**RETURN TO AGENDA**



Vol. 1, No. 1  
August 2021

# COUNTY COMMUNIQUE

3

## Human Resources

In early 2021, the Human Resources Division was realigned as a component of the Corporate Services Department. A new manager was hired to lead the transformation of the Department. The Department completed hiring in June of 2021, and is now comprised of a staff compliment of trained Human Resource Coordinators (HRC's) capable of providing advice and services to County Departments. The new Human Resources team is developing a series of service offerings, and beginning in September 2021 the team will begin providing services to Local Municipalities. The HR Department looks forward to meeting with and working with all member municipalities.

For more information on service offerings for your municipality, please contact: Greg Belmore, Manager of Human Resources at [gbelmore@countyofrenfrew.on.ca](mailto:gbelmore@countyofrenfrew.on.ca)

*The Human Resources Team will be launching a series of service offerings to Local Municipalities beginning in September*

## Digital Strategy

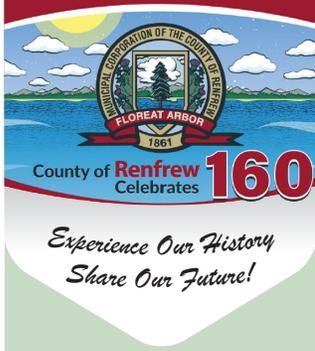
The Corporate Services Department is moving forward with the Digital Strategy and has issued a request for proposal. The Digital Strategy with the support of funding received from the Ministry of Municipal Affairs and Housing will allow the County to leverage technology to promote greater efficiency, collaboration, streamlining government, best practices, municipal modernization, and shared services.

The Digital Strategy will expand into a larger project through the involvement of the Eastern Ontario Wardens' Caucus (EOWC) and the Eastern Ontario Regional Network (EORN). The County will look at technologically advanced products, innovative thinking and new approaches to solving

problems in connectivity. Utilizing the combined knowledge of the County, Local Municipalities and the EOWC, and EORN; the intent is to have a significant connectivity impact across Eastern Ontario. Find out more about this exciting initiative in upcoming editions of the County Communique.

For more info contact Jeff Foss: [jfoss@countyofrenfrew.on.ca](mailto:jfoss@countyofrenfrew.on.ca)

*The Digital Strategy is a major step forward in supporting the County's Strategic Plan priority of "Technology Acceleration", and will grow to support initiatives of the EOWC, EORN and Local Municipalities.*



# 2021 Capital Works Program <sup>48</sup>

The County of Renfrew's Department of Public Works & Engineering's Capital Program contains all of the Capital Projects planned on the County's linear assets for the year. Linear assets are roads, bridges, major (or structural) culverts, communication networks, and other assets that contribute to the overall travelled road network of the County. For a project to be considered 'Capital' it must meet a certain cost threshold, which is \$25,000 or greater for linear assets. The County is responsible for 816 km of roads, 75 bridges, and 176 major culverts. Bridges and major culverts are those structures that have a span greater than 3m, regardless of whether they are on a Local Municipal or County Road. Projects on these assets can range in complexity from investigations, design, repairs, rehabilitation, reconstruction, or (more than likely) a combination of different types of tasks. County staff are committed to having the best design alternative constructed on every project. The 2021 Public Works & Engineering Capital Program is projected to total approximately \$16,306,000 investment on the County's roads, bridges, and major culverts. Plans are already in the works for 2022. We hope to roll this plan out at a meeting of local road supervisors in the fall of 2021.



For a complete list of projects taking place this year in different areas contact Taylor Hanrath, Acting Manager of Infrastructure: [thanrath@countyofrenfrew.on.ca](mailto:thanrath@countyofrenfrew.on.ca).

# COUNTY COMMUNIQUE

Vol. 1, No. 1  
August 2021

## County Communique

The County Communique has returned with a new look and new focus. The Communique will be distributed on a quarterly basis to Local Municipalities, and local media partners to provide an update and highlight of newsworthy items from the County of Renfrew. [mbarber@countyofrenfrew.on.ca](mailto:mbarber@countyofrenfrew.on.ca) or [communications@countyofrenfrew.on.ca](mailto:communications@countyofrenfrew.on.ca)

## In the Next Issue:

- A Feature on What's New in the Community Services Department
- A Look at the Newly Renovated County Administration Building

# 4

9 International Drive  
Pembroke, ON  
K8A 6W5



613.735.7288  
800.273.0183  
[info@countyofrenfrew.on.ca](mailto:info@countyofrenfrew.on.ca)

RETURN TO AGENDA @CountyofRenfrew



# THE CORPORATION OF THE TOWNSHIP OF HORTON

## Memo from the CAO/Clerk as of September 3, 2021.

INFORMATION provided **NOT** included in the  
Regular Council meeting package of September 7, 2021.

### **INFORMATION EMAILED**

1. AMO Policy Update
2. Citizen Alert Communications
3. Ottawa Valley Business News – August 3, 2021
4. Calendars

**RETURN TO AGENDA**



August 23, 2021

## **AMO Policy Update – Draft Resolution for Municipal Recognition of September 30<sup>th</sup> as National Day for Truth and Reconciliation, and New Municipal Resource Materials**

Recent discoveries of remains and unmarked graves across Western Canada have led to increased calls for all levels of government to immediately address the recommendations in the Truth and Reconciliation Commission's (TRC) Calls to Action.

All Canadians and all orders of government have a role to play in reconciliation. The TRC's 94 Calls to Action are addressed primarily to the federal, provincial, and territorial governments but also to municipal governments, the corporate sector, and the broader Canadian society. They cover a wide range of government responsibilities including child welfare, education, language and culture, health, justice, commemoration, museums and archives, training for public servants, and a few specific initiatives related to reconciliation.

At the August 14<sup>th</sup> Board Meeting, the AMO Board of Directors approved two resource papers to assist municipal councils' efforts to support Truth and Reconciliation.

The first resource paper provides an overview of the [Truth and Reconciliation Commission's \(TRC's\) Calls to Action](#) that municipal governments can address themselves.

The second resource paper provides ideas and options for [what municipal leaders, councils can do to better support and engage Indigenous residents and neighbours at this time](#).

These AMO resource papers are meant to be organic and to be revised/updated when appropriate and more municipal resource materials are available.

### **Municipal Recognition of September 30<sup>th</sup> as National Day for Truth and Reconciliation – Draft Resolution**

**RETURN TO AGENDA**

The AMO Board of Directors encourages members to recognize September 30th as National Day for Truth and Reconciliation (also known as Orange Shirt Day with the adoption of the following resolution:

*WHEREAS the Truth and Reconciliation Commission released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation;*

*AND WHEREAS the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action;*

*AND WHEREAS all Canadians and all orders of government have a role to play in reconciliation;*

*AND WHEREAS Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process;*

*AND WHEREAS the Federal Government has announced September 30th, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday;*

*THEREFORE, BE IT RESOLVED THAT the Council of the [municipality] of [placename] does hereby commit to recognizing September 30th, 2021, as the National Day for Truth and Reconciliation (National Orange Shirt Day) by sharing the stories of residential school survivors, their families, and communities.*

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to [covid19@amo.on.ca](mailto:covid19@amo.on.ca).

**THE CORPORATION OF THE  
TOWNSHIP OF HORTON**

**BY-LAW NUMBER 2021-38**

---

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

---

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

1. THAT By-law Number 2010-14, as amended, be and the same is hereby further amended as follows:
  - (a) Schedule "A" is amended by rezoning those lands described as Part of Lot 17, Concession 7, and described more particularly as Part 1 on Reference Plan 49R-19785, in the Township of Horton, from Campground Commercial (CC) to Community Facility (CF) as shown on the Schedule "A" attached hereto.
2. THAT save as aforesaid all other provisions of By-law 2010-14, as amended, shall be complied with.
3. This by-law shall come into force and take effect on the day of final passing thereof.

This By-law given its FIRST and SECOND reading this 7<sup>th</sup> day of September, 2021.

This By-law read a THIRD time and finally passed this 7<sup>th</sup> day of September, 2021.

---

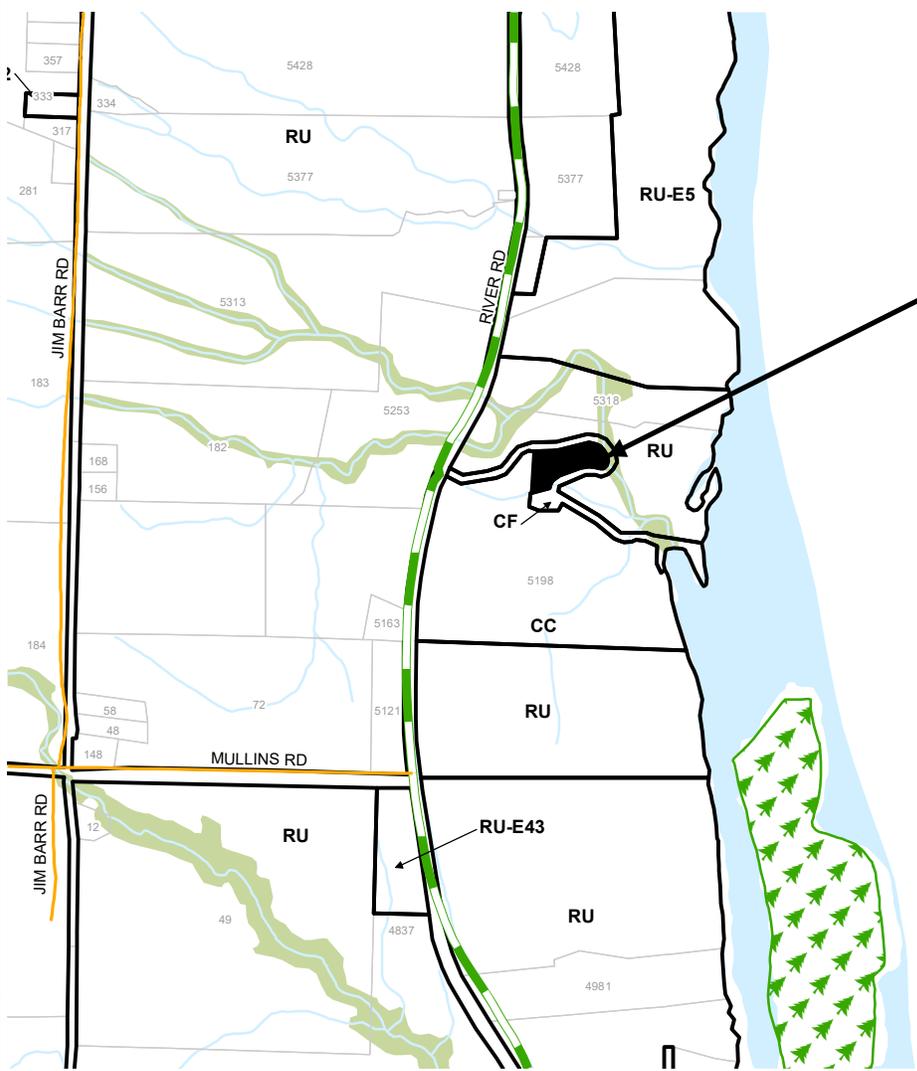
MAYOR David M. Bennett

---

CAO/CLERK Hope Dillabough

53

From CC to CF



1:17,000

### Corporation of The Township of Horton

This is Schedule "A" to By-law Number \_\_\_\_\_.  
 Passed the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.  
 Signatures of Signing Officers

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 CAO\Clerk

### LEGEND



Rural



Crown



Campground Commercial



Exception Zone



Community Facility



Area affected by amendment:  
From CC to CF



Environmental Protection

**RETURN TO AGENDA**

**THE CORPORATION OF THE  
TOWNSHIP OF HORTON**

**BY-LAW NUMBER 2021-39**

---

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

---

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

1. THAT By-law Number 2010-14, as amended, be and the same is hereby further amended as follows:
  - (a) Schedule "A" is amended by rezoning those lands described as Part of Lot 17, Concession 7, and described more particularly as Parts 2 & 3 on Reference Plan 49R-19785, in the Township of Horton, from Community Facility (CF) to Campground Commercial (CC) as shown on the Schedule "A" attached hereto.
2. THAT save as aforesaid all other provisions of By-law 2010-14, as amended, shall be complied with.
3. This by-law shall come into force and take effect on the day of final passing thereof.

This By-law given its FIRST and SECOND reading this 7<sup>th</sup> day of September, 2021.

This By-law read a THIRD time and finally passed this 7<sup>th</sup> day of September, 2021.

---

MAYOR David M. Bennett

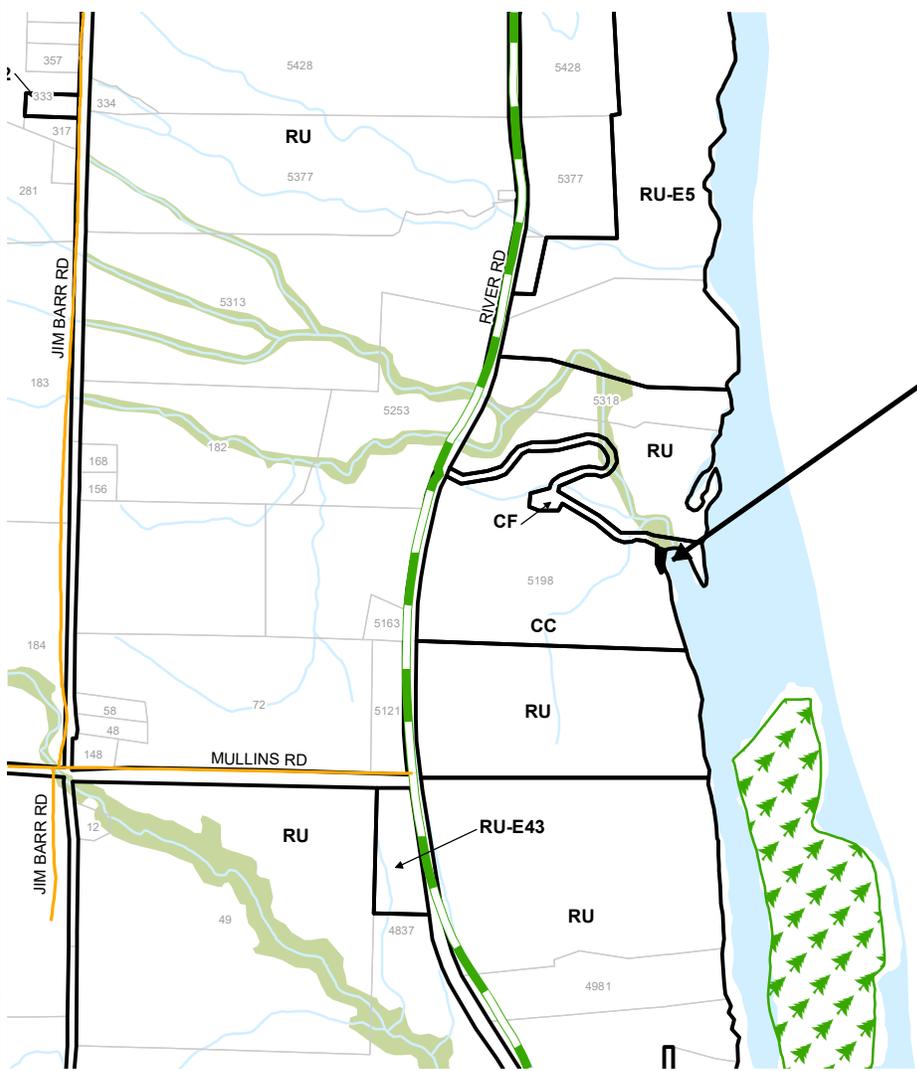
---

CAO/Clerk Hope Dillabough

**RETURN TO AGENDA**

55

From CF to CC



1:17,000

**Corporation of The Township of Horton**

This is Schedule "A" to By-law Number \_\_\_\_\_.  
 Passed the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.  
 Signatures of Signing Officers

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 CAO\Clerk

**LEGEND**



Rural



Crown



Campground Commercial



Exception Zone



Community Facility



Area affected by amendment:  
 From CF to CC



Environmental Protection

**RETURN TO AGENDA**

**THE CORPORATION OF THE TOWNSHIP OF HORTON****BY-LAW NO. 2021-40**

Being a by-law to appoint an Executive Assistant

**WHEREAS** Section 227, of the Municipal Act .S.O. 2001, c.25 as amended, provides that Council of local municipalities may appoint officers and employees of the corporation; and

**WHEREAS** the Council of the Corporation of the Township of Horton deems it necessary to fill the Executive Assistant position.

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

1. That Nichole Dubeau is hereby appointed as the Executive Assistant.
2. That the duties for the Executive Assistant shall be as set out in the job description for this position.
3. That the remuneration shall be as set out in By-law 2021-10 Employment By-law

**READ** a First and Second Time this 7<sup>th</sup> day of September, 2021.

**READ** a Third Time and Passed this 7<sup>th</sup> day of September, 2021.

---

MAYOR David Bennett

---

CAO/CLERK Hope Dillabough

**THE CORPORATION OF THE TOWNSHIP OF HORTON****BY-LAW NO. 2021-41****Being a by-law to authorize an amended Site Plan Agreement  
between 1675893 Ontario Inc (Ken Dillabough)  
AND  
The Corporation of the Township of Horton**

**WHEREAS** Council wishes to enter into an amended Site Plan Agreement with 1675893 Ontario Inc. (Ken Dillabough) for the control of development on the property known as Concession 1, Pt lot 15, part 1 of RP49R18898.

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

1. THAT the Mayor and CAO/Clerk be authorized to execute the amended Site Plan Agreement attached hereto as Schedule "A" and forming a part of this by-law with 1675893 Ontario Inc.
2. THAT By-law 2017-56 –Site Plan Agreement Amendment be repealed.
3. THAT the Amended Site Plan shall be registered on title to RP49R18898 part 1, Con 1 Pt lot 15 known as 16 Pinnacle Road.
4. THAT this by-law shall come into effect upon the passing thereof.

Read a First and Second Time this 7<sup>th</sup> day of September, 2021.

Read a Third Time and Passed this 7<sup>th</sup> day of September, 2021.

---

MAYOR David Bennett

---

CAO/CLERK Hope Dillabough

**RETURN TO AGENDA**

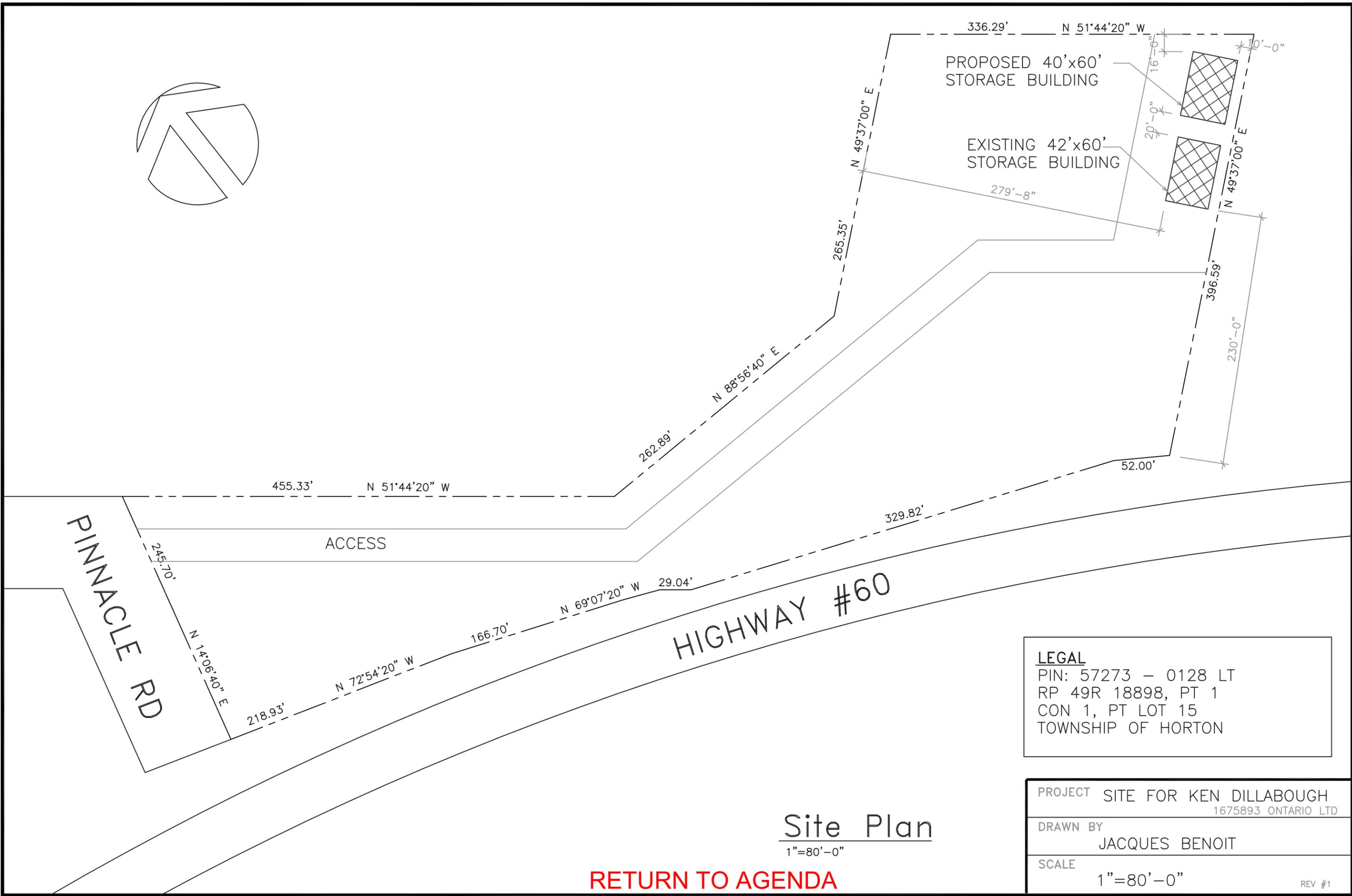
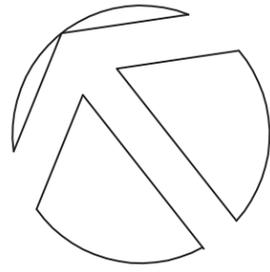
**Schedule "A"**



## SCHEDULE A

1) Part of Lot 15, Concession 1, part 1 of RP49R18898, Township of Horton, County of Renfrew;

**RETURN TO AGENDA**



**LEGAL**  
 PIN: 57273 - 0128 LT  
 RP 49R 18898, PT 1  
 CON 1, PT LOT 15  
 TOWNSHIP OF HORTON

PROJECT	SITE FOR KEN DILLABOUGH 1675893 ONTARIO LTD
DRAWN BY	JACQUES BENOIT
SCALE	1"=80'-0"
	REV #1

**Site Plan**  
 1"=80'-0"

**RETURN TO AGENDA**

**THE CORPORATION OF THE TOWNSHIP OF HORTON**

**BY-LAW NO. 2021-42**

**Being a by-law to authorize an amended Site Plan Agreement  
between 1293043 Ontario Ltd. (Laurie Jeffrey)  
AND  
The Corporation of the Township of Horton**

**WHEREAS** Council wishes to enter into an amended Site Plan Agreement with 1293043 Ontario Ltd. (Laurie Jeffrey) for the control of development on the property known as Concession 1, Pt lot 17, part 1 of RP49R16597.

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

1. THAT the Mayor and CAO/Clerk be authorized to execute the amended Site Plan Agreement attached hereto as Schedule "A" and forming a part of this by-law with 1293043 Ontario Ltd.
2. THAT By-law 2021-27 –Site Plan Agreement Amendment be repealed.
3. THAT the Amended Site Plan shall be registered on title to RP49R16597 part 1, Con 1 Pt lot 17 and RP49R4299 part 1 known as 1588 Highway 60.
4. THAT this by-law shall come into effect upon the passing thereof.

Read a First and Second Time this 7<sup>TH</sup> day of September, 2021.

Read a Third Time and Passed this 7<sup>th</sup> day of September, 2021.

\_\_\_\_\_  
MAYOR David Bennett

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

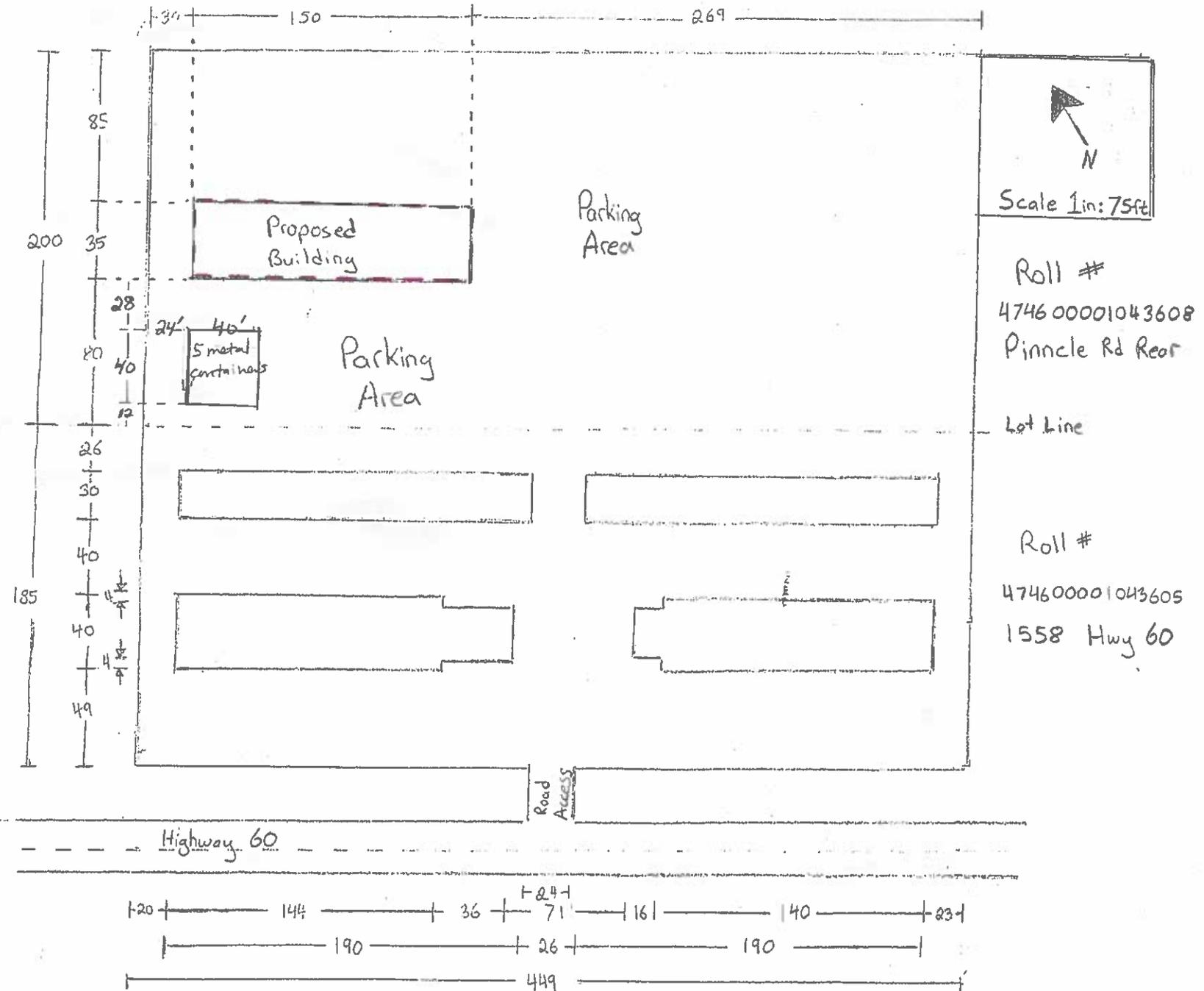
**RETURN TO AGENDA**

**Schedule "A"**



## SCHEDULE A

- 1) Part of Lot 17, Concession 1, part 1 of RP49R16597, Township of Horton, County of Renfrew;
- 2) Part of Lot 17, Concession 1, part 1 of RP49R4299, Township of Horton, County of Renfrew



RETURN TO AGENDA

**CORPORATION OF THE TOWNSHIP OF HORTON****BY-LAW NO. 2021-43****A BY-LAW TO CONFIRM PROCEEDINGS OF  
THE COUNCIL OF THE TOWNSHIP OF HORTON  
AT THE REGULAR COUNCIL MEETING HELD SEPTEMBER 7<sup>TH</sup>, 2021**

**WHEREAS** Subsection 5(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS** Subsection 5(3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law;

**AND WHEREAS** it is deemed expedient and desirable that the proceedings of the Council of the Corporation of the Horton at this meeting be confirmed and adopted by by-law;

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

1. That the actions of the Council at the meeting held on the 7<sup>th</sup> day of September, 2021 and in respect of each motion, resolution and other action passed and taken by the Council at its said meetings, is, except where the prior approval of the Ontario Municipal Board or other body is required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Head of Council and proper officers of the Corporation of the Township of Horton are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain appropriate approvals where required, except where otherwise provided, and to affix the Corporate Seal of the Corporation of the Township of Horton to all such documents.
3. That this By-Law shall come into force and take effect upon the passing thereof.

READ a first and second time this 7<sup>th</sup> day of September , 2021.

READ a third time and passed this 7<sup>th</sup> day of September , 2021.

---

MAYOR David M. Bennett

---

CAO/Clerk Hope Dillabough