



**THE CORPORATION OF THE TOWNSHIP OF HORTON
COUNCIL MEETING – NOVEMBER 22ND, 2022 – 4:00 P.M.
HORTON MUNICIPAL CHAMBERS
2253 JOHNSTON RD.**

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

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

3. DECLARATION OF PECUNIARY INTEREST

4. CONFIRMATION OF COUNCIL AGENDA

5. DELEGATIONS &/OR PUBLIC MEETINGS

5.1 4:00 p.m. – Public Meeting – Zoning By-law Amendment -
Debruyn

PG.3

6. MINUTES FROM PREVIOUS MEETINGS

6.1 October 18th, 2022 – Regular Council

PG.15

6.2 November 15th, 2022 – Inaugural Meeting

PG.18

7. BUSINESS ARISING FROM MINUTES

8. COMMITTEE REPORTS:

8.1 GENERAL GOVERNMENT COMMITTEE
▪ **CHAIR WEBSTER**

8.1.1 CAO/Clerk Orientation - General

PG.20

8.1.2 Finance Department Council Orientation

PG.39

9. CORRESPONDENCE SUMMARY

9.1 INFORMATION CORRESPONDENCE

9.1.1 CAO/Clerk Information Memo

PG.53

9.2 ACTION CORRESPONDENCE – NONE

10. BY-LAWS

10.1 2022-57 Zoning By-law Amendment – De Bruyn

PG.54

10.2 2022-58 Appoint Committee of Adjustment

PG.56

11. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING

12. COUNCIL/STAFF MEMBERS CONCERNS

13. RESOLUTIONS

RETURN TO AGENDA

- 14. IN CAMERA (Closed) SESSION (as required) – NONE
- 16. CONFIRMING BY-LAW 2022-59
- 17. ADJOURNMENT

THE CORPORATION OF THE TOWNSHIP OF HORTON**PUBLIC MEETING****Zoning Amendment****Jan De Bruyn**November 22nd, 2022

4:00 p.m.

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

RETURN TO AGENDA

Memo

Horton Township



To: Council

From: Hope Dillabough

Subject: Summary – Zoning By-law Amendment - Public Meeting – Jan De Bruyn

Date: November 22nd, 2022

This Zoning By-Law Amendment pertains to the subject lands: Part of Lot 11, Concession 8 in the Township of Horton as shown on the attached Key Map.

Purpose of this amendment:

The purpose and effect of this amendment is to rezone the severed lands in Consent Application B27/22 from Rural (RU) to Rural-Exception Fifty-Nine (RU-E59) to require the front yard depth to be a minimum of 250 metres.

The zoning by-law amendment is required as a condition of consent.

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

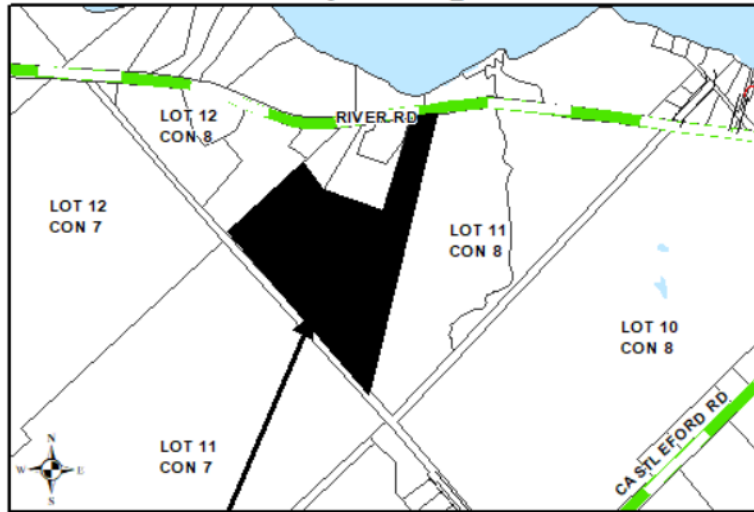
Notice of this Public Meeting was sent to the eighteen (18) property owners within the 120-meter radius in addition to ten (10) Provincial and County Agencies. Out of those, we received no written comments back by the prescribed deadline.

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

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

RETURN TO AGENDA

Township of Horton Key Map



Location of Amendment

RETURN TO AGENDA

TOWNSHIP OF HORTON
NOTICE OF APPLICATION AND PUBLIC MEETING

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

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

Subject Lands Part of Lot 11, Concession 8, in the Township of Horton, as shown on the attached Key Map.

Public Meeting A public meeting to inform the public of the proposed zoning amendment will be held on November 22nd, 2022 at 4:00 p.m. at the municipal office of the Township of Horton.

Proposed Zoning By-law Amendment

The purpose and effect of this amendment is to rezone the severed lands in Consent Application B27/22 from Rural (RU) to Rural-Exception Fifty-Nine (RU-E59) to require the front yard depth to be a minimum of 250 metres.

The zoning by-law amendment is required as a condition of consent.

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

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

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

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

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

Other Applications

Consent application B27/22 is being considered with this application.

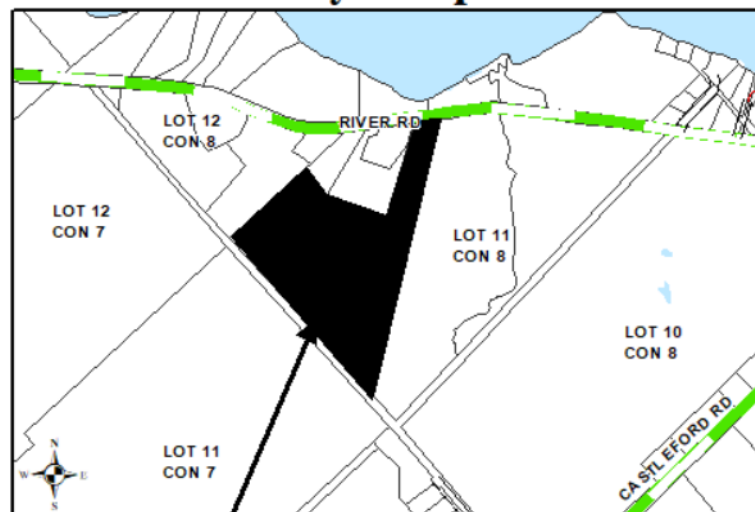
RETURN TO AGENDA

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

Dated at the Township of Horton this 12th day of October, 2022.

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

Township of Horton Key Map



Location of Amendment

RETURN TO AGENDA

TOWNSHIP OF HORTON
NOTICE TO PUBLIC BODIES

RE: APPLICATION FOR ZONING BY-LAW AMENDMENT (DeBruyn)

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

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

- Application Sketch
- Proposed Zoning By-law Amendment

PURSUANT to Section 34(15) of the Planning Act, you are hereby requested to submit your comments or alternatively check off the appropriate response box provided below and return a copy to the Clerk by no later than November 15th, 2022. Additional information relating to the above is available during regular office hours at the Township office.

DATED at the Township of Horton this 12th day of October, 2022.

AGENCY RESPONSE

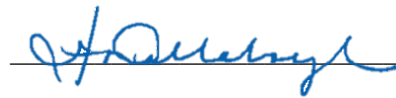
We have reviewed the information provided for the Zoning By-law Amendment application, and

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

Agency

Name (Print)

Signature



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

RETURN TO AGENDA



**PLANNING DIVISION
ZONING BY-LAW AMENDMENT
REPORT TO THE COUNCIL OF
THE TOWNSHIP OF HORTON**

PART A - BASIC INFORMATION

- 1. **FILE NO.:** ZB2246.6
- 2. **APPLICANT:** Jan De Bruyn
Owner: Jared DeBruyn
- 3. **MUNICIPALITY:** Township of Horton
- 4. **LOCATION:** Part of Lot 11, Concession 8

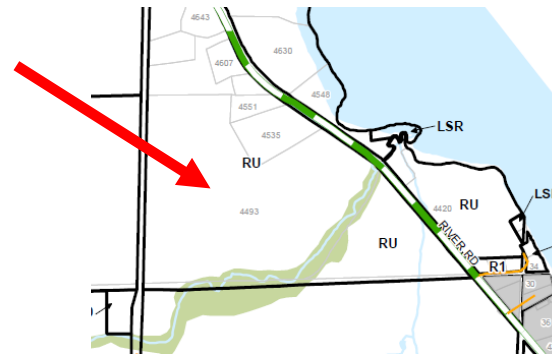
STREET: 4493 River Road

SUBJECT LANDS

- 5. COUNTY OF RENFREW
OFFICIAL PLAN
Land Use Designation(s): Rural



- 6. TWP OF HORTON ZONING
BY-LAW (#2010-14) Zone
Category(s): Rural (RU)



7. DETAILS OF ZONING BY-LAW AMENDMENT REQUEST:

The application proposes a zoning by-law amendment to the Township of Horton Zoning By-law to rezone:

- The severed lands in Consent Application B27/22 from Rural (RU) to Rural-Exception Fifty Nine (RU-E59) to implement a minimum front yard depth of 250 metres.

The zoning by-law amendment is required as a condition of consent.

8. SITE CHARACTERISTICS

The subject lands are approximately 26.9 hectares in area with 215.65 metres of frontage on River Road. The owners have conditionally severed a lot from the property, with an area of 14.9 hectares with 62 metres of road frontage. The severed lands are vacant, and a dwelling is proposed. The retained lands will be 12 hectares in area with 153.65 metres of road frontage and will contain an existing dwelling.

PART B – POLICY REVIEW**9. PROVINCIAL POLICY STATEMENT:**

2.6.2 Development and site alteration shall not be permitted on lands containing archaeological resources or areas of archaeological potential unless significant archaeological resources have been conserved.

10. OFFICIAL PLAN:

Section 2.2(6), states where new development is proposed within an area which has been identified as containing known archaeological resources or having archaeological resource potential, a development proponent shall undertake an archaeological impact assessment of the property in accordance with the archaeological assessment technical guidelines of the Ministry of Tourism, Culture and Sport. Such assessments shall be undertaken by a consultant archaeologist licensed pursuant to the provisions of Section 38 of the Ontario Heritage Act. Adequate measures shall be undertaken to mitigate potential impacts upon identified significant archaeological resources. Impact mitigation may include preservation in situ as the preferred method, followed by avoidance and removal if necessary.

The severed and retained lands are designated as Rural, which permits a variety of uses including agricultural, forestry, limited low density residential, commercial, industrial, recreational, institutional, and more.

11. ZONING BY-LAW:

The severed and retained lands are zoned Rural (RU) in the Township of Horton

RETURN TO AGENDA

Zoning By-law.

The RU zone permits a variety of residential uses, including single and semi-detached dwellings, duplexes, two unit dwellings and modular dwellings. Non-residential uses permitted in the RU zone include, but are not limited to, a bed and breakfast, farm, forestry, garden centre, private club or park, and stables.

The minimum lot area requirement is 4050 square metres for most permitted uses, and the minimum lot frontage is 40 metres. The minimum front yard depth is 7.5 metres for residential uses.

12. SUMMARY OF STUDIES:

No studies were submitted.

PART C: PLANNING ANALYSIS

13. CONSULTATION:

At the time of writing this report, no comments have been received or considered.

14. ANALYSIS:

As indicated above, lands within 300 meters of a major water body are considered to have archaeological potential. The proposed severed lot is within 300 meters of the Ottawa River, which requires an archaeological assessment to be completed. However, if the future building site is located more than 300 metres from the river, the archaeological assessment would not be required.

The applicants have chosen to locate the future building site more than 300 metres from the river; therefore an archaeological assessment will not be required. In order implement a 300 metre setback from the Ottawa River to a future building site on the severed lands, a front yard setback of 250 metres is required.

The zoning by-law amendment will rezone the severed lands from Rural (RU) to Rural – Exception Fifty Nine (RU-E59) to implement a minimum front yard depth of 250 metres.

15. RECOMMENDATIONS:

That, subject to any additional concerns or information raised at the public meeting, the zoning by-law amendment be passed.

RETURN TO AGENDA

Date: October 5, 2022
Prepared By: Lindsey Bennett-Farquhar, MCIP, RPP
County Planner
Reviewed By: Bruce Howarth, MCIP, RPP
Manager of Planning Services

**THE CORPORATION OF THE
TOWNSHIP OF HORTON**

BY-LAW NUMBER 2022-57

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

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

1. THAT By-law Number 2010-14, as amended, be and the same is hereby further amended as follows:
 - (a) By adding the following new subsection to Section 16.0 - requirements for Rural (RU) Zone, immediately following the subsection 16.3 (fff):

“(ggg) Rural – Exception Fifty-Nine (RU-E59)

Notwithstanding any other provisions of this By-law to the contrary, located within Part of Lot 11, Concession 8, in the Township of Horton, and zoned RU-E59, the following provision shall apply:

Front Yard Depth (minimum)	250 metres”
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 - (b) Schedule "A" is amended by rezoning those lands described above from Rural (RU) to Rural – Exception Fifty-Nine (RU-E59) 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 22nd day of November, 2022.

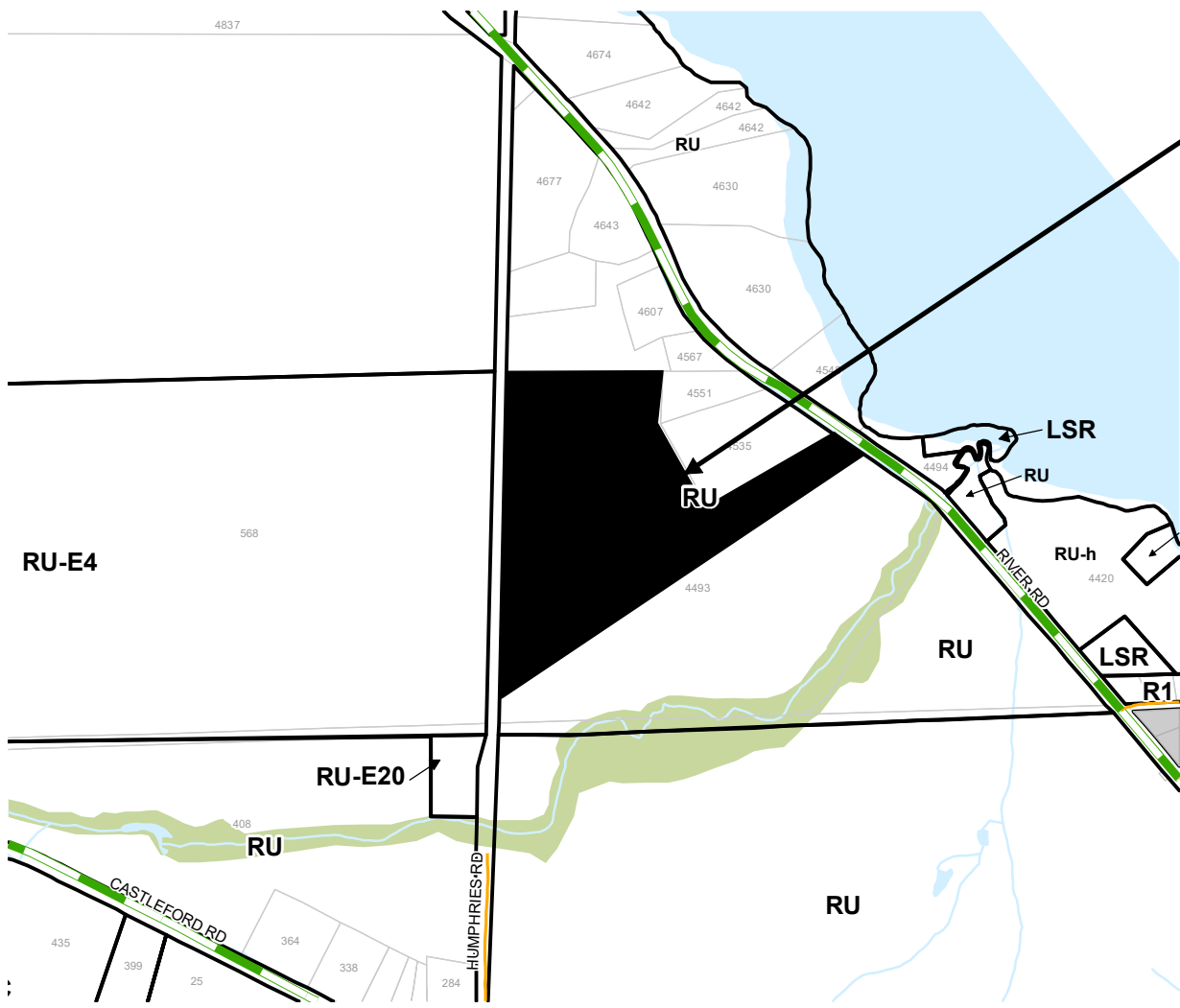
This By-law read a THIRD time and finally passed this 22nd day of November, 2022.

MAYOR David M. Bennett

CAO/Clerk Hope Dillabough

RETURN TO AGENDA

From RU to RU-E59



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

RU Rural

-E Exception Zone

LSR Limited Service Residential

■ Area affected by amendment:
From RU to RU-E59

■ Environmental Protection

THE CORPORATION OF THE TOWNSHIP OF HORTON

REGULAR COUNCIL MEETING
OCTOBER 18TH, 2022

There was a Regular Meeting of Council held on Tuesday October 18th, 2022 in the Municipal Chambers. Present were Mayor David Bennett, Councillor Doug Humphries, Councillor Tom Webster, and Councillor Lane Cleroux. Staff present was Hope Dillabough, CAO/Clerk, and Nichole Dubeau, Executive Assistant – Recording Secretary.

Deputy Mayor Glen Campbell sent his regrets.

1. CALL TO ORDER

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

2. LAND ACKNOWLEDGEMENT

Mayor Bennett read the Land Acknowledgement in its entirety.

3. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest.

4. CONFIRMATION OF COUNCIL AGENDA

Moved by Councillor Webster

RESOLUTION NO. 2022-241

Seconded by Councillor Humphries

THAT Council adopt the amended Agenda for the October 18th, 2022 Regular Council Meeting to include In Camera (Closed) Session Pursuant to Section 239(2) (e) of the Municipal Act, Litigation or potential litigation – Thomson Road

Carried

5. DELEGATIONS &/or PUBLIC MEETINGS

5.1 Public Meeting – Zoning By-law Amendment – Horton Township

6. MINUTES

6.1 October 4th, 2022 – Regular Council

Moved by Councillor Humphries

RESOLUTION NO. 2022-242

Seconded by Councillor Cleroux

THAT Council approve the following Minutes:

- October 4th, 2022 – Regular Council

Carried

7. BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes.

8. COMMITTEE REPORTS:

8.1 PLANNING COMMITTEE

Public Advisory Members Lisa Branje and Bob Johnston were present. Public Advisory Member Bob Cassidy sent his regrets.

8.1.1 September Building Reports

Council reviewed the report.

8.1.2 Planning Files Report

Council reviewed the report.

8.2 IN CAMERA (CLOSED) SESSION (AS REQUIRED)

PURSUANT TO SECTION 239(2) (E) OF THE MUNICIPAL ACT,

8.2.1 (e) Litigation or potential litigation – Thomson Road

RETURN TO AGENDA

Moved by Councillor Webster
Seconded by Councillor Cleroux

RESOLUTION NO. 2022-243

THAT Council went into a Closed Session Meeting at 4:20 p.m. to discuss the following items pursuant to Section 239(2) (e) of the Municipal Act;

- (e) Litigation or potential litigation – Thomson Road

Carried

Moved by Councillor Humphries
Seconded by Councillor Webster

RESOLUTION NO. 2022-244

THAT Council came out of Closed (In-Camera) Session at 4:56 p.m. and discussed items pursuant to Section 239(2) (e) of the Municipal Act pertaining to:

- (e) Litigation or potential litigation – Thomson Road

Carried

8.3 TRANSPORTATION & ENVIRONMENTAL SERVICES COMMITTEE

8.3.1 Chair's Report – October 13th

Councillor Webster reviewed the report. Mayor Bennett thanked Public Works Manager Adam Knapp for his dedication to the Thompsonhill Rehabilitation project and being on top of any arising problems.

9. CORRESPONDENCE SUMMARY

9.1 INFORMATION CORRESPONDENCE

9.1.1 CAO/Clerk Information Memo

Discussion went around the table with information previously distributed.

9.2 ACTION CORRESPONDENCE – NONE

10. BYLAWS

10.1 2022-53 Zoning By-Law Amendment – Horton Township

10.2 2022-54 Emergency Management Program and Emergency Response Plan

11. NOTICE TO FILE MOTION FOR NEXT COUNCIL – NONE

12. COUNCIL/STAFF MEMBERS CONCERNS

Council members took turns thanking Staff and Council for their hard work and commitment throughout the last 4 years, making it as seamless as possible, especially during the 2019 flood and COVID-19. Staff also thanked Council for working together as a team with each other and staff.

13. MOTION FOR RECONSIDERATION – NONE

14. RESOLUTIONS

Moved by Councillor Webster
Seconded by Councillor Humphries

RESOLUTION NO. 2022-245

THAT Council accept the September 2022 Building Report as information.

Carried

Moved by Councillor Cleroux
Seconded by Councillor Humphries

RESOLUTION NO. 2022-246

THAT Council accept the Planning Files Report as information.

Carried

RETURN TO AGENDA

Moved by Councillor Webster
Seconded by Councillor Cleroux

RESOLUTION NO. 2022-247

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

Carried

Moved by Councillor Humphries
Seconded by Councillor Webster

RESOLUTION NO. 2022-248

THAT Council accept the CAO/Clerk's Information Memo for October 18th, 2022.

Carried

Moved by Councillor Cleroux
Seconded by Councillor Webster

RESOLUTION NO. 2022-249

THAT Council enact the following By-laws:

- 2022-46 Zoning By-law Amendment – Leblanc & Sebastian
- 2022-47 Zoning By-law Amendment – Sullivan Holdings Inc. (Arnprior)

Carried

15. CONFIRMING BYLAW

Moved by Councillor Cleroux
Seconded by Councillor Humphries

RESOLUTION NO. 2022-250

THAT Council enact By-law 2022-55 – Confirming By-Law.

Carried

16. ADJOURNMENT

Mayor Bennett declared the meeting adjourned at 5:22 p.m.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

INAUGURAL COUNCIL MEETING NOVEMBER 15TH, 2022

The Inaugural Meeting of the Council of the Township of Horton was held in the Township of Horton Community Centre on Tuesday November 15th, 2022. Present were Mayor David Bennett, Councillor Glen Campbell, Councillor Doug Humphries, Councillor Daina Proctor, and Councillor Tom Webster. Staff present was CAO/Clerk Hope Dillabough, Treasurer Nathalie Moore, Executive Assistant Nichole Dubeau, and Receptionist/Clerk Amanda Ryan.

1. CALL TO ORDER AND WELCOME

Mayor Bennett called the meeting to order at 7:00 p.m. and welcomed all for attending.

2. DECLARATION OF OFFICE

- Mayor David Bennett
- Councillor Glen Campbell
- Councillor Doug Humphries
- Councillor Daina Proctor
- Councillor Tom Webster

CAO/Clerk Hope Dillabough called upon each elected Council member to come forward to read and sign their declaration of office.

3. INAUGURAL ADDRESSES

Mayor Bennett gave his Inaugural Address.

4. APPOINTMENT OF COMMITTEES

Mayor Bennett appointed the following Chair to the Standing Committees listed below.

<u>Committee</u>	<u>Chair</u>
General Government	Tom Webster
Planning	Glen Campbell
Protective Services	Daina Proctor
Recreation	Doug Humphries
Transportation & Environmental Services	Doug Humphries

Further to the above he appointed the Chair to the following Committees:

Renfrew Chamber of Commerce	Doug Humphries
Renfrew & Area Senior's Home Support	Doug Humphries

5. RESOLUTIONS

Moved by Councillor Campbell

RESOLUTION NO. 2022-251

Seconded by Councillor Humphries

THAT Council hereby appoints Councillor Tom Webster to fill the position of Deputy Mayor to act in the absence of the Mayor for the 2022-2026 Term of Office.

RETURN TO AGENDA

The Deputy Mayor shall have legal and banking signing authority for the 2022-2026 Term of Office as required.

Carried

Moved by Deputy Mayor Webster

RESOLUTION NO. 2022-252

Seconded by Councillor Proctor

THAT Council approves the terms and conditions set out in the TD Canada Trust “Corporate Resolution” and appoints the following bank signing officers for the Corporation of the Township of Horton:

One signature of either Mayor David Bennett or Deputy Mayor Tom Webster; and
One signature of either Treasurer Nathalie Moore or CAO/Clerk Hope Dillabough.

Carried

Moved by Councillor Humphries

RESOLUTION NO. 2022-253

Seconded by Councillor Campbell

THAT Mayor David Bennett and CAO/Clerk Hope Dillabough be appointed as legal signing officers and the alternates in case of absence shall be Deputy Mayor Tom Webster for the Mayor and Treasurer Nathalie Moore for the CAO/Clerk.

Carried

7. CONFIRMING BYLAW

Moved by Councillor Campbell

RESOLUTION NO. 2022-254

Seconded by Councillor Proctor

THAT Council enact By-law 2022-56, a by-law to confirm proceedings of the Council of the Township of Horton at the Inaugural Council Meeting held on November 15th, 2022.

Carried

8. ADJOURNMENT

Mayor Bennett declared the meeting adjourned at 7:15 p.m.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough



2022-2026 COUNCIL ORIENTATION

CAO/Clerk's Department

[RETURN TO AGENDA](#)

ROLE HEAD OF COUNCIL

~ SECTIONS 225 & 226.1 OF THE MUNICIPAL ACT

To Act as Chief Executive Officer of the Municipality

Uphold and promote the purposes of the Municipality;

Promote public involvement of the municipality's activities;

Act as the representative of the municipality both within and outside the municipality;

Participate in and foster activities that enhances the economic, social and environmental well-being of the municipality and its residents.

RETURN TO AGENDA



ROLE HEAD OF COUNCIL

~ SECTIONS 225 & 226.1 OF THE MUNICIPAL ACT

To Act as Chief Executive Officer of the Municipality

To preside over Council Meetings so that its business can be carried out efficiently and effectively;

To provide leadership to Council;

**To represent the municipality at official functions;
and**

To carry out the duties of the Head of Council under this or any Act.

RETURN TO AGENDA



ROLE OF COUNCIL

~ SECTION 224 OF THE MUNICIPAL ACT ~

To represent the public and to consider the well-being and interests of the municipality;

To develop and evaluate the policies and programs of the municipality;

To determine which services the municipality provides;

To ensure that administrative policies, practices and procedures are in place to implement the decisions of Council;

To ensure the accountability and transparency of the operations of the municipality;

To maintain the financial integrity of the municipality; and

To carry out the duties of Council under this Act or any other Act.

[RETURN TO AGENDA](#)



COUNCIL – “STEERS”	STAFF – “ROWS”
(Acting as a Whole)	(Lead by CAO/Clerk)
Representative	Manage People & Resources
Direction & Policy	Research & Advise
Decisions	Implementation
Political Leadership	Organizational Leadership



STAFF ROLES AND RELATIONSHIPS

RETURN TO AGENDA



STAFF ROLES AND RELATIONSHIPS

A SUCCESSFUL COUNCIL-STAFF TEAM OPERATES ACCORDING TO DEFINED ROLES

Staff provides information and policy advice



Council makes decision(s)



Staff Implements decisions



Council evaluates performance

[RETURN TO AGENDA](#)





A municipality shall
establish a code of
conduct for the
Members of Council.

*Bill 68, Modernizing Municipal Legislation Act
Township of Horton By-Law 2019-42*

RETURN TO AGENDA

THIS CODE ESTABLISHES ETHICAL STANDARDS EXPECTED OF ALL COUNCIL



Respect the status of confidential information (ex. personnel, legal, property acquisition);



Achieving sound financial management, planning and accountability;



Shall accurately communicate the attitudes and decision of Council even if they disagree with the majority decision;



Shall not accept gifts;



Acknowledge that only Council as a whole has the capacity to direct staff and will refrain from using their position on Council to influence staff in their duties;



Will endeavor to conduct and convey Council business in an open and public manner (other than decisions of personnel, legal and/or property acquisition)



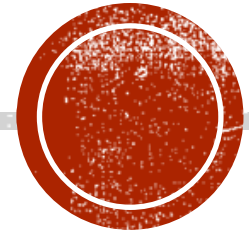
Harassment of another member, staff or any member of the public is misconduct

[RETURN TO AGENDA](#)



CONFLICT OF INTEREST

Members of Council should review the *Municipal Conflict of Interest Act* and act accordingly. Staff cannot provide advice to individual Members of Council as to whether or not they have a conflict with respect to a specific issue. The determination must be made by the member, who may wish to seek outside legal counsel, as necessary.



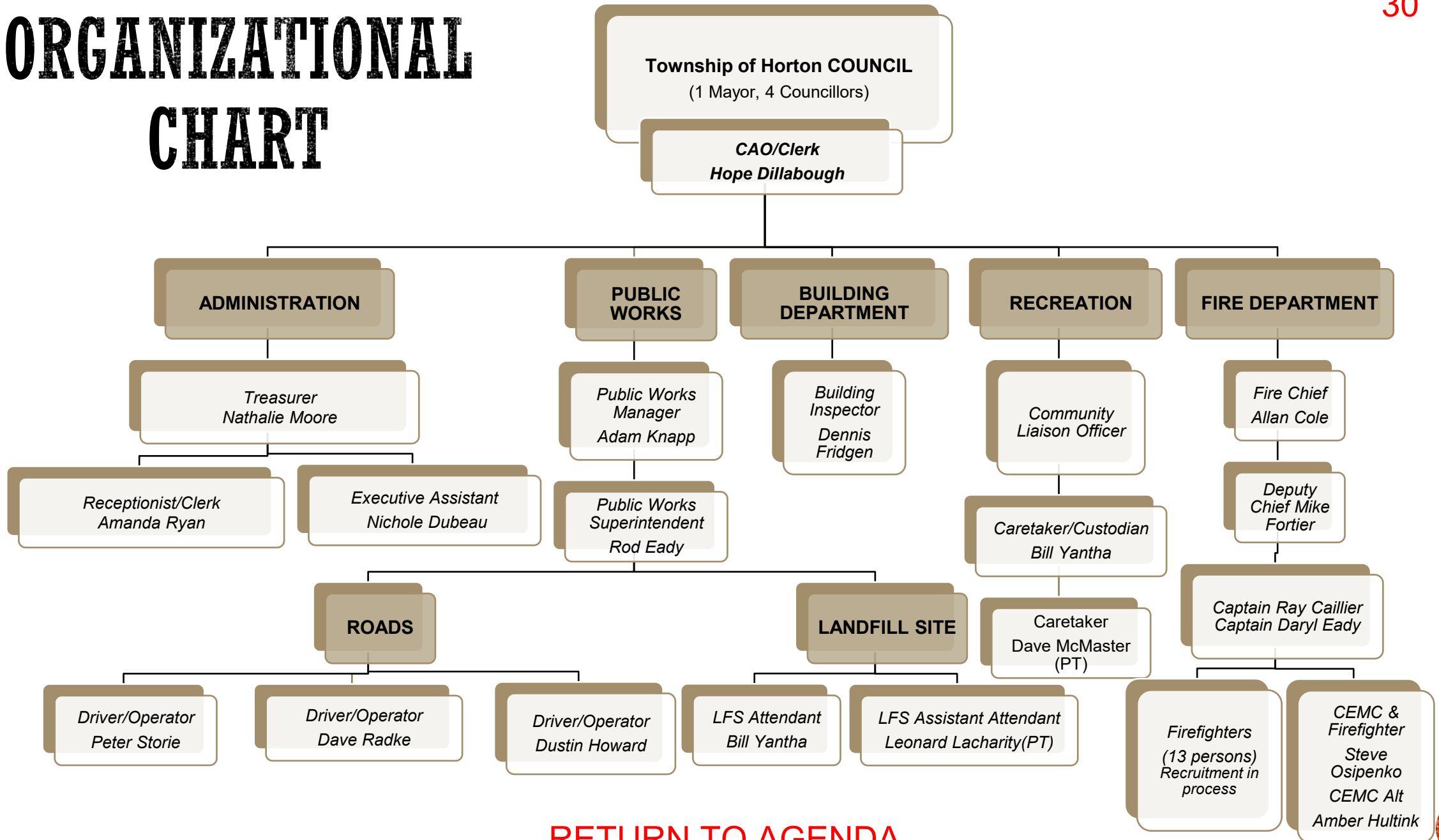
CONFLICT OF INTEREST

The *Municipal Conflict of Interest Act* requires a Member of Council to disclose a pecuniary interest (direct or indirect) , if applicable, prior to consideration of the matter by Council. When the item is before Council at a meeting, the member is required, among other things to:

- Disclose the interest and its general nature before the matter is considered at the meeting (There is a section on the Agenda that asks if there is any disclosure);
- Not take part in the discussion or voting on any question in respect of the matter;
- Not attempt to influence the voting before, during or after the meeting;
- Immediately leave the meeting, if the meeting is closed to the public.



ORGANIZATIONAL CHART



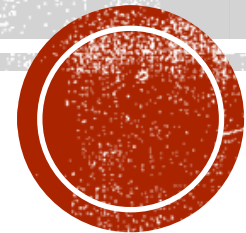
RETURN TO AGENDA



CHIEF ADMINISTRATIVE OFFICER

~ appointed under Section 229 of the Municipal Act

Exercises general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality.

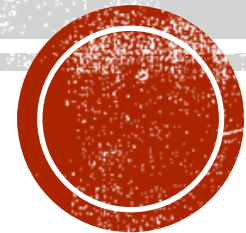


[RETURN TO AGENDA](#)

CLERK

~ shall be appointed under Section 228 of the Municipal Act

- Prepare Agendas and Packages;
- Record all Resolutions and Decisions by Council in the format of Minutes;
- Prepare Bylaws and keep the originals of all by-laws;
- Returning Officer in Municipal Elections



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PROCEDURAL BY-LAW 2019-41

Municipal Act, section 238(2) requires every municipality to adopt a procedure by-law for governing the calling, place and proceedings of meetings

- Rules and regulations on proceedings of Council and Committee Meetings
- Mayor presides over Council Meetings, Chair presides over Committee Meetings
- Improper behaviour such as heckling, inappropriate language etc, is not permitted and members can be expelled.
- Closed Meeting (In-Camera) considerations
- Motions, Rules of Debate, Voting on Motions
- All members have the following duties:
 - To deliberate on the business before it
 - To vote when a motion is put to vote
 - To respect the rules of procedure

POLICIES: DEVELOPMENT & IMPLEMENTATION

- ❖ Corporate Policies and Procedures were reviewed in 2019 for the purpose of updating to reflect Federal and Provincial Legislation (i.e. Bill 148, Bill 68 etc.)

- ❖ Policies to consistently review:
 - Accountability and Transparency;
 - Code of Conduct;
 - Council and Staff Relations.



PLANNING AND DEVELOPMENT

OFFICIAL PLAN

Policy document that guides the short-term and long-term development of a community. It applies to all lands within the County of Renfrew and the policies within it provide direction for the size and location of land uses, provision of municipal services and facilities and resources protection.

~ Official Plan Amendment No. 31 effective August 19, 2021

ZONING BY-LAW

By-Law to regulate the use of land. It divides the municipality into different 'zones' and within each zone (ex. Rural, Industrial, Commercial, Residential), the by-law states specifically what land uses are currently permitted. (i.e. where buildings and structures can be located, types of uses, buildings permitted in each zone, development standards for lot sizes, building height, parking requirements, setbacks etc.)

~ Zoning By-law – approved in 2010 – review scheduled for 2024

[RETURN TO AGENDA](#)



SEVERANCE APPLICATIONS

2019

6 applications

2020

8 applications

2021

34 applications

2022

22 applications

(As of October 31st, 2022)

BUILDING PERMITS

**TOTAL
BUILDING
PERMITS**

**NEW
RESIDENTIAL
PERMITS**

2019 – 58

2019 – 14

2020 – 76

2020 – 13

2021 – 85

2021 – 25

2022 – 57

2022 – 14

RETURN TO AGENDA



AREAS OF FOCUS



FEDERAL AND
PROVINCIAL
FUNDING
OPPORTUNITIES



PLANNING AND
DEVELOPMENT
GROWTH
ECONOMIC
DEVELOPMENT



COMPREHENSIVE
ZONING BY-LAW
REVIEW



BY-LAW REVIEW
AND UPDATE (I.E.
NOTICE BY-LAW,
ANIMAL CONTROL,
NOISE, ETC.)

[RETURN TO AGENDA](#)

OBJECTIVES FOR 2023 & FUTURE

Continued Enhancement to Corporate Policies

Establish 5–10 year Strategic Plan with Council

Review, update and modernize various by-laws

Comprehensive Zoning By-Law Review - 2024

Continue with Document Management

[RETURN TO AGENDA](#)



2022-2026
COUNCIL
ORIENTATION

FINANCIAL MANAGEMENT

- Council has overall accountability for the financial position of the Township.
- Council must ensure the Township's finances are responsibly managed, so service and program priorities can continue to be delivered at a reasonable cost.
- Council achieves this by monitoring the financial position of the Township throughout the year and reporting on the Township's financial position at the end of the year.
- As a council member, you are not expected to be an accountant or an auditor.
- Financial management is making economic and efficient use of limited resources (including financial) and protection of Township assets from theft, fraud or neglect.



MUNICIPALITIES ARE REQUIRED TO APPOINT A TREASURER

~ Section 286(1) of the Municipal Act

- ❖ Collection and deposit monies
- ❖ Pay all debts and expenditures
- ❖ Maintain accurate records
- ❖ Provide Council with financial information
- ❖ Ensure investments are in accordance with section 418
- ❖ Comply with any requirements applicable to the Treasurer



FISCAL YEAR FOR A MUNICIPALITY

January 1 – December 31

~ Section 224 of the Municipal Act



**TAXATION, REVENUES,
ACCOUNTS PAYABLE**

**BANK RECONCILIATION,
PAYROLL**

**FINANCIAL REPORTS
YEAR END AUDIT FILES**

**RESERVES AND DEVELOPMENT
CHARGES REGISTRY**

**OPERATING BUDGET
CAPITAL BUDGET**

TREASURER TASKS

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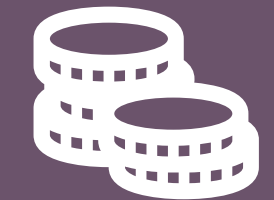
THE BUDGET PROCESS



BUDGET PREPARATION



COUNCIL REVIEW / CHANGES



PUBLIC BUDGET MEETING

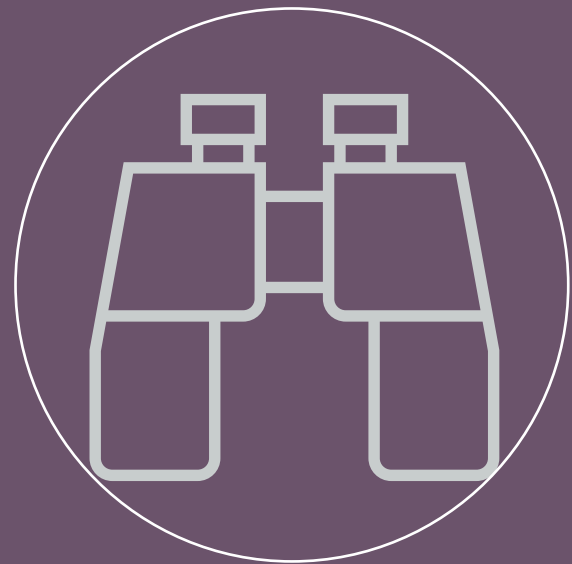
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LONG-TERM FINANCIAL PLANNING

“It is hard to think about draining the swamp when you’re up to your ankles in alligators.”





LONG-
TERM
FINANCIAL
PLANNING



10-YEAR
CAPITAL
FORECAST



CAPTIAL
BUDGET



OPERATING
BUDGET



GRANTS OR TRANSFER PAYMENTS

OMPf

Ontario Municipal Partnership Fund

CCBF

Canada Community Building Fund (Gas Tax Fund)

OCIF

Ontario Community Infrastructure Fund



"ASSET MANAGEMENT PLANNING IS THE PROCESS OF MAKING THE BEST POSSIBLE DECISIONS REGARDING THE BUILDING, OPERATING, MAINTAINING, RENEWING, REPLACING AND DISPOSING OF INFRASTRUCTURE ASSETS. THE OBJECTIVE IS TO MAXIMIZE BENEFITS, MANAGE RISK, AND PROVIDE SATISFACTORY LEVELS OF SERVICE TO THE PUBLIC IN A SUSTAINABLE MANNER. ASSET MANAGEMENT REQUIRES A THOROUGH UNDERSTANDING OF THE CHARACTERISTICS AND CONDITION OF INFRASTRUCTURE ASSETS, AS WELL AS THE SERVICE LEVELS EXPECTED FROM THEM. IT ALSO INVOLVES SETTING STRATEGIC PRIORITIES TO OPTIMIZE DECISION-MAKING ABOUT WHEN AND HOW TO PROCEED WITH INVESTMENTS. FINALLY, IT REQUIRES THE DEVELOPMENT OF A FINANCIAL PLAN, WHICH IS THE MOST CRITICAL STEP IN PUTTING THE PLAN INTO ACTION."

~ **Building Together Guide**





THE AMP TYPICALLY INCLUDES





MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

How will my property assessment impact my property taxes?

Watch this video to learn more.

<https://www.youtube.com/watch?v=nrWry5i3TBU>

RETURN TO AGENDA

AREAS OF FOCUS FOR THIS TERM

10-YEAR FORECAST
LONG-TERM
FINANCIAL PLAN

REVIEW & UPDATE
PROCUREMENT
BY-LAW

DIGITIZE
ACCOUNTS
PAYABLE PRACTICES

PLAN WITH
COMMITTEE
MEMBERS

[RETURN TO AGENDA](#)



MY DOOR IS ALWAYS OPEN!





THE CORPORATION OF THE TOWNSHIP OF HORTON

Memo from the CAO/Clerk as of November 18, 2022.

INFORMATION provided **NOT** included in the Regular Council meeting package of November 22, 2022.

INFORMATION EMAILED

1. 2023 Conference List
2. AMO's New Head of Council and New Councillor Training
3. AMO Policy Update
4. Letter from Resident
5. Letter from Minister Steve Clark
6. Letter from the Honourable Lisa Thompson
7. Ontario Taking Next Steps to Expand Strong Mayors Power
8. Ottawa Valley Business News – October 20
9. Ottawa Valley Business News – November 1
10. Ottawa Valley Business News – November 15
11. Preliminary Analysis of Municipal Post Election Data
12. Calendars

RETURN TO AGENDA

**THE CORPORATION OF THE
TOWNSHIP OF HORTON**

BY-LAW NUMBER 2022-57

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

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

1. THAT By-law Number 2010-14, as amended, be and the same is hereby further amended as follows:
 - (a) By adding the following new subsection to Section 16.0 - requirements for Rural (RU) Zone, immediately following the subsection 16.3 (fff):

“(ggg) Rural – Exception Fifty-Nine (RU-E59)

Notwithstanding any other provisions of this By-law to the contrary, located within Part of Lot 11, Concession 8, in the Township of Horton, and zoned RU-E59, the following provision shall apply:

Front Yard Depth (minimum)	250 metres”
----------------------------	-------------
 - (b) Schedule "A" is amended by rezoning those lands described above from Rural (RU) to Rural – Exception Fifty-Nine (RU-E59) 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 22nd day of November, 2022.

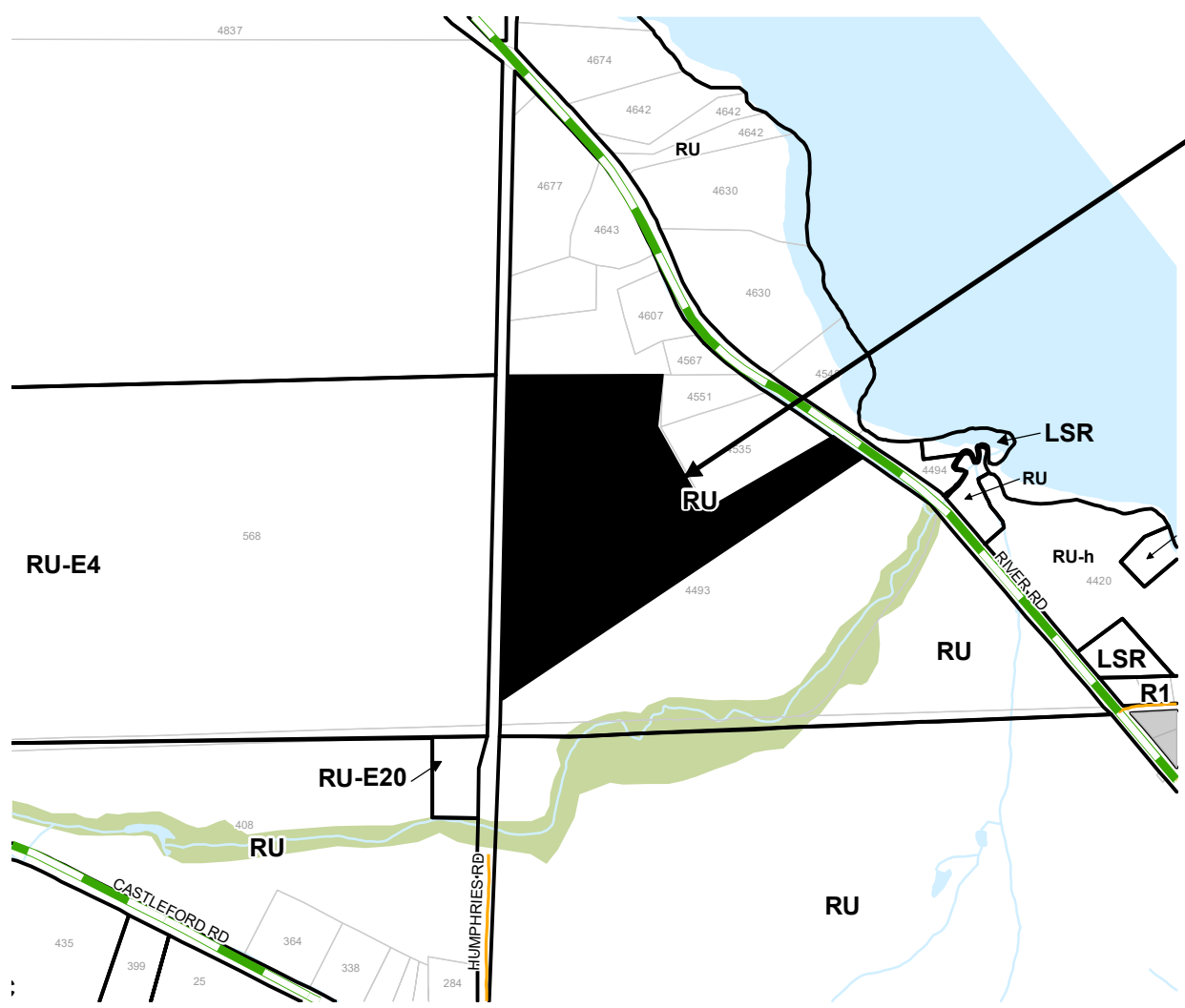
This By-law read a THIRD time and finally passed this 22nd day of November, 2022.

MAYOR David M. Bennett

CAO/Clerk Hope Dillabough

RETURN TO AGENDA

From RU to RU-E59



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

- RU Rural
- E Exception Zone
- LSR Limited Service Residential
- Area affected by amendment: From RU to RU-E59
- Environmental Protection

THE CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2022-58

BEING A BY-LAW TO APPOINT MEMBERS TO THE COMMITTEE OF ADJUSTMENT

WHEREAS under Section 44(1) of the Planning Act, 1990, R.S.O., Chapter P. 13, as amended, the Council of the Municipality may appoint a Committee of Adjustment for the Municipality; and

WHEREAS the composition and terms of the office of the members of the Committee of Adjustment are defined in Section 44 of The Planning Act;

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

1. The following persons shall be appointed to the Township of Horton Committee of Adjustment for the term of office indicated:

<u>Name</u>	<u>Term of Office Expires</u>
Glen Campbell, Chair	December 31 st , 2023
David M. Bennett, Mayor	December 31 st , 2023
Doug Humphries, Councillor	December 31 st , 2023
Daina Proctor, Councillor	December 31 st , 2023
Tom Webster, Councillor	December 31 st , 2023

2. That a Quorum for this Committee shall consist of any three of the above members.
3. That the Secretary/Treasurer for this Committee shall be Hope Dillabough, CAO/Clerk.
4. By-law No. 2022-04 is hereby repealed effective November 22nd, 2022.

This by-law shall come into force and take effect upon the day of final passing thereof.

READ a First and Second time this 22nd day of November 2022.

READ a Third Time and Passed this 22nd day of November 2022.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA

CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2022-59

**A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF HORTON
AT THE REGULAR COUNCIL MEETING HELD NOVEMBER 22ND, 2022**

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 22nd day of November, 2022 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 22nd day of November, 2022.

READ a third time and passed this 22nd day of November, 2022.

MAYOR David M. Bennett

CAO/Clerk Hope Dillabough