



**THE CORPORATION OF THE TOWNSHIP OF HORTON
COUNCIL MEETING – NOVEMBER 7TH, 2023 – 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 pm Delegation – Brian Whitehead, Jp2g Consultants

PG.3

6. MINUTES FROM PREVIOUS MEETINGS

6.1 October 17th, 2023 – Public Meeting

PG.16

6.2 October 17th, 2023 – Regular Council

PG.18

7. BUSINESS ARISING FROM MINUTES

8. COMMITTEE REPORTS:

8.1 RECREATION COMMITTEE

▪ **CHAIR HUMPHRIES**

8.1.1 Chair’s Report – October 12th, 2023

PG. 23

8.2 GENERAL GOVERNMENT

▪ **CHAIR WEBSTER**

8.2.1 Staff Report – Tile Drain Loan

PG.25

8.2.2 Staff Report – Development Charges Study

PG.26

8.3 COMMUNITY COMMITTEES / COUNTY COUNCIL

8.3.1 Renfrew & Area Seniors Home Support

D. Humphries

8.3.2 Chamber of Commerce

D. Humphries

8.3.3 County Council

D. Bennett

9. CORRESPONDENCE SUMMARY

9.1 INFORMATION CORRESPONDENCE

9.1.1 CAO/Clerk Information Memo

PG.28

9.2 ACTION CORRESPONDENCE – NONE

RETURN TO AGENDA

10. BY-LAWS

- 10.1 2023-49 Establish a Grant Program to Assist with Improvement Costs of Private Roads **PG.29**
- 10.2 2023-50 By-law to Name Private Road – Red Door Lane **PG.42**

11. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING

- 11.1 Notice of Motion Filed by Councillor Proctor **PG.45**
- 11.2 Notice of Motion Filed by Mayor Bennett **PG.46**

12. COUNCIL/STAFF MEMBERS CONCERNS**13. RESOLUTIONS****14. IN CAMERA (Closed) SESSION (as required)**

14.1 Pursuant to Section 239(2) (b) of the Municipal Act,

- (b) Personal matters about an identifiable individual, including municipal or local board employees – 2024 Leave Allocation – Verbal Update

15. CONFIRMING BY-LAW 2023-51 **PG.47****16. ADJOURNMENT**

Jp2g No. 18-7063F

November 2, 2023

Township of Horton
2253 Johnston Road,
Renfrew, ONK7V 3Z8
613-432-6271

Attn Hope Dillabough CMO, AOMC, Dipl. M.M. CAO/Clerk
hdillabough@hortontownship.ca

Re Consent Application File Nos. B76/23(1), B77/23(2) & B78/23(3) – Eric and Marion Draper, 4420 River Road, Part Lot 11, Concession 8, Township of Horton. Our File No. 18-7063F

Dear Hope:

Please accept this letter and the enclosed information as a request to meet with Council as a delegation at their meeting on November 7, 2023. The purpose of this delegation request is to seek Council's support for the three (3) above referenced consent (land severance) applications and to also support for an application for Official Plan amendment to complete development potential of the Draper property through the land severance process. The following documents are enclosed in support of these applications:

- One (1) copy of the Township's "Delegation Request to Attend Regular Council".
- One (1) copy of a Consent Planning Report for Consent Application File No. B76/23(1) prepared by the Development & Property Department at the County of Renfrew. (Note: the County's Planning Reports for concurrent Consent File Nos. B77/23(2) and B78/23(3) are the same).

Background:

Jp2g submitted Consent Application File Nos. B76/23(1), B77/23(2) and B78/23(3) to the County of Renfrew on April 20, 2023. In support of these applications, Jp2g submitted a Planning Justification Report; a Hydrogeological Evaluation prepared by Morey Associates and an Archaeological Assessment prepared by Matrix Heritage Inc. The Planning Report also includes recommendations of a lot grading and drainage plan and an Environmental Impact Assessment to be implemented as conditions of consent approval. The Township of Horton provided favourable comments in support of the proposed land severances including comments from the Chief Building and Sewage Inspector advising that the severed and retained lands are suitable for private sewage disposal systems.



Ottawa
1150 Morrison Dr., #410
Ottawa, ON, K2H 8S9
T: 613-828-7800
Ottawa@jp2g.com

Pembroke
12 International Dr.
Pembroke, ON, K8A 6W5
T: 613-735-2507
Pembroke@jp2g.com

Arnprior
16 Edwards St. S., #53B
Arnprior, ON, K7S 3W4
T: 613-828-7800
Arnprior@jp2g.com

The enclosed Consent Planning Report(s) were received from the County of Renfrew on October 20, 2023. These reports provide a planning opinion that the proposed land severances do not comply with the land division policies of the County Official Plan due to the number of previous severances that have been granted from the original holding. The Planning Report also outlines additional studies that should be required to support the future development of the severed and retained lands. County Planning Staff are recommending that the land severances be refused and that a plan of subdivision be required for proper and orderly development of the property. The proposed lands severances will be on the agenda of the next County of Renfrew Land Division Committee hearing for a decision, which is anticipated to be sometime in November or December of 2023.

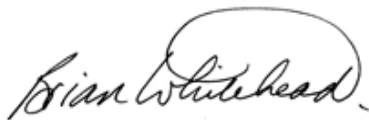
Council Request:

Mr. and Mrs. Draper are requesting Council's support for their three current applications for consent and completion of the development potential of their property through the consent (land severance) process rather than by means of a plan of subdivision. To permit this approach, Council's support of a site-specific application for official plan amendment on the Draper property will be required to allow an exception to the Land Division policies of the County Plan. We are also requesting Council's support for pre-consulting with County Planning Staff regarding an official plan amendment and, if necessary, Council support at a meeting of the County Land Division Committee.

We look forward to meeting with Council at their meeting on November 7, 2023, to discuss this matter in more detail.

Yours truly,

Jp2g Consultants Inc.



Brian Whitehead, MA, MCIP, RPP
Operations Manager, Pembroke Office

cc Eric and Marion Draper, Client (via e-mail)



Appendix "B" - Procedural By-law 2019-41

DELEGATION REQUEST TO ATTEND REGULAR COUNCIL

Meeting Date: NOVEMBER 8, 2023

Name: BRIAN WHITEHEAD + ERIC DRAPER

Address: C/O JP2G CONSULTANTS INC. 12 INTERNATIONAL DR.
PEMBROKE, ON K8A 6W5

Telephone #: 613-281-4346 (cell) 613-735-2507 (o)

E-Mail Address: brianw@jp2g.com

Number of Persons Attending: 2

Spokesperson: BRIAN WHITEHEAD

REASON FOR DELEGATION REQUEST

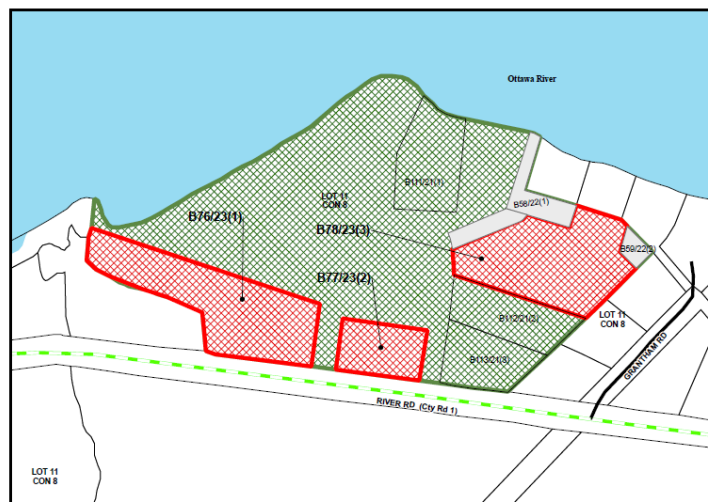
SEE COVERING LETTER PREPARED BY
BRIAN WHITEHEAD DATED NOVEMBER 1, 2023.

Multiple horizontal lines for additional text or notes.

Brian Whitehead
Signature

PART A - BACKGROUND

1. FILE NO.: **B76/23(1)**
2. APPLICANTS: Eric & Marion Draper
Agent: Jp2g Consultants Inc
3. MUNICIPALITY: Township of Horton
(Geographic Township of Horton)
4. LOT: Part Lot 11 CON.: 8 STREET: 4420 River Road
5. PURPOSE: Creation of a new lot
6. DESCRIPTION OF APPLICATION: The owners have applied to sever three vacant residential lots. The first lot is proposed to be 7890 square metres in area with 55 metres of road frontage along a right-of-way, 93 metres of road frontage along River Road, and water frontage on the Ottawa River. The second lot is proposed to be 4060 square metres in area with 45 metres of road frontage along a right-of-way and 90 metres along River Road. The third lot is proposed to be 7170 square metres in area with 28 metres of road frontage along a right-of-way. The final retained lands are proposed to be 4.103 hectares in area with 40 metres of road frontage along River Road. There is an existing dwelling on the retained lands.



7. LOT DIMENSIONS AND USE OF LANDS

	Frontage	Area	Structures
Existing Lot	223 m	6.02 Ha	Dwelling
Severed	55 ROW m 93 River Rd m	0.79 Ha	None
Retained	130 m	5.23 Ha	Dwelling

8. SEVERANCE HISTORY

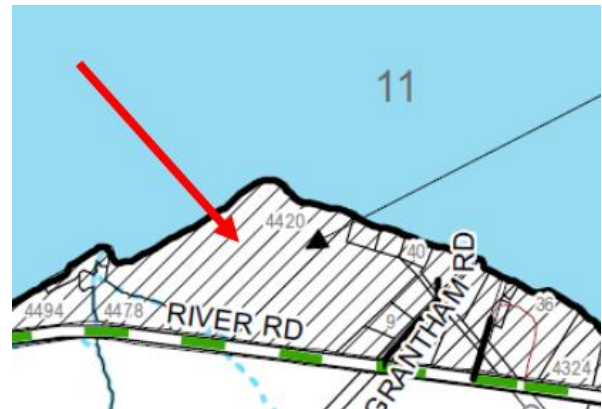
Number of new lots from original holding (1971) 7 previous severances: B221/73(1), B222/73(2), B585/74, B268/92, B111/21(1), B112/21(2) and B113/21(3)
 2 lot additions: B58/21(1) & B59/21(2)

9. OFFICIAL PLAN OF THE COUNTY OF RENFREW

Official Plan Designation(s):

Severed Rural-Exception Four

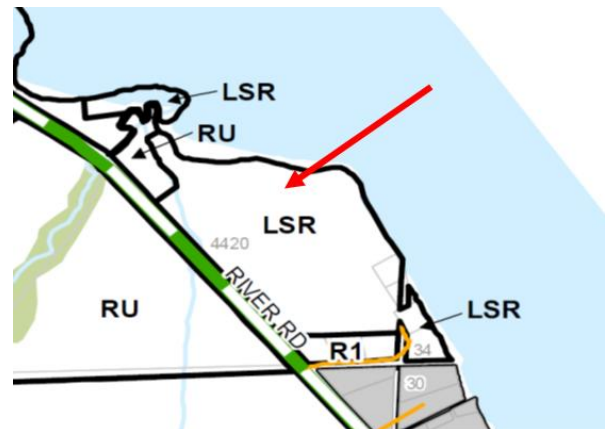
Retained Rural-Exception Four



10. ZONING BY-LAW OF THE TOWNSHIP OF HORTON
 (#2010-14) Zone(s):

Severed Limited Service Residential (LSR)

Retained Limited Service Residential (LSR)



Zone Requirements:

	<u>Proposed Lot Frontage</u>	<u>Minimum Required</u>	<u>Proposed Lot Area</u>	<u>Minimum Required</u>
Severed	55 ROW m 93 River Rd m	40 m	0.79 Ha	4050 m²
Retained	130 m	40 m	5.23 Ha	4050 m²

*Note: There are two concurrent severance applications. If all three lots are granted, the final retained lands will be 4.103 hectares in area with 40 metres of road frontage on River Road.

PART B – COMMENTS

1. PROVINCIAL POLICY STATEMENT and MUNICIPAL PLAN REVIEW DATA

Policies Considered:

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.*

2. OFFICIAL PLAN

Policies Considered:

- Section 2.2(6)(5) – archaeological resources
- Section 2.2(23) Environmental Impact Study (EIS)
- Section 2.2(12)(a) – private services
- Section 13.3(2) – Transportation – County Road
- Section 14.2 & 14.3 – Consent Policies
- Section 14.3(19) - private road

3. ZONING BY-LAW

Provisions Considered:

- 3.28(b) Setbacks – County Road
- 3.28(d) Water Setbacks
- 7.1 & 7.2 Limited Service Residential (LSR)

4. SUBMITTED STUDIES

Planning Justification Report

A Planning Justification Report, dated April 20, 2023, prepared by Jp2g Consultants Inc., was submitted in support of the proposed severances. The report included a hydrogeological evaluation prepared by Morey Associates Consulting Engineers. The results of the Hydrogeological Evaluation conclude

that the proposed lots will have a source of potable water of sufficient quality and quantity, as well as have site conditions suitable for the dispersion of treated septic effluent, provided appropriate septic system and well construction methods are used. The report stated that the quality and quantity of potable water for the proposed lots will meet provincial standards and be consistent with the servicing policies of Section 2.2(12) of the County of Renfrew Official Plan, provided the recommendations of the Hydrogeological Evaluation are implemented.

The report concluded that the proposed lots conform to the consent criteria under Section 14.3(5) of the County of Renfrew Official Plan, and are consistent with the servicing policies of the Provincial Policy Statement (PPS) for Ontario. The report concluded that:

1. The proposed lots are consistent with the servicing requirements of the Provincial Policy Statement.
2. A Plan of Subdivision is not considered necessary for the property and orderly development of the property.
3. A water sample taken from an existing well in the vicinity of the proposed lots meets the Ontario Drinking Water Standards (ODWS) for health and aesthetic parameters in all cases, except hardness, fluoride, and organic nitrogen. The hardness levels are within the MOECC treatability limit for treatment using a water softener or manganese green sand filter. The fluoride levels are within the advisory limit for MOE and users should be made aware to control excessive exposure of fluoride from other sources. It is considered that the presence of organic nitrogen within the well water sample above the ODWS operation guideline will not be a concern from an operational standpoint. The local Medical Officer of Health should be notified that the sodium level in the well water exceeds 20 milligrams per liter so that the information can be relayed to local physicians. It is concluded that, on the basis of water testing in accordance with ODWS water quality parameters, a potable source of water exists. Both a sufficient quantity and quality of potable drinking water should be available for the proposed lots, provided the well is constructed in accordance with the recommendations of the Hydrogeological Evaluation.
4. A nitrate impact assessment indicates that ground water impacts resulting from the construction of septic systems on the proposed lots will be within acceptable Provincial limits at the site boundaries. The site conditions are indicated to meet the Ontario Ministry of the Environment (MOE) criteria as an acceptable setting for a septic sewage disposal system from a groundwater point of view, provided the septic system on the lots are constructed in accordance with the recommendations of the Hydrogeological Evaluation.
5. Future purchasers should be notified about the recommendations of the Hydrogeological Evaluation for treating elevated parameters for hardness, fluoride and organic nitrogen in the groundwater. For this purpose,

notifications can be included in the Township's standard development agreement that will be implemented as a condition of consent approval.

6. No adverse lot grading or drainage impacts are anticipated as a result of the creation of the proposed lots, provided:

a. A 20-metre-wide setback and vegetated buffer is provided between any future development and the intermittent watercourse on Lot 1 and a 30-metre buffer area is maintained along the shoreline of the Ottawa River.

b. A lot grading and drainage plan be prepared as a condition of consent approval for each new lot.

c. That an Environmental Impact Assessment (EIS) be prepared as a condition of consent approval for that portion of lot 1 located adjacent to the intermittent stream and mitigation measures recommended by the EIS be incorporated into the lot grading and drainage plan.

d. Prior to the construction of a basement for any future dwelling on the lots to be severed, a test pit should be dug to determine the depth to the water table. Basement foundations should be constructed to a depth which is not less than 1.0 metre above the water table. This recommendation can be implemented through a provision in the Township's standard development agreement, which will be required as a condition of consent approval.

7. No adverse impacts on the financial resources of the municipality are expected to occur as a result of the proposed development as the property is zoned Limited Service Residential (LSR). The municipality may also require a private roads agreement, which defines the level of road service and identifies the responsibility of private road maintenance to the abutting owners.

8. A Stage 1 and 2 Archaeological Assessment prepared by Matrix Heritage, dated August 31, 2022, concludes that no further archeological study is required for the subject lands.

Stage 1 and 2 Archaeological Assessment

A Stage 1 and 2 Archaeological Assessment, dated August 2022, prepared by Matrix Heritage, was submitted in support of the proposed severances. The Stage 1 assessment included a review of the updated Ontario Ministry of Heritage, Sport, Tourism and Culture Industries (MTCS) archaeological site databases, a review of relevant environmental, historical and archaeological literature, and primary historical research including: historical maps and land registry records.

The Stage 1 assessment determined that, based on criteria outlined in the MTCS Standards and Guidelines for Consultant Archaeologists (Section 1.3, 2011), the study area has high potential for both pre-contact Indigenous and historical Euro-Canadian archaeological sites.

A Stage 2 assessment involved subsurface testing, which consisted of hard excavated test pits at 5 m intervals, a pedestrian survey at 5 m intervals as

per Standard 2, Section 2.1.2 and Section 2.1.1 (MTCS 2011), as well as testing to confirm disturbance as per Standard 2, Section 2.1.8 (MTSC 2011). The Stage 2 assessment resulted in no indication of archaeological remains with cultural heritage value or interest within the proposed area to be licensed. As fewer than 20 diagnostic pre-1900 artifacts were encountered, under Standard 1.c. of Section 2.2 of the Standards and Guidelines for Consultant Archaeologists (MTCS 2011) this site is considered to have no further significant Cultural Heritage Value or Interest (CHVI) and Stage 3 assessment is not required.

Based on the results of this investigation it is recommended that:

1. No further archaeological study is required for the subject property as delineated in Map 1.

A letter, dated October 28, 2022, from the Ministry of Citizenship and Multiculturalism (MCM) was submitted in support of the severance application. It stated that based on the information contained in the report, the ministry is satisfied that the fieldwork and reporting for the archaeological assessment are consistent with the ministry's 2011 *Standards and Guidelines for Consultant Archaeologists* and the terms and conditions for archaeological licences. This report has been entered into the Ontario Public Register of Archaeological Reports.

5. AGENCY COMMENTS

Twp. of Horton	Favourable comments were received from the Township. The Chief Building Official and Sewage Inspector approved the suitability of the severed and retained lands for private sewage disposal, provided the sewage system must conform to Part 8 of the Ontario Building code and all applicable by-laws.
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Required Conditions:

- Registered plan of survey
- Lot development fee of \$3,824 be paid
- Consent agreement entered into with the Township

County Public Works & Engineering	No comments or concerns with the proposals as existing accesses to County Road 1 (River Road) will be used.
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6. GENERAL PLANNING COMMENTS

The County of Renfrew provides a pre-consultation service. We always recommend that property owners contact us before submitting applications to discuss the proposal so that we can provide comments/requirements. A pre-consultation was not submitted for these proposals.

Consent Policies

Our records indicate that there have been 7 previous severances from the original holding. Together with this application, an additional two applications for new lots have been submitted for approval.

This lot and the two lots to be created by Consent Application File Nos. B77/23(2) and B78/23(3) would constitute the 8th, 9th and 10th lots to be severed from the original holding. Section 14.3(5) of the Official Plan states that creating more than five lots per holding is generally discouraged. The Official Plan does contain criteria for lot creation of more than 5 lots through the severance process, but there are limits and the policy does not create a framework to create piecemeal development that otherwise should have occurred by a plan of subdivision.

From the below image, the existing lot pattern can be visualized with the three new proposed consents.



Section 14.3(5) states that while more than 5 consents are discouraged, additional consents may be considered, provided the approval authority is satisfied that a plan of subdivision is not required for the orderly development of the lands and certain criteria are met:

- Justification of the proposed method of servicing – *The only method of servicing is private well/septic, condition met.*
- Report indicating why a plan of subdivision is not necessary – *Report submitted; however staff disagree with the report.*
- The need for a hydrogeological study – *A scoped hydrogeological evaluation was submitted; however given the existing number of lots in the area, poor water quality (elevated sodium, hardness, organic nitrogen, and fluoride), and the potential for additional lots, a full hydrogeological assessment prepared in accordance with the requirements of the Provincial guidelines is recommended.*
- The need for a lot grading and drainage plan – *The report recommended that a future lot grading / drainage plan be prepared for the proposed lots. Given the context of the surrounding properties that have been developed in piecemeal fashion, a grading and drainage plan for the area has not been prepared. To facilitate future lot creation, a comprehensive stormwater management plan should be prepared to mitigate development impacts on stormwater quantity and quality. A stormwater management plan is required for new development consisting of more than three lots. These consent applications are proposing to avoid proper stormwater management by creating a patchwork of lot approvals without a comprehensive plan looking at the impact of the existing development, the current proposed consents, future development potential, and roads.*
- Impact of the proposed development on the financial resources of the municipality - *this is unknown at this time as it is not known if a stormwater management facility is required to be installed or maintained by the Township.*

In addition to the criteria under Section 14.3(5), these additional consents do not meet the criteria for the creation of more than 3 lots under section 14.3(4) which are:

- Do not create a conflict with abutting uses – *This is unknown at this time as a comprehensive hydrogeological assessment and stormwater management report have not been submitted.*
- Does not lead to demands for increased municipal services – *Unknown because of the lack of a stormwater management study.*
- The creation of additional lots will complete the development potential of the holding by the severance process – *Does not complete the development potential. Please refer to the air photograph above showing that even if these additional consent are granted, the owner has left an area for future road and access to an area for additional waterfront lots.*
- Ribbon development is not a concern – *A clear complete plan for the development potential of the entire holding should be submitted to understand the intentions for this property.*
- The first three lots permitted by have been developed - *In this situation 7 lots have been created including the previous three lots created in 2021. One of the lots created in 2021 has an existing dwelling. A permit has been issued for one of the two remaining vacant lots. One lot is remaining to be developed.*
- That the lots can be adequately serviced with potable water and private sewage disposal system and are consistent with the servicing policies of Section 2.2(12) – *A scoped hydrogeological assessment was submitted. As indicated above, given the density of the surrounding development, and the potential for more lots, a full hydrogeological assessment in accordance with Provincial guidelines is recommended.*

In addition to the consent policies, this property is adjacent to the Ottawa River, a small creek, and within 120 metres of Significant Woodlands. The policies of the Official Plan require the submission of an Environmental Impact Study.

Section 14.2(1) of the Official Plan states "Prior to considering the merits of a consent, the approval authority shall be satisfied that a registered plan of subdivision is not necessary for proper and orderly development. A registered plan of subdivision will be the method of dividing land where:

- a) A significant number of new lots would be or there is a high potential to create and market a significant number of new lots;
- b) New public roads other than minor public road extensions are proposed;
- c) Extensive investigations regarding such matters as hydrogeology, surface drainage or environmental impact will be required; or
- d) The future development potential of the retained lands or the adjoining lands would be adversely affected by the proposed consent".

Staff are of the opinion that a plan of subdivision is necessary for the proper and orderly development of these lands when compared to the above criteria:

- a) A significant number of lots can be created and there is a high potential to create and market additional lots;
- b) It is unknown if new public roads or extensions should be considered for the proper and safe development of the property;
- c) Extensive investigations are required: a full hydrogeological assessment, stormwater management report and Environmental Impact Assessment are required. Additional requirement may be applicable depending on the potential lot creation of the property, and the services that are necessary (i.e. roads/access, stormwater management, geotechnical).
- d) A complete development proposal to develop the remaining lands should be prepared instead of a patchwork of successive consent applications.

Lastly, Section 14.2(2) of the Official Plan states that the approval authority shall be satisfied that a consent is in the public interest and that it is not premature in terms of development patterns in the area. Staff are of the opinion that these three proposed consents are premature, and that the overall development pattern should be designed in a comprehensive manner.

Our office is not satisfied that a plan of subdivision is not required for the orderly development of the property, and the approval of these three applications would not complete the development potential of the holding. The configuration of this proposed lot is also not conducive for future development on the property. The proposal does not conform to the Official Plan, and as such does not meet the criteria under Section 52(24) of the Planning Act. Therefore, our office would not support the creation of the three concurrent lots (Consent Application File Nos. B76/23(1)-B78/23(3)) through the severance process. Any future development of the holding should proceed by way of a plan of subdivision.

7. RECOMMENDATIONS

- (a) Planning concerns have NOT been identified in this report. Therefore,



consent can be granted.

- (b) There are some planning concerns that must be dealt with as follows, before determining whether the consent can be supported or not.
- (c) The proposal may be acceptable when the following matters are addressed and resolved:
- (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:
- (e) There are serious planning concerns, refusal is recommended.
- (f) Other Recommendations:

Date: October 20, 2023
Prepared by: Lindsey Bennett-Farquhar, MCIP, RPP
Senior Planner
Reviewed by: Bruce Howarth, MCIP, RPP
Manager of Planning Services

JUL/2022

THE CORPORATION OF THE TOWNSHIP OF HORTON

Public Meeting
Zoning Amendment
Darcy & Cheryl-Ann Warren
October 17th, 2023 at 4:00 p.m.

There was a Public Meeting held during the Regular Council Meeting on October 17th, 2023. Present was Mayor David Bennett, Councillor Glen Campbell, Councillor Doug Humphries, and Councillor Daina Proctor. Staff present was Hope Dillabough, CAO/Clerk, Nathalie Moore, Treasurer, Adam Knapp, Public Works Manager, and Nichole Dubeau, Executive Assistant-Recording Secretary.

Councillor Tom Webster sent his regrets.

Kathryn Curry, Junior Planner, from J2pg Consultants Inc. was present.

1. CALL TO ORDER

Mayor David Bennett called the Public Meeting to Order at 4:05 pm.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest.

3. PURPOSE OF AMENDMENT

Executive Assistant Nichole Dubeau stated that the purpose and effect of this amendment is to rezone the severed lands in Consent Application Files B178/22(1) and B179/22(2) from Commercial-Exception Two (C-E2) to Commercial – Exception Eleven – holding (C-E11-holding). The exception zone is required to reduce the minimum lot frontage requirement from 35 metres to 30 metres, and to limit the permitted uses to ‘low-water’ uses only. ‘Low water uses include:

- automotive – store
- automotive – commercial garage
- automotive – gasoline bar
- automotive – vehicle sales or rental establishment
- building supply store
- business and professional offices
- convenience store
- financial institution
- furniture workshop, woodworking shop and showroom
- park
- post office
- retail store
- contractor's yard or shop
- logging hauler
- factory outlet
- warehouse
- accessory business office
- welding shop
- mini storage establishment
- automotive storage

The holding symbol may be lifted once a supportive hydrogeological evaluation has been submitted.

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

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

4. REPORT ON NOTICE

i) Reading of Written Comments

Executive Assistant Nichole Dubeau reported that as required by the Planning Act, all property owners within 120 metres were notified of this

RETURN TO AGENDA

meeting. Notice of this meeting was sent to eleven (11) property owners within the 120-meter radius in addition to ten (10) Provincial and County Agencies. Out of those, no written comments were received by the prescribed deadline.

ii) PUBLIC PARTICIPATION/COMMENTS

There was no public participation or comments.

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.

Executive Assistant Nichole Dubeau read out Sections 34(11) and 34(19) in their entirety.

6. COUNCIL MEMBERS COMMENTS

There were no Council members comments.

7. ADJOURNMENT

Mayor Bennett adjourned the public meeting at 4:10 pm.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

THE CORPORATION OF THE TOWNSHIP OF HORTON

REGULAR COUNCIL MEETING
OCTOBER 17TH, 2023

There was a Regular Meeting of Council held in the Council Chambers on Tuesday October 17th, 2023. Present were Mayor David Bennett, Councillor Glen Campbell, Councillor Doug Humphries, and Councillor Daina Proctor. Staff present was Hope Dillabough, CAO/Clerk, Nathalie Moore, Treasurer, Adam Knapp, Public Works Manager, and Nichole Dubeau, Executive Assistant – Recording Secretary.

Councillor Tom Webster 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 Humphries

2023-192

Seconded by Councillor Proctor

THAT Council adopt the amended Agenda for the October 17th, 2023 Regular Council Meeting to include item 8.1.4 Staff Report – Recording/Livestream Audiovisual Equipment Sole Source Request, item 10.3 2023-47 Library Service Agreement Renewal, and Draft Grant Program to Assist with Improvement Costs of Private Roads as an attachment to the TES Chair’s Report.

Carried

5. DELEGATIONS &/or PUBLIC MEETINGS

5.1 Committee of Adjustment – A01-23 Deslaurier

5.2 Public Meeting – Zoning By-law Amendment – Warren

6. MINUTES

6.1 October 3rd, 2023 – Regular Council

Moved by Councillor Campbell

RESOLUTION NO. 2023-193

Seconded by Councillor Proctor

THAT Council approve the following Minutes:

- October 3rd, 2023 – Regular Council

Carried

7. BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes.

8. COMMITTEE REPORTS:

8.1 GENERAL GOVERNMENT COMMITTEE

Public Advisory Member Susan Humphries and Spencer Hopping were present.

8.1.1 Treasurer’s Report

Treasurer Nathalie Moore reviewed the report. Councillor Campbell requested that the 10-Year Capital forecast come to the table as information twice a year, aside from budget deliberations.

RETURN TO AGENDA

8.1.2 2024 OPP Annual Billing Statement

Council reviewed the report.

8.1.3 Staff Report – January 2024 Council Meeting Schedule

CAO/Clerk Hope Dillabough reviewed the report. Council members were in agreeance to cancel the first meeting in January.

8.1.4 Staff Report - Recording/Livestream Audiovisual Equipment Sole Source Request

CAO/Clerk Hope Dillabough reviewed the report. Mayor Bennett questioned if the equipment would be transferrable to the Community Centre if there was a meeting held there. Ms. Dillabough stated that she will check with Shawn from ComBEtek, but it will be retrofitted specifically for the Chambers.

8.2 PLANNING COMMITTEE

Public Advisory Member Bob Johnston was present.

Public Advisory Members Lisa Branje sent her regrets.

8.1.1 September Building Report

Council reviewed the report.

8.2.2 Planning Files Report

Council reviewed the report. Councillor Proctor questioned the length of time from when the application is received by the County to when the Township receives notice. CAO/Clerk Hope Dillabough stated that the County is coming to the November 21st meeting to further discuss the process and timelines.

8.2.3 Staff Report – Backyard Chicken Survey

CAO/Clerk Hope Dillabough reviewed the report. Councillor Proctor thanked staff for compiling the survey and making it available to residents, and thanked residents for responding to the survey.

Council members were in agreeance to allow Ted Poirier to talk. He stated that he does not get a response from Council about complaints he has made and wants to discuss the by-law enforcement with Council. Council stated that Mr. Poirier should complete a delegation request and submit to be put on the agenda. CAO/Clerk Hope Dillabough stated that by-law enforcement will be attending that meeting as well.

8.2.4 Staff Report – Private Road Naming Request

CAO/Clerk Hope Dillabough reviewed the report.

8.2.5 Staff Report – Tomlinson Pit Proposal Update

CAO/Clerk Hope Dillabough reviewed the report.

8.3 TRANSPORTATION & ENVIRONMENTAL SERVICES COMMITTEE8.3.1 Chair's Report – October 11th, 2023

Mayor Bennett declared pecuniary interest and was not involved in the discussion.

Public Works Manager Adam Knapp reviewed the report. There was Council discussion regarding the elimination of the free landfill site voucher and waste dumping issues.

9. CORRESPONDENCE SUMMARY

RETURN TO AGENDA

9.1 INFORMATION CORRESPONDENCE – NONE**9.2 ACTION CORRESPONDENCE – NONE****10. BYLAWS**

- 10.1 2023-45 Use of Unopened Road Allowance – Draper
- 10.2 2023-46 Zoning By-law Amendment – Warren
- 10.3 2023-47 Library Service Agreement Renewal

11. NOTICE TO FILE MOTION FOR NEXT COUNCIL

- 1) Councillor Proctor filed a Notice of Motion for the purpose of appointing a Deputy Mayor.
- 2) Mayor Bennett filed a Notice of Motion for the purpose of appointing a Deputy Mayor.

12. COUNCIL/STAFF MEMBERS CONCERNS – NONE**13. RESOLUTIONS**Moved by Councillor Humphries**RESOLUTION NO. 2023-194**Seconded by Councillor Campbell**THAT** Council receive the following reports as information:

- Treasurer's Report
- 2024 OPP Annual Billing Statement
- September Building Report
- Planning Files Update
- Backyard Chickens Survey Results
- Zoning By-law Amendment Application – Tomlinson Update
- TES Committee Chair's Report – October 11th, 2023

CarriedMoved by Councillor Proctor**RESOLUTION NO. 2023-195**Seconded by Councillor Humphries**THAT** Council agree to cancel the January 2nd, 2024 Regular Council Meeting and proceed with only one scheduled Regular Council Meeting on January 16th, 2024;**AND FURTHER THAT** if an additional meeting in January is required, a Special Meeting can be scheduled.**Carried**Moved by Councillor Proctor**RESOLUTION NO. 2023-196**Seconded by Councillor Campbell**THAT** Council agree with staff's recommendation and sole source the Audiovisual Equipment purchase and installation for the purpose of recording Council Meetings to ComBEtek Multimedia at an estimated cost of \$50,888.42;**AND THAT** this has been included within the 2023 Budget to ultimately be funded from the Working Funds Reserve.**Carried**Moved by Councillor Campbell**RESOLUTION NO. 2023-197**Seconded by Councillor Proctor**THAT** Council is in favour of the request submitted by Eric Draper regarding naming the Private Right-of-Way known as Part 4 of Registered Plan 49R-20167 as Red Door Lane;**AND FURTHER THAT** Council direct staff to give public notice on the Township's website of the intention to pass a by-law to name the new private road.**RETURN TO AGENDA**

Carried

Moved by Councillor Humphries
Seconded by Councillor Proctor

RESOLUTION NO. 2023-198

THAT upon recommendation from the TES Committee, Council adjust the Transportation and Waste Site User Fees and Charges to no less than on a biennial basis triggered by receipt of the biennial report and adjusted according to the CPI rate of inflation for services;

AND FURTHER THAT this be reflected in the 2024 User Fees and Charges By-law.

Carried

Moved by Councillor Proctor
Seconded by Councillor Humphries

RESOLUTION NO. 2023-199

THAT upon recommendation from the TES Committee, Council direct Staff to prepare an informational package highlighting the Township’s current resource recovery initiatives that will be posted on the Township’s website and Facebook page;

AND THAT Council also direct Staff to explore resource recovery options for textiles and food waste.

Carried

Moved by Councillor Humphries
Seconded by Councillor Proctor

RESOLUTION NO. 2023-200

THAT upon recommendation from the TES Committee, that due to the current life expectancy of the Horton Landfill Site, Council eliminate the annual Landfill Site “Free Voucher” for ratepayers effective December 31st, 2023.

Mayor Bennett requested a recorded vote.

Yay	Voting	Nay
	D. Bennett	X
	G. Campbell	X
X	D. Humphries	
	D. Proctor	X

Defeated

Moved by Councillor Campbell
Seconded by Councillor Humphries

RESOLUTION NO. 2023-201

THAT upon recommendation from the TES Committee, Council approve a Grant Program to Assist with Improvement Costs of Private Roads Policy effective January 1st, 2024;

AND FURTHER THAT it be brought forward by By-Law to be adopted into the Township of Horton’s Corporate Policies.

Carried

Moved by Councillor Humphries
Seconded by Councillor Proctor

THAT upon recommendation from the TES Committee, Council sell the steel fence on Gov Deals;

AND THAT upon sale, the proceeds go into the Recreation Reserves.

**Withdrawn by Mover and Seconder.
Tabled for further discussion at the TES Committee.**

Moved by Councillor Campbell
Seconded by Councillor Proctor

RESOLUTION NO. 2023-202

THAT upon recommendation from the TES Committee, Council award PW 2023-08 Grinding of Landfill Materials to National Grinding for a total of \$31,640.00 including HST;

AND THAT this be funded from the Annual Operating Budget.

Mayor Bennett declared pecuniary interest and did not vote.
Carried

Moved by Councillor Humphries
Seconded by Councillor Proctor

RESOLUTION NO. 2023-203

THAT upon recommendation from the TES Committee, Council award PW 2023-09 Supply and Delivery of One (1) Wheeled Excavator Including Attachments to J.R. Brisson Equipment Limited for the total amount of \$478,467.99 including HST;

AND THAT a \$100,000 deposit be provided to J.R. Brisson Equipment Limited funded from the Roads Working Funds Reserve in 2023;

AND THAT the owing amount be allocated in the 2024 budget from the Roads Equipment Reserves;

AND FURTHER THAT upon delivery of the 2024 Case WX160E Wheeled Excavator, the 2004 Volvo EW180B be declared surplus and sold on Gov Deals with the proceeds directed to the Roads Equipment Reserve.

Carried

Moved by Councillor Humphries
Seconded by Councillor Proctor

RESOLUTION NO. 2023-204

THAT Council enact the following By-laws:

- 2023-45 Use of Unopened Road Allowance – Draper
- 2023-46 Zoning By-law Amendment – Warren
- 2023-47 Library Service Agreement Renewal

Carried

14. IN CAMERA (Closed) SESSION – NONE**15. CONFIRMING BYLAW**

Moved by Councillor Campbell
Seconded by Councillor Humphries

RESOLUTION NO. 2023-205

THAT Council enact By-law 2023-48– Confirming By-Law.

Carried

16. ADJOURNMENT

Mayor Bennett declared the meeting adjourned at 5:38 p.m.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA



Township of Horton

COUNCIL / COMMITTEE REPORT

Title: Recreation Chair's Report – October 12 th , 2023	Date:	November 7 th , 2023
	Council/Committee:	Council
	Author:	Amanda Ryan, Receptionist/Clerk
	Department:	Recreation

RECOMMENDATIONS:

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

BACKGROUND:

Harvest Dinner

Ms. Ryan reported that was no information brought forward from the last meeting. No Harvest Dinner was planned.

Bar

Public Advisory Member stated that there have been positive reviews from the public about seeing different faces behind the bar. Ms. Ryan will post again that the committee is looking for more bartenders.

Craft Sale

Ms. Ryan updated the committee as to there being 12 tables sold so far. Ms. Ryan stated that it has not been determined yet if the kitchen will be open.

Fence

Chair Humphries stated that there were items left over from Public Works. Ms. Ryan checked with CAO/Clerk Dillabough and she does not have a map of where the fence was. Ms. Ryan to send a letter to Ms. Eady to let her know we are working on it.

Remembrance Day

Ms. Ryan stated there is a meeting with volunteers on the coming Tuesday to plan the event. Public Advisory Member Rouble stated that there is soup left over.

Euchre

Ms. Ryan stated that no word had been heard back from Councillor Campbell after he was to speak with Arnold Dickson. There has been no one else approach to say they would be willing to look after the biweekly event.

Fencing

Chair Humphries discussed information that came from the TES Committee meeting.

Moved by Claire Rouble

Seconded by Sharon Bennett

THAT the Recreation Committee support the recommendation of the TES Committee being;

RETURN TO AGENDA

THAT Council does not proceed with the installation of the used fence acquired from the Town of Renfrew Tennis Courts;

AND THAT no fencing shall be installed at the community centre due to the reduced esthetics it would present and the cost to install new 28 gauge wall steel to enclose the facility is comparable in price and offers numerous benefits the fence does not;

AND THAT if the Recreation Committee raises the necessary funding to install new 28-gauge wall steel the work shall then proceed.

Carried

Staff Member Concerns

Public Advisory Member Rouble asked about the status of the information from the people who interviewed her for the strategic planning. Chair Humphries informed her on the status of the questioning that took place.

Discussion was held about Euchre and what it would take to run it. Public Advisory Member Rouble to ask Paul Ouelette to see if he would be interested in calling people and organizing.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: N/A

Prepared by: Amanda Ryan, Receptionist/Clerk

Reviewed by: Hope Dillabough, CAO/Clerk



Township of Horton COUNCIL / COMMITTEE REPORT

TILE DRAIN LOANS	Title:	Date: November 7, 2023
		Council/Committee: Council
		Author: Nathalie Moore, Treasurer
		Department: General Government

RECOMMENDATIONS:

THAT Council receive Tile Drain Loans report as information;

AND THAT Council approve the application of Ian McGregor for a tile drain loan on Concession 8 Lot 1, in the Township of Horton, in accordance with the Ministry of Agriculture, Food and Rural Affairs policies for tile drainage for the current year, subject to pending approval of funding from OMAFRA.

BACKGROUND:

In Ontario, the Tile Loan Program, authorized by the Tile Drainage Act, provides loans to agricultural property owners to help them finance tile drainage projects. Landowners in Horton Township planning to install a tile drainage system on their agricultural land are eligible for a tile loan under this program.

Mr. McGregor has made application to the Township to submit on his behalf to OMAFRA for \$50,000 for the installation of a tile drain. The tile drain will be installed over an area of 75 acres of land. The work will be completed by a licensed contractor and be inspected by the Township's appointed drainage inspector.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS:

OMAFRA sends invoices to the municipality for payment due on the anniversary date of the debenture. The loan will be collected through our financial software and paid annually. The loan schedule will be presented once the Tile Drain Loan Debenture by-law is brought to Council.

CONSULTATIONS:

*Prepared By: Nathalie Moore, Treasurer
Reviewed By: Hope Dillabough, CAO/Clerk*

RETURN TO AGENDA



Township of Horton COUNCIL / COMMITTEE REPORT

Title: CONSULTANT FOR 2023/2024 DEVELOPMENT CHARGES STUDY	Date:	November 7 th , 2023
	Council/Committee:	Council
	Author:	Hope Dillabough
	Department:	General Government

RECOMMENDATIONS:

THAT Council authorizes the CAO/Clerk to engage the services of Jp2g Consultants Inc. to conduct a development charge background study;

AND FURTHER THAT Jp2g Consultants Inc. will organize and chair the public meeting as required and prepare the appropriate by-law upon completion of the study.

BACKGROUND:

The Development Charges Act, 1997 Section 9 (1) states that Development Charge By-law must be updated every 5 years and there must be a study completed. The Township's current development charges by-law was passed in 2018 and is now required to be updated.

The Township's procurement by-law defines a "Single Source" purchase to mean that there may be more than one source in the open market but for reasons of function or service only one vendor is recommended for consideration of the particular goods and services.

The process to gather data, continue updates to our Asset Management Plan, updating our 10 year capital plan, creating and presenting budgets, and meet with managers and Council prior to holding a public meeting takes several months. It is staff's recommendation to utilize the same consultant who prepared the last several development charges studies as they are already extremely familiar with the demographics of Horton.

Staff reached out to Jp2g to confirm interest. Staff also reached out to another consulting firm who have provided studies for some municipalities within the county, as well as the County of Renfrew, but we never heard back.

FINANCIAL IMPLICATIONS:

The cost of the study is incorporated within the current by-law and there are sufficient funds for the 2023/2024 study. It is estimated the cost for this service to be less than \$20,000. This will be budgeted for accordingly in the 2024 Budget and as stated, there are sufficient funds.

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CONSULTATIONS:

Jp2g Consultants Inc.

Prepared by: Hope Dillabough, CAO/Clerk



THE CORPORATION OF THE TOWNSHIP OF HORTON

Memo from the CAO/Clerk as of November 3rd, 2023.

INFORMATION provided **NOT** included in the Regular Council meeting package of November 7th, 2023.

INFORMATION EMAILED

1. EOWC Goes to Parliament Hill
2. October 2023 Chamber Update
3. AMO Policy Update – October 23
4. ROMA 2024 Conference
5. Calendars

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THE CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2023-49

BEING A BY-LAW TO ESTABLISH A GRANT PROGRAM TO ASSIST WITH IMPROVEMENT COSTS OF PRIVATE ROADS

WHEREAS Section 10 of the Municipal Act, 2001, as amended provides that the municipality may provide any thing that the municipality considers necessary or desirable for the public, including matters dealing with highways and the health, safety and well-being of persons within the municipality;

AND WHEREAS it is deemed desirable to establish a policy and criteria for authorizing an improvement road grant program for private roads;

AND WHEREAS Council deems it in the best interest of the Township of Horton to provide an improvement road grant program for private roads as the program will promote year-round residency, increase population and provide better access for emergency response vehicles that provide health and safety for residents;

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

1. **THAT** the Council of the Corporation of the Township of Horton adopt Private Roads Grant Policy T-01 hereto attached as Schedule "A".
2. **THAT** this By-Law shall come into force and take effect immediately upon the passing thereof.
3. **THAT** that all By-laws and Resolutions prior to November 7th, 2023 be replaced in their entirety with this policy.
4. **THAT** this By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
5. **BE IT FURTHER ENACTED**, that all By-Laws or parts thereof, and all or any Resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed.

READ a first and second time this 7th day of November, 2023.

READ a third time and passed this 7th day of November, 2023.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

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POLICY: Grant Assistance Program for Improvement Costs of Private Roads			
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1.0 POLICY STATEMENT

The Township of Horton Council has established a policy to establish a Grant Program to Assist with Improvement Costs of Private Roads.

2.0 DEFINITIONS

“**Approved**” means approved by the municipal council or the pertinent authority as described in this policy.

“**Association Representative**” means the individual granted Signatory authority by the road maintenance association.

“**Chief Administrative Officer/Clerk**” means the person appointed by by-law of the Council to act as Chief Administrative Officer/Clerk of the Corporation.

“**Construction**” means the action of building something.

“**Corporation**” means the Corporation of the Township of Horton.

“**Council**” means the Council of the Corporation of the Township of Horton.

“**Charge**” means a charge imposed pursuant to Section 391(2) of the Municipal Act.

“**Damage**” means any injury, harm, hurt, impairment, mutilation, destruction, or loss to any property, personal or otherwise.

“**Deficient**” means a quality of incompleteness or inadequacy.

“**Fee**” or “**Rate**” means a charge or payment for a service; a price or amount to be paid that is set.

“**Finish Grading**” means the action of a grader working with the preplaced top 2 inches of granular “A” or “M”, at most, to achieve a smooth roadway profile.

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“Grading” means finishing work to attain a smooth gravel surface of the travelled portion of a private road which does not include participation in application or compaction or the granular materials.

“Improvement” means the work undertaken on a road or within a right-of-way to increase or improve upon the existing condition or level of service of a road and shall include, but not be limited to road surface, road subsurface, ditching, brushing, road widening, right-of-way widening, utility relocation.

“Maintenance” means the care or upkeep of a road.

“Municipal Boundary” means the physical limits or borderline of the Township of Horton.

“Normal Conditions” means operational conditions, such as weather conditions, resulting in typical operational situations.

“Own or Owner(s)” means that:

- a. An owner, part owner, joint owner, tenant in common or joint tenant of any interest in the whole or any part or parcel of land,
- b. In the case of the absence or incapacity of a person or persons having ownership of any interest in the parcel of land, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of land.
- c. In the absence of proof to the contrary, the person assessed for the taxes on the parcel of land.

“Participating Owners” means owning property with sole access from the private roadway and are an active member of the road association that has contributed funding to road maintenance during the year the of application.

“Pertinent Authority” means Council unless otherwise designated to another person or body.

“Private Road” means any street, roadway, highway, travelled way, or right-of-way not dedicated and accepted as, or otherwise deemed at law to be a public highway, that serves as a privately maintained motor vehicle access-route to one or more abutting, legally conveyable parcels of land.

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“**Public Roadway**” means a highway, travelled way, or right-of-way dedicated and accepted as a public highway.

“**Rehabilitation**” means the action of restoring something that has been damaged to its former condition.

“**Road Maintenance Association**” means an organization of property owners who reside, or own property accessed by a private road that are represented by one (1) property owner who has signatory authority which also resides or owns property on the private roadway.

“**Signatory Authority**” means the person the Road Maintenance Association has granted the legal right to submit to this grant program or sign a release of liability on behalf of all the property owners on the private roadway.

“**Sole Access**” means the private roadway is utilized as the primary access point to and from the property and recognized as such in the County of Renfrew Civic Addressing System (911 system)

“**Structure**” is as defined in the general definitions section of the most current version of the Ontario Structural Inspection Manual (OSIM).

“**Site**” means the spatial location of the private road where grading shall be undertaken, including vertical and horizontal clearances as required.

“**Standard Specifications**” means a standard set by the municipality.

“**Special Provisions**” means work, or procedures not covered in the standard specifications, and as necessary to supplement or modify items in the standard specifications and/or to cover items of work unique to a specific site.

“**Summer Maintenance**” means actions performed to a private roadway to attain or maintain the standards listed within this policy that does not include storm/disaster recovery.

“**Township**” or “**Municipality**” means the Corporation of the Township of Horton.

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“**Winter Maintenance**” means actions such as snow clearing, snow removal or de-icing.

3.0 OBJECTIVE

The objective of this grant program is to support and encourage regular maintenance of private roads to attain and or maintain an acceptable accessibility standard for Owners and Emergency Response Services in addition to inspiring growth and tourism within the Township.

4.0 PROCEDURE

Procedure for grant application for the purpose of assisting with summer road maintenance costs to participating property owners on private roads:

1. The property owners (including undeveloped lots) fronting and/or utilizing a specific private road shall form a road maintenance association which shall include or represent at least two-thirds (67%) of those property owners;
2. The road maintenance association shall designate one (1) signatory authority that has been authorized to represent the entire association, file an application to the grant program and sign a release of liability on behalf of all property owners.
3. The grant allotment shall be determined by the Township of Horton’s Public Works Manager and approved by Council between September 30th and December 31st of the calendar year of the application based on the calculation of “x” factor plus “y” factor during the yearly budget process.
4. “x” factor shall represent a dollar value per kilometer of roadway and “y” factor shall represent a dollar value per property owner as defined in Appendix A attached to this policy.
5. All applications (attached to this policy as Appendix B) shall be submitted in person at the Township office and forwarded to the Public Works Manager who shall have the sole responsibility/authority of determining grant eligibility and recommending the applications approval to Council.

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6. Grant applications shall be submitted by September 30th. Approved grants shall reimburse property owners to assist with summer road maintenance and shall be paid in one lump sum by cheque to the signatory authority and shall be mailed to the mailing address specified within the submitted application within a timeframe deemed appropriate by the Township's Treasurer.
7. Grant funding is not guaranteed and due to budget constraints may be curtailed at any time by resolution of Council.
8. Council may from time to time establish further criteria or special provisions to the approval of grants that may be generally applied or specific to a particular application or private road.

5.0 CRITERIA

Grant applications meeting the following criteria and all provisions or special provisions specified in this policy or by the pertinent authority shall be deemed eligible and recommended to Council for approval:

1. The Private Road shall be named and recognized in the County of Renfrew Civic Addressing System (911 system) and shall be a minimum of 100m in length (300').
2. Only Private Roads located within the municipal boundary of the Township of Horton shall be eligible.
3. Private roads that branch directly off a main private road may be submitted under one application if all private roads that branch off the main private road are participating and part of the same association and meet all other criteria specified in this policy.
4. The "x" and "y" factors shall be clearly and accurately presented and coincide with the values investigated by the Township.
5. The application (Appendix B) shall be completed in full and include all supporting documentation listed as specified within this policy.

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6. Only private roadways that have formed a road maintenance association and established a one (1) signatory authority may apply to the grant program.
7. The road maintenance association shall be solely responsible to oversee the administration and supervision of annual work programs and related budget and furthermore the Municipality shall assume no responsibility, obligation or exercise any degree of operational control with respect to maintenance of the affected roads.
8. The grant program shall not be utilized to offset any cost of winter maintenance activities or storm/disaster recovery activities.
9. All private roads shall display improvements and maintenance to attain the criteria set out in this policy to be considered for grant approval.
10. The application shall clearly display improvements with before and after pictures to the following standards and provide all documentation listed within this policy and requested by the pertinent authority or the roadway may be deemed deficient, and the application shall be rejected:
 - i. The private roadway shall have a minimum of 100mm (4") of Granular "A" of "M" atop of the subgrade material.
 - ii. The private roadway shall have a minimum width of 4 m (13')
 - iii. The vertical clearance height shall be a minimum of 4m (13')
 - iv. The horizontal clearance shall be a minimum of 5.5m (18')
 - v. The private roadway shall have a minimum 7m (23') radius turn around at all termination points or an unobstructed turn around area acceptable to the Township and its Emergency Response Services. (Turnarounds that do not accommodate Emergency Response Vehicles to perform a standard 3-point turn as defined in the most current version of the Official Ministry of Transportation Drivers Handbook shall be deemed deficient)
 - vi. The roadway under normal conditions shall be able to withstand a minimum vehicle load capacity of 20,412 kg or 45,000 lb.
 - vii. All structures shall be able to always withstand a minimum vehicle load capacity of 20,412 kg or 45,000 lb.
 - viii. Proof of an OSIM biennial inspection including a condition rating and load capacity rating report by a qualified professional for any structure greater than

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or equal to 3m in span. (No alternate routes or by-passes shall be considered acceptable to avoid crossing structures on the established routes of any given private roadway)

- ix. The private roadway shall have no obstructions that may cause delays, hazards or damage to emergency response vehicles or its operators.
 - x. Documentation of participation by two-thirds (67%) of property owners in sharing the costs of road maintenance.
 - xi. Presentation of paid invoices for road improvements in the current year.
11. The Township may at any time throughout the year perform an inspection on the private roadway or consult with emergency response services to compile special provisions and or confirm that the roadway is receiving improvements to attain or maintain the above criteria.

6.0 PROVISIONS

1. The Township of Horton's primary objective is the maintenance of its public road network and therefore shall encourage the utilization of local contractors, however the Township may be contracted for finish grading activities only at the sole discretion of the Township of Horton's Public Works Manager if scheduling allows for the work to be completed without hindering operations to maintain the public roadway network.
2. If the Township is contracted for finish grading the fee shall be per the applicable amount specified in the most current version of the Townships User Fees and Charges By-Law at a minimum on-site charge on three (3) hours. Payment in full shall be received for the three (3) hour minimum prior to any finish grading work being scheduled.
3. The Township shall not supply any manual labour, flaggers, signage, or compaction equipment.
4. The Township shall not partake in any construction or rehabilitation activities to any private roads including, but not be limited to, granular application to the road surface, road subsurface, ditching, brushing, road widening, right-of-way widening, turn around construction or widening, utility relocation or any other action that cannot be defined as finish grading.

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5. The Township shall not perform grading that requires crossing a structure without proof supplied by a qualified professional, within the biennial period as defined by the OSIM, that the structure can withstand a minimum vehicle weight rating of 20,412 kg or 45,000 lb.
6. The Township shall only complete work on roadways that have an established road maintenance association.
7. A release of liability waiver (attached as Appendix C to this policy) shall be completed and signed by the signatory authority prior to any finish grading work being scheduled.

Appendix “A”

Funding Calculation for Grant Program to Assist with Improvement Costs of Private Roads

The grant amount to be considered for the improvement of private roads shall be based on the length of the roadway, and the number of properties that the roadway services.

The formula to determine the eligible amount for each roadway shall be “x” factor plus “y” factor, where “x” factor shall represent a dollar value per kilometer of roadway and “y” factor shall represent a dollar value per participating property owner.

“x” factor shall be equal to \$200.00 per kilometer of private roadway to the nearest tenth of a decimal point. Example: 1.0 km

“y” factor shall be equal to \$20.00 per participating property owner that utilizes the private roadway as their sole access point to the property specified in the application.

Example: X = 1km of private roadway
Y = 10 participating property owners.

$$\begin{aligned} & \text{X factor (\$200) + Y factor (\$20) = Grant Application Amount Requested} \\ & = 1.0 \times \$200 + 10 \times \$20 \\ & = \$200 + \$200 \\ & = \$400.00 \end{aligned}$$

The Grant Application Amount Requested Equals \$400.00

Appendix "B"

APPLICATION FROM FOR PRIVATE ROAD GRANT

Signatory Authorities Information:

Given Legal Name: _____

Township of Horton Address:

Mailing Address (if different):

Telephone #: _____

E-Mail Address: _____

I certify that I have been granted signatory authority by the Road Maintenance Association listed within this application and that all information provided within this application is accurate and true and acknowledge that if any information is found to be falsified or untrue that this application or any further applications from the road maintenance association or the private road under a renamed association may be rejected for a term deemed appropriate by the Council of the Township of Horton. It is further acknowledged that the Road Maintenance Association has granted the signatory authority the legal authority to sign and file this application on behalf of all participating property owners on the private roadway and authorize the Township of Horton to access their property(s) to perform inspection of the roadway at any time to ensure the criteria of the Grant Program to Assist with Improvement Costs of Private Roads Policy are attained.

Signatory Authority's Signature

Witness's Signature

Date of Signatures (Day/Month/Year)

Witness's Signature

RETURN TO AGENDA

Appendix "C"**RELEASE OF LIABILITY FOR FINISH GRADING SERVICES**

I the undersigned signatory authority hereby acknowledge that I have requested the Township of Horton to finish grade the Private Road noted below, and I indemnify and hold harmless the Township of Horton for any damage that may occur to any property, possessions, persons or installations on the private roadway or properties adjacent to the private roadway. I further agree to pay in full any outstanding fees for the services as specified within the Grant Program to Assist with Improvement Costs of Private Roads. It is further acknowledged that the Road Maintenance Association has granted the signatory authority the legal authority to sign this release of liability on behalf of all property owners on the private roadway and authorize the Township of Horton to access their property(s) to perform finish grading.

Private Road Name: _____

Road Maintenance Association Name: _____

Signatory Authority's Legal name: _____

Signatory Authority's Signature: _____

Witness's Legal Name: _____

Witness's Signature: _____

Date of release signatures: _____
(Day/Month/Year)

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW 2023-50

BEING A BY-LAW TO PROVIDE FOR THE NAMING OF A PRIVATE ROAD WITHIN THE TOWNSHIP OF HORTON

WHEREAS the powers of a municipality under Section 8 of the *Municipal Act*, S.O. 2001, C. 25 shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 48 of the *Municipal Act*, S.O. 2001 C. 25 authorizes a local municipality to name or change the name of a Private Road Right-of-Way after giving public notice of its intention to pass the by-law;

AND WHEREAS the Council of the Corporation of the Township of Horton deems it expedient to name the Private Road Right-Of-Way, known as Part 4 of Plan RP49R20167 as per the request made by Eric and Marion Draper;

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

1. That the section known as Part 4 of Plan RP 49R 20167 known as a Private Road Right-Of-Way, identified as 'Schedule A' attached to this By-Law be named "Red Door Lane".
2. By-Law 2015-43 Road Naming By-Law of the Township of Horton is hereby amended to incorporate the new private road name described in paragraph 1 as above.
3. That save as aforesaid all other provisions of By-Law 2015-43, as amended, shall remain in force.
4. This By-law shall come into force and take effect upon final passing.

READ a First and Second Time this 7th day of November, 2023.

READ a Third Time and Passed this 7th day of November, 2023

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA

SCHEDULE "A"

Registered Plan 49R 20167 Part 4

SCHEDULE				AREA (HA)
PART	LOT	CONCESSION	PIN	
1				0.476
2				0.474
3	PL 11	8	PL 57296-0014 (LT)	0.52
4				0.421
5				0.07

PLAN 49R - 20167
 RECEIVED AND DEPOSITED
 September 15, 2022
 (date)

PART 5 ON THIS PLAN IS SUBJECT TO AN EASEMENT PER INST. No. H04707.

Representative for LAND REGISTRAR FOR THE LAND TITLES DIVISION OF RENFREW (No. 49)

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT
 DATE: SEPTEMBER 13, 2022

Adam Kasprzak
 ADAM KASPRZAK

PLAN OF SURVEY
 OF PART OF
LOT 11
CONCESSION 8
GEOGRAPHIC TOWNSHIP OF HORTON
COUNTY OF RENFREW
 SCALE 1 : 500
 ADAM KASPRZAK SURVEYING LTD.

BEARING NOTE:
 BEARINGS ARE UTM GRID, DERIVED FROM GPS OBSERVATIONS ON ORP1 AND ORP2, HAVING A RESULTANT BEARING OF N46°09'00"E, UTM ZONE 18 (75° WEST LONGITUDE) NAD 83 (CSRS), (1997).
 FOR BEARING COMPARISON THE FOLLOWING ROTATIONS WERE APPLIED:
 P1: 1°16'20" COUNTER-CLOCKWISE

METRIC NOTE:
 DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

DISTANCE NOTE:
 DISTANCES SHOWN ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.999783.

ELEVATION NOTE:
 75.29 METRE CONTOUR LINE IS OF GEODETIC ORIGIN AND REFERS TO GEODETIC SURVEY OF CANADA BENCHMARK No. C00C0XXXV HAVING A PUBLISHED ELEVATION OF 79.824 METRES.

NOTE:
 SSIB PLANTED DUE TO INSUFFICIENT OVERBURDEN.

WATER'S EDGE NOTE:
 TIES TO THE WATER'S EDGE ARE PERPENDICULAR TO THEIR RESPECTIVE TRAVERSE LINES UNLESS OTHERWISE NOTED.

INTEGRATION DATA:

POINT ID	NORTHING	EASTING
ORP1	5 042 822.41	375 445.39
ORP2	5 042 741.96	375 569.84

COORDINATE VALUES ARE TO RURAL ACCURACY PER SEC. 14 (2) OF O. REG. 216/10 AND CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

LEGEND (if Applicable)

- IB - IRON BAR
- SIB - STANDARD IRON BAR
- SSIB - SHORT STANDARD IRON BAR
- RB - ROCK BAR
- RP - ROCK POST
- RPL - ROCK PLUG
- RIB - ROUND IRON BAR
- M - MONUMENT FOUND
- - MONUMENT SET
- WIT - WITNESS
- (U) - ORIGIN UNKNOWN
- (Ms) - MEASURED
- (ORP) - OBSERVED REFERENCE POINT
- (643) - C. S. TAYLOR, O.L.S.
- (1290) - D. W. PATTERSON, O.L.S.
- (AK) - ADAM KASPRZAK SURVEYING LTD.
- (P1) - PLAN 49R-11697
- (P2) - PLAN 49R-11697

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
 1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
 2. THE SURVEY WAS COMPLETED ON SEPTEMBER 13th, 2022.

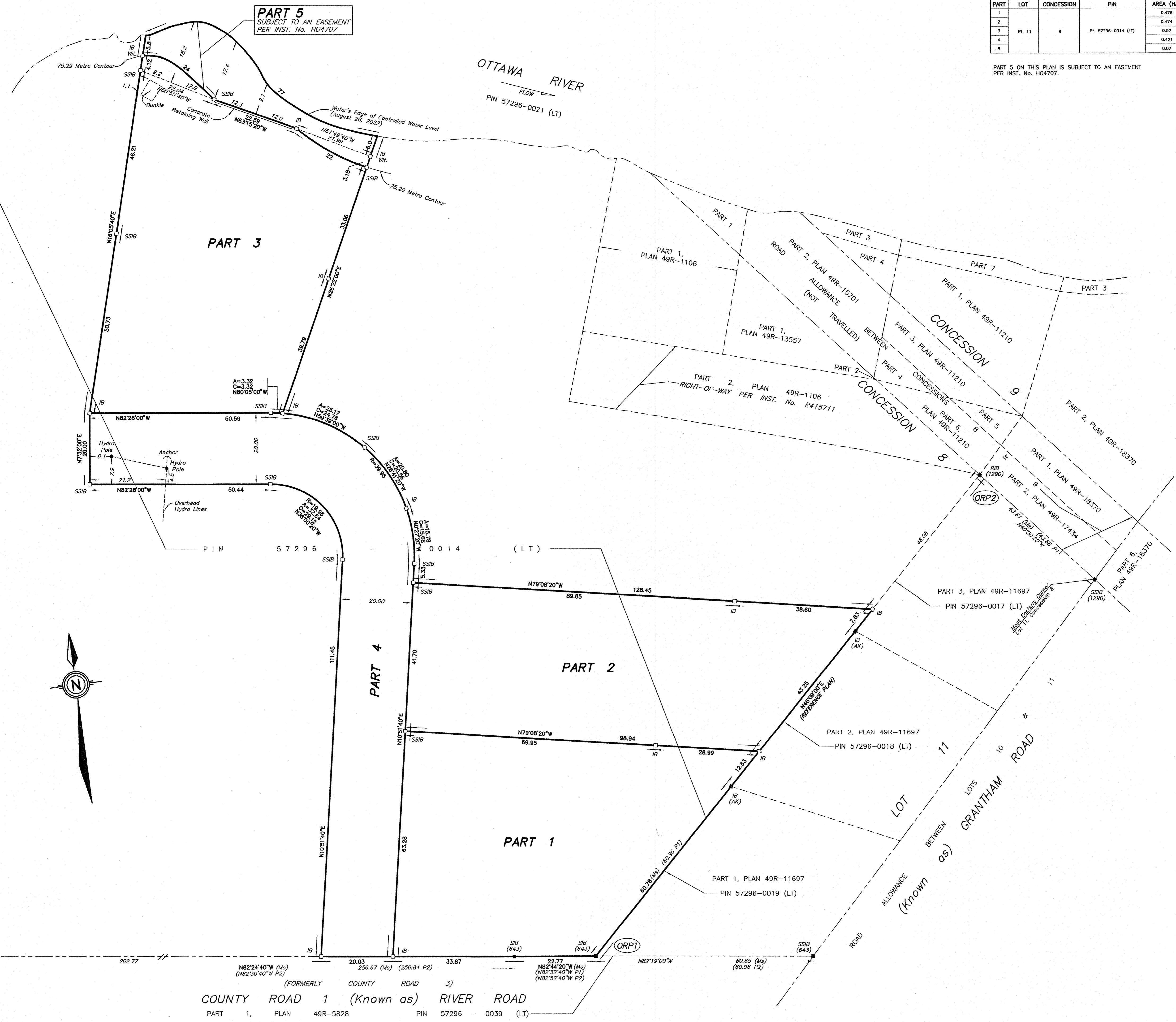
DATE: SEPTEMBER 13, 2022

Adam Kasprzak
 ADAM KASPRZAK
 ONTARIO LAND SURVEYOR

AOLS PLAN SUBMISSION FROM
 ONTARIO LAND SURVEYORS
 THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER 2197887.

AK ADAM KASPRZAK SURVEYING LTD.
 ONTARIO LAND SURVEYORS
 29 BRIDGE ST., P.O. BOX 633
 RENFREW ONTARIO K7V 4E7
 PHONE (613) 432-3048

SCALE: 1 : 500 REF: 21-2230 R-PLAN-2
 FILE No :



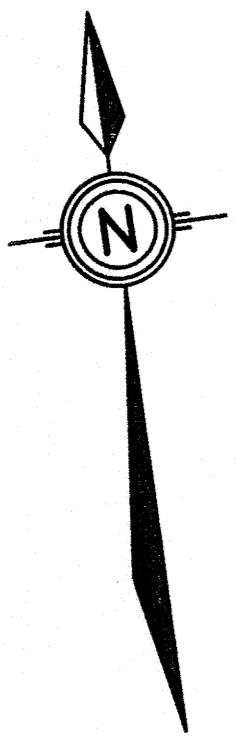
PART 5
 SUBJECT TO AN EASEMENT
 PER INST. No. H04707

OTTAWA RIVER
 FLOW
 PIN 57296-0021 (LT)

PART 3

PART 2

PART 1



COUNTY ROAD 1 (Known as) RIVER ROAD
 PART 1, PLAN 49R-5828 PIN 57296 - 0039 (LT)



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Notice of Motion Filed by Councillor Proctor	Date:	November 7 th , 2023
	Council/Committee:	Council
	Author:	Hope Dillabough On behalf of Councillor Proctor
	Department:	Council

RECOMMENDATIONS:

THAT Council appoint a Deputy Mayor.

BACKGROUND:

A Notice of Motion was filed by Councillor Proctor at the October 17th, 2023, Regular Council Meeting for the purpose of appointing a Deputy Mayor following the resignation of Councillor Webster.

ALTERNATIVES:

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS:

Councillor Proctor

Prepared by: Hope Dillabough, CAO/Clerk

RETURN TO AGENDA



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Notice of Motion Filed by Mayor Bennett	Date:	November 7 th , 2023
	Council/Committee:	Council
	Author:	Hope Dillabough On behalf of Mayor Bennett
	Department:	Council

RECOMMENDATIONS:

THAT Council appoint a Deputy Mayor.

BACKGROUND:

A Notice of Motion was filed by Mayor Bennett at the October 17th, 2023, Regular Council Meeting for the purpose of appointing a Deputy Mayor following the resignation of Councillor Webster. This Notice of Motion was filed following Councillor Proctor's Notice of Motion.

ALTERNATIVES:

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS:

Mayor Bennett

Prepared by: Hope Dillabough, CAO/Clerk

RETURN TO AGENDA

CORPORATION OF THE TOWNSHIP OF HORTON**BY-LAW NO. 2023-51****A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF HORTON
AT THE REGULAR COUNCIL MEETING HELD NOVEMBER 7TH, 2023**

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 7th day of November, 2023 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 7th day of November, 2023.

READ a third time and passed this 7th day of November, 2023.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA