



**THE CORPORATION OF THE TOWNSHIP OF HORTON  
COUNCIL MEETING –DECEMBER 19<sup>TH</sup>, 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. APPOINT ACTING CLERK NICHOLE DUBEAU**

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

6.1 4:00 pm Public Meeting – Zoning By-law Amendment – Hisko

**PG.3**

6.2 4:05 pm Delegation – Ted Poirier

**PG.16**

**7. IN CAMERA (CLOSED) SESSION (AS REQUIRED)**

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

(b) Personal matters about an identifiable individual, including municipal or local board employees – By-law

**8. MINUTES FROM PREVIOUS MEETINGS**

8.1 December 5<sup>th</sup>, 2023

**PG.17**

**9. BUSINESS ARISING FROM MINUTES**

**10. COMMITTEE REPORTS:**

**10.1 PLANNING COMMITTEE**

▪ **CHAIR CAMPBELL**

10.1.1 November Building Report

**PG.21**

10.1.2 Planning Files Update

**PG.22**

10.1.3 Staff Report – Backyard Chicken Draft By-law

**PG.24**

**10.2 GENERAL GOVERNMENT COMMITTEE**

▪ **CHAIR WEBSTER**

10.2.1 Treasurer’s Report

**PG.30**

**10.3 RECREATION COMMITTEE**

▪ **CHAIR HUMPHRIES**

10.3.1 Chair's Report – December 15<sup>th</sup>, 2023

**PG.32**

**11. CORRESPONDENCE SUMMARY**

**11.1 INFORMATION CORRESPONDENCE**

11.1 CAO/Clerk Information Memo

**PG.34**

**11.2 ACTION CORRESPONDENCE – NONE**

**12. BY-LAWS**

12.1 2023-56 2024 User Fees & Charges

**PG.35**

12.2 2023-57 Backyard Chickens By-law

**PG.47**

12.3 2023-58 Zoning By-law Amendment – Hisko

**PG.52**

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

13.1 Notice of Motion Filed by Mayor Bennett

**PG.54**

**14. COUNCIL/STAFF MEMBERS CONCERNS**

**15. RESOLUTIONS**

**16. CONFIRMING BY-LAW 2023-59**

**PG.55**

**17. ADJOURNMENT**

**THE CORPORATION OF THE TOWNSHIP OF HORTON****PUBLIC MEETING****Zoning Amendment****Lloyd & Val Hisko**December 19<sup>th</sup>, 2023

4:00 p.m.

1. Call to Order
2. Declaration of Pecuniary Interest
3. Purpose of Amendment
4. Report on Notice
  - i) Reading of Written Comments
  - ii) Public Participation/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
6. Council Members Comments/Questions
7. Adjournment

**RETURN TO AGENDA**

# Memo

**Horton Township**



**To:** Council

**From:** Nikky Dubeau

**Subject:** Summary – Zoning By-law Amendment - Public Meeting – Lloyd & Val Hisko

**Date:** December 19<sup>th</sup>, 2023

This Zoning By-Law Amendment pertains to the subject lands: Part of Lot 8, Concession 2, in the Township of Horton, and known municipally as 3774 Burnstown Road and 3762 Burnstown Road, 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 B45/23(1) from Residential One (R1) to Commercial – Exception Twelve (C-E12), and to rezone the retained lands in B46/23(2) from Commercial (C) to Commercial – Exception Twelve (C-E12) so that the entire newly consolidated lot is in the same commercial zone. The exception zone is required to reduce the minimum lot frontage requirement from 35 metres to 10 metres, and to reduce the side yard width requirement along the rear lot line of 3774 Burnstown Road from 9 metres to 2.5 metres, and
- To rezone the severed lands in Consent Application B46/23(2) from Commercial (C) to Residential One – Exception Seventeen (R1-E17), and to rezone the retained lands in B45/23(1) from Residential One (R1) to Residential One – Exception Seventeen (R1-E17) so that the entire newly consolidated lot is in the same residential zone. The exception zone is required to reduce the minimum lot area requirement from 4050 square metres to 2500 square metres, and to reduce the minimum rear yard depth requirement from 7.5 metres to 6.7 metres.

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

Notice of this Public Meeting was sent to the twenty-two (22) 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.

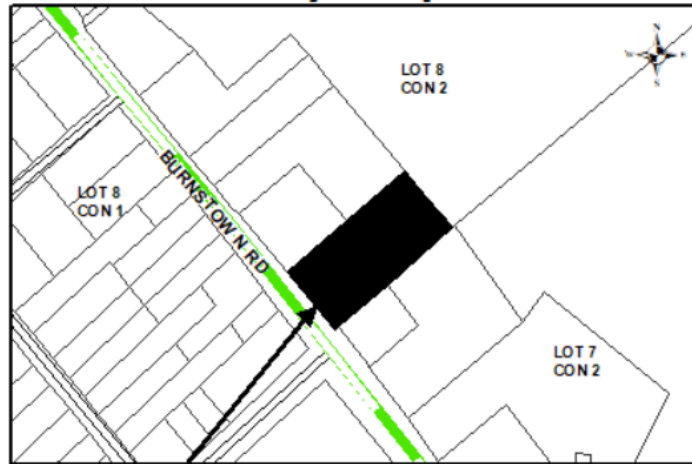
*If a person or public body would otherwise have an ability to appeal the decision of the Township of Horton to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Horton before the by-law is passed,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

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*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.*

### Township of Horton Key Map



**Lands affected by the amendment**



# PLANNING DIVISION ZONING BY-LAW AMENDMENT REPORT

## PART A - BASIC INFORMATION

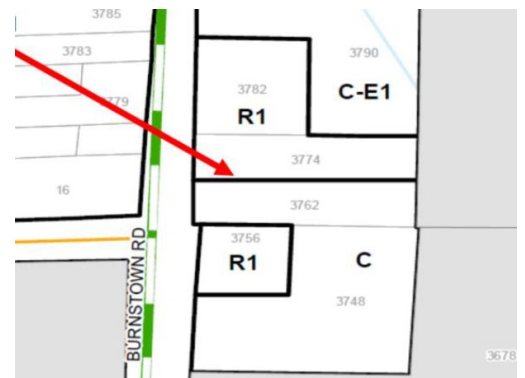
- 1. **FILE NO.:** ZB2346.3
- 2. **APPLICANT:** Lloyd Hisko
- 3. **MUNICIPALITY:** Township of Horton
- 4. **LOCATION:** Part of Lot 8, Concession 2  
**STREET:** Burnstown Road

### 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): Residential One (R1)  
Commercial (C)



## 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 B45/23(1) from Residential One (R1) to Commercial – Exception Twelve (C-E12), and to rezone the retained lands in B46/23(2) from Commercial (C) to Commercial – Exception Twelve (C-E12) so that the entire newly consolidated lot is in the same commercial zone. The exception zone is required to reduce the minimum lot frontage requirement from 35 metres to 10 metres, and to reduce the side yard width requirement along the rear lot line of 3774 Burnstown Road from 9 metres to 2.5 metres, and
- To rezone the severed lands in Consent Application B46/23(2) from Commercial (C) to Residential One – Exception Seventeen (R1-E17), and to rezone the retained lands in B45/23(1) from Residential One (R1) to Residential One – Exception Seventeen (R1-E17) so that the entire newly consolidated lot is in the same residential zone. The exception zone is required to reduce the minimum lot area requirement from 4050 square metres to 2500 square metres, and to reduce the minimum rear yard depth requirement from 7.5 metres to 6.7 metres.

## 8. SITE CHARACTERISTICS

The owner has applied for two concurrent lot addition applications (File No. B45/23(1) and B46/23(2)) to separate the existing dwelling from the commercial buildings, and to ensure all the commercial buildings are on the same lot. B45(1)/23 proposes to move a severed parcel from 3774 Burnstown Rd, that is 2044 square metres, to 3762 Burnstown Road. B46(2)/23 proposed to move a severed parcel from 3762 Burnstown Rd. that is 1100 square metres to 3774 Burnstown Road. 3774 Burnstown Road will contain the existing dwelling and be considered a residential property. 3762 Burnstown Road will contain the existing commercial buildings including two garages, Quonset hut, and three equipment storage sheds. The air photo below shows the proposed lot additions.



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## **PART B – POLICY REVIEW**

### **9. OFFICIAL PLAN:**

The permitted uses in the Rural designation include agriculture, forestry, limited low density residential, commercial, industrial, recreational, institutional, resource-based recreational uses, and conservation uses.

### **10. ZONING BY-LAW:**

The R1 zone permits single and group home. Non-residential uses permitted in the R1 zone include day care (private dwelling), private park, and public park.

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, exterior side yard width, and rear yard depth requirement is 7.5 metres. The minimum interior side yard width requirement is 3 metres.

The only permitted residential use in the Commercial (C) zone is accessory dwelling units, except, in the case of an automotive service station or commercial garage, where the accessory dwelling unit shall be one single detached dwelling. Non-residential uses permitted in the Commercial zone include, but not limited to, automotive – commercial garage, service shop, general, and service, personal.

The minimum lot area requirement for permitted uses, except for hotel or motel, is 4050 square metres, and the minimum lot frontage requirement is 35 metres. The front yard depth requirement is 7.5 metres. The minimum side yard width is 6 metres provided that where the side lot line abuts a Residential Zone, the minimum side yard width shall be 9 metres. The minimum rear yard depth requirement is 7.5 metres provided that where the rear lot line abuts a Residential Zone, the minimum rear yard depth shall be 9 metres.

### **11. SUMMARY OF STUDIES:**

No studies were submitted in support of the Zoning By-law Amendment.

## **PART C: PLANNING ANALYSIS**

### **12. CONSULTATION:**

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

### **13. ANALYSIS:**

As result of the two lot addition applications, both of the new lots will be split zoned Commercial (C) and Residential One (R1). A zoning by-law amendment

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is required as a condition of consent for Consent Applications B45/23(1) and B46/23(2).

*Consent Application B45/23(1)*

Consent Application B45/23(1) proposes to sever a portion of the property that contains the existing commercial buildings and add it to 3762 Burnstown Road which is a commercial property. The severed lands in B45/23(1) are required to be rezoned from Residential One (R1) to Commercial (C) to reflect the current commercial use of the property, and to ensure the entire lot is in the same zone. The consolidated parcel will not meet the minimum lot frontage requirement of 35 metres in the Commercial (C) Zone. The proposed lot frontage is 10 metres. The newly created commercial lot, after the lot addition proposed in B46(2)/23, will be approximately 4734 square metres, and will meet the minimum lot size requirement of 4050 square metres in the Commercial zone.

The zoning by-law requires a minimum side yard width of 6 metres in the Commercial Zone; however a minimum side yard width of 9 metres is required where the side lot line abuts a Residential Zone. Part of the newly created commercial lot abuts the rear lot line of a lot in the Residential Zone; therefore a setback of 9 metres is required. The applicant completed a draft survey showing the location of the existing buildings which shows that the Quonset hut and an existing shed on the property do not meet the side yard width requirement of 9 metres. A reduced side yard width along the rear lot line of 3774 Burnstown Road of 2.52 metres is required. The remaining lot lines are existing. The consolidated lot complies with the maximum lot coverage of 33%.

A zoning by-law is required to rezone the property located at 3762 Burnstown Road from Commercial (C) and Residential One (R1) to Commercial – Exception Twelve (C-E12) to reduce the lot frontage requirement from 35 metres to 10 metres, and to reduce the side yard width requirement along the rear lot line of 3774 Burnstown Road from 9 metres to 2.5 metres.

*Consent Application B46/23(2)*

Consent Application B46/23(2) proposes to add a severed parcel from 3762 Burnstown Rd., which is 1100 square metres, to 3774 Burnstown Road. The newly consolidated residential lot would be approximately 2500 square metres and have approximately 50 metres of frontage on Burnstown Rd. The severed lands in B46/23(2) are required to be rezoned from Commercial (C) to Residential One (R1) to reflect the current residential use of the property, and to ensure the entire lot is in the same zone. While this newly consolidated residential lot would meet the minimum lot frontage requirement of 40 metres, it does not meet the minimum lot size requirement of 4050 square metres for the R1 zone specified in the zoning by-law. The minimum rear yard depth requirement in the R1 zone is 7.5 metres. The existing dwelling is located 6.76 metres from the new rear lot line; therefore an exception zone is required to reduce the rear yard depth from 7.5 metres to 6.7 metres.

A zoning by-law amendment is required to rezone the property located at 3774 Burnstown Road from Commercial (C) and Residential One (R1) to Residential

One – Exception Seventeen (R1-E17) to reduce the lot area requirement from 4050 square metres to 2500 square metres, and to reduce the minimum rear yard depth requirement from 7.5 metres to 6.7 metres.

*County Roads*

The severed and retained lands have frontage on Burnstown Road which is a County road. It is recommended that the County of Renfrew Public Works and Engineering Department be circulated.

**14. RECOMMENDATIONS:**

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

Date: November 27, 2023  
Prepared By: Lindsey Bennett-Farquhar, MCIP, RPP  
Senior Planner

**TOWNSHIP OF HORTON**  
**NOTICE OF APPLICATION AND PUBLIC MEETING**

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***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 8, Concession 2, in the Township of Horton, and known municipally as 3774 Burnstown Road and 3762 Burnstown Road, 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 December 19<sup>th</sup>, 2023 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 B45/23(1) from Residential One (R1) to Commercial – Exception Twelve (C-E12), and to rezone the retained lands in B46/23(2) from Commercial (C) to Commercial – Exception Twelve (C-E12) so that the entire newly consolidated lot is in the same commercial zone. The exception zone is required to reduce the minimum lot frontage requirement from 35 metres to 10 metres, and to reduce the side yard width requirement along the rear lot line of 3774 Burnstown Road from 9 metres to 2.5 metres, and
- To rezone the severed lands in Consent Application B46/23(2) from Commercial (C) to Residential One – Exception Seventeen (R1-E17), and to rezone the retained lands in B45/23(1) from Residential One (R1) to Residential One – Exception Seventeen (R1-E17) so that the entire newly consolidated lot is in the same residential zone. The exception zone is required to reduce the minimum lot area requirement from 4050 square metres to 2500 square metres, and to reduce the minimum rear yard depth requirement from 7.5 metres to 6.7 metres.

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.*

**RETURN TO AGENDA**

*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.*

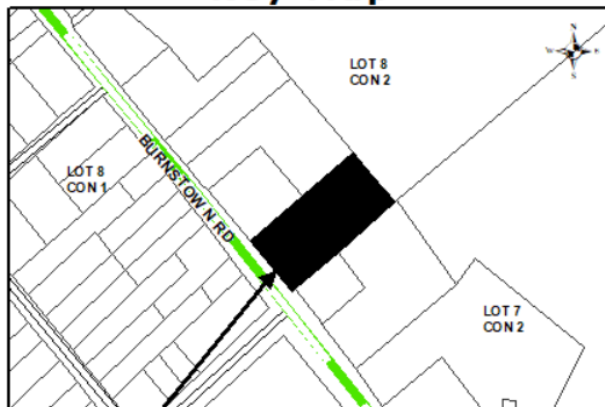
### **Other Applications**

Consent applications B45/23(1) and B46/23(2) are also being considered with this application.

**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 27<sup>th</sup> day of November, 2023.

### **Township of Horton Key Map**



**Lands affected by the amendment**

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

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**TOWNSHIP OF HORTON**  
**NOTICE TO PUBLIC BODIES**

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

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 December 12<sup>th</sup>, 2023. Additional information relating to the above is available during regular office hours at the Township office.

DATED at the Township of Horton this 27<sup>th</sup> day of December, 2023.

**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](mailto:hdillabough@hortontownship.ca)

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**THE CORPORATION OF THE  
TOWNSHIP OF HORTON**

**BY-LAW NUMBER 2023-58**

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 to Section 5.0 – requirements for Residential One (R1) Zone, immediately following the subsection 5.3 (p):
 

“(q) Residential One – Exception Seventeen (R1-E17)

Notwithstanding any other provisions of this By-law to the contrary, located in within Part of Lot 8, Concession 2, in the Township of Horton, and zoned R1-E17, the following provisions shall apply:

i) Lot Area (minimum)	2500 square metres
ii) Rear Yard Depth (minimum)	6.7 metres”
  - (b) By adding the following to Section 9.0 – requirements for Commercial (C) Zone, immediately following the subsection 9.3 (k):
 

“(l) Commercial – Exception Twelve (C-E12)

Notwithstanding any other provisions of this By-law to the contrary, located in within Part of Lot 8, Concession 2, in the Township of Horton, and zoned C-E12, the following provisions shall apply:

i) Lot Frontage (minimum)	10 metres
ii) Side Yard Width along the rear lot line of 3774 Burnstown Road (minimum)	2.5 metres”
  - (c) Schedule "A" is amended by rezoning those lands described above from Commercial (C) and Residential One (R1) to Commercial – Exception Twelve (C-E12), and from Commercial (C) and Residential One (R1) to Residential – Exception Seventeen (R1-E17) as shown as Items 1 & 2 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 19<sup>th</sup> day of December, 2023.

This By-law read a THIRD time and finally passed this 19<sup>th</sup> day of December, 2023.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

**RETURN TO AGENDA**



Item 1:  
From C  
and R1  
to C-E12

Item 2:  
From C  
and R1  
to R1-E17



1:5,000

**Corporation of The  
Township of Horton**

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

\_\_\_\_\_  
Mayor

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

**LEGEND**

- R1 Residential One
- C Commercial
- E Exception Zone

- Item 1: Area affected by the amendment:  
From C & R1  
to C-E12
- Item 2: Area affected by the amendment:  
From C & R1  
to R1-E17



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

**DELEGATION REQUEST TO ATTEND REGULAR COUNCIL**

Meeting Date: December 19, 2023

Name: Camil POIRIER + Heather POIRIER -

Address: 3194 BOWSTOWN RD

Telephone #: 613 717 2643

E-Mail Address: reiriopdet@gmail.com

Number of Persons Attending: 2 called and changed to 0.

Spokesperson: Camil Poirier - amended by staff

**REASON FOR DELEGATION REQUEST**

Discussion of bylaw enforcement (or lack thereof)

Multiple horizontal lines for additional text or notes.

Signature

**RETURN TO AGENDA**



**THE CORPORATION OF THE TOWNSHIP OF HORTON**

REGULAR COUNCIL MEETING  
DECEMBER 5<sup>TH</sup>, 2023

There was a Regular Meeting of Council held in the Council Chambers on Tuesday December 5<sup>th</sup>, 2023. Present were Deputy Mayor Daina Proctor, Councillor Glen Campbell, and Councillor Doug Humphries. Staff present was Hope Dillabough, CAO/Clerk, Adam Knapp, Public Works Manager, and Nichole Dubeau, Executive Assistant– Recording Secretary.

Mayor David Bennett and Councillor Tom Webster sent their regrets.

**1. CALL TO ORDER**

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

**2. LAND ACKNOWLEDGEMENT**

Deputy Mayor Proctor 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 Campbell

**RESOLUTION NO. 2023-227**

Seconded by Councillor Humphries

**THAT** Council adopt the Agenda for the December 5<sup>th</sup>, 2023 Regular Council Meeting.

**Carried**

**5. IN CAMERA (Closed) SESSION**

Moved by Councillor Humphries

**RESOLUTION NO. 2023-228**

Seconded by Councillor Campbell

**THAT** Council went into a Closed Session Meeting at 4:01 p.m. to discuss the following items pursuant to Section 239(2) (b) of the Municipal Act;

- (b) Personal matters about an identifiable individual, including municipal or local board employees – By-law

**Carried**

Moved by Councillor Humphries

**RESOLUTION NO. 2023-229**

Seconded by Councillor Campbell

**THAT** Council came out of Closed (In-Camera) Session at 4:55 p.m. and discussed items pursuant to Section 239(2) (b) of the Municipal Act pertaining to:

- (b) Personal matters about an identifiable individual, including municipal or local board employees – By-law

**Carried**

**6. DELEGATIONS &/or PUBLIC MEETINGS – NONE**

**7. MINUTES**

7.1 November 21<sup>st</sup>, 2023 – Regular Council

Moved by Councillor Campbell

**RESOLUTION NO. 2023-230**

Seconded by Councillor Humphries

**THAT** Council approve the following Minutes:

- November 21<sup>st</sup>, 2023 – Regular Council

**Carried**

**RETURN TO AGENDA**

**8. BUSINESS ARISING FROM MINUTES**

There was no business arising from the minutes.

**9. COMMITTEE REPORTS:****9.1 RECREATION COMMITTEE**9.1.1 Chair's Report – November 16<sup>th</sup>, 2023

Councillor Humphries reviewed the report.

**9.2 PROTECTIVE SERVICES COMMITTEE**9.2.1 Chair's Report – November 16<sup>th</sup>, 2023

Deputy Mayor Proctor reviewed the report.

**9.3 TRANSPORTATION & ENVIRONMENTAL SERVICES COMMITTEE**9.3.1 Staff Report – MTO Electric Vehicle ChargeON Program

Public Works Manager Adam Knapp reviewed the report.

9.3.2 Staff Report – Community Center Buildings Retrofit 100% Design

Public Works Manager Adam Knapp reviewed the report.

**9.4 COMMUNITY COMMITTEES / COUNTY COUNCIL**9.4.1 Renfrew & Area Seniors Home Support

Councillor Humphries gave a brief update. He added that the new digital sign at the Community Centre could be used to promote their events as well.

9.4.2 Chamber of Commerce

Councillor Humphries gave a brief update.

9.4.3 County Council

County information was previously sent to Council Members for review.

**10. CORRESPONDENCE SUMMARY****10.1 INFORMATION CORRESPONDENCE**

Discussion went around the table with information previously distributed.

**10.2 ACTION CORRESPONDENCE – NONE****11. BYLAWS**

11.1 2023-54 Tile Drain Loan – McGregor

**12. NOTICE TO FILE MOTION FOR NEXT COUNCIL**12.1 Notice of Motion Filed by Mayor Bennett

Due to Mayor Bennett's absence, the motion was postponed until the next meeting.

**13. COUNCIL/STAFF MEMBERS CONCERNS**

CAO/Clerk Hope Dillabough stated that the peer review for the noise study done for the proposed Tomlinson pit has been completed and has gone back to Tomlinson for them to address some of the concerns.

Deputy Mayor Proctor stated that a "New to Horton" night should be planned for the new year for new residents of the Township to come out and see what's available and offered.

**RETURN TO AGENDA**

**14. RESOLUTIONS**

Moved by Councillor Humphries **RESOLUTION NO. 2023-231**  
Seconded by Councillor Campbell  
**THAT** Council receive the Recreation Chair's Report for November 16<sup>th</sup>, 2023.  
**Carried**

Moved by Councillor Humphries **RESOLUTION NO. 2023-232**  
Seconded by Councillor Campbell  
**THAT** upon recommendation from the Recreation Committee, Council direct the Manager of Public Works to examine the cost to supply and install an electric stove in the kitchen with appropriate venting and electrical;

**AND THAT** a proper licensed technician service the propane stove on a regular basis.  
**Carried**

Moved by Councillor Campbell **RESOLUTION NO. 2023-233**  
Seconded by Councillor Humphries  
**THAT** Council receive the Protective Services Chair's Report for November 16<sup>th</sup>, 2023.  
**Carried**

Moved by Councillor Campbell **RESOLUTION NO. 2023-234**  
Seconded by Councillor Humphries  
**THAT** Council direct Staff to apply to the Ministry of Transportation's Electric Vehicle ChargeON program to install charging stations at the Community Center as displayed within the attached design;

**AND THAT** if successful, any additional funding required will be from the remainder of the Working Funds Reserve allocation to Recreation in 2023, with any further funding required to be funded from the Recreation Reserve;

**AND THAT** this will be reflected in the 2024 budget with a report brought back to Council if the grant application is successful;

**AND FURTHER THAT** all proceeds from the Electric Vehicle charging stations be directed to the recreation reserves.  
**Carried**

Moved by Councillor Humphries **RESOLUTION NO. 2023-235**  
Seconded by Councillor Campbell  
**THAT** Council accept the 100% design for energy efficient retrofits and upgrades for the Community Centre buildings.  
**Carried**

Moved by Councillor Campbell **RESOLUTION NO. 2023-236**  
Seconded by Councillor Humphries  
**THAT** Council accept the CAO/Clerk's Information Memo for the December 5<sup>th</sup>, 2023 meeting.  
**Carried**

Moved by Councillor Humphries **RESOLUTION NO. 2023-237**  
Seconded by Councillor Campbell  
**THAT** Council receive the reports for Community Committees and County Council as information.  
**Carried**

Moved by Councillor Campbell  
Seconded by Councillor Humphries

**RESOLUTION NO. 2023-238**

**THAT** Council enact the following by-law:

- 2023-54 Tile Drain Loan – McGregor

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

Moved by Councillor Campbell  
Seconded by Councillor Humphries

**RESOLUTION NO. 2023-239**

**THAT** Council enact By-law 2023-55– Confirming By-Law.

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

Deputy Mayor Proctor declared the meeting adjourned at 5:50 p.m.

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MAYOR David M. Bennett

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CAO/CLERK Hope Dillabough

Township Of HortonNOVEMBER 2023 BUILDING REPORT

Month	No. of Permits	2023 Value of Permits	2022 Value of Permits	2021 Value of Permits	Renos/Add Comm/Res	Garages/Storage Bldg Comm/Res	New Res	New Comm	Demos	Total SQ. FT	Stop Work Orders Issued
January	0	\$ -	\$0	\$ -							
February	4	\$ 1,258,600	\$1,635,000	\$ 785,000		2	2			7,641	0
March	3	\$ 663,000	\$1,083,200	\$ 1,340,000	1	1	1			6,375	0
April	7	\$ 1,865,000	\$879,000	\$ 2,291,300	2		3		2	13,100	0
May	4	\$ 614,000	\$1,765,000	\$ 1,391,000	1	2	1			8,822	0
June	8	\$ 1,802,000	\$2,220,400	\$ 348,000	3	2	3			12,201	0
July	7	\$ 4,870,000	\$149,000	\$ 540,000		4	3		1	16,970	0
August	7	\$ 550,000	\$641,000	\$ 1,355,000	2	4	1			4,290	0
September	6	\$ 1,316,000	\$1,500,000	\$ 1,021,000	2	2	2			7,531	0
October	4	\$ 183,000	\$825,000	\$ 996,000	2	2				3,310	0
November	5	\$ 910,000	\$0	\$ 3,130,500	2	2	1			4,550	0
December			\$0	\$ 80,000							
<b>TOTALS</b>	<b>55</b>	<b>\$ 14,031,600</b>	<b>\$10,697,600</b>	<b>\$ 13,277,800</b>	15	21	17	0	3	84,790	0

RETURN TO AGENDA

## Open Planning Files as of December 15, 2023

File Name	File No.	No. of Severances	Date Rec'd by County	Date Deemed Complete by County	Date Rec'd by Township	Date of Last Item Sent to County	Status of File
Sullivan Holdings (Arnprior) Inc	B163/21	1	27-Sep-21	Sept 27, 2021 but signed Dec 3	08-Dec-21	11-Jan-21	Notice of Decision rec'd April 27/22- applicant to complete conditions
Jennifer Armstrong	B127/21	1	03-Aug-21	Aug 3, 2021 but signed Oct 17	29-Nov-21	21-Dec-21	Notice of Decision rec'd March 9/22 -Applicant to complete conditions
Melvyn Mielke	B12/22	1	21-Jan-22	20-Apr-22	21-Apr-22	12-May-22	Notice of Decision rec'd August 19/22- applicant to complete conditions
Douwe Bakker	B123/21 <del>B124/21</del> B125/21 B126/21	3	28-Jul-21	July 28, 2021 but signed Oct 19	25-Oct-21	02-Nov-21	Notice of Decision rec'd Oct 23/23 - applicant to comeplete conditions
Jamie Prince & Tina Hunt	B188/21 B189/21 B190/21	3	18-Nov-21	Nov 18, 2021 but signed Mar 29, 2022	31-Mar-22	06-Apr-22	B189/21 & B190/21 Complete Notice of Decision rec'd Nov 24/22 - applicant to complete conditions for B188/21
Ila Ferguson	B104/22 B105/22 B106/22	3	19-May-22	17-Jun-22	15-Sep-22	27-Sep-22	Notice of Decision rec'd Nov 29/22 - applicant to comeplete conditions
Danny Leblanc & Karen Sholea	B124/22 B125/22	2	15-Jun-22	15-Jun-22	18-Oct-22	04-Nov-22	Notice of Decision rec'd April 20/23 - applicant to complete conditions
Darcy & Cheryl Warren	B178/22 B179/22	2	06-Oct-22	06-Oct-22	14-Dec-22	20-Mar-23	Complete
William Juby & Robert Barker	B222/22	1	01-Dec-22	01-Dec-22	10-Mar-23	13-Mar-23	Complete
D.C. Hawkins Holdings Ltd	B02/23 B03/23 B04/23	3	01-Jan-23	07-Feb-23	16-Mar-23	12-May-23	Notice of Decision rec'd Oct 11/23- applicant to complete conditions
Lloyd & Val Hisko	B45/23 B46/23	2	06-Mar-23	06-Mar-23	16-May-23	17-May-23	Notice of Decision rec'd Sept 8/23 - applicant to complete conditions
Cayla McNulty	B72/23 B73/23	2	14-Apr-23	14-Apr-23	12-Jul-23	25-Jul-23	Notice of Decision rec'd Dec 12/23 - applicant to complete conditions
Eric & Marion Draper	B76/23 B77/23 B78/23	3	20-Apr-23	20-Apr-23	18-Jul-23	28-Jul-23	Planning Reports rec'd Oct 20/23

**Open Planning Files as of December 15, 2023**

File Name	File No.	No. of Severances	Date Rec'd by County	Date Deemed Complete by County	Date Rec'd by Township	Date of Last Item Sent to County	Status of File
2865875 Ontario Inc.	B88/23 B89/23	2	18-May-23	14-Aug-23	12-Oct-23	03-Nov-23	Municipal documents sent to Cty
Robert & Lois Jamieson	B97/23 B98/23	2	02-Jun-23	02-Jun-23	16-Aug-23	05-Sep-23	Notice of Decision rec'd Dec 5/23 - applicant to complete conditions
Gary & Karen Carty	B114/23	1	19-Jul-23	19-Jul-23	12-Oct-23	18-Oct-23	Municipal documents sent to Cty
Marjorie Doering	B116/23	1	24-Jul-23	24-Jul-23	18-Oct-23	07-Nov-23	Municipal documents sent to Cty
Thomas Cavanagh Construction Ltd	B118/23	1	01-Aug-23	01-Aug-23	18-Oct-23	18-Oct-23	Municipal documents sent to Cty
Meghan Brohart	B121/23	1	23-Nov-23	10-Aug-23	10-Aug-23		Waiting for Septic Comments Fee to be paid by applicant
Michael & Shawnalee Enright	B127/23 B128/23 B129/23	3	21-Aug-23	21-Aug-23	26-Oct-23	03-Nov-23	Municipal documents sent to Cty
Cobus Homes Inc	B137/23 B138/23	2	20-Nov-23	24-Aug-23	20-Nov-23	15-Dec-23	Municipal documents sent to Cty

File Name	File Type	File Status
Lloyd & Val Hisko	Zoning By-law Amendment	Public Meeting Dec 19/23
Tomlinson Ltd.	Zoning By-law Amendment	Public Meeting June 15/23

**RETURN TO AGENDA**



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  Backyard Chickens DRAFT By-Law	<b>Date:</b>	December 19 <sup>th</sup> , 2023
	<b>Council/Committee:</b>	Planning Committee/Council
	<b>Author:</b>	Hope Dillabough, CAO/Clerk
	<b>Department:</b>	Planning

### **RECOMMENDATIONS:**

THAT Council accept the DRAFT By-law for Backyard Chickens;

**AND FURTHER THAT** it be brought forward by By-Law to be adopted.

### **BACKGROUND:**

There was direction at the October 17<sup>th</sup> Planning Committee and Council for Staff to draft a Backyard Chickens by-law after receiving and reviewing the survey results.

Attached to this report is the draft By-law for Council review and consideration.

**ALTERNATIVES:** Remain Status Quo – Do not proceed with permitted backyard chickens.

**FINANCIAL IMPLICATIONS:** None at this time

**ATTACHMENTS:** 1) DRAFT By-law – Backyard Chickens

**Prepared by:** Hope Dillabough, CAO/Clerk

**RETURN TO AGENDA**



# THE CORPORATION OF THE TOWNSHIP OF HORTON

## DRAFT BY-LAW 2023-xx

### BEING A BY-LAW TO REGULATE BACKYARD CHICKENS

**WHEREAS** Section 10(2) of the Municipal Act, 2001 authorizes councils of municipalities to pass by-laws with respect to the keeping of animals;

**WHEREAS** the Council of the Township of Horton recognizes the benefits of backyard chickens and deems it desirable to permit them;

**AND WHEREAS** Council of the Township of Horton considers it advisable to pass such a by-law;

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

#### 1. Definitions:

1.1 In this by-law,

“Agricultural Property” means a property that is zoned Rural with the appropriate acreage that would designate a farm use in the zoning by-law.

“Animal” means any member of the animal kingdom, other than a human.

“Animal Control Officer” means an authorized employee or agent of the Township of Horton who is responsible for the enforcement of the provisions of this by-law.

“At Large”, in the case of a chicken, means being outside a coop or run and not on their owner’s property.

“By-Law Enforcement Officer” means a person or a person employed by a third party contractor appointed by the Township of Horton for the purposes of enforcing the provisions of this by-law and other municipal by-laws and related provincial offences by authority of the Ontario Police Services Act, 1990, Chapter P. 15, Section 15.

“Chicken” means a domestic fowl kept for its eggs or meat, but not a Rooster.

“Chicken Run” means covered secure enclosure that allows backyard chickens access to outdoors.

“Coop” means a fully enclosed weatherproof building where backyard chickens are kept and which the interior of includes nest boxes for egg laying, perches for the chickens to sleep on and food and water containers.

“Front Yard” means a yard extending across the full width of the lot between the front lot line and the nearest main walls of the main building or structure on the lot.

“Keep” means to have temporary or permanent custody or control of an animal, and “keeps” and “kept” have corresponding meanings.

“Minor” means a person who has not attained the age of eighteen years.

“Owner” includes any person who possesses, harbours, or keeps an animal or chicken and, where an owner is a minor, includes the person who is responsible for the custody of the minor.

“Property” means a parcel of land and any buildings or other structures on the land.

**RETURN TO AGENDA**

“Rear Yard” means a yard extending across the full width of the lot between the rear lot line and the nearest main walls of the main building or structure on the lot.

“Residential Property” means a property that is zoned for residential use in the zoning by-law that applies to the property (Residential one, Residential two)

“Rural” means a property that is zoned Rural in the zoning by-law that applies to the property.

“Veterinarian” means a person licensed under the Veterinarian’s Act;

“Zoning By-Law” means a by-law passed under Section 34 of the Planning Act that restricts the use of land.

## **2. Application:**

2.1 Except otherwise provided, the regulations established by this by-law apply to all backyard chickens within the boundaries of the Township and to the owners of such backyard chickens.

## **3. Administration:**

3.1 By-Law Enforcement is responsible for the administration and enforcement of this by-law.

3.2 Except as otherwise provided, the regulations established by this by-law apply to all backyard chickens within the boundaries of the Township and the owners of backyard chickens.

## **4. Regulations for the Keeping of Chickens:**

4.1 a) No person shall keep backyard chickens anywhere within the Township unless they are compliant with this by-law

b) Every person who has a chicken coop shall allow, at any reasonable time, an animal control officer or other authorized employee or agent of the Township to inspect the property, to determine whether all requirements of this by-law are being complied with.

c) The total area of all chicken coops and chicken runs are to be less than 160 square feet (15 square meters) and must be limited to one story and less than 10 feet high. If the chicken coop and chicken run is larger than the aforementioned, a building permit shall be applied for.

d) Chicken coops and chicken runs shall be located in the rear yard and shall be a distance of at least 3.0 metres from the rear lot line and at least 3.0 metres from any side lot line of the dwelling lot on which the chicken coop is located.

e) Chicken coops shall not be attached to a building and shall not contain plumbing.

f) Chicken coops and runs shall be located at least 7.5 metres from any church or business.

g) Chicken coops and runs are not permitted in any front or side yard.

h) For Residential One (R1), Residential Two (R2), and Limited Service Residential (LSR) zoned properties, a maximum of 6 backyard chickens will be permitted.

i) For Rural zoned properties the following applies:

- 0.5-2 acres – a maximum of 10 backyard chickens will be permitted
- 2-5 acres – a maximum of 20 backyard chickens will be permitted
- Over 5 acres of property – no maximum

j) Tenants must obtain permission from the property owner to keep backyard chickens on the owner's property.

k) The owner of the backyard chickens must reside on the property where the backyard chickens are kept.

l) Home slaughter of backyard chickens is prohibited and any deceased backyard chickens shall be disposed of at a livestock disposal facility or through the services of a veterinarian.

m) Backyard chickens shall be kept in their coops between 9 p.m. and 6 a.m.

n) Chicken coops and chicken runs shall be maintained in a clean condition and the coop shall be kept free of obnoxious odors, substances and vermin.

o) Stored manure shall be kept in an enclosed structure such as a compost bin, and no more than three cubic feet shall be stored at any one time.

p) No owner shall cause or permit their chicken to become a public nuisance by persistently clucking.

q) No owner shall cause or permit their chicken to be at large.

4.2 The regulations set out in section 4.1 do not apply to a Rural zoned property with a farm use that is 25 acres or greater, as per the Township's Comprehensive Zoning By-Law.

4.3 This By-Law prohibits the keeping of Roosters, unless the property is a Rural zoned property with a farm use that is 25 acres or greater as per the Township's Comprehensive Zoning By-Law.

## 5. Offence and Penalty Provisions

5.1 Every person who contravenes any provision of this by-law and any person who fails to comply with an order issued under this by-law is guilty of an offence and upon conviction, is liable to a penalty as provided for in the Provincial Offences Act and to any other applicable penalties.

5.2 Every owner of an animal who contravenes any provision of this by-law or whose animal contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to a penalty as provided for in the Provincial Offences Act and to any other applicable penalties.

5.3 If this by-law is contravened and a conviction entered, the court in which the conviction was entered or any Court of competent jurisdiction may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

## 6. Validity

6.1 If a court of competent jurisdiction declares any provision, or any part of a provision, of this by-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this by-law that each and every provision of this by-law authorized by law be applied and enforced in accordance with its terms to the extent possible according to law.

## 7. Commencement:

7.1 This by-law comes into force on the final day of passing

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 \_\_\_\_ day of \_\_\_\_\_ 2023.

**RETURN TO AGENDA**

**READ** a Third Time and Passed this \_\_\_\_ day of \_\_\_\_\_ 2023

\_\_\_\_\_  
MAYOR David M. Bennett

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

DRAFT

**RETURN TO AGENDA**

Schedule "A"  
Township of Horton  
Part 1 Provincial Offences Act  
Regulate Backyard Chickens

ITEM	Short Form Wording	Section	Set Fines – excluding costs
1	Keep Chickens – noncompliance	4.1 (a)	\$150.00
2	Fail to allow Inspection	4.1 (b)	\$150.00
3	Prohibited Chicken Coop/Run – excess of 15 square metres	4.1 (c)	\$150.00
4	Prohibited Chicken Coop – excess of 10 feet high	4.1 (c)	\$150.00
5	Chicken Coop/Run – Less than 3 metres from lot line	4.1 (d)	\$150.00
6	Chicken Coop/Run – not be attached to building or have plumbing	4.1 (e)	\$150.00
7	Chicken Coop/Run – Less than 7.5 metres from church or business	4.1 (f)	\$150.00
8	Chicken Coop/Run – prohibited location – front yard or side yard	4.1 (g)	\$150.00
9	Possess, keep or harbour more than 6 chickens – Residential (R1, R2, LSR)	4.1 (h)	\$150.00
10	Possess, keep or harbour in Rural Zone 0.5-2 acres – no more than 10 backyard chickens 2-5 acres – no more than 20 backyard chickens	4.1 (i)	\$150.00
11	Tenant – Keep chickens without owner consent	4.1 (j)	\$150.00
12	Owner – Fail to reside on property	4.1 (k)	\$150.00
13	Prohibited activity – slaughter	4.1 (l)	\$150.00
14	Improper disposal of chicken carcass	4.1 (l)	\$150.00
15	Fail to confine chickens - 9pm-6am	4.1 (m)	\$150.00
16	Fail to maintain chicken coop/run	4.1 (n)	\$150.00
17	Chicken manure – improper storage	4.1 (o)	\$150.00
18	Permit chickens to become a nuisance	4.1 (p)	\$150.00
19	Permit chickens to be at large	4.1 (q)	\$150.00
20	Keep Prohibited Rooster	4.3	\$150.00

NOTE: The penalty provision for the offences indicated above is section 5 of this By-Law 2023-XX

**RETURN TO AGENDA**



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  <b>TREASURER'S REPORT</b>	<b>Date:</b>	December 19, 2023
	<b>Council/Committee:</b>	Council
	<b>Author:</b>	Nathalie Moore, Treasurer
	<b>Department:</b>	General Government

### RECOMMENDATIONS:

**THAT** Council receive the Treasurer's Report dated December 19, 2023, as presented.

### BACKGROUND:

Municipal allocations of the Canada Community-Building Fund (formerly the federal Gas Tax Fund) were released. Horton Township will receive \$100,042 in 2024. The Estimated allocations until 2028 are as follows:

<u><b>2024</b></u>	<u><b>2025</b></u>	<u><b>2026</b></u>	<u><b>2027</b></u>	<u><b>2028</b></u>
\$100,042	\$104,211	\$104,211	\$108,379	\$108,379

Allocations were recalculated for the 2024-2028 period based on population counts in the 2021 census. Negotiations on a ten-year renewal of the agreement are ongoing.

The Ontario Municipal Partnership Fund (OMPF) is the province's main general assistance grant to municipalities. The program primarily supports northern and rural municipalities across the province. Its objectives are to recognize the challenges of northern and rural municipalities. Our allocation for 2024 will be \$252,700 compared to \$244,00 in 2023.

For the month of November, the Township processed a total of \$ 655,154.24 in accounts payable transactions. Notable expenses were:

- \$ 43,912.50 – BEI - release of progress payment for Thompsonhill Project
- \$ 100,000.00 – JR Brisson Equipment – deposit on excavator
- \$ 314,707.71 – Greenwood Paving – Mullins Road rehabilitation
- \$ 25,425.00 – Combetek Multimedia - deposit on Chambers AV equipment

**RETURN TO AGENDA**

The departmental summary of revenues and expenditures to November 30, 2023.

	<u>NOVEMBER</u> 2023	<u>NOVEMBER</u> 2022
<b>GENERAL GOVERNMENT</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
REVENUE	(6,038,316.00)	(5,750,763.00)
EXPENSES	905,959.00	772,353.00
<b>PROTECTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
REVENUE	(65,905.00)	(7,184.00)
EXPENSES	383,614.00	389,547.00
<b>TRANSPORTATION / STORM SEWER</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
REVENUE	(96,570.00)	(141,944.00)
EXPENSES	1,272,646.00	772,752.00
<b>ENVIRONMENT</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
REVENUE	(142,640.00)	(110,624.00)
EXPENSES	451,393.00	443,648.00
<b>RECREATION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
REVENUE	(71,122.00)	(73,598.00)
EXPENSES	255,737.00	205,227.00
<b>LIBRARY / HEALTH SERVICES</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
REVENUE	(500.00)	(5,070.00)
EXPENSES	44,758.00	41,000.00
<b>PLANNING</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
REVENUE	(7,990.00)	(10,070.00)
EXPENSES	6,203.00	4,967.00
<b>FIRE DEPARTMENT</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
REVENUE	(9,879.00)	(7,393.00)
EXPENSES	174,314.00	160,344.00
<b>BUILDING</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
REVENUE	(82,602.00)	(68,763.00)
EXPENSES	96,932.00	46,868.00

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

**RETURN TO AGENDA**



## Township of Horton

### COUNCIL / COMMITTEE REPORT

<b>Title:</b>  Recreation Chair's Report – December 15th, 2023	<b>Date:</b>	December 19, 2023
	<b>Council/Committee:</b>	Council
	<b>Author:</b>	Amanda Ryan, Receptionist/Clerk
	<b>Department:</b>	Recreation

### **RECOMMENDATIONS:**

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

### **BACKGROUND:**

#### Signage for Millennium Trail

Chair Humphries has been in touch with the county and a decision is to be made as to what to put on the signs. He would like to see safety related items.

#### Craft Sale

Ms. Ryan reviewed her report. Positive comments from the day were heard elsewhere. The date for next year has been booked.

#### Winter Carnival

There has been no success in finding someone to spearhead this event.

#### Trivia Night

The date of April 6<sup>th</sup> has been confirmed. Jason Marshall has been booked to lead the event. Ms. Ryan to look after kitchen, bar, sponsorships, and prizes.

#### Electric Stove Request

Ms. Ryan reported information from Public Works Manager Adam Knapp. A new stove, vent and electrical would be approximately \$2000 to \$2500.

#### Moved by Claire Rouble

#### Seconded by Sharon Bennett

**THAT** the Council approve the supply and install of an electric stove and vent to be put in the recommended space as per Public Works Manager Adam Knapp;

**AND** that this be a township expense.

**Carried**

#### Budget and Recommendations

Treasurer Nathalie Moore presented her recommendations to the committee. Discussion was had.

#### Moved by Sharon Bennett

#### Seconded by Claire Rouble

RETURN TO AGENDA



**THAT** council accept the recommended changes to Schedule F – Recreation Fees for 2024.

**Carried**

#### Security Cameras

Ms. Ryan explained information brought forward by Public Works Manager Adam Knapp of the cameras not working in the rink area and that no monitoring of the property is taking place. It was agreed that finding a grant to pay for a new system for the rink area be investigated first.

#### Digital Sign

Chair Humphries stated that the new sign is up and looks great. Ms Ryan clarified the fact that the capability to change it from the township office is not yet functional. Chair Humphries feels that there could be some profits from the ease of inputting should the public want to advertise on it.

#### Members Concerns

Public Advisory Member Rouble stated that Jenny Fortin has agreed to take the lead on the Easter event. She also asked Ms. Ryan about a business plan that Ms. Fortin spoke about. Ms. Ryan stated that as per council, any new idea to fundraise for the community centre must be laid out in a business plan, presented to the committee and then to council as per recommendation. Both present Public Advisory Members stated they were not aware of this procedure. Ms. Ryan to forward the template. Public Advisory Member Rouble stated that she would have a definite answer next week, but there may be two people to take the lead on Euchre for it to start in the new year.

Moved by Claire Rouble

Seconded by Sharon Bennett

**THAT** Council approve the following individuals as volunteers at the community center upon remittance of a clean vulnerable sector check; Carissa McFarlane, Phil Saar, Heather Weiss and Darwin Peever.

**Carried**

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** New stove, vent and electrical work in the kitchen.

**CONSULTATIONS:** N/A

**Prepared by:** Amanda Ryan, Receptionist/Clerk

**Reviewed by:** Hope Dillabough, CAO/Clerk

**RETURN TO AGENDA**



# THE CORPORATION OF THE TOWNSHIP OF HORTON

## Memo from the CAO/Clerk as of December 15, 2023.

INFORMATION provided **NOT** included in the Regular Council meeting package of December 19, 2023.

### **INFORMATION EMAILED**

1. Renfrew & Area Chamber of Commerce 2023 Wrap Up
2. 2024 AMO Conference
3. RCDHU Covid-19 Case Summary
4. Calendars

**RETURN TO AGENDA**

**THE CORPORATION OF THE  
TOWNSHIP OF HORTON**

**BY-LAW NO 2023-56**

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

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

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

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

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

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

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

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

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

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

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

**RETURN TO AGENDA**

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

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

**BE IT FURTHER ENACTED**, that all By-Laws or parts thereof, and all or any Resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed.

**AND BE IT FURTHER ENACTED**, that this by-law comes into effect immediately.

**AND BE IT FURTHER ENACTED**, that by-law 2023-18 be repealed.

Read a First and Second Time this 19<sup>th</sup> day of December, 2023.

Read a Third Time and Passed this 19<sup>th</sup> day of December, 2023.

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MAYOR David M. Bennett

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CAO/CLERK Hope Dillabough

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "A" to By-Law 2023-56**

**BUILDING AND SEPTIC FEES**

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

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

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "B" to By-Law 2023-56**

**ENVIRONMENTAL FEES**

(Vehicles are to be assessed by the Attendant(s) at the Landfill Site, and tipping fees must be paid prior to tipping unless the user has been approved for credit with the Township, per Account Receivable Policy J-18)

<b><u>TYPE</u></b>	<b><u>FEE</u></b>
Special Opening of Site (Accompanied by an attendant – minimum 1-hour charge)	\$ 50.00
Garbage Tags (sold at office)	\$ 2.50 / tag
Garbage Bags taken to Landfill Site	\$ 2.50 / bag or attach Garbage Tag purchased at office
Scrap Metal, White Goods, and Degassed Appliances (Freon must be removed and Fridge must be tagged)	No Charge
Refrigerant Degassing Fee (Non-Hydrocarbon) Hydrocarbon refrigerants - R50 (methane), R290 (propane), R600 (butane), R600a (isobutane), R1270 (propylene)	\$ 25.00 per unit
Half-Ton Vehicle, or Half-Ton Trailer or Passenger Van	\$ 25.00
Half-Ton Vehicle or Passenger Van with Half-Ton Trailer	\$ 45.00
One-Ton Vehicle	\$ 45.00
Tandem Axle Dump Trucks	\$ 20.00/cubic meter
Tri-Axle Dump Trucks	\$ 20.00/cubic meter
Tractor Trailer Trucks	\$ 20.00/cubic meter
Roll-Off Bins	\$ 20.00/cubic meter
Garbage Packer Load – (half load or more)	\$ 350.00
Garbage Packer Load – (half load or less)	\$ 175.00
Soil Contaminated with Fuel Oil	\$ 75.00/cubic meter
Construction/Demolition/Fire Clean Up - Unsorted	\$ 350.00 per load plus \$25.00/cubic meter
Construction and Demolition - Separated	\$ 22.00/cubic meter
Construction and Demolition – Mechanically Ground	\$ 20.00/cubic meter
Passenger Tire up to 16"	Free or \$4.00 with attached rim
Tires 17" to 24.5"	Free or \$10.00 with attached rim
Tires Over 24.5"	Free or \$30.00 with attached rim
Over 6'	Free or \$30.00 with attached rim
Blue Box - Large	\$ 6.00
Economy Mulch	\$10.00 / cubic meter
	\$20.00 / single axle trailer
	\$40.00 / double axle trailer
	\$120.00 / tandem load
	\$140.00 / tri-axle load

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "C" to By-Law 2023-56**

**PLANNING FEES**

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

**Agreement for Draft Plan of Subdivision, Certain Severance Applications, Zoning By-law Amendments on Specific Questions or Concerns raised by the Owners is Schedule "D" to By-law 2023-18.**

**CORPORATION OF THE TOWNSHIP OF HORTON  
Schedule "D" to By-Law 2023-56**

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

**THIS AGREEMENT MADE** in duplicate this \_\_\_ day of \_\_\_\_\_, 20 .

**B E T W E E N:**

\_\_\_\_\_

Hereinafter called the "OWNERS"

OF THE FIRST PART

**A N D:**

THE CORPORATION OF THE TOWNSHIP OF HORTON

Hereinafter called the "CORPORATION"

OF THE SECOND PART

**WHEREAS** the Owners are seeking to obtain approval for a \_\_\_\_\_

\_\_\_\_\_ with the Corporation:

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

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

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

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



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

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

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

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

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

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "E" to By-Law 2023-56**

**ADMINISTRATION FEES**

<b><u>TYPE</u></b>	<b><u>FEE</u></b>
Septic Search	\$ 50.00
Photocopy	\$ .25 / copy
Tax Certificate	\$ 40.00
Duplicate Tax Receipt or Tax Bill	\$ 5.00
Document Commissioning	\$ 5.00
Map - County	\$ 5.00 (plus HST)
Map - Township	\$ 10.00 (plus HST)
Request for Information - Application	\$ 5.00 (plus HST)
Request for Information – Search Time	\$ 15.00 / ¼ hour (plus HST)
Request for Information – Record Preparation	\$ 15.00 / ¼ hour (plus HST)
Integrity Commissioner Review - (Staff No Charge)	\$ 150 per grievance 50% returned if successful
Lottery License (Valley Heritage Radio fees waived in lieu of free Horton Corner Advertising)	3% of prize value (min of \$ 5.00)
Facsimile – Transmit	\$ 2.00 (plus HST)
Facsimile – Receive	\$ 2.00 (plus HST)
Admin Fee under Line Fences Act	\$ 200.00 (plus HST) plus a \$ 300.00 deposit
Returned Payment Charge	\$ 25.00 (plus HST)
Township Flag	\$ 45.00 (plus HST)
Township Coffee Mug	\$ 6 each or 2 for \$10
Tax Sale Tender Package	\$ 25.00 (plus HST)
Tax Sale Process	\$ 150.00 (plus HST) plus costs
CAO/Clerk	Cost Recovery (plus HST)
Treasurer/Tax Collector	Cost Recovery (plus HST)
Deputy Clerk	Cost Recovery (plus HST)
Clerk Receptionist	Cost Recovery (plus HST)
Custodial	Cost Recovery (plus HST)
Dog Licenses – Before March 31 <sup>st</sup>	\$ 22.00 first dog
Dog Licenses – After March 31 <sup>st</sup>	\$ 27.00 first dog
Replacement Tag	\$ 5.00
Kennel License	\$ 60.00 Plus \$ 5.00 tag per dog
Civic Address Number Fee	\$ 75.00

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "F" to By-Law 2023-56**

**RECREATION FEES**

<b><u>Community Hall Rental</u></b>	<b><u>Fee</u></b>
Hourly Rental	\$ 30.00 (plus HST)
Half Day (2 to 4 hours; ends by 5 pm)	\$ 100.00 (plus HST)
Half Day Conference Room (2 to 4 hours; ends by 5 pm)	\$ 75.00 (plus HST)
Full Day (5 to 8 hours; ends by 5 pm)	\$ 150.00 (plus HST)
Full Day Conference Room (5 to 8 hours; ends by 5 pm)	\$ 125.00 (plus HST)
Evening (after 6 pm)	\$ 225.00 (plus HST)
Decoration Rental (evening prior to rental)	\$ 40.00 (plus HST)
Castelford/Balsam Hill/Lochwinnoch Women's Inst's.	\$ 100.00 (plus HST)
Township of Horton Church Group	One free rental per year
Fundraising - Township	No Charge
<b><u>Community Hall Fees</u></b>	<b><u>Fee</u></b>
Damage/Cleaning Deposit (returned if hall is OK after)	\$ 500.00 (Prepaid VISA)
Use of Kitchen (Includes Stove but Not Dishwasher)	\$ 100.00 (plus HST)
Dish Rental	\$ 2.50 per place setting (plus HST)
Corkage Fee	\$ 8.00/bottle (plus HST)
Alcohol – (Beer/Liquor per unit)	\$ 6.00 (includes HST)
Alcohol – (Cooler/Wine/Craft Beer per unit)	\$ 6.00 (includes HST)
Alcohol – (Other Specialty Drinks)	\$ 6.00 (includes HST)
Alcohol – (750 ml bottle of wine)	\$25.00 (includes HST)
Pop/Water (per unit)	\$ 1.00 (includes HST)
Event Advertising – Community Board – (per week)	\$ 25.00 (plus HST)
<b><u>Ice Rental</u></b>	<b><u>Fee</u></b>
Hourly Ice Rental	\$ 75.00 (plus HST)
Family Skate/Public Skating	Donation
Shinny Hockey	\$ 5.00/person (includes HST)
Adult Shinny Season Pass or Season Pass	\$ 25.00/person (plus HST)
Recreational Ice Hockey (per person/per season)	\$ 100.00 Adult (plus HST)
Rink Board Advertising (sign owner provides)	\$ 500.00 setup (plus HST) \$ 250.00 annual after (plus HST)
<b><u>Other Recreation Fees</u></b>	<b><u>Fee</u></b>
Boat Launch (Season Pass)	\$ 50.00 Non-Resident (includes HST) \$ 40.00 Resident (includes HST)
<i>(Residents are allowed two free launches per season in order to launch and pick up at beginning and end of season.)</i>	
Boat Launch (Day Pass)	\$ 9.00 (includes HST)
Boat Launch – Fine If No Pass	\$ 30.00
Euchre (per person/per evening)	\$ 5.00 (includes HST)
Country Dance Admission	\$ 12.00 (includes HST)
Volleyball (per person)	\$ 30.00 (plus HST)
Pickle Ball	\$ 5.00/Class \$ 30.00/Season (Punch Card System) (plus HST)
Aerobics/Zumba/Fitness/Shuffleboard/Individual Sports (per person/class)	\$ 5.00 (plus HST)
Catering Fees	Established by Committee - Varied (plus HST)
Fundraising Events	Established by Committee – Varied (meals plus HST)

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "G" to By-Law 2023-56**

**FIRE DEPARTMENT FEES**

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

### Schedule of Fees

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

**CORPORATION OF THE TOWNSHIP OF HORTON  
Schedule “H” to By-Law 2023-56**

**TRANSPORTATION FEES**

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

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

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

<u>TYPE</u>	<u>FEE</u>
Entrance Permits (One Time Inspection) (Security Deposit of \$350, Increase to \$750.00 If a Culvert is Required, Deposit Returned After Final Inspection)	\$ 150.00
Additional Inspections for Entrance Permits	\$ 100.00
Road Occupancy (Includes utility installation and tile drain)	As per Road Occupancy Policy
Sale of Used Culverts and Scrap Metal etc.	Cost Recovery

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

<u>TYPE</u>	<u>FEE</u>
Excavator	\$ 105.00 / hr plus operator
Grader	\$ 140.00 / hr plus operator
Half Ton	\$ 35.00 / hr plus operator
Loader/Backhoe	\$ 60.00 / hr plus operator
Tandem Axle Dump Truck	\$ 95.00 / hr plus operator
Water Truck	\$ 95.00 / hr plus operator
Public Works Manager	Cost Recovery
Public Works Superintendent	Cost Recovery
Machine Operator	Cost Recovery
Labourer	Cost Recovery
Chipper Rental	\$ 55.50 / hr plus operator

# THE CORPORATION OF THE TOWNSHIP OF HORTON

## BY-LAW 2023-57

### BEING A BY-LAW TO REGULATE BACKYARD CHICKENS

**WHEREAS** Section 10(2) of the Municipal Act, 2001 authorizes councils of municipalities to pass by-laws with respect to the keeping of animals;

**WHEREAS** the Council of the Township of Horton recognizes the benefits of backyard chickens and deems it desirable to permit them;

**AND WHEREAS** Council of the Township of Horton considers it advisable to pass such a by-law;

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

#### 1. Definitions:

1.1 In this by-law,

"Agricultural Property" means a property that is zoned Rural with the appropriate acreage that would designate a farm use in the zoning by-law.

"Animal" means any member of the animal kingdom, other than a human.

"Animal Control Officer" means an authorized employee or agent of the Township of Horton who is responsible for the enforcement of the provisions of this by-law.

"At Large", in the case of a chicken, means being outside a coop or run and not on their owner's property.

"By-Law Enforcement Officer" means a person or a person employed by a third party contractor appointed by the Township of Horton for the purposes of enforcing the provisions of this by-law and other municipal by-laws and related provincial offences by authority of the Ontario Police Services Act, 1990, Chapter P. 15, Section 15.

"Chicken" means a domestic fowl kept for its eggs or meat, but not a Rooster.

"Chicken Run" means covered secure enclosure that allows backyard chickens access to outdoors.

"Coop" means a fully enclosed weatherproof building where backyard chickens are kept and which the interior of includes nest boxes for egg laying, perches for the chickens to sleep on and food and water containers.

"Front Yard" means a yard extending across the full width of the lot between the front lot line and the nearest main walls of the main building or structure on the lot.

"Keep" means to have temporary or permanent custody or control of an animal, and "keeps" and "kept" have corresponding meanings.

"Minor" means a person who has not attained the age of eighteen years.

"Owner" includes any person who possesses, harbours, or keeps an animal or chicken and, where an owner is a minor, includes the person who is responsible for the custody of the minor.

"Property" means a parcel of land and any buildings or other structures on the land.

**RETURN TO AGENDA**

“Rear Yard” means a yard extending across the full width of the lot between the rear lot line and the nearest main walls of the main building or structure on the lot.

“Residential Property” means a property that is zoned for residential use in the zoning by-law that applies to the property (Residential one, Residential two)

“Rural” means a property that is zoned Rural in the zoning by-law that applies to the property.

“Veterinarian” means a person licensed under the Veterinarian’s Act;

“Zoning By-Law” means a by-law passed under Section 34 of the Planning Act that restricts the use of land.

## **2. Application:**

- 2.1 Except otherwise provided, the regulations established by this by-law apply to all backyard chickens within the boundaries of the Township and to the owners of such backyard chickens.

## **3. Administration:**

- 3.1 By-Law Enforcement is responsible for the administration and enforcement of this by-law.
- 3.2 Except as otherwise provided, the regulations established by this by-law apply to all backyard chickens within the boundaries of the Township and the owners of backyard chickens.

## **4. Regulations for the Keeping of Chickens:**

- 4.1 a) No person shall keep backyard chickens anywhere within the Township unless they are compliant with this by-law
- b) Every person who has a chicken coop shall allow, at any reasonable time, an animal control officer or other authorized employee or agent of the Township to inspect the property, to determine whether all requirements of this by-law are being complied with.
- c) The total area of all chicken coops and chicken runs are to be less than 160 square feet (15 square meters) and must be limited to one story and less than 10 feet high. If the chicken coop and chicken run is larger than the aforementioned, a building permit shall be applied for.
- d) Chicken coops and chicken runs shall be located in the rear yard and shall be a distance of a least 3.0 metres from the rear lot line and at least 3.0 metres from any side lot line of the dwelling lot on which the chicken coop is located.
- e) Chicken coops shall not be attached to a building and shall not contain plumbing.
- f) Chicken coops and runs shall be located at least 7.5 metres from any church or business.
- g) Chicken coops and runs are not permitted in any front or side yard.
- h) For Residential One (R1), Residential Two (R2), and Limited Service Residential (LSR) zoned properties, a maximum of 6 backyard chickens will be permitted.
- i) For Rural zoned properties the following applies:
- 0.5-2 acres – a maximum of 10 backyard chickens will be permitted
  - 2-5 acres – a maximum of 20 backyard chickens will be permitted
  - Over 5 acres of property – no maximum



j) Tenants must obtain permission from the property owner to keep backyard chickens on the owner's property.

k) The owner of the backyard chickens must reside on the property where the backyard chickens are kept.

l) Home slaughter of backyard chickens is prohibited and any deceased backyard chickens shall be disposed of at a livestock disposal facility or through the services of a veterinarian.

m) Backyard chickens shall be kept in their coops between 9 p.m. and 6 a.m.

n) Chicken coops and chicken runs shall be maintained in a clean condition and the coop shall be kept free of obnoxious odors, substances and vermin.

o) Stored manure shall be kept in an enclosed structure such as a compost bin, and no more than three cubic feet shall be stored at any one time.

p) No owner shall cause or permit their chicken to become a public nuisance by persistently clucking.

q) No owner shall cause or permit their chicken to be at large.

4.2 The regulations set out in section 4.1 do not apply to a Rural zoned property with a farm use that is 25 acres or greater, as per the Township's Comprehensive Zoning By-Law.

4.3 This By-Law prohibits the keeping of Roosters, unless the property is a Rural zoned property with a farm use that is 25 acres or greater as per the Township's Comprehensive Zoning By-Law.

## **5. Offence and Penalty Provisions**

5.1 Every person who contravenes any provision of this by-law and any person who fails to comply with an order issued under this by-law is guilty of an offence and upon conviction, is liable to a penalty as provided for in the Provincial Offences Act and to any other applicable penalties.

5.2 Every owner of an animal who contravenes any provision of this by-law or whose animal contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to a penalty as provided for in the Provincial Offences Act and to any other applicable penalties.

5.3 If this by-law is contravened and a conviction entered, the court in which the conviction was entered or any Court of competent jurisdiction may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

## **6. Validity**

6.1 If a court of competent jurisdiction declares any provision, or any part of a provision, of this by-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this by-law that each and every provision of this by-law authorized by law be applied and enforced in accordance with its terms to the extent possible according to law.

## **7. Commencement:**

7.1 This by-law comes into force on the final day of passing

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 19<sup>th</sup> day of December, 2023.

**READ** a Third Time and Passed this 19<sup>th</sup> day of December, 2023.

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MAYOR David M. Bennett

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CAO/CLERK Hope Dillabough

By-law 2023-57  
 Schedule "A"  
 Township of Horton  
 Part 1 Provincial Offences Act  
 Regulate Backyard Chickens

ITEM	Short Form Wording	Section	Set Fines – excluding costs
1	Keep Chickens – noncompliance	4.1 (a)	\$150.00
2	Fail to allow Inspection	4.1 (b)	\$150.00
3	Prohibited Chicken Coop/Run – excess of 15 square metres	4.1 (c)	\$150.00
4	Prohibited Chicken Coop – excess of 10 feet high	4.1 (c)	\$150.00
5	Chicken Coop/Run – Less than 3 metres from lot line	4.1 (d)	\$150.00
6	Chicken Coop/Run – not be attached to building or have plumbing	4.1 (e)	\$150.00
7	Chicken Coop/Run – Less than 7.5 metres from church or business	4.1 (f)	\$150.00
8	Chicken Coop/Run – prohibited location – front yard or side yard	4.1 (g)	\$150.00
9	Possess, keep or harbour more than 6 chickens – Residential (R1, R2, LSR)	4.1 (h)	\$150.00
10	Possess, keep or harbour in Rural Zone 0.5-2 acres – no more than 10 backyard chickens 2-5 acres – no more than 20 backyard chickens	4.1 (i)	\$150.00
11	Tenant – Keep chickens without owner consent	4.1 (j)	\$150.00
12	Owner – Fail to reside on property	4.1 (k)	\$150.00
13	Prohibited activity – slaughter	4.1 (l)	\$150.00
14	Improper disposal of chicken carcass	4.1 (l)	\$150.00
15	Fail to confine chickens - 9pm-6am	4.1 (m)	\$150.00
16	Fail to maintain chicken coop/run	4.1 (n)	\$150.00
17	Chicken manure – improper storage	4.1 (o)	\$150.00
18	Permit chickens to become a nuisance	4.1 (p)	\$150.00
19	Permit chickens to be at large	4.1 (q)	\$150.00
20	Keep Prohibited Rooster	4.3	\$150.00

NOTE: The penalty provision for the offences indicated above is section 5 of this By-Law 2023-57

**RETURN TO AGENDA**

**THE CORPORATION OF THE  
TOWNSHIP OF HORTON**

**BY-LAW NUMBER 2023-58**

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 to Section 5.0 – requirements for Residential One (R1) Zone, immediately following the subsection 5.3 (p):
 

“(q) Residential One – Exception Seventeen (R1-E17)

Notwithstanding any other provisions of this By-law to the contrary, located in within Part of Lot 8, Concession 2, in the Township of Horton, and zoned R1-E17, the following provisions shall apply:

i) Lot Area (minimum)	2500 square metres
ii) Rear Yard Depth (minimum)	6.7 metres”
  - (b) By adding the following to Section 9.0 – requirements for Commercial (C) Zone, immediately following the subsection 9.3 (k):
 

“(l) Commercial – Exception Twelve (C-E12)

Notwithstanding any other provisions of this By-law to the contrary, located in within Part of Lot 8, Concession 2, in the Township of Horton, and zoned C-E12, the following provisions shall apply:

i) Lot Frontage (minimum)	10 metres
ii) Side Yard Width along the rear lot line of 3774 Burnstown Road (minimum)	2.5 metres”
  - (c) Schedule "A" is amended by rezoning those lands described above from Commercial (C) and Residential One (R1) to Commercial – Exception Twelve (C-E12), and from Commercial (C) and Residential One (R1) to Residential – Exception Seventeen (R1-E17) as shown as Items 1 & 2 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 19<sup>th</sup> day of December, 2023.

This By-law read a THIRD time and finally passed this 19<sup>th</sup> day of December, 2023.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

**RETURN TO AGENDA**



Item 1:  
From C  
and R1  
to C-E12

Item 2:  
From C  
and R1  
to R1-E17



1:5,000

**Corporation of The  
Township of Horton**

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

\_\_\_\_\_  
Mayor

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

**LEGEND**

- R1 Residential One
- C Commercial
- E Exception Zone

- Item 1: Area affected by the amendment:  
From C & R1  
to C-E12
- Item 2: Area affected by the amendment:  
From C & R1  
to R1-E17



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  Notice of Motion Filed by Mayor Bennett	<b>Date:</b>	December 19 <sup>th</sup> , 2023
	<b>Council/Committee:</b>	Council
	<b>Author:</b>	Hope Dillabough On behalf of Mayor Bennett
	<b>Department:</b>	Council

### **RECOMMENDATIONS:**

THAT Council agree to revisit the discussion regarding purchasing land adjacent to the Community Centre.

### **BACKGROUND:**

A Notice of Motion was filed by Mayor Bennett at the November 21<sup>st</sup>, 2023, Regular Council Meeting for the purpose of recommending that Council revisit the discussion at purchasing land adjacent to the Community Centre.

**ALTERNATIVES:** Not look at purchasing land adjacent to the Community Centre.

**FINANCIAL IMPLICATIONS:** N/A

**CONSULTATIONS:** N/A

**Prepared by:** Hope Dillabough, CAO/Clerk

**RETURN TO AGENDA**

**CORPORATION OF THE TOWNSHIP OF HORTON****BY-LAW NO. 2023-59****A BY-LAW TO CONFIRM PROCEEDINGS OF  
THE COUNCIL OF THE TOWNSHIP OF HORTON  
AT THE REGULAR COUNCIL MEETING HELD DECEMBER 19<sup>TH</sup>, 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 19<sup>th</sup> day of December, 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 19<sup>th</sup> day of December, 2023.

READ a third time and passed this 19<sup>th</sup> day of December, 2023.

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MAYOR David M. Bennett

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CAO/CLERK Hope Dillabough

**RETURN TO AGENDA**