



**THE CORPORATION OF THE TOWNSHIP OF HORTON  
COUNCIL MEETING –OCTOBER 17<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. DELEGATIONS &/OR PUBLIC MEETINGS**

- |     |   |              |
|-----|---|--------------|
| 5.1 | 4:00 pm Committee of Adjustment – A01-23 Deslaurier       | <b>PG.3</b>  |
| 5.2 | 4:10 pm Public Meeting – Zoning By-law Amendment – Warren | <b>PG.14</b> |

**6. MINUTES FROM PREVIOUS MEETINGS**

- |     |  |              |
|-----|--|--------------|
| 6.1 | October 3 <sup>rd</sup> , 2023 – Regular Council | <b>PG.30</b> |
|-----|--|--------------|

**7. BUSINESS ARISING FROM MINUTES**

**8. COMMITTEE REPORTS:**

**8.1 GENERAL GOVERNMENT**

▪ **CHAIR WEBSTER**

- |       |   |              |
|-------|---|--------------|
| 8.1.1 | Treasurer’s Report  | <b>PG.33</b> |
| 8.1.2 | 2024 OPP Annual Billing Statement   | <b>PG.35</b> |
| 8.1.3 | Staff Report – January 2024 Council Meeting Schedule                          | <b>PG.45</b> |
| 8.1.4 | Staff Report - Recording/Livestream Audiovisual Equipment Sole Source Request | <b>PG.46</b> |

**8.2 PLANNING COMMITTEE**

▪ **CHAIR CAMPBELL**

- |       |  |              |
|-------|--|--------------|
| 8.2.1 | September Building Report                    | <b>PG.49</b> |
| 8.2.2 | Planning Files Update                        | <b>PG.50</b> |
| 8.2.3 | Staff Report – Backyard Chicken Survey       | <b>PG.52</b> |
| 8.2.4 | Staff Report – Private Road Naming Request   | <b>PG.65</b> |
| 8.2.5 | Staff Report – Tomlinson Pit Proposal Update | <b>PG.67</b> |

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**8.3 TRANSPORTATION & ENVIRONMENTAL SERVICES COMMITTEE**  
▪ **CHAIR HUMPHRIES**

8.3.1 Chair's Report – October 11<sup>th</sup>, 2023

**PG.69**

**9. CORRESPONDENCE SUMMARY**

**9.1 INFORMATION CORRESPONDENCE – NONE**

**9.2 ACTION CORRESPONDENCE – NONE**

**10. BY-LAWS**

10.1 2023-45 Use of Unopened Road Allowance – Draper

**PG.73**

10.2 2023-46 Zoning By-law Amendment – Warren

**PG.77**

10.3 2023-47 Library Service Agreement Renewal

**PG.80**

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

**12. COUNCIL/STAFF MEMBERS CONCERNS**

**13. RESOLUTIONS**

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

**15. CONFIRMING BY-LAW 2023-48**

**PG.86**

**16. ADJOURNMENT**

**THE CORPORATION OF THE TOWNSHIP OF HORTON**

**Committee of Adjustment**

**Public Meeting**

**October 17<sup>th</sup>, 2023**

**4:00 p.m.**

- 1. Call to Order**
- 2. Declaration of Pecuniary Interest**
- 3. Michael and Anna Deslaurier A01-23**
  - 3.1 Purpose of Public Meeting
  - 3.2 Method of Notice
  - 3.3 Public Participation/Comments
  - 3.4 Question by Committee Members
  - 3.5 Decision
- 4. Adjournment**

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# Memo

**To:** Committee of Adjustment  
**From:** Hope Dillabough  
**Subject:** Summary – Minor Variance  
Michael & Anna Deslaurier  
**Date:** October 17<sup>th</sup>, 2023



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This Minor Variance Application pertains to the subject lands: Concession 9 Pt Lot 9, known as 38 A Oakdale Lane.

**Purpose of this Minor Variance:**

This property is Residential One (R1) Under Comprehensive Zoning By-law 2010-14. Sections 5.2 (d) states that the Interior Side Yard Width must be 3 metres, and (h) states that the Lot Coverage (maximum) is 20%. The applicants are proposing to reduce the interior side yard setback from 3 metres to 0.6 metres and increase the lot coverage from 20% to 25% to construct an attached garage and addition to the dwelling.

**This application for Minor Variance is to reduce the interior side yard setback from 3 metres to 0.6 metres and increase the lot coverage from 20% to 25%.**

Notice of this Public Meeting was sent, by regular mail, to the fourteen (14) property owners within the 120-metre radius required. To date, we have not received any comments or concerns in objection or in favour.

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## COMMITTEE OF ADJUSTMENT

THE TOWNSHIP OF HORTON  
2253 Johnston Road, Renfrew, ON K7V 3Z8  
613-432-6271

### NOTICE OF PUBLIC HEARING

**FILE NO.:** A01-23  
**DATE:** September 18<sup>th</sup>, 2023  
**OWNERS:** Michael & Anna Deslaurier  
**APPLICANT:** Same

**LOCATION OF AFFECTED LANDS:** 38 A Oakdale Lane, Township of Horton

#### MINOR VARIANCE:

**38 A Oakdale Lane** is zoned Residential One (R1) Under Comprehensive Zoning By-law 2010-14. Sections 5.2 (d) states that the Interior Side Yard Width must be 3 metres, and (h) states that the Lot Coverage (maximum) is 20%. The applicants are proposing to reduce the interior side yard setback from 3 metres to 0.6 metres and increase the lot coverage from 20% to 25% to construct an attached garage and addition to the dwelling.

**This application for Minor Variance is to reduce the interior side yard setback from 3 metres to 0.6 metres and increase the lot coverage from 20% to 25%.**


TAKE NOTICE that the Committee of Adjustment of the Township of Horton will hold a public meeting **in the Municipal Chambers Tuesday, October 17<sup>th</sup> at 4:00 p.m.** to hear applications on variance to the Township's zoning by-law as required by Section 45 of the Planning Act, R.S.O. 1990, Chapter P13, as amended.

The applicant is hereby advised that they should appear in person at the hearing or be represented by an agent in order that they may present their case and assist the Committee in reaching a decision.

This being a public hearing, any person wishing to support or oppose this application is permitted to attend, or if unable to attend, may submit comments in writing to the Secretary-Treasurer of the Committee by October 10<sup>th</sup> at 12:00 p.m. Please submit the request to the CAO/Clerk.

A copy of the key map is enclosed for your information.

Dated on this September 19<sup>th</sup>, 2023

  
\_\_\_\_\_  
Hope Dillabough, Secretary-Treasurer  
CAO/Clerk

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## MINOR VARIANCE PLANNING REPORT

### **PART A – BASIC INFORMATION**

1. FILE NO.: **A-1/23**
2. APPLICANT: Michael and Anna Deslaurier
3. MUNICIPALITY: Township of Horton
4. LOT: Part Lot 9      CONCESSION: 9      STREET: 38a Oakdale Lane

#### SUBJECT LANDS

5. COUNTY OF RENFREW  
OFFICIAL PLAN  
Land Use Designation(s): Rural – Exception Four
6. TWP OF HORTON  
ZONING BY-LAW 2010-14  
Zone Category(s) Residential One (R1)

#### 7. **DETAILS OF MINOR VARIANCE REQUEST**

The application is for relief from the zoning by-law to reduce the interior side yard width setback from 3 metres to 0.6 metres, and to increase the lot coverage from 20% to 25% in order to build an attached garage and an addition to the dwelling.

#### 8. **SITE PERFORMANCE STANDARDS**

<u>Zoning By-law Standard</u>	<u>Permitted/Required</u>	<u>Proposed</u>
Section 5.2(d)	Minimum Interior Side Yard Width is 3 metres	Addition to an existing dwelling to be located 1.21 metres and a new attached garage to an existing dwelling to be located 0.6 metres from the lot line.
Section 5.2(h)	Maximum Lot Coverage is 20%	Addition and garage to existing dwelling to increase the maximum lot coverage from 20% to 25%.

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## 9. **SITE CHARACTERISTICS AND SETTING**

The subject property is a waterfront residential lot that is 0.09 hectares (0.23 acres) in area and is accessed by a right-of-way. There is an existing dwelling on the property. The property is serviced by private well and septic system. The owners are proposing to add an addition to the existing dwelling and add an attached garage. They are proposing to increase the size of the existing dwelling from 117 square metres to 215 square metres. There was an existing garage that has been demolished.



The property is surrounded by residential development to the north, west, and south. The Ottawa River is also located to the east of the property.

The sketch (shown to the right) submitted with the application shows the location of the existing dwelling, well and septic system. It also shows the location of the proposed addition and proposed garage and the distance to the existing lot line.



## 10. **OFFICIAL PLAN**

The property is designated Rural-Exception Four in the County of Renfrew Official Plan. The Rural designation permits a range of rural uses including agricultural, forestry, limited low density residential, commercial, industrial, recreational, institutional, resource-based recreational uses, and conservation uses.

For the lands designated Rural – Exception Four designation, the Official



Plan states that applications to sever new lots for year round residential development which lots do not have frontage or direct access to a public road may be considered without an amendment to this Plan.

Section 2.2(11)(b) states that generally all buildings and structures and associated private waste disposal systems will be set back a minimum horizontal distance of 30 metres (or approximately 100 feet) from the normal high water mark of a water body. This requirement may be increased, or in very limited situations decreased. In the case of existing lots, where the setback cannot be met (parcel is a small size or has physical constraints), the setback shall be as remote from the high water mark as the lot will permit and, if applicable, from lands owned or legally utilized by Ontario Power Generation or other producers of hydro-electric power.

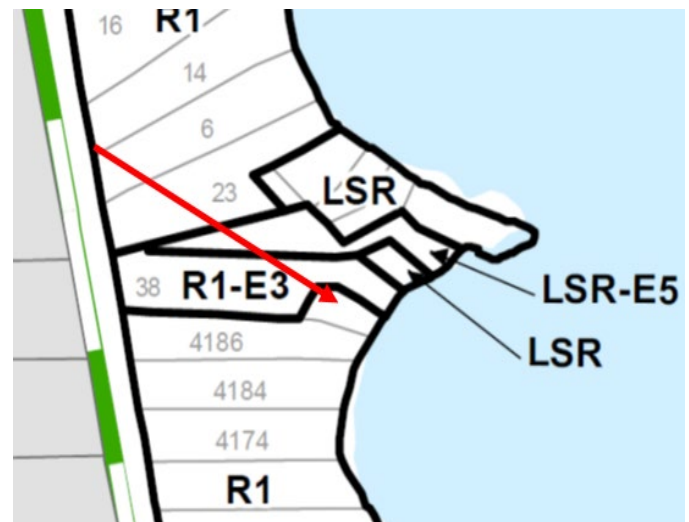
For existing lots of record, where a development is proposed to decrease the minimum 30 metre horizontal setback from the high water mark of a water body, a report, prepared by a professional, may be required that demonstrates the reduction is justified and that the development will not have a negative impact on the quality of the lake water, natural features, or neighbouring properties. The scope of the report should be such that its intent is not to justify an inappropriate encroachment closer to the high watermark than can otherwise be accommodated by an undersized lot.

## 11. **ZONING BY-LAW**

The property is zoned Residential One (R1) in the Township of Horton Zoning By-law.

Permitted residential uses in the R1 zone include a single detached dwelling, and group home. Permitted non-residential uses include day care (private dwelling), private park, and public park.

In the R1 zone, the minimum lot area requirement is 4050 square metres, and the minimum lot frontage requirement is 40 metres. The minimum front yard depth, exterior yard depth, and rear yard depth requirement is 7.5 metres. The minimum interior side yard requirement is 3 metres. The maximum lot coverage is 20%.



Section 3.28(d) states that a minimum water setback of 20 metres for all buildings and structures, including private sewage disposal systems from the high water mark shall be provided for lakes and rivers.

Section 3.28(d) also states that additions or enlargements are permitted to existing buildings and structures but must not be closer than the water setback of those buildings and structures existing as of the date of the passing of this By-law. Private

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sewage disposal systems shall be required to meet the provisions of the Ontario Building Code.

Section 3.17.5 where a building has been erected prior to the date of passing of this By-law and where such building has less than the minimum required lot area, lot frontage, side yard, front yard or rear yard, said building may be enlarged, reconstructed, repaired or renovated provided that:

- (a) such enlargement, reconstruction, repair or renovation does not further contravene any other setbacks or provisions of this By-law;
- (b) where the development is on private services the enlargement, reconstruction, repair or renovation satisfies the requirements of the applicable approval authority for the subject private services; and
- (c) all other applicable provisions of this By-law are complied with.

12. **STUDIES**

No studies were submitted in support of this application.

13. **PUBLIC/AGENCY COMMENTS**

The application was circulated to the Township's Chief Building Official. The Chief Building Official stated they had no comments or concerns related to the minor variance application.

The application was also circulated to adjacent property owners in accordance with the requirements of the Planning Act. No concerns have been received.

14. **GENERAL PLANNING COMMENTS**

Section 45(1) of the Planning Act provides that a Committee of Adjustment may authorize a minor variance from the provisions of the zoning by-law if the request maintains the general intent and purpose of both the Official Plan and the Zoning By-law, if the development is desirable and appropriate for the lands, building or structure and the variance is in fact minor.

The application requests a minor variance to permit an addition of an existing residential dwelling by adding additional living space and an attached two storey garage. Both the Official Plan and the Zoning By-law permit residential uses.

The applicants are requesting a minor variance to reduce the interior side yard width for the addition and attached garage from 3 metres to 0.61 metres, and to increase the maximum lot coverage from 20% to 25%.

The existing dwelling is considered to be legal non-conforming as the lot does not meet the requirement for lot size. The minimum lot area in the Residential One (R1) zone is 4050 square metres, and the property is approximately 930 square metres. The existing dwelling is approximately 12 metres from the high water mark of the Ottawa River, which does not meet the minimum water setback of 20 metres. Section 3.28(d) of the zoning by-law also states that additions or enlargements are

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permitted to existing buildings and structures but must not be closer than the water setback of those buildings and structures existing as of the date of the passing of this By-law. The proposed addition will be located approximately 18 metres from the high water mark of the Ottawa River which is not closer than the dwelling water setback of 12 metres.

The applicants are requesting that the side yard width requirement be reduced from 3 metres to 0.61 metres for the proposed addition to the dwelling and the proposed attached garage. The property is 930 square metres in area, and as noted above, it is considered to be undersized. The existing dwelling is located towards the centre of the property with the septic system located to the northwest of the dwelling as shown on the submitted sketch. Due to location of the existing dwelling and septic system, there is not a lot of room to build an addition on the property and to add an attached garage. The application sketch shows that the garage will be built on an angle and it is only a point of the garage that requires the 0.61 metre setback. The side yard width requirement is more than 0.61 metres at the other end of the garage. The proposed addition is proposed to be location 1.21 metres from the interior side lot line.

In order to protect the quality of the river water, surrounding natural features, and neighbouring property, the following mitigation measures are required to be implemented:

1. Eavestroughs are to be installed on the addition and attached garage to ensure stormwater to direct away from the Ottawa River and the adjacent property. The downspouts should be directed to a drywell/cistern/rain garden or other feature that will allow water to infiltrate the soil as opposed to running overland.
2. The extent of exposed soils is to be kept to a minimum at all times. Re-vegetation with native trees and shrubs of exposed, non-developed areas is to be achieved as soon as possible.
3. Erosion and sediment control measures are a critical component of the construction work. Effective sediment and erosion control measures are to be maintained until complete re-vegetation of disturbed areas is achieved. Where soil conditions permit, silt fencing is to be installed along the edges of the work areas. It is important that fencing is properly dug-in to treat any surface water flow and is maintained as required, including removal of accumulated sediment.

Since only a point of the garage will be located at a setback of 0.61 metres, there should be sufficient room to permit the construction of the addition and garage with room for eavetroughs, appropriate drainage, and room to maintain the garage in the future.

The existing dwelling is 117 square metres in area, and the proposed addition is 98 square metres in area (addition to dwelling is approximately 31 square metres and the attached garage is approximately 67 square metres). As a result of the addition, the size of the dwelling would increase from 117 square metres to 215 square metres, and the lot coverage of the property would increase from 12.6% to

**RETURN TO AGENDA**

23.1%. The maximum lot coverage in the R1 zone is 20%. The applicant has requested to increase the lot coverage from 20% to 25%.

There is an existing dwelling located on the adjacent lot. Based on the air photography of the area, there appears to be sufficient space between the proposed location of the addition and existing structures on the adjacent lot.

#### Conclusion

Based on the review above, it is staff's opinion that the proposed variance to reduce the interior side yard width from 3 metres to 0.61 metres for the addition and attached garage, and to increase the lot coverage from 20% to 25% be approved. The proposal can be considered to meet the general intent and purpose of the County of Renfrew Official Plan and the Township of Horton Zoning By-law with the implementation of the mitigation measure to protect the water quality of the Ottawa river, surrounding vegetation, and the adjacent property. The approval of the variance is not anticipated to affect the character of the area, and can be considered minor in nature.

#### 15. **RECOMMENDATIONS**

That the minor variance application be APPROVED:

- 1) to reduce the interior side yard width from 3 metres to 1.2 metres for the addition to the existing dwelling;
- 2) to reduce the interior side yard width from 3 metres to 0.6 metres for the attached garage; and
- 3) to increase the maximum lot coverage from 20% to 25%.

The following conditions are required to be implemented:

1. That eavestroughing be installed on the addition and attached garage – the eavestroughing is to direct runoff from the roof away from the lake and away from the neighbouring property. The downspouts should be directed to a drywell/cistern/rain garden or other feature that will allow water to infiltrate the soil as opposed to running overland.
2. The extent of exposed soils is to be kept to a minimum at all times. Re-vegetation with native trees and shrubs of exposed, non-developed areas is to be achieved as soon as possible.
3. Erosion and sediment control measures are a critical component of the construction work. Effective sediment and erosion control measures are to be maintained until complete re-vegetation of disturbed areas is achieved. Where soil conditions permit, silt fencing is to be installed along the edges of the work areas. It is important that fencing is properly dug-in to treat any surface water flow and is maintained as required, including removal of accumulated sediment.

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Date: October 11, 2023  
 Prepared by: Lindsey Bennett-Farquhar, MCIP, RPP  
 Senior Planner

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



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

**Notes**

38 A Oakdale Ln

57.3 0 28.66 57.3 Meters

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

1: 1,128



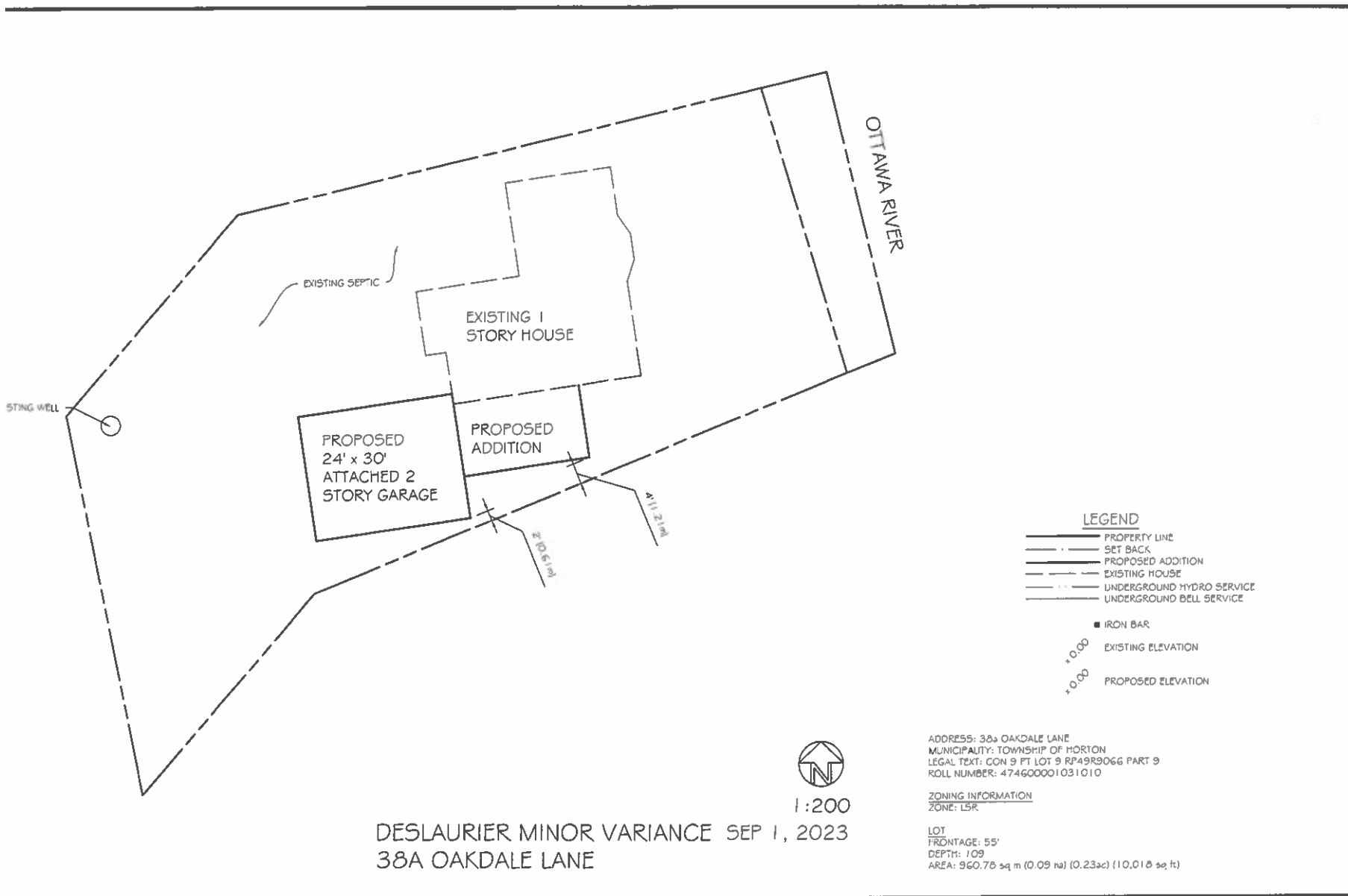
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**THE CORPORATION OF THE TOWNSHIP OF HORTON****PUBLIC MEETING****Zoning Amendment****Darcy & Cheryl-Ann Warren**October 17<sup>th</sup>, 2023

4:10 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

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# Memo

**Horton Township**



**To: Council**

**From: Nikky Dubeau**

**Subject: Summary – Zoning By-law Amendment - Public Meeting – Darcy & Cheryl-Ann Warren**

**Date: October 17, 2023**

This Zoning By-Law Amendment pertains to the subject lands: Part of Lot 8, Concession 3, Gillan Road, in the Township of Horton as shown on the attached Key Map.

### **Purpose of this amendment:**

The purpose and effect of this amendment is to rezone the severed lands in Consent Application 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.

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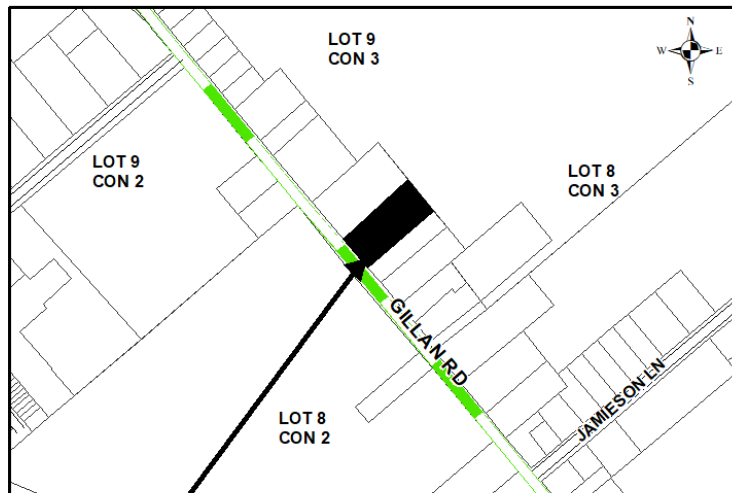
All other provisions of the Zoning By-law shall apply.

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

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

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

## Township of Horton Key Map



**Lands affected by the amendment**

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# ZONING BY-LAW AMENDMENT REPORT TO THE COUNCIL OF THE TOWNSHIP OF HORTON

## PART A - BASIC INFORMATION

- 1. **FILE NO.:** ZB2346.6
- 2. **APPLICANT:** Jp2g Consultants Inc.  
(Owner: Darcy and Cheryl-Ann Warren)
- 3. **MUNICIPALITY:** Township of Horton
- 4. **LOCATION:** Part of Lot 8, Concession 3

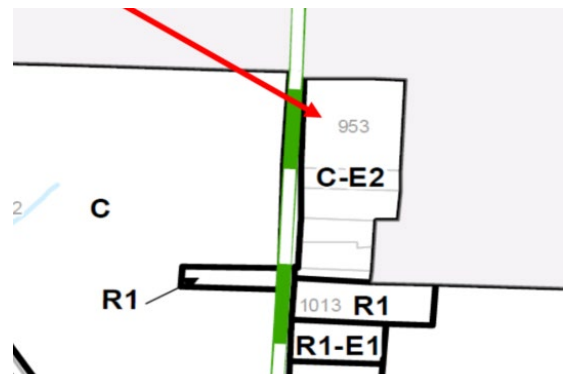
**STREET:** 953 Gillan Road

### 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): Commercial –  
Exception Two (C-E2)



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

## 8. **SITE CHARACTERISTICS**

The owner has applied for two consent applications (File Nos. B178/22(1) and B179/22(2)) to sever two commercial lots from an existing 4.5-acre commercially-zoned property. The lots are proposed to be 0.4 hectares in area with 30 metres pf road frontage along Gillan Road. The retained lands are proposed to be 1 hectare in area with 75 metres of road frontage along Gillan Road. There is an existing single family detached residential dwelling.

## **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.

Section 2.2(4) states that:

The following provisions shall apply to the establishment of any commercial, industrial or institutional use:

- (a) all new uses/buildings should have direct access to a public road (or a common element access) and be set back from adjacent road allowances a sufficient distance to permit vehicle parking and maneuvering clear of any road allowance;
- (b) adequate off-street vehicle loading and parking spaces shall be provided;
- (c) access points to such parking and loading areas shall be limited in number and designed to minimize the danger to vehicular and pedestrian traffic;
- (d) buffering, including minimum separation distances, shall be provided in accordance with the relevant Section(s) of this Plan, to ensure that any negative impacts upon adjoining lands are mitigated;

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- (e) no use shall be permitted which is an obnoxious trade, business or manufacture under the Health Protection and Promotion Act and the Environmental Protection Act or which is obnoxious by reason of the emission of odour, dust, smoke, noise or vibrations;
- (f) wherever possible, the use shall not be located on agricultural lands classified Class 1 to 3 under the Canada Land Inventory for Agriculture and should not negatively impact on any nearby farm operation;
- (g) where appropriate, the proponent may be required, to prepare a servicing options report undertaken for the purpose of determining the preferred servicing alternative for the proposed development;
- (h) if a private water supply is proposed, an adequate and potable water supply shall be available. It shall be the responsibility of the required by the approval authority or any other agency;
- (i) if a private water supply is proposed, soils shall be suitable or made suitable to support an individual waste disposal system subject to the approval of the authority having jurisdiction;
- (j) if a private water and/or a private sewage service is proposed, it shall be demonstrated that the site conditions are suitable for the long-term provision of such services with no negative impacts, in accordance with Section 2.2(12) of this Plan.
- (k) unless pre-zoned, all new commercial uses, institutional uses, and industrial uses shall require an amendment to a local zoning by-law, or the removal of the Holding-h symbol in the local zoning by-law. The removal of the Holding symbol from a local zoning by-law will be in accordance with Section 17.6 of this Plan or an approved local Official Plan;

Section 2.2(12)(f) sets out the criteria when a hydrogeological evaluation should be undertaken.

Criteria when a hydrogeological evaluation should be undertaken:

- i.) The proposed severed/retained lot size is less than approximately 1 hectare (2.5 acres); or
- ii. The proposed severed/retained lot is within an area of known poor water quality or quantity; or
- iii. The proposed severed/retained lot is within an area serviced by well and septic where the density of surrounding lots (within 200 metres) is higher than 1 dwelling per hectare; or
- iv. The proposed use of the lot is industrial or commercial.

The submitted hydrogeological evaluation may be subject to peer review at the discretion of the approval authority and at the cost of the applicant/proponent.

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

The RU zone permits a variety of non-residential uses, including but not limited to eating establishment, business and professional offices, hotel, motel, and place of entertainment. The permitted residential uses are 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.

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The minimum lot area requirement is 1.5 hectares for a hotel and motel. For all other permitted uses, the minimum lot area requirement is 4050 square metres for most permitted uses. The minimum lot frontage requirement for all uses with the exception of hotel, motel, automobile service station, and automobile commercial garage is 35 metres.

The Commercial – Exception Two (C-E2) zone states that the following uses are permitted in addition to the other permitted uses in the Commercial (C) zone:

- contractor's yard or shop
- logging hauler
- manufacturing plant
- manufacturing plant, light
- factory outlet
- warehouse
- accessory business office
- welding shop
- mini storage establishment
- automotive storage

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

A Planning Justification Report, prepared by Jp2g Consultants Inc., dated September 23, 2022, was submitted in support of the Zoning By-law Amendment. The report was prepared to provide planning justification for the two consent applications and for this zoning by-law amendment.

The report reviewed the Provincial Policy Statement, the Official Plan, and the Township Zoning By-law. The report indicated that the C-E2 zone permits a wide variety of commercial uses, and due to the size of the proposed lots, the uses on the lots should be limited to 'low-water' commercial uses. The report states that the following are 'low water' uses:

- 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

**RETURN TO AGENDA**

- accessory business office
- welding shop
- mini storage establishment
- automotive storage

The report also states that the proposed zoning would also include a holding (-h) symbol requiring a supportive hydrogeological evaluation in order to permit the development of the proposed lots with one of the above uses. The purpose of the holding symbol is to prevent any development until such time as a use is proposed and a satisfactory hydrogeological evaluation, supporting the proposed use, is completed. Generally, a hydrogeological evaluation requires the intended use of the site as well as the site design (i.e. building, landscaping, parking) in order to provide an accurate assessment.

The Commercial – Exception Zone would also reduce the minimum frontage requirement from 35 metres to 30 metres. The reduced frontage will allow the proposed lots to be consistent in width with the abutting commercial property to the east as well as provide a sufficient separation between the proposed lots and the existing dwelling on the retained lands.

The report concluded that consistent with the PPS and conform to the Official Plan for the County of Renfrew, provided the recommendations to limit the list of permitted uses for the proposed lots and to include a holding symbol in the zoning are implemented. The proposal would result in lots that are compatible with the surrounding area and provides for an appropriate amount of infilling and intensification. It is concluded that the proposed zoning by-law amendment and consent applications can be considered good planning.

### **PART C: PLANNING ANALYSIS**

#### **12. CONSULTATION:**

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

#### **13. ANALYSIS:**

The owner is in the process of severing two vacant commercial lots (Consent Applications File Nos. B178/22(1) and B179/22(2)) which are zoned Commercial – Exception Two (C-E2). As described above, the Commercial – Exception Two (C-E2) zone permits a variety of commercial uses. The minimum lot frontage requirement is 35 metres. The proposed lots have a lot frontage of 30 metres, which does not meet the requirement. A zoning by-law amendment is required to reduce the lot frontage requirement from 35 metres to 30 metres.

There is no development currently contemplated for the proposed lots. In accordance with Section 2.2(12)(f) of the Official Plan, a hydrogeological evaluation is required when a commercial use is proposed, and since the proposed severed lots are less than 1 hectare in size. The Commercial –

Exception Two (C-E2) Zone permits a variety of commercial uses. The Planning Justification Report states that due to the size of the proposed lots, the uses on the lots should be limited to 'low-water' commercial uses. The report states that the following are 'low water' uses:

- automotive storage
- 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

The report recommends that the zoning include a holding (-h) symbol that requires a supportive hydrogeological evaluation in order to permit the development of the proposed lots with one of the above uses. The purpose of the holding symbol is to prevent any development until such time as a use is proposed and a satisfactory hydrogeological evaluation, supporting the proposed use, is completed.

The requested zoning by-law amendment will rezone the severed lands in Consent Application File Nos. B178/22(1) and B179/22(2) from Commercial – Exception Two (C-E2) to Commercial – Exception Eleven - holding (C-E11-h) to reduce the lot frontage requirement from 35 metres to 30 metres, and to permit only 'low-water uses' which are listed above. The holding symbol can be removed following the submission of a satisfactory hydrogeological evaluation.

The properties have frontage on Gillan 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.

**RETURN TO AGENDA**

Date: September 25, 2023  
Prepared By: Lindsey Bennett-Farquhar, MCIP, RPP  
Senior Planner

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

---

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

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

**Subject Lands** Part of Lot 8, Concession 3, in the Township of Horton, as shown on the attached Key Map.

**Public Meeting** A public meeting to inform the public of the proposed zoning amendment will be held on October 17<sup>th</sup> at 4:10 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 File Nos. 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.

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

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

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

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

**RETURN TO AGENDA**



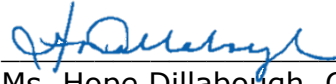
*If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Horton before the by-law is passed by the Township of Horton, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal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

### **Other Applications**

Consent applications B178/22(1) and B179/22(2) are also being considered with this application.

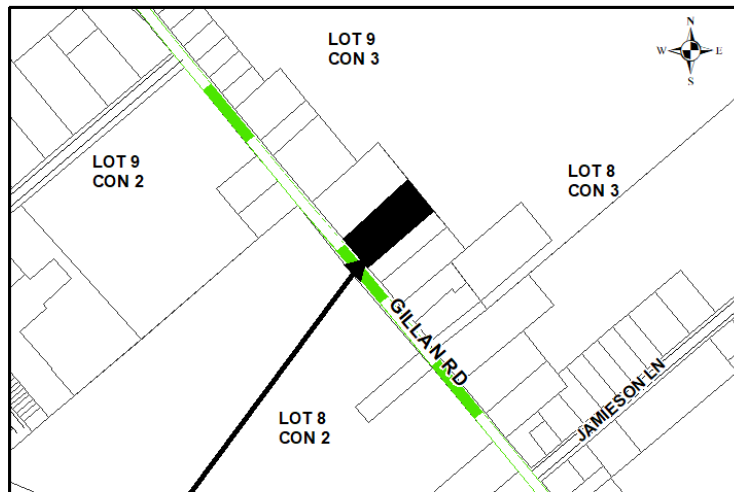
**NOTE: One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will 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 September, 2023.



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)

## **Township of Horton Key Map**



**Lands affected by the amendment**

**RETURN TO AGENDA**

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

RE: APPLICATION FOR ZONING BY-LAW AMENDMENT (Warren Agent:Jp2g Consultants Inc.)

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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 October 10<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 September, 2023.

**AGENCY RESPONSE**

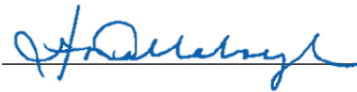
**We have reviewed the information provided for the Zoning By-law Amendment application, and**

- 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)

**RETURN TO AGENDA**

**THE CORPORATION OF THE  
TOWNSHIP OF HORTON**

**BY-LAW NUMBER 2023-46**

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

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

1. THAT By-law Number 2010-14, as amended, be and the same is hereby further amended as follows:

(a) By adding the following new subsection to Section 9.0 – requirements for Commercial (C) Zone, immediately following the subsection 9.3(j):

“(k) Commercial – Exception Eleven (C-E11)

Notwithstanding any other provisions to this By-law to the contrary, located in Part of Lot 8, Concession 3, in the Township of Horton, and zoned C-E11, the permitted uses shall be limited to the following:

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

(b) By adding the following subsection immediately following subsection 9.4(a):

“(b) Commercial – Exception Eleven – holding (C-E11-h)

Until such time as the holding symbol is removed from the lands described as Part of Lot 8, Concession 3, in the Township of Horton, and delineated as Commercial – Exception Eleven - holding (C-E11-h) on Schedule A to this By-law, in accordance with the conditions set forth herein, no person shall use land or erect or use a building or structure, except in accordance with the following:

- i) Permitted Uses
- Existing uses in existing locations
  - Open space
  - Passive recreation uses

**RETURN TO AGENDA**

ii) Conditions for removal of Holding Symbol (h)

The completion and submission of the following:

1. A supportive hydrogeological evaluation.”
- (b) Schedule "A" is amended by rezoning those lands described above from Commercial – Exception Two (C-E2) to Commercial – Exception Eleven –holding (C-E11-h) as shown on the Schedule "A" attached hereto.
2. THAT save as aforesaid all other provisions of By-law 2010-14, as amended, shall be complied with.
3. This by-law shall come into force and take effect on the day of final passing thereof.

This By-law given its FIRST and SECOND reading this 17<sup>th</sup> day of October, 2023.

This By-law read a THIRD time and finally passed this 17<sup>th</sup> day of October, 2023.

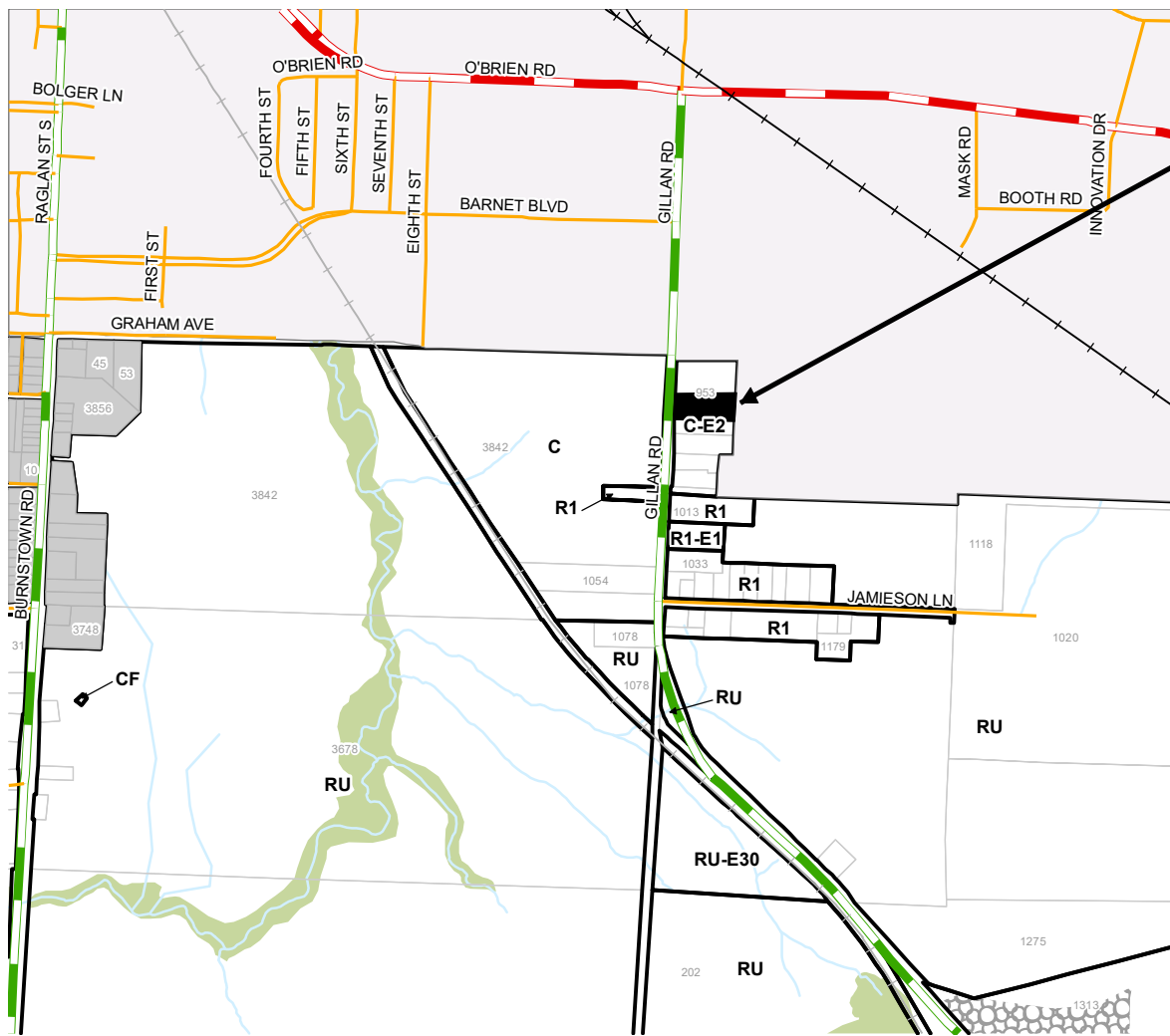
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MAYOR David M. Bennett

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CAO/CLERK Hope Dillabough

From C-E2 to C-E11-h



### Corporation of The Township of Horton

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

\_\_\_\_\_  
Mayor

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

### LEGEND

Rural

Commercial

Extractive Industrial Reserve (EMR)

Environmental Protection

-E Exception Zone

-h Holding Zone

Area affected by amendment:  
From C to C-E11-h

**THE CORPORATION OF THE TOWNSHIP OF HORTON**

REGULAR COUNCIL MEETING  
OCTOBER 3<sup>RD</sup>, 2023

There was a Regular Meeting of Council held in the Council Chambers on Tuesday October 3<sup>rd</sup>, 2023. Present were Mayor David Bennett, Councillor Tom Webster, Councillor Glen Campbell, and Councillor Doug Humphries. Staff present was Hope Dillabough, CAO/Clerk, Mike Fortier, Deputy Fire Chief, and Nichole Dubeau, Executive Assistant– Recording Secretary.

Councillor Daina Proctor sent her 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**

Councillor Webster declared pecuniary interest on item 10.3 2023-42 Appoint Chief Building Official.

**4. CONFIRMATION OF COUNCIL AGENDA**

Moved by Councillor Humphries

**RESOLUTION NO. 2023-181**

Seconded by Councillor Campbell

**THAT** Council adopt the Agenda for the October 3<sup>rd</sup>, 2023 Regular Council Meeting.

**Carried**

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

**6. MINUTES**

6.1 September 19<sup>th</sup>, 2023 – Public Meeting

6.2 September 19<sup>th</sup>, 2023 – Regular Council

Moved by Councillor Webster

**RESOLUTION NO. 2023-182**

Seconded by Councillor Humphries

**THAT** Council approve the following Minutes:

- September 19<sup>th</sup>, 2023 – Public Meeting
- September 19<sup>th</sup>, 2023 – Regular Council

**Carried**

**7. BUSINESS ARISING FROM MINUTES**

There was no business arising from the minutes.

**8. COMMITTEE REPORTS:**

**8.1 RECREATION COMMITTEE**

8.1.1 Chair's Report – September 21<sup>st</sup>

Councillor Humphries reviewed the report.

**8.2 PROTECTIVE SERVICES COMMITTEE**

8.2.1 Chair's Report – September 21<sup>st</sup>

CAO/Clerk Hope Dillabough reviewed the report.

**8.3 COMMUNITY COMMITTEES / COUNTY COUNCIL**

8.3.1 Renfrew & Area Seniors Home Support

Councillor Humphries gave a brief update.

**RETURN TO AGENDA**

### 8.3.2 Chamber of Commerce

Councillor Humphries gave a brief update.

### 8.3.3 County Council

Mayor Bennett previously sent County info to Council Members for review.

## 9. CORRESPONDENCE SUMMARY

### 9.1 **INFORMATION CORRESPONDENCE**

Discussion went around the table with information previously distributed.

### 9.2 **ACTION CORRESPONDENCE**

#### 9.2.1 Request for Sponsorship – HFD

Council members were in agreeance to be a Gold Sponsor for the Golf Tournament.

## 10. BYLAWS

- 10.1 2023-40 Adopt Corporate Policy Section K
- 10.2 2023-41 Adopt Multi Year Accessibility Plan 2024-2028
- 10.3 2023-42 Appoint Chief Building Official
- 10.4 2023-43 Appoint Building Inspector

## 11. NOTICE TO FILE MOTION FOR NEXT COUNCIL – NONE

## 12. COUNCIL/STAFF MEMBERS CONCERNS

Councillor Campbell questioned the process of selecting a Deputy Mayor. Mayor Bennett stated that he and CAO/Clerk Hope Dillabough will be meeting soon to further discuss.

## 13. RESOLUTIONS

Moved by Councillor Campbell  
Seconded by Councillor Webster

**RESOLUTION NO. 2023-183**

**THAT** Council receive the following reports:

- Recreation Chair's Report – September 21<sup>st</sup>
- Protective Services Chair's Report – September 21<sup>st</sup>

**Carried**

Moved by Councillor Humphries  
Seconded by Councillor Webster

**RESOLUTION NO. 2023-184**

**THAT** Council accept resignation for Nellie Kingsbury from the Recreation Committee.

**Carried**

Moved by Councillor Campbell  
Seconded by Councillor Humphries

**RESOLUTION NO. 2023-185**

**THAT** upon recommendation from the Protective Services Committee, Council accept the bid by Blue Mountain Chrysler with the addition of a Crew Cab and Winch option for a total cost of \$84,092.34 including HST;

**AND THAT** upon receipt of the new truck and properly outfitted with existing gear, truck 9837 be declared surplus.

**Carried**

Moved by Councillor Humphries  
Seconded by Councillor Webster

**RESOLUTION NO. 2023-186**

**RETURN TO AGENDA**

**THAT** Council receive the reports for Community Committees and County Council as information.

**Carried**

Moved by Councillor Campbell

**RESOLUTION NO. 2023-187**

Seconded by Councillor Humphries

**THAT** Council accept the CAO/Clerk's Information Memo for the October 3<sup>rd</sup>, 2023 meeting.

**Carried**

Moved by Councillor Humphries

**RESOLUTION NO. 2023-188**

Seconded by Councillor Webster

**THAT** Council agree to be a Gold Sponsor for the 2023 Horton Firefighters Association Golf Tournament held October 14<sup>th</sup>, 2023.

**Carried**

Moved by Councillor Humphries

**RESOLUTION NO. 2023-188**

Seconded by Councillor Webster

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

- 2023-40 Adopt Corporate Policy Section K
- 2023-41 Adopt Multi Year Accessibility Plan 2024-2028
- 2023-43 Appoint Building Inspector

**Carried**

Moved by Councillor Humphries

**RESOLUTION NO. 2023-190**

Seconded by Councillor Campbell

**THAT** Council enact By-law 2023-42 Appoint Chief Building Official

**Councillor Webster declared pecuniary interest and did not vote.**

**Carried**

**14. IN CAMERA (Closed) SESSION – NONE**

**15. CONFIRMING BYLAW**

Moved by Councillor Webster

**RESOLUTION NO. 2023-191**

Seconded by Councillor Campbell

**THAT** Council enact By-law 2023-44– Confirming By-Law.

**Carried**

**16. ADJOURNMENT**

Mayor Bennett declared the meeting adjourned at 4:34 p.m.

---

MAYOR David M. Bennett

---

CAO/CLERK Hope Dillabough





## Township of Horton COUNCIL / COMMITTEE REPORT

<b>TREASURER'S REPORT</b>	<b>Date:</b>	October 17, 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 October 17, 2023, as presented.

### **BACKGROUND:**

In September both Ms. Dillabough and myself attended the Ontario East Municipal Conference in Ottawa. The sessions were geared toward economic development and community topics. A notable session we attended was on Renfrew Virtual Triage & Assessment Centre (RC VTAC): An Innovative Approach to Health Care and Belleville's Physician Recruitment. Warden Emon spoke about RC VTAC explaining that Rural Ontario, and Renfrew County in particular, is facing a health-care access challenge. The shortage of family physicians demands that we look at innovative ways of ensuring the health-care needs of all Ontarians are met. Physician recruitment will not be enough. It is impractical to expect Renfrew County to attract 30 new family doctors to meet the need today, let alone in a year from now, when our unattached patient list will be even higher.

MPAC was in Council Chambers all day on September 20<sup>th</sup>, unfortunately we did not have any residents attend. They will continue to book periodically; however, it will be more geared to working with staff to review properties in question and keeping municipalities informed of changes.

MacKillican's conducted the annual procedural audit and will be preparing to complete the year end audit in early 2024. There will be letters circulated requiring all of Council's signature of acknowledgement.

For the month of September, the Township processed a total of \$913,750.77 in accounts payable transactions. Notable expenses were:

- \$458,315.00 – County of Renfrew for 3<sup>rd</sup> quarter payment
- \$252,099.00 – Various School Boards for 3<sup>rd</sup> quarter payment
- \$ 26,945.68 – Emterra Environmental for July/August curbside pick-up

**RETURN TO AGENDA**

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

	<u>SEPTEMBER</u> 2023	<u>SEPTEMBER</u> 2022
<b>GENERAL GOVERNMENT</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
REVENUE	(5,934,212.00)	(5,650,145.00)
EXPENSES	671,080.00	655,954.00
<b>PROTECTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
REVENUE	(56,087.00)	(5,140.00)
EXPENSES	342,282.00	311,209.00
<b>TRANSPORTATION / STORM SEWER</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
REVENUE	(4,690.00)	(94,289.00)
EXPENSES	850,265.00	635,182.00
<b>ENVIRONMENT</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
REVENUE	(95,864.00)	(75,131.00)
EXPENSES	358,716.00	354,877.00
<b>RECREATION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
REVENUE	(51,186.00)	(62,867.00)
EXPENSES	200,132.00	130,111.00
<b>LIBRARY / HEALTH SERVICES</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
REVENUE	-	-
EXPENSES	8,489.00	8,323.00
<b>PLANNING</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
REVENUE	(7,290.00)	(8,370.00)
EXPENSES	4,828.00	4,817.00
<b>FIRE DEPARTMENT</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
REVENUE	(9,879.00)	(1,205.00)
EXPENSES	116,704.00	149,151.00
<b>BUILDING</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
REVENUE	(65,364.00)	(59,176.00)
EXPENSES	40,696.00	37,978.00

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

**RETURN TO AGENDA**

September 26, 2023

Dear Mayor/Reeve/CAO/Treasurer,

Please find attached the OPP municipal policing 2024 Annual Billing Statement package.

This year's billing package includes a statement for the 2022 year-end reconciliation. The final cost adjustment calculated as a result of the 2022 annual reconciliation has been included as an adjustment to the amount being billed to the municipality during the 2024 calendar year.

The most current OPPA uniform and civilian collective agreements expired on December 31, 2022. The estimated salary rates incorporated in the 2024 municipal policing annual statements are based on the 2022 rates, set in the last collective agreements, with a 2.01% overall general salary rate increase applied, representing a 1% general salary rate increase for each of calendar years 2023 and 2024. The reconciliation of both 2023 and 2024 costs will include a reconciliation of salary costs based on rates set in applicable collective agreement settlements.

The final reconciliation of the 2024 annual costs will be included in the 2026 Annual Billing Statement.

For more detailed information on the 2024 Annual Billing Statement package, please refer to the resource material available on [opp.ca/billingmodel](http://opp.ca/billingmodel). Further, the Municipal Policing Bureau will be hosting a webinar information session in November. An email invitation will be forwarded to the municipality advising of the session date.

If you have questions about the Annual Billing Statement, please email [OPP.MPB.Financial.Services.Unit@OPP.ca](mailto:OPP.MPB.Financial.Services.Unit@OPP.ca).

Yours truly,



Phil Whitton  
Superintendent  
Commander, Municipal Policing Bureau

**RETURN TO AGENDA**

**OPP 2024 Annual Billing Statement****Horton Tp**

Estimated costs for the period January 1 to December 31, 2024

Please refer to [www.opp.ca](http://www.opp.ca) for 2024 Municipal Policing Billing General Information summary for further details.

		<u>Cost per Property \$</u>	<u>Total Cost \$</u>
<b>Base Service</b>	<b>Property Counts</b>		
	Household	1,531	
	Commercial and Industrial	<u>71</u>	
	Total Properties	<u><u>1,602</u></u>	
		165.59	265,270
<b>Calls for Service</b>	(see summaries)		
	Total all municipalities	183,003,471	
	Municipal portion	0.0775%	88.50
			141,785
<b>Overtime</b>	(see notes)	9.14	14,645
<b>Prisoner Transportation</b>	(per property cost)	1.12	1,794
<b>Accommodation/Cleaning Services</b>	(per property cost)	<u>4.90</u>	<u>7,850</u>
<b>Total 2024 Estimated Cost</b>		<u><u>269.25</u></u>	<u>431,344</u>
<b>2022 Year-End Adjustment</b>	(see summary)		(3,579)
<b>Grand Total Billing for 2024</b>			<u><u>427,765</u></u>
<b>2024 Monthly Billing Amount</b>			<b>35,647</b>

## OPP 2024 Annual Billing Statement

### Horton Tp

Estimated costs for the period January 1 to December 31, 2024

#### Notes to Annual Billing Statement

- 1) Municipal Base Services and Calls for Service Costs - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2024 billing purposes the allocation of the municipal workload in detachments has been calculated to be 50.4 % Base Services and 49.6 % Calls for Service. The total 2024 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) Base Services - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$165.59 estimated for 2024. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) Calls for Service - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) Overtime - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2019, 2020, 2021 and 2022 has been analyzed and averaged to estimate the 2024 costs. The costs incorporate the estimated 2024 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2024 hours and salary rates and included in the 2026 Annual Billing Statement.
- 5) Court Security and Prisoner Transportation (CSPT) - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2024 costs have been estimated based on the 2022 activity levels. These costs will be reconciled to the actual cost of service required in 2024.  
  
There was no information available about the status of 2024 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.
- 6) Year-end Adjustment - The 2022 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

**OPP 2024 Estimated Base Services and Calls for Service Cost Summary**  
**Estimated Costs for the period January 1, 2024 to December 31, 2024**

Salaries and Benefits	Positions	Base		Total Base Services and Calls for Service	Base Services	Calls for Service
		FTE	%	\$/FTE	\$	\$
<b>Uniform Members</b>	<b>Note 1</b>					
Inspector	26.21	100.0	170,155	4,459,769	4,459,769	-
Staff Sergeant-Detachment Commander	9.14	100.0	152,475	1,393,620	1,393,620	-
Staff Sergeant	36.76	100.0	142,419	5,235,312	5,235,312	-
Sergeant	222.37	50.4	127,275	28,302,242	14,275,214	14,027,027
Constable	1,613.61	50.4	108,173	174,548,615	88,038,548	86,510,067
Part-Time Constable	15.08	50.4	86,989	1,311,789	661,984	649,805
<b>Total Uniform Salaries</b>	<b>1,923.17</b>			<b>215,251,347</b>	<b>114,064,447</b>	<b>101,186,900</b>
Statutory Holiday Payout			5,132	9,792,492	5,122,546	4,669,947
Shift Premiums			1,130	2,091,727	1,055,028	1,036,699
Uniform Benefits - Inspector			26.47%	1,180,501	1,180,501	-
Uniform Benefits - Full-Time Salaries			32.44%	67,955,243	35,341,010	32,614,233
Uniform Benefits - Part-Time Salaries			15.71%	206,082	103,998	102,084
<b>Total Uniform Salaries &amp; Benefits</b>				<b>296,477,393</b>	<b>156,867,530</b>	<b>139,609,863</b>
<b>Detachment Civilian Members</b>	<b>Note 1</b>					
Detachment Administrative Clerk	168.12	50.4	68,433	11,505,025	5,803,153	5,701,872
Detachment Operations Clerk	2.08	50.4	64,421	133,996	67,642	66,354
Detachment Clerk - Typist	1.06	50.4	56,545	59,938	29,969	29,969
Court Officer - Administration	25.63	50.4	69,834	1,789,843	902,952	886,891
Crimestoppers Co-ordinator	0.83	50.4	65,987	54,769	27,715	27,055
Cadet	0.68	50.4	46,454	31,588	15,794	15,794
<b>Total Detachment Civilian Salaries</b>	<b>198.40</b>			<b>13,575,160</b>	<b>6,847,226</b>	<b>6,727,934</b>
Civilian Benefits - Full-Time Salaries			33.98%	4,612,839	2,326,687	2,286,152
<b>Total Detachment Civilian Salaries &amp; Benefits</b>				<b>18,187,999</b>	<b>9,173,913</b>	<b>9,014,086</b>
<b>Support Costs - Salaries and Benefits</b>						
Communication Operators			6,228	11,977,503	6,263,811	5,713,692
Prisoner Guards			1,996	3,838,647	2,007,477	1,831,170
Operational Support			6,080	11,692,874	6,114,960	5,577,914
RHQ Municipal Support			2,751	5,290,641	2,766,818	2,523,822
Telephone Support			141	271,167	141,811	129,356
Office Automation Support			875	1,682,774	880,031	802,743
Mobile and Portable Radio Support			282	546,587	285,768	260,819
<b>Total Support Staff Salaries and Benefits Costs</b>				<b>35,300,192</b>	<b>18,460,676</b>	<b>16,839,516</b>
<b>Total Salaries &amp; Benefits</b>				<b>349,965,584</b>	<b>184,502,118</b>	<b>165,463,465</b>
<b>Other Direct Operating Expenses</b>	<b>Note 2</b>					
Communication Centre			155	298,091	155,891	142,200
Operational Support			1,018	1,957,787	1,023,854	933,934
RHQ Municipal Support			212	407,712	213,219	194,493
Telephone			1,582	3,042,455	1,591,097	1,451,358
Mobile Radio Equipment Repairs & Maintenance			147	284,923	148,964	135,959
Office Automation - Uniform			3,019	5,806,050	3,036,359	2,769,691
Office Automation - Civilian			1,154	228,954	115,088	113,865
Vehicle Usage			9,975	19,183,621	10,032,356	9,151,265
Detachment Supplies & Equipment			548	1,053,897	551,151	502,746
Uniform & Equipment			2,305	4,467,666	2,335,795	2,131,871
Uniform & Equipment - Court Officer			994	25,476	12,852	12,624
<b>Total Other Direct Operating Expenses</b>				<b>36,756,632</b>	<b>19,216,626</b>	<b>17,540,006</b>
<b>Total 2024 Municipal Base Services and Calls for Service Cost</b>				<b>\$ 386,722,216</b>	<b>\$ 203,718,745</b>	<b>\$ 183,003,471</b>
<b>Total OPP-Policed Municipal Properties</b>					<b>1,230,286</b>	
<b>Base Services Cost per Property</b>					<b>\$ 165.59</b>	

**OPP 2024 Estimated Base Services and Calls for Service Cost Summary****Estimated Costs for the period January 1, 2024 to December 31, 2024****Notes:**

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2019 through 2022. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 88.28 FTEs with a cost of \$15,971,805 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.4% Base Services : 49.6% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.

**OPP 2024 Calls for Service Billing Summary**

Horton Tp

Estimated costs for the period January 1 to December 31, 2024

Calls for Service Billing Workgroups	Calls for Service Count					2024 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2024 Estimated Calls for Service Cost
	2019	2020	2021	2022	Four Year Average				
					A	B	C = A * B		
					Note 1			Note 2	Note 3
Drug Possession	0	1	2	4	2	6.9	12	0.0007%	1,216
Drugs	2	3	1	0	2	80.6	121	0.0067%	12,171
Operational	96	124	112	106	110	3.8	416	0.0229%	41,888
Operational 2	119	35	31	24	52	1.5	78	0.0043%	7,890
Other Criminal Code Violations	3	8	15	7	8	7.3	60	0.0033%	6,063
Property Crime Violations	23	28	35	30	29	6.3	183	0.0101%	18,392
Statutes & Acts	26	14	19	18	19	3.5	67	0.0037%	6,782
Traffic	50	47	63	68	57	3.8	217	0.0119%	21,805
Violent Criminal Code	18	13	22	13	17	15.4	254	0.0140%	25,580
<b>Municipal Totals</b>	<b>337</b>	<b>273</b>	<b>300</b>	<b>270</b>	<b>295</b>		<b>1,408</b>	<b>0.0775%</b>	<b>\$141,785</b>

**Provincial Totals (Note 4)**

Calls for Service Billing Workgroups	Calls for Service Count					2024 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2024 Estimated Calls for Service Cost
	2019	2020	2021	2022	Four Year Average				
					A	B	C = A * B		
					Note 1			Note 2	Note 3
Drug Possession	2,613	2,790	2,966	2,473	2,711	6.9	18,702	1.0288%	1,882,731
Drugs	880	1,130	1,049	794	963	80.6	77,638	4.2708%	7,815,625
Operational	171,990	177,344	179,926	175,732	176,248	3.8	669,742	36.8416%	67,421,351
Operational 2	119,115	47,881	48,223	46,150	65,342	1.5	98,013	5.3916%	9,866,770
Other Criminal Code Violations	12,263	12,075	12,067	12,166	12,143	7.3	88,642	4.8761%	8,923,384
Property Crime Violations	52,344	46,517	47,206	48,643	48,678	6.3	306,668	16.8694%	30,871,552
Statutes & Acts	28,234	31,126	32,714	32,603	31,169	3.5	109,092	6.0010%	10,982,066
Traffic	38,738	32,001	34,658	38,679	36,019	3.8	136,872	7.5291%	13,778,594
Violent Criminal Code	20,497	19,283	19,967	21,429	20,294	15.4	312,528	17.1917%	31,461,399
<b>Provincial Totals</b>	<b>446,674</b>	<b>370,147</b>	<b>378,776</b>	<b>378,669</b>	<b>393,567</b>		<b>1,817,899</b>	<b>100%</b>	<b>\$183,003,471</b>

**Notes to Calls for Service Billing Summary**

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2020 municipal police force amalgamations.



## OPP 2024 Calls for Service Details

### Horton Tp

For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
<b>Grand Total</b>	<b>337</b>	<b>273</b>	<b>300</b>	<b>270</b>	<b>295.00</b>
Drug Possession	0	1	2	4	1.75
Drug Related Occurrence	0	0	1	1	0.50
Possession - Cocaine	0	1	0	0	0.25
Possession - Methamphetamine (Crystal Meth)	0	0	0	1	0.25
Possession – Opioid (other than heroin)	0	0	1	0	0.25
Possession - Other Controlled Drugs and Substances Act	0	0	0	1	0.25
Possession of > 4 budding or flowering cannabis plants	0	0	0	1	0.25
Drugs	2	3	1	0	1.50
Cultivate/Propagate/Harvest cannabis by adult	2	0	1	0	0.75
Trafficking – Opioid (other than heroin)	0	1	0	0	0.25
Trafficking - Other Controlled Drugs and Substances Act	0	2	0	0	0.50
Operational	96	124	112	106	109.50
Accident - non-MVC - Master Code	0	1	0	1	0.50
Animal - Bite	0	2	0	2	1.00
Animal - Dog Owners Liability Act	1	0	1	0	0.50
Animal - Injured	1	1	2	3	1.75
Animal - Master Code	0	1	0	0	0.25
Animal - Other	1	0	0	1	0.50
Animal - Stray	5	3	2	4	3.50
Assist Public	14	14	17	24	17.25
Distressed / Overdue Motorist	1	0	0	0	0.25
Dogs By-Law	1	0	0	0	0.25
Domestic Disturbance	10	18	25	14	16.75
Family Dispute	14	16	16	14	15.00
Fire - Building	1	3	5	1	2.50
Fire - Other	0	0	1	0	0.25
Fire - Vehicle	3	4	0	1	2.00
Firearms (Discharge) By-Law	1	0	0	0	0.25
Fireworks By-Law	0	0	0	1	0.25
Found - Household Property	0	0	1	0	0.25
Found - Personal Accessories	1	0	0	0	0.25
Found Property - Master Code	1	3	1	2	1.75
Insecure Condition - Master Code	0	1	1	0	0.50
Lost - License Plate	0	0	2	0	0.50
Lost - Others	1	0	0	0	0.25
Lost - Personal Accessories	1	2	1	0	1.00
Lost - Vehicle Accessories	0	0	0	1	0.25
Lost Property - Master Code	1	1	0	0	0.50
Missing Person 12 & older	0	1	0	1	0.50
Missing Person Located Under 12	1	0	1	0	0.50
Neighbour Dispute	7	14	13	9	10.75
Noise Complaint - Master Code	0	4	1	3	2.00
Noise Complaint - Others	1	0	1	0	0.50
Noise Complaint - Residence	4	0	0	0	1.00

**OPP 2024 Calls for Service Details**  
**Horton Tp**  
**For the calendar years 2019 to 2022**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Noise Complaint - Vehicle	0	0	1	0	0.25
Phone - Nuisance - No Charges Laid	3	1	4	1	2.25
Phone - Other - No Charges Laid	1	0	0	0	0.25
Sudden Death - Accidental	0	0	0	1	0.25
Sudden Death - Natural Causes	1	4	2	3	2.50
Sudden Death - Others	1	2	2	1	1.50
Sudden Death - Suicide	1	0	0	0	0.25
Suspicious Person	12	15	3	7	9.25
Suspicious vehicle	5	7	7	5	6.00
Trouble with Youth	1	3	0	1	1.25
Unwanted Persons	0	3	2	5	2.50
<b>Operational 2</b>	<b>119</b>	<b>35</b>	<b>31</b>	<b>24</b>	<b>52.25</b>
911 call - Dropped Cell	41	4	7	6	14.50
911 call / 911 hang up	56	13	13	6	22.00
911 hang up - Pocket Dial	4	0	1	0	1.25
False Alarm - Accidental Trip	2	0	0	0	0.50
False Alarm - Malfunction	2	0	0	0	0.50
False Alarm - Others	8	13	3	5	7.25
Keep the Peace	6	5	7	7	6.25
<b>Other Criminal Code Violations</b>	<b>3</b>	<b>8</b>	<b>15</b>	<b>7</b>	<b>8.25</b>
Bail Violations - Breach of Recognizance	0	0	2	0	0.50
Bail Violations - Fail To Comply	0	4	4	3	2.75
Breach of Probation	1	1	6	0	2.00
Disturb the Peace	0	0	1	1	0.50
Indecent acts - Master Code	0	0	0	1	0.25
Indecent acts - Other	0	0	0	1	0.25
Obstruct Public Peace Officer	0	0	1	0	0.25
Offensive Weapons - Other Offensive Weapons	1	0	0	1	0.50
Offensive Weapons - Prohibited	0	1	0	0	0.25
Offensive Weapons - Restricted	0	1	0	0	0.25
Personate Peace Officer	1	0	0	0	0.25
Possess Firearm while prohibited	0	1	0	0	0.25
Public Morals	0	0	1	0	0.25
<b>Property Crime Violations</b>	<b>23</b>	<b>28</b>	<b>35</b>	<b>30</b>	<b>29.00</b>
Break & Enter	2	4	1	1	2.00
Fraud - Account closed	0	1	0	0	0.25
Fraud - False Pretence Over \$5,000	0	0	1	0	0.25
Fraud - False Pretence Under \$5,000	1	0	0	2	0.75
Fraud - Forgery & Uttering	0	0	2	0	0.50
Fraud - Master Code	0	2	0	1	0.75
Fraud - Money/property/security Over \$5,000	0	2	0	1	0.75
Fraud - Money/property/security Under \$5,000	1	2	2	1	1.50
Fraud - Other	2	3	1	2	2.00
Identity Fraud	1	1	1	0	0.75
Mischief	3	4	6	5	4.50

**OPP 2024 Calls for Service Details**  
**Horton Tp**  
**For the calendar years 2019 to 2022**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Personation with Intent (fraud)	0	2	2	3	1.75
Possession of Stolen Goods over \$5,000	1	0	0	1	0.50
Property Damage	2	1	8	3	3.50
Theft Over - Master Code	0	0	0	2	0.50
Theft from Motor Vehicles Under \$5,000	0	1	0	2	0.75
Theft of - Other Motor Vehicles	1	0	0	1	0.50
Theft of - Snow Vehicles	0	0	1	0	0.25
Theft of Motor Vehicle	3	1	0	2	1.50
Theft Over \$,5000 - Construction Site	1	0	0	0	0.25
Theft Over \$5,000 - Other Theft	1	0	2	0	0.75
Theft Over \$5,000 - Trailers	0	0	1	0	0.25
Theft Under \$5,000 - Bicycles	0	0	1	0	0.25
Theft Under \$5,000 - Boat Motor	0	0	1	0	0.25
Theft Under \$5,000 - Building	0	0	1	0	0.25
Theft Under \$5,000 - Master Code	1	0	0	0	0.25
Theft Under \$5,000 - Other Theft	3	2	3	2	2.50
Theft Under \$5,000 - Trailers	0	1	0	1	0.50
Unlawful in a dwelling house	0	1	1	0	0.50
Statutes & Acts	26	14	19	18	19.25
Landlord / Tenant	4	2	3	2	2.75
Mental Health Act	9	4	4	3	5.00
Mental Health Act - Apprehension	0	0	3	2	1.25
Mental Health Act - Attempt Suicide	1	1	1	0	0.75
Mental Health Act - No contact with Police	1	0	2	0	0.75
Mental Health Act - Placed on Form	2	2	0	1	1.25
Mental Health Act - Threat of Suicide	0	5	0	5	2.50
Mental Health Act - Voluntary Transport	3	0	2	1	1.50
Trespass To Property Act	6	0	4	4	3.50
Traffic	50	47	63	68	57.00
MVC - Personal Injury (Motor Vehicle Collision)	1	1	3	4	2.25
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	1	1	0	1	0.75
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	18	14	16	24	18.00
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	30	31	42	39	35.50
MVC (Motor Vehicle Collision) - Master Code	0	0	2	0	0.50
Violent Criminal Code	18	13	22	13	16.50
Assault - Level 1	6	6	7	4	5.75
Assault With Weapon or Causing Bodily Harm - Level 2	1	1	0	0	0.50
Criminal Harassment	5	2	5	2	3.50
Indecent / Harassing Communications	0	2	0	1	0.75
Invitation to Sexual Touching	0	0	0	1	0.25
Sexual Assault	0	0	1	2	0.75
Sexual Interference	0	1	1	1	0.75
Utter Threats - Master Code	0	1	0	0	0.25
Utter Threats to Person	6	0	8	2	4.00

**OPP 2022 Reconciled Year-End Summary**  
**Horton Tp**  
**Reconciled cost for the period January 1 to December 31, 2022**

			<u>Cost per Property \$</u>	<u>Reconciled Cost \$</u>	<u>Estimated Cost \$</u>
<b>Base Service</b>	<b>Property Counts</b>				
	Household	1,503			
	Commercial and Industrial	<u>69</u>			
	Total Properties	<u><u>1,572</u></u>	172.74	271,551	270,496
<b>Calls for Service</b>					
	Total all municipalities	177,916,859			
	Municipal portion	0.0820%	92.86	145,969	145,140
<b>Overtime</b>			8.38	13,175	17,621
<b>Prisoner Transportation</b>	(per property cost)		1.08	1,698	2,688
<b>Accommodation/Cleaning Services</b>	(per property cost)		<u>4.81</u>	<u>7,561</u>	<u>7,593</u>
<b>Total 2022 Costs</b>			<u><u>279.87</u></u>	<u><u>439,954</u></u>	<u><u>443,538</u></u>
<b>2022 Billed Amount</b>				<u><u>443,533</u></u>	
<b>2022 Year-End-Adjustment</b>				<u><u>(3,579)</u></u>	

**Notes**

The Year-End Adjustment above is included as an adjustment on the 2024 Billing Statement.

This amount is incorporated into the monthly invoice amount for 2024.

The difference between the estimated and billed amount is due to rounding the bills to the nearest dollar throughout the year.



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  January 2024 Council Meeting Schedule	<b>Date:</b>	October 17 <sup>th</sup> , 2023
	<b>Council/Committee:</b>	Council
	<b>Author:</b>	Hope Dillabough, CAO/Clerk
	<b>Department:</b>	General Government

### **RECOMMENDATIONS:**

**THAT** Council agree to cancel the January 2<sup>nd</sup>, 2024 Regular Council Meeting and proceed with only one scheduled Regular Council Meeting on January 16<sup>th</sup>, 2024.

**AND FURTHER THAT** if an additional meeting in January is required, a Special Meeting can be scheduled.

### **BACKGROUND:**

Staff recommends that due to the Christmas and New Year Holidays, the January 2, 2024, Regular Council Meeting be cancelled to allow adequate time for the preparation of reports and the meeting agenda.

Staff further recommends that we proceed with one Regular Council Meeting that is scheduled for January 16<sup>th</sup>, 2024. Should the need arise to hold an additional Council Meeting, a Special Council Meeting can be scheduled.

### **ALTERNATIVES:**

Maintain the regular schedule and hold two Regular Council Meetings: January 2<sup>nd</sup>, 2024 and January 16<sup>th</sup>, 2024.

**FINANCIAL IMPLICATIONS:** None

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

RETURN TO AGENDA



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  Recording/Livestream Audiovisual Equipment Sole Source Request	<b>Date:</b>	October 17 <sup>th</sup> , 2023
	<b>Council/Committee:</b>	Council
	<b>Author:</b>	Hope Dillabough, CAO/Clerk
	<b>Department:</b>	General Government

### **RECOMMENDATIONS:**

**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.

### **BACKGROUND:**

During the 2023 Budget discussions, each department was provided \$100,000 from the Working Funds Reserve to accomplish various projects and capital expenditures. For General Government, this was a small renovation to the existing Council Chambers but also to invest in the appropriate audio visual equipment for the purpose of recording and/or livestreaming Council Meetings. Staff reached out to Shawn Behnke, Producer of comBEtek Multimedia for a quote. comBEtek has been the leading provider to municipalities within the County of Renfrew (and the County of Renfrew itself) of all audio visual equipment, installation, training and resources for the purpose of either livestreaming council meetings and/or recording. The Township of Horton is one of the remaining few who have not moved forward with this initiative and staff thanks Council for having it included in the 2023 Budget.

Staff is recommending a sole source to comBEtek because they are the leading provider of the service and have had successful operations within several municipalities in the County. They understand the requirements and are extremely familiar with the various needs each individual municipality has.

Once the Township can have this implemented, there will be more transparency to the Township's ratepayers, as well as the provision of an additional method of communicating Council's discussions and decisions at the table.

### **FINANCIAL IMPLICATIONS:**

As per the 2023 Budget, \$100,000 was provided to each Department from the Working Funds Reserves to tackle various projects and capital expenditures. For General Government, this included the renovations in the Council Chambers along the AV Equipment to modernize and be able to record Council Meetings. The Township is still well below budget as it pertains to this allocation.

**RETURN TO AGENDA**

Due to the Procurement By-Law, council is required to pass a resolution to sole source award as the quote received is over the spending threshold.

**ATTACHMENTS:**

Quote received from comBEtek.

**CONSULTATIONS:**

Shawn Behnke, ComBEtek Multimedia

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



Web: www.combetek.ca  
 Email: combetek@gmail.com  
 YouTube: youtube.com/combetek

142 Metcalfe Street - Pembroke, Ontario - K8A 2V4 | Cel: 613-281-8543 **48**

Date: October 12, 2023  
 Purchase Order #: QUOTE  
 Terms Of Sale: eTRX, Cash, Cheque, PO

Customer:  
 Hope Dillabough CMO, AOMC, Dipl. M.M. - Township of Horton  
 Email: hdillabough@hortontownship.ca

PST Registration #: 4250-0834  
 GST Registration #: 857622930 RT0001

For Office Use Only: INVOICE# TOH-10122023-1

Component	QTY	Item Code	Unit Price	Sub-Total	Tax Code	HST	Total	
		REQUEST	<b>AV Equipment for Recording/Livestream in Council Chambers</b>					
Livestream Hardware	1	AV-EQUIP	Custom-Built VMIX PC System (Recording + Livestreaming) Hardware & Software (Rackmount)	\$ 4,500.00	\$ 4,500.00	13%	\$585.00	\$ 5,085.00
Livestream Hardware	1	AV-EQUIP	Custom-Built ZOOM MiniPC (Dedicated Zoom PC w/ Remote User Access) (Rackmount)	\$ 1,250.00	\$ 1,250.00	13%	\$162.50	\$ 1,412.50
Livestream Hardware	3	AV-EQUIP	Hisense 65U68K- 65" Smart 4K ULED Google TV with Quantum Dot Technology (Canada Model) 2023	\$ 845.00	\$ 2,535.00	13%	\$329.55	\$ 2,864.55
Livestream Hardware	2	AV-EQUIP	NB AV Mount Mobile TV Cart TV Stand with Wheels for 55" - 85" Inch	\$ 245.00	\$ 490.00	13%	\$63.70	\$ 553.70
Livestream Hardware	1	AV-EQUIP	VIVO Low Height Mobile TV Stand, Adjustable Floor Monitor Cart + TV Mount	\$ 250.00	\$ 250.00	13%	\$32.50	\$ 282.50
Networking	1	AV-EQUIP	24" HDMI Monitor + Floor Stand (Confidence Monitor for Mayor)	\$ 350.00	\$ 350.00	13%	\$45.50	\$ 395.50
Networking	1	AV-EQUIP	TP-Link 28-Port Gigabit PoE Easy Smart Switch (TL-SG1428PE) - 24 x PoE+ @250W	\$ 375.00	\$ 375.00	13%	\$48.75	\$ 423.75
Audio Related	10	AV-EQUIP	DW-4 US	\$ 2,250.00	\$ 22,500.00	13%	\$2,925.00	\$ 25,425.00
Audio Related	1	AV-EQUIP	SOUNDCRAFT UI16 16-INPUT REMOTE-CONTROLLED DIGITAL MIXER, Model: UI-16-US	\$ 899.00	\$ 899.00	13%	\$116.87	\$ 1,015.87
Audio Related	1	AV-EQUIP	In-House 70V Ceiling Speakers + Amplifier System	\$ 595.00	\$ 595.00	13%	\$77.35	\$ 672.35
Audio Related	1	AV-EQUIP	All XLR + Speaker Cabling	\$ 300.00	\$ 300.00	13%	\$39.00	\$ 339.00
Video Related	3	AV-EQUIP	AIDA PTZ-NDI-X18 18X NDI HX PTZ CAMERA - BLACK, Model: PTZ-NDI-X18B	\$ 1,195.00	\$ 3,585.00	13%	\$466.05	\$ 4,051.05
Video Related	1	AV-EQUIP	AIDA CCU-IP PTZ JOYSTICK CONTROLLER, Model: CCU-IP	\$ 725.00	\$ 725.00	13%	\$94.25	\$ 819.25
Video Related	2	AV-EQUIP	OREI or AV Access HDMI USB KVM Extender(HDBaseT), 100m, 4K 60Hz CAT6a	\$ 335.00	\$ 670.00	13%	\$87.10	\$ 757.10
Video Related	3	AV-EQUIP	OREI or AV Access HDBaseT 4K 60Hz HDMI Extender Over Cat6a Up to 130ft - HDMI 2.0 YUV4:4:4	\$ 245.00	\$ 735.00	13%	\$95.55	\$ 830.55
Video Related	1	AV-EQUIP	OREI 6X4 4K HDMI Matrix Switcher Extende - HDBaseT UltraHD 4K @ 60Hz 4:4:4 (For TV Monitors)	\$ 1,475.00	\$ 1,475.00	13%	\$191.75	\$ 1,666.75
Video Related	1	AV-EQUIP	All HDMI + CAT6 Cabling	\$ 300.00	\$ 300.00	13%	\$39.00	\$ 339.00
Installation	1	AV-EQUIP	AV Installation & Equipment Setup/Configuration/Training	\$ 3,500.00	\$ 3,500.00	13%	\$455.00	\$ 3,955.00

Sub-Total: \$ 45,034.00  
 HST: \$ 5,854.42

Freelance Videography, Editing, Livestreaming - Terms & Conditions Based On Agreement Of Client At Time Of Contract.  
 Hourly Rate For Videography/Virtual Livestream \$75.00. Hourly Rate For NLE Editing \$95.00. Onsite Video Production/Livestreaming \$135.00 Per Hour.

All comBETek services subject to HST where applicable. (As Of January 1, 2022)

**Total Amount Due: \$ 50,888.42**

Amount Paid:

**Amount Outstanding: \$ 50,888.42**

HST - 13% ONTARIO  
 Z - Zero Tax Rate

**RETURN TO AGENDA**



Township Of HortonSEPTEMBER 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			\$825,000	\$ 996,000							
November			\$0	\$ 3,130,500							
December			\$0	\$ 80,000							
<b>TOTALS</b>	<b>46</b>	<b>\$ 12,938,600</b>	<b>\$10,697,600</b>	<b>\$ 13,277,800</b>	11	17	16	0	3	76,930	0

RETURN TO AGENDA

## Open Planning Files as of October 12, 2023

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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
Ron & Shirley Kasaboski	B158/21	1	20-Sep-21	Sept 20, 2021 but signed Nov 18	08-Dec-21	20-Dec-21	Notice of Decision rec'd April 27/22 -Applicant to complete conditions
Douwe Bakker	B155/21 B156/21 B157/21	3	10-Sep-21	Sept 10, 2021 but signed Dec 3	06-Dec-21	11-Jan-22	Notice of Decision rec'd April 7/22 - 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	Planning Reports rec'd Sept 8/23
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 complete 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	Notice of Decision rec'd July 12/23 - applicant to complete conditions
Dan & Lyn Ripley	B183/22	1	17-Oct-22	17-Oct-22	15-Dec-22	19-Dec-22	Notice of Decision rec'd Apr 12/23 - applicant to complete conditions
William Juby & Robert Barker	B222/22	1	01-Dec-22	01-Dec-22	10-Mar-23	13-Mar-23	Notice of Decision rec'd July 12/23 - applicant to complete conditions
D.C. Hawkins Holdings Ltd	B02/23 B03/23 B04/23	3	01-Jan-23	07-Feb-23	16-Mar-23	12-May-23	Municipal documents sent to Cty

RETURN TO AGENDA

**Open Planning Files as of October 12, 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
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
Peter & Glenda Tippins	B48/23	1	07-Mar-23	07-Mar-23	17-May-23	30-May-23	<b>Complete Oct 7/23</b>
Cayla McNulty	B72/23 B73/23	2	14-Apr-23	14-Apr-23	12-Jul-23	25-Jul-23	Municipal documents sent to Cty
Eric & Marion Draper	B76/23 B77/23 B78/23	3	20-Apr-23	20-Apr-23	18-Jul-23	28-Jul-23	Municipal documents sent to Cty
2865876 Ontario Inc.	B88/23 B89/23	1	18-May-23	14-Aug-23	12-Oct-23		Working on TWP documents
Robert & Lois Jamieson	B97/23 B98/23	2	02-Jun-23	02-Jun-23	16-Aug-23	05-Sep-23	Municipal documents sent to Cty

File Name	File Type	File Status
Lloyd & Val Hisko	Zoning By-law Amendment	Application sent to Cty May 25/23
Bill Juby & Bob Barker	Zoning By-law Amendment	<b>Complete Oct 10/23</b>
Darcy & Cheryl Ann Warre	Zoning By-law Amendment	Public Meeting October 17/23
Michael & Anna Deslaurier	Minor Variance	Public Meeting October 17/23
Tomlinson Ltd.	Zoning By-law Amendment	Public Meeting June 15/23



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  Backyard Chickens Survey Results	<b>Date:</b>	October 17 <sup>th</sup> , 2023
	<b>Council/Committee:</b>	Planning Committee/Council
	<b>Author:</b>	Hope Dillabough, CAO/Clerk
	<b>Department:</b>	Planning

### **RECOMMENDATIONS:**

**THAT** the Planning Committee and Council receive the results from the Backyard Chickens Survey conducted in the month of September 2023.

### **BACKGROUND:**

The Planning Committee and Council provided direction to staff to issue a survey regarding the interest in Backyard Chickens in the Township of Horton. This survey was conducted online and in paper format for the month of September. The survey had a total of 115 participants. 111 of those were online and 4 in paper format. I've attached only the online survey results for Council/Committee review and consideration. The four paper copies fall in line with support and the majority of the online results therefore I did not include them as an attachment.

Important items in the survey results:

- Over 80% support Backyard Chickens in Horton;
- Over 65% are interested in having their own Backyard Chickens;
- Over 90% are interested in being able to have chickens primarily for eggs;
- Over 60% feel that there should not be a permit;
- Over 80% feel that if there were permits, there should be no fees attached.

Upon receipt of these results, and with consideration to Committee/Council discussion, staff will begin drafting a by-law for Committee and Council to review. Lot size and relation to number of chickens allowed will be drafted as a framework for Council to review.

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

**FINANCIAL IMPLICATIONS:** None at this time

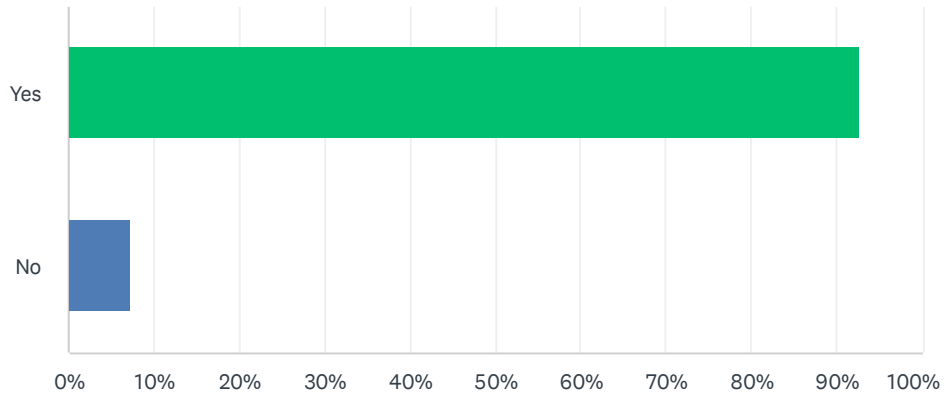
**ATTACHMENTS:** 1) Backyard Chickens Survey Results

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

RETURN TO AGENDA

### Q1 Do you live in the Township of Horton?

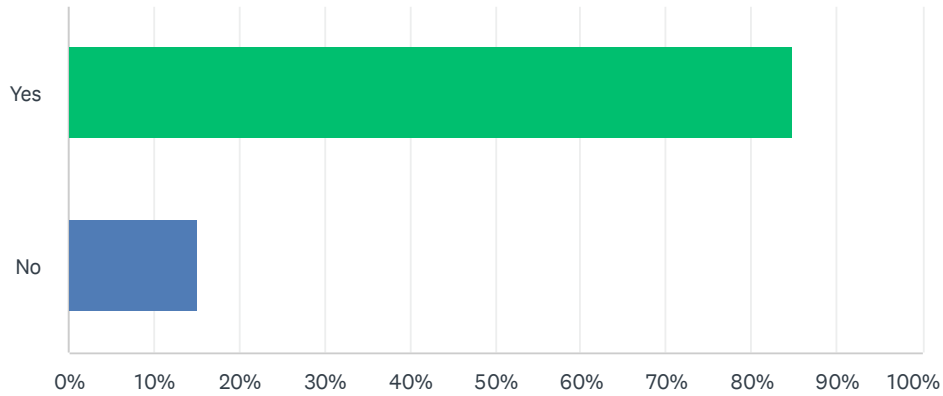
Answered: 111 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	92.79%	103
No	7.21%	8
TOTAL		111

## Q2 Do you support residents being allowed to keep backyard chickens on residential property?

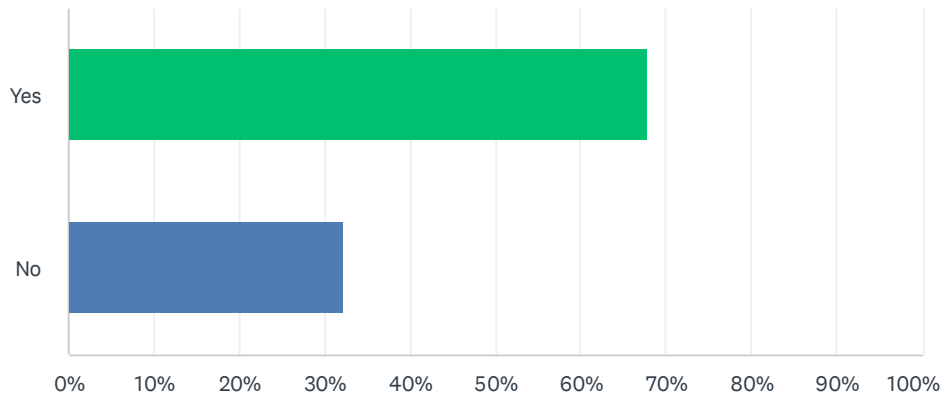
Answered: 112 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	84.82%	95
No	15.18%	17
TOTAL		112

### Q3 Would you be interested in having chickens on your property?

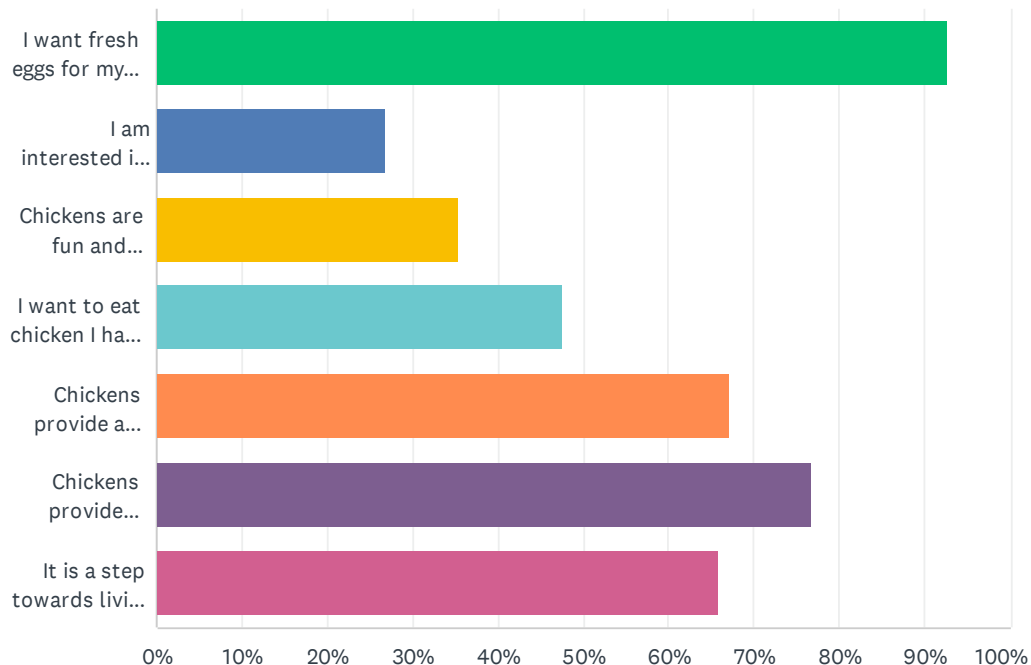
Answered: 112 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	67.86%	76
No	32.14%	36
TOTAL		112

### Q4 Why are you interested in keeping backyard chickens on your property? Please select all that apply:

Answered: 82 Skipped: 30



ANSWER CHOICES	RESPONSES
I want fresh eggs for my household	92.68% 76
I am interested in having chickens for pets	26.83% 22
Chickens are fun and educational	35.37% 29
I want to eat chicken I have raised myself	47.56% 39
Chickens provide a reduction of personal household waste and table scraps	67.07% 55
Chickens provide benefits to gardens and backyards, reduction of ticks and insects	76.83% 63
It is a step towards living more sustainable	65.85% 54
Total Respondents: 82	

#	OTHER (PLEASE SPECIFY)	DATE
1	Not interested	9/12/2023 3:21 PM
2	It would hopefully teach my kids responsibility and money management	9/8/2023 3:18 PM
3	I don't think I want chickens because of our age, but if we were younger we would be interested in order to be more sustainable.	9/7/2023 9:10 PM
4	While I am not in a position to have chickens due to my yard size and other factors, I fully support citizens being responsible chicken owners but would be concerned about every John Doe out there getting chickens without research and causing more harm than good.	9/6/2023 9:42 PM



## Backyard Chicken Survey

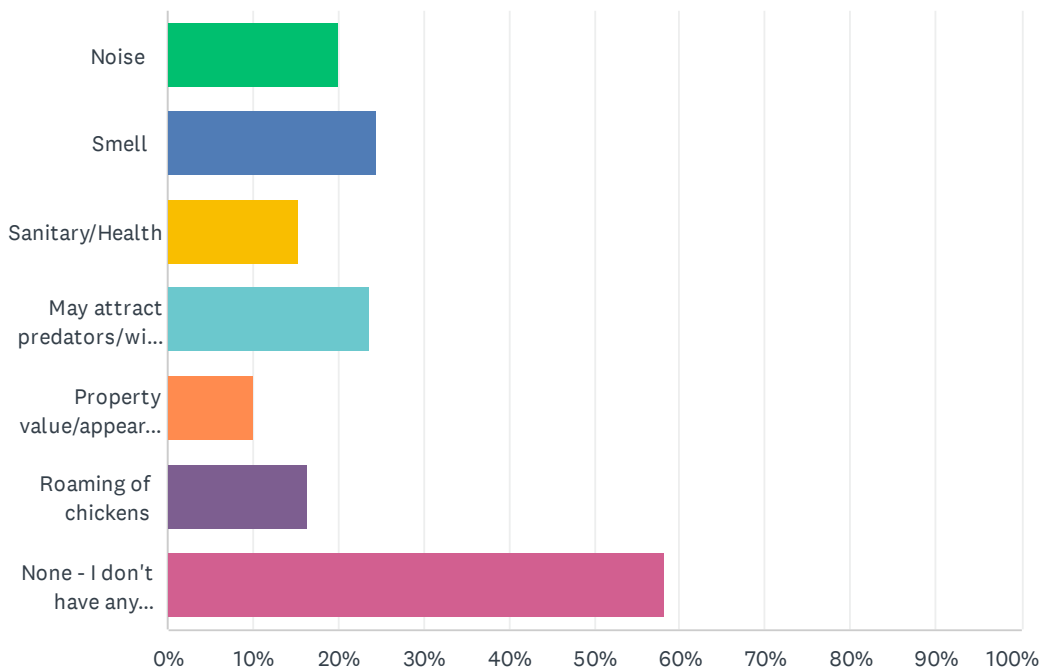
57

5	I'm already zoned for it as residential but over 5 acres of property. I have a flock of 20 birds, 4 of which are roosters. Roosters do best with at least 4 hens under their 'care'	9/6/2023 8:53 PM
6	Am thinking of having chickens but not sure at this point. May only want meat birds	9/6/2023 1:59 PM
7	I pay taxes for the property I own, I will do what I want on it or with it.	9/6/2023 11:33 AM
8	Not applicable	9/6/2023 10:27 AM
9	Have you seen the price of chicken in a store? Can't afford to buy chicken AND pay my taxes	9/5/2023 7:22 PM
10	There is countless evidentiary support for backyard chickens, in addition to the reasons listed above they significantly add to quality of life.	9/5/2023 3:49 PM
11	I'm already zoned farm/residential and already have chickens. Most homes in Horton are rural, I don't see an issue	9/5/2023 2:57 PM
12	I'm not interested in having chickens myself, but that's my choice. My daughter wants an alpaca.	9/5/2023 1:06 PM
13	You can sell the excess eggs too. At 3 bucks a dozen it usually can at least cover the cost of the feed. It's a nice way to make a little coffee money too.	9/5/2023 7:58 AM
14	Should allow exception for livestock in cotieville - donkeys, horses, goats as well.	9/4/2023 8:10 PM

[RETURN TO AGENDA](#)

### Q5 What concerns do you have about residents/neighbours being allowed to keep chickens on their property? Please select all that apply:

Answered: 110 Skipped: 2



ANSWER CHOICES	RESPONSES	
Noise	20.00%	22
Smell	24.55%	27
Sanitary/Health	15.45%	17
May attract predators/wildlife and/or rodents	23.64%	26
Property value/appearance	10.00%	11
Roaming of chickens	16.36%	18
None - I don't have any concerns	58.18%	64
Total Respondents: 110		

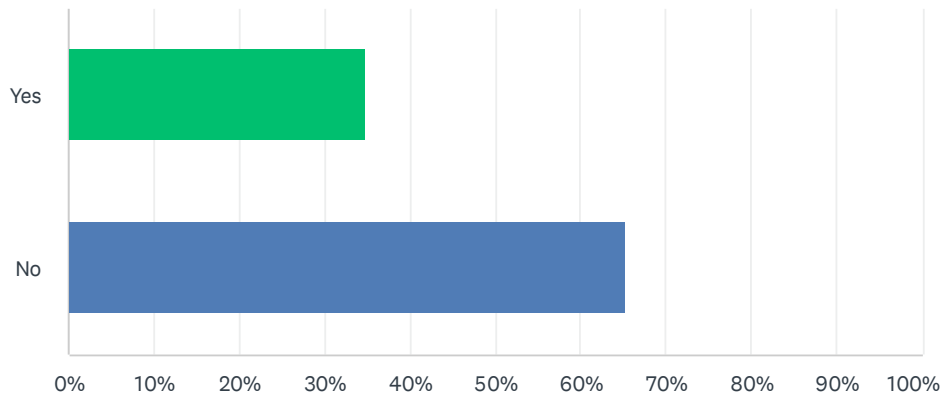
#	OTHER (PLEASE SPECIFY)	DATE
1	Roosters crowing at all hours should not be required to be tolerated by neighbouring residence.	9/19/2023 3:55 PM
2	Ducks are the messy loud ones	9/8/2023 3:18 PM
3	Welfare of chickens! People think it is easy and it is not. There should be strict guidelines to protect the animals as well as the integrity of the neighbourhood.	9/6/2023 9:42 PM
4	Unfortunately most people interested in chickens do not possess the education nor pesticide licenses to support that form of animal husbandry.. disease outbreaks can occur and can	9/6/2023 8:53 PM

spread to even properly managed flocks. Also, there are no vets taking on poultry. So self slaughter and safe disposal of deadstock needs to be addressed.

5	Proper disposal of deadstock	9/6/2023 2:03 PM
6	As long as they practice good husbandry there should be no issues	9/6/2023 12:24 PM
7	Proper dead stock disposal	9/6/2023 10:45 AM
8	Many People are lazy. It takes work to maintain chickens	9/6/2023 10:01 AM
9	No Crowing Roosters allowed	9/6/2023 9:29 AM
10	None of the above concerns are exclusive to chickens - any animal, human, hobby or home can create any of those concerns. There are countless families with backyard chickens that never create or manifest any of the above noted concerns	9/5/2023 3:49 PM
11	Let the people do what they want to do, if it bothers no others.	9/5/2023 7:58 AM

### Q6 Should there be a permit for backyard chickens?

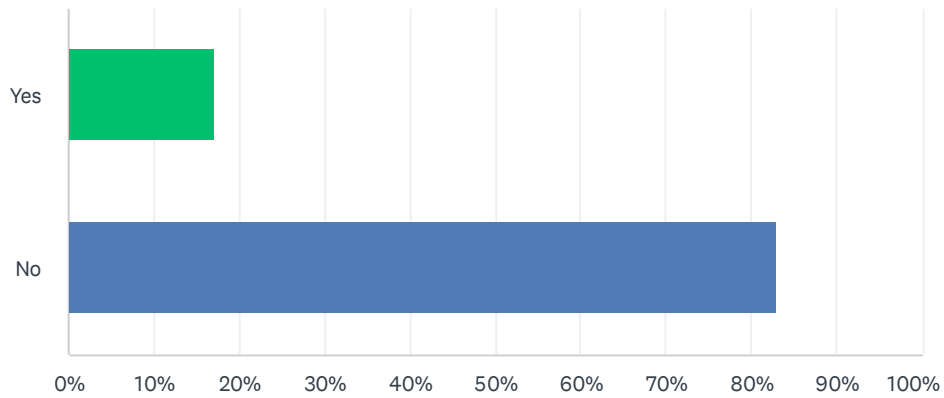
Answered: 112 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	34.82%	39
No	65.18%	73
TOTAL		112

### Q7 Should there be a fee for a permit?

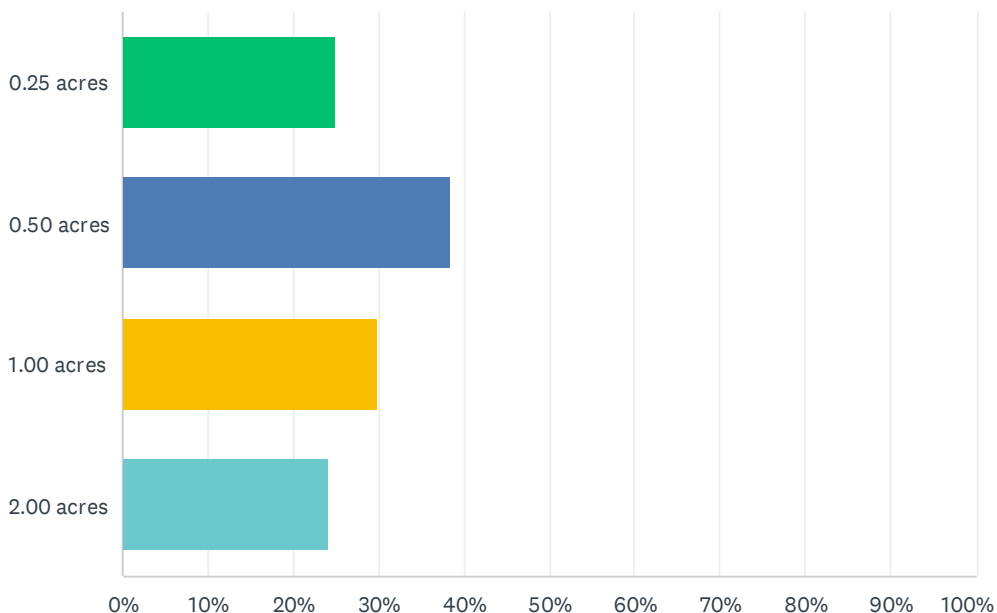
Answered: 112 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	16.96%	19
No	83.04%	93
TOTAL		112

**Q8 If backyard chickens were to be allowed in the Township of Horton, which of the following lot size minimum regulations should apply? Please select all that apply:**

Answered: 104 Skipped: 8



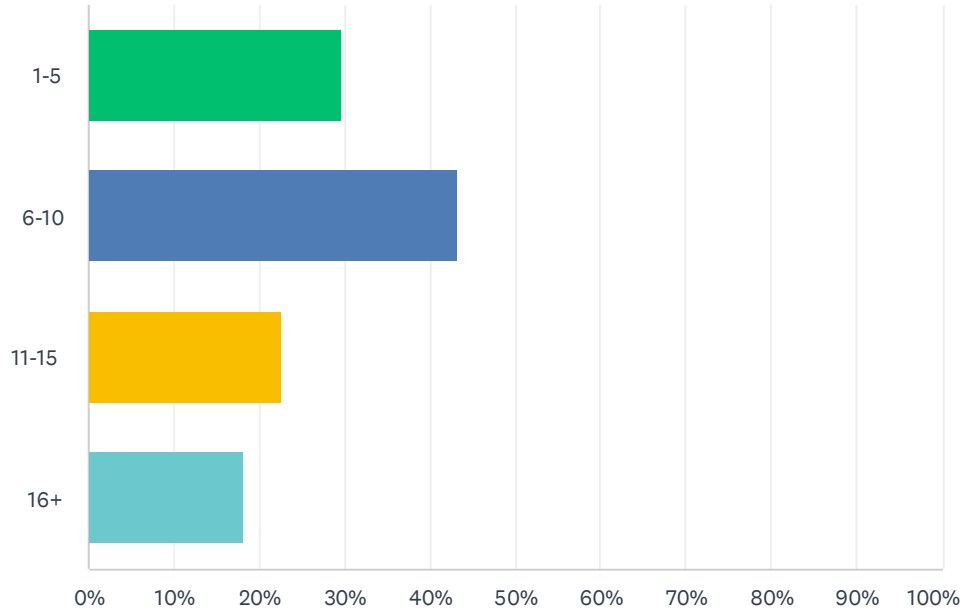
ANSWER CHOICES	RESPONSES
0.25 acres	25.00% 26
0.50 acres	38.46% 40
1.00 acres	29.81% 31
2.00 acres	24.04% 25
Total Respondents: 104	

#	OTHER (PLEASE SPECIFY)	DATE
1	Explanation for question 9. If a resident has 0.50 acres 6-10, 2 acres 16+	9/25/2023 1:49 PM
2	10 acres should be the minimum acreage, for rural only, with strict adherence to distances from neighbouring residences. Chickens have no place in residential properties as they can be noisier and more foul smelling than most other livestock.	9/19/2023 3:55 PM
3	If a permit is required it should include mandatory training on raising chicken and proper disposal of dead stock and manure.	9/12/2023 3:21 PM
4	Regarding question number 9, I've seen enough home-supply chicken coops in niagara and Hamilton region and you can have 10-12 chickens and get eggs and meat for a two person household for the year if you're careful. If only for eggs or only for meat, those numbers could change.	9/6/2023 9:42 PM
5	Don't want it to happen	9/6/2023 8:12 PM
6	Really, anyone should be able to	9/6/2023 6:20 PM

7	Minimum of 10 acres.	9/6/2023 6:04 PM
8	Farms only. They are not pets and need more care than most people realize.	9/6/2023 5:04 PM
9	Education on raising chicken should be considered in the permit process.	9/6/2023 2:03 PM
10	Amount of chickens should be depending on size of lot	9/6/2023 12:24 PM
11	Whatever size you want	9/6/2023 11:33 AM
12	During the permit process, education on keeping chickens should be part of the permitting process.	9/6/2023 10:45 AM
13	6 - 10 chickens are an appropriate number, unless meat chickens which are typically kept for less than 15 weeks	9/6/2023 9:29 AM
14	Residents of Ottawa can keep 6	9/6/2023 8:24 AM
15	No minimum should be enforced	9/5/2023 10:50 PM
16	If there is enough room for a garden shed, there's enough room for chickens!	9/5/2023 7:22 PM
17	Lot size should correspond to chicken amount - even on the smallest of lots, 2-3 hens are acceptable - see the notation below, chicken limits (or lack of) should correspond with land size	9/5/2023 3:49 PM
18	No restriction	9/5/2023 1:59 PM
19	There should not be any regulations.	9/5/2023 1:25 PM
20	No minimum lot size, let people have their chickens. It's noone else's business	9/5/2023 11:39 AM
21	I would be okay with my neighbours having chickens no matter the size of the yard. If they wanted to have chickens I have zero problem with it. I mean, I don't want some industrial sized chicken farm next to me, but we're only talking maybe a dozen chickens, tops, right?	9/5/2023 7:58 AM

### Q9 If backyard chickens were to be allowed on residential properties, how many chickens per property would be an appropriate limit?

Answered: 111 Skipped: 1



ANSWER CHOICES	RESPONSES	
1-5	29.73%	33
6-10	43.24%	48
11-15	22.52%	25
16+	18.02%	20
Total Respondents: 111		





**Township of Horton**  
**COUNCIL / COMMITTEE REPORT**

<b>Title:</b>  Private Road Naming Request Eric Draper	<b>Date:</b>	October 17 <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 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.

**BACKGROUND:**

Through the severance process, Eric Draper has created new residential lots off the original property known as 4420 River Road, along with Right-of-Way access. The newly created private Right-of-Way is known as Part 4 of Registered Plan 49R20167, attached to this report. Mr. Draper has requested this private right-of-way to be called "Red Door Lane".

Staff have checked with the County of Renfrew for the purpose of reviewing the proposed name against existing and pending road names to see if it would be acceptable name choices. They have confirmed that Red Door Lane is acceptable.

Section 48 of the Municipal Act allows municipalities to name or change the name of a private road after giving public notice of its intention to pass the by-law. Staff, by resolution of Council, require direction to give public notice on the Township's website. Once the legislated notice has been given, the by-law can be brought forward to Council in November to be adopted.

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** N/A

**ATTACHMENTS:**

- 1) RP49R20167 – Part 4 is the Right-of-Way

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

**RETURN TO AGENDA**

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

OBSERVED REFERENCE POINTS (ORP) DERIVED FROM GPS OBSERVATIONS USING THE PRECISE POINT POSITIONING (PPP) SERVICE, UTM ZONE 18 NAD 83 (CSRS) (1997).

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
- MF - MONUMENT FOUND
- MS - MONUMENT SET
- WT - WITNESS
- (U) - ORIGIN UNKNOWN
- (M) - 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.

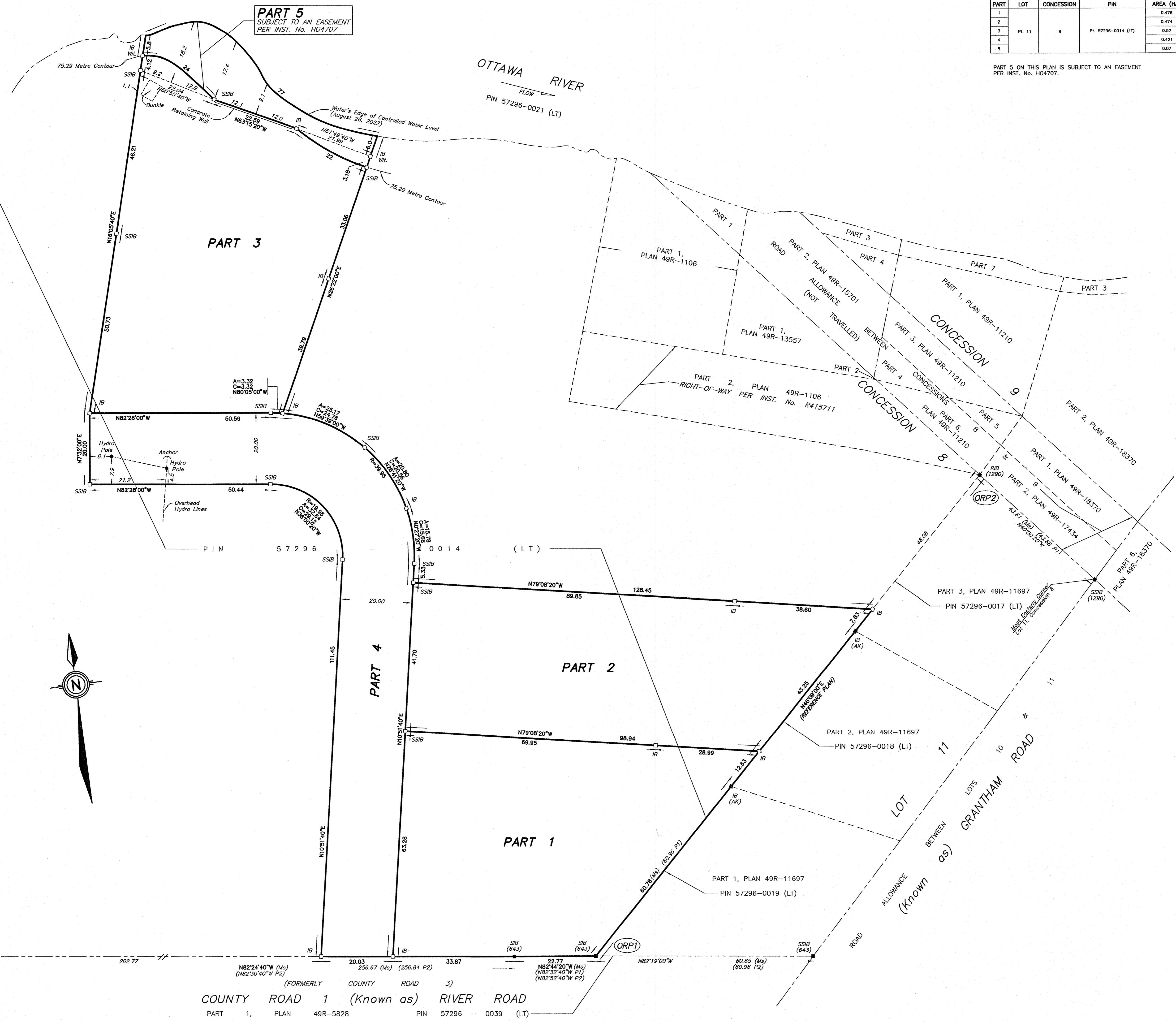
DATE: SEPTEMBER 13, 2022

*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 :



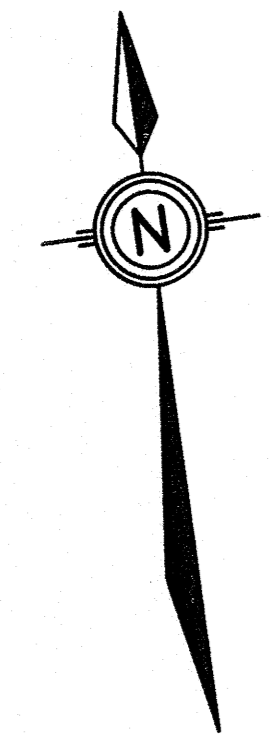
**PART 5**  
 SUBJECT TO AN EASEMENT  
 PER INST. No. H04707

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

<b>Title:</b>  Zoning By-Law Amendment Application – Tomlinson Update	<b>Date:</b>	October 17 <sup>th</sup> , 2023
	<b>Council/Committee:</b>	Planning Committee/Council
	<b>Author:</b>	Hope Dillabough, CAO/Clerk
	<b>Department:</b>	Planning

### RECOMMENDATIONS:

None at this time. Information purposes only.

### BACKGROUND:

In November 2022, MHBC Planning, on behalf of R.W. Tomlinson Ltd., submitted a Zoning By-Law Amendment (ZBLA) Application to permit a Class A pit below the water table on property located on Storyland Road. The ZBLA proposed to amend Schedule A to the Comprehensive Zoning By-Law to rezone the subject lands from Extractive Industrial Reserve (EMR), and Rural Exception 9 (RU-E9) to Extractive Industrial-Exception 2 (EM-E2). The exception zone is required to reduce the interior side yard width, exterior side yard width and rear yard depth setbacks.

There was a public meeting held June 15<sup>th</sup>, 2023, at 4 p.m. at the Horton Community Centre. This meeting met legislative requirements and allowed Council to listen to resident's concerns as it pertained to Tomlinson's proposal, as well as allow Tomlinson to make a public presentation.

Presently, staff have been receiving questions from the public as it pertains to the proposed Tomlinson Pit and the Zoning By-Law Amendment.

The following is an update on this file for information purposes:

- County of Renfrew Planning Staff are compiling and consolidating all of the questions and comments from the Public Meeting to ensure everything is answered accordingly;
- County Staff is also compiling the submitted written comments/letters/concerns to ensure adequate response;
- County Staff is working on an updated Planning Report to address the abovementioned;
- Peer Review Assessments are being finalized and once completed, they will be shared publicly – We are currently waiting on the Environmental Impact Study comments as well as the Noise Study comments;
- Horton Council has decided to hold an additional Public Meeting. This will not be scheduled until all of the information (mentioned above) has been compiled and consolidated.
- Once all information has been compiled – a full report will be updated and shared publicly online and in paper format if requested;
- All who own property within a 120 meter radius will be notified of the additional public meeting;
- All who registered and signed in at the previous Public Meeting will also be notified of the additional public meeting;
- After second public meeting – the ZBLA By-law will be brought forward at a Regular Council Meeting for discussion and consideration.

RETURN TO AGENDA

**ALTERNATIVES:** N/A at this time.

**FINANCIAL IMPLICATIONS:** N/A at this time.

**ATTACHMENTS:** None

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



**Township of Horton**  
**COUNCIL / COMMITTEE REPORT**

<b>Title:</b>  TES Committee Chair's Report – October 11 <sup>th</sup> , 2023	<b>Date:</b>	October 17 <sup>th</sup> , 2023
	<b>Council/Committee:</b>	Council
	<b>Author:</b>	Nikky Dubeau, Executive Assistant
	<b>Department:</b>	TES

**RECOMMENDATIONS:**

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

**BACKGROUND:**

**Proposed 2024-2034 Capital and Maintenance Plans**

There was Committee discussion regarding the road conditions and plans. The Committee stated that the road network condition rating has increased substantially in the past 4 years.

**2024 Proposed User Fees**

Public Works Manager Adam Knapp reviewed the report and stated that adjusting fees to reflect neighboring municipalities is the first step to control the amount of incoming debris into the landfill site. The Committee was in agreeance to increase the User Fees and Charges.

Moved by Tyler Anderson

Seconded by Bob Kingsbury

THAT the TES Committee recommend to Council the Transportation and Waste Site User Fees and Charges adjusted no less than on a biennial basis triggered by receipt of our 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**

**Waste Composition Study**

Public Advisory Member Tyler Anderson stated that the information and pictures should be shared on the Township's website and social media to entice ratepayers to sort their waste better. Public Works Manager Adam Knapp added that it is the goal with this and the adjusted tipping fees.

**RETURN TO AGENDA**

Moved by Bob Kingsbury

Seconded by Tyler Anderson

THAT the TES Committee recommend to Council that Staff be directed 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**

**Repeal of Free Landfill Pass Program**

Public Works Manager Adam Knapp reviewed the report and added that this is due to the increased amount of waste that is entering the Landfill and an attempt to maintain the life expectancy of the Landfill to avoid or prolong the high cost of diverting waste outside the Township. The Committee was in agreeance to eliminate the annual "free pass" for each ratepayer moving forward.

Moved by Bob Kingsbury

Seconded by Tyler Anderson

THAT the TES Committee recommend to Council that due to the current life expectancy of the Landfill Site, the "Free Voucher" for resident's be eliminated from the annual mailout effective December 31<sup>st</sup>, 2023;

**Carried**

**Draft Grant Program to Assist with Improvement Costs of Private Roads**

The Committee stated that it is a good way to encourage the residents who live on private roads to form a road association to attain and/or maintain their roads to a desired standard for better accommodation for Emergency Service Delivery to receive funding.

Moved by Tyler Anderson

Seconded by Bob Kingsbury

THAT the TES Committee recommend to Council that a Grant Program to Assist with Improvement Costs of Private Roads Policy be approved as drafted for implementation as of January 1<sup>st</sup>, 2024;

AND THAT upon implementation of the Grant Program, Policy T-01 Private Road & Driveway Grading be repealed.

**Carried**

**Arena Fence Quotations and Installation**

The Committee was in agreeance to sell the fence on Gov Deals, and when sold the proceeds go to Recreation Reserves. Chair Humphries requested that the report be forwarded to the Recreation Committee for discussion on fencing around the rink.

Moved by Bob Kingsbury

Seconded by Tyler Anderson

THAT the TES Committee recommend to Council to sell the steel fence on Gov Deals;

AND THAT when sold, the proceeds go into the Recreation Reserves.

**Carried**

**Award of Tender PW 2023-08 Grinding Material and Landfill Site**

The Committee was in agreeance to award the tender to National Grinding Inc.

Moved by Bob Kingsbury

Seconded by Tyler Anderson

THAT the TES Committee recommend to Council to 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.

**Carried**

**Award of RFP PW 2023-09 Supply and Delivery of One (1) Wheeled Excavator Including Attachments**

The Committee was in agreeance to award the RFP to J.R. Brisson Equipment Limited.

Moved by Bob Kingsbury

Seconded by Tyler Anderson

THAT the TES Committee recommend to Council to 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;

AND THAT the owing amount be funded from the 2023 Road Equipment Reserve;

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**

**New/Other Business**

Chair Humphries stated that Ms. Willis Eady has requested that a fence be erected between her farmland and the Community Centre lands. Public Advisory Member Bob Kingsbury stated that that was part of the deal made when the land was originally purchased from Ms. Eady. There was Committee discussion regarding what could be erected around the Outdoor Rink to protect the surface and prevent birds from nesting in the rafters. Chair Humphries stated that the discussion will be forwarded to the Recreation Committee for further discussion and decision.

**RETURN TO AGENDA**

Public Works Manager Adam Knapp stated that the work on Mullins Road has been completed, and due to the amount of work that was done in-house, it was under the initial bid price.

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** N/A

**CONSULTATIONS:** N/A

**Prepared by:** Nikky Dubeau, Executive Assistant

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

**Reviewed by:** Adam Knapp, Public Works Manager



**THE CORPORATION OF THE TOWNSHIP OF HORTON****BY-LAW NO. 2023-45**

Being a by-law to authorize an agreement between the Corporation of the Township of Horton and 629995 Ontario Inc. and 1000353913 Ontario Inc. c/o Eric Draper

**WHEREAS** Council wishes to enter into an agreement with 629995 Ontario Inc. and 1000353913 Ontario Inc. c/o Eric Draper to permit use of the unopened road allowance between Lots 21 & 22 Concession 5 and between Lots 21 & 22 Concession 6.

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

**THAT** the Mayor and CAO/Clerk be authorized to enter into the agreement attached hereto as 'Schedule A' and forming a part of this by-law with 629995 Ontario Inc. and 1000353913 Ontario Inc. c/o Eric Draper and that the said agreement be registered on title.

**THAT** this by-law shall come into effect upon the passing thereof.

**READ** a First and Second Time this 17<sup>th</sup> day of October, 2023.

**READ** a Third Time and passed this 17<sup>th</sup> day of October, 2023.

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

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

**RETURN TO AGENDA**

## Schedule 'A'

**THIS AGREEMENT MADE IN DUPLICATE**

This \_\_\_\_\_ day of \_\_\_\_\_, 2023

BETWEEN: 629995 Ontario Inc. and 1000353913 Ontario Inc.  
c/o Eric Draper

(hereinafter called the "Owner")

PARTY OF THE FIRST PART

AND

**THE CORPORATION OF THE TOWNSHIP OF HORTON**

(hereinafter called the "Township")

PARTY OF THE SECOND PART

**WHEREAS** the Owner is owner of Part of Lot 22, Concession 5, also known as 2193 Chapeski Lane, Part of Lot 22, Concession 6, and Part of Lot 22, Concession 5, also known as 701 Storyland Road, in the Township of Horton, as set out in Appendix 1 hereto annexed to this agreement, and is desirous of improving the unopened road allowance leading to their lands and being part of the road allowance between Lots 26 & 27 Concession 7 and between Concession 6 and 7, Lot 25;

**AND WHEREAS** the Township is the Owner of the road allowance between Lots 21 & 22 Concession 5 and between Lots 21 & 22 Concession 6 being an unopened road allowance;

**AND WHEREAS** Council has authorized the Mayor and CAO/Clerk to enter into the agreement pursuant to By-law 2023-24;

**NOW THEREFORE** this Agreement witnesseth that in consideration of the premises and mutual covenants herein contained, the Parties hereto covenant and agree as follows:

1. During the pleasure of Council, the Owner shall be permitted to undertake such works as are necessary upon the road allowance between Lots 21 & 22 Concession 5 and between Lots 21 & 22 Concession 6 aforesaid to such extent as they see fit in order to construct a road as a means of access to their lands being Part of Lot 22, Concession 5, also known as 2193 Chapeski Lane, Part of Lot 22, Concession 6, and Part of Lot 22, Concession 5, also known as 701 Storyland Road within the Township of Horton. The works as aforesaid will include such items as removal of rocks, trees and stumps and the placing of gravel on the road allowance and relocating any existing fences.
2. The Owner acknowledges that the Owner will be solely responsible for determining the location of the unopened road allowance and ensuring that the proposed improvements are contained wholly within the road allowance.
3. The Owner acknowledges that entering into this Agreement is not deemed to be an assumption of the unopened road allowance and that the Township will not be responsible for maintenance or repair of the road allowance or any improvements thereto nor assume any liability in that regard.
4. The Owner shall use the unopened road allowance only for normal access to and from the said lands by persons, vehicles and animals and acknowledges that members of the public have the right to pass and repass on the road allowance.
5. The Owner shall not erect any gates or barriers on the road allowance.
6. The Owner shall not dam up or reroute any existing waterways.

**RETURN TO AGENDA**

- 7. The Owner agrees that in respect of the said lands, the Owner will not be entitled to, nor will the Owner demand any municipal services available to lands fronting on an opened public highway maintained by the Township, and that such services may include road maintenance, winter snow plowing, garbage pick-up, school bus service etc.
- 8. The Owner shall be responsible for all charges and costs in connection with the matters referred to in paragraph 1 above including but not limited to all construction and material costs.
- 9. The Owner shall ensure that any improvements made to the unopened road allowance shall be made to accommodate emergency vehicle access.
- 10. The Owner shall consent to the registration of this Agreement on title of their lands.
- 11. The Township shall not be responsible for any maintenance or improvements of the works undertaken by the Owner whatsoever.
  - a. The Owners undertake to hold harmless and agree to indemnify the Township against any liability whatever incurred by it by reason of it permitting the Owners to construct and improve the unopened road allowance as aforesaid, said indemnity to include all claims, actions and demands whatsoever including but not limited to claims, actions and demands by third parties or those claiming under them arising out of the owner's or anyone else's use of the said lands and the Township's ownership of the said lands.
  - b. In the event that liabilities are incurred by the Township by reason of their entry into this Agreement, the Owners shall indemnify the Township from all claims, damages, costs, expenses, and actions arising out of such liability.
  - c. In the event that the Township subsequently determines to open the unopened road allowance as aforesaid as a public travelled road, the Owners will not object and will turn over to the Township free of charge all the works undertaken by him.
  - d. The Owners agree to obtain an acknowledgement from any subsequent owner accepting and agreeing to fulfil the terms of this Agreement and the Owner agrees to obtain from such subsequent owner, if any, an undertaking to obtain a like acknowledgement and acceptance from any subsequent purchaser of the property.
  - e. The Owners agree that this agreement does not bind the Township to any rezoning, official plan amendments and issuance of building permits.

**THIS AGREEMENT SHALL** inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors, successors in title and assigns.

**IN WITNESS WHEREOF** the Parties hereto have hereunder set their hand and the corporate seal on the day and date written above.

**SIGNED, SEALED AND DELIVERED**

in the presence of

	)	
<b>Witness</b>	)	<b>629995 Ontario Inc.</b>
	)	<b>c/o Eric Draper</b>
	)	
	)	
	)	
<b>Witness</b>	)	<b>1000353913 Ontario Inc.</b>
	)	<b>c/o Eric Draper</b>

) THE CORPORATION OF THE  
) TOWNSHIP OF HORTON  
)  
)  
)  
)

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) Per: MAYOR David M. Bennett  
)  
)  
)  
)

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) Per: CAO/CLERK Hope Dillabough

**THE CORPORATION OF THE  
TOWNSHIP OF HORTON**

**BY-LAW NUMBER 2023-46**

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

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

1. THAT By-law Number 2010-14, as amended, be and the same is hereby further amended as follows:

(a) By adding the following new subsection to Section 9.0 – requirements for Commercial (C) Zone, immediately following the subsection 9.3(j):

“(k) Commercial – Exception Eleven (C-E11)

Notwithstanding any other provisions to this By-law to the contrary, located in Part of Lot 8, Concession 3, in the Township of Horton, and zoned C-E11, the permitted uses shall be limited to the following:

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

(b) By adding the following subsection immediately following subsection 9.4(a):

“(b) Commercial – Exception Eleven – holding (C-E11-h)

Until such time as the holding symbol is removed from the lands described as Part of Lot 8, Concession 3, in the Township of Horton, and delineated as Commercial – Exception Eleven - holding (C-E11-h) on Schedule A to this By-law, in accordance with the conditions set forth herein, no person shall use land or erect or use a building or structure, except in accordance with the following:

- i) Permitted Uses
- Existing uses in existing locations
  - Open space
  - Passive recreation uses

**RETURN TO AGENDA**

ii) Conditions for removal of Holding Symbol (h)

The completion and submission of the following:

1. A supportive hydrogeological evaluation.”
- (b) Schedule "A" is amended by rezoning those lands described above from Commercial – Exception Two (C-E2) to Commercial – Exception Eleven –holding (C-E11-h) as shown on the Schedule "A" attached hereto.
2. THAT save as aforesaid all other provisions of By-law 2010-14, as amended, shall be complied with.
3. This by-law shall come into force and take effect on the day of final passing thereof.

This By-law given its FIRST and SECOND reading this 17<sup>th</sup> day of October, 2023.

This By-law read a THIRD time and finally passed this 17<sup>th</sup> day of October, 2023.

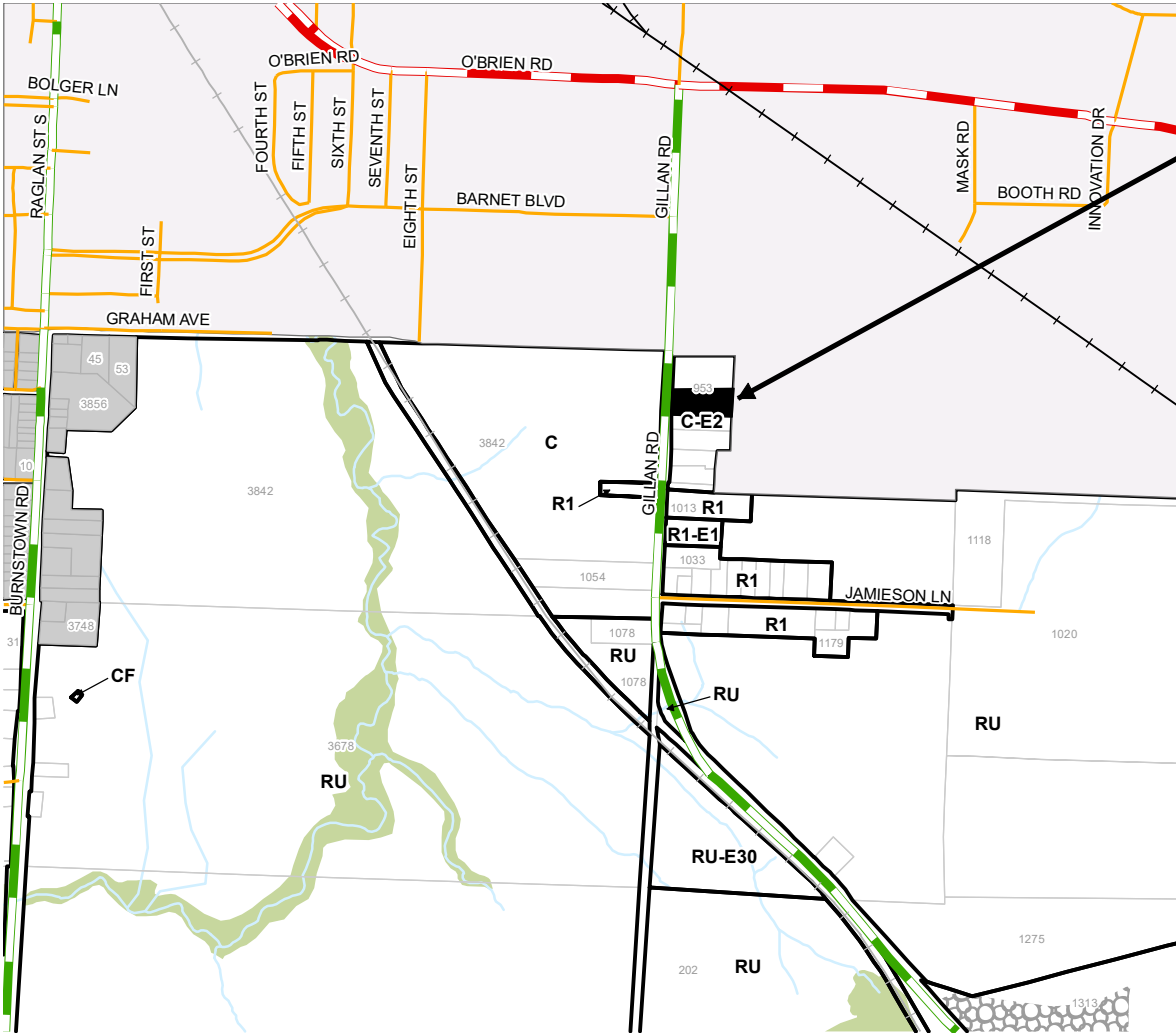
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MAYOR David M. Bennett

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CAO/CLERK Hope Dillabough

From C-E2 to C-E11-h



### Corporation of The Township of Horton

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

\_\_\_\_\_  
Mayor

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

### LEGEND

- RU Rural
- C Commercial
- E Exception Zone
- h Holding Zone
- [Cross-hatch pattern] Extractive Industrial Reserve (EMR)
- [Cross-hatch pattern] Area affected by amendment: From C to C-E11-h
- Environmental Protection

**THE CORPORATION OF THE TOWNSHIP OF HORTON**

**BY-LAW 2023-47**

**BEING A BY-LAW TO AUTHORIZE THE MAYOR AND THE  
CAO/CLERK TO ENTER INTO A RENEWED AGREEMENT FOR  
LIBRARY SERVICES**

**WHEREAS** Section 14 of the *Public Libraries Act, R.S.O. 1980*, authorizes Municipal Councils to enter into agreements with a Public Library Board for providing Library Services;

**AND WHEREAS** the Town of Renfrew has established the Renfrew Public Library Board for providing Library Services;

**AND WHEREAS** the Council of the Corporation of the Township of Horton, being a Municipal Council deems it desirable and expedient to enter into such an agreement with the Renfrew Public Library Board for providing Library Services;

**AND WHEREAS** the Municipality and the Renfrew Public Library did enter into an agreement for the provision of Library Services to the municipality for a term of three years commencing January 2020 (the "Original Agreement");

**AND WHEREAS** the Parties wish to renew the Agreement on the same terms and conditions as the Original Agreement;

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

1. That the Mayor and CAO/Clerk are authorized to enter into the renewal Agreement, attached as Schedule A and forming part of this By-Law.
2. This By-law shall come into force and take effect upon final passing.

**READ** a First and Second Time this 17<sup>th</sup> day of October, 2023.

**READ** a Third Time and Passed this 17<sup>th</sup> day of October, 2023

---

MAYOR David M. Bennett

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CAO/CLERK Hope Dillabough

**RETURN TO AGENDA**



**SCHEDULE "A"**

**RETURN TO AGENDA**

## CONTRACT FOR LIBRARY SERVICE

### AGREEMENT

**Between:** The Renfrew Public Library Board  
13 Railway Ave., Renfrew, ON

("the Public Library Board")

**And** The Municipal Corporation of Horton Twp.  
2253 Johnston Road, RR#5, Renfrew, Ontario

("the Municipality")

The Municipality and the Public Library Board agree as follows:

#### 1.0 Description of services:

- 1.1 The Public Library Board shall endeavor to provide a comprehensive and efficient library service to the residents of the Municipality.
- 1.2 The Public Library Board shall operate a library open a minimum 50.5 hours per week and shall not make a charge for admission to the library or for use in the library of the library's materials, or the library's subscription/online services by the residents of the Municipality.
- 1.3 The Public Library Board shall allow the residents of the Municipality to:
  - a) borrow circulating books, access online resources and other materials
  - b) use reference and information services as the Public Library Board considers practicable, without making any charge
- 1.4 The Public Library Board may impose such fees as it considers proper for services not referred to in sections 1.2. and 1.3 above.

#### 2.0 Public Library Board Warranties:

- 2.1 The Public Library board is a corporation duly established under the *Public Libraries Act, R.S.O 1990, c. P.44.*

**RETURN TO AGENDA**

2.2 To ensure quality service under this Agreement, the Public Library Board shall:

- a) Ensure that all materials are available for use outside the library except for rare and fragile items and as per already established library policies.
- b) Ensure circulation policies of greatest convenience to the user and maximum use of materials;
- c) Ensure that the selection of materials reflects the needs of the community as defined in regular community analyses and studies
- d) Ensure that information provided to public library users is accurate, up-to-date and is coordinated with other appropriate organizations;
- e) Provide resources, programs and services to meet defined community needs.

### **3.0 Cost and Payment**

3.1 The Municipality shall pay the Public Library Board all monies paid to the Municipality by the Province for library services through the Public Library Operating Grant (PLOG) program.

3.2 The Municipality shall provide an annual sum of \$8,489 for 2023, above the PLOG funding, to be used for maintenance of a public library service equalized with the municipality for which the Public Library Board was established. This amount is to be increased by 2% on an annual basis.

3.3 The Municipality shall pay half of the annual sum at the beginning of the contract period and the other half shall be paid no later than 6 months later. The PLOG funding shall be sent to the Public Library Board when received by the Municipality. Payment covers the current service year.

### **4.0 Municipality Representation on the Public Library Board**

4.1 The Public Library Board shall request its appointing council to appoint a lay-resident of the Municipality recommended by the Municipality to the Public Library Board to hold office for the term concurrent with the term of the appointing council.

### **5.0 Reports**

5.1 The Public Library Board shall submit an annual report to the Municipality.

**RETURN TO AGENDA**

5.2 The Municipality shall make an annual report to the Ministry (through the ***Annual Survey of Public Libraries***).

## **6.0 Limitation of Liability**

6.1 The Municipality shall not be liable for any injury, death or property damage to the Public Library Board, its employees or agents or for any claim by any third party against the Public Library Board, its employees or agents.

6.2 The Municipality shall not be liable for any incidental, indirect, special or consequential damages or loss of use, revenue or profit of the Public Library Board arising out of or in any way related to this Agreement or the services.

## **7.0 Length of Term and Cancellation**

7.1 This agreement will run for a 36-month period and is renewable if requested by both parties.

7.2 The agreement shall cover a January – December fiscal year. The original signing date of the agreement shall be backdated to January 1<sup>st</sup>, 2023 and run until December 31<sup>st</sup>, 2025.

7.3 Either the Municipality or the Public Library Board may terminate this Agreement at any time upon one year of notice.

## **8.0 Notices**

8.1 Notices under this Agreement shall be given in writing by personal delivery or mail

## **9.0 Representatives**

9.1 The Municipality Representative shall be the Chief Administrative Officer of the Municipality. The Public Library Board's Representative shall be the Chief Executive Officer. Each party may designate a different representative by notice in writing.

## **10.1 Inspections**

10.1 In accordance with Section 28 of the ***Public Libraries Act, R.S.O 1990, c. P.44***, a Municipality designate shall be entitled, at all reasonable times to review records, books, accounts and documents in the possession or under the control of the Public

Library Board. In accordance with the Privacy Commissioner of Ontario, these records, copies or excerpts of these records, may not be removed from the Library premises.

**11.0 Entire Contract**

11.1 This agreement constitutes the entire Agreement between the parties. There are no other agreements or understandings.

\_\_\_\_\_  
Date: CAO/Clerk Hope Dillabough  
Township of Horton

\_\_\_\_\_  
Date: The Public Library Board

# CORPORATION OF THE TOWNSHIP OF HORTON

## BY-LAW NO. 2023-48

### A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE TOWNSHIP OF HORTON AT THE REGULAR COUNCIL MEETING HELD OCTOBER 17<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 17<sup>th</sup> day of October, 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 17<sup>th</sup> day of October, 2023.

READ a third time and passed this 17<sup>th</sup> day of October, 2023.

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MAYOR David M. Bennett

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CAO/CLERK Hope Dillabough

**RETURN TO AGENDA**