



THE CORPORATION OF THE TOWNSHIP OF HORTON  
**TRANSPORTATION & ENVIRONMENTAL SERVICES**

June 14<sup>th</sup>, 2023  
 8:30 a.m.  
 Horton Council Chambers  
 2253 Johnston Rd.

1. Call to Order
2. Declaration of Pecuniary Interest
3. Minutes from Previous Meeting:
  - i. April 12<sup>th</sup>, 2023 **PG.2**
4. 2023 Sign Inspection Report **PG.4**
5. Award of PW 2023-04 Rehabilitation of Mullins Road - HCB **PG.10**
6. Award of PW 2023-05 Municipal Buildings HVAC and Commercial Appliance Maintenance **PG.13**
7. Award of 2023-06 Municipal Buildings Plumbing and Water Treatment Systems Maintenance **PG.15**
8. Award of 2023-07 '27 x '50 Concrete Slab Installation **PG.17**
9. Lime Kiln Road Rehabilitation Preparation **PG.19**
10. 2021-2022 Landfill Biennial Report and User Fees **PG.20**
11. Transportation User Fees **PG.38**
12. Private Road Maintenance **PG.63**
13. Request for Additional Landfill Site Passes **PG.83**
14. Community Centre Detailed Design/Public Meeting **PG.84**
15. New/Other Business
16. Next Meeting:
  - i. TBD
17. Adjournment

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## THE CORPORATION OF THE TOWNSHIP OF HORTON

**TES Committee Meeting**APRIL 12<sup>TH</sup>, 2023

8:30 a.m.

There was a meeting of the Transportation and Environmental Services Committee held in the Municipal Chambers on Wednesday April 12<sup>th</sup>, 2023. Present was Chair Doug Humphries, Mayor David Bennett, and Deputy Mayor Tom Webster, Public Advisory Members Bob Kingsbury, and Tyler Anderson. Staff present was Public Works Manager, Adam Knapp, and Executive Assistant Nichole Dubeau– Recording Secretary.

1. **CALL TO ORDER**  
Chair Humphries called the meeting to order at 8:30 a.m.
2. **DECLARATION OF PECUNIARY INTEREST**  
There was no declaration of pecuniary interest.
3. **MINUTES FROM PREVIOUS MEETING:**
  - March 1<sup>st</sup>, 2023

Moved by Deputy Mayor Webster

Seconded by Tyler Anderson

THAT the Committee approve the March 1<sup>st</sup>, 2023 Minutes.

**Carried**

4. **10 YEAR CAPITAL ROADS REHABILITATION PLAN**  
Public Works Manager Adam Knapp reviewed the report. He stated that the majority of the roads are in good condition now and that they will be working on a maintenance base versus a reconstruction of rehabilitation base. Mayor Bennett stated that when the time comes for the rehabilitation of Cobus Road, the County be approached for cost sharing or contribution as it will be a detour road for the 417 Expansion.
5. **UPDATED 2023 LFS EXPANSION FEASIBILITY WORK PLAN FUNDING**  
Public Works Manager Adam Knapp reviewed the report.

Moved by Deputy Mayor Webster

Seconded by Bob Kingsbury

THAT the TES Committee recommend to Council to increase the initial funds allocated for the Landfill Expansion Feasibility work to include the additional required studies to \$32,137.20 including HST;

AND THAT this be funded from the Environmental Reserves.

**Carried**

6. **WM 2020-01 CONTRACT TERMINATION AND DEPOT RECYCLING CONTRACT**  
Public Works Manager Adam Knapp reviewed the report.

Moved by Tyler Anderson

Seconded by Bob Kingsbury

THAT the TES Committee recommend to Council to notify Emterra Environmental that our current curbside collection and depot collection contract will be terminated as of June 30<sup>th</sup>, 2023 at 11:59 p.m.

**Carried**

7. **NEW/OTHER BUSINESS**  
Public Advisory Member Tyler Anderson questioned if there was any update on the proposed gravel pit on Storyland Road affecting the surface and ground water at the Landfill Site. The Public Works Manager is to discuss with the

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CAO/Clerk and bring back any information. Public Works Manager Adam Knapp stated the for the Mullins Road Rehabilitation, he believed a base stabilization lift would be the best fit. He also stated that he received the 50% Designs for the Community Centre HVAC Upgrades and will forward electronically to the committee.

**8. NEXT MEETING:**

i. May 10<sup>th</sup>, 2023 at 8:30 a.m.

**9. ADJOURNMENT**

Chair Humphries declared the meeting adjourned at 9:02 a.m.

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CHAIR Doug Humphries

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PUBLIC WORKS MGR Adam Knapp

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## Township of Horton COUNCIL / COMMITTEE REPORT

|   |                           |   |
|---|---------------------------|---|
| <b>Title:</b><br><br><b>2023 Sign Inspection Report</b> | <b>Date:</b>              | <b>June 14<sup>th</sup> 2023</b>            |
|   | <b>Council/Committee:</b> | <b>TES</b>                                  |
|   | <b>Author:</b>            | <b>Adam Knapp,<br/>Public Works Manager</b> |
|   | <b>Department:</b>        | <b>Roads</b>                                |

### **RECOMMENDATIONS:**

**THAT** the TES committee receive this report as information.

### **BACKGROUND:**

The Township had its yearly sign inspection performed in early May.

415 signs were inspected and resulted in the following overall condition rating:

- 405 signs that are rated as 'Good' - 97.59%
- 10 signs that are rated as 'Poor' - 2.41%.

A sign is rated as 'Poor' Overall Condition for any one or more of the following deficiencies:

- Sign does not meet the minimum retroreflectivity requirements of the Ontario Traffic Manual. There was a total of 6 Signs that do not meet the minimum retroreflectivity requirements of the Ontario Traffic Manual.
- Sign does not meet the minimum retroreflectivity contrast ratio requirements of the Ontario Traffic Manual. (This only applies to red and white signs, such as, Stop and Yield signs). There was a total of 4 Signs that do not meet the contrast ratio requirements of the Ontario Traffic Manual
- Sign's condition is rated as poor, which means that there is a deficiency that severely and markedly impacts the visibility or readability of the sign. There were 0 signs in Poor Condition.
- Sign's support (post/pole) is rated as poor, which means that there is a deficiency that severely and markedly impacts the visibility or readability of the sign. There were 0 Posts/Supports in Poor Condition

The breakdown of 10 signs that are rated as Poor is as follows:

- 9 Priority Signs (Section 11 – MMS) rated 'Poor';
- 1 Regulatory Signs (Section 12 – MMS) rated 'Poor'; and
- 0 Warning Signs (Section 12 – MMS) rated 'Poor'.

Staff were verbally informed by the inspection technician that they had performed inspections in numerous neighboring municipalities in 2023 and that Horton's sign inventory is in significantly better condition.

### **ALTERNATIVES:**

N/A

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**FINANCIAL IMPLICATIONS:**

N/A

**ATTACHMENTS:**

Horton 2023 Traffic Sign Inspection Report

**CONSULTATIONS:**

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

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



# Horton Township

Traffic Sign Retroreflectivity  
Inspections and Inventory

9/5/2023

9/5/2023

Mr. Adam Knapp - Public Works Manager  
 Horton Township  
 2253 Johnston Road  
 Renfrew, ON K7V 3Z8

Dear Mr. Knapp,

I am pleased to present you with the results of our inspection and inventory of regulatory and warning signs within the Horton Township. In total, your current regulatory and warning sign inventory consists of 426 signs within the boundaries of your municipality. There was a total of 11 signs not inspected due to the following reasons: 4 signs were missing from their locations, and 7 signs were not inspected due to them being bolted shut as they are seasonal signs. We also found that there were 10 signs removed from their locations since our last inspection. We keep these signs in a separate file should we need to refer to them.

415 signs were inspected:

- 135 Priority Signs (Section 11 of the MMS)
- 175 Regulatory Signs (Section 12 of the MMS)
- 105 Warning Signs (Section 12 of the MMS)

### **Overall Condition Rating**

Of the 415 signs inspected, there are:

- 405 signs that are rated as 'Good' - 97.59%
- 10 signs that are rated as 'Poor' - 2.41%.

A sign is rated as 'Poor' Overall Condition for any one or more of the following deficiencies:

- Sign does not meet the minimum retroreflectivity requirements of the Ontario Traffic Manual. There was a total of 6 Signs that do not meet the minimum retroreflectivity requirements of the Ontario Traffic Manual.
- Sign does not meet the minimum retroreflectivity contrast ratio requirements of the Ontario Traffic Manual. (This only applies to red and white signs, such as, Stop and Yield signs). There was a total of 4 Signs that do not meet the contrast ratio requirements of the Ontario Traffic Manual
- Sign's condition is rated as poor, which means that there is a deficiency that severely and markedly impacts the visibility or readability of the sign. There were 0 signs in Poor Condition.
- Sign's support (post/pole) is rated as poor, which means that there is a deficiency that severely and markedly impacts the visibility or readability of the sign. There were 0 Posts/Supports in Poor Condition

The breakdown of 10 signs that are rated as Poor is as follows:

- 9 Priority Signs (Section 11 – MMS) rated 'Poor';
- 1 Regulatory Signs (Section 12 – MMS) rated 'Poor'; and
- 0 Warning Signs (Section 12 – MMS) rated 'Poor'.

### **Retroreflectivity Inspection Results**

Our teams performed daily calibrations of the retroreflectometer using manufacturer provided calibration plates. Calibrations occurred once at the beginning of the day. This provides assurance that the

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RoadVista 922 retroreflectometer is in good working order and that the measurements are accurate. The breakdown of the results for signs inspected for retroreflectivity, are as follows:

- 135 Priority Signs (Section 11 – MMS)
  - 118 received a “Pass” rating for retroreflectivity
  - 12 received a “Warn” rating for retroreflectivity [meaning that the sign passes retroreflectivity inspection but the retroreflection values (Ra) are approaching the failure threshold]
  - 5 received a “Fail” rating for retroreflectivity
- 175 Regulatory Signs (Section 12 – MMS)
  - 161 received a “Pass” rating for retroreflectivity
  - 13 received a “Warn” rating for retroreflectivity [meaning that the sign passes retroreflectivity inspection but the retroreflection values (Ra) are approaching the failure threshold]
  - 1 received a “Fail” rating for retroreflectivity
- 105 Warning Signs (Section 12 – MMS)
  - 94 received a “Pass” rating for retroreflectivity
  - 11 received a “Warn” rating for retroreflectivity [meaning that the sign passes retroreflectivity inspection but the retroreflection values (Ra) are approaching the failure threshold]
  - 0 received a “Fail” rating for retroreflectivity

### **Contrast Ratio Inspection Results Summary**

Each Stop, and Yield sign was also assessed a pass/fail rating for their contrast ratio per the Ontario Traffic Manual. According to the Ontario Traffic Manual, a minimum 3:1 contrast ratio is required for a “Pass” rating for signs that are “white on red” or signs with a red background and a white legend (i.e., stop, yield and wrong way signs). Of the signs inspected, there were 4 signs that did not meet this minimum contrast ratio.

### **Sign Condition Rating**

We inspect each sign and assign a “Good”, “Fair” or “Poor” rating based on assessment criteria used by all technicians. A “Good” rating means that sign has no defects that affect the visibility or readability of the sign. A “Fair” rating means that a sign has minor defects that slightly affect the visibility or readability of the sign, these signs are generally deemed to be in a state of good repair. A “Poor” rating means that the sign has defects that significantly and markedly affect the visibility and/or readability of a sign and that the sign requires attention. Here is a breakdown of our findings relating to the condition of your signage:

- 135 Priority Signs (Section 11 – MMS)
  - 132 received a “Good” rating for sign condition
  - 3 received a “Fair” rating for sign condition
  - 0 received a “Poor” rating for sign condition
- 175 Regulatory Signs (Section 12 – MMS)
  - 164 received a “Good” rating for sign condition
  - 11 received a “Fair” rating for sign condition

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- 0 received a “Poor” rating for sign condition
- 105 Warning Signs (Section 12 – MMS)
  - 105 received a “Good” rating for sign condition
  - 0 received a “Fair rating for sign condition
  - 0 received a “Poor” rating for sign condition

The data can be provided in any format such as .csv, .shp, MESH, just ask!

Should you have any questions relating to any information in this report, please do not hesitate to contact me.

Thank you for allowing us to conduct this work for you.

Sincerely,

Adam Cripps, BSc  
Project / Sales Manager  
Advantage Data Collection  
[adam@advantagedata.ca](mailto:adam@advantagedata.ca)  
Tel: (613) 262-3966



## Township of Horton COUNCIL / COMMITTEE REPORT

|   |                           |   |
|---|---------------------------|---|
| <b>Title:</b><br><br><b>Award of PW 2023-04</b> | <b>Date:</b>              | <b>June 14<sup>th</sup> 2023</b>            |
|   | <b>Council/Committee:</b> | <b>TES</b>                                  |
|   | <b>Author:</b>            | <b>Adam Knapp,<br/>Public Works Manager</b> |
|   | <b>Department:</b>        | <b>Public Works</b>                         |

### **RECOMMENDATIONS:**

**THAT** the TES committee recommend that Council award PW 2023-04, Rehabilitation of Mullins Road – HCB to Greenwood Paving Ltd. for the total upset limit of \$320,000.00 including HST.

**AND THAT** the work be funded as allocated in the approved 2023 Capital budget.

### **BACKGROUND:**

The Tender closed on May 24<sup>th</sup> at 1pm with two submissions received, Greenwood Paving Ltd submitted for both options A and B as drafted in the submission. Staff proposes to proceed with option B “Base Stabilization” and extend the work scope to rehabilitate the hard top surface to a minimum like for like length. The roadway shall receive 50mm of super pave 12.5 and Entac base stabilization treatment to upgrade the surface from the existing double surface treatment and ensure that the roadway will accommodate increased commercial traffic volume and growth of the Township. In order to minimize contracted work and the associated increased cost, Township staff shall perform the shouldering, driveway tie tins and ditching and assist with grading and watering during the pulverization and granular application.

The project was estimated at an upset limit of \$350,000 prior to Staff reducing the costs through utilizing Township Staff and Equipment to expand the amount of roadway rehabilitated while ensuring adequate funds are retained for 2024’s capital road works.

### **ALTERNATIVES:**

N/A

### **FINANCIAL IMPLICATIONS:**

\$320,000 including HST

### **ATTACHMENTS:**

Unofficial Results PW 2023-04

### **CONSULTATIONS:**

N/A

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**Prepared by:** Adam Knapp, Public Works Manager  
**Reviewed by:** Hope Dillabough, CAO/Clerk



The Corporation of the Township of Horton

Unofficial Results

**Document Identifier – PW 2023-04 Rehabilitation of Mullins Road HCB**

**Required Supporting Documents:**

- i. A Preliminary Schedule of Work
- ii. Sub Contractor List
- iii. Itemized Pricing List
- iv. Form of Tender
- v. A Certified Cheque for Ten (10%) percent of Total Tender Bid
- vi. Proof of WSIB
- vii. Proof of 5,000,000.00 (Five Million) dollars liability insurance

**Present for Opening:** Adam Knapp (P.W. Manager), Deputy Mayor Webster, Councilor Humphries, Executive Assistant Nikky Dubeau

| Bidding Company            | Package delivered before deadline? | Envelope sealed and addressed properly? | Required Supporting Documents Supplied? | Bid Deposit Amount \$ | Option A Total \$<br>Conventional Rehabilitation | Option B Total \$<br>Base Stabilization | Submission Accepted or Rejected |
|----------------------------|------------------------------------|---|---|-----------------------|--|---|---------------------------------|
|                            | YES / NO                           | YES/NO                                  | YES/NO                                  |                       |  |   | A/R                             |
| Bonnechere Excavating Inc. | YES                                | YES                                     | YES                                     | \$27,000              | \$269,823.20                                     | NO BID                                  | A                               |
| Greenwood Paving           | YES                                | YES                                     | YES                                     | \$35,000              | \$241,926.90                                     | \$256,020.26                            | A                               |
|                            |                                    |   |   | \$                    | \$   | \$                                      |                                 |
|                            |                                    |   |   | \$                    | \$   | \$                                      |                                 |
|                            |                                    |   |   | \$                    | \$   | \$                                      |                                 |

**RETURN TO AGENDA**



## Township of Horton COUNCIL / COMMITTEE REPORT

|   |                           |                                     |
|---|---------------------------|-------------------------------------|
| <b>Title:</b><br><br><b>Award of PW 2023-05</b> | <b>Date:</b>              | June 14 <sup>th</sup> 2023          |
|   | <b>Council/Committee:</b> | TES                                 |
|   | <b>Author:</b>            | Adam Knapp,<br>Public Works Manager |
|   | <b>Department:</b>        | Public Works                        |

### **RECOMMENDATIONS:**

**THAT** the TES committee recommend that Council award PW 2023-05, Municipal Buildings HVAC and Commercial Appliance Maintenance to Sheaves Mechanical Heating and Cooling for the estimated yearly maintenance cost of \$7,792.48 including HST.

**AND THAT** the work be funded from the 2023 departmental operating budget.

### **BACKGROUND:**

The Request for Proposal closed on May 24<sup>th</sup> at 1pm with one submission. As only one submission was received no scoring of the RFP was performed. The cost submitted is for yearly inspection and preventative maintenance of all HVAC and Kitchen Appliances in all five Township buildings, with repair costs extra but at an established hourly rate for regular hours and emergency after hours repairs. The contractor is to submit yearly hourly rate changes and inspections with detailed reports per the manufacturers recommendations to the Public Works Manager.

Establishing an inspection and preventative maintenance program is a key component in ensuring that our assets achieve full useful life expectancies and ensure that the Township can accurately manage our asset replacements and associated costs.

### **ALTERNATIVES:**

N/A

### **FINANCIAL IMPLICATIONS:**

\$7,792.48 including HST for 2023 allocated within the 2023 operating budget

### **ATTACHMENTS:**

Unofficial Results PW 2023-05

### **CONSULTATIONS:**

N/A

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

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

**RETURN TO AGENDA**



The Corporation of the Township of Horton

Unofficial Results

**Document Identifier – PW 2023-05 Municipal Buildings HVAC and Commercial Appliance Maintenance**

**Required Supporting Documents :**

- a) Proponent Contact Information
- b) Proponent Garage Location
- c) Company Profile
- d) Sub- Contractors List
- e) Company References
- f) Form of Proposal
- g) Proof of WSIB attached to the Form of Proposal.
- h) Proof of 1,000,000.00 (One Million) dollars liability.

**Present for Opening:** Adam Knapp (P.W. Manager), Deputy Mayor Webster, Councilor Humphries, Executive Assistant Nikky Dubeau

| Bidding Company    | Package delivered before deadline<br>YES / NO | Envelope sealed?<br>YES/NO | Envelope addressed properly<br>YES/NO | Supporting Documents supplied<br>YES/NO | HST \$   | Total Price \$ | Submission Accepted or Rejected<br>A/R |
|--------------------|---|----------------------------|---------------------------------------|---|----------|----------------|--|
| Sheaves Mechanical | Yes   | Yes                        | Yes                                   | Yes                                     | \$896.48 | \$7,792.48     | A                                      |
|                    |   |                            |                                       |   | \$       | \$             |  |
|                    |   |                            |                                       |   | \$       | \$             |  |
|                    |   |                            |                                       |   | \$       | \$             |  |
|                    |   |                            |                                       |   | \$       | \$             |  |

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## Township of Horton COUNCIL / COMMITTEE REPORT

|   |                           |                                     |
|---|---------------------------|-------------------------------------|
| <b>Title:</b><br><br><b>Award of PW 2023-06</b> | <b>Date:</b>              | June 14 <sup>th</sup> 2023          |
|   | <b>Council/Committee:</b> | TES                                 |
|   | <b>Author:</b>            | Adam Knapp,<br>Public Works Manager |
|   | <b>Department:</b>        | Public Works                        |

### **RECOMMENDATIONS:**

**THAT** the TES committee recommend that Council award PW 2023-06, Municipal Buildings Plumbing and Water Treatment Systems Maintenance to T Williams Plumbing for the estimated yearly maintenance cost of \$6,780.00 including HST.

**AND THAT** the work be funded from the 2023 departmental operating budget.

### **BACKGROUND:**

The Request for Proposal for Municipal Buildings Plumbing and Water Treatment Systems Maintenance closed on May 24<sup>th</sup> at 1pm with no submissions received and two local contractors requesting the documents. Staff contacted the contractors post-closing and was informed they both forgot about the closing. Staff re-released the documents and advertisements with a revised closing date of June 7<sup>th</sup> 2023 at 1 pm and received one submission from T Williams Plumbing.

The cost submitted is for yearly inspection and preventative maintenance of all Plumbing and Water Treatment Systems in all five Township buildings, with repair costs extra but at an established hourly rate for regular hours and emergency after hours repairs. The contractor is to submit yearly hourly rate changes and inspections with detailed reports per the manufacturers recommendations to the Public Works Manager.

Establishing an inspection and preventative maintenance program is a key component in ensuring that our assets achieve full useful life expectancies and ensure that the Township can accurately manage our asset replacements and associated costs.

### **ALTERNATIVES:**

N/A

### **FINANCIAL IMPLICATIONS:**

\$6,780.00

### **ATTACHMENTS:**

Unofficial Results

### **CONSULTATIONS:**

N/A

**RETURN TO AGENDA**



The Corporation of the Township of Horton

Unofficial Results

**Document Identifier – PW 2023-06 Municipal Buildings Plumbing and Water Treatment Systems Maintenance**

**Required Supporting Documents :**

- a) Proponent Contact Information
- b) Proponent Garage Location
- c) Company Profile
- d) Sub- Contractors List
- e) Company References
- f) Form of Proposal
- g) Proof of WSIB attached to the Form of Proposal.
- h) Proof of 1,000,000.00 (One Million) dollars liability.

**Present for Opening: Adam Knapp (P.W. Manager), Councilor Humphries, Nikky Dubeau (Executive Assistant)**

| Bidding Company     | Package delivered before deadline<br>YES / NO | Envelope sealed?<br>YES/NO | Envelope addressed properly<br>YES/NO | Supporting Documents supplied<br>YES/NO | HST \$   | Total Price \$ | Submission Accepted or Rejected<br>A/R |
|---------------------|---|----------------------------|---------------------------------------|---|----------|----------------|--|
| T Williams Plumbing | YES   | YES                        | YES                                   | YES                                     | \$780.00 | \$6,780.00     | A                                      |
|                     |   |                            |                                       |   | \$       | \$             |  |
|                     |   |                            |                                       |   | \$       | \$             |  |
|                     |   |                            |                                       |   | \$       | \$             |  |
|                     |   |                            |                                       |   | \$       | \$             |  |

**RETURN TO AGENDA**



## Township of Horton COUNCIL / COMMITTEE REPORT

|   |                           |                                     |
|---|---------------------------|-------------------------------------|
| <b>Title:</b><br><br><b>Award of PW 2023-07</b> | <b>Date:</b>              | June 14 <sup>th</sup> 2023          |
|   | <b>Council/Committee:</b> | TES                                 |
|   | <b>Author:</b>            | Adam Knapp,<br>Public Works Manager |
|   | <b>Department:</b>        | Public Works                        |

### **RECOMMENDATIONS:**

**THAT** the TES committee recommend that Council award PW 2023-07, 27' x 50' Concrete Slab Installation to Precision Concrete Finishing for the total cost of \$16,950.00 including HST.

**AND THAT** the work be funded as allocated in the approved 2023 budget.

### **BACKGROUND:**

The Request for Quotation closed on May 24<sup>th</sup> at 1pm with one submission received. The work consist of the lean-to-style storage shed receive a 4" concrete pad with 6" x 6" 9/9-gauge wire mesh reinforcement. This is stage one of a two stage rehabilitation; step two shall consist of barn style sliding doors added to enclose the shed and improve the condition of the building , equipment and materials stored within. This stage of the project was estimated at an upset limit of \$20,000.

### **ALTERNATIVES:**

N/A

### **FINANCIAL IMPLICATIONS:**

\$16,950.00 including HST allocated within the 2023 budget

### **ATTACHMENTS:**

Unofficial Results PW 2023-07

### **CONSULTATIONS:**

N/A

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

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

**RETURN TO AGENDA**



The Corporation of the Township of Horton

Unofficial Results

**Document Identifier – PW 2023-07 - 27' x 50' Concrete Slab Installation**

**Required Supporting Documents :**

- a) Form of Proposal
- b) Proof of WSIB attached to the Form of Proposal.
- c) Proof of 1,000,000.00 (One Million) dollars liability.

**Present for Opening:** Adam Knapp (P.W. Manager), Deputy Mayor Webster, Councilor Humphries, Executive Assistant Nikky Dubeau

| Bidding Company              | Package delivered before deadline<br>YES / NO | Envelope sealed?<br>YES/NO | Envelope addressed properly<br>YES/NO | Supporting Documents supplied<br>YES/NO | HST \$     | Total Price \$ | Submission Accepted or Rejected<br>A/R |
|------------------------------|---|----------------------------|---------------------------------------|---|------------|----------------|--|
| Precision Concrete Finishing | Yes   | Yes                        | Yes                                   | Yes                                     | \$1,950.00 | \$16,950.00    | A                                      |
|                              |   |                            |                                       |   | \$         | \$             |  |
|                              |   |                            |                                       |   | \$         | \$             |  |
|                              |   |                            |                                       |   | \$         | \$             |  |
|                              |   |                            |                                       |   | \$         | \$             |  |

RETURN TO AGENDA



Township of Horton  
COUNCIL / COMMITTEE REPORT

|   |                           |   |
|---|---------------------------|---|
| <b>Title:</b><br><br><b>Lime Kiln Road Rehabilitation<br/>Preparation</b> | <b>Date:</b>              | <b>June 14<sup>th</sup> 2023</b>            |
|   | <b>Council/Committee:</b> | <b>TES</b>                                  |
|   | <b>Author:</b>            | <b>Adam Knapp,<br/>Public Works Manager</b> |
|   | <b>Department:</b>        | <b>Public Works</b>                         |

**RECOMMENDATIONS:**

**THAT** the TES committee receive this report as information.

**BACKGROUND:**

In order to prepare for the surface rehabilitation of Lime Kiln Road from Gillan Road to the Millennium trail scheduled in 2024 Staff propose to remove the severely deteriorated double surface treatment in the 2023 construction season and perform base testing, base repairs and apply surface aggregate as necessary in the 2023. Pending the amount of aggregate required the repairs may continue in to 2024. Upon removal of the existing surface and completion of the testing and aggregate application in 2023 the surface shall be treated with calcium chloride flake for dust control and remain gravel until 2024 when a new (DST) double surface treatment is applied. Pending the schedule for DST application calcium chloride is likely not to be applied to this section in 2024 as it inhibits the bonding capabilities of the emulsion applied during DST.

**ALTERNATIVES:**

N/A

**FINANCIAL IMPLICATIONS:**

Operating Budget Funded total amount undetermined at this time until base testing is performed.

**ATTACHMENTS:**

N/A

**CONSULTATIONS:**

N/A

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

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

**RETURN TO AGENDA**



## Township of Horton COUNCIL / COMMITTEE REPORT

|  |                           |   |
|--|---------------------------|---|
| <b>Title:</b><br><br><b>2021-2022 Landfill Biennial<br/>Report and User Fees</b> | <b>Date:</b>              | <b>June 14<sup>th</sup>, 2023</b>           |
|  | <b>Council/Committee:</b> | <b>TES</b>                                  |
|  | <b>Author:</b>            | <b>Adam Knapp,<br/>Public Works Manager</b> |
|  | <b>Department:</b>        | <b>Environmental</b>                        |

### **RECOMMENDATIONS:**

**THAT** the TES committee receive this report as information pertaining to the Townships landfill biennial report

**AND THAT** the TES Committee recommend to Council that the Waste Site Fees be adjusted per staff's recommendation in the background portion of this report.

**FURTHER THAT** that the waste site portion of our user fees by-law be 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** the free landfill pass program be suspended effective January 1<sup>st</sup> 2024 and that the programs reintegration be discussed only upon approval and complete development of the landfill expansion study currently in process.

### **BACKGROUND:**

The results of the recent Jp2g survey were used to determine the landfilling rate for 2021 and 2022 and to estimate the site's remaining capacity. Based on the 2021 and 2022 waste mound surveys it is calculated that approximately 5420m<sup>3</sup> of landfilled space was utilized in the 2-year period or 2,710m<sup>3</sup> per year.

Based on the recent November 4, 2022 survey in comparison to the Stantec 2009 design contours (not including final cover and topsoil – 0.45m) there is a remaining capacity of approximately 15,000m<sup>3</sup>. Assuming an annual landfilling rate of 2000m<sup>3</sup>, results in a site life expectancy of approximately 7.5 years. The current intake rate is far above our target intake rate of 2,000m<sup>3</sup> per year assumed in the calculations and if these rates continue the life expectancy is reduced to 5.5 years. Staff believes that these lifecycle estimates are conservatively low but that the Township should always plan for the worst-case scenario.

The Township is currently applying for a landfill expansion of 32,800 cubic meters and at our current rate of intake of 2,700 cubic meters per year the expansion would have an estimated lifecycle of 12 years versus 16.4 years at our target intake rate of 2,000 cubic meters per year. In total with the expansion approved the Township could expect a site lifecycle between 17.5 years and 23.5 years. Staff propose to compose a public awareness campaign on waste reduction techniques within the Township to bring forward to committee.

The reoccurring flooding of Ottawa river and the pandemic dramatically increased the amount of material intake at the site and Staff also believe that the current user fees are low in

**RETURN TO AGENDA**

comparison to neighboring Municipalities which may encourage unnecessary usage or outside residents utilizing the facility through Horton residents.

In order to mitigate usage and extend the useful life of the site Staff propose to compose a public awareness campaign on waste reduction techniques within the Township to bring forward to committee and use this report to open discussion and seek direction on updating the current user fees by-law, which has not been adjusted since 2018. The drastic decrease in lifecycle at our current intake rate highlights the urgent need to mitigate intake at the site and support Staffs recommendations listed below.

### **Staff Recommendations :**

Staff recommend that the user fees be adjusted to \$5 per garbage tag or garbage bag delivered to site and an increase of no less than the CPI rate of inflation for services from Jan 2018 to May 2023, which was approximately 18% for all remaining fees. The adjusted fees excluding the garbage tags equate to approximately a 3% adjustment per year from 2019 to 2023.

Previously approved adjustments to the waste user fees were 28% from by-law 2018-49 to 2019-22 and 14% from by-law 2012-58 to by-law 2018-49. Staff believes the establishment of the \$2 per bag fee was established in or post adoption of by-law 2002-31 “Being a by-law to establish schedule of fees for municipal services and to rescind various obsolete or outdated by-laws”.

Staff conclude that the measures proposed are not presented without understand the increased financial pressure on residents but deem them necessary to achieve the maximum lifecycle out of the site and postpone further costly expansions or the need to divert waste to outside sources which would be far more costly to residents than the revised rates proposed.

### **ALTERNATIVES:**

N/A

### **FINANCIAL IMPLICATIONS:**

As proposed in the background

### **ATTACHMENTS:**

2023-18 USER FEES & CHARGES

2018-49 User Fees and Charges

2021 Waste Management Comparison Spreadsheet

The 132-page Operations report and 559-page monitoring report are available upon request.

### **CONSULTATIONS:**

N/A

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

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

**RETURN TO AGENDA**

**THE CORPORATION OF THE  
TOWNSHIP OF HORTON**

**BY-LAW NO 2023-18**

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

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

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

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

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

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

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

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

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

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

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

**RETURN TO AGENDA**

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

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

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

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

**AND BE IT FURTHER ENACTED**, that by-law 2021-32 be repealed.

Read a First and Second Time this 4<sup>th</sup> day of April, 2023.

Read a Third Time and Passed this 4<sup>th</sup> day of April, 2023.

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MAYOR David M. Bennett

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CAO/CLERK Hope Dillabough

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "A" to By-Law 2023-18**

**BUILDING AND SEPTIC FEES**

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

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

**RETURN TO AGENDA**

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "B" to By-Law 2023-18**

**WASTE SITE FEES**

(Vehicles are to be assessed by the Attendants at the Landfill Site, and tipping fees must be paid prior to dumping load.)

| <b><u>Type</u></b>  | <b><u>Fee</u></b>   |
|---|---|
| Special Opening of Site<br>(Accompanied by an attendant – minimum 1-hour charge)  | \$ 40.00  |
| Garbage Tags (sold at office)   | \$ 2.00   |
| Garbage Bags taken to Landfill Site   | \$ 2.00/bag or attach<br>Garbage Tag purchased at office  |
| Metal – White Goods (Freon must be removed<br>and Fridge must be tagged)  | No charge   |
| Refrigerant Degassing Fee (Non Hydrocarbon)<br><small>Hydrocarbon refrigerants - R50 (methane), R290 (propane), R600 (butane), R600a (isobutane), R1270 (propylene)</small> | \$ 25.00 per unit   |
| Half-Ton Vehicle, or Half-Ton Trailer or Passenger Van  | \$ 20.00  |
| Half-Ton Vehicle or Passenger Van with Half-Ton Trailer   | \$ 40.00  |
| One-Ton Vehicle   | \$ 40.00  |
| Tandem Axle Dump Trucks   | \$ 18.00/cubic meter  |
| Tri-Axle Dump Trucks  | \$ 18.00/cubic meter  |
| Tractor Trailer Trucks  | \$ 18.00/cubic meter  |
| Roll-Off Bins   | \$ 18.00/cubic meter  |
| Garbage Packer Load – (half load or more)   | \$ 300.00   |
| Garbage Packer Load – (half load or less)   | \$ 150.00   |
| Soil Contaminated with Fuel Oil   | \$ 65.00/cubic meter  |
| Construction/Demolition/Fire Clean Up - Unsorted  | \$ 300.00 per load<br>plus \$20.00/cubic<br>meter   |
| Construction and Demolition - Separated   | \$ 18.00/cubic meter  |
| Construction and Demolition – Mechanically Ground   | \$ 16.00/cubic meter  |
| Passenger Tire up to 16"  | Free or \$3.00 with<br>attached rim   |
| Tires 17" to 24.5"  | Free or \$9.00 with<br>attached rim   |
| Tires Over 24.5"  | Free or \$25.00 with<br>attached rim  |
| Over 6'   | Free or \$25.00 with<br>attached rim  |
| Blue Box - Large  | \$ 6.00   |
| Restocking Fee (Purchases of more than 5 items)   | 15%   |
| Economy Mulch   | \$10.00/cubic meter<br>\$20.00/single axle trailer<br>\$40.00/double axle trailer<br>\$120.00/tandem load<br>\$140.00/tri-axle load |

**RETURN TO AGENDA**

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "C" to By-Law 2023-18**

**PLANNING FEES**

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

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

**RETURN TO AGENDA**

**CORPORATION OF THE TOWNSHIP OF HORTON  
Schedule "D" to By-Law 2023-18**

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

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

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

\_\_\_\_\_

Hereinafter called the "OWNERS"

OF THE FIRST PART

**A N D:**

THE CORPORATION OF THE TOWNSHIP OF HORTON

Hereinafter called the "CORPORATION"

OF THE SECOND PART

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

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

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

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

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

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

**RETURN TO AGENDA**

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

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

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

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

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

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "E" to By-Law 2023-18**

**ADMINISTRATION FEES**

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

**RETURN TO AGENDA**

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "F" to By-Law 2023-18**

**RECREATION FEES**

| <b><u>Community Hall Rental</u></b>   | <b><u>Fee</u></b>  |
|---|--|
| Hourly Rental   | \$ 25.00 (plus HST)  |
| Half Day (2 to 4 hours; ends by 5 pm)   | \$ 100.00 (plus HST)   |
| Half Day Conference Room (2 to 4 hours; ends by 5 pm)   | \$ 75.00 (plus HST)  |
| Full Day (5 to 8 hours; ends by 5 pm)   | \$ 150.00 (plus HST)   |
| Full Day Conference Room (5 to 8 hours; ends by 5 pm)   | \$ 125.00 (plus HST)   |
| Funeral Reception   | \$ 100.00 (plus HST)   |
| Fundraising - Township  | No Charge  |
| Evening (after 6 pm)  | \$ 225.00 (plus HST)   |
| Castleford/Balsam Hill/Lochwinnoch Women's Inst's.  | \$ 100.00 (plus HST)   |
| Township of Horton Church Group   | One free rental per year   |
| Decoration Rental (evening prior to rental, booked after Jan 1 2018)  | \$ 40.00 (plus HST)  |
| <b><u>Community Hall Fees</u></b>   | <b><u>Fee</u></b>  |
| Use of Kitchen (Includes Stove but Not Dishwasher)  | \$ 100.00 (plus HST)   |
| Dish Rental   | \$ 2.50 per place setting (plus HST)                                     |
| Corkage Fee   | \$ 5.00/bottle (plus HST)  |
| Alcohol – (Beer/Liquor per unit)  | \$ 5.00 (includes HST)   |
| Alcohol – (Cooler/Wine/Craft Beer per unit)   | \$ 6.00 (includes HST)   |
| Alcohol – (Other Specialty Drinks)  | \$ 6.00 (includes HST)   |
| Pop/Water (per unit)  | \$ 1.00 (includes HST)   |
| Damage/Cleaning Deposit (returned if hall is OK after)  | \$ 500.00 (Prepaid VISA)   |
| Event Advertising – Community Board   | \$ 25.00 (plus HST)  |
| <b><u>Ice Rental</u></b>  | <b><u>Fee</u></b>  |
| Adult Shiny Season Pass or Season Pass  | \$ 25.00/person (plus HST)   |
| Shiny Hockey  | \$ 2.00/person (includes HST)  |
| Hourly Ice Rental   | \$ 65.00 (plus HST)  |
| Family Skate/Public Skating   | Donation   |
| Broomball   | \$ 35.00/person (plus HST)   |
| Recreational Ice Hockey (per person/per season)   | \$100.00 Adult (plus HST)  |
| Rink Board Advertising (sign owner provides)  | \$500.00 setup (plus HST)<br>\$250.00 annual after (plus HST)            |
| <b><u>Other Recreation Fees</u></b>   | <b><u>Fee</u></b>  |
| Boat Launch (Season Pass)<br><i>(Residents are allowed two free launches per season in order to launch and pick up at beginning and end of season.)</i> | \$ 50.00 Non Resident (includes HST)<br>\$ 40.00 Resident (includes HST) |
| Boat Launch (Day Pass)  | \$ 9.00 (includes HST)   |
| Boat Launch – Fine If No Pass   | \$ 30.00   |
| Euchre (per person/per evening)   | \$ 5.00 (includes HST)   |
| Dance Admission   | \$ 10.00 (includes HST)  |
| Volleyball (per person)   | \$ 30.00 (plus HST)  |
| Aerobics/Zumba/Fitness/Shuffle Board/Individual Sports (per person/class)   | \$ 5.00 (plus HST)   |
| Pickle Ball   | \$3.00/Class \$20.00/Season (Punch Card System) (plus HST)               |
| Flag Football   | \$ 30.00   |
| Advertising in Horton Corner (Private Events Only)  | Cost Recovery (plus HST)   |
| Dance Lessons   | Rate as per annual agreement   |
| Soccer Registration   | \$60.00/person   |
| Catering Fees   | Established by Committee - Varied (plus HST)                             |
| Fundraising Events  | Established by Committee – Varied (meals plus HST)                       |
| Horton Hoedown  | Established by Committee (plus HST)                                      |

**RETURN TO AGENDA**

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "G" to By-Law 2023-18**

**FIRE DEPARTMENT FEES**

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

**RETURN TO AGENDA**

### Schedule of Fees

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

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "H" to By-Law 2023-18**

**TRANSPORTATION FEES**

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

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

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

| <b><u>Type</u></b>  | <b><u>Fee</u></b>   |
|---|---|
| Entrance Permits (One Time Inspection)<br>(Security Deposit of \$350, Increase to \$750.00 If a Culvert is Required, Deposit Returned After Final Inspection) | \$ 150.00   |
| Additional Inspections for Entrance Permits   | \$ 100.00   |
| Tile Drain and Utility Road Crossing Permit   | \$ 500.00 deposit plus<br>Fees to Recover<br>Reasonable Costs of the<br>Municipality for works. |
| Sale of Used Culverts/Work Requests etc.  | Cost Recovery   |
| Private Road & Driveway Grading   | As Per Policy T-01  |

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

|                             |                           |
|-----------------------------|---------------------------|
| Excavator                   | \$ 82.00/hr plus operator |
| Grader                      | \$ 87.00/hr plus operator |
| Half Ton                    | \$ 28.00/hr plus operator |
| Loader/Backhoe              | \$ 50.00/hr plus operator |
| Tandem Axle Dump Truck      | \$ 80.00/hr plus operator |
| Water Truck                 | \$ 80.00/hr plus operator |
| Public Works Manager        | Cost Recovery             |
| Public Works Superintendent | Cost Recovery             |
| Machine Operator            | Cost Recovery             |
| Labourer                    | Cost Recovery             |
| Chipper Rental              | \$ 45.50/hr plus operator |

**RETURN TO AGENDA**

**THE CORPORATION OF THE  
TOWNSHIP OF HORTON**

**BY-LAW NO 2018-49**

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

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

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

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

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

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

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

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

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

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

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

- 2) All fees and charges set out in this by-law shall be payable prior to the provision of the service unless an agreement in writing is made to the contrary and approved by a municipal official.

**RETURN TO AGENDA**

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

**THAT** upon recommendation of the Treasurer and approval of Council, all Fees and Charges established in this By-law may be adjusted annually on the 31st of December in each year commencing on the 31st of December 2018, in accordance with Statistics Canada Consumer Price Index and rounded up to the nearest dollar in Schedules A, B, C, D, E, F, G and H and/or cents in Schedule A;

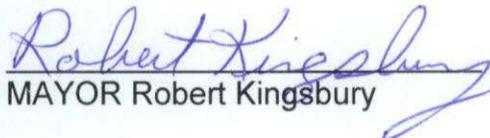
**BE IT FURTHER ENACTED**, that all By-Laws or parts thereof, and all or any Resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed.

**AND BE IT FURTHER ENACTED**, that this by-law comes into effect July 1, 2018 unless otherwise stated.

**AND BE IT FURTHER ENACTED**, that by-law 2017-73 be repealed.

Read a First and Second Time this 19<sup>th</sup> day of June, 2018.

Read a Third Time and Passed this 19<sup>th</sup> day of June, 2018.

  
MAYOR Robert Kingsbury

  
CAO/Clerk Hope Dillabough

**CORPORATION OF THE TOWNSHIP OF HORTON  
Schedule "B" to By-Law 2018-49**

**WASTE SITE FEES**

(Vehicles are to be assessed by the Attendants at the Landfill Site,  
and tipping fees must be paid prior to dumping load.)

| <b><u>Type</u></b>   | <b><u>Fee</u></b>  |
|--|--|
| Special Opening of Site<br>(Accompanied by an attendant – minimum 1-hour charge) | \$ 40.00   |
| Garbage Tags (sold at office)  | \$ 2.00  |
| Garbage Bags taken to Landfill Site  | \$ 2.00/bag or attach<br>Garbage Tag purchased at office |
| Metal – White Goods (Freon must be removed<br>and Fridge must be tagged)         | No charge  |
| Half-Ton Vehicle, or Half-Ton Trailer or Passenger Van                           | \$ 20.00   |
| Half-Ton Vehicle or Passenger Van with Half-Ton Trailer                          | \$ 40.00   |
| One-Ton Vehicle  | \$ 40.00   |
| Tandem Axle Dump Trucks  | \$ 14.00/cubic yd.                                       |
| Tri-Axle Dump Trucks   | \$ 14.00/cubic yd.                                       |
| Tractor Trailer Trucks   | \$ 14.00/cubic yd.                                       |
| Roll-Off Bins  | \$ 14.00/cubic yd.                                       |
| Garbage Packer Load – (half load or more)  | \$ 300.00  |
| Garbage Packer Load – (half load or less)  | \$ 150.00  |
| Soil Contaminated with Fuel Oil  | \$ 50.00/cubic yd.                                       |
| Construction/Demolition/Fire Clean Up - Unsorted                                 | \$ 300.00 per load<br>plus \$15.00/cubic<br>yd           |
| Construction and Demolition - Separated  | \$ 14.00/cubic yd.                                       |
| Construction and Demolition – Mechanically Ground                                | \$ 12.00/cubic yd.                                       |
| Passenger Tire up to 16"   | Free or \$3.00 with<br>attached rim                      |
| Tires 17" to 24.5"   | Free or \$9.00 with<br>attached rim                      |
| Tires Over 24.5"   | Free or \$25.00 with<br>attached rim                     |
| Over 6'  | Free or \$25.00 with<br>attached rim                     |
| Blue Box - Mini  | \$ 3.00  |
| Blue Box - Large   | \$ 6.00  |
| Restocking Fee (Purchases of more than 5 items)                                  | 15%  |

| Item   | OVWRC Partner        | OVWRC Non-Partner    | Admaston-Bromley        | Arnprior                | Greater Madawaska       | Horton                  | McNab/Breaside          | Renfrew            | Whitewater                 |
|--|----------------------|----------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|--------------------|----------------------------|
| By-Law   | <a href="#">2021</a> | <a href="#">2021</a> | <a href="#">2020-52</a> | <a href="#">7040-20</a> | <a href="#">21-2020</a> | <a href="#">2020-36</a> | <a href="#">2020-61</a> |                    | <a href="#">20-12-1345</a> |
| Curbside Collection  |                      |                      | No                      | Yes                     | No                      | Yes                     | Yes                     | Yes                | Yes                        |
| Tipping Fee (per tonne)  | \$95.00              | \$150.00             | N/A                     | \$80.00                 | N/A                     | N/A                     | \$90.00                 | \$95.00            | N/A                        |
| Scales   | Yes                  | Yes                  | No                      | No                      | No                      | No                      | Yes                     | Yes                | No                         |
| Open/Close Fee   |                      |                      | \$140.00                |                         | \$50.00                 | \$40.00                 |                         |                    | \$100.00                   |
| Minimum Fee  | \$20.00              |                      |                         |                         |                         |                         |                         | \$25.00            | \$20.00                    |
| Garbage Tags or Bags   |                      |                      | No Charge               | \$3.00                  | No Charge               | \$2.00                  | \$2.00                  | \$2.00             | \$5.00                     |
| Passenger Vehicle – Car, Mini-van, Small SUV   | N/A                  | N/A                  |                         | \$10.00                 |                         | \$20.00                 | N/A                     | N/A                | \$20.00                    |
| Pickup Truck, Full size van, large SUV   | N/A                  | N/A                  | \$25.00                 | \$30.00                 | \$5.00-\$20.00          | \$20.00                 | N/A                     | N/A                | \$30.00                    |
| 1 Ton Pickup   | N/A                  | N/A                  | \$40.00                 | N/A                     | \$5.00-\$20.00          | \$40.00                 | N/A                     | N/A                | \$30.00                    |
| Pickup with Dump Box   | N/A                  | N/A                  |                         |                         |                         |                         | N/A                     | N/A                | \$50.00                    |
| Single-Axle Utility Trailer - Small  | N/A                  | N/A                  | \$25.00                 | \$30.00                 | \$15.00                 | \$20.00                 | N/A                     | N/A                | \$30.00                    |
| Single-Axle Utility Trailer - Large  | N/A                  | N/A                  |                         |                         | \$50.00                 |                         | N/A                     | N/A                | \$50.00                    |
| Tandem-axle Trailer (Heavy Utility or Dump Trailer)  | N/A                  | N/A                  | \$60.00                 | \$95.00                 | \$100.00                | \$18.00/ cu.m.          | N/A                     | N/A                | \$100.00                   |
| Single-axle Truck  | N/A                  | N/A                  | \$150.00                | \$300.00                | \$200.00                | \$18.00/ cu.m.          | N/A                     | N/A                | \$300.00                   |
| Tandem-axle Dump Truck, or Single-axle Packer (i.e. garbage truck)                               | N/A                  | N/A                  | \$250.00                | \$395.00                | \$300.00                | \$300.00                | N/A                     | N/A                | \$400.00                   |
| Tri-axle Dump Truck, Tandem-axle Dump Truck with pup, or Tandem-axle Packer (i.e. garbage truck) | N/A                  | N/A                  | \$300.00                | \$690.00                | \$400.00                |                         | N/A                     | N/A                | \$500.00                   |
| Tractor-trailer  | N/A                  | N/A                  | \$300.00                | \$1,200.00              | \$550.00                | \$18.00/ cu.m.          | N/A                     | N/A                | \$20.00/cu.yd              |
| Roll-off Box   | N/A                  | N/A                  | \$250.00                | \$20.00/cu.yd           | \$300.00                | \$18.00/ cu.m.          | N/A                     | N/A                | \$20.00/cu.yd              |
| Mattress or Boxspring (each)   | Tipping Fees Apply   | Tipping Fees Apply   | \$20.00                 | Cost Recovery           | Tipping Fees Apply      | Tipping Fees Apply      | Tipping Fees Apply      | Tipping Fees Apply | \$20.00                    |
| Couch  | Tipping Fees Apply   | Tipping Fees Apply   | \$20.00                 | Cost Recovery           | Tipping Fees Apply      | Tipping Fees Apply      | Tipping Fees Apply      | Tipping Fees Apply | \$20.00                    |
| Furniture  | Tipping Fees Apply   | Tipping Fees Apply   | \$5.00                  | Tipping Fees Apply      | \$5.00                  | Tipping Fees Apply      | N/A                     | N/A                | Tipping Fees Apply         |
| Soil Contaminated  | \$95.00/ tonne       | \$95.00/ tonne       | \$20.00/ tonne          |                         | \$50.00 cu.m.           | \$65.00/ cu.m.          | \$90.00/ tonne          | \$95.00/ tonne     | \$50.00 cu.yd.             |
| Construction and Demolition - Separated  | \$95.00/ tonne       | \$150.00/ tonne      | Tipping Fees Apply      |                         |                         | \$18.00/ cu.m.          | \$90.00/ tonne          | \$95.00/ tonne     | Tipping Fees Apply         |
| Construction and Demolition - Unseparated  | \$250.00/ tonne      | \$375.00/ tonne      |                         |                         |                         |                         |                         | \$250.00/ tonne    | x2 Tipping Fees            |
| Construction and Demolition – Mechanically Ground  |                      |                      |                         |                         |                         | \$16.00/ cu.m.          |                         |                    |                            |
| Brush  | No Charge            | \$50.00/ tonne       |                         | Tipping Fees Apply      |                         |                         | No Charge               | Tipping Fees Apply | No Charge                  |
| Trees, large branches, stumps, roots, timber, and logs   | \$95.00/ tonne       | \$150.00/ tonne      |                         | Tipping Fees Apply      |                         |                         | Tipping Fees Apply      | Tipping Fees Apply | Tipping Fees Apply         |
| Freon Evacuation   |                      |                      |                         | \$40.00                 | \$45.00                 |                         | No Charge               | \$20.00            | \$25.00                    |

OVWRC Partner Municipality Tipping Fees (applies to material generated within the Town of Petawawa, City of Pembroke, Township of Laurentian Valley and Township of North Algona Wilberforce).



## Township of Horton COUNCIL / COMMITTEE REPORT

|  |                           |                                     |
|--|---------------------------|-------------------------------------|
| <b>Title:</b><br><br><b>Transportation User Fees</b> | <b>Date:</b>              | June 14 <sup>th</sup> , 2023        |
|  | <b>Council/Committee:</b> | TES                                 |
|  | <b>Author:</b>            | Adam Knapp,<br>Public Works Manager |
|  | <b>Department:</b>        | Transportation                      |

### **RECOMMENDATIONS:**

**THAT** the TES Committee recommend to Council that the Transportation User Fees be adjusted per Staff's recommendation in the background portion of this report.

**FURTHER THAT** that the transportation fees portion of the user fees by-law be adjusted no less than on a biennial basis triggered by the review of our waste site fees and adjusted according to the CPI rate of inflation for services.

### **BACKGROUND:**

The Township has not changed the hourly Transportation user fees rates since pre-2012, over 10 years. Staff has contacted local contractors to confirm their current rates and staff have adjusted our fees to align with the current hourly rates. Staff recommend the following changes, which equate to an approximate 19% adjustment from the current rates.

All changes have been highlighted in **YELLOW**

#### **Staff's Recommendation:**

##### **Type Fee**

Entrance Permits (One Time Inspection) \$ 150.00  
(Security Deposit of \$350, Increase to \$750.00 If a Culvert is Required, Deposit Returned After Final Inspection)

Additional Inspections for Entrance Permits \$ 100.00

**Road Occupancy : Per Policy T-03**

Sale of Used Culverts/Work Requests etc. Cost Recovery

Private Road & Driveway Grading As Per Policy T-01

Excavator \$105.00/hr. plus operator

Grader \$140.00/hr. plus operator

Half Ton \$35.00/hr. plus operator

Loader/Backhoe \$ 60.00/hr. plus operator

Tandem Axle Dump Truck \$95.00/hr. plus operator

Water Truck \$95.00/hr. plus operator

Public Works Manager Cost Recovery

Public Works Superintendent Cost Recovery

**RETURN TO AGENDA**

Machine Operator Cost Recovery  
Laborer Cost Recovery  
Chipper Rental \$ 55.50/hr. plus operator

**ALTERNATIVES:**

N/A

**FINANCIAL IMPLICATIONS:**

Per the background.

**ATTACHMENTS:**

2023-18 USER FEES & CHARGES  
2012-0011

**CONSULTATIONS:**

N/A

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

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

**THE CORPORATION OF THE  
TOWNSHIP OF HORTON**

**BY-LAW NO 2023-18**

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

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

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

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

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

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

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

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

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

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

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

**RETURN TO AGENDA**

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

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

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

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

**AND BE IT FURTHER ENACTED**, that by-law 2021-32 be repealed.

Read a First and Second Time this 4<sup>th</sup> day of April, 2023.

Read a Third Time and Passed this 4<sup>th</sup> day of April, 2023.

---

MAYOR David M. Bennett

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CAO/CLERK Hope Dillabough

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "A" to By-Law 2023-18**

**BUILDING AND SEPTIC FEES**

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

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

**RETURN TO AGENDA**

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "B" to By-Law 2023-18**

**WASTE SITE FEES**

(Vehicles are to be assessed by the Attendants at the Landfill Site, and tipping fees must be paid prior to dumping load.)

| <b><u>Type</u></b>  | <b><u>Fee</u></b>   |
|---|---|
| Special Opening of Site<br>(Accompanied by an attendant – minimum 1-hour charge)  | \$ 40.00  |
| Garbage Tags (sold at office)   | \$ 2.00   |
| Garbage Bags taken to Landfill Site   | \$ 2.00/bag or attach<br>Garbage Tag purchased at office  |
| Metal – White Goods (Freon must be removed<br>and Fridge must be tagged)  | No charge   |
| Refrigerant Degassing Fee (Non Hydrocarbon)<br><small>Hydrocarbon refrigerants - R50 (methane), R290 (propane), R600 (butane), R600a (isobutane), R1270 (propylene)</small> | \$ 25.00 per unit   |
| Half-Ton Vehicle, or Half-Ton Trailer or Passenger Van  | \$ 20.00  |
| Half-Ton Vehicle or Passenger Van with Half-Ton Trailer   | \$ 40.00  |
| One-Ton Vehicle   | \$ 40.00  |
| Tandem Axle Dump Trucks   | \$ 18.00/cubic meter  |
| Tri-Axle Dump Trucks  | \$ 18.00/cubic meter  |
| Tractor Trailer Trucks  | \$ 18.00/cubic meter  |
| Roll-Off Bins   | \$ 18.00/cubic meter  |
| Garbage Packer Load – (half load or more)   | \$ 300.00   |
| Garbage Packer Load – (half load or less)   | \$ 150.00   |
| Soil Contaminated with Fuel Oil   | \$ 65.00/cubic meter  |
| Construction/Demolition/Fire Clean Up - Unsorted  | \$ 300.00 per load<br>plus \$20.00/cubic<br>meter   |
| Construction and Demolition - Separated   | \$ 18.00/cubic meter  |
| Construction and Demolition – Mechanically Ground   | \$ 16.00/cubic meter  |
| Passenger Tire up to 16"  | Free or \$3.00 with<br>attached rim   |
| Tires 17" to 24.5"  | Free or \$9.00 with<br>attached rim   |
| Tires Over 24.5"  | Free or \$25.00 with<br>attached rim  |
| Over 6'   | Free or \$25.00 with<br>attached rim  |
| Blue Box - Large  | \$ 6.00   |
| Restocking Fee (Purchases of more than 5 items)   | 15%   |
| Economy Mulch   | \$10.00/cubic meter<br>\$20.00/single axle trailer<br>\$40.00/double axle trailer<br>\$120.00/tandem load<br>\$140.00/tri-axle load |

**RETURN TO AGENDA**

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "C" to By-Law 2023-18**

**PLANNING FEES**

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

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

**RETURN TO AGENDA**

**CORPORATION OF THE TOWNSHIP OF HORTON  
Schedule "D" to By-Law 2023-18**

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

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

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

\_\_\_\_\_

Hereinafter called the "OWNERS"

OF THE FIRST PART

**A N D:**

THE CORPORATION OF THE TOWNSHIP OF HORTON

Hereinafter called the "CORPORATION"

OF THE SECOND PART

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

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

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

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

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

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

**RETURN TO AGENDA**

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

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

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

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

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

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "E" to By-Law 2023-18**

**ADMINISTRATION FEES**

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

**RETURN TO AGENDA**

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "F" to By-Law 2023-18**

**RECREATION FEES**

| <b><u>Community Hall Rental</u></b>   | <b><u>Fee</u></b>  |
|---|--|
| Hourly Rental   | \$ 25.00 (plus HST)  |
| Half Day (2 to 4 hours; ends by 5 pm)   | \$ 100.00 (plus HST)   |
| Half Day Conference Room (2 to 4 hours; ends by 5 pm)   | \$ 75.00 (plus HST)  |
| Full Day (5 to 8 hours; ends by 5 pm)   | \$ 150.00 (plus HST)   |
| Full Day Conference Room (5 to 8 hours; ends by 5 pm)   | \$ 125.00 (plus HST)   |
| Funeral Reception   | \$ 100.00 (plus HST)   |
| Fundraising - Township  | No Charge  |
| Evening (after 6 pm)  | \$ 225.00 (plus HST)   |
| Castletford/Balsam Hill/Lochwinnoch Women's Inst's.   | \$ 100.00 (plus HST)   |
| Township of Horton Church Group   | One free rental per year   |
| Decoration Rental (evening prior to rental, booked after Jan 1 2018)  | \$ 40.00 (plus HST)  |
| <b><u>Community Hall Fees</u></b>   | <b><u>Fee</u></b>  |
| Use of Kitchen (Includes Stove but Not Dishwasher)  | \$ 100.00 (plus HST)   |
| Dish Rental   | \$ 2.50 per place setting (plus HST)                                     |
| Corkage Fee   | \$ 5.00/bottle (plus HST)  |
| Alcohol – (Beer/Liquor per unit)  | \$ 5.00 (includes HST)   |
| Alcohol – (Cooler/Wine/Craft Beer per unit)   | \$ 6.00 (includes HST)   |
| Alcohol – (Other Specialty Drinks)  | \$ 6.00 (includes HST)   |
| Pop/Water (per unit)  | \$ 1.00 (includes HST)   |
| Damage/Cleaning Deposit (returned if hall is OK after)  | \$ 500.00 (Prepaid VISA)   |
| Event Advertising – Community Board   | \$ 25.00 (plus HST)  |
| <b><u>Ice Rental</u></b>  | <b><u>Fee</u></b>  |
| Adult Shiny Season Pass or Season Pass  | \$ 25.00/person (plus HST)   |
| Shiny Hockey  | \$ 2.00/person (includes HST)  |
| Hourly Ice Rental   | \$ 65.00 (plus HST)  |
| Family Skate/Public Skating   | Donation   |
| Broomball   | \$ 35.00/person (plus HST)   |
| Recreational Ice Hockey (per person/per season)   | \$100.00 Adult (plus HST)  |
| Rink Board Advertising (sign owner provides)  | \$500.00 setup (plus HST)<br>\$250.00 annual after (plus HST)            |
| <b><u>Other Recreation Fees</u></b>   | <b><u>Fee</u></b>  |
| Boat Launch (Season Pass)<br><i>(Residents are allowed two free launches per season in order to launch and pick up at beginning and end of season.)</i> | \$ 50.00 Non Resident (includes HST)<br>\$ 40.00 Resident (includes HST) |
| Boat Launch (Day Pass)  | \$ 9.00 (includes HST)   |
| Boat Launch – Fine If No Pass   | \$ 30.00   |
| Euchre (per person/per evening)   | \$ 5.00 (includes HST)   |
| Dance Admission   | \$ 10.00 (includes HST)  |
| Volleyball (per person)   | \$ 30.00 (plus HST)  |
| Aerobics/Zumba/Fitness/Shuffle Board/Individual Sports (per person/class)   | \$ 5.00 (plus HST)   |
| Pickle Ball   | \$3.00/Class \$20.00/Season (Punch Card System) (plus HST)               |
| Flag Football   | \$ 30.00   |
| Advertising in Horton Corner (Private Events Only)  | Cost Recovery (plus HST)   |
| Dance Lessons   | Rate as per annual agreement   |
| Soccer Registration   | \$60.00/person   |
| Catering Fees   | Established by Committee - Varied (plus HST)                             |
| Fundraising Events  | Established by Committee – Varied (meals plus HST)                       |
| Horton Hoedown  | Established by Committee (plus HST)                                      |

**RETURN TO AGENDA**

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "G" to By-Law 2023-18**

**FIRE DEPARTMENT FEES**

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

**RETURN TO AGENDA**

### Schedule of Fees

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

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "H" to By-Law 2023-18**

**TRANSPORTATION FEES**

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

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

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

| <b><u>Type</u></b>  | <b><u>Fee</u></b>   |
|---|---|
| Entrance Permits (One Time Inspection)<br>(Security Deposit of \$350, Increase to \$750.00 If a Culvert is Required, Deposit Returned After Final Inspection) | \$ 150.00   |
| Additional Inspections for Entrance Permits   | \$ 100.00   |
| Tile Drain and Utility Road Crossing Permit   | \$ 500.00 deposit plus<br>Fees to Recover<br>Reasonable Costs of the<br>Municipality for works. |
| Sale of Used Culverts/Work Requests etc.  | Cost Recovery   |
| Private Road & Driveway Grading   | As Per Policy T-01  |

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

|                             |                           |
|-----------------------------|---------------------------|
| Excavator                   | \$ 82.00/hr plus operator |
| Grader                      | \$ 87.00/hr plus operator |
| Half Ton                    | \$ 28.00/hr plus operator |
| Loader/Backhoe              | \$ 50.00/hr plus operator |
| Tandem Axle Dump Truck      | \$ 80.00/hr plus operator |
| Water Truck                 | \$ 80.00/hr plus operator |
| Public Works Manager        | Cost Recovery             |
| Public Works Superintendent | Cost Recovery             |
| Machine Operator            | Cost Recovery             |
| Labourer                    | Cost Recovery             |
| Chipper Rental              | \$ 45.50/hr plus operator |

**RETURN TO AGENDA**

**THE CORPORATION OF THE  
TOWNSHIP OF HORTON**

**BY-LAW NO 2012-11**

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

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

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

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

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

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

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

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

**AND WHEREAS** the Council of the Corporation of the Township of Horton deems it expedient to enact a by-law to establish a tariff of fees.

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

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

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "A" to By-Law 2012-11**  
**BUILDING AND SEPTIC FEES**

| <b><u>Type</u></b>                         | <b><u>Fee</u></b>                                    |
|--|--|
| Minimum Fee                                | \$ 50.00   |
| Residential Building                       | 40/sq.ft.  |
| Farm Building                              | .10/sq ft min \$75.00                                |
| Decks and Porches                          | \$ 50.00   |
| Accessory Bldg/Garages under 330 sq. ft.   | \$ 50.00   |
| Accessory Bldg/Garages over 330 sq. ft.    | .20/sq.ft.   |
| Additions to Residential Buildings         | .40/sq.ft.   |
| Carport                                    | \$ 50.00   |
| Mobile Home                                | \$ 100.00  |
| Alterations & Renovations                  | \$ 50.00   |
| Swimming Pool                              | \$ 50.00   |
| Commercial Buildings/Additions             | .25/sq.ft.   |
| Industrial Buildings/Additions             | .20/sq.ft.   |
| Demolition                                 | \$ 30.00   |
| Transmitter Tower – 30 feet and under      | \$ 2,000.00  |
| Transmitter Tower – over 30 feet           | \$ 5,000.00  |
| Starting without a Permit                  | Twice Building Fee                                   |
| Solid Fuel Burning Appliance               | \$ 50.00   |
| Additional Inspection                      | \$ 50.00   |
| Occupancy Permit or Final Inspection       | \$ 50.00   |
| Change of Use                              | \$ 150.00  |
| Plumbing and Repair                        | Included in fees above                               |
| Consent Application Fees (septic comments) | \$ 100.00/application                                |
| Revision or Renewal of Permit              | \$ 50.00   |
| Cancellation of Permit                     | 80% Refund at application stage/60% if Permit Issued |
| Septic Application Fee                     | \$ 50.00   |
| Class 2 (grey water)                       | \$ 250.00  |
| Class 3 (cess pool)                        | \$ 250.00  |
| Class 4 (leaching or filter bed)           | \$ 350.00  |
| Class 5 (holding tank)                     | \$ 300.00  |
| Engineered System                          | \$ 300.00  |

**CORPORATION OF THE TOWNSHIP OF HORTON  
Schedule "B" to By-Law 2012-11**

**WASTE SITE FEES**

(Vehicles are to be assessed by the Attendants at the Landfill Site, and tipping fees must be paid prior to dumping load.)

| <b><u>Type</u></b>                                | <b><u>Fee</u></b>                 |
|---|-----------------------------------|
| Special Opening of Site (permit required)         | \$ 20.00                          |
| Garbage Tags (sold at office)                     | \$ 2.00                           |
| Metal – White Goods                               | Free if no Freon                  |
| Discarded Furniture                               | \$ 5.00/ item                     |
| Half-Ton Vehicle, or Trailer                      | \$ 15.00                          |
| Half-Ton Vehicle and Trailer                      | \$ 30.00                          |
| One-Ton Truck                                     | \$ 30.00                          |
| Single Axle Dump Trucks                           | \$ 12.00/cubic yard               |
| Tandem Axle Dump Trucks                           | \$ 12.00/cubic yard               |
| Tri-Axle Dump Trucks                              | \$ 12.00/cubic yard               |
| Tractor Trailer Trucks                            | \$ 12.00/cubic yard               |
| Roll-Off Bins                                     | \$ 12.00/cubic yard               |
| Garbage Packer Load – (half load or more)         | \$ 300.00                         |
| Garbage Packer Load – (half load or less)         | \$ 150.00                         |
| Soil Contaminated with Fuel Oil                   | \$ 15.00/cubic yard               |
| Debris From Fire Clean-Up                         | \$ 12.00/cubic yard               |
| Construction and Demolition - Separated           | \$ 12.00/cubic yard               |
| Construction and Demolition – Mechanically Ground | \$ 10.00/cubic yard               |
| Passenger Tire up to 16"                          | Free or \$3.00 with attached rim  |
| Tires 17" to 24.5"                                | Free or \$9.00 with attached rim  |
| Tires Over 24.5"                                  | Free or \$25.00 with attached rim |
| Over 6'   | Free or \$25.00 with attached rim |
| Blue Box  | \$ 6.00                           |
| Composter   | \$ 40.00                          |

**CORPORATION OF THE TOWNSHIP OF HORTON  
Schedule "C" to By-Law 2012-11**

**PLANNING FEES**

| <b><u>Type</u></b>                   | <b><u>Fee</u></b>   |
|--------------------------------------|---|
| Zoning Amendment Application         | \$ 600.00   |
| Official Plan Amendment Application  | \$ 600.00   |
| Minor Variance Application           | \$ 350.00   |
| Site Plan Control Application        | \$ 500.00   |
| Subdivision Development Application  | \$1,000.00 with a<br>\$5,000.00 deposit for<br>Professional Cost<br>Recovery (up to the<br>agreement stage) |
| OMB Appeal Application               | \$ 125.00   |
| OMB Hearing                          | Cost Recovery plus<br>deposit   |
| Planner – Hourly Rate                | \$ 60.00  |
| Lawyer – Hourly Rate                 | \$ 300.00   |
| Engineer – Hourly Rate               | \$ 300.00   |
| Engineering Technician – Hourly Rate | \$ 150.00   |
| Planning Technician – Hourly Rate    | \$ 55.00  |
| Secretary – Hourly Rate              | \$ 35.00  |
| Special Council Meeting              | \$ 350.00   |
| Zoning Compliance                    | \$ 60.00  |
| Planning Comment – Hourly Rate       | \$ 50.00  |
| Subdivision Compliance Report        | \$ 50.00  |
| Zoning By-law Text and Schedules     | \$ 50.00  |
| Sale of Land                         | Appraisal plus costs.   |

**Agreement for Draft Plan of Subdivision, Certain Severance Applications, Zoning By-law Amendments, Certain OMB Hearings and on Specific Questions or Concerns raised by the Owners is Schedule "D" to By-law 2012-11 .**

**CORPORATION OF THE TOWNSHIP OF HORTON  
Schedule "D" to By-Law 2012-11**

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

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

**BETWEEN:**

\_\_\_\_\_

Hereinafter called the "OWNERS"

OF THE FIRST PART

**A N D:**

THE CORPORATION OF THE TOWNSHIP OF HORTON

Hereinafter called the "CORPORATION"

OF THE SECOND PART

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

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

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

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

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

The Owners and/or the Corporation may stop work on the proposal at any time by notifying the Corporation and/or the Owners in writing to this effect. In the event that



**CORPORATION OF THE TOWNSHIP OF HORTON  
Schedule "E" to By-Law 2012-11**

**ADMINISTRATION FEES**

| <b><u>Type</u></b>                           | <b><u>Fee</u></b>                         |
|--|---|
| Septic Search                                | \$ 50.00                                  |
| Photocopy                                    | \$ .25/copy                               |
| Tax Certificate                              | \$ 30.00                                  |
| Duplicate Tax Receipt or Tax Bill            | \$ 5.00                                   |
| Map - County                                 | \$ 5.00                                   |
| Map - Township                               | \$ 10.00                                  |
| Request for Information - Application        | \$ 5.00                                   |
| Request for Information – Search Time        | \$ 15.00/ ¼ hour                          |
| Request for Information – Record Preparation | \$ 15.00/ ¼ hour                          |
| Lottery License                              | 3% of prize value                         |
| Facsimile – Transmit                         | \$ 2.00                                   |
| Facsimile – Receive                          | \$ 2.00                                   |
| Admin Fee under Line Fences Act              | \$ 200.00 plus \$ 300 deposit             |
| Returned Payment Charge                      | \$ 25.00                                  |
| Township Flag                                | \$ 45.00                                  |
| Township Golf Shirt                          | \$ 25.00                                  |
| Tax Sale Tender Package                      | \$ 25.00                                  |
| Tax Sale Process                             | \$ 150.00 plus costs                      |
| CAO/Clerk                                    | Cost Recovery                             |
| Clerk Receptionist                           | Cost Recovery                             |
| Custodial                                    | Cost Recovery                             |
| Finance Manager                              | Cost Recovery                             |
| Administrative Assistant                     | Cost Recovery                             |
| Dog Licenses – Before March 31 <sup>st</sup> | \$ 15.00 first dog<br>\$ 20.00 second dog |
| Dog Licenses – After March 31 <sup>st</sup>  | \$ 20.00 first dog<br>\$ 25.00 second dog |
| Replacement Tag                              | \$ 5.00                                   |
| Kennel License                               | \$ 50.00 plus \$5.00 tag per dog          |
| Civic Address Number Fee                     | \$ 75.00                                  |

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "F" to By-Law 2012-11**

**RECREATION FEES**

| <b><u>Community Hall Rental</u></b>   | <b><u>Fee</u></b>  |
|---|--|
| Two Hours   | \$ 40.00   |
| Half Day (2 to 4 hours; ends by 5 pm)   | \$ 100.00  |
| Half Day Conference Room (2 to 4 hours; ends by 5 pm)                             | \$ 75.00   |
| Full Day (5 to 8 hours; ends by 5 pm)   | \$ 150.00  |
| Full Day Conference Room (5 to 8 hours; ends by 5 pm)                             | \$ 125.00  |
| Funeral Reception   | \$ 50.00   |
| Fundraising - Township  | No Charge  |
| Evening (after 6 pm; with bar and kitchen)  | \$ 225.00  |
| Castleford Women's Inst., Balsalm Hill Women's Inst.<br>Lochwinnoch Women's Inst. | No Charge  |
| Township of Horton Church Group   | One free rental per year.  |
| Decoration Rental (evening prior to rental)                                       | \$ 50.00   |
| <b><u>Community Hall Fees</u></b>   | <b><u>Fee</u></b>  |
| Propane Fee For Use of Stove (must be prearranged)                                | \$ 25.00   |
| Corkage Fee   | \$ 3.00/bottle   |
| Alcohol – (Beer/Liquor per unit)  | \$ 4.00  |
| Alcohol – (Cooler/Wine per unit)  | \$ 5.00  |
| Pop/Water (per unit)  | \$ 1.00  |
| Damage/Cleaning Deposit (returned if hall is OK after)                            | \$ 125.00  |
| <b><u>Ice Rental</u></b>  | <b><u>Fee</u></b>  |
| Hourly Ice Rental (Effective 2012/2103 Season)                                    | \$ 70.00   |
| Association Group Rate (more than 5 hours booked)                                 | \$ 300.00/5 hours<br>\$ 500.00/10 hours  |
| Family Skate Time (Children Free)   | \$ 2.00/Adult  |
| Public Skating - Adult  | \$ 2.00  |
| Public Skating - Child  | \$ 1.00  |
| Public Skating – Season Pass  | \$ 50.00/Family  |
| <b><u>Other Recreation Fees</u></b>   | <b><u>Fee</u></b>  |
| Boat Launch (Season Pass)   | \$ 40.00   |
| Boat Launch (Day Pass)  | \$ 7.00  |
| Boat Launch – Fine If No Pass   | \$ 29.95   |
| Euchre (per person/per evening)   | \$ 4.00  |
| Dance Admission   | \$ 10.00   |
| Volleyball (per person)   | \$ 30.00   |
| Recreational Ice Hockey (per person/per season)                                   | \$100.00   |
| Aerobics (per person/per class)   | \$ 5.00  |
| Recreation User Fee   | Rate established by<br>agreement with the Town<br>of Renfrew. Children – No<br>Charge. |

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "G" to By-Law 2012-11**

**FIRE DEPARTMENT FEES**

| <b><u>Type</u></b>  | <b><u>Fee</u></b>   |
|---|---|
| Contravention of Open Air Burning (as per Provincial Offences Act)                          | \$ 300.00 Minimum<br>\$2,000.00 Maximum   |
| Fire Prevention Inspections   | \$ 100.00   |
| Emergency Response Services and Fees<br>(Hazardous Materials, Fires, Spills, Accidents etc) | \$ 350.00/ hour per piece<br>of equipment<br>\$ 175.00/ each<br>additional ½ hour per<br>piece of equipment |
| No Emergency Services Rendered  | \$ 350.00   |

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "H" to By-Law 2012-11**

**TRANSPORTATION FEES**

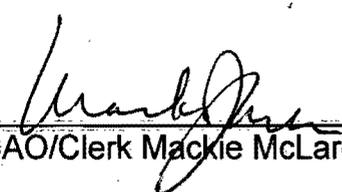
| <b><u>Type</u></b>   | <b><u>Fee</u></b>   |
|--|---|
| Entrance Permits<br>(Security Deposit of \$350.00 Returned After Final Inspection) | \$ 150.00   |
| Tile Drain and Utility Road Crossing Permit  | Fees to Recover<br>Reasonable Costs of the<br>Municipality for works. |
| Sale of Used Culverts/Work Requests etc.   | Cost Recovery   |
| Excavator (Township use only)  | \$ 82.00/hr plus operator   |
| Grader   | \$ 87.00/hr plus operator   |
| Half Ton (Township use only)   | \$ 28.00/hr plus operator   |
| Loader/Backhoe (Township use only)   | \$ 50.00/hr plus operator   |
| Tandem Axle Dump Truck (Township use only)   | \$ 80.00/hr plus operator   |
| Water Truck (Township use only)  | \$ 80.00/hr plus operator   |
| Infrastructure Manager   | Cost Recovery   |
| Public Works Superintendent  | Cost Recovery   |
| Machine Operator   | Cost Recovery   |
| Labourer   | Cost Recovery   |
| Chipper Rental (Township use only)   | \$ 45.50/hr plus operator   |

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

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

**READ a FIRST, SECOND and THIRD** time and finally passed on this 6th day of March, 2012.

  
\_\_\_\_\_  
Mayor Don Eady

  
\_\_\_\_\_  
CAO/Clerk Mackie McLaren



## Township of Horton COUNCIL / COMMITTEE REPORT

|  |                           |   |
|--|---------------------------|---|
| <b>Title:</b><br><br><b>Private Road Maintenance</b> | <b>Date:</b>              | <b>June 14<sup>th</sup> 2023</b>            |
|  | <b>Council/Committee:</b> | <b>TES</b>                                  |
|  | <b>Author:</b>            | <b>Adam Knapp,<br/>Public Works Manager</b> |
|  | <b>Department:</b>        | <b>Public Works</b>                         |

### **RECOMMENDATIONS:**

**THAT** the TES committee recommend to Council that no further maintenance be performed on private roads above what is permitted in Policy T-01 Private Road & Driveway Grading.

**AND THAT** the maintenance performed on the remaining two (2) sections of private roads cease effective August 31<sup>st</sup> 2023.

**AND THAT** Staff be directed to circulate a letter to all residents affected explaining that the Township shall no longer provide maintenance, above what is permitted in Policy T-01 Private Road & Driveway Grading.

**AND THAT** the Staff be directed to draft a grant program By-Law to assist with improvement costs of private roads with rehabilitation specifications for successful funding application based off the clearance width, heights and granular base requirements within Policy T-01 Private Road & Driveway Grading.

**FURTHER THAT** upon implementation of the grant program By-Law to assist with improvement costs of private roads Policy T-01 Private Road & Driveway Grading be repealed.

### **BACKGROUND:**

There are approximately 62 private roads within Horton Township and the Public Works Department currently maintains two (2) sections of private roadway. Township Staff currently perform snow removal, abrasive material application, road grading, granular "M" application, calcium application and other associated maintenance on these private roads,

Maintaining private roads is not required within the Minimum Maintenance Standards (MMS) or Townships policies, excluding Policy T-01, and the consensus within the industry is not to perform these duties for the following reasons:

- The work exposes the Township to liability by working on private property and diverting Staff from performing MMS required duties.

**RETURN TO AGENDA**

- Puts unnecessary financial strain on the rate payers and sets a biased standard where only a small percentile of residents receive a higher level of service than others levied at the same limited-service residential rate.
- A claim may be established that the Township fund all or a portion of the Development of the roadway because we have historically precedent of maintaining them as part of our road network.

The Township has clear policies for adopting unassumed easements and private roadways that state the roadway must be brought to Municipal Standard by the Developer / Residents before the Township considers assumption of the roadway.

The sections currently maintained / assumed are:

| Road Name :   | From       | To               |
|---------------|------------|------------------|
| McCreary Lane | River Road | 33 McCreary Lane |
| Macs Lane     | River Road | 22 Macs Lane     |

The Township currently also performs private road grading services which carries similar concerns for Staff. The Municipality of Highlands East, located near Haliburton with a population of 3,830 in 2021, has developed a Grant Program to Assist with Improvement Costs of Private Roads. Staff believe that this may be a way to create an equal opportunity for all of our private roads residents while safeguarding the Township from litigious actions. Staff's recommendation is to consider implementing the grant program and cease Policy T-01 Private Road & Driveway Grading in 2024 to further safeguard the Township from litigious actions and free up Staff time to concentrate our efforts on maintaining our assumed road network. The grant program would allow residents to hire local contractors to maintain their laneways to their desired level of service while still receiving assistance from the Township. Staff believe this is a win – win situation for both the residents and the Township at a similar monetary cost to policy T-01.

Staff currently spend an estimated 40 hours per year grading private roads and 20 hours per winter plowing or treating the private lanes listed in this report. Factoring in material application and vehicle wear from these operations Staff estimate the cost per year for this work between \$10,000 and \$15,000 per year, pending the amount and severity weather events as a variable. The Township currently has approximately 24 kms of private lanes within the Township. Using Leavoy lane, the longest private lane, as an example the funding allotment they may receive under the grant program would be calculated as  $(2.02 \text{ km} \times \$150) + (9 \text{ properties} \times \$10) = \$303 + 90 = \$393$ . Using that dollar value to estimate the total cost per year if all private roads utilized the program would be a yearly cost of  $(\$393 / 2.02 \text{ km}) = \$194.55 \text{ per km} \times 24 \text{ km} = \$4,669.20$  per year. The estimated is conservative as it would be very time-consuming to count all properties on all private roads but even if the cost per year were doubled it would still be equivalent to the current expenditures incurred. Staff recommend allocating \$10,000 in the 2024 budget for the Grant program and adjust accordingly in future budgets.

Staff consulted with Brittany McCaw - Deputy CAO / Treasurer at the Municipality of Highlands East, who is responsible for grant application review and recommendation, in regard to their program. She stated that the program was well received by residents upon

**RETURN TO AGENDA**

implementation in 2018, that Staff's funding estimates are adequate for program implementation, cited that neighboring Municipalities have similar programs that are also successful, and shared Staff's concerns with our current Policy and level of service for Private Roads.

Attached to this report is documentation in regard to previous discussions on private roads that indicate there was direction and an understanding that the Township does not maintain them, Staff could find no documentation on how the roads still being maintained was established. Also attached is The Corporation of the Municipality of Highlands East Bylaw # 2018-61 to Establish a Grant Program to Assist with Improvement Costs of Private Roads.

### **ALTERNATIVES:**

N/A

### **FINANCIAL IMPLICATIONS:**

Per the background.

### **ATTACHMENTS:**

Current Municipal Maintained Private Roads Map  
Private Roads list  
Highlands East application private-road-grant  
Minutes 1980-06-03  
Minutes 1981-03-03  
Minutes 1991-06-24  
Minutes 2005-03-03

### **CONSULTATIONS:**

N/A

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

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

Current Municipal Maintained Private Roads Map

Maintained portions highlighted in **YELLOW**



[RETURN TO AGENDA](#)



RETURN TO AGENDA

## Private Roads

| ROAD                   | FROM                           | TO                         | SURFACE | PRIVATE LENGTH |
|------------------------|--------------------------------|----------------------------|---------|----------------|
| Alex Lane              | Storyland Road                 | Dead End                   | Gravel  | 958            |
| Arnold Lane            | Leavoy Lane                    | Dead End                   | Gravel  | 69             |
| Beachwood Lane         | River Road                     | Dead End                   | Paved   | 119            |
| Bergers Landing        | Bennett-Lafont Road            | Dead End                   | Gravel  | 605            |
| Bertha Lane            | Gagan Lane                     | Dead End                   | Gravel  | 143            |
| Black Bay Lane         | Storyland Road                 | Dead End - both directions | Gravel  | 321            |
| Blue Jay Lane          | Cardinal Lane                  | Dead End                   | Gravel  | 112            |
| Brisson Lane           | River Road                     | Dead End                   | Gravel  | 93             |
| Burton Lane            | Rex Lane                       | Dead End - easterly        | Gravel  | 134            |
| Cardinal Lane          | River Road                     | Dead End                   | Gravel  | 324            |
| Carriage Landing Road  | Chenaux Road                   | Steamboat Trail            | Gravel  | 900            |
| Castleford Church Lane | River Road                     | Dead End                   | Gravel  | 157            |
| Catharine Lake Lane    | Payne Lane                     | Dead End                   | Gravel  | 371            |
| Chapeski Lane          | Storyland Road                 | Dead End                   | Gravel  | 1308           |
| Charron Lane           | Bergers Landing                | Dead End                   | Gravel  | 215            |
| Christopher Lane       | Lola Lane                      | Dead End                   | Gravel  | 236            |
| Dedo Lane              | Burnstown Road                 | Dead End                   | Gravel  | 312            |
| Denise Lane            | Castleford Road                | Julie Lane                 | Gravel  | 272            |
| Engineer Lane          | Leavoy Lane                    | Dead End                   | Gravel  | 168            |
| Florence Lane          | Payne Lane                     | Dead End                   | Gravel  | 252            |
| Forrest Lane           | Gagan Lane                     | Dead End                   | Gravel  | 291            |
| Freds Lane             | River Road                     | Dead End                   | Gravel  | 467            |
| Gagan Land             | River Road                     | Dead End                   | Mixed   | 944            |
| Garden Lake Trail      | Garden Lake Trail (Whitewater) | Dead End                   | Gravel  | 383            |
| Gilmore Lane           | Service Road                   | Dead End                   | Gravel  | 372            |
| Grandview Lane         | River Road                     | Farrells Landing Road      | Gravel  | 192            |
| Hazel Ann Lane         | Towey Lane                     | Mary Ann Lane/McManus Lane | Gravel  | 190            |
| Jennifer Lane          | Julie Lane                     | Dead End                   | Gravel  | 205            |
| Juby Lane              | River Road                     | Dead End                   | Gravel  | 103            |
| Julie Lane             | Castleford Road                | Dead End                   | Gravel  | 181            |
| Kasaboski Road         | Kasaboski Road                 | Dead End                   | Gravel  | 344            |
| Larone Lane            | Dugald Road                    | Dead End                   | Gravel  | 1122           |
| Larrys Lane            | Storyland Road                 | Dead End                   | Gravel  | 1071           |
| Leavoy Lane            | River Road                     | Dead End                   | Gravel  | 2024           |

**RETURN TO AGENDA**

| ROAD                | FROM                      | TO                                | SURFACE | PRIVATE LENGTH |
|---------------------|---------------------------|-----------------------------------|---------|----------------|
| Lester Lane         | Forrest Lane              | Dead End                          | Gravel  | 65             |
| Lisa Lane           | Whitton Road              | Melissa Lane                      | Gravel  | 222            |
| Lola Lane           | River Road                | Dead End                          | Gravel  | 373            |
| Mac's Lane          | River Road                | Dead End                          | Gravel  | 85             |
| MacEwen Lane        | Storie Road               | Dead End                          | Gravel  | 837            |
| Mary Ann Lane       | Towey Lane                | Hazel Ann Lane/McManus Lane       | Gravel  | 262            |
| McArthur Lane       | Lola Lane                 | Dead End                          | Gravel  | 156            |
| McConeghy Lane      | Oakdale Lane              | Dead End                          | Gravel  | 203            |
| McCreary Lane       | McCreary Lane - municipal | Dead End                          | Gravel  | 495            |
| McDowell Lane       | McDowell (Whitewater)     | Dead End                          | Gravel  | 357            |
| McManus Lane        | Towey Lane                | Hazel-Ann Lane/Mary Ann Lane      | Gravel  | 125            |
| Melissa Lane        | Whitton Road              | Lisa Lane                         | Gravel  | 121            |
| Oakdale Lane        | River Road                | Dead End                          | Gravel  | 239            |
| Park Avenue         | Ppleasant View Drive      | Dead End                          | Gravel  | 90             |
| Payne Lane          | Payne (Whitewater)        | Florence Lane/Catharine Lake Lane | Gravel  | 899            |
| Pleasant View Drive | Lime Kiln Road            | Dead End                          | Gravel  | 388            |
| Rex Lane            | River Road                | Dead End                          | Gravel  | 715            |
| Scott Lane          | River Road                | Dead End                          | Gravel  | 68             |
| Skebo Lane          | Gagon Lane                | Dead End                          | Gravel  | 115            |
| Spratt Lane         | Garden Lake Trail         | Dead End                          | Gravel  | 67             |
| Spriggs Lane        | Service Road              | Dead End                          | Gravel  | 249            |
| Steamboat Trail     | Bingham Drive             | Carriage Landing                  | Gravel  | 1295           |
| Sunset Lane         | Pleasant View Drive       | Dead End                          | Gravel  | 233            |
| Thacker Lane        | River Road                | Dead End                          | Gravel  | 151            |
| Towey Lane          | River Road                | Dead End                          | Gravel  | 480            |
| Wendy Lane          | Whitton Road              | Dead End                          | Gravel  | 85             |
| Willys Way          | River Road                | Dead End                          | Gravel  | 104            |
| Winters Way         | Alex Lane                 | Dead End                          | Gravel  | 564            |
|                     |                           |                                   |         | 24001          |

**RETURN TO AGENDA**

**Whereas** Section 10 of the Municipal Act, 2001, as amended provides that the municipality may<sup>7</sup> provide any thing that the municipality considers necessary or desirable for the public, including matters dealing with highways and the health, safety and well-being of persons within the municipality;

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

**And Whereas** Council deems it in the best interest of the Municipality of Highlands East to provide an improvement road grant program for private roads as the program will promote year round residency, increase population and provide better access for emergency response vehicles that provide health and safety for residents;

**Now therefore the Council of the Municipality of Highlands East enacts as follows:**

## 1. Definitions

- 1.1.1 **Approved**” means approved by the municipal council;
- 1.1.2 **Corporation**” means the Corporation of the Municipality of Highlands East.
- 1.1.3 **Council**” means the Council of the Corporation of the Municipality of Highlands East.
- 1.1.4 **Chief Administrative Officer**” means the person appointed by bylaw of the Council to act as Chief Administrative Officer of the Corporation.
- 1.1.5 **Private Road**” means a road that is owned and maintained by a private individual, organization, or a company rather than by the Municipality.

- 2. Should any section, subsection, clause or provision of this bylaw be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this bylaw as a whole or any part thereof, other than the part so declared to be invalid.

**RETURN TO AGENDA**

3. **That** Bylaw 2017-51 and all other bylaws, resolutions be repealed in their entirety prior to June 6, 2018.
4. **That** the Private Roads Grants policy, attached as Schedule “A” form part of this bylaw.
5. **That** this bylaw shall come into force and take effect as of July 4, 2018

**Read a first, second and third time, and finally passed this 4h day of July, 2018.**

---

Dave Burton, Mayor

---

Robyn Rogers, Clerk

### **Schedule “A” - Private Roads Grant Policy**

The objective of this grant is to assist and encourage the regular maintenance and improvement of private roads resulting in better accessibility for traffic.

Procedure for the authorizing of annual grants for the purpose of assisting summer road maintenance costs to property owners on private roads:

1. The property owners (including undeveloped lots) fronting and/or utilizing a specific private road must form a road maintenance group which shall include or represent at least two-thirds (2/3) of those property owners;
2. The property owners (including undeveloped lots) on which the private road is located on shall provide written permission for any work being done;
3. The grant to be provided shall be determined by Council based on the calculation of “x” factor plus “y” factor during the yearly budget process as defined in Appendix “A” of this bylaw.

“x” factor shall represent a dollar value per kilometer of roadway and “y” factor shall represent a dollar value per property owner;

4. All applications shall be forwarded to the Municipal Treasurer who shall have the responsibility/authority of determining grant eligibility and authorizing grants based on having met the following criteria:
  - a) Documentation of participation by two-thirds (2/3) of property owners in sharing the costs of road maintenance.
  - b) Presentation of paid invoices for road improvements in the current year;
  - c) Presentation of before and after pictures.
5. Grant applications must be submitted by September 30<sup>th</sup>. Grants will reimburse property owners to assist with road improvements and will be paid in one lump sum;
6. The road maintenance group will be solely responsible to oversee the administration and supervision of annual work programs and related budget and

**RETURN TO AGENDA**

furthermore the Municipality will have no responsibility, obligation or exercise any degree of operational control with respect to maintenance of the affected roads;

7. Grants are not guaranteed and due to budgeting constraints may be curtailed at any time by resolution of Council;
8. Council may from time to time establish further conditions on the approval of grants that may be generally applied or specific to a particular situation.

## **Private Roads Grant Policy**

### **Appendix “A”**

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

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

“x” factor shall be equal to \$150.00 kilometer of roadway.

“y” factor shall be equal to \$10.00 property (with unique ownership).

## APPLICATION FOR PRIVATE ROAD GRANT

**Submission deadline September 30<sup>th</sup>**

Road Name or Location: \_\_\_\_\_

Length of Road (km): \_\_\_\_\_ (x)

Number of property owners: \_\_\_\_\_ (y)

Eligible grant: \_\_\_\_\_ (x x \$150.00) + (y x \$10.00)

Road Maintenance Group Name: \_\_\_\_\_

Number of participating property owners: \_\_\_\_\_

Total collected for summer road maintenance (current year): \_\$ \_\_\_\_\_

Group Representative:

Name: \_\_\_\_\_

Highlands East Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

I certify that all of the information above is to the best of my knowledge and belief true, correct and complete.

\_\_\_\_\_

Signature of group representative

N.B. written permission from all property owners that the private road is located on must be included with the application.

**RETURN TO AGENDA**

The regular June Meeting of Horton Council was held in the Municipal Building on Tuesday June 3rd, 1980 at the hour of 7:30 p.m.

All members of Council were present

The minutes of the meeting of May 5th, 1980 were approved on motion of Mr. Stevenson and seconded by Mr. Early. Carried.

Delegations:

Members of the Horton Recreation Committee attended the meeting to discuss with Council the purchase of the Sportsplex land. They presented a brief to Council stating their concerns with purchase of the property. They were advised by the Reeve that a special meeting would be called within a few days to discuss the matter further with them.

Correspondence:

The Minister of Culture & Recreation sent a copy of a discussion paper which sets out the Ministries basic proposals for a new Capital Program.

The Ministry of Int. Gov. Affairs sent a schedule of payments for the 1980 Unconditional Grants Program.

The Ministry of Housing advised that the new Official Plan for the Lower Madawaska Planning Area had been partially approved on May 13, 1980. The Ministry also sent copies of the Official Plans for Townships of Admaston & Bagot & Blythefield for our comments.

The Ministry of Int. Gov. Affairs sent a statement which the Minister had presented to the Legislature and which amends the Municipal Act in several areas.

The Ministry of Culture & Recreation sent approval of the project to purchase the Recreation land and commitment to pay a Grant of \$2,000, towards the cost. They advised they could not say at this time which fiscal year the grant would be available.

The Renfrew Leo Club advised of a walk-a-thon being sponsored by their club to aid Project Emergency Rescue. They asked if Council would organize a group of walkers.

The Ministry of Community & Social Services asked the municipality to proclaim the week of June 15th to 21st as Senior Citizen's Week.

The Ministry of Transportation & Communications advised of an advance payment of Road Subsidy in the amount of \$26,220.00

The Town of Exeter sent a copy of a Resolution requesting the Federal Government to express to the U.S.S.R. their disgust at the atrocities in Afganistan. No action by Council.

The Renfrew Recreation Commission acknowledged and thanked the Township for the grant of \$1,500. towards the recreation program in the Town of Renfrew.

The Ministry of Agriculture & Food sent notice that the allocation to the Township of Horton for tile drain loans was \$12,600 for 1980. An additional allocation may be received in August if required.

The Ministry of Transportation & Communications sent notice that a supplementary allocation

**RETURN TO AGENDA**

to reconstructing the 7th concession road leading to his property. It was moved by Mr. Early and seconded by Mr. Eady that Mr. Wall be advised that the original decision still stands. Carried.

Mr. Robert Johnston made a request to the Reeve to have the Township supply and apply calcium chloride to the roads within his trailer park. It was moved by Mr. Early and seconded by Mr. Stevenson that Mr. Johnston be advised by letter that it is the policy of Council to only apply Calcium Chloride to Township roads and not to any private roads. Carried.

Re Use of Fire Truck: It was reported that the fire truck had been used to fill a swimming pool. It was moved by Mr. Stevenson and seconded by Mr. Early that the Fire Committee discuss this matter with the Fire Chief. Carried.

Re: Purchase of Sptsplex Property: In view of the fact the Recreation Committee is not in favour of paying \$8,000.00 for the property the Clerk was asked to discuss with A. A. McNab the possibility of Council withdrawing from their offer to purchase.

The Clerk reported on a problem of people living in an old school bus on a lot adjacent to County Road 3 on Lot 2, conc. 10. This will be discussed with A. A. McNab and the possibility of laying a charge under the building by-law.

The Reeve reported on a meeting that he and the Clerk had attended with members of the Renfrew Industrial Commission regarding the possible annexation of 82 acres adjacent to the Renfrew Industrial Park.

RE: Supt. Dalton Hein was authorized to make application to Bell Canada for a private phone in the Garage Office.

Accounts for Payment. June 3. 1980

|   |                        |
|---|------------------------|
| Lions Club Project Emergency Rescue Fund . . . . .                        | 250.00                 |
| Receiver General - postage - tax notices . . . . .                        | 170.00                 |
| Ontario Hydro - municipal building . . . . .                              | 69.64                  |
| Donald Brown - animal control . . . . .                                   | 48.52                  |
| Bell Canada - monthly billing . . . . .                                   | 28.48                  |
| Bob Skebo Construction co. Ltd., Oil.re.Mun. Bldg . . . . .               | 60.24                  |
| David L. Bennett- Caretaker . . . . . Salary 200. less pen.1.65           | 198.35                 |
| Ina Humphries- Clerical assistance . . . . . 45.Hrs..@.4.60 less Pen.2.02 | 218.78                 |
| Receiver General of Canada- tax 493.60, Pension 172.26, Un.Ins. 127.32-   | 793.18                 |
| W. L. Humphries- May salary 1,080. Mileage 44.44. Postage .99¢            |                        |
| Deductions - Tax 90.85, Pension 17.49, Un.Ins. 14.58- May 15, 500.00      |                        |
|   | May 30, . . . . 502.51 |
| Municipal World Ltd., - Ont. Statute . . . . .                            | 19.36                  |
| Valley Office Supplies- Eskofot Copier . . . . .                          | 87.99                  |
| W. L. Humphries- O.H.I.P. . . . .   | 120.00                 |
| Garnet Headrick- Bldg. Inspector . . . . .                                | 133.70                 |
| Buelah Reid- Cleaning Mun. Bldg . . . . .                                 | 27.60                  |
| Tri-County Office Supplies- . . . . .                                     | 18.33                  |

The Regular March meeting of Horton Council was held in the Municipal Building on Tuesday March 3rd, 1981 at the hour of 7:30 p.m.

All members of Council were present.

It was moved by Mr. Eady and seconded by Mr. Early that the minutes of the meeting of February 3rd, 1981 be approved as circulated. Carried.

Delegations:

Mr. Robert A. Johnston and Mrs. Lorna Turner attended the meeting, representing the Horton Recreation Committee. They presented to Council plans for a proposed addition to Horton Sportsplex Building and asked for Council approval to proceed with the construction. Council members were not prepared to make a final decision at this time.

Mr. Steve St. Michael, Simon Kasaboski and Sargent Kenneth McKay of the O.P.P. attended the meeting with regard to the proposed Rock Festival to be held July 16th to 19th on the farm of Mr. Kasaboski. Council agreed to accept a Liability Insurance Policy in lieu of a Bond. The Policy will be for \$1,000,000. and the Township of Horton will be named on the Policy.

The Road Superintendent reported on the Mileage update which he had prepared. He suggested that Council make an offer to the Town of Renfrew for their used Steamer, and that a tender be advertised for crushed gravel. It was moved by Mr. Early and seconded by Mr. Eady that the Township make an offer of \$500.00 for the Town of Renfrew used Steamer. Carried.

It was moved by Mr. Stevenson and seconded by Mr. McGregor that a tender be advertised for crushed gravel with the tonnage to be determined by the Road Superintendent. Carried.

Approve Accounts: It was moved by Mr. Eady and seconded by Mr. Early that the accounts as listed be paid. Carried.

Correspondence:

Mr. Charles Pugh, Renfrew Librarian wrote requesting a Library Grant from the Township of Horton in addition to the Provincial Grant. It was the general feeling of Council that this was not warranted as the Township had no representation on the Renfrew Board.

The Ministry of Intergovernmental Affairs sent the forms to calculate the 1981 Unconditional Grants. The Township of Horton will receive approximately \$3,500. of an increase over 1980.

The Ministry of the Environment sent notice of a full-day workshop to familiarize municipalities on the Regulations of the Environmental Assessment Act. The time and place has not been set.

Algonquin College sent notice of the Municipal Administrative Program at Avoca House Eganville

The Town of Renfrew wrote requesting that the Township agree to pay the Emergency Rescue Equipment at the rate of \$100.00 per hour if the Equipment is called by the O.P.P. to an accident on any of the Township roads. It was moved by Mr. Early and seconded by Mr. Stevenson that the Township agree to the Request of the Town of Renfrew. Carried.

The Big Pine Committee acknowledged Township Grant of \$200.00 and forwarded a copy of Association minutes and Financial Statement for 1980.

**RETURN TO AGENDA**

A Group of Residents on the Ottawa River headed by Howard Cleroux, wrote thru Reeve requesting snow-plowing services and improvements to their private roads, because of the increased assessment on their properties. It was moved by Mr. Eady and seconded by Mr. McGregor that a letter be written advising the residents that the policy of Council was to only snowplow Township Roads. They will be advised that the Township Grader may be rented at a nominal fee to grade their roads in the summer. Carried.

Summer Canada Program: It was moved by Mr. McGregor and seconded by Mr. Eady that application be made under the Summer Canada Student Employment Program for Grant to employ 3 Students.

Building Permit: It was moved by Mr. Stevenson and seconded by Mr. Early that a Building Permit be approved for Joseph McLeod to erect a Garage. Carried.

Land Severance Applications: It was moved by Mr. Eady and seconded by Mr. Stevenson that approval of applications submitted by David Wirth and Donald S. Burton be recommended to the County Land Division Committee for approval. Carried.

Re: Amendment No. 1. to Official Plan for the Township of Horton: It was moved by Mr. Stevenson and seconded by Mr. Early that Council approve the content of the Amendment which will change the Consent Policy in the Rural Marginal Designation, and that a Public Meeting, to hear any objections to the Amendment, be advertised for Tuesday April 7th, 1981 from 6:30 p.m. to 7:30 p.m. Carried.

Re: Donald Brown: Mr. Brown requested an increase in fee for delivery of dog tags and collection of License fee. It was moved by Mr. McGregor and seconded by Mr. Eady that Mr. Brown be given an increase of 50¢ per tag, making in total \$3.25 per tag delivered and License fee collected. Carried.

Re: Dog License fees: It was moved by Mr. Early and seconded by Mr. Eady that dog license fees be \$7.00 for males and 15.00 for females. The motion was lost.

It was moved by Mr. Stevenson and seconded by Mr. McGregor that the dog license fees be \$7.00 for males and 12.00 for females. Carried.

By-Law No. 81-6: Being a By-Law to appoint Garnet Haedrick as the Chief Building Official for the Township of Horton. It was moved by Mr. Early and seconded by Mr. Eady that By-Law No. 81-6 be hereby enacted, Carried.

By-Law No. 81-7: Being a By-Law to set dog License fees at \$7.00 for males and \$12.00 for females. It was moved by Mr. Stevenson and seconded by Mr. McGregor that By-Law No. 81-7 be hereby enacted. Carried.

Re: Sportsplex Addition: There was considerable discussion regarding the proposed addition to the Sportsplex Building. The Clerk was asked to arrange a meeting with Pierre R. Lamothe of the New Horizons Program to clarify the Grants available from this source.

The Meeting adjourned at 12:15 A.M. on motion of Mr. Early.

The next regular meeting of Council to be on Tuesday, April 7th, 1981 at the hour of 6:30 p.m.

REEVE

RETURN TO AGENDA

CLERK

## CORPORATION OF THE TOWNSHIP OF HORTON

June 24, 1991

There was a Special Meeting of Council held on June 24, 1991 at the Horton Council Chambers, to review the comments on our Official Plan that were received from the Ministry of Municipal Affairs. Present were: Reeve Milton Stevenson, Deputy Reeve John Doering, and Councillors Judy Campbell, Robert Kingsbury and Gilmour McGregor. Also present was Charles Cheesman, County Planner.

1. Deputy Reeve John Doering, who chaired the meeting until the arrival of Reeve Stevenson who represented the Council at the Grade Eight Graduation, and arrived at 7:45, called the meeting to order at 7:30 p.m.

2. MODIFICATIONS TO OUR OFFICIAL PLAN

Deputy Reeve Doering requested that Mr. Cheesman review the comments received from the Ministry. Mr. Cheesman said that this document outlines the Provincial Ministries and Agencies comments. He will write the Ministry with our response to these comments.

## MAJOR ITEMS

1. Section 2.3 (4) Rural Policies

**RETURN TO AGENDA**

June 24, 1991

Charles explained that the Ministry of Agriculture and Food request that this statement be "beefed up" to keep non farm development from using up good agricultural land. Council had concerns that this would give the Ministry the right to question each and every development proposal in the Rural Designation.

Council agreed that they could not accept the proposed wording.

2. Section 6.3 (3) Waterfront Community Policies

Charles said that the Ministry want to know the potential for new development and for cottage conversions to residences. The Ministry is willing to provide the option of deferring this policy while we study their request. Charles said that the Ministry may be "setting us up". We provide them with the numbers, and they will say no development unless it occurs on permanent roads. Reeve Stevenson said that the Township is not being pushed into accepting private roads into the road system. They all have to be brought up to MTC standards by the owners before we will accept them.

Council agreed that Charles would draft a statement in response to their request, out lining the nature of the waterfront community, Ie in most cases the water is not more that 100 yards from County Road 3. Council agreed to retain the original wording.

THE CORPORATION OF THE TOWNSHIP OF HORTON  
PUBLIC WORKS COMMITTEE MEETING  
MARCH 3, 2005

There was a meeting of the Public Works Committee held in the Municipal Council Chambers on Thursday, March 3, 2005. Present were Chair David Bennett, Councillor Don Eady, CAO Mackie McLaren, Treasurer Deputy Clerk Linda Novossiltzeff, Public Works Superintendent Rod Eady and the Public Works Department Staff, Jim Bovair, Pierre Renaud, Peter Storie and Peter Tippins.

1. CALL TO ORDER

Chair Bennett called the meeting to order at 8:30 a.m.

2. MINUTES OF FEBRUARY 10, 2005 MEETING

The Committee accepted the Minutes of February 10, 2005.

3. DELEGATION

8:30 Castleford United Church – Kent & Lynn Storie

Chair David Bennett explained the Township's position on snowplowing private roads and laneways. The Township is no longer doing this. The result of this being they will no longer snowplow the Church's parking lot. Mr Storie expressed his concern and the monetary effect this will have on the Church's already strained budget. He also commented on the loss of community spirit. Chair Bennett emphasized that the Township did not want to cause undue hardship to the church. The Township's position on snowplowing is a liability and financial one.

Councillor Eady agreed with Mr Storie but in all fairness we do not snowplow the parking lots of the other Churches in Horton Township.

Chair Bennett inquired as to how much of a financial burden this would be. The Council does have concerns regarding this.

Mr Storie will bring Council's decision to his Board of Directors and when they determine the actual cost to the Church they will contact the Committee. Mr & Mrs Storie thanked the committee for speaking to them on this matter.

The Committee thanked Mr & Mrs Storie for attending.

4. BUSINESS ARISING FROM MINUTES

By-law 2005-12 – Road Entrance Application

Chair Bennett informed the Committee that By-law 2005-12 was passed at the Regular Council Meeting of March 1, 2005.

Grader Rental Rates for Private Roads Tender

Chair Bennett opened the tenders for the grader rental rates for the private sector.

B. R. Fulton Construction: \$90.95/hour, includes GST  
This price is from when the grader leaves Fulton's yard.

Pierre Renaud: \$70.00/hour, includes GST - one hour minimum  
This price is from when the grader leaves the yard.

**RETURN TO AGENDA**

**From:** Keith Bilson <[keithb5249@gmail.com](mailto:keithb5249@gmail.com)>  
**Sent:** Monday, May 29, 2023 9:35 AM  
**To:** Hope Dillabough <[hdillabough@hortontownship.ca](mailto:hdillabough@hortontownship.ca)>  
**Subject:** Dump passes

Thanks again for your time this morning discussing dump passes for flood disposal and our next door property.

I am requesting two additional dump passes to dispose some flood damaged couches, rugs, etc. The river water was knee deep inside the cottage and we were unable to raise the furniture quick enough before the damage was done.

Keith Bilson



## Township of Horton COUNCIL / COMMITTEE REPORT

|  |                           |                                     |
|--|---------------------------|-------------------------------------|
| <b>Title:</b><br><br><b>Community Center 80% Design<br/>Public Meeting</b> | <b>Date:</b>              | June 14 <sup>th</sup> 2023          |
|  | <b>Council/Committee:</b> | TES                                 |
|  | <b>Author:</b>            | Adam Knapp,<br>Public Works Manager |
|  | <b>Department:</b>        | Public Works                        |

### **RECOMMENDATIONS:**

**THAT** the TES committee accept the 80% design as presented.

**AND THAT** the TES Committee recommend to Council that a Public meeting be held on July 18<sup>th</sup> 2023, in the Council Chambers, in conjunction with the regularly scheduled council meeting.

### **BACKGROUND:**

The Township is in the process of completing a detailed design to retrofit the existing utilities at the community center to reduce greenhouse gas emissions and save on energy costs. The design is to support the Township application to the Green and Inclusive Community Buildings Grant application submitted in early 2023. The design also includes elements that are not in the scope of energy efficiency but necessary for the safe occupancy and operation of a public building, these elements are for a kitchen make up air system in the main building and a HRV system in the arena change room facility.

### **ALTERNATIVES:**

Alternative dates suggested by staff are July 17<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> between the hours of 4 and 6 pm

### **FINANCIAL IMPLICATIONS:**

Estimated \$80,000 for kitchen make up air system and HRV

Estimated renovations and retrofits cost funding application amount of \$702,360 with the Townships portion being an estimated of \$140,472.00 including HST

### **ATTACHMENTS:**

The 80% design has been emailed as a separate attachment to the TES package.

### **CONSULTATIONS:**

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

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

**RETURN TO AGENDA**