



**THE CORPORATION OF THE TOWNSHIP OF HORTON
COUNCIL MEETING – MARCH 15TH, 2022 – 4:00 P.M.
VIA ZOOM**

[Click here to go to Horton's YouTube Page](#)

NOTE: This meeting will be sparsely attended, due to social distancing protocols that have been recommended by the federal and provincial governments. Members of Council and Staff will call in to the meeting and take part via video conference. Members of the Public, Media and other staff are requested not to attend. However, the meeting will be recorded with a replay stored on the Township's website for future viewing. Please contact the CAO/Clerk if you have any questions or require additional information.

1. CALL TO ORDER & ROLL CALL

2. LAND ACKNOWLEDGEMENT

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

3. DECLARATION OF PECUNIARY INTEREST

4. CONFIRMATION OF COUNCIL AGENDA

5. DELEGATIONS &/OR PUBLIC MEETINGS

- 5.1 4:00 pm Delegation – Evans Church – Request to Cross Millennium Trail & Unopened Road Allowance

PG.3

6. MINUTES FROM PREVIOUS MEETINGS

- 6.1 February 15th, 2022 – Regular Council
6.2 February 22nd, 2022 – Public Budget Meeting
6.3 March 8th, 2022– Special Council

PG.9

PG.12

PG.15

7. BUSINESS ARISING FROM MINUTES

8. COMMITTEE REPORTS:

8.1 GENERAL GOVERNMENT COMMITTEE

▪ **CHAIR CAMPBELL**

- 8.1.1 Staff Report – Right to Disconnect Policy J-16
8.1.2 Staff Report – Credit Card Policy J-17
8.1.3 Staff Report – Accounts Receivable Policy J-18
8.1.4 Staff Report – Health & Safety Update
8.1.5 MLES Fourth Quarter Report

PG.16

PG.22

PG.25

PG.28

PG.31

8.2 PLANNING COMMITTEE

▪ **CHAIR CLEROUX**

- 8.2.1 Planning Report – B99/21 Renfrew Golf Course
8.2.2 Planning Report – B127/21 Armstrong

PG.33

PG.43

RETURN TO AGENDA

8.2.3	Planning Report – B89/21 Pastway	PG.57
8.2.4	February 2022 Building Report	PG.64
8.2.5	Staff Report – Proposed Increase in Planning Fees – County of Renfrew	PG.65
8.2.6	Consent Process Letter – Eric Draper	PG.84
8.2.7	Staff Report – Request to Build – Eric Draper	PG.87
8.3	TRANSPORTATION & ENVIRONMENTAL SERVICES COMMITTEE	
	▪ CHAIR WEBSTER	
8.3.1	Chair’s Report – March 2 nd	PG.90
9.	CORRESPONDENCE SUMMARY	
9.1	INFORMATION CORRESPONDENCE	
9.1.1	CAO/Clerk Information Memo	PG.92
9.2	ACTION CORRESPONDENCE – NONE	
10.	BY-LAWS	
10.1	2022-15 Lame Duck Designation – 2022 Municipal Election	PG.93
11.	NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING	
12.	COUNCIL/STAFF MEMBERS CONCERNS	
13.	MOTION FOR RECONSIDERATION (debate on motion to reconsider only)	
14.	RESOLUTIONS	
15.	IN CAMERA (Closed) SESSION (as required)	
15.1	Pursuant to Section 239(2) (c) and (e) of the Municipal Act,	
(c)	A proposed or pending acquisition or disposition of land by the municipality or local board – Concession 7, Part Lot 13, Township of Horton	
(e)	Litigation or potential litigation – Legal Opinion – Recreation	
16.	CONFIRMING BY-LAW 2022-16	PG.95
17.	ADJOURNMENT	



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

DELEGATION REQUEST TO ATTEND REGULAR COUNCIL

Meeting Date: March 14, 2022

Name: Evans Church

Address: 3678 Burnstown Road, Horton Twp, ON K7V 3Z9

Telephone #: 613-432-0370

E-Mail Address: sechurch@hotmail.com

Number of Persons Attending: 1

Spokesperson: Evans Church

REASON FOR DELEGATION REQUEST

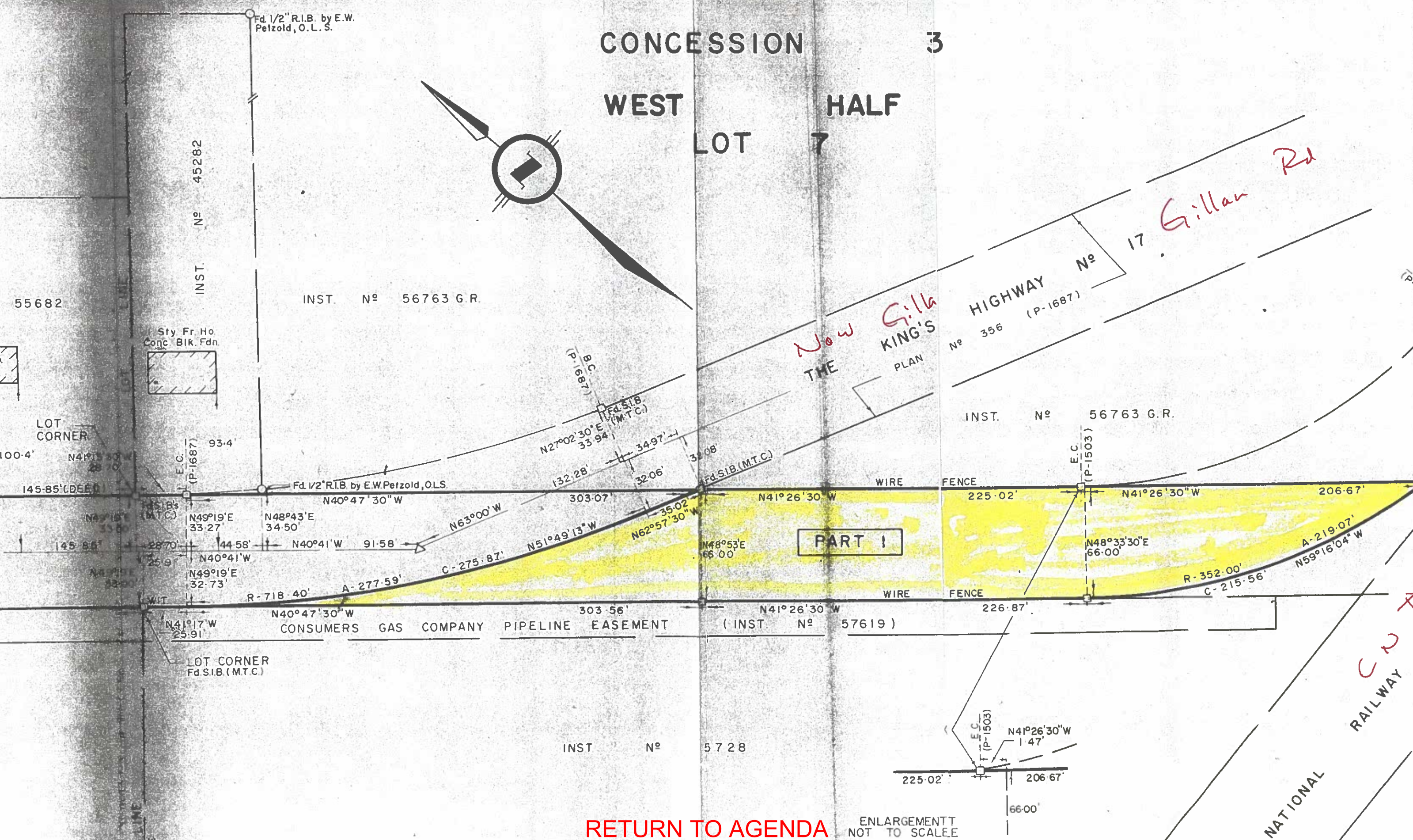
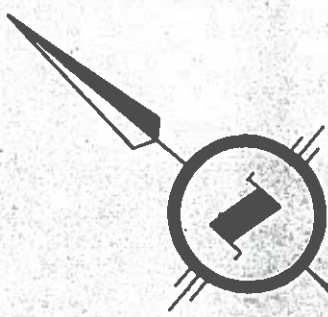
I am currently in the process of purchasing a property from the Province of Ontario in order to enable access to the
back of my farm. I am seeking permission from council to cross over the intersection of the former CN Railway
(Millenium Trail) and the unopened road allowance, as it is located between the property I am purchasing and my farm.



Signature

RETURN TO AGENDA

CONCESSION 3 WEST HALF LOT 7



55682

INST. No 45282

INST. No 56763 G.R.



LOT CORNER
100.4'

145.85' (DEED)

145.85'

LOT CORNER
Fds.I.B.(M.T.C.)

LOT CORNER
Fds.I.B.(M.T.C.)

Fd. 1/2" R.I.B. by E.W. Petzold, O.L.S.

Fd. S.I.B. (M.T.C.)

Fd. S.I.B. (M.T.C.)

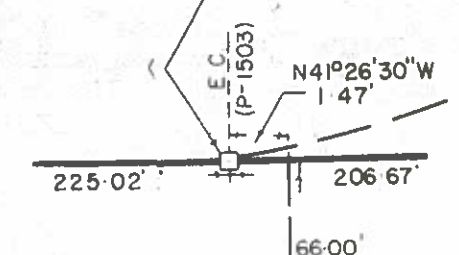
HIGHWAY No 356 (P-1687)

INST. No 56763 G.R.

PART I

CONSUMERS GAS COMPANY PIPELINE EASEMENT (INST. No 57619)

INST. No 5728



RETURN TO AGENDA

ENLARGEMENT NOT TO SCALE

NATIONAL RAILWAY



- Property Parcels
- Roads**
- County
- Crown
- Municipal Maintained
- - - - Municipal Seasonal
- Off-Ramp
- On-Ramp
- Private
- Proposed Road
- Provincial Highway
- Quebec
- WATER ACCESS

General Access

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

Notes

Enter description of the map

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WGS_1984_Web_Mercator_Auxiliary_Sphere
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1:9,028 

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RETURN TO AGENDA



Legend

- Roads
 - County
 - Provincial Highway
 - Municipal Maintained
 - Municipal Seasonal
 - Private
 - Crown
 - Off-Ramp
 - On-Ramp
 - Quebec
- Property Parcels

*Land sold
by MTO
1996*



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

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290.9 0 145.45 290.9Meters

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1:5,726

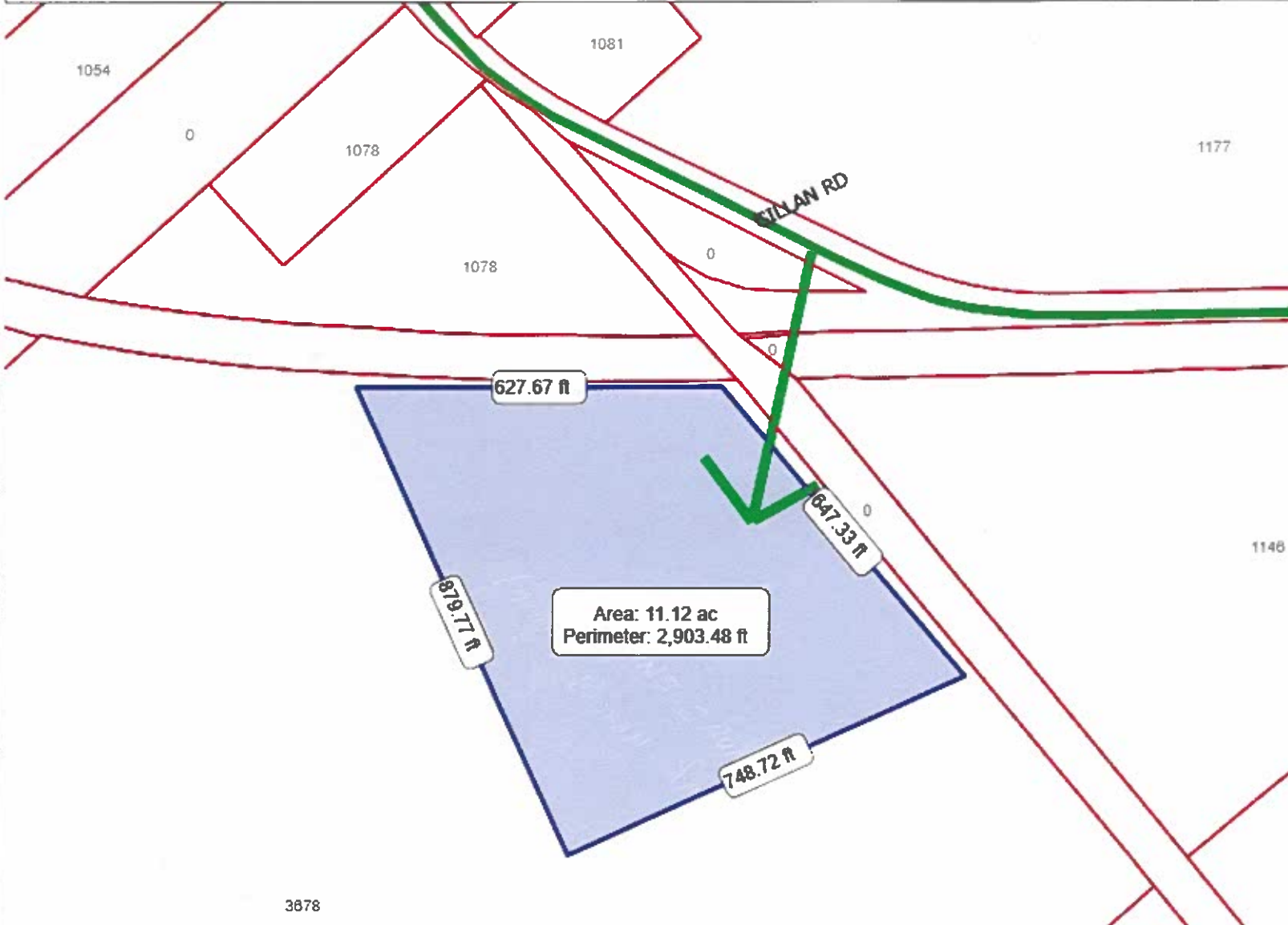


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RETURN TO AGENDA

- Property Parcels
- Roads**
- County
- Crown
- Municipal Maintained
- - - - Municipal Seasonal
- Off-Ramp
- On-Ramp
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- Proposed Road
- Provincial Highway
- Quebec
- WATER ACCESS



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229.3 0 114.66 229.3 Meters

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1:4,514



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RETURN TO AGENDA



Legend

Roads

- County
- Provincial Highway
- Municipal Maintained
- Municipal Seasonal
- Private
- Crown
- Off-Ramp
- On-Ramp
- Quebec

Property Parcels

Image

- Red: Band_1
- Green: Band_2
- Blue: Band_3

Land Sold
By MTD
1996

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

Notes

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1: 5,726



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RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

REGULAR COUNCIL MEETING
FEBRUARY 15TH, 2022

There was a Regular Meeting of Council held via Zoom on Tuesday February 15th, 2022. Present were Mayor David Bennett, Deputy Mayor Glen Campbell, Councillor Doug Humphries, Councillor Tom Webster, and Councillor Lane Cleroux. Staff present was Hope Dillabough, CAO/Clerk, Adam Knapp, Public Works Manager, and Nichole Dubeau, Executive Assistant – Recording Secretary.

1. CALL TO ORDER

Mayor Bennett called the meeting to order at 4:00 p.m. He performed roll call for council members.

	Present	Absent
Mayor Bennett	X	
Deputy Mayor Campbell	X	
Councillor Cleroux	X	
Councillor Humphries	X	
Councillor Webster	X	

2. LAND ACKNOWLEDGEMENT

Mayor Bennett read the Land Acknowledgement in its entirety.

3. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest.

4. CONFIRMATION OF COUNCIL AGENDA

Moved by Councillor Humphries

RESOLUTION NO. 2022-31

Seconded by Deputy Mayor Campbell

THAT Council adopt the Agenda for the February 15, 2022 Regular Council Meeting.

Carried

5. DELEGATIONS &/or PUBLIC MEETINGS – NONE

6. MINUTES

6.1 February 1st, 2022 – Regular Council

Moved by Councillor Webster

RESOLUTION NO. 2022-32

Seconded by Councillor Cleroux

THAT Council approve the following Minutes:

- February 1st, 2022 – Regular Council

Carried

7. BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes.

8. COMMITTEE REPORTS:

8.1 TRANSPORTATION & ENVIRONMENTAL SERVICES COMMITTEE

8.1.1 Staff Report – Thompsonhill 80% Detailed Design

Public Works Manager Adam Knapp reviewed the report. There was brief Council discussion regarding the process of the public meeting.

9. CORRESPONDENCE SUMMARY

9.1 INFORMATION CORRESPONDENCE

RETURN TO AGENDA

9.1.1 CAO/Clerk Information Memo

Discussion went around the table with information previously distributed.

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

10.1 2022-08 Vote by Mail

10.2 2022-09 Cost Sharing Agreement – Golf Course Road

Council members reviewed the By-laws.

11. NOTICE TO FILE MOTION FOR NEXT COUNCIL – NONE**12. COUNCIL/STAFF MEMBERS CONCERNS**

There were no Council or Staff Members concerns.

13. MOTION FOR RECONSIDERATION – NONE**14. RESOLUTIONS**

Moved by Councillor Webster

RESOLUTION NO. 2022-33

Seconded by Councillor Humphries

THAT Council accept the Thompsonhill Rehabilitation report as information;

AND THAT Council agree to hold an in-person Public Open House at the Horton Community Center on the evening of March 2nd, 2022, at 6:00 pm to allow Thompsonhill residents to review the design and address any concerns;

AND FURTHER THAT all applicable Covid-19 protocols shall be in place during the open house.

Carried

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2022-34

Seconded by Councillor Humphries

THAT Council accept the CAO/Clerk's Information Memo for February 15, 2022.

Carried

Moved by Councillor Webster

RESOLUTION NO. 2022-35

Seconded by Councillor Cleroux

THAT Council enact the following By-laws:

- 2022-08 Vote by Mail
- 2022-09 Cost Sharing Agreement – Golf Course Road

Carried

15. IN CAMERA (Closed) SESSION

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2022-36

Seconded by Councillor Humphries

THAT Council went into a Closed Session Meeting at 4:26 p.m. to discuss the following items pursuant to Section 239(2) (b) of the Municipal Act;

- (b) Personal matters about and identifiable individual, including municipal or local board employees – Recreation

Carried

Moved by Councillor Humphries

RESOLUTION NO. 2022-37

Seconded by Councillor Cleroux

THAT Council came out of Closed (In-Camera) Session at 5:38 p.m. and discussed items pursuant to Section 239(2) (b) of the Municipal Act pertaining to:

RETURN TO AGENDA

- Personal matters about and identifiable individual, including municipal or local board employees – Recreation

Carried**16. CONFIRMING BYLAW**Moved by Deputy Mayor Campbell**RESOLUTION NO. 2022-38**Seconded by Councillor Webster**THAT** Council enact By-law 2022-10 – Confirming By-Law.**Carried****17. ADJOURNMENT**

Mayor Bennett declared the meeting adjourned at 5:40 p.m.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough**RETURN TO AGENDA**

THE CORPORATION OF THE TOWNSHIP OF HORTON

SPECIAL COUNCIL MEETING – PUBLIC BUDGET MEETING
FEBRUARY 22ND, 2022

There was a Special Council Meeting for the purpose of the presentation of the 2022 Budget held via Zoom on Tuesday February 22nd, 2022. Present were Mayor David Bennett, Deputy Mayor Glen Campbell, Councillor Doug Humphries, Councillor Tom Webster, and Councillor Lane Cleroux. Staff present was Hope Dillabough, CAO/Clerk, Nathalie Moore, Treasurer, Adam Knapp, Public Works Manager, and Nichole Dubeau, Executive Assistant – Recording Secretary.

1. CALL TO ORDER

Mayor Bennett called the meeting to order at 4:00 p.m. He performed roll call for council members.

	Present	Absent
Mayor Bennett	X	
Deputy Mayor Campbell	X	
Councillor Humphries	X	
Councillor Webster	X	

2. LAND ACKNOWLEDGEMENT

Mayor Bennett read the Land Acknowledgement in its entirety.

3. CONFIRMATION OF COUNCIL AGENDA

Moved by Councillor Webster

RESOLUTION NO. 2022-39

Seconded by Councillor Humphries

THAT Council adopt the Agenda for the February 22nd, 2022 Special Council Meeting – Public Budget Meeting.

Carried

4. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest.

5. 2022 BUDGET PRESENTATION

Mayor Bennett thanked staff for their work on the budget, and the provincial and federal governments for funding through Covid-19.

Councillor Lane Cleroux and Public Advisory Member Spencer Hopping were present at 4:12 p.m.

Treasurer Nathalie Moore presented the 2022 Budget. She highlighted the key impacts and changes for the 2022 budget. Councillor Humphries thanked Ms. Moore for the easy to read and understand budget information. Councillor Cleroux thanked Staff and Council for their work to keep the budget levy low for the last four years. Councillor Webster thanked Staff for keeping reserves replenished and still able to complete projects. He added that in the last four years of Council, the average levy increase is 2.15%, whereas during previous Council terms the average was around 4%. Public Advisory Member Spencer Hopping stated that Ms. Moore made the information easy to understand for the public. Mayor Bennett thanked Staff and Council members for being able to keep the levy low, especially during the 2019 flooding and Covid-19. He also thanked Public Works Manager Adam Knapp for all of the work accomplished that has been accomplished in the Public Works and Environmental Departments.

6. 2022 CAPITAL FINANCING

Treasurer Nathalie Moore reviewed the report.

7. COLA 2022 REPORT

Treasurer Nathalie Moore reviewed the report.

RETURN TO AGENDA

8. FIRE & EMERGENCY MANAGEMENT COLA 2022 REPORT

Treasurer Nathalie Moore reviewed the report.

9. 2022 FULL ACCRUAL BUDGET – PSAB

Treasurer Nathalie Moore reviewed the report.

10. 2022-11 EMPLOYMENT BY-LAW

Council reviewed the by-law.

11. 2022-12 SUMS REQUIRED FOR 2022

Council reviewed the by-law.

12. RESOLUTIONS

Moved by Councillor Webster

RESOLUTION NO. 2022-40

Seconded by Deputy Mayor Campbell

THAT Council adopts the 2022 Municipal Budget with a levy of \$2,569,541.

Carried

Moved by Councillor Humphries

RESOLUTION NO. 2022-41

Seconded by Councillor Cleroux

THAT Council adopts the 2022 Capital Budget as presented.

Carried

Moved by Councillor Webster

RESOLUTION NO. 2022-42

Seconded by Councillor Humphries

THAT Council approve the 2% Cost of Living Adjustment for Employees in 2022;

AND FURTHER THAT this has been included in the 2022 Operating Budget.

Carried

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2022-43

Seconded by Councillor Humphries

THAT the Fire Department staff receives a COLA increase of 2% effective January 1, 2022;

AND THAT in accordance with By-Law 2013-23 Paragraph 6, the Community Emergency Management Coordinator and Alternate remuneration be increased by COLA of 2% effective January 1, 2022.

Carried

Moved by Councillor Humphries

RESOLUTION NO. 2022-44

Seconded by Councillor Webster

THAT the Council adopts the Ontario Regulation 284/09 Report for the 2022 Budget, as printed and circulated.

Carried

Moved by Councillor Cleroux

RESOLUTION NO. 2022-45

Seconded by Councillor Humphries

THAT Council adopt the following By-laws:

- 2022-11 Employment By-law
- 2022-12 Sums Required for 2022

Carried

13. CONFIRMING BYLAW

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2022-46

Seconded by Councillor Humphries

THAT Council enact By-law 2022-13 – Confirming By-Law.

Carried

RETURN TO AGENDA

14. ADJOURNMENT

Mayor Bennett declared the meeting adjourned at 4:46 p.m.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

THE CORPORATION OF THE TOWNSHIP OF HORTON

SPECIAL COUNCIL MEETING
MARCH 8TH, 2022

There was a Special Meeting of Council held in the Council Chambers on Tuesday March 8th, 2022. Present were Mayor David Bennett, Deputy Mayor Glen Campbell, Councillor Doug Humphries, Councillor Tom Webster, and Councillor Lane Cleroux. Staff present was Hope Dillabough, CAO/Clerk, Nathalie Moore, Treasurer, Adam Knapp, Public Works Manager, Amanda Ryan, Receptionist/Clerk, and Nichole Dubeau, Executive Assistant – Recording Secretary.

1. CALL TO ORDER

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

2. CONFIRMATION OF COUNCIL AGENDA

Moved by Councillor Cleroux

RESOLUTION NO. 2022-47

Seconded by Councillor Humphries

THAT Council adopt the Agenda for the March 8th, 2022 Special Council Meeting.
Carried

3. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest.

4. IN CAMERA (CLOSED) SESSION (AS REQUIRED)

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

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

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2022-48

Seconded by Councillor Webster

THAT Council went into a Closed Session Meeting at 4:02 p.m. to discuss the following items pursuant to Section 239(2) (b) of the Municipal Act;

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

Carried

Moved by Councillor Webster

RESOLUTION NO. 2022-49

Seconded by Councillor Humphries

THAT Council came out of Closed (In-Camera) Session at 5:24 p.m. and discussed items pursuant to Section 239(2) (b) of the Municipal Act pertaining to:

- Personal matters about an identifiable individual, including municipal or local board employees – Recreation

Carried

5. CONFIRMING BY-LAW

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2022-50

Seconded by Councillor Humphries

THAT Council enact By-Law 2022-14 – Confirming By-Law

Carried

6. ADJOURNMENT

Mayor Bennett declared the meeting adjourned at 5:25 p.m.



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Corporate Policy J-16 Right to Disconnect	Date:	March 15 th , 2022
	Council/Committee:	Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	General Government

RECOMMENDATIONS:

THAT Council accept the Right to Disconnect policy as presented and recommended by Staff;

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

BACKGROUND:

Late last year, Bill 27, or the Working for Workers Act, was passed by the Ontario Legislature – allowing employees in the province the 'right to disconnect'. The move will stop employees from engaging in work-related communications, including emails, telephone calls etc. after their scheduled working hours are done. As many people have been working from home to avoid the risks posed by the COVID-19 pandemic, the Ontario government passed legislation to help workers disconnect from their employment responsibilities after work hours.

The right to disconnect is the right of employees to not be penalized for not engaging in work-related communications outside of their scheduled work hours. Sometimes the line between work and home life can become more blurred and employees can find it more difficult to “switch off” from work. The right to disconnect is important because it aims to avoid burnout and unproductivity among employees, which ultimately affects the success of a workplace. Many countries around the world have already enforced the right to disconnect law.

The government of Ontario has implemented the right to disconnect law for workplaces with employees of 25 people or more. The Township of Horton has less than 25 full and part time employees, but staff feel this is an important policy regardless of the number of employees as it promotes staff wellbeing and productivity. Staff recommends implementing this policy, as attached, into the Township's Corporate Policies.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

Prepared by: Hope Dillabough, CAO/Clerk

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-16
POLICY: Right to Disconnect Policy			
DATE: March 2022	REV. DATE: By-Law	COVERAGE: All Employees	PAGE #: 1 of 5

POLICY STATEMENT:

The Corporation of the Township of Horton understands that due to work-related pressures, the current landscape of works, or an employee's work environment or location, employees may feel obligated or choose to continue to perform their job duties outside their normal working hours. Work-related pressure and the inability to disconnect from the job can lead to stress and deterioration of mental health and overall well-being.

PURPOSE:

This policy has been established to support employee wellness, minimize excessive sources of stress, and ensure that employees have the right to disconnect from their work outside their regularly scheduled hours.

GUIDELINES:

An employee's time outside working hours is meant for employees to recharge and spend time as they wish and should not be used to complete work-related tasks; however, there may be a lack of separation between home and work that makes it difficult for employees to truly disconnect. Because work is more accessible, employees may end up continuing to work even after their workday is done. Using personal time to work can make an employee feel as though they are "always on" or obligated to continue working or respond to communication.

Employees who do not fully disconnect from their work at the end of the day may experience stress and other mental health issues. Stress and poor mental health are associated with many of the leading causes of disease and disability, can lead to burnout, negatively affect performance, mood, and attendance, and personal and professional relationships.

Employee health and well-being are priorities while working and away from work. The Township of Horton is committed to increasing overall employee health and wellness and providing employees with a better work-life balance.

RIGHT TO DISCONNECT:

Employees have the right to disconnect from their job and any work-related tasks or communication outside of working hours without fear of reprisal.

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-16
POLICY: Right to Disconnect Policy			
DATE: March 2022	REV. DATE: By-Law	COVERAGE: All Employees	PAGE #: 2 of 5

Employees are encouraged to set clear boundaries between work and their personal lives.

The right to disconnect means that:

- Employees can and should stop performing their job duties and work-related tasks when they are not expected to work;
- Employees are not required to take work home with them to complete outside of regular working hours;
- Employees are not expected or required to respond to work-related communication outside their regular working hours, while on break, or during any paid or unpaid time off;
- Employees should take and use all of their scheduled breaks and time off entitlements for non-work-related activities; and
- Employees will not face repercussion or be penalized for not communication or continuing to work outside of their regular working hours.

Employees must also be respectful of others' right to disconnect and should not expect their co-workers to respond, communicate, or complete work when not working.

WORKLOAD AND PRODUCTIVITY:

The Township of Horton understands that employees may want or need to work outside their normal hours to meet a time-sensitive deadline, to attend an urgent matter, or due to unforeseen circumstances; however, employees should not regularly or frequently work outside their scheduled hours to complete or catch up on work.

Employees who cannot manage their workload during their regularly scheduled hours should meet with the CAO/Clerk to evaluate the current workload, priorities, and due dates.

The CAO/Clerk will work with employees to come up with a solution to ensure:

- The current workload does not result in the employee working excess hours or contribute to additional stress and burnout;
- Normal job duties can be completed during working hours; and
- Employees can remain productive and meet company goals and objectives.

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-16
POLICY: Right to Disconnect Policy			
DATE: March 2022	REV. DATE: By-Law	COVERAGE: All Employees	PAGE #: 3 of 5

Working additional hours does not always equate to higher productivity. Employees can maximize their productivity during their workday by using time management tactics, such as:

- Blocking off periods in their schedule and calendar to complete specific tasks or address communication;
- Working with their manager to organize work in order of priority or importance;
- Breaking down projects and tasks into manageable chunks;
- Minimizing interruptions by setting their online status to “busy” or “do not disturb”;
- Trying to have at least one dedicated workday per week without meetings (where possible); and
- Setting goals to work continuously for a specified period of before taking a break or responding to communication.

COMMUNICATION:

Employees may feel obligated to send or respond to messages when not working. The Township of Horton may on occasion send general communication to employees when they are not working, such as on an employee’s day off or scheduled vacation but will do their best to ensure that they are not sending communication that requires immediate response from employees. Employees are not expected to respond to any company communication when not at work, except for unforeseen circumstances, such as an emergency.

Employees must also respect others and avoid direct communication like sending e-amils, messages (through their phone or other communication and messaging apps) or calling other employees or clients outside their regularly scheduled working hours, during breaks, or during an employee’s time off, such as their regular day off or vacation time.

The Township of Horton understands that it may be necessary to send communication to a group of employees, such as an entire department, or forward important information to an employee who is not working. If employees do send communications to others who are not at work, they should not expect a response until the other employee returns. If the matter is urgent or there is an emergency and requires an immediate response, employees must reach out to their manager.

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The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-16
POLICY: Right to Disconnect Policy			
DATE: March 2022	REV. DATE: By-Law	COVERAGE: All Employees	PAGE #: 4 of 5

Employees who do not reply to work-related communications outside normal working hours will not face negative effects on their employment.

Set communication boundaries by:

- Setting clear expectations for e-mail response time;
- Logging off for the day or setting your online status to “away”, “out of office”, “do not disturb”, or “offline” when not working;
- Scheduling any breaks or time off in your calendar; and
- Avoiding using work e-mail for unrelated communication, such as newsletters, coupons, or personal correspondence.

If employees send communication outside working hours, others are more likely to feel obligated to respond or assume the employee sending the communication will be available during those hours. If it is necessary to compose messages or communication outside regular working hours, use a scheduling tool to send the e-mail at a specified time during works hours, such as the start of the next workday.

BREAKS AND TIME OFF:

Breaks are provided in accordance with employment standards and are intended to provide employees with time to recharge and enable them to resume their regular work productively. Employees should take any scheduled or Township-provided breaks during working hours. Employees should take time away from their work and refrain from responding or sending communication during breaks.

The Township of Horton understands the importance for its employees to have personal time off. Employees are encouraged to use their accrued paid vacation time in full every year for rest, relaxation, and personal pursuits. Employees are expected to complete any time-sensitive projects and meet any deadlines before going on vacation. If work can be attended to when the employee returns, they can resume their duties where they left off before taking vacation. Managers will work with employees to delegate job-specific duties that must be completed while the employee is on vacation to maintain workflow and productivity. Employees should not be reluctant to take vacation due to workload, unless there are limitations or restrictions because of due dates, project priority, scheduling conflict, or unforeseen circumstances that prevent an employee from taking vacation at a specific time requested.

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-16
POLICY: Right to Disconnect Policy			
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OVERTIME:

Hours worked outside an employee's standard hours may lead to overtime hours. The Township of Horton allows employees to work overtime. Overtime may need to be requested or required in certain situations to ensure work is completed; however, employees should not work overtime unless directed by their manager. Please see the Hours of Work and Overtime Policy for guidelines on overtime.

MENTAL HEALTH SUPPORT:

The Township of Horton recognizes that the workplace plays a significant role in managing and supporting mental health and understands that deterioration of mental health and wellness can be triggered by excess pressures at work or at home and result in lowered work performance and harm to one's physical and mental conditions.

The Township of Horton will support mental health by:

- Minimizing work-related sources of stress;
- Addressing internal factors that contribute to burnout;
- Regularly assessing workload, productivity, and expectations;
- Promoting work-life balance;
- Helping employees recognize the signs and symptoms of mental health issues;
- Having an open-door policy for communication and ensure employees are comfortable talking to their manager about mental health concerns;
- Treating mental health with the same level of importance as physical health and safety;
- Conducting risk assessments to identify workplace factors that worsen or improve mental health; and
- Providing employees with the assistance and access to resources they need to support their mental health (such as employee assistance programs, accommodations, and so on).



Township of Horton COUNCIL / COMMITTEE REPORT

CORPORATE POLICIES: J-17 – CREDIT CARD J-18 – ACCOUNTS RECEIVABLE	Date:	March 15, 2022
	Council/Committee:	Council
	Author:	Nathalie Moore, Treasurer
	Department:	General Government

RECOMMENDATIONS:

THAT Council accept Corporate Policy J-17 and J-18 as presented by Staff;

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

BACKGROUND:

Corporate Policies – Section J updated as attached:

- Policy J-17 – Credit Card Policy
- Policy J-18 – Accounts Receivable Policy

Both policies are new additions in 2022. It was a recommendation in our Audit Management Letter that with increasing use of credit cards it would be prudent to have a policy in place to elevate the misuse of credit cards in the Township's name. The accounts receivable policy is to firm up our collection of outstanding invoices with the ability to transfer to the property tax account for collection through taxation.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: Hope Dillabough, CAO/Clerk

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

RETURN TO AGENDA

Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-17
POLICY: Credit Card Policy			
DATE: March 2022	REV. DATE:	COVERAGE: All Employees	PAGE #: 1 of 2

POLICY STATEMENT:

The use of the township credit card is becoming an essential tool for various types of purchases. It allows the payment for goods or services for online purchases and where some suppliers do not accept invoicing the township for orders. It also entitles some employees to pay for township expenses directly. The purpose of this policy is to establish a standard procedure for the use of the township credit card.

PROCEDURE:1. Issuance of Cards

The Township deals with VISA through the Toronto Dominion Bank. Credit cards are issued under the name of the CAO/Clerk, the Fire Chief as well as the Mayor and/or Councillors should they choose to receive one upon election. An employee of the Township is the only person entitled to use the credit card.

2. Signature of the Card Holder

The employee must sign an Acknowledgement to obtain their card.

3. Monitoring System

In order to establish a central monitoring system, the Treasurer will maintain a logbook of all the corporate credit cards that will contain the card number, the holder's name, the department, the date on which the employee received the card along with the expiry date, the credit limit, etc. This information will be submitted to the Human Resources Department and noted in the employee's file. Upon terminating their employment, an employee must immediately return the credit card to the Treasurer.

4. Specific Use of the Card

The credit card is used only when purchasing online or when a supplier refuses to give us credit or does not allow for invoicing at a later date.

5. Periodic Statement Payment

The card holder must collect all transaction records slips and supporting documentation. They be coded by the Department Head for approval for the payment of the account. All documentation is forwarded to the Treasurer for payment.

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Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-17
POLICY: Credit Card Policy			
DATE: March 2022	REV. DATE:	COVERAGE: All Employees	PAGE #: 2 of 2

6. Original Documents for Payment Purposes

As for any other reimbursement, only the original transaction records and supporting documentation are submitted to the Treasurer for payment purposes. Should an employee lose an original document, they will be responsible to obtain a duplicate copy.

7. Annual Fees

Each department is responsible to pay the annual fees charged, if any, by the financial institution in accordance with the number of cards issued.

8. Loss or Theft

In case of loss or theft, the department is responsible to inform the Treasurer immediately.

9. Card Revocation

The card may be revoked without notice if the card holder does not follow the above noted procedure.

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-18
POLICY: Accounts Receivable Policy			
DATE: March 2022	REV. DATE:	COVERAGE: All Employees	PAGE #: 1 of 3

POLICY STATEMENT

This policy applies to the procedures and collection of accounts receivables.

EFFECTIVE DATE

This policy comes into effect on March 15, 2022 and cancels and supersedes all former policies.

CREDIT PRIVILEGES TO CUSTOMERS

The extension of credit is a privilege for customers and prospective customers.

Extension of Credit to New Customers

All new customers requesting credit privileges will be required to complete an Application for Credit form. The originating department will ensure that the customer completes the Application for Credit and submit it for approval prior to opening an account.

Exceptions to this policy are when invoicing is required for unforeseen events rather than the provision of goods or services.

Application for Credit

Manager of Public Works, Treasurer or designate must approve the completed Application for Credit. All credit applications will be forwarded to and kept on file in the Treasury Department, whether approved or denied. The originating department will be responsible for notifying the customer as to the status of their credit application.

Credit Privileges to Existing Customers

Customers with accounts created prior to this policy will not be requested to complete the application for Credit as long as their account is not over 90 days past due.

METHOD OF PAYMENT

Invoices are payable at the Municipal Office. Payment can be in the form of cash, cheques, money order, debit card, credit card. If a customer submits two N.S.F. cheques within a twelve-month period, personal cheques will no longer be accepted unless they are “certified”.

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The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-18
POLICY: Accounts Receivable Policy			
DATE: March 2022	REV. DATE:	COVERAGE: All Employees	PAGE #: 2 of 3

COLLECTION ACTIONS ON ACCOUNTS RECEIVABLE

INVOICES

The Township generates invoices with the amount due within 30 days.

INTEREST

On the first day of every month following the invoice due date, 1.25% interest per month shall be added to the account.

MONTHLY STATEMENT

The Township issues monthly statements. A statement is generated to advise customers of the balance on their account at the date of the statement. The statements include information as to invoices and interest outstanding.

WRITTEN FOLLOW UP

The Township will follow up on accounts over 30 days past due. Accounts between 30 and 60 days past due will receive a written letter while accounts over 60 days past due will receive a written letter and a copy(s) of the outstanding invoice advising the customer of the next step(s) to be taken. Before further action ensues, there will be confirmation with the originating department that there are no disputes with the invoice(s) in arrears.

RECOVERY OF ARREARS THROUGH LETTERS OF CREDIT, PERFORMANCE GUARANTEES, MONIES OWED TO CUSTOMER

After thirty days past due, if the Township of Horton is holding any Letters of Credit, Performance Guarantees or has monies owing to the customers, such as accounts payable cheques, these amounts may be applied to the customer's general accounts receivable arrears, with notification to the customer.

COLLECTOR'S ROLL ADDITIONS

After ninety days past due, with approval from the Treasurer or designate, and in accordance with The Municipal Act, any eligible charges made against property may be added to the Collector's Roll and collected in a like manner as taxes, with notification to the property owner and the Mortgage Company, if applicable. The 90-day period may be waived if the subject property is under ownership change.

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: MISCELLANEOUS POLICIES			POLICY #: J-18
POLICY: Accounts Receivable Policy			
DATE: March 2022	REV. DATE:	COVERAGE: All Employees	PAGE #: 3 of 3

SMALL CLAIMS AND COLLECTION AGENCIES

Accounts ninety days past due may be forwarded to Small Claims Court or to a Collection Agency.

ARRANGEMENT FOR PAYMENT

Acceptable arrangement for payment may be made with The Treasurer of the Township of Horton, or their designate.

DENIAL OF FURTHER CREDIT AND/OR SERVICE

A customer credit status will be undertaken for accounts over 90 days past due. The decision to deny further credit and/or services, or request of deposit for further services, will be made by the Treasurer in consultation with the Public Works Manager.



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Health & Safety Training and Updates	Date: March 15 th , 2022
	Council/Committee: Council
	Author: Hope Dillabough, CAO/Clerk
	Department: General Government

RECOMMENDATIONS:

THAT Council approves the CAO/Clerk's recommendation to close the office the morning of Friday April 1st, 2022 for a half day of training to update staff and review health and safety policies and procedures.

BACKGROUND:

Items that staff will be trained on are as follows:

Public Works Safety Training List

Chainsaw Safety
 Job Safety Analysis
 Fatigue Causes of (Safety short no test)
 How to use and EAD (Safety short no test)
 Fire Extinguishers
 WHMIS
 Behavioral Safety

Office Training List

Ergonomics
 Fatigue Causes of (Safety short no test)
 How to use and EAD (Safety short no test)
 Fire Extinguishers
 WHMIS

ALTERNATIVES: n/a

FINANCIAL IMPLICATIONS: Cost for advertisement to notify of office closure.

RETURN TO AGENDA

ATTACHMENTS:

I have drafted a Staff Mission Statement that we as staff will sign and review in a year to assess if it represents staff work ethic and if our actions reflect our health and safety mission statement.

Attached: Copy of 2022 Staff Mission Statement

CONSULTATIONS:

Treasurer Nathalie Moore and Public Works Manager Adam Knapp

Prepared by: Hope Dillabough, CAO/Clerk



2022 Staff Mission Statement

The Township of Horton Staff is dedicated and united in providing quality customer service that is accessible and safe to all residents and visitors to the municipality. We take pride in being a positive cohesive team and are progressive and committed to innovation and leadership through the delivery of services that enhance the quality of life, health and safety for our rural community. We will strive to implement council direction and develop policies and procedures to ensure business continuity with continual learning and cross training opportunities. Staff is diligent in promoting health and safety and will work together to instill a safe, harmonious, productive, respectful workplace for all to benefit from.

MLEs Fourth Quarter Reporting

Horton Twsp. - OCTOBER

#	Date	Complainant	Location	Status	Total Calls
1	08-Oct	Stray Dog	Castleford Rd	Resolved	1
2	13-Oct	Property Standards	Thompson Hill	Resolved	1
3	14-Oct	Missing Cat	Eady St	Resolved	1
4	14-Oct	Missing Dog	Burnstown Rd	Resolved	1
5	18-Oct	Stray Dog	Goshen Rd	Resolved	1
6	19-Oct	Zoning	Pucker St	Resolved	1
7	20-Oct	Stray Dog	Castleford Rd	Resolved	1
8	24-Oct	Stray Dog	Pinacle Rd	Resolved	1
9	27-Oct	Raccon	Eady Rd	Resolved	1
Total					9

Horton Twsp. - NOVEMBER

#	Date	Complainant	Location	Status	Total Calls
1	05-Nov	Blowing Leaves on Rd	Thomsonhill Cemetry	Resolved	1
2	07-Nov	Stray Dog	Calvin Rd	Resolved	1
3	08-Nov	Missing Cat	River Rd	Resolved	1
4	10-Nov	Property Standards	Thomsonhill Cemetry	Resolved	1
5	21-Nov	Dog at Large	Eady Rd	Pound	1
6	24-Nov	Stray Dog	Fraser Rd	Resolved	1
7	25-Nov	Missing Dog	Pucker St	Resolved	1
8	26-Nov	Property Standards	Castleford Rd	Charges Laid	1
9	30-Nov	Stray Cat	Burnstown Rd	Resolved	1
10	30-Nov	Stray Dog	Melissa Lane	Resolved	1
11	30-Nov	Dead Dog	Eady Rd	Resolved	1
					11

Horton Twsp. - DECEMBER

#	Date	Complainant	Location	Status	Total Calls
1	01-Dec	Stray Dogs	Eady Rd	Resolved	1
2	06-Dec	Property Standards	Nadobny Rd	Ongoing	1
3	15-Dec	Stray Cats	Storie Rd	Resolved	1
4	15-Dec	Property Standards	Whitton Rd	Resolved	1
5	15-Dec	Littering	Cobus Rd	Resolved	1
6	17-Dec	Stray Dogs	Fraser Rd	Resolved	1
7	17-Dec	Property Standards	Garden of Eden Rd	Resolved	1
8	24-Dec	Missing Dog	O'Brien Rd	Resolved	1
9	27-Dec	Property standards	Castleford Rd	Ongoing	1
10	28-Dec	Stray Dog	Jim Barr Rd	Resolved	1
Total					10

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Monthly Summary 2021

2021	Animal	Parking	Prop. Stand.	Noise	Other	Pound	Total	Tickets	Charges
Jan	7		1			0	8	0	0
Feb	6					0	6	0	0
Mar	4		3		1	0	8	0	0
Apr	7		2		3	2	12	0	1
May	11	2	1		1	2	15	4	1
Jun	3	3	3		3	0	12	0	0
Jul	8		2	1		0	11	0	0
Aug	6	2	2		1	0	11	0	0
Sep	7		4	1			12	0	1
Oct	7		1		1		9	0	0
Nov	8		2		1	1	11	0	1
Dec	5		4		1		10	0	0
Total	79	7	25	2	12	5	125	4	4

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Township of Horton COUNCIL / COMMITTEE REPORT

Title: Consent Application B99/21 Renfrew Golf Course	Date:	March 15 th , 2022
	Council/Committee:	Council/Planning Committee
	Author:	Nikky Dubeau, Executive Assistant
	Department:	Planning

RECOMMENDATIONS:

THAT Council receive this report as information.

BACKGROUND:

In 2021, the County of Renfrew changed their Consent Process. Since the change, they request the Township's comments and municipal report submitted at the beginning of the process instead of after a planning report is received. With the change, we receive the Planning Report and Notice of Decision from the County without the Consent File coming to Council.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: County of Renfrew

Prepared by: Nikky Dubeau, Executive Assistant

Reviewed by: Hope Dillabough, CAO/Clerk

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**Development & Property
Department
CONSENT PLANNING REPORT**

PART A - BACKGROUND

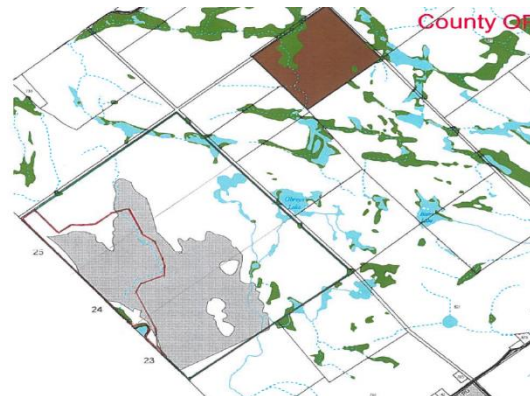
1. FILE NO.: **B99/21**
2. APPLICANT: Renfrew Golf Club Limited
3. MUNICIPALITY: Township of Horton
4. LOT: Part Lots 23, 24 & 25 CON.: 1 STREET: 1108 Golf Course Road
5. PURPOSE: Creation of a new lot
6. DESCRIPTION OF APPLICATION: The applicants are proposing to create a new lot that will be used as a future gravel pit. The severed lands are currently vacant, and the retained lands are used as a golf course.
7. LOT DIMENSIONS AND USE OF LANDS

	Frontage		Area		Structures
Existing Lot	134.56 m		242 Ha		Clubhouse, outbuildings and storage buildings
Severed	134.56 m		40 Ha		Vacant
Retained	339.41 m		202 Ha		Clubhouse, outbuildings and storage buildings
8. SEVERANCE HISTORY

Number of new lots from original holding (1971) 1 Lot Addition: B225/73 & B117/86 (Refused)
9. OFFICIAL PLAN OF THE COUNTY OF RENFREW
Official Plan Designation(s):

Severed Rural
Environmental Protection
Mineral Aggregate

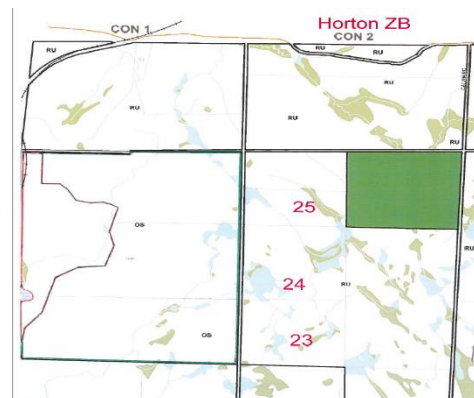
Retained Rural
Environmental Protection
Mineral Aggregate



10. ZONING BY-LAW OF THE TOWNSHIP OF
Zone(s):

Severed Open Space (OS)
Environmental Protection
(EP)

Retained Open Space (OS)
Environmental Protection
(EP)



Zone Requirements:

	<u>Proposed Lot Area</u>	<u>Minimum Required</u>	<u>Proposed Lot Frontage</u>	<u>Minimum Required</u>
Severed	40 Ha	NIL (OS) m²	134.56 m	NIL (OS) m
Retained	202 Ha	NIL (OS) m²	339.41 m	NIL (OS) m

11. SUBMITTED STUDIES

None

12. AGENCY COMMENTS

Twp. of Horton

The Township Fire Department and Roads Department have no comments or concerns. Favourable comments were received from the Township Chief Building Official and Sewage Inspector. The Township also requested the following:
a Zoning Amendment for severed parcel; Consent Agreement with the Township with clause stating that a lot development fee be paid upon approval of a

building permit. Registered Plan of Survey; Planning Justification Report; Environmental Impact Study; Hydrogeological Study; Noise Study, and Traffic Study.

Twp. of Admaston/Bromley (abutting)

Favourable comments were received from the Township.

Ministry of Transportation

The Ministry stated that the application is located outside of their area of control and have no comments.

County of Renfrew Forestry and GIS Division

The County states that they want to ensure that the applicant is aware that a multi-use (motorized and non-motorized) trail abuts the proposed lands. The proposed future use for this application is an aggregate extraction and therefore they request a vegetative buffer be created/maintained between the lands and the trail.

PART B – COMMENTS

1. PROVINCIAL POLICY STATEMENT and MUNICIPAL PLAN REVIEW DATA

No Concerns Concerns

Explanation of Concerns:

No concerns

2. CONFORMITY WITH OFFICIAL PLAN

(a) The proposal conforms with the Official Plan, based on the information available to this Department.

(b) The proposal will conform with the Official Plan if/when, (Sec. Nos.)

- Under Section 2.2(8)(e), property is affected by Significant Woodlands.
- Under Section 2.2(8)(f), property is affected by Significant Valleylands.
- Under Section 7.3(4), the opening of a new pit will require an amendment to the local zoning by-law with full public notice and opportunities for appeal.
- Under Section 13.3(3), the severed and retained lands

- (c) The proposal does not meet the intent of the Official Plan because,

3. CONFORMITY WITH ZONING BY-LAW

- (a) The proposal appears to meet the requirements of the Zoning By-law.
- (b) The severed/retained portion/overall proposal would contravene the By-law because,

The severed lands are zoned Open Space (OS) and Environmental Protection (EP) which does not permit a gravel pit. A zoning by-law amendment is required.

4. GENERAL PLANNING COMMENTS

As indicated above, the proposed use for the severed lands is a future gravel pit. Section 7.3(4) of the Official Plan states that a new pit will require an amendment to the local zoning by-law with full public notice and opportunities for appeal. As indicated in our general inquiry response, dated April 27, 2021, the following studies are required for a complete zoning by-law amendment:

1. Planning Justification Report
2. Environmental Impact Study
3. Hydrogeological Study
4. Noise study (if there are sensitive uses within 300 metres)
5. Traffic Impact Study

The Township also requested that these studies be completed.

A zoning by-law amendment is required to rezone the severed lands from Open Space (OS) to Extractive Industrial – holding (EM-h) to permit the pit. The holding zone can be removed once all the necessary studies have been submitted.

Significant Valleylands and Significant Woodlands

Portions of the property are also impacted by significant valleylands, as identified on Official Plan Schedule B-Map 4-Natural Heritage Features and Sections 2.2(8)(f). This is a natural feature that is required to be protected from negative impacts from development. Proposed development that occurs in or within 120 metres of this feature is required to be supported by an Environmental Impact Study (EIS) that demonstrates there will be no negative impacts on the valleylands.

Portions of the property are impacted by significant woodlands, as identified on Official Plan Schedule B-Map 4-Natural Heritage Features. Section 2.2(8)(e) requires this natural feature to be protected from negative impacts from development. Proposed development that occurs in or within 120 metres of the feature is required to be supported by an Environmental Impact Study (EIS) that demonstrates there will be no negative impacts on the woodlands.

Significant Valleylands and Significant Woodlands can be addressed in the same Environmental Impact Study.

Transportation

As indicated in our General Inquiry response, our mapping does not have the same amount of road frontage as shown on the sketch submitted with the application. The Township of Horton Public Works Manager confirmed that the total lot frontage of the property is 339 metres, and both the severed and retained lands have sufficient road frontage.

Objection Letter

Our office has received various letters from a neighbouring property owner, Peggy McGillivray (attached).

Concerns include: that their purchase of the property had a written agreement for their right-of-way across the Renfrew Golf Club Limited property, and that they must honour the right-of-way. Ms. McGillivray also had concerns related to the mapping, the size of the pond in the south east section of the proposed land to be sold and the location of the future extension of Golf Course Road is not sure.

Our office has reviewed the air photography and it shows an existing road over the Renfrew Golf Club property. The McGillivray property may have a prescriptive right for access to be confirmed by a lawyer.

Based on these concerns, this file is to be handled by the land division committee.

5. RECOMMENDATIONS

- (a) Planning concerns have NOT been identified in this report. Therefore, consent may be appropriate if supported by Council and the agencies.
- (b) There are some planning concerns which Council should deal with as follows, before deciding whether to support the consent.
- (c) The proposal may be acceptable when the following matters are addressed and resolved:
- (d) Conditions to the giving of consent should be considered for the following:
- Registered Plan of Survey:
 - Zoning By-law Amendment: Rezone the severed lands to EM-h
 - Minor Variance:
 - Private Road Agreement:
 - Development Agreement:

- Site Plan Control Agreement:
- Notice on Title:
- Shoreline Road Allowance Closure / Acquisition:
- Other: A vegetative buffer to be created/maintained between the lands and the trail.

Consent Agreement with the Township with clause stating that a lot development fee be paid upon approval of a building permit.

(e) There are serious planning concerns, refusal is recommended.

(f) Other Recommendations:

Date: February 14, 2022

Prepared by: Lindsey Bennett-Farquhar, MCIP, RPP
County Planner

Reviewed by: Bruce Howarth, MCIP, RPP
Manager of Planning Services

NOV/2021



Applicant:	Renfrew Golf Club Limited	Date of Notice of Decision:	February 25, 2022
File No.:	B99/21	Last Date of Appeal:	March 17, 2022
	Pt. Lots 23, 24, 25, Con. 1	Last Date to meet Conditions:	<u>February 25, 2024</u>
	Geographic Township of Horton		

NOTICE OF DECISION
APPLICATION FOR CONSENT
SECTION 53 OF THE PLANNING ACT

DECISION

Consent for conveyance of property from Renfrew Golf Club Limited of a vacant lot/future pit being Part of Lots 23, 24 & 25, Concession 1, in the Geographic Township of Horton, in the County of Renfrew consisting of:

Frontage:	TBD	
Depth:	Irregular	
Area:	40.47 ha.	(100 ac.)

IT IS HEREBY DECIDED that consent be granted for the conveyance of a vacant lot/future pit subject to the following conditions:

1. That a registered Plan of Survey in conformity with the sketch depicting the severed lands (as attached to the original or amended application) be supplied to the Secretary-Treasurer of the Land Division Committee.
2. That the severed parcel be rezoned from Open Space (OS) to an Extractive Industrial-holding (EM-h) zone to permit a pit. The removal of the holding zone will be subject to the completion and acceptance of the following:
 - Planning Justification Report,
 - Hydrogeology Study,
 - Environmental Impact Study,
 - Noise Study (if there are sensitive uses within 300 metres),
 - Traffic Study, and
 - The implementation of a vegetative buffer between the abutting multi-use trail and the severed lands on a site plan under the Aggregate Resources Act.

Prior to issuance of the Certificate of Official, the municipality is to notify the Secretary-Treasurer of the Land Division Committee when the zoning is in force and effect.

RETURN TO AGENDA

- 3. That the applicants enter into a Consent Agreement with the Township of Horton under Sections 51(26) and 53(12) of the Planning Act. Prior to issuance of the Certificate of Official, the municipality is to notify the Secretary-Treasurer of the Land Division Committee when the condition has been met.

Consent shall be Deemed To Be Refused in accordance with Section 53(41) of the Planning Act within two years of Notice of Decision if proof has not been supplied to the satisfaction of the Secretary-Treasurer before that date that the condition has been met. Critical dates relating to the Decision are listed above.



.....
Brian Hunt



.....
John (Jed) Reinwald



.....
Debbi Grills

NOTES:

If conditions have been applied, you will be entitled to receive notice of any changes to the conditions of the provisional (conditional) consent, if you have either made a written request to be notified of the Decision to give or refuse to give provisional consent, or a written request to be notified of changes to conditions of provisional consent.

It is important to note that a registered plan of survey or a registerable legal description required as a condition of consent (refer to Decision attached) must be in compliance with the sketch submitted with your consent application.

ADDITIONAL INFORMATION

Additional information regarding the application for consent will be available to the public for inspection at the Office of the Development and Property Department from Monday to Friday between 8:00 a.m. and 4:00 p.m.

OTHER RELATED DEVELOPMENT APPLICATIONS

None

WRITTEN SUBMISSIONS

All written submissions received on the application were considered and helped to make an informed decision.

APPEALING THE DECISION OR CONDITIONS

Only individuals, corporations and public bodies may appeal Decisions in respect of applications for consent to the Ontario Land Tribunal. A Notice of Appeal may not be filed by an unincorporated association or group. However, a Notice of Appeal may be filed in the name of an individual who is a member of the association or group. A Notice of Appeal, setting out written reasons in support of the appeal and accompanied by the fee prescribed by the Ontario Land Tribunal, must be submitted to the Secretary-Treasurer within twenty (20) day of the date of giving Notice of the Decision.

The cost of an appeal is \$400.00 with the certified cheque or money order payable to the Minister of Finance. A copy of an appeal form is available from the OLT website at <https://olt.gov.on.ca/appeals-process/forms/>

If within twenty (20) days of the date of completion of giving of Notice (mailing), no Notice of Appeal is submitted, the Decision is final and binding, and the Secretary-Treasurer is required to notify the applicant and to file a copy of the Decision with the Clerk of the Municipality.

MAIL ADDRESS FOR NOTICE OF APPEAL

County of Renfrew
9 International Drive
Pembroke, ON
K8A 6W5
Attention: Alana Zadow
Secretary-Treasurer, Land Division Committee



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Consent Application B127/21 Armstrong	Date:	March 15 th , 2022
	Council/Committee:	Council/Planning Committee
	Author:	Nikky Dubeau, Executive Assistant
	Department:	Planning

RECOMMENDATIONS:

THAT Council receive this report as information.

BACKGROUND:

In 2021, the County of Renfrew changed their Consent Process. Since the change, they request the Township's comments and municipal report submitted at the beginning of the process instead of after a planning report is received. With the change, we receive the Planning Report and Notice of Decision from the County without the Consent File coming to Council.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: County of Renfrew

Prepared by: Nikky Dubeau, Executive Assistant

Reviewed by: Hope Dillabough, CAO/Clerk

RETURN TO AGENDA

PART A - BACKGROUND

1. FILE NO.: **B127/21**
2. APPLICANT: Jennifer Armstrong
3. MUNICIPALITY: Township of Horton
4. LOT: Part Lot 21 CON.: 7 STREET: 158 Alex Lane
5. PURPOSE: Creation of a new lot and easement
6. DESCRIPTION OF APPLICATION: The owner is proposing to create a new residential waterfront where a dwelling will be built. The new lot will be accessed by a right-of-way. There is an existing seasonal dwelling on the retained lands, and no new development is proposed.



7. LOT DIMENSIONS AND USE OF LANDS

	Frontage	Area	Structures
Existing Lot	23.1 m	3.21 Ha	Seasonal dwelling
Severed	9.1 m	0.47 Ha	None
Retained	23.1 m	2.74 Ha	Seasonal dwelling

8. SEVERANCE HISTORY

Number of new lots from original holding (1971) 1 previous severance: B2/98

9. OFFICIAL PLAN OF THE COUNTY OF RENFREW

Official Plan Designation(s):

Severed Rural

Retained Rural



10. ZONING BY-LAW OF THE TOWNSHIP OF

Zone(s):

Severed Environmental Protection
- Exception One (EP-E1)

Retained Environmental Protection
- Exception One (EP-E1)



Zone Requirements:

	<u>Proposed Lot Frontage</u>	<u>Minimum Required</u>	<u>Proposed Lot Area</u>	<u>Minimum Required</u>
Severed	9.1 m	n/a - EP 40 - LSR m	0.47 Ha	n/a - EP 4050-LSR m²
Retained	23.1 m	n/a - EP 40 - LSR m	2.74 Ha	n/a - EP 4050-LSR m²

PART B – COMMENTS**1. PROVINCIAL POLICY STATEMENT and MUNICIPAL PLAN REVIEW DATA**No Concerns Concerns Explanation of Concerns:

2.1.5 b) *Development and site alteration* shall not be permitted in: *significant woodlands* in Ecoregions 6E and 7E; unless it has been demonstrated that there will be no *negative impacts* on the natural features and their ecological functions.

2.1.5 c) *Development and site alteration* shall not be permitted in: *significant valleylands* in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Mary's River); unless it has been demonstrated that there will be no *negative impacts* on the natural features and their ecological functions.

2.3.3.3 New land uses, including the creation of new lots shall comply with the minimum distance separation formulae

3.1.2 Development and site alteration shall not be permitted within a floodway and in areas that would be rendered inaccessible to people and vehicles during times of flooding hazards.

3.1.8 *Development* shall generally be directed to areas outside of lands that are unsafe for *development* due to the presence of *hazardous forest types for wildland fire*.

Development may however be permitted in lands with *hazardous forest types for wildland fire* where the risk is mitigated in accordance with *wildland fire assessment and mitigation standards*.

2. CONFORMITY WITH OFFICIAL PLAN

(a) The proposal conforms with the Official Plan, based on the information available to this Department.

(b) The proposal will conform with the Official Plan if/when,
 (Sec. Nos.)

- Under Section 2.2(2), minimum distance separation 1 calculations can be met.
- Under Section 2.2(9)(e), the wildland fire policies can be met.
- Under Section 2.2(9)(e), the floodplain policies can be met.
- Under Section 2.2(12), hydrogeological investigation is required.
- Under Section 13.3(2), favourable comments from the County of Renfrew Public Works and Engineering Department are required.
- Under Section 14.3(19), the private road policies can be met.

(c) The proposal does not meet the intent of the Official Plan because,

3. CONFORMITY WITH ZONING BY-LAW

(a) The proposal appears to meet the requirements of the Zoning By-law.

(b) The severed/retained portion/overall proposal would contravene the By-law because,

The severed and retained lands are zoned Environmental Protection – Exception One (EP-E1). No new development is permitted.

4. SUBMITTED STUDIES

None

5. AGENCY COMMENTS

The Sewage Inspector approved the suitability of the severed and retained land for private sewage disposal provided the sewage system conforms to the Building Code and Zoning By-laws.

The Township Fire Chief stated that:

Twp. of Horton

- Please note that the Private Road accessing this proposed severance is not maintained in winter does not meet the minimum required access clearances for large Emergency Vehicles and has a roadbed that may not support the weight of large Emergency vehicles. The applicants should be aware that the full set of emergency services (Fire, Ambulance, Police) may not be available to them given different times of the year and based on local road conditions. Applicants should govern themselves accordingly.

Conditions:

- Consent Agreement entered into with the Township to include Fire Chief Comments
- Lot development fee of \$3,824 be paid
- Registered plan of survey

County of Renfrew
Public Works and
Engineering Dept.

Favourable comments were received from the County.

6. **GENERAL PLANNING COMMENTS**

As indicated in Part B-Section 1 of this Report, the Provincial land use planning issues to be addressed include significant valleylands and woodlands, floodplain, wildland fire, and Minimum Distance Separation (MDS 1) of a new sensitive (residential) land use from existing livestock and manure operations.

The Official Plan generally requires that all new lots be a minimum of 0.4 hectares (1 acre) in area with 45 metres of frontage on an open and maintained public road. A hydrogeological evaluation, prepared by a qualified professional, is required confirms a suitable potable source of water for both quality (in accordance with the Ontario Drinking Water Quality Standards) and quantity. The evaluation must also confirm that the site is suitable for the installation of a septic system or can accommodate the additional nitrates and include a nitrate impact calculation that ensures there will be no off-site impacts regarding nitrates on the water supply (quantity and quality), and no off-site impacts regarding nitrates and phosphorous on the surface lake water.

Ottawa River Flood Plain

The severed and retained lands are affected by the Ottawa River Flood Plain. Section 3.22.1 of the Township Zoning By-law applies to development on the severed and retained lands. It states that:

- (i) No Building or Structures, including additions or enlargements to existing structures, with the exception of boat docking or launching facilities shall be permitted on lands located within the Ottawa River Flood Plain and situated below the floodway elevation of 75.5 metres Canadian Geodetic Datum (C.G.D). This elevation shall be calculated prior to the importing of fill or the undertaking of any other flood-proofing measures.
- (ii) No building permits shall be issued for new developments, including additions or enlargements, on lands located within the Ottawa River Flood Plain and situated above the floodway elevation of 75.5 metres C.G.D. unless such development is flood proofed to the flood plain design elevation of 76.8 metres C.G.D. An Elevation survey prepared by an Ontario Land Surveyor which identifies the floodway contour and shows that development is to occur in accordance with the requirements of this By-law and shall accompany an application for a building permit.

Water Setback

Section 2.2(11) of the Official Plan requires that all buildings and structures including wells and septic systems are to be set back a minimum horizontal distance of 30 metres of the normal high water mark of the Ottawa River. Where possible, the lands within the water setback are to be maintained in a natural state to buffer land-surface transport of nutrients to the lake and maintain a natural landscape.

Zoning

The severed and retained lands are zoned Environmental Protection – Exception One (EP-E1). The only permitted residential use in the EP-E1 zone is be a semi-detached seasonal dwelling. Additional provisions that also apply are that the minimum side yard width for one unit of a semi detached dwelling on a separate lot shall be 0 where the two units abut, and the provisions of the Ottawa River Floodplain section of this By-law shall apply.

A zoning by-law amendment is required to rezone the severed and retained lands from EP-E1 to Limited Service Residential (LSR) in order to permit residential development on a private road. A Planning Report is required to support the rezoning from Environmental Protection to a residential zone.

The minimum lot area requirement in the LSR zone is 4050 square metres, and the minimum lot frontage requirement is 40 metres. The severed and retained lands meet the requirement for lot area. The severed lands do not meet the minimum lot frontage requirement. The severed lands will be required to be rezoned to an exception zone to reduce the required lot frontage. Based on the application sketch, it appears that the retained lands exceed the required lot frontage of 40 metres; however it is difficult to read the sketch. A draft survey is required to show the lot frontage for both the severed and retained lands. If the lot frontage requirement cannot be met for the retained lands, it can be addressed in the same zoning by-law amendment.

Minimum Distance Separation

The Provincial Policy Statement (PPS), the County of Renfrew Official Plan and the Township of Horton Zoning By-law require compliance with MDS 1. MDS 1 must be calculated for all livestock facilities within 750 metres of the proposed severed lots. Our records indicate that there is a barn located at **934 Storyland Road**.

If these barns contain or are capable of containing livestock, or there is manure storage on the property, an MDS 1 form must be completed for each livestock facility and/or manure storage and returned to our office to determine the minimum separation distance for the proposed lot.

Transportation

The severed and retained lands will have frontage on and be accessed by a private road. Section 14.3(19) of the Official Plan consent policies permits new waterfront residential lots to have private road access provided it is legally obtained and connects to a municipal public road maintained year-round by the municipality. It may be subject to a private road agreement with the municipality to ensure it meets road construction and maintenance standards and can accommodate emergency vehicle access.

The private road connects to Storyland Road which is a County Road. Favourable comments were received by County of Renfrew Public Works Department.

Wildland Fire

The proposed lot falls within areas that pose a wildland fire risk, as identified on Schedule B-Map 1-Hazards, to the County of Renfrew Official Plan. Under Section 2.2(9)(d) development may be permitted in an area with a wildland fire risk, provided the risk is mitigated in accordance with Ministry of Natural Resource and Forestry (MNR) assessment and standards. A completed Wildland Fire Risk Assessment Form will need to be completed. This form is available on the County of Renfrew Website, alongside a short guide on mitigating wildland fire risks.

<https://www.countyofrenfrew.on.ca/en/business-and-development/wildland-fire.aspx>

Significant Valleylands and Significant Woodlands

The property is impacted by significant valleylands and significant woodlands, as identified on Official Plan Schedule B-Map 4-Natural Heritage Features and Sections 2.2(8)(e)&(f). Significant valleylands and woodlands are natural features that are required to be protected from negative impacts from development. Typically, an Environmental Impact Study (EIS) is required to confirm the proposed severance will not negatively impact this feature. However, under Section 2.2(23)(c) our office would recommend that an EIS be waived since only one new lot is being created.

Planning Report

One Planning Report can be completed that will address the issues described above including the hydrogeological investigation, the rezoning from an Environmental Protection zone, and the Ottawa River floodplain policies and provisions. The report must demonstrate a suitable building envelope considering all of the above comments. A favourable report to the satisfaction of the County of Renfrew is required as a condition of consent.

7. RECOMMENDATIONS

- (a) Planning concerns have NOT been identified in this report. Therefore, consent can be granted.
- (b) There are some planning concerns that must be dealt with as follows, before determining whether the consent can be supported or not.
- (c) The proposal may be acceptable when the following matters are addressed and resolved:
- Planning Report described above.
 - Favourable Minimum Distance Separation 1 calculations.
- (d) Conditions to the giving of consent should be considered for the following:
- Registered Plan of Survey: Draft survey showing the lot frontage of the severed and retained lands.

- Zoning By-law Amendment: Rezone the severed and retained lands from EP-E1 to LSR – an exception zone may be required to address the lot frontage requirement.
- Minor Variance:
- Private Road Agreement:
- Development Agreement:
- Site Plan Control Agreement:
- Notice on Title:
- Shoreline Road Allowance Closure / Acquisition:
- Other: A Planning Report described above to the satisfaction of the County of Renfrew.

(e) There are serious planning concerns, refusal is recommended.

(f) Other Recommendations:

Date: February 9, 2022

Prepared by: Lindsey Bennett-Farquhar, MCIP, RPP
County Planner

Reviewed by: Bruce Howarth, MCIP, RPP
Manager of Planning Services

NOV/2021

Applicant: Jennifer Armstrong
File No.: **B127/21**
Pt. Lot 21, Con. 7
Geographic Township of Horton

Date of Notice of Decision: March 9, 2022
Last Date of Appeal: March 29, 2022
Last Date to meet Conditions: **March 9, 2024**

NOTICE OF DECISION
APPLICATION FOR CONSENT
SECTION 53 OF THE PLANNING ACT

DECISION

Consent for conveyance of property from Jennifer Armstrong of a residential lot being Part of Lot 21, Concession 7, in the Township of Horton, in the County of Renfrew consisting of:

Frontage:	9.144 m	(30 ft.)
Depth:	irreg.	
Area:	0.47 ha.	(1.16 ac.)

Part 1 on Reference Plan 49R-507

IT IS HEREBY DECIDED that consent be granted for the conveyance of a residential lot together with a right-of-way, subject to the following conditions:

1. That a preliminary Plan of Survey be provided confirming the lot frontage for the severed and retained lands and confirming a suitable building envelope on the severed parcel. Upon review and acceptance of the preliminary survey, a registered Plan of Survey in conformity with the sketch depicting the severed lands (as attached to the original or amended application) be supplied to the Secretary-Treasurer of the Land Division Committee. The right-of-way shall be shown as a separate part on the plan.
2. That the severed and retained lands be rezoned from Environmental Protection-Exception One (EP-E1) to Limited Service Residential (LSR) in order to permit residential development on a private road. An exception zone may be required to address the reduced lot frontage. Prior to the issuance of the Certificate of Official the municipality shall notify the Secretary-Treasurer of the Land Division Committee when the condition has been met.
3. That the applicant provide to the Secretary-Treasurer of the County of Renfrew, a Planning Report prepared by a qualified individual to address the following:
 - a) justification of the rezoning from Environmental Protection-Exception One to a residential zone;
 - b) Ottawa River floodplain policies and provisions.
 - c) to provide a hydrogeological evaluation, prepared by a qualified professional, confirming a suitable potable source of water for both quality (in accordance with the Ontario Drinking Water Quality Standards) and quantity. The evaluation must also confirm that the site is suitable for the installation of a septic system or can accommodate the additional nitrates and include a nitrate impact calculation that ensures there will be no off-

RETURN TO AGENDA

site impacts regarding nitrates on the water supply (quantity and quality), and no off-site impacts regarding nitrates and phosphorous on the surface lake water; and

- d) confirmation that there is a suitable building envelope taking into consideration all of the above.
4. That the applicant provide to the Secretary-Treasurer of the County of Renfrew with a satisfactory Minimum Distance Separation 1 (MDS 1) calculations for the livestock facility located at 934 Storyland Road;
 5. That the applicant complete a Wildland Fire Risk Assessment checklist to the satisfaction of the County of Renfrew;
 6. That the applicants enter into a consent agreement with the Township of Horton under Sections 51(26) and 53(12) of the Planning Act. The agreement shall include any clauses deemed appropriate by the municipality with respect access over the right-of-way for emergency vehicles, and to implement any requirements contained in the planning report. Prior to issuance of the Certificate of Official, the municipality is to notify the Secretary-Treasurer of the Land Division Committee when the condition has been met.
 7. That the applicants pay a lot development fee of \$3,824.00 to the Township of Horton. Prior to issuance of the Certificate of Official, the municipality is to notify the Secretary-Treasurer of the Land Division Committee when the condition has been met.

Consent shall be Deemed To Be Refused in accordance with Section 53(41) of the Planning Act within one year of Notice of Decision if proof has not been supplied to the satisfaction of the Secretary-Treasurer before that date that the condition has been met. Critical dates relating to the Decision are listed above.

.....
Bruce Howarth, MCIP, RPP
Manager of Planning Services

NOTES:

Comments from Alan Cole, Township of Horton Fire Chief dated November 30, 2021 are attached for information purposes.

If conditions have been applied, you will be entitled to receive notice of any changes to the conditions of the provisional (conditional) consent, if you have either made a written request to be notified of the Decision to give or refuse to give provisional consent, or a written request to be notified of changes to conditions of provisional consent.

It is important to note that a registered plan of survey or a registerable legal description required as a condition of consent (refer to Decision attached) must be in compliance with the sketch submitted with your consent application.

ADDITIONAL INFORMATION

Additional information regarding the application for consent will be available to the public for inspection at the Office of the Development and Property Department from Monday to Friday between 8:00 a.m. and 4:00 p.m.

RETURN TO AGENDA

OTHER RELATED DEVELOPMENT APPLICATIONS

None

WRITTEN SUBMISSIONS

All written submissions received on the application were considered and helped to make an informed decision.

APPEALING THE DECISION OR CONDITIONS

Only individuals, corporations and public bodies may appeal Decisions in respect of applications for consent to the Ontario Land Tribunal. A Notice of Appeal may not be filed by an unincorporated association or group. However, a Notice of Appeal may be filed in the name of an individual who is a member of the association or group. A Notice of Appeal, setting out written reasons in support of the appeal and accompanied by the fee prescribed by the Ontario Land Tribunal, must be submitted to the Secretary-Treasurer within twenty (20) day of the date of giving Notice of the Decision.

The cost of an appeal is \$400.00 with the certified cheque or money order payable to the Minister of Finance. A copy of an appeal form is available from the OLT website at <https://olt.gov.on.ca/appeals-process/forms/>

If within twenty (20) days of the date of completion of giving of Notice (mailing), no Notice of Appeal is submitted, the Decision is final and binding, and the Secretary-Treasurer is required to notify the applicant and to file a copy of the Decision with the Clerk of the Municipality.

MAIL ADDRESS FOR NOTICE OF APPEAL

County of Renfrew
9 International Drive
Pembroke, ON
K8A 6W5
Attention: Alana Zadow
Secretary-Treasurer, Land Division Committee

RETURN TO AGENDA

TOWNSHIP OF



HORTON

2253 Johnston Road, Renfrew, Ontario K7V 3Z8
 (o) 613-432-6271 (f) 613-432-7298

Request for Comments

TO: Department Heads

FROM: Nikky Dubeau

DATE:

RE:

Please find attached information regarding the Severance Application mentioned above. This information is being circulated within all Township of Horton Departments and your comments are required.

Please review the attached information and provide your comments below. **If you do not respond within 10 business days, it will be assumed there are no comments or concerns.**

If you require any additional information, please do not hesitate to contact me.

Sincerely,

Nikky Dubeau
 Admin/Planning Assistant
ndubeau@hortontownship.ca

HORTON TOWNSHIP DEPARTMENT RESPONSE

We have reviewed the information provided for the Severance Application, and

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

 Department

 Name (Print)

 Signature

RETURN TO AGENDA

Township of Horton
2253 Johnston Road, Renfrew, Ontario K7V 3Z8
(o) 613-432-6271 (f) 613-432-7298

Department: _____

Date: _____

Comments:

Signature



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Consent Application B89/21 Pastway	Date:	March 15 th , 2022
	Council/Committee:	Council/Planning Committee
	Author:	Nikky Dubeau, Executive Assistant
	Department:	Planning

RECOMMENDATIONS:

THAT Council receive this report as information.

BACKGROUND:

In 2021, the County of Renfrew changed their Consent Process. Since the change, they request the Township's comments and municipal report submitted at the beginning of the process instead of after a planning report is received. With the change, we receive the Planning Report and Notice of Decision from the County without the Consent File coming to Council.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: County of Renfrew

Prepared by: Nikky Dubeau, Executive Assistant

Reviewed by: Hope Dillabough, CAO/Clerk

RETURN TO AGENDA

Applicant: James Pastway
File No.: **B89/21**
Pt. Lot 7, Con. 6
Geographic Township of Horton

Date of Notice of Decision: March 9, 2022
Last Date of Appeal: March 29, 2022
Last Date to meet Conditions: March 9, 2024

NOTICE OF DECISION
APPLICATION FOR CONSENT
SECTION 53 OF THE PLANNING ACT

DECISION

Consent for conveyance of property from James Pastway of a residential lot being Part of Lot 7, Concession 6, in the Township of Horton, in the County of Renfrew consisting of:

Frontage:	40 m	(131.2 ft.)
Depth:	120 m	(393.7 ft.)
Area:	1.08 ha.	(3.36 ac.)

IT IS HEREBY DECIDED that consent be granted for the conveyance of a residential lot, subject to the following conditions:


1. That a registered Plan of Survey in conformity with the sketch depicting the severed lands (as attached to the original or amended application) be supplied to the Secretary-Treasurer of the Land Division Committee.
2. That the applicants enter into a consent agreement with the Township of Horton under Sections 51(26) and 53(12) of the Planning Act. The agreement shall include any requirements of Slope Stability Assessment dated December 21, 2021. Prior to issuance of the Certificate of Official, the municipality is to notify the Secretary-Treasurer of the Land Division Committee when the condition has been met.
3. That the applicant satisfy the requirements of the Township of Horton Public Works Department with respect to an easement and turn-around to be created and an agreement with the Township of Horton. Prior to issuance of the Certificate of Official, the municipality is to notify the Secretary-Treasurer of the Land Division Committee when the condition has been met.
4. That the applicants pay a lot development fee of \$3,824.00 to the Township of Horton. Prior to issuance of the Certificate of Official, the municipality is to notify the Secretary-Treasurer of the Land Division Committee when the condition has been met.
5. a) That the Applicant meet the conditions of TransCanada Pipeline by entering into an agreement with TransCanada Pipeline containing clauses set out in a letter from Darlene Presley, Lehman & Associates dated September 1, 2021, a copy of which is attached hereto.

b) Prior to issuance of the Certificate, the Applicant's solicitor is to provide an undertaking to register the fully executed TransCanada Pipeline agreement on the title to the severed lot; such undertaking shall be addressed to MHBC Planning Limited.

RETURN TO AGENDA

Prior to issuance of the Certificate of Official, the TransCanada Pipeline is to notify the Secretary-Treasurer of the Land Division Committee when the condition has been met.

Consent shall be Deemed To Be Refused in accordance with Section 53(41) of the Planning Act within one year of Notice of Decision if proof has not been supplied to the satisfaction of the Secretary-Treasurer before that date that the condition has been met. Critical dates relating to the Decision are listed above.



 Bruce Howarth, MCIP, RPP
 Manager of Planning Services

NOTES:

Letter dated September 1, 2021 from MHBC Planning on behalf of TransCanada Pipelines Limited is attached for information purposes.

If conditions have been applied, you will be entitled to receive notice of any changes to the conditions of the provisional (conditional) consent, if you have either made a written request to be notified of the Decision to give or refuse to give provisional consent, or a written request to be notified of changes to conditions of provisional consent.

It is important to note that a registered plan of survey or a registerable legal description required as a condition of consent (refer to Decision attached) must be in compliance with the sketch submitted with your consent application.

ADDITIONAL INFORMATION

Additional information regarding the application for consent will be available to the public for inspection at the Office of the Development and Property Department from Monday to Friday between 8:00 a.m. and 4:00 p.m.

OTHER RELATED DEVELOPMENT APPLICATIONS

None

WRITTEN SUBMISSIONS

All written submissions received on the application were considered and helped to make an informed decision.

APPEALING THE DECISION OR CONDITIONS

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The cost of an appeal is \$400.00 with the certified cheque or money order payable to the Minister of Finance. A copy of an appeal form is available from the OLT website at <https://olt.gov.on.ca/appeals-process/forms/>

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MAIL ADDRESS FOR NOTICE OF APPEAL

County of Renfrew
9 International Drive
Pembroke, ON
K8A 6W5

Attention: Alana Zadow
Secretary-Treasurer
Land Division Committee

September 1, 2021

Ms. Alana Zadow, ACST
Secretary-Treasurer
Land Division Committee
9 International Drive
Pembroke, ON
K8A 6W5

Via email: azadow@countyofrenfrew.on.ca

Dear Ms. Zadow:

**RE: Consent Application File No. B89/21, James Pastway
Part Lot 7, Concession 6, Township of Horton
Our File No. PAR 44272**

We are the planning consultants for TransCanada PipeLines Limited (TCPL), an affiliate of TC Energy Corporation (TC Energy). This letter is in response to notification of the consent application and request for comments. We understand the purpose of the consent is the creation one 3.36 acre lot for residential purposes. TCPL has two high pressure natural gas pipelines crossing the severed lands.

TCPL's pipelines and related facilities are subject to the jurisdiction of the Canada Energy Regulator (CER) – formerly the National Energy Board. As such, certain activities must comply with the Canadian Energy Regulator Act (Act) and the National Energy Board Damage Prevention Regulations (Regulations). The Act and the Regulations noted can be accessed from the CER's website at www.cer-rec.gc.ca.

We request as a condition of approval the landowner be required to enter into an agreement with TCPL and same be registered on title. Our recommended wording for the condition is as follows:

The conditions, restrictions or covenants specified by TransCanada PipeLines Limited (TCPL) shall be registered against title (by agreement) in relation to the "Lands" by way of application to register conditions, restrictions or covenants as applicable, pursuant to the Land Titles Act, or any amendments thereto.

The agreement set out in the recommended condition would contain the following items:

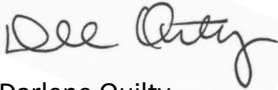
1. Written consent must be obtained from TCPL prior to undertaking the following activities:
 - a. constructing or installing a facility across, on, along or under a TCPL pipeline right-of-way.

- b. conducting a ground disturbance (excavation or digging) on TCPL's pipeline right-of-way or within 30 meters of the centreline of TCPL's pipe (the "Prescribed Area");
 - c. driving a vehicle, mobile equipment or machinery across a TCPL pipeline right-of-way outside the travelled portion of a highway or public road;
 - d. using any explosives within 300 meters of TCPL's pipeline right-of-way; and
 - e. Use of the prescribed area for storage purposes.
2. How to apply for written consent:
 - Determine the location of your work relative to TCPL's facilities.
 - When planning, and before any of the work or activities, listed above, can begin, a request for written consent must be submitted to TCPL through our online application form
 - We no longer accept applications through email
 - Location of the work is required, along with the proximity to TCPL's rights-of-way
 - This information can be obtained through survey plans, or through a locate request
 - **Make a locate request** either online (ClickBeforeYouDig.com) or by calling your [local One-Call Centre](#).
 - The One-Call Centre will notify owners of buried utilities in your area, who will send representatives to mark these facilities with flags, paint or other marks, helping you avoid damaging them. Often written consent for minor activities can be obtained directly from a regional TCPL representative through a locate request.
 - **Apply for written consent** using TCPL's [online application form](#) or call [1-877-872-5177](tel:1-877-872-5177).
 - **Application assessment and consent.** Once your information has been assessed and potential impacts have been evaluated, TCPL may:
 - Grant consent without any conditions
 - Grant consent that requires certain conditions to be met to assure safety, or
 - Not grant consent
 3. During construction activities in proximity of the right-of-way, the owner must install and maintain temporary fencing along the limits of TCPL's pipeline right-of-way to prevent unauthorized access onto the pipeline right-of-way with heavy equipment. The fence must meet TCPL's specifications concerning type, height and location and must be maintained by the owner for the duration of construction.
 4. Landscaping of TCPL's right-of-way is to be approved in writing by TCPL and done in accordance with TCPL's Landscaping Guidelines:
 - a. A five (5) metre wide, continuous access way is provided on each side of the pipe in the right-of-way
 - b. Roots must not interfere with or cause damage to the TCPL Facility;
 - c. The TCPL right-of-way is seeded with Canada #1 seed.
 - d. No trees or shrubs shall be planted within five (5) metres of the edge of the TCPL Facility
 - e. Trees or shrubs shall at no time exceed four (4) metres in height.
 - f. No portion of a tree or shrub (including the canopy) at the time of maturity shall be permitted to encroach within five (5) metres of the edge of TransCanada Facility
 - g. Irrigation systems are not permitted within TCPL's right-of-way.

5. Permanent Structures are not permitted anywhere on the right-of-way and shall maintain a seven meter separation from the edge of the right-of-way.
6. Temporary or Accessory Structures are not permitted on the right-of-way and shall maintain a separation of three meters from the edge of the right-of-way.
7. Facilities shall be constructed to ensure drainage is directed away from the right-of-way so that erosion that would adversely affect the depth of cover over the pipelines does not occur. Catchment basins, drainage swales or berms are not permitted within TCPL's right-of-way.
8. Should pooling of water or erosion occur on the right-of-way as a result of any facility installation or landscaping, the owner will be responsible for the remediation of the pooling or erosion to TCPL's satisfaction.
9. In the event that TCPL's pipelines suffer contact damage or other damage as a result of the Owner's operations, stop work immediately and notify TCPL at once.
10. The owner shall ensure through all contracts entered into, that all contractors and subcontractors are aware of and observe the foregoing terms and conditions.

Thank you for the opportunity to comment. Kindly forward a copy of the decision to the undersigned by mail or by email to dquilty@mhbcplan.com. If you have any questions, please do not hesitate to contact our office.

Sincerely,



Darlene Quilty,
Planning Co-ordinator
on behalf of TransCanada PipeLines Limited

Township Of HortonFEBRUARY 2022 BUILDING REPORT

Month	No. of Permits	2022 Value of Permits	2021 Value of Permits	2020 Value of Permits	Renos/Add Comm/Res	Garages/Storage Bldg Comm/Res	New Res	New Comm	Demos	Total SQ. FT	Stop Work Orders Issued
January	0	\$0	\$ -	\$ 310,000							0
February	6	\$1,635,000	\$ 785,000	\$ -		3	3			11,911	
March			\$ 1,340,000	\$ 40,000							
April			\$ 2,291,300	\$ 1,150,000							
May			\$ 1,391,000	\$ 1,176,000							
June			\$ 348,000	\$ 956,000							
July			\$ 540,000	\$ 938,000							
August			\$ 1,355,000	\$ 775,500							
September			\$ 1,021,000	\$ 707,000							
October			\$ 996,000	\$ 724,500							
November			\$ 3,130,500	\$ 400,000							
December			\$ 80,000	\$ 162,000							
TOTALS	6	\$1,635,000	\$ 13,277,800	\$ 7,339,000	0	3	3	0	0	11,911	0

RETURN TO AGENDA



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Proposed Increase in Planning Fees County of Renfrew	Date:	March 15, 2022
	Council/Committee:	Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	Planning

RECOMMENDATIONS:

THAT Council receive this report as information.

BACKGROUND:

The Development and Property Committee of the County of Renfrew brought forward a report to County Council on February 23rd, 2022, as it pertains to the Tariff of Fees for Planning Services.

This report is being brought forward for Council's information, review and discussion as some of these increases and changes not only affect the Township of Horton but also all ratepayers interested in development. One of the key changes regards the General Inquiry process. Currently this process is free for any property owner who make an inquiry with a specific proposal of consent, lot addition, zoning amendment etc., and the County provides a response whether their proposal is feasible and what conditions they would have to meet to be successful. If the person then makes an application for consent, then that \$200.00 General Inquiry fee would be credited to the application fee. If they're not successful, they do not get reimbursed.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: There would be potentially budget implications for the municipality as rates increase, in addition to further financial implications to the ratepayers who wish to make general inquiries, consent applications or basic development.

ATTACHMENTS: Development & Property Committee Report to County Council - February 23, 2022

Prepared by: Hope Dillabough, CAO/Clerk

RETURN TO AGENDA

11. **Planning Tariff of Fees By-law [Strategic Plan Goal No. 3]**

Our Committee debated the following resolution that was contained in our Committee report:

“THAT the Development and Property Committee recommend that County Council pass the new Tariff of Fees By-law for Applications Made in Respect of Planning Matters; AND FURTHER THAT By-law Number 8-19 is hereby repealed.”

Several members of our Committee noted they have concerns with the establishment of a fee for General Inquiries, as growth for the smaller local municipalities is dependent on severances and not subdivisions. It was also noted that 11 municipalities of the 17 within the County of Renfrew rely on their Clerk or the County of Renfrew for assistance in planning matters.

Our Committee directed that this By-law be forwarded to County Council without changes for a more fulsome discussion prior to passing the By-law.

The authority to pass a Tariff of Fees By-law is provided for under section 69 (1) of the Planning Act, which requires the By-law to be designed to meet only the anticipated costs to the municipality of processing the different types of applications. Staff is recommending increases in some of the fees, which are highlighted in bold and strike-out in Appendix VIII. Attached as Appendix IX is a chart illustrating the current County of Renfrew fee structure for Planning Act applications compared to fees in other counties in Ontario.

In addition to increased fees for certain applications, there are several new fees that are required as a result of changes to the Planning Act and the County of Renfrew receiving delegated approval authority for Official Plan Amendments. In addition, staff are proposing a fee for general inquires/ pre-consultation.

The basic premise is that the general taxpayer should not be subsidizing individual applicants. The County of Renfrew has been increasing these fees over the past few years to better cover our costs and to reflect the fee

structure of other municipalities across the Province, although many of our fees are still lower than other jurisdictions. It is important to note that a straight comparison of fees between municipalities is not always possible because different jurisdictions may have different responsibilities and costs associated with a given Planning Act application.

Not all the fees are proposed to be increased, such as those for plan of subdivision/condominium. The current fee structure for these applications is consistent with fees in other counties that were surveyed.

On average, it takes approximately 300 minutes of staff time to process a general inquiry which averages to \$300 of staff time. Following the recommendations of the Planning Service Delivery review, staff are recommending that the County implement a fee/deposit for general inquiries. Anyone who submits a general inquiry would be required to pay a fee, if the general inquiry becomes an application where fees are due, the inquiry fee is credited. Looking at the comparison fee chart, many municipalities have chosen not to implement a charge for general inquiries, but for those that do implement a charge, the average is around \$300. It is proposed that the County implement a fee of \$200 for general inquiries, but that the fee be offset by a reduction of \$200 in planning application fees if the inquiry results in an application within 12 months of receiving a response.

The key proposed fee changes include:

- Consent applications increased by \$100 to \$1,200
- New fee for cancellation certificate - \$300
- New fee for additional certificate - \$100
- Validation of Title - increase of \$550 to \$1,200
- New fee for Amendments to County of Renfrew Official Plan - \$2,000
- New fee for the approval of an adopted Local Official Plan Amendment - \$500
- Local Planning Approvals:
 - Increase Official Plan Amendment by \$400 to \$1,500
 - Increase zoning by-law review by \$100 to \$850
 - New fee for processing minor variance application - \$750
 - New fee for processing local consent applications - \$1,400

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- New fee for site plan applications review (previously by the hour) - \$500
- New fee for site plan review for lots implementing the requirements of a plan of subdivision application - \$50
- Minor Variance (planning report only) increase by \$25 to \$400
- Consent (planning report only) increase by \$25 to \$400
- General inquiries (pre-consultations) - new fees
 - For application where County is approval authority - \$200
 - Additional consultation within twelve-month period post response - \$50
 - Planning fee for application submitted within twelve months of receiving a response be reduced by \$200
 - For applications where local municipality is the approval authority - \$200
 - Additional consultation within 12-month period post response - \$50
 - Planning fee to local municipality for processing an application within 12 months of receiving a response be reduced by - \$200
 - For applications where there are joint approvals at the County and local municipality - \$200
 - Additional consultation within 12-month period post response - \$50
 - Planning fee to local municipality for processing an application within 12 months of receiving a response be reduced by - \$200
- Hourly fees have been updated to align with the County of Renfrew schedule of fees:
 - Director - \$130
 - Manager - \$100
 - County Planner - \$75
 - Junior Planner - \$60
 - Clerical - \$55

COUNTY OF RENFREW

BY-LAW NUMBER 17-22

**A TARIFF OF FEES BY-LAW FOR APPLICATIONS MADE
IN RESPECT OF PLANNING MATTERS**

WHEREAS Section 69(1) of the Planning Act, R.S.O. 1990, c. P.13, as amended, provides that the Council of a Municipality, may by by-law, prescribe a Tariff of Fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated costs to the Municipality in respect of the processing of each type of application provided for in the tariff.

AND WHEREAS it is deemed desirable to prescribe a Tariff of Fees establishing a fee for the processing of applications to the Approval Authority (County of Renfrew) outlined below;

AND WHEREAS it is deemed desirable to prescribe a Tariff of Fees establishing fees for the processing of applications made in respect of planning matters to the local municipalities of the County of Renfrew.

NOW THEREFORE the Council of the Municipal Corporation of County of Renfrew hereby enacts as follows:

1. CONSENTS

- a) That a fee of \$~~1,100.00~~ **1,200.00** for each new lot created is hereby established for consent applications ~~to~~ **by** the Approval Authority.
- b) That a fee of \$~~1,100.00~~ **1,200.00** for each consent application that does not create a new lot (i.e., lot addition, right-of-way, easement, etc.) is hereby established by the Approval Authority.
- c) That a fee of \$300.00 for each application for a cancelation of consent certificate is hereby established by the Approval Authority.**
- d) That a fee be established for the issuance of a final certificate by the Approval Authority:**
 - (i) For the first final certificate** **\$0.00**
 - (ii) For each additional final certificate** **\$100.00**
- ~~e)~~ That a fee of \$550.00 is hereby established for a major revision to a consent application (i.e., recirculation to any reviewing agency and local

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municipalities) and \$325.00 for a minor revision to a consent application, as determined by the Manager of Planning Services.

- d/f) Upon determination by the Manager of Planning Services (or by the Land Division Committee, as the case may be) that a peer review of a technical study is required to justify a proposed consent application, the applicant shall be required to pay to the County, as a deposit, an amount equal to the estimated professional fees for the peer review of such study. Further, the applicant shall be required to reimburse the County for the actual fees and expenses of the County's peer review professional which are beyond the review of the applicant's study (i.e., pre-consultation, dispute resolution, municipal board hearings).

2. VALIDATION OF TITLE

- a) That a fee of \$~~650.00~~**1,200.00** in addition to all legal costs incurred by the County is hereby established for processing Validation of Title applications by the Approval Authority.

3. SUBDIVISION/CONDOMINIUM/PART LOT CONTROL BY-LAWS

a) Subdivisions

i) Initial Application Fee

- For any proposed plan of subdivision submitted to the County of Renfrew for approval:
 - up to 10 developable lots/blocks \$4,000.00
 - more than 10 developable lots/blocks \$8,500.00

*Note: If a block in a plan of subdivision is to be further subdivided into lots, the application fee will be based on the final number of lots to be created.

ii) Notice of Application

- Department advertises notice of subdivision application in accordance with the Planning Act.

- iii) Major Plan Revision (Re-circulation) 50% of the Initial Application Fee as indicated in 3.a)i) above

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- For major revisions to the draft plan, draft approved plan and/or conditions of draft approval which require major recirculation.

iv) Minor Revision or Emergency Extension \$650.00

- For minor revisions to the draft plan, draft approved plan and/or draft conditions which do not require major recirculation and for each emergency extension to draft approval of not more than three (3) months.

v) Draft Approval Extension (Annual) \$1,000.00

- For each extension of draft approval of not more than twelve (12) months beyond the usual three (3) years draft approval granted by the County.

b) **Condominiums**

i) Initial Application Fee

- For any proposed plan of condominium submitted to the Corporation of the County of Renfrew:

- Up to 10 units/common elements/blocks \$4,000.00
- more than 10 units/common elements/blocks \$8,500.00

ii) Exemption

- For any plan of condominium submitted to the Corporation of the County of Renfrew for exemption under section 50 of the Condominium Act, as amended. \$1,500.00

iii) Major Plan Revision (Re-circulation) 50% of the Initial Application Fee as indicated in 3.b)i) above

- For major revisions to the draft plan, draft approved plan and/or conditions of draft approval which require major recirculation.

iv) Minor Revision or Emergency Extension \$650.00

- For minor revisions to the draft plan and/or draft conditions, which do not require major recirculation and for each emergency extension to draft approval of not more than three (3) month(s).

v) Draft Approval Extension (Annual) \$1,000.00

- For each extension of draft approval of not more than twelve (12) months beyond the usual three (3) years draft approval granted by the County.

c) **Part Lot Control Exemption By-law**

i) Final Approval \$600.00

- Payable prior to the By-law being given final approval by the County.

d) **Peer Review Deposit**

i) Plan of Subdivision and Plan of Condominium

A deposit of \$15,000.00 shall be paid to the County at the time of application or, if required at pre-consultation, to cover the cost of undertaking a peer review of any technical study or studies submitted in support of an application (or pre-consultation) for a plan of subdivision or plan of condominium. The deposit shall be applied to the cost of the peer review with any surplus refunded to the applicant. If the costs of peer review exceed the deposit, the applicant will be charged any additional costs incurred.

Further, the applicant shall be required to reimburse the County for the fees and expenses of the County's peer review professionals which are beyond the review of the applicant's technical studies (i.e., dispute resolution, municipal board hearings). Technical studies include, but are not limited to hydrogeology studies, environmental impact studies, servicing options study, traffic studies, soil studies and noise assessment studies.

4. **OFFICIAL PLAN ~~AND ZONING BY-LAW~~ AMENDMENTS**

a) Application to amend the County of Renfrew Official Plan \$2,000.00

a)b) Approval of an adopted Local Official Plan Amendment \$500.00

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5. PROCESSING OF LOCAL PLANNING ACT APPROVALS

- a) Where an application is submitted by an applicant to a municipality:
- i) For each site specific application pursuant to section 21 of the Planning Act (Official Plan Amendment) - review of Application to amend Official Plan, and preparation and processing of amendment. ~~\$900.00~~ **\$1,500.00**
 - ii) For each site specific application pursuant to section 34 of the Planning Act (Zoning By-law Amendments) - review of Application to amend Zoning By-laws and preparation and processing of amendment. ~~\$750.00~~ **\$850.00**
 - iii) Where a combination of requests for site-specific amendments pursuant to sections 17, 21 and 34 of the Planning Act are submitted the fee charged for each additional request above the first submitted for the same site shall be reduced by **\$100.00**
 - iv) To remove a holding symbol pursuant to section 36 of the Planning Act. **\$200.00**
 - v) **For each site specific application pursuant to section 45 of the Planning Act (minor variance application) – review of application for a minor variance, preparation and processing of the application. **\$750.00****
 - vi) **For each site specific application pursuant to section 53 of the Planning Act (consent application) – review of application for a consent application, preparation and processing of the application. **\$1,400.00****
 - vii) **For each site specific application pursuant to section 41 of the Planning Act (site plan control) – review of the application. **\$500.00****

For site plan applications implementing requirements of a plan of subdivision. **\$50.00**

5-6. GENERAL INQUIRIES (ALSO KNOWN AS PRE-CONSULTATIONS)

- a) **Submission of a general inquiry for a Planning Act application where the County is the Approval Authority (i.e., subdivision, condominium, consent, County Official Plan Amendment, Local Official Plan Amendment). **\$200.00****

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- b) Resubmission or a revised submission of a general inquiry for a Planning Act application where the County is the approval authority that is submitted within 12 months from when a response was received and a fee under section 6.a) was paid. \$50.00
- c) Notwithstanding the fees listed in the By-law, where the County is the Approval Authority and the applicant has submitted and paid a general inquiry fee under section 6.a), if the associated planning application is submitted within 12 months of the inquiry response, the fee shall be reduced by \$200.00
- d) Submission of a general inquiry for a Planning Act application where the local municipality is the approval authority (i.e., zoning amendment, site plan, minor variance). \$200.00
- e) Resubmission or a revised submission of a general inquiry for a Planning Act application where the local municipality is the approval authority that is submitted within 12 months from when a response was received and a fee under section 6.d) was paid. \$50.00
- f) Notwithstanding the fees listed in this By-law, where the local municipality is the Approval Authority and the applicant has submitted and paid a general inquiry fee under section 6.d), if the associated planning application is submitted within 12 months of the inquiry response, the associated planning fee charged to the local municipality will be reduced by \$200.00
- g) Submission of a general inquiry where there may be multiple Planning Act approvals at either the County or local municipality (i.e., subdivision and zoning amendment). \$200.00
- h) Resubmission or a revised submission of a general inquiry where there may be multiple Planning Act approvals at either the County or local municipality that is submitted within 12 months from when a response was received and a fee under section 6.g) was paid. \$50.00
- ~~6-i~~i) Notwithstanding the fees listed in this By-law, where there are multiple Planning Act approvals at either the County or local level and the applicant has submitted and paid a general inquiry fee under section 6.g), if the associated planning application is submitted within 12 months of the inquiry response, the associated planning fee charged to the local municipality will be reduced by \$200.00

7. OTHER

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- a) Where applicable, the following hourly rates apply:
- | | |
|--|----------------------------|
| i) Director | \$ 80.00 130.00 |
| ii) Manager -of Planning Services | \$ 70.00 100.00 |
| iii) Senior County Planner | \$ 60.00 75.00 |
| iv) Junior Planner, -GIS Technician | \$ 50.00 60.00 |
| v) Secretary/ Clerical | \$ 45.00 55.00 |
- b) Minor Variance Reports for local municipalities ~~\$375.00~~400.00
- c) Consent Reports for lower tier committees of adjustment ~~\$375.00~~400.00

8. That By-law 8-19 is hereby repealed.

9. This By-law shall come into force and take effect on the 23rd day of February 2022.

READ a first time this 23rd day of February 2022.

READ a second time this 23rd day of February 2022.

READ a third time and finally passed this 23rd day of February 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

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2021 FEE COMPARISON CHART – Planning Application Fees

County	Consents	ZBA	OPA	Plan of Subdivision	General Inquiries
Renfrew	\$1,100	No Fee* There is a \$750 processing fee	No fee* There is a \$900 processing fee for local	- up to 10 lots \$4,000 - more than 10 lots \$8,800	
Bruce	\$2,590	\$3,140	\$3,490	Up to 20 lots \$5,890 21 to 50 lots \$7,360	\$200
Elgin	\$1,250			\$4,000	
Grey			\$1,750	Up to 20 lots \$3,450 21 to 75 lots \$3,450 + \$115.50 per lot	
Haldimand	\$2,277	\$35,885	\$4,622	\$5,090 Minimum Fee + each Additional Lot \$65.50	\$324
Haliburton	\$1,300		\$3,000 to amend County Plan & \$1,500 to amend Local OP	Initial Fee - \$3,000 + \$150 per lot	\$200
Hastings	\$900		\$1,000	Up to 20 lots \$3,000 Up to 50 lots \$4,000 Over 50 lots \$6,000	
Huron County	\$2,208	\$1,986	\$3,864	1 to 10 lots \$6,623	
Kawartha Lakes	\$1,143	\$22,086	\$3,991	\$6,590 + \$25 per lot	\$300
Lanark	\$1,000		\$1,200	1 to 19 lots \$2,500 20 to 49 lots \$4,500	
Leeds & Grenville	\$800		\$1,500	up to 20 lots \$2,000 21 to 50 lots \$4,000 more than 50 lots \$6,000	
Middlesex	\$1,750	\$2,500	\$5,000	1 to 20 lots \$4,000 21 to 50 lots \$5,000 51 + lots \$6,000	
Muskoka			\$2,800	up to 10 lots \$3,000	
Norfolk	\$2,816	\$3,802	\$3,972	\$6,985 + \$75 per lot	\$446
Oxford County	\$2,065		\$2,735	\$3,630	
Peterborough	\$1,150	\$1,500	\$1,975	up to 20 lots \$4,500 up to 50 lots \$6,500 more than 50 lots \$8,500	
Prescott & Russell	\$1,250		\$3,700	up to 20 lots \$3,200 21 to 50 lots \$5,800 more than 50 lots \$7,300	
Prince Edward County	\$1,900	\$2,350	\$4,825	up to 20 lots \$8,670 up to 50 lots \$9,690 over 50 lots \$7,140	\$500 for subdivision/OPA \$0 for Consent
Stormont, Dundas & Glengarry	\$880		\$3,290	up to 20 lots \$2,200 21 to 50 lots \$4,400 more than 50 lots \$6,595	
Wellington	\$4,630		\$3,170	\$3,540	

AVERAGE	\$1,723	\$9,156	\$3,243	\$5,836.31	\$318
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Development & Property Report to County Council – January 26, 2022

2. **Planning Division Activity Tracker [Strategic Plan Goal No. 3]**

Attached as Appendix I is the Activity Tracker Summary along with an overview of the major planning files for 2021.

For the period January – December 2021, the County of Renfrew opened 200 severance applications compared to 106 applications in 2020. In total 783 new lots received draft or final approval compared to 391 in 2020. Two new subdivision applications have been received that propose to create an additional 322 lots.

The County of Renfrew received a total of 254 formal requests for general inquiries (planning checklists). In addition, staff responded to 229 other inquiries.

Special projects completed include Official Plan Amendment 31, Town of Petawawa Zoning By-law update, and the Cannabis Study.



DEVELOPMENT AND PROPERTY DEPARTMENT PLANNING DIVISION ACTIVITY TRACKER

TIME PERIOD - 2021 YEAR END up to and including December 16th)

	Arnprior	Deep River	Laurentian Hills	Petawawa	Renfrew	Admaston/Bromley	Bonnechere Valley	Brudenell, Lyndoch & Raglan	Greater Madawaska	Head, Clara & Maria	Horton	Killaloe, Hagarty & Richards	Laurentian Valley	Madawaska Valley	McNab / Braeside	North Algona Wilberforce	Whitewater Region	County-wide	2021 YEAR-END TOTAL	2020 YEAR-END TOTAL
APPROVALS																				
County Official Plan Amd.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	2	0
Local Official Plan Amd.	0	0	0	0	1	0	0	0	0	0	0	0	3	0	0	0	0	0	4	2
Subdivision Draft Approval	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	3	0
No. of Draft Approved Units	88	0	0	0	0	0	0	0	8	0	0	0	0	1	0	0	0	0	97	0
Subdivision Final Approval	3	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	5	6
No. of Final Approved Units	431	0	0	63	0	0	0	0	0	0	0	0	0	1	0	0	0	0	495	140
Part Lot Control By-laws	12	0	0	2	2	0	0	0	0	0	0	0	0	1	0	0	4	0	21	8
No. of Part Lot Control Units	108	0	0	10	9	0	0	0	0	0	0	0	0	44	0	0	20	0	191	163
Severances	0	1	2	5	0	11	15	12	16	2	7	7	6	9	0	11	13	0	117	88
TOTAL FINAL & DRAFT APPROVED LOTS	627	0	0	73	9	0	0	0	8	0	0	0	0	46	0	0	20	0	783	391
APPLICATIONS (Review & Preparation of Documents)																				
Official Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OPAs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0
Comprehensive Zoning By-laws	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Zoning By-law Amend.	0	0	2	6	0	1	6	0	0	0	3	0	0	14	9	1	0	0	42	49
New Severance Apps (Cty)	0	1	5	23	0	19	16	13	28	3	33	8	17	16	0	12	6	0	200	106
Severance Rpts to Mun.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26	0	0	0	26	22
Minor Variance Rpts to Mun.	0	1	0	0	0	1	0	0	0	0	0	0	0	0	6	0	0	0	8	6
Plan of Subdivision Apps.	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	2	4
No. of Subd Units	272	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0	322	80
Site Plans/Agreements	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	2	5
LPAT Hearings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PRELIMINARY REVIEW																				
Planning Checklists	1	2	3	16	0	30	25	6	19	8	17	14	6	34	52	14	7	0	254	215
Other Inquiries	1	1	3	16	0	27	22	5	16	8	17	14	6	28	46	12	7	0	229	768
TOTAL ACTIVITY	18	6	15	70	3	90	84	36	80	21	77	43	38	104	141	51	38	1	917	
2020 YEAR END ACTIVITY	30	16	26	59	14	80	110	43	134	14	71	83	63	118	244	73	100	1		1279

200 severances received January-December 2021 versus 106 severances received January-December 2020

117 severance decisions January-December 2021 versus 88 severance decisions January-December 2020

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Department of Development &
Property



MEMORANDUM

TO: Development and Property Committee

FROM: Bruce Howarth, MCIP, RPP, Manager of Planning Services

DATE: January 11, 2022

SUBJECT: Overview of Major Planning Files – January to December 16, 2021

File Type	Municipality	Activity
Official Plan Approvals		None
Official Plan Reviews		None
Local Official Plan Amendment Approvals	Laurentian Valley	OPA 14 (RCT Phillips Pit) Approved by County February 25, 2021
		OPA 15 (Schimmens) Approved by County February 25, 2021
		OPA 16 (Bimm) Approved by County May 17, 2021
	Renfrew	OPA 12 (Stewart Street RVH) Approved by County April 26, 2021
County Official Plan Amendments	County of Renfrew	Official Plan Amendment 31 (County Update) Adopted and Approved by County August 19, 2021
	McNab/Braeside	OPA 31 (Draper) Adopted and Approved by County July 13, 2021
	Whitewater Region	OPA 11 (Whitewater Region policies)

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File Type	Municipality	Activity
		Awaiting final approval by Ministry of Municipal Affairs and Housing (MMAH)
Comprehensive Zoning By-laws	Petawawa	Approved November 1, 2021
Subdivision/Condominium New Applications	Arnprior	White Lake Road-Tartan (47T21001) 138 single detached lots 22 semi-detached units <u>112 multiple attached units</u> 272 units
	Whitewater Region	Bennett Meadows (47T21002) 11 blocks for rowhouse units (44) 3 blocks for semi detached (6) <u>1 road</u> 50 units
	Total Units	322 units
Subdivisions-Draft Approval	Arnprior	Baskin Drive (47T19004) 1 block for apartment dwellings 4 blocks for multiple attached 1 block for parkland 1 block for stormwater management <u>3 blocks for 0.3 m reserves</u> 88 units
	Greater Madawaska	Madawaska Cottages (47T20001) <u>8 lots for single detached dwellings</u> 8 units
	Madawaska Valley	Chippawa (47T18001 / 47CD18002) 1 block for future lots <u>1 block for road access</u> 1 unit (future PLC)
	Total Units	97 units
Subdivisions-Final Approval	Arnprior	Marshalls Bay-Phase 1 (47T14002) 28 single detached lots 20 semi-detached units

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File Type	Municipality	Activity
		25 multiple attached units <u>2 apartment blocks-120 units</u> 193 units
		Marshalls Bay-Phase 2 (47T14002) 20 single detached lots 9 multiple attached units <u>1 apartment blocks-60 units</u> 89 units
		Fairgrounds (47T18003) 39 single detached lots 82 semi-detached units <u>28 multiple attached units</u> 149 units
	Madawaska Valley	Chippawa Shores (47T18001) <u>1 block</u> 1 unit
	Petawawa	Laurentian Highlands – Phase 2C (47T14004) 63 single detached lots 2 blocks 0.3 metre reserves <u>3 Roads</u> 63 units
	Total Units	495 units
	Part Lot Control Exemption By-law Approval	Arnprior
	Madawaska Valley	1 PLC By-law 44 units
	Petawawa	2 PLC By-law 10 units
	Renfrew	2 PLC By-laws 9 units
	Whitewater Region	4 PLC By-laws 20 units
	Total Units	191 units

Severances – New Applications: 200

Severance Decisions: 117

Zoning By-law Amendments: 42

General Inquiries

Month

Received	J	F	M	A	M	J	J	A	S	O	N	D
	20	24	46	25	13	24	14	18	18	18	26	19

Total Received: 256

Total Outstanding: 78

2016-2020	2016	2017	2018	2019	2020
Total received each year	158	154	173	179	215

County mulls fee increases, setting new fee for consultations

By Debbi Christinck
Staff Writer

Pembroke -- Increased fees for development charges, a new fee for preliminary consultations and several other new fees are back on the discussion table as Renfrew County councillors mull which is the best way to go for ratepayers.

"That is how we survive in Killaloe, Hagarty and Richards is the severances," Mayor Janice Tiedje said last Wednesday during a virtual session of county council, pointing out if the costs become too much it will not be financially feasible for many people.

"When someone asks me how much a severance is and I tell them \$1,200, that is a lot of money to apply and maybe be told 'no'."

Petawawa Mayor Bob Sweet, who chairs the Development and Property Committee which brought forth the recommendation for the fee increase, said while he did not have a concern with raising the fees, he did question the new fee being introduced for preliminary inquiries. Previously all preliminary inquiries were free and only if it moved to the application phase would a fee be introduced.

"What was a concern was the new fees being suggested," he said. "In particular was the general inquiry and pre-consultations. Is this a viable thing for all municipalities?"

He said a lot of the smaller municipalities don't have a planner and rely on the county for this service. Growth for the smaller local municipalities is dependent on severances and not subdivisions, he noted in the report from the committee. As well, 11 municipalities out of the 17 rely on their clerk or the County of Renfrew

for assistance in planning matters.

"This is a growth initiative for many municipalities and to put a path where it is restrictive, I think we should have a discussion," he said.

"I'm not sure this is a proactive kind of thing and this might be counter to what the smaller municipalities want or need," he added.

Mayor Tiedje noted this is not what municipalities need and development and severances need to be kept affordable.

"We should not be increasing it," she said. "Renfrew County is trying to show we are open for business."

However, not all the mayors and reeves agreed with her. Admaston/Bromley Mayor Michael Donohue felt the preliminary consultation fee should be higher than the proposed \$200. He pointed out staff stated in the report the actual cost was about \$300.

"If that is sufficient to dissuade it, I wonder if there was a great deal of fervour to begin with," he noted. "I would prefer that to be the \$300 figure."

Mayor Donohue noted if the consultation advances to an application, then that fee applies towards the application fee. He questioned how many preliminary inquiries terminate at that stage and do not move on to the application step.

Director of Development and Property Craig Kelley said he did not have those numbers. However, he said most do continue in some fashion at some point but there are those who abandon the process after the consultation.

"I am of a mind it is a small percentage," Mayor Donohue said.

He also said he was in favour of raising the consent application by \$100 from \$1,100 to \$1,200.

"There were more consent applications in 2021 than at any time I have sat on county council," he added.

Defer For A Month

North Algona Wilberforce Mayor James Brose said he would like to take the proposed changes back to his municipality to discuss them with staff to see what the impact would be. He proposed deferring voting on the new fees until March.

Mr. Kelley pointed out the fee increase and new fee came out of the budget pressure of \$10,000 seen during the budget workshop.

"The fees do help pay for the applications which have become a lot more complicated and thorough," he said.

Bonnechere Valley Mayor Jennifer Murphy said she also wanted to take this back to her council. She said in her township staff direct people to the county who have inquiries about severances.

"Are we pricing people out of severing and potentially increasing our tax base?" she asked.

County Manager of Planning Bruce Howarth said free general inquiries is a policy the county has had for a long time. There have been discussions about having a fee, he noted.

As well, the fee for applications has been going up about every two or three years. When he began the fee was \$900.

"It is getting more expensive to do things," he said. "The cost of the application at \$1,200 is relatively small."

There are several other fees involved including legal fees and surveying fees.

"It is a fairly expensive process to create a lot in Ontario," he said.

Mayor Donohue noted there has

been a substantial appreciation on the property when it is severed to create a lot. He said he would like to see the issue dealt with as proposed instead of deferring it.

Greater Madawaska Mayor Brian Hunt also opposed deferring the decision.

"We have been discussing this for some time," he pointed out.

"I certainly am in favour of growth paying for growth," he said, noting taxpayers should not be subsidizing the cost for those who are making an application.

Mayor Tiedje said she disagreed. "The more severances we get, the more tax we get and the more tax the county gets," she said. "We need to encourage more growth."

Mayor Sweet agreed it would be good to defer the decision.

"I think we need a better picture of what is in front of us," he said.

Staff could bring back more complete numbers for council for the next meeting, he said.

"I don't know how many inquiries have been received," he said.

Deep River Reeve Glenn Doncaster said he was troubled to hear so many councillors speaking about the impact on their lower tier municipalities and said that was not their role.

"We are county councillors," he said. "There have been a lot of comments about dealing with municipalities. That is not what county council is here to do. We need to defer it for reasons that are in the county's interests, not our own interests."

On a recorded vote of 123 to 84, the motion to defer the decision for a month pending more consultation and information was passed.

Warden Debbie Robinson said staff will take into consideration what was being asked and report back to council in March.

New Proposed Fees

In the report from staff to council it was noted the fee increase and new fee for general inquiries/pre-consultation was made on the premise the general taxpayer should not be subsidizing individual applicants.

"On average, it takes approximately 300 minutes of staff time to process a general inquiry which averages to \$300 of staff time. Following the recommendations of the Planning Service Delivery review, staff are recommending the county implement a fee/deposit for general inquiries. Anyone who submits a general inquiry would be required to pay a fee; if the general inquiry becomes an application where fees are due, the inquiry fee is credited," the report stated.

Some municipalities do charge a fee for general/preliminary inquiries – although not all do – and the county prepared a fee comparison chart. The average fee charged was around \$300. The list of 20 municipalities included in the report showed the majority – 14 – do not charge a fee (including the County of Renfrew) for general inquiries and six do charge a fee for general inquiries.

The proposed fees are: • Consent applications increased by \$100 to \$1,200 • New fee for cancellation certificate - \$300 • New fee for additional certificate - \$100 • Validation of Title - increase of \$550 to \$1,200 • New fee for Amendments to County of Renfrew Official Plan - \$2,000 • New fee for the approval of an adopted Local Official Plan Amendment - \$500

• Local Planning Approvals: Increase Official Plan Amendment by \$400 to \$1,500. Increase zoning by-law review by \$100 to \$850. New fee for processing minor variance application - \$750. New fee for processing local consent applications - \$1,400. New fee for site plan applications review (previously by the hour) - \$500. New fee for site plan review for lots implementing the requirements of a plan of subdivision application - \$50. Minor Variance (planning report only) increase by \$25 to \$400. Consent (planning report only) increase by \$25 to \$400. • General inquiries (pre-consultations) - new fees. For application where county is approval authority - \$200. Additional consultation within twelve-month period post response - \$50. Planning fee for application submitted within twelve months of receiving a response be reduced by \$200.

For applications where local municipality is the approval authority - \$200. Additional consultation within 12-month period post response - \$50. Planning fee to local municipality for processing an application within 12 months of receiving a response be reduced by \$200. For applications where there are joint approvals at the county and local municipality - \$200. Additional consultation within 12-month period post response - \$50. Planning fee to local municipality for processing an application within 12 months of receiving a response be reduced by \$200. • Hourly fees have been updated to align with the County of Renfrew schedule of fees: Director - \$130; Manager - \$100; County Planner - \$75; Junior Planner - \$60; Clerical - \$55.

Eric Draper,
4420 River Road,
Renfrew, Ontario. K7V 3Z8

March 10, 2022.

Hope Dillabough,
CAO , Township of Horton,
2253 Johnston Road,
Renfrew, Ontario. K7V 3Z8

Attention: Hope

Builders and developers in the Township of Horton are concerned and displeased with the exceedingly slow rate of processing General Inquiry and Application for Consent forms for severance in Renfrew County. I have spoken with several , including Tom Cobus, Dan Leblanc and Adam Kasprzak.

As experienced by applicants, a General Inquiry normally exceeds five months to process. Application for Consent forms can exceed eight months for approval. Individuals have mentioned it requires approximately one year to get a severance approved..

This is unacceptable. This slowness impedes development and construction at a time when the market is vigorous and profitable. I have been applying for severances for over forty years and never have I experienced such delays. Immediate action is required to alleviate these negative impacts on the entire County.

At the County level, there have been issues to deal with, including more severances being applied for , Covid, loss of a planner, holiday leave, etc.. As businesses, we all have challenges to manage in order to keep operating in a timely fashion. There are two new planners hired, but it will take time to clear the backlog. There is a new cost being applied to these forms which is not acceptable given the excessive wait times. We need solutions.

Horton could handle their own severances. Some municipalities - Renfrew, White Water, McNab and Arnprior have circumvented the bottleneck in Pembroke this way , with a three month turnaround.

If this cannot be a solution, give us the option of hiring a planning consultant, at our own expense, to complete the work with final approval by the County.

The County could hire another temporary planner.

Ministry of the Environment has a policy that if you pay extra, they will fast track the certificate

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of approval from two years to thirty days, as I have just experienced this year.

Not all rights of way and lot additions should require the full severance requirements.

Time is money. To speed up the processes is a worthwhile investment for builders, developers ,
the Township and the County. We want and need solutions and immediate action!

Yours truly,

A handwritten signature in black ink that reads "Eric Draper". The signature is written in a cursive, flowing style.

Eric Draper

Please see the attached chart information regarding a few forms filed .

Name	Form	Current Status	86 Projected this year
ERIC DRAPER	APPLICATION FOR CONSENT	3 - going into 8 th month	8
ADAM KASPRZAK	GENERAL INQUIRY	6 - in for 6 months no response	15
	APPLICATION FOR CONSENT	12 - some up to 8 mo. in process	
TOM COBUS	APPLICATION FOR CONSENT	3 - going into 7 th mo. 3 - " " 5 th " 3 - " " 2 nd " (no responses) on these 3	
DAN LEBLANC			5

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Township of Horton
COUNCIL / COMMITTEE REPORT

Title: Draper – Request to Build	Date: March 15, 2022
	Council/Committee: Council
	Author: Hope Dillabough, CAO/Clerk
	Department: Planning

RECOMMENDATIONS:

THAT Council receive this report as information.

BACKGROUND:

In July 2021, developer Eric Draper has applied for three (3) severances off of the property located on 4420 River Road. He has not received any reports back from the County of Renfrew nor has the Township.

Mr. Draper is requesting allowance to move ahead and build a Single-Family Dwelling on the retained portion of the lands, while waiting for the severance of the existing dwelling to be finalized. The existing dwelling is proposed to be demolished once the new dwelling is complete and if the severance is granted, then he will build a new home where the demolished one once stood. If the severance is not granted, the existing SFD will still be demolished so there are not two Single Family Dwellings on the property.

If Council approved, Staff would draft an agreement to be entered into with Mr. Draper that addresses the above-mentioned.

ALTERNATIVES: Council does not have to permit the request and can choose to wait until the severances are finalized, however it's an undetermined amount of time with the County's response and Mr. Draper would like to start building in the Spring.

FINANCIAL IMPLICATIONS: Building Permit fees, Demolition permit fees and lot development fees would be received by the Township. Additionally, new residential adds growth and assessment to the municipality.

ATTACHMENTS: Letter of Request from Eric Draper with attached map.

Prepared by: Hope Dillabough, CAO/Clerk

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March 10, 2022.

Eric Draper,
4420 River Road,
Renfrew, Ontario. K7V 3Z8

Hope Dillabough,
CAO, Township of Horton,
2253 Johnston Road,
Renfrew, Ontario. K7V 3Z8

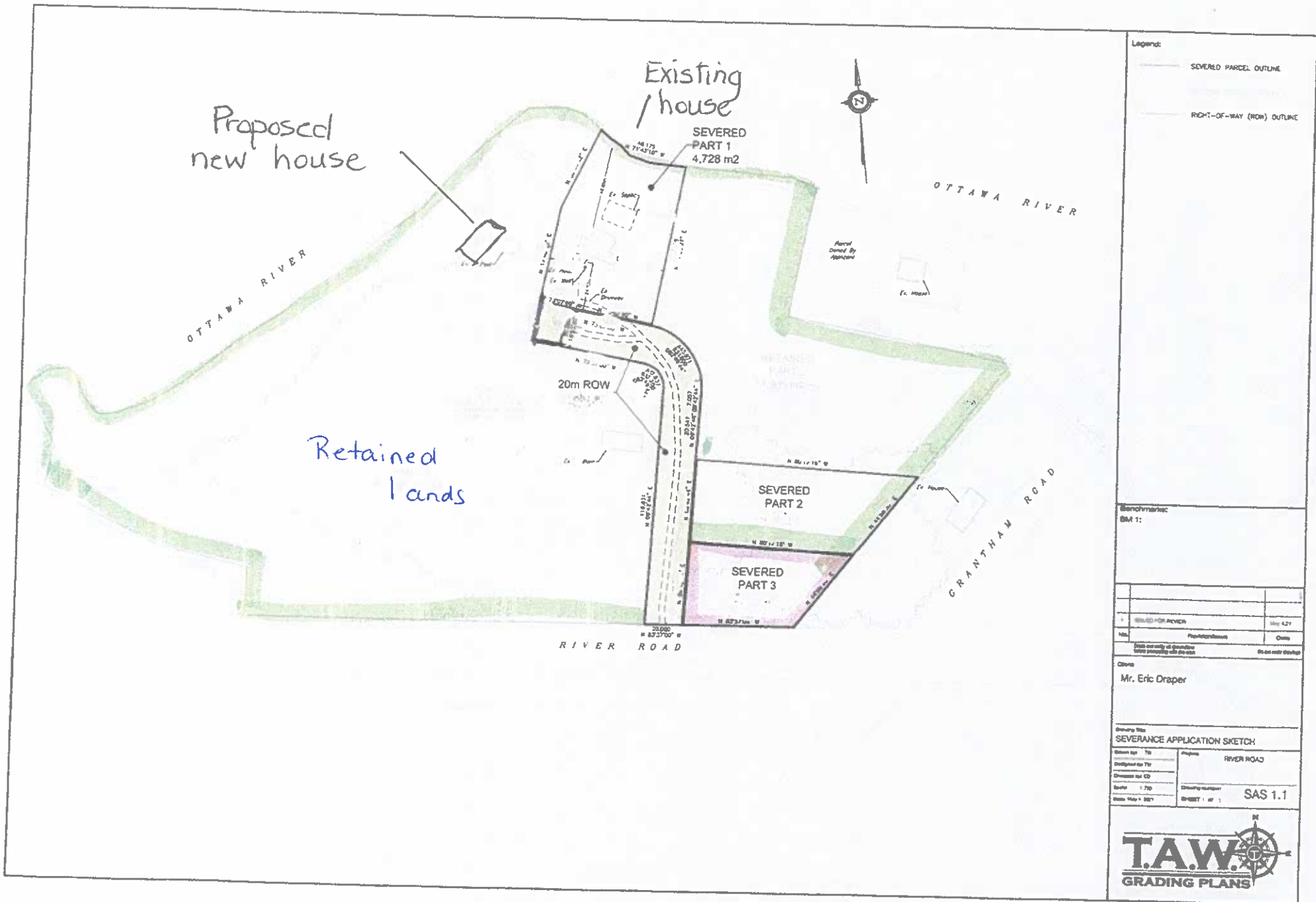
Attention: Hope

I am requesting approval for a building permit at my current address, 4420 River Road. While constructing a new residence on the property, I will occupy the existing residence, which will be demolished upon completion of the new. A new house will replace the current one if a severance is obtained.

Yours truly,

A handwritten signature in cursive script that reads "Eric Draper".

Eric draper





**Township of Horton
COUNCIL / COMMITTEE REPORT**

Title: TES Committee Chair’s Report – March 2, 2022	Date:	March 15, 2022
	Council/Committee:	Council
	Author:	Nikky Dubeau, Executive Assistant
	Department:	TES

RECOMMENDATIONS:

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

BACKGROUND:

Delegation – Municipal Solutions at Food Cycle Science

Christina Zardo, Manager of Municipal Solutions for Food Cycle Science presented a slideshow to the Committee about a household machine that dehydrates and pulverizes household waste. She highlighted that the Return on Investment for the municipality would be the Waste Management Costs and went through the 12-week Pilot Program. Mayor Bennett questioned how residents will get customer support or service if something happens to their machine. Ms. Zardo stated that the pilot program includes information packages and customer service is available to the residents if needed. Public Works Manager Adam Knapp stated that 25% of Landfill Sites are food waste and it could extend the life of a landfill 5-8 years. He added that it will be difficult to get residents interested and spend the initial money on the machine. Ms. Zardo stated they would take care of information distribution and marketing in the pilot program, which includes a guidebook and a demonstration to show residents how to use the machine.

Phase 1 LFS Expansion Feasibility

Moved by Tyler Anderson

Seconded by Rick Lester

THAT the TES Committee recommend to Council to proceed with phase 2 of the expansion feasibility per the conclusions and recommendations of the Ministry of Environment Conservation and a Parks;

AND THAT funding for Phase 2 of the Expansion Feasibility study in the amount of \$11,565.55 including HST be allocated from Environmental Reserves.

Carried

Horton & Admaston/Bromley Boundary Road Agreement

There was Committee discussion regarding the TOARC funds and how they will be distributed and used.

Moved by Murray Humphries

Seconded by Tyler Anderson

THAT the TES Committee recommend to Council that the Township of Horton enter into an agreement with the Township of Admaston/Bromley regulating the maintenance and repair of the boundary highways as displayed in Schedule A, Schedule B and Schedule C, over which they have joint jurisdiction in accordance with the Municipal Act, 2001, (S.O. 2001, C.25) Section 29 Boundary Lines, as amended.

Carried

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: N/A

Prepared by: Nikky Dubeau, Executive Assistant

Reviewed by: Hope Dillabough, CAO/Clerk

Reviewed by: Adam Knapp, Public Works Manager



THE CORPORATION OF THE TOWNSHIP OF HORTON

Memo from the CAO/Clerk as of March 11, 2022.

INFORMATION provided **NOT** included in the Regular Council meeting package of March 15, 2022.

INFORMATION EMAILED

1. 2022 Farmland Forum Flyer
2. AMO Policy Update – February 25th
3. AMO Policy Update – March 8th
4. AMO's Guide to Running for Municipal Elections
5. AMO Training Announcements
6. Ministry of Infrastructure - Getting Ontario Connected Act
7. MNRF Bulletin
8. OWMA Virtual Learning
9. OWMA Alternative Technologies Forum
10. Ottawa Valley Business News – February 15th
11. Ottawa Valley Business News – March 1st
12. ROMA Insider
13. So You Want to Run for Council
14. Calendars

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CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2022-15

A BY-LAW TO DESIGNATE AUTHORITY TO THE CAO/CLERK OR HIS/HER DESIGNATE DURING THE LAME DUCK RESTRICTIONS OF COUNCIL FOLLOWING NOMINATION DAY

WHEREAS Section 275 of the Municipal Act, 2001, c. 25 as amended, restricts the actions described in subsection (3) after the first day during the election period for a new Council on which it can be determined that one of the following applies to the new Council that will take office following the election:

1. If the new Council will have the same number of members as the outgoing Council, the new Council will include less than three-quarters of the members of the outgoing Council.
2. If the new Council will have more members than the outgoing Council, the new Council will include less than three-quarters of the members of the outgoing Council, or, if the new Council will include at least three-quarters of the members of the outgoing Council, three-quarters of the members of the outgoing Council will not constitute, at a minimum, a majority of the members of the new Council.
3. If the new Council will have fewer members than the outgoing Council, less than three-quarters of the members of the new Council will have been members of the outgoing Council or, if at least three-quarters of the members of the new Council will have been members of the outgoing Council, three-quarters of the members of the new Council will not constitute, at a minimum, a majority of the members of the outgoing Council.

WHEREAS under Section 275 (3) of the Municipal Act, 2001, c.25 the following restrictions will apply to Council of the Corporation of the Township of Horton as of after the first day during the election for a new Council on which it can be determined that one of the above noted sections apply, and will remain in effect until the swearing in of the new Council:

- a) The appointment or removal from office of any officer of the Municipality;
- b) The hiring or dismissal of any employee of the Municipality;
- c) The disposition of any real or personal property of the Municipality which has a value exceeding \$50,000 at the time of disposal; and
- d) Making any expenditures or incurring any other liability which exceeds \$50,000

AND WHEREAS Section 275(6) of the Municipal Act, 2001, c.25 states that nothing in this section prevents any person or body exercising authority of a municipality that is delegated to the person or body prior to nomination day for the election of the new Council;

AND WHEREAS Council deems it expedient to delegate authority to the CAO/Clerk or his/her designate to take action, where necessary, during the "Lame Duck" period;

NOW THEREFORE the Council of the Corporation of the Township of Horton Hereby Enacts as follows:

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THAT Council delegates authority to the CAO/Clerk or his/her designate of the Corporation of the Township of Horton to take action, where necessary, on restrictions listed in Section 275(3) of the Municipal Act, 2001 c.25 between Nomination Day and the commencement of the Council Term.

THAT the CAO/Clerk or his/her designate of the Corporation of the Township of Horton will report to Council on any actions taken under the restrictions listed in Section 275(3) of the Municipal Act, 2001 c. 25 between Nomination Day and the commencement of the Council Term;

THAT this By-law shall come into force and effect only in the event that it is determined that “Lame Duck” provisions apply for the 2022 election.

READ a first and second time this 15th day of March, 2022.

READ a first and second time this 15th day of March, 2022.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

CORPORATION OF THE TOWNSHIP OF HORTON**BY-LAW NO. 2022-16****A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF HORTON
AT THE REGULAR COUNCIL MEETING HELD MARCH 15TH, 2022**

WHEREAS Subsection 5(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS Subsection 5(3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law;

AND WHEREAS it is deemed expedient and desirable that the proceedings of the Council of the Corporation of the Horton at this meeting be confirmed and adopted by by-law;

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

1. That the actions of the Council at the meeting held on the 15th day of March, 2022 and in respect of each motion, resolution and other action passed and taken by the Council at its said meetings, is, except where the prior approval of the Ontario Municipal Board or other body is required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Head of Council and proper officers of the Corporation of the Township of Horton are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain appropriate approvals where required, except where otherwise provided, and to affix the Corporate Seal of the Corporation of the Township of Horton to all such documents.
3. That this By-Law shall come into force and take effect upon the passing thereof.

READ a first and second time this 15th day of March, 2022.

READ a third time and passed this 15th day of March, 2022.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

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