THE CORPORATION OF THE TOWNSHIP OF HORTON
COUNCIL MEETING – MAY 26TH, 2026 – 3:00 P.M.
HORTON MUNICIPAL CHAMBERS
2253 JOHNSTON RD.

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

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

3. DECLARATION OF PECUNIARY INTEREST

4. CONFIRMATION OF COUNCIL AGENDA

5. MINUTES FROM PREVIOUS MEETINGS

5.1 May 12th, 2026 – Regular Council **PG.3**

6. BUSINESS ARISING FROM MINUTES

7. DELEGATIONS

7.1 Renfrew County Community Futures Development Corporation – Meghan Sutherland, Business Development Officer **PG.6**

8. COMMITTEE REPORTS:

8.1 PLANNING COMMITTEE
- ***CHAIR CAMPBELL***

8.1.1 Building Report **PG.35**

8.1.2 Planning Files Update **PG.36**

8.2 RECREATION COMMITTEE
- ***CHAIR HUMPHRIES***

8.2.1 Chair's Report – May 14th, 2026 **PG.37**

8.3 PROTECTIVE SERVICES COMMITTEE
- ***CHAIR CAMPBELL***

8.3.1 Staff Report – Award Fire RFP 2026-01 Tanker **PG.40**

8.4 COMMUNITY COMMITTEES / COUNTY COUNCIL

8.4.1	Renfrew & Area Seniors Home Support	D. Humphries
8.4.2	Chamber of Commerce	D. Humphries
8.4.3	South Ottawa Valley Police Detachment Board	G. Campbell
8.4.4	County Council	D. Proctor

9. CORRESPONDENCE SUMMARY

RETURN TO AGENDA

9.1 INFORMATION CORRESPONDENCE – NONE

9.2 ACTION CORRESPONDENCE – NONE

10. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING

10.1 Notice to File Motion – Councillor Cleroux – Planning Activity Data PG.42

10.2 Staff Report – Speed Assessment Update PG.44

11. COUNCIL/STAFF MEMBERS CONCERNS

12. PUBLIC MEETINGS

12.1 4:00 p.m. Zoning By-law Amendment – Lasek PG.48

13. BY-LAWS

13.1 2026-26 Adopt Policy T-08 Mailbox Policy PG.60

13.2 2026-27 Adopt Updated Policy T-05 Road Network Preservation and Development PG.65

13.3 2026-28 Adopt Level of Service Manual PG.84

13.4 2026-29 Entrance & Drainage Permit By-law PG.118

13.5 2026-30 Zoning By-law Amendment – Lasek PG.122

13.6 2026-31 2026 Tax Rate By-law PG.124

14. RESOLUTIONS

15. IN CAMERA (Closed) SESSION (as required) – NONE

16. CONFIRMING BY-LAW 2026-32 PG.126

17. ADJOURNMENT

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

REGULAR COUNCIL MEETING
MAY 12TH, 2026

There was a Regular Meeting of Council held in the Council Chambers on Tuesday May 12th, 2026. Deputy Mayor Tom Webster, Councillor Doug Humphries, Councillor Glen Campbell, and Councillor Cleroux were present. Staff present was Nathalie Moore, Treasurer, Adam Knapp, Public Works Manager, and Nichole Dubeau, Executive Assistant – Recording Secretary.

Mayor Daina Proctor sent her regrets.

1. CALL TO ORDER
Deputy Mayor Webster called the meeting to order at 3:00 pm.

2. LAND ACKNOWLEDGEMENT
Deputy Mayor Webster 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. 2026-79**
Seconded by Councillor Cleroux
THAT Council adopt the Agenda for the May 12th, 2026 Regular Council Meeting.
Carried

5. APPOINT ACTING CLERK – NICHOLE DUBEAU

Moved by Councillor Campbell **RESOLUTION NO. 2026-80**
Seconded by Councillor Humphries
THAT Council appoint Nichole Dubeau as the Acting Clerk for the May 12th, 2026 Regular Council Meeting.
Carried

6. MINUTES

6.1 April 28th, 2026 – Regular Council

Moved by Councillor Humphries **RESOLUTION NO. 2026-81**
Seconded by Councillor Campbell
THAT Council approve the following Minutes:

- April 28th, 2026 – Regular Council

Carried

7. BUSINESS ARISING FROM MINUTES
There was no business arising from the minutes.

8. MAYOR PROCTOR'S ADDRESS
There was no Mayor's address as Mayor Proctor was absent.

9. COMMITTEE REPORTS:

9.1 GENERAL GOVERNMENT COMMITTEE
Public Advisory Member Steve Osipenko was present.

9.1.1 Treasurer's Report
Treasurer Moore reviewed the report. She highlighted that the tax rates have been completed and just need to be uploaded to OPTA, then the final tax rate by-law will be brought forward for passing. Public Advisory

RETURN TO AGENDA

Member Steve Osipenko added that the sandbagger and road signs are a good asset for the Township to have.

9.2 TRANSPORTATION & ENVIRONMENTAL SERVICES COMMITTEE

9.2.1 Chair's Report – May 6th
Public Works Manager Adam Knapp reviewed the report.

10. CORRESPONDENCE SUMMARY

10.1 INFORMATION CORRESPONDENCE – NONE

10.2 ACTION CORRESPONDENCE – NONE

10. BYLAWS – NONE

11. NOTICE TO FILE MOTION FOR NEXT COUNCIL

Councillor Cleroux reviewed the report. Council members were in agreeance for staff to investigate the cost of a potential agreement.
Council members allowed Public Advisory Member Steve Osipenko to talk. He stated the importance of swimming lessons for children and adults as life safety and would benefit the community overall.

Moved by Councillor Humphries **RESOLUTION NO. 2026-82**
Seconded by Councillor Campbell
THAT Council direct Staff to investigate entering into a Recreation User Fees Agreement with the Town of Arnprior for Horton residents to access to pool and swim programs, and to report back to Council with findings and recommendations.
Carried

Acting Clerk Nichole Dubeau reviewed a Notice of Motion submitted by Councillor Cleroux to compile a data report of planning files, fees, and timelines, which will be brought forward at the next Regular Council Meeting.

12. COUNCIL/STAFF MEMBERS CONCERNS

There were no Council or Staff Members concerns.

13. DELEGATIONS &/OR PUBLIC MEETINGS – NONE

14. RESOLUTIONS

Moved by Councillor Cleroux **RESOLUTION NO. 2026-83**
Seconded by Councillor Humphries
THAT Council receive the following reports as information:

- Treasurer's Report
- TES Chair's Report

Carried

Moved by Councillor Campbell **RESOLUTION NO. 2026-84**
Seconded by Councillor Humphries
THAT upon recommendation from the TES Committee, Council approve $6,600 including HST from the Public Works Equipment Reserve to cover the additional costs, above the $36,943.55 including HST in grant funding awarded, to procure one (1) four-chute gravity fed sandbagger and two (2) emergency road closed trailers.

Carried

Moved by Councillor Humphries **RESOLUTION NO. 2026-85**
Seconded by Councillor Cleroux
THAT upon the recommendation from the TES Committee, Council accept the updated Entrance Permit and Drainage By-Law as presented;

RETURN TO AGENDA

AND THAT this be brought back for adoption by by-law.

Carried

Moved by Councillor Campbell **RESOLUTION NO. 2026-86**
Seconded by Councillor Humphries
THAT upon recommendation from the TES Committee, Council accept the updated Policy T-05 Road Network Preservation and Development as presented;

AND THAT this be brought back for adoption by by-law.

Carried

Moved by Councillor Cleroux **RESOLUTION NO. 2026-87**
Seconded by Councillor Humphries
THAT upon recommendation from the TES Committee, Council accept Policy T-08 Mailbox Policy as presented;

AND THAT this be brought back for adoption by by-law.

Carried

Moved by Councillor Humphries **RESOLUTION NO. 2026-88**
Seconded by Councillor Campbell
THAT upon recommendation from the TES Committee, Council accept the Level of Service Manual as presented;

AND THAT this be brought back for adoption by by-law.

Carried

Moved by Councillor Cleroux **RESOLUTION NO. 2026-89**
Seconded by Councillor Humphries
THAT upon recommendation from the TES Committee, Council direct staff to purchase clear bags for Horton residents in order to prepare for the clear bag program that will be implemented January 1, 2027;

AND THAT an upset of $2,000 be funded from the Working Funds Reserves.

Carried

15. IN CAMERA (Closed) SESSION – NONE

16. CONFIRMING BYLAW

Moved by Councillor Campbell **RESOLUTION NO. 2026-90**
Seconded by Councillor Humphries
THAT Council enact By-law 2026-25 – Confirming By-Law.

Carried

17. ADJOURNMENT

Deputy Mayor Webster declared the meeting adjourned at 3:31 p.m.

MAYOR Daina Proctor

CAO/CLERK Hope Dillabough

RETURN TO AGENDA

Renfrew County
Community Futures Development Corporation

Société d'aide au développement des collectivités
du comté de Renfrew

Local Solutions for Local Economies

RETURN TO AGENDA

Community Futures Program

Operating funding from the Government of Canada



60 Offices in Ontario



267 Offices across Canada

RETURN TO AGENDA

Our Services

Helping business in Renfrew County since 1986.

We are designed to support business enterprises, community-based development and employment in Renfrew County by offering:

Small Business Financing

Community Economic Development

Business Counselling & Support



RETURN TO AGENDA



Small Business Financing

Financing up to $300,000

Clients are encouraged to explore traditional financing services. Should bank financing not be available, or not fully meet the clients needs, the RCCFDC loan program can help to finance any viable business venture. Purposes for financing can include equipment purchases, real estate, expansion, working capital, and start-up costs.

Since Inception

$54,189,351	$47,008,067	6,003
Loans Advanced	Leveraged Dollars	Jobs Created/Maintained

RETURN TO AGENDA

What Makes Us Different

Applications are locally reviewed and approved

Supervision and decisions are handled in-house

Flexible Payment Terms

Financing provided to most industries

Security can be more flexible than traditional lenders

RETURN TO AGENDA



Community Economic Development

Working with community partners to support the local economy

We work alongside community leaders and other key stakeholders to create Community Economic Development plans and implement projects that support value-added activity and expansion into new sectors.

RETURN TO AGENDA

Business Counselling and Support

RCCFDC seeks to provide skilled business advice to small and medium-sized businesses in Renfrew County.



Business Advisory Services



Workshops & Seminars



Partner Referrals

RETURN TO AGENDA

Contact Us

(833) 930-5283

info@rccfdc.org

www.rccfdc.org



The RCCFDC Team is Here for You!

Renfrew County
CFDC | SADC
du comté de Renfrew

RETURN TO AGENDA

Newsletter & Social Media

Subscribe to our newsletter to updates on funding, business resources and training opportunities

GET SOCIAL WITH US!

R.C.CommunityFutures

renfrewcountycfdc

RETURN TO AGENDA

Renfrew County
Community Futures Development Corporation

Société d'aide au développement des collectivités
du comté de Renfrew

ANNUAL REPORT 2024-2025



Photo Credit: Paddler's Co-op

With the support of the Government of Canada through the Federal Economic Development Agency for Southern Ontario.

Avec l'appui du gouvernement du Canada à travers l'Agence fédérale de développement économique pour le Sud de l'Ontario.

RETURN TO AGENDA

2024-2025

A YEAR OF GROWTH & COMMUNITY IMPACT



Photo Credit: Paddler's Co-op

RETURN TO AGENDA



Table of Contents

- Purpose & Leadership ---- 1
  - Message from our leaders ---- 2
- Year in Review ---- 3
  - Financial Report ---- 3
  - Beyond Capital ---- 4
- Client Story: Paddler's Co-op ---- 5-6
- Empowering Entrepreneurs ---- 7-8
- Strengthening Communities ---- 9-14
- Meet the Team ---- 15
  - Meet the Board of Directors ---- 15
  - Meet the Staff ---- 16

RETURN TO AGENDA

Purpose & LEADERSHIP



Investing in Local Ideas

Flexible financing and strategic support to help rural businesses grow, adapt, and succeed.

Navigating Growth Together

Personalized guidance from a team that understands the realities of rural business and community development.

Rooted in Rural Resilience

With deep local knowledge and strong partnerships, we help build lasting foundations for sustainable economic development.

INVESTING IN RENFREW COUNTY SINCE 1986

$44,939,294 Invested in the Community

$43,682,553 Additional Dollars Leveraged

$4,808,048 Grants Awarded

1001 Loans Disbursed

5020 Jobs Impacted

RETURN TO AGENDA



Message from THE CHAIR

As we reflect on the past year, one thing is clear: growth is not always linear, but with strong roots and steady leadership, it is always possible. In the face of ongoing change and challenge, RCCFDC has remained a source of stability and forward motion for the businesses and communities we serve.

Thanks to the dedication of our staff, board, and partners, we continue to deliver meaningful support where it's needed most—fueling entrepreneurship, building local capacity, and creating opportunities across Renfrew County.

It's an honour to serve as Chair of this organization and to witness firsthand the ripple effect of community-driven development. Thank you for being part of the journey.

Nicole Handspiker-Adams, Chair
Renfrew County Community
Futures Development Corporation



Message from the EXECUTIVE DIRECTOR

Over the past year, RCCFDC has continued to evolve, building on a strong foundation while welcoming new voices and perspectives. After many years of dedicated service, Business Development Officer Mike Thompson retired, leaving behind a legacy of trusted relationships and a deep understanding of the local business landscape. We thank him for his steady commitment and the meaningful contributions he made during his time here.

As we move forward, we're pleased to welcome two new team members to the organization: Meghan Sutherland as Business Development Officer, and Michèle Gagnon as Community Development Officer. Their experience, creativity, and passion for community economic development have already begun to enrich our work.

With gratitude for the past and excitement for the future, we look forward to continuing to support local businesses and rural resilience across Renfrew County.

Cyndy Phillips, Executive Director
Renfrew County Community Futures Development Corporation

RETURN TO AGENDA



YEAR In Review

FINANCIAL REPORT

April 1, 2024-March 31, 2025

We provide loans of up to $300,000 to help rural entrepreneurs start, grow, or sustain their businesses. From first-time founders to long-standing businesses, our support goes beyond financing, we offer one-on-one guidance and local knowledge to help businesses thrive in Renfrew County.

19
Businesses Impacted

$2,363, 975
Loans Invested

337
Jobs Impacted

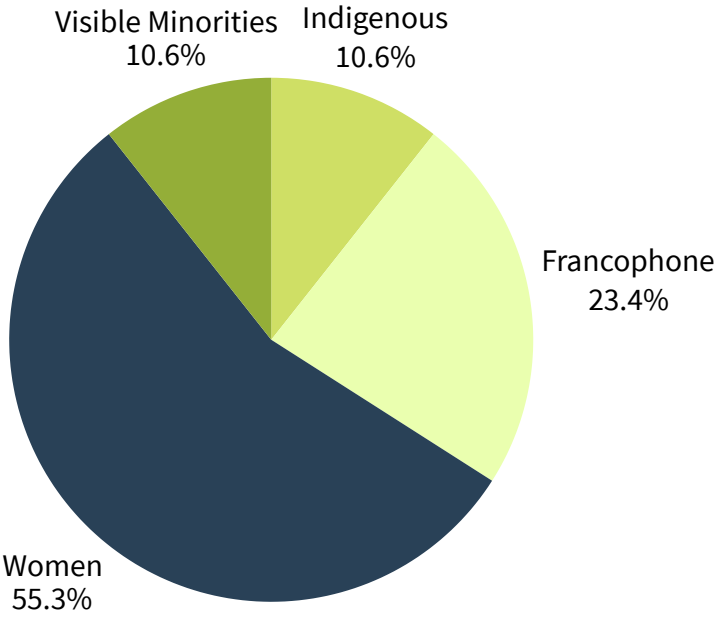
$2,207,325
Dollars leveraged

RETURN TO AGENDA

Beyond Capital: Support & Inclusion

We're committed to inclusive lending.

In 2024–2025, 42% of our loans supported entrepreneurs from equity-seeking groups—including women, Indigenous, Francophone, and racialized business owners. Our goal is to make sure rural financing reaches a broader range of voices, ideas, and communities.



We support more than just financing.

From quick questions to deep strategy sessions, we offer free, one-on-one in-depth business counselling and respond to hundreds of inquiries each year. We also invest directly in our communities through targeted grants that help local projects take root and grow.

290
General Inquiries

260
counselling sessions

$29,498
Granted to Support Local Projects



Client STORY



WITH COMMUNITY FUTURES, THERE'S A LOT MORE FLEXIBILITY AND RECOGNITION OF THE IMPACTS OF OUR ORGANIZATION AND WHAT THIS MEANS FOR THE COMMUNITY AND LOCAL ECONOMY.

—Ryan O'Connor,
Executive Director, Paddler's Co-op

RETURN TO AGENDA

PADDLER co-op

Program: CFP Loan
RCCFDC Investment: $200,000
Total Project Value: $745,000

Planting Permanent Roots on the Madawaska River

Founded in 1999, Paddler Co-operative Inc. offers inclusive canoeing and kayaking programs on the Madawaska River. Operating from a riverside property for over 20 years, the Co-op faced the risk of losing its home when the land was put up for sale in 2024.



FINANCING THE FUTURE

After launching a successful $225,000 fundraising campaign, the Co-op sought financing but was declined by a major bank. With support from RCCFDC and Northern Credit Union, longstanding community partners, they secured the full $745,000 needed to purchase the property.

RCCFDC contributed a $200,000 loan, working alongside Northern Credit Union to make the deal possible.

IMPACT

With over 2,000 members nationwide, Paddler Co-op boosts regional tourism by drawing visitors who support local accommodations, restaurants, and supply stores. The property purchase ensures the Co-op can continue serving the community and strengthening the local economy for years to come.

RETURN TO AGENDA



EMPOWERING Entrepreneurs

RCCFDC shares knowledge directly through hands-on workshops while also partnering with organizations like Enterprise Renfrew County to broaden our reach and bring in expert-led training. Together, we're helping local entrepreneurs build skills, confidence, and stronger businesses.





Partnering to Expand Access

RCCFDC partnered with **Enterprise Renfrew County** throughout the year to sponsor and support the delivery of **10 business workshops and webinars for local entrepreneurs.**

This included a Small Business Month series, a collaborative series with PARO introducing the Women's Circle program, and two sessions delivered in French for Francophone entrepreneurs.

By working together, we helped expand access to relevant, inclusive training across the region.

RETURN TO AGENDA



> **THESE WORKSHOPS DIDN'T JUST EXPLAIN THE CONCEPTS, THEY HELPED ME ACTUALLY APPLY THEM TO MY BUSINESS.**
>
> —Workshop Participant

Sharing Our Expertise

This year, RCCFDC's Business Development Officer, Mike Thompson, led **two Mastering Your Finances workshop series** to help entrepreneurs feel more confident about managing their business numbers.

Each 3-part series , one in Pembroke (Fall) and the other in Arnprior (Winter), focused on practical financial topics: Budgeting for Success, Mastering Cash Flow, and Navigating Financial Statements. These hands-on sessions gave participants real tools to improve financial decision-making and strengthen their businesses.

18

Workshops facilitated or supported by RCCFDC



RETURN TO AGENDA



STRENGTHENING Our Communities

Community economic development is about more than just capital, it's about connection, capacity, and resilience. RCCFDC works with partners across the region to deliver funding, training, and strategic support that help people and organizations grow stronger, together.

Supporting Non-Profits: ONCA Compliance Workshops

With the 2024 deadline for compliance under the Ontario Not-for-Profit Corporations Act (ONCA) approaching, RCCFDC hosted a series of expert-led workshops in Renfrew, Madawaska, and Petawawa to help local non-profits navigate the transition. Featuring a governance expert from the Ontario Nonprofit Network, these sessions provided practical tools, legal insight, and peer-to-peer support to strengthen non-profit operations across the region.

3

sessions guiding non-profits through ONCA changes

Supporting Inclusive Workplaces

As part of the national **Hire for Talent** campaign led by CBDC Restigouche, RCCFDC helped engage local employers in a research study exploring inclusive hiring practices for people with disabilities, mental health conditions, and those in need of flexible work environments.

Two rounds of digital surveys were completed with feedback from **19 Renfrew County businesses**, with RCCFDC helping ensure strong rural representation in this important national initiative.

RETURN TO AGENDA

Supporting the Next Generation of Rural Leaders

RCCFDC is a proud partner of the **Rural Changemakers program**, alongside the County of Renfrew, supporting young leaders in rural Ontario as they develop innovative, community-driven solutions through the Ontario Rural Institute.

Four youth from Renfrew County were selected for the 2025 cohort: Abigail Lakhan, Christina Raddatz, Rachel Richer, and Sarah Richer. Over six months, they engaged in leadership training, built networks, and launched real-world projects to strengthen their communities.

As part of their journey, RCCFDC Executive Director Cyndy Phillips delivered a session on Community Economic Development, helping participants explore how rural economies grow and thrive.

These young changemakers are already taking action to shape the future of rural Ontario with resilience, creativity, and care.



Click to learn more about the program

RETURN TO AGENDA



RENFREW COUNTY COMMUNITY DEVELOPMENT FUND

Investing in Local Growth

Now in its second year, RCCFDC's **Community Development Fund** provided nearly **$30,000** in non-repayable grants to **eight** local initiatives. The fund supports projects that strengthen community identity, enhance tourism, and foster economic development across Renfrew County.

Grants of up to $5,000 were awarded to municipalities, not-for-profits, and BIAs—each leveraging additional investment from their communities.



Petawawa's Development Summit brought together key voices to shape the town's next chapter.



Getting ready to shine: Downtown Renfrew BIA prepares for its Light the Square celebration.



With support from the Fund, Killaloe, Hagarty and Richards installed new banners to enhance downtown charm.

RETURN TO AGENDA



A sweet moment from the Ottawa Valley Tourism Association's Taste of the Valley campaign.



Local flavour on full display at Renfrew's lively Craft Beer & Food Truck Festival.



ExploreWhitewaterRegion.ca: now on display at the Veterans Memorial Park tourist booth with support from the Fund.

This year's Community Development Fund supported a diverse range of local initiatives:

North Algona Wilberforce & Whitewater Region

- Improved tourism signage to welcome and guide visitors

Beachburg Agricultural Society & Town of Renfrew

- Celebrated local culture through events like the Beachburg Fair and the Craft Beer & Food Truck Festival

Ottawa Valley Tourist Association

- Promoted culinary tourism with targeted regional campaigns

Killaloe, Hagarty and Richards & Town of Renfrew

- Enhanced downtown appeal through seasonal streetscape banners and holiday lighting

Town of Petawawa

- Hosted a Development Summit to engage stakeholders and plan for future growth

RETURN TO AGENDA

FRANCOPHONE OUTREACH & COMMUNITY BUILDING



Strong arms, stronger partnerships. *A pre–International Women's Day moment with the all-women team behind the Francophone Business Networking Breakfast.*

Francophone Business Networking Breakfast

On March 4, 2025, RCCFDC partnered with Enterprise Renfrew County to co-host the 3rd Annual Francophone Business Networking Breakfast at the Centre culturel francophone de Pembroke. The event brought together local entrepreneurs, community leaders, and regional organizations to strengthen connections and celebrate Francophone business leadership.

Guest speaker Lina Ravelojaona of the Fédération des gens d'affaires francophones de l'Ontario introduced services available to Francophone entrepreneurs, while Erin Norris of the Ottawa Valley Tourism Association led a hands-on session on collaborative marketing.

RETURN TO AGENDA

Francophone Wage Subsidy Program

Through funding from the Ontario government's Francophone Community Grants Program, RCCFDC disbursed **$47,000 in wage subsidies** to support **9 local businesses** across Renfrew County. This funding helped employers integrate new bilingual hires and expand services for Francophone clientele, strengthening both their teams and their connection to the community.

10
Bilingual Hires

9
Employers

$47,000
Wage Subsidies

Networking & Training Opportunities

RCCFDC also helped create space for Francophone entrepreneurs to learn and connect throughout the year:

- Networking event at CindyLou Boutique in Pembroke (in partnership with the City of Pembroke)
- Two webinars in French on AI for market research and bookkeeping best practices (with Enterprise Renfrew County)

Francophone Entrepreneur Award

This year's Francophone Entrepreneur Award, presented during the Networking breakast, was awarded to Lucas Fleurant and Bernadette Demong of Ottawa Valley Taekwon-Do, recognized for their commitment to the French language, cultural visibility, and positive impact on the community.



RCCFDC Executive Director Cyndy Phillips (left) and County of Renfrew Economic Development Manager Melissa Marquart (right) present the Francophone Entrepreneur Award to Luc Fleurant (middle).

RETURN TO AGENDA

MEET THE TEAM
Board & Staff

2024-2025 BOARD OF DIRECTORS

RCCFDC is governed by a volunteer Board of Directors made up of individuals from across Renfrew County who bring diverse experience in business, community development, and leadership. Their guidance ensures that our strategic direction reflects the values and priorities of the communities we serve. We're grateful for their ongoing commitment to rural economic growth.


Nicole Handspiker-Adams, Chair


Siobhan McGarr, Vice-Chair


Lynn Saunders, Treasurer


Ray Bonenberg, Past Chair


Sheldon Reiche, Director


Dave Lemkay, Director


John Becvar, Director


Wendy Stone, Director

MEMBERS

RCCFDC is also supported by Members who contribute their time and expertise to the organization. They participate in committee work and help ensure strong community representation and oversight.


Tony Garretto, Member


Angela Schutt, Member

RETURN TO AGENDA

STAFF TEAM

RCCFDC's staff team brings together experience in business development, community engagement, and strategic project delivery. With a shared commitment to rural growth, they work directly with entrepreneurs and partners to deliver meaningful support across Renfrew County.



Cyndy Phillips, Executive Director



Teena McKitchen, Financial Administrator



Meghan Sutherland, Business Development Officer



Michèle Gagnon, Community Development Officer

TRANSITIONS & GRATITUDE



All the best, Kelley!

After 13 years with RCCFDC, Kelley Jaros moved on from her role in 2024. Her work in economic development and community engagement helped strengthen connections and opportunities across the region. We're grateful for her years of service.

Happy Retirement, Mike!

Longtime Business Development Officer, Mike Thompson, retired in 2025 after nearly 16 years of dedicated service to local businesses. His calm guidance and deep expertise left a meaningful impact on RCCFDC and the community.



RETURN TO AGENDA



TOGETHER, WE'RE GROWING SOMETHING GREAT.

Contact Us:

Renfrew Office:
127 Raglan St. S,
Renfrew, ON K7V 1P8

Pembroke Office:
224 Pembroke St W,
Pembroke, ON K8A 5N2

1-833-930-5283
info@rccfdc.org
rccfdc.org

R.C.CommunityFutures
renfrewcountycfdc

Renfrew County
CFDC | SADC
du comté de Renfrew

Explore our services!



RETURN TO AGENDA

Township Of Horton

APRIL 2026 BUILDING REPORT

Month	No. of Permits	2026 Value of Permits	2025 Value of Permits	2024 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	2	$ 87,000	$ 300,000	$ 15,000	2					1,405	0
February	2	$ 665,000	$ 880,000	$ 365,000		1	1			6,471	0
March	3	$ 160,000	$ 2,305,000	$ 110,000	1	2				1,384	0
April	4	$ 125,000	$ 1,580,000	$ 2,016,000		2			2	6,188	0
May			$ 2,353,000	$ 1,083,500							
June			$ 1,838,500	$ 250,000							
July			$ 173,000	$ 53,000							
August			$ 14,000	$ 3,433,000							
September			$ 2,104,900	$ 1,150,000							
October			$ 1,195,000	$ 352,707							
November			$ 50,000	$ 1,155,000							
December			$ -	$ 75,000							
TOTALS	**11**	**$ 1,037,000**	**$ 12,793,400**	**$ 10,058,207**	3	5	1	0	2	15,448	0

RETURN TO AGENDA

Open Planning Files as of May 22, 2026

File Name	File No.	No. of Severances	Date Rec'd by County	Date Deemed Complete by County	Date Rec'd by Township	Date of Last Item Sent to County	Status of File
Eric & Marion Draper	B76/23 B77/23 B78/23	3	20-Apr-23	20-Apr-23	18-Jul-23	28-Jul-23	B77 abandoned, B78 amended Aug 13/24, B76 & B78 applicant to complete conditions
Morgan Snow	B31/24	1	28-Feb-24	28-Feb-24	09-Apr-24	26-Apr-24	Notice of Decision rec'd Aug 2/24 - applicant to complete conditions
Brian Eady	B104/24	1	25-Jul-24	28-Jul-24	29-Jul-24	07-Aug-24	Notice of Decision rec'd Oct 10/24 - applicant to complete conditions
Findlay Barr	B115/24	1	19-Aug-24	19-Aug-24	15-Oct-24	30-Oct-24	Notice of Decision rec'd Feb 14/25 - applicant to complete conditions
Matthew Lasek	B44/25	1	22-May-25	22-May-25	23-May-25	30-May-25	Notice of Decision rec'd Oct 23/25 - applicant to complete conditions
Eric & Marion Draper	B05/25 B06/25 B07/25 B08/25 B09/25	5	21-Jan-25	05-Jun-25	12-Jun-25	30-Jun-25	Notice of Decision rec'd Sept 18/25 - applicant to complete conditions
Gail Obst	B61/25	1	11-Jul-25	16-Jul-25	14-Aug-25	14-Aug-25	Notice of Decision rec'd Nov 18/25 - applicant to complete conditions
Scott & Kristy Campbell	B66/25	1	25-Jul-25	25-Jul-25	20-Aug-25	11-Sep-25	Notice of Decision rec'd Nov 26/25 - applicant to complete conditions
Douwe & Enne Bakker	B106/25	1	09-Dec-25	10-Dec-25	18-Dec-25	22-Dec-25	Planning Rpts rec'd Apr 23/26
Larry & Carolyn Polk	B17/26 B18/26	2	02-Mar-26	02-Mar-26	20-Mar-26	01-Apr-26	Municipal documents sent to Cty
John David	B25/26	1	18-Mar-26	18-Mar-26	13-Apr-26	23-Apr-26	Municipal documents sent to Cty
Douwe & Enne Bakker	B27/26	1	27-Mar-26	27-Mar-26	04-May-26	07-May-26	Municipal documents sent to Cty

File Name	File Type	File Status
Sean & Rory Richards & Hugh Stevenson	OPA & ZBLA	Notice to Public mailed out - Public Mtg to be set
Matthew Lasek	ZBLA	Public Meeting May 26/26

RETURN TO AGENDA

Township of Horton

COUNCIL / COMMITTEE REPORT

Title: Recreation Chair's Report – Thursday May 14th , 2026	**Date:**	May 14, 2026
	Council/Committee:	Council
	Author:	Rachel Eden Community Liaison Officer
	Department:	Recreation

RECOMMENDATIONS:

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

THAT Council support a $500 sponsorship towards the Small Business Month hosted by Enterprise Renfrew County to be hosted at the Horton Community Centre and that this come from the Recreation Administration Advertising Budget.

BACKGROUND:

NEW RECREATION COMMITTEE MEMBER

Mrs. Eden regretfully shared that this was advertised for a 3-week period until April 21st, however no applications were received.

WINTER CARNIVAL 2026

Mrs. Eden shared details from another successful Winter Carnival, with many sponsors, volunteers and over 150 breakfast served to visitors. The Recreation Committee unanimously decided to move the annual date of the Winter Carnival forward by 1 week to better accommodate the annual recorded weather. Moving forward the Winter Carnival will be the last Saturday of February.

RECREATION AGREEMENT WITH THE TOWN OF RENFREW

Mrs. Eden shared that this agreement has been signed and received from the Town of Renfrew. Valid until December 31st, 2027, with an available 2-year extension.

EASTER EGG HUNT 2026

Mrs. Eden shared that this years Egg Hunt was extremely well attended by 120 children. It was a chilly day hunting for eggs in snow suits, and a full hall of laughter and activities. Thank you

RETURN TO AGENDA

to Jenny Fortin and the volunteer team for planning and hosting.

PARTICIPACTION GRANT

Mrs. Eden happily shared that we are receiving $1000 towards our 4Ward Motion Campaign in June towards inclusive fitness and movement initiatives. Horton encourages all patrons to attend at least 4 of over 15 classes happening in June for a chance at 2 X $50.00 prizes.

ENTERPRISE RENFREW COUNTY SPONSORSHIP REQUEST

A report is attached. The Recreation Committee has motioned that Council support a $500 sponsorship towards the Small Business Month hosted by Enterprise Renfrew County to be hosted at the Horton Community Centre.

CANADA DAY 2027

Mrs. Eden shared that plans are underway, businesses have been approached for sponsorship, and volunteers are welcome to connect with recreation to help.

COMMEMORATIVE ASSET

Mrs. Claire Rouble presented the idea to have a commemorative asset in honour of late volunteer Arnold Dickson. The Recreation Committee was asked to gather thoughts to present at the next committee meeting. There was conversation regarding a Commemorative Assets Policy for future consideration.

COMMUNITY & RECREATION UPDATES

Mrs. Eden shared positive news of improvements and upgrades happening in 2026 to the Horton Community Centre and the Outdoor Rink, including interior painting which has just been completed and work to the Outdoor Rink enclosure and ramp happening this summer. Patrons can expect the area to be under construction.

(Secretarial Notes)
UPCOMING DATES & ONGOING PROGRAMS – for more information contact Rachel Eden

- Month of June: 4Ward Motion multiple dates
- Wed July 1: Canada Day – thank you to council for serving

Prepared by: Rachel Eden, Community Liaison Officer

Reviewed by: Hope Dillabough, CAO/Clerk

RETURN TO AGENDA

TOWNSHIP OF HORTON

COUNCIL / COMMITTEE REPORT

Title: **Small Business Month Sponsorship**	**Date:**	May 14, 2026
	Council/Committee:	Recreation Committee
	Author:	Rachel Eden, Community Liaison Officer
	Department:	Recreation

RECOMMENDATIONS:

THAT Council support a $500 sponsorship towards the Small Business Month hosted by Enterprise Renfrew County to be hosted at the Horton Community Centre and that this come from the Recreation Administration Advertising Budget.

BACKGROUND:

Horton has been approached by Enterprise Renfrew County for support and sponsorship towards Small Business. The Recreation Committee has motioned that Council support a $500 sponsorship towards the Small Business Month hosted by Enterprise Renfrew County to be hosted at the Horton Community Centre.

At present, at present no municipalities have stepped forward in the eastern side of Renfrew County, noting that is has been several years since an event has been brought to Horton.

Community Sponsorship level ($500) would support bringing an event to the lovely Horton Community Centre! Horton receives a posting on the Enterprise Renfrew County website, sponsor features on social media FB/IG/Linkedin to gain visibility for the region, and additional marketing for small business month in advance of October events. This would feature a half day events, which includes breakfast, networking, and usually 2 topic sessions.

Sponsor package can be found here:
https://www.enterpriserenfrewcounty.com/_files/ugd/e20f80_d6ea3dd3fb084227ae04950e12913213.pdf

ALTERNATIVES: N/A
FINANCIAL IMPLICATIONS: $500 Sponsorship
ATTACHMENTS: N/A
CONSULTATIONS: N/A

Prepared by: Rachel Eden, Community Liaison Officer
Reviewed by: Hope Dillabough, CAO/Clerk

RETURN TO AGENDA

Township of Horton
COUNCIL / COMMITTEE REPORT

Title: Fire RFP 2026-01 Tanker Award	**Date:**	May 21st, 2026
	Council/Committee:	Protective Services Committee
	Author:	Hope Dillabough, CAO/Clerk
	Department:	Fire

RECOMMENDATIONS:

That the Protective Services Committee recommend to Council to award Request for Proposal Fire 01-2026 for the supply of a Fire Department Tanker to Battleshield Industries Limited in the amount of $557,400 plus applicable taxes.

AND THAT Committee recommend to Council to award the optional portion of the provision and installation of the PTO Pump assembly in the amount of $68,500 plus applicable taxes.

AND FURTHER THAT this be funded per the 2026 Capital Budget adopted by Council.

AND FURTHER THAT the existing Tanker Unit 9717 be declared surplus upon receipt and final acceptance of the new Tanker Unit.

BACKGROUND:

The Township issued Request for Proposal Fire 01-2026 for the procurement of a new Fire Department Tanker. Submissions were received and opened in accordance with the requirements of the RFP. Four compliant submissions were received from the following proponents:

- Battleshield – $629,862 including HST
- Carrier – $747,282.54 including HST
- Metal Fab – $666,700 including HST
- Iron Trade Works Inc. – $709,498.75 including HST

All submissions were reviewed and evaluated by staff using the scoring criteria established within the Request for Proposal documents.

Following the evaluation process, Battleshield achieved the highest overall score in the evaluation scoring matrix. In addition to receiving the highest evaluation score, Battleshield also submitted the lowest bid price among all compliant proponents. Additionally, Battleshield provided the lowest optional price for the provision and installation of the PTO Pump assembly.

The proposal submitted by Battleshield was determined to provide the best overall value to the Township based on both the financial submission and the evaluation criteria established through the RFP process.

RETURN TO AGENDA

ALTERNATIVES:

N/A Council provided direction to the Fire Chief and Deputy Fire Chief to issue the RFP for the Tanker, along with an allocated amount to the 2026 Capital Budget.

FINANCIAL IMPLICATIONS:

The total proposed cost for the Fire Department Tanker is $557,400 plus applicable taxes along with the optional portion of the provision and installation of the PTO Pump assembly in the amount of $68,500 plus applicable taxes. Funding for the purchase will be allocated in accordance with the approved capital budget and financing strategy for the project. The 2026 Capital Budget figures are determined with the principal costs (not including HST) – and in consideration with the Township's HST Rebate, the Tanker proposal along with the optional PTO Pump have come under budget.

The allocation in the Capital Budget was $650,000.

CONSULTATIONS:

Fire Chief Cole, Deputy Fire Chief Mike Fortier, Treasurer Nathalie Moore

Prepared by: Hope Dillabough, CAO/Clerk

RETURN TO AGENDA

Township of Horton
COUNCIL / COMMITTEE REPORT

Title: Notice of Motion Filed by Councillor Cleroux	**Date:**	May 26th, 2026
	Council/Committee:	Council
	Author:	Hope Dillabough On behalf of Councillor Cleroux
	Department:	Council

Notice of Motion

Recommendation:

THAT the Council direct Staff to review and provide Council the Township's planning activity report over the past three (3) years, including the number of planning applications received, total application fees collected (to the Township and County), and the costs associated with County planning services;

AND THAT Staff survey surrounding municipalities to determine their interest in a shared municipal planner position.

BACKGROUND:

A Notice of Motion was filed by Councillor Cleroux for the May 8th, 2026 Regular Council Meeting to request that Staff review the Township's planning activity over the past three (3) years, including the number of planning applications received, total application fees collected (to the Township and County), and the costs associated with County planning services. Additionally, staff discuss with neighbouring municipalities to determine their interest in a shared municipal planner position.

Motion is required to be moved and seconded prior to Council debate.

ATTACHMENTS:

1) Copy of Notice of Motion submitted

Prepared by: Hope Dillabough, CAO/Clerk, on behalf of Councillor Cleroux

RETURN TO AGENDA

From: Lane Cleroux <lcleroux@hortontownship.ca>
Sent: Friday, May 8, 2026 9:26 AM
To: Hope Dillabough <hdillabough@hortontownship.ca>
Subject: File a Notice of Motion

I would like to file a notice of motion for the next Council meeting.

Horton has an opportunity over the next decade to achieve meaningful growth if the Township positions itself appropriately. I would like staff to review the Township's planning activity over the past three (3) years, including the number of planning applications received, total application fees collected (to the Township and County), and the costs associated with County planning services. Additionally, I would like staff to engage with neighbouring municipalities to determine their interest in a shared municipal planner position.

Lane Cleroux

Councillor

RETURN TO AGENDA

Township of Horton
COUNCIL / COMMITTEE REPORT

Title: Notice of Motion Speed Assessment Follow-up	**Date:**	May 26th, 2026
	Council/Committee:	Council
	Author:	Hope Dillabough
	Department:	Council

Recommendation:

Option #1

THAT Council of the Township of Horton agree to rescind Resolution #2026-74

FURTHER THAT the Council of the Township of Horton request that the County of Renfrew perform a speed assessment on River Road from Thacker Lane to Fred's Lane.

AND FURTHER THAT the Township agrees to pay the County of Renfrew $750.00 for this speed assessment to be performed and completed.

Option #2

THAT Council of the Township of Horton rescind Resolution # 2026-74

AND THAT Council direct staff to place the Township owned speed signs on the section of River Road between Thacker Lane to Fred's Lane

BACKGROUND:

A Notice of Motion was filed by Mayor Proctor for the April 14th, 2026, Regular Council Meeting to request that the County of Renfrew perform a speed assessment on River Road from Thacker Lane to Fred's Lane. That Motion was subsequently presented and adopted by Council at the April 28th, 2026, Regular Council Meeting.

Upon discussion with the County of Renfrew, it was brought to staff's attention that there is a $750.00 fee associated with the speed assessment requested and must be part of the resolution.

The reason for the fee is as follows received from the County:
When the County conducts specific investigations, they need to recoup the cost of their technician's time and effort to collect and interpret data and prepare a special report for Council.

While all requests are important and valued, the investigations seldom lead to changes and are normally enforcement issues. To streamline the process, County Council approved a user fee for traffic/speed studies on County Roads in 2024. The associated fee is $750.00 per

RETURN TO AGENDA

Resolution request. An excerpt from the County's Operations Committee Package is attached with the Resolution, along with the background information presented to Committee and subsequently to Council.

It should be noted that the County completes traffic counts and speed data on a rotating five-year basis, and that remains free of charge to municipalities.

The Township is permitted to erect our own speed sign on the County Road to collect our own data to review and interpret. If the Township decided to go this route, the County requested that we provide them with the data that we receive. There is no cost involved with this option.

ATTACHMENTS:

1) Township of Horton Resolution 2026-74
2) Excerpt from County of Renfrew's Operations Committee Package

Prepared by: Hope Dillabough, CAO/Clerk

RETURN TO AGENDA

5. **Requests for Speed/Traffic Study Reviews**

RESOLUTION NO. OP-CC-24-03-23
Moved by Chair
Seconded by Committee
THAT County Council implement a $750 fee for speed/traffic review requests generated outside of the Corporation of the County of Renfrew.

Background
To achieve a balance between the quantity of applications and the associated expenses for the requested studies, a fee of $750 covers the services of the Infrastructure Technician. This includes tasks such as installing and overseeing data collection, interpreting the gathered data, and drafting a report for County Council. Currently, most County Roads are designed for efficient material and goods transportation at a speed rating of 80 km/hr. Staff receive approximately three to four speed/traffic review requests per year. These requests for speed reductions are typically denied based on the road geometry—characterized by straightness, width, and well-defined shoulders and ditches—which does not yield the intended impact. Additionally, the prevailing industry norm acknowledges that, in the majority of studies conducted in recent years, up to 15% of drivers exceeding the posted speed limit are considered acceptable.

People engage in speeding for various reasons, and it is important to note that individual motivations may differ. Some common reasons why people may choose to exceed speed limits include:

• **Running Late:** One of the most common reasons is the desire to reach a destination quickly. Individuals who are running late for appointments, work, or other commitments may speed to save time.
• **Impatience:** Some people have a natural inclination towards impatience. They may feel frustrated by slow-moving traffic or long commutes, leading them to speed as a way to cope with their impatience.
• **Lack of Awareness:** Some drivers may not be fully aware of the speed limits in a given area or may not recognize the potential dangers associated with excessive speed.
• **Perceived Safety:** Some individuals may believe they have the skills to handle high speeds or may feel that their vehicles are equipped to handle it safely.
• **Social Influence:** The behavior of other drivers on the road can influence an individual's decision to speed. If a person perceives that speeding is common and socially acceptable, they may be more likely to engage in it themselves.
• **Emotional State:** Emotional factors such as stress, frustration, or anger can contribute to speeding. In some cases, individuals may use driving at high speeds as a way to cope with or release emotional tension.

RETURN TO AGENDA

• **Risk-Taking Behaviour:** Some people are naturally more inclined to take risks. Speeding may be a manifestation of a broader pattern of risk-taking behavior.

It is essential to address the issue of speeding through a combination of education, awareness campaigns, law enforcement, and infrastructure improvements. Understanding the reasons behind speeding behavior can help inform strategies to promote safer driving habits and reduce the associated risks on the roads.
The County of Renfrew will only consider a speed/traffic review request upon receipt of a resolution from the local municipality.

Memo

To: **Council**

From: **Nikky Dubeau**

Subject: **Summary – Zoning By-law Amendment - Public Meeting – Matthew Lasek**

Date: **May 26, 2026**

This Zoning By-Law Amendment pertains to the subject lands: Part of Lot 16, Concession 7, also known as 114 Jim Barr Road, in the Township of Horton, as shown on the attached Key Map.

Purpose of this amendment:
The purpose and effect of this amendment is to rezone the retained lands in Consent Application File No. B44/25 from Rural (RU) to Rural – Exception Sixty-One (RU-E61) to reduce the minimum lot area requirement for a farm from 10 hectares to 9.69 hectares.

The zoning by-law amendment is required as a condition of consent.
All other provisions of the Zoning By-law shall apply.

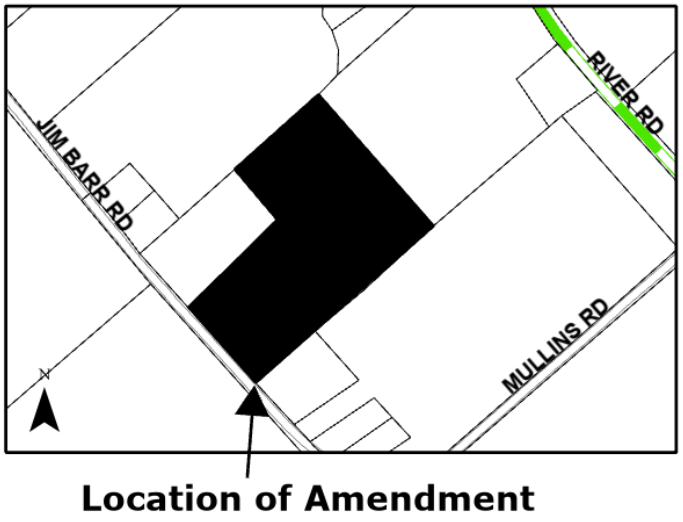
Notice of this Public Meeting was sent to the ten (10) property owners within the 120-meter radius in addition to ten (10) Provincial and County Agencies. Out of those, we received no written comments back by the prescribed deadline.

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

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

RETURN TO AGENDA

Township of Horton
Key Map



RETURN TO AGENDA

TOWNSHIP OF HORTON
NOTICE OF COMPLETE APPLICATION

RE: APPLICATION FOR ZONING BY-LAW AMENDMENT
SECTION 34(10.4) OF THE PLANNING ACT

April 23, 2026 **File No. ZB2646.4**

Matthew Lasek
5203 River Road
Renfrew, ON
K7V 3Z8

Re: Zoning By-law Amendment
Part of Lot 16, Concession 7
114 Jim Barr Road
Township of Horton

Please be advised that your application received at our office included the required information and fee and was deemed complete under Section 34(10.4) of the Planning Act.

The Planning Act further requires that a notice of application and public meeting be circulated and that a public meeting be held for your application. You will receive a copy of the required notice.

Note: One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the Municipality to such persons as the Municipality sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.

Sincerely,

Ms. Hope Dillabough, CAO/Clerk
Township of Horton
2253 Johnston Road R.R. #5
RENFREW, ON K7V 3Z8
Telephone: (613) 432-6271
Email: hdillabough@hortontownship.ca

RETURN TO AGENDA

TOWNSHIP OF HORTON

NOTICE OF APPLICATION AND PUBLIC MEETING

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

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

Subject Lands Part of Lot 16, Concession 7, in the Township of Horton, as shown on the attached Key Map.

Public Meeting A public meeting to inform the public of the proposed zoning amendment will be held on May 26th, 2026 at 4:00 p.m. at the municipal office of the Township of Horton.

Proposed Zoning By-law Amendment

The purpose and effect of this amendment is to rezone the retained lands in Consent Application File No. B44/25 from Rural (RU) to Rural – Exception Sixty-One (RU-E61) to reduce the minimum lot area requirement for a farm from 10 hectares to 9.69 hectares.

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

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

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

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

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

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

Other Applications
Consent application B44/25 is also being considered with this application.

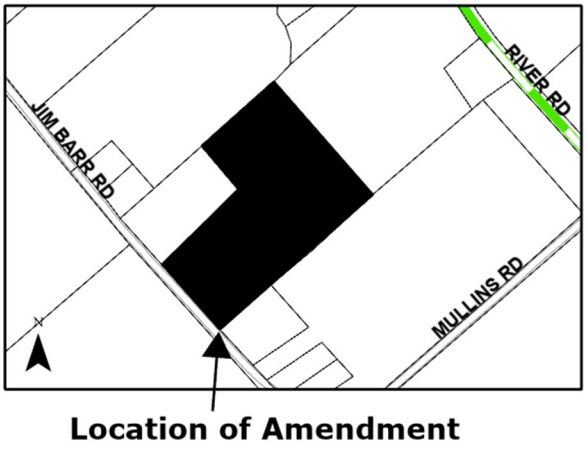
RETURN TO AGENDA

Please note that third parties (anyone who is not a specified person, public body, or the registered owner) do not have the right to appeal a decision for a zoning by-law amendment to the Ontario Land Tribunal.

<u>NOTE</u>: One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the Municipality to such persons as the Municipality sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.

Dated at the Township of Horton this 23rd day of April, 2026.

Township of Horton
Key Map



Location of Amendment

Ms. Hope Dillabough, CAO/Clerk
Township of Horton
2253 Johnston Road
R.R. #5
RENFREW, ON K7V 3Z8
Telephone: (613) 432-6271
Email:hdillabough@hortontownship.ca

RETURN TO AGENDA

TOWNSHIP OF HORTON

NOTICE TO PUBLIC BODIES

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

TAKE NOTICE that the Council of the Corporation of the Township of Horton intends to consider a proposal to amend Zoning By-law 2010-14 of the Township of Horton.

An explanation of the proposed Zoning By-law Amendment is contained in the attached Notice of Application and Public Meeting. The following information is also attached to assist you in reviewing the applications:

- Application Sketch
- Proposed Zoning By-law Amendment

PURSUANT to Section 34(15) of the Planning Act, you are hereby requested to submit your comments or alternatively check off the appropriate response box provided below and return a copy to the Clerk by no later than May 20th, 2026. Additional information relating to the above is available during regular office hours at the Township office.

DATED at the Township of Horton this 23rd day of April, 2026.

AGENCY RESPONSE

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

☐ ***we have no comments or concerns.***

☐ ***we will provide more detailed comments and/or conditions after a more thorough review.***

_____

Agency

_____

Name (Print)

_____

Signature

Ms. Hope Dillabough, CAO/Clerk
Township of Horton
2253 Johnston Road
R.R. #5
RENFREW, ON K7V 3Z8
Telephone: (613) 432-6271
Email:
hdillabough@hortontownship.ca

RETURN TO AGENDA

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

PART A - BASIC INFORMATION

1. **FILE NO.:** ZB2646.4

2. **APPLICANT:** Matthew Lasek

3. **MUNICIPALITY:** Township of Horton

4. **LOCATION**: Part of Lot 16, Concession 7

   STREET: 114 Jim Barr Road

SUBJECT LANDS



5. COUNTY OF RENFREW OFFICIAL PLAN Land Use Designation(s): Rural



6. TWP OF HORTON ZONING BY-LAW (#2010-14) Zone Category(s): Rural (RU)

RETURN TO AGENDA

7. **DETAILS OF ZONING BY-LAW AMENDMENT REQUEST**:

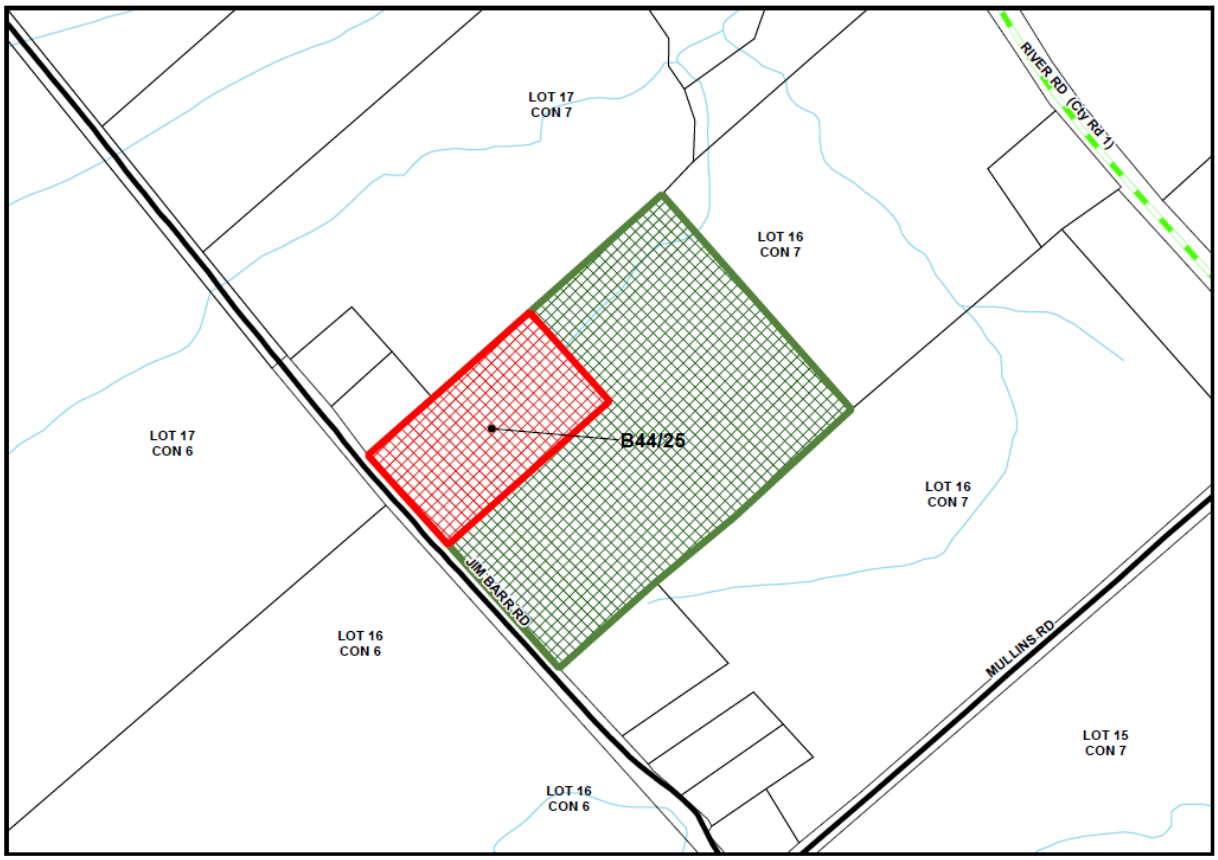
The application proposes a zoning by-law amendment to the Township of Horton Zoning By-law to rezone the retained lands in Consent Application File No. B44/25 from Rural (RU) to Rural – Exception Sixty-One (RU-E61) to permit a reduced lot area requirement of 9.69 hectares for a farm.

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

8. **SITE CHARACTERISTICS**

The owner has received conditional consent to sever a residential lot that is 2.42 hectares in area with 125 metres of road frontage. The retained lands will be 9.69 hectares in area with 172 metres of road frontage. The severed and retained lands are both vacant. The map below shows the proposed new lot in red, and the retained lands in green.

The subject lands are primarily surrounded by agricultural and rural lands, with limited residential development in the surrounding area.



PART B – POLICY REVIEW

9. **PROVINCIAL PLANNING STATMENT:**

The PPS provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the PPS sets the policy foundation for regulating the development and use of land.

The following sections were considered:
2.5 Rural Areas in Municipalities
2.6 Rural Lands in Municipalities
2.6.5 The creation of lots shall comply with the *minimum distance separation formulae*
4.1 Natural Heritage
4.1.8 Development on lands adjacent to natural heritage features

10. **OFFICIAL PLAN:**

The subject lands are designated Rural. Permitted uses include agriculture, forestry, limited low density residential, commercial, industrial, recreational, institutional, resource-based recreational uses, and conservation uses.

11. **ZONING BY-LAW:**

The subject lands are zoned Rural (RU). The following permitted uses in the RU zone include: single detached dwelling, semi-detached dwelling, duplex, two unit dwelling, modular home and group home. Non-residential uses, but not limited to: bed and breakfast, farm, farm business and farm produce sales outlet.

For a dwelling, the minimum lot area requirement in the RU zone is 4050 square metres, and the minimum lot frontage requirement is 40 metres. For a farm, the minimum lot area requirement is 10 hectares, and the minimum lot frontage requirement is 40 metres.

12. **SUMMARY OF STUDIES:**

None

PART C: PLANNING ANALYSIS

13. **CONSULTATION:**

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

RETURN TO AGENDA

14. **ANALYSIS:**

The owner is in the process of severing a new residential lot from property. Conditional approval for the consent has been granted; however a zoning by-law amendment is required as a condition of approval.

The Lasek property is zoned Rural (RU) in the Township zoning by-law. Within the RU zone, a farm parcel is required to have a minimum lot area of 10 hectares and a minimum lot frontage of 40 metres. As a result of the proposed severance, the retained lands will have an area of 9.69 hectares, which does not meet the minimum lot area requirement for a farm parcel.

The applicant originally requested a minimum lot area of 9.72 hectares; however, based on the final survey, the retained lot area has been confirmed as 9.691 hectares. The requested zoning relief has been revised to reflect the surveyed lot area.

The owner intends to continue using the retained lands for agricultural purposes; therefore, a zoning by-law amendment is required to permit a reduced minimum lot area from 10 hectares to 9.69 hectares. The retained parcel remains of a size that is generally consistent with surrounding rural land holdings and is considered appropriate for ongoing agricultural use.

As a result of the zoning by-law amendment, the retained lands will be rezoned from Rural (RU) to Rural – Exception Sixty One (RU-E61) to recognize the reduced lot area and maintain the intended agricultural use of the property.

15. **RECOMMENDATIONS:**

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

Date: April 22, 2026
Prepared By: Lindsey Bennett-Farquhar, MCIP, RPP
Senior Planner

RETURN TO AGENDA

THE CORPORATION OF THE
TOWNSHIP OF HORTON

BY-LAW NUMBER 2026-30

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

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

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

   (a) By adding the following new subsection to Section 16.0 – Requirements for Rural (RU) Zone, immediately following subsection 16.3(hhh):

   "(iii) Rural – Exception Sixty-One (RU-E61) Zone

   Notwithstanding any other provisions to this By-law, for the lands located in the RU-E61 Zone within Part of Lot 16, Concession 7, in the Township of Horton, the minimum lot area for a farm shall be 9.69 hectares."

   (b) Schedule "A" is amended by rezoning those lands described above, from Rural (RU) to Rural – Exception Sixty-One (RU-E61) as shown on the Schedule "A" attached hereto.

2. THAT save as aforesaid all other provisions of By-law 2010-14, as amended, shall be complied with.

3. This by-law shall come into force and take effect on the day of final passing thereof.

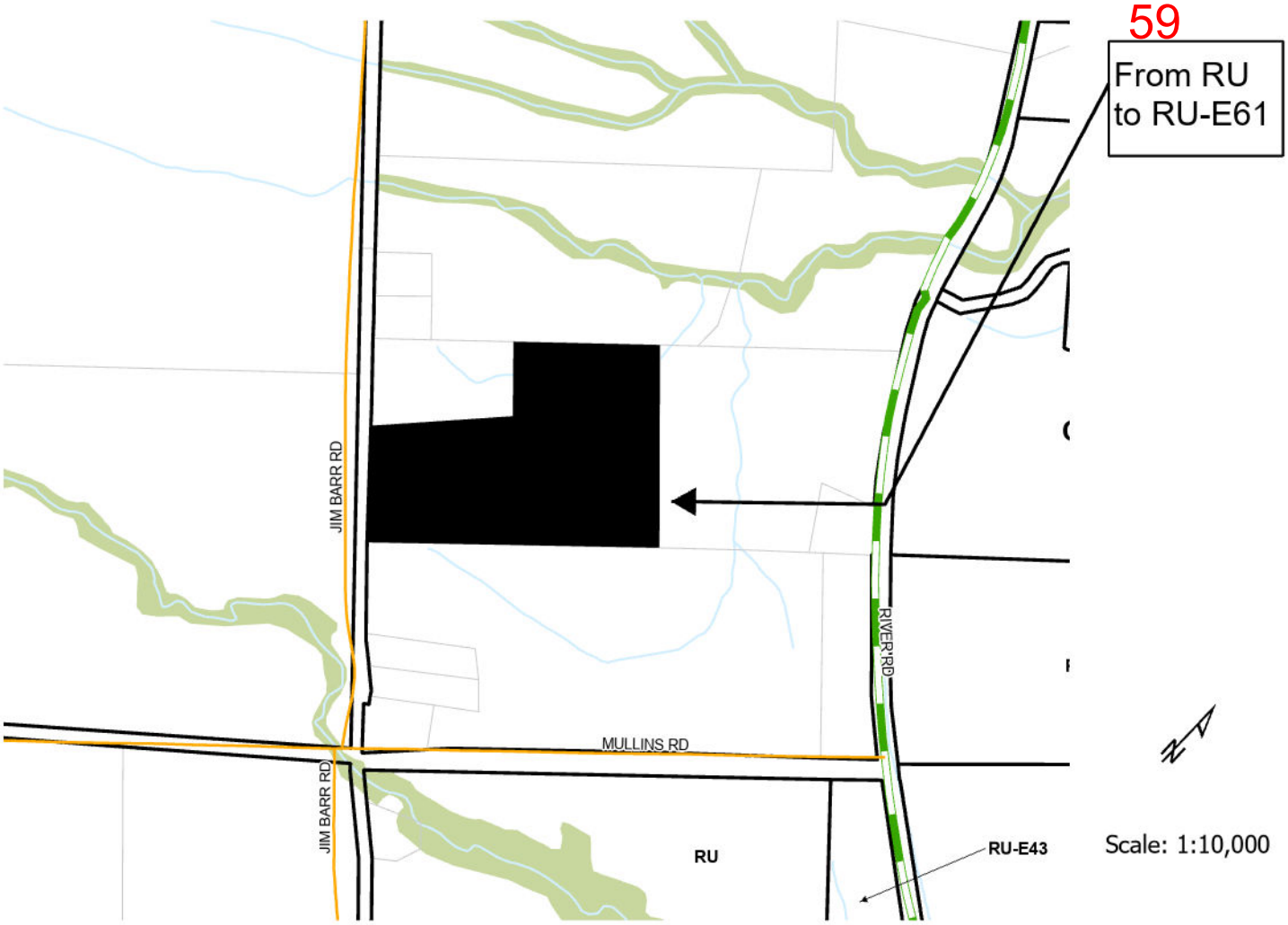
This By-law given its FIRST and SECOND reading this 26th day of May, 2026.

This By-law read a THIRD time and finally passed this 26th day of May, 2026.

MAYOR Daina Proctor

CAO/CLERK Hope Dillabough

RETURN TO AGENDA



Corporation of The
Township of Horton

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

_____ _____
Mayor CAO\Clerk

LEGEND

RU Rural

-E Exception Zone

Environmental Protection

Area affected by amendment:
From RU to RU-E61

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2026-26

BEING A BY-LAW TO ADOPT POLICY T-08 MAILBOX POLICY OF THE TOWNSHIP'S CORPORATE POLICIES

WHEREAS The Council for the Corporation of the Township of Horton deems it expedient to establish policies;

WHEREAS The Municipal Act S.O. 2001, c 25, Section 5(3), as amended provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law;

AND WHEREAS Council desires to adopt a fully reviewed Policy T-08 Mailbox Policy of the Corporate Policies;

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

1. **THAT** the Council of the Corporation of the Township of Horton adopt Policy T-08 of the Township of Horton's Corporate Policies hereto attached as Appendix "A".

2. **THAT** this By-Law shall come into force and take effect immediately upon the passing thereof.

3. **THAT** this By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.

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

READ a first and second time this 26th day of May, 2026.

READ a third time and passed this 26th day of May, 2026.

MAYOR Daina Proctor

CAO/CLERK Hope Dillabough

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: TRANSPORTATION			POLICY #: T-08
POLICY: Mailbox Policy			
DATE: May 2026 By-law 2026-26	REV. DATE:	COVERAGE: Transportation & Environmental Services	PAGE #: 1 of 4

POLICY STATEMENT:

The Township of Horton recognizes the importance of rural mail delivery and the need to ensure that rural mailboxes are constructed and maintained to ensure the continued delivery of mail to rural residents of the Township. This policy is intended to establish appropriate and consistent action when private mailboxes located on Municipal road allowances are damaged or impacted by vehicles or equipment undertaking maintenance activities on behalf of the Township such as snow plowing operations, road grading or roadside mowing. This policy only applies to mailboxes located on roadways under the jurisdiction of the Township of Horton.

Purpose

This policy has been developed to ensure that service delivery can be completed in an efficient manner that limits damage to private mailboxes. The Township may make and enforce standards regarding the installation, location and maintenance of mailboxes located on municipal road allowances.

Definitions

"municipal road allowance" - means a width of land owned by the Township for the purposes of constructing a roadway for vehicular traffic. Municipalities can set the width of the road allowance; however, they are typically 20.1 m (66 ft) in width.

LOCATION OF MAILBOXES ON MUNICIPAL ROADS

Installation

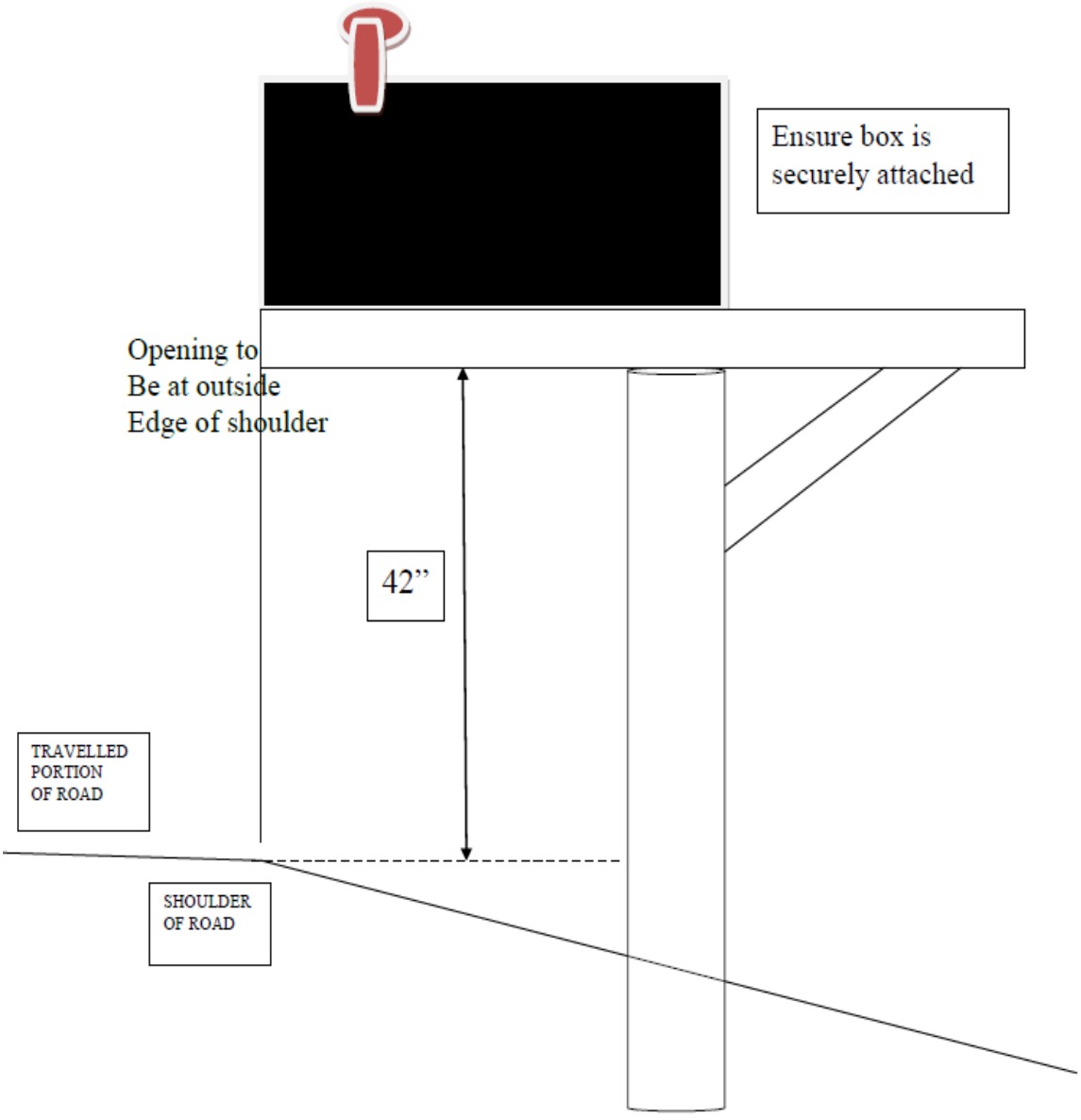
1. All new installations, inclusive of rebuilt locations, shall be constructed so that:
2. Mailboxes must have 42" of clearance from the ground elevation in accordance with postal regulations.
3. The support post is to be installed in the shoulder rounding.
4. On narrow roads this may require the post to be set back further from the edge of the shoulder. This set back is required to allow the snowplow wing to pass the post without the truck being forced to cross the centerline of the road.
5. No wooden post shall be larger than 4 inches(< 4") square or diameter.
6. Metal posts must be hollow and no greater than 2 inches (> 2") square or diameter.
7. It shall be the owner of the mailboxes responsibility to ensure that their installation conforms to this requirement.

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: TRANSPORTATION			POLICY #: T-08
POLICY: Mailbox Policy			
DATE: May 2026 By-law 2026-26	REV. DATE:	COVERAGE: Transportation & Environmental Services	PAGE #: 2 of 4

Maintenance

1. It is the responsibility of owners to visually inspect all mailboxes on a regular basis for rot and to ensure that all compliances are met.
2. This sketch illustrates an acceptable installation allowing room for the snowplow wing to pass:



The Township of Horton Policy and Procedures			
SECTION: TRANSPORTATION			POLICY #: T-08
POLICY: Mailbox Policy			
DATE: May 2026 By-law 2026-26	REV. DATE:	COVERAGE: Transportation & Environmental Services	PAGE #: 3 of 4

Compliance and Location

The following outlines the Townships standards related to damages and/or replacement:

1. All mailboxes that do not comply with this policy and are damaged during winter maintenance operations are not the responsibility of the Township to replace or repair.
2. Rural mailboxes not correctly located or not sufficiently strong enough to withstand normal snowplowing operations, or that have deteriorated to the condition where they are not capable of withstanding the weight of snow, or ice, thrown up by normal snowplowing operations, are the responsibility of the owner, and shall not be replaced or repaired by the Township if damaged.
3. All mailboxes constructed with posts of unusual or unique designs are the responsibility of the owner. The Township will not be responsible for damage however it may be caused.
4. All owners of mailboxes on municipal road allowances constructed with materials stronger than those specified in this policy shall be liable if damage occurs to Township equipment if the mailbox is struck.
5. No mailbox or mounting post shall be so massive as to constitute an unnecessary hazard to a vehicle leaving the travelled portion of the road and coming in collision with the installation.
6. No mailbox shall be so intrusive as to obstruct vision around a curve or from a driveway or side road entrance.

Operations

1. Operators are instructed to clear the entire road platform including the road shoulder as closely as possible to the mailbox post. On occasion the clearance distance between the equipment and the mailbox post is misjudged and damage is caused to the mailbox or post.
2. Such damage is readily identified by examination. If these circumstances occur, it is logged and reported to the department head, and the Township shall, as a courtesy and without acknowledging any liability whatsoever, repair the damage at its own expense, including a standard mailbox and/or post, if repair is not feasible to the one that was damaged.
3. Repairs are only made for damage caused by the truck/plow striking the mailbox. Repairs are not made to damaged mailboxes if that damage occurred due to heavy slush, flying snow or debris from plowing operations.
4. Repairs will be done at a time that the storm is completely cleaned up and traffic is able to move freely. A temporary installation may be performed until conditions allow otherwise.

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: TRANSPORTATION			POLICY #: T-08
POLICY: Mailbox Policy			
DATE: May 2026 By-law 2026-26	REV. DATE:	COVERAGE: Transportation & Environmental Services	PAGE #: 4 of 4

Mailbox Damage Procedure

1. The owner should check to see if the mailbox was struck by the snowplow, looking at the edge of the snow bank relative to where the mailbox was located. Check the mailbox and post to see if there are marks left by the wing.
2. If the snowplow wing hit the mailbox, the owner should take photographs of the snow bank and mailbox. Contact the municipal office and provide as many details as possible (i.e. time, date, address, name, contact number). A staff member will come and visit at the first practicable opportunity (during business hours).
3. If the snow/ice coming off the plow caused the damage to the mailbox, the owner will have to repair it. It is recommended that repairs be completed as soon as possible in order to minimize mail delivery interruptions. Temporary measures may be required due to weather conditions.

Monitoring

The Public Works Manager shall be responsible for receiving complaints and/or concerns related to this policy.

Authority

Pursuant to the Municipal Act, 2001, s. 30, a highway is owned by the municipality that has jurisdiction over it subject to any rights reserved by a person who dedicated the highway or any interest in the land held by any other person.

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2026-27

BEING A BY-LAW TO ADOPT POLICY T-05 ROAD NETWORK PRESERVATION AND DEVELOPMENT POLICY OF THE TOWNSHIP'S CORPORATE POLICIES

WHEREAS The Council for the Corporation of the Township of Horton deems it expedient to establish policies;

WHEREAS The Municipal Act S.O. 2001, c 25, Section 5(3), as amended provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law;

AND WHEREAS Council desires to adopt a fully reviewed the updated Policy T-05 Road Network Preservation and Development Policy of the Corporate Policies;

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

1. **THAT** the Council of the Corporation of the Township of Horton adopt the updated Policy T-05 of the Township of Horton's Corporate Policies hereto attached as Appendix "A".

2. **THAT** this By-Law shall come into force and take effect immediately upon the passing thereof.

3. **THAT** this By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.

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

READ a first and second time this 26th day of May, 2026.

READ a third time and passed this 26th day of May, 2026.

MAYOR Daina Proctor

CAO/CLERK Hope Dillabough

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: TRANSPORTATION			POLICY #: T-05
POLICY: Road Network Preservation and Development Policy			
DATE: November 2021	REV. DATE: May 2026 By-law 2026-27	COVERAGE: Transportation & Environmental Services	PAGE #: 1 of 18

POLICY STATEMENT:

The objective of this policy is to ensure the road network within Horton Township is constructed and maintained to a high quality which promotes life cycle extension and preservation. This policy shall work in collaboration with the Township's Tangible Capital Asset Policy to ensure that every dollar spent on our road network attains a high life extension with low cost per square meter over the life cycle of the roadway to sustain an average Pavement Condition Rating (PCR) of 60 or higher on the Pavement Condition Index (PCI) throughout the Township of Horton's Road Network.

PROCEDURE:

1. Preservation and Maintenance

a) That Annual Average Daily Traffic (AADT) be the sole factor determining the surface course of a roadway or section of roadway.

b) That all roadways shall be developed in compliance with the Ontario Provincial Standards for Roads and Public Works and the applicable Ontario Provincial Standards and Drawings and / or the Transportation Association of Canada Standards and industry best practices.

c) That all hard top roads (Paved or Surface Treated) shall remain hard top and not have the surface course downgraded to gravel for any reason other than temporarily for the purpose of construction or rehabilitation. Roadways that are under construction or rehabilitation shall have the pre-existing surface course reapplied by December 20th of the year of construction or rehabilitation. If construction proceeds into the next calendar year a temporary surface course acceptable to the Township, in written agreement between the contractor and the Township, must be applied by December 20th of the year that construction or rehabilitation began.

d) That the MTO pavement structural design guidelines for secondary highways shall be the standard for Granular Base Equivalency (GBE) thickness acceptable for pavement application on any municipally maintained or assumed roadway within the Township of Horton. Granular base testing may be performed by Township staff or Contractor.

e) That prior to reconstruction of an existing paved roadway granular base testing may be requested, if staff or council believe the sub-base is insufficient or degraded, to confirm the granular base thickness is structurally sufficient.

f) That prior to upgrading an existing gravel roadway surface to a bituminous surface granular base testing must be performed to confirm the granular base thickness is structurally sufficient per the current AADT of the roadway.

g) That reclaimed Double Surface Treatment shall have a GBE factor of 0.6, equivalent to Old Granular Base.

h) That if the subgrade material is unknown or uncertain the highest GBE factor in the appropriate AADT column shall be the acceptable GBE for the roadway in question.

i) That prior to reconstruction of an existing hard top roadway a minimum of two preservation treatments or combination of treatments, excluding crack sealing, must be applied to the roadway.

j) That prior to full reconstruction of any bituminous roadway the PCI rating must be in the 40^{th} percentile or lower and preservation treatments deemed unfeasible to regain a sustainable PCI rating of 60 or higher.

k) That feasibility related to preservation versus reconstruction shall be determined by the Public Works Manager. If a difference of opinion between Council and staff arises then an independent consultant or contractor may be requested to recommend preservation versus reconstruction, the consultant or contractor's recommendation shall be final.

l) That brushing, grass cutting, ditch clean out, shouldering, cold patching, and culvert replacements be deemed regular maintenance activities and not considered preservation treatments.

RETURN TO AGENDA

m) It is recognized that a significant number of serious collisions, and the severity of injuries sustained during encroachments onto the roadside environment, can be reduced if a clear zone is provided adjacent to the travelled roadway. The clear zone selected and provided within the right-of-way to accommodate the path of most errant vehicles should be traversable, and be free of obstacles, such as unyielding landscaping, trees, bridge piers, sign supports, light poles, non-traversable ditches, rigid drainage features, and steep slopes.

n) On major capital rehabilitation or reconstruction projects, all obstacles within the desirable clear zone should be removed / relocated or evaluated to determine whether engineered barrier systems or crash cushions are cost beneficial and should be included with the project or deferred to a future rehabilitation, reconstruction or expansion project.

o) The Township shall maintain or attain clear zones in all developed and Township assumed road allowances in the following priority ranking:

i. Removal / Relocation
ii. Engineered barrier systems or crash cushions

p) Newly installed barrier systems or crash cushions shall be designed by a qualified engineering consultant.

q) That any roadway receiving (DST) Double Surface Treatment shall have an AADT lower than 300 vehicles per day.

r) That any roadway prior to receiving (DST) Double Surface Treatment shall have a minimum GBE thickness of 350 millimetres and shall have no less than 150 millimeters of granular A or granular M base material prior to application of DST.

2. Typical Road Profiles

a) That the typical road profile within the Township of Horton shall be as displayed in this policy. All measurements displayed are in metric. Any road platform width alterations shall be pending approval of the Public Works Manager.

b) That any terminated (dead end) roadway must have a typical cul-de sac, turn around area, as displayed in this policy.

3. Development and Assumption by the Township

a) The Township shall not fund or contribute to the development of a newly developed roadway or upgrading of an existing roadway that is not already assumed in the Township's Road Network and maintained year-round.

b) Newly developed roadways shall be defined as the establishment of a new facility to be a part of the primary or secondary road system or the continuation of a developed establishment past an existing intersection to be a part of the primary or secondary road system.

c) Continuation of a developed roadway for the purpose of residential development falls under the pertinent staff authority to oversee the development with final approval for assumption into the Township's Road Network by Council.

d) That any newly developed roadway proposed for assumption shall have a hard top surface course that conforms with the AADT from section 2 of listed within this policy. The onus shall be on the developer to prove to the Township that the surface course proposed is adequate for any future development of the roadway and surrounding area.

e) When AADT data is not available the proposed AADT shall be calculated as 5 vehicles per day per proposed property accessing the developed roadway.
Example: (5 vehicles x 10 properties = 50 AADT proposed).
When the developed roadway is an extension of an existing roadway the proposed AADT shall be added to the existing AADT to establish total AADT.
Example: Existing AADT = 200 and proposed AADT = 50 (200 + 50 = 250 Total AADT)

f) Extension of a roadway shall be defined as adding to or continuing an established part of the primary or secondary road system that does not intersect another established part of the primary or secondary road system. If the roadway intersects any existing established roadway, it shall be considered newly developed.

g) Any extension of an existing roadway shall have a like for like surface that matches the existing roadway surface type.

RETURN TO AGENDA

h) That within 5 to 7 years of a roadway receiving (DST) Double Surface Treatment a Cape Seal, (SST) Single Surface Treatment with an emulsion overlay, or similar treatment must be applied to the roadway.

i) That the cost to fulfil section 1.123 of this policy for any private road, proposed for assumption that has received a double surface treatment, shall be split 50/50 between the Township and the advocate. The payment shall be made to the Township of Horton by the advocate prior to the Township assuming the roadway. The cost shall be estimated by the Township of Horton's Public Works Manager.

j) That any private roadway proposed to be assumed by the Township of Horton shall meet or exceed all terms of this policy. The onus shall be on the advocate of the proposal to assume the roadway to provide documented proof to Council and staff that all terms have been met or exceeded.

4. Dust Suppression

a) That dust suppression treatment shall be applied to gravel roadways once per calendar year. Secondary flake dust suppression may be applied as a spot treatment at the discretion of the Public Works Manager a maximum of once per calendar year. Secondary flake dust suppression shall not be applied if it shall exceed yearly budgetary limits, or if suppression treatment shall have a negative effect on the application of a hard top surface within that calendar year.

5. Mandatory Yearly Review

a) That this policy shall be reviewed yearly by the applicable Committee, and the Public Works Manager.

The Township of Horton Policy and Procedures			
SECTION: TRANSPORTATION			POLICY #: T-05
POLICY: Road Network Preservation and Development Policy			
DATE: November 2021	REV. DATE: May 2026 By-law 2026-27	COVERAGE: Transportation & Environmental Services	PAGE #: 6 of 18

ROADS SURFACE AND DUST SUPRESSION TYPE BY (AADT) ANNUAL AVERAGE DAILY TRAFFIC:

All surface courses listed below are minimum standards, surface courses of higher quality may be recommended or accepted by the Public Works Manager.

ANNUAL AVERAGE DAILY TRAFFIC (AADT)	DUST SUPRESSION APPLIED ANNUALLY	BITUMINIOUS SURFACE COURSES (LAYERS)	SURFACE TYPE
0-49	**YES**	**0**	**Gravel**
50-199	**YES**	**0**	**Gravel**
200-399	**NO**	**1**	**Double Surface Treatment or 50mm HL3 or Superpave 9.5**
400-999	**NO**	**1**	**50mm HL3 or Superpave 9.5**
1000+	**NO**	**2**	**Top Course 40mm HL3 or Superpave 9.5 Base Course 50mm HL8 or Superpave 19.0**

6. ACCEPTABLE GRANULAR BASE EQUIVALENCY (GBE) BY AADT

		Subgrade Material					
AADT	Pavement Structure Elements	Gravels and Sands Suitable as Gran-Borrow	SANDS AND SILTS 5-75µm <40%	SANDS AND SILTS 5-75µm 40-55%	SANDS AND SILTS 5-75µm >55%	Lacustrine Clays	Varved & Leda Clays
Greater than 4000 AADT	HM	130	130	130	130	130	130
	B	150-250	150	150	150	150	150
	SB	---	300-450	450-600	600-800	450	450-1100
	GBE	410-510	610-710	710-810	810-945	710	710-1145
3000-4000 AADT	HM	120-130	120-130	120-130	120-130	120-130	120-130
	B	150-250	150	150	150	150	150
	SB	---	300-450	450-600	600-800	450	450-1100
	GBE	390-510	590-710	690-810	790-945	690-710	690-1145
2000-3000 AADT	HM	90	90	90	90	90	90
	B	150	150	150	150	150	150
	SB**	---	300	450	600	450	800
	GBE	330	530	630	730	630	865
1000-2000 AADT	HM	50	50	50	50	50	50
	B	150	150	150	150	150	150
	SB**	---	250	300	450	300	450 (300-600)
	GBE	250	415	450	550	450	550 (450-650)
200-1000 AADT	HM	50	50	50	50	50	50
	B	150	150	150	150	150	150
	SB**	---	150	250	300	250	300 (250-450)
	GBE	250	350	415	450	415	450 (415-550)

Notes: All AADT Volumes refer to Present Traffic.

HM — Hot Mix Asphalt & Thickness

B — Base Thickness

SB — Subbase Thickness

GBE — Granular Base Equivalency Thickness (1 mm HM = 2 mm B = 3 mm SB)

** — Proposed subbase thicknesses may be decreased or increased respectively, for harder or softer subgrade conditions in each category, except for varved and leda clay subgrade where exceptionally large ranges are shown.

RETURN TO AGENDA

Granular Base Equivalency Factors

New Materials	
Material	**Equivalency Factor**
New (or Recycled) Hot Mix Asphalt	2.0
Granular A in Base	1.0
Granular B in Subbase	0.67
Cement Treated Material in Subbase (with Gr. A in base)	1.4
Cement Treated Material in Base (no subbase)	1.8
Bituminous Treated Material in Base (with Gr. A in subbase)	1.5
Cold Mix	1.8
OGDL	1.0

Existing or Recycled Materials	
Material	**Equivalency Factor**
Full Depth Reclamation (FDR)	1.0
Full Depth Reclamation Expanded Asphalt Stabilization (EAS)	1.6
Cold In-place Recycling (CIR)	1.8
Cold In-place Recycled with Expanded Asphalt (CIREAM)	1.8
Old HMA	1.25
Old Granular Base	0.75
Old Granular Subbase	0.5

Reconstruction Projects	
Material	**Equivalency Factor**
Old Granular Base*	0.6
Old Granular Subbase*	0.4

GBE calculation example

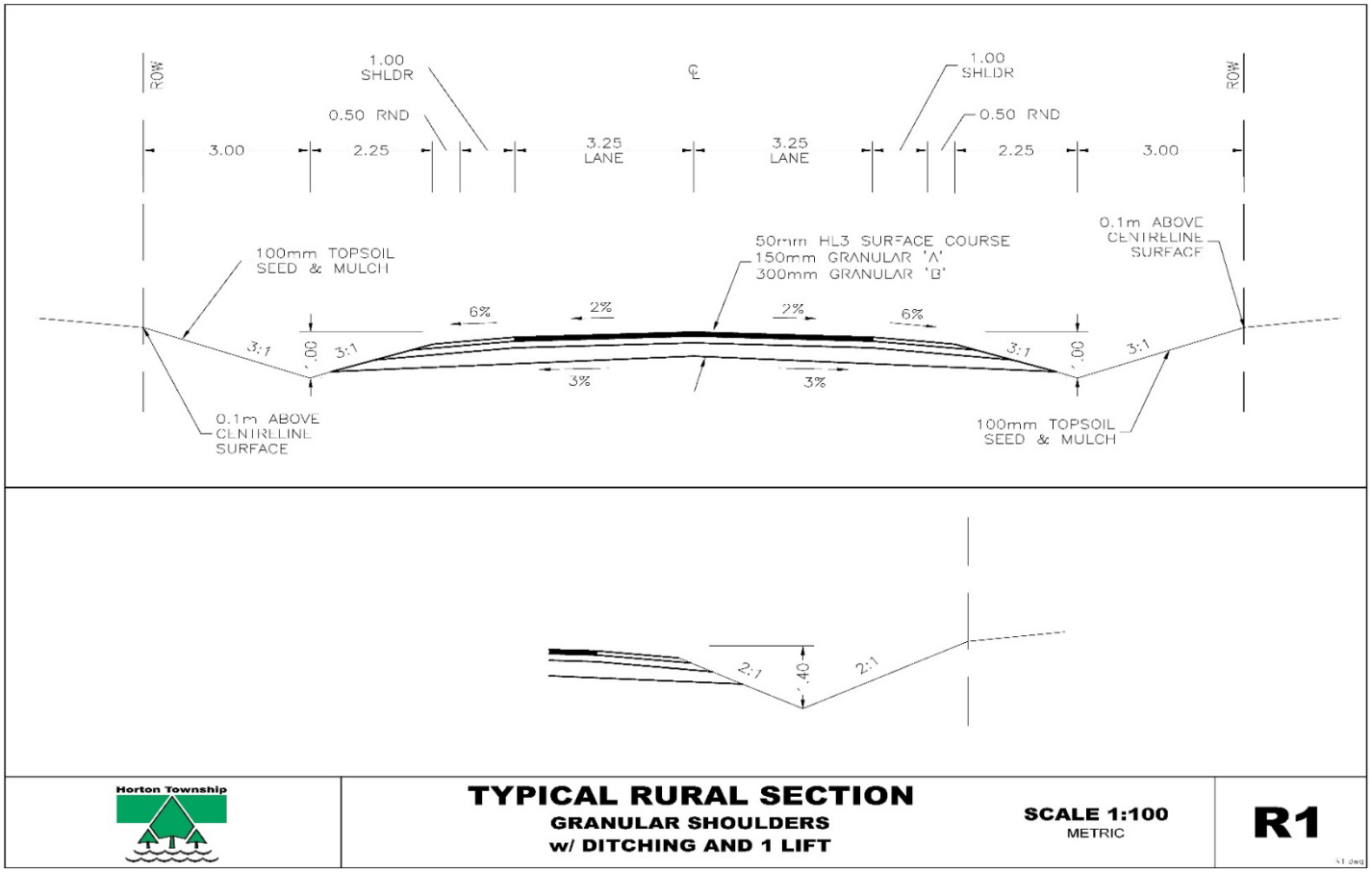
Component	Thickness	Granular Base Equivalency (GBE)
Hot mix asphalt	90 mm	90 x 2.0 = 180
Granular base	150 mm	150 x 1.0 = 150
Granular subbase	450 mm	450 x 0.667 = 300
Total pavement thickness	690 mm	Total GBE = 630

180 + 150 + 300 = 630 Total GBE

RETURN TO AGENDA

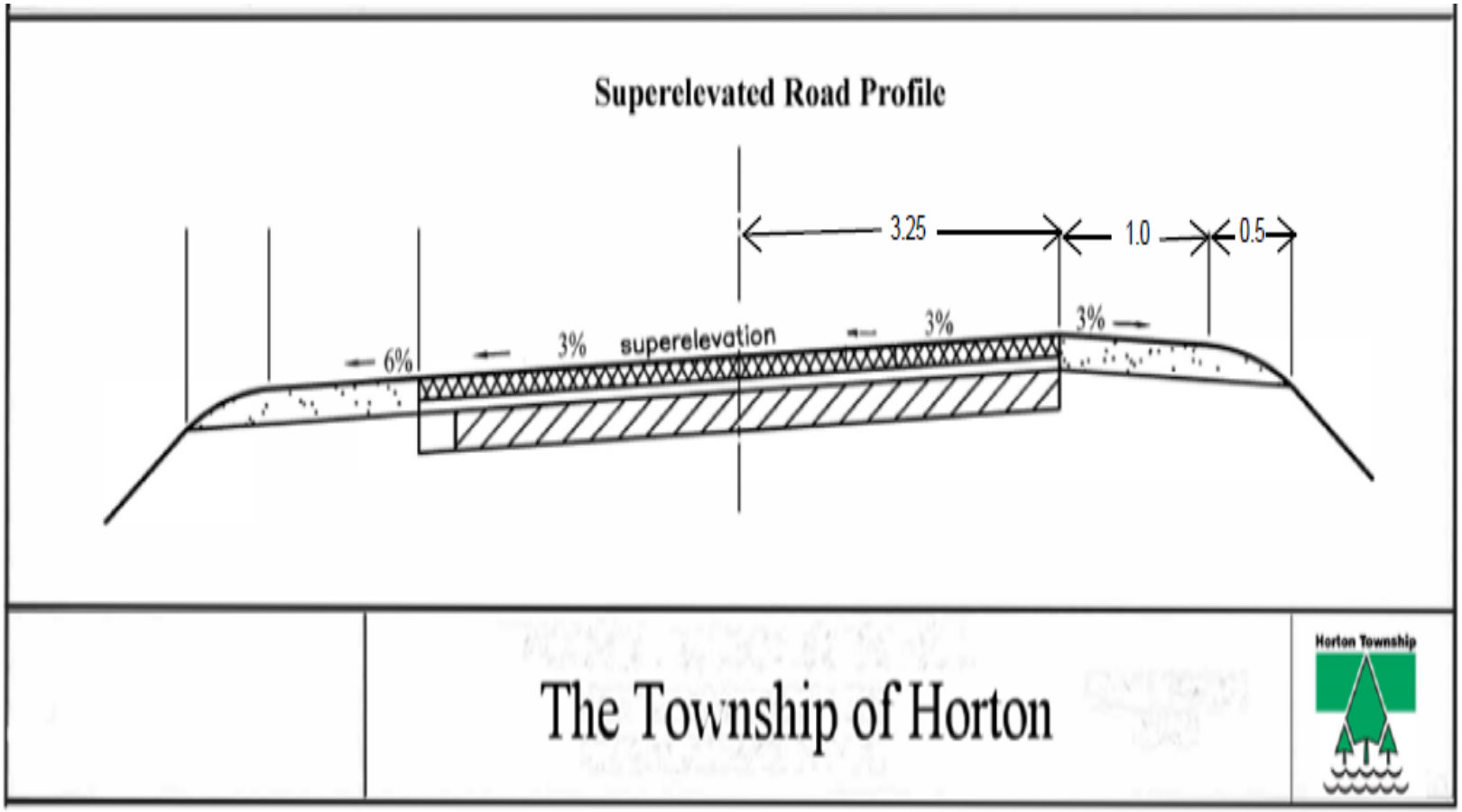
The Township of Horton Policy and Procedures			
SECTION: TRANSPORTATION			POLICY #: T-05
POLICY: Road Network Preservation and Development Policy			
DATE: November 2021	REV. DATE: April 2025 By-law 2025-18	COVERAGE: Transportation & Environmental Services	PAGE #: 9 of 18

7. TYPICAL ROAD PROFILES



RETURN TO AGENDA

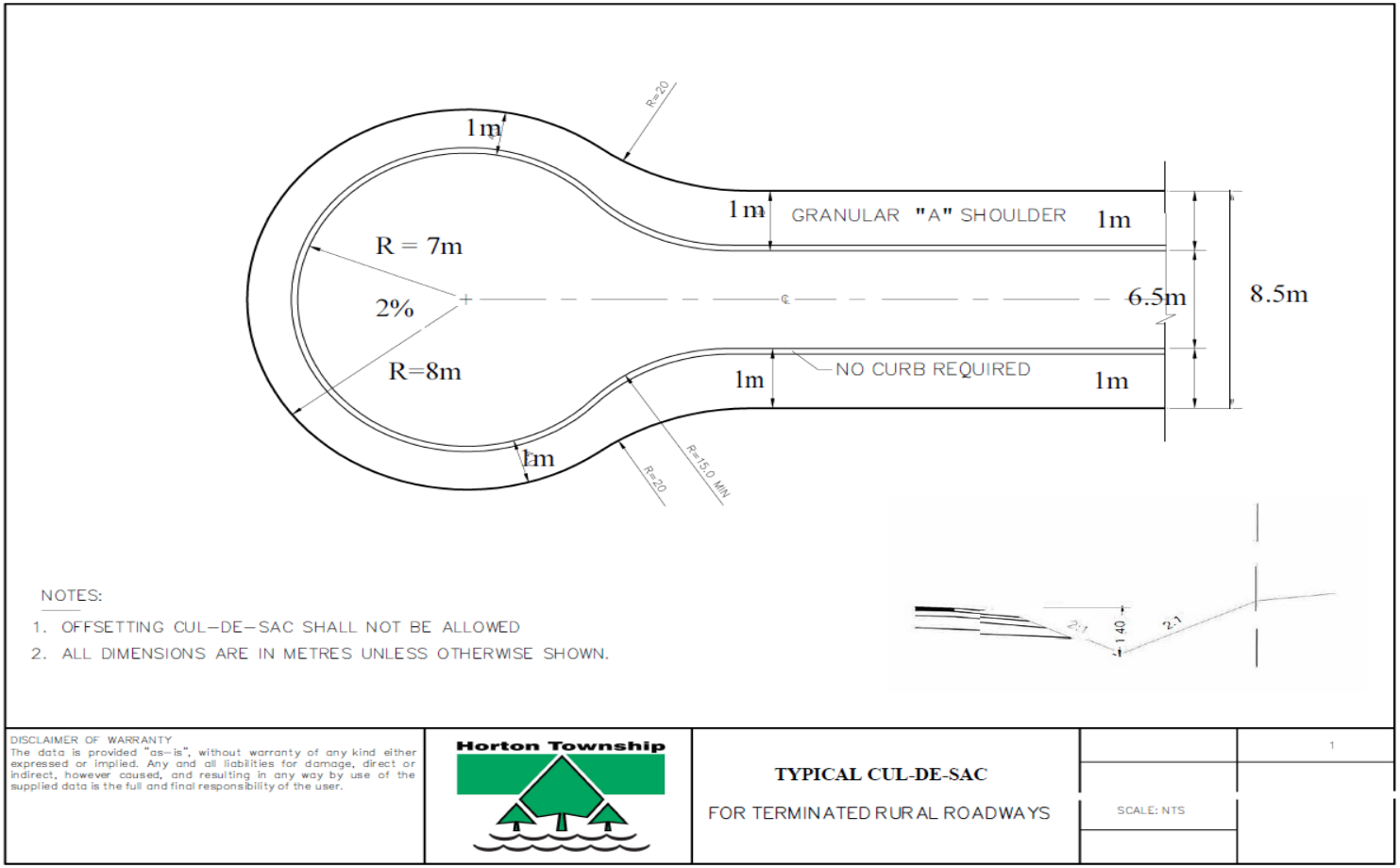
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SECTION: TRANSPORTATION			POLICY #: T-05
POLICY: Road Network Preservation and Development Policy			
DATE: November 2021	REV. DATE: April 2025 By-law 2025-18	COVERAGE: Transportation & Environmental Services	PAGE #: 10 of 18



RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: TRANSPORTATION			POLICY #: T-05
POLICY: Road Network Preservation and Development Policy			
DATE: November 2021	REV. DATE: April 2025 By-law 2025-18	COVERAGE: Transportation & Environmental Services	PAGE #: 11 of 18

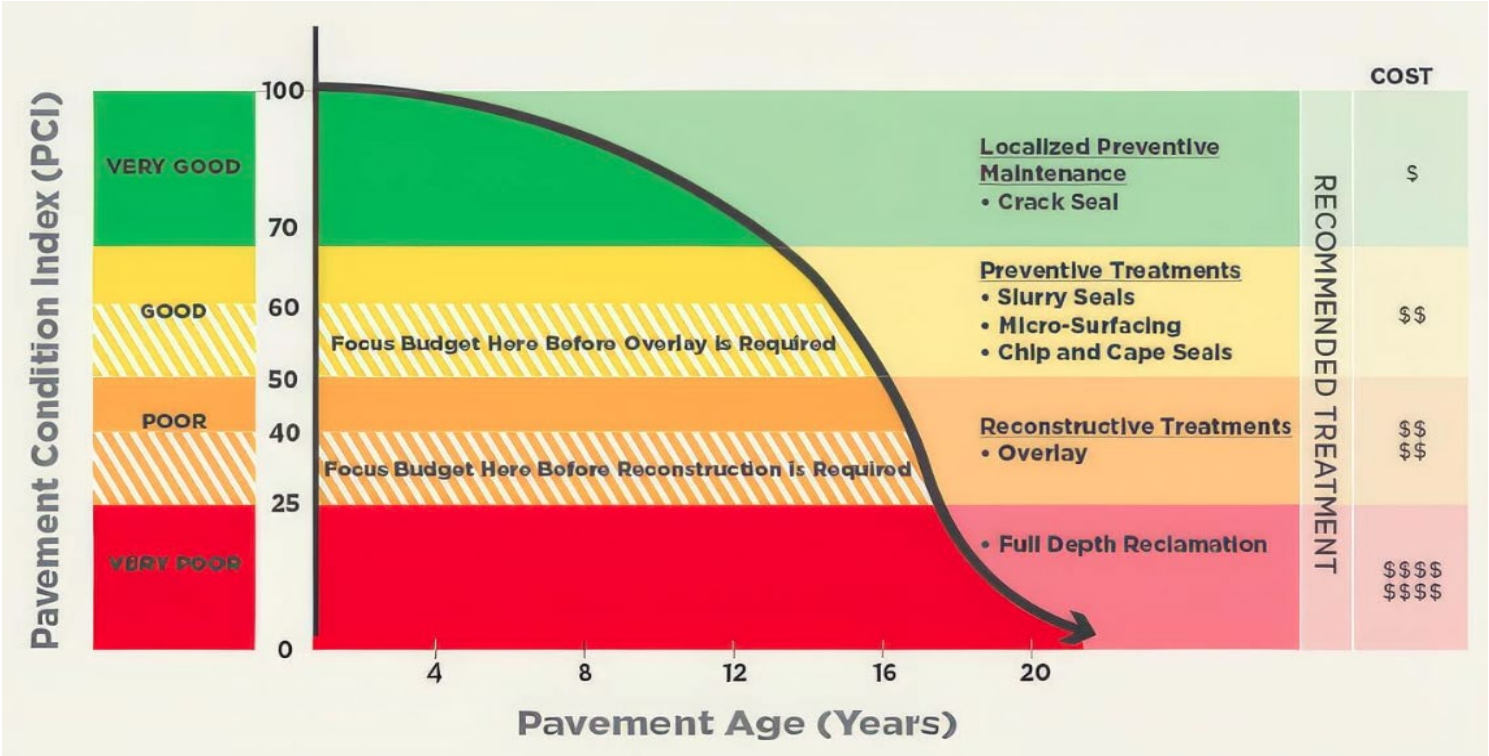
8. TYPICAL CUL DE SAC TURN AROUND



RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: TRANSPORTATION			POLICY #: T-05
POLICY: Road Network Preservation and Development Policy			
DATE: November 2021	REV. DATE: April 2025 By-law 2025-18	COVERAGE: Transportation & Environmental Services	PAGE #: 12 of 18

9. PAVEMENT CONDITION INDEX (PCI) AND PRESERVATION PROCEDURE



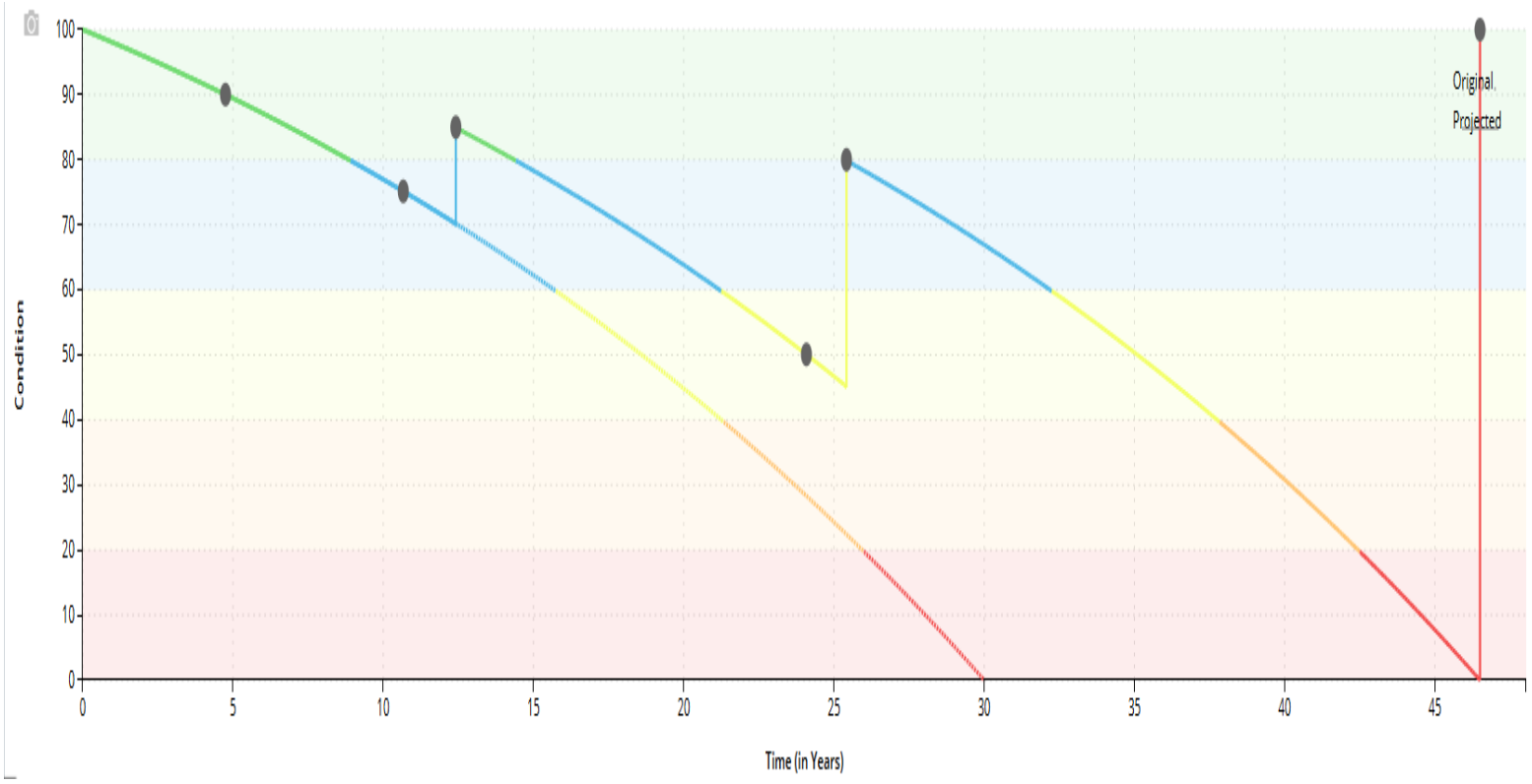
RETURN TO AGENDA

10. STANDARD PAVED ROADS PRESERVATION AND LIFECYCLE STRATEGY

Age at Event	Name	Description	Event Class	Event Range / Trigger	Impact	Added EUL
4 Years 9 Months	Minor Crack Sealing	Blow and Go Crack Sealing	Preventative Maintenance	90 to 95 Condition	No Impact	0 Months
10 Years 8 Months	Major Crack Sealing	Blow and Go Crack Sealing	Preventative Maintenance	75 to 80 Condition	No Impact	0 Months
12 Years 5 Months	Fog Seal	"Clean Bond" Fog Seal application rate of 0.4 to 0.6 L/m3 with minor Scratch Coat Prep Treatment	Rehabilitation	70 to 80 Condition	Adds 15 Condition	5 Years 6 Months
24 Years 1 Month	Scratch Coat	Apply HL3 Modified or Equivalent to Reduce Road Distortion as a Preparation Treatment for Seal within 1 Year	Maintenance	50 to 55 Condition	No Impact	0 Months
25 Years 5 Months	Cape Seal	Class 6 Aggregate Single Surface Treatment, HF 150 SP application rate 1.5 to 1.7 L/m3 with "Clean Bond" Fog Seal Overlay application rate of 0.4 to 0.6 L/m3 (1/4 Trap Rock add $3 / LM)	Rehabilitation	45 to 50 Condition	Set to 80 Condition	11 Years
46 Years 6 Months	<Asset Replacement>	End of life replacement	Replacement	0 to 40 Condition	Set to 100 Condition	30 Years

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: TRANSPORTATION			POLICY #: T-05
POLICY: Road Network Preservation and Development Policy			
DATE: November 2021	REV. DATE: April 2025 By-law 2025-18	COVERAGE: Transportation & Environmental Services	PAGE #: 14 of 18



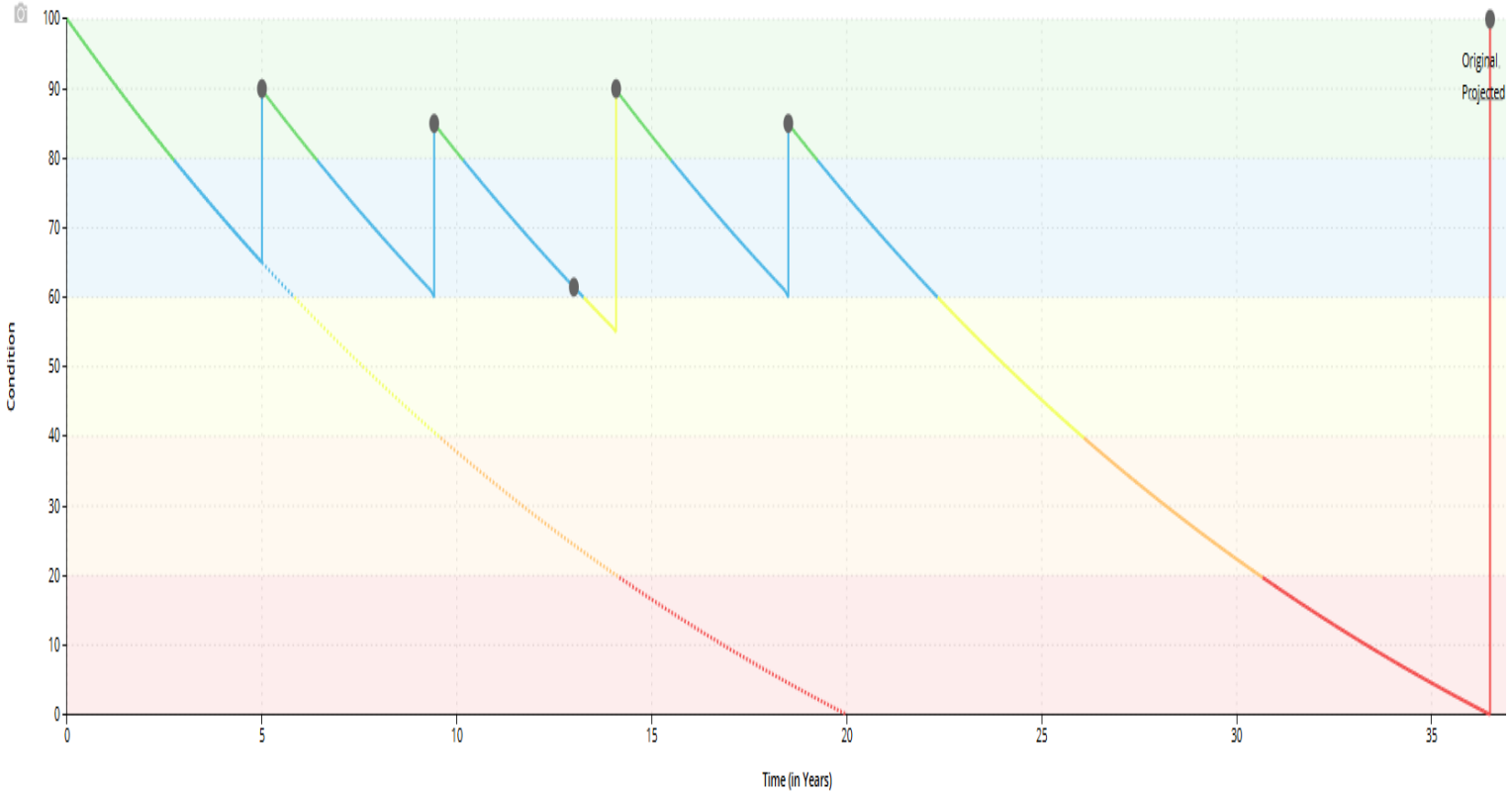
RETURN TO AGENDA

11. STANDARD SURFACE TREATED ROADS PRESERVATION AND LIFECYCLE STRATEGY

Age at Event	Name	Description	Event Class	Event Range / Trigger	Impact	Added EUL
5 Years	Cape Seal	Class 6 Aggregate Single Surface Treatment, HF 150 SP application rate 1.5 to 1.7 L/m3 with "Clean Bond" Fog Seal Overlay application rate of 0.4 to 0.6 L/m3 (1/4 Trap Rock add $3 / LM)	Rehabilitation	65 to 70 Condition	Set to 90 Condition	3 Years 8 Months
9 Years 5 Months	Fog Seal	"Clean Bond" Fog Seal application rate of 0.4 to 0.6 L/m3 with minor Scratch Coat Prep Treatment	Rehabilitation	60 to 65 Condition	Set to 85 Condition	3 Years 9 Months
13 Years	Scratch Coat	Apply HL3 Modified or Equivalent to Reduce Road Distortion as a Preparation Treatment for Seal within 1 year	Maintenance	12 to 13 Years	No Impact	0 Months
14 Years 1 Month	Cape Seal #2	Class 6 Aggregate Single Surface Treatment, HF 150 SP application rate 1.5 to 1.7 L/m3 with "Clean Bond" Fog Seal Overlay application rate of 0.4 to 0.6 L/m3 (1/4 Trap Rock add $3 / LM)	Rehabilitation	55 to 60 Condition	Set to 90 Condition	5 Years 4 Months
18 Years 6 Months	Fog Seal #2	"Clean Bond" Fog Seal application rate of 0.4 to 0.6 L/m3 with significant Scratch Coat Prep Treatment	Rehabilitation	60 to 65 Condition	Set to 85 Condition	3 Years 9 Months
36 Years 6 Months	<Asset Replacement>	End of life replacement	Replacement	0 to 40 Condition	Set to 100 Condition	20 Years

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: TRANSPORTATION			POLICY #: T-05
POLICY: Road Network Preservation and Development Policy			
DATE: November 2021	REV. DATE: April 2025 By-law 2025-18	COVERAGE: Transportation & Environmental Services	PAGE #: 16 of 18

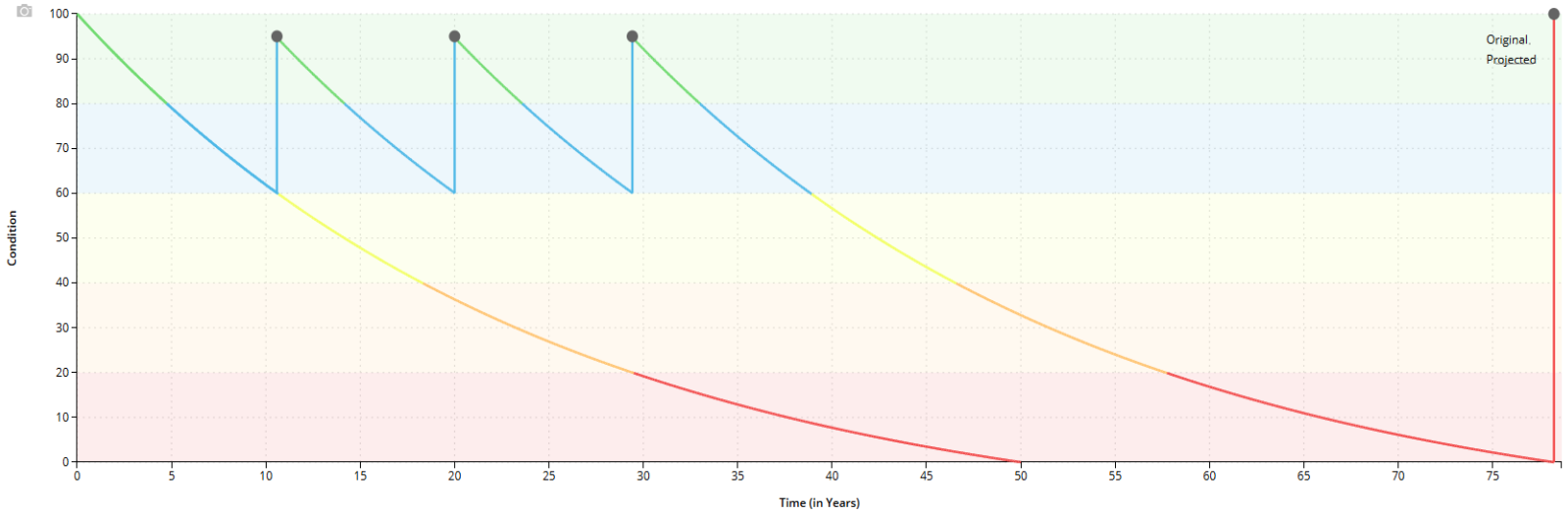


RETURN TO AGENDA

The Township of Horton Policy and Procedures			
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DATE: November 2021	REV. DATE: April 2025 By-law 2025-18	COVERAGE: Transportation & Environmental Services	PAGE #: 17 of 18

12. STANDARD GRAVEL ROADS PRESERVATION AND LIFECYCLE STRATEGY

Age at Event	Name	Description	Event Class	Event Range / Trigger	Impact	Added EUL
10 Years 7 Months	Gravel Haul and Supply	Yearly Supply Tender	Rehabilitation	60 to 65 Condition	Set to 95 Condition	9 Years 5 Months
20 Years	Gravel Haul and Supply #2	Yearly Supply Tender	Rehabilitation	60 to 65 Condition	Set to 95 Condition	9 Years 5 Months
29 Years 5 Months	Gravel Haul and Supply #3	Yearly Supply Tender	Rehabilitation	60 to 65 Condition	Set to 95 Condition	9 Years 5 Months
78 Years 3 Months	<Asset Replacement>	End of life replacement	Replacement	0 to 40 Condition	Set to 100 Condition	50 Years



RETURN TO AGENDA

a) Standard Preservation Treatment Options

i. Crack Sealing
ii. Fog Sealing
iii. Slurry Sealing
iv. Shoulder Sealing
v. Micro Surfacing
vi. Thin Lift Hot Asphalt Overlay
vii. Stress Absorbing Membrane Interlayer (SAMI)
viii. Single Surface Treatment
ix. Cape Seal
x. Combinations of the treatments listed above
xi. Other treatments options applicable to PCI rating and approved for use by Council

b) Standard Reconstruction Procedure

i. Granular base testing as necessary
ii. Brushing as necessary
iii. Ditching and culvert replacements as necessary
iv. Full depth pulverization of existing surface (depth between 150 -250mm)
v. Apply granular material as necessary to attain GBE
vi. Apply base stabilization treatment (Optional)
vii. Apply hard top surface applicable to AADT

RETURN TO AGENDA

CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2026-28

BEING A BY-LAW TO ESTABLISH A LEVEL OF SERVICE POLICY FOR TOWNSHIP ROADS FOR THE CORPORATION OF THE TOWNSHIP OF HORTON

WHEREAS Section 11(3) of the Municipal Act, 2001, as amended authorizes the Municipality to pass By-laws respecting matters within spheres under the jurisdiction of the Municipality including roads, including parking and traffic on roads;

AND WHEREAS Section 44(1) of the Municipal Act, 2001, as amended provides the municipality that has jurisdiction over a road or bridge shall keep it in a state of repair that is reasonable in the circumstances, including the character and location of the road or bridge;

AND WHEREAS Section 44(2) of the Municipal Act, 2001, as amended provides that a municipality that defaults in complying with subsection 44(1) is, subject to the Negligence Act, liable for all damages any person sustains because of the default;

AND WHEREAS Section 44(3) of the Municipal Act, 2001, as amended provides that despite subsection (2), a municipality is not liable for failing to keep a road or bridge in a reasonable state of repair if, (a) it did not know and could not reasonably have been expected to have known about the state of repair of the road or bridge; (b) it took reasonable steps to prevent the default from arising; or (c) at the time the cause of action arose, minimum standards established under subsection (4) applied to the road or bridge and to the alleged default and those standards have been met.

AND WHEREAS Section 44(4) of the Municipal Act, 2001, as amended permits the Minister of Transportation to make regulations establishing minimum standards of repair for roads and bridges being Regulation 239/02 which developed the criteria for Minimum Maintenance Standards;

AND WHEREAS the Council of the Corporation of the Township of Horton deems it expedient to enact a by-law to establish a Level of Service Policy for Township Roads;

NOW THEREFORE the Council of The Corporation of the Township of Horton does hereby adopt the Level of Service Policy for Township Roads attached hereto as Schedule "A";

AND THAT all resolutions, by-laws or parts/schedules of by-laws, or actions of Council relating to the Level of Service for Township Roads, that are inconsistent with the provisions of this new Level of Service Policy for Township Roads; or which are contrary to or inconsistent with this new Policy; are hereby repealed and rescinded;

AND THAT this By-Law shall come into force and take effect on the date of its passing.

READ a first and second time this 26th day of May 2026.

READ a third time and passed this 26th day of May, 2026.

MAYOR Daina Proctor

CAO/CLERK Hope Dillabough

RETURN TO AGENDA

Horton Township

Public Works Department

Level of Service Manual – 2026

RETURN TO AGENDA

CONTENTS

1. INTRODUCTION 3

2. CLASSIFICATION OF HIGHWAYS 4

3. DEFINITIONS 5

4. SERVICE PARAMETERS 7

BRIDGE MAINTENANCE - PEDESTRIAN 7
CATCH BASIN & STORM SEWERS MAINTENANCE 8
DRAINAGE CONNECTIONS - PRIVATE 8
CULVERTS AND STRUCTURES - MUNICIPAL 9
CULVERTS AND STRUCTURES – PRIVATE 9
DEBRIS PICK-UP 10
DITCHING 11
DUST CONTROL 12
GRADING 13
GRAVEL 14
GRASS MOWING 15
ICE BLADING 16
MAILBOX DAMAGE 17
PATROLLING 18
PAVED GUTTERS 19
PAVED GUTTERS - PRIVATE ENTRANCES 19
PAVEMENT MARKINGS 20
PAVEMENT POTHOLES AND ROAD DISTORTION – TEMPORARY REPAIRS 21
PAVEMENT POTHOLES AND ROAD DISTORTION - PERMANENT REPAIRS 21
PLOW DAMAGE REPAIRS 22
PUBLIC REQUESTS, QUERIES AND COMPLAINTS RESPONSE 23
ROAD NETWORK PRESERVATION AND DEVELOPMENT 24
SHOULDER SEALING 25
SHOULDER REPAIRS 26
SNOW FENCE INSTALLATION AND REMOVAL 27
SNOW REMOVAL 28
STREET SWEEPING 29
SIGN INSTALLATION AND MAINTENANCE 30
TREE TRIMMING AND REMOVAL 31
UTILITY CUT REPAIRS 32
WINTER MAINTENANCE AND SALT MANAGEMENT 33

RETURN TO AGENDA

1. INTRODUCTION

This “Level of Service Manual” document is meant to outline standards for the various activities performed by the Public Works Department. These guidelines shall act as a basis for budget calculation and assist staff and Council in answering questions.

These guidelines compliment the adopted Minimum Maintenance Standards as printed in Subsection 44 of the Municipal Act 2001, as amended, but in no way supersedes them. These guidelines outline asset preservation along with standards for items not covered under the adopted Minimum Maintenance Standards.

Horton’s roads are classified by average daily traffic counts (ADT) and posted speed limits. The Townships highest class of road is a class 3 and lowest is a class 6. Road classification plays an important part in determining Minimum Maintenance Standards (MMS) and Levels of Service (LOS) for municipalities.

RETURN TO AGENDA

2. CLASSIFICATION OF HIGHWAYS

The green highlighted road classifications in the table below may be serviced by Horton Township; all other classes of roadways should be serviced by upper tier road authorities or be identified for upload to upper tier authorities.

The red highlighted classifications are typically serviced by the County of Renfrew.

The blue highlighted classifications are typically serviced by the MTO.

Average Annual Daily Traffic (number of motor vehicles)	Posted or Statutory Speed Limit (kilometers per hour)						
	91 - 100	81 - 90	71 - 80	61 - 70	51 - 60	41 - 50	1 - 40
15,000 or more	1	1	1	2	2	2	2
12,000 - 14,999	1	1	1	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	3	3
5,000 - 5,999	1	2	2	3	3	3	3
4,000 - 4,999	1	2	3	3	3	3	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	4	4
1,000 - 1,999	1	3	3	3	4	4	5
500 - 999	1	3	4	4	4	4	5
200 - 499	1	3	4	4	5	5	5
50 - 199	1	3	4	5	5	5	5
0 - 49	1	3	6	6	6	6	6

O. Reg. 613/06, s. 1.

RETURN TO AGENDA

3. DEFINITIONS

In this document the following words when taken in context mean:

"Cm" - centimeters

"**Day"** - a 24-hour period

"Debris" - means any material (except snow and ice) or object on the roadway that;

- is not an integral part of the roadway or has not been intentionally placed on the roadway by a municipality, and
- (b) is reasonably likely to cause damage to a motor vehicle. O. Reg. 239/02, s.9 (2); O. Reg. 47/13,s.9.

"Emergency repair" - means a repair that is not scheduled and requires a response as soon as practicable.

"Ice" - means frozen water, however formed.

"Motor vehicle" - has the same meaning as in subsection 1(1) of the Highway Traffic Act, except it does not include a motor assisted bicycle.

"MTO" – means the Ministry of Transportation of Ontario

"Noisy manhole or catch basin lid" – means a utility access cover that produces loud, repetitive, or echoing metallic clanking, clattering, or banging sounds, typically when vehicles drive over it

"Non-paved surface"- means a surface that is not paved.

"Paved surface" – means a surface with a wearing layer or layers of asphalt, concrete or aggregate layers bonded together by asphalt emulsion.

"Roadway" - has the same meaning as in subsection 1 (1) of the Highway Traffic Act.

"Road Distortion" – means irregularities, deformations, or damage on a road surface that negatively affect the smooth operation, safety, and comfort of a vehicle.

"Shoulder" - means a portion of a highway that provides lateral support to the roadway and that may accommodate stopped motor vehicles for emergency use.

"Shoulder drop off" - means the vertical differential, where the paved surface of the roadway is higher than the surface of the shoulder, between the paved surface of the roadway and the paved or non-paved surface of the shoulder.

RETURN TO AGENDA

“Structure” – means a bridge or a culvert that meets specific criteria for inspection and inventory purposes.

- Bridge: A structure that provides a roadway or walkway for the passage of vehicles, pedestrians, or cyclists across an obstruction, gap, or facility, and has a span of 3 metres or more.
- Structural Culvert: A structure that forms an opening through soil and has a span of 3 metres or more.

“**Substantial probability”** - means a significant likelihood considerably in excess of 51 percent

“Surface”- means the top of a roadway or shoulder.

“Surface Discontinuity” - means a vertical discontinuity creating a step formation at joints or cracks in the surface of a walk.

“Township” - means the lands within the boundaries of the Corporation of the Township of Horton or any of its representatives.

“Township Engineer” - means the Engineer that has been appointed by the Township of Horton.

“Public Works Manager” - means the Public Works Manager of the Township of Horton.

“Public Works Superintendent” - means the Superintendent of Public Works of the Township of Horton.

“Regulatory sign” - means a traffic sign advising drivers of action they should or must do (or not do), under a given set of circumstances. Disregard of a regulatory sign would usually constitute an offence.

“Warning sign” – means a sign which indicates conditions on or adjacent to a highway or street that are actually or potentially hazardous to traffic operations.

“Weather” - means the state of the atmosphere at a specific place and time. It describes conditions like temperature, humidity, precipitation (rain/snow), cloudiness, and wind.

RETURN TO AGENDA

4. SERVICE PARAMETERS

BRIDGE MAINTENANCE - PEDESTRIAN

Purpose

The purpose of this policy is to establish the level of service for pedestrian bridge maintenance.

Objective

To provide safety to the Public through preventative maintenance

Level of Service

a) The minimum level of service for repairing failed or damaged structural components is to deploy resources as soon as practicable after becoming aware of the fact the component is failed or damaged.
b) In cases where the repairs are of such nature not to affect the integrity of the structure they shall be carried out within regular maintenance schedules.
c) The minimum standard for inspecting structures shall be as described in the Ontario Structure Inspection Manual. Structures may be inspected annually by the Manager of Public Works or designate for deficiencies and maintenance priorities.
d) Damage to structures resulting from vehicle collision shall be billed to offending parties where possible.
e) Funding for bridge maintenance shall be as identified in the Townships asset management program and shall be updated annually.

RETURN TO AGENDA

CATCH BASIN & STORM SEWERS MAINTENANCE

Purpose

The purpose of this policy is to establish the level of service for catch basin and storm sewer maintenance.

Objectives

a) To remove water from the road surface and channel it to the proper drainage system
b) To prevent erosion and flooding of the road allowance.

Level of Service

a) Collapsed or broken drain pipes that can cause settlements shall be barricaded and then repaired as resources permit.
b) The minimum level of service for repairing noisy manhole or catch basin lids is 60 days after becoming aware of the fact the lid is noisy.
c) The minimum level of service for cleaning catch basin sumps is every three years.
d) Horton typically cleans catch basin sumps annually.
e) Detailed CCTV storm sewer main inspections should be carried out every 10 years.
f) Catch basins shall be inspected during scheduled sump cleaning. All deficiencies shall be recorded and scheduled on a priority basis.
g) Catch basin and storm drain repairs required due to damage caused by contractors shall be billed to the offending party.
h) Funding for catch basin and storm sewer maintenance shall be as identified in the Townships asset management program and shall be updated annually.

DRAINAGE CONNECTIONS - PRIVATE

i) Application shall be made by permit for each new drainage installation.
j) All connections shall be carried out in compliance with the Townships most current version of the Entrance and Drainage Permit By-Law.
k) No connection to catch basins, storm sewers or municipal drainage system (ditch) shall be permitted from private property unless approved by the Townships Public Works Manager or designate.
l) All connections, when permitted, shall have backwater preventers installed by the home owner on their property.
m) Any time there is a blockage in a private connection to the storm sewer system it is the responsibility of the owner to locate the problem. If the problem is on private property it is the owner's responsibility.
n) Funding for drainage connections - private shall be the sole responsibility of the applicant.

RETURN TO AGENDA

CULVERTS AND STRUCTURES - MUNICIPAL

Purpose

The purpose of this policy is to establish the level of service for culvert maintenance.

Objective

a) To keep culverts clear and free of debris
b) To provide safety to the public through preventative maintenance

Level of Service

a) The minimum level of service for repairing failed or damaged culverts is to deploy resources as soon as practicable after becoming aware of the fact the culvert is failed or damaged.
b) In cases where the repairs are minor and do not affect the integrity of the culvert they shall be carried out within regular maintenance schedules.
c) The minimum level of service for inspecting structures shall be as described in the Ontario Structure Inspection Manual.
d) Horton typically inspects structures every 2 years via the County of Renfrew structural inspection program.
e) Culverts are typically inspected every 3 years or on an as needed basis when deficiencies are noted.
f) Damage to culverts resulting from vehicle collision shall be billed to offending parties where possible.
g) Culverts shall be cleaned of debris when the useful area is constricted by more than 25%.
h) Funding for culverts and structures - municipal shall be as identified in the Townships asset management program and shall be updated annually.

CULVERTS AND STRUCTURES – PRIVATE

i) Application shall be made by permit for each new entrance culvert or structure installation.
j) No permanent entrance culvert shall be installed from a municipal roadway to access private property unless approved by the Townships Public Works Manager or designate.
k) All installations shall be carried out in compliance with the Townships most current version of the Entrance and Drainage Permit By-Law.
l) Subsequent maintenance of entrance culverts shall be in compliance with the Townships most current version of the Entrance and Drainage Permit By-Law.
m) Funding for culverts and structures - private shall be the sole responsibility of the applicant.

RETURN TO AGENDA

DEBRIS PICK-UP

Purpose

The purpose of this policy is to establish the level of service for debris and litter pick-up.

Objective

To keep the Townships assumed road allowances clean.

Level of Service

a) The minimum level of service respecting debris on a roadway is to deploy resources as soon as practicable after becoming aware of the fact the debris is there.
b) The minimum level of service respecting debris on the shoulder is within 14 days after becoming aware of the fact the debris is there.
c) When Public Work's staff is directed by the Police to clean up debris caused by an accident, all time shall be charged to the parties involved.
d) When residents place material on the roadway and that person can be identified, he/she shall be asked to remove the debris. Upon failure to do so, the Police shall be requested to take action as authorized by Section 156 of the Highway Traffic Act R.S.O. 1990.
e) Where contractors place debris, building material, gravel, etc. on the roadway they shall be asked to remove or clean up the material. Upon failure to do so the Police shall be requested to act as authorized by section 156 of the Highway Traffic Act R.S.O 1990.
f) Guidelines for residential curbside garbage pick-up are covered under the Township's most current waste collection contract.
g) Dead animals shall be picked up by the Public Works Department on the roadway only (not on private property). Any animals that are living shall have to be cared for by the owners or in the case of non-domestic animals dispatched by the police before disposal.
h) Funding for debris pick up shall be accounted for in the annual operating budget.

RETURN TO AGENDA

DITCHING

Purpose

The purpose of this policy is to establish the level of service for ditching.

Objectives

a) To remove surface water from the roadway and channel it to the proper drainage system.
b) To prevent erosion of shoulders and side slopes.
c) To drain the road base.

Level of Service

a) The minimum level of service for inspecting ditches shall be an annual inspection for obstructions, debris, washouts, brush growth and proper water flow.
b) No alterations to established drainage courses shall be performed by the Township to benefit development or drainage of private lands
c) No alterations to ditch lines shall be performed by the public unless permitted by the Townships Public Works Manager or designate.
d) All alterations shall be carried out in compliance with the Townships most current version of the Entrance and Drainage Permit By-Law.
e) Repair to lawns and ditch banks that are required after ditching shall be made using like for like materials.
f) Funding for ditching shall be accounted for in the annual operating budget unless it is included in a capital project then the funding shall be as allocated in the annual capital budget.

RETURN TO AGENDA

DUST CONTROL

Purpose

The purpose of this policy is to establish the level of service for Dust Control.

Objective

a) To reduce dust created from non-paved roads.
b) To retain gravel fines on non-paved roads.

Level of Service

a) The Townships shall strive to apply dust control to all non-paved roads by no later than the second week of June, weather conditions and delivery schedules may affect this timeline.
b) Calcium Chloride shall be applied as the dust control product unless other MOE approved products are available and proven more cost effective and environmentally friendly, in compliance with T-05, Road Network Preservation and Development Policy.
c) Non paved shoulders shall not be treated for dust control.
d) Dust control may be applied to areas of fresh gravel or on construction projects undertaken by the Public Works Department or its contractors as deemed necessary by the Public Works Manager.
e) Funding for dust control shall be accounted for in the annual operating budget.

RETURN TO AGENDA

GRADING

Purpose

The purpose of this policy is to establish the level of service for grading.

Objectives

a) To maintain a good driving road.
b) To maintain a good crown on the road for drainage.
c) To reduce or eliminate pot holes and washboard.

Level of Service

a) The grading of Township non paved roads shall be done in accordance with the Minimum Maintenance Standards.
b) Spring grading shall begin in April and end once dust suppression has been applied to all roadways.
c) Roadways receiving fresh aggregate that season through the gravel haul and supply program will likely be the last to receive dust suppression.
d) Summer grading from the third week of June to second week of September shall only take place as deemed necessary by the Public Works Superintendent or designate.
e) Fall grading shall start on the third week of September and continue until Winter weather conditions begin on an as needed basis.
f) Winter grading is only performed if deemed necessary by the Public Works Superintendent or designate.
g) Grading shall only be performed when weather permits and conditions are ideal during any season.
h) Funding for grading shall be accounted for in the annual operating budget.

Ideal Grading Conditions Include:
Optimal Moisture: The soil should be damp but not saturated, as the moisture helps the gravel "knit" together and creates a better crown.
Post-Thaw: Frost must be out of the ground. Grading over frozen, thawing ground traps moisture underneath, which causes the road to lose strength and creates major potholes.
Dry Weather Forecast: It is best to avoid grading if heavy rain is forecast within 24 to 48 hours, as this can wash away the new material.
Temperature: Should be above freezing, allowing for proper compaction.

Conditions To Avoid Include:
Saturated/Muddy: If the road is too wet, it will turn to mud.
Bone Dry: Extremely dry conditions make it difficult to maintain a good shape, resulting in excessive dust and "wash boarding".
Frozen: Never grade when the ground is still frozen, as this creates a weak base.

RETURN TO AGENDA

GRAVEL

Purpose

The purpose of this policy is to establish the level of service for applying new gravel.

Objectives

a) To maintain a good driving road.
b) To maintain a good crown on the road for drainage.
c) To eliminate or reduce pot holes and washboard.
d) To ensure a good gravel content in the road.

Level of Service

a) The annual gravel haul and supply programs shall ensure that all non-paved roadways receive fresh aggregate every 10 years at a rate of approximately 0.6 tonne per linear meter of roadway. This rate of application rate is for budgetary purposes only and the placement of aggregates shall be at the discretion of the Public Works Manager or designate.
b) The annual gravel haul and supply shall be completed by no later than the second week of June.
c) Spot gravel repairs shall be complete on all roadways outside of the annual gravel haul and supply program as deemed necessary by the Public Works Manager or designate.
d) Funding for gravel haul and supply shall be as identified in the Townships asset management program and shall be updated annually.
e) Funding for spot gravel shall be accounted for in the annual operating budget.

RETURN TO AGENDA

GRASS MOWING

Purpose

The purpose of this policy is to establish the level of service for grass mowing.

Objectives

a) To improve site lines at intersections.
b) To control noxious weeds and control brush.
c) To reduce the effort required to maintain roadside ditches and shoulders.
d) To reduce or eliminate drifting snow conditions.

Level of Service

a) Mechanical cutting of roadside grass shall be carried out once per year.
b) All mechanical mowing shall be complete by Canada Day long weekend.
c) Trimming around guide beam, sign posts and similar obstructions shall be carried out with string trimmers in areas cut by tractor/mower once per year and shall be complete shortly after the mechanical mowing is complete.
d) Cutting of grass on Township owned lots and cemeteries maintained by Public Works Department shall be complete on an as needed basis as determined by the Public Works Manager or designate.
e) Funding for grass mowing shall be accounted for in the annual operating budget.

RETURN TO AGENDA

ICE BLADING

Purpose

The purpose of this policy is to establish the level of service for ice blading.

Objectives

a) To maintain a good driving road.
b) To bring stone up to the surface for the purpose of traction.
c) To help reduce the use of sand on non-paved roads.

Level of Service

a) The Ice blading may be performed on gravel roads when significant ice or snow pack has formed.
b) The graders may make one pass down the middle or a pass on each lane dependent on time and the severity of the ice/snow pack.
c) The Public Works Superintendent or designate shall determine when the roads need ice blading by patrolling the gravel roads.
d) Ice blading on paved roads shall not be performed unless absolutely necessary due to a significant ice storm event where conventional treatments have been deemed ineffective by the Public Works Superintendent or designate.
e) Funding for ice blading shall be accounted for in the annual operating budget.

RETURN TO AGENDA

MAILBOX DAMAGE

Purpose

The purpose of this policy is to establish the level of service for mail box damage during road maintenance activities.

Objective

a) To re-install or replace mail boxes after damage from maintenance activities.

Level of Service

a) The re-instillation or replacement of mailboxes shall be in compliance with T-08, Mail Box Policy.
b) Funding for mail box damage shall be accounted for in the annual operating budget.

RETURN TO AGENDA

PATROLLING

Purpose

The purpose of this policy is to establish the level of service for patrolling.

Objective

a) To ensure that patrolling is done in accordance with Ontario's Minimum Maintenance Standards.
b) To ensure that patrolling requirements occur in addition to that set out by O. Reg. 23/10,s3(1).

Level of Service

a) Patrolling shall be performed as described in Table O.Reg 23/10,s3(1) to meet minimum maintenance standards.
b) Patrolling shall be performed by the Public Works Superintendent or designate. Details of the roads patrolled, air and pavement temperature, time of patrol, atmospheric and road conditions observed shall be recorded.
c) Patrolling shall be performed in compliance with T-06, Winter Maintenance and Salt Management Policy.
d) Funding for road patrolling shall be accounted for in the annual operating budget.

TABLE
PATROLLING FREQUENCY

Class of Highway	Patrolling Frequency
1	3 times every 7 days
2	2 times every 7 days
3	once every 7 days
4	once every 14 days
5	once every 30 days

O. Reg. 239/02, s. 3, Table; O. Reg. 23/10, s. 3 (2).

RETURN TO AGENDA

PAVED GUTTERS

Purpose

The purpose of this policy is to establish the level of service for curb and gutter maintenance.

Objectives

a) To prevent water from eroding side slopes and shoulders
b) To channel water from the road surface to catch basins or ditches.

Level of Service

a) The minimum level of service for repairing heaved or settled curb and gutter sections in excess of 5 cm is 30 days, after becoming aware of the fact the curb and gutter is heaved.
b) Repairs may be done using cold mix asphalt or grinding the area.
c) Repairs should be made in accordance to OPS Standards.
d) Flushing of paved gutters to remove debris shall be performed annually after April 15th if The Weather Networks 2-week forecast for the Horton area displays no snow accumulation.
e) Funding for paved gutters shall be accounted for in the annual operating budget unless it is included in a capital project then the funding shall be as allocated in the annual capital budget.

PAVED GUTTERS - PRIVATE ENTRANCES

f) All new driveway entrances require a permit and approval by the Public Works Manager or designate. If a curb cut is required, arrangements shall be made by the Township with all costs being charged to the resident.
g) No permanent entrance shall be installed from a municipal roadway to access private property unless permitted by the Townships Public Works Manager or designate.
h) All installations shall be carried out in compliance with the Townships most current version of the Entrance and Drainage Permit By-Law.
i) Funding for paved gutters – private entrances shall be the sole responsibility of the applicant.

RETURN TO AGENDA

PAVEMENT MARKINGS

Purpose

The purpose of this policy is to establish the level of service for pavement markings.

Objective

a) To control, safeguard, or expedite traffic.
b) To provide direction, stop location and parking information.

Level of Service

a) All pavement markings shall be in accordance with the applicable Ontario Traffic Manual.
b) All paved four ways stop intersections shall have lane and stop lines painted.
c) All paved stop intersections shall have stop lines painted.
d) All pavement markings shall be repainted every two (2) years or as deemed necessary by the Public Works Manager or designate.
e) Pavement markings in all Township lots or facilities shall be painted upon request by the department responsible for the facility.
f) Funding for pavement markings shall be accounted for in the annual operating budget unless it is included in a capital project then the funding shall be as allocated in the annual capital budget.

RETURN TO AGENDA

PAVEMENT POTHOLES AND ROAD DISTORTION – TEMPORARY REPAIRS

Purpose

The purpose of this policy is to establish the level of service for road surface repairs.

Objectives

a) To reduce or eliminate hazards for vehicular traffic
b) To protect the investment in the road surface

Level of Service

a) Pavement patching shall take place within the roadway only.
b) Driveways and entrances shall not be repaired except for the following:
    - Where street resurfacing causes water ponding in a driveway or entrance.
    - Where utility companies have made repairs and asphalting of the drive is required as part of the cut restoration. The utility company shall be responsible for all costs associated with this repair.
    - During capital projects such as street reconstruction at the discretion or the Public Works Manager.
c) Cold patch asphalt shall be placed as a temporary repair only.
d) Potholes shall be repaired in compliance with the Minimum Maintenance Standards Section 44 as amended of the 2001 Municipal Act.
e) Funding for pavement potholes and road distortion – temporary repairs shall be accounted for in the annual operating budget.

PAVEMENT POTHOLES AND ROAD DISTORTION - PERMANENT REPAIRS

f) Permanent repairs of pavement potholes shall be in compliance with T-05, Road Network Preservation and Development Policy.
g) Funding for pavement potholes and road distortion - permanent repairs shall be as identified in the Townships asset management program and shall be updated annually.

RETURN TO AGENDA

PLOW DAMAGE REPAIRS - Lawns

Purpose

The purpose of this policy is to establish the level of service for repairing damage caused during plowing operations.

Objective

a) To reduce or eliminate hazards for vehicular traffic
b) To keep the Townships assumed road allowances clean.

Level of Service

a) All damaged sod shall be picked up when weather permits.
b) Repair to lawns that are required after damage shall be made using like-for-like materials.
c) Funding for plow damage repairs shall be accounted for in the annual operating budget.

RETURN TO AGENDA

PUBLIC REQUESTS, QUERIES AND COMPLAINTS RESPONSE

Purpose

The purpose of this policy is to establish the level of service for public requests, queries and complaints.

Objective

a) Provide a timely and accurate response to complaints.
b) Utilize complaints as an opportunity to improve programs and service delivery issues.
c) Deliver more detailed reports on grant funding deployment.

Level of Service

a) The level of service shall be in compliance with J-08, Complaint Policy and J-15, Unreasonasble Customer Behaviour Policy.
b) Public requests, queries and complaints should be processed through the Townships service request portal to ensure tracking and accountability is attained.
c) Funding for public requests, queries and complaints response shall be accounted for in the annual operating budget.

RETURN TO AGENDA

ROAD NETWORK PRESERVATION AND DEVELOPMENT

Purpose

The purpose of this policy is to establish the level of service for road network preservation.

Objective

a) To maintain the structural integrity and functionality of the Townships road network
b) To extend the lifespan of existing roads.
c) To optimize limited maintenance budgets through proactive, cost-effective techniques.
d) Township roadways are not designed with dedicated space for pedestrians and cyclists. Use of the roadway for those purposes is the sole responsibility of the user.

Level of Service

a) The level of service shall be in compliance with the Township's Asset Management Plan, Transportation Master Plan, and T-05, Road Network Preservation and Development Policy.
b) Funding for Road Network Preservation shall be as identified in the Townships asset management program.
c) Funding for road network development shall be the sole responsibility of the applicant.

RETURN TO AGENDA

SHOULDER SEALING

Purpose

The purpose of this policy is to establish the level of service for shoulder sealing.

Objectives

a) To reduce or eliminate the amount of shoulder aggregate loss and washout in areas prone to this occurring.
b) To prevent water and air infiltration into the subgrade and subbase.
c) To provide support for the edge of the paved roadway.
d) To reduce or eliminate raveling, edge cracking, and failure from traffic loading.
e) To provide a smooth, stable transition from the paved lane to the shoulder, reducing the risk of erosion and shoulder drop-offs.
f) Township roadways are not designed with dedicated space for pedestrians and cyclists. Use of the roadway for those purposes is the sole responsibility of the user.

Level of Service

a) The minimum level of service shall be to apply shoulder sealing in areas identified to have frequent shoulder erosion as determined by the Public Works Manager or designate.
b) Shoulder sealed areas shall be refreshed with new sealer every 10 years with half the shoulder sealed areas being refreshed every 5 years on an alternating basis.
c) Funding for shoulder sealing shall be as identified in the Townships asset management program and shall be updated annually unless it is included in a capital project then the funding shall be as allocated in the annual capital budget.

RETURN TO AGENDA

SHOULDER REPAIRS

Purpose

The purpose of this policy is to establish the level of service for shoulder maintenance.

Objectives

a) To safely accommodate emergency stopping of vehicles
b) To provide lateral support of road base and surface course
c) To increase the effective use of the entire traffic lane.

Level of Service

a) The minimum standard respecting shoulder drop-off is to repair any drop-off deeper than that set out in the table for a distance greater than 20 continuous metres or more, within the specified period of time after becoming aware of the fact.

Class of Road	Depth	Response Time
2	8 cm	4 Days
3	8 cm	7 Days
4	8 cm	14 Days
5	8 cm	30 Days

b) The shoulder drop-off shall be deemed to be in good condition if its depth is less than or equal to that set out in the table.
c) Township roadways are not designed with dedicated space for pedestrians and cyclists. Use of the roadway for those purposes is the sole responsibility of the user.
d) Funding for shoulder repairs shall be accounted for in the annual operating budget unless it is included in a capital project then the funding shall be as allocated in the annual capital budget.

RETURN TO AGENDA

SNOW FENCE INSTALLATION AND REMOVAL

Purpose

The purpose of this policy is to establish the level of service for snow fence installation and removal.

Objectives

a) To trap snow and deposit it before it accumulates on the roadway.
b) To eliminate wind-blown snow.

Level of Service

a) Installation of snow fence shall be undertaken only where abnormal drifting occurs and at the discretion of the Public Works Superintendent or designate.
b) Property owners shall be notified before entering private property to erect snow fence;
c) Snow fence shall be located no closer than 40 meters from the edge of the traveled portion of the roadway where possible.
d) Snow fence shall be erected no sooner than November 15th and removed no later than April 15th unless prior arrangements have been made with the property owner.
e) Authority to erect snow fence on private property is given to the Township under the authority of Section 60 of the 2001 Municipal Act.
f) Funding for snow fence installation and removal shall be accounted for in the annual operating budget.

RETURN TO AGENDA

SNOW REMOVAL

Purpose

The purpose of this policy is to establish the level of service for snow removal.

Objective

a) To improve visibility at intersections.
b) To allow for snow storage on narrow streets.
c) To remove snow in urbanized areas.

Level of Service

a) The level of service for snow removal is to clear snow accumulations in intersections known to have line of site concerns at the discretion of the Public Works Superintendent or designate.
b) Priority shall be given to winter maintenance operations on the traveled portion of the roadway during times of heavy snow accumulations or recurrent winter events .
c) These areas shall be cleared using backhoe and tandem plow trucks and the snow shall be stored on Township easements where space is available, typically very low volume dead end roads.
d) Funding for snow removal shall be accounted for in the annual operating budget.

RETURN TO AGENDA

STREET SWEEPING

Purpose

The purpose of this policy is to establish the level of service for street sweeping.

Objective

To prevent the accumulation of loose objects on roadways that may endanger vehicular traffic.

Level of Service

a) Street sweeping shall be performed between March 15th and June 1st annually.
b) Street sweeping shall not be performed if The Weather Networks 2-week forecast for the Horton area displays any snow accumulation.
c) The roadways and areas that receive street sweeping services shall be determined by the Public Works Manager or designate.
d) Funding for street sweeping shall be accounted for in the annual operating budget.

RETURN TO AGENDA

SIGN INSTALLATION AND MAINTENANCE

Purpose

The purpose of this policy is to establish the level of service for sign maintenance.

Objective

a) To control, safeguard and expedite traffic.
b) To provide information as to highway routes, directions, road/street destinations and points of interest.

Level of Service

a) All signs shall be maintained as per Minimum Maintenance Standards, Section 44 of the 2001 Municipal Act as amended.
b) The cost for repairing signs due to damages caused by contractors or residents shall be billed to the appropriate party. All such repairs shall be carried out by the Public Works Department or approved contractor.
c) Any new sign requests shall be referred to the Public Works Manager for review and recommendation.
d) All signs shall be installed as per the applicable Ontario Traffic Manual.
e) Funding for sign installation and maintenance shall be accounted for in the annual operating budget unless it is included in a capital project then the funding shall be as allocated in the annual capital budget.

RETURN TO AGENDA

TREE TRIMMING AND REMOVAL

Purpose

The purpose of this policy is to establish the level of service for brushing, tree trimming and removal.

Objective

a) To maintain site lines at intersections.
b) To reduce or eliminate drifting snow conditions.
c) To ensure safety to the Public by removing dead limbs and trees.

Level of Service

a) The removal of trees and other hazards shall be in compliance with T-05, Road Network Preservation and Development Policy.
b) Dangerous trees within the Townships easements shall be inspected annually by the Public Works Manager or designate.
c) Manual tree trimming in urbanized areas shall be performed annually during the summer at the direction of the Public Works Manager of designate.
d) The level of service for removing or trimming dangerous trees or limbs is to deploy resources as soon as practicable after becoming aware of the fact.
e) Dangerous trees outside the Townships ability to remove safely shall be removed by contractors, response times are determined by the availability of contractors.
f) The level of service offered for stump removal is to grind stumps to a depth of 15 to 20 cm below.
g) Wood from trees that are removed may be left on the roadside and offered to residents on a first come first serve basis.
h) Wood left for residents shall be cut in lengths of approximately 8 feet and safely piled on the roadside for a maximum of two (2) weeks.
i) Wood not collected by residents shall be returned to the Public Works Yard for processing and use in the Townships stove.
j) Entry onto private land to inspect trees and conduct tests on trees is allowed under the authority of Section 62 of the 2001 Municipal Act.
k) Wood chips from chipping operations may be deposited on home-owners property at their request or deposited at the Horton Landfill.
l) Brush and tree cleanup/removal after storms shall only be carried out on Township owned trees. All brush from private trees is to be taken by the homeowner to the Horton Landfill.
m) In cases where private trees fall on Township owned land and these trees cause a safety concern the portion of the tree on Township property shall be removed by Public Works.
n) Funding for tree trimming and removal shall be accounted for in the annual operating budget unless it is included in a capital project then the funding shall be as allocated in the annual capital budget.

RETURN TO AGENDA

UTILITY INSTALLATION

Purpose

The purpose of this policy is to establish the level of service for utility cut repair.

Objective

a) To ensure that utility cuts are made to the Townships standards.
b) To ensure permission is granted to the utility company by the municipality to cut or excavate within the road allowance.
c) To ensure the municipality has costs recovered for all time related to any such repairs.

Level of Service

a) Anytime a utility installation is performed within the road allowance the utility company shall take out a “Road Occupancy Permit” prior to the work, incompliance with T-03, Road Occupancy Policy.
b) In cases of emergency repairs the utility company shall take out a permit the first working day after the repair was made.
c) All costs associated with the installation or repair shall be billed to the responsible utility.
d) All compaction of backfill by the utility shall be free of settlement for one year from the time of permanent repair. Any repairs required during this period shall be billed to the utility installation company.
e) Utility cuts shall be repaired as soon as practicable.
f) Funding for utility cut installation / repairs shall be the sole responsibility of the installation company.

RETURN TO AGENDA

WINTER MAINTENANCE AND SALT MANAGEMENT

Purpose

The purpose of this policy is to establish the level of service for winter maintenance and salt management.

Objective

a) To ensure public safety and mobility by efficiently managing snow and ice on roads, sidewalks, and infrastructure in compliance with the Minimum Maintenance Standards of Ontario, O.Reg 366/18 as amended.
b) To balance public safety with environmental protection by ensuring safe, efficient transportation systems while minimizing the negative impacts of salt on water sources, infrastructure, and ecosystems.

Level of Service

a) The minimum level of service shall be in compliance with T-06, Winter Maintenance and Salt Management Policy.
b) Funding for winter maintenance and salt management shall be accounted for in the annual operating budget.

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2026-29

BEING A BY-LAW TO REGULATE THE CONSTRUCTION OR ALTERATION OF ANY ENTRANCEWAYS, PRIVATE ROADS OR ACCESS.

Whereas herein after referred to as an “entrance(s)” or culverts, drainage pipe, municipal ditch line or municipal storm sewer component, head walls, and other erosion protection systems herein after referred to as a “drainage system(s)” to within the Townships Road Network and easements.

WHEREAS Section 35 of the Municipal Act, 2001 S.0. 2001, c.35 permits a municipality to pass by-laws removing or restricting the common law right of passage by the public over a highway and the common law right of access to the highway by an owner of land abutting a highway;

AND WHEREAS the Council of the Corporation of the Township of Horton deems it necessary and desirable to regulate the construction or alteration of any entrance(s), or drainage system(s) to the Township’s Road network and easements and to provide for the issuing of permits related thereto;

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

1. DISCLOSURE

No person shall construct entrance(s) or drainage system(s) within the Township’s Road network or easements for any purpose without first obtaining a permit from the Township. Temporary entrance(s) or drainage system(s) may be installed but shall be subjected to the fees and terms listed herein. The responsibility and cost of constructing or altering all entrances or drainage systems outside of the Townships planned Capital Rehabilitation Plan and maintenance operations shall be the responsibility of the owner of the subject property, or the applicant. The Township shall only assume the cost to construct, alter, replace, or maintain entrances or drainage systems in compliance with the applicable maintenance standards and acts or as listed under the “maintenance of entrances” terms listed herein.

2. APPLICATION PROCESS

All requests for constructing entrances or drainage systems, or alterations to existing entrances or drainage systems shall be forwarded to the Townships Public Works Department. Permit applications shall be reviewed for compliance and may include a site meeting with the applicant to review conditions in the field. Once the entrance and drainage permit application has been reviewed the entrance and drainage permit may be approved or rejected at the sole discretion of the Public Works Manager.

3. CIVIC ADDRESS NUMBER FEE

The Civic Address Number Fee will be as defined in the most current version of the Township’s User Fees and Charges by law. This fee shall be paid to the Township prior to the issuance of the permit.

RETURN TO AGENDA

4. PERMIT FEE

The Permit Fee will be as defined in the most current version of the Township's User Fees and Charges By-law. This fee shall be paid to the Township prior to the issuance of the permit. This fee shall apply to all construction or alterations and will be subject to review and revision by the Township Council as they deem appropriate.

5. SECURITY DEPOSIT FEE

The Security Deposit Fee will be as defined in the most current version of the Township's User Fees and Charges By-law. The security deposit fee indicated on the entrance and drainage permit shall be applied to all applications for entrances or drainage systems and will be retained until the entrance(s) or drainage system(s) construction or alteration is complete, has been inspected by the Public Works Department and is approved for release by the Public Works Manager. Deposit fees shall be paid to the Township prior to the issuance of the permit. The security deposit fees may be utilized to recover costs associated with procuring required signage and components. The security deposit fee shall not be utilized for engineering studies. The applicant shall be responsible for notifying the Township that the work has been completed. If the entrance(s) or drainage system(s) are not completed accordingly the applicant shall either correct the issues to the approval of Public Works Manager or forfeit the deposit amounts entirely which shall be used to bring the entrance(s) or drainage system(s) to an acceptable standard. If the deposit amount is not sufficient to correct the issues the deposited funds shall be used to remove the deficient entrance(s) or drainage system(s).

6. MAINTENANCE OF ENTRANCES AND DRAINAGE SYSTEMS

Excluding alterations to existing Municipal assets and property an entrance or drainage system installed under the terms herein shall be the property of the property owner upon acceptance of the work and all subsequent maintenance, repairs, alterations, etc. shall be the responsibility of the property owner. If the owner of the entrance or drainage system refuses to maintain or replace their assets, the Municipality will do the work at the expense of the owner. The Municipality will send an invoice to the owner to recover the costs.

The Municipality may maintain entrance culverts and drainage systems at no cost to the owner for the following reasons:

i. Flow restriction needs to be cleaned out or steamed, due to ice buildup, in order to maintain Township assets.
ii. Sediment and debris build up in existing Township ditches and drainage systems causing flow to be restricted.
iii. Damage to the culvert itself by Township maintenance or construction
iv. The entrance or drainage system needs to be replaced as part of a planned capital reconstruction project and is beneficial to maintain the lifecycle of Townships assets.
v. Township altering or constructing ditches resulting in culvert elevations needing to be adjusted or culverts needing installation where previously not required.

These issues will be determined in the field on an individual basis by the Township.

RETURN TO AGENDA

7. PROVISIONS AND STANDARDS

All drainage systems and entrances constructed or altered shall be installed to the following minimum standards unless otherwise determined by the Public Works Manager.

i. All entrances and drainage systems shall be constructed or altered in compliance with the most current version of the applicable Ontario Provincial Standards for Roads and Public Works (OPS), The Environmental Protection Act, The Drainage Act of Ontario and industry best practices. OPS are available at: https://www.library.mto.gov.on.ca/

ii. No temporary entrance shall be in place for more than 180 calendar days from the date of application and must be removed and the area restored to its original condition by October 31st of the year of application.

iii. Drainage system alterations may require a drainage impact assessment to be completed by a licensed engineer if the proposed alteration will significantly impact flow rates within the drainage system. The cost for the drainage assessment shall be the responsibility of the applicant.

iv. All entrances shall be designed, constructed, and maintained by the owner(s) in such a manner as to prevent the discharge of water from the entrance way or private property onto the travelled portion of the road.

v. Entrances shall be a minimum of 7 meters wide and a maximum of 20 meters wide.

vi. All entrances requiring a culvert shall have a new CSA approved culvert installed with minimum dimensions of 0.4 m (16") wide x 10m (33') length.

vii. No intake culvert or drainage system shall be installed that is smaller in diameter and flow rate capacity than those that are upstream of the entrance or drainage system unless the applicant can provide technical data to support that the flow rate capacity is equivalent to the upstream outlet(s).

viii. Entrances shall be installed to have a clear line of sight that conforms with the minimum stopping distance in relation to the posted road speed limit as displayed below:

Posted Speed Limit	Stopping Sight Distances	Stopping Sight Distances
50 Km/h or less	70	60
60 Km/h	95	80
70 Km/h	115	95
80 Km/h	155	125
All measurements are in meters		

ix. Entrances with stopping sight distances greater than or equal to column A distances shall not require signage or engineering studies.

x. Entrances with stopping sight distances between column A and column B distances may require warning signs to be installed in both directions. The cost of purchasing the warning signs shall be the responsibility of the applicant. The Township shall procure the signage and components then bill the applicant on a cost recovery basis. No charges shall be applied for the labor to install the signage.

xi. Entrances with stopping sight distances less than column B distances, and /or access roadways with more than a 9% downgrade, and / or entrances that may have thirty (30) vehicles or more per day may require an engineering study to confirm the entrance is safe. Vehicular traffic shall be calculated at 5 vehicles a day per property that utilizes the entrance. The cost for the engineering study shall be the responsibility of the applicant.

xii. Commercial entrances must submit a detailed site plan for approval of Council prior to submitting an entrance permit.

xiii. The decision to request warning signage or conduct engineering studies/assessments shall be at the sole discretion of the Public Works Manager.

RETURN TO AGENDA

xiv. Entrances constructed within 60 meters of an intersection shall be installed as far from the intersection as possible.

xv. Where properties abut two roadways the entrance shall access the roadway that aligns best with the terms of this policy, with the preference being to access the lowest volume roadway. Co-ordination between road authorities may be necessary and the final decision shall be made by the higher road authority on which roadway is accessed.

xvi. Entrances constructed near a controlled intersection requiring vehicular traffic to always come to a complete stop on the accessed roadway shall only be required to attain the stopping sight distances on the lane that is not controlled.

xvii. Entrances constructed near a termination (dead end) of the roadway on the accessed roadway shall only be required to attain the stopping sight distances on the lane that does not terminate.

xviii. The decision to approve or reject an application to construct or alter an entrance or drainage system shall be at the sole discretion of the Public Work Manager.

xix. Permit fee refunds shall not be issued under any circumstances.

8. PENALTIES

Every person who constructs or alters an unpermitted entrance(s) or drainage system(s) shall upon conviction be liable to a fine multiplied per entrance or drainage system of:

i. not less than $500.00 and not more than $1,000.00 for a first offence,

ii. not less than $1,000.00 and not more than $2,000.00 for a second or succeeding offence.

Every person who discharges water onto the road network ,or piles snow, material, or debris within the Townships road network or easements in such a manner that restricts water flow to a culvert or drainage system, restricts or lessens line of sight and the safety of the public, or damages Township infrastructure through the act of snow removal, or piling snow, material, or debris shall upon conviction be liable to a fine of:

iii. not less than $500.00 and not more than $1,000.00 for a first offence,

iv. not less than $1,000.00 and not more than $2,000.00 for a second or succeeding offence.

Any person who contravenes any of the provisions or part of this By-law is guilty of an offence and shall, upon conviction, therefore, be liable to penalties as stated above and provided under the Provincial Offences Act. Such a penalty shall be recoverable pursuant to the provisions of the Provincial Offences Act, R.S.O. 1990.

9. OTHER PROVISIONS

By law 2025-05 shall be repealed in its entirety.

This by-law shall come into force and effect on the final passing thereof.

READ a first and second time this 26th day of May, 2026.

READ a third time and passed this 26th day of May, 2026.

MAYOR Daina Proctor

CAO/CLERK Hope Dillabough

RETURN TO AGENDA

THE CORPORATION OF THE
TOWNSHIP OF HORTON

BY-LAW NUMBER 2026-30

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

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

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

   (a) By adding the following new subsection to Section 16.0 – Requirements for Rural (RU) Zone, immediately following subsection 16.3(hhh):

   "(iii) Rural – Exception Sixty-One (RU-E61) Zone

   Notwithstanding any other provisions to this By-law, for the lands located in the RU-E61 Zone within Part of Lot 16, Concession 7, in the Township of Horton, the minimum lot area for a farm shall be 9.69 hectares."

   (b) Schedule "A" is amended by rezoning those lands described above, from Rural (RU) to Rural – Exception Sixty-One (RU-E61) as shown on the Schedule "A" attached hereto.

2. THAT save as aforesaid all other provisions of By-law 2010-14, as amended, shall be complied with.

3. This by-law shall come into force and take effect on the day of final passing thereof.

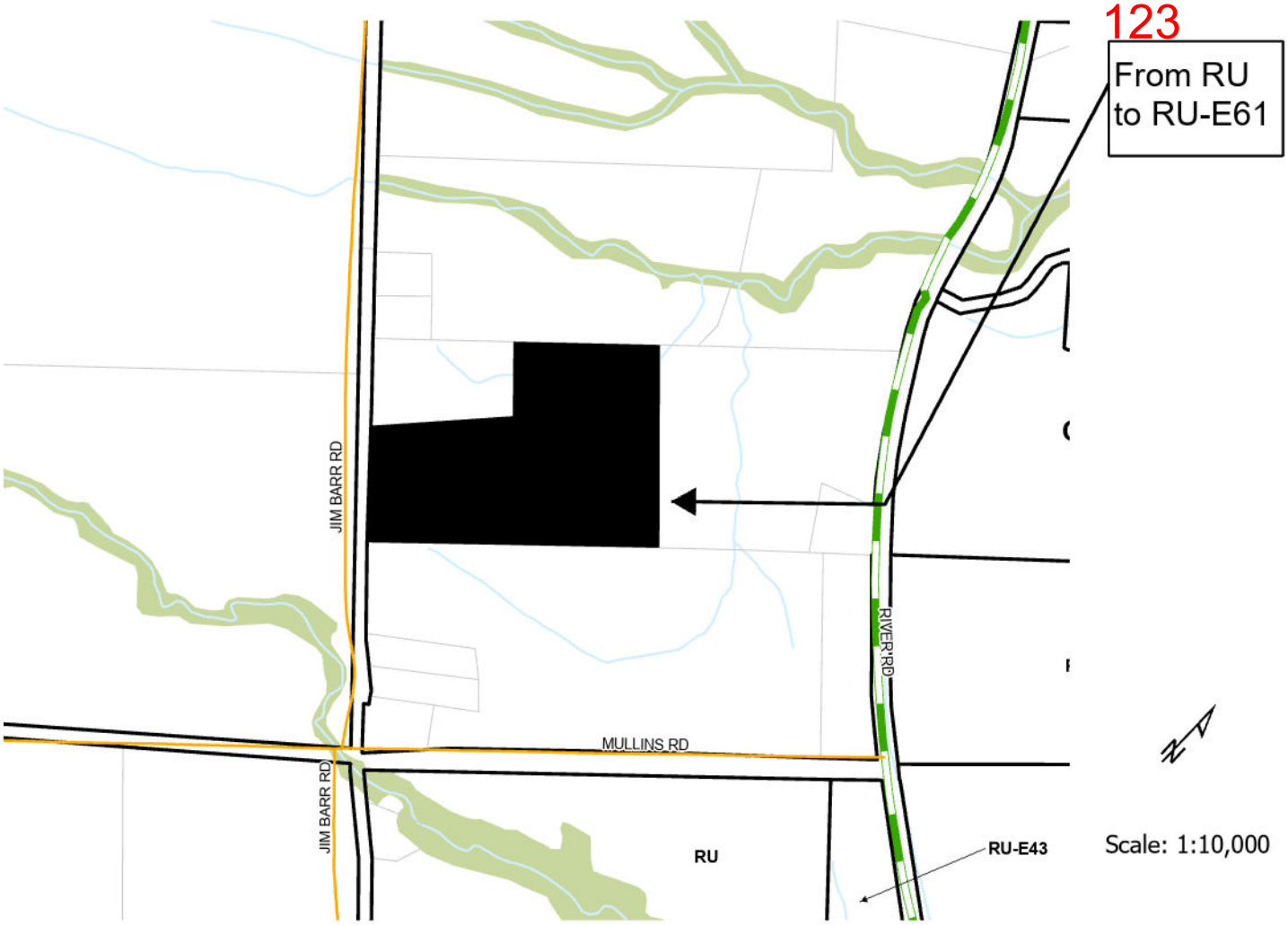
This By-law given its FIRST and SECOND reading this 26th day of May, 2026.

This By-law read a THIRD time and finally passed this 26th day of May, 2026.

MAYOR Daina Proctor

CAO/CLERK Hope Dillabough

RETURN TO AGENDA



Corporation of The
Township of Horton

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

_____ _____
Mayor CAO\Clerk

LEGEND

RU Rural

-E Exception Zone

Environmental Protection

Area affected by amendment:
From RU to RU-E61

RETURN TO AGENDA

CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW 2026-31

BEING A BY-LAW TO ESTABLISH THE 2026 TAX RATES AND TO FURTHER PROVIDE FOR PENALTY AND INTEREST IN DEFAULT OF PAYMENT THEREOF FOR 2026.

WHEREAS Section 290 of the Municipal Act, 2001, provides that the Council of a local municipality shall in each year prepare and adopt estimates of all sums required during the year for the purposes of the municipality including amounts sufficient to pay all debts of the municipality falling due within the year; amounts required for any Board, Commission or other body;

AND WHEREAS the Council of the Corporation of the Township of Horton adopted By-Law No. 2026-10 on the 10th day of February 2026, being a By-Law to Adopt the Estimate of Sums required for 2026;

AND WHEREAS Section 312(2) of the Municipal Act, 2001, provides that the Council of a local municipality shall adopt estimates for the year, pass a by-law to levy a separate tax rate on the assessment of each property class for local municipal purposes.

AND WHEREAS Section 308 of the Municipal Act, 2001, requires tax rates to be established in the same proportion to tax ratios per By-Law No. 31-26 as adopted by Renfrew County Council on the 8th day of April 2026.

AND WHEREAS reductions in certain tax rates for prescribed classes or subclasses of property are to be applied as per Renfrew County By-Law No. 32-26 as adopted by Renfrew County Council on the 8th day of April 2026.

AND WHEREAS Section 343, of the Municipal Act, 2001, provides that a local municipality shall send a tax bill to every taxpayer at least 21 days before any taxes shown on the tax bill are due.

AND WHEREAS Section 345(1), of the Municipal Act, 2001, provides that a local municipality may pass a by-law to impose late payment charges for the non-payment of taxes or any instalment by the due date.

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

1. **THAT** the tax rates for the year 2026 to be applied on the taxable and payment-in-lieu assessment according to the last revised assessment roll shall be as follows:

Residential	0.00637614
Multi-Residential	0.01239267
Farmlands	0.00159404
Managed Forests	0.00159404
Commercial	0.01157079
Commercial Vacant / Excess	0.01157079
Commercial New Construction	0.01157079
Commercial New Construction Excess	0.01157079
Industrial	0.01572934
Industrial Vacant / Excess	0.01572934
Industrial New Construction	0.01572934
Landfill	0.00758166
Pipeline	0.00849813
Aggregate Extraction	0.01279906

2. **THAT** the tax rates to be levied for the County of Renfrew for upper tier purposes be applied against the whole of the assessment for rateable property as per Renfrew County By-Law 32-26 as adopted by Renfrew County Council on the 8h day of April 2026 and any subsequent by-laws adopted by the County of Renfrew for the year 2026.

RETURN TO AGENDA

3. **THAT** the tax rates to be levied for School Board purposes be applied against the whole of the assessment for rateable property as per O.Reg. 400/98 made under the Education Act.

4. **THAT** every owner shall be taxed according to the tax rates in this by-law and such taxes shall become due and payable in two instalments being fifty percent of the final levy shall become due and payable on the 31st day of August 2026 and the balance of the final levy shall become due and payable on the 30th day of November 2026.

5. **THAT** there shall be imposed a penalty for non-payment thereof taxes on a due date or any instalment thereof, the amount of 1.25% of the amount due and unpaid on the first day of default, and an additional penalty of 1.25% shall be added on the first day of each calendar month thereafter in which default continues.

6. **THAT** the collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.

7. **THAT** the Treasurer or designate is hereby empowered to accept part payment from time to time on any account of any taxes due.

8. **THAT** taxes are payable to the Township of Horton, 2253 Johnston Rd. RENFREW, ON K7V 3Z8.

9. **THAT** this By-Law shall come into full force and take effect upon the passing thereof.

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

READ a first and second time this 26th day of May 2026.

READ a third and final time and passed this 26th day of May 2026.

MAYOR Daina Proctor

CAO/CLERK Hope Dillabough

RETURN TO AGENDA

CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2026-32

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE TOWNSHIP OF HORTON AT THE REGULAR COUNCIL MEETING HELD MAY 26TH, 2026

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 26th day of May, 2026 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 26th day of May, 2026.

READ a third time and passed this 26th day of May, 2026.

MAYOR Daina Proctor

CAO/CLERK Hope Dillabough

RETURN TO AGENDA