



**THE CORPORATION OF THE TOWNSHIP OF HORTON
COUNCIL MEETING – OCTOBER 18TH, 2022 – 4:00 P.M.
HORTON MUNICIPAL CHAMBERS
2253 JOHNSTON RD.**

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

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

3. DECLARATION OF PECUNIARY INTEREST

4. CONFIRMATION OF COUNCIL AGENDA

5. DELEGATIONS &/OR PUBLIC MEETINGS

5.1 4:00 p.m. – Public Meeting – Zoning By-law Amendment – Horton Township **PG.3**

6. MINUTES FROM PREVIOUS MEETINGS

7.1 October 4th, 2022 – Regular Council **PG.15**

7. BUSINESS ARISING FROM MINUTES

8. COMMITTEE REPORTS:

8.1 PLANNING COMMITTEE
▪ **CHAIR CLEROUX**

8.2.1 September Building Report **PG.19**

8.2.2 Planning Report Update **PG.20**

**8.2 IN CAMERA (CLOSED) SESSION (AS REQUIRED)
PURSUANT TO SECTION 239(2) (E) OF THE MUNICIPAL ACT,**

8.2.1 (e) Litigation or potential litigation – Thomson Road

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

8.3.1 TES Chair’s Report – October 13th **PG.24**

9. CORRESPONDENCE SUMMARY

9.1 INFORMATION CORRESPONDENCE

9.1.1 CAO/Clerk Information Memo **PG.26**

9.2 ACTION CORRESPONDENCE – NONE

RETURN TO AGENDA

10. BY-LAWS

- 10.1 2022-53 Zoning By-Law Amendment – Horton Township **PG.27**
- 10.2 2022-54 Emergency Management Program and Emergency Response **PG.30**

11. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING

12. COUNCIL/STAFF MEMBERS CONCERNS

13. MOTION FOR RECONSIDERATION (debate on motion to reconsider only)

14. RESOLUTIONS

15. CONFIRMING BY-LAW 2022-55 **PG.55**

16. ADJOURNMENT

THE CORPORATION OF THE TOWNSHIP OF HORTON

PUBLIC MEETING

Zoning Amendment

Township of Horton

October 18th, 2022

4:00 p.m.

1. Call to Order
2. Declaration of Pecuniary Interest
3. CAO/Clerk – Purpose of Amendment
4. CAO/Clerk's Report on Notice
 - i) Reading of Written Comments
 - ii) Public Participation
 - a) Questions from Public
 - b) Comments in Support
 - c) Comments in Opposition
5. Information on who is entitled to appeal Council's decision to the Ontario Land Tribunal under Sections 34(11) and (19) of O.Reg 545/06
6. Council Members Comments/Questions
7. Adjournment

RETURN TO AGENDA



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Public Meeting – Zoning By-law Amendment Township of Horton	Date: October 18 th , 2022
	Author: Nikky Dubeau, Executive Assistant

BACKGROUND:

This Zoning By-Law Amendment pertains to the Township of Horton in its entirety.

Purpose of this amendment:

The purpose of the amendment is to update the provisions regarding Secondary Dwelling Units in the Township of Horton to permit Secondary Dwelling Units to be constructed in all zones that permit a single detached dwelling, semi-detached dwelling or townhouse dwelling unless specifically prohibited.

A Secondary Dwelling Unit is defined as a self-contained residential unit with kitchen and bathroom facilities that is located on the same property as the primary dwelling. They are commonly known as in-law flats, secondary suites, and accessory or basement apartments.

The effect of the amendment is to add provisions under Section 3.35 of the Zoning By-law that implement the policies of the Official Plan.

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

Notice of this Public Meeting was sent to the Clerks of surrounding municipalities within one kilometer, in addition to ten (10) Provincial and County Agencies and advertised in the Renfrew Mercury. 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.

CONSULTATIONS: County of Renfrew

ATTACHMENTS: Notice of Public Meeting, Notice to Public Bodies, County Planning Report

Prepared by: Nikky Dubeau, Executive Assistant

Reviewed by: Hope Dillabough, CAO/Clerk

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 The proposed zoning by-law amendment applies to the whole of the Township of Horton as it would amend the Zoning By-law on a Township-wide basis. Therefore, a key map is not provided with this notice.

Public Meeting A public meeting to inform the public of the proposed zoning amendment will be held on October 18th, 2022 at 4:00 p.m.

Proposed Zoning By-law Amendment

The purpose of the amendment is to update the provisions regarding Secondary Dwelling Units in the Township of Horton to permit Secondary Dwelling Units to be constructed in all zones that permit a single detached dwelling, semi-detached dwelling or townhouse dwelling unless specifically prohibited.

A Secondary Dwelling Unit is defined as a self-contained residential unit with kitchen and bathroom facilities that is located on the same property as the primary dwelling. They are commonly known as in-law flats, secondary suites, and accessory or basement apartments.

The effect of the amendment is to add provisions under Section 3.35 of the Zoning By-law that implement the policies of the Official Plan.

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

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

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

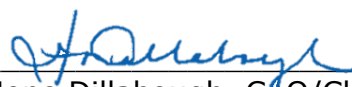
If a person or public body would otherwise have an ability to appeal the decision of the Township of Horton to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Horton before the by-law is passed,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

RETURN TO AGENDA

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

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

Dated at the Township of Horton this 16th day of September, 2022.



Hope Dillabough, CAO/Clerk

Township of Horton
2253 Johnston Road
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 (Township of Horton)

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:

- Proposed Zoning By-law Amendment

PURSUANT to Section 34(15) of the Planning Act, you are hereby requested to submit your comments or alternatively check off the appropriate response box provided below and return a copy to the Clerk by no later than October 11th, 2022. Additional information relating to the above is available during regular office hours at the Township's office.

DATED at the Township of Horton this 16th day of September, 2022.

AGENCY RESPONSE

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

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

Agency

Name (Print)

Signature



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

RETURN TO AGENDA



PLANNING REPORT TO THE THE TOWNSHIP OF HORTON

September 8, 2022

1) **RECOMMENDATION**

THAT the Township of Horton amends By-law No. 2010-14 to include Secondary Dwelling Units as a permitted use in all zones which allow a single-detached dwelling, semi-detached dwelling or townhouse dwelling, subject to criteria as included in the proposed zoning amendment.

2) **BACKGROUND**

The Province made a commitment to address the housing shortage in Ontario by introducing the More Homes, More Choice Action Plan in 2019. Secondary Dwelling Units were encouraged as an affordable and efficient way to increase density and provide more housing options for all Ontarians. The Provincial Policy Statement (PPS) was updated in 2020 to reflect the increased need for flexibility within housing policies, and directed municipalities to follow suit to provide more flexible housing policies.

The County of Renfrew updated their Official Plan in 2020 to include provisions for the creation of Secondary Dwelling Units, however, this change will have the greatest impact at the local municipal level. The purpose of the proposed zoning amendment is to update the General Provisions of the Township's Comprehensive Zoning By-law to increase flexibility surrounding housing policies. The Zoning By-law currently does not permit Secondary Dwelling Units.

Secondary dwelling units are part of the solution to increase the amount of affordable housing units, and funding available through the Province will soon be made available for the creation of secondary dwellings to be used as affordable rental housing. The Ontario Renovates – Secondary Suites sub-component of the Ontario Priorities Housing Initiative (OPHI), funded by the Ministry of Municipal Affairs and Housing (MMAH), is intended to increase the supply of affordable rental housing for low-income households in Renfrew County. Funding is being proposed to be provided in the form of a multi-year, interest-free forgivable loan to homeowners to create a secondary suite to be rented, on the property of their sole and principal residence. The maximum eligible funding is based on the cost of approved work items and HST, payable up to \$25,000. For properties to be eligible the secondary dwelling unit is required to conform to the local municipal by-law. Program specifics are still being worked out and will be released in due course, with application deadlines. The passing of this zoning by-law amendment would allow residents of McNab/Braeside the opportunity to participate in the Secondary Suite Program without the need of a minor variance or other zoning relief.

3) **PROVINCIAL POLICY STATEMENT (PPS)**

Under the Planning Act, all planning decisions are required to be consistent with the Provincial Policy Statement (PPS). The PPS guides development policies within the province. Recent changes to the PPS have provided instruction to municipalities to facilitate the creation of mixing housing types to fill in the "missing middle" of housing options. The following sections are applicable policies:

RETURN TO AGENDA

Section 1.1.3.4 of the PPS states that there should be appropriate development standards which facilitate intensification, redevelopment and compact form.

Section 1.4.3(b) specifies that an appropriate range and mix of housing options and densities, including affordable housing needs, should be provided for, including additional residential units.

4) **OFFICIAL PLAN**

The policies of the Official Plan generally reflect the policies of the PPS and acknowledge that Secondary Dwelling Units are flexible housing options. Section 2.2(24) of the County Official Plan outlines policies for Secondary Dwelling Units as follows:

- i) For properties on municipal services, the local Zoning By-law may include minimum standards for secondary dwelling units.
- ii) Implications for lot size:
 - a. For properties that are privately serviced, a secondary dwelling unit shall be permitted on lots greater than 0.8 Ha in area. The secondary dwelling unit is required to share the same water and septic services as the primary dwelling unit. Secondary dwelling units on properties that are greater than 2 Ha are not required to share the same water and septic systems.
 - b. For lots with an area less than 0.8 Ha but greater than 0.4 Ha, a secondary dwelling unit may be considered on a case-by-case basis through the submission of a minor variance application. The proponent of the application will be required to demonstrate that the site is suitable for the proposed secondary dwelling unit.
- iii) A secondary dwelling may not be severed from the lot with the primary dwelling.
- iv) Mobile homes and Recreational Vehicles will not be considered as a secondary dwelling.
- v) A secondary dwelling unit shall not be permitted on "At Capacity Lakes" or "Near Capacity Lakes".
- vi) Secondary dwelling units may be permitted on waterfront properties by minor variance provided a study is submitted demonstrating no negative impacts on the water body, the availability of potable drinking water, and that addresses septic effluent.
- vii) On lands designated Agriculture, a secondary dwelling may be permitted by the local Zoning By-law. The secondary dwelling is to be located in close proximity to the primary dwelling. The secondary dwelling location should not sterilize agriculturally productive land or create conflict for adjacent farms.

The details of the Secondary Dwelling Unit shall be set out in the implementing Zoning By-law.

5) **ZONING BY-LAW**

The Township of Hotron's Zoning by-law currently has no definitions or provisions for Secondary Dwelling Units. The current Zoning By-law does contain definitions for Dwelling Units, as follows:

2.71 Dwelling Unit

Means a suite of habitable rooms which:

- (a) Is located in a building;

RETURN TO AGENDA

- (b) Is used or is intended to be used in common by one or more persons as a single, independent and separate housekeeping establishment;
- (c) Contains food preparation and sanitary facilities provided for the exclusive common use of the occupants thereof; and
- (d) Has a private entrance directly from outside the building or from a common hallway or stairway inside the building.

Section 3.24.1(a) requires a minimum of two parking spaces per single detached, semi detached or duplex dwelling units, and a minimum of one and a half parking spaces per triplex, rowhouse and apartment dwellings, which does not includes accessory dwelling units. Secondary Dwelling Units are not required to meet these provisions.

The proposed zoning amendment would add a definition for a Secondary Dwelling Unit, and would permit them in all zones which permit a single detached dwelling, semi-detached dwelling or townhouse dwelling unless otherwise specified. Specific criteria to allow a Secondary Dwelling Unit are applied in the proposed amendment.

6) **SUMMARY OF STUDIES**

No studies were required to be submitted with this application.

7) **ANALYSIS**

Provincial policies and County Official Plan policies both encourage new forms of residential development with a focus on intensification, compact form, and mixing of uses where appropriate.

The Provincial Policy Statement (PPS) strongly encourages intensification, redevelopment and compact form for new residential developments. Although it is generally difficult to obtain intensification and compact form in rural settings, the addition of a policy to permit Secondary Dwelling Units would meet these objectives. The PPS also promotes policies which create a range and mix of housing options, including additional residential units.

Creating an additional residential unit within an existing home or on an existing lot would increase the density of the Township. There would be opportunities for redevelopment in a home or accessory building to contain the required cooking and sanitary facilities necessary to contain a Secondary Dwelling Unit. Compact form would be achieved through a combination of the type of intensification and redevelopment necessary for Secondary Dwelling Units. The creation of new residential units in the form of Secondary Dwelling Units would encourage both a range and mix of housing options, and densities. Secondary Dwelling Units could be made affordable for potential renters also.

The County of Renfrew Official Plan contains policies that permit Secondary Dwelling Units in all zones that permit a single detached dwelling, semi-detached dwelling or townhouse dwelling, provided certain criteria be met. Those provisions and criteria from the Official Plan have been included in the proposed zoning amendment and include consideration for:

- Servicing;
- Size;
- Location; and
- Parking

Respectfully Submitted:

Laura Jamieson

Laura Jamieson
Junior Planner, County of Renfrew
September 8, 2022

**THE CORPORATION OF THE
TOWNSHIP OF HORTON**

BY-LAW NUMBER 2022-53

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 definitions for Dwelling Unit, Secondary and Dwelling Unit, Coach House, immediately following subsection 2.72 and renumbering the following subsection definitions accordingly:

“2.73 Dwelling Unit, Secondary

Means a second self-contained residential dwelling unit, subordinate to a primary dwelling unit, in which food preparation, eating, living, sleeping and sanitary facilities are provided for the exclusive use of the occupants thereof, and which may also be located within structures accessory to a dwelling such as a garage or other detached structures but does not include a garden suite or an accessory dwelling unit as defined in the By-law.”

“2.74 Dwelling Unit, Coach House means a type of secondary dwelling unit that is in a standalone structure, separated from the primary dwelling unit.”

(b) By adding the following new subsection “3.35 Secondary Dwelling Units” to the general provisions of the by-law:

3.35 Secondary Dwelling Units

Notwithstanding Section 3.7 of this by-law to the contrary, a Secondary Dwelling Unit shall be permitted in all zones that permit a single detached dwelling, semi-detached dwelling, or townhouse dwelling unless specifically prohibited elsewhere in this By-law, and shall be subject to the following criteria:

(a) A Secondary Dwelling Unit shall only be permitted where adequate servicing is or can be made available to accommodate the secondary dwelling unit, including, but not limited to water, waste water, stormwater and electricity.

(b) A minimum lot area of 0.8 Ha shall be required for secondary dwelling units on lots with private services (well and/or septic). For properties that have a lot area of 2 Ha and less, the secondary dwelling unit is required to share the same water

RETURN TO AGENDA

and/or septic services as the primary dwelling. (See County of Renfrew Official Plan policy 2.2(24)(3) - For lots on private services that are greater than 0.4 Ha but less than 0.8 Ha, a secondary dwelling may be considered through the submission and approval of a minor variance. The proponent of the application is required to submit a study addressing matters outlined in the Official Plan policy.)

- (c) The gross floor area of the secondary dwelling unit must be less than the gross floor area of the primary dwelling unit and where a Secondary Unit is a Coach House the footprint must not be greater in size than the footprint of the Primary Unit on the lot.
- (d) That a Secondary Dwelling Unit which is a Coach House or is located in an accessory building to the Primary Dwelling Unit shall be subject to the following provisions:
 - a. The minimum side yard width and rear yard depth applicable to the Primary Dwelling Unit shall also apply to the Coach House.
 - b. The Coach House shall not be located within a minimum front yard setback in a Rural (RU) or Agriculture (A) zone or within a front yard in all other zones.
 - c. For Townhouse and Semi-detached dwellings, a Coach House shall only be permitted where the Primary Dwelling Unit is a freehold unit located on a separate lot from the other townhouse dwelling units or semi-detached dwelling unit in the same building.
 - d. The maximum height shall be the permitted height of an accessory building.
- (e) A Secondary Dwelling Unit, not including a Coach House, shall be permitted in all types of townhouse dwelling units or semi-detached dwelling units whether or not the Primary Dwelling Unit is a freehold unit located on a separate lot from the other townhouse dwelling units or semi-detached dwelling unit, or is located on the same lot, provided that lot is serviced by both municipal sewer and water services.
- (f) A minimum of one (1) parking space, which may be a tandem parking space, is required for a Secondary Dwelling Unit. Where a Secondary Dwelling Unit is located within a detached garage, the parking space provided by the detached garage must be retained either within the detached garage or elsewhere on the lot in conformity with the applicable provisions of this By-law.
- (g) A maximum of one Secondary Dwelling Unit is permitted per Primary Dwelling Unit.
- (h) A Secondary Dwelling Unit shall not be permitted on lands within a floodway or on lands in an Environmental Protection (EP) zone or within 30 metres of the high water mark of a waterbody.

RETURN TO AGENDA

- (i) A Secondary Dwelling Unit shall be permitted in a Primary Dwelling Unit that has inadequate yard size provided the addition of the Secondary Dwelling Unit does not increase the degree of non-compliance.
 - (j) A Secondary Dwelling Unit shall not be permitted on a lot where the Primary Dwelling Unit is a legal non-conforming use.
 - (k) A Secondary Dwelling Unit shall not be permitted on an existing undersized lot where the area is less than required by the provisions of the respective zone.
 - (l) Secondary Dwelling Units on waterfront lots:
 - a. Secondary dwellings shall not be permitted on lots within 300 metres of a lake identified as "At Capacity";
 - b. For lots with water frontage on a waterbody that is not identified as "At Capacity", secondary dwellings shall not be permitted. (See County of Renfrew Official Plan policy 2.2(24)(7) – A secondary dwelling may be considered through the submission and approval of a minor variance application. The proponent of the application is required to submit a study addressing matters outlined in the Official Plan policy.)
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 18th day of October, 2022.

This By-law read a THIRD time and finally passed this 18th day of October, 2022.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

REGULAR COUNCIL MEETING
OCTOBER 4TH, 2022

There was a Regular Meeting of Council held in the Council Chambers on Tuesday October 4th, 2022. Present were Mayor David Bennett, Deputy Mayor Glen Campbell, Councillor Doug Humphries, and Councillor Lane Cleroux. Staff present was Hope Dillabough, CAO/Clerk, Nathalie Moore, Treasurer, and Nichole Dubeau, Executive Assistant – Recording Secretary.

Councillor Tom Webster sent his regrets.

1. CALL TO ORDER

Mayor Bennett called the meeting to order at 4:02 p.m.

2. LAND ACKNOWLEDGEMENT

Mayor Bennett read the Land Acknowledgement in its entirety.

3. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest.

4. CONFIRMATION OF COUNCIL AGENDA

Moved by Councillor Humphries

RESOLUTION NO. 2022-229

Seconded by Councillor Cleroux

THAT Council adopt the amended Agenda for the October 4th, 2022 Regular Council Meeting to remove item 10.2 – 2022-51 Tile Drain Loan Application – Atwater.

Carried

5. DELEGATIONS &/or PUBLIC MEETINGS – NONE

6. MINUTES

6.1 September 20th, 2022 – Regular Council

6.2 September 20th, 2022 – Public Meeting

6.3 September 27th, 2022 – Special Council

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2022-230

Seconded by Councillor Humphries

THAT Council approve the following Minutes:

- September 20th, 2022 – Regular Council
- September 20th, 2022 – Public Meeting
- September 27th, 2022 – Special Council

Carried

7. BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes.

8. COMMITTEE REPORTS:

8.1 GENERAL GOVERNMENT COMMITTEE

Public Advisory Members Susan Humphries and Spencer Hopping sent their regrets.

8.1.1 Financial Departmental Report & Statement

Treasurer Nathalie Moore reviewed the report. She highlighted that the 2023 OPP monthly payments would be reduced, and the information would be brought to the next meeting. She added that the full debenture funds for the Thompsonhill Rehabilitation have been received.

RETURN TO AGENDA

8.1.2 Staff Report – Christmas Hours

CAO/Clerk Hope Dillabough reviewed the report. Council members were in agreeance to close the office during Christmas and New Year's and to move the January 2023 Council meetings. Councillor Cleroux suggested that for the new term of Council, Staff request that the time between Christmas and New Year's be added to the Township's policies in lieu of floater days.

8.2 PROTECTIVE SERVICES COMMITTEE

8.2.1 Chair's Report – September 15th, 2022

Chair Cleroux reviewed the report. There was Council discussion regarding the private road assessment and informing the public on information.

8.3 COMMUNITY COMMITTEES / COUNTY COUNCIL

8.3.1 Renfrew & Area Seniors Home Support

There was no update.

8.3.2 Community Safety & Wellbeing Plan Committee

CAO/Clerk Hope Dillabough reviewed the update.

8.3.3 Health Services Village

There was no update.

8.3.4 Chamber of Commerce

Councillor Humphries stated they are preparing for the Annual Community Awards Night.

8.3.5 County Council

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

9. CORRESPONDENCE SUMMARY

9.1 INFORMATION CORRESPONDENCE

9.1.1 CAO/Clerk Information Memo

Discussion went around the table with information previously distributed.

9.2 ACTION CORRESPONDENCE – NONE

10. BYLAWS

10.1 2022-48 Appoint Tile Drain Inspector

11. NOTICE TO FILE MOTION FOR NEXT COUNCIL – NONE

12. COUNCIL/STAFF MEMBERS CONCERNS

There were no Council or Staff members concerns.

13. MOTION FOR RECONSIDERATION – NONE

14. RESOLUTIONS

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2022-231

Seconded by Councillor Humphries

THAT Council accept the Financial Departmental Report & Statement as information.

Carried

RETURN TO AGENDA

Moved by Councillor Cleroux
Seconded by Councillor Humphries

RESOLUTION NO. 2022-232

THAT Council authorize the closure of the Municipal Office from December 26th to 30th, 2022;

AND THAT Staff will make application for leave out of their banked vacation and/or overtime to be off;

AND FURTHER THAT Council agree to move the Regular Council Meetings in January 2023 to January 10th and 24th.

Carried

Moved by Councillor Humphries
Seconded by Councillor Cleroux

RESOLUTION NO. 2022-233

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

Carried

Moved by Deputy Mayor Campbell
Seconded by Councillor Humphries

RESOLUTION NO. 2022-234

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

Carried

Moved by Councillor Cleroux
Seconded by Councillor Humphries

RESOLUTION NO. 2022-235

THAT Council accept the CAO/Clerk's Information Memo for October 4th, 2022.

Carried

Moved by Deputy Mayor Campbell
Seconded by Councillor Cleroux

RESOLUTION NO. 2022-236

THAT Council enact the following By-law:

- 2022-48 Appoint Tile Drain Inspector

Carried**15. IN CAMERA (Closed) SESSION**

Moved by Deputy Mayor Campbell
Seconded by Councillor Humphries

RESOLUTION NO. 2022-237

THAT Council went into a Closed Session Meeting at 5:08 p.m. to discuss the following items pursuant to Section 239(2) (b), (c), and (e) of the Municipal Act;

- (b) Personal matters about an identifiable individual, including municipal or local board employees – Community Centre
- (c) A proposed or pending acquisition or disposition of land by the municipality or local board – Recreation
- (e) Litigation or potential litigation – By-law Enforcement

Carried

Moved by Deputy Mayor Campbell
Seconded by Councillor Humphries

RESOLUTION NO. 2022-238

THAT Council came out of Closed (In-Camera) Session at 6:13 p.m. and discussed items pursuant to Section 239(2) (b), (c), and (e) of the Municipal Act pertaining to:

- (b) Personal matters about an identifiable individual, including municipal or local board employees – Community Centre
- (c) A proposed or pending acquisition or disposition of land by the municipality or local board – Recreation
- (e) Litigation or potential litigation – By-law Enforcement

Carried**RETURN TO AGENDA**

Moved by Councillor Humphries

RESOLUTION NO. 2022-239

Seconded by Councillor Cleroux

THAT Council authorize the CAO/Clerk to move forward with an offer to purchase three (3) acres of land adjacent to the Community Centre lands, at 1005 Castleford Road;

AND THAT the Township shall be responsible for the associated legal fees and cost of survey for the property;

AND FURTHER THAT this is intended to be funded through the Recreation Reserves;

AND FURTHER THAT if successful, an agreement of purchase and sale of property be brought forward for Council Authorization.

Carried

16. CONFIRMING BYLAW

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2022-240

Seconded by Councillor Cleroux

THAT Council enact By-law 2022-52 – Confirming By-Law.

Carried

17. ADJOURNMENT

Mayor Bennett declared the meeting adjourned at 6:14 p.m.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA

Township Of HortonSEPTEMBER 2022 BUILDING REPORT

Month	No. of Permits	2022 Value of Permits	2021 Value of Permits	2020 Value of Permits	Renos/Add Comm/Res	Garages/Storage Bldg Comm/Res	New Res	New Comm	Demos	Total SQ. FT	Stop Work Orders Issued
January	0	\$0	\$ -	\$ 310,000							
February	6	\$1,635,000	\$ 785,000	\$ -		3	3			11,911	0
March	5	\$1,083,200	\$ 1,340,000	\$ 40,000		4	1			5,683	0
April	6	\$879,000	\$ 2,291,300	\$ 1,150,000		5	1			10,453	0
May	10	\$1,765,000	\$ 1,391,000	\$ 1,176,000		9	1			25,991	0
June	13	\$2,220,400	\$ 348,000	\$ 956,000	6	3	4			21,752	0
July	8	\$149,000	\$ 540,000	\$ 938,000	3	5				2,760	0
August	3	\$641,000	\$ 1,355,000	\$ 775,500		2	1			4,341	0
September	6	\$1,500,000	\$ 1,021,000	\$ 707,000	2	1	3		1	10,676	0
October			\$ 996,000	\$ 724,500							
November			\$ 3,130,500	\$ 400,000							
December			\$ 80,000	\$ 162,000							
TOTALS	57	\$9,872,600	\$ 13,277,800	\$ 7,339,000	11	32	14	0	1	93,567	0

RETURN TO AGENDA

Open Planning Files as of October 14, 2022

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
William & Darlene Berger	B59/20	1	24-Aug-20	01-Sep-20	16-Sep-20	13-Jan-21	<i>Believe they are abandoning application – no action has happened since NOD rec'd</i>
2497095 Ontario Inc (Corey Scheel)	B79/19	1	03-Oct-19	Oct 3, 2021 but signed Oct 30, 2019	04-Nov-19	20-Feb-20	No movement on File - Waiting for notice of decision from County
2497095 Ontario Inc (Corey Scheel)	B62/19	1	30-Jul-19	30-Jul-19	01-Aug-19		No movement on File- Waiting for notice of decision from County
Sullivan Holdings (Arnprior) Inc	B163/21	1	27-Sep-21	Sept 27, 2021 but signed Dec 3	08-Dec-21	11-Jan-21	Notice of Decision rec'd April 27- applicant to complete conditions
Ron & Shirley Kasaboski	B158/21	1	20-Sep-21	Sept 20, 2021 but signed Nov 18	08-Dec-21	20-Dec-21	Notice of Decision rec'd April 27 -Applicant to complete conditions
Joran Graham	B79/21 B80/21	2	14-May-21	01-Jun-21	19-Jul-21	11-Aug-21	Notice of Decision rec'd April 4 -Applicant to complete conditions
Klaas & Johanna de Vries	B155/21 B156/21 B157/21	3	10-Sep-21	Sept 10, 2021 but signed Dec 3	06-Dec-21	11-Jan-22	Notice of Decision rec'd April 7 - Applicant to complete conditions
Jennifer Armstrong	B127/21	1	03-Aug-21	Aug 3, 2021 but signed Oct 17	29-Nov-21	21-Dec-21	Notice of Decision rec'd March 9 -Applicant to complete conditions
Jamie Eady	B139/21 B140/21 B141/21 B142/21	4	13-Aug-21	Aug 13, 2021 but signed Nov 3	04-Nov-21	25-Nov-21	Notice of Decision rec'd May 4 -Applicant to complete conditions
David & Linda Schinkel	B34/22 B35/22 B36/22	3	28-Feb-22	Feb 28, but signed May 31, 2022	15-Jun-22	15-Jul-22	Waiting on planning report and notice of decision from County
Michael Leblanc & Agatha Sebastian	B120/22	1	07-Jun-22	07-Jun-22	14-Jun-22	20-Jun-22	Notice of Decision rec'd September 8- applicant to complete conditions
Marc Hamel & Michelle Groleau	B49/22 B50/22 B51/22	3	08-Mar-22	March 8, 2022 but signed June 16, 2022	23-Jun-22	15-Jul-22	Planning Reports rec'd Oct 11/22
Melvyn Mielke	B12/22	1	21-Jan-22	20-Apr-22	21-Apr-22	12-May-22	Notice of Decision rec'd August 19- applicant to complete conditions

RETURN TO AGENDA

Open Planning Files as of October 14, 2022

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
Cobus Homes Inc	B16/22 B17/22 B18/22	3	28-Jan-22	Jan 28, 2022 but signed April 25	28-Apr	12-May-22	Notice of Decision rec'd September 9- applicant to complete conditions
Douwe Bakker	B121/21 B122/21	2	28-Jul-21	July 28, 2021 but signed Oct 19	25-Oct-21	02-Nov-21	Waiting on planning report and notice of decision from Cty - applicant to provide Cty with info
Douwe Bakker	B123/21 B124/21 B125/21 B126/21	4	28-Jul-21	July 28, 2021 but signed Oct 19	25-Oct-21	02-Nov-21	Waiting on planning report and notice of decision from Cty - applicant to provide Cty with info
Eric & Marion Draper	B111/21 B112/21 B113/21	3	July 7, 2022 Amended Feb 7/22 & Mar 21, 2022	July 7, 2021 but signed Sept 29	07-Oct-21	21-Oct-21	Notice of Decision rec'd July 14 - applicant to complete conditions
Jamie Prince & Tina Hunt	B188/21 B189/21 B190/21	3	18-Nov-21	Nov 18, 2021 but signed Mar 29, 2022	31-Mar-22	06-Apr-22	Planning Reports rec'd Sept 28/22
Jan de Bruyn	B27/22	1	14-Feb-22	11-May-22	12-May-22	25-May-22	Notice of Decsion rec'd September 9- applicant to complete conditons
Wesley & Jennifer Vander Ploeg	B87/22	1	29-Apr-22	29-Apr-22	20-Jul-22		FILE ABANDONED OCT 13/22
Eric & Marion Draper	B58/22 B59/22	2	06-May-22	22-Jun-22 07-Jul-22	22-Aug-22	25-Aug-22	Municipal documents sent
Bernard & Lydia Pleau	B74/22	1	12-Apr-22	12-Apr-22	22-Aug-22	13-Sep-22	Municipal documents sent
Thompson's Septic Pumping	B67/22 B68/22 B69/22	3	25-Mar-22	25-Mar-22	08-Aug-22	13-Sep-22	Planning Reports rec'd Oct 11/22
Ila Ferguson	B104/22 B105/22 B106/22	3	19-May-22	17-Jun-22	15-Sep-22	27-Sep-22	Municipal documents sent

RETURN TO AGENDA

Open Planning Files as of October 14, 2022

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
File Name	File Type		File Status				
Renfrew Golf Club	Zoning Amendment		COMPLETE - Declaration of Service sent to Cty				
Michael Leblanc & Agatha Sebastian	Zoning Amendment		COMPLETE - Declaration of Service sent to Cty				
Sullivan Holdings (Arnprior) Inc	Zoning Amendment		COMPLETE - Declaration of Service sent to Cty				
Eric & Marion Draper	Zoning Amendment		COMPLETE - Declaration of Service sent to Cty				
Jared De Bruyn	Zoning Amendment		Public Meeting Nov 22/22				
Horton Township	Zoning Amendment		Public Meeting Oct 18/22				
George & Brian Thompson	Minor Vairance		COMPLETE				
Morris Eady	Minor Vairance		Council to have site visit and public meeting - No movement on file since 2021				

Closed Consent Files 2021-2022	
Fred Hansma & Debbie Shepherd	B55/21
Eric Draper	B54/21
Sharon Nolan	B02/21
Robert Pagowski & Cara Thompson	B17/21

RETURN TO AGENDA

Open Planning Files as of October 14, 2022

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
Renfrew Golf Club		B99/21					



**Township of Horton
COUNCIL / COMMITTEE REPORT**

Title: TES Committee Chair’s Report – October 13, 2022	Date:	October 18, 2022
	Council/Committee:	Council
	Author:	Nikky Dubeau, Executive Assistant
	Department:	TES

RECOMMENDATIONS:

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

BACKGROUND:

GICB Application and Design Stage II

Public Works Manager Adam Knapp highlighted on the significant savings and improvements that could be made at the Community Centre. He added that if successful in securing funding the maximum eligible funding allotment is 80% of the total eligible costs leaving the Township to fund an estimated \$140,472 toward the recommended upgrades and retrofits proposed and the Township may need to carry the cost above the grant funding allotment until we receive the contribution funding.

Moved by Rick Lester

Seconded by Tyler Anderson

THAT the TES Committee recommend to the Recreation Committee to proceed with the detailed design and GICB application phases of RFP 2022-01 GICB Application and Design, totaling \$53,850.15 including HST, and that this be funded from the Working Funds Reserves;

AND THAT the TES Committee recommend to the Recreation Committee that due to the summary report finding that the installation of an HRV in the rink change rooms and a make-up air unit to accommodate the community center kitchen hood did not fit the scope of the GICB fund, that an RFP be issued in 2023 to install the units, estimated at \$80,000 including HST, and that this is intended to be funded from the Recreation Reserves.

Carried

Town of Renfrew Master Transportation Plan Update

Public Works Manager Adam Knapp stated that the Township will have to pay attention to certain roads as it could increase traffic on certain Township roads.

Joint Transportation Master Plan Update

The Committee was in agreeance that this could be the time when the County would take over some Township roads as artery roads.

New/Other Business

Councillor Cleroux questioned if there was any update on the Johnston Road speed limit since last discussed. Public Works Manager Adam Knapp stated that Jp2g Consultants could survey the road, but they did not recommend changing the whole road speed since the designs were for 50 km/h, but sections could be changed to a higher speed.

Public Works Manager Adam Knapp gave a brief update on the Thompsonhill Rehabilitation stating that there were 18 deficiencies to be addressed before completing and that 10 residents were notified of tree re-planting, 6 of which were interested in new trees. He also gave a brief update on Golf Course Road stating that by October 18th there should be hardtop on the road.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: N/A

Prepared by: Nikky Dubeau, Executive Assistant

Reviewed by: Hope Dillabough, CAO/Clerk

Reviewed by: Adam Knapp, Public Works Manager



THE CORPORATION OF THE TOWNSHIP OF HORTON
Memo from the CAO/Clerk as of October 14, 2022.

INFORMATION provided **NOT** included in the
Regular Council meeting package of October 18, 2022.

INFORMATION EMAILED

1. MMAH CAO Letter
2. AMO 2021 Annual Report
3. Community Safety and Policing Act and OPP Boards
4. Calendars

RETURN TO AGENDA

**THE CORPORATION OF THE
TOWNSHIP OF HORTON**

BY-LAW NUMBER 2022-53

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 definitions for Dwelling Unit, Secondary and Dwelling Unit, Coach House, immediately following subsection 2.72 and renumbering the following subsection definitions accordingly:

“2.73 Dwelling Unit, Secondary

Means a second self-contained residential dwelling unit, subordinate to a primary dwelling unit, in which food preparation, eating, living, sleeping and sanitary facilities are provided for the exclusive use of the occupants thereof, and which may also be located within structures accessory to a dwelling such as a garage or other detached structures but does not include a garden suite or an accessory dwelling unit as defined in the By-law.”

“2.74 Dwelling Unit, Coach House means a type of secondary dwelling unit that is in a standalone structure, separated from the primary dwelling unit.”

- (b) By adding the following new subsection “3.35 Secondary Dwelling Units” to the general provisions of the by-law:

3.35 Secondary Dwelling Units

Notwithstanding Section 3.7 of this by-law to the contrary, a Secondary Dwelling Unit shall be permitted in all zones that permit a single detached dwelling, semi-detached dwelling, or townhouse dwelling unless specifically prohibited elsewhere in this By-law, and shall be subject to the following criteria:

- (a) A Secondary Dwelling Unit shall only be permitted where adequate servicing is or can be made available to accommodate the secondary dwelling unit, including, but not limited to water, waste water, stormwater and electricity.
- (b) A minimum lot area of 0.8 Ha shall be required for secondary dwelling units on lots with private services (well and/or septic). For properties that have a lot area of 2 Ha and less, the secondary dwelling unit is required to share the same water and/or septic services as the primary dwelling. (See County of Renfrew Official Plan policy 2.2(24)(3) - For lots on private services that are greater than 0.4 Ha but less than 0.8 Ha, a secondary dwelling may be considered through the submission and approval of a minor variance. The proponent of the application is required to submit a study addressing matters outlined in the Official Plan policy.)
- (c) The gross floor area of the secondary dwelling unit must be less than the gross floor area of the primary dwelling unit and where a Secondary Unit is a Coach House the footprint must not be greater in size than the footprint of the Primary Unit on the lot.

RETURN TO AGENDA

- (d) That a Secondary Dwelling Unit which is a Coach House or is located in an accessory building to the Primary Dwelling Unit shall be subject to the following provisions:
 - a. The minimum side yard width and rear yard depth applicable to the Primary Dwelling Unit shall also apply to the Coach House.
 - b. The Coach House shall not be located within a minimum front yard setback in a Rural (RU) or Agriculture (A) zone or within a front yard in all other zones.
 - c. For Townhouse and Semi-detached dwellings, a Coach House shall only be permitted where the Primary Dwelling Unit is a freehold unit located on a separate lot from the other townhouse dwelling units or semi-detached dwelling unit in the same building.
 - d. The maximum height shall be the permitted height of an accessory building.
- (e) A Secondary Dwelling Unit, not including a Coach House, shall be permitted in all types of townhouse dwelling units or semi-detached dwelling units whether or not the Primary Dwelling Unit is a freehold unit located on a separate lot from the other townhouse dwelling units or semi-detached dwelling unit, or is located on the same lot, provided that lot is serviced by both municipal sewer and water services.
- (f) A minimum of one (1) parking space, which may be a tandem parking space, is required for a Secondary Dwelling Unit. Where a Secondary Dwelling Unit is located within a detached garage, the parking space provided by the detached garage must be retained either within the detached garage or elsewhere on the lot in conformity with the applicable provisions of this By-law.
- (g) A maximum of one Secondary Dwelling Unit is permitted per Primary Dwelling Unit.
- (h) A Secondary Dwelling Unit shall not be permitted on lands within a floodway or on lands in an Environmental Protection (EP) zone or within 30 metres of the high water mark of a waterbody.
- (i) A Secondary Dwelling Unit shall be permitted in a Primary Dwelling Unit that has inadequate yard size provided the addition of the Secondary Dwelling Unit does not increase the degree of non-compliance.
- (j) A Secondary Dwelling Unit shall not be permitted on a lot where the Primary Dwelling Unit is a legal non-conforming use.
- (k) A Secondary Dwelling Unit shall not be permitted on an existing undersized lot where the area is less than required by the provisions of the respective zone.
- (l) Secondary Dwelling Units on waterfront lots:
 - a. Secondary dwellings shall not be permitted on lots within 300 metres of a lake identified as "At Capacity";
 - b. For lots with water frontage on a waterbody that is not identified as "At Capacity", secondary dwellings shall not be permitted. (See County of Renfrew Official Plan policy 2.2(24)(7) – A secondary dwelling may be considered through the submission and approval of a minor variance application. The proponent of the application is required to submit a study addressing matters outlined in the Official Plan policy.)

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 18th day of October, 2022.

This By-law read a THIRD time and finally passed this 18th day of October, 2022.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

The Corporation of the Township of Horton

By-law 2022-54

Emergency Management Program and Emergency Response Plan By-law

A By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act*

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and (the “Act”) Ontario Regulation 380/04 (the “Reg”) every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency community control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

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

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act, the Reg, and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.

RETURN TO AGENDA

2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Reg and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, employees and the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of Horton Township.

Community Emergency Management Coordinator

6. Resident Steve Osipenko, is hereby appointed as the primary community emergency management coordinator (the "CEMC") responsible for the emergency management program for the Township including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. Resident Amber Hultink is hereby appointed as alternate CEMC to act in place of the primary CEMC in his/her absence.

Emergency Management Program Committee

8. The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:
 - a. Chief Administrative Officer (CAO)
 - b. CEMC and Alternate CEMC
 - c. Public Works Manager
 - d. Treasurer
 - e. Fire Chief
 - f. Recording Clerk
 - g. Head of Council (Mayor)
9. The CAO is hereby appointed as Chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Community Control Group

11. The persons holding the following positions in the municipality shall be members of the Community Control Group (CCG):
 - a) Mayor of Township of Horton, or designate;
 - b) Operations Officer (CAO/Clerk);
 - c) Community Emergency Management Coordinator (CEMC) or alternate
 - d) Liaison Officer – (CEMC or alternate);
 - e) Safety Officer – (CEMC or alternate);
 - f) Public Works Manager;

- g) Fire Chief or designate
- h) Emergency Information Officer; and
- i) Others as required (example: County Officials, OPP, Electrical Utility etc.).

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre have been established for use by the MECG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

Emergency Information Officer

13. The Township's Executive Assistant is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

Administration

14. The Plan shall be made available to the public for inspection and copying at the Horton Municipal Office, 2253 Johnston Road during regular business hours.
15. The Plan, or any amendments to the Plan, shall be submitted to the Office of the Fire Marshal and Emergency Management as identified in the Act.
16. By-laws 2004-10, 2013-23 and 2018-80 are hereby repealed.

READ a first and second time this 18th day of October, 2022.

READ a third time and passed this 18th day of October, 2022.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

Horton Township



TOWNSHIP OF HORTON EMERGENCY RESPONSE PLAN

Revised:
August 2022

[RETURN TO AGENDA](#)

Table of Contents

Part One: Introduction	Error! Bookmark not defined.
1.1 Preface	Error! Bookmark not defined.
1.2 Aim	Error! Bookmark not defined.
1.3 Authority	4
1.4 Definition of an Emergency.....	4
1.5 Action Prior to Declaration	Error! Bookmark not defined.
1.5.1 Emergency Notification Procedures	4
1.6 Township of Horton Declaration.....	5
1.6.1 Termination of Emergency.....	5
Part Two: Emergency Operation and Procedures	7
2.1 Community Control Group (CCG)	7
2.1.1 Membership.....	7
2.1.2 Operating Cycle.....	7
2.1.3 Collective Responsibilities of the Community Control Group	8
2.1.4 Notification of the Community Control Group.....	8
2.2 Activation of the Emergency Response Plan	8
2.3 Emergency Operations Centre (EOC).....	9
2.3.1 Emergency Operations Centre Procedures.....	9
2.3.2 Operations Cycle	9
2.4 Roles and Responsibilities of the Community Control Group	10
2.4.1 Mayor or Acting Mayor	10
2.4.2 Operations Officer – Chief Administrative Officer, Horton Township.....	11
2.4.3 Safety Officer – Community Emergency Management Coordinator/Alternate	11
2.4.4 Liaison Officer - Community Emergency Management Coordinator/Alternate.....	12
2.4.5 Fire Chief or Designate.....	13
2.4.6 Director of Public Works & Engineering	13
2.4.7 Emergency Information Officer – Administrative/Planning Assistant.....	14
2.4.8 Treasurer/Deputy Clerk	Error! Bookmark not defined.
2.5 Telecommunications.....	14
Part Three: Administration	16
3.1 Emergency Management and Civil Protection Act	16

3.2 Township of Horton By-Law **Error! Bookmark not defined.**

3.3 Freedom of Information and Protection of Privacy 17

3.4 Legal Implications..... **Error! Bookmark not defined.**

3.4.1 Employee Indemnification 17

3.4.2 Township of Horton By-Law..... **Error! Bookmark not defined.**

3.4.3 Municipal Liability 17

3.5 Plan Maintenance 17

Preface

Emergencies are defined as: “a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”. Emergencies affect public safety – the health, welfare, and property, as well as the environment and the economy of the County of Renfrew.

The Emergency Response Plan is comprised of distinct arrangements, emergency operations and procedures, from the normal day-to-day operations of the township and its departments and address the elements of a fully developed Incident Management System. In the event of an emergency significantly implicating the resources of the township, every official, department, municipal partner, and external agency must be prepared to carry out specific and assigned roles and responsibilities.

The Township of Horton Emergency Response Plan has been prepared to provide important emergency response information related to roles and responsibilities during an emergency, and arrangements, services, and equipment.

This plan will contain supporting annexes, which define procedures and agency responsibilities to be implemented when dealing with specific hazards.

It is important that the residents, businesses and interested visitors be aware of these provisions. Copies of the Township of Horton’s Emergency Response Plan may be viewed at the municipal township office.

Date: _____

Signature: _____
Mayor David M. Bennett

Part One: Administration

1.1 Aim

The aim of the Township of Horton Emergency Response Plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of residents, businesses and visitors of the Township of Horton when faced with an emergency resulting from the effects of a natural, technological, or human-caused disaster. This plan meets the legislated requirements of the *Emergency Management Act*.

The Township of Horton Emergency Response Plan has been developed to address the elements of a fully implemented Incident Management System and reflects the hazards to affect the township. The Community Emergency Management Planning Committee has defined these hazards during an in-depth Hazard Identification and Risk Assessment Study which was revised in March 2020.

For further details contact the Community Emergency Management Coordinator.

1.2 Authority

The *Emergency Management and Civil Protection Act* is the legal authority for this emergency response plan in Ontario.

The *Act* states that:

“The head of council of the municipality may declare that an emergency exists in the municipality or any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

As enabled by the *Emergency Management Act, 2003*, this Emergency Response Plan and its elements have been:

- Issued under the authority of the Township of Horton By-law # 2004-10, and;
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

1.3 Definition of an Emergency

An emergency is defined under the *Emergency Management and Civil Protection Act* as “An emergency means a situation, or an impending situation caused by the forces of nature, an accident, an international act or otherwise that constitutes a danger of major proportions to life or property.”

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

1.4 Township of Horton Declaration

The Mayor of the Township of Horton, or their designate, has the authority to declare a State of Emergency for the Township of Horton. The designate for the Mayor has been named as the Deputy Mayor of the Township of Horton. The decision to declare a State of Emergency is usually made in consultation with the CAO, CEMC and other available members of the Community Control Group (CCG). The Checklist for Declaration is noted in Annex 1 and the Declaration Form is noted in Annex 2.

The declaration of a State of Emergency at the Township level will likely occur in certain instances, including but not limited to the following:

- A situation compromising the critical infrastructure of the Township;
- A general health issue identified by the local Medical Officer of Health that may affect the entire Township;
- A general situation, such as severe weather which affects a significant proportion of the Township's residents and/or property; and
- At the request of the Province of Ontario.

As a resource to assist the Mayor, Emergency Management Ontario has prepared a Checklist in Consideration of a Declared Emergency for use. Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario;
- The Minister of Community Safety and Correctional Services;
- Council of the Township of Horton;
- County Warden, as appropriate;
- Public;
- Neighbouring community officials, as appropriate;
- Local Member of Provincial Parliament (MPP); and
- Local Member of Parliament (MP).

1.5 Termination of Emergency

The *Emergency Management and Civil Protection Act* defines that a municipal emergency may be terminated by the:

- Mayor of the Township of Horton or designate;
- Council of the Township of Horton; or
- Premier of Ontario.

The decision to terminate a declared emergency is usually taken in consultation with the Community Control Group (CCG). Upon termination the Mayor or Acting Mayor will notify:

- Emergency Management Ontario;
- The Minister of Community Safety and Correctional Services;
- Council of the Township of Horton;
- County Warden, as appropriate;

- Public;
- Neighbouring community officials, as appropriate;
- Local Member of Provincial Parliament (MPP); and
- Local Member of Parliament (MP).

The Termination of Emergency Form is noted in Annex 3.

Part Two: Emergency Operation and Procedures

2.1 Community Control Group (CCG)

The Community Control Group (CCG) is responsible for the direction and control of the overall emergency response at the Township level. In keeping with the elements of an Incident Management System, the CCG assumes the functions of: Command, Operations, Planning and Logistics. The CCG ensures the provision of essential services to minimize the impact of the emergency on the community. The CCG is responsible to implement the Township of Horton's Emergency Response Plan.

2.1.1 Membership

The Community Control Group is made up of the following members:

- Mayor of Township of Horton, or designate;
- Operations Officer (CAO/Clerk);
- Community Emergency Management Coordinator (CEMC) or alternate
- Liaison Officer – (CEMC or alternate);
- Safety Officer – (CEMC or alternate);
- Public Works Manager;
- Fire Chief or designate
- Emergency Information Officer; and
- Others as required (example: County Officials, OPP, Electrical Utility etc.).

The CCG may function with only a limited number of persons depending upon the nature of the emergency. While the CCG may not require the presence of all members, all members must be notified whenever the plan is activated. The CCG may also require the assistance of external organizations and/or professionals to provide an effective response. Representatives from: the Ontario Provincial Police; Renfrew County Mutual Aid (Fire Services); Renfrew County & District Health Unit; Emergency Management Ontario; Environment Canada; Electrical Utility Representatives; Telecommunications Coordinator; Ministry of Natural Resources and Forestry and other County of Renfrew, Provincial Ministries and/or Agencies may be invited to participate in an advisory capacity to the CCG.

Members of the CCG and the Emergency Operations Centre (EOC) Team are required to have designated alternates to respond if the primary member is unavailable. All responsibilities of the primary member extend to the alternate member when acting in such capacity.

2.1.2 Operating Cycle

The Operations Officer (CAO/Clerk) will establish the frequency of meetings and agenda items.

Members of the CCG will convene at regular meetings to share information, discuss actions to be taken and/or issues to be resolved. These meetings are brief and free from interruptions; effective meetings are disciplined in nature. The Emergency Information Officer will maintain status board and maps which will be prominently displayed and kept up to date.

2.1.3 Collective Responsibilities of the Community Control Group

The members of the CCG are responsible, as a group, for the following actions and/or decisions required to support an effective emergency response:

- Implementation of the Township of Horton’s Emergency Response Plan, in whole, or in part, to respond to an impending, potential or existing emergency.
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law.
- Ensuring support to the Incident Management System by offering equipment, staff and resources, as required.
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger.
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, altering landfill hours of operation etc.
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, and service clubs.
- Determining if additional volunteers are required and if appeals for volunteers are warranted.
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public.
- Determining the need to establish advisory groups and/or subcommittees/working groups for any aspect of the emergency including recovery.
- Maintaining individual logs outlining decisions made and actions taken related to the emergency and submitting the original log to the CAO and copy to the CEMC within one week of the termination of the emergency, as required.
- Participating in the operational debrief of the emergency, upon termination.

2.1.4 Emergency Notification Procedures

Upon activation of the Emergency Response Plan the Operations Officer (CAO/Clerk) will contact the Mayor, or designate, and the CEMC or alternate. The CEMC is responsible for notification of the CCG.

When a member of the CCG receives a warning of a real or potential emergency, that member will immediately contact the CEMC or alternate and direct them to initiate the notification of the CCG. The member initiating the call must provide pertinent details as part of the notification procedure.

2.2 Activation of the Emergency Response Plan

The activation of Township of Horton’s Emergency Response Plan will result in the CCG convening in the designated Emergency Operations Centre (EOC). Any member of the CCG or council may request that the plan be activated. The request will be made to the Mayor, or the CAO/Clerk, or the CEMC or alternate. Only the Mayor, or designate, the CAO/Clerk and the CEMC or alternate have the authority to activate the Emergency Response Plan; activation of the plan is not dependent on, nor synonymous with, an official emergency declaration by the Mayor, or designate. Activation of the plan includes:

- Notification of the CCG

- Determination of the appropriate EOC
- Set up of the EOC; and
- Any other actions required to implement the plan.

Township of Horton's Emergency Response Plan may be implemented in whole, or in part, based on conditions at the emergency site(s) or the severity of the situation.

2.3 Emergency Operations Centre (EOC)

The EOC is the central command for the Township of Horton's emergency response. The EOC is a secure meeting room, appropriate communications equipment, rest areas, washrooms, and appropriate areas for meals. The EOC Staff includes the CCG. The EOC will be in the Council Chambers located at the Municipal Office at 2253 Johnston Road, Horton. The alternate EOC will be the upstairs of the Fire Hall located next door to the Municipal Office.

2.3.1 Emergency Operations Centre Procedures

The CEMC, with the assistance of the Operations Officer (CAO/Clerk) and other members of the EOC Staff, will ensure that the EOC is operational within 120 minutes.

Upon arrival at the EOC, each CCG member will:

- Attendance of participants will be recorded in the meeting minutes by the Recording Secretary.
- Retrieve the designated EOC Kit.
- Check telephone/communications devices.
- Open personal log.
- Contact own department/agency and obtain a status report, if applicable.
- Participate in the initial briefing.
- Participate in planning the initial response/decision making process.
- Communicate the CCG decisions on to department and/or agency staff.
- Continue participation in the EOC Operations Cycle.

Upon leaving the EOC, each CCG member will:

- Provide location/contact information for the interim.
- Fully brief any replacement/relief, as required.

2.3.2 Operations Cycle

Emergency management is cyclical in nature and the Operations Cycle is how the CCG manages over emergency operations. The Operations Cycle includes regular meetings to share information, discuss actions to be taken and/or issues to be resolved. These meetings are brief and free from interruptions; effective meetings are disciplined in nature.

Initial Operations Cycle meetings may take up to 90 minutes and be held frequently, but as the emergency response progresses meetings should be 30 minutes or less and be held less often. The Operations Cycle meetings are to be chaired by the Operations Officer (CAO/Clerk). The Operations

Officer (CAO/Clerk), in conjunction with the Mayor, or designate, and CCG, will determine the meeting schedule. It is important to note that the Operations Cycle should reflect the pace of the emergency in order to meet the primary objectives of supporting the emergency site and coordinating the overall response.

The CCG will convene at the EOC, usually around a planning board or a map, at which time they will in turn report their departments or agencies status to the Mayor, or designate, and Operations Officer (CAO/Clerk). In the discussion regarding the decision/actions related to the priority items points concerning challenges, barriers, required resources, and any other relevant information so that timely and informed decisions can be made as a group. It is essential that every member of the CCG, covering each area of responsibility, be heard from during the Operations Cycle meeting process. The CCG is a team, and the actions taken by one, or the lack of action by one, may have a significant impact on an effective emergency response.

Specifically, the agenda for each Operations Cycle meeting should consistently include:

- 1) Current Status of each CCG member area of responsibility; including 1st and 2nd priority issues for decision/action.
- 2) List of 1st Priority Items.
- 3) Determination of decision/action for 1st Priority Items.
- 4) List of 2nd Priority Items.
- 5) Determination of decision/action for 2nd Priority Items.
- 6) Discussion of emerging issues for future planning.
- 7) Determination of Key Messages for Emergency Information Officer.
- 8) Time of Next Operations Cycle Meeting.

Once the Operations Cycle meeting is completed, the CCG members will contact their respective departments and partner agencies to pass on relevant information or directives from the CCG. In the time period following the Operations Cycle meeting and this information dissemination process, CCG members will begin the process of acting on decisions, gathering information and preparing for the next Operations Cycle meeting.

2.4 Roles and Responsibilities of the Community Control Group

The membership of the CCG may be supplemented as required. The Operations Officer (CAO/Clerk) may make requests for participation in CCG meetings of other staff, municipal partners, county partners, provincial stakeholders and allied agencies.

In addition to the collective responsibilities outlined in section 2.1.3, there are distinct responsibilities for each member of the CCG.

2.4.1 Mayor or Designate

- Declaring an emergency.
- Terminating an emergency.

- Notifying the Minister of Community Safety and Correctional Services of the declaration and termination of the emergency.
- Ensuring the members of Council are advised about the declaration and termination of an emergency.
- Communicating decisions/actions of the CCG to Council.
- Ensuring that neighbouring communities, the MPP and MP are advised of the declaration and termination of the emergency, as required.
- Approving all key messages, major announcements, and media releases.
- Maintaining a personal log.
- Participating in the post emergency de-brief sessions.

2.4.2 Operations Officer – Chief Administrative Officer/Clerk

During an emergency the CAO/Clerk is referred to as the Operations Officer in the EOC and CCG. The Operations Officer performs the functions of the Incident Commander in the Incident Management System by:

- Activating the emergency notification system.
- Coordinating the activities of the EOC, including security of the EOC.
- Chairing the CCG Operations Cycle meetings.
- Advising the Mayor, or designate, on Township of Horton policies and procedures, as required.
- Reviewing with, and advising the Mayor, or designate, on the key messages, major announcements, and media releases; in the absence of the Mayor approving such messages.
- Ensuring a communication link is established between the Emergency Site Commander and the CCG.
- Initiating and maintaining a business cycle format during emergency operations.
- Ensuring a master record (main events board) is maintained to record all decisions/actions of the CCG.
- In conjunction with the CEMC, ensuring that all essential services of the Township of Horton are maintained, and that business continuity is minimally disrupted. This may include calling out additional staff to provide assistance, as required.
- Maintaining a personal log.
- Participating in the post emergency de-brief sessions.

2.4.3 Community Emergency Management Coordinator or Alternate

The CEMC is responsible for:

- Activating the emergency notification system, including set up of the EOC and secretary of regular meetings.
- Providing information, advice and assistance to members of the CCG on Emergency Management programs and principles; also to provide administrative support to the Operations Officer.
- Providing direction to EOC support staff as required in support of the CCG and ensure proper operation of the EOC.

- Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management Act.
- In conjunction with the CAO/Clerk, coordinating a post-emergency debriefing and assisting in the development of a final report to Mayor and Council.
- Ensuring a master record of all events and actions taken is maintained (main events board).
- Maintaining a personal log.

2.4.4 Safety Officer – Community Emergency Management Coordinator or Alternate

The Safety Officer is responsible for performing the functions of Safety Officer in the Incident Management System as well as:

- Alerting the CAO/Clerk, or the Mayor of an emergency, or a threat of an emergency that may involve County resources.
- Requesting activation of the Emergency Response Plan to the Mayor or CAO/Clerk.
- Upon notification, proceeding to the designated EOC.
- Activating departmental Notification Procedures, as required.
- Providing direction to the EOC Staff related to their Health and Safety.
- Providing leadership to the CCG members to ensure that the health and safety standards of the emergency site(s) and responders are maintained.
- Liaising with municipal, provincial, and federal agencies, as required.
- Liaising with Mutual Assistance partners.
- Maintaining a personal log.
- Participating in the post-emergency CCG de-brief sessions.

2.4.5 Liaison Officer - Community Emergency Management Coordinator/Alternate

The liaison officer is responsible for:

- Activating and arranging the EOC.
- Ensuring that security is in place for the EOC and registration of CCG members.
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment.
- Providing advice and clarifications about the implementation details of the Emergency Response Plan.
- Ensuring liaison with community support agencies.
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference.
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs.
- Maintaining a personal log.
- Participating in the post-emergency de-brief session.

2.4.6 Fire Chief or Designate

The Fire Chief, or designate, is responsible for:

- Alerting the CAO/Clerk, or the Mayor of an emergency, or a threat of an emergency that may involve County resources.
- Requesting activation of the Emergency Response Plan to the Mayor or CAO/Clerk.
- Upon notification, proceeding to the designated EOC.
- Activating departmental Notification Procedures, as required.
- Provide the CCG with information and advice on firefighting and rescue matters.
- Dependent on the nature of the incident, assign the Incident Commander and inform the CCG.
- Establish ongoing communication link with the senior fire official at the scene of the emergency.
- Inform the Mutual Aid Fire Coordinators and/or initiate mutual aid arrangements for the provision of additional firefighters and equipment, as required.
- Determine if additional or special equipment is required and recommend possible sources of supply.
- Provide assistance to other township and community departments and being available to contribute to non-fire fighting operations, if necessary.
- Establish Incident Command, if required.
- Maintaining a personal log.
- Participating in the post-emergency de-brief session.

2.4.7 Public Works Manager

The Public Works Manager is responsible for:

- Alerting the CEMC, the CAO/Clerk, or the Mayor of an emergency, or a threat of an emergency that may involve Township resources.
- Requesting activation of the Emergency Response Plan to the Mayor, CAO or the CEMC.
- Upon notification, proceeding to the designated EOC.
- Activating departmental Notification Procedures, as required.
- Managing the Public Works response of the Township.
- Providing direction/advice to the Public Works staff responding to the emergency.
- Participating fully in the Operations Cycle Meetings of the CCG regarding: staffing and equipment requirements, township roads, bridges, structural integrity, traffic plans and other matters related to the department's responsibilities.
- Maintaining communication and providing information to the Emergency Operations Support
- Ensuring that the health and safety standards of the Public Works Department staff responding to the emergency are maintained.
- Activating the Amateur Radio Emergency Services, if required.
- Maintaining a personal log.
- Participating in the post-emergency de-brief session.

2.4.8 Emergency Information Officer – Administrative/Planning Assistant

The Emergency Information Officer is responsible for:

- Requesting activation of the Emergency Response Plan to the Mayor, CAO/Clerk or the CEMC.
- Upon notification, proceeding to the designated EOC.
- Participating fully in the Operations Cycle Meetings of the CCG regarding: staffing requirements for the EOC, logistical requirements for the media, developing key messages for the public, and recording media coverage of the emergency.
- Act as recording secretary to the CCG.
- Apprising the CCG of any significant information passed on to the public and correcting any misinformation.
- Liaising with Emergency Information Officers of the local municipalities to ensure consistency of messaging to the public.
- Recording and tracking the key messages of the CCG during Operation Cycle meetings.
- Coordinating interviews and media conferences for CCG members, as required and approved by the Operations Officer (CAO/Clerk).
- Preparing media releases for review by appropriate officials.
- Maintaining chronological record of all media releases.
- Accessing copies of news report and interviews during, and following, the emergency.
- Monitoring news coverage.
- Maintaining communication and providing information to the EOC.
- Ensuring that the health and safety standards of the emergency information and media centres are maintained.
- Maintaining a personal log.
- Participating in post-emergency CCG de-brief sessions.

2.4.9 Other Members as Required

- A Community Officer of Office of the Fire Marshal and Emergency Management Ontario.
- Representatives from the Ontario Provincial Police
- Renfrew County & District Health Unit
- County of Renfrew Paramedic Service
- County of Renfrew Social Services
- Medical Officer of Health
- County of Renfrew CEMC
- Renfrew County Mutual Aid Committee
- Other appropriate Provincial Ministries are also available as resources to the CCG.
- Members from other private, commercial and/or industrial organizations (e.g. TransCanada Pipeline, Hydro One, Ontario Power Generation etc.) may also be requested to participate.

2.5 Telecommunications

The primary methods of communicating to and from the Emergency Operations Centre will be by text message, telephone or e-mail. In the event that landline and/or cellular telephone service is not

available, radio communications provided through the Township of Horton Public Works may be employed to maintain direct contact with the Emergency Site responders. In such cases, Amateur Radio Emergency Services (ARES) may also be activated to support the necessary communications between the CCG members and the Site. The Public Works manager is responsible to activate the ARES and provide for their needs.

Part Three: Legislative Compliance

3.1 *Emergency Management and Civil Protection Act*

The *Emergency Management and Civil Protection Act* is the legal authority for the Township of Horton's Emergency Response Plan.

The *Emergency Management and Civil Protection Act* states that:

"The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect the property of the health, safety and welfare of the inhabitants of the emergency area." R.S.O. 1990, E.9, s.4 (2).

With the determination of such authority, the *Emergency Management and Civil Protection Act* also prescribes that every municipality shall:

- Develop and implement an emergency management program and the council of the municipality shall by-law adopt the emergency management program. 2002, c.14, s. 4.
- The emergency management program shall consist of:
 - an emergency plan;
 - training programs and exercises; for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and;
 - any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s.4.
- Identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. 2002 c14, s.4.
- Formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by-law adopt the emergency plan. 2002, c. 14, s.5 (1).
- Conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan. 2002, c.14, s.5 (2).
- Review and, if necessary, revise its emergency plan every year. 2002, c. 14, s. 5 (3).
- Submit a copy of the emergency plan and of any revision to the emergency plan to the Chief, Office of the Fire Marshal and Emergency Management Ontario and shall ensure that the Chief, Office of the Fire Marshal and Emergency Management Ontario has, at any time, the most current version of their emergency plans. 2002, c.14, s.10.

As enabled by the *Emergency Management and Civil Protection Act* this emergency response plan and its elements are:

- Issued under the authority of the County of Renfrew By-Law (85-13)
- In conformity to the plan formulated by the Lieutenant Governor in Council; and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

3.2 Freedom of Information and Protection of Privacy

Any personal information collected under the authority of this plan shall be used solely for the purposes of planning, preparing, and conducting response to emergencies as defined by the *Emergency Management and Civil Protection Act*, and the release of information under this plan shall be in conformity with the *Municipal Freedom of Information and Protection of Privacy Act*.

3.3.1 Employee Indemnification

Section 11, subsection 1 of the *Emergency Management and Civil Protection Act* protects individual members of council and staff of municipalities from personal liability.

“No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise of performance of any power or duty under this Act or an order under this Act of for neglect or default in the good faith exercise or performance of such a power or duty.” 2006, c.13, s.1 (6).

3.3.3 Municipal Liability

In accordance with the *Emergency Management and Civil Protection Act* a municipality is not relieved from liability as stated in Section 11, subsection 3:

“Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as of the member were an employee of the municipality.” 2006, c. 13, s.1 (6)

3.4 Plan Maintenance

It is essential that the plan be kept current and viable by adherence to a maintenance schedule. Responsibility for the maintenance of the plan rests with CEMC or alternate who may delegate tasks accordingly.

The emergency contact lists will be reviewed, and the notification system will be tested annually. The plan will be exercised and reviewed annually as a legislative requirement.

The CCG and EOC staff will receive training and participate in an exercise annually as a legislative requirement.

Annex 1**CHECKLIST in Consideration of a Declaration of an Emergency**

*When considering whether to declare an emergency, a positive response to one or more of the following criteria MAY indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

GENERAL AND GOVERNMENT:

- Is the situation an extraordinary even requiring extraordinary measures?
- Does the situation pose a danger of major proportions to life or property?
- Does the situation pose a threat to the provision of essential services (ex., energy, potable water, sewage treatment/containment, supply of goods or medical care?)
- Does the situation threaten social order and the ability to govern?
- Is the event attracting significant media and/or public interest?
- Has there been a declaration of emergency by another level of government?

LEGAL:

- Might legal action be taken against municipal employees or councillors related to their actions during the current crisis?
- Are volunteers assisting?

OPERATIONAL:

- Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?
- Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?
- Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?
- Does, or might, the situation require provincial support or resources?

RETURN TO AGENDA

- Does, or might, the situation require assistance from the federal government (ex., military equipment)?
- Does the situation involve a structural collapse?
- Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?
- Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals (livestock) from your municipality?
- Will your municipality be receiving evacuees from another community?

ECONOMIC AND FINANCIAL

- Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?
- Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to reestablish commercial activity?
- Is it possible that a specific person, corporation, or other party has caused the situation?

ANNEX 2

**MANAGING THE EMERGENCY
DECLARATION OF AN EMERGENCY**

Municipality: TOWNSHIP OF HORTON

I, _____ hereby declare a state of local Emergency
Mayor or alternate
in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, c E.9
s.4.(1) due to the emergency described herein: *(nature of emergency)*

for an Emergency Area or part thereof described as: *(geographic boundary)*

Signed: _____

Title: _____

Dated: _____ at _____ *(Time)*

in the Municipality of: _____

ANNEX 3

TERMINATION OF AN EMERGENCY

Municipality: TOWNSHIP OF HORTON

I, _____ hereby declare a state of local Emergency
Mayor or alternate
terminated in accordance with the Emergency Management and Civil Protection Act R.S.O.
1990, cE.9 s.4.(1) due to the emergency described herein: *(nature of emergency)*

for an Emergency Area or part thereof described as: *(geographic boundary)*

Signed: _____

Title: _____

Dated: _____ at _____ (time)

in the municipality of _____.

CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2022-55

**A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF HORTON
AT THE REGULAR COUNCIL MEETING HELD OCTOBER 18TH, 2022**

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

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

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

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

1. That the actions of the Council at the meeting held on the 18th day of October, 2022 and in respect of each motion, resolution and other action passed and taken by the Council at its said meetings, is, except where the prior approval of the Ontario Municipal Board or other body is required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Head of Council and proper officers of the Corporation of the Township of Horton are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain appropriate approvals where required, except where otherwise provided, and to affix the Corporate Seal of the Corporation of the Township of Horton to all such documents.
3. That this By-Law shall come into force and take effect upon the passing thereof.

READ a first and second time this 18th day of October, 2022.

READ a third time and passed this 18th day of October, 2022.

MAYOR David M. Bennett

CAO/Clerk Hope Dillabough