



**THE CORPORATION OF THE TOWNSHIP OF HORTON
COUNCIL MEETING – OCTOBER 3RD, 2023 – 4:00 P.M.
HORTON MUNICIPAL CHAMBERS
2253 JOHNSTON RD.**

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

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

3. DECLARATION OF PECUNIARY INTEREST

4. CONFIRMATION OF COUNCIL AGENDA

5. DELEGATIONS &/OR PUBLIC MEETINGS – NONE

6. MINUTES FROM PREVIOUS MEETINGS

6.1 September 19th, 2023 – Public Meeting

PG.3

6.2 September 19th, 2023 – Regular Council

PG.4

7. BUSINESS ARISING FROM MINUTES

8. COMMITTEE REPORTS:

8.1 RECREATION COMMITTEE

▪ **CHAIR HUMPHRIES**

8.1.1 Chair’s Report – September 21st

PG.8

8.2 PROTECTIVE SERVICES COMMITTEE

▪ **CHAIR PROCTOR**

8.2.1 Chair’s Report – September 21st

PG.10

8.3 COMMUNITY COMMITTEES / COUNTY COUNCIL

8.2.1 Renfrew & Area Seniors Home Support

D. Humphries

8.2.2 Chamber of Commerce

D. Humphries

8.2.3 County Council

D. Bennett

9. CORRESPONDENCE SUMMARY

9.1 INFORMATION CORRESPONDENCE

9.1.1 CAO/Clerk Information Memo

PG.12

9.2 ACTION CORRESPONDENCE

9.2.1 Request for Sponsorship – HFD

PG.13

RETURN TO AGENDA

10. BY-LAWS

- | | | |
|------|---|--------------|
| 10.1 | 2023-40 Adopt Corporate Policy Section K | PG.16 |
| 10.2 | 2023-41 Adopt Multi Year Accessibility Plan 2024-2028 | PG.30 |
| 10.3 | 2023-42 Appoint Chief Building Official | PG.42 |
| 10.4 | 2023-43 Appoint Building Inspector | PG.43 |

11. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING**12. COUNCIL/STAFF MEMBERS CONCERNS****13. RESOLUTIONS****14. IN CAMERA (Closed) SESSION (as required) – NONE****15. CONFIRMING BY-LAW 2023-44** **PG.44****16. ADJOURNMENT**

THE CORPORATION OF THE TOWNSHIP OF HORTON

Public Meeting

Zoning Amendment

William Juby & Robert Barker

September 19th, 2023 at 4:00 p.m.

There was a Public Meeting held during the Regular Council Meeting on September 19th, 2023. Present was Mayor David Bennett, Deputy Mayor Tom Webster, Councillor Glen Campbell, Councillor Doug Humphries, and Councillor Daina Proctor. Staff present was Hope Dillabough, CAO/Clerk, Nathalie Moore, Treasurer, Adam Knapp, Public Works Manager, and Nichole Dubeau, Executive Assistant-Recording Secretary.

1. CALL TO ORDER

Mayor David Bennett called the Public Meeting to Order at 4:01 pm.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest.

3. PURPOSE OF AMENDMENT

Executive Assistant Nichole Dubeau stated that the purpose and effect of this amendment is to reduce the minimum lot area requirement from 4050 square metres to 2600 square metres, and to reduce the minimum frontage requirement from 40 metres to 35 metres for the retained lands in Consent Application B222/22. The effect of this amendment is to rezone the retained lands in Consent Application B222/22 from Residential One (R1) to Residential One – Exception Sixteen (R1-E16).

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

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

4. REPORT ON NOTICE

i) Reading of Written Comments

Executive Assistant Nichole Dubeau reported that as required by the Planning Act, all property owners within 120 metres were notified of this meeting. Notice of this meeting was sent to thirteen (13) property owners within the 120-meter radius in addition to ten (10) Provincial and County Agencies. Out of those, no written comments were received by the prescribed deadline.

ii) PUBLIC PARTICIPATION/COMMENTS

There was no public participation or comments.

5. INFORMATION ON WHO IS ENTITLED TO APPEAL COUNCIL'S DECISION TO THE ONTARIO LAND TRIBUNAL UNDER SECTIONS 34(11) AND (19) OF O.Reg 545/06.

Executive Assistant Nichole Dubeau read out Sections 34(11) and 34(19) in their entirety.

6. COUNCIL MEMBERS COMMENTS

There were no Council members comments.

7. ADJOURNMENT

Mayor Bennett adjourned the public meeting at 4:05 pm.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

REGULAR COUNCIL MEETING
SEPTEMBER 19TH, 2023

There was a Regular Meeting of Council held in the Council Chambers on Tuesday September 19th, 2023. Present were Mayor David Bennett, Deputy Mayor Tom Webster, Councillor Glen Campbell, Councillor Doug Humphries, and Councillor Daina Proctor. Staff present was Hope Dillabough, CAO/Clerk, Nathalie Moore, Treasurer, Adam Knapp, Public Works Manager, and Nichole Dubeau, Executive Assistant – Recording Secretary.

1. CALL TO ORDER

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

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 Campbell

2023-169

Seconded by Councillor Humphries

THAT Council adopt the Agenda for the September 19th, 2023 Regular Council Meeting.

Carried

5. DELEGATIONS &/or PUBLIC MEETINGS

5.1 Public Meeting – Zoning By-law Amendment – Juby & Barker

5.2 Delegation – Brian Thompson - Lime Kiln Road Preparation Inquiry

Brian Thompson and George Thompson were present.

Brian Thompson summarized their work proposal for the development of their new lots as it pertains to Lime Kiln Road extension. Public Works Manager Adam Knapp stated the project plan for Lime Kiln Road in the coming years. He added that Goshen Road is a priority for 2024, but, if possible, the extension of Lime Kiln Road will be added to the project list. Mr. Knapp stated that he has included in the budget papers to bring forward to the TES Committee in October.

6. MINUTES

6.1 September 5th, 2023 – Regular Council

Moved by Deputy Mayor Webster

RESOLUTION NO. 2023-170

Seconded by Councillor Proctor

THAT Council approve the following Minutes:

- September 5th, 2023 – Regular 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 Member Susan Humphries was present.

Public Advisory Member Spencer Hopping sent his regrets.

RETURN TO AGENDA

8.1.1 Treasurer's Report

Treasurer Nathalie Moore reviewed the report. She highlighted that there was just over \$130,000 received for taxes owing towards the properties that were up for tax sale, which were cancelled due to receiving the funds before the deadline. She also stated that she will attend all Committee Meetings in October to present each department's preliminary budget.

8.1.2 Staff Report – Adopt Policies Section K

Executive Assistant Nichole Dubeau reviewed the report. Public Advisory Member Susan Humphries questioned what training was available for staff and volunteers. CAO/Clerk Hope Dillabough stated that staff training is done through the AODA, and that a third-party consultant could be hired for training for the volunteers.

8.1.3 Staff Report – Adopt Horton's Multi-Year Accessibility Plan 2024-2028

Executive Assistant Nichole Dubeau reviewed the report. Public Advisory Member Susan Humphries questioned if there have been any requests in the past. CAO/Clerk Hope Dillabough stated that there have been no requests, but the Township ensures that everything is available upon request. Mayor Bennett stated that he has received inquiries about making the rink and changerooms accessible, but nothing else.

8.2 PLANNING COMMITTEE

Public Advisory Member Bob Johnston was present.
Public Advisory Members Lisa Branje sent her regrets.

8.1.1 July & August Building Report

Council reviewed the report.

8.2.2 Planning Files Report

Council reviewed the report. Councillor Proctor questioned the length of time from when the application is received by the County to when the Township receives notice. CAO/Clerk Hope Dillabough suggested inviting Bruce Howarth, Planning and Development Manager, and Alana Zadow, Junior Planner/Land Division Secretary-Treasurer to an upcoming meeting to gain visibility and discuss the process. Councillor Proctor questioned other options the Township had instead of using the County as their planning authority. She also requested that there should be more transparency with why the applications are taking so long to get to the Township.

8.2.3 Staff Report – Request to Use Unopened Road Allowance – Draper

Eric Draper was present.

CAO/Clerk Hope Dillabough reviewed the report.

9. CORRESPONDENCE SUMMARY**9.1 INFORMATION CORRESPONDENCE – NONE****9.2 ACTION CORRESPONDENCE****9.2 Resolution in Support – Petition for a Study Along the Ottawa River**

Council members were in agreement to support the resolution.

10. BYLAWS**10.1 2023-38 Zoning By-law Amendment – Juby & Barker**

RETURN TO AGENDA

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

Councillor Proctor questioned what the next steps were for the Tomlinson Zoning By-law Amendment. CAO/Clerk Hope Dillabough stated that the peer reviews are still being completed, and that the County is still compiling a report of all questions, comments, concerns from Council and the public meeting.

13. RESOLUTIONS

Moved by Councillor Humphries

RESOLUTION NO. 2023-171

Seconded by Deputy Mayor Webster

THAT Council receive the following reports as information:

- Treasurer's Report
- June Building Report
- Planning Files Update

Carried

Moved by Councillor Proctor

RESOLUTION NO. 2023-172

Seconded by Councillor Campbell

THAT Council accept Corporate Policies K-01 and K-02 as reviewed and updated;

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

Carried

Moved by Councillor Proctor

RESOLUTION NO. 2023-173

Seconded by Councillor Humphries

THAT Council accept the Township of Horton Multi-Year Accessibility Plan 2024-2028;

AND THAT the By-Law be presented and adopted at the next Regular Council Meeting.

Carried

Moved by Councillor Campbell

RESOLUTION NO. 2023-174

Seconded by Councillor Proctor

THAT Council is in favour of the request submitted by Eric Draper as it pertains to making improvements and allowing access to his two properties located on the Township's Unopened Road Allowance;

AND THAT Council direct staff to draft a by-law and agreement to be entered into with specifications;

AND FURTHER THAT upon any Consent applications that are submitted to the County from these two properties, council is favourable and supportive.

Carried

Moved by Councillor Proctor

RESOLUTION NO. 2023-175

Seconded by Councillor Humphries

THAT the Council of the Township of Horton support the Council of the City of Clarence-Rockland's resolution 2023-72 dated July 12, 2023 regarding a petition for a study for the Ottawa River.

Carried

Moved by Deputy Mayor Webster

RESOLUTION NO. 2023-176

Seconded by Councillor Campbell

THAT Council enact the following By-laws:

RETURN TO AGENDA

- 2023-38 Zoning By-law Amendment – Juby & Barker

Carried

14. IN CAMERA (Closed) SESSION

Moved by Councillor Campbell

RESOLUTION NO. 2023-177

Seconded by Councillor Humphries

THAT Council went into a Closed Session Meeting at 5:30 p.m. to discuss the following items pursuant to Section 239(2) (e) and (b) of the Municipal Act;

- (e) Litigation or potential litigation – Thomson Road Property
- (b) Personal matters about an identifiable individual, including municipal or local board employees – Deputy Mayor

Carried

Moved by Councillor Humphries

RESOLUTION NO. 2023-178

Seconded by Councillor Proctor

THAT Council came out of Closed (In-Camera) Session 5:53 p.m. and discussed items pursuant to Section 239(2) (e) and (b) of the Municipal Act pertaining to:

- (e) Litigation or potential litigation – Thomson Road Property
- (b) Personal matters about an identifiable individual, including municipal or local board employees – Deputy Mayor

Carried

Moved by Councillor Humphries

RESOLUTION NO. 2023-179

Seconded by Councillor Proctor

THAT Council, upon receipt of the resignation submitted by Tom Webster, remove Mr. Webster from his Deputy Mayoral appointed position and return him to his elected Councillor position.

Deputy Mayor Webster declared pecuniary interest and left the room.

Carried

15. CONFIRMING BYLAW

Moved by Councillor Campbell

RESOLUTION NO. 2023-180

Seconded by Councillor Proctor

THAT Council enact By-law 2023-39– Confirming By-Law.

Carried

16. ADJOURNMENT

Mayor Bennett declared the meeting adjourned at 6:01 p.m.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA



Township of Horton

COUNCIL / COMMITTEE REPORT

Title: Recreation Chair's Report – September 21 st , 2023	Date:	October 3 rd , 2023
	Council/Committee:	Council
	Author:	Amanda Ryan, Receptionist/Clerk
	Department:	Recreation

RECOMMENDATIONS:

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

BACKGROUND:

Harvest Dinner

Ms. Ryan reported that there are currently no volunteers willing to run the event. Mayor Bennett stated he would reach out the retired military chef who lives on Jim Barr Lane to see if he would spearhead the event. The date of the 14th of October however is no longer available.

Horseshoes

Chair Humphries reviewed Ms. Ryan's report.

September Dance

Ms. Ryan provided an unofficial income statement from the dance. There was a profit from the night. Ms. Ryan informed the committee that a band has not been reserved for November. Ms. Bauer and Ms. Ryan will decide if there will be a November dance.

Fruit Fundraiser Review

Chair Humphries reviewed Ms. Ryans' report.

Land

Chair Humphries stated that the strategic plan will provide direction for the potential purchase of land. It is hoped that it is still available should the plan support the purchase.

Craft Sale

Ms. Ryan updated the committee as to where she was with planning. Advertising was hoped to start that day if not early next week.

Fence

Ms. Ryan stated that Willis Eady had contacted the office to request that the fence be re-erected between her field and the Community Centre. When a map and materials are obtained, it was suggested to host a work bee to complete the task.

Remembrance Day

Ms. Ryan confirmed the date for the ceremony – November 5, 2023. She will send the letters out to the dignitaries and ask if the catering ladies would look after the food. Ms. Ryan will also reach out to volunteer Burt Virgin to tell him the confirmed date.

RETURN TO AGENDA

Euchre

Chair Humphries stated that Barb & Arnold Dickson have stepped away from leading Euchre and there has been no one step forward to take over. At the present time, there will be no Euchre unless a volunteer steps forward.

Staff Member Concerns

Ms. Ryan stated that Public Advisory Member Rouble handed in her key for the community centre and that she has been telling members of the community that she was stepping away.

Chair Humphries stated that he received an email from Public Advisory Member Kingsbury stating her resignation.

Moved by Sharon Bennett

Seconded by Glen Campbell

THAT the Recreation Committee accept the written resignation from Nellie Kingsbury.

Carried

Mayor Bennett would like to see a “Men’s Shed” started in the municipality. McNab /Braeside is no longer offering, and the leader may be willing to run it. A building would be needed.

Councillor Campbell questioned if the committee should host a volunteer drive.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS:

CONSULTATIONS:

Prepared by: Amanda Ryan, Receptionist/Clerk

Reviewed by: Hope Dillabough, CAO/Clerk

RETURN TO AGENDA



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Protective Services Committee Chair's Report – September 21, 2023	Date:	October 3 rd , 2023
	Council/Committee:	Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	Protective Services

RECOMMENDATIONS:

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

BACKGROUND:

MLES Report April – June 2023

Chair Proctor reviewed the MLES Report. There were questions regarding a fine that was issued on Pinnacle Road as it was missing from the report. CAO/Clerk Dillabough is to clarify with MLES. CAO/Clerk Dillabough is also going to find out the process followed after a fine is issued to educate the Committee.

Fire Chief's Report and Update

Fire Chief Cole presented the report. Chief Cole presented the calls for service from July 5th to September 18th, 2023 which totalled to eight (8). Chief Cole discussed the tour of the Training Tower and potential future training centre at CNL.

Fire Prevention Week is coming up to October 8-14th, 2023 and the theme is "Cooking Safety Starts with YOU". The Fire Department has Fire Prevention Week kits ready and will be distributing through their annual Haunted Horton Fire Hall on October 31st.

Chief Cole discussed how he is actively working with their local OFM (Ontario Fire Marshal) Fire Protection Advisor to possibly host an in-person session "Essentials of Municipal Fire Protection – a Decision Makers Guide" that would benefit Horton and neighbouring municipalities within the County.

Deputy Chief Mike Fortier presented the Request for Quotation submissions for 9837 Vehicle Replacement. Tenders were received up to 4:00 p.m. Friday September 1st. There were three (3) bid submissions. Committee reviewed the bid submissions and details.

There was discussion regarding the Renfrew County CACC Fire dispatching hardware replacement. County Council approved the sole source purchase of a new console and radio system. The County has provided payment details to all municipalities now calculated by weighted assessment versus being split evenly.

Chief Cole reminded Committee of the Horton Firefighters Association 3rd Annual Fall Classic Golf Tournament being held on Saturday, October 14th, 2023 at the Renfrew Golf Club. Deputy Chief Fortier is to send the sponsorship package to CAO/Clerk Dillabough to bring forward to Council.

RETURN TO AGENDA

Moved by Councillor Campbell
Seconded by Councillor Proctor

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

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

Carried

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: N/A

Prepared by: Hope Dillabough, CAO/Clerk



THE CORPORATION OF THE TOWNSHIP OF HORTON

Memo from the CAO/Clerk as of September 29th, 2023.

INFORMATION provided **NOT** included in the Regular Council meeting package of October 3rd, 2023.

INFORMATION EMAILED

1. Medical Officer of Health Report to the Board
2. ROMA 2024
3. Calendars

RETURN TO AGENDA



Horton Firefighters Association

2253 Johnston Road
Renfrew, ON K7V 3Z8
(o) 613-432-6271 ext. 106
(f) 613-432-3658

To whom it may concern,

The Horton Firefighter's Association (HFA) is a community group consisting of volunteer firefighters from the Horton Fire Department. The HFA regularly hosts community events throughout the year to promote fire safety within our community and raise money for local charities and organizations. This year, the HFA is hosting the Horton Fall Classic Golf Tournament on October 14th, 2023 at the Renfrew Golf Club. For this event, we are looking for community support through hole sponsorships, teams and raffle prize donations! Possible contributions could include;

Gold Sponsor - \$500 including sponsorship recognition at designated hole and tournament advertising as well as on golf carts

Silver Sponsor - \$300 including sponsorship recognition at designated hole with advertising on golf carts

Bronze Sponsor- \$200 including sponsorship recognition at designated hole

Raffle Donation – prize donation (gift basket, gift cards or packages etc.)

Enter a Team! – \$100 per player (Max 4 players) with a cart

All proceeds from this event will go to the Horton Firefighters Association, to support local charities and organizations. All donors and local businesses will be formally recognized for their generous support. We would also greatly appreciate your support through promoting our event at your establishment or on your preferred social media outlet.

If you have any questions, concerns or would like to learn more about this event please contact hortongolfclassic@gmail.com or Matt Harper (event organizer) directly at 613-401-9158.

Matt Harper

Event Organizer
Horton Firefighters Association
613-401-9158
hortongolfclassic@gmail.com

RETURN TO AGENDA



HORTON FIREFIGHTERS ASSOCIATION

3rd Annual

HORTON FALL CLASSIC

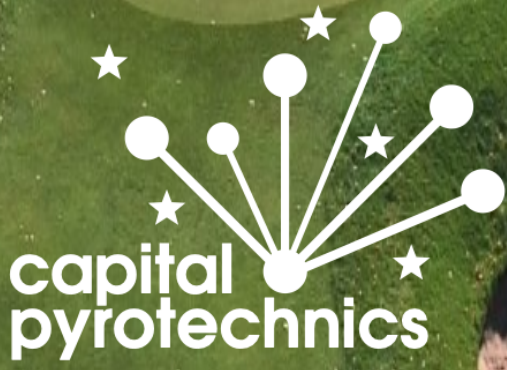
GOLF TOURNAMENT

Saturday October 14th, 2023

4 PERSON SCRAMBLE | TIME: NOON | ENTRY FEE: \$100 PER PLAYER

18 HOLES WITH CART | DINNER INCLUDED | 50/50 DRAW AND PRIZES!

FIREWORKS TO FOLLOW
PROVIDED BY:



capital
pyrotechnics

PLEASE REGISTER AT

HORTONGOLFCLASSIC@GMAIL.COM

OR

CALL MATT HARPER @ 613-401-9158

LIMITED SPOTS AVAILABLE SO REGISTER NOW!

HOSTED AT



RETURN TO AGENDA

PRICES AND DATES SUBJECT TO CHANGE

1108 Golf Course Rd, Renfrew, ON



HORTON FIREFIGHTERS ASSOCIATION

2253 Johnston Road
Renfrew, ON K7V 3Z8
(o) 613-432-6271 ext. 106
(f) 613-432-3658

Sponsorship Form

Name of Business: _____

Phone Number: _____

Address: _____

Contact: _____

Sponsor Package

Gold Package

Silver Package

Bronze Package

Prize Donation

Payment Method:

- Cash
- Cheque (please make payable to Horton Firefighters association)
- E-transfer (hortongolfclassic@gmail.com)

X _____
signature

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON**BY-LAW NO. 2023-40****BEING A BY-LAW TO ADOPT SECTION K OF THE
TOWNSHIP'S CORPORATE POLICIES**

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

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

AND WHEREAS Council desires to adopt a fully reviewed Section K: K-01 and K-02 of the Corporate Policies;

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

1. **THAT** the Council of the Corporation of the Township of Horton adopt Section K-01 of the Township of Horton's Corporate Policies hereto attached as Appendix "A".
2. **THAT** the Council of the Corporation of the Township of Horton adopt Section K-02 of the Township of Horton's Corporate Policies hereto attached as Appendix "B".
3. **THAT** this By-Law shall come into force and take effect immediately upon the passing thereof.
4. **THAT** this By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
5. **BE IT FURTHER ENACTED**, that all By-Laws or parts thereof, and all or any Resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed.

READ a first and second time this 3rd day of October, 2023.

READ a third time and passed this 3rd day of October, 2023.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: ACCESSIBILITY POLICIES			POLICY # K-01
POLICY: Integrated Accessibility Standards Regulation (IASR) Policy			
DATE: 2015	REV. DATE: September 2023 By-law 2023-40	COVERAGE: All Employees and Volunteers	PAGE #: 1 of 6

PURPOSE:

Under the Accessibility for Ontarians with Disabilities Act, 2005 all public and private sector organizations must meet the requirements of accessibility standards established by regulation. This policy establishes the Integrated Accessibility Standards Regulation in the areas of Employment Standards, Information and Communication and for the Corporation of the Township of Horton in accordance with Ontario Regulation 191/11.

POLICY STATEMENT & ORGANIZATIONAL COMMITMENT:

The Corporation of the Township of Horton is committed and guided by the four core principles of Teamwork, Respect, Integrity, and Pride and supports the full integration of persons as set out in the Canadian Charter of Rights and Freedoms, and the Accessibility for Ontarians with Disabilities Act, 2005.

The Township of Horton shall ensure that we meet the needs of people with disabilities, in a timely manner, through the implementation of this policy.

This Policy and its related procedures apply to the following, unless otherwise stated:

- All Township employees, volunteers, and any individual or organization that provides goods, services, or facilities to the public or other third parties on behalf of the Township, in accordance with the legislation.

DEFINITIONS:

In this policy, these terms have the following meanings:

Accessible Formats – includes, but not limited to, large print, recorded audio and electronic formats, Braille and other formats available to persons with disabilities;

Accommodation – means the special provisions made so that persons with disabilities can participate in the experiences available to persons without disabilities. Accommodation will vary depending on the person's needs;

Communication Supports – includes, but are not limited to, captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

The Township of Horton Policy and Procedures			
SECTION: ACCESSIBILITY POLICIES			POLICY # K-01
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Disability – means:

- i. Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, and degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a service animal or on a wheelchair or other remedial appliance or device;
- ii. A condition of mental impairment or a development disability;
- iii. A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- iv. A mental disorder; or
- v. An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

Information – includes data, facts and knowledge that exists in any format, including text, audio, digital or images, and that conveys meaning;

Third Party – means a representative of a business or organization who is receiving Township goods or services or acting in an official capacity.

Township – is defined as the Corporation of the Township of Horton;

GENERAL PROVISIONS:**Accessibility Plan**

The Township of Horton shall prepare a Multi-Year Accessibility Plan that outlines a phased-in strategy to prevent and remove barriers and addresses the current and future requirements of the AODA. The Township of Horton will report annually on the progress and implementation of the plan, post the information on the Township website, and will provide it in accessible formats upon request. The plan will be reviewed and updated by staff at least once every five years.

Procurement

The Township of Horton Policy and Procedures			
SECTION: ACCESSIBILITY POLICIES			POLICY # K-01
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DATE: 2015	REV. DATE: September 2023 By-law 2023-40	COVERAGE: All Employees and Volunteers	PAGE #: 3 of 6

When procuring goods, services, or facilities, the Township shall incorporate accessibility criteria and features, unless it is not feasible (practicable). If not practicable, the Township shall provide an explanation, upon request.

Training

All Township employees, volunteers and third parties providing goods and services on the Township's behalf shall be required to undergo training on the requirements of the AODA accessibility standards and on the Human Rights Code as it pertains to persons with disabilities. Training was developed and implemented January 1, 2015. The training provided shall be appropriate to the duties of the employee, volunteer or third party. Training shall take place as soon as it is practicable and upon completion, the Township shall keep a record of the training provided including the dates on which accessibility training took place.

INFORMATION AND COMMUNICATION STANDARD

Feedback on Township Services

The Township has established a process for receiving and responding to feedback on the way the Township provides goods and services to persons with disabilities and will ensure that these processes are provided in accessible formats and with communication supports upon request. Members of the public may provide feedback through the Township's website, through the Contact Us email address, by telephone at 613-432-6271, and in person.

Accessible Formats and Communication Supports

Except as otherwise provided by the AODA, the Township of Horton shall, upon request, and in consultation with the person making the request, provide or plan to provide accessible formats and communication supports for persons with disabilities. Accessible formats and communication supports shall be provided in a timely manner, considering the person's accessibility needs and at a cost that is no more than the regular cost charged to other persons.

This does not apply to products and product labels, unconvertible information or communications and information that the Township does not control directly or indirectly through a contractual relationship. If it is determined that information or communications

The Township of Horton Policy and Procedures			
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are unconvertible, the department shall provide the person requesting the information or communication with:

- a) An explanation as to why the information or communication are unconvertible;
- b) A summary of the unconvertible information or communications

Emergency Information

When the Township of Horton prepares emergency procedures, plans or public safety information and makes the information available to the public, the information will be available in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

Website Accessibility

The Township of Horton shall make their internet website and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0. Any new web content will conform to WCAG 2.0. On January 1, 2021 all internet website and web content conformed to WCAG 2.0 Level AA.

EMPLOYMENT STANDARD

The Employment Standard builds upon the existing requirements under the Ontario Human Rights Code in relation to how to accommodate individuals with disabilities throughout the job application process and the employment relationship. It applies in respect to employees and does not apply to volunteers and other non-paid individuals.

Recruitment

The Township of Horton shall notify employees and the public about the availability of accommodations for applicants with disabilities:

- During the recruitment process when job applicants are individually selected to participate in an assessment or selection process;
- If a selected applicant requests an accommodation, the Township of Horton shall consult with the applicant and provide or arrange for the provision of a suitable accommodation that takes into account the applicant's disability;

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- Notify successful applicants of the policies for accommodating employees with disabilities

Employee Supports

The Township of Horton will inform employees of the policies used to support employees with disabilities, including policies on the provision of job accommodations that consider an employee's accessibility needs due to disability. The Township will provide this information to new employees as soon as practicable after they begin their employment and provide updated information to all employees whenever there is a change to existing policies on the provision of job accommodation that considers an employee's accessibility needs due to disability.

Accessible Formats and Communication Supports for Employees

In addition, and where an employee with a disability makes a request, the Township of Horton will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for:

- information that is needed in order to perform the employee's job;
- information that is generally available to employees in the workplace; and
- consult with the employee making the request in determining the suitability of an accessible format or communication support.

Workplace Emergency Response Information

If an employee's disability is such that workplace emergency response information is necessary and the Township is aware of the need for accommodation, this information shall be provided to employees. In addition, this information shall be provided, with the employee's consent, to the person designated to provide assistance. The information shall undergo review when the employee moves to a different location, when the employee's overall accommodation needs or plans are reviewed and when the Township reviews its general emergency response plan.

Documented Individual Accommodation Plan

A written process for the development and maintenance of documented individual accommodation plans shall be developed for employees with disabilities. If requested,

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these plans shall include information regarding accessible formats and communication supports. If requested, the plans shall include individualized workplace emergency response information.

Return to Work Process

The Township shall have in place a documented “Return to Work” process for employees returning to work due to disability and requiring disability-related accommodations. This “Return to Work” process shall outline the steps that the Township shall take to facilitate the return to work.

Performance Management and Career Development and Redeployment

The Township shall consider the accessibility needs of its employees with disabilities as well as any individual accommodation plans when providing career development, performance management and when considering redeployment.

REVIEW PERIOD

This policy shall be reviewed annually by staff and will be revised considering any legislative or organizational changes.

REGULATORY REQUIREMENTS

An Administrative Monetary Penalties scheme is being established under the AODA. The scheme will allow the Accessibility Directorate or a designate to issue an order against a person, organization, or corporation to pay a penalty amount as a result of non-compliance with the AODA or the accessibility standard.

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POLICY STATEMENT:

The Corporation of the Township of Horton is committed to providing friendly and quality customer service which addresses the diverse needs of all residents, visitors, and businesses within its jurisdiction. To provide goods and services that are accessible to everyone, Horton Township must recognize the diverse needs of all residents and visitors.

The Township of Horton will promote accessibility to goods and services through developing policies, procedures, and practices and by ensuring the consideration of people with disabilities. To achieve this, reasonable efforts will be made to ensure that all policies, procedures, and practices address the principles of integration, independence, dignity, and equal opportunity.

This Statement of Policy and Procedure applies to all employees, members of Council, members of Committees, as well as all volunteers and contractors who interact with the public on behalf of the Township of Horton.

PURPOSE:

This policy provides documentation concerning the Township of Horton's adoption and implementation of the Accessibility Standards for Customer Service, Ontario Regulation 429/07 in accordance with the Accessibility for Ontarians Disability Act, 2005 (AODA). The Customer Service Regulation is the first of five regulations that will replace the Ontarians with Disability Act, 2001. This Regulation lays out the Accessibility Standards for Customer Service as it applies to every designated public sector organization.

RESPONSIBILITY

The Township of Horton Council, Committees of Council and Staff (including contractors and volunteers) shall be responsible for adhering to the parameters of this policy, and for ensuring accessible customer service is provided. The Corporate Services Department shall be responsible for implementing this policy and for ensuring that all service providers are adequately trained.

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DEFINITIONS:

Accessible: means able to be reached or entered by a person with a disability; able to be easily obtained, used, and/or understood by everyone including those persons with varying disabilities.

Assistive Device: is any device that is designed, made, or adapted to assist a person with a disability in completion of various tasks, or in accessing goods and/ or services.

Goods and Services: are those goods and services provided by the Township of Horton.

Persons with Disabilities: are defined according to the Accessibility for Ontarians with Disabilities Act, 2005 as:

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, include diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- b) a condition of mental impairment or developmental disability;
- c) learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d) a mental disorder;
- e) an injury or disability for which benefits were claimed or received under the insurance plan, established under the Workplace Safety and Insurance Act, 1997. This definition includes disabilities of differing severity, visible as well as non-visible disabilities, and disabilities to the effects of which may come and go.

Principles of Accessible Customer Service: are as follows:

- a) Dignity: meaning making sure a customer with a disability is valued and provided respect and ethical treatment, along with effective and full service;
- b) Independence: which means freedom from control or influence of others; freedom to make one's own choices;
- c) Integration: meaning customers with disabilities fully benefit from the same services, in the same place and in the same or similar way as other customers;

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- d) Equal Opportunity: is a stipulation that all people should be treated similarly, unhampered by artificial barriers, prejudices, or preferences.

Service Animals: are defined as either:

- a) a “guide dog”, as defined in Section 1 of the Blind Persons Rights Act; a dog trained as a guide for a blind person and having the qualifications prescribed by the regulations;
- b) a “service animal” for a person with a disability. For the purpose of this policy, an animal is a service animal for a person with a disability, if:
 - i. it is readily apparent that the animal is used by the person for the reasons relating to his or her disability;
 - ii. the person provides a letter from a physician or nurse confirming that they require the animal for reasons relating to their disability.

Support Person: is defined as another person who accompanies a person with a disability, to help him or her with communication, mobility, personal care, medical needs and/or with access to goods and services.

PROCEDURES:

Meeting Access:

The Township of Horton holds various public meetings. If any of these meetings are to be held in a location that is not accessible, the Corporation will relocate the meeting to a location that is accessible, if requested.

Document Format:

- a) Should the Township of Horton be requested to provide a copy of a document to a person with a disability, the Township shall give the person the document, or the information contained in the document, in an accessible format that considers the person’s disability.
- b) Material printed in-house and publications produced on behalf of the Township of Horton should contain a note indicating “alternate formats are available upon request” and include relevant contact information.

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- c) The Township of Horton will consult the person requesting the document to determine what an accessible alternate format of the document or information would be, in accordance with the provisions of this policy.
- d) The time frame attached to the conversion process varies depending on the media chosen, the size, complexity, quality of source documents, and number of documents to be converted. Documents shall be returned in a timely manner depending on the factors previously noted.
- e) Conversion shall be processed in-house wherever possible. When a member of the public requests a Township document, or portion thereof, in an alternate format, the Township shall be responsible for the cost of the conversion, materials and distribution, not the public requestor.
- f) In-house printing, where possible, should adhere to the Canadian National Institute for the Blind Clear Print Standards or any subsequent accessible information and communication policies.

Training:

- a) The Township of Horton shall ensure that the following persons are trained on the policies, practices and procedures establishing the accessible provision of its goods and services to persons with disabilities:
 - i. Every person who deals with members of the public or other third parties on behalf of the Corporation, whether the person does so as an employee, agent, volunteer or otherwise.
 - ii. Every person who participates in developing the Township of Horton's policies, practices and procedures governing the provision of goods and services to members of the public or other third parties.
- b) This training will include a review of the purpose of the Accessibility for Ontarians with Disabilities Act (AODA), the requirements of this policy, and instructions about the following matters:
 - i. How to interact and communicate with persons with various types of disabilities, as outlined in this policy and associated practices and procedures. This will consider the principles of accessible customer service.
 - ii. How to interact with persons with disabilities who use an assistive device, require the assistance of a guide dog or other service animal, or

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the assistance of a support person, as outlined in this policy and associated practices and procedures.

- iii. How to use equipment or devices available on premises owned or leased by the Township of Horton, or otherwise provided by the Township, that may help with the provision of goods and services to a person with a disability.
- iv. What to do if a person with a disability is having difficulty accessing goods and services provided by the Township of Horton.
- c) The Township's Executive Assistant will log and maintain records detailing the training provided, as well as the name of the person, location, and date the training was completed.
- d) Training is available, upon request, in accessible formats.

Assistive Devices:

- a) The Township of Horton acknowledges that persons with disabilities may elect to use their own personal assistive devices to obtain, use or benefit from the goods and services offered by the Township.
- b) Should a person with a disability be unable to access the Township's goods and services by their own personal assistive device, the Township will ensure the following measures:
 - i. Determine if the provision of the goods and services are inaccessible, based upon the individual's requirements.
 - ii. Assess potential accessible service delivery options to meet the needs of the individual.
 - iii. Notify the person with a disability of an alternative method of providing the goods and services and how they can access the alternative, temporarily or on a permanent basis.
- c) The Township of Horton will ensure that staff members are trained as required to use assistive devices available in our various facilities (Ex. computer programs, chair lift, etc.)

Service Animals:

Persons with disabilities accompanied by a guide dog or service animal will be permitted in those areas of the premises owned or operated by the Township of Horton that are typically open to the public, unless the animal is otherwise excluded by law. The guide dog

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or service animal must be under the complete control of the person being accompanied. Should the said guide dog or service animal be excluded by law from the premises, alternative measures will be made available to ensure the delivery of adequate customer service.

Support Persons:

- a) Persons with disabilities accompanied by a support person will be permitted to be accompanied by that support person in premises normally open to the public.
- b) If an amount is payable by a person for admission to the premises, or in connection with a person's presence at the premises, the Corporation of the Township of Horton will ensure that notice is given in advance about the amount, if any, payable in respect to the support person.

Service Disruption:

- a) If there is a planned temporary disruption to any of the Corporation's facilities or services (including those used by persons with disabilities) the Township of Horton shall give notice of the disruption to the public.
- b) Notice of the disruption must include information about the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available.
- c) Notice will be given by posting the information about the service disruption at a conspicuous place on premises owned and operated by the Township of Horton, as well as by posting the information on the Township's Website (www.hortontownship.ca). Audio messages will also be provided by the automated telephone attendant, for the facility where the service disruption is going to take place, if available. If deemed appropriate and time permits, planned disruptions of services may also be published in the local newspapers.

Feedback Process:

- a) The Township of Horton has established a process for receiving and responding to:
 - i. Feedback about the way it provides goods, services, or facilities to persons with disabilities; and
 - ii. The feedback process must specify the actions that the provider will take if a complaint is received about the way it provides goods, services, or facilities to persons with disabilities.

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- b) Every provider shall ensure that the feedback process is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communication supports, on request.
- c) Information about the feedback process is readily available to the public.
- d) A document describing the feedback process and, on request, shall give a copy of the document to any person.
- e) The Township shall notify persons to whom it provides goods, services, or facilities that the document required is available on request.
- f) The notice required may be given by posting the information at a conspicuous place on premises owned or operated by the provider, by posting it on the provider's website, if any, or by such other method as is reasonable in the circumstances.

THE CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2023-41

BEING A BY-LAW TO ADOPT THE MULTI-YEAR ACCESSIBILITY PLAN FOR THE TOWNSHIP OF HORTON

WHEREAS, Section 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers privileges of a natural person for the purpose of exercising its authority under the Municipal Act or any other Act;

AND WHEREAS, Section 5 (3) the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized do otherwise;

AND WHEREAS, through the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11, Ontario is working make the province fully accessible to people with disabilities by 2025;

AND WHEREAS, Section 4(1) Ontario Regulation 191/11 - Integrated Accessibility Standards requires the municipality as a designated public sector organization to establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation every five years;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the Township of Horton enacts as follows:

1. GENERAL REGULATIONS

THAT, the Multi-Year Accessibility Plan 2024-2028, attached hereto as Schedule "A", be adopted.

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. By-Law 2019-62 be hereby repealed.

4. This By-Law will come into effect on the 31st day of December, 2023.

READ a first and second time this 3rd day of October, 2023.

READ a third time and passed this 3rd day of October, 2023.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA



Corporation of the Township of Horton
2024-2028 Multi-Year Accessibility Plan

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Introduction

People with disabilities make up a significant part of our community. It has been projected that by 2036, twenty percent of all Canadians will have some form of disability. In response to these statistics, the Ontario Legislature adopted the Accessibility for Ontarians with Disabilities Act (AODA) in 2005 with the goal of making Ontario accessible for all people with disabilities by 2025.

To achieve this goal, the AODA was implemented and includes requirements that all organizations must meet, with deadlines specific to an organization's type and size.

The AODA is made up of five standards, including:

1. Customer Service Standard
2. Information and Communication Standard
3. Employment Standard
4. Transportation Standard
5. Design of Public Spaces Standard

Under the Integrated Accessibility Standards Regulation (IASR), the Township of Horton is required to establish, implement, maintain, and document a multi-year accessibility plan every five (5) years. This plan outlines the Township of Horton's strategy to identify, prevent and remove accessibility barriers, and meet its requirements under the IASR.

In accordance with the requirements set out in the Integrated Accessibility Standard Regulation, the Township Horton will:

- Post the accessibility plan on its website www.hortontownship.ca.
- Provide the plan in an accessible format upon request.
- Review and update the accessibility plan at least once every five years.
- Prepare an annual status report and post it on the Township of Horton's website.

Township of Horton's Commitment to Accessibility

The Township of Horton is committed to eliminating barriers (where possible) and improving accessibility, for persons with disabilities, in a manner that respects dignity, independence, integration and equal opportunity. The Township is also committed to modifying service delivery, programming, and other workplace processes, policies, and procedures to ensure equal access for all residents and customers. The Township recognizes the diverse needs of our residents and customers and will continue to make every effort to provide the same access and rights to municipal services as all other members of our community, for those persons with disabilities.

As the Act envisions an accessible Ontario by 2025, this plan spans a 5-year timeframe from 2024 to 2028. The purpose of this plan is to provide a status update on the Township's progress in the field of accessibility and to highlight areas where the Township will endeavor to improve upon in coming years. Each section will provide an overview of the relevant requirements and the Township's compliance, as well as a reference to any related By-law, policy, or procedure that the

Township has enacted. Appendix A, attached, includes the Accessibility Successes from the 2019-2023 Plan.

The Township of Horton has determined the current level of accessibility for each municipal building and property and noted what needs to be completed in order to bring these up to regulations. These items are noted in Appendix B (Further Goals).

Municipal Highlights

The Corporation of the Township of Horton was established January 1st, 1850.

Horton Township offers a unique blend of country living with nearby urban centers. Our Township borders the Township of Renfrew and is only 45 minutes away from Ottawa, Ontario – Canada's capital. Residents enjoy the tranquility and privacy that rural properties provide and have access to the modern-day conveniences such as shopping, hospitals, theatres, schools, churches, and restaurants.

The Ottawa River, the CN trail, the Algonquin Trail, the covered outdoor rink, and the local Community Centre are just a few of the recreational opportunities available within the Township.

Come and experience the friendly community atmosphere that Horton Township offers and enjoy "rural living within urban reach".

Horton Township owned buildings and properties include:

1. Municipal Office
2. Fire Station
3. Public Works Garage
4. Community Centre
5. Boat Launch
6. Landfill Site

Barriers

The intent of the Multi-Year Accessibility Plan is to prevent, identify and remove barriers. Barriers are obstacles that stand in the way of people with disabilities from being able to do many of the day-to-day activities that most people take for granted. A barrier is defined as anything that prevents a person with a disability from fully participating in all aspects of society because of a disability. The traditional definition of a barrier used in the context of accessibility has been expanded to include obstacles beyond physical boundaries. There are several other categories of barriers to consider, such as:

Environmental Barriers: features, buildings or spaces that restrict or impede physical access. For example, a doorway that is too narrow to accommodate entry by person in a motorized scooter.

Communication Barriers: obstacles with processing, transmitting or interpreting information. For example, print on a brochure that is too small to read or documents not available in alternative formats.

Attitudinal Barriers: prejudgments or assumptions that directly or indirectly discriminate. For example, if all visually impaired persons can read Braille.

Technological Barriers: when technology cannot be or is not modified to support various assistive devices and/or software. For example, a website that does not provide for increased text size or contrast options.

Systemic Barriers: barriers within an organization's policies, practices and procedures that do not consider accessibility. For example, listing a driver's license as an employment qualification for an office position may prohibit persons with visual impairments from applying.

Summary of Progress on AODA and IASR Standards and Regulations

The following is a summary of the Township of Horton's progress in terms of complying with the AODA's various legislative standards.

Accessible Customer Service Regulation (ACSR)

The Township of Horton is compliant with the Accessible Customer Service Regulation

1. Accessible Customer Service Policy

The Township developed and recently updated an Accessible Customer Service (ACSR) Policy, which is available on the Township's website.

2. Service Animals and Support Persons

The Township permits service animals and support persons to accompany persons with disabilities.

3. Temporary Disruptions

The Township continues to provide the public with notice of planned service disruptions at Township facilities and of Township services. These notices are posted on the Township of Horton's website, social media channels and details the reason for the disruption, how long the disruption will last and alternative ways for customers to access goods, services, and facilities during the disruption.

4. Training

The Township continues to provide training to new hires, volunteers, and all other necessary personnel, as per the regulations. Annual training refreshers are also provided to all employees.

5. Feedback Process

The Township has developed a feedback process and continues to seek feedback on issues regarding accessibility. The feedback form can be found on the Township of Horton's website. Feedback will be considered as part of the continuous improvement of the Township's accessibility efforts. Individuals are also able to contact the Township of Horton with any feedback through the "Contact/Feedback" form on the Township's Website. If individuals are not able to utilize online services, the Township of Horton also receives and responds to feedback by phone, in person, and by regular mail.

6. Documents

The Township provides requested documents in accessible formats, upon request. There is no charge for providing a document in an accessible format.

Integrated Accessibility Standards Regulation (IASR) & Information and Communication Standards

The Township of Horton is compliant with the Integrated Accessibility Standards Regulation in the following aspects:

1. Policy Development

The Township has developed and implemented an Integrated Accessibility Standards Regulation (IASR) Policy, adopted in 2015 and updated in 2023.

2. Multi-Year Accessibility Plans & Annual Status Report

The Township of Horton will prepare a Multi-Year Accessibility Plan outlining a phased-in strategy to prevent and remove barriers and address any current and future requirements of the AODA. The Township of Horton is committed and will report annually on the progress and implementation of the plan, post the information on the Township's website, and will provide it in accessible alternative formats upon request. The plan will be reviewed and updated at least once every five years.

3. Procuring or Acquiring Goods, Services or Facilities

As stated in the IASR Policy, when procuring goods, services, or facilities, the Township shall incorporate accessibility criteria and features, unless it is not feasible (practicable). If not practicable, the Township shall provide an explanation, upon request.

4. Training

As stated in the IASR Policy, All Township employees, volunteers and third parties providing goods and services on the Township's behalf shall be required to undergo training on the requirements of the AODA accessibility standards and on the Human Rights Code as it pertains to persons with disabilities. The training provided shall be appropriate

to the duties of the employee, volunteer or third party. Training shall take place as soon as it is practicable and upon completion, the Township shall keep a record of the training provided including the dates on which accessibility training took place.

5. Self Service Kiosks

This section does not currently apply to the Township of Horton. Any future self-service kiosks will be accessible, if installed.

6. Website

The Township of Horton is committed to making information and communications accessible to persons with disabilities. The information provided and the means to communicate are key to delivering programs and services to the public.

The Township of Horton implemented a website refresh in 2020 which continues to meet the WCAG 2.0 (Level AA) Standards. This new website is intended to be more user-friendly with a new search feature and pop-up feature for urgent and emergency notifications. Township staff also continues to update content and add newly accessible documents to the website as required.

7. Accessible Formats & Communications Supports

Some staff members have been trained on how to create accessible documents and the Township has utilized new software to assist in the preparation of accessible PDF documents for the municipal website and will endeavor to train more staff members on the creation of accessible documents as appropriate. Various online forms and payment options are available on the Township's website and staff are reviewing other areas where online payments can be implemented.

8. Emergency Procedures, Plans, or Public Safety Information

The Township's public emergency information can and will be provided in an accessible format upon request. The Township will venture to create all new public safety information in accessible document formats.

Employment Standards

1. Recruitment

The Township of Horton shall notify employees and the public about the availability of accommodations for applicants with disabilities:

- During the recruitment process when job applicants are individually selected to participate in an assessment or selection process;
- If a selected applicant requests an accommodation, the Township of Horton shall consult with the applicant and provide or arrange for the provision of a suitable accommodation that takes into account the applicant's disability;
- Notify successful applicants of the policies for accommodating employees with disabilities.

All Job Postings indicate the following statement:

“The Township of Horton is an equal opportunity employer. The Township is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request. The job posting is available in an accessible format upon request. We thank all applicants for their interest; however, only those selected for an interview will be contacted.”

2. Selection

The Township of Horton is committed to maintaining an accessible selection process. Applicants selected to proceed to the interview phase in the selection process will be notified of the availability of accommodations upon request.

3. Notice to Successful Applicants

The Township of Horton has amended the standard offer letter for successful applicants to include a statement outlining the Township’s policies to accommodate employees with disabilities. The Township also incorporates this notification requirement into the verbal job offer.

4. Informing Employees of Supports

The Township of Horton will inform employees of the policies used to support employees with disabilities, including policies on the provision of job accommodations that consider an employee’s accessibility needs due to disability. The Township will provide this information to new employees as soon as practicable after they begin their employment and provide updated information to all employees whenever there is a change to existing policies on the provision of job accommodation that considers an employee’s accessibility needs due to disability.

5. Accessible Formats and Communication Supports

In addition, and where an employee with a disability requests it, the Township of Horton will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for:

- information that is needed in order to perform the employee’s job;
- information that is generally available to employees in the workplace; and
- consult with the employee making the request in determining the suitability of an accessible format or communication support.

6. Workplace Emergency Response Information

If an employee’s disability is such that workplace emergency response information is necessary and the Township is aware of the need for accommodation, this information shall be provided to employees. In addition, this information shall be provided, with the employee’s consent, to the person designated to aid. The information shall undergo review when the employee moves to a different location, when the employee’s overall accommodation needs or plans are reviewed and when the Township reviews its general emergency response plan.

7. Documented Individual Accommodation Plans

The Township of Horton is committed to documenting a process for developing individual accommodation plans, as well as providing these plans to employees as required. A written process for the development and maintenance of documented individual accommodation plans shall be developed for employees with disabilities. If requested, these plans shall include information regarding accessible formats and communication supports. If requested, the plans shall include individualized workplace emergency response information.

8. Return to Work Process

The Township shall have in place a documented “Return to Work” process for employees returning to work due to disability and requiring disability-related accommodations. This “Return to Work” process shall outline the steps that the Township shall take to facilitate the return to work.

9. Performance Management, Career Development, and Redeployment

The Township shall consider the accessibility needs of its employees with disabilities as well as any individual accommodation plans when providing career development, performance management and when considering redeployment.

Transportation Standards

The Township of Horton does not currently provide conventional transportation services (bus, taxi-cab services, etc.). Therefore, this section of the IASR does not apply to the Township. However, Council does provide an annual contribution to the Sunshine Coach Service in Renfrew that provides accessible transportation for people in Renfrew and area who are living with disabilities that render the use of conventional modes of public transportation inappropriate to their needs.

Design of Public Spaces

The Design of Public Spaces Standards addresses accessibility planning in a range of public spaces, including trails/beach access routes; outdoor public eating areas; play spaces; accessible parking; exterior paths of travel including sidewalks; accessible pedestrian signals; service counters; fixed queuing lines; waiting areas and the emergency and preventative maintenance of accessible elements in public spaces. These standards only apply to new construction or the redevelopment of existing public spaces and buildings.

1. Recreation Trails and Beach Access Routes

The Township is committed to creating and maintaining accessible trails on any new construction and major changes to existing features, as per the regulation. The Township of Horton does not have any beach access routes.

2. Outdoor Public Eating Areas

The Township of Horton currently does not have any outdoor public eating areas; therefore, this section is not applicable.

3. Outdoor Play Spaces

The Township of Horton currently does not have any outdoor play spaces; therefore, this section is not applicable.

4. Exterior Paths of Travel

The Township of Horton currently does not have any exterior paths of travel; therefore, this section is not applicable.

5. Parking

The Township of Horton is committed to creating accessible parking lots that are new or redeveloped, as per the regulation. In 2017, the Township rehabilitated and upgraded the Municipal Office and Fire Department Parking Lot, to include 2 accessible parking spaces. Points of entry and emergency exits are curbed or at grade level, improving accessibility in and out of the office. The Horton Community Centre has designated accessible parking near the main entrance. Parking at the Horton Boat Launch is at grade level to the dock and washrooms.

6. Service Counters, Queuing Guides, and Waiting Areas Accessible

The Township of Horton Municipal Office was renovated in 2010 to include an accessible service counter and waiting area. Any future work that is new or redeveloped will be per regulation.

7. Maintain the Accessible Parts of Public Spaces

The Township is committed to maintaining all accessible features of our public spaces. The Municipal Office has an accessible automated door as well as an accessible washroom for members of the public. This allows for accessible access to all Council and Committee Meetings held at the Municipal Office. The Horton Community Centre also has accessible automated door as well as an accessible washroom for members of the public.

Appendix A: 2019-2023 Accessibility Successions

The following is a list of completed, ongoing, and needed goals from each Municipal building or property:

Municipal Office:

Completed:

- ✓ Accessible main entrance (entry way & automatic door opener);
- ✓ Accessible lobby/waiting area;
- ✓ Accessible service counter;
- ✓ Accessible parking spaces near main entrance;
- ✓ Accessible washroom (size & handrail);
- ✓ Emergency Response Plan developed and enacted in 2022;
- ✓ Website meets WCAG 2.0 (Level AA) Standards;
- ✓ Contrasting colour on entry doors;

Ongoing/Needed:

- ✗ Install automatic door opener for accessible washroom;

Fire Department & Public Works Garage:

No public access

Landfill Site:

**Limited public access, accessible support upon request.*

Community Centre/Outdoor Rink:

Completed:

- ✓ Elevator lift from floor onto stage;
- ✓ Elevator lift from main floor to second floor;
- ✓ Accessible main entrance (entry way & automatic door opener);

Ongoing/Needed:

- ✗ Accessibility ramp to rink & change rooms/washrooms

Boat Launch:

- ✓ Fully accessible washrooms;
- ✓ Accessible dock with ramp;

THE CORPORATION OF THE TOWNSHIP OF HORTON**BY-LAW NO. 2023-42****BEING A BY-LAW TO APPOINT A CHIEF BUILDING
OFFICIAL FOR THE TOWNSHIP OF HORTON**

WHEREAS Subsection 3(1) of the Building Code Act, S.O. 1992, c 23, as amended, (the 'Act') provides that the Council of each municipality is responsible for the enforcement of the Act in the municipality;

AND WHEREAS subsection 3(2) of the Act provides that the Council of each municipality shall appoint a Chief Building Official and Inspectors for the purposes of the enforcement of the Act in the areas where the municipality has jurisdiction;

AND WHEREAS it is deemed expedient to appoint the officials mentioned as aforesaid;

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

1. That Dwayne Coulas be appointed the Chief Building Official for the Corporation of the Township of Horton for the purpose of the enforcement of the Building Code Act, 1992, as amended, and the regulations thereunder, in the Township of Horton.
2. This By-Law shall come into force on October 3rd, 2023.
3. That this By-Law supersedes any preceding by-law appointing individuals to the position of Chief Building Official.

READ a first and second time this 3rd day of October 2023.

READ a third time and finally passed this 3rd day of October 2023.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

THE CORPORATION OF THE TOWNSHIP OF HORTON**BY-LAW NO. 2023-43****BEING A BY-LAW TO APPOINT A BUILDING INSPECTOR
FOR THE TOWNSHIP OF HORTON**

WHEREAS Subsection 3(1) of the Building Code Act, S.O. 1992, c 23, as amended, (the 'Act') provides that the Council of each municipality is responsible for the enforcement of the Act in the municipality;

AND WHEREAS subsection 3(2) of the Act provides that the Council of each municipality shall appoint a Chief Building Official and Inspectors for the purposes of the enforcement of the Act in the areas where the municipality has jurisdiction;

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

1. That Dennis Fridgen be appointed the Building Inspector for the Corporation of the Township of Horton for the purpose of the enforcement of the Building Code Act, 1992, as amended, and the regulations thereunder, in the Township of Horton.
2. This By-Law shall come into force on October 3rd, 2023.
3. That this By-Law supersedes any preceding by-law appointing individuals to the position of Building Inspector.

READ a first and second time this 3rd day of October 2023.

READ a third time and finally passed this 3rd day of October 2023.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

CORPORATION OF THE TOWNSHIP OF HORTON**BY-LAW NO. 2023-44****A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF HORTON
AT THE REGULAR COUNCIL MEETING HELD OCTOBER 3RD, 2023**

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

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

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

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

1. That the actions of the Council at the meeting held on the 3rd day of October, 2023 and in respect of each motion, resolution and other action passed and taken by the Council at its said meetings, is, except where the prior approval of the Ontario Municipal Board or other body is required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Head of Council and proper officers of the Corporation of the Township of Horton are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain appropriate approvals where required, except where otherwise provided, and to affix the Corporate Seal of the Corporation of the Township of Horton to all such documents.
3. That this By-Law shall come into force and take effect upon the passing thereof.

READ a first and second time this 3rd day of October, 2023.

READ a third time and passed this 3rd day of October, 2023.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

RETURN TO AGENDA