



**THE CORPORATION OF THE TOWNSHIP OF HORTON
COUNCIL MEETING – DECEMBER 17TH, 2024 – 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 December 3rd, 2024 Regular Council

PG.3

7. BUSINESS ARISING FROM MINUTES

8. COMMITTEE REPORTS:

8.1 GENERAL GOVERNMENT COMMITTEE

▪ **CHAIR WEBSTER**

8.1.1 Staff Report – January Meeting Schedule

PG.3

8.1.2 Staff Report – Council Leave of Absence Policy

PG.7

8.1.3 Staff Report – Joint Police Services Board Renfrew
OPP Detachment 2025 Budget

PG.12

8.2 TRANSPORTATION AND ENVIRONMENTAL SERVICES COMMITTEE

▪ **CHAIR HUMPHRIES**

8.2.1 Chair’s Report – December 3rd, 2024

PG.14

8.3 RECREATION COMMITTEE

▪ **CHAIR HUMPHRIES**

8.3.1 Chair’s Report – December 5th, 2024

PG.30

8.4 PROTECTIVE SERVICES COMMITTEE

▪ **CHAIR PROCTOR**

8.4.1 Chair’s Report – November 28th, 2024

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9. CORRESPONDENCE SUMMARY

RETURN TO AGENDA

9.1 INFORMATION CORRESPONDENCE

9.1.1 CAO/Clerks Information Memo

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9.2 ACTION CORRESPONDENCE – NONE

10. BY-LAWS – NONE

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 2024-43

PG.39

16. ADJOURNMENT

THE CORPORATION OF THE TOWNSHIP OF HORTON

REGULAR COUNCIL MEETING
DECEMBER 3RD, 2024

There was a Regular Meeting of Council held in the Council Chambers on Tuesday December 3rd, 2024. Deputy Mayor Daina Proctor, Councillor Glen Campbell, and Councillor Doug Humphries, and Councillor Tom Webster were present. Staff present was Hope Dillabough, CAO/Clerk, and Nichole Dubeau, Executive Assistant – Recording Secretary.

Mayor David Bennett sent his regrets.

1. CALL TO ORDER

Deputy Mayor Proctor called the meeting to order at 4:01 p.m.

2. LAND ACKNOWLEDGEMENT

Deputy Mayor Proctor 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. 2024-168

Seconded by Councillor Webster

THAT Council adopt the Agenda for the December 3rd, 2024 Regular Council Meeting.

Carried

5. DELEGATIONS &/or PUBLIC MEETINGS

5.1 Delegation – Chair Rob Tripp – Renfrew & Area OPP Detachment Board
Chair Rob Tripp was present via Zoom.

Chair Tripp reviewed the purpose and the objectives of the board and the 2025 budget breakdown. Councillor Webster questioned if the necessary policies have been implemented, such as code of conduct, hiring policy, etc. Chair Tripp stated that the first four months of the establishment of board was writing and implementing policies. He added that they are also working with other Police Service Boards for additional policies. Councillor Webster questioned if the equal billing model could be negotiated at the 6-month review period in June. Chair Tripp stated that it is an option, and the municipalities can come up with a new solution or model. Deputy Mayor Proctor questioned the purpose of the honorariums, travel expenses, and the hiring of an administrator, because board members are also members of Council who receive compensation from their municipalities, and that the location of the detachment is centralized for all. Chair Tripp stated that it is legislated that the board members get an honorarium and that the travel expenses are there for some who want to claim it, which only some members have. He added that the administrator will essentially be the Clerk of the board for minutes, agendas, point of contact, reports, etc. Council members thanked Chair Tripp for his time presenting.

6. MINUTES

6.1 November 19th, 2024 – Regular Council

Moved by Councillor Campbell

RESOLUTION NO. 2024-169

Seconded by Councillor Webster

THAT Council approve the following Minutes:

- November 19th, 2024 – Regular Council

Carried

RETURN TO AGENDA

7. BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes.

8. COMMITTEE REPORTS:**8.1 PLANNING COMMITTEE**

Public Advisory Member Bob Johnston was present.

8.1.1 November Building Report

Council members reviewed the report.

8.1.2 Planning Files Report

Council members reviewed the report. Deputy Mayor Proctor questioned if there was an update regarding Tomlinson's Zoning By-law Amendment. CAO/Clerk Hope Dillabough stated that the matter is resolved and closed, as per the email previously sent to Council. She added that she was looking for direction from Council to release a statement. Councillor Webster requested that the links to the Ontario Land Tribunal information be shared with the statement for the public to read.

8.1.3 Staff Report – Conveyance of Former Road Allowance Request

CAO/Clerk Hope Dillabough reviewed the report and stated that these requests are case-by-case, but previous Council's have set precedence by approving them to the By-law passed in 1859. Deputy Mayor Proctor stated that she would like the item tabled until the original by-law is reviewed further by Council. She also stated that a by-law was passed last year for the use of unopened road allowances and would like more information as it relates to both. CAO/Clerk Hope Dillabough is to bring back more information to Council.

8.2 COMMUNITY COMMITTEES/COUNTY COUNCIL**8.2.1 Renfrew & Area Seniors Home Support**

Councillor Humphries gave a brief update.

8.2.2 Chamber of Commerce

Councillor Humphries gave a brief update.

8.2.3 Renfrew & Area OPP Detachment Board

Councillor Campbell gave a brief update.

8.2.4 County Council

Information was previously distributed to Council members.

9. CORRESPONDENCE SUMMARY**9.1 INFORMATION CORRESPONDENCE****9.1.1 CAO/Clerk's Information Memo**

Council members reviewed the information previously distributed.

9.2 ACTION CORRESPONDENCE**9.2.1 Township of Admaston/Bromley Request Adopt a Weighted Cost Share Allocation – Renfrew Detachment Police Services Board**

Council members reviewed and received the correspondence as information.

10. BYLAWS – NONE**11. NOTICE TO FILE MOTION FOR NEXT COUNCIL – NONE**

RETURN TO AGENDA

12. COUNCIL/STAFF MEMBERS CONCERNS – NONE**13. RESOLUTIONS**

Moved by Councillor Humphries **RESOLUTION NO. 2024-170**
Seconded by Councillor Webster

THAT Council receive the following reports as information:

- November Building Report
- Planning Files Report
- Recreation Chair's Report – November 14th, 2024

Carried

Moved by Councillor Campbell **RESOLUTION NO. 2024-171**
Seconded by Councillor Webster

THAT Council receive the Community Committees and County Council updates as information.

Carried

Moved by Councillor Webster **RESOLUTION NO. 2024-172**
Seconded by Councillor Humphries

THAT Council receive the CAO/Clerk's Information Memo for December 3rd, 2024.

Carried

Moved by Councillor Humphries **RESOLUTION NO. 2024-173**
Seconded by Councillor Webster

THAT Council receive as information the correspondence from the Township of Admaston/Bromley's request to adopt a weighted cost sharing allocation for the Renfrew and Area OPP Detachment Police Services Board.

Carried

14. IN CAMERA (Closed) SESSION – NONE**15. CONFIRMING BYLAW**

Moved by Councillor Campbell **RESOLUTION NO. 2024-174**
Seconded by Councillor Humphries

THAT Council enact By-law 2024-42– Confirming By-Law.

Carried

16. ADJOURNMENT

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

 DEPUTY MAYOR Daina Proctor

 CAO/CLERK Hope Dillabough

RETURN TO AGENDA



Township of Horton
COUNCIL / COMMITTEE REPORT

Title: January 2025 Council Meeting Schedule	Date:	December 17 th , 2024
	Council/Committee:	General Government
	Author:	Hope Dillabough
	Department:	Administration

RECOMMENDATIONS:

THAT Council, upon staff recommendation, amend the January 2025 Regular Council Meetings to January 14th and January 28th, 2025.

BACKGROUND:

The Regular Council Meeting schedule for January 2025 would have meetings on January 7th and January 21st, 2025. Given the Christmas Holiday with the office closure in addition to the upcoming ROMA Conference (January 19th-21st, 2025 – Staff are away), staff are looking for direction to reschedule these two meetings to January 14th and January 28th.

ALTERNATIVES: Remain status quo for January

FINANCIAL IMPLICATIONS: Not applicable

ATTACHMENTS: Not applicable

Prepared by: Hope Dillabough, CAO/Clerk

RETURN TO AGENDA



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Council Leave of Absence Policy	Date:	December 17 th , 2024
	Council/Committee:	General Government
	Author:	Hope Dillabough
	Department:	Administration

RECOMMENDATIONS:

THAT Council accept Corporate Policy# Council-04 Leave of Absence Policy;

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

BACKGROUND:

Council members are elected to represent their communities and attend regular meetings to make decisions in the best interest of the public. However, unforeseen circumstances such as personal health issues, family emergencies, or professional obligations may prevent a Council member from attending meetings or fulfilling their duties temporarily. In these cases, a formal Leave of Absence policy ensures that Council operations continue smoothly and that absentee members are properly accommodated.

The Township of Horton does not have a policy that speaks to Leave of Absence Requests made by Council (other than Pregnancy and Maternal/Paternal Leave). Section 259 of the *Municipal Act, 2001* provides the legislation that pertains to a 'Vacant Seat' at Council, and furthermore refers to 'no member of Council can be absent from meetings of Council for three successive months without being authorized to do so by a Resolution of Council'. The Council of the Township of Horton has exercised this piece of legislation with the request from Mayor Bennett in September 2024 regarding a Leave of Absence until December 31st, 2024.

From this request being approved and many questions surrounding procedure, staff felt it prudent to research the creation of a Leave of Absence (LOA) Policy to set out further regulations for staff, Council and the LOA applicant to adhere to moving forward. This framework will ensure that Municipal Council Members have the ability to take necessary leaves while maintaining fairness, transparency, continuity in municipal operations and responsible governance. It balances the needs of individual members with the collective responsibility to the community. Staff feels this will provide consistency and sustainability for all parties.

This policy will be subject to review and amended by Council as necessary. Any changes to the policy will be communicated to all members and made publicly available.

ALTERNATIVES: Not implement a policy.

RETURN TO AGENDA

FINANCIAL IMPLICATIONS: Not applicable

ATTACHMENTS:

- DRAFT Council Leave of Absence Policy #Council-04

Prepared by: Hope Dillabough, CAO/Clerk

The Township of Horton Policy and Procedures			
SECTION: COUNCIL		POLICY #: Council-04	
POLICY: Leave of Absence			
DATE: December 2024	REV. DATE:	COVERAGE: Council	PAGE #: 1 of 3

POLICY STATEMENT:

The Municipal Act, 2001 restricts the number of successive months from which a Member of Council can be absent, unless the absence is authorized by a resolution of Council in conjunction with the guidelines of this policy. The Township of Horton supports Members of Council who require time away from their duties for personal, health, family, or professional reasons. The aim is to ensure continuity of municipal governance while respecting the needs of individual Members of Council.

DEFINITIONS:

“CAO/Clerk” shall mean the CAO/Clerk of the Township of Horton.

“Council” shall mean the elected body of the Corporation of the Township of Horton.

“Leave of Absence” shall mean a formal period during which a Member of Council is excused from their duties.

“Member” shall mean the Mayor, Deputy Mayor or a Councillor of the Corporation of the Township of Horton.

“Township” shall mean the Corporation of the Township of Horton.

PROCEDURE:**1. Eligibility for Leave of Absence**

Township of Horton Council supports a Member of Council’s right for a Leave of Absence if they are unable to perform their duties due to:

- Personal illness or injury;
- Family or caregiving responsibilities;
- Personal or professional reasons (ex: educational leave, travel etc.)
- Other valid reasons, as determined by Council.

The length of the Leave of Absence and the conditions under which it is granted will vary depending on the reason for the Leave of Absence.

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: COUNCIL		POLICY #: Council-04	
POLICY: Leave of Absence			
DATE: December 2024	REV. DATE:	COVERAGE: Council	PAGE #: 2 of 3

2. Application Process:

2.1 Written Request and Notice

Members of Council seeking a Leave of Absence shall notify the CAO/Clerk's Office in a formal written request at least two weeks before the requested leave date (or as soon as practicable in emergencies). This must include the reason for the request, the start and end dates, and any relevant supporting documentation (ex. Medical certificates, family care requirements etc.).

2.2 Approval Process

The CAO/Clerk will provide Council with the request which must be approved by Resolution in an open meeting of Council. The decision will be recorded in the Minutes. Any specific details and reason of the request shall remain confidential to the CAO/Clerk and Council for the purpose of protection of privacy. These details shall not be provided to the public.

3. Duties During Leave:

3.1 A Member of Council who takes an approved Leave of Absence is not required to attend Council Meetings, Committee Meetings or the Meetings of other Bodies to which they are appointed by Council or to undertake other duties as required by the *Municipal Act, 2001*.

3.2 Members shall not participate in votes, and/or represent Council unless they are able to return to their duties.

3.3 If the Member of Council holds any Committee Appointments, Board assignments or representative duties, they may be temporarily replaced, subject to Council approval.

4. Extensions and Returns:

4.1 Requests for extended Leaves of Absence shall follow the same process as the original request and shall be submitted prior to the expiration of the existing approved Leave of Absence.

RETURN TO AGENDA

The Township of Horton Policy and Procedures			
SECTION: COUNCIL			POLICY #: Council-04
POLICY: Leave of Absence			
DATE: December 2024	REV. DATE:	COVERAGE: Council	PAGE #: 3 of 3

4.2 A Member of Council who has an approved Leave of Absence that wishes to return earlier than the approved end date shall notify the CAO/Clerk in writing of their intent to resume duties prior to resuming duties, five (5) business days before their anticipated return.

4.3 Upon return, the Member of Council is reinstated to their previous role and responsibilities, unless otherwise decided by Council or governed by the Municipal Act, 2001.

5. Failure to Return

5.1 If a member fails to attend, in person or by any other means permitted under the Municipal Act, 2001 Council meeting's 3 successive months immediately after the expiration of the Member's Leave of Absence, Council may declare the Member's seat vacant on account of such absence subject to and in accordance with the provisions of the Municipal Act, 2001.

6. Compensation During Leave

6.1 Members of Council shall continue to receive their salary during an approved Leave of Absence.

7. Monitoring and Compliance

7.1 The CAO/Clerk shall maintain records of all Leave of Absence requests and ensure compliance with this policy and the Municipal Act.

EXCLUSIONS:

This Policy does not apply to Township Staff, or Public Advisory Members of Committees.



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Joint Police Services Board Renfrew OPP Detachment 2025 Budget	Date:	December 17 th , 2024
	Council/Committee:	Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	Administration/Finance

RECOMMENDATIONS:

THAT Council support the Renfrew and Area OPP Detachment Board's 2025 Budget in the amount of \$114,644;

AND THAT Council consent to an equal billing model for 2025 which reflects a one-seventh share between participating municipalities resulting in \$16,377.71 to be paid by each municipality;

AND FURTHER THAT Council recommends a billing model review in 2025 on or shortly after the Board's six month review of their annual budget to ensure fairness among cost allocations.

BACKGROUND:

Township Council has had a chance to review the information provided by the Renfrew and Area OPP Detachment Board's 2025 budget, along with a delegation from OPP Board Chair Rob Tripp to further explain budgetary considerations and billing models. Upon discussion with the Chair, it was noted that the Board will commit to quarterly reporting to municipalities as it pertains to budgeted versus actual figures. Additionally, a full review of the 2025 budget will take place six months in to ensure fairness, transparency. Chair Tripp discussed that the Board will be open to discussion pertaining to equal versus proportional billing in the future.

Correspondence was received from the Township of Admaston/Bromley requesting support for a proportional billing model. Discussion at the Council Table on December 3rd indicated support however were prepared to receive their request at this time and support initiatives in 2025 for a different cost allocation model.

Information previously provided by Report to Council:

The Renfrew and Area OPP Detachment Board was established in 2024 under the authority of Section 67 of the Community Safety and Policing Act, 2019 (CSPA), and it's supporting regulations. The Board consists of representatives from 7 municipalities (Horton, Admaston/Bromley, Whitewater Region, McNab/Braeside, Greater Madawaska, Renfrew and Arnprior), two public representatives as well as members of the OPP.

RETURN TO AGENDA

The attached information, received on October 28th, from the Chair of the Renfrew and Area OPP Detachment Board details the proposed 2025 Budget and how, under the Act, shall be funded.

Under the Act, the funding of the budget is required to be an equal shared billing. Any other method of funding would require a unanimous consensus of the Board to use a different model. There have been conversations with the neighbouring municipalities where discussions have trended towards the equal billing model. If Council of the Township of Horton does not agree with this and feel there should be an alternate method of billing (such as per household count) – it is up to Council to present to the board their justification. Again, the Board must require a unanimous consensus to change the method of funding, as per the Act.

Equal Billing - \$16,377.71 shared by all 7 municipalities
 Proportional Billing by Household Count - \$8,108.49 – Horton's share

The remainder of the proportional billing amounts are detailed in the attached documentation.

The Board is looking for the Township to approve the budget. Staff recommend directing specific Board questions to Horton's representative Councillor Glen Campbell and/or inviting members of the Board to attend the next Council meeting to answer any questions Council may have and/or provide clarification prior to making any decisions.

ALTERNATIVES:

n/a at this time.

FINANCIAL IMPLICATIONS:

The equal billing model presented, as per the Act, will impact the Township of Horton by an addition of \$16,377.71 to the 2025 Operating Budget.

CONSULTATIONS:

Council – Township of Horton
 Nathalie Moore, Treasurer
 Rob Tripp, Chair – Renfrew and Area OPP Detachment Board
 Letter of Request – Township of Admaston/Bromley

Prepared by: Hope Dillabough, CAO/Clerk



Township of Horton COUNCIL / COMMITTEE REPORT

Title: TES Committee Chair's Report – December 3 rd , 2024	Date: December 17 th , 2024
	Council/Committee: Council
	Author: Nikky Dubeau, Executive Assistant
	Department: TES

RECOMMENDATIONS:

1. THAT Council accept the TES Committee Chair's Report as information.
2. THAT the TES Committee recommend to Council to approve the additional 2024 Private Road Grant Program Applications for reimbursement, as per Policy T-01 Private Road Grant.
3. THAT the TES Committee recommend to Council to review and adopt the updated Entrance and Drainage Policy and be brought forward by By-law.
4. THAT the TES Committee recommend to Council that due to the current life expectancy of the Landfill Site, the "Free Landfill Voucher" for residents be eliminated effective December 31st, 2025;

AND FURTHER THAT Staff and Council provide information and education in 2025 to residents by notices and Open Houses.

BACKGROUND:

2025 Proposed Budget

Treasurer Moore reviewed the proposed Transportation budget. She highlighted that this year the departmental operating budget is down \$150,000 from last year. The reserve balance after the 2025 contributions and projects was reviewed. She added that OCIF funds have decreased approximately \$28,000, which is reflective of 1% of the overall tax levy. Ms. Moore reviewed the environmental budget, which has a department increase of 13% from last year due to the costs for the Landfill Site Expansion Feasibility Study.

Extended Private Road Grant Program Applications

Public Works Manager Adam Knapp reviewed the report. Committee was in agreeance to accept the additional applications.

Draft Entrance & Drainage Permit By-law

Public Works Manager Adam Knapp reviewed the report. There was committee discussion regarding drainage on private properties and ditches. The committee was in agreeance to make changes and update the policy.

RETURN TO AGENDA

Waste Composition Study

Public Works Manager Adam Knapp reviewed the report. There was committee discussion regarding the potential use of clear bags in the Township's future.

Repeal of Free Landfill Passes

Public Works Manager Adam Knapp reviewed the report and added that this recommendation is due to the increased amount of waste that is entering the Landfill and an attempt to maintain the life expectancy of the Landfill to avoid or prolong the high cost of diverting waste outside the Township. He added that the current life expectancy of the landfill has substantially decreased due to this increase of waste. There was committee discussion regarding publications to inform residents in addition to holding multiple Open Houses to ensure residents understand the constraints the Landfill is facing, and to demonstrate proper garbage and recycling practices. The Committee was in agreement to eliminate the annual "free pass" for each ratepayer moving forward, beginning January 1, 2026.

EV ChargeOn Grant Application Status

Public Works Manager Adam Knapp reviewed the report. He added that he is looking into other avenues of funding and that it is beneficial the detailed design is already complete to ensure the Township is shovel ready for the project once funding becomes available.

Town of Renfrew's Second Public Consultation Center

Public Works Manager Adam Knapp reviewed the report.

County of Renfrew's TMP – Road Rationalization Assessment Memorandum

Public Works Manager Adam Knapp reviewed the report.

Attachments:

1. Report – Extended Private Road Grant Program Applications
2. Report – Draft Entrance & Drainage Permits By-law
3. Report – Waste Composition Study
4. Report – Repeal of Free Landfill Passes
5. Report – EV ChargeON Grant Application Status
6. Report – Town of Renfrew's Second Public Consultation Center
7. Report – County of Renfrew TMP – Road Rationalization Assessment Memorandum

Prepared by: Nikky Dubeau, Executive Assistant

Reviewed by: Hope Dillabough, CAO/Clerk

Reviewed by: Adam Knapp, Public Works Manager



**Township of Horton
COUNCIL / COMMITTEE REPORT**

Title: Extended Private Road Grant Program Applications	Date:	Dec 4 th 2024
	Council/Committee:	TES
	Author:	Adam Knapp, Public Works Manager
	Department:	Transportation

RECOMMENDATIONS:

THAT the TES committee recommend that Council approve the following applications and reimbursement allotments, as listed in the background section of this report, under the 2024 extended submission deadline for the Grant Program to Assist with Improvement Costs of Private Roads.

BACKGROUND:

Staff received 2 applications for funding by the cut off date of October 31st 2024. 2 application were accepted. The breakdown of the applications is displayed below:

Approved Applications

Association or Applicants Name	Private Road Name	Approved Township Reimbursement Allotments	Total Funds for Road Improvements by Association	Township Percentage of Reimbursed Funding
Ruth Goodfellow	McCreary Lane	\$300.00	\$3,800	7.9%
Oakdale Lane Association	Oakdale Lane	\$400.00	\$400	100%

The total amount of funding approved under the grant program in 2024 is \$1,940 and the Township budgeted for \$15,000 meaning \$13,060 remains in the fund for 2024. Per Council resolution the fund shall receive a maximum yearly allotment of \$15,000 per annum and be capped at \$30,000. The allotment required for 2025 is \$15,000 making \$28,060 available for the grant program in 2025.

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

\$700.00 from the Private Roads Grant Fund – Operating Budget

ATTACHMENTS:

N/A

RETURN TO AGENDA

CONSULTATIONS:

Nathalie Moore – Treasurer

Prepared by: Adam Knapp, Public Works Manager

Reviewed by: Hope Dillabough, CAO/Clerk



Township of Horton COUNCIL / COMMITTEE REPORT

Title: DRAFT BY-LAW FOR ENTRANCE AND DRAINAGE PERMITS	Date:	Dec 4 th 2024
	Council/Committee:	TES
	Author:	Adam Knapp, Public Works Manager
	Department:	Transportation

RECOMMENDATIONS:

THAT the TES committee recommend to Council that the draft By Law for Entrance and Drainage Permits be circulated for review and subsequently adopted.

BACKGROUND:

The Township is experiencing significant and continual growth and applications for new or altered entrances to access our road network or easements. Staff has also noted several incidents of rate payers installing temporary entrances or altering Township drainage without informing the Township of the work being performed. Several of the incidents have cost the Township significant time and funds by damaging our assets or creating drainage issues that need to be rectified up or downstream of the work. The Townships current by law does not mitigate this from occurring. Staff felt it necessary to establish parameters based on Transportation Association of Canada and Ministry of Transportation of Ontario standards for constructing or altering of entrances or drainage systems and to ensure that any construction or alteration of entrances and drainage systems are only performed through a permit process. The by law also establishes penalties for unpermitted construction or altering of entrances and drainage systems, damaging Township assets, or creating entrance and drainage related safety concerns within our road network and easements.

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

2024 DRAFT BY-LAW FOR ENTRANCE AND DRAINAGE PERMITS
 SCHEDULE A 2024 DRAFT ENTRANCE AND DRAINAGE PERMIT
 OMAFRA Email Confirmation of Permit Process

CONSULTATIONS:

N/A

Prepared by: Adam Knapp, Public Works Manager

Reviewed by: Hope Dillabough, CAO/Clerk

RETURN TO AGENDA



Township of Horton COUNCIL / COMMITTEE REPORT

Waste Composition Study	Title:	Date:	Dec 4th 2024
		Council/Committee:	TES Committee
		Author:	Adam Knapp, Public Works Manager
		Department:	Environmental

RECOMMENDATIONS:

THAT the TES committee receive this report as information.

BACKGROUND:

A rendition of this report was first presented in October of 2023 as supporting information to repeal the free landfill passes. It is brought forward again as supporting information for the second request to repeal the free landfill passes and to support the continued exploration of sustainable diversion options and public educational campaigns of the negative impacts of misuse of our landfill.

Attached to this report is the High-Level Work Plan composed from the 2023 waste composition study at the Landfill Site.

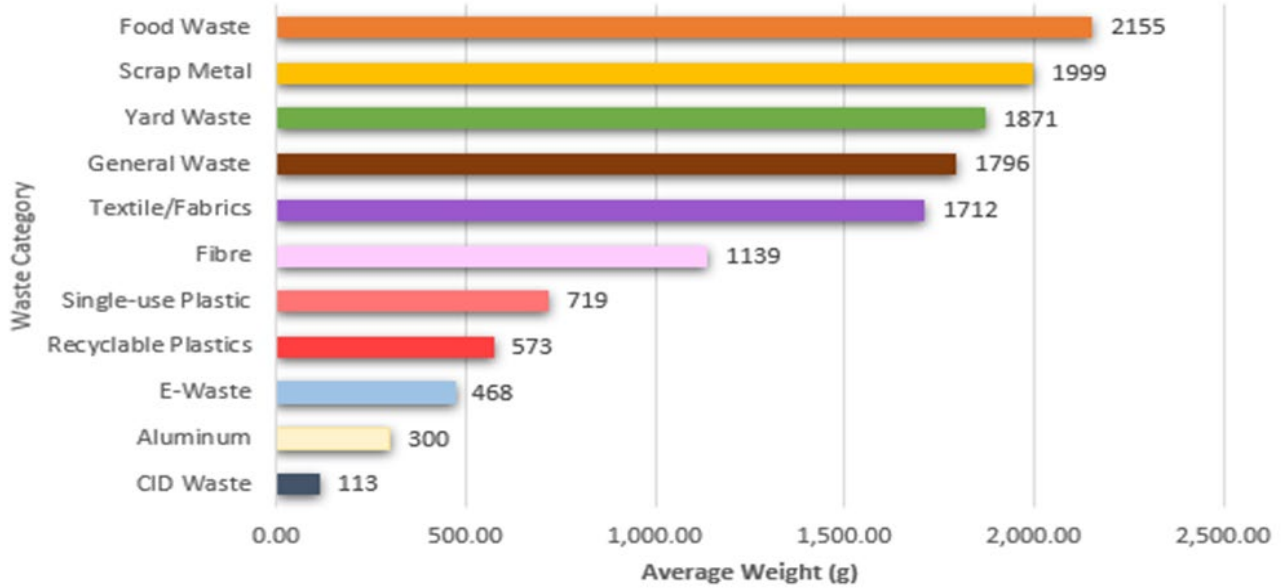
Staff and an engineering consultant, JP2G, conducted a bagged waste composition study at the landfill site. The study consisted of auditing twelve (12) waste bags selected at random from the delivered and curbside waste pile that were then opened, sorted, and weighed into categories.

The weight of each waste category from every sample bag was meticulously recorded in pounds on preprinted audit sheets. Following the completion of the audit process, the raw data obtained from the weighed waste categories was compiled. The average weight of each category is displayed below:

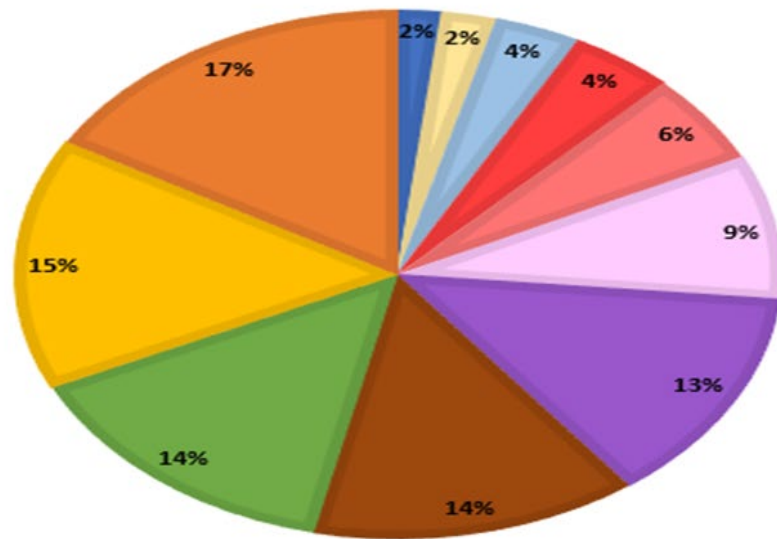
Waste Category	CID Waste	Aluminum	E-Waste	Recyclable Plastics	Single-use Plastic	Fibre	Textile & Fabrics	General Waste	Yard Waste	Scrap Metal	Food Waste	Total Waste
Average Weight (g)	113	300	468	573	719	1139	1712	1796	1871	1999	2155	5923
Percent %	2	2	4	5	6	9	14	14	15	16	17	

RETURN TO AGENDA

Average Weights of Waste Categories



PERCENTAGE OF WASTE CATEGORY WEIGHTS



A total of 5923 grams of waste was measured, with food waste, scrap metal, and yard waste being the dominant contributors, collectively constituting 48% of the total waste. This leaves substantial potential for diverting 53% of the total waste away from the landfill and into recycling facilities or re-use programs.

Staff proposes the following recommendations to improve diversion rates:

- Repeal the free landfill pass program. (2026)

RETURN TO AGENDA

- Implement a clear bag waste collection policy within our current and / or future waste collection contracts and refuse collection of waste bags with divertible products within and apply Oops stickers to notify why waste the was not collected. (2025/2026)
- Implementation of the Food Cycler program (2025)
- Further Waste Composition Studies (2026/2027)
- Ensure user fees are at a rate comparable to neighbouring Municipalities. (2026)
- Promotion and Education of the Townships current resource recovery initiatives. (Continual)

Peterborough, Ont., made the decision to move to clear bags, and green bins, in October 2023 and saw its waste diversion rate skyrocket and the City of Cornwall followed in 2024.

A clear plastic bag system promotes mandatory recycling of blue box material and can be enforced "with no additional resources and minimal behavioral changes." This change will no doubt bring push back and some concerns related to privacy which has been seen in Peterborough and Cornwall. Privacy concerns and push back could be mitigated by allowing two smaller, bathroom sized, opaque bags inside their clear bags to mask private items and an educational campaign to inform residents of the change for no less than 6 month prior to implementation. Attached to this report as supporting information is the report from the City of Cornwall's Supervisor Waste Management Dave Kuhn.

Staff encourage all members of Council and the Public to bring forward any initiatives that may present viable diversion options for consideration. Staff believe that every option to extend the life cycle of our facility is a worth examining.

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

2023 Composition Study - High Level Work Plan

City of Cornwall Report - Mandatory Recycling and Clear Bag Waste Collection

CONSULTATIONS:

Andrea Sare – Environmental Consultant JP2G

Britany Holland – Environmental Technician JP2G

Kevin Mooder – Principal Environmental Services JP2G

Prepared by: Adam Knapp, Public Works Manager

Reviewed by: Hope Dillabough, CAO/Clerk



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Repeal of the Free Landfill Pass Program	Date:	Dec 4 th 2024
	Council/Committee:	TES Committee
	Author:	Adam Knapp, Public Works Manager
	Department:	Environmental Services

RECOMMENDATIONS:

THAT the TES committee recommend to Council that the free landfill pass program be repealed effective December 31st 2025.

AND THAT staff will notify and educate residents on the initiative to ensure a smooth transition .

BACKGROUND:

This recommendation and rendition of this report was first brought forward to Council in October of 2023 which recommended to remove the free landfill passes effective January 1st, 2024 and was supported by the data received in our Biennial Operations and Monitoring reports delivered in May of 2023.

On November 5th, 2024 Kevin Mooder of Jp2g presented the final draft of the Townships Expansion Feasibility Study to Council. It highlighted the negative effects of increased intake rates and that the 32,890 m³ expansion will only have a lifecycle of 12 years at our current average intake rate of 2,700m³ per year. Assuming that intake rate has continued and that the current site has a remaining capacity of 10,000m³ means that the current site has a remaining life expectancy of 3.7 years. Expansion Feasibility Studies and expansions are costly and take approximately 5 years to complete meaning that if the expansion is approved in 2025 and fully operational by 2026 the Township would need to begin the process of applying for another expansion, which is likely not feasible, or explore alternative diversion options for all waste by 2033 to 2036.

The Township received its Biennial Operations and Monitoring reports in May of 2023, and it did not present a good picture as it pertains to the amount of waste intake at the Landfill site (LFS) or the current predicted lifecycle expectancies.

Based on the recent November 4, 2022 survey in comparison to the Stantec 2009 design contours (not including final cover and topsoil – 0.45m) there is a remaining capacity of approximately 15,000m³. Assuming an optimal annual landfilling rate of 2000m³, it results in a site life expectancy of approximately 7.5 years.

RETURN TO AGENDA

This updated estimated life expectancy and the yearly landfilling quantities chart on page 5 of the Operations Report formed the basis of Staff's recommendation in this report and at the June 14th TES meeting. The Operations Report clearly documents that the Townships intake of materials is undesirable and at a rate far above our target of 2,000m³ per year. ECA Condition 30 states that no more than 3000 tonnes of waste per year may be accepted for disposal and the LFS has encroached or exceeded this limit numerous times since 1994.

The chart below, from the Townships current Biennial Operations Report, **highlights** every year since 1994 that the landfill site has exceeded the 2000m³ target intake rate for optimal lifecycle achievement. The chart accurately shows that 68% of the years tracked the Township has exceeded our optimal intake rate.



Table 2
Landfilling Quantities

Year	Landfilled (m ³)	Remaining Capacity (m ³)	
1994	4560	March 1994 started area method	
1995	2250		
1996	2100	36,100m ³ in 1 ha footprint based on Stantec Dec 1996 survey	
1997	1100		
1998	2800		
1999	2973		
2000	4174		
2001	5200		
2002	3500		
2003	1500		
2004	1800		
2005	1600		
2006	2500	39,900m ³ expansion approved in 2011 waste disposal started in this area in 2012	
2007	2425		
2008	2748		
2009	2920		
2010	3025		
2011	680		
2012	1610		40,727
2013	2000		38,727
2014	1095		37,632
2015	2289		35,000
2016	2053	32,947	
2017	1750	31,200	
2018	2475	28,725	
2019	2108	26,617	
2020	1996	24,621	
2021	3000	21,621	
2022	2420	19,201	

Notes: Years 1994-2000 Stantec (2017) annual landfill
 Years 2011-2016 Stantec (2017) remaining capacity
 Years 2017-2020 Jp2g estimates



The picture displayed above was acquired on August 16th 2023 and portrays the accumulated construction / demolition and yard waste accumulated over an approximate 5-month period, this does not include other additional intake sources such as curbside collection. This level of intake has been consistent for numerous years and Staff at all levels of waste management struggle to consider this intake as generated solely in Horton Township. Staff believe that a significant portion of the intake is being sourced from other areas and our low fees and free passes are being exploited. Evaluating the materials origin transported in by a valid user is difficult if not impossible to do effectively.

RETURN TO AGENDA

The data displayed in the Operational Report and Waste Composition Study clearly display excessive material intake and significant amounts of divertible materials in our collection program. This is not positive data for the efficiency of the program and If our current LFS runs out of capacity before our expansion study is approved or worst-case rejected the cost to divert waste outside the Township would be a heavy burden on rate payers. Staff consider it imperative to mitigate intake and investigate all options for diversion. We must continue to improve our program and ensure that our LFS achieves the maximum life cycle possible. As we have experienced LFS expansions are not economical, and they will not become less involved or costly in the future. The actions taken today shall assist in safeguarding the longevity of our LFS and prolong future expenditures allowing the Township to logistically prepare for the next phase of waste management.

Staff is making the recommendation to remove the “Free” Landfill pass program effective December 31st 2025. This will provide enough time for notice to all ratepayers of the decision and to educate the residents on why the program was repealed.

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

Per the recommendation and Waste User Fees

ATTACHMENTS:

Upon Request - 2021-22 Operations Report

Upon Request - 2021-22 Monitoring Report

Draft Expansion Feasibility Study 2024 (without appendices)

CONSULTATIONS:

Kevin Mooder – JP2G - Manager of Environmental Services

Prepared by: Adam Knapp, Public Works Manager

Reviewed by: Hope Dillabough, CAO/Clerk



Township of Horton COUNCIL / COMMITTEE REPORT

Title: EV ChargeOn Grant Application Status	Date:	Dec 4 th 2024
	Council/Committee:	TES
	Author:	Adam Knapp, Public Works Manager
	Department:	Transportation

RECOMMENDATIONS:

THAT the TES committee receive this report as information pertaining to the status of our application to the EV ChargeOn Grant.

BACKGROUND:

Early in 2024 staff applied to the EV ChargeON Program after receiving numerous emails prompting us to apply from the Ministry of Transportation of Ontario (MTO). The MTO application guide indicated that the applications would be reviewed during the winter of 2024 and applicants would be notified of the application status in the spring of 2024. On November 12th the Township received the attached letter informing us that our application was not selected to move forward and that the selection process was highly competitive. The submission included a detailed design with to date costing and staff interpret that the Townships submission met all criteria specified within the application.

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

EV ChargeON Program Letter

CONSULTATIONS:

N/A

Prepared by: Adam Knapp, Public Works Manager

Reviewed by: Hope Dillabough, CAO/Clerk

RETURN TO AGENDA



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Town of Renfrew's Second Public Consultation Center	Date:	Dec 4 th 2024
	Council/Committee:	TES
	Author:	Adam Knapp, Public Works Manager
	Department:	Transportation

RECOMMENDATIONS:

THAT the TES committee receive this report as information pertaining to the second Public Consultation Center for the Towns of Renfrew's Transportation Master Plan.

BACKGROUND:

The Town of Renfrew has procured the services of BT Engineering Inc to perform a Transportation Master Plan (TMP) independent of the County and Municipal partners TMP set for completion in 2025. The Towns TMP contains several proposals that may affect the Township of Horton's road network and growth including the Whitton Road and O'Brien Road intersection closure, new Whitton Road alignment and road alignment network alternatives within the East Development Area.

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

Town of Renfrew PCC Notice 2

CONSULTATIONS:

N/A

Prepared by: Adam Knapp, Public Works Manager

Reviewed by: Hope Dillabough, CAO/Clerk

RETURN TO AGENDA



Township of Horton COUNCIL / COMMITTEE REPORT

Title: County of Renfrew TMP - Road Rationalization Assessment Memorandum	Date:	Dec 4 th 2024
	Council/Committee:	TES
	Author:	Adam Knapp, Public Works Manager
	Department:	Transportation

RECOMMENDATIONS:

THAT the TES committee receive this report as information pertaining to the Joint County of Renfrew Transportation Master Plan (TMP) Road Rationalization Assessment.

BACKGROUND:

As part of the Joint Transportation Master Plan (TMP) process, an assessment of the County’s Road rationalization policy (PW-19, March 2023) and its application has been completed. This memorandum is intended to provide the County staff with an opportunity to provide input on the completed road assessment. In doing so, County staff experience and local knowledge can be leveraged to shape the outcome of the assessment to better align their expectations and desired outcome.

The intent of this review is to identify potential improvements and or modifications which could be applied to the County’s criteria to better reflect the nature of the County and to improve clarity of specific criterion.

The assessment identified 5 sections of road that are recommended for transfer to the County, totaling 18 kilometers, and 79 sections of County road recommended for transfer to local municipalities, totaling 122 kilometers. These recommendations shall not significantly impact Horton Township and our current network. The only section of roadway recommended for transfer recommended for transfer to Horton Township is County Road 6 (Lochwinnoch Road) from Highway 17 to County Road 63 (Miller Road) once the Highway 17 twinning project is complete and the cloverleaf connection is provided. The total length of Lochwinnoch Road potentially downloaded would be 5.4 kilometers.

	Sections	Length (km)
Currently Designated County Road	512	820
Existing County road recommended for transfer to local municipality	79	122
Existing County road to remain in County network	403	673
Existing local road recommended for transfer to County	5	18
Existing County road recommended for Connecting Link program	30	25

It is recognized that cost will be a significant concern for local municipalities. As such, the implementation plan should include a funding model which outlines potential compensation for the transfer.

RETURN TO AGENDA

Overall, the road transfer plan options should include:

- Alternative 1: Do-nothing (maintain the current road system as is).
- Alternative 2: Transfer roads in their current state.
- Alternative 3: Transfer roads in an improved state.
- Alternative 4: Transfer roads with financial concessions.

The following roads within Horton Township were also considered within this study but were not found to meet the minimum threshold for upload to the County:

- Lime Kiln Road.
- Pinnacle Road from Garden of Eden Road to Highway 60.

If the area surrounding Lime Kiln Road were to be rezoned under the Official Plan to Urban Community or Rural Village in response to anticipated development, that would significantly improve the justification for County jurisdiction. The road currently only receives 2 points for serving as an Urban bypass route but no points for traffic volume, industrial activity or as an urban connector. If the area were rezoned, as a Rural Village it would receive 2 points or 4 points as an Urban Community. Roads posted 80 km/h or above also receive a point, but it is currently posted 60 km/h.

The report also suggested emergency detour routes (EDR) which proposed direct traffic through the Town of Renfrew from utilizing O'Brien Road, Hwy 60, Bruce Street, Garden Of Eden Road and Pinnacle Road. Staff suggested alternate routes to direct traffic from Highway 17 toward River Road and back to the highway utilizing Goshen Rd, Thomson Rd and Johnston Rd to direct traffic onto County Roads and that sending traffic through the Town of Renfrew would be a chaotic situation as the proposed route puts traffic through the downtown core which struggles to accommodate normal traffic volumes.

The full 40-page report shall be mailed out with the TES Committee package and is also available upon request.

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

N/A at this time

ATTACHMENTS:

EMAILED WITH PACKAGE & AVAILABLE UPON REQUEST

- County of Renfrew TMP - Road Rationalization Assessment Memorandum

CONSULTATIONS:

Mitchell Patenaude, P.Eng - Egis Canada Ltd.

Taylor Hanrath, Manager of Capital Works – County of Renfrew

Prepared by: Adam Knapp, Public Works Manager

Reviewed by: Hope Dillabough, CAO/Clerk

RETURN TO AGENDA



COUNCIL / COMMITTEE REPORT

Title: Recreation Chair’s Report – Thursday Dec 5 th , 2024	Date:	Dec 5 th , 2024
	Council/Committee:	Council
	Author:	Rachel Eden CLO
	Department:	Recreation

RECOMMENDATIONS:

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

BACKGROUND:

Remembrance Day Volunteer Update

CLO Rachel Eden shared that a new volunteer successor for Remembrance Day was found by Claire Rouble. Mr. Randy McDowell will network with our current volunteers and CLO for our 2025 Remembrance Day Ceremony, and we are very grateful to him.

2025 Recreation Budget

Treasurer Nathalie Moore presented the 2025 Recreation Budget. The Recreation Committee was satisfied with the presented proposed budget.

OVED Partners Meeting

Mrs. Eden provided a summary of her recent attendance at the Ottawa Valley Economic Development Partners Meeting hosted by the County of Renfrew. The Recreation Committee was asked to review the summary. Questions were raised regarding the lack of a Community Improvement Plan (CIP) in Horton, with decisions towards future hopes to see this implemented. CLO will discuss with senior staff for background to provide to the Recreation Committee.

Damage/Cleaning Deposit Hall Rental Agreement

Ms. Eden presented background and unpleasant instances with patrons focused around the \$500 damage/cleaning deposit associated with the Hall Rental Agreement for the Horton Community Centre. The Recreation Committee motioned to eliminate this deposit entirely. The agreement will still contain a damage/cleaning clause, but no physical collection of a deposit will take place. Documents will be amended by CLO and presented for final approvals.

Soup, Sandwich & Social

The Recreation Committee was in favour of initiating this monthly event. The Horton Catering Group will volunteer in the kitchen. The event will be held ‘by donation’, the Committee is confident this will be well received and still profitable. Our first event will be planned to being in January 2025.

Experience Ontario Grant

CLO Eden briefly presented information for the Experience Ontario Grant. Due to deadline time constraints, CLO will research into this Grant further to consider future eligibility for Horton Township.

CLO Eden presented information about the SALC Brass Ensemble and hosting a complimentary performance in Horton. The Recreation Committee was happy to hear this, CLO will make arrangements with SALC Brass Ensemble for a future date.

Seniors Community Grant

Seniors Community Grants, ranging from \$1,000 up to \$25,000, help support community organizations' ability to provide opportunities for greater social inclusion, volunteerism, and community engagement for older adults, from the safety of their homes or other safe environments. As a result of projects funded by Seniors Community Grants, diverse and equity-seeking older adults will have better access to opportunities to stay active, healthy and engaged in their community. Organizations may be able to build capacity to continue to serve older Ontarians through new opportunities based on local needs and also create new partnerships to better serve those in their community after project funding ends.

The Seniors Community Grant (SCG) Program funds local not-for-profit organizations and individuals representing local unincorporated community groups to deliver projects, supports and resources that help older adults (aged 55+) live independently, ensure their safety and security, connect them to their community, avoid isolation and help them achieve greater financial security and social connections. Funding ranges from \$1,000 up to \$25,000 and provides 100% funding for eligible expenses on successful applications. The Recreation Committee discussed brainstorming and benefits towards the senior population in the Township of Horton, and provided direction to Rachel Eden, Community Liaison Officer to make an application for funding to The Seniors Community Grant. No formal endorsements are required from Council to support the application upon submission, however the Recreation Committee still made a motion for support. If the application is successful, a report will come back to Council with further details.

Moved by Claire Rouble, Seconded by Terry Runtz

THAT the Recreation Committee recommend to Council to direct and support staff to apply for the Seniors Community Grant.

Additions: Bingo and Kids Christmas Craft Night

Public Advisory Member Ms. Rouble will be putting thought into organizing a bingo evening for the near future. CLO Eden shared that the Kids Christmas Craft Night had been cancelled, prior to announcement, to allow for more precise and thoughtful planning towards the Annual Christmas Craft Market, and the upcoming Annual Winter Carnival.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: N/A

Prepared by: Rachel Eden, Community Liaison Officer

Reviewed by: Hope Dillabough, CAO/Clerk



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Protective Services Committee Chair's Report November 28 th , 2024	Date: December 17 th , 2024
	Council/Committee: Council
	Author: Nikky Dubeau, Executive Assistant
	Department: Protective Services

RECOMMENDATIONS:

1. THAT Council accept the Protective Services Committee Chair's Report as information.
2. THAT the Protective Services Committee recommend to Council to add Alex Carmanico, Kaitlyn Curley, and Tyson Harris to the Fire Department roster.

BACKGROUND:

Fire Chief's Report and Update

Fire Chief Cole presented his report. Chief Cole presented the calls for service from mid September until present – there were 9 calls with a total of 55 year to date. He expressed that callouts are up in general across the County.

Fire Chief Cole stated that the recruitment process has been completed and three firefighters have been added to the ranks.

Firefighter/CEMC Steve Osipenko has taken the requisite training for the Designated Officer Program and has offered to take on the role for the Fire Department.

The Annual Fall Classic Fundraising Golf Tournament at Renfrew Golf Club was held on Sunday September 29, 2024 and raised approximately \$7,000.00 through greens fees, donations and sponsorship. This will be distributed to local charity organizations over the course of the next few months. Some of these charities include Hospice Renfrew, Renfrew and Area Foodbank, Mackay Manor, and Bernadette McCann House.

The Annual Horton Haunted Fire Hall was held on October 31, 2024 with approximately 60 children who attended. Chief Cole thanked the firefighters and additional helpers who made the day the success it was, and also to Renfrew Rent – All Event Tents for providing the set up for the haunted walk.

2025 Budget Review

Treasurer Moore reviewed the line-by-line budget for the committee. As of right now, the department is looking at a 1.48% increase from last year and will have a reserve amount of approximately \$350,000 in 2025 after it's contributions. She stated that the emergency shower for the fire hall could use Lot Development Funds instead of the Operating Budget because it is an enhancement to the building and a quote for the cost of work is required to use the funds.

Fire Chief Cole stated that all 20 SCBA tanks will be out of commission by 2029 and questioned whether they should be buying in bulk or replace a certain number every year.

RETURN TO AGENDA

There was committee discussion regarding the purchase of a new tanker to replace the current one and the possibility of hiring a consultant to find a truck. Deputy Fire Chief Mike Fortier stated that the truck is passed it's prime and 20-year life cycle and will not pass the inspection in a couple of years. Chair Proctor recommended starting to process to find the availability of used tankers and if necessary, then investigate a new tanker. She added that there are currently not enough calls that require the truck, so it does not get used often which should save the wear and tear on the current truck. Councillor Campbell suggested reaching out to other municipalities to see how they have found and purchased their vehicles. Chair Proctor stated that she would like to see a 0% department increase for 2025. Treasurer Moore stated that in order to do that, approximately \$3,000 would have to be removed from the budget. She added that this could be done by using Development Charges for the emergency shower. The Committee was in agreeance to defer the SCBA's until 2029, research used and new tankers for prices and availability and use Development Charges for the emergency showers to have a 0% increase department budget.

ATTACHMENTS:

1. Report – Fire Chief's Report

Prepared by: Nikky Dubeau, Executive Assistant

Reviewed by: Hope Dillabough, CAO/Clerk



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Monthly Fire Report	Date:	November 26, 2024
	Council/Committee:	Fire Committee
	Author:	J. Allan Cole – Fire Chief
	Department:	Fire

CALL OUTS/RESPONSES:

Call-Outs/Responses September 17, 2024 to November 26, 2024

Year to Date Total – Fifty Five (55)

Total this Period – Nine (9)

- MVC – (3)
- General FA Activation – (1)
- Smoke/CO Detector Activation – (4)
- Mutual Aid – Called off On Route – (1)

MEETINGS:

Renfrew County Chief's Association Meeting – December 04, 2024

TRAINING/WORKSHOPS/:

- Practical Evolutions NFPA 1001 FF1&2 to meet minimum requirements of Ontario Seal. (ongoing)
- Firefighter Interior Attack-Ontario Seal Certification Program-Based on NFPA2001 Chapter 4&5, 2019 Edition
- Palmer Dollhouse-Live Fire Training-Recognizing flow paths and flashover- Guest Instructor Rick Bergen CNL Training Officer. Additional attendance by Douglas Fire Department Staff.
- Stepping Into Fire-Training the Firefighters of Tomorrow-Guest Speaker Adam McFadden-Firehouse Training.

CORRESPONDENCE:

- OFM Fire Protection Grant TPON Application – No update as to status of Grant Application
- OFM Correspondence re; Ontario Seal Certification Program

RETURN TO AGENDA

OUTSTANDING ISSUES/OLD BUSINESS:

Fire Department Access on Private Roads within the Municipality

(Left on for Reference)

There are 149 registered Roads in the Township that have 911 addresses attached to them (Info based on CACC 911 Reporting Data).

Of the 141 registered Roads, 61, or 43% are deemed to be Private Roads not maintained by the Municipality and of varying roadbed condition.

We have completed the Private Road Condition Assessment on 61 Private Roads in the Township.

Based on our observations there are a sizeable number of 911 addresses located on private roads where we, as a Fire Department, could not provide the same level of service as would be expected of 911 addresses on Municipally Maintained Roads.

The following are some suggested options based on reviews of situations encountered with other municipalities having similar conditions.

- 1- Based on above, evaluate whether the FD has the appropriate equipment to meet the needs of the homeowners of these roads and consider alternate methods of response that may meet the minimum standards (IE: perhaps we would be well served with a Mini-Pumper for this type of work-dependent on number of roads, # of homeowners, # of roads inaccessible by the larger trucks etc.)
- 2- Consider either a) developing a By-Law establishing minimum road standards and enforcing compliance or b) revise the current E&R By-Law to indicate that HFD will do it's best to provide an appropriate level of service but based on road condition we may not be able to.
- 3- Inform all homeowners serviced by Private Roads of the level of Emergency Response they are most likely to get based on the above.

On Sunday October 22 we responded to a structure fire (Generator Shed) at a hunt camp on a private/bush road (Calvin Road) that we didn't even know there were dwellings in there. Responding in a rain storm with very unfavorable road conditions getting in presented a number of challenges to firefighters to extinguish the blaze.

This is another point in favour of matching apparatus to the requirements of the municipality and, although these are isolated incidents, there are concerns for the safety of life and property in these remote locations.

One interim step to address this may be to begin a campaign to homeowners in these remote locations to the effect of; If you require emergency services and they cannot get to you in a reasonable time, what steps have you taken to keep yourself safe? Potential options would be things like keeping a cottage pump on site (if water source available), ensuring adequate or additional fire extinguishers, ensuring a comprehensive first aid kit is available any people know how to use all these things. This would be similar to the 72-hour emergency kits messaging but with a bit more detail.

The recent adoption of By-Law 2023-49 for upgrades to Private Roads and the revision of Policy T-01 are excellent steps moving forward to ensure access for emergency vehicles to residents.

From the previous Protective Services Committee Mtg. (May 30, 2024) discussion arose as to how many structures were affected by response impediments on private roads or at minimum, how many structures are there on private roads.

To find these answers would most likely entail a review of Google Maps/Google Street View/Google Earth to get an approximation followed up by actually driving the roads and doing a count. Reviews of the municipal rolls and MPAC documentation does not give an accurate depiction of building status.

Public Information Open House was held on Tuesday October 08, 2024 with good participation from Staff, Council and Ratepayers.

Private Road Survey was distributed to get a feel for what ratepayer expectations are. There may be additional merit in attaching this survey to a mailout package from the Township. Changes or comments on the survey content are always welcome.

Old Business

Review of 2023-56 2024 User Fees and Charges By-Law

No update at this time.

Medical Priority Dispatch System MPDS – Requirement for HFD to enhance Medical 1st Response Capabilities

The recommendation from HFD is to build into next year's Budget an allowance to send a core team of firefighters for Medical 1st Responder training.

OFM Fire Protection Grant

This is a 3 year \$30M Grant Program that has been allocated in the Ontario Provincial Budget. Year 1 of the Grant focuses on Cancer Prevention Measures.

Individual departments can be expected, upon successful applications, to receive between \$8,500.00 and \$10,000.00 this year.

Update:

HFD submitted a Grant Application through TPON for 20 Particulate Hoods, 20 (pr) Structural Firefighting Gloves, 1 TFT On-Scene Decontamination System.

Grant Application in the amount of \$10,988.00

We are waiting on the results of the application.

As of 2024-11-25 no update as to status of Grant Application. This is an across the Province status.

NEW BUSINESS

Staffing

Current Staffing Compliment:

19 Firefighters all ranks.

Allowed Staffing Compliment
20 Firefighters all ranks.

7 compliant applications were received as of August 01.

Applicants were contacted with an invitation to attend a written test as the first in a 3-phase testing process.

Written testing was completed on September 12 with 4 applicants moving on to the second phase (practical) to be held within 2 weeks.

We are very pleased to announce that we have added to our ranks;

Probationary Firefighter Kaitlyn Curley

Probationary Firefighter Alex Carmanico

Probationary Firefighter Tyson Harris

Designated Officer Program:

Firefighter/CEMC Steve Osipenko has indicated that he has taken the requisite training for the Designated Officer Program and has offered to take on the role for HFD.

Recommendation:

That HFD and Protective Services Committee document this and confirm that FF Osipenko will be the Designated Officer for HFD.

Horton Fire Fighters Association – Annual Fall Classic.

Horton Firefighters Association hosted their Annual Fall Classic Fundraising Golf Tournament at Renfrew Golf Club on Sunday September 29, 2024 with great success. Approximately \$7,000.00 was raised through greens fees, donations and sponsorship and this will be distributed to local charity organizations over the course of the next few months.

Annual Haunted Horton Fire Hall

Annual Horton Haunted Fire Hall was held on (as if you didn't know) October 31, 2024 with excellent attendance by Firefighters, parents and trick or treaters. By rough count approximately 60 children attended to have a wee scare, get a hot dog and drink, meet Sparky and receive a gift bag with lots of Fire Prevention information and goodies. Thanks to the firefighters and additional helpers who made the day the success it was. Also special thanks to Renfrew Rent-All Event Tents for providing the set up for the haunted walk.

Prepared by: J. Allan Cole, Fire Chief

Reviewed by: Hope Dillabough, CAO/Clerk



THE CORPORATION OF THE TOWNSHIP OF HORTON

Memo from the CAO/Clerk as of December 13, 2024.

INFORMATION provided **NOT** included in the Regular Council meeting package of December 17, 2024.

INFORMATION EMAILED

1. AMO Policy Update – Municipal Codes of Conduct Legislation
2. AMO Policy Update – Pre-Budget Submission, Advocacy on Water, Recent Bills and Building Officials
3. AMO Pre-Budget Submission 2025
4. Correspondence from Solicitor General Michael Kerzner
5. Value of AMO Membership and MEPCO Support in 2025
6. Letter from Minister Paul Calandra
7. Warden Peter Emon re-elected to lead Renfrew County Council
8. Calendars

RETURN TO AGENDA

CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW NO. 2024-43

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE TOWNSHIP OF HORTON AT THE REGULAR COUNCIL MEETING HELD DECEMBER 17TH, 2024

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 17th day of December, 2024 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 17th day of December, 2024.

READ a third time and passed this 17th day of December, 2024.

DEPUTY MAYOR Daina Proctor

CAO/CLERK Hope Dillabough

RETURN TO AGENDA