



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
OCTOBER 6, 2016 SPECIAL COUNCIL MEETING

**MINUTES**

**DATE:** October 6, 2016

**CLOSED MEETING:** 9:00 A.M.

**SPECIAL MEETING:** 9:30 A.M.

The October 6, 2016 Special Council Meeting was held on the above date and called to order at 9:00 A.M. in the Council Chambers, Aberfoyle.

1. **ATTENDANCE:**

Mayor Dennis Lever  
Councillor Matthew Bulmer  
Councillor Susan Fielding  
Councillor Ken Roth  
Councillor John Sepulis

**STAFF IN ATTENDANCE:**

1. Karen Landry, CAO/Clerk
2. Steve Goode, Fire Chief
3. Luis Gomes, Deputy Fire Chief of Operations

**OTHERS IN ATTENDANCE**

None

2. **DISCLOSURE OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF:**

None

3. **CLOSED MEETING**

Council was in closed session from 9:01 a.m. to 10:12 a.m.

**Resolution No. 2016-367:**

Moved by Councillor Roth and  
Seconded by Councillor Sepulis

**That Council shall go into closed session under Section 239 of the Municipal Act for the purpose of:**

- (a) Confidential Verbal Report from Aird & Berlis LLP regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to solicitor client privilege, including communications necessary for that purpose – Reid – 7827 Wellington Road 36**

**CARRIED**

**Resolution No. 2016-368:**

Moved by Councillor Fielding and  
Seconded by Councillor Roth

**THAT Council move into open session.**

**CARRIED**

Council resumed into open session at 10:13 a.m.

**Resolution No. 2016-369:**

Moved by Councillor Sepulis and  
Seconded by Councillor Roth

**That Council receives the Confidential Verbal Report from Aird & Berlis LLP regarding litigation or potential litigation, including matters before administrative**



tribunals affecting the municipality or local board and advice that is subject to solicitor client privilege, including communications necessary for that purpose – Reid – 7827 Wellington Road 36;

And that staff proceed as directed.

**CARRIED**

**4. COMMUNICATIONS: ≠**

(a) Summary of Council Direction  
Service Level Review Meetings – Fire Services  
September 7 and 14, 2016 Special Council Meetings

	<b>Master Fire Plan recommendation, as outlined in FIR-2016-002</b>	<b>Council Direction</b>	<b>Status</b>	<b>Action/Information Required</b>
#12	That subject to the consideration and approval of the proposed public fire safety education activities and program cycle objectives by Council that they be included within the proposed Fire Prevention Policy and Establishing and Regulating By-Law (E&R By-law).	Council directed staff to report back on a proposed public education program and activity cycles schedule, including "Seasonal Mobile" and "Agriculture" utilizing approved resources.	O	<p>Fire &amp; Rescue Services Department to report back to Council upon completion of the Fire Service Level Review with a public education program and activity cycles schedule including "Seasonal Mobile" and "Agriculture" utilizing approved resources.</p> <p><b>Proposed Public Fire and Life Safety Educator (Operating Budget Impact – Pending additional information)</b></p> <p><b>Public Education Program and Activities Cycles pg. 6</b></p> <p><b>To be incorporated into E &amp; R By-law.</b></p> <p><b>It was noted the table needs to be updated to reflect visits to 100 homes in 2016 and that the department will continue the same service delivery level as they have in the past.</b></p>
# 13	That Council consider the provision of 20 hours per week to support a dedicated position of part-time Public Fire and Life Safety Educator reporting to the part-time Chief Fire Prevention Officer with the responsibility to coordinate and optimize the public fire safety education objectives of the PFRS.	Council expressed a need for additional statistical information.	O	<p>Obtain details from Council on the statistical information requested.</p> <ul style="list-style-type: none"> <li>• <b>Chart outlining current public education functions and programs in chart format and the number of staff that attend</b></li> <li>• <b>Outline what new public education programs are proposed</b></li> <li>• <b>Number of investigations carried out for new and existing buildings</b></li> </ul>



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				<ul style="list-style-type: none"> <li>• <b>Number of complaints</b></li> <li>• <b>Number of inquiries</b></li> <li>• <b>Number of inspections</b></li> <li>• <b>Number of charges laid</b></li> <li>• <b>Number of court appearances</b></li> </ul> <p>Fire Chief to meet with CAO/Clerk to outline data available and options for converting the “paper” data into “electronic” form and collecting the data in “electronic” form in the future. Staff to report back on resources required to complete this work.</p> <p><b>Council directed staff to commence collecting data in 2017.</b></p>
#11	That subject to Council's consideration and approval of the proposed Master Fire Plan that a Fire Prevention Policy be created utilizing the framework of PFSG 04-45-12 “Fire Prevention Policy” for consideration and approval by Council, and attached as an appendix to the fire department Establishing and Regulating By-law.	Council expressed a need for additional statistical information.	O	<p>Obtain details from Council on the statistical information requested.</p> <p><b>See recommendation #13</b></p> <p>Fire Chief to meet with CAO/Clerk to outline data available and options for converting the “paper” data into “electronic” form and collecting the data in “electronic” form in the future. Staff to report back on resources required to complete this work.</p> <p><b>Council directed staff to commence collecting data in 2017.</b></p> <p><b>Staff noted that a Policy will be developed after review of the Statistical Data.</b></p>
#14	That the PFRS Smoke Alarm Program be updated as a department Standard Operating Guideline and included within the proposed Fire Prevention Policy for consideration and approval by Council.	<p>The Fire Chief notified Council that the Township is meeting minimum legislative requirements.</p> <p>Council directed staff to report back on the utilization of Conestoga College Pre-Fire Service program</p>	O	<p>Fire &amp; Rescue Services Department to report back to Council with an updated Smoke Alarm Program utilizing the Conestoga College Pre-Fire Service Program.</p> <p><b>Conestoga College will not be moving forward with the proposed program.</b></p> <p><b>Steve Goode will report back to Council on an alternative program that utilizes the students' services.</b></p>



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				<b>It was noted that the Smoke Alarm Program includes Carbon Monoxide Detectors</b>
#16	That subject to the consideration and approval of the proposed fire inspection goals and objectives by Council that they be included within the proposed Fire Prevention Policy and proposed Establishing and Regulating By-Law.	Council Directed staff to report back on an inspection schedule using allocated resources.	O	Fire & Rescue Services Department to report back to Council upon completion of the Fire Service Level Review with an inspection schedule utilizing current allocated resources.  Page 14 of Report.  <b>To be incorporated into E &amp; R By-law.</b>  <b>Staff are to continue with the current service levels.</b>
#17	That consideration be given to increasing the hours of work for the part-time Chief Fire Prevention Officer from the current 16 to 24 hours per week to achieve the proposed fire inspection frequencies identified within the proposed Master Fire Plan.	Council directed staff to obtain information on the definition of full time employee (# of hours worked) prior to giving further consideration to this recommendation.	O	Staff have been advised that full-time employment is determined by the individual organization. An organization when determining the number of hours to define full-time should consider internal equity. Currently a 35 hour week is considered an FTE.  <b>OMERS is currently obtaining information for the Township regarding the Township By-law that authorized the Township to enroll and participate in the OMERS Plan.</b>
#2	That consideration be given to increasing the hours of work for the part-time Administrative Assistant from the current 10 hours per week to 24 hours per week to support the administrative needs of the PFRS.	Council directed staff to report back with respect to merging the responsibilities of the Fire Administrative Assistant with the Chief Administrative Officer's Office.	O	CAO/Clerk to report back to Council on the merging of responsibilities of the Fire Administrative Assistant with the CAO/Clerk's office.
#31	That consideration be given to making the position of part-time Deputy Fire Chief of Administration permanent with direct responsibility for the Fire Prevention, Public Education and Training Divisions with a set schedule of 24 hours per week.	Council agreed not to move forward with the addition of the second Deputy Fire Chief.	C	No further action is required.



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	There is no Master Fire Plan recommendation regarding increasing the THSO position from the current eight (8) hours to sixteen (16) per week. The Master Fire Plan shows that the Training Office position hours are set at ten (10) hours per week. Staff did not notice this error in the Master Fire Plan draft and/or final copy.	Council deferred consideration of this item until 2018.	O	This item is to be considered during the 2018 Budget deliberations.  <b>Council to identify the type of information to be provided when considering this matter in the future.</b>  <b>Staff is to commence the collection of statistical data in 2017.</b>
#33 & 34	No. 33 - That the Township increase the complement of volunteer firefighters from the current 28 to 34, an increase of six volunteer firefighters  No. 34 - That Council implement the strategy to optimize the use of part-time resources included within the proposed Master Fire Plan".	Council deferred consideration of this item pending a review of the utilization of automatic aid and consideration of a second fire station in the West end of the Township.	O	Deferred until consideration of a Report to be presented to Council at the November 22, 2016 meeting.

	<b>Recommendation, as outlined in FIR-2016-003</b>	<b>Council Direction</b>	<b>Status</b>	<b>Action/Information Required</b>
#45	Staff recommends that Council consider replacing Pump 31 and Tanker 37 in 2025 with a Pumper/Tanker apparatus. The proposed Pumper/Tanker apparatus would require a 1250 U.S. G.P.M. pump, 3000 U.S. GAL. water tank, foam injection system, firefighting equipment and capable of carrying five (5) firefighters.	Council is in support of the staff recommendation.  Council directed staff to watch for a used vehicle that would meet this need, and to then determine if there would be a financial benefit in making a purchase prior to 2025.	C  O	Staff is to adjust the Capital Forecast in accordance with the recommendation.  Fire and Rescue Services to watch for a used vehicle that would meet this need and report to Council if there is a financial benefit in making this purchase prior to 2025.
#45	Staff recommends based on the low frequency use that Tanker 38 lifecycle capital replacement schedule be increased from the current twenty (20) years to twenty – five (25) years and further that this schedule be formally adopted on a go forward basis and that future capital budget	Council is in support of the staff recommendation.	C	Staff is to adjust the Capital Forecast in accordance with the recommendation.



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	<p>allocations reflect this schedule subject to the budget approval practices of the day.</p> <p>Increasing the lifecycle of Tanker 38 will have no impact to the fire and rescue services provided by the Township fire department and/or ratepayer's personal insurance.</p>			
#41	<p>That the Township of Puslinch prioritize the purchase of a replacement 75 foot Quint for Aerial #33".</p>	<p>The Township purchased a 2003 Aerial #33 in 2016.</p>	C	<p>No further action is required.</p>
#42	<p>That subject to the purchase of a new or used 75 foot Quint that the Township revise the major apparatus replacement plan to accommodate a 20 year life cycle from the time of construction for the purchased apparatus.</p> <p>Staff are not in support of this Master Fire Plan regarding the Quint 20 year lifecycle recommendation.</p> <p>Staff recommend that the 2003 Aerial (Quint) maintain a twenty – five (25) year lifecycle replacement schedule; and</p> <p>Further that the Aerial (Quint) replacement schedule be formally adopted on a go forward basis and that future capital budget allocations reflect this schedule subject to the budget approval practices of the day.</p>	<p>Council is in support of the staff recommendation to remain at a 25 year life cycle.</p>	C	<p>Staff is to adjust the Capital Forecast in accordance with the recommendation.</p>
#43	<p>That the Township of Puslinch purchase a 4-wheel drive pick-up truck capable of carrying 5 to 6 volunteer firefighters and associated department equipment.</p> <p>Staff are in support of the Master Fire Plan recommendation regarding the pickup truck.</p>	<p>Refer to Resolutions 2016-335 and 2016-336.</p> <p><b>THAT Council approves the inter corporate transfer of a vehicle from the Building</b></p>	O	<p>Will be considered during capital budget deliberations.</p>





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<p>Staff recommend that Council consider inter corporate transfer of the Chief Building Official Chevrolet Silverado pick-up truck to fire and rescue services division in 2017; and</p> <p>Further that the Township fire and rescue services pickup have a lifecycle replacement schedule of five (5) years; and</p> <p>Further that the CBO pick-up truck after the five (5) year lifecycle schedule be incorporated in the fire department capital replacement program/forecasts commencing in 2017</p>	<p><b>Department to be used by the Fire Department.</b></p> <p><b>THAT the Fire Department makes use of the vehicle transferred from the Building Department;</b></p> <p><b>AND THAT the Fire Department reports back six months after the transfer on how the vehicle has been used, with detailed tracking information on the use of the vehicle, and at that time Council will evaluate the effectiveness of the overall utilization by the department.</b></p> <p>Council directed staff to obtain multiple quotes regarding the installation of emergency lights.</p> <p>Council inquired if there will be fuel savings as a result of the purchase of an additional truck.</p>	<p>O</p> <p>O</p> <p>O</p>	<p>Fire and Rescue Services is to report back to Council six months after the transfer of the vehicle.</p> <p>Fire and Rescue Services Department is to report back to Council regarding the results from obtaining additional quotes to perform this service.</p> <p><b>Steve Goode advised an additional quote was obtained and no cost savings was realized.</b></p> <p><b>Steve Goode advised that mileage is not tracked.</b></p> <p><b>Staff are to develop a list of the Township Pick-Up Trucks which includes vehicle information, department utilization, the position that utilizes the vehicle and identifies whether the vehicle remains at the Township Office after hours.</b></p>
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	<p>service review will help guide the development of a Vision Statement. The Township fire and emergency services Vision Statement will determine where we want to go, what we want to become and what we want to accomplish.</p>			
#3	<p>The Township Master Fire Plan recommended “That the administrative workspace for the PFRS be reviewed in consideration of the recommendations of the Master Fire Plan and the current facilities review of the Township administrative offices”</p>	<p>Council deferred consideration of this item pending an overall review of all the Township’s facilities.</p>	O	<p>Staff to report back to Council in 2019 on options for administrative workspace including an analysis of leasing versus major capital renovations.</p>
#8	<p>The Township Master Fire Plan recommended “that the Township prioritize the full implementation of the updated fire dispatch services agreement with the City of Guelph including the provisions of performance measures similar to those identified within the NFPA 1221 standard, or alternatively begin investigating alternative solutions for the provisions of full fire dispatch services”</p> <p>Staff are in support of this recommendation</p> <p>Staff recommend that the Township and the City of Guelph Fire Dispatch Service to amend the agreement to include performance measures for call taking and dispatching that meet NFPA 1221 standards and to repeal By-law 29/15.</p>	<p>Council is in support of this recommendation.</p> <p>Staff is to bring forward a by-law to repeal the by-law that authorized the execution of an agreement that is to be amended to include performance measures.</p> <p>Council requested staff to advise whether there will be any savings in dispatch equipment when Guelph implements full service.</p> <p>Wellington County Fire Departments have been informed by the City of Guelph that all fire departments receiving dispatch services from the</p>	<p>C</p> <p>O</p> <p>O</p> <p>C</p>	<p>A By-law was passed by Council at its meeting held on September 21, 2016.</p> <p>Fire and Rescue Services Department is to work with the City of Guelph to incorporate performance measures into a new agreement. <b>It was noted the agreement should also address access to records.</b></p> <p>Fire and Rescue Services Department is to report back to Council regarding any potential costs savings on dispatch equipment. eg Panda Black Vox</p> <p><b>Steve Goode advised that the Panda Black Vote is still required. Steve Goode noted that staff will no longer be required to fulfill dispatch duties. This will also result reducing the resource requirements for administrative assistance.</b></p> <p>Funding for this has been included in the 2017 Proposed Capital Budget.</p>



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		City will split the cost of the CAD system. Estimated at \$12,000.00		
#7	That following Council's consideration of the proposed Master Fire Plan that the Fire Chief be directed to review the current Mutual Aid Agreements in consideration of the fire suppression deployment options and utilization of automatic aid presented within the proposed Master Fire Plan.	Council is in support of this recommendation.	O	<p>Fire and Rescue Services Department to work with Hamilton and Cambridge and report back to Council with proposed mutual aid agreements in Spring of 2017.</p> <p><b>Steve Goode advised the Ontario Fire Marshal's Office does not require the Township to have a mutual aid agreement with Hamilton or Cambridge because the Township has a Mutual Aid Agreement with the County of Wellington municipalities. As a result, the Township automatically can utilize Provincial Mutual Aid.</b></p>
#38	That Council authorize the Chief Administrative Officer and Fire Chief to approach the City of Guelph to negotiate an Automatic Aid Agreement for the provision of fire suppression services as reflected in the proposed Master Fire Plan.	Council is in support of this recommendation.	O	<p>The CAO/Clerk is to work with City of Cambridge to extend the current agreement for 1 year. This matter will be considered by Council at its meeting to be held on October 5, 2016.</p> <p>The CAO/Clerk will follow up with the City's Solicitor regarding the terms and conditions of a new agreement for fire suppression services.</p> <p>The CAO/Clerk and Fire Chief are to work with the City of Guelph regarding an Automatic Aid Agreement for fire suppression services.</p>
#22 & 23	<p>That the PFRS reduce the current level of emergency response services to Confined Space Rescue and Slope/High Angle Rope Rescue incidents from an operational capability to an awareness level of response, and that these service levels be reflected in the proposed E &amp; R By-law.</p> <p>That the Fire Chief be directed to investigate the options available for the delivery of operational level emergency response for incidents including Confined Space, High Angle Rope, Trench Rescue and Hazmat</p>	Council is in support of this recommendation.	<p>O</p> <p>O</p>	<p>Fire &amp; Rescue Services Department to change current level of emergency response services for Confined Space Rescue and Slope/High Angle Rope Rescue incidents from an operational level to an awareness level.</p> <p><b>To be incorporated into E &amp; R By-law</b></p> <p>Fire &amp; Rescue Services Department to advise Council on who will provide these services.</p>



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	<p>response.</p> <p>Staff are in support of this Master Fire Plan recommendations.</p> <p>The Establishing and Regulating By-law # 12/10 will be revised to reflect the level of Confined Space services approved by Council.</p>			
#22 & 23	<p>That the PFRS reduce the current level of emergency response services to Confined Space Rescue and Slope/High Angle Rope Rescue incidents from an operational capability to an awareness level of response, and that these service levels be reflected in the proposed E &amp; R By-law.</p> <p>That the Fire Chief be directed to investigate the options available for the delivery of operational level emergency response for incidents including Confined Space and Steep/High Angle Rope response.</p> <p>Staff are in support of proposed contract agreement between the Township and Centre Wellington fire department for Slope/High Angle rope rescue service.</p> <p>The Establishing and Regulating By-law #12/10 will be revised to reflect the level of specialized services approved by Council.</p>	<p>Council is in support of this recommendation.</p> <p>Council request that staff provide a chart outlining the various services the Fire Department provides and the level of that service (i.e. Animal service rescue)</p> <p>Resolution 2016-337 re: disposal of equipment to Centre Wellington</p> <p>Council requested that staff consider the development of an information package for new residents that includes:</p> <ul style="list-style-type: none"> <li>• Fire service levels</li> <li>• Burning regulations and costs to a resident when the fire department responds to a call for burning without a permit</li> <li>• Recreation facilities</li> </ul>	<p>O</p> <p>O</p> <p>O</p>	<p>Fire &amp; Rescue Services Department to change current level of emergency response services for Confined Space Rescue and Slope/High Angle Rope Rescue incidents from an operational level to an awareness level.</p> <p><b>To be incorporated into E &amp; R By-law</b></p> <p>Fire and Rescue Services Department to obtain written confirmation of the delivery of the services from Centre Wellington in exchange for the equipment.</p> <p>The following is a link on the Township's website regarding services in the Township:</p> <p><a href="http://www.puslinch.ca/en/living-here.asp">http://www.puslinch.ca/en/living-here.asp</a></p>



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<p>#29</p>	<p>That the Fire Chief be directed to develop a department policy for responding to medical responses that details the types of medical responses, requirements for volunteer firefighters responding, and requirements for data collection to be presented to Council for consideration and approval and inclusion within the recommended updated Establishing and Regulating By-law.</p> <p>Staff recommend that for Council consider and approve draft Guideline # 6-111 “Firefighter Use of Green Lights” (Schedule “D”) and Guideline # 6-113 “Responding to Medical Emergencies in Personal Vehicles” (Schedule “E”).</p>	<p>Council directed the CAO/Clerk and Fire Chief to report back and clarify the distinction between policy and guidelines within the proposed draft guidelines.</p>	<p>O</p>	<p>The Fire Chief and the CAO/Clerk are to meet to eliminate procedures or guidelines from policy and <b>incorporate the policy into the E &amp; R By-law.</b></p>
<p>#33</p>	<p>That the Township target an area not greater than five kilometres from the fire station to recruit six additional volunteer firefighters. This may include their residence or place of work in attempting to reduce the turnout times of the PFRS from the current 80th percentile for fire calls of 10.8 minutes to the comparator municipalities identified of 6.6 minutes.</p> <p>Staff recommend that preference be given to firefighter candidates that reside and/or work within 5 kilometres of the fire station</p>	<p>Council is in support of this recommendation and the removal of the residency requirement.</p>	<p>O</p>	<p>Fire and Rescue Services is to proceed with providing preference to recruiting within a 5 km radius of the fire station.</p> <p>That the <b>Recruitment Manual and E &amp; R By-law</b> be amended to eliminate the residency requirement.</p>
<p>#35</p>	<p>That a revised on-call process be implemented to ensure a minimum response to include a</p>	<p>Council is in support of this recommendation and staff are to</p>	<p>O</p>	<p>Fire and Rescue Services staff to report back on the implementation of a senior officer 24/7 on-call schedule.</p>



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	<p>minimum of six volunteer firefighters and a senior officer at all times.</p> <p>Staff are in support of the current crew on call schedule and developing a senior officer on call schedule.</p>	<p>report back on the implementation of a senior officer 24/7 on-call schedule.</p>		
#36	<p>That a revised call-out process be considered to provide an option for alerting either the on-call crew, our alternatively all of the fire suppression resources of the PFRS.</p>	<p>Staff are to report back on the alternatives regarding equipment and costs.</p>	O	<p>Fire and Rescue Services staff to report back on alternatives regarding equipment and costs.</p>
	<p>Staff recommend that the Township fire and rescue services continue to provide the current level of tiered response service as outlined in the 2012 Memorandum of Understanding for the Activation of Tiered Response agreement between the Township and Guelph Wellington Emergency Medical Services (Schedule "H")</p>	<p>Council is in support of the staff recommendation.</p>	C	<p>Current 2012 Memorandum of Understanding to remain in effect.</p>
	<p>Motor vehicle responses</p>	<p>Council directed staff to continue providing motor vehicle responses and requested that future reports separate the number of motor vehicle responses on the 401 from other Township roads.</p>	O	<p>Fire and Rescue Services staff to separate the number of motor vehicle responses on the 401 from other Township roads in future reports.</p>

(b) Replacement of the Chief Fire Prevention Officer

Council advised they were in support of the Fire Chief's recommendation to post for a Chief Fire Prevention Officer with a limit of a 16 hr/week and with a Public Fire and Life Safety Educator with a limit of an 8 hr/week as this has no budgetary impacts.

5. **CONFIRMING BY-LAW**

(a) By-Law to confirm the proceedings of Council for the Corporation of the Township of Puslinch



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**Resolution No. 2016-370:** Moved by Councillor Roth and  
Seconded by Councillor Sepulis

**That the following By-law be taken as read three times and finally passed in open Council:**

**By-Law 70/16 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 6th day of October, 2016.**

**CARRIED**

6. **ADJOURNMENT:**

**Resolution No. 2016-371:** Moved by Councillor Sepulis and  
Seconded by Councillor Roth

That Council hereby adjourns at 11:32 A.M.

**CARRIED**

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Dennis Lever, Mayor

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Karen Landry, CAO/Clerk