



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
2016 SPECIAL COUNCIL MEETING

A G E N D A

DATE: Thursday, October 6, 2016

CLOSED MEETING: 9:00 A.M.

SPECIAL MEETING: 9:30 A.M.

LOCATION: Municipal Complex, 7404 Wellington Rd. 34,

≠ Denotes resolution prepared

1. Call the Meeting to Order
2. Disclosure of Pecuniary Interest & the General Nature Thereof.

≠ 3. Closed Items ≠

- (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

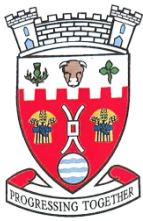
≠ 4. Communications

- (a) Summary of Council Direction
Service Level Review Meetings – Fire Services
September 7 and 14, 2016 Special Council Meetings
- (b) Replacement of the Fire Chief Prevention Officer

≠ 5. CONFIRMING BY-LAW

- (a) By-law 70/16 to confirm the proceedings of Council for the Corporation of the Township of Puslinch

≠ 6. ADJOURNMENT



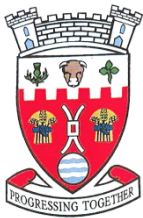
Summary of Council Direction
Service Level Review Meetings – Fire Services
 September 7 and 14, 2016 Special Council Meetings

O – Outstanding
C - Completed

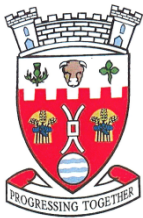
	Master Fire Plan recommendation, as outlined in FIR-2016-002	Council Direction	Status	Action/Information Required
#12	That subject to the consideration and approval of the proposed public fire safety education activities and program cycle objectives by Council that they be included within the proposed 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 & 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>Proposed Public Fire and Life Safety Educator (Operating Budget Impact – Pending additional information)</p> <p>Public Education Program and Activities Cycles pg. 6</p> <p>To be incorporated into E & R By-law</p>

Public Education Program and Activities Cycles

Occupancy Classification (OBC)	Buildings	Proposed Fire Safety Program Delivery Cycle Objectives	Current Fire Safety Program Delivery Cycle	Programs
Group A – Assembly	Schools, Recreation Centres (Arenas)	1 – 2 Years 6 visits annually	No formal program. On a request basis. 4 visits annually	Media releases and public safety announcements, Smoke and Co alarm and home escape planning, Public fire and safety events and displays, awareness and target education programs Fire Prevention week and community events and displays
Group A – Assembly	Licensed Properties, Nursery/Day Care Facilities, Churches, Special Occasion Permits	1 – 2 Years 35 visits annually	No formal program. On a request basis. 2 visits annually	Media releases and public safety announcements, Smoke and Co alarm and home escape planning, seniors, Public fire and safety events and displays and community events and displays
Group B – Institutional	B-2 & B-3 Long-Term Care and Care Facilities	Annually 1 visit annually	1 visit annually	Targeted and Legislated Programs
Group C – Residential	Apartments regulated by Part 9.3 of the OFC Apartments regulated by Part 9.5 of the OFC Apartments regulated by Part 9.8 of the OFC Hotels, Motels and occupancies regulated by Part 9.9 of the OFC	1 - 2 Years 1 – 2 Years 1 - 2 Years 3 – 4 Years Upon	Home Safe Home Program in place - 200 houses inspected annually. No apartment programs in place.	Smoke and CO alarm and home escape planning. Home Safe Home Program
Group D - Business	Business and Personal Services Occupancies	Upon Request	No programs in place No previous inspections	Fire Prevention Week and community events activities
Group E - Mercantile	Mercantile Occupancies	3 - 4 Years 7 visits	No programs in place. No visits	Fire safety & evacuation education
Group F - Industrial	F1 – High Hazard	1 – 2 Years 12 visits	No programs in place No visits	Fire safety & evacuation education
Group F - Industrial	F2 – Medium Hazard	3 – 4 Years 17 visits per year	No programs in place No visits	Fire safety & evacuation education
Rural Puslinch Non OBC Related	Agriculture	3 Year 30 visits per year	No programs in place. Media releases No visits	Related fire safety education, smoke and CO alarm, home escape planning
Seasonal Mobile Non OBC Related	RV/Camper Trailers	5 Years 1 park target per year	No programs in place No visits	Smoke and CO alarm and home escape planning. Home Safe Home Program



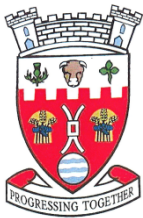
	Master Fire Plan recommendation, as outlined in FIR-2016-002	Council Direction	Status	Action/Information Required
# 13	That Council consider the provision of 20 hours per week to support a dedicated position of part-time Public Fire and Life Safety Educator reporting to the part-time Chief Fire Prevention 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.	0	<p>Obtain details from Council on the statistical information requested.</p> <ul style="list-style-type: none"> • Chart outlining current public education functions and programs in chart format and the number of staff that attend • Outline what new public education programs are proposed • Number of investigations carried out for new and existing buildings • Number of complaints • Number of inquiries • Number of inspections • Number of charges laid • Number of court appearances <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>



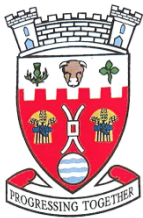
	Master Fire Plan recommendation, as outlined in FIR-2016-002	Council Direction	Status	Action/Information Required
#11	That subject to Council's consideration and approval of the proposed Master Fire Plan that a Fire Prevention Policy be created utilizing the framework of PFSG 04-45-12 "Fire Prevention 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	Obtain details from Council on the statistical information requested. See recommendation #13 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.
#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.	The Fire Chief notified Council that the Township is meeting minimum legislative requirements. Council directed staff to report back on the utilization of Conestoga College Pre-Fire Service program	O	Fire & Rescue Services Department to report back to Council with an updated Smoke Alarm Program utilizing the Conestoga College Pre-Fire Service Program.
#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. To be incorporated into E & R By-law

The following table identifies the proposed goals and objectives for conducting fire inspections; and current and actual inspections cycles.

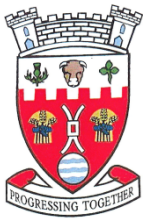
Occupancy Classification (OBC)	Buildings	Proposed Inspection Cycle	Current Inspection Cycle Policy # 8-102	Actual Inspection Cycle	Number of Occ.'s	Proposed Total Annual Hours
Group A – Div 1 - Assembly	Motion Picture, Theatrical, Television Studios	N/A	N/A	N/A	0	0
Group A – Div 2 – Assembly *	Churches, clubs, restaurants, passenger stations, Schools, libraries	1-2 Years	6-12 months	Complaint Request	35	280
Group A – Div 3 - Assembly	Arena, Rinks, Indoor Pools	12-18 months	6-12 months	Complaint Request	1	4
Group A – Div 4 - Assembly	Stadia, bleachers	N/A	N/A	N/A	0	0
Group B – Div 1	Prisons, Jails, Reformatories	N/A	N/A	N/A	0	0
Group B – Div 2 *	Hospitals, Nursing Homes	Annually	6-12 months	Required Annually	1	8
Group C - Residential, 9.3, 9.5 & 9.8	Apartments, Clubs – residential, lodging homes, Motels, Hotels	12-18 months	6-12 months	Complaint Request	4	24
Group D – Business/Personal Services	Banks, Dental Offices, Medical Offices	12-18 months	12-18 months	Complaint Request	12	48
Group E - Mercantile	Markets, Shops, Stores	3-4 years	12-18 months	Complaint Request	22	110
Group F – Div 1 – Industrial-high	Chemical Manufacturing, Elevators, Bulk Storage, Feed Mills	2 years	12- 18 months	Complaint Request	12	72
Group F – Div 2 – Industrial-med	Cold Storage Plants, Factories	3 years	12-18 months	Complaint Request	64	384
Group F – Div 3 – industrial - low	Factories, Laboratories, warehouses	3 years	12- 18 months	Complaint Request	1	7



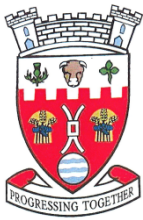
	Master Fire Plan recommendation, as outlined in FIR-2016-002	Council Direction	Status	Action/Information Required
#17	That consideration be given to increasing the hours of work for the part-time Chief Fire Prevention Officer from the current 16 to 24 hours per week to achieve the proposed fire inspection 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. OMERS
#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.



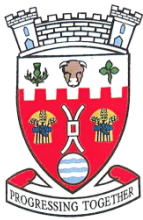
	Master Fire Plan recommendation, as outlined in FIR-2016-002	Council Direction	Status	Action/Information Required
	There is no Master Fire Plan recommendation regarding increasing the THSO position from the current eight (8) hours to sixteen (16) per week. The Master Fire Plan shows that the Training 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. Council to identify the type of information to be provided when considering this matter in the future.
#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.



	Recommendation, as outlined in FIR-2016-003	Council Direction	Status	Action/Information Required
#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 allocations reflect this schedule subject to the budget approval practices of the day. 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.	Council is in support of the staff recommendation.	C	Staff is to adjust the Capital Forecast in accordance with the recommendation.
#41	That the Township of Puslinch prioritize the purchase of a replacement 75 foot Quint for Aerial #33".	The Township purchased a 2003 Aerial #33 in 2016.	C	No further action is required.



	Recommendation, as outlined in FIR-2016-003	Council Direction	Status	Action/Information Required
#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>



	Recommendation, as outlined in FIR-2016-003	Council Direction	Status	Action/Information Required
#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>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>Refer to Resolutions 2016-335 and 2016-336.</p> <p>THAT Council approves the inter corporate transfer of a vehicle from the Building Department to be used by the Fire Department.</p> <p>THAT the Fire Department makes use of the vehicle transferred from the Building Department;</p> <p>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.</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>○</p> <p>○</p> <p>○</p> <p>○</p>	<p>Will be considered during capital budget deliberations.</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>Tracking</p>



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
September 14, 2016 SPECIAL COUNCIL MEETING

Resolution 2016-334

Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Report FIR-2016- 003 regarding Master Fire Plan Recommendations and Service Level Review – Fleet and Equipment be received.

CARRIED

Resolution 2016-335

Moved by Councillor Fielding and
Seconded by Councillor Bulmer

THAT Council approves the inter corporate transfer of a vehicle from the Building Department to be used by the Fire Department.

RECORDED VOTE	YES	NO	CONFLICT	ABSENT
Councillor Bulmer	x			
Councillor Roth		x		
Mayor Lever	x			
Councillor Sepulis	x			
Councillor Fielding	x			
TOTAL	4	1		

CARRIED

Resolution 2016-336

Moved by Councillor Roth and
Seconded by Councillor Bulmer

THAT the Fire Department makes use of the vehicle transferred from the Building Department;

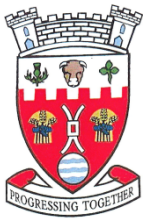
AND THAT the Fire Department reports back six months after the transfer on how the vehicle has been used, with detailed tracking information on the use of the vehicle, and at that time Council will evaluate the effectiveness of the overall utilization by the department.

RECORDED VOTE	YES	NO	CONFLICT	ABSENT
Councillor Bulmer	x			
Councillor Roth		x		
Mayor Lever	x			
Councillor Sepulis	x			
Councillor Fielding	x			
TOTAL	4	1		

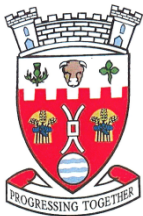
CARRIED

(b) FIR-2016-004 Master Fire Plan Recommendations and Service Level Review – Administration, Training, Fire Suppression and Communications ≠

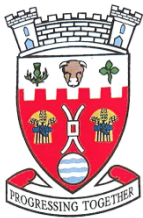
	Recommendation as outlined in Staff Report FIR-2016-004	Council Direction
#1	<p>Master Plan: That the Mission Statement of the Puslinch Fire and Rescue Services be updated to include a Vision Statement and to reflect the framework of the OFMEM PFSG 03-02-13 “Master Planning Process for Fire Protection” subject to approval of the proposed Master Fire Plan by Council.</p> <p>Staff recommend that Council consider adopting the following mission statement for the Township fire and rescue service department:</p> <p>“Puslinch Fire and Rescue Service – Our Community, Our Commitment to Educate, Prevent and Serve those in need”</p>	<p>Council is in support of this recommendation.</p>



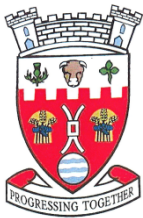
	Recommendation, as outlined in FIR-2016-003	Council Direction	Status	Action/Information Required
#44	<p>That the PFRS develop a life cycle replacement plan for all equipment including firefighters bunker gear and self-contained breathing apparatus based on industry best practices and manufacturers' directions.</p> <p>Staff are in support of this recommendation and will report back to Council during the 2017 budget deliberations.</p>	Staff will report back on this recommendation.	C	Fire and Rescue Services Department have included this information for review during the 2017 Budget deliberations.



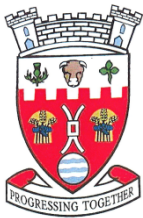
	Recommendation as outlined in Staff Report FIR-2016-004	Council Direction	Status	Action/Information Required
#3	The Township Master Fire Plan recommended "That the administrative workspace for the PFRS be reviewed in consideration of the recommendations of the Master Fire Plan and the current facilities review of the Township administrative offices"	Council deferred consideration of this item pending an overall review of all the Township's facilities.	O	Staff to report back to Council in 2019 on options for administrative workspace including an analysis of leasing versus major capital renovations.
#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 City will split the cost of the CAD system. Estimated at \$12,000.00</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.</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>Funding for this has been included in the 2017 Proposed Capital Budget.</p>



	Recommendation as outlined in Staff Report FIR-2016-004	Council Direction	Status	Action/Information Required
#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	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.
#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>



	Recommendation as outlined in Staff Report FIR-2016-004	Council Direction	Status	Action/Information Required
#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 & 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 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>	Council is in support of this recommendation.	<p>○</p> <p>○</p>	<p>Fire & 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>To be incorporated into E & R By-law</p> <p>Fire & Rescue Services Department to advise Council on who will provide these services.</p>



	Recommendation as outlined in Staff Report FIR-2016-004	Council Direction	Status	Action/Information Required
#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 & 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"> • Fire service levels • Burning regulations and costs to a resident when the fire department responds to a call for burning without a permit • Recreation facilities 	<p>○</p> <p>○</p> <p>○</p>	<p>Fire & 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>To be incorporated into E & R By-law</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>http://www.puslinch.ca/en/living-here.asp</p>



Living Here

Contact

Township of Puslinch Office

7404 Wellington Road 34
Guelph, Ontario N1H 6H9

[Map this Location](#)

T. **[\(519\) 763-1226](#)**

F. **[\(519\) 763-5846](#)**

[Email the Township of Puslinch Office](#)

The residents of the Township of Puslinch truly have the best of both worlds. Puslinch has the laidback feel of country living while still having convenient access to urban amenities with its close proximity to major cities. Puslinch is a desirable place to live because it has a little bit of something for everyone. Whether your focus is on family or independent living, Puslinch is an ideal place to call home.

The Township has a strong focus on community involvement, which is reflected through the amount of community groups and outdoor facilities that it has to offer. The outdoor spaces in the Township welcome community involvement and are host to recreational leagues, activities, and events. An added bonus of living here is that Puslinch has an endless amount of natural beauty for you to revel in and explore. If you're looking for a place that is the perfect fusion between rural and urban living, then Puslinch is for you!

Below, you will find more information on resident services:

- **[Emergency services](#)**
- **[Garbage and recycling](#)**
- **[Library](#)**
- **[Roads and sidewalks](#)**
- **[Social services](#)**
- **[Utilities](#)**
- **[Water](#)**



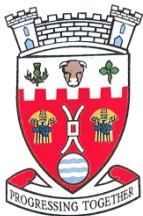
Township of Puslinch, 7404 Wellington Road 34, Guelph, ON N1H 6H9,
Tel: (519) 763-1226, Fax: (519) 763-5846, admin@puslinch.ca
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Resolution 2016-337

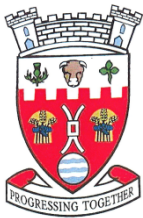
Moved by Councillor Roth and
Seconded by Councillor Sepulis

That the Slope/High Angle and confined space rescue equipment be disposed of to the Township of Centre Wellington in exchange for Centre Wellington providing this service to the Township.

CARRIED



	Recommendation as outlined in Staff Report FIR-2016-004	Council Direction	Status	Action/Information Required
#29	<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>	O	<p>The Fire Chief and the CAO/Clerk are to meet to eliminate procedures or guidelines from policy and incorporate the policy into the E & R By-law.</p>
#33	<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>	O	<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 Recruitment Manual and E & R By-law be amended to eliminate the residency requirement.</p>



	Recommendation as outlined in Staff Report FIR-2016-004	Council Direction	Status	Action/Information Required
#35	<p>That a revised on-call process be implemented to ensure a minimum response to include a 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>	Council is in support of this recommendation and staff are to report back on the implementation of a senior officer 24/7 on-call schedule.	O	Fire and Rescue Services staff to report back on the implementation of a senior officer 24/7 on-call schedule.
#36	That a revised call-out process be considered to provide an option for alerting either the on-call crew, or alternatively all of the fire suppression resources of the PFRS.	Staff are to report back on the alternatives regarding equipment and costs.	O	Fire and Rescue Services staff to report back on alternatives regarding equipment and costs.
	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")	Council is in support of the staff recommendation.	C	Current 2012 Memorandum of Understanding to remain in effect.
	Motor vehicle responses	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.	O	Fire and Rescue Services staff to separate the number of motor vehicle responses on the 401 from other Township roads in future reports.

JOB DESCRIPTION

Job Title: Chief Fire Prevention Officer

Department: Fire and Rescue Services

Reports to: Fire Chief

POSITION OVERVIEW

Reporting to the Fire Chief, the Chief Fire Prevention Officer is responsible for inspecting and conducting fire safety inspections in all businesses and institutions. Investigating and enforcing compliance with the Fire By-laws, Codes and Regulations.

KEY DUTIES & RESPONSIBILITIES

- Inspect and conduct investigations on all types of new and existing buildings to ensure conformity with applicable By-laws, Codes and Regulations
- Investigate all fires.
- Review and evaluate building plans and specifications for development proposals and applications
- Review Fire Safety Plans with the Fire Chief
- Respond to complaints and inquiries from the public, staff, outside agencies and other enforcement or inspection units regarding fire related matters.
- Investigate complaints and conduct site inspections
- Collect evidence, obtain statements from witnesses, prepare and swear to informations, affidavits, subpoenas and summons and provide service of same.
- Follow up on investigations within established standards, issue tickets, summons and lay charges in accordance with the Provincial Offences Act
- Testify as a witness for the Township at court, hearings or appeals.
- Oversee seminars on fire prevention and safety to groups and members of the public
- Ensure timely responses are provided to department inquiries from Council and the public.
- Represent the Department and/or Township with residents, community groups and/or associations, consultants and vendors as required.
- Perform additional duties and special projects as required.
- Be responsible to work in compliance with the Occupational Health and Safety Act and Regulations, the Township of Puslinch Occupational Health, Safety and Workplace Violence Policy and Procedures, as well as established industry guidelines.

SKILLS & QUALIFICATIONS

- Post-secondary education in Fire Protection Technology and Fire Prevention

- Minimum 3 years related experience
- Valid driver's licence in good standing
- Municipal Law Enforcement Officer Certification, is an asset
- Knowledge of Ontario Fire Code, Ontario Building Code and related legislation and by-laws
- First Aid/CPR Certificate.
- Excellent verbal and written communication skills
- Superior interpersonal skills and customer service skills including the ability to work effectively in a team environment
- Ability to handle matters of a confidential or politically sensitive nature, and to maintain confidentiality
- Computer proficiency in MS Office (Word, Excel, Outlook) and database applications

WORKING CONDITIONS

- General office and outdoor environment
- Exposure to emotionally charged and conflict situations
- Moderate physical activity

McDowall Universal Job Evaluation Plan
TOWN OF PUSLINCH JOB EVALAUTION DOCUMENTATION



Job Title: Public Education Officer

Dept/Division/Location: Fire Services

Job Number: 28

Date: June 3, 2016

Recorder: M. Love

<p><u>Knowledge/Education/Training</u> Possess or willing to work towards NFPA 1035 Public Fire and Life Safety Educator and NFPA 1031 Fire Inspector certification; Computer proficiency in MS Office (Word, Excel, Outlook) and database applications; First Aid/CPR Certificate; valid DZ driver's licence in good standing.</p>	4
<p><u>Experience</u> Minimum 2 years related experience with knowledge of Ontario Fire Code, Fire Prevention and Protection Act and related legislation and by-laws, including experience in fire suppression</p>	5
<p><u>Decisions & Skill In Operations</u> Judgement is required within established procedures, standards and protocols; decisions are made on special problems on a regular basis; reporting to the Chief Fire Prevention Officer, the Public Education Officer is responsible for creating and delivering all of the public education programs for the fire department, inspecting and conducting fire safety inspections in all businesses and institutions. Investigates and enforces compliance with the Fire By-laws, Codes and Regulations. Prepares and presents public information sessions to promote fire safety. Responsible for the safe and efficient co-ordination, creation, direction, planning, delivery and support of all fire department public education functions and programs. Responds to emergency and non - emergency incidents as needed during scheduled work time. Participates in training on firefighting, emergency medical aid, emergency procedures and related subjects.</p>	4
<p><u>Ingenuity & Creativity</u> Regularly develops programs, methods and protocols relating to own area of work, using resourcefulness and established or provided ideas; develops and implements new or improved methods and techniques to perform own job; develops and implements public relation and education programs</p>	2
<p><u>Independent Action</u> Works within prescribed parameters, applying code and regulations; some choice of action; employee works on own referring significant changes to the Chief, FPO</p>	3
<p><u>Budgets & Funds</u> No budgetary responsibility</p>	1a
<p><u>Mental Effort & Impact</u> Considerable attention is required to avoid errors; constant care and attention is required relating to health, safety, prevention and injury to others; inspects and conducts investigations on all types of new and existing buildings to ensure conformity with applicable By-laws, Codes and Regulations</p>	4
<p><u>Confidentiality</u> Regular work with pieces of confidential/sensitive information relating to the chain of evidence</p>	3
<p><u>Leadership, Supervision & Functional Advice</u> No supervisory responsibility, may provide guidance to others in the department on public safety/education and inspection/enforcement requirements</p>	2a

<p><u>Influencing Others (Contacts)</u> Exchanges information and decision to ensure full understanding; required to resolve conflict; establishes and maintains effective working relationships with the public and allied agencies; responds to complaints and inquiries from the public, staff, outside agencies and other enforcement or inspection units regarding fire related matters; investigates complaints and conduct site inspections; collects evidence, obtain statements from witnesses, prepare and swear to Informations, affidavits, subpoenas and summons and provides service of same; follows up on investigations within established standards, issue tickets, summons and lay charges in accordance with the Provincial Offences Act; testifies as a witness for the Township at court, hearings or appeals; prepares and presents seminars on fire prevention and safety to groups and members of the public; represents the Department and/or Township with residents, community groups and/or associations, consultants and vendors as required</p>	4c
<p><u>Physical Skill & Effort</u> Moderate physical activity relating to inspection and enforcement (and fire suppression activities)</p>	2b
<p><u>Disruption to Lifestyle & Working Conditions</u> Works in a general office and outdoor environment; exposure to emotionally charged and conflict situations; exposed to disagreeable and hazardous elements during fire suppression activities</p>	2c

Comments/Notes: Position evaluated at 330 points and placed in Band 4.

JOB DESCRIPTION

Job Title: Public Fire and Life Safety Educator

Department: Fire and Rescue Services

Reports to: Fire Chief

POSITION OVERVIEW

Reporting to the Fire Chief, the Public Fire and Life Safety Educator is responsible for creating and delivering all of the public education programs for the fire department, inspecting and conducting fire safety inspections in all businesses and institutions. Investigating and enforcing compliance with the Fire By-laws, Codes and Regulations. Prepares and presents public information sessions to promote fire safety.

KEY DUTIES & RESPONSIBILITIES

- Safe and efficient co-ordination, creation, direction, planning, delivery and support of all fire department public education functions and programs.
- Develop and implement public relation and education programs. Establish and maintain effective working relationships with the public and allied agencies.
- Inspect and conduct investigations on all types of new and existing buildings to ensure conformity with applicable By-laws, Codes and Regulations
- Respond to complaints and inquiries from the public, staff, outside agencies and other enforcement or inspection units regarding fire related matters.
- Investigate complaints and conduct site inspections.
- Collect evidence, obtain statements from witnesses, prepare and swear to informations, affidavits, subpoenas and summons and provide service of same.
- Follow up on investigations within established standards, issue tickets, summons and lay charges in accordance with the Provincial Offences Act
- Testify as a witness for the Township at court, hearings or appeals.
- Prepare and present seminars on fire prevention and safety to groups and members of the public
- Ensure timely responses are provided to department inquiries from Council and the public.
- Represent the Department and/or Township with residents, community groups and/or associations, consultants and vendors as required.
- Perform additional duties and special projects as required.
- Respond to emergency and non - emergency incidents as needed during scheduled work time.

- Participate in training on firefighting, emergency medical aid, emergency procedures and related subjects.
- Be responsible to work in compliance with the Occupational Health and Safety Act and Regulations, the Township of Puslinch Occupational Health, Safety and Workplace Violence Policy and Procedures, as well as established industry guidelines.

SKILLS & QUALIFICATIONS

- Possess or willing to work towards NFPA 1035 Public Fire and Life Safety Educator and NFPA 1031 Fire Inspector certification
- Minimum 2 years related experience
- Knowledge of Ontario Fire Code, Fire Prevention and Protection Act and related legislation and by-laws
- First Aid/CPR Certificate.
- Valid DZ driver's licence in good standing.
- Excellent verbal and written communication skills
- Superior interpersonal skills and customer service skills including the ability to work effectively in a team environment
- Ability to handle matters of a confidential or politically sensitive nature, and to maintain confidentiality
- Computer proficiency in MS Office (Word, Excel, Outlook) and database applications
- Refer to Firefighter job description

WORKING CONDITIONS

- General office and outdoor environment
- Exposure to emotionally charged and conflict situations
- Moderate physical activity
- Refer to Firefighter job description

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 070/16

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its Special meeting held on October 6, 2016.

WHEREAS by Section 5 of the *Municipal Act, 2001, S.O. 2001, c.25* the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS by Section 5, Subsection (3) of the *Municipal Act*, a municipal power including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Puslinch at its Special meeting held October 6, 2016 be confirmed and adopted by By-law;

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

- 1) The action of the Council of the Corporation of the Township of Puslinch, in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council at said meeting are hereby adopted and confirmed.
- 2) The Head of Council and proper official of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action of the Council.
- 3) The Head of Council and the Clerk are hereby authorized and directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and the Clerk authorized and directed to affix the seal of the said Corporation to all such documents.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 6th DAY OF OCTOBER, 2016.

Dennis Lever, Mayor

Karen Landry, C.A.O./Clerk