



Fire & Rescue Committee Meeting
Wednesday August 14, 2013
1:00 pm
Council Chambers, Aberfoyle

MINUTES

MEMBERS PRESENT

Councillor Schmidt, Chair
Councillor Stokley
Robert Gordon, Fire Chief
John Uptegrove, as a representative of Puslinch Firefighters Association

TOWNSHIP STAFF

Councillor Roth
Councillor Fielding
Karen Landry, CAO/Clerk
Michelle Cassar, Deputy Tax Collector

1. **CALL TO ORDER**

The meeting was called to order at 1:02 pm.

2. **DISCLOSURE OF PECUNIARY INTEREST**

None.

3. **APPROVAL OF MINUTES**

Moved by John Uptegrove and Seconded by Councillor Stokley **FIR-2013-005**

THAT the Fire and Rescue Committee minutes dated May 15, 2013 be approved as amended.

CARRIED

4. **CLOSED MEETING**

None.

5. **DELEGATIONS/PRESENTATIONS**

None.



6. **REGULAR BUSINESS**

1. Review Future Initiatives

Karen Landry advised that she met with Chief Gordon and Deputy Chief Goode to discuss and review the list. A brief review of each item was completed to bring the committee up to date:

1. Strategic Master Plan – In progress – Capital Budget
2. Public Education – In progress – Operating Budget
3. 25 Year Replacement Plan – completed

Councillor Schmidt brought up the issue as to whether items should be removed from the list once completed. Karen Landry indicated annually the list could be updated to remove completed items. She advised that a process would be implemented corporate wide to make carry forward budget items that are not approved so that they are considered in future years.

4. Aerial Truck – Tentative replacement is in the budget for 2016.
5. Satellite Fire Station – Active, study May to October 2013
6. Merged computer network – in process. Anticipated completion date of August 31, 2013.
7. Centralized purchasing – in process – completion 2014. Karen Landry added that it is a corporate wide initiative. Chief Gordon advised that for fire supplies the Township should work with the County because there are savings opportunities.
8. Development Charge Study – Karen Landry advised that the Township By-law expires September 2, 2014. Council must pass a new by-law prior to September 2, 2014. The process takes approximately 6-8 months and involves a study, by-law preparation and a public meeting. The Finance department will be taking the lead, with input from all departments including fire. Councillor Stokley raised the issue of whether water holding tanks for new businesses could be included.



Karen Landry advised it was a possibility, but that maintenance is not part of a development charge. Karen Landry indicated that a Consultant will be retained and they will meet with each department and advise whether items are eligible to be included in the development charge by-law.

9. Time Recording & Compensation Standardization – Karen Landry advised that this matter is not unique to the Fire Department. Finance is working on standardization of time recording and expenses for all staff in all departments.
10. Rescue Boat – No further action is required at this time.
11. Website & Software Review – Karen Landry advised that the Township will be getting a new website with a proposed completion date of July 2014. The IT Architecture project has begun, with an end date of November 2013. This will assist the Township to create a plan to implement over the next 2-3 years, including what requirements and functionality we have for the website and how to achieve them.
12. Rural Water Accreditation – Received. This item is complete.
13. Incentive & Recognition Considerations – Karen Landry advised that there is currently a program in place through payroll. Any further matters to consider may be part of the Fire Strategic Master Plan.
14. Departmental Service Charges & Policy – Karen Landry advised that Council adopts a by-law for fees annually. The by-law should be comprehensive to cover all of the fees collected by the Township. Finance will generate a report for Council and will review the fees with each department. Councillor Schmidt noted that it would be much easier to keep current once it is established. Councillor Stokley added that the water storage facilities could be included. Karen Landry suggested that the next agenda could include a fee summary for the fire department so that the Committee is aware of what the current fees are.



15. Fund Raiser Considerations – Councillor Stokley questioned if this item needed to be included on the Future Initiatives list. Chief Gordon and John Uptegrove advised in the past money had been raised to purchase training mannequins, but that it was not something ongoing. Karen Landry advised that “attendance at fundraising events” could be listed in the fee by-law. Currently there is no charge, but it could then be reviewed annually.
16. Automatic Aid Agreements – Karen Landry advised the Township is waiting for a draft agreement from the City of Guelph. Chief Gordon clarified that the Township has verbal agreements with Rockwood and Guelph.
17. Washroom Renovations – Karen Landry spoke with Chief Gordon and Deputy Chief Goode as well as staff from other departments. There is a need for renovations in the Municipal Complex (examples – administration, accessible washrooms, accessible counters and meeting room space). It has been decided that it would be best to put this project on hold and look at the entire project and develop a plan to phase in changes for the entire building. Accessible washrooms are quite expensive; there may be a possibility to put in one set of accessible washrooms for the building as a whole. Councillor Schmidt responded that it is desirable to deal with this project, but it makes more sense to wait and deal with everything at once. Karen Landry advised there would have to be input from staff to develop a plan as soon as possible so that it can be addressed as part of the 2014 budget.
18. Emergency Fire Reservoir – as discussed earlier under the Development Charge Review and Fees By-law.
19. Fireworks – Setting off & sale by-law – refer to Item 6.2



20. Open Burning By-law – Councillor Schmidt advised that it would be discussed next month.

2. Report ADM-2013-005 regarding Fireworks By-law

Karen Landry advised that the Township currently has a by-law for the discharge of fireworks, but not for the sale of them. Karen Landry reviewed the contents of Report ADM-2013-005 and the draft by-law. The committee requested staff to check with the County as to permitted uses on property involving fireworks and zoning. Councillor Stokley inquired if there should be a requirement for a permit for home/low hazard fireworks. Chief Gordon and Karen Landry advised that no other municipalities have that requirement. Councillor Schmidt inquired about the fees to be set out. He suggested \$100 to sell fireworks and \$200 to discharge them. Karen Landry advised that the fees should be reflective of the cost to administer the program, not a deterrent to drive the business away. Councillor Stokley suggested staff would be able to provide an idea of time and costs involved in administering the program. The committee discussed additional fees to be put in the fees by-law if additional resources were needed – such as a fire truck on site. The committee instructed staff to collect the information from the County and present the draft by-law to Council.

3. Statistics to date – Satellite Fire Station Trial

Councillor Schmidt remarked there seems to be some improvements, especially in zones 1, 10 and 11. Chief Gordon responded that some numbers may require further clarification. The number that is reported monthly to the Fire Marshall is in their monthly response report. It measures the time when the page is received to when the trucks arrive on scene. This time has gone down approximately 1 minute. Councillor Stokley asked if the satellite station



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truck is the first on scene in those zones. Chief Gordon and John Uptegrove both confirmed yes.

John Uptegrove advised that the satellite station is usually responding by the time he arrives at the Main station. Members requested further detail regarding the numbers and analysis. Karen Landry suggested that the Director of Finance/Treasurer could assist with analyzing the data and the numbers.

4. Response Activity Report – May, June, July 2013

Councillor Schmidt commented on the number of calls trending up. Chief Gordon commented that although the number of calls is going up each month, it is still lower than in previous years.

Moved by Councillor Stokley and Seconded by John Uptegrove **FIR-2013-006**

THAT the following be received:

- Fire and Rescue Response Activity Report – May, June & July 2013

CARRIED

5. Monthly Expense Report – May, June, July 2013

6. Budget review – May, June, July 2013

Moved by Wayne Stokley and Seconded by Bob Gordon

FIR-2013-007

THAT the following be received:

- Fire and Rescue Monthly Expense Report – May, June & July 2013
- Fire and Rescue Budget Review – May, June & July 2013

CARRIED



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7. Washroom renovation status

Karen Landry updated the committee under the Future Initiatives Review.

8. Firefighters' Association Report

John Uptegrove advised that Mike Dailous is selling t-shirts for fire department staff and their families for \$30 each, to raise money for the association.

The volunteer conference was just held in Fergus.

9. Training Update

Chief Gordon advised the committee of some remote training they are looking into. They are looking at different companies, and getting some prices. John Uptegrove advised the firefighters are currently on the Ontario curriculum, they are switching to the National Fire Training Program in April 2014.

10. 2014 Meeting Schedule

Councillor Schmidt reviewed the schedule of meetings on the third Wednesday bi-monthly at 1pm. He asked for any comments or suggestions. Councillor Stokley advised that the Committee should try to work around this schedule.

Karen Landry advised that this will help members to plan.

7. **ADJOURNMENT**

The meeting adjourned at 2:44 pm.



MINUTES

MEMBERS PRESENT

Councillor Fielding, Chair
Tom Jefferson
Cameron Tuck
Daina Makinson
June Williams

MEMBERS ABSENT

Councillor Schmidt
Margaret Hauwert

TOWNSHIP STAFF

Karen Landry, CAO/Clerk
Don Creed, Director Public Works and Parks
Donna Tremblay, Deputy Clerk

OTHERS PRESENT

Mayor Lever
Councillor Roth

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.



3. APPROVAL OF MINUTES

Questions Arising from the Minutes

Daina Makinson advised the committee that she has completed her research and has found less than one-half of the trophies and plaques. She requested that staff make enquiries as to whether there is any catalogue or listing of the various trophies and plaques. The committee suggested that staff contact Audrey Mast, Judy Smith and Brenda Law as these individuals may be able to provide information regarding who the trophies were returned to. Staff advised that they would make enquires and report back to the committee.

June Williams advised the committee that there was a pile of brush that needed to be removed in front of the entrance to Historical Block Park in Morriston. Staff advised the committee that this information would be forwarded on to the Director of Public Works and Parks.

June Williams advised the committee that there is still a pile of dirt in the parking lot in front of the tennis courts. Don Creed, Director of Public Works and Parks advised the committee that the pile of dirt in the parking lot in front of the tennis courts was removed only July 16, 2013.

Susan Fielding inquired of staff as to whether they received any feedback on the first week of the YMCA/YWCA Power day camp. Don Creed, Director of Public Works and Parks advised the committee that the first week went very well and that YMCA representatives who had attended the camp were very impressed with the facilities.



Susan Fielding inquired of staff as to when the work on the washrooms and storage area would be completed. Karen Landry, CAO/Clerk advised the committee that staff was in the process of providing final measurements and finalizing the additional works and will provide the committee with information as it becomes available.

Moved by Cameron Tuck and Seconded by June Williams REC-2013-008
That the Recreation Committee Minutes dated June 18, 2013 be approved.
CARRIED.

4. DELEGATIONS/PRESENTATIONS

None.

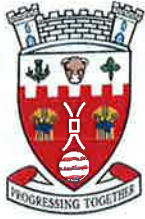
5. REGULAR BUSINESS

1. Draft Advertising Policy

The Committee reviewed the draft policy. Cameron Tuck inquired of staff as to who would be responsible for the rink board signs. Don Creed, Director of Public Works and Parks advised that the Public Works and Parks Department would be responsible for the installation and approval of the rink boards. Karen Landry, CAO/Clerk, advised the committee that staff will be finalizing the policy with respect to rink board sizes and costs.

2. Maintenance Issues

(a) **Painting of Curb Stops and Pillars at Community Centre** – The Committee asked as to whether the curb stops have been painted to match the pillars. Don Creed, Director Public Works and Parks advised the committee that the pillars will not be painted to match the pillars.



- (b) **Lights at Optimist Recreation Centre during Canada Day Fireworks Presentation** – Cameron Tuck inquired of staff as to whether the keys for the box containing the switch for the ball diamond lights had been located. Don Creed, Director of Public Works and Parks advised the committee that there are additional keys for the light box and will ensure that arena staff will be provided with a key.
- (c) **Gardens and Trees** – Susan Fielding commented to the committee that the condition of the Township gardens and trees had improved. Don Creed, Director Public Works and Parks advised the committee that Township staff, including summer staff have been working on their upkeep. He also advised the committee that the Township will be working with an outside company to thin out the garden beds and trim the trees in the fall as the maintenance work requires more resources than the Township has available.
- (d) **Condition of Bleachers** – Susan Fielding advised the committee that the bleachers at the old ball diamonds required some maintenance work. Don Creed, Director of Public Works and Parks advised that he would have staff examine the bleachers and perform the necessary repairs.
- (e) **Hardwood Flooring** – Tom Jefferson advised the committee that he had recently been contacted by the Township's caretaker with respect to the warping of the hardwood floor at the community centre. Staff advised the committee that there were 3 major areas where the flooring had been damaged and that a dehumidifier had been rented to deal with the humidity issues in the hall. Karen Landry CAO/Clerk advised the committee that staff are in the process of issuing the RFP for the repair and re-sanding of the hardwood flooring but would now increase the scope to include other works including replacement.



3. Verbal Update from Staff

(a) **New Cart for Chairs at Community Centre** - Donna Tremblay, Deputy Clerk, advised the committee that staff are researching the options of both revising the existing cart and purchasing a new cart for the chairs. Once a decision has been made staff will bring back information to the committee.

(b) **Clarification re: Hydro notation on May 2013 General Expenses** - Donna Tremblay, Deputy Clerk, advised the committee of a double entry error on the June, 2013 General Statement of Expense. She provided the committee with a summary of the various hydro bills which are received and paid for by the Township for the recreation facilities. The committee inquired staff as why the hydro bill for the Community Centre was so large. Staff advised the committee that Hydro One had moved to a new billing system and that the present bill was for two months and included additional billing dates. Staff also advised the committee that a meter reading was conducted and a credit was to be provided on the next billing.

(c) **Delivery of new picnic tables** - Donna Tremblay, Deputy Clerk, advised the committee that the township took delivery of 10, 8 foot picnic tables on July 5, 2013. Township staff have been finishing and staining the new tables and 5 of the tables have been completed and will be placed out for use.

4. Thank You received from Puslinch Senior Euchere Club

The Committee acknowledge receipt of the thank you card from the Puslinch Senior Euchere Club.



Puslinch Recreation Committee
Tuesday July 16, 2013
7:00 pm
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5. Newly purchased lands at Community Centre – Update

Susan Fielding advised the committee that GWS Ecological & Forestry Services Inc. had prepared a report which included recommendations for a trial location at the newly purchased community centre lands. A copy of the report was provided to committee members for their review.

6. Marketing Plan for Baseball Parks

June Williams provided the committee with background regarding a request made last year for an adult slow pitch league to use the Morrison Ball Park. The Committee discussed the teams who may be interested in the facility. Karen Landry, CAO/Clerk advised the committee that the township will be undertaking a review of the existing facilities and their usage. Once this is completed, staff can have a look at how the township has marketed the various facilities in the past and provide the committee with information.

7. Green Shed – Rental Rate

Tom Jefferson inquired from staff as to the rate charged to the Puslinch Optimist Club for the rental of the green shed for their motorcycle rally on June 30, 2013. Donna Tremblay, Deputy Clerk advised the committee that there is no allowance in the Township's Fees and Charges by-law for the rental of the green shed. The rate that was charged to the club was the result of the original rental agreement with the club for the rink pad from 9:00 to 3:00 p.m. on June 30, 2013. As the club cancelled the rental of the rink pad three days before the event and requested the use of the green shed in its place, the township charged a rate which it felt was reasonable to recover a portion of its loss on the rink rental.



6. ACCOUNTS FOR PAYMENT

i. May, 2013 (general)

Moved by Tom Jefferson and Seconded by Cameron Tuck REC-2013-009

That the Recreation Committee acknowledged receipt of the June 2013 statement of general expenses.

CARRIED.

ii. May 2013 (ORC)

Moved by Cameron Tuck and Seconded by Daina Makinson REC-2013-010

That the Recreation Committee acknowledge receipt of the June 2013 statement of ORC expenses.

CARRIED.

iii. Community Centre Rental Report.

Moved by June Williams and Seconded by Daina Makinson REC-2013-011

That the June 2013, Optimist Recreation Centre Rental Report be received.

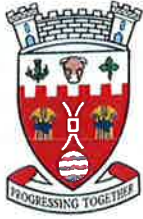
CARRIED.

iv. Optimist Recreation Centre Rental Report.

Moved by June Williams and Seconded by Daina Makinson REC-2013-012

That the June 2013, Optimist Recreation Centre Rental Report be received.

CARRIED.



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7. NEW BUSINESS

Alternate date for August 20, 2013 Meeting

Susan Fielding advised the committee that she would be attending a conference during the week of the next scheduled Recreation Meeting. After discussing alternate dates, the committee agreed to cancel the August 20, 2013 meeting. The committee requested that staff advise the absent committee members that the August 20, 2013, meeting has been cancelled and the next meeting would be held on September 17, 2013.

8. NEXT MEETING

Tuesday, September 17, 2013 at 7:00 p.m. in the Council Chambers.

9. ADJOURNMENT

Moved by Daina Makinson and Seconded by June Williams REC-2013-013

The Seventh Regular 2013 Recreation Committee meeting hereby adjourns at 7:56 p.m.

CARRIED.