



AGENDA

∞ Denotes Resolution Prepared

1. CALL TO ORDER

2. DISCLOSURE OF PECUNIARY INTEREST

3. APPROVAL OF MINUTES

∞ 1. Regular Meeting held Wednesday March 19, 2014

4. CLOSED MEETING

None.

5. DELEGATIONS/PRESENTATIONS

None.

6. REGULAR BUSINESS

∞ 1. Fire Master Plan - Update

∞ 2. Open Air Burning By-Law – Update

3. Fireworks By-Law - Update

4. Future Initiatives Update

5. Revised Meeting Schedule for 2014

∞ 6. Puslinch Fire and Rescue Service Monthly Report – April 2014

7. Update of Facility/Vehicles

8. Fire Fighters' Association Report

9. Training Update

7. ADJOURNMENT



MINUTES

MEMBERS PRESENT

Councillor Roth, Acting Chair
Deputy Chief Steve Goode
Michael Dailous, President of Puslinch Firefighters' Association

TOWNSHIP STAFF

Karen Landry, CAO/Clerk
Michelle Cassar, Deputy Tax Collector

1. CALL TO ORDER

The meeting was called to order at 1:03pm.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. APPROVAL OF MINUTES

Moved by Steve Goode and Seconded by Michael Dailous **FIR-2014-005**

THAT the Fire and Rescue Committee minutes dated January 15, 2014 be approved.

CARRIED

4. CLOSED MEETING

None.

5. DELEGATIONS/PRESENTATIONS

None.

6. REGULAR BUSINESS

1. Open Air Burning By-Law – Public Meeting set for April 2, 2014 at 7pm
2. Future Initiatives Update
Karen Landry provided updates.



- Development Charge Study – a consultant has been retained. They are currently conducting background work before reviewing with the Departments. Councillor Roth asked for clarification on how funds are dispersed. Karen Landry advised that the consultant will review projects that are related to growth, if they qualify, a percentage can be funded from Development Charges. Once the consultant is complete Council will hold a public meeting.
 - Website – the Vendor has not been selected yet. The development of the website is a very time consuming process, and should be completed by December 2014.
 - Fireworks By-law – will be going to the Council Meeting May 7, 2014
 - Fire Master Plan – The process takes 6-7 months. Once the budget is approved Chief Goode and Karen Landry will be discussing and an update will be added to the next Fire & Rescue Committee Meeting Agenda.
 - Open Air Burning – Chief Goode advised that there are 3 other seasonal sites to be added. He will advise Karen Landry.
3. Response Activity Report – December 2013, January 2014, February 2014
- Chief Goode reviewed his report. He has changed the format for the monthly report. Part of the report will also appear in the Pioneer each month – there is no charge for the Fire Department to submit Public Education articles. This month the feature is about keeping laneways clear so that emergency vehicles have access. Some of the changes include:
- The format is more user friendly.
 - The report provides comparables to previous year's statistics for each month and year to date.
 - It provides an approximate dollar loss for each incident.



- The new report shows incidents as they were originally paged. In the past the report would show what the call was actually for.
- The 'Other' category can include incidents such as hydro pole damage or debris fires where there is not usually a dollar loss associated with it.
- Alarms – these can be due to power outage, water, weather related.
- A new category of 'Burning complaints'
- Response time will be included in future reports
- Prevention & Public Education is included now as a separate category instead of a type of response. The Report includes statistics on Inspections, Investigations, Emergency Planning, Public Education & Meetings.
- Puslinch Fire Calls Chart will have a legend.

Councillor Roth asked if percentages could be added to the pie chart.

Things that were removed from the report:

- Defib used
- Tiered assistance
- Extrication, (though if it's a significant event he will mention it at the Council meeting)
- Stolen vehicle (who decides)
- Chimney fire – it would be included in the structure fire.
- Nothing found/cancel response. The department was called out for a reason and that is how it will be recorded. Chief Goode can report the cancelled calls or nothing found statistics in an annual report.
- Hazardous spills would be included in the 'other category'



Moved by Steve Goode and Seconded by Michael Dailous **FIR-2014-006**

THAT the Fire Response Activity Report for December 2013, January 2014 and February 2014 be received.

CARRIED

4. Fire Fighters' Association

Michael Dailous reported on the election process that took place on Wednesday January 15, 2014. Michael Dailous will be continuing as the Association's President. It is a 2 year term. The Social Committee and the Health & Safety Committee have a 1 year term.

There are many social and fundraising events that are being planned for the year. The Association will be putting ads in the newspaper – the Puslinch Pioneer and the Wellington Advertiser. They have some fresh ideas, new members and they would like to be more visible to the public.

The Vice President of the Association is Greg Schindler.

The Association usually has a pancake breakfast and open house event that they host in April or October.

5. Training Update

There are seven recruits doing in house training until the end of the month. On the 12th of April the County Training Officer will take the lead. The Auxiliary Recruits will only participate in the in house training. There are three of them. If there is a vacancy, the auxiliaries will be able to apply and will have already completed in-house training. Auxiliary Recruits cannot respond to a call.

Michael Dailous advised that it is sometimes difficult for him to attend meetings during the day. He can usually make them, but the other representatives of the Association



Fire & Rescue Committee Meeting
Wednesday March 19, 2014
1:00 pm
Council Chambers, Aberfoyle

cannot make the daytime meetings. The Firefighters would also like the opportunity to attend the Fire & Rescue Committee. The Committee will review a revised schedule at the next meeting.

Chief Goode requested that he report to Council during the daytime meeting to enable him to participate in the Firefighters Wednesday evening training.

7. **ADJOURNMENT**

The meeting adjourned at 2:15pm.



REPORT FIR-2014-004

TO: Mayor and Members of Council

FROM: Josh Shepherd, Deputy Fire Chief and
Steve Goode, Fire Chief

DATE: May 15, 2014

SUBJECT: Approval to proceed with the hiring process of an outside specialized consultant to assist in the development of a Master Fire Plan for the Township of Puslinch

RECOMMENDATIONS

That Report FIR 2104-004 regarding the Puslinch Township Master Fire Plan recommendation be received; and

That the Council of the Township of Puslinch does hereby support the recommendation of the Fire Chief and Deputy Fire Chief that hiring an outside specialized consultant is suggested to assist in the development of a Master Fire Plan for our community.

DISCUSSION

Purpose

The purpose of this Report is to recommend that Council hire an outside specialized consultant to assist in the development of a Township of Puslinch Master Fire Plan.

Once the MFP has been created, it will then be a living document, which will change through periodic revision based on the changes taking place throughout and around our community.

However, the development of the initial MFP version is an arduous task that lends itself to outside, non-biased, and specialized expertise; one who is practised in the procedures, legalities and risk analysis' of townships and communities.

Background

Over the last 46 years of providing excellent fire protection service to the Township of Puslinch, the fire department has maintained a very high level of expertise, service and safety for our community. Part of this service has been the continual re-assessment of the risks and needs of our township as a whole and adaptations to equipment and training were made accordingly. There have been outside agencies, such as the Ontario Fire Marshall, which have audited our preparedness in various areas and given recommendations as to changes we might make to better protect our customers. These recommendations have been integrated where possible and where deemed appropriate to benefit the overall level of service to our community.

Fueled by growth and change in our township, it has been decided to develop a Master Fire Plan (MFP) to newly and fully identify the potential risks and needs our community contains and the responses they require. This MFP will be a measure and a guide to changes, improvements and services provided by Puslinch Fire and Rescue Services in the years to come. Financially, it will also help us forecast costs, both capital and operational, throughout the forthcoming years by having set goals in place.

The OFM or Office of the Fire Marshal of Ontario developed the “Comprehensive Fire Effectiveness Model” to assist communities. In this model, three lines of defence are identified to be utilized in responding to local community needs, and include:

- Public education and prevention;
- Fire safety standards and enforcement; and
- Emergency response.

Using the Comprehensive Fire Effectiveness Model as a guide, the development of a Fire Master Plan is recognised as an appropriate strategy to assess the potential circumstances and needs for a specific area or community. Furthermore, the Fire Master Plan assists in development of the overall fire protection strategy by the local municipal Council.

The pursuit of the establishment of a Master Fire Plan for the Township of Puslinch has been identified by Puslinch Fire and Rescue Service as a priority in the 2014 budget year. Puslinch Township Council passed a resolution #3 on November 21, 2012 “The Council for the Township of Puslinch does hereby authorize Puslinch Fire and Rescue to formulate a Master Fire Plan for the Puslinch Fire and Rescue Department”.

In order to be non-influenced by wants or opinions versus risks and needs, bringing in an outside expert to assist in this process will allow for the most comprehensive and accurate development of the FMP document. Additionally, an outside opinion can help to recognize certain risks that may not be obvious to those working within the community on a daily basis.

Financial Implications

The Township’s development charges study is currently undergoing review. The draft development charges study is reflecting a capital cost of approximately \$44,000 to retain an outside expert consultant to assist in the development of the Fire Master Plan for the Township of Puslinch with \$29,700 recoverable through development charges. The remaining \$14,300 is funded through taxation levy as indicated in the 2014 Capital Budget approved by Council. .

Alternatively, we could attempt to create the Fire Master Plan in-house, using our combined knowledge and expertise contained within the fire department and township offices. The approximate cost of this option is \$7,000. Costs in excess of \$7,000 may be incurred if experts are required to be retained for opinion or assistance.

Also recall that a local government is to spend DC monies, and interest earned on them, for the specific projects and services for which they were originally collected. ^(OMMA)

The 2014 Capital Budget includes \$41,196 for the development of the Master Fire Plan. However, upon further review through the Development Charges Study, this amount has been estimated at \$44,000.

Applicable Legislation

Relevant legislation for the operation of a fire department within the Province of Ontario can be found within the FPPA or Fire Protection and Prevention Act, 1997. This Act states clearly that,

"every municipality shall, establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances." ^(FPPA)

Related Requirements: Public Fire Safety Guidelines (PFSG)

The OFM uses the PFSG as a tool to facilitate proper local preparedness. One section of this is important for consideration regarding the development of a Master Fire Plan:

“The Fire Protection and Prevention Act places new responsibilities on municipalities. The Office of the Fire Marshal has a mandate to assist municipalities to fulfill these responsibilities by providing information which will enable municipalities to make informed choices based on an objective analysis. Municipalities are compelled to establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention.

The act also states that municipalities are responsible for arranging such other fire protection services as they determine may be necessary according to their own needs and circumstances. The relationship between the province and municipalities is based on the principle that municipalities are responsible for arranging fire protection services according to their own needs and circumstances.

The primary roles of the province are to provide leadership and support to municipalities in the exercise of this responsibility, and to ensure public safety is not compromised. Guidelines, developed by the Office of the Fire Marshal in consultation with municipalities, the fire service and others, will be a key vehicle for fulfilling the provincial role to support municipalities.

This consultation process will continue on an ongoing basis to ensure the guidelines change and evolve to reflect trends, changing circumstances and new technology. To be useful, the guidelines must remain current, and must have the support and acceptance of municipalities. The province will retain an interest in the development of guidelines and monitoring of their application. However, day-to-day management and delivery will be municipal responsibilities” (PFSG)

References

FPPA, Fire Protection and Prevention Act, 1997 - Part II, Responsibility for Fire Protection Services. Retrieved from http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_97f04_e.htm

OMMA, Development Charges. Retrieved from <http://www.mah.gov.on.ca/Page9839.aspx>

PSFG, Framework For Setting Guidelines Within A Provincial-Municipal Relationship. Retrieved from <http://www.mcscs.jus.gov.on.ca/english/firemarshal/fireserviceresources/publicfiresafetyguidelines/00-00-01.html>

Township of Uxbridge – Fire Department Master Fire Plan

Halton Hills Fire Department - Master Fire Service Plan



REPORT FIR-2014-003

TO: Mayor and Members of Council

FROM: Steve Goode, Fire Chief

DATE: May 9, 2014

SUBJECT: Proposed By-law to regulate Open Air Burning
File No. C01FIR

RECOMMENDATIONS

That Report FIR-2014-003 regarding a proposed By-law to regulate open air burning be received; and

That Council enact a By-law to regulate open air burning as outlined in Schedule "A" to Report FIR-2014-003; and

That Council amend the Township's Fee By-law to establish a fee of \$40.00 for an inspection.

DISCUSSION

Purpose

The purpose of this Report is to recommend that Council enact a new by-law to regulate open air burning.

Background

The Township passed By-law 54/2007 on November 7, 2007 to regulate open air burning.

The Fire and Rescue Committee ("Committee") at its meeting held on November 20, 2013, discussed the need to review the Open Air Burning By-law to update the requirements and amendment to the permit process.

Subsequently, the Committee at its meeting held on January 15, 2014, reviewed the proposed by-law and passed Recommendation requesting Council to direct staff to hold a public meeting for the purpose of seeking input on the proposed by-law. A public meeting was held on April 1, 2014.

The Fire and Rescue Committee at its meeting held on May 21, 2014 reviewed the comments made at the public meeting and XXXXXX the responses to those comments as outlined below.

Comments raised at the Public Meeting

1. Concern with the proposed \$20.00 open air burn permit fee?

Response

The fee for obtaining a permit for open air burning has been based on comparable municipalities.

The permit fee of \$20.00 is to offset the administration costs.

2. Concern that the proposed permit fee would be targeting those who have complied with the present by-law.

Response

The permit fee of \$20.00 is to offset the administration costs.

The Open Air Burning By-law states that no person shall set or permit an Open Air fire in the Township without obtaining a permit from the Township.

The By-law applies to all throughout the Township.

Refer to Section 2 of By-law

3. Clarification regarding item 4.1(i) – without a five (5) meter radius around the perimeter of the Open Air fire that is free and clear of combustible article and ground cover as the definition of “ground cover” as stated on page 2 of the proposed by-law states that “ground cover includes leaves, grass, weeds, tree needles or wood chips?”

Response

The definition of "Ground Cover" has been amended to exclude grass and weeds and now reads as follows:

"Ground Cover" includes leaves, tree needles or wood chips.

Refer to Section 1 of By-law for the definition.

4. Consider changing the By-law to permit open air burning (camp fires) after 9:00 pm.

Response

The current proposed By-law states "Notwithstanding any other provision contained in this By-law, no Person shall set or permit a fire in Open Air using an Outdoor Fireplace other than between the hours of 7:00 a.m. through 11:00 p.m."

The hours set for open air burning have been based on comparable municipalities.

Refer to Section 6(1) of By-law

5. Explanation regarding the diameter and height of one (1) meter contained in item 4.1(f) of the proposed by-law.

Response

The allowable size for open air burning has been based on comparable municipalities.

The proposed draft By-law meets the recommendations of the Ontario Fire Code Article 2.6.3.4 and Forest Fire Prevention Act and Ontario Regulation 207/96.

Refer to Section 4.1(f) of By-law

6. Consider changing the By-law to permit open air burning in the summer months after 9:00 pm.

Response

Cooking Fires and Outdoor Fireplace burning are permitted between the hours of 7:00 a.m. through 11:00 p.m.

Current proposed draft By-law states "Open Air Fires are allowed between the hours of 7:00 a.m. through 9:00 p.m., unless otherwise permitted by this By-law or expressly authorized by the Fire Chief.

The hours set for open air burning have been based on comparable municipalities.

The proposed draft By-law meets the recommendations of the Ontario Fire Code Article 2.6.3.4 and Forest Fire Prevention Act and Ontario Regulation 207/96.

Refer to Section 4.1(c) of By-law

7. Concern regarding the restriction of 50 meters of grass, believed enforcement of this item would be difficult. Concern with a change in the 150 meter restriction in the present by-law.

Response

The current proposed By-law states "Any Person who is issued a Permit shall not set or permit a Fire in Open Air without a five (5) metre radius around the perimeter of the Open Air fire that is free and clear of combustible article and ground cover.

The allowable size for open air burning has been determined based on comparable municipalities.

The proposed draft By-law meets the minimum recommendations of the Ministry of Natural Resources.

The current Open Air Burning By-law setback of 150 metres provision is not achievable in many cases throughout the Township.

Refer to Section 4.1(h) and 4.1(i) of By-law

8. Consider cooking fire and campfires sections be contained in one area of the proposed by-law.

Response

Cooking Fire and Campfires contain separate clauses in the proposed draft By-law. Cooking Fire and Campfires do not require an open air burn permit.

Refer to Section 5(1) of By-law

9. Consider a height restriction with respect to cooking fires. The proposed by-law did not contain the same setback requirements for campfires and cooking fires.

Response

The setbacks for a cooking fire have been based on comparable municipalities.

Campfires are listed under Section 8 “Campgrounds”.

The proposed draft By-law meets the recommendations of the Ontario Fire Code Article 2.6.3.4.

Refer to Sections 7 and 8 of By-law

10. Include the definition of Chiminea.

Response

The proposed draft By-law includes the definition of a Chiminea as follows:

“Chiminea” means a clay, porcelain or metal receptacle used for the purposes of burning.

Refer to Section 1 of By-law for the definition.

11. How will enforcement under clause 4.1(d) of the proposed by-law be dealt with?

Response

The enforcement of this By-law shall be conducted by an Officer.

Refer to Section 9(1) of By-law

12. Clarify why there was not enforcement of violations last year and why did the fire department not extinguish the fires and simply allowed them to burn out?

Response

The enforcement of the current By-law shall be conducted by a member of the fire department.

Fire department members investigated all previous complaints of open air burning.

13. Will an officer come out and enforce a 50 meter restriction.

Response

The enforcement of this By-law shall be conducted by an Officer. All complaints shall be investigated.

Refer to Section 9(1) of By-law

14. Will complaints of remnants of fire and excess fuel will be investigated.

Response

The enforcement of this By-law shall be conducted by an Officer. All complaints shall be investigated.

Refer to Section 9(1) of By-law

15. Suggest that the proposed open air burning times be from 6:00 a.m. as there is less wind for burning at this time of day.

Response

The hours set for open air burning have been based on comparable municipalities.

The proposed draft By-law meets the recommendations of the Ontario Fire Code Article 2.6.3.4 and Forest Fire Prevention Act and Ontario Regulation 207/96.

Open air burning before sunrise may cause a potential safety issue with fire department personnel.

Refer to Section 4.1(c)

16. Concern for the horses contained in a barn. Advised that if smoke enters the barn it can scare the horses. Concern for the safety of the animals in the barn.

Response

The following definition has been included to the By-law;

“Nuisance” as determined by the Fire Chief or their designate, or By-law, means excessive smoke, smell, airborne sparks or embers, and airborne particles of burnt materials by creating negative health effects on neighbouring residents, increasing fire exposure hazards, infringing the enjoyment of the use of neighbouring properties and generating false fire alarms.

The enforcement of this By-law shall be conducted by an Officer. All complaints shall be investigated.

Refer to Section 1 of By-law for the definition.

17. Clarify how fire bans are communicated.

Response

Fire bans will be advertised in the Wellington Advertiser, Township of Puslinch website and on Township sign(s).

18. Clarify that fires are permitted until June 8th.

Response

Yes. By-law # 54/2007 “Setting of Open Air Fires” is in effect and a permit is required.

19. Clarify as to where fire permits can be obtained?

Response

Open air burn permits can be obtained from the Township administrative office and the fire department.

20. Consider different restrictions for areas which contained barns?

Response

The restrictions set for open air burning have been based on comparable municipalities.

The proposed draft By-law meets the recommendations of the Ontario Fire Code Article 2.6.3.4 and Forest Fire Prevention Act and Ontario Regulation 207/96.

21. Concern with the Township issuing permits to individuals who have been advised not to burn?

Response

The permit holder is responsible to understand and comply with the terms and conditions of the open air burn permit.

22. Modify the By-law to allow the Fire Chief to exempt, upon request, the terms and conditions of By-law.

Response

The By-law has been amended to allow the Fire Chief to modify any conditions under section 4 of the By-law based on his evaluation of the circumstances.

Staff recommends that the Township's Fee By-law be amended to establish a \$40.00 inspection fee for any requests made to the Fire Chief to approve modifications to the terms and conditions of a permit based on his evaluation of the circumstances.

The \$40.00 fee set for open air burning inspection has been based on comparable municipalities.

Refer to Section 4(4) of By-law

Implementation

It is recommended that the By-law come into force on July 2, 2014.

Financial Implications

The fees for a obtaining a permit for open air burning have been included in the Township's Fee By-law which is reviewed on an annual basis as follows:

Annual Permit	\$20.00
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This fee will come into effect upon the passing of a new By-law to regulate open air burning.

The fee of \$40.00 for an inspection as a result of a request to modify the terms and conditions of a permit requires an amendment to the Township's Fee By-law.

Applicable Legislation and Requirements

Fire Protection and Prevention Act, S.O. 1997, c. 4
Municipal Act, S.O. 2001, c. 25

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2014-XXX

A By-law to regulate the setting of Open Air fires
and to repeal By-law 54/2007

WHEREAS Section 7.1 (1) of the Fire Protection and Prevention Act, S.O. 1997, c. 4, as amended provides authority to the Council of a municipality to pass by-laws to regulate fire prevention including the prevention of the spreading of fires; and

WHEREAS Section 7.1 (1) of the Fire Protection and Prevention Act, S.O. 1997, c. 4, as amended provides authority to a Council of a municipality to pass by-laws regulating the setting of open air fires, including establishing the times during which open air fires may be set; and

WHEREAS Section 128 of the Municipal Act, S. O. 2001, as amended provides that a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council are or could become public nuisances; and

WHEREAS Council considers excessive smoke, smell, airborne sparks or embers to be or could become or cause public nuisances by creating negative health effects on neighbouring residents, increasing fire exposure hazards, infringing the enjoyment of the use of neighbouring properties and generating false fire alarms;

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

1. **DEFINITIONS**

In this By-law:

“Barbeque” includes any portable appliance, hibachi or grill intended for cooking food;

“Chimineea” means a clay, porcelain or metal receptacle used for the purposes of burning;

“Cooking Fire” is used for the purposes of cooking food on a grill contained by non-combustible material such as cement blocks and rocks;

“Outdoor Fireplace” means a manufactured non-combustible enclosed container designed to hold a small fire for decorative purposes and the size of which is not larger than 1 meter in diameter and includes a Chimineea;

“Council” means the Council for the Corporation of the Township of Puslinch;

“Extinguish” means to put out or quench a fire completely, no smoke, hot or glowing embers remain;

“Fire Chief” means the Fire Chief for the Township or his/her designate;

“Gas-fired Outdoor Campfire Devices” means listed ULC or CSA gas (natural, propane) appliances;

“Ground Cover” includes leaves, tree needles or wood chips;

“Highway” includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof;

“Officer” means a police officer, Fire Chief, municipal law enforcement officer or other person appointed by by-law to enforce the provisions of this By-law;

“Open Air” means any open place, yard, field or construction area which is not enclosed by a building or structure;

“Permit” means a Permit issued pursuant to this By-law by the Township;

“Person” includes a corporation and their heirs, executors, administrators, or other legal representatives of a person to whom the context can apply according to law;

“Nuisance” as determined by the Fire Chief or their designate, or By-law, means excessive smoke, smell, airborne sparks or embers, and airborne particles or burnt materials by creating negative health effects on neighbouring residents, increasing fire exposure hazards, infringing the enjoyment of the use of neighbouring properties and generating false fire alarms;

“Smog Alert” means an alert issued by the Ministry of Environment with respect to air quality for the County of Wellington;

“Township” means the Corporation of the Township of Puslinch or the land within the geographic limit of the Corporation of the Township of Puslinch as the context requires.

2. GENERAL PROHIBITIONS

- (1) No Person shall set or permit a fire in Open Air in the Township without a current valid Permit.

- (2) No person shall set or maintain an Open Air fire in the Township other than in accordance with the terms and conditions of a Permit and the provisions of this By-law.
- (3) No person shall set or permit an Open Air fire upon any land owned by the Township without having obtained permission from the Township.
- (3) An owner of property on which an Open Air fire has been set or permitted to burn shall be deemed to have permitted the Open Air fire and assumes all responsibility.
- (4) No person under the age of eighteen (18) shall light or ignite an Open Air fire.

3. PERMIT – OPEN AIR FIRE

- (1) Every Person making an application for a Permit for an Open Air fire shall:
 - (a) submit a complete application in the form provided by the Township at least one (1) day prior to the Open Air fire;
 - (b) submit written permission of the property owner, if applicable;
 - (c) submit any other documents as may be required to substantiate compliance with any other legislation to the satisfaction of the Township;
 - (d) submit the required Permit fee in accordance with the Township's Fee By-law.
- (2) A Permit is valid for the current calendar year in which it is issued.
- (3) A Permit is not transferable.
- (4) The Fire Chief may refuse to issue a Permit where a Person has previously failed to comply with the terms and conditions of a Permit or the provisions of this By-law.

4. TERMS AND CONDITIONS OF PERMIT

- (1) Any Person who is issued a Permit shall not set or permit a fire in Open Air:
 - (a) when the wind speed exceeds sixteen (16) kilometers per hour;
 - (b) during a Smog Alert;
 - (c) other than between the hours of 7:00 a.m. through 9:00 p.m., unless otherwise permitted by this By-law or expressly authorized by the Fire Chief;

- (d) that creates a nuisance or has an adverse effect on a neighbouring property owner;
 - (e) that creates excessive smoke;
 - (f) that exceeds one (1) metre in diameter and height;
 - (g) other than burning unpainted wood, organic materials, ground cover and paper products;
 - (h) that is within fifteen (15) metres of any building, structure, hedge, fence, Highway or overhead wire;
 - (i) without a five (5) metre radius around the perimeter of the Open Air fire that is free and clear of combustible article and ground cover;
 - (j) other than in accordance with the Environmental Protection Act, R.S.O. 1990, c. E. 19, as amended;
 - (k) without maintaining constant watch over the Open Air fire until the fire is extinguished;
 - (l) without appropriate extinguishing agents on-hand at all times during the preparation of the fire, while the fire is underway, and until the fire is fully and completely extinguished;
 - (m) when a fire ban is in effect.
- (2) The Fire Chief may impose any additional terms or conditions that he considers necessary in the interest of public safety.
 - (3) A Permit is automatically revoked when a Person fails to comply with the terms and conditions of a Permit or the provisions of this By-law.
 - (4) The Fire Chief may vary the terms and conditions of a Permit upon conducting an inspection and determining safety is maintained through any approved site specific terms and conditions.

5. PERMIT – EXCEPTION

- (1) A Permit for an Open Air fire is not required for supervised cooking food on a Barbeque, Gas-Fired Outdoor Campfire Devices, Cooking Fire and Outdoor Fireplace.

6. OUTDOOR FIREPLACE

- (1) Notwithstanding any other provision contained in this By-law, no Person shall set or permit a fire in Open Air using an Outdoor Fireplace other than between the hours of 7:00 a.m. through 11:00 p.m.
- (2) Notwithstanding any other provision contained in this By-law, no Person shall set or permit a fire in Open Air using an Outdoor Fireplace within ten (10)

metres of any building, structure, hedge, fence, Highway, overhead wire or other combustible article - obstruction of any kind or nature whatsoever.

7. COOKING FIRE

- (1) Notwithstanding any other provision contained in this By-law, no Person shall set or permit a Cooking Fire in Open Air other than between the hours of 7:00 a.m. through 11:00 p.m.
- (2) Notwithstanding any other provision contained in this By-law, no Person shall set or permit a Cooking Fire in Open Air within ten (10) metres of any building, structure, hedge, fence, Highway, overhead wire or other combustible article - obstruction of any kind or nature whatsoever.

8. CAMPGROUNDS

- (1) For the purpose of this section the following definitions apply:

“Camp Fire” means an open fire where the size of the open air fire is limited to the size of the device or area provided by the Campground and is solely for the purpose of cooking food, warmth and recreational enjoyment;

“Campground” means a travel trailer park with a Resort Commercial designation under the Township’s Zoning By-law.
- (2) No person shall have a Camp Fire in a Campground other than in a location approved by the Fire Chief.
- (3) No person shall have a Camp Fire in a Campground unless it is a safe distance from combustible structures or objects.
- (4) No person shall have a Camp Fire in a Campground except in accordance with the Campground rules and regulations.
- (5) Every owner of a Campground shall submit their Camp Fire rules and regulations to the Fire Chief for approval.

9. ENFORCEMENT AND PENALTY PROVISIONS

- (1) The enforcement of this By-law shall be conducted by an Officer.
- (2) No person shall hinder or obstruct an Officer in the enforcement of this By-law.

- (3) Any person who is alleged to have contravened any section of this By-law shall identify themselves to an Officer upon request, failure to do so shall be deemed to have hindered or obstructed an Officer in the execution of his duties.
- (4) An Officer may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the By-law is complied with.
- (5) Any person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable:
 - (a) on a first offence, to a fine of not less than \$250.00 and to a fine of not more than \$50,000.00; and
 - (b) on a second and each subsequent offence, to a fine of not less than \$500.00 and a fine of not more than \$100,000.00
- (6) Any person who is issued a Part I offence notice and is convicted of an offence under this By-law shall be liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended.
- (7) Every director or officer of a corporation who knowingly concurs in the contravention of any provision of this By-law by the corporation is guilty of an offence.

10. SEVERABILITY

- (1) If a court of competent jurisdiction declares any section or part of the By-law invalid, it is the intention of Council that the remainder of the By-law shall continue in force.

11. SINGULAR AND PLURAL USE

- (1) In this By-law, unless the context otherwise requires words importing the singular shall include the plural and use of the masculine shall include the feminine, where applicable.

12. EXEMPTION

- (1) The Township is exempt from the provisions of this By-law for the purpose of conducting training, education or research for the Fire and Rescue Services Department and for operations associated with the Public Works Department.

13. REPEAL

(1) By-law 54/2007 is hereby repealed.

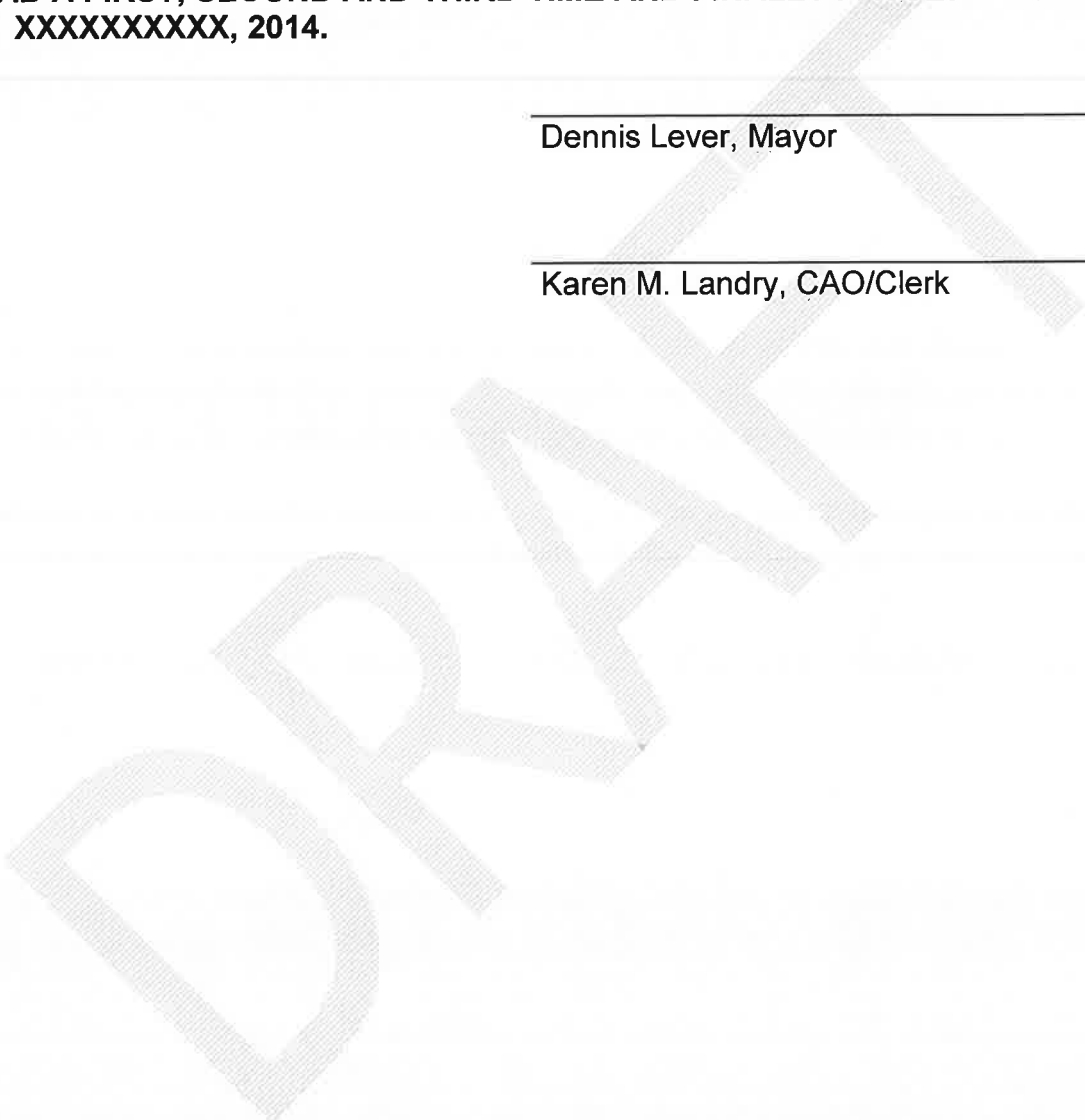
14. EFFECTIVE DATE

(1) This By-law shall come into effect on July 2, 2014.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS XXXX DAY OF XXXXXXXXXX, 2014.

Dennis Lever, Mayor

Karen M. Landry, CAO/Clerk





Fire & Rescue Committee

Future Initiatives

P - Pending
 NA - Not Active
 C - Complete

TOPIC	DEPARTMENT	STATUS	COMMENTS
Strategic Fire Master Plan	Fire	P	Capital Budget 2014
Public Education	Fire	P	Operating Budget 2014. Annual Fire Reports to include information on Public Education that has occurred over the year. Eg. Attendance at school events
25 Year Replacement Plan	Fire	C	Capital Forecast Budget. Replacement Plan completed. (See attached Schedule "A")
Aerial Truck Justification Review	Fire	C	Aerial Truck is scheduled for replacement in 2016. The Township requested whether the City of Guelph was interested in responding using their aerial truck - the City of Guelph declined (See attached Schedule "B"- letter dated July 5/12). Background regarding justification (See attached Schedule "C")
Satellite Fire Station Concept	Fire	P	Trial conducted May 2/13 to Oct 15/13. Council received the report on December 4, 2013.
Merged Computer Network	Admin/Fire	C	
Centralized Purchasing	Finance/Fire	P	This is a corporate wide initiative with implementation in 2014. Consider options available through County.
Development Charge Study	Finance	P	By-law to be passed by Council September 2, 2014. This will be a project to be led by Finance with input from all departments. A consultant has been retained to commence this project.
Time Recording & Compensation Standardization	Finance/Fire	P	This is a corporate wide initiative to be led by Finance. Target completion date of January 30, 2015.
Rescue Boat Concept		NA	Determined not required at this time.
Website & Software Review	Admin/Finance	P	This is a corporate wide initiative. First step is the completion of Information Architecture Review which is scheduled for completion in December 2013. The purpose of the information architecture review is to develop a 2-3 year plan to address the information technology needs of the Township from a corporate perspective. The updating of the website has been targeted for completion December 2014.
Rural Water Accreditation	Fire	C	Certificate is attached as Schedule "D". The next water accreditation is in 5 years if required.
Incentive & Recognition Considerations	Fire	C & P	Currently, there is an incentive program through payroll where an individual attains higher fire classification status which results in compensation increase. Could be considered as part of the Strategic Fire Master Plan.
Departmental Service Charges and Policy	Finance/Fire	C	By-law 25/13



Future Initiatives

P - Pending
NA - Not Active
C - Complete

TOPIC	DEPARTMENT	STATUS	COMMENTS
Automatic Aid Agreements	Fire & Admin	C	Mutual Aid to remain in effect.
Washroom Renovations	Fire & Admin	P	On hold pending the completion of a study to assess and develop a corporate plan regarding the Municipal Complex.
Emergency Fire Reservoir Standards & Maintenance Policy	Fire	P	Currently standards are in place in the Ontario Building Code Act. Division B, 3.2.5.7 - different standards based on size and use. That the feasibility of collecting funds under a development agreement for perpetual maintenance be investigated.
Fireworks - Setting off & Sale By-law	Fire & Admin	P	Draft Report ADM 2014-003 forwarded to Council for it's May 7, 2014 meeting.
Open Burning By-law	Fire & Admin	P	Report ADM 2014-002 forwarded to Council for consideration. Public Meeting is set for April 2, 2014 at 7pm, Puslinch Community Centre.



2014 *REVISED* FIRE AND RESCUE COMMITTEE

MEETING SCHEDULE

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 1:00	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
March Break						
16	17	18	19 1:00	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 1:00	22	23	24
25	26	27	28	29	30	31

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 5:30	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
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24	25	26	27	28	29	30
31						

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17 5:30	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19 5:30	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

 Denotes a Statutory Holiday/Offices Closed

 Meeting Dates

 Proposed TIME CHANGE FOR MEETING to 5:30PM



Puslinch Fire and Rescue Service Monthly Report April 2014

Significant Events/ Incidents/Trends

Before operating your barbecue it will need an intensive cleaning and inspection. Over the winter months, dust, dirt, debris and spider webs have collected inside your grill. Use a pipe cleaner or wire to clear spider webs that may have built up inside. All grates and lava rock should be cleaned with soapy water. Finally turn your attention to hoses to inspect for kinks, blockage or leaks.

In Canada, propane cylinders must be inspected, pre-qualified or replaced every ten years. Old rusty tanks are fire hazards when left hanging around your garage or yard. The most common household tank is twenty pounds and when filled properly it contains 80% liquid propane, leaving 20% of the cylinder to contain vapour. In Canada, only a trained attendant is allowed to fill up a tank.

When transporting a cylinder remember to:

- secure it in an upright position
- open the car windows while the cylinder is in the car.
- Even an empty cylinder can explode when your car interior heats up in the sun.

The three simple steps to barbecue lighting:

- always have the lid open when lighting the grill
- turn on the gas supply
- turn on the grill control button
- press the igniter button

Children should not be present when lighting your BBQ and they should understand that hoses, tanks and the grilling device are **not** toys to be played with.

Some special considerations for charcoal briquette barbecues:

- these units must be well ventilated as the briquettes give off carbon monoxide, the silent killer (poisonous gas)
- always use charcoal lighting fluid and **never** use gasoline
- resist the temptation to spray fluid on charcoal that is going out
- only dispose of ashes that are fully extinguished. Red hot embers can easily ignite fire in a garbage can.

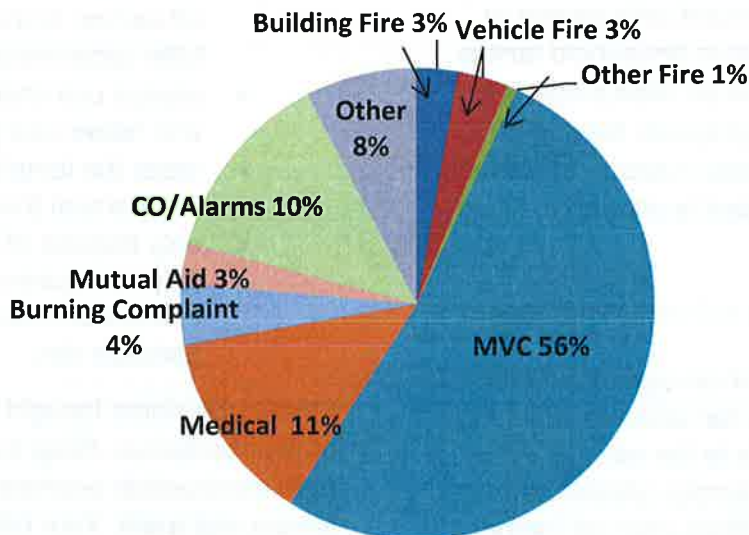
Finally give some thought into the location of your barbecue. Keep the device away from combustible overhead roofs, wooden fences and trees. Your barbecue should stand at least three metres from your home and be in a well - ventilated outdoor space.

REPORT MONTH:

2014 April

	Monthly Total	2014 YTD	2013 YTD	2012 YTD	\$ Loss Monthly	\$ Loss YTD
FIRE:						
Structure	0	4	7	1	\$0	\$320,000
Vehicular	1	5	9	10	\$0	\$15,000
Grass and Bush	1	1	2	6		
Other	0	0	8	4		
	Monthly	2014 YTD	2013 YTD	2012 YTD		
Motor Vehicle Collisions	11	75	40	35		
Medical Assist	6	19	18	15		
Mutual Aid	0	4	1	1		
Carbon Monoxide	2	4	4	3		
Automatic Alarm	5	15	8	8		
Burning Complaints	1	6	2	2		
Incorrect Page	1	4	1	1		
Other	2	7	10	6		
TOTALS:	Monthly	2014 YTD	2013 YTD	2012 YTD		
	30	145	110	92		
Estimated Total Dollar Loss Due to Fire	\$0	\$335,000	\$583,000	\$2,014,000		

2014 YTD Emergency Calls



Prevention & Public Education

2014 April

Activity:	Monthly Total	2014 YTD
Inspections	6	15
Investigations	0	5
Emergency Planning	2	8
Public Education	1	3
Meeting	4	18

Ontario Fire Deaths

2013		2014	
Fatal Fires	Fatalities	Fatal Fires	Fatalities
28	37	26	35

